

## **Pastoral Ministry Team's Report November 2022**

*The purpose of the Pastoral Ministry Team is to come alongside of churches, sessions, pastors and CREs to provide encouragement, support, and training as we work together to share the Good News of Jesus Christ.*

### **Information Items**

PMT approved the revised contract (Attachment A) between MWS Mary Davis and Church of the Big Hole for a period of three months.

PMT approved the contract (Attachment B) between MWS Chuck Carlson and the Butte Church.

PMT approved the contract (Attachment C) between CRE Chuck Wright and the Manhattan church for a period of three months.

PMT approved the contract (Attachment D) between CRE Veva Larson and the Anaconda church for a period of one year.

PMT approved the contract (Attachment E) between MWS Charley Blom and the Miles City Church.

PMT received and reviewed an annual report and request for re-validation for JP Carlson as he continues to serve as Campus Pastor at Montana State, which includes verification of his status as a Validated Minister with the Board of Pensions.

PMT reviewed and approved the Ministry Information Form (MIF) for the Manhattan church. Manhattan is now in the process of receiving and reviewing potential matches.

PMT reviewed and approved the Mission Study for the Miles City church, granting approval for the PNC to begin work on the MIF.

PMT is receiving and reviewing the annual reporting paperwork for validated ministries, members-at-large, and honorably retired clergy.

PMT provided training to its members related to serving as liaisons to the churches of Yellowstone Presbytery. If you are unsure about who your liaison is, please reach out to Kimmy Briggs, Moderator of PMT.

PMT continues to work on policies and procedures for Inquirers and Candidates coming under care of Yellowstone Presbytery during the ordination process.

## **Items for Action**

Retirement of Debbie Funke and David Bierschwale

**The Pastoral Ministry Team recommends the status of Honorably Retired for Debbie Funke (effective November 1, 2022) and David Bierschwale (effective November 1, 2022)**

Jamie Schmeling is seeking membership in Yellowstone Presbytery and the PC(USA). Jamie comes to us from the RCA, having been ordained for seventeen years. Based on G-2.0505a2, PMT asked Jamie to take a PC(USA) polity course and take and pass the Polity Ordination Exam, which Jamie successfully completed. Her statement of faith is attached (Attachment F).

**Because Jamie is coming to us from another Reformed Church (RCA) and has been ordained for more than five years, PMT recommends that Jamie be granted an exception for the Bible Content, Theology, Worship & Sacraments, and Biblical Exegesis exams. *This vote requires a 2/3 vote of the presbytery.***

**The Pastoral Ministry Team recommends receiving Jamie Schmeling into membership in Yellowstone Presbytery and as a Teaching Elder in the PC(USA).**

Minimum Salary Guidelines for 2023 (Attachment G)

**The Pastoral Ministry Team recommends the approval of the Minimum Salary Guidelines for 2023.**

Kimmy Briggs, Moderator  
Pastoral Ministry Team, Yellowstone Presbytery

**2022 Revised Contract for Stated Supply Pastor  
(October 1, 2022-December 31, 2022)**

**The Church of the Big Hole and The Reverend Mary Davis**

The following contract between the session of the Church of the Big Hole Presbyterian Church and the Reverend Mary Davis is for the purpose of providing pastoral services as Temporary Supply Pastor to the Church 60 hours per month (preaching 3 Sundays each month) for a period of 3 months. The contract is to begin on October 1, 2022.

This contract is an extension of the April 1, 2022 to September 30, 2022 contract which was a revision of the original 2022 contract. With the approval of the Church of the Big Hole session and the Yellowstone Presbytery Pastoral Ministry Team, Pastor Mary Davis changed her residency to Missoula due to medical reasons.

This agreement may be terminated by either party (session or pastor) upon 30 days written notice. This agreement will be renegotiated at the end of December, 2022 and may be extended in one-to-twelve-month periods, upon written notice to, and the approval of the presbytery.

**DUTIES**

The pastor will be responsible to

- Moderate the session and congregational meetings
- Lead worship and preach at regular Sunday services 3 weeks per month
- Arrange for substitute preachers on any Sundays not present
- Facilitate the training of lay leaders in leading worship, calling on the sick and the home-bound, and any other training deemed necessary by the Pastor and session.
- Officiate at baptisms, weddings and funerals

The congregation and session will be responsible to:

- Support the pastor in her ministry
- Provide regular financial compensation according to the terms outlined below.
- Provide a performance review to the pastor at least annually
- Pray for the pastor during this contract period

**TERMS**

% Call: 35% (approximately 60 hours per month)

The pastor is employed on a part-time basis, serving approximately 60 hours each month, which includes leading worship and preaching 3 Sundays each month. The pastor will be compensated for a three month period (October 1, 2022 to December 31, 2022) as follows:

**Effective salary**

Cash Salary \$ 4375.00

**Reimbursable expenses**

Continuing Education \$ 600.00  
(\$600/year for 2020 &2021)

Mileage Current IRS rate of reimbursement  
(approximately \$625.00)

Mary has taken her two weeks (including two Sundays) paid vacation for the year 2022 and one week (including one Sunday.) for study leave for the year 2022. Mary will preach 9 Sundays and 3 Christmas Eve services during this 3-month period.

Because Mary's status with the Board of Pensions is post-retirement service and she is working less than 1/2 time, no dues to the Board of Pensions are required.

**APPROVALS:**

The session approved this contract and its conditions.

Signed: (clerk of session) \_\_\_\_\_ Date: \_\_\_\_\_

I agree to accept the terms of this contract and its conditions.

Signed: (pastor) \_\_\_\_\_ Date: \_\_\_\_\_

The presbytery approved this contract and its conditions.

Signed:  \_\_\_\_\_ Date: 10/23/22

*Signed copies to be given to: (1) the minister, (2) the clerk of session, (3) the presbytery*

## CONTRACT FOR TEMPORARY PASTORAL SERVICES

The following contract between the session of First Presbyterian Church of butte and the Rev. Chuck Carlson is for the purpose of providing Temporary Pastoral services as a part-time interim pastor to the Church through ~~May 31, 2023~~. The contract shall be ~~post-dated to January 1, 2022~~.

13 Sept 2023

~~7 Apr 2023~~

### DUTIES:

The pastor will be responsible for the following:

- Moderate the session and congregational meetings
- Serve as Head of Staff
- Lead worship and preach at regular Sunday Services
- Arrange for substitute preachers on any Sundays not present
- Call on sick and homebound as able given limitations of pandemic restrictions
- Provide administrative leadership
- Officiate weddings and funerals as needed
- Lead new membership classes
- Work with committee chairs
- Represent the church in dealing with outside organizations
- Pray for the church

The Congregation and session will be responsible for the following:

- Support the pastor in his ministry
- Provide regular financial compensation according to the terms outlined below
- Provide a performance review to the pastor annually
- Pray for the pastor
- Discuss goals for the contract period

During the length of this agreement, the pastor will be accountable to the presbytery. It is understood that the pastor will participate in the quarterly temporary pastors meeting sponsored by the presbytery. Should the Temporary pastor have any serious differences or difficulties with any former pastor of the congregation the matter will be referred to the presbytery. It is understood that the pastor will not be involved in any way with the Pastor Nominating Committee (PNC) except for instances when specifically queried by the chairperson/persons of that committee. Any questions, concerns, or suggestions regarding the PNC's search process shall be fielded by the presbytery liaison. It is understood by all parties that the pastor under contract may not be considered for the installed pastoral position in this congregation.

This agreement may be terminated by either party (session or pastor) upon 30 days written notice. This agreement may be extended in one (1) to twelve (12) month increments, 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 the presbytery and will participate in an exit interview conducted by the presbytery.

Terms:

The pastor is employed on a part-time basis, considered to be "¼ time," providing services 39 out of 52 weeks of the year. The annual compensation is shown in the following table:

Effective Salary:		Reimbursable Expense	
Cash Salary	37578	Automobile (Current IRS Rate)	
Housing Allowance	10560	Professional expenses	400
Dental Insurance Allowance	960	Continuing Education	600
Effective total salary	49098	Book Allowance	440

- Board of Pensions Post-Retirement Service Dues 12% of Effective Salary: 5892
- Total Package Annual (Effective Salary + Board of Pensions): \$54990  
Reimbursable Expense (\$12500+/- depending upon miles driven)
- 4 weeks of paid vacation per year including 4 Sundays
- 9 additional Sundays will be counted as time off
- 2 weeks paid continuing education including 2 Sundays cumulative for 3 years

Approvals:

The session approved this contract and its conditions in September, 2022

Signed: (Clerk of Session) [Signature] Date: 9/13/22

I Agree to accept the terms of this contract:

Signed: (pastor) [Signature] Date: 9/17/22

The presbytery approved this contract and its conditions on October 13, 2022

Signed: (pastor) [Signature] Date: 10/23/22

## Covenant with Commissioned Pastor for Pastoral Services

This covenant is made between Manhattan Presbyterian Church and Commissioned Pastor Chuck Wright.

**Term:** This is a half-time position (20 hours per week not including travel) for a period of 3 months.

**Effective dates:** November 1, 2022 to January 31, 2023

**Responsibilities:** The Commissioned Pastor shall:

- Provide a worship and teaching ministry including all services of the ministry of the Word, including the Sacraments.
- Provide all content for worship bulletins. (This would not include announcements and ongoing informational messages.)
- Provide pastoral services to the congregation (including home, hospital, and nursing home visitation) and help the congregation develop a Pastoral Care Team.
- Officiate at weddings and funerals as needed.
- Moderate session and congregational meetings. |
- Continue to meet monthly with mentors approved by the Pastoral Ministry of the Presbytery.

The Session and the Congregation shall:

- Support the pastor in his ministry.
- Provide mutually agreed upon housing (when needed).
- Pray for the pastor.
- Provide feedback to the pastor when requested.

**Compensation:** Total compensation for services rendered shall be \$5,700.  
All of the \$5,700 is to be allocated to Housing Allowance (\$1,900 per month)

**Mileage:** Business mileage shall be reimbursed at the current IRS rate for employees.

**Vacation:** One week (including one Sunday)

**Termination:** This covenant may be terminated with 30-day notice by either party.

Review of this covenant prior to renewal or termination will be by the Session of Manhattan Presbyterian Church and the Pastoral Ministry Team of Yellowstone Presbytery. This covenant will be considered ratified upon the approval of the following parties:

---

Commissioned Pastor Chuck Wright

---

Date

---

Clerk of Session Manhattan Pres. Church

---

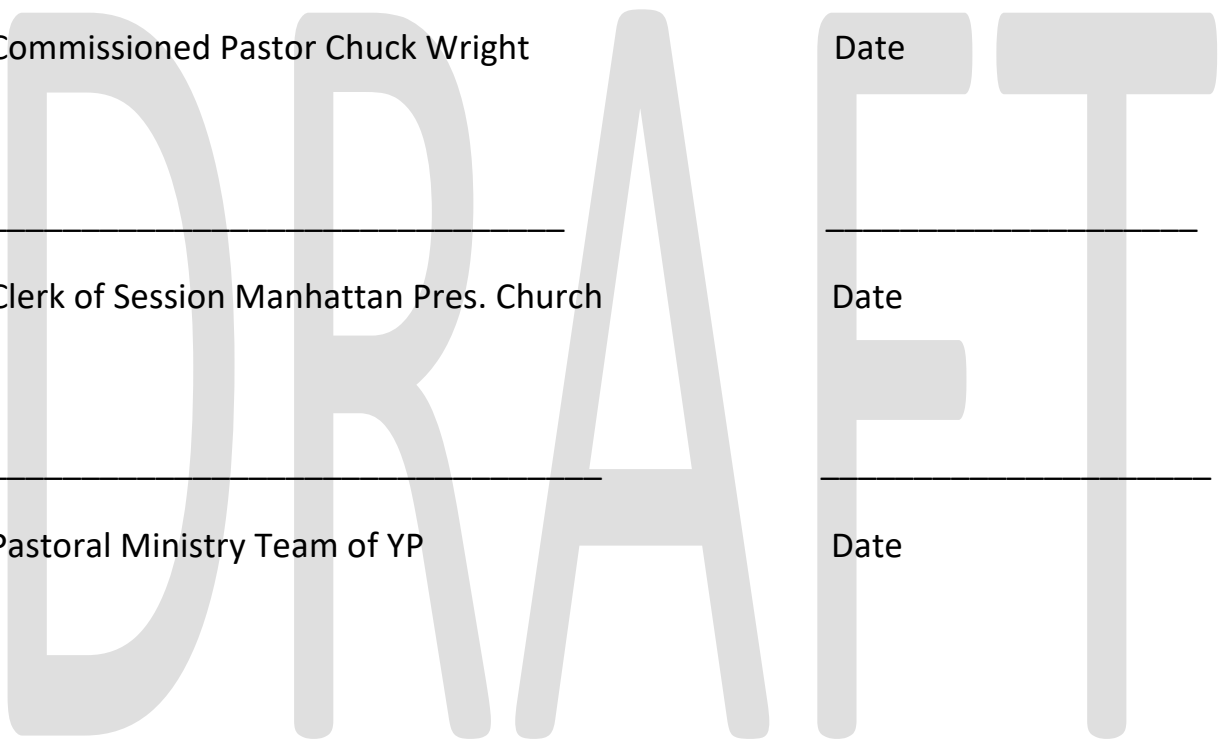
Date

---

Pastoral Ministry Team of YP

---

Date





**COVENANT WITH COMMISSION RULING ELDER  
FOR PASTORAL SERVICES**

NAME OF CHURCH: First Presbyterian Church, Anaconda, Montana

NAME OF C.R.E: Veva Larson

SERVICE FROM: July 1, 2022 to June 30, 2023

**RESPONSIBILITIES OF C.R.E:**

1. To provide a worship and teaching ministry including all service of the ministry of the Word, including the Sacraments.
2. To provide pastoral services to the congregation and to the community, providing services for weddings, funerals and other pastoral activities/duties including home, hospital and nursing home visitation.
3. Moderate session and meet with Deacons
4. Assist Session members in carrying out assigned tasks, i.e. Church School, PW, VBS, Adult Bible Study, and Lunch Bunch.
5. Attend Ministerial Meetings once a month.
6. To participate in Presbytery, serving on the Teams of the Church.
7. Mentorship: Monthly meetings with assigned mentor and annually with the PMT.

The salary is for a 22 hour work week not including time for travel. CRE Veva Larson will keep a log of her job activities to help determine her work schedule. Once a month, Veva will provide written reports of her activities.

**Effective July 1 2022:**

**HOUSING ALLOWANCE: \$22,680.00**

**TRAVEL:** Voucher: Paid at the current federal rate. (mileage is reimbursed for job related travel. It is not for travel to and from work, Wise River to Anaconda.

**CONTINUING EDUCATION EXPENSES: \$600.00**


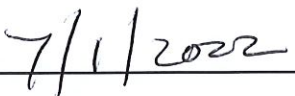
**VACATION:** 4 weeks (including 4 Sundays)


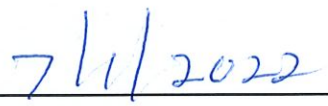
**STUDY LEAVE:** 2 weeks (including 2 Sundays)

Presbytery permission must be granted for the above listed by the Session based on the mutually agreed upon objectives. The session will review annually the adequacy of the compensation plan set forth in this contract.

Review of this contract prior to renewal or terminations will be by the Session and the Pastoral Ministry Team. This contract will be considered ratified upon the approval of the following parties;

   
\_\_\_\_\_  
CRE Veva Larson July 1, 2022

   
\_\_\_\_\_  
Clerk of Session Sean Larson July 1, 2022

   
\_\_\_\_\_  
PMT: Deborah Ernst July 1, 2022

## 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 20, 2022.

### 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:

<b>Effective salary</b>		<b>Reimbursable expenses (by voucher)</b>	
Cash Salary	\$ TBD	Automobile expense (.56 per mile)	\$ 672.00
Housing Allowance	\$ TBD	Business/professional expenses	\$ _____
Utilities Allowance	\$ _____	SECA Supplement (up to 50%)	\$ _____
Deferred Compensation	\$ _____	Continuing Education	\$ 600.00
Other allowances	\$ _____	Other allowances	\$ _____
<b>Total</b>	<b>\$60,000.00</b>	Moving Costs (up to)	<b>\$ 3,000.00</b>
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 March 20, 2022.

Signed: (clerk of session) [Signature] Date: 6/14/22

I agree to accept the terms of this contract.

Signed: (pastor) [Signature] Date: 5/31/22

The presbytery approved this contract and its conditions on July 14, 2022

Signed: (pastor) [Signature] Date: 7-15-2022

*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

# Statement of Faith

---

I believe God is big!, unknowable, and yet knowable, mysterious, yet not elusive. I believe that this same God is the one who made the heavens and earth, created time, and called it good. I believe that God has placed God's image upon and within all humanity, and that with each person we meet, we add a little bit more to our understanding of who God is. I believe that God is continually active, care for creation and participating in the events of the world - providence.

I believe God – in God's own self – is relational, three persons in one: living in perfect community (symbiosis). I acknowledge that these persons of God have many names, though we commonly refer to them as God the Father, God the Son, and God the Holy Spirit. Because God exists in relationship and we bear God's image, I believe all humanity is called to live in relationship and community with God, humanity, and all of creation. Sadly, our relationships are broken because of sin and will remain broken without the intervention of Jesus and the Holy Spirit.

I believe that Jesus is, was, and will always be, the perfect manifestation of God in human form. Jesus was fully God and fully human – the revelation of the fullness of God for us in time and space. I believe that Jesus shows us the way of God's kingdom through his life, ministry, and death. This is the way of the cross, the way of God's covenantal love. Jesus beckons us to "Follow" Him in this same way. This call is to a relationship with God, our neighbor, and ourselves that puts love first. This Divine Love calls us to love as Jesus does – unconditionally work for justice and peace in our world, doing our part to bring the kingdom of God to our corner of the universe with the help of the Holy Spirit.

I believe the Holy Spirit is at work within, among, and around us all for the purposes of Heaven. That she dances through our hearts, lives, and experiences to reveal the Divine One to us. In giving us the gift of faith, we are restored in our relationship to the Divine. We are called by grace through this faith and fitted for the purposes of Heaven. I believe the Holy Spirit helps us to interpret the scriptures for our context, and that with this Still Small Voice God speaks to and into our context.

I believe the Bible tells us of a love story that started in the beginning. This love story is complex; telling about the Divine – Human relationship through stories, poems, parables, letters, and much more. I believe that the Bible is God's Living Word. That together as we read scripture and study the creation, the Holy Spirit shows us about the letter of Heaven and calls us to live the Way of Jesus all for the glory of God.

I believe that the people who have called on the Name of Jesus, confessing him to be Lord, are the people who make up the church. We are called to be the body of Jesus and therefore continue the work he started. This is one of the beautiful professions of the Reformed Tradition: That Christ is "already, and not yet". Together we join this work knowing that God has already started the process and is not yet finished. Therefore, we have the opportunity to be agents of change for the Kingdom of God.

As the church, we have the opportunity to extend God's (irresistible) grace and hospitality through the sacraments of baptism and communion. In baptism, we claim the covenant God made to Abraham and receive the seal of the Holy Spirit – being set apart for God's kingdom. These baptismal vows or promises are made in the context of a covenant community, with mutual commitments. Still, the promise to follow Jesus is individual, and eternal. Each day, we die to the old self and take up the new self – acknowledging we are all *works in progress and God is not finished with us yet*. In communion, we receive the hospitality of God to sit at the table and be fed; we are also *sent* to go and do likewise as the gifts of God sustain us along the journey as we follow Jesus. In these sacraments, we use tangible things like water and food to communicate the mystery of the visible and invisible grace of God to all.

I believe in the forgiveness of sins once and for all eternity made possible by God through Jesus and the Holy Spirit. I believe that we are eternal beings – like God – and will spend our eternity somewhere. I believe that death is just the end of this chapter and the beginning of the next chapter. I believe in the resurrection of the body, just as Jesus could eat and was able to be seen, heard, and touched. I do not know what these things look like but acknowledge the mystery of God in it all.

Rev. Jamie Schmeling

Minister of Word and Sacrament, RCA

## **Yellowstone Presbytery Proposed 2023 Minimum Salaries**

These figures represent an 8% increase in minimum salaries for 2023 and are based on full-time of a 40-hour work week, which should be pro-rated for part-time positions. See below for CRE and part-time considerations.

This is a substantial increase for 2023, which reflects the recent 8.7% COLA adjustment. Given the substantial increase, PMT invites congregations who struggle to meet these minimums to petition to PMT a reduction of minimum salaries. See below for instructions for petition to PMT.

In addition, PMT recommends at least a similar cost-of-living adjustment for all clergy currently making above minimum.

PMT also recognizes that Yellowstone Presbytery continues to remain near the bottom for compensation for pastors serving in the Presbyterian Church (USA). Given that it is important to compensate pastors enough to live without financial stress, PMT asks that every congregation engage in meaningful discussion regarding compensation at the local level. Below we have provided five guiding questions to shape those conversations.

### **Full-Time Pastor in 0-3 years of Ordained Ministry:**

Effective Salary: \$53,061

The Board of Pensions requires that the manse amount be at least 30% of all other effective salary items (for example: Cash Salary \$37,143; Manse Value \$15,918)  
Board of Pension Dues (39% effective salary): \$20,694 (required for Installed Pastors)

Total for Installed Pastors w/ 0-3 years of Ordained Ministry: **\$73,755**

### **Full-Time Pastor in 4 or more years of Ordained Ministry:**

Effective Salary: \$55,509

The Board of Pensions requires that the manse amount be at least 30% of all other effective salary item (for example: \$38,856; Manse Value \$16,653)  
Board of Pension Dues (39% effective salary): \$21,649 (required for Installed Pastors)

Total for Installed Pastor w/ 4 or more years of Ordained Ministry: **\$77,158**

### **Additional Benefits for All Pastors (regardless of years of experience)**

Continuing Education \$600/year (which can be accrued for up to three years)

Travel - Vouchered at the current federal rate

Study Leave - 2 weeks (cumulative to 6 weeks) including 2 Sundays

Vacation - 4 weeks including 4 Sundays

Family Leave Policy in accordance with Yellowstone Presbytery's Policy

## **Commissioned Ruling Elder (CRE)**

The CRE salary is 75% of the Full-Time Pastor salary, pro-rated for part-time.

## **Part-Time Considerations**

Part-time pastors and part-time CREs should also receive 4 weeks of vacation including 4 Sundays and 2 weeks of study leave including 2 Sundays. Part-time pastors and part-time CREs should receive \$600/year (which can be accrued for up to 3 years) for Continuing Education.

## **Petition Process**

Churches finding themselves in a scenario where they are unable to meet these minimum salaries should research and document the actual numbers for a Master's Level teacher (including years of experience) and the police chief in your community. These numbers can be provided to PMT to petition for a lower minimum salary, but the exact numbers must be provided. All these requests will be taken seriously.

## **Questions for Congregations**

Based on Jamie Dunlop's *Budgeting for a Healthy Church*

1. Church: What do other churches in the community pay their staff?
2. Non-Church: How much does a local school teacher with a Master's degree, school principal or police chief make?
3. Replacement Cost: If your pastor were to leave, would you need to increase the compensation package in order to attract an individual who would do the job equally well? (Dunlop, 80)
4. Personal Budget: What makes for a sustainable family budget at different stages of life in your community (including the cost of childcare)?
5. Housing: What is the median price to purchase a home in the same zip code as the church? Could your pastor afford to live in the zip code he/she is serving?

PMT is interested in knowing these numbers, so we would welcome your committees to share these numbers back to PMT, so that they can better inform our conversations for future minimum salary guidelines.

Approved \_\_\_\_\_