

Leadership Cabinet Report

Yellowstone Presbytery November 6-7, 2020

Zoom meeting

The Leadership Cabinet met in June, August, September, and October trying to model the Spirit-focused, grace-filled “pivot” as we adapt to this time of change that is now the new normal in our churches and communities.

GATHER TOGETHER

The Acts of the Apostles has been our go-to book during this Covid-19 season for Dwelling in the Word - that we might see how the early church responded to changing conditions and live as citizens of God’s kingdom on earth. We have been looking for the Holy Spirit’s work in the early church to show us where we might look for the Spirit’s leading in our lives and in our communities.

EQUIP & ENCOURAGE

- At September’s meeting the Leadership Cabinet met with the Pastoral Ministry Team for a retreat. We opened with Dwelling in the Word from Acts 16 and had a conversation, including small groups, with Vilmarie Cintron-Oliveri, past Co-Moderator of the General Assembly (2018-2020). We focused on God’s abundance, what is being “shaken” in our Presbytery, and what Paul & Silas - and God - were doing under persecution. Vilmarie suggested “Working in the Draft” because of the constant change we are living with.

- Planned a Presbytery-wide Zoom Gathering for October 3rd and 6th to experience Dwelling in the Word and introduce PODs: very small discipling groups that are easy to begin and maintain either in-person or using technology. www.pod-church.com

- Encouraged the Prayer Cluster in leading the presbytery in a Day of Prayer and Fasting on October 20, 2020. Three members of the Cabinet assisted by leading prayers.

- Planned November presbytery meetings on a Zoom format to include Word-Share-Prayer, Equip and Encourage events, worship, and business.

- Working with the Pastoral Ministry Team, we have created a Draft of a Vision for the Prioritizing of the Commissioned Ruling Elder Program in Yellowstone Presbytery. We are taking steps to implement this Vision along with the Pastoral Ministry Team.

- Heard from and evaluated the college ministries at MSUBillings, PresbyCats, and Rocky Mountain College. Distributed Higher Education Grants to these ministries. Communicated with pastors in Butte, Dillon, and Miles City to encourage them to think creatively about ministry with the colleges in their cities.

- Members of the Leadership Cabinet attended the closing worship of the Harlowton Church on Sunday, June 28, 2020. The United Methodist Church and Yellowstone Presbytery are equal owners of the building and we are, at this time, waiting for direction from the Methodist Conference.

- The sale of the Geyser property has been successfully completed with an on-line auction and the money distributed to the Westminster Spires Camp Scholarships (\$1000), Re-Vamp the Camp (\$2000), Higher Education Grants (\$1000), Clergy Emergency Fund (\$1000), and the balance to the Equip and Encourage Fund (c. \$17,000). A gift has been given to Fern Keiser for her excellent and

faithful work during the process of the sale. Per the Geyser Administrative Commission, monies from the church's bank account (about \$7000) were approved to be distributed as follows: \$2000 given to First Presbyterian Church in Stanford and the balance to be given to the Equip and Encourage Fund. (see ACTION ITEMS #2)

- Heard from and supported the voted request from the congregation of the Madison Valley Presbyterian Church in Ennis that Yellowstone Presbytery sell the McAllister church building and small property. This tiny, very old building was given by the Methodists to Yellowstone Presbytery many years ago. It has been rarely used for worship services, and only in good weather. There is no plumbing and the building is in serious disrepair. There are several interested buyers. Leadership Cabinet voted to recommend that Yellowstone Presbytery elect an Administrative Commission to address this. We also voted to ask Kathy Goodrich and Debbie Blackburn to follow up on potential nominees for the Administrative Commission and finalize the motion (see ACTION ITEMS #3, #4, #5).

- Will give a gift of appreciation to Susan Seibert for her faithfulness for 16 years to Yellowstone Presbytery as Administrative Assistant.

- Approved the 2021 PerCapita for Yellowstone Presbytery at \$43.27 to be added to \$8.98 for General Assembly and \$3.00 for Synod of the Rocky Mountains. PerCapita total is \$55.25 per member. A discount of \$1.25 is being offered by Yellowstone Presbytery for payment received prior to February 15, 2021 making the total early payment amount \$54.00 per member. Leadership Cabinet will encourage churches to take advantage of the early payment for PerCapita.

- Received the Report from the Synod of the Rocky Mountains, including a PerCapita rebate of \$.25 if paid early.

- Approved the Yellowstone Presbytery budget for 2021 with a 2% cost of living increase.

- Hired Bozeman Accounting Solutions for the Presbytery's bookkeeping service. So far, this has been a positive and professional experience. Hiring the bookkeeping service and switching to QuickBooks have already begun to save the Presbytery money.

- Received the annual report from the St. Timothy Memorial Chapel Committee. Leadership Cabinet requested the two St Timothy checking accounts - used to cover the insurance premium - be increased from \$1,500 each to \$2,500 each to cover the increased cost of insurance. Approved the streamlined Financial Procedures with an amendment - that the annual report be received by the Presbytery Treasurer by January 31st of each year.

- Supported the on-going work of the Personnel sub-group of Leadership Cabinet, Planning Team (for Presbytery meetings), and the Representative/Nominating Ministry Team.

- Continues to support the work and ministries of Intermountain Home (Yellowstone Presbytery is one of the founding partner denominations) and the Montana Association of Christians (MAC).

- The moderator of Leadership Cabinet would like to propose three dates for 2021 Yellowstone Presbytery meetings: March 5-6, May 21-22, and November 5-6. These will be confirmed at the November Leadership Cabinet meeting.

ACTION ITEMS FOR YELLOWSTONE PRESBYTERY

Leadership Cabinet voted to support and recommend to the Presbytery a change in the Standing Rules suggested by the Representative/Nominating Committee. (Please note: Our Standing

Rules require a two-step process for any changes. Proposed changes are to be proposed and discussed at a presbytery meeting, and then voted on at a subsequent meeting)

#1 Leadership Cabinet recommends changing Section 5.02 of the Standing Rules of Yellowstone to read as follows:

S5.02 The Leadership Cabinet moderator shall be elected by the presbytery for a one year term, renewal for up to 3 years.

Rationale: Standing Rules Section 5.02 currently reads that the moderator “shall be elected for a 3 year term with no more than 2 consecutive terms”. Representation and Nomination Team finds that unrealistic since people are elected to the Cabinet for 3 year terms, and can serve no more than 2 terms. The team might find itself asking a newly elected member of Leadership Cabinet to moderate without that person having experience on the Cabinet. The amendment would allow for needed flexibility in seeking qualified leadership.

#2 **Leadership Cabinet recommends that Yellowstone Presbytery dismiss the Geysers Administrative Commission with the thanks of the Presbytery.** Members of the Commission are: Ruling Elder Charlie Brown, Ruling Elder Jim Tarr, Ruling Elder Fern Kaiser, Moderator MWS Susi Ennis, and staff George Goodrich.

#3 **The Leadership Cabinet recommends the formation of an Administrative Commission to handle the sale of the property (land and building) known as the McAllister Church** (S33, T04 S, R01 W, Acres 1, W Side Hwy 287 S Side N Meadow Creek Rd SW4NW4). The Administrative Commission is to be given the authority to sell the property based on a highly competitive price and consideration of all factors.

#4 **The Leadership Cabinet nominates the following two people to serve on the Administrative Commission for the McAllister property:** MWS Dan Krebill (FPC Bozeman) and Moderator Ruling Elder Charlie Mandeville (Bozeman) who has served as Ruling Elder at Madison Valley Presbyterian Church. (Both have accepted the nomination)

#5 **The Leadership Cabinet recommends,** based on the practice from many previous building/land sales over the last 20 years, **that it be given authority to determine the allocation of funds from the sale of the McAllister Church property,** most likely to be split between the Madison Valley Presbyterian Church and Yellowstone Presbytery.

Geyser Administrative Commission Meeting Report
October 13, 2020

The Geyser Administrative Commission held their final meeting on September 15, 2020. Present were Jim Tarr, George Goodrich, Fern Kaiser, and Susi Ennis.

The AC expressed profound thanks to Fern for the support she gave the commission as we worked to arrange for sale of the building. The AC moved that Fern be given \$150 from the Geyser funds as a thanks for this work.

Fern reported that she is waiting for a refund of approximately \$780 from the cancellation of the Property Insurance in order to close the financial books. As of the meeting the bank balance was \$7453. There is an expense of \$13.20 to cover the shipping of the church records to the Presbytery office. Once the check to Fern and the check for the shipping clear the bank and the insurance refund is deposited, Fern will write a check for the remaining balance to the Presbytery to close the account.

Fern also expressed that the desire of some former members of the Geyser church is that some of the funds that are returned to the Presbytery be given to the Stanford Church since these two churches were yoked and have a history together. It is the recommendation of the AC that the Leadership Cabinet honor this request.

Since the work of the AC has been completed, we ask that the Leadership Cabinet ask the Presbytery at the next stated meeting to dismiss the AC.

Submitted by Susi Ennis on behalf of the AC

Personnel Committee Report to Leadership Cabinet
October 13, 2020

The Personnel Committee has had several meetings since the last Leadership Cabinet meeting.

There were two focus points for these meetings. First is the fact that we need to form a Stated Clerk search committee to identify someone to take on the position as of April/May 2020. We evaluated the Stated Clerk job description which was written in 2017. Attachment #1 is that description with some small changes based upon the current environment.

The second focus was on staff evaluations for Susan Seibert, Kathy and George Goodrich. We also began discussion on how to update the job descriptions for these staff members to accurately reflect what they are doing.

We held an evaluation session with Susan Seibert on 10/7/2020. Attachment #2 identifies some things that Leadership Cabinet might address in 2021.

We have a plan for the evaluations for George and Kathy to take place in the near future. The committee will be working on the job descriptions with input from the staff members.

The Leadership Cabinet will need to address the vacancy on the committee resulting from Susi's transition to her new call in Virginia. Also, a person needs to be identified as the moderator of the Personnel Committee.

Commented [SE1]:

Attachment #1
Additions are in blue.

STATED CLERK
PRESBYTERY OF YELLOWSTONE
POSITION DESCRIPTION

ACCOUNTABILITY: The Stated Clerk is accountable to the Presbytery Leadership Cabinet with a cooperative relationship with the General Presbyter as Head of Staff. The Leadership Cabinet, in conjunction with the General Presbyter, shall be responsible for the performance evaluation.

PURPOSE: Perform all duties prescribed in the Book of Order and the Standing Rules of the Presbytery pertaining to documents and records. Responsible for all the communication to other governing bodies of the actions of the presbytery as assigned to the Stated Clerk. Facilitate meetings, **both virtual and in-person**, of the presbytery.

MODE OF ELECTION AND TERM: The Stated Clerk shall be elected by the Presbytery for a three-year term as prescribed in the Standing Rules, and shall not serve for consecutive terms, full or partial, for more than six years.

RESPONSIBILITIES

The Stated Clerk shall have the duties and responsibilities set forth in the Book of Order and the Presbytery's Administrative Manual, as well as the following duties:

1. PRESBYTERY SUPPORT AND MEETINGS:

- a. Attend all meetings, **both virtual and in-person**, of the Presbytery, recording accurately and publishing regularly the transactions of the Presbytery, and maintaining an accurate record of the attendance of Teaching Elders and Elder Commissioners at all meetings of the Presbytery.
- b. Maintain an accurate 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.
- c. In cooperation with the Leadership Cabinet and presbytery staff, prepare a proposed docket for stated meetings of the Presbytery.
- d. Send to each teaching elder, commissioned ruling elders in pastoral service and each clerk of session due notice of all stated and special meetings of the Presbytery, together with the docket and supporting documents.
- e. Support the Leadership Cabinet in making arrangements for meetings of the Presbytery, e.g., sites, meals, meeting rooms and equipment.
- f. Notify those elected or appointed to a Presbytery office, ministry team, commission, or unit of their selection.
- g. Serve as parliamentarian for presbytery with reference to the Standing Rules of the Presbytery, the Book of Order and Robert's Rules of Order.

- h. Update and maintain the Administrative Manual.

2. RECORDS, REPORTS AND ROLLS:

- a. As custodian, maintain all ecclesiastical and historical records of the Presbytery.
- b. In support of and in cooperation with ministry teams and Commissions,
 - i. maintain the roll, records, and files of inquirers and candidates under the care of presbytery.
 - ii. process 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. Provide such advisory services as may be required by Presbytery ministry teams or relating to judicial process.
- c. 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.
- d. At the proper time, supply each church with forms for their annual reports and receive the same.
- e. Exercise responsibility for the presbytery's annual review of session records of particular churches.
- f. Prepare and forward the reports of the Presbytery required by the Synod and General Assembly.

3. TRAINING AND ORIENTATION

- a. Support orientation for new Ruling Elder commissioners and Teaching Elder members to presbytery.
- b. Support orientation for commissioners to Synod and General Assembly.

4. MISCELLANEOUS

- a. May annually attend the meetings of the Stated Clerks' Conference.
- b. 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. Process all ecclesiastical correspondence from governing bodies, referring it to the Leadership Cabinet and appropriate ministry teams, commissions or units of presbytery and process all matters relating to judicial cases and procedures.
- d. Process all legal transactions of presbytery upon action of the trustees of the presbytery as a corporation of Montana.

- e. Serve as the secretary of the presbytery Leadership Cabinet and Pastoral Ministry Team and any Disciplinary ministry teams and administrative commissions which may be appointed.
- f. Notify Clerks of Sessions of the Presbytery of the per capita assessments on an annual basis.
- g. Attend annual Synod minute review usually in April in Denver.
- h. Maintain and work from a tickler file assuring presbytery's compliance with all legal and ecclesiastical matters.
- i. Regularly back up all stated clerk files electronically.
- j. Perform all such other duties, functions, and services as may be assigned by the presbytery from time to time.

Attachment #2

Action Items for the LC:

- We need to take a look at the Personnel Committee's function and update as necessary.
- Take a look at the Personnel Manual and update as applicable.
- Susan was asked about the website. She noted that the website we have is 10+ years old, it could use some fresh eyes. Could we hire someone to redesign? Maybe look at using one of the web design platforms that now exist.
- As noted in the review – we need to figure out a process to let her more efficiently know changes to the email distribution list, particularly when Pastors leave for a new call.
- For some future discussion – do we keep the office space? If we ask Susan to continue working remotely we should provide here with the equipment she needs to do her job – laptop, printer, pay for her to upgrade her home internet so it doesn't freeze up on her etc.