

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, June 12, 2018 10:00 am – 1:00 pm

The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teaches, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to unity of the faith and the knowledge of the Son of God, to maturity, to the measure of the full stature of God. – Ephesians 4:11-13

10:00 Convene

Light Christ Candle and Prayer

approval of docket, approval of minutes from April 3, 2018 & May 8, 2018.

Dwelling In The Word

10:30 review of May Presbytery Meeting & discussion of November Presbytery Meeting

11:15 2019 Budget planning

12:00 Child Protection Policy

Report from Stated Clerk

Assistant Stated Clerk Job Description

Status of Insurance Application

Whitworth Fellows

1:00 Dismissal

**Presbytery of Yellowstone
Leadership Cabinet (LC) Meeting Minutes
April 3, 2018
First Presbyterian Church, Billings, Montana**

Moderator Susi called the meeting to order at 10:02 a.m.

Present were:

Susi Ennis
Jack Bell (phone)
Susan Thomas
Paul Helland (excused)
Steve Weber (phone) on and off during travel for wedding
Julie Boksich (phone)
Suzanne Bratsky (phone)
Teresa Kendall (phone)
Dan Holland (phone) later call in with report

Absent:

none

Also present:

George Goodrich, Co-General Presbyter (phone)
Kathy Goodrich, Co General Presbyter (phone)
Jim Tarr, Stated Clerk, Elect.

- 1. Opening Prayer** – The opening prayer was offered by Susi.
- 2. Quorum** – A quorum was declared present.
- 3. Docket** – The docket was approved
- 4. Minutes of February 6, 2018, Special Meeting March 13, 2018**
 - > **The LC voted** to approve the minutes of February 6, 2018
 - > **The LC voted** to approve the minutes of a conference call meeting March 13, 2018
- 5. Dwelling in the Word** – Susi led the time of dwelling in 1st Corinthians 15: 1-11. There was a time of reflecting on this passage to see how it was speaking to individuals and to us as LC. Susi closed this time with prayer.
- 6. The new Stated Clerk**--Jim Tarr was introduced and training previous weeks was reported. The search committee to be thanked for their service during the special Presbytery meeting later today. Also all call in to the meeting folks acknowledged presence at the meeting by verified emails
 - > **Action Item Spreadsheet** - The action items spreadsheet was updated to reflect items that have been completed and those items that are still open. Everyone was encouraged to refer to the spreadsheet between meetings to be reminded of commitments made and due date. Susi will track and update the list for this meeting
- 7. May 4, 5, 2018 Presbytery Meeting** – The planning committee report was reviewed. It was agreed:
 - To have Teresa K. continue to lead the planning group.
 - To include Rev. Vicki Waddington (waddington@midrivers.com) in final report for her information.
 - To have the commissioner's feedback to the Churches report form (the commissioner report form) be pointed out at the opening of the meeting so the commissioners can follow and report while the work proceeds and answer "what did you hear the Lord say?" The LC participants are to make notes to report (on a LC feedback form) back to the cabinet on how future Presbytery meetings can be improved. It was suggested we try to add talking to strangers as a practice event.

8. Goals and Priorities for 2018 – Discussed considering adding resources of young people who are willing to testify. Overall, make and note what can be called good news stories from the church's and their ministries.

9. Action item from Stated Clerk – The bank needs a change of names form completed along with a Minutes stating the authorization to access the accounts. The bank accounts applicable to this change in signatures are:

Tot. Free Business Checking xxxx

Tot. Free Business Checking xxxx

Tot, Free Business Checking xxxx

Business Money Market xxxx

Business Money Market xxxx

>**It was voted** to Delete Deb Blackburn Secretary and add Jim Tarr Secretary. Continue to name George Goodrich other and to confirm Sheryl Hallin Treasurer as signatures on the accounts.

10. Insurance—The need for added coverage was discussed covering such risks including higher liability limits, sexual harassment and camps as previously stated at the last meeting.

> **it was moved** to complete and file the forms needed to change the coverage to add these risks and update the policy according to the recommendations of the committee and the agent Ray Pryor. The cost to the presbytery may be in excess of \$4,000. The motion was tabled

The LC will need (to report any final action and) finalize the motion for approval when all the facts are known.

11. Lunch – Susi offered prayer for our meal and the LC recessed for lunch.

12. Standing Rules Committee – Dan Krebill was suggested as a name to add to the committee and he agreed via call to serve. Dave Kimball was suggested also to be added with Jim Tarr to asked him to serve. That was not decided by the close of the meeting.

> **It was voted** to have the sub group consisting of Kathy as staff, Melissa P.B., Deb Blackburn, Dave Kimball, and Dan Krebill work on making changes to the standing rules. (it is assumed these changes may also include the establishment of a personnel committee with designated functions) Also, the standing rules task force shall be accountable to the LC.

13. Personnel Committee— The LC shall function as the personnel committee until and or if such a committee is formed. It was suggested that when a committee is formed Paul, Jack, Diane be asked to serve. One more TE might be needed.

14. Child protection Policy—George and Curt have prepared a draft of the policy, It was suggested to asked Cynthia Kessler to review and give feedback on this policy. Susi to send Curt some more recommendations. George will help. Susi asked the LCC to get any feedback they have to George and Curt. Deadline April 10 for getting all feedback turned in to Curt.

15. Finances – Dan was asked where money from any increase in cost of Insurance could come from and he reported no funds are budgeted so it will need to be a deficit at this time. Jim pointed out insurance contracts are annual and timing is Jan 1 to Dec 31 so dollar impact this year will be dependent on time the change is made.

16. Oswego Property – Susi has talked with the tribe and is waiting for feedback from them. She will continue to work on this.

17. Geyser Administrative Commission –Susi reported no changes at this time

18. St. Timothy's Memorial Chapel— The budget for the chapel was received. The revised standing rules for administration of the Chapel were reviewed which will reduce the number of board members to be more in line with who might serve. Other changes also are recommended and the entire document was available for review.

> **The cabinet voted** to endorse the recommendations of the committee to change the standing rules for the St Timothy's Memorial Chapel.

19. Rep/Nom Team – The LC needs to nominate someone for the Rep/Nom Ministry Team. A name
> **The cabinet Voted** Teresa Kendall should be an added member of the Rec/Nom Committee. This will require a vote of the presbytery to confirm her nomination.

20. Report from Co- General Presbyters – Kathy and George provided a written report. George reported on the vacancies which are getting filled and a more optimistic outlook prevails. Kathy continues to refine the training possibilities with the Whitworth program. A link on the website was made so all can connect with the Whitworth applications for training the entire 16 hour courses will only cost a seeker \$300.00. The PMT will remain the primary committee to monitor the education of seekers.

21. Meeting recessed—at 2:00 PM MDT. The meeting recessed so the meeting of entire presbytery could be started. This special meeting was reported on by Susan Thomas acting as Stated Clerk and appointed by Jim Tarr.

22. Standing rules discussion—After the special presbytery meeting some congratulations were offered to the new stated clerk and then a continued discussion of what changes might be considered to the standing rules.

23. Facebook—Add another administrator for the account is needed. Currently, Jack, George and Teresa are on the admin list for the site. Facebook site information needed includes wanting more pictures of Churches, site links web and Facebook, TE's and RE's pictures and some bios, service work happenings at churches, other actions planned.

24. Stated Clerk Search Committee—

> **It was Voted** the search committee is to be dismissed with special thanks to Jody, Paul, Debbie F, Don, and Kathy.

25. Oswego property—Susi reported the tribe is working on it.

26. Assistant Stated Clerk—After the special meeting, Jim Tarr, stated Clerk, appointed Melissa Perrault-Baumann as the assistant stated clerk with her duties to begin at the same time as the new Stated Clerks'. For everyone's information for the record the split of the budgeted pay for the stated clerk position will initially be 2/3 Mr. Tarr and 1/3 Ms. Perrault -Baumann.

27. Next Meeting – The next meeting will be in Billings, MT, May 8, 2018 at 12:30 PM. The June 12 meeting location was decided to be at George and Kathy's home from 10:00 AM to 3:00 PM and then socialize a while after.

28. Adjournment— The meeting adjourned with prayer at 3:05 pm.

**Presbytery of Yellowstone
Leadership Cabinet (LC) Special Meeting Minutes
May 8, 2018
First Presbyterian Church, Billings, Montana**

Moderator Susi called the meeting to order at 12:30 PM

Present were:

Susi Ennis
Jack Bell
Susan Thomas
Paul Helland (excused)
Steve Weber (excused)
Julie Boksich
Suzanne Bratsky (phone)
Dan Holland (excused)
Teresa Kendall (phone)

Absent:

None

Also present:

George Goodrich, Co-General Presbyter (phone)
Kathy Goodrich, Co General Presbyter (phone)
Jim Tarr, Stated Clerk, Melissa Perrault-Baumann, Asst. Stated Clerk
Rev. Kim Woeste, UMC, Chaplin Rocky Mountain College
Rev. Dwight Welch. UMC, Chaplin MSU Billings
Dan Krebill(phone)

1.Meeting was opened with prayer by Moderator Susi and a dwelling in the word Acts 1,1-11

2. **Quorum** – A quorum was declared present.

3. **Docket** – The docket was approved

4. **Special meeting purpose** – Higher Education Grant Requests
Child Protection Policy review

5. **Grant requests** were presented by the following:

Kim Woeste – Rocky Mountain College \$4,800.
Mission trip to Guatemala, May 2019

Dwight Welch – MSU, Billings \$6,000.
Peer Ministries for 2 people @ \$1,800-2,000./per
Table Talk \$250.
International Coffee \$512.

Dan Krebill-Presbycats – MSU, Bozeman \$2,000.

6. **The committee discussed procedures** for review of the 3 grant applications stating;

Each of the applications for the education grants were to be interviewed and advised that the total amount of grant funding available will only be \$6,000.00. After much discussion and lengthy interviews with each applicant **It was voted;**

- To grant the MSU Presbycats \$3000.00, including \$2,000 Peer Leader Scholarships and \$1,000 for use at Dan Krebill's discretion

- Rocky Mountain College, for a May 2019 trip to Guatemala \$1,500.00.
- For MSU, Billings \$1,500.00, including Bible Study \$750, Table Talk \$250, International Coffee \$500

(According to the standing rules, this action can be made by the Leadership Cabinet without further action by the Presbytery)

7. George and Kathy announced they are to be on vacation and sabbatical time away from office until June 8th

8. The Child protective policy

Changes were suggested and were to be given as advice to Curt Kochner as follows:

Modify the application form to include to include the question; have you ever been convicted of a felony?

Make as a yes or no question and add it to the background check, prior to signature.

Suggestions asked for how to handle the Social Media Section. The following suggestions were made: on page 4-5 under 9 Prohibitive behaviors, add in such as a list or reference page 7. Make it as a bullet point. Susan, Jim and Kurt to tweak this.

On page 5 – Teenage workers, volunteers; make a language change from must be to preferably be age.

Under General Purpose, add in a paragraph to be written by Susan Thomas referencing the Book of Order.

When completed the CPP will be referred to the entire presbytery for an email vote after it is reformatted to conform to other presbytery policies with reference paragraphs, date of adoption stated, and dates of amendment section added. The Stated clerk was instructed to format the policy when revised and have it ready for a vote.

9. Adjournment– The meeting adjourned with prayer at 3:23 pm.

Respectfully prepared with assistance from the Assistant Stated Clerk:

Jim Tarr

Stated Clerk

**ASSISTANT STATED CLERK
PRESBYTERY OF YELLOWSTONE
POSITION DESCRIPTION**

- 1. ACCOUNTABILITY:** The Assistant Stated Clerk is accountable to the Stated Clerk of the Presbytery. The Stated Clerk in conjunction with the General Presbyter, shall be responsible for the performance evaluation of the holder of this position. Reviews will be conducted 60 days after employment and shall include a review of this job description and any changes which may be needed, 180 days after employment with a second review of this Job description and at a minimum annually after that. A position of assistant to the stated clerk is authorized by many higher councils of the church including Yellowstone Presbytery and all such positions are established to assist Stated Clerks in performance of their responsibilities and as such are fully accountable to the Stated Clerk's interpretation of accountability.
- 2. PURPOSE:** Perform all duties prescribed in the Book of Order and the Standing Rules of the Presbytery pertaining to documents and records. Assist the Stated Clerk in making communications to other governing councils of the actions of the presbytery as assigned by the Stated Clerk and/or to facilitate meetings of the presbytery.
- 3. MODE OF SELECTION AND TERM:** The Stated Clerk shall select an Assistant Stated Clerk after consultation with the Leadership Cabinet of the Presbytery for a limited term depending on the needs of the presbytery and or the term limit of the Stated Clerk whichever occurs first.
- 4. RESPONSIBILITIES**

The Assistant Stated Clerk shall have the duties and responsibilities set forth in the Book of Order and assigned by the Stated Clerk. This position shall be subject to all the provisions of the Presbytery of Yellowstone Administrative Manual, as well as the following duties:
- 5. PRESBYTERY SUPPORT AND MEETINGS:**
 - a. Attend all meetings of the Presbytery, recording accurately and drafting regularly within 10 days of any meeting the transactions of the Presbytery Meeting or committee meetings assigned to be recorded.
 - b. Become familiar with the roll of the particular churches of presbytery, as well as of the teaching elders, commissioned ruling elders in pastoral service (CREs), certified Christian educators, clerks of session and treasurers, and pastors in validated ministries.
 - c. Review the Docket for meetings prepared by the Stated Clerk and suggest additions or changes that might be needed or were oversights.
 - d. Support the Stated Clerk in making arrangements for meetings of the Presbytery, e.g., sites, meals, meeting rooms and equipment.
 - e. When ask by the Stated Clerk notify those elected or appointed to a Presbytery office, ministry team, commission, or unit of their selection to that function.
 - g. Become Familiar with the Standing Rules of the Presbytery, the Book of Order and Robert's Rules of Order and advise the Stated Clerk of your interpretation when requested.
 - f. Help the Stated Clerk to maintain the Administrative Manual and directory of the presbytery..
- 6. RECORDS, REPORTS AND ROLLS:**
 - a. The Stated Clerk is required as custodian, maintain all ecclesiastical and historical records of the Presbytery. The Assistant Stated Clerk shall assist the Stated Clerk by

reviewing all drafted documents before they are formatted for delivery to the other church councils. Deadlines for these reports must be met.

b. In support of the work of the presbytery help the Stated Clerk in cooperation with Ministry teams and Commissions the following;

i. assist in maintaining the roll, records, and files of inquirers and candidates under the care of presbytery.

ii. become familiar with the process of all calls, contracts, dissolutions, and transfers of Teaching Elders, providing for the orderly reception and dismissal of Teaching Elders

within the bounds of the Presbytery.

iii. when assigned provide such advisory services as may be required by Presbytery ministry teams or relating to the judicial process.

c. At the proper time, supply a selected list of assigned churches with forms for their annual reports and receive the same reports and forward them to the Stated Clerk 20 days before the Annual Stated Meeting of the Presbytery.

d. When assigned contact or ask session clerks to bring their minutes to a nearby Presbytery meeting for the presbytery's annual review of session records of their church. Notify the Stated Clerk if any records are found to be irregular or not in compliance with the Book of Order. When reviewed the Assistant Stated Clerk shall sign the documents of the last meeting reviewed as reviewed and if any discrepancies are found notify the Stated Clerk of the discrepancy and ask the Stated Clerk to notify the session clerk of the discrepancy found.

e. Prepare and present in writing to each meeting of the presbytery a report of appropriate matters coming to the attention of the Stated Clerk since the prior meeting.

f. Assist the Stated Clerk in filing the reports of the Presbytery required by the Synod and General Assembly.

7. TRAINING AND ORIENTATION

a. Support orientation for new Ruling Elder commissioners and Teaching Elder members to presbytery when assigned.

b. Support orientation for commissioners to Higher councils of the church when requested and as time permits.

c. Be willing to attend training for the responsibilities of the office of Stated Clerk as provided by the higher councils of the church and as available locally by this presbytery.

8. MISCELLANEOUS

a. Help serve as an interpreter of the Book of Order, Administrative Manual, and, in cooperation with the General Presbyters, the policies and actions of the

presbytery regarding polity and constitutional issues to the presbytery, to its Leadership Cabinet, ministry teams, commissions, units and staff, and when

requested to do so, to the congregations, sessions and members of the presbytery.

c. In the absence of the Stated Clerk, process all ecclesiastical correspondence from governing bodies, referring it to the Stated Clerk, the Leadership Cabinet and appropriate ministry teams, commissions or units of presbytery and process matters relating to judicial cases and procedures when assigned.

d. Serve as the assistant secretary of the presbytery Leadership Cabinet and Pastoral Ministry

Team and any Disciplinary ministry teams and administrative commissions which

may be appointed.

e. Assist the Stated Clerk in Maintaining a tickler file assuring presbytery's compliance with all legal and ecclesiastical matters.

i. Perform all such other duties, functions, and services as may be assigned by the Stated Clerk from time to time and mutually agreed upon.

> **QUALIFICATIONS FOR THE ASSISTANT STATED CLERK**

9. SKILL SETS, EXPERIENCE AND AREAS OF EXPERTISE

The Assistant Stated Clerk shall possess:

- Some knowledge of the workings of the denomination, the requirements of the Book of Order of the Presbyterian Church (U.S.A.) and the current edition of Robert's Rules of Order and have;
- Strong interpersonal skills of a secretary who demonstrates warmth, patience, care, concern and competence in a people-intensive environment.
- Ability to demonstrate a cooperative, flexible spirit as a team player.
- Ability to exercise discretion with sensitive and confidential information.
- Ability to manage a number of activities at one time and be extremely detail oriented.
- Ability to work with others and instill a collegial relationship with the presbytery staff, presbytery Leadership Cabinet, presbytery ministry team volunteers and members of the churches within the presbytery.
- Good written, verbal and technological communication skills.
- An ability to provide reports, documents, letters in a timely and completed manner.

10. PERSONAL CHARACTERISTICS

- Is committed to Jesus Christ, informed by the Scriptures and guided by the Book of Confessions and the Book of Order of the Presbyterian Church (U.S.A.)
- Is committed to the stated Mission of the presbytery and to the Short-Term Mission Priorities.
- Appreciates the theology and ethics shaped by the sexual, familial, social, economic, cultural, and political diversity of our denomination and presbytery. *
- Possesses a commitment to and a genuine sense of, the connectional nature of the Presbyterian Church and demonstrates this commitment to the local churches, Synod, and General Assembly.
- Possesses personal integrity, spiritual wholeness, broad intellectual interests, humor and humility.

* (See **Book of Confessions** The Constitution of the Presbyterian Church (U.S.A.): Part 1, Preface, pg. xv, 2007;

Book of

Confessions The Constitution of the Presbyterian Church (U.S.A.): Part 1, Preface, pg. ix, 2014.

Approved by Presbytery March 6, 2015

<u>Person</u>	<u>Action Items from Leadership Cabinet meetings</u>	<u>Due Date</u>	<u>New date</u>	<u>status</u>
Kathy	Letter to sessions - how have you used Stan Ott Materials	02.08.18		
Jack & Paul	review Presbytery personnel manual and work on a plan	02.16.18		
Kathy	Send responses from Sessions to Stan Ott	02.19.18		
Cabinet	appoint a team to work on Presbytery wide backup process for electronic info	03.13.18		
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		
Cabinet	Set up email system for weekly prayer calendar	03.15.18		
Susi	agenda item for LC - active shooter training	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		
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	write up to Marsha regarding the Communications workshop			
Susi/Teresa/Suzanne/Kathy	continue to plan Presbytery meeting	01-May		
Susi/Teresa/Suzanne/Kathy	send reminders through the summer about the "assignment"	01-Nov		
kathy	Whitworth pricing from Terry	01-May		
george/dan	insurance questions	01-May		
entire cabinet	get any input, questions, comments on Child Protection Policy to George and	10-Apr		
Jim Tarr	get in touch w/ Dave Kimball re Standing Rules committee	ASAP		

Yellowstone Presbytery

Child and Youth Protection Policy(CP)

Based on Safe Church Guidelines and PCUSA Child Protection Policy (DRAFT 5/31/18)(To be Deleted)

Adopted June __, 2018

CP01. 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.

Policy Rationale

Children and youth are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. In Matthew 19:14, Jesus says, "Let the little children come to me." The Church is called to be, at all levels and in all entities, a place of safety and nurture reflective of the arms of Christ. It is the call of the Church to be a life-giving entity of Christ's healing and hope for community and individuals. The Church, as the body of Christ, is to be the presence of Christ's love, in the same way taking up all children and youth into its arms and blessing them, providing for them a safe, thriving, and nurturing environment in which to grow in every way.

The Book of Order states, "The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life," and Presbyterians believe this baptismal commitment to be a serious one, understanding it to apply to all in the church's care, including children and youth. (Book of Order W-2.3013).

CP02. 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.

CP03. 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:

CP03.1 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. Exception: the applicant can provide documentation that they have been vetted by an internship program or previous children and youth ministry/ services setting.

CP03.02 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.

CP03.03 Personal Interview

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

CP03.04 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 too 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.

CP03.05 Criminal Background Check

- a. A national criminal background check is required for all employees (regardless of position) and volunteers".
- b. 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.

CP03.06 Disqualification

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

CP 04. RESPONDING TO ALLEGATIONS OF CHILD ABUSE

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 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:

- CP04.01 **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- CP04.02 **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.
- CP04.03 **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.
- CP04.04 **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.
- CP04.05 **Spires Camp**--in the case of Westminster Spires or Presbytery wide events for further action, including reporting to authorities as may be mandated by state law. (See CP 05.)

CP 05. 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 on the presbytery website.

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: The pastor / General Presbyter and one adult involved in the activity form the response team.

CP 05.01 Immediately provide for the safety of the alleged victim(s) involved.

CP 05.02 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.

CP 05.03 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.

CP 05.04 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.

CP 05.05 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.

CP 05.06 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.

CP 05.07 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.

CP 05.08 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.

CP 05.09 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.

CP 05.10 Provide pastoral counseling for the principal parties involved (accuser(s), possible victim(s),

accused, family members).

CP 05.11 A written summary of any proceedings in such cases will be maintained by the local church session, reported and a file maintained by to the stated clerk of Yellowstone Presbytery.

CP 05.12 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.

CP 06. EVENT RULES

CP 06.01 **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.

CP 06.02 **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. When possible one adult of each gender when there are one or more minors of each gender in a group. In some situations, it is understood that the ratios and gender diversity may be compromised.

CP 06.03 **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 while the room is occupied.

CP 06.04 **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.

CP 06.05 **Age appropriate training** to children and youth should be provided regarding behavior that should be reported to caregiver or leader of the event.

CP 06.06 **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).

CP 06.07 **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.

CP 06.08 **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.

CP 06.09 **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.

CP 07. **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:

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

CP 08. **Check-in/Check-out Procedure**

For Large Churches: 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. For all churches: the supervising adult will be responsible for releasing the child to the care of a parent or guardian as appropriate to the surrounding circumstance.

CP 09. 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:

- a. Fever, diarrhea, or vomiting within the last 48 hours;
- b. Green or yellow runny nose;
- c. Eye or skin infections; and/or
- d. 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.

CP 10. Medications Policy

It is the policy of Yellowstone Presbytery to not 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.

CP 11. 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.

CP 12. 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 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.

CP 13. Accidental Injuries to Children

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

- a. 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.
- b. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be notified in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
- c. 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.

CP 14. Social Media—Electronic Communications

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CP 14.01 **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.

CP 14.02 **Social Networking Code of Conduct**

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

- a. Prohibits comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- b. *Prohibits use of profanity or off-color jokes.*
- c. *Prohibit conversations that could be construed as flirtatious or romantic.*
- d. Prohibits sexually bit oriented conversations or discussions about sexual activities.
- e. Prohibits inappropriate private messages between employees and volunteers and children or youth.
- f. Prohibits posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- g. Provides children, youth, and their parents with this Social Networking Code of Conduct.
- h. Encourages parents to play a role in monitoring their children's and youth interactions with employees and volunteers.
- i. Continuously reminds children and youth how to interact appropriately through social networking sites.
- j. Denies participation by individuals who repeatedly violate the code of conduct.
- k. 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.

CP 15. **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.

CP 16. **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)

CP 17. **Amended:**

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