

Clerk Report for the Presbytery Meeting November 5 & 6, 2021

Procedural Motion

The Stated Clerk moves the following Procedural Motion:

1. That the roll for this meeting be established by email to;
statedclerk@yellowstonepcusa.org
2. Call in or Zoom attendees shall indicate in the email if they are a Member, Minister of Word and Sacrament, Elder Commissioner, Other Member with vote according to the presbytery standing rules, or guest.
3. That written requests for absences received by the Stated Clerk be approved.
4. That any Corresponding members present on the call phone be seated.
5. That the Presbytery grant the Moderator the authority to give privilege of the floor to persons, other than Members or Commissioners, for the purpose of reporting to this meeting.
6. That the Moderator and the Stated Clerk be empowered to suggest and adjust the Agenda during the meeting, as may be necessary, to provide for efficiency in reporting, and
7. That all reports received at this meeting be accepted and if not supplied to the presbytery office in advance an electronic copy shall be supplied to the office of the stated clerk and the presbytery office immediately following the meeting in .DOC or .EXL format only.

Once again we will be meeting via Zoom. By now most of you are familiar with how to participate in a Zoom meeting. As a reminder and for those new to a Zoom meeting, the Stated Clerk offers the following information from Leadership cabinet:

To join the meeting you will need the following:

- A computer (ideal) with a microphone and camera/video capacity. (An iPad, tablet or smartphone can also work.)
- Internet access. Wi-Fi will work but wired is best for good quality.
- The Zoom application for your computer, phone or laptop. You can access the Zoom app on either Google Play or the Apple Store. You will look for a blue square with rounded corners that displays a white camcorder. (See image →) You want Zoom for cloud meetings. You will be asked to “run” or download the application when you “join a meeting.”
- The docket and documents on the Yellowstone Presbytery website [http://www.2021nov5-6 pres meeting \(yellowstonepcusa.org\)](http://www.2021nov5-6_pres_meeting_yellowstonepcusa.org) If possible, we recommend reading what you can before the meeting begins.



- If you do not have access to a computer or the Internet, and you cannot ask a friend or colleague for help, you can join by phone.

Many of us will be in the Zoom meeting together. Because of this, we ask that you mute your microphone unless you are called on to speak. Doing this will help eliminate feedback, minimize background noise and help us all move through our time together more easily.

The Stated Clerk moves the following be established as protocol for everyone participating in this meeting:

1. Start the meeting with your microphone muted and stay in the muted position until called upon or recognized to speak.
2. Have your first and last name and entity you represent in your Zoom participant identification. For example: *Caroline Fleming, Clerk*. (In ZOOM the 3 dots on your picture screen can be clicked and you can rename yourself and the Church or entity you represent.)
3. When you have the floor, please say your name and the entity you represent each time you speak.
4. When voting, if not using a voice vote of “Yes” or “No,” please use the “raise hand” feature. We will count these votes then ask phone-only participants to unmute their phones and vote verbally.
5. During recesses and/or breaks, please to keep your computers on. You can turn off your video, but please leave your audio setting on to hear when the meeting reconvenes. You may log off when long recesses are planned or if you must leave the meeting for any reason.

Omnibus motion.

The Stated Clerk moves the following items be approved:

1. The draft minutes of the Presbytery meeting of May 21-22, 2021 be approved as published on the Presbytery Website.
2. The draft minutes of the Presbytery meeting of June 3, 2021 be approved as published on the Presbytery Website.
3. The draft minutes of the Administrative Commission for Kimmy Briggs’ Installation Service July 31, 2021 be approved as published on the Presbytery Website.
4. The draft minutes of the Administrative Commission for the Ordination and Installation Service of Mary Grace Reynolds August 28, 2021 be approved as published on the Presbytery Website.

5. The draft minutes of the Administrative Commission for Jamie Schmeling's Installation Service Saturday, October 16, 2021 be approved as published on the Presbytery Website.
6. The minutes of this meeting shall report that there has been no call for a meeting of the Presbytery's PJC this year to date and that the following former members are still eligible to serve if needed; RE Gary Slagel, RE Sharla Helland, MWS Dan Krebill, RE Llyod Mandeville, HR Sally Ralston.
7. The churches who currently have a Child and Youth Protection Policy are encouraged to consider adding provisions to protect their elderly and developmentally disabled persons with similar protections if they have not done so already.
8. That the clerk reported that 8 churches have presented their church records for review and 5 reviews are complete. This action has been slowed by the change in Stated Clerks mid-year and some confusion over what reviews were completed prior to June 1. The Stated Clerk asks Session Clerks who have not yet done so to send electronic copies for review to the Stated Clerk via email for review.

End of Motion.

The above motions will be made at the opening of the November 5-6, 2021 meeting and will be in the meeting packet for review before the meeting begins.

Stated Clerk Activity

June was largely spent setting up, signing up, and orienting to position. I was connected with a mentor, Stated Clerk Susan DeGeorge, of Hudson Valley Presbytery. We have talked via zoom 5 times, and she is very helpful when I have a question as are all Presbytery and denominational staff. During the month, the clerk attended boundary training in and a zoom training on recordkeeping offered by the Presbyterian Historical Society.

I worked with the former Stated Clerk and Presbytery staff to facilitate a smooth transition. I and the former clerk will meet in early November concerning 2021 statistical reports to assure timely submission.

I tracked and recorded two Presbytery-wide email votes:

1. On June 27, the Representation & Nomination Team nominated Jim Tarr to serve on PMT Class of 2022 and Kimmy Briggs to serve on PMT Class of 2023, leaving on position open for the Class of 2021. No nominations were received for that slot and Jim and Kimmy were elected with a majority of 44 votes and zero "no" votes on June 30.
2. On September 21 Presbytery voted to approve the election of an administrative Commission to Install Jamie Schmeling on October 16, 2021. With a majority of 37 out of 5 people voting "yes" and zero "no" votes, the motion passed.

I am tracking boundary training attendance and has a spreadsheet indicating attendance as well as individual certificates of attendance on file in case a person needs a copy of their certificate.

I familiarized myself with the Stated Clerk Portal of the PCUSA where information concerning ministers, churches, statistics and reports are submitted to the denomination. I have updated minister records as necessary.

I worked with PMT members to investigate history concerning a former minister member of the Presbytery. This minister was removed from the rolls 12 years ago.

I attended a Zoom training on copyright compliance on August 10

I attended the Ordination & Installation of Mary Grace Reynolds to the position of Pastor to the Madison Valley Presbyterian Church in Ennis August 28, 2021 in person and the Installation of MWS Jamie Schmeling to the position of pastor to the Community Presbyterian Church in Terry October 16, 2021 via Zoom.

I attended Stated Clerk Orientation Sept. 21-24. This was an online meeting over 4 days for a total of 11 hours.

I received the report from Synod that our minutes remain deficient in two areas:

- getting the Church Records reviewed
- completing a financial review.

Both processes have started but are not completed as required annually.

Since taking office on June 1, 2021, I have attended all meetings of Presbytery, Leadership Cabinet and Pastoral Ministry Team and have recorded minutes as required.

Caroline Fleming
Stated Clerk
Yellowstone Presbytery