

Special Meeting, Yellowstone Presbytery, 12:00 Noon, Feb 11, 2021 Via ZOOM

1. To examine and approve the Rev. Kimberly Stokesbary Briggs to be a member of Yellowstone Presbytery as called installed pastor FPC Lewistown. She and terms of call which were overwhelmingly approved at Jan. 24 congregational meeting.
2. Approve the Terms of Call, attached, for the Installed Pastor, the Rev. Kimberly Stokesbary Briggs, to the First Presbyterian Church in Lewistown, MT.
3. To examine and approve the Rev. Charley Blom, Hon. Retired, to become a Hon. Retired member of Yellowstone Presbytery.
4. To approve the contact for a Post Retirement Stated Supply between the Rev. Charley Blom and the First Presbyterian Church of Miles City session.
5. To approve the Inquirer Kori Robbins change in status from Inquirer to Candidate as part of the Preparation for Ministry Requirements for progressing toward ordination under the Book of Order applicable provisions.

2021. 0001. Elder Delegate Attendees:

RE Julie Boksich, Moderator, member LC with vote

RE Russ Kline, Acting Moderator, Member LC with vote

RE Sandy Clery, Church of the Big Hole

RE Stephanie Bergstrom, Manhattan

RE Debbie Blackburn, PMT Co-Moderator

CRE Margee Smith, Stanford

RE Linda Smith, Anaconda

Re Heather Mclean, FPC Billings

RE Sharla Helland, Miles City

RE Kevin Kepler, Lewistown

Ministers of Word and Sacrament Members Present. (Note absences and excused absences are not reported for Special Meetings of this Presbytery)

Dick Davis, Mary Davis, Teresa Kendall, Dave Thompson, Jamie Schmeling, Jody McDevitt, JP Carlson

Other:

RE Jim Tarr Stated Clerk, MWS George Goodrich Co GP, MWS Kathy Goodrich Co GP, RE Melissa Bell Assist Stated Clerk, MWS Charley Blom Hon Ret, MWS Kimberly Briggs, Inquirer Kori Robbins.

21.0002. A Quorum was declared by the Stated Clerk based on attendance visible on ZOOM, roll call listed was from emails sent and recorded above. Several attendees have not been reported present and are still noted as having spoken in the minutes.

Ratio Balance check: With Vote RE's 11, with Vote MSW's 9

- It was voted that attendance at this meeting shall be recorded by email sent to statedclerk@yellowstonepcusa.org and recording church name and if an elder delegate

21.0003. Dwelling in the Word was on Ephesians 4:vs1-6 and was led by Julie Boksich. After deliberation she closed the discussion with a prayer.

21.0004. PMT Co Moderator MWS JP Carlson introduced REV. Kimberly Briggs and PNC Chair of the Lewistown Church Kevin Kepler was given voice and told the assembly about their selection process concluding in a recommendation that Kimberly become the next installed Pastor at FPC Lewistown. The prospect was interviewed by the PMT and comes to the Presbytery with a recommendation from the PMT that she be installed as Pastor to FPC Lewistown. Kimberly was then examined by the Presbytery and given opportunity to talk about her background and evaluation pertaining to this call to this church. After the examination, the following votes were taken:

- It was voted to approve MWS Kimberly Briggs to be installed as Pastor FPC at Lewistown and to become a member of Yellowstone Presbytery.
- It was voted to approve the terms of call between the Rev Kimberly Stokesberry Briggs and First Presbyterian Church Lewistown, Montana. Her first date of service is to begin February 15, 2021.

During discussion regarding these decisions Rev Briggs was advised an administrative commission will be formed later to celebrate and install her as Pastor to FPC Lewistown. After this vote a prayer for Kimberly and the Lewistown church was offered by Rev Debbie Funke.

21.0005. PMT reported and gave the floor to Sharla Helland to introduce The Rev Charley Blom, Hon. Ret. to become a stated supply pastor to FPC Miles City. Rev Blom gave a statement regarding his journey and selection of Miles City as a place to continue his service to the church. The presbytery interviewed Charley and after discussions the following actions took place:

- It was voted to approve Rev Charley Blom to become a member of Yellowstone Presbytery.
- It was voted to approve the agreement between the Rev Charley Blom and FPC Miles City to serve as Stated Supply for a 1-year period starting March 15, 2021.

After the election and voting George Goodrich offered a prayer for the Rev Blom and the Miles City church.

21.0006. The PMT introduced the Rev, Debbie Funke to introduce Inquirer Kori Robbins who has completed 2 of the ordination examinations successfully and is progressing well in her studies at Pittsburgh Seminary. After a time of Q&A with the Presbytery the following action was taken:

Exhibit B. PNC report to the Lewistown Church including the terms of call

DRAFT

Pastor Nominating Committee (PNC)

Report to the Congregation–

January 24, 2021

Members:

Kevin Kepler – Chair

Marla Phillips- Co-Chair/Secretary

Jordan Stilson – Internet Communicator

Deb Slagel – Member

Curtis Cauffman – Member

Dave Byerly - Alternate

Process:

The PNC started its work starting in March 2020 with a training session completed by the Yellowstone Presbytery. Our direct liaison for the Presbytery was Debbie Blackburn and Kathy Goodrich, executive presbyter, as senior advisor to our committee.

The first meetings enabled us to fully understand the dynamics of committee work and the stages that each committee works through. Our intent was and remains to first seek God's guidance in the process. We set regular meeting times (most every week from late March through the finish). These times included time for prayer and scripture. We kept in mind during our meetings a covenant agreement of confidentiality, self-awareness, respect for others, and to freely speak yet focused on God's will. (We did not want "group think" to prevail – but to move as God willed in His direction.)

Mission Information Form (MIF)

This document becomes the church's resume and advertisement on who we are and the characteristics in a Pastor our Church was seeking. This document took almost two months to fully complete. We utilized FPC Mission and Vision Statement and the Mission Study completed by you the congregation and a committee of three. This document laid down our congregational metrics and statics and those values most important and those challenges perceived.

Church Leadership Connection(CLC)- Pastor Information Form (PIF) matching

Jordan Stilson – as our internet communicator - input our MIF into the CLC for matching purposes. Electronically generated "matches" were provided to the PNC after a match was requested. This matching process compared values and similarities between the Pastor and our church. Items such as common theological traits, leadership, experience and location.

Pastor Nominating Committee (PNC)

Report to the Congregation–

January 24, 2021

We completed 22 matching requests, reviewed 161 CLC-referred, self-referred and forwarded PIFs over the period of seven months. We contacted 65 different pastors, conducted numerous reference checks, conducted 6 in-person “get to know” zoom sessions followed by 6 formal interviews.

Presbytery Partnership

As this is a three-way partnership throughout the pastoral call process, with the presbytery having the primary responsibility for oversight of the process, together with the congregation and the Pastor candidate. The Presbytery’s Pastor Ministry Team conducted 5 examinations for theology, membership into the Presbytery and “fit” for our church.

Visits

We offered 4 visits with 2 actual pastor visits to our community. During the pastor visits, the candidates were able to visit in small groups with the PNC members in social environments, explore and tour our community, tour the sanctuary and church property. We were extremely blessed to be able to worship with both pastors and spouses and ended each visit with a PNC/Pastor roundtable discussion.

Financial

Financially we were and are very blessed by congregation members named and anonymous who supported travel, car, and hospitality expenses. The congregation approved \$2,000 for the search process to occur, with gifted money of an addition \$4,000 if needed. Costs incurred including travel of pastor candidates to Lewistown, lodging, per diem, and car rental. Our total expenditure covering the entire search process to date is \$1,820. Through gifts of travel miles for two sets of round trip tickets, use of personal vehicle and lodging (all anonymous) – the church realized \$4,480 savings. Total cost of search in monetary dollars and gifted values equaled \$6,300. These costs and values do not include welcome baskets and personal hospitality of pot luck and miscellaneous other meals by all members of the PNC.

An EEO/AA report is included and submitted to the Yellowstone Presbytery.

Extend of Call

On January 11, 2021, after prayerful discernment, we as a PNC – unanimous and without reservation - believed the Holy Spirit was leading us to Kimberly Briggs. On this date we extended an invitation for Kimmy to be presented to you the FPC congregation as our nominee for our next installed pastor.

Pastor Nominating Committee (PNC)

Report to the Congregation–

January 24, 2021

On the evening of January 13, 2021 Kimmy accepted our invitation. After visiting this community, discernment, prayer, and worshipping in this sanctuary with the PNC, Kimmy also believes, without reservation, the Holy Spirit is calling her to FPC.

Introduction of Kimmy –

Biographical Brochure- Attached
Statement of Faith- Attached.

Terms of Call – (Viewed at Annual Meeting)

Next Steps

January 24, 2021 – the session has called a congregational meeting to make two motions - 1st for Kimmy Briggs to be nominated and voted on as the Next Installed Pastor and 2nd – to approve the Terms of Call.

Pending the outcome of our actions at the Congregational meeting, Kimmy will be examined and voted on by Yellowstone Presbytery at a specially called zoom meeting on Feb 11.

Finally, Atlanta Presbytery must vote to dismiss her to Yellowstone Presbytery for the process to be complete.

Pending the outcome of these steps - Kimberly Stokesbary Briggs will start her Call on February 15, 2021.

KIMMY IS ALWAYS UP TO TRY SOMETHING NEW, ESPECIALLY IF IT INVOLVES A RUSH OF ADRENALINE AND LOOKS FORWARD TO NEW ADVENTURES IN MONTANA!



Introducing The Reverend Kimmy Briggs

AS THE PASTOR CANDIDATE FOR
FIRST PRESBYTERIAN CHURCH
OF LEWISTOWN

Kimmy and Will

Kimmy married her husband, Will, a Texas native, in May 2017. Will is currently finishing his PhD in Biblical Studies with a focus on the book of Leviticus (because it's every little girl's dream to marry a Levitical scholar). In addition to Levitical law, Will is passionate about gender and environmental studies and God's commands to steward the earth. Outside of his studies, Will loves soccer, disc golf, hiking, kayaking, staying caught up on Oscar films, and reading science fiction and fantasy.



About Kimmy

KIMMY GREW UP IN THE SEATTLE AREA OF WASHINGTON STATE. SHE GRADUATED FROM WHITWORTH UNIVERSITY IN 2010. DURING HER TIME IN COLLEGE, SHE SPENT HER SUMMERS WORKING AT CAMP WITH KIDS AND STUDENTS OF ALL AGES. DURING HER TIME AT WHITWORTH, SHE FELT CALLED TO ENTER THE MINISTRY. SHE GRADUATED FROM PRINCETON THEOLOGICAL SEMINARY IN 2014. DURING HER TIME IN NEW JERSEY, KIMMY SERVED AT THE PRESBYTERIAN CHURCH OF LAWRENCEVILLE IN LAWRENCEVILLE, NJ. KIMMY THEN MOVED TO ATLANTA, GA WHERE SHE SERVED AS AN ASSOCIATE PASTOR AT CLAIRMONT PRESBYTERIAN CHURCH, THEN AS THE DIRECTOR OF FAMILY MINISTRIES AT FIRST PRESBYTERIAN CHURCH OF COVINGTON.

OUTSIDE OF WORK, KIMMY ENJOYS SPENDING TIME OUTDOORS AND IS AN AVID HIKER AND, MOST RECENTLY, A PADDLE BOARDER. SHE IS ALSO A DISTANCE RUNNER, HAVING COMPLETED TEN HALF MARATHONS AND TWO FULL MARATHONS. HER BUCKET-LIST RACES INCLUDE THE NEW YORK MARATHON AND QUALIFYING FOR THE BOSTON MARATHON.

Kimmy Stokesbary- Briggs

Statement of Faith

In life and death, we belong to God, revealed in three persons, Father, Son and Holy Spirit.

Out of nothing, God created all things. Out of love, God sustains, rules and redeems the world. The Holy One is sovereign; everything works together to serve the divine will. We know God because in Jesus, God was revealed in human form.

Jesus is the Christ, the only Son of God, chosen by God as the world's Savior. He is fully God and fully man, revealing God's will by word and deed, modeling love and forgiveness. His obedience led to his death on a cross, but God raised him from the dead. Jesus ascended into heaven and will come again, in full glory, to judge the living and the dead.

We experience God's power and presence through the person and work of the Holy Spirit, who is to be trusted, loved, obeyed and worshipped. Reliance on the Spirit empowers us to live in faith as the Spirit calls, reconciles and equips us to serve God and neighbor. The Spirit is the divine tie binding believers together.

All people are created equally in the divine image to live in fellowship with God and others, but we rebel and justly deserve condemnation. We can do nothing about sin, yet God graciously reaches out with justice and mercy, inviting us by faith into a new covenant, redemption through Jesus.

God alone is the source of election, faith and salvation. God calls, pardons and transforms those who respond in faith. By the Spirit's power, believers have a new heart and a new spirit created in them. Faith is a new way of life filled with love, grace, peace and joy. God's power is present to resist sin and practice holiness.

The Church is universal, scattered around the world and extended to all times. It is entrusted with God's message of reconciliation and should be God's witness in the world. Christ calls the Church, empowered by the Spirit, to this mission. The Church gathers to be sent and is given all it needs for its mission.

The Bible is central to faith and life. It is the written Word of God, witnessing to Jesus Christ, the Word incarnate. The Scriptures teach about the character of God, the history of God's people, salvation through the life, death and resurrection of Jesus and the life of faith. Whenever Scripture is faithfully preached, the very Word of God is proclaimed. Confessions and creeds are subordinate in authority to Jesus Christ as the Scriptures bear witness to him.

The sacraments are visible signs of grace, commanded and instituted by Jesus for the worshipping community. Baptism is the sign and seal of belonging to Christ; it is our welcome into the Church. The waters of baptism symbolize regeneration, remission of sin and new life. The Lord's Supper recalls Jesus' sacrifice. The bread and cup point backward to Jesus, invite us to presently follow him and point to the future heavenly banquet prepared by God.

God's reign is both present and still to come. Therefore, we strive to serve Christ daily as we watch for God's new heaven and earth.

PASTORAL CALL FORM

FIRST PRESBYTERIAN CHURCH, LEWISTOWN. MONTANA

The First Presbyterian Church of Lewistown, Montana belonging to Yellowstone Presbytery, being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

Kimberly Stokesbary Briggs

to undertake the office of

Pastor – Full Time Teaching Elder

of this congregation, beginning February 15, 2021, promising you in the discharge of your duty all proper support encouragement and allegiance in the Lord.

That you may be free to devote full-time to the ministry of Word and Sacrament among us, we promise and obligate ourselves to pay you in regular monthly payments the following effective salary and following vouchered expenses (fill in those which are agreed to):

Effective salary		Reimbursable expenses (by voucher)	
Cash Salary	\$ 28,000.00	Automobile expense (.56 per mile)	\$ 400.00
Fair rental value of manse	\$ _____	Business/professional expenses	\$ 100.00
Housing Allowance	\$ 27,000.00	SECA Supplement (up to 50%)	\$ 2,000.00
Utilities Allowance	\$ _____	Continuing Education	\$ 600.00
Deferred Compensation	\$ _____	Other allowances	\$ 100.00
Other allowances	\$ _____		
Total	\$ 55,000.00	Moving Costs (up to)	\$ 7,500.00 (Negotiable)

Full medical, pension, disability, and death benefit coverage under the Board of Pensions as a Family. Dental and Vision can be added to the Board of Pensions insurance as an option at the pastor's expense through a payroll deduction / or/ Established HSA using pretax dollars."

Family Leave in accordance with First Presbyterian Church Family Leave Policy- (Family Leave Policy attached)

- Paid Vacation 4 WEEKS (INCLUDING 4 SUNDAYS)
- Paid Continuing Education TWO WEEKS (CUMULATIVE TO SIX WEEKS, INCLUDING 2 SUNDAYS)

We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

In the seventh year of service, the congregation will provide for a three-month Clergy Renewal Leave, continuing the salary and benefits for that period, and providing for pulpit supply in the pastor's absence. (First Presbyterian Church Sabbatical Leave Policy attached.)

Included is Job Description and Covenant of Support. These documents provide a framework for input and discussion with personnel committee and approved by session within first three to six months of Call.

In testimony whereof we have subscribed our names this ____ day of _____, 20__.

Having moderated the congregational meeting which extended this call for ministerial services, I do certify that the call has been made in all respect according to the presbytery policy and the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

Vote of the congregation at the meeting was _____ in favor of the candidate and _____ opposed.

Date _____ (signed) _____ moderator of the meeting.

PASTORAL CALL FORM
FIRST PRESBYTERIAN CHURCH, LEWISTOWN. MONTANA

Certification of Call

A. Action by Presbytery of Call

1. The Presbytery of Yellowstone has reviewed and approved this call.

Date of action _____ (Signed) _____
Stated Clerk or Authorized Signer

B. Action by the Minister's/Candidate's Presbytery

1. The Presbytery of Greater Atlanta finds it expedient (not expedient) to release _____ to accept this call.

Date of action _____ (Signed) _____
Stated Clerk or Authorized Signer

C. Acceptance of the Call

This is to certify that I have received and accepted the call.

Date of action _____ (Signed) _____
Minister

*Complete and sign four original copies. When all parties have signed, an original copy goes to
1) the minister, 2) the calling church, 3) the presbytery of call and 4) the minister's presbytery of membership/care.*

First Presbyterian Church – Lewistown, Montana

Family Leave Policy – Full Time Teaching Elder

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Introduction:

The addition of children to a family is a gift and blessing of God. When children are added to a family of a Teaching Elder, accommodations must be made to support the nurture of the growing family and the ministry within the congregation.

The following policy for Parental Leave for Full Time Teaching Elder. (Negotiated leave will be incorporated into the terms of call.)

Eligibility:

This policy is for serving Full Time Called Teaching Elders

- Maternity Leave: when a member gives birth to a child.
- Spousal Leave: when a member's spouse gives birth to a child.
- Adoptive leave: when a member adopts or assumes guardianship of a child.

Terms:

1. 8 (Eight) weeks be the minimum for Maternity leave.
 - 4 (Four) weeks be the minimum for Spousal leave.
 - 8 (Eight) weeks be the minimum for Adoptive leave.
2. FPC Lewistown will pay for Board of Pension dues and Grant full salary for the leave. Requests for longer than 8 weeks of Maternity or Adoptive leave or 4 weeks of Spousal leave can be arranged at reduced pay or non-paid. With session approval – negotiated part time duties at ½ time and corresponding pay is allowed for up to 6 (Six) months beyond the 8(Eight) weeks of Maternity Leave.
3. No more than two weeks of vacation be added to the minimum parental leave, with the concurrence of the Session.
4. The Teaching Elder (If Able) and session in communication with the Presbytery Ministry Team will pre-arrange for coverage of all duties of the staff member for the duration of the leave.
5. The Teaching Elder who returns to work following a period of approved parental leave will be assured of continued employment in the same position.
6. The negotiated policy agreed upon at time of call will be submitted for record with the Presbytery Ministry Team and Presbytery for records.
7. Parental leave will not be used to pursue another call.

First Presbyterian Church – Lewistown, Montana

Family Leave Policy – Full Time Teaching Elder

Additional Agreed upon Terms:

- In the event the expectant parent experiences a miscarriage or still birth, she/he should be given the maternity/spousal leave she/he would have received had the pregnancy been carried to term with no complications.
- The parent must have medical approval to return to work.
- Re-entry may be scheduled on a full-time or part-time basis as agreed upon by the parent and session, and with medical approval.
- Study leave will not be used for maternity, spousal, or adoptive leave.
- In the event the new parent chooses to resign before or at the expiration of the Leave period, the church may request that it be reimbursed for the monetary compensation provided during the Leave.
- Parental Leave is for Session approval. Upon approval it should be communicated to the congregation and the Presbytery
- Flexibility will be the most important means of arriving at a mutually satisfactory arrangement for Parental Leave.

First Presbyterian Church – Lewistown, Montana
Sabbatical Leave Policy – Full Time Teaching Elder

Introduction:

Policy for Sabbatical Leave.

Sabbatical Leave is beneficial, both to ministry professional, and to this Church. Sabbatical Leave will help individuals to refocus their vision and find renewed sense of call. Often, Sabbatical leave is needed to find a new or intensive continuing educational experience not made possible in a shorter time period. Sabbath is the call from God in a busy world, and in the busy church. Sabbatical leave can offer valuable refreshment and rejuvenation for those who labor continuously for God's people, new vision for continued service, and renewed compassion for the beloved children of God who comprise the church. Sabbatical offers the church a time to reflect on their future, a time for members to exercise new gifts for service in the church, and for the church as a whole to renew its call as part of the priesthood of all believers.

Definition

Sabbatical Leave is a planned time of study and renewal by which one seeks personal and professional growth. It is an opportunity for an individual to disengage from regular and routine tasks so that their ministry may be viewed from a new perspective, and their soul renewed to serve refreshed. It is not a prolonged vacation. Through reflection, prayer, rest, study and travel, one finds the promise of God who sustains us through a period of reflection, leading to the renewal of energy upon the return to the permanent call.

Dialogue in Preparation for Sabbatical

Teaching elder and Session will dialogue together to come up with suitable forms of leave that will benefit all involved, and not place too much of a burden on the church, nor ignore the full need of the staff member. Sabbatical is incorporated in the Terms of Call.

1. *Eligibility:* Sabbatical Leave is a benefit offered at the discretion of the church, by the authority of the Session for the Teaching Elder. When Sabbatical leave involves a change in the Terms of Call, it is subject to the approval of the Session, the congregation, and the presbytery. FPC Lewistown Teaching Elder is eligible for Sabbatical Leave after seven (7) years of service within the congregation.

2. The Teaching Elder will bring a proposal to the personnel committee and/or the Session at least six months prior to the beginning of the proposed leave and prior to approval of the church budget for the calendar year when leave is to be taken. The proposal should include details on how the time will be used, proposed arrangements for covering the staff member's congregational duties, and any cost associated with the proposed leave.

3. Continuing Education money that has accrued for up to three (3) years may be used for the cost of Sabbatical.

First Presbyterian Church – Lewistown, Montana

Sabbatical Leave Policy – Full Time Teaching Elder

4. The time of Sabbatical is no less than three (3) months. The year it is taken shall include continuing education time, so that the staff member's continuing education time is the Sabbatical time. It will not include vacation time, so that the Teaching Elder's vacation time shall be intact.

5. Well before the leave begins, the Teaching Elder and the Personnel Committee/Session will inform the congregation about the Sabbatical. As the Sabbatical is included in the Terms of Call, the leave does not need approval by the Congregation. An explanation of the policy and the accepted plans for the leave period is appropriate.

6. The session will communicate with Yellowstone Presbytery for support before and during the time of the leave. Grants from outside agencies or institutions may be available to support the Sabbatical leave but are not widely available and are the responsibility of the Teaching Elder with assistance of the session and Yellowstone Presbytery. The presbytery is a resource for helping with staffing issues, pulpit supply, and pastoral care.

7. Upon completion of the Sabbatical Leave, at an acceptable time, the Teaching Elder will report to the Session and the congregation about the leave, including the value of the sabbatical leave.

Sabbatical Leave Guidelines: Courtesy of the Glacier Presbytery, The Board of Pensions, and the Lilly Endowment

Full Time Teaching Elder/Pastor Job Description, Performance Goals

First Presbyterian Church, Lewistown, Montana

Pastor and Session Agree to the Following:

Title: Pastor

Job Description: To provide a balanced ministry of preaching, teaching, pastoral care, and organizational leadership to the congregation and enable the church to grow to its full potential in membership and in spiritual vitality.

Accountability: Accountable to the presbytery and to the session through the Personnel Committee

Responsibilities:

- 1) Shall moderate the Session and Congregational meetings.
- 2) Provide biblically based preaching and teaching ministry.
- 3) Preach, lead in worship, and provide a teaching ministry that will lead to the spiritual growth of the membership and awaken them to an active outreach to their neighbors in evangelism.
- 4) Provide spiritual and administrative leadership to the congregation. Lead and inspire the session and congregation in the development and effective operation of program activities—including but not limited to motivating, and training youth and adult leadership.
- 5) Provide active leadership to the session, the congregation, and its organizations in development programs that will enable the church to grow in mission in keeping with its potential in a growing community.
- 6) Administer the church's programs as Head of Staff by leading, and supervising part time and volunteer staff.
 - In coordination and conjunction with Personnel Committee members.
 - a. Will complete annual performance reviews of any paid staff.
 - b. Update Job Descriptions of paid staff and volunteer staff as required.
- 7) Stated Duties include:
 - a. Plan, prepare, and lead worship services.
 - b. Ensure that pastoral care is provided for the congregation, including but not limited to, calling upon congregational members, the sick, and those with special needs, on a regular basis and provide spiritual support for all who seek comfort and guidance through the church.
 - c. Officiate at weddings, baptisms, and funerals.
 - d. Work with boards and committees, assisting and supporting them in accomplishing the ministry of the church; lead new member classes as required.
 - e. With session, train newly elected officers.

Full Time Teaching Elder/Pastor Job Description, Performance Goals

First Presbyterian Church, Lewistown, Montana

- f. Maintain responsible levels of participation in the Yellowstone Presbytery.
- g. Perform such other duties as requested by the session when needed.
- h. Give a minimum of two week's notice to the session of any planned personal time off or away to include any Sunday Services. Arrange for substitute preachers on any Sundays not present. (Exception is in response to any personal or congregational emergencies);
- i. Represent the church in dealing with outside organizations.
- j. Plan and Facilitate annual session and deacon retreats.
- k. Shall provide the session quarterly written reports (May, Aug, Nov, Feb) regarding the progress of goals and objectives.

Proposed Goals: (*Draft – Goals – to be reviewed/completed within 1-3 months of assuming a Call and updated annually during performance reviews*)

- 1) Maintain and strengthen the congregation's commitment to serve one another as a family of believers. Equip and empower members of care teams in their mission and walk with those in need.
- 2) Help the congregation to examine their journey together. Strive to encourage members to participate in discipleship training, youth ministries and Bible study small groups/teams
- 3) Enable the congregation, leadership, and staff to identify current issues and develop ways of addressing those issues as needed.
- 4) Examine current session and deacon structure and committees. Work with session and deacons to facilitate any agreed upon structural recommended organizational changes.
- 5) Work with Session, and leadership, to determine ministry priorities and focus areas for the first 100 days, 6 months, and 1 year."

Relationships: Relates to the session and various committees as the moderator of session; relates to the staff as head of staff; relates to congregation as pastor; relates to the presbytery as a member.

Evaluation: Performance reviews will be conducted semi-annually by the session Personnel Committee and the pastor as head of staff. (Annually after second year of assuming the call) The session Personnel Committee will annually review the adequacy of compensation.

Covenant between Pastor and Session

First Presbyterian Church, Lewistown, Montana

The following Covenant is between the FIRST PRESBYTERIAN CHURCH OF LEWISTOWN, MONTANA and Kimberly Stokesbary Briggs. It is for the purpose of providing a Covenant of support between the Pastor and the Church Leadership / Session.

Back Ground:

The session . . . has the responsibility . . . to provide for the administration of the program of the church, including employment of nonordained staff, with concern for equal employment opportunity, fair employment practices, personnel policies, and the annual review of the adequacy of compensation for all staff, including all employees. –Book of Order G-10.0102.

Ministers in the Presbyterian Church are called by the congregation to that work. They are not simply employees of the congregation or the session. They are responsible to the people of the congregation, of course, but not to them alone. The Presbyterian system of checks and balances gives them membership in, and a primary accountability to, the presbytery. They have been ordained to be Ministers of Word and Sacrament for the whole Church. (Each particular church, similarly, is linked to the larger church primarily through the presbytery, in which its minister and elder representatives have voting membership, and to which it has responsibilities.)

As a session works with staff and encourages the full use of the gifts and talents of each staff member, a shared ministry evolves. Valuing each person's worth and seeing the work of each as a part of the ministry of the church puts meaning into the words of the Book of Order: "The church of Jesus Christ is the provisional demonstration of what God intends for all of humanity. [As such,] the church is called to be a sign in and for the world of the new reality which God has made available to people in Jesus Christ." (G-3.0200) When a particular church treats each staff member as a valued partner in ministry, it becomes a sign to the world of a new reality. These guidelines are provided with this concept of ministry in mind.

Covenant:

First Presbyterian Church Pastor

1)As Gods Called Pastor to First Presbyterian Church will seek to perform duties within the guidelines of the Presbytery USA book of order and First Presbyterian Church policies and Job descriptions.

2)Continually assess viability of programs with session committees and freely move to make changes with session committees' guidance and input.

3)Work with the personnel committee specifically and session generally to ensure constant communication as it relates performance of responsibilities and assigned staff performance.

Covenant between Pastor and Session

First Presbyterian Church, Lewistown, Montana

The First Presbyterian Church Session:

1) Understanding Kimberly Briggs has been led to this church family by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, having earnestly and solemnly called, as Pastor – Full Time Teaching Elder of this congregation, promises you in the discharge of your duty all proper support encouragement and allegiance in the Lord.

2) Shall be responsible for conducting semi-annual (July and Dec) personnel performance reviews and updating any agreed upon changes to above noted duties or goals. (Annually after second year of assuming the call)

3) As members of the congregation – always able to voice individual perspective and concerns. As members of the session, address any perceived conflicts or disagreements through the personnel committee and in accordance with established conflict resolution policies. Always maintain strict confidentiality within the session.

APPROVALS:

The session approved this covenant and its conditions on _____

Signed: (clerk of FPC session) _____ Date: _____

I agree to accept the terms of this covenant.

Signed: _____ Date: _____

**Exhibit C. Contract Between Charley Blom and FPC Miles City.
Post Retirement Stated Supply Contract**

DRAFT

Post Retirement Stated Supply Contract

The following contract between the session of First Presbyterian Church Miles City and the Rev. Charley Blom, is for the purpose of providing pastoral services as Post Retirement Stated Supply to the Church for a period of 12 months (not to exceed 12 months). The contract is to begin on March 15, 2021.

DUTIES:

The pastor will be responsible to:

- create the agenda(s) and moderate the session and congregational meetings
- serve as Head of Staff (supervise administrative staff, Treasurer, janitor)
- lead worship and preach at regular Sunday services (including the children's sermon, if needed)
- arrange for pulpit supply on any Sundays not present, with session approval
- call on sick and home-bound
- provide administrative leadership
- assist session with transition visioning and goal setting
- officiate at weddings and funerals
- lead new member classes
- work with committee chairs
- support/assist and/or lead adult Christian education
- support/assist and/or lead children Christian education/youth group
- represent the church in dealing with outside organizations, with session approval
- attend Presbytery meetings and regional pastor cluster meetings when held
- pray for the church

The congregation and session will be responsible to (please add or delete from this list):

- support and pray for the pastor in his/her ministry
- provide regular financial compensation according to the terms outlined below
- provide a performance review after six months of service to the pastor and then at least annually
- assist the pastor with transition visioning and goal setting

During the length of this agreement, the pastor will be accountable to the presbytery. Should the Post Retirement Stated Supply Pastor have any serious differences or difficulties with any former pastor of this congregation, the matter will be immediately referred to the presbytery by the pastor and/or session. It is understood that the pastor is not a member of the Pastor Nominating Committee (PNC), however the pastor will act as the liaison between that committee's regular reports and the session and the congregation (including providing to the PNC session's visioning and goal setting).

This agreement may be terminated by either party (session or pastor) upon 30 days written notice. This agreement may be extended in one to 12 month periods, upon written notice to, and the approval of, the presbytery. It is understood that the pastor will participate in any training/discussions sponsored and/or requested by presbytery and will participate in an exit interview conducted by presbytery.

TERMS:

The pastor is employed on a full-time basis, serving approximately 40 hours per week, and will be compensated as follows:

Effective salary		Reimbursable expenses (by voucher)	
Cash Salary	\$ <u>TBD</u>	Automobile expense (.56 per mile)	\$ <u>672.00</u>
Housing Allowance	\$ <u>TBD</u>	Business/professional expenses	\$ _____
Utilities Allowance	\$ _____	SECA Supplement (up to 50%)	\$ _____
Deferred Compensation	\$ _____	Continuing Education	\$ <u>600.00</u>
Other allowances	\$ _____	Other allowances	\$ _____
Total	\$ <u>60,000.00</u>	Moving Costs (up to)	\$ <u>3,000.00</u>
Paid Vacation		4 weeks or 28 days per year including 4 Sundays	
Paid Continuing Education (Study Leave)		2 weeks or 14 days, if needed	

APPROVALS:

The session approved this contract and its conditions on January 19, 2021.

Signed: (clerk of session) Sharla Hillard Date: 2-1-2021

I agree to accept the terms of this contract.

Signed: (pastor) [Signature] Date: 2/26/2021

The presbytery approved this contract and its conditions on _____

Signed: (pastor) _____ Date: _____

Signed copies to be given to: 1) the minister, 2) the clerk of session, 3) the presbytery and 4) the minister's presbytery of membership/care (if other than the presbytery of this congregation).

Reimbursable expenses: Other allowances

- *Paid Holidays - 6 days if the holiday falls on Sunday then the following Monday would be the recognized holiday (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas)
- *Study Leave - 2 weeks (14 days) per year, if needed
- *Family Leave - see church policy
- *Reimbursement for attendance at local community events - session approval per event requested

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Housing Allowance	\$ <u>TBD</u>	Business/professional expenses	\$ _____
Utilities Allowance	\$ _____	SECA Supplement (up to 50%)	\$ _____
Deferred Compensation	\$ _____	Continuing Education	\$ <u>600.00</u>
Other allowances	\$ _____	Other allowances	\$ <u>TBD, as used</u>
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Rev. Charley Blom, H.R. Faith Statement & Brief Background

Brief Background

An Honorably Retired member of Plains and Peaks Presbytery (CO), Charley has been finishing as Interim Pastor at Timnath Presbyterian Church. He has pastored several congregations over the years in Colorado, Wisconsin, California and South Dakota, more recently focusing on intentional transitions. He also helped direct Mountain Top Retreat Center south of Bozeman a long time ago. *“I love and value the local congregation and seek to strengthen the impact on our culture through the local church. The best place to focus my energies for the kingdom and the health of God’s servants is in helping churches through the transition time between pastors.”*

He is a graduate of Hastings College and Pittsburgh Theological Seminary, M.Div. Charley and his wife have family who live in the greater Billings region.

Statement of Faith

“My faith is based simply on the Apostles’ Creed. This is the bedrock of my life and ministry. In addition to the Creed, I love the statement from the first question of the Heidelberg Catechism. These two statements form and shape my faith, life and ministry.

Q. What is your only comfort in life and in death?

A. That I am not my own, but belong body and soul, in life and in death to my faithful Savior, Jesus Christ. He has fully paid for all my sins with his precious blood, and has set me free from the tyranny of the devil. He also watches over me in such a way that not a hair can fall from my head without the will of my Father in heaven; in fact, all things must work together for my salvation. Because I belong to him, Christ, by his Holy Spirit, assures me of eternal life and makes me wholeheartedly willing and ready from now on to live for him.

The Apostles Creed

I believe in God, the Father almighty, creator of heaven and earth.

I believe in Jesus Christ, God’s only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended to the dead. On the third day he rose again; he ascended into heaven, he is seated at the right hand of the Father, and he will come to judge the living and the dead.

I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.”

Minutes were approved _____

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