
New Form of Government Task Force

Tasked with fulfilling the requirements of the New Form of Government for the Presbytery of Yellowstone

Task Force Members

1. Teaching Elder Dan Krebill, task force moderator
2. Teaching Elder Leon Rathbun, task force vice moderator
3. Ruling Elder Ron Hanson, presbytery stated clerk
4. Ruling Elder Ted Williams, task force secretary
5. Ruling Elder Editha McKay, immediate past presbytery moderator
6. Advised by Teaching Elders George & Kathleen Goodrich, presbytery co-general presbyters

Task Report 2 – February 17, 2012

The task force has met 2 times since our last report.

1. On January 25, 2012:
 - a. We met with Ric Tieman from the Presbytery's Vision Team to ensure that the work of the task force will dove-tail with the work of the Vision Team. As we move forward with the structural changes that will be necessary to fully implement the new Form of Government, it is our intention to work closely with the Vision Team.
 - b. We also continued our work of reviewing the new constitutional provisions in order to identify those that will require action by the presbytery.
2. On February 1, 2012:
 - a. We completed our review of the new constitutional provisions and have identified a number that will require action by the presbytery. It is our intention to bring as many of those changes as we can to the May 14-15, 2012 meeting in order to meet the July 10, 2012 deadline for implementation of the new Form of Government. It is likely that we will bring another set of recommended changes to the presbytery's standing rules for a first reading.
 - b. We also approved a draft of an outline for the contents of the Presbytery's Administrative Manual.
 - c. We established a time line for the completion of our work.

What follows are:

1. a draft of the outline for the Administrative Manual;
2. **Changes to the presbytery's standing rules recommended for approval by the presbytery** (these recommended changes were presented for a first reading by the presbytery at its November 12, 2011 meeting).
 - a. Please note the following:
 1. The language of ruling elder and teaching elder have replaced the previously used terms of elder and minister of word and sacrament.

2. The term Commissioned Lay Pastor has been replaced with Commissioned Ruling Elder in Pastoral Service.
3. The term “presbytery council” has been replaced with “leadership cabinet” since the word council is now used more broadly in place of the previously used term of governing body.
4. The new FOG is silent on the provisions for calling a special meeting and for the constitution of the nominating committee, so those provisions have been added to the standing rules.
5. A few other changes have been made to conform the standing rules to the current reality.
6. With this opportunity to make changes, the standing rules have been standardized with regard to capitalization, so there are numerous such changes indicated.

All changes are flagged with a vertical line on the left margin.

More to Come

The task force will be meeting intensively in preparation for the May 2012 presbytery meeting when it is anticipated that all necessary changes can be made prior to the July 10, 2012 deadline for implementation of the new Form of Government. The only exception may be that changes to the standing rules, that require 2 readings, will not be fully approved until the fall.

DRAFT OF ADMINISTRATIVE MANUAL

Yellowstone Presbytery

(Our Life Together as a Council)

- I. Who We Are
- II. Our Vision
- III. Our Operating Principles
 - Practices
 - Relationships and Partnerships
 - Processes
 - Structure (org. chart and community/committee duties)
- IV. Our Rules for the Conduct of Our Work (Standing Rules, Planning Calendar)
- V. Our Policies and Guidelines that Direct and Support our Work
 - Personnel Policy
 - Sexual Misconduct Policy
 - COM Guidelines (possibly a separate document but referenced here)
 - Planning Calendar
- VI. Our Resources
 - Balance Sheet (updated annually)
 - Designated/Restricted Funds Descriptions
 - Budget (updated each year)
 - Westminster Spires
 - St. Timothy's Chapel
 - Covenants and Partnerships
 - Rocky Mountain College
 - Christus Collegium
 - Glacier Presbytery
- VII. Other
 - Articles of Incorporation
 - Annual Corporate Filing Papers
 - Insurance Coverage

February 17, 2012

STANDING RULES YELLOWSTONE PRESBYTERY

with changes adopted by the Presbytery through March 4, 2008

with proposed additions underlined and proposed deletions in ~~strike-through~~
for a first reading before the presbytery on November 12, 2011

S1.0 BOUNDARIES

The Presbytery of Yellowstone is a corporate expression of the Presbyterian Church (U.S.A.), consisting of all the churches and ~~ministers of the Word and Sacraments~~ teaching elders within the counties of Beaverhead, Big Horn, Broadwater, Carbon, Carter, Custer, Daniels, Dawson, Deer Lodge, Fallon, Fergus, Gallatin, Garfield, Golden Valley, Granite, Jefferson, Judith Basin, McCone, Madison, Meagher, Musselshell, Park, Petroleum, Phillips, Powder River, Prairie, Roosevelt, Rosebud, Sheridan, Silver Bow, Stillwater, Sweet Grass, Treasure, Valley, Wheatland, Wibaux and Yellowstone; that portion of Powell County that lies south of 46 degrees 40 minutes north latitude; and Richland County with the exception of the City of Fairview; all in the state of Montana.

S2.0 MEMBERSHIP

S2.01 Membership in the presbytery shall consist of ~~minister of the Word and Sacraments~~ teaching elders and ruling elders, in numbers as equal as possible.

S2.02 All ~~ordained ministers~~ teaching elders enrolled by the presbytery as active members, members-at-large, or honorably retired shall be voting members. All temporary members of ~~Presbytery-presbytery~~ shall be voting members.

S2.03 Each church in the presbytery shall be represented by at least one ruling elder commissioned by the ~~Session-session~~ to be a voting member, and enrolled by the presbytery at each of its meetings.

S2.04 Commissioned Ruling Elders in Pastoral Service (CREPS) ~~Lay Pastors (CLP)~~ when granted a local commission will have a voice and vote in meetings of ~~Presbytery~~ presbytery for as long as the commission is validated.

S2.05 Each church with an active membership of five hundred and one (501) through one thousand (1,000) persons shall be represented by two ruling elders commissioned by the ~~Session-session~~ to be voting members, and enrolled by the presbytery at each of its meetings.

S2.06 An ruling elder, holding office in the presbytery as ~~Moderator~~ moderator, ~~Vice-vice~~ Moderator moderator, ~~Stated~~ stated Clerk clerk, ~~Treasurer~~ treasurer, or as ~~Moderator~~ moderator of a ~~Standing-standing~~ Committee-committee of ~~Presbytery-presbytery~~ or ~~Council~~ leadership cabinet, shall be a voting member of the presbytery for the duration of the term of such service. Committees include Budget & Finance, Camping and Youth,

Higher Education, Ministry, Mission, New Church Development, Personnel, Nominating, Presbyterian Women, Representation, St. Timothy's Memorial Chapel and Vocations.

S2.07 Annually, the ~~Stated-stated Clerk-clerk~~ shall ascertain the number of resident ~~minister teaching elder~~ members on the first day of the year, and the number of ~~ruling~~ elders whom the churches are entitled to enroll as voting members of the presbytery. When the number of ~~ministers-teaching elders~~ is larger than the number of ~~ruling~~ elders, the ~~Stated stated Clerk-clerk~~ shall bring the imbalance to the attention of the presbytery at its first stated meeting of the year. The presbytery shall redress that imbalance by inviting ~~Session-sessions~~ of particular churches to elect additional ~~ruling~~ elder commissioners for the second meeting of the calendar year thru the first meeting of the following year.

S3.0 MEETINGS

S3.01 The presbytery shall hold stated meetings three times each year, at a time and place determined by the presbytery at its final stated meeting of the previous year, upon the recommendation of the ~~Presbytery Council leadership cabinet~~.

S3.02 ~~Special meetings of the presbytery may be called under the terms and the conditions set forth in the Form of Government of the Book of Order of the Presbyterian Church (U.S.A.). The moderator shall call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders, the ruling elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both moderator and stated clerk are unable to act, any three teaching elders and three ruling elders, the ruling elders being of different churches, may call a special meeting. The synod may direct the presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent no less than ten days in advance to each teaching elder and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.~~ Special meetings may be held by telephone conference call, or at a particular place, at the discretion of the ~~State-stated Clerk-clerk~~ and the ~~Moderator moderator~~; costs for such meetings may be assessed to the persons or congregations for whose benefit the meeting is called.

S3.03 All meetings of the presbytery shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in those cases where the Constitution of the Presbyterian Church (U.S.A.) provides otherwise. Nothing in these ~~Standing-standing Rules-rules~~ shall be construed to permit the presbytery to abrogate or waive any requirements of the Book of Order of the Presbyterian Church (U.S.A.), or the laws of the state of Montana.

S3.04 A quorum of the presbytery shall be any three ~~minister-teaching elder~~ members, and the ~~ruling~~ elder members present, provided that at least three churches are represented by ~~ruling~~ elders.

S3.05 The first stated meeting of the year shall be the Annual Meeting.

S3.06 All regular elections to the offices of the presbytery, its committees, and commissions shall take place at the last stated meeting of the year, except as otherwise provided in the ~~Standing-standing~~ Rules rules. The officers of ~~Presbytery-presbytery~~ shall be installed and assume office at the annual meeting.

S3.07 Elections for ~~Commissioners-commissioners~~ to General Assembly and ~~Synod-synod~~ for the next term shall take place at the last stated meeting of the year.

S4.0 OFFICERS

S4.01 The officers of the presbytery shall be a ~~Moderator moderator~~, a ~~Vice vice-Moderator moderator~~, and a ~~Stated-stated Clerkclerk~~.

S4.02 The ~~Moderator- moderator~~ shall be elected by the presbytery at the last stated meeting of the year, and shall assume office January 1 of the new year. Installation will be done at the first meeting of the new year, and shall serve in that office until January 1. The ~~Moderator- moderator~~ shall possess the authority and carry out the responsibilities of that office set forth in the Book of Order of the Presbyterian Church (U.S.A.).

S4.03 The ~~Vice vice- Moderator- moderator~~ shall be elected by the presbytery at the last stated meeting of the year, and shall assume office January 1 of the new year. Installation will be done at the first meeting of the new year, and shall serve in that office until January 1. The ~~Vice vice-Moderator- moderator~~ shall carry out such duties as may be assigned by the ~~Moderator moderator~~. In the event of the inability of the ~~Moderator- moderator~~ to carry out required moderatorial responsibilities, the ~~Vice vice-Moderator- moderator~~ shall act for the ~~Moderator- moderator~~ until the presbytery is able to elect a person to exercise the duties and privileges of that office.

S4.04 The ~~Stated-stated Clerk-clerk~~ shall be elected by the ~~Presbytery-presbytery~~ at the last stated meeting at which the term of the incumbent expires, and shall assume office upon installation at the close of said meeting. The term of office shall be three years; the ~~Stated stated Clerk-clerk~~ shall not serve for consecutive terms, full or partial, for more than six years. The ~~Stated-stated Clerk-clerk~~ shall possess the authority and carry out the responsibilities of that office set forth in the Book of Order of the Presbyterian Church (U.S.A.). The ~~Presbytery-presbytery~~ may provide an assistant to the ~~Stated-stated Clerkclerk~~, to be appointed by the ~~Stated-stated Clerkclerk~~.

S5.0 ~~PRESBYTERY COUNCIL LEADERSHIP CABINET~~

S5.01 The ~~Presbytery Council leadership cabinet~~ shall consist of the moderator of Presbyterian Women of Yellowstone Presbytery, the moderator and vice moderator of ~~Presbytery-presbytery~~, and the moderators of each ~~Standing-standing Committee committee~~ of the ~~Presbytery-presbytery~~ and ~~Council leadership cabinet, and New Church Development Commission~~. All these individuals shall be voting members. No person may serve as member of ~~presbytery Council the leadership cabinet~~ for consecutive terms, full or partial, for more than six years. The ~~Synod-synod Commissioner-commissioner~~ and the most recent past ~~Moderator-moderator~~ of ~~Presbytery-presbytery~~ shall be ex-

officio members of ~~Council~~ the leadership cabinet with voice but no vote. The leadership cabinet can invite others to participate with voice and no vote for such matters as new church development, visioning, etc..

- S5.02 The ~~Council~~ leadership cabinet ~~Moderator~~ moderator shall be elected by the ~~Presbytery~~ presbytery for a three (3) year term with no more than 2 consecutive terms.
- S5.03 The ~~Stated~~ stated ~~Clerk~~ clerk of the presbytery, and other elected staff serving the presbytery shall be ex-officio members of the ~~Presbytery Council~~ leadership cabinet, without vote. The ~~Stated~~ stated ~~Clerk~~ clerk shall serve as ~~Secretary~~ secretary of the ~~Presbytery Council~~ leadership cabinet.
- S5.04 The ~~Presbytery Council~~ leadership cabinet shall be responsible for the coordination of the presbytery's mission and its program, arrange all aspects of ~~Presbytery~~ presbytery meetings, long range planning and the review of the functional relationship between the presbytery's structure and its mission purposes. The duties and powers of the ~~Presbytery Council~~ leadership cabinet shall be those herein set forth, subject to the constitution of the Presbyterian Church (U.S.A.). Those duties are:
- S5.04.1 To recommend annually to the presbytery a ~~Presbytery~~ presbytery ~~Mission~~ mission ~~Program~~ program based on plans of the ~~Standing~~ standing ~~Committees~~ committees, in light of the suggested programs of the Synod of the Rocky Mountains and the General Assembly, together with a budget for the implementation of the ~~Presbytery~~ presbytery ~~Mission~~ mission ~~Program~~ program.
- S5.04.2 To negotiate with representatives of other ~~governing bodies~~ councils ~~in The Synod of The Rocky Mountains as needed for partnership in mission, an equitable distribution of mission funds from the several presbyteries for the work of the Synod and the General Assembly;~~ and to recommend to the presbytery the results of that negotiation ~~for the instruction of particular congregations in their mission giving~~ for the benefit of the whole church.
- S5.04.3 To consider and make recommendations to the presbytery all requests from individuals, congregations or special groups for financial appeals, whether for current operations or capital campaign funds.
- S5.04.4 To prepare annually a budget for the administrative costs of the presbytery, and recommend that budget to the presbytery for adoption, together with requisite costs to be assessed each particular church based on the number of members most recently reported to the ~~Stated~~ stated ~~Clerk~~ clerk of the General Assembly.
- S5.04.5 To prepare the docket for stated meetings of the presbytery, and cause that docket and related reports to be distributed to all members and commissioners of the presbytery and interested persons at least fifteen (15) days prior to the meeting.
- S5.04.6 To report to the presbytery at each stated meeting every action taken by the ~~Presbytery Council~~ leadership cabinet since the last stated meeting.

- S5.04.7 To nominate to the presbytery for election a moderator and members of the Nominating nominating Committeecommittee, said nominations being distributed with the call and docket for the final stated meeting of the year; and to name members to Presbytery Couneil's the leadership cabinet's Personnel-personnel and Budget-budget and Finanee finance Committeeescommittees.
- S5.04.8 To exercise responsibility for the oversight of persons employed by the presbytery, including its officers, through the development of appropriate personnel policies, position descriptions, criteria for satisfactory performance, regular review and evaluation of performance, and recommendation to the presbytery requisite salary and allowances.
- S5.04.9 To develop and regularly to review and Administrative-administrative Manual-manual for the presbytery, which shall include the presbytery's Standing-standing Rulesrules, policies, position descriptions, procedures and guidelines for councils, Committees committees and commissions, and all related documents. The Administrative administrative Manual-manual shall be adopted by the presbytery by majority vote, and shall be subject to amendment at any stated meeting of the presbytery, upon recommendation of the Presbytery Couneil leadership cabinet.
- S5.05 The Presbytery Couneil leadership cabinet shall constitute the Board-board of Trustees trustees of the corporation of the presbytery, as provided in the Book of Order of the Presbyterian Church (U.S.A.), and shall perform the duties and functions established for the Board-board of Trustees-trustees in the Articles-articles of Incorporationincorporation, according to the laws of the state of Montana. The Couneil leadership cabinet shall make recommendation to the presbytery concerning the disposition, sale, or lease of all property held by the presbytery and its particular churches, according to the requirements of the Book of Order of the Presbyterian Church (U.S.A.).

S6.0 STANDING COMMITTEES

- S6.01 The presbytery will delegate particular aspects of their task to cabinets, councils, commissions, and committees as is needed for the mission and ministry of the presbytery and as may be required by the Book of Order. ~~(G.90901)~~
- S6.02 The Nominating Committee electd by the presbytery shall be broadly representative of the member churches of the presbytery, with a membership of one third teaching elders, one third laywomen, and one third laymen. The nominating committee shall consist of three classes, each serving for a three-year term except where initial classes of one- and two-year terms are necessary to establish regular rotation. The nominating committee shall nominate persons to fill all vacancies on continuing committees (except the nominating committee), cabinets, boards, and other bodies that require election by the presbytery. Consideration shall be given to the nomination of equal numbers of teaching elders, laymen, and laywomen (i.e., one third each), except that women ruling elders and men ruling elders shall be elected to the committee on ministry to which presbytery functions may be delegated. -process as stated in G.9.0801 shall be followed for the selection of all persons serving on Council, committees, task forces, and representatives

~~to other governing bodies.~~ Specifically, no person may serve as an elected or appointed member of a particular council, cabinet, committee, task force or related governing body for consecutive terms, full or partial for more than six years.

S7.0 AMENDMENTS AND SUSPENSION

S7.01 These ~~Standing-standing Rules-rules~~ may be amended by a two-thirds vote of the members of the presbytery present and voting at any stated meeting of the presbytery, providing that notice in writing has been given at the preceding stated meeting.

S7.02 These ~~Standing-standing Rules-rules~~ may be temporarily suspended at any stated meeting of the presbytery by a four-fifths vote of the members of the presbytery present and voting.

S7.03 All former “Standing Rules for Yellowstone Presbytery” are hereby declared null and void.

Document History:

Approved by Presbytery 1/29/94, Miles City

Revision #1 – June 3-4, 1996, Harlowton

Revision #2 – November 14-15, 1997, Anaconda

Revision #3 – February 3, 2001, Terry

Revision #4 – February 14, 2004, Springhill

Revision #5 – March 4, 2008, Miles City