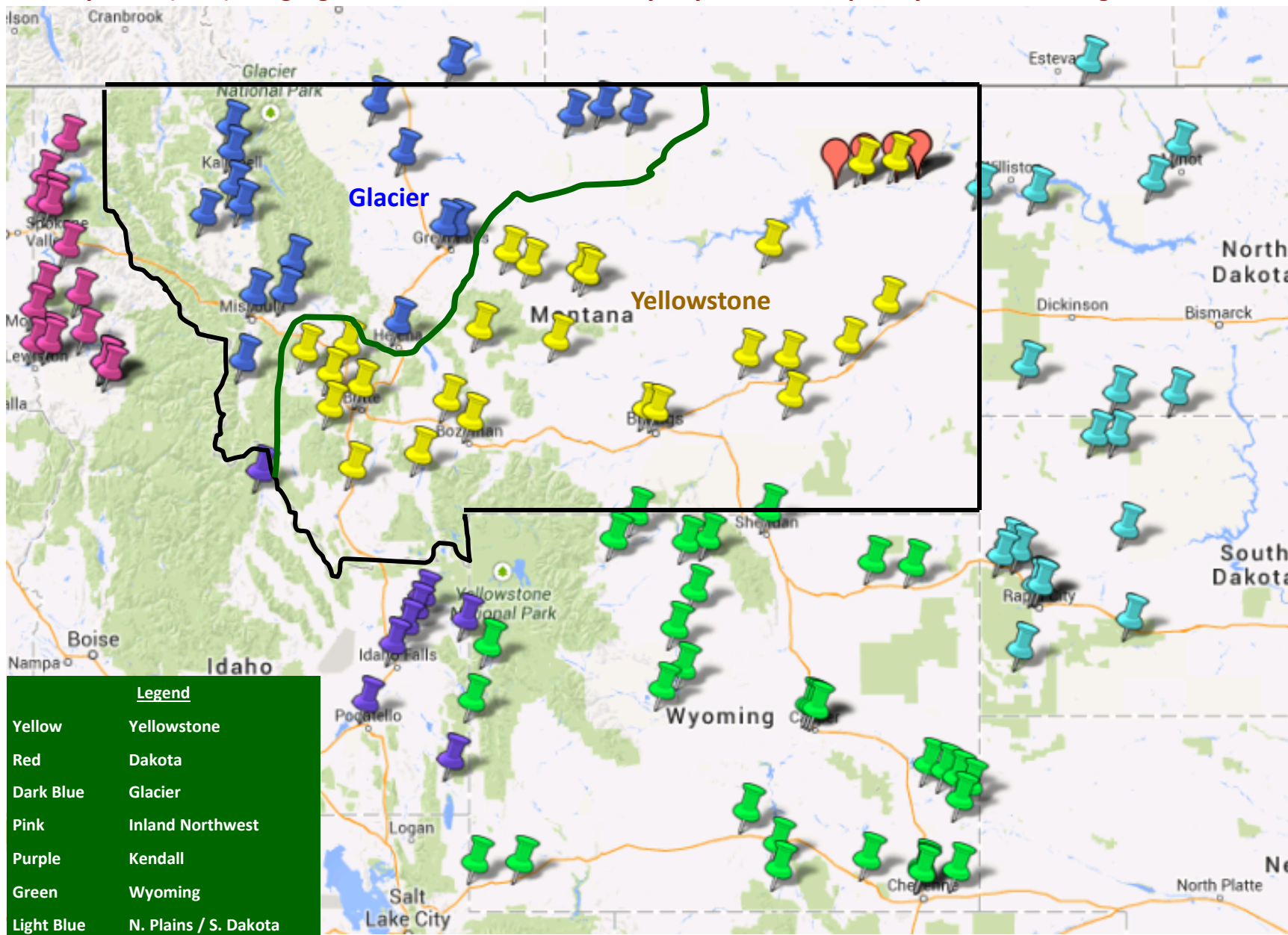


# Presbytery of Yellowstone

### Map of PC(USA) congregations in Yellowstone Presbytery and all U.S. presbyteries bordering Yellowstone



## Leadership Cabinet

**Purpose** – The primary purpose of the Leadership Cabinet (LC) is to guide the implementation of the Vision Statement and the mission of Yellowstone Presbytery. The LC also serves as the Trustees of the presbytery and oversees the presbytery’s financial, personnel, and administrative processes.

**Membership** – The Leadership Cabinet is composed of 6-9 members. This includes a Moderator, the Immediate Past Moderator of presbytery, the Moderator and Vice-Moderator of the presbytery, a person skilled in financial practices, a person skilled in personnel practices and up to 3 At-Large Members elected by the presbytery. To the extent practical, representation shall be balanced between TE’s, RE’s, geography, and gender. The General Presbyter(s) and the Stated Clerk shall serve as *ex officio* members without vote.

### Specific Responsibilities –

- I. **Spiritual and Vision Implementation:** To serve as the unit with the responsibility for implementing the Vision Statement of the presbytery.
  - a. To listen to the leadings of the Holy Spirit for and within the Presbytery.
  - b. To encourage new and emerging ministries prompted by the Spirit.
  - c. To develop spiritual practices for spiritual formation and equipping itself and the presbytery
  - d. To develop and engage in prayer for the presbytery in all aspects.
  - e. To encourage partnerships and to interface with other mission and councils of the PCUSA and other denominations.
  - f. To annually review the ‘5th Strand’ and make adjustments as needed
- II. **Organizational Responsibilities:**
  - a. To oversee the Gathering, Equipping and Encouraging and Going Out of the Presbytery and to prepare the presbytery meeting Dockets emphasizing those elements.
  - b. To propose to the presbytery and oversee the budget(s) for the upcoming year which includes expenditures of Designated/Restricted Funds under the control of the Leadership Cabinet and to assist committees in managing their budgets.
  - c. To oversee the Personnel Committee functions of the presbytery.
  - d. To develop and maintain a Manual of Administrative Operations for the presbytery.
  - e. To serve as the Board of Trustees of the presbytery with responsibilities for an annual financial review and securing adequate insurance coverage.
  - f. To schedule at least one educational event/retreat for the presbytery annually.
  - g. To provide for a Mission Interpretation presentation at each presbytery meeting.
  - h. To maintain ecumenical relationships.

## Pastoral Ministry Team

**Purpose** – The primary purpose of the Pastoral Ministry Team is to implement the Presbytery Vision Statement as it offers pastoral leadership with the Co-General Presbyters for churches and leaders within the presbytery and to equip, oversee, guide and care for TE's (Teaching Elders), CRE's (Commissioned Ruling Elders in Pastoral Service), inquirers and candidates within the presbytery.

**Membership** – The Pastoral Ministry Team is composed of 12 members. To the extent practicable there shall be a balance of TE's and RE's as well as gender and geographical balance. Co-General Presbyters and the State Clerk shall be *ex-officio* members without vote. The Stated Clerk shall serve as secretary.

**Pastoral Ministry Team Guidelines of Operation** – The Pastoral Ministry Team shall serve to fulfill the ministry specified and qualified in section G-3.0307 in the Book of Order. Members shall normally serve three-year terms. Members and the moderator are nominated by the Representation/Nominating Ministry Team and elected by the presbytery. The moderator is elected annually.

### Specific Responsibilities-

- I. **Spiritual and Pastoral Responsibilities** – To “be shepherds of God’s flock that is under your care...” (1 Peter 5:2).
  - a. To prayerfully discern, determine and pursue the opportunities and direction of the Holy Spirit for the nurture, guidance, equipping, and support of TE's and CRE's as they shepherd God's congregation under their care.
  - b. To develop relationships of support, encouragement, nurture, and care for TE-Congregation and CRE-Congregation relationships and specialized TE – Ministry relationships within the presbytery bounds.
  - c. To develop spiritual practices for spiritual formation and equipping itself for this work.
- II. **Organizational Responsibilities** – In accordance with G-3.0307.
  1. Develop, implement and maintain a program/policy for inquirers and Candidates, in accordance with G-2.06 and include the following:
    - a. Call churches to identify and encourage ruling elders to pursue calls for CRE service.
    - b. Suggest nominees for exam readers which shall include 1 RE and 1 TE for each calendar year.
    - c. CRE Commissions are for a period of up to three years and may be renewed

- d. Recommend for Commission / Re-Commission CRE's and annually review their ministry and congregational relationships.
2. Provide appropriate congregational care - liaisons, triennial visits, exit interviews...
3. Examine and recommend to presbytery TE's seeking membership in Yellowstone Presbytery.
4. Oversee the Ordination and/or Installation services of new members of presbytery.
5. Provide Boundary training events at least every three years.
6. Develop and recommend annually to presbytery minimum compensation for TE's and CRE's.
7. Dissolve pastorates in cases where the TE/CRE and congregation agree.
8. Appoint Discernment Teams to Congregations in accordance with the policy of the presbytery.
9. Appoint Ad-hoc individuals or groups, from among past CoM/Vocations members or those with appropriate training, to assist the team to fulfill its responsibilities.

## Camping and Youth Ministry Team

**Purpose** – To develop, implement and maintain a comprehensive summer camping program and a yearlong activities program for the youth of Yellowstone Presbytery and their friends.

**Membership** – The Ministry Team consists of eight members. Ideally the membership would consist of nearly equal numbers of Teaching Elders and male and female Elders. The Ministry will Co-Opt others as may be necessary to satisfy the Purpose and Responsibilities of the Team.

### Specific Responsibilities –

1. Develop, and annually review, a Camp Policy Manual which includes the Camp Personnel Manual which is an Addendum to the presbytery's Personnel Policy.
2. Develop and implement a Fiscal Policy for the Camping and Youth which addresses specifics which are not covered in the presbytery's Fiscal Policy.
  - a. Propose and oversee the expenditures of the Camping and Youth budget.
3. Supervise the development, maintenance and utilization of the Westminster Spires Camp.
  - a. Hire and supervise the work of the Camp Caretaker
  - b. Work with the Camp Caretaker on maintaining all water safety certifications with the State DEQ.
  - c. Work with the Forest Service to maintain the Special Use Permit for Westminster Spires Camp. Current lease expires December 31, 2015.
  - d. Co-opt a Facilities Committee to focus on the maintenance of the facility. Facilities Committee to propose short range and long range maintenance projects and organize annual Revamp the Camp event to prepare camp for the season.
4. Coordinate the promotion and registration for all camps and other activities for the youth of Yellowstone Presbytery and their friends.
  - a. Promote and manage registrations and hire staffing for summer camp program.
  - b. Promote and manage registrations and organize the program for all youth retreats.
  - c. Co-opt a Triennium Committee to manage the organization and implementation of a Presbytery-wide trip to the Presbyterian Youth Triennium.

## Representation/Nominating Ministry Team

**Purpose:** To evaluate representation needs of the units of the presbytery and to identify, recruit and nominate to the presbytery moderators and members to fulfill the presbytery structure as well as commissioners to other councils of the denomination. The moderator is nominated by the Leadership Cabinet.

**Membership:** The Ministry Team shall be composed of four members including TE's, and RE's as equally divided by gender and geographical representation as possible. Nominations to this committee are made to the presbytery by the Leadership Cabinet at the last presbytery meeting of the calendar year.

### Specific Responsibilities:

1. Annually review the various units of the presbytery to assess the presbyteries adherence to the PC (USA's) commitment to inclusiveness and representation and take steps in the nominating process to resolve any deficiencies.
2. Develop and maintain a skills/interests bank for use by the ministry team and others who may be seeking co-opted members or members of Task Groups.
3. Confer with each ministry team moderator, staff, and others on skills and characteristics needed by each ministry team and other entities with vacancies for the upcoming year.
4. Present a full slate of nominees, for all upcoming vacancies, at the last meeting of the calendar year of the presbytery.
5. Annually nominate moderators for each of the presbytery's Ministry Teams and Leadership Cabinet, except Representations/Nominating Team.
6. Nominate Ministry Team and Leadership Cabinet moderators/members to the presbytery, at its next meeting, when vacancies occur during the course of the year.
7. Maintain a roster of those who have and are serving so as not to run afoul of the six year service limit on a given Ministry Team.

## Permanent Judicial Commission

**Purpose** – The purpose of this Commission is spelled out in Section D-5.000 of the 2011-2013 Book of Order and any subsequent changes to this Section.

**Membership** –The Commission shall be composed of seven members with Teaching Elders and Ruling Elders being as equally represented as possible The members and shall be divided into three classes and shall be elected for a term of six (6) years.

**Specific Responsibilities** – (see Section D-5.000 of the Book of Order).



## Ministry and Mission Priorities -- The Fifth Strand

(for initial implementation of the Vision. It is intended to be a piece of the Manual of Administrative Operations)

- Pray
- Continue to employ the Vision Statement at all levels of the presbytery, particularly evaluation its Practices, Relationships and Processes to support the Statement, Especially the Practice of Dwelling in the Word.
- Continue to develop Relationships in clusters between pastors and congregations for mutual ministry and collegial ministry. Miles City, Billings, Butte, Bozeman
- Continue to develop a culture of discipleship/leadership development/spiritual formation in the presbytery and the congregations. Help us to understand the depth of Christian life; (e.g.) 7 levels
- Continue to develop the emerging camping and youth ministries.
- Continue to develop the UKirk network and collegiate ministries in congregations, collaborating with Glacier Presbytery
- Continue to develop an attractive presbytery culture/life to attract strong pastoral candidates and to help churches in the search process.
- Continue to encourage to fan the flames of new ministries that are emerging in individuals around the presbytery (i.e. Marriage and Family, Day Care/Pre School and Prayer Ministries).
- Explore “New Worshiping Communities”
- Explore outreach to Native American-Presbytery relations)
- To provide for a Mission Interpretation presentation at each presbytery meeting.
- To maintain ecumenical relationships.

# Proposed Time Line for Developing, Deciding Upon and Implementing an Interim Structure for Yellowstone Presbytery

- June – Sept., 2013      The VSTF continues to work on finalizing to the interim structure.
- Sept. 26, 2013          Proposed Interim Structure, proposed changes to the Standing Rules and potential budget for 2014 presented to the Leadership Cabinet.
- Nov. 2013                Presentation of the Interim structure to the presbytery and the First Reading of proposed changes to the Standing Rules.
- Feb. 2014**                **Second reading and vote on the Interim Structure. Election of members to fill the Interim structures Leadership Cabinet and Ministry Teams and the passage of the 2014 Budget which supports the Interim structure. VSTF dismissed**
- March 2014              The Interim structure is operational.
- September 2014        Six month evaluation of Interim structure presented to the Leadership Cabinet by an appointed Review Team. Suggestions for adjustments are presented to the Leadership Cabinet in October and presbytery at its November meetings.
- Jan/Feb. 2015          One year evaluation of interim structure by an appointed Review Team with suggestions for adjustments are presented to the Leadership Cabinet and the presbytery.

October 2013							November 2013							December 2013							January 2014									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
29	30	1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7	1	2	3	4	5	6	7			
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14	5	6	7	8	9	10	11			
13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21	12	13	14	15	16	17	18			
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28	19	20	21	22	23	24	25			
27	28	29	30	31	1	2	29	30	31	29	30	31	26	27	28	29	30	31												
3	4	5	6	7	8	9																								
February 2014							March 2014							April 2014							May 2014									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
						1	2	3	4	5	6	7	8	1	2	3	4	5	1	2	3	4	5	4	5	6	7	8	9	10
2	3	4	5	6	7	8	9	10	11	12	13	14	15	6	7	8	9	10	11	12	11	12	13	14	15	16	17			
9	10	11	12	13	14	15	16	17	18	19	20	21	22	13	14	15	16	17	18	19	18	19	20	21	22	23	24			
16	17	18	19	20	21	22	23	24	25	26	27	28	29	20	21	22	23	24	25	26	25	26	27	28	29	30	31			
23	24	25	26	27	28		30	31	27	28	29	30	27	28	29	30	25	26	27	28	29	30	31							
June 2014							July 2014							August 2014							September 2014									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
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8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13			
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22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27			
29	30						27	28	29	30	31	24	25	26	27	28	29	30	28	29	30	1	2	3	4					
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