



That all may come to know and enjoy God, His world and each other through Jesus Christ.

February 7, 2009

Dear fellow pastors and ruling elders of Yellowstone Presbytery,

Greetings to you in the wonderful and mighty Name of our Lord Jesus! We are looking forward to welcoming you to Springhill Presbyterian Church for our 1st Presbytery of 2009. Our prayers are with you as you prepare and as you travel. Included in this letter is information concerning some of the logistics for our time together on March 2nd and 3rd.

To find Springhill Church, take exit 305 north off I-90 to Springhill Road. Stay on Springhill Road for 9 miles until you see the church sign. Turn right at the sign on to Springhill Community Road. After 1 mile, the church will be on your right.

A supper will be served at the church on Monday evening for a donation of \$6.00 payable at registration. Coffee breaks are planned for Monday afternoon and Tuesday morning. There will also be a continental breakfast available on Tuesday morning. Child care will be available through out the meeting, if requested by February 20, to Lynn Owens at 406-579-0112.

Blocks of rooms have been set aside in the name of Yellowstone Presbytery, at the following Hotels: All of these rooms are subject to a 7% tax.

Americas Best Value Inn, located next to McDonalds, off I-90 exit 306. These rooms will be held until February 20 at a cost of \$59.00 per room with up to 4 people per room. Their phone number is: 406-585-7888.

Americinn Lodge & Suites, located off I-90 exit 305 heading north, near the Blue Basket Gas Station. These rooms will be held until February 20 at a cost of \$69.95 per room. Their phone number is: 406-522-8686.

In addition, the Presbytery Website has information on the Hilton Gardens Inn, located near Lowes, heading south on 19th street, off I-90 exit 305.

B.J. Otey, Pastor
Springhill Presbyterian Church
9855 Walker Rd. Belgrade, MT 59718
www.springhillpres.com

A. HOUSING

Housing details: Hilton Gardens Inn, 2023 Commerce Way, Bozeman, MT (more details below) – 19th Street Exit on west end of Bozeman.

1. A block of 25-30 rooms are reserved under the name "Yellowstone Presbytery".
2. Individual members of the Presbytery will need to call in to make their reservations.
Call 406-582-9900.
3. Individual members will need to pay separately for their rooms.
4. There is a mix of rooms available (either one king bed or two queen beds).
5. Rooms are smoke-free unless otherwise requested.

The block of 25-30 rooms is discounted to the Hilton's "Friends and Family" rate of \$92.65 + 7% lodging tax.

The standard rate would be \$109.00 and the normal Group rate would be \$99.00, so it is a savings over their normal Group rate discount

The Hilton will be holding the **block only until February 12th**. More hotel info is below.

The many features of the Hilton Garden Inn 20 hotel in Bozeman, Montana include:

- 122 guest rooms including two Jacuzzi® suites, two Business suites and three King Corner rooms
- Great American Grill® restaurant (open for all you can eat made to order breakfast, 7 days a week) running \$9.95 per person and \$3.95 for kids
- Complimentary 24-hour business center with complimentary use of 2 PCs, fax, copier and printer available
- Fitness Center
- Business Center
- Indoor heated pool and whirlpool
- 24-hour Pavilion Pantry® convenience mart
- Evening room service from 5pm until 10pm
- Complimentary airport transportation
- Complimentary local calls (up to 60 minutes)

Guestrooms feature:

- Complimentary wireless and wired high-speed internet access with secure PrinterOn® remote printing
- 26" flat panel high definition TV
- Microwave
- Refrigerator
- Coffee and Coffeemaker
- Full size ironing board and iron
- Large work desk with desk level outlets and Herman Miller Mirra™ ergonomic chair
- Two speaker phones with voicemail and data ports
- On Demand® video/Nintendo® video games, complimentary HBO®
- Complimentary Bozeman Daily Chronicle newspaper each weekday

REMEMBER TO BOOK YOUR HOUSING BEFORE FEBRUARY 12, 2009.

If anyone would prefer to stay in a Springhill Church's member's home, please let me know by February 12th. We will make those arrangements as needed.

B. FOOD

I have asked Bev McVean of SPC to coordinate food. We will be providing the following:

1. Monday supper
2. Coffee break (Monday afternoon, Tuesday morning)
3. Tuesday morning continental breakfast

C. CHILDCARE

In order to plan for childcare, attendees **must notify me by February 12th**. If requested, childcare for all ages will be accommodated both Monday and Tuesday.

D. WORSHIP SERVICES (Monday evening and Tuesday morning)

The following preparations are being made:

1. Ushers will be available for the Monday evening service. In that capacity, they will:

- a. Assist with seating
- b. Prepare communion
- c. Distribute communion
- d. Collect the offering

2. An organist/pianist will be available both Monday evening and Tuesday morning.

E. MEETING ROOMS

We will have 2-3 separate rooms available for workshop meetings

We can use either our Fellowship Hall or our Sanctuary for the plenary meetings. Either can be arranged with a head table. We also will have our sound system available.

F. SET UP and CLEAN UP

I am assembling a team for both set up and clean up. We will complete the following:

1. Set up a registration table with 2 people available early to help with registration
2. Tables in Fellowship Hall will be set for supper
3. Several long tables will be available in the Fellowship Hall area for distribution of papers and other materials or displays.

Please let me know if there is anything else that is needed. On behalf of Springhill Church, we look forward to hosting this meeting and will do whatever necessary to make your time here memorable.

Take care,
Lynn M. Owens, Ph.D., CDMP

BOZEMAN CHAMBER OF COMMERCE MOTEL LISTING - "STARRED" = NICE - MODERATE PRICES"

GA Campground
 4th Road
 MT 59716
 587-3030

mpground
 10145 Road
 MT 59715
 587-4797

innings
Resorts
 1st Drive, Unit 1C
 T 59716
 8-995-7600

l Sky Condos
 1000 Ave.
 N 55318
 100-886-3897

ation
ement
 of Insurance
 3rd Ave. - Suite B
 MT 59715
 38-586-6155

JREWOMEN
 ing Horse Trail
 MT 59715
 30-804-8886

Travel Station
 Lincoln St.
 MT 59715
 06-587-8747

Travel
 Seabook St.
 MT 59715
 06-587-1180

teaten Path
 I.S.L.
 MT 59715
 106-586-1311

ountain Travel Company
 10000 Canyon Road
 MT 59718
 106-763-3131

Ranches
ch
 also Horn Creek
 Gateway, MT 59730
 106-995-4283/ 800-243-0320

ountain Ranch
 i Hwy 89 South
 T, MT 59027
 106-333-4361

ountain Guest Ranch
 x 160039
 MT 59716
 406-585-4844/ 800-514-4544

in Sky Guest Ranch
 x 1218
 T, MT 59027
 406-333-4537/ 800-548-3392

es & Hot Springs
an Hot Springs Spa & Fitness
 Gallatin Road - US 191
 an, MT 59718
 406-586-5492

Hot Springs
D
 IT 58085
 406-333-4933/ 800-HOT-WADA

Gallatin River Lodge
 9105 Thorpe Road
 Bozeman, MT 59718
 Phone: 1-888-367-0148

The Lodge at Big Sky
 75 Sitting Bull
 Big Sky, MT 59718
 Phone: 1-877-995-7858

Norris Hot Springs Water of the Gods
 P.O. Box 2933
 Norris, MT 59745
 Phone: 406-685-3303

Papoose Creek Lodge
 1520 Hwy 287 N.
 Cameron, MT 59720
 Phone: 406-652-3030

Rainbow Ranch Lodge
 P.O. Box 160338
 Big Sky, MT 59716
 Phone: 406-995-4132

Motels & Inns

Americinn
 1121 Reeves Road W
 Bozeman, MT 59718
 Phone: 406-522-8986

Best Western City Center
 507 W. Main St.
 Bozeman, MT 59715
 Phone: 406-597-3158/ 800-528-1234

Best Western GranTree Inn
 1325 N. 7th Ave.
 Bozeman, MT 59715
 Phone: 406-587-5261/ 800-624-5885

Blue Sky Motel (extended stay)
 1010 E. Main St.
 Bozeman, MT 59715
 Phone: 406-587-2311/ 800-845-9032

Bozeman Western Heritage Inn
 1200 E. Main St.
 Bozeman, MT 59715
 Phone: 406-586-4672/ 800-877-1094

C'Mon Inn
 6139 E. Valley Center Road
 Bozeman, MT 59718
 Phone: 406-587-3555

Comfort Inn-Bozeman
 1370 N. 7th Ave.
 Bozeman, MT 59715
 Phone: 406-587-2322/ 800-587-3833

Days Inn
 1321 N. 7th Ave.
 Bozeman, MT 59715
 Phone: 406-587-5251/ 800-325-2525

Downtown Imperial Inn
 122 W. Main St.
 Bozeman, MT 59715
 Phone: 406-588-3354/ 800-880-2383

Fairfield Inn
 828 Wheat Drive
 Bozeman, MT 59715
 Phone: 406-587-2222/ 800-228-2800

Gallatin Gateway Inn
 76405 Gallatin Road
 Gallatin Gateway, MT 59730
 Phone: 406-763-4672/ 800-676-3522

Hampton Inn
 75 Baxter Lane
 Bozeman, MT 59715
 Phone: 406-522-8000/ 800-HAMPTON

Hilton Garden Inn
 2023 Commerce Way
 Bozeman, MT 59718
 Phone: 406-586-0000

Holiday Inn
 5 Baxter Lane
 Bozeman, MT 59715
 Phone: 406-587-4561/ 800-366-5101

Holiday Inn Express
 6261 Jackrabbit Lane
 Belgrade, MT 59714
 Phone: 406-388-0800/ 800-542-6791

Holiday Inn West Yellowstone
 P.O. Box 470
 West Yellowstone, MT 59758
 Phone: 406-846-7385

La Quinta Inn & Suites
 6445 Jackrabbit Lane
 Belgrade, MT 59714
 Phone: 406-388-2222

Lewis & Clark Motel
 824 W. Main St.
 Bozeman, MT 59715
 Phone: 406-586-3341/ 800-332-7686

Microtel Inn & Suites
 612 Nikles Drive
 Bozeman, MT 59715
 Phone: 406-586-3797/ 888-771-7171

Rainbow Motel
 510 N. 7th Ave.
 Bozeman, MT 59715
 Phone: (406) 587-4201

Ramada Limited
 2020 Wheat Drive
 Bozeman, MT 59715
 Phone: 406-585-2626/ 800-272-6232

Residence Inn by Marriott-Bozeman
 (extended stay)
 6195 E. Valley Ctr. Road
 Bozeman, MT 59718
 Phone: 406-522-1535

River Rock Lodge
 P.O. Box 160700
 Big Sky, MT 59718
 Phone: 406-995-4455/ 800-995-4455

Royal 7 Motel
 316 N. 7th Ave.
 Bozeman, MT 59715
 Phone: 406-587-3103/ 800-587-3103

Sportsman's Lodge
 P.O. Box 305
 Ennis, MT 59729
 Phone: 406-682-4242

Super 8 Motel
 800 Wheat Drive
 Bozeman, MT 59715
 Phone: 406-586-1521/ 800-800-8000

The Bozeman Inn
 1235 N. 7th Ave.
 Bozeman, MT 59715
 Phone: 406-587-3176/ 800-648-7515

TLC Inn
 805 Wheat Dr.
 Bozeman, MT 59715
 Phone: (406) 587-2100/(877) 466-7852

Wingate Inn
 2305 Calron St.
 Bozeman, MT 59718
 Phone: 406-582-4985/ 800-228-1000

Resorts
Moonlight Basin
 P.O. Box 160040
 Big Sky, MT 59716-0040
 Phone: 406-993-8000

Teton Village Association
 P.O. Box 290
 Teton Village, WY 83025
 Phone: 307-733-2292

The Big E-Z Lodge
 7000 Beaver Creek Road
 Big Sky, MT 59716
 Phone: 406-995-7000

Vacation Homes & Rentals
A Moonlight Getaway
 114 River Bluffs Lane
 Rochester, MN 55901
 Phone: 507-288-0603

Bear Creek Log Cabins
 2575 Bear Canyon Road
 Bozeman, MT 59715
 Phone: 406-581-8851

Bozeman Trips
 1407 S. 3rd Ave.
 Bozeman, MT 59715
 Phone: (770) 722-8991

Bozeman Vacation Condo's
 303 N. Black
 Bozeman, MT 59715
 Phone: (406) 579-9919

Bozeman Vacation Rentals
 9822 Springhill School Road
 Belgrade, MT 59714
 Phone: 406-578-3705

Bridger Vista Family Lodge
 Near Bridger Bowl Ski Area
 Bozeman, MT 59715
 Phone: (314) 805-1858

Cabin Creek
 682 Ferguson Road, Suite 4
 Bozeman, MT 59718
 Phone: 406-586-8056/ 888-758-1700

Castlekeepers Property Management
 4350 Baseline Road
 Belgrade, MT 59714
 Phone: 406-522-0393

Cooper Park Cottage
 401 S. 5th Ave.
 Bozeman, MT 59715
 Phone: 406-586-2012

Cottontail Cottages, LLC
 2505 Cottontail Rd.
 Gallatin Gateway, MT 59730
 Phone: 406-570-4902

HomeAway Bozeman
 Bozeman, MT 59715
 Phone: (512) 493-082

Intermountain Property Management
 1807 W. Dickerson, Suite A
 Bozeman, MT 59715
 Phone: 406-586-1503/ 888-871-7858

Lone Peak Management Services
 P.O. Box 426
 Bozeman, MT 59771
 Phone: 406-522-0002

Lucky Dog Lodge
 116 Gallatin Drive #C
 Bozeman, MT 59718
 Phone: 406-580-3223

Mountain Home - Montana Vacation Rentals
 P.O. Box 1204
 Bozeman, MT 59771-1204
 Phone: 406-585-4589

ü Note actions taken by Council or recommendations to Presbytery

COUNCIL

Presbytery of Yellowstone

MINUTES

December 9, 2008

The Council of the Presbytery of Yellowstone met in a telephone conference call meeting on Tuesday December 9, 2008.

Attendance was as follows:

Elder Fran Babcock (Council Moderator)
Elder Peg Biekert (B&F)
Elder Suzanne Bratsky (Camping & Youth)
Elder Susan Gibb (Personnel)
Rev Paul Krebill (Higher Education)
Rev Leon Rathbun (Presby Moderator)
Rev Neva Rathbun (PW Moderator)
Elder Connie Townsend (Nominations)

Absent:

Elder Cal Boyle (St. Timothy's Chapel)
Rev Mary Davis (Vocations)
Rev John Dyce (Transformation Rep)
Elder John Grossenbacher (Transformation Rep)
Elder Vi Haigh (Representation)
CLP Phil Maxwell (Ministry)
Rev Susan Thomas (Presbytery Vice-Moderator)
CLP Vicki Waddington (Mission) for Jody

Rev. George Goodrich, co-General Presbyter

Rev. Kathy Goodrich, co-General Presbyter

Elder Ted Williams, Interim Stated Clerk

1. The meeting was convened at 6:30 p.m. by Moderator Fran Babcock. Leon Rathbun led in opening prayer.

2. Committee on Nominations –

ü Council nominated Connie Townsend to serve as Nominating Committee Moderator for 2009.

Council decided to wait to nominate persons to serve on the Nominating Committee until the January 16, 2009 meeting. Names of Suzanne Bratsky and Ted Williams were suggested.

3. Committee on Personnel –

ü Council elected Susan Gibb to serve as Personnel Committee Moderator for 2009.

4. Committee on Budget & Finance –

ü Council elected Debbie Blackburn to serve as Budget & Finance Committee Moderator for 2009.

5. Stated Clerk Transition – Ron Hanson becomes Stated Clerk on January 1, 2009. He will meet with George and Ted on December 17. Ted will work with Ron as needed during January and beyond.

6. Joint Glacier-Yellowstone Council meeting – Fran Babcock, Peg Biekert, Suzanne Bratsky, George and Kathy Goodrich attended the meeting in Helena on December 3. Fran reviewed highlights of the meeting. (See minutes of that meeting prepared by Gayle Collins, Glacier Stated Clerk.) The next Convocation will be held Spring 2010; the 2008 Convocation income exceeded expenditures; Glacier Presbytery is seeking an Executive Presbyter.

7. Upcoming Dates –

Council Meetings - January 16, 2009 at Billings St. Andrew

Friday, April 3 – Bozeman

Friday, June 12 – Billings 1st
Friday, August 14 – Bozeman
Monday, September 21 – joint meeting with Glacier

Presbytery - Monday-Tuesday, March 2-3, 2009 at Springhill
Friday-Saturday, May 15-16 at RMC-Billings
Friday-Saturday, November 6-7 – (pending invitation)

8 – Council adjourned at 7:30 p.m., with prayer by George.

Ted Williams
Interim Stated Clerk

This year --- 2009 --- is a visioning year for Yellowstone Presbytery.

“Without a vision the people perish.” Amos__

“A vision initiates movement. It involves passion, a deep emotional commitment to new possibilities. Vision energizes the church. A compelling vision will challenge modes of worship and practices of ministry; vision will draw the church toward a new future....Vision serves the church like the North Star serves the explorer.”

First: The Vision Team, chaired by elders Ric Tieman and Debbie Blackburn, are shepherding a process through which we as congregations and presbytery are discerning and living into God's new vision. The Purposes of this process are:

** To discover and learn what God is up to in the world today, including our contexts, congregations, and communities.*

** To discern God's vision and role for congregations and presbyteries in the 21st century, especially for the gathering of churches known as Yellowstone Presbytery.*

** To embody--creatively, faithfully, and fruitfully--God's preferred future as an outpost of his church called, gathered, equipped, and sent in Montana.*

The team is /will lead all churches and committees to listen and discern God's mission through:

Dwelling first in God's Word and seeking prayer.

Listening to the Holy Spirit through one another – dreams, context, our communities

Studying key writings and thinkings for effective ways of being church TODAY.

Collaborating, experimenting with and learning from other congregations, presbyteries in our region and elsewhere.

Distilling the vision as it emerges from within the presbytery.

The end result: God's vision for how to be Yellowstone Presbytery, to grow in becoming more like Christ, to join Christ in *his* mission. This will include creative adapting and streamlining how we may best connect, partner, organize and support Christ's mission. The promised projected decline in denominational financial support through 2013 and the awareness that many middle governing bodies are needing to adapt, are factors in to this process.

This depends on everyone's participation:

1. Do the Dwelling in the Word as sessions, leaders, committees & ministry teams and report the visionary insights God gives you to your sessions *and* to the Vision Team.
2. Take part in the coming listening sessions in your clusters / regions.
3. Pray, practice and deepen your understanding of how one discerns God mission for a church / presbytery.
4. Prayerfully dream about God's call and mission for Christ's church where you worship and for our presbytery.
5. Send the Vision Team your church's vision & mission statements, core values, practices, especially if they have emerged within the last year.

Second: Vital Pastors ↔ Vital Congregations ↔ Vital Communities.

(See separate Handout summary as well for details)

What does it mean and look like for pastors, leaders, congregations to be filled with life? Life as Christ gives it, life as Christ defines it? We have begun an exciting two-year process of equipping, mentoring, supporting learning, for pastors, CLPs and elders. Through this process in retreats, ongoing small groups, and study, we are learning new patterns and disciplines for becoming more like Christ, new leadership skills, emerging trends and ways to be salt and light in our communities.

How do we have the mind, the character of Christ in the midst of an anxious culture?

One leader wrote:

" After a stressful week last week, I had a guy show up at my house angry and putting his finger in my face,... when he left, I went to the *Getting to Know God* booklet's anxiety/stress part (scriptures & brief prayer) and was able to get more centered. I have found it centering for me, and it reminds me every morning what is and isn't important."

"I will be using this [materials, practices] with our session...in my children's ministry...with my neice....I want to do this with our teenagers."

"[I appreciate] experiencing and learning.. practicing the skills and disciplines... instead of just being taught facts"

It is not too late to join if you had a conflict with our starting date. Speak to one of us of your interest.

Third: New Staffing at Presbytery: Welcome to Ron Hanson who follows the faithful service of Ted Williams as Stated Clerk. While projected funding is available to maintain the staff at current levels through 2009. We may well expect changes in 2010.

Fourth: The Camp Vision Task Force will bring its report in May. Thanks for Brent Long,_____, _____,_____ for his leadership and for the work of those participating. Your input and your prayers are requested.

Fifth: Zimbabwe Mission Partnership with Denver Presbytery. By ALL OF US, uniting together to collect helpful donations for schools, medical clinics, and resources for the churches in Zimbabwe, we can actually make a substantial difference in that extremely poor, oppressed, factionally divided African nation. Bring your contributions to the presbytery meeting or deliver them to the St. Andrew Church in Billings.

Leading & visioning in our local congregations: Officer, leader Training

Sixth: "What's a Presbytery Good For?" George has put together an hour-long session which blends the mandated ministries of a presbytery with his dreams of what might be -- for the nurturing of pastors, for the strengthening of churches in their ministry to the glory of God.

Seventh: Year-end 2008. God continued to provide over and above what we could ask or imagine through the work of the Budget and Finance committee combined with our efforts to raise ½ of our salary (We split one full-time job) and ½ of our expenses – and the generosity of many of you. We take this as an encouraging sign for God that together, though the way ahead is misted, we are on the right track.

STATED CLERK JOB DESCRIPTION

Approved by Committee June 4th, 2008

Amended and approved by Council June 11, 2008

~~Strikethrough~~ indicates text removed by Council

ACCOUNTABILITY: The Stated Clerk is accountable to the Presbytery with a cooperative relationship with the General Presbyter as Head of Staff. Presbytery Council Personnel Committee shall be responsible for the performance review.

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 of the presbytery.

MODE OF ELECTION AND TERM: The Stated Clerk shall be elected by the Presbytery to a three-year term as prescribed in the Standing Rules, and shall be eligible for re-election without limit.

RESPONSIBILITIES:

The Stated Clerk shall have the duties 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 of the Presbytery, recording accurately and publishing regularly the transactions of the Presbytery, and maintaining an accurate record of the attendance of ministers of the Word and Sacrament ("ministers") 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 ministers, CLP's, certified Christian educators, clerks of sessions and treasurers.
- c. In cooperation with the council and presbytery staff, prepare a proposed docket for stated meetings of the presbytery.
- d. Send to each minister 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 Council 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, committee, commission, or unit of their selection.
- g. To 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. To 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 Committees 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 ministers, providing for the orderly reception and dismissal of ministers within the bounds of the Presbytery.
 - iii. Provide such advisory services as may be required by Presbytery Committees 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. To exercise responsibility for the presbytery's annual review of session records of particular churches.
- f. Prepare and forward the reports of the Presbytery as required by the Synod and General Assembly.

3. TRAINING AND ORIENTATION

- a. Support orientation for new elder commissioners and minister 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 council, committees, 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 Council and appropriate committees, commissions or units of presbytery and process all matters relating to judicial process.
- d. Process all legal transactions of presbytery upon action of the trustee of the presbytery as a corporation of Montana.
- e. Serve as the secretary of the presbytery council and COM and any Disciplinary committees and administrative commissions which may be appointed.
- f. Notify Clerks of session 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. Perform all such other duties, functions, and services as may be assigned by the presbytery from time to time.

QUALIFICATIONS FOR THE STATED CLERK

Skill sets, experience and areas of expertise

The Stated Clerk shall possess:

- In-depth knowledge of the workings of the denomination, the requirements of the *Book of Order* of the Presbyterian Church (U.S.A.), and the current edition of *Robert's Rules of Order*.
- Strong interpersonal skills as a skilled manager who demonstrates warmth, patience, care, concern and competence in a people-intensive environment.
- Ability to demonstrate a cooperative, flexible spirit as a team player.
- Ability to manage a number of activities at one time and be extremely detail oriented.
- Ability to exercise discretion with sensitive and confidential information.
- Ability to work with others and instill a collegial relationship with the presbytery staff, presbytery council, presbytery committee volunteers and members of the churches within the presbytery.
- Good written and verbal communication skills.

- An ability to provide reports, documents, letters in a timely and completed manner.
- ~~Understanding of systems theory as applied to groups is desirable.~~
- ~~Training in dealing with conflict in congregations is desirable.~~

PERSONAL CHARACTERISTICS

- Is committed to Jesus Christ, informed by the Scriptures and guided by the *Book of Confessions* and the *Book of Order* of the Presbyterian Church (U.S.A.)
- Is committed to the stated Mission of the presbytery and to the Short-term Mission Priorities.
- Appreciates the racial/ethnic diversity of our denomination and ~~understands the “holistic” theology, embracing a warm Christ-centered faith while maintaining a deep concern for justice issues and human need. Has an informed understanding and is sensitive to the diversities of the presbytery.~~
- Possess a commitment and a genuine sense of the connectional nature of the Presbyterian Church and demonstrates this commitment to the local churches, Synod, and General Assembly.
- Possess personal integrity, spiritual wholeness, broad intellectual interests, humor and humility.