

St. Timothy's Memorial Chapel Committee (STMCC)
Report to Yellowstone Presbytery
June – 2018

Information -

The STMCC has not met since the last report was sent to presbytery. The next meeting of the STMCC is set for May. Pastors for the 2018 season are:

Rev. Andrew Mullins – June 3, 10, 17, 24.
Rev. Will Scott - July 1, 8, 15,
Rev. Dr. Daren Hofmann – July 22 & 29
Rev. Dr. Lewis Galloway August 5, 12, 19 & 26.

Action items -

Standing Rules – The Standing Rules for the STMCC were adopted in 1965 and have been amended in minor ways twice (in 2002 and in 2013). The Leadership Cabinet has reviewed the Draft and is in favor of the proposed changes. Each proposed change is supported by rationale in the document except for the membership numbers of the committee which is included below.

“When the Draft was prepared the proposed local area membership was shown as a ?. Since then we have done some additional thinking on both the definition of the local area and the membership numbers. As far as we know the local area has never been defined. We have always assumed that it included Anaconda, Butte, Deer Lodge and Philipsburg. Regardless exceptions have been made in the past and no doubt will be made in the future.

Regarding Ministers in the local area there are currently 5. Two are retired and are no longer interested in serving on the STMCC. Two are nearing retirement and one does not feel called to serve on the STMCC. In light of this it seems prudent to change the label of ministers to ministers/CRE's and change the number to 2.

Regarding Presbyterian members, the current Standing Rules call for 7 – we currently have 4. Also we have 3 Ecumenical members and 1 family member. Obviously it is important to have a majority of Presbyterians on the committee. Finding additional Presbyterians to serve on the committee is questionable. Most service oriented Presbyterians are already active in their own church. Therefore the proposal is to change the number of Presbyterians on the committee to 5”.

The STMCC moves the following draft of the Standing Rules for the STMCC for approval by Yellowstone Presbytery.

Standing Rules
St. Timothy's Memorial Chapel
Suggested changes to Standing Rules

(Items crossed out to be eliminated. Items underlined to be added)

Article I-Name of Organization

The name of the organization is St. Timothy's Memorial Chapel. Its affairs are administered by the St. Timothy's Memorial Chapel Committee in Cooperation with the Presbytery of Yellowstone of the Presbyterian Church (U.S.A.)

Article II-Statement of Mission

St Timothy's Chapel has been established as original papers show: (1) To provide an inspiration setting for Sunday worship ~~for a 12 week summer period ending Labor Day a selected number of weeks~~ during June, July and August for vacationers, summer residents, and interested persons from Georgetown Lake and wider environs; (2) To provide a setting for ~~wedding services~~ Christian weddings and other Christian services subject to the guidelines of the Chapel Committee; (3) To provide a place, subject to prior scheduling, for religious retreats and conferences, church related meetings, small concerts, and other events in keeping with this mission statement; (4) To make the facilities available ecumenically to other Christian groups, subject to the guidelines and scheduling of the Chapel Committee;(5) To provide a distinctively Christian setting for meditation for ~~the many~~ persons who visit the chapel area during weekdays.

Change Rationale:

- Adds flexibility to the number of services. At the request of worshipers we have held services through August which amounts to 13 weeks.
- Services other than weddings may be held—such as approved baptisms and memorial services.
- Phrase “the many” is unnecessary

Article III-Members

St Timothy's Chapel is a specialized ministry and not a constituted congregation, nor is the summer pastor installed. Thus, there is no category of communicant

membership as is the case in a duly constituted Christian congregation with an installed pastor.

Membership of the Chapel Committee consists of ~~seven (7)~~ up to 5 Presbyterians from the area of whom up to ~~3~~ 2 shall be a Presbyterian pastor/CRE. One of the ~~7~~ 5 presbyterians shall be elected ~~chair~~ Moderator of the Committee. In addition, there shall be up to ~~seven (7)~~ (4) ecumenical/Family members committed to the ministry from area non-Presbyterian congregations; and up to four (4) representatives of the donor

Family, only one of which shall be a voting member. Attention shall be paid to achieving an appropriate balance between men and women members. The summer pastor(s), representatives of the Yellowstone Presbytery, and other members of the donor family may attend meetings in an ex-officio capacity without a vote. ~~The position of Treasurer and calendar secretary are is ex-officio without vote.~~

Nomination and election to the Chapel Committee is only as described in Article V of these Standing Rules. No individual member of the Chapel Committee is authorized to act on his/her own without prior permission of the entire committee. ~~All action normally begins in sub-committees which is then recommended to the entire Chapel Committee in meeting which provides authorization unless prior exception is made.~~

Change Rationale:

- Membership number is adjusted to reflect actual availability of qualified persons to fill the membership categories and to equalize the number of Presbyterians and ecumenical members.
- Finding a treasurer outside of the committee is nigh unto impossible.
- Entire committee implies a unanimous vote rather than a majority vote.
- Gender balance is always sought on Presbyterian committees but actual balance may vary from year to year due to availability.
- Since the Chapel currently operates as a committee of the whole, the requirement for action to begin in sub-committee (or any *ad hoc* committees) can be eliminated or kept as is -- allowing for the exception as noted in anticipation of creating these committees per Article VI.

Article IV – Worship Services and Meetings

Worship services consistent with the Presbyterian tradition are held on Sunday mornings during the summer. The Chapel is also available for such activities as outlined in Article II.

~~Funerals are not held at the Chapel. Baptism or the Lord's Supper are not observed in the summer Sunday morning services. Any exception would require the prior approval of both the Chapel Committee and the Presbytery of Yellowstone. Other denominations than Presbyterian may hold baptisms and Communion if in keeping with accepted practices of denominations involved.~~

Christian Memorial services may be conducted at the Chapel when in keeping with the accepted practices of the denominations involved. A columbarium niche, if available, may be purchased from the Chapel for the deposit of ashes.

Christian Baptisms may be conducted at the Chapel when in keeping with the accepted practices of the denominations involved.

The Lord's Supper may be celebrated during Sunday morning services with the required approval of the Chapel Committee and the Presbytery of Yellowstone.

The Chapel Committee meets at least three times during the calendar year at pre-set times either in person or including one meeting as a conference call.

Additional meetings may be called at the initiative of the chair of the Chapel Committee and/or at least two Committee members with a minimum of 10 days prior notice to the entire Committee. A quorum shall include at least three Presbyterian members of the Committee. Email votes are authorized.

At the three preset meetings the agenda shall include review of previous committee minutes, financial report, communications from Presbytery, schedule up-date and reports on pending matters. The winter meeting (1) shall be the Annual Meeting and shall include approval of an annual budget; selection of the summer pastor(s); organist, and custodian; and approval of an annual report to the Presbytery of Yellowstone. The late spring/early summer meeting (2) shall include review of chapel use guidelines; summer calendar; publicity for the chapel program; decision on a summer benefit concert for area public services or other special events; orientation of the summer pastor(s) as needed. The late summer

meeting (3) shall include an evaluation of the summer program using established criteria; election of committee members and officers; review of sub-committee assignments; review of the upkeep needs of the Manse, Chapel and grounds. A conference call, or email vote, may be used to take into account individual member needs and driving distances provided adequate subject material is provided well ahead of the conference call or email vote.

Change Rationale:

- Add phrase : “Worship Services” to title to reflect other permitted services.
- Memorial services are a natural accompaniment to the columbarium.
- Baptisms reflect the Chapel commitment to welcoming all into the love and protection of the Lord. The assembled family and guests who are present pledge to guide and nurture the baptized.
- A conference call takes into account individual member needs and driving distances.

Article V- Governance and Elections

The oversight of St Timothy’s Memorial Chapel is vested in St. Timothy’s Memorial Chapel Committee which consists of persons as described in Article III. The Chapel in its work is guided by the Form of Government of the Presbyterian Church (USA).

Replace Nominating Committee paragraph with: The Chapel Committee as a whole will serve as a nominating committee for the position of summer pastor and Chapel Committee officers.

Chapel Committee members, unless elected to an unexpired term, are customarily elected for a 3 year term. Members are arranged as equally as possible in up to 3 classes so that term expirations will not disrupt continuity in the work of the Chapel Committee. Other nominations may be made from the floor. ~~Non-attendance of three consecutive regularly scheduled terminates membership on the committee.~~

~~The Personnel Committee,~~The Chapel Committee, prior to the winter meeting reviews possibilities for the position of summer pastor(s). ~~Before submitting a name to the Chapel Committee, the willingness of the candidate to serve shall be ascertained.~~Suggestions for summer pastor(s) may be received from other committee members or interested persons. ~~The approved candidate(s) shall be reported to the Committee on Ministry of the Presbytery of Yellowstone for~~

~~concurrence.~~ The expectation is that the Pastors shall be affiliated with the Presbyterian Church (U.S.A) and in good standing with the same. ~~Following approval by the Committee on Ministry, the pastor in question must secure similar approval from the presbytery in which he/she holds membership.~~ Appointments are for a given year but may be continued at the discretion of the Chapel Committee.

Article VI – Sub-Committees

~~There shall be sub-committees of the Chapel Committee which, however titled, shall provide oversight for the following areas: Nominations; Personnel; Program (including worship, special programs, weddings; and other uses) Building and Grounds (including custodian); Finance and Investments (including budget reports) and Publicity. Sub-committee membership shall be by three-year terms arranged in classes. All Sub-committees shall have job descriptions. The Chapel Committee as a whole will serve as a nominating committee for the position of summer pastor and Chapel Committee officers.~~

The ~~chair~~ Moderator of the Chapel Committee may appoint ad hoc sub-committees to carry on certain work of the Chapel. Sub-committees meet periodically at least annually (~~occasionally even by~~ telephone conference calls are permissible) to fulfill their job. The sub-committee chair or someone designated by him or her is to report at each meeting of the Chapel Committee.

Standing and *ad hoc* committees shall be established as needed by the Chapel Committee.

Article VII – Budget and Finances

~~References to Rev Anderson and Rev McCabe seem out of place in a Standing Rules. More appropriate to history documents.~~

~~St. Timothy's and the house for the summer pastor(s) were a gift by the members of the John W. Bowman family of Sterling, Illinois, working with Rev. Dr. H.R. Anderson as advisor, organizing pastor and first summer pastor and Rev. Dr. Joseph McCabe. Within several years of its opening in 1965 it was self-supporting. Income is derived from Sunday offerings during the summer, use fees from weddings, receptions, conferences, and other events approved by the Chapel Committee, special designated and undesignated gifts administered as invested~~

funds by the Chapel Committee, the income from Trust Funds given by the donor family and administered by the Presbyterian Church (U.S.A.) Foundation, earnings paid to the Chapel Committee through the Presbytery of Yellowstone.

An annual budget for the Chapel program is approved at the beginning of each calendar year and monitored during the year by the committee. The annual ~~audit~~/financial report is approved by the Chapel Committee, ~~and audit a financial review is arranged for, and a copy of that financial review is provided to the~~ Presbytery of Yellowstone. The minimum standards of financial procedures as outlined in the form of Government shall be observed. The budget indicates the remuneration for the part-time summer staff needed for the program. The pastoral remuneration includes free use of the manse.

Article VIII – Governing Rules

~~Where the Standing Rules do not provide the Book of Order of the Presbyterian Church (U.S.A.) provides guidance. At meetings of the Chapel Committee or its sub-committees, parliamentary procedures is to be followed in accordance with Robert’s Rules of Order. For more specific information on these procedures see the official job descriptions.~~

Where these Standing Rules do not provide, the Book of Order of the Presbyterian Church (USA) provides guidance. At all meetings of the Chapel Committee (as well as at all sub- and *ad hoc* committees), it is expected that business will be conducted decently and in order -- and with the use of Robert’s Rules of Order, if the chair so directs.

Change Rationale:

- “Customarily” allows for flexibility in availability of desired members.
- “Other nominations...” is not relevant to this paragraph.
- Striking “non-attendance...” allows for flexibility in member circumstances and acknowledges that all members can be informed by email as well as solicited by email for comments and approvals as needed.
- The Chair or his/her designate is the most appropriate person to discuss membership with a candidate to assure full understanding of the role. All Chapel Committee members are to suggest possible candidates.

Article IX – Amendments

The Standing Rules may be amended upon 30 days written notice (which shall include a copy of the proposed amendments and its rational) by a majority of those present at a meeting of the Chapel Committee. Amendment is to have concurrence of the Presbytery of Yellowstone.

A provision of these Standing Rules may be suspended by the Chapel Committee if a demonstrated need is shown and for a specific period. Such action shall be fully recorded in the minutes of the meeting.

Article X – Gen

The following are the official papers of the Chapel Committee and provide guidance on questions not specifically dealt with in the Standing Rules: (1) The History of St. Timothy's Chapel; (2) Job Descriptions for the Sub-Committees and the Paid staff; (3) Descriptions of the Chapel's Sunday Worship (i.e. Bulletin); ~~and (4) Description of the Manse and surrounding Area.~~

Change Rational:

- Adding the Bulletin describes our Sunday Worship. The rest is not needed since pastors are returning most every year. For new pastors we can provide adequate information from other sources including our website.

Proposed changes 4/4/2017

Financial Procedures Document – Like the Standing Rules, the Financial Procedures document needs to be reviewed and most likely changed. A draft of potential changes has been prepared and sent to the Leadership Cabinet for their consideration. However they have not responded.

The STMCC Moves the approval of the following draft of the Financial Procedures Document.

FINANCIAL PROCEDURES FOR ST TIMOTHY'S MEMORIAL CHAPEL PRESBYTERY OF THE YELLOWSTONE

ACCOUNTS

- St. Timothy's Memorial Chapel of the Yellowstone Presbytery checking account (to be maintained at an Anaconda bank). This account is used to pay for all routine and usual expenses incurred by the Chapel in conducting its ministry program.
- St. Timothy's Memorial Chapel Fund #1 (John W. & Crete Dillon Bowman Fund 1, Account 52-0010-85 with the Presbyterian Foundation). Income from this trust, received on a quarterly basis, is to be used specifically for maintenance and program expense of St. Timothy's Chapel. It's understood that this is a donor-restricted account.*
- St. Timothy's Memorial Chapel Fund #2 (John w. & Crete Dillon Bowman Fund 2, Account 52-0060-24 with the Presbyterian Foundation). Income from this fund is to be used for maintenance and program expense of St. Timothy's Memorial Chapel, and in particular, for the placement and compensation of the summer minister of St. Timothy's. If the Chapel no longer exists, or the income available is more than sufficient to provide for the purposes set forth above, then such income or excess may be used for corporate purposes of the Presbytery of the Yellowstone. It's understood that this is a donor-restricted account.*
- St. Timothy's Memorial Chapel Fund #3. Significant contributions and specified donations, past and future, will account for the majority of this fund. Fund #3 will be the principle source of funding for St. Timothy's long-range plan. It is designated as donor restricted and may be drawn down as needed to supplement on-going annual expenses of the Chapel nor otherwise covered. Fund #3 will include all investment instruments such as stocks, C.D.'s, money market funds etc. that are currently held by the Chapel Committee.

* the donor restrictions for Fund 1 and Fund 2 are not the same.

PROCEDURES

The Presbytery ~~Council~~ Leadership Cabinet shall designate a sub-committee of two from its members (~~not more than three~~), and the Chapel Committee shall designate a subcommittee of two of its members (~~not more than three~~). ~~These four people who~~ will be known as the St. Timothy's Chapel Financial Management Group (Management Group for short). The Management Group will have the responsibility to review and recommend to presbytery develop the annual ~~and multi-year~~ budget for the Chapel in accordance with the Chapel's annual and long-range plan. ~~This budget will be submitted annually to the Chapel Committee for its concurrence and to the Council for its approval.~~

~~The Management Group will also have the responsibility to develop the investment procedures for Fund #3 to include the types and amounts of investment in the various financial instruments that are available. The goals and objectives of the St. Timothy's Chapel Committee will be considered by the~~

~~Management Group in making their decisions. The Management Group will meet as often as is necessary to complete their responsibilities but it is anticipated that two or three meetings per year will be sufficient.~~

The treasurer of St. Timothy's Memorial Chapel Committee will serve as an assistant treasurer to the treasurer of Yellowstone Presbytery with authority only for St. Timothy's funds. The assistant treasurer will have day-to-day responsibility for handling disbursements from the St. Timothy's Memorial Chapel checking account. ~~The assistant treasurer will be co-signatory's on the checking account. Two signatures will be necessary on all checks.~~

Income from Funds 1 & 2 will be transferred by the treasurer of Yellowstone Presbytery directly into the Chapel checking account. Earnings from Fund #3 will be reinvested in Fund #3 unless needed to satisfy payment obligations of the Chapel program. ~~On a regular basis the treasurer, or~~ Annually, the assistant treasurer, will provide a report on the balance and activity of Fund #3 to the Management Group ~~and the Yellowstone Presbytery.~~ Significant non-budget, unanticipated needs not otherwise covered by insurance ~~or the Long Range Plan~~ must will be taken up with the Presbytery ~~Council~~ Leadership Cabinet.

Performance and earnings reports for Funds 1 & 2 should be sent on a timely basis by the Presbyterian Foundation to agents of both the Presbytery and the ~~Chapel committee~~ assistant treasurer.

The assistant treasurer will be responsible for reconciling the checking account and provide the account balance on a monthly basis to the ~~treasurer and~~ Chapel Committee moderator. ~~A~~ The report will comparing actual to budget expenditures. ~~may be required on an as-needed basis by the treasurer or moderator.~~

Offerings, rental fees and miscellaneous sales income will be deposited directly into the checking account for use in meeting approved budget expenditures. Significant contributions and specified donations will be placed in Fund # 3.

BUDGET

St. Timothy's Memorial Chapel Committee will prepare a budget proposal for review and approval by the Management Group at their January meeting. The Management Group will complete their work and approval in order to have the budget ready for submittal to the Presbytery ~~Council~~ at their Annual (February) meeting. ~~This budget will be for the next three calendar years.~~ The St. Timothy's budget will be integrated into the Yellowstone Presbytery budget. A long-range plan will be provided to Presbytery by St. Timothy's, ~~as necessary,~~ to enhance understanding and knowledge of the vision that the Chapel

Committee has for the mission and ministry of the Chapel. This long-range plan ultimately must be approved by Presbytery since it guides and determines the budgeting process.

The ~~treasurer and~~ assistant treasurer will supply a complete financial report to the Chapel Committee and the Management Group to facilitate the budgeting process. It is understood that income from Funds #1 and 2 will be used first to satisfy obligations of the Chapel and that if this is insufficient then income or principle from Fund #3 may be required. Any income from Fund#3 that is not needed to meet current obligations will be reinvested in Fund #3.

The budget for St. Timothy's will reflect an estimate of income from all sources including fees, offerings, Presbyterian Foundation earnings, any interest earnings not connected with the Presbyterian Foundation, sales and any miscellaneous sources of income. The budget (which includes the manse) will show all estimated disbursements necessary to conduct the ministry work and program activities of St. Timothy's Memorial Chapel. These will include ministerial, custodial, musical and administrative salaries as well as all expenses connected with operation and maintenance of the chapel and the manse. The expenses for the manse may be shown as separate line items for ease of administration. Additionally the budget will contain a section for multi-year major capital and maintenance expenditures connected with up-keep of the facilities and implementation of the long- range plan for the ministry of St. Timothy's Memorial Chapel. Funding for this portion of the budget may come from income that is excess to the on-going operation of the ministry as well as principle from ~~Chapel~~ Fund #3. In the future, fund-raising may be necessary to complete the long-range vision. Approval for any fund raising program needs to be approved by the Presbytery.

(Approved by the Council of the Presbytery of Yellowstone, April 26, 2002)

Revised 29Apr02

Revised 26Jan06

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