
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 Force Report 3 – May 4, 2012

The task force has met 3 times since our last report.

1. On March 20, 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 April 10, 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. 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.
3. On April 24, 2012:
 - a. We finalized the proposed changes to the standing rules for presentation to the presbytery for a first reading at its May 14-15, 2012 meeting.
 - b. As a result of our conversations with representatives of the presbytery's Vision Team the matter of the structural strand of the 4 strands of the vision's implementation (the 4 strands being: 1. relationships & partnerships; 2. practices; 3. processes; and 4. structure) has come up. Because there is no clear understanding of how this new structure is to be designed and who is to design it, the task force made 2 recommendations to the Leadership Cabinet, both of which were approved at its meeting on April 27, 2012.

- i. The first is that the Leadership Cabinet sunset the Vision Team with appreciation for having completed the task of crafting a vision that has been well received by the presbytery and that is already making a positive impact on the life of the presbytery as it lives into the vision.
- ii. The second is that a task force be formed by the Leadership Cabinet to develop a vision-serving structure for the presbytery as the structural strand of the implementation of the presbytery's vision, working closely with the NFoG task force, with the goal of proposing this structure at the last stated meeting of the presbytery in 2012 for implementation as soon as possible in 2013.
- c. It was decided to bring a recommendation to the presbytery that an enabling action be taken to ensure that where any of our current structures and policies do not yet conform to the new Form of Government that the presbytery continue to operate under the provisions of the 2009/2011 Book of Order up through July 10, 2013 or until such requirements are met prior to July 10, 2013.

Recommendations:

- 1. The 2009/2010 Form of Government be adopted as our policies and procedures insofar as the new Form of Government is silent on matters not addressed by our current administrative policies and procedures for another one year period through July 10, 2013 while a new set of policies and procedures continue to be developed.**
- 2. That the presbytery receive as a "first reading" the proposed changes to the standing rules that follow this report.** All changes are flagged with a vertical line on the left margin.

Please note the following:

- i. In Section 2.0
 - a. reordered the paragraphs to flow more smoothly;
 - b. changed the church membership level to provide for churches with membership of 301 or more to elect 2 ruling elder commissioners to the presbytery;
 - c. deleted new church development from the list of standing committees.
- ii. In Section 4.0
 - a. added a provision for who will serve as moderator in the case where neither the moderator or vice moderator are able to serve.
- iii. In Section 7.0
 - a. added a new section that provides for the possibility of the presbytery employing a general presbyter.

Information item attached: a draft of outline for the presbytery administrative manual (previously distributed in our last report).

More to Come

The task force will continue to meet to complete the various sections of the administrative manual and will work with the soon-to-be named a task force formed by the Leadership Cabinet to develop a vision-serving structure for the presbytery.

**STANDING RULES
YELLOWSTONE PRESBYTERY**

with changes adopted by the Presbytery through March 3, 2012

with proposed additions underlined and in red and proposed deletions in ~~strike through and in red~~
for a first reading before the presbytery on May 14, 2012

S1.0 BOUNDARIES

The Presbytery of Yellowstone is a corporate expression of the Presbyterian Church (U.S.A.), consisting of all the churches and 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 teaching elders and ruling elders, in numbers as equal as possible.

S2.02 All teaching elders enrolled by the presbytery as active members, members-at-large, or honorably retired shall be voting members. All temporary members of 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 to be a voting member, and enrolled by the presbytery at each of its meetings.

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

S2.045 Each church with an active membership of ~~five~~three hundred and one (~~3~~501) ~~through one thousand (1,000)~~ persons and larger shall be represented by two ruling elders commissioned by the session to be voting members, and enrolled by the presbytery at each of its meetings.

~~S2.05 Commissioned Ruling Elders in Pastoral Service (CRE) when granted a local commission will have a voice and vote in meetings of presbytery for as long as the commission is validated.~~

S2.06 A ruling elder, holding office in the presbytery as moderator, vice moderator, stated clerk, treasurer, or as moderator of a standing committee of presbytery or 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 clerk shall ascertain the number of resident 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 teaching elders is larger than the number of ruling elders, the stated 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 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 leadership cabinet.

S3.02 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 stated clerk and the 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 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 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 rules. The officers of presbytery shall be installed and assume office at the annual meeting.
- S3.07 Elections for commissioners to General Assembly and 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, a vice moderator, and a stated clerk.
- S4.02 The 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 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 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 moderator shall carry out such duties as may be assigned by the moderator. In the event of the inability of the moderator to carry out required moderatorial responsibilities, the vice moderator shall act for the moderator until the presbytery is able to elect a person to exercise the duties and privileges of that office.

S4.04 In the event of the inability of the moderator and should the vice moderator also be unable to carry out the moderatorial responsibilities, the most recent moderator available shall act for the moderator until the presbytery is able to elect a person to exercise the duties and privileges of that office.

- S4.045 The stated clerk shall be elected by the 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 clerk shall not serve for consecutive terms, full or partial, for more than six years. The stated 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 may provide an assistant to the stated clerk, to be appointed by the stated clerk.

S5.0 LEADERSHIP CABINET

- S5.01 The leadership cabinet shall consist of the moderator of Presbyterian Women of Yellowstone Presbytery, the moderator and vice moderator of presbytery, and the moderators of each standing committee of the presbytery and leadership cabinet. All these individuals shall be voting members. No person may serve as member of the

leadership cabinet for consecutive terms, full or partial, for more than six years. The synod commissioner and the most recent past moderator of presbytery shall be ex-officio members of 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 leadership cabinet moderator shall be elected by the presbytery for a three (3) year term with no more than 2 consecutive terms.
- S5.03 The stated clerk of the presbytery, and other elected staff serving the presbytery shall be ex-officio members of the leadership cabinet, without vote. The stated clerk shall serve as secretary of the leadership cabinet.
- S5.04 The leadership cabinet shall be responsible for the coordination of the presbytery's mission and its program, arrange all aspects of 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 leadership cabinet shall be those herein set forth, subject to the constitution of the Presbyterian Church (U.S.A.). Those duties are:
 - S5.04.01 To recommend annually to the presbytery a presbytery mission program based on plans of the standing 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 mission program.
 - S5.04.02 To negotiate with representatives of other councils as needed for partnership in mission, and to recommend to the presbytery the results of that negotiation for the benefit of the whole church.
 - S5.04.03 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.
 - S5.04.04 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 clerk of the General Assembly.
 - S5.04.05 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.
 - S5.04.06 To report to the presbytery at each stated meeting every action taken by the leadership cabinet since the last stated meeting.
 - S5.04.07 To nominate to the presbytery for election a moderator and members of the nominating committee, said nominations being distributed with the call and docket for the final stated

meeting of the year; and to name members to the leadership cabinet's personnel and budget and finance committees.

S5.04.08 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.

S5.04.09 To develop and regularly to review and administrative manual for the presbytery, which shall include the presbytery's standing rules, policies, position descriptions, procedures and guidelines for councils, committees and commissions, and all related documents. The administrative 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 leadership cabinet.

S5.05 The leadership cabinet shall constitute the board of 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 of trustees in the articles of incorporation, according to the laws of the state of Montana. The 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.

S6.02 The Nominating Committee elected 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. 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 **GENERAL PRESBYTER**

S7.01 The presbytery may employ a general presbyter.

S7.02 The general presbyter shall be elected by the presbytery in accordance with the policies in the personnel manual.

S7.03 The general presbyter shall serve as the pastor to pastors and according to a presbytery approved job description, helping the presbytery fulfill its stated vision and mission.

S78.0 **AMENDMENTS AND SUSPENSION**

S78.01 These standing 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.

S78.02 These standing 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.

S78.03 All former “Standing Rules for Yellowstone Presbytery” are hereby declared null and void.

Document History:

- Approved by Presbytery January 29, 1994, 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
- Revision #6 – March 3, 2012, Bozeman

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