

Vision Statement

Yellowstone Presbytery--guided and sustained by Scripture, the Holy Spirit, and prayer---is a community rooted in the love of Jesus Christ.

We will . . . **Gather Together** for God's glory and spiritual synergy*

Equip and Encourage

disciple- making congregations and leaders for living the Gospel...intentionally becoming more like Christ; ably sharing our faith; impacting our communities; worshipping in loving response to God; and mutually supporting and training leaders.

Go Out to join Christ in Christ's mission in our communities, Montana, and the world... embodying and sharing Christ's Good News; loving and serving, as we are commanded, in our words, actions, and relationships.

*Synergy: from the Greek syn-ergos, *συνεργος* meaning working together

Yellowstone Presbytery Leadership Cabinet

Tuesday, April 3, 2018 10:00 AM – 3:00 PM
First Presbyterian Billings

The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, . . . – Ephesians 4:11-12

10:00 Convene
Christ candle, roll call & quorum, approval of docket, approval of minutes from March 13, 2018.

Word-Share-Prayer

10:30 Introductions – new Stated Clerk & Assistant

10:50 May Presbytery Meeting Planning

11:30 Co-Presbyters Report – George & Kathy

11:45 Stated Clerk Transition

12:00 Lunch

12:30 Insurance – George, Dan, Jack
Personnel & Standing Rules*
Child Protection Policy

1:10 St Timothy's – Ron Hanson, George, Jack
Westminster Spires Camp update - George
Update on Pastoral Searches - George
Lay Pastor Training – George & Kathy
Whitworth Fellows – Kathy

The following are short updates, included in written reports or will be addressed at future meetings.

Oswego property – Susi/Paul

Geyser Administrative Commission Report – Susi
Rep/Nom Committee - Susi

Finance Report – Dan

Facebook Page Administrators

1:55 break for Called Presbytery Conference Call

2:30 reconvene – appointment of Assistant Stated Clerk
continue the Personnel/Standing Rules discussion

3:00 Dismiss in Prayer

Next meetings – May 8, 2018, 1st Billings, 1:00 pm
June 12, 2018, location to be determined

<u>Person</u>	<u>Action Items from Leadership Cabinet meetings</u>	<u>Due Date</u>	<u>New date</u>
Kathy	Letter to sessions - how have you used Stan Ott Materials	02.08.18	
Jack	contact Jody McDevitt about info from Presbytery personal folder	02.13.18	
Kathy	prepare flyer for Presbytery offering for Whitworth Funds	02.15.18	
Jack & Paul	review Presbytery personnel manual and work on a plan	02.16.18	
Susi	get response regarding rep/Nom nomination	02.16.18	
Kathy	Send responses from Sessions to Stan Ott	02.19.18	
Cabinet	Nomination for Rep/Nom Team	02.23.18	
Kathy	get cost information for Whitworth Lay Leader training	02.25.18	
George	Work with Curt and Debbie on applications for insurance quotes	02.26.18	
Cabinet	appoint a team to work on Presbytery wide backup process for electronic information	03,13,18	
Cabinet	Review proposed Child Protection Policy	03.09.18	
Cabinet	review proposed changes to St Timothy's by laws and financial procedures	03.12.18	
Suzanne	Work on training options for insurance for sexual misconduct (camp staff)	03.12.18	
Cabinet	Names for Story-Telling Team	03.12.18	

Cabinet	Names for subgroup for Backup Process	03.12.18	
Jack	Talk with Carol Harr about Mission coordination	03.12.18	
Susi	Talk with contact at Tribe about Oswego Properties	03.12.18	
KG/GG/SW	Per Capita interpretive piece for Presbytery meeting (info to Jack)	03.15.18	
Cabinet	Set up email system for weekly prayer calendar	03.15.18	
Susi	agenda item for LC - active shooter training	03.20.18	
Susi	Agenda for LC - add discussion about goal #2	03.20.18	
George	work with Curt - how does camp training line up with safechurch.com training	04.02.18	
Kathy	Work with Dan and Julie on Story-Telling Team	04.05.18	
Susi	Work with Kathy on study guide for Stan Ott DVDs	04.05.18	
Jack	Put together info received from Kathy/George/Steve into final form (Per Capita item)	04.07.18	
Kathy	work with Steve Shive on October event in Billings	04.10.18	
Kathy	advertise for September event for communications training (in Helena)	05.01.18	
kathy/Susi	work on the revised report from SC nominating committee	16-Mar	
kathy/Susi/Suzanne/Teresa	specificity for the May meeting	26-Mar	

Susi	talk with Vicki about location	26-Mar	
Kathy	write up to Marsha regarding the Communications workshop		
jack	ask Diane White about joining the Personnel Committee		
Debbie	call for the special meeting is sent out by the SC for the LC	20-Mar	

**Presbytery of Yellowstone
Leadership Cabinet Meeting Minutes
Conference Call
March 12, 2018**

Draft #2

Prayer: Susi Ennis opened the meeting with prayer at 10:05pm.

Present: Susi Ennis, Suzanne Bratsky, Jack Bell, Teresa Kendall, Susan Thomas.
Also present: Co-General Presbyter Kathy Goodrich and Stated Clerk Debbie Blackburn.
Dan Holland and Co-General Presbyter George Goodrich joined us later in the meeting.

A quorum was declared.

A motion to approve the docket was made, seconded, and approved.

Our Dwelling in the Word was focused on Mark 8:1-10.

Stated Clerk Search Committee Report:

Jody McDevitt joined us to present the report of the committee.

Following interviews, the committee nominates Jim Tarr, ruling elder from St. Andrew Presbyterian Church, as stated clerk. In addition, the committee recommends that Melissa Perrault-Baumann, ruling elder from First Presbyterian Church, Lewistown, be employed as assistant stated clerk.

Suzanne moved and Teresa seconded the motion to appoint Jim as acting stated clerk April 1. The motion carried.

Teresa moved and Suzanne seconded a motion to ask the presbytery to set aside the first sentence of our standing rules in order that the stated clerk may be elected after the end of our current stated clerk's term. The motion passed.

Jack moved and Teresa seconded the motion to call a special conference call meeting of Yellowstone Presbytery on Tuesday, April 3 at 2 p.m. The purpose of the meeting would be to set aside sentence number one of the Standing Rules of the Presbytery regarding the stated clerk, and to take action on the unanimous recommendation of the Stated Clerk Search Committee and the Leadership Cabinet to elect Jim Tarr as Stated Clerk.

The motion carried.

The Leadership Cabinet discussed the New Stated Clerk Training event to be held in Louisville May 13-16. The new Stated Clerk's expenses will be paid by GA. A motion was made and seconded to support the assistant stated clerk's attendance at the training, possibly at a later date. This support includes our financial assistance if needed. The motion passed.

Currently, our stated clerk is paid a salary and an amount is allocated to a retirement account. If an amount is not allocated, payroll taxes and worker's comp are increased by about \$400.00. At this point, it is not clear whether a portion of the compensation must be allocated to a retirement benefit or what are the preferences of the new Stated Clerk. This question will be determined later.

After prayer, we excused Jody and thanked her and the Stated Clerk Search Committee for their service.

Presbytery Meeting Planning:

We reviewed the March meeting, noting the feedback received from commissioners. The workshops were well-received however we attempted many events in a short amount of time. Worship was delayed and so Friday was a long day, especially with the addition of a morning workshop.

Ideas for the May meeting were presented such sharing stories, how to have people eyes, working with the musical gifts in Harlowton.

Teresa, Suzanne, Susi, and Kathy will work together to begin planning for the May meeting.

Co-Presbyters Report:

Marsha Anson, Stated Clerk of Glacier Presbytery, has applied for a Geller Center Fund grant for a workshop for both Glacier and Yellowstone Presbyteries. The workshop will provide tips and techniques to help churches communicate more effectively with their communities. The workshop will be held at First Presbyterian Church in Helena on Thursday, September 27 from 9am – 3:30pm.

Kathy will communicate with Marsha to gain more information and also to communicate our hopes about the timing of the conference, participation from Yellowstone Presbytery, and video possibilities.

Higher Ed Grant Request Form:

In order that the LC may be informed about the ministries of higher education in Yellowstone Presbytery, and keeping in mind our Vision Statement, the following questions are proposed for inclusion in our grant request form:

1. How are you an expressly Christian ministry? Please include your Vision and goals. How do your staff/leaders and Christian students share the Good News of Jesus Christ informally and formally in relationships and programs?
2. As you seek to embody the Good News and join Christ in *Christ's* mission, how do you connect your love and service to Christ, connecting to the question above?

3. How do you make disciples and disciple-making leaders to intentionally love and become more like Christ? Specifically describe the ways you:
 - Are guided and sustained by scripture
 - Model and teach prayer
 - Worship and encourage worship in student's lives
4. Do you encourage students to become involved in a local congregation? If so, how?
5. Please describe your weekly and monthly priorities, schedules, activities, programs of all types within and without the university context.
6. How much are you requesting and what items will it be funding in your budget?
7. Should we give you a grant, to whom should we write the check and where should it be addressed?

Currently, ministries at the campuses of Rocky Mountain College, MSU-Billings, and MSU-Bozeman have been supported. A question was raised about ministries in Butte, Miles City, Dillon, and Poplar. Contacting these ministries will be pursued.

Susi raised the question of being clear about our funding limits and determining our priorities and vision as we approve higher education grants.

Jack Bell moved and Dan Holland seconded a motion that our cap for higher ed giving this year will be \$6000.00. The motion passed.

Personnel:

We still need one more member to serve with Jack and Paul on this LC sub-committee. The committee will begin working and hopefully add one more member. Diane White will be contacted to ascertain her interest in serving.

Written updates were received from Insurance, Oswego Property, Geysers Administrative Commission, Rep/Nom Committee, Finance, St. Timothy's, and the Child Protection Policy.

The meeting closed in prayer at 1pm.

Respectfully submitted,

Susan Thomas

Yellowstone Presbytery

Child Protection Policy

(Based on Safe Church Guidelines and PCUSA Child Protection Policy DRAFT 3/21/18)

General Purpose Statement

Yellowstone Presbytery seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Yellowstone Presbytery from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

Definitions

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “worker” includes both paid and unpaid persons who work with children. The term “volunteer” means anyone involved in a Sunday school program, summer camp, youth retreat, Vacation Bible School, church nursery, church youth group and/or in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

a) **Six Month Rule**

No person will be considered for any volunteer position involving contact with minors until she/he has been involved with a Yellowstone Presbytery Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

b) **Written Application**

All persons seeking to work with children must complete and sign a written application . The application will request basic information from the applicant and will inquire into previous experience with children, previous affiliation a Yellowstone Presbytery congregation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the supervising church or other Yellowstone Presbytery entity to include Westminster Spires Camp.

c) **Personal Interview**

Upon completion of the application, an interview may be scheduled with the applicant to discuss his/her suitability for the position.

d) **Reference Checks**

Before an applicant is permitted to work with children, at least two of the applicants’ references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at the supervising church or at the Yellowstone Presbytery office in the case of Westminster Spires camp.

e) **Criminal Background Check**

A national criminal background check is required for all employees (regardless of position) and “volunteers”.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church or Yellowstone Presbytery to run the check.

A disqualifying offense that will keep an individual from working with children will be determined by the local church pastor or designee or camp director on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the supervising church or Yellowstone Presbytery office.

RESPONDING TO ALLEGATIONS OF CHILD ABUSE

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at the supervising church or camp becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the head pastor in the case of church activities, and the Presbyter of Yellowstone Presbytery in the case of Westminster Spires or Presbytery wide events for further action, including reporting to authorities as may be mandated by state law.

REPORTING

If there is suspicion that any incident of child abuse has taken place, an Incident Report should be completed and forwarded to the supervising adult of the activity or event. **Incident Report forms are available from any Church Office or Pastor, Yellowstone Presbytery and Westminster Spires Camp Director.**

All Incident Reports are to be given to the Head Pastor of the church sponsoring the activity or events or the supervising adult of the activity if it is a Yellowstone Presbytery sponsored event such as a youth retreat or summer camp activity.

The supervising adult of the activity or event will consult with the head pastor of the church or the Yellowstone Presbytery presbyter and one other adult related to the activity or event to address the following: **Is this the response team? Can we define “response team” below..**

1. Immediately provide for the safety of the alleged victim(s) involved.
2. If the report alleges abuse or harassment of a minor, **the response team** will:
 - a. immediately ensure the allegation is reported to the civil authorities under state law;
 - b. immediately notify the parents or guardian of the minor;
 - c. notify the insurance company of the allegation and that no investigation has yet occurred.
3. Make immediate decisions concerning the temporary removal of the individual accused from any contact with children or youth pending an investigation and/or removal of the accused from the

event until a resolution of the allegations has occurred.

4. Provide victims and their families immediate resources that may aid in the particular spiritual, psychological, or emotional needs and trauma that arise from the devastation of abuse.

5. If the report is against a teaching elder, the response team shall send a written statement of allegation to the stated clerk Yellowstone Presbytery. This written statement of allegation shall trigger the formation of an investigating committee under the Rules of Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.) Part II.

6. If the report is against a ruling elder, the response team will notify the session of membership that an allegation of offense has been received against an elder that triggers the formation of an investigating committee under the Rules of Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.), Part II.

7. If the report is against an employee of Yellowstone Presbytery the response team will notify the person(s) or committee responsible for supervision of the employee. The response team will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.

8. If the report is against an employee of sponsoring council or entity other than Yellowstone Presbytery, the response team will notify the person(s) or committee responsible for supervision of the employee. The response team will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.

9. If the report is against a volunteer, or nonmember of Yellowstone Presbytery, the response team will request that Yellowstone Presbytery appoint an investigating committee of three persons to initiate an investigation of the allegations in order to:

- a. gather any statements of abuse from those making the report, including any information from the Response Team, and any party to the abuse;
- b. gather any information from the person who was accused of abuse;
- c. make written determinations and take actions appropriate to resolve the matter including, but not limited to, making recommendations for prevention as well as response.

10. Provide pastoral counseling for the principal parties involved (accuser(s), possible victim(s), accused, family members).

11. A written summary of any proceedings in such cases will be maintained by Yellowstone Presbytery.

12. Any person bringing a report of abuse or assisting in investigating will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

EVENT RULES

1. Two-adult rule: Whenever possible two non-related adults should always be present in groups of children and youth. It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be

no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

2. Ratios: The adult to child ratio for all child-related events/activities is 2:10. The adult to youth ratio for all youth-related events/activities is 2:17. There shall also be one adult of each gender when there is one or more minors of each gender in a group. Only in emergency situations may the ratios and gender diversity be compromised.

3. View Windows and Open Doors: When minors and adult workers or volunteers are in a room, if the door is closed, the door must have a view window installed. If no view window is installed in the door, the door must remain open at all times.

4. Adult workers/caregivers should respect the privacy of the children to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (ex. Taking age appropriate photographs and movies, not taking photographs of minors who are not fully clothed. Adults and minors are required at all times to wear appropriate attire.

5. Age appropriate training to children and youth should be provided regarding behavior that should be reported to caregiver or leader of the event.

6. Transportation: All adult drivers at child/youth events must have proper licensure and insurance on file with the organizing council. No minor under eighty-five pounds may sit in the front seat of any vehicle. All drivers transporting minors and vulnerable adults must be over the age of twenty-five and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs. If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers. Each vehicle must follow the ratio rules noted in point 2 in this section. Lastly, no minor may be a driver at any event or activity (this includes golf carts at events).

7. Forms: The legal guardians of each minor must provide the appropriate health and food allergy information and medical insurance information for each activity/event. The information form should include all contacts for parents and/or legal guardians. Further consent forms must be signed by legal guardians for any off campus events. Any photos at the event that are used in social media or published material by the organizing council must be released by a signed consent form from a participant's legal guardian as well as the minor. All such forms must be stored at the event site, in a secure place with restricted access.

8. Each event/activity must ensure that rules are gone over with participants at each event/activity. These rules shall include but are not limited to a code of conduct specific to the event/activity, as well as a list prohibited and expected behaviors for the specific event/activity. The code of conduct and prohibited and expected behaviors list should be given in written form to each participant and legal guardians, as well as discussed thoroughly at the beginning of the event/activity.

9. All volunteers and employees at any Yellowstone Presbytery sponsored events must also abide by a code of conduct that emphasizes the following prohibited behaviors. Some of these prohibited behaviors include but are not restricted to:

- a. Display of sexual affection toward a child.
- b. Use of profanity or off-color jokes.

- c. Discussion of sexual encounters with or around children or in any way involving children in personal problems or issues.
- d. Dating or becoming “romantically” involved with children (under the age of eighteen).
- e. Using or being under the influence of alcohol or illegal drugs in the presence of children.
- f. Possessing sexually oriented materials—including printed or online pornography—on church property or property being utilized for a church event.
- g. Having secrets with youth/children.
- h. Staring at or commenting on children’s bodies.
- i. Engaging in inappropriate or unapproved electronic communication with children.
- j. Working one-on-one with children in a private setting.
- k. Abusing youth/children in anyway, including (but not limited to) the following:
 - Physical abuse: hit, spank, shake, slap, unnecessarily restraint.
 - Verbal abuse: degrade, threaten, or curse.
 - Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations.
 - Mental abuse: shame, humiliate, act cruelly.
 - Neglect: withhold food, water, shelter.
 - Permit children or youth to engage in the following: hazing, bullying, derogatory name calling, ridicule, humiliation, or sexual activity.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14.
- Must be screened as specified above.
- Must be under the supervision of an adult and must never be left alone with children.

Check-in/Check-out Procedure

For children below third grade, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a “child check” for the child similar to a claim check. The parent or guardian must present the “child check” in order to sign out the child from our care. In the event that a parent or guardian is unable to present the “child check,” the supervising adult (VBS director, Sunday school teach, camp director, etc.) will be contacted. The supervising adult will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children participating in all Yellowstone Presbytery church sponsored events. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours;
- Green or yellow runny nose;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Medications Policy

It is the policy of to not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy. In the case of young people attending camp or overnight youth retreat events, a supervising adult may be provided written guidelines and approval for securing and administering medications.

Discipline Policy

It is the policy of Yellowstone Presbytery and member churches to not to administer corporal punishment. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the supervising adult of the activity or event if assistance is needed with disciplinary issues.

Restroom Guidelines

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will **immediately be summoned in** addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Social Media—Electronic Communications

General Social Media Policy—No minister, employee, contractor, or volunteer of *Yellowstone Presbytery* and its entities shall create or use a media site (Web, Facebook, YouTube, or similar) in the name of or purporting to represent Yellowstone Presbytery without the explicit written permission of Yellowstone Presbytery, or event leadership. When clergy or staff, acting in their capacity as a representative of Yellowstone Presbytery or its entities, lead or coordinate a group activity using social media, each may use only official Yellowstone Presbytery entity sites/channels when they have been made available by the entity of Yellowstone Presbytery. These may include Web pages, Facebook, e-mail, and similar means.

Social Media Communications

Persons who shall create public pages on behalf of Yellowstone Presbytery entity programs are responsible to monitor communications and to assure that employees and volunteers do not have private (and possibly inappropriate) conversations with children and youth.

Persons having Facebook privileges on behalf of the Yellowstone Presbytery entity shall treat unsolicited communication or “friending” from children or youth **under age** as an unauthorized text message. No reply may be given except to indicate by a posting that **accepting a “friend” invitation by under-age children** is a violation of the code of conduct.

If a child or youth reveals abuse or inappropriate interactions with an adult, the person must report this information in the manner of any “suspected abuse.”

When using Facebook to communicate with children or youth, the authorized minister shall inform parents/guardians of each child or youth that the latter is communicating with the person via Facebook, providing the parent/guardian the opportunity to disapprove or to participate in a group.

Social Networking Code of Conduct

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- **Prohibit private messages between employees and volunteers and children or youth. (FB / Texting? Other?)**
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- Provide children, youth, and their parents with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their children’s and youth interactions with employees and volunteers.
- Continuously remind children and youth how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the code of conduct.

At the institution of the use of social media, the authorized minister shall present this Social Networking Code of Conduct to children or youth and parents/guardians.

Training

The sponsoring church or Yellowstone Presbytery sponsored event director will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.

Supporting Documents:

Yellowstone Presbytery Application for Staff Working With Youth

Yellowstone Presbytery Incident Report (To report injury or possible abuse incident)

Yellowstone Presbytery Authorization for Request for Criminal Records Check

Westminster Spires Camp Staff Application (Separate document)

**St. Timothy's Chapel
2018 Revenue
General Fund**

<u>Revenue Category</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2018 Budget</u>
Chapel Fees	\$ 350.00	\$ 920.00	\$450.00
Cards/Miscellaneous Income	10.00	30.00	25.00
Sunday Offerings	5,300.00	5,311.56	5,300.00
Memorials/ Donations	125.00	1,241.52	250.00
Interest	620.00	0	0
Dividends	1,450.00	3,163.88	3,200.00
Presbytery	14,000.00	11,438.22	11,500.00
Wedding Income	2,100.00	3,650.00	1,050.00
Transfer from Savings	<u>0</u>	<u>6,325.46</u>	<u>5,250.00</u>
Total	\$23,955.00	\$32,080.64	\$27,025.00

Special Projects

<u>Revenue Category</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2018 Budget</u>
Roof Insurance Proceeds	-0-	-0-	\$57,000.00

Restricted Funds

<u>Revenue Category</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2018 Budget</u>
Columbarium Sales	-0-	\$6,000.00	\$9,000.00

All Funds

<u>Revenue Category</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2018 Budget</u>
Grand Total			\$93,025.00

**St. Timothy's Chapel
2018 Expenditures
General Fund**

<u>Expenditure Category</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2018 Budget</u>
Buildings and Grounds	In Cust. Srv	In Cust Srv	\$ 4,900.00
Custodial Srv Chapel	6,250.00	9,440.00	1,440.00
Ministerial Services	3,900.00	3,900.00	3,900.00
Music Services	1,820.00	1,820.00	1,820.00
Operating Supplies	775.00	757.97	850.00
Chapel Utilities	1,265.00	2,797.10	3,000.00
Manse Utilities	3,810.00	1,548.19	750.00
Special Assessments	650.00	1,170.00	1,000.00
Telephone	750.00	639.12	600.00
Miscellaneous	0.00	0.00	300.00
Chapel Maintenance	1,850.00	1,533.49	5,450.00
Manse Maintenance	500.00	539.97	750.00
Printing/Advertising	1,300.00	1,474.91	1,400.00
Custodial Srv. Weddings	810.00	1,940.00	840.00
Transfer to savings	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
Total	\$23,920.00	\$32,648.87	\$27,000.00

Special Projects

<u>Expenditure Category</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2018 Budget</u>
Roof Replacement	-0-	-0-	\$57,000.00

Restricted Funds

<u>Expenditure Category</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2018 Budget</u>
Columbarium Landscaping	-0-	-0-	\$400.00
Columbarium Irrigation	-0-	-0-	<u>\$1,000.00</u> \$1,400.00

All Funds

	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2018 Budget</u>
Grant Total	NA	NA	\$85,400.00

Standing Rules
St. Timothy's Memorial Chapel
Suggested changes to Standing Rules

(Items crossed out to be eliminated. Items underlined to be added)

Article I-Name of Organization

The name of the organization is St. Timothy's Memorial Chapel. Its affairs are administered by the St. Timothy's Memorial Chapel Committee in Cooperation with the Presbytery of Yellowstone of the Presbyterian Church (U.S.A.)

Article II-Statement of Mission

St Timothy's Chapel has been established as original papers show: (1) To provide an inspiration setting for Sunday worship ~~for a 12 week summer period ending Labor Day a selected number of weeks~~ during June, July and August for vacationers, summer residents, and interested persons from Georgetown Lake and wider environs; (2) To provide a setting for ~~wedding services~~ Christian weddings and other Christian services subject to the guidelines of the Chapel Committee; (3) To provide a place, subject to prior scheduling, for religious retreats and conferences, church related meetings, small concerts, and other events in keeping with this mission statement; (4) To make the facilities available ecumenically to other Christian groups, subject to the guidelines and scheduling of the Chapel Committee;(5) To provide a distinctively Christian setting for meditation for ~~the many~~ persons who visit the chapel area during weekdays.

Change Rationale:

- Adds flexibility to the number of services. At the request of worshipers we have held services through August which amounts to 13 weeks.
- Services other than weddings may be held—such as approved baptisms and memorial services.
- Phrase “the many” is unnecessary

Article III-Members

St Timothy's Chapel is a specialized ministry and not a constituted congregation, nor is the summer pastor installed. Thus, there is no category of communicant

membership as is the case in a duly constituted Christian congregation with an installed pastor.

Membership of the Chapel Committee consists of ~~seven (7)~~ up to 5 Presbyterians from the area of whom up to ~~3~~ 2 shall be a Presbyterian pastor/CRE. One of the ~~7~~ 5 presbyterians shall be elected ~~chair~~ Moderator of the Committee. In addition, there shall be up to ~~seven (7)~~ (4) ecumenical members committed to the ministry from area non-Presbyterian congregations; and up to four (4) representatives of the donor

Family, only one of which shall be a voting member. Attention shall be paid to achieving an appropriate balance between men and women members. The summer pastor(s), representatives of the Yellowstone Presbytery, and other members of the donor family may attend meetings in an ex-officio capacity without a vote. ~~The position of Treasurer and calendar secretary are is ex-officio without vote.~~

Nomination and election to the Chapel Committee is only as described in Article V of these Standing Rules. No individual member of the Chapel Committee is authorized to act on his/her own without prior permission of the entire committee. ~~All action normally begins in sub-committees which is then recommended to the entire Chapel Committee in meeting which provides authorization unless prior exception is made.~~

Change Rationale:

- Membership number is adjusted to reflect actual availability of qualified persons to fill the membership categories and to equalize the number of Presbyterians and ecumenical members.
- Finding a treasurer outside of the committee is nigh unto impossible.
- Entire committee implies a unanimous vote rather than a majority vote.
- Gender balance is always sought on Presbyterian committees but actual balance may vary from year to year due to availability.
- Since the Chapel currently operates as a committee of the whole, the requirement for action to begin in sub-committee (or any *ad hoc* committees) can be eliminated or kept as is -- allowing for the exception as noted in anticipation of creating these committees per Article VI.

Article IV – Worship Services and Meetings

Worship services consistent with the Presbyterian tradition are held on Sunday mornings during the summer. The Chapel is also available for such activities as outlined in Article II.

~~Funerals are not held at the Chapel. Baptism or the Lord's Supper are not observed in the summer Sunday morning services. Any exception would require the prior approval of both the Chapel Committee and the Presbytery of Yellowstone. Other denominations than Presbyterian may hold baptisms and Communion if in keeping with accepted practices of denominations involved.~~

Christian Memorial services may be conducted at the Chapel when in keeping with the accepted practices of the denominations involved. A columbarium niche, if available, may be purchased from the Chapel for the deposit of ashes.

Christian Baptisms may be conducted at the Chapel when in keeping with the accepted practices of the denominations involved.

The Lord's Supper may be celebrated during Sunday morning services with the required approval of the Chapel Committee and the Presbytery of Yellowstone.

The Chapel Committee meets at least three times during the calendar year at pre-set times either in person or including one meeting as a conference call. Additional meetings may be called at the initiative of the chair of the Chapel Committee and/or at least two Committee members with a minimum of 10 days prior notice to the entire Committee. A quorum shall include at least three Presbyterian members of the Committee. Email votes are authorized.

At the three preset meetings the agenda shall include review of previous committee minutes, financial report, communications from Presbytery, schedule up-date and reports on pending matters. The winter meeting (1) shall be the Annual Meeting and shall include approval of an annual budget; selection of the summer pastor(s); organist, and custodian; and approval of an annual report to the Presbytery of Yellowstone. The late spring/early summer meeting (2) shall include review of chapel use guidelines; summer calendar; publicity for the chapel program; decision on a summer benefit concert for area public services or other special events; orientation of the summer pastor(s) as needed. The late summer meeting (3) shall include an evaluation of the summer program using established

criteria; election of committee members and officers; review of sub-committee assignments; review of the upkeep needs of the Manse, Chapel and grounds. A conference call, or email vote, may be used to take into account individual member needs and driving distances provided adequate subject material is provided well ahead of the conference call or email vote.

Change Rationale:

- Add phrase : “Worship Services” to title to reflect other permitted services.
- Memorial services are a natural accompaniment to the columbarium.
- Baptisms reflect the Chapel commitment to welcoming all into the love and protection of the Lord. The assembled family and guests who are present pledge to guide and nurture the baptized.
- A conference call takes into account individual member needs and driving distances.

Article V- Governance and Elections

The oversight of St Timothy’s Memorial Chapel is vested in St. Timothy’s Memorial Chapel Committee which consists of persons as described in Article III. The Chapel in its work is guided by the Form of Government of the Presbyterian Church (USA).

Replace Nominating Committee paragraph with: The Chapel Committee as a whole will serve as a nominating committee for the position of summer pastor and Chapel Committee officers.

Chapel Committee members, unless elected to an unexpired term, are customarily elected for a 3 year term. Members are arranged as equally as possible in up to 3 classes so that term expirations will not disrupt continuity in the work of the Chapel Committee. Other nominations may be made from the floor. ~~Non-attendance of three consecutive regularly scheduled terminates membership on the committee.~~

~~The Personnel Committee,~~The Chapel Committee, prior to the winter meeting reviews possibilities for the position of summer pastor(s). ~~Before submitting a name to the Chapel Committee, the willingness of the candidate to serve shall be ascertained.~~ Suggestions for summer pastor(s) may be received from other committee members or interested persons. ~~The approved candidate(s) shall be reported to the Committee on Ministry of the Presbytery of Yellowstone for concurrence.~~ The expectation is that the Pastors shall be affiliated with the

Presbyterian Church (U.S.A) and in good standing with the same. ~~Following approval by the Committee on Ministry, the pastor in question must secure similar approval from the presbytery in which he/she holds membership.~~ Appointments are for a given year but may be continued at the discretion of the Chapel Committee.

Article VI – Sub-Committees

~~There shall be sub-committees of the Chapel Committee which, however titled, shall provide oversight for the following areas: Nominations; Personnel; Program (including worship, special programs, weddings; and other uses) Building and Grounds (including custodian); Finance and Investments (including budget reports) and Publicity. Sub-committee membership shall be by three year terms arranged in classes. All Sub-committees shall have job descriptions. The Chapel Committee as a whole will serve as a nominating committee for the position of summer pastor and Chapel Committee officers.~~

The ~~chair~~ Moderator of the Chapel Committee may appoint ad hoc sub-committees to carry on certain work of the Chapel. Sub-committees meet periodically at least annually (~~occasionally even by telephone conference calls are permissable~~) to fulfill their job. The sub-committee chair or someone designated by him or her is to report at each meeting of the Chapel Committee.

Standing and *ad hoc* committees shall be established as needed by the Chapel Committee.

Article VII – Budget and Finances

~~References to Rev Anderson and Rev McCabe seem out of place in a Standing Rules. More appropriate to history documents.~~

~~St. Timothy's and the house for the summer pastor(s) were a gift by the members of the John W. Bowman family of Sterling, Illinois, working with Rev. Dr. H.R. Anderson as advisor, organizing pastor and first summer pastor and Rev. Dr. Joseph McCabe. Within several years of its opening in 1965 it was self-supporting. Income is derived from Sunday offerings during the summer, use fees from weddings, receptions, conferences, and other events approved by the Chapel Committee, special designated and undesignated gifts administered as invested funds by the Chapel Committee, the income from Trust Funds given by the donor~~

family and administered by the Presbyterian Church (U.S.A.) Foundation, earnings paid to the Chapel Committee through the Presbytery of Yellowstone.

An annual budget for the Chapel program is approved at the beginning of each calendar year and monitored during the year by the committee. The annual ~~audit~~/financial report is approved by the Chapel Committee, ~~and audit a financial review is arranged for, and a copy of that financial review is provided to the~~ Presbytery of Yellowstone. The minimum standards of financial procedures as outlined in the form of Government shall be observed. The budget indicates the remuneration for the part-time summer staff needed for the program. The pastoral remuneration includes free use of the manse.

Article VIII – Governing Rules

~~Where the Standing Rules do not provide the Book of Order of the Presbyterian Church (U.S.A.) provides guidance. At meetings of the Chapel Committee or its sub-committees, parliamentary procedures is to be followed in accordance with Robert’s Roles of Order. For more specific information on these procedures see the official job descriptions.~~

Where these Standing Rules do not provide, the Book of Order of the Presbyterian Church (USA) provides guidance. At all meetings of the Chapel Committee (as well as at all sub- and *ad hoc* committees), it is expected that business will be conducted decently and in order -- and with the use of Robert’s Rules of Order, if the chair so directs.

Change Rationale:

- “Customarily” allows for flexibility in availability of desired members.
- “Other nominations...” is not relevant to this paragraph.
- Striking “non-attendance...” allows for flexibility in member circumstances and acknowledges that all members can be informed by email as well as solicited by email for comments and approvals as needed.
- The Chair or his/her designate is the most appropriate person to discuss membership with a candidate to assure full understanding of the role. All Chapel Committee members are to suggest possible candidates.

Article IX – Amendments

The Standing Rules may be amended upon 30 days written notice (which shall include a copy of the proposed amendments and its rational) by a majority of those present at a meeting of the Chapel Committee. Amendment is to have concurrence of the Presbytery of Yellowstone.

A provision of these Standing Rules may be suspended by the Chapel Committee if a demonstrated need is shown and for a specific period. Such action shall be fully recorded in the minutes of the meeting.

Article X – Gen

The following are the official papers of the Chapel Committee and provide guidance on questions not specifically dealt with in the Standing Rules: (1) The History of St. Timothy's Chapel; (2) Job Descriptions for the Sub-Committees and the Paid staff; (3) Descriptions of the Chapel's Sunday Worship (i.e. Bulletin); ~~and (4) Description of the Manse and surrounding Area.~~

Change Rational:

- Adding the Bulletin describes our Sunday Worship. The rest is not needed since pastors are returning most every year. For new pastors we can provide adequate information from other sources including our website.

Proposed changes 10/10/2017

1 Corinthians 15:1-11

New Revised Standard Version (NRSV)

15 Now I would remind you, brothers and sisters,¹ of the good news² that I proclaimed to you, which you in turn received, in which also you stand, ²through which also you are being saved, if you hold firmly to the message that I proclaimed to you—unless you have come to believe in vain.

³For I handed on to you as of first importance what I in turn had received: that Christ died for our sins in accordance with the scriptures, ⁴and that he was buried, and that he was raised on the third day in accordance with the scriptures, ⁵and that he appeared to Cephas, then to the twelve. ⁶Then he appeared to more than five hundred brothers and sisters⁷ at one time, most of whom are still alive, though some have died.⁸ ⁷Then he appeared to James, then to all the apostles. ⁸Last of all, as to one untimely born, he appeared also to me. ⁹For I am the least of the apostles, unfit to be called an apostle, because I persecuted the church of God. ¹⁰But by the grace of God I am what I am, and his grace toward me has not been in vain. On the contrary, I worked harder than any of them—though it was not I, but the grace of God that is with me. ¹¹Whether then it was I or they, so we proclaim and so you have come to believe.