

## STATED MEETING OF THE PRESBYTERY OF SOUTH DAKOTA

EMMANUEL PRESBYTERIAN CHURCH

October 27, 2017

The Presbytery of South Dakota of the Presbyterian Church (U.S.A.) held its Stated Meeting at Emmanuel Presbyterian Church in Marion, SD on Friday, October 27, 2017.

### CONVENING THE PRESBYTERY

The Presbytery was called to order by Presbytery Moderator, Rev. Diane Janssen Hemmen, at 10:01 A.M. and opened the meeting with prayer.

### ROLL

The roll for this meeting of the Presbytery was constituted by registration with the enrollment clerk.

The following Teaching Elders and Ruling Elders were enrolled and present as commissioners:

### ROLL

**Teaching Elders:** Steve Allman, John Armstrong, Donald Barbalace, Kennen Barber-Ensz, John Barkett, Kristie Berglund, James Clarke, Andrew Crandall, Lisa Danielson, Jessica Daum, Gene DeHoogh, Chad Ensz, Nathan Esser, Rebecca Gresham-Kesner, Sarah Hagena, David Halleen, Bob Jacobs, Diane Janssen Hemmen, Rolly Kemink, Cheryl Khylllep, David Lick, Yeongsik Nam, Kenneth Newell, Denzel Nonhof, Janice Palmer, John Pehrson, Richard Poppen, Val Putnam, Peter Reynen, Kevin Veldhuisen, Carolyn Visser, Nina Westfall, Diane Wonnenberg.

**Commissioned Ruling Elders:** Marian Cramer, Gayle Janzen, Steven Johnson, Jerry Lutkemeier, Paul Penn.

**Commissioners:** Laurene Clark-Aberdeen, Judy Barnard-Bonilla, Susan Wismer-Britton, David Peterson-Brookings, Dianne Larson-DeSmet, John Pommer-Emery, Joann Walker-Hot Springs, Diane Clayton-Huron, Jeff Nelson-Madison, Ben Visser-Marion, Richard Palmer-Miller, Marilyn Patzlaff-Mitchell, Collette Kemink-Onida, Bonnie Wirt-Parker, Jane Alberda-Platte, Paula Zavitz-Rapid City, Claire Gillaspey-Sioux Falls First, Kate Hruby- Sioux Falls First, Linda Jones-Sioux Falls Westminster, Joe Muth-Sioux Falls Westminster, Cathryn Jaragoske-Sioux Falls Wild Flower, Donna Salembier-Sisseton, Wanda Blair-Sturgis, Holly Butrum-Veblen, Dean Spooner-Watertown First, Jerold Zerfoss-Wessington, Ron Berger-Whitewood First, Alana Hansen-Wilmot, Gary Pribyl-Wolsey, Deb Johnson-Yankton.

**Other Voting Members:** Trudi Nelson.

**Others in Attendance:** Mary Ann Berger, Tracy Bultena, Charlie Nonhof, John Pudwill, Arlys Sikorski, Shirley Scotter, Brenda Tibbetts, Veronica Trynn, Cheryl Van Asperen, Vera White.

**Corresponding Members Present:** Vera White, 1001 Worshipping Communities

### QUORUM

Moderator Janssen Hemmen declared the presence of a quorum with:

**Teaching Elders: 33**

**Commissioned Ruling Elders: 5**

**Commissioners: 30**

**Other Members of Presbytery: 1**

**VOTING MEMBERS PRESENT: 69**

## **AGENDA**

A motion was made to approve the Presbytery Agenda. **Agenda adopted as presented.**

### **INTRODUCTIONS**

**Teaching elders present for the first time:** Nina Lashari-Westfall, Brookings

**Ruling elders present for the first time:** Maryln – Mitchell, First; Joe – Wildflower; Dean Spooner - Watertown

### **MILEAGE COMMITTEE**

Moderator Janssen Hemmen appointed the following to the mileage committee: Rev. Carolyn Visser and CRE Gayle Janzen.

### **CONSENT AGENDA**

Moderator Janssen Hemmen presented the Consent Agenda. **Presbytery adopted the following:**

1. That all lay persons and ministers of other denominations serving Presbyterian congregations in the Presbytery of South Dakota who are not temporary members of the presbytery be granted the privilege of the floor for this meeting with voice.
2. Approve the minutes of the June 23-24, 2017 annual meeting.

### **1001 PRESENTATION**

Vera White, Coordinator of 1001 Worshipping Communities, gave a wonderful presentation about the 1001 NWC movement within the denomination.

### **WORSHIP AND THE LORD'S SUPPER**

**Sermon:** Rev. Nathan Esser, First Presbyterian, Sioux Falls.

*Additional elements of worship were disbursed throughout the meeting.*

### **ADMINISTRATION AND COORDINATION MINISTRY**

*The following actions of A&C Ministry are taken from the minutes of September 8, 2017*

#### **Actions taken on behalf of the Presbytery**

A motion was made to extend a line of credit up to \$30,000.00 to the Camping Commission to help cover ongoing operating expenses. The line of credit will be open through May 31, 2018 and will come from the Emerging Needs Fund.

#### **Presbyterian Disaster Assistance**

A motion was made to give \$2000.00 to PDA for undesignated purposes. The money will come from the POSD Offerings Fund.

## **For Presbytery Action**

### **Budget and Finance**

A motion was made to approve the 2018 Proposed Budget. In addition, Administration and Coordination is tasked to restore our full level of shared mission giving to our 2017 percentages by 2020. Appendix A.

**Motion Passed.**

### **Transitional Mission Coordinator**

A motion was made to hire Kevin Veldhuisen as Transitional Mission Coordinator through December 31, 2018. Transitional Mission Coordinator job description is Appendix B. **Motion Passed.**

Combined salary package for TMC and Stated Clerk will be:

#### **Terms of Call:**

Salary: \$48,000.00

BOP: \$17,280.00

Travel: \$12,000.00

Professional Exp: \$2,000.00

Continuing Ed: \$2,375.00

Social Security: \$3,672.00

**Total Package: \$85,327.00**

Vacation: 4 weeks

Continuing Ed: 2 weeks

Parental Leave: 8 weeks

## **REPORTS FROM PRESBYTERY OFFICERS AND STAFF**

### **MODERATOR'S REPORT**

In the days since we gathered in Rapid City last June, I have been working in behalf of the PoSD with our two most recent past-moderators Jerry Lutkemeier and Jim Hulbert (the Commission on Benefits) to arrange for benefits for Kevin, somewhat after the fact, since he has been working for us in a full-time capacity. Our early work involved research with the Board of Pensions about what benefits might be possible as well as just what amount of money would be most appropriate to spend. As the cost of benefits for a full-time person at his effective salary rate is roughly the amount of money proposed in the motion, we worked with the BoP and Kevin to use it with the greatest effect. There have been some evolutions in what the BoP can do over these last several months, but we are close to being able to pay Pension dues for him for 2017 and will utilize the balance for contributions to a 403(b) with Fidelity.

Telephone time has been a highlight in other areas of my service also. Please do not hesitate to call with your questions or ideas! My mobile number is 605.415.8659. Sometimes I have to have my ringer off, but I will call you back if you leave a message. It is a device on which I also receive texts and email, so if you prefer those avenues of contact, that's great too! My email address is: [DianeLJH@gmail.com](mailto:DianeLJH@gmail.com) My favorite call was from a person still in the Rapid City area after the last meeting wondering if I knew the way to a certain site in the Hills they were trying to find! It was a longer and lovely conversation; it was a surprise and a blessing to connect with a sister in Christ from our presbytery.

And isn't that what we are about? Isn't that one of the simplest components of our call to discipleship? Being the church together? Finding ways as the presbytery to serve and to build up the members and the local congregations AND reaching out as local congregations to connect to one another as the presbytery, synod and

even General Assembly? That's part of why the Moderators of the various ministries connect with a monthly call (my second favorite call(s) so far!), to stay up to date with each other and with the wider work and service of the body to its members and to the wider church as well.

Serving each other and being blessed with the connections of time together is an important aspect of our CRE program as well. I'm re-reading *The Mighty Acts of God* in preparation to teach a Bible Survey course in that program next month, wherein we will use parts of that book. But DID YOU KNOW (or better still, HAVE YOU TOLD YOUR CONGREGATION) that anyone with the desire to take part may attend a class? It is helpful to the instructors to know that you are coming in order to be sure arrangements are in place, but I believe God blesses those gatherings through each person that participates, so please consider attending a class and even using that time to continue to discern your own potential service through our CRE program!

Between this writing and the time we meet, in your behalf I also will have led a Commission to Install Nina Westfall in Brookings at First Presbyterian, on October 22 at 10:30 a.m. Nina plans to be at the gathering in Marion; please make a point of welcoming her to the Presbytery of South Dakota! I will look forward to seeing all of you there and am grateful to the Marion congregation for hosting us!

### **INTERIM MISSION COORDINATOR REPORT**

It has been a busy and productive 3 months since our last presbytery meeting. Each ministry team has met at least twice since our last gathering and I have been on the road 2-3 days each week attending meetings, working in the office, or visiting with colleagues and congregations. This is an exciting time as we continue to transition into our new structure and press forward into our future as a presbytery. I have been working hard to keep in touch with our ministry team moderators to be a resource for them whenever necessary. Though we continue to encounter hurdles along the way I am thrilled with the leadership that is place in our presbytery. Some things I want to highlight:

#### **Presbytery Office Move**

The Presbytery Office has officially moved. We are located approximately 30 feet from our previous office in the same building. The move will reduce our office space to a more appropriate size for our operations and save the Presbytery \$3,600 a year. And our address stays the same!

#### **Website**

I have continued to make improvements to the website. If you have any suggestions for ways to improve it and make it a more useful resource, please let me know.

#### **Synod Forum**

I attended the Synod Presbyter Forum earlier this month. This is a gathering of the designated staff person for each Presbytery within our Synod, most often Exec. Presbyters or Stated Clerks, and it offered a wonderful opportunity for us to support each other in ministry, seek guidance and/or offer insights, and to continually find new ways to support the ministries within each presbytery.

#### **Presbyterian Church Camps and Conferences Association**

I will present a workshop at the Presbyterian Church Camps and Conferences Association in Texas, Nov. 7-9.

### **STATED CLERK REPORT**

#### **Clerk of Session Trainings**

I will be offering two more training / networking workshops for Clerks of Session. More details will follow as the dates get closer. The dates and locations are:

October 28, 2017 – Sioux Falls

November 18, 2017 – Pierre

**Minister Transactions**

The following minister transactions have been completed and are registered with the Office of General Assembly: Mark Terayama to Northwest Coast Presbytery. Received Peter Reynan as Member-at-Large from East Iowa.

**New Annual Reports for Congregations**

I am again in the process of reformatting our Annual Reports for Congregations. I hope these will be easier to use and will also be available as reports that can be written and submitted online. If you have any suggestions to make your life easier, aside from the elimination of the reports, please let me know as soon as possible.

**Proof of Insurance**

Our insurance for the presbytery is up to date and I will be meeting with our insurance agent to discuss any adjustments that may need to be made for 2018. Administration and Coordination will review these suggestions at their Nov. 7 meeting.

**Mid-Council Leaders Gathering (formerly Polity Conference)**

I will be attending the Mid-Council Leader's gathering in St. Louis Oct. 13-17.

**TREASURER'S REPORT**

CD's from US Bank in the amount of \$62,777.11, First Dakota National in the amount \$60,421.02 and Great Western in the amount of \$30,286.10 have been cashed out and transferred to Wells Fargo account upon maturity. We will also be transferring one from Meta Bank upon maturity on 11/25/17 in the amount of \$128,537.10 to Wells Fargo.

**CAMPING AND FAITH FORMATION****Director's Report**

- 2017 Review - Jason reported the smallest number of staff in his tenure, but the highest energy. Hopefully at least three of the staff will return next summer.

**Review of current programs.**

- 50% of campers were elementary age. Greater detail of users and campers are in Jason's report.
- The commission voted to permit Jason to set camper minimums/maximums in order to host a camp.

**2018 Recommendations**

- January 12-15: Winter Retreat @ Pioneer.  
Intergenerational skiing, snow shoeing, winter survival skills, etc.
- March 16-18: Women's Retreat @ site TBD.
- April 6-8: Youth Rally
  - The commission voted to appoint the Program Sub-Committee as liaison between the CCFE and the Youth Rally leaders.
- April 27-29: Men's Retreat @ site TBD.
- May 25-28: Work Camp at both sites.
- June 1-3: Young Adult Camp @ Pioneer.
- June 4-8: Staff Training.
- June 10-15: Young Adventure Camp @ Rimrock.
- June 18-19 and 21-22: Traveling Day Camps @ offsite locations.
- Program Sub-Committee will plan details.
- June 24-29: Elementary Camp @ Rimrock.
- June 29-July 2: Family Camp @ Rimrock.
- July 5-8: You and Me Camp @ Rimrock.
- July 8-14: High School Camp @ Rimrock.

- July 15-21: Middle School Camp @ Rimrock.
- July 22 – 28: Wilderness Camp @ Pioneer.
- July 30-31 and August 2-3: Traveling Day Camps @ offsite locations.
- July 30-August 1: Pastors' Retreat @ Pioneer.

The commission voted to approve the programs, dates, and locations as presented. Commission members are encouraged to submit camp/retreat ideas to Jason, especially for shoulder-season usage.

### **Treasurer's Report**

Treasurer John Armstrong shared YTD Balance Sheet, P&L, and P&L Budget Performance sheets. Currently we owe Presbytery \$10,000 from an approved line of credit and have adequate recourses to pay bills through November. The commission discussed a unified vision in planning to meet financial needs through the winter months. Estimated winter costs are \$5500/month for staff and property expenses. Details of Treasurer's report are available monthly through electronic transmission.

### **2018 Budget**

- The commission voted to amend the "meetings expense" line item to \$2250 for 2018.
- The commission voted to approve the 2018 budget as amended.
  - The commission discussed seeking new donors to meet the 2018 budget of **\$165,832.00**.
- The commission voted to have each commission member commit to raising a minimum of \$500 toward the camp budget from a new donor(s). The motion carried. Many committed to raise much more.

### **Discussion of Continuing the Visioning Process**

- The commission voted to contract Joel Winchip of PCCCA as a consultant to provide site evaluations, camping trend information, and recommendations regarding best steps moving forward; upon receipt of this information, the commission will continue its visioning process with Deb DeMeester of the Synod.

### **New Business**

- Annual Review of Camp Director
  - The commission reviewed Jason's strengths and needed areas of growth.
  - The commission voted to develop a small team from within the CCFE to work with Jason to not only update his job description, but also create a set of minimum expectations, measurable goals, and timeline for achieving those goals. This small team will create the updated job description and expectations, goals, and a timeline, as well as steps that the CCFE will take to help Jason in achieving these goals.
  - Jason is currently enrolled in the Commissioned Ruling Elder program and continues his certification work through Compass Points.

### **Current Presbytery-Approved Vision for Pioneer & Rimrock Camp and Retreat Centers**

- The commission agreed to continue fulfilling the current camping vision until such time as a new vision is approved. A new vision process is taking place presently, but until results of that process are clear, all commission members are in agreement to pursue the previously-approved vision.

### **Alcohol Policy**

- The current alcohol policy requires that both sites exist as dry campuses. The camp director has the discretion to permit specific groups leniency with this policy. The commission voted to amend the alcohol policy to state that alcohol may be used on site at the director's discretion and upon signing of an alcohol agreement.

### **Pet Policy**

- The current pet policy states that no pets are allowed at either campus. The camp director has the discretion to permit leniency with this policy.  
The commission voted to amend the pet policy to state that pets are allowed at the discretion of the camp director and upon signing of a pet agreement.

### **Review of Site Fee Schedules**

- The commission voted to amend the fee schedules for both site properties as follows;
  - Day use fees: \$100 for up to 20 people, \$5.00 per person for each additional person
  - Overnight use fees: \$20 per person; \$60/family cap per night

### **Presbytery Usage Policy**

- The current policy permits presbytery groups to utilize the camp facilities free of charge for spiritual retreats, such as youth groups, sessions, etc., with the option to offer a freewill donation.
- The commission voted to amend the usage policy to state that presbytery groups may utilize the facilities at half price of regular day/night use rates. If a group/person/church provides what is deemed an exceptional donation of effort or resource, the camp director may provide said group with a voucher for a free stay at one of the properties.

### **Camp Commission Member Expectations**

- The commission voted to approve the following expectations for commission members:
  - On-site presence during a camp-sponsored event once per summer
  - Financial support to the camping program
  - Attendance at meetings
  - Carrying out sub-committee work between meetings

### **Sub-Committee Reports**

- Funds Development
  - GoFundMe giving option will be developed by the end of the week. Social media will be utilized heavily to connect past camp users/staff with online giving options.
  - Online giving is an option with the new software system; Jason is looking into building this platform.
  - Property - Jeff is working on obtaining appraisals of each site for fair market value of the properties.

### **Election of Officers**

- The Commission voted to appoint Chad Enz and Charlie Trumble to another year of Co-opted membership.
- The commission elected Charlie Trumble treasurer.
- The Commission elected Rev. Kennen Barber-Enz secretary.
- The Commission Elected Rev. Jeff Kittner vice-moderator.
- The Commission elected Don Knolting moderator.

## **CONGREGATIONAL AND PASTORAL CARE MINISTRY TEAM**

### **Actions taken on behalf of the Presbytery**

**Installed:** The Rev. Nina Westfall in Brookings on October 22, 2015.

**Approved** the call of Abigail Ozanne (UMC) to the churches of Sisseton/Veblen/Brown's Valley. The effective date of the call is: November 1, 2017.

The terms of call are:

Cash Salary: \$30,000, Manse value: \$6,631, Utilities: \$4,800, Total <i>effective</i> Salary:	\$41,431.00
Pension and Disability	\$6,955.19
<u>Insurance</u>	<u>\$7,137.60</u>
<b>TOTAL</b>	<b>\$55,523.79</b>

Allowances:	Professional Development (vouchered)	\$1,200.00
	Books and Professional Expenses (vouchered)	\$1,500.00
	<u>Auto Reimbursement at IRS rate (vouchered)</u>	<u>\$2,400.00</u>
<b>Total Compensation and Professional Expenses</b>		<b>\$60,623.79</b>

Other: 4 weeks of vacation, 2 weeks of study leave, free use of Manse (value above)

The Installation Date is yet to be arranged.

**Approved** the extension of the Interim Pastor Covenant between the United Churches of Hot Springs and the Rev. Dr. John Pehrson, for up to 5 months, as needed.

**Approved** the MIF for Onida, enabling the PNC to begin the search of a new pastor.

**Approved** the following elders in the Lake Andes church, who are trained to serve communion: Marvin Gall, Harry Ingalls, Racheal Arpan, Gail Gresset, Dollie Rolston, Sally Winter, Norma Jepsen, Bev Steinmark.

**Approved** the dissolution of the pastoral relationship between the Rev. Lori Robinson and the Protestant Parish in Kimball, effective October 15, as Lori has taken a new call in Nebraska.

**Validated** the ministries of the following At-large members of the Presbytery: Gregory Anderson, Don Barbalace, William Cooper, Barry Dawson, Kennen Ensz, James Foster, Diane Janssen-Hemmen, Ellen Marie Larson Davidson, Yeong Sik Nam, Janice Palmer and Kevin Veldhuisen.

**No Reports have been received** from: Charles Ayars, James Forbes, Mark Frame, Daniel Joseph, Jean Kabambi, and Michael McCallum.

**Granted** a request for exemption from the Hebrew requirement for ordination to Jil Jennewein, CRE in Lead-Whitewood

**Approved** a request from the Rev. Denzel Nonhof that the pastoral relationship with FPC Sturgis be dissolved, effective **January 15, 2019**, as he will be retiring. A service of honorable retirement will take place at a later date.

**Voted to** reaffirm the same *effective salary* minimums for 2018.

**Approved** sending Moderator Pehrson to the Winter Pastor's School at Calvin Crest, February 5-8. Subject: "The Defaming Church: How and Why Congregations Abuse Pastors"

**Information:** Deb Demeester from SLAP will be at the February meeting of POSD to provide Boundaries Training. **ALL MINISTERS and CREs** serving churches are required to complete Boundaries Training.

### **Actions Taken by Presbytery**

Acting on a request from the session of the Olive Presbyterian Church, CPC moved that the Olive Presbyterian Church of Platte, SD be granted Relief of Conscience status with the Board of Pensions. **Motion approved.**

## **MINISTRY DEVELOPMENT AND EDUCATION**

### **For Presbytery Information**

#### **CRE Taskforce**

MDE discussed and voted to name Steven Johnson as the liaison to the CRE Task Force.

#### **Jil Jennwein Requests**

MDE discussed and voted to waive the requirement for Jil to take Hebrew as a part of her seminary training.

#### **Church Development Fund**

MDE reviewed and discussed future budgeting of the Church Development Fund. The following budget forecast was approved:



<b>Beginning Balance</b>	<b>\$ 32,614.39</b>
Kristie's Salary thru Oct. 2017	\$ 8,764.56
Kristie's Salary Nov 2017 - May 2018 (3/4 time)	\$ 23,625.00
Kristie's Salary May 2018 - Dec 2018 (1/2 time)	\$ 15,750.00
Kristie's Pension (11% of full salary) thru 2018	\$ 8,415.00
Matching grant for Kristie's insurance thru 2018	\$ 3,000.00
Continuing Ed. And Travel For Kristie	\$ 3,500.00
ELCA Synod Reimbursement	\$ (6,162.00)
1001 2nd Level Grant	\$ (25,000.00)
Synod Emerging Mission Grant	\$ (5,000.00)
<b>Total Table of Grace Support for Kristie</b>	<b>\$ 26,892.56</b>
Little Stone Church support 2018	\$ 10,000.00
CRE Program (estimated above annual budget)	\$ 10,000.00
Turner County Money for 2017 and 2018	\$ (20,000.00)
<b>Balance if all works out accordingly</b>	<b>\$ (5,721.83)</b>

### Actions for Presbytery

#### Table of Grace Steering Team

The people below have been **approved** as the new Table of Grace Steering Team.

Rev. David Lick (Presby pastor)  
 Rev. Christy Hallenbeck (Lutheran pastor)  
 Rev. Chris Matson (Lutheran pastor)  
 Eric Noyes (Presby lay person)  
 Jessica Anderson (Lutheran lay person)  
 Hannah Caffee (Table of Grace lay person)  
 J. J. Cramblit (Table of Grace lay person)

#### Korean Fellowship

The people below have been **approved** as the new Korean Fellowship Steering Team.

Rev. Yeongsik Nam  
 Soonhee Roh  
 Inja Beecroft  
 Sarah Hagen  
 Steven Johnson  
 Tacey Braithwaite

#### Administrative Commissions Dismissed

The Administrative Commissions, one serving the Korean Fellowship and another serving Table of Grace, were each dismissed with thanks.

**MINISTRY RESOURCE**

The following slate of nominations was **approved**:

**Ministry Development and Education**

Gary Pribyl	2019-1	RE	
-------------	--------	----	--

**Commissioners to General Assembly**

Chad Ensz	2018-19	TE	
Rolly Kemink	2018-19	TE	Alternate
Jim Hulbert	2018-19	RE	
Susan Wismer	2018-19	RE	Alternate

**General Assembly Young Adult Advisory Delegate**

Lauren Pierce	2018	
---------------	------	--

(Alternate YAAD to GA: Morgan Small)

**Synod Young Adult Advisory Delegate**

Morgan Small	2018	
--------------	------	--

**OFFERING**

An offering was taken to support Presbyterian Disaster Assistance. The amount collected was \$608.53.

**MILEAGE COMMITTEE**

Gayle Janzen gave the mileage committee report. The following report was **approved**:

**Total Miles Driven:** 8,737  
**Mileage subtotal:** \$1281.46  
**Donated to POSD:** \$158.36  
**Final Cost:** \$1123.10

**NEXT MEETING**

Moderator Janssen Hemmen announced the next stated meeting of presbytery is Friday, February 23, 2018 at First Presbyterian, Wilmot, SD.

**ADJOURNMENT**

Moderator Diane Janssen Hemmen **adjourned** presbytery at 3:09 PM with prayer.

Respectfully Submitted:



Kevin Veldhuisen  
 Stated Clerk

## APPENDIX A

### 2018 Approved Budget

#### **INCOME**

		<u>Per Capita</u>	<u>Mission</u>		
4001.01	Per Capita Income	<b>163,785</b>			
4010.01	Presbytery Shared Mission		133,333		
	GA Shared Mission		11,666		
	Synod shared Mission		21,667		
4020.01	Presbytery Directed Giving		0		
4050.01	Synod Support (CPS)		16,400		
4801.0	Interest Income(cup of Coffee Fund)		2,500		
	<b>Total Revenues</b>	<b>163,785</b>	<b>185,566</b>	<b>\$349,351</b>	

#### **PRESBYTERY EXPENSES**

5001.01	GA Per Capita Apportionment	<b>47,228</b>			
5002.01	Synod Per Capita Apportionment	<b>34,004</b>			
	GA Shared Mission		<b>11,666</b>		
	Synod Shared Mission		<b>21,666</b>		
5110.01	Presbytery Meetings	7,000			
	Presbytery Commissions	2,000			
5120.01	Presbytery Moderator	1,500			
5125.01	Moderator Conference	1,000			
	Recording Clerk	0			
	<b>Subtotal-Presbytery Expenses</b>	<b>92,732</b>	<b>33,332</b>	<b>\$126,064</b>	

#### **Administration and Coordination Expenses**

5210.01	Presbytery Council Meetings	5,600			
5213.01	Sub Committee expenses	1,500			
5220.01	Audit	2,160	2,160		
5240.01	Insurance	8,000	4,500		
	<b>Subtotal-Council Expenses</b>	<b>17,260</b>	<b>6,660</b>	<b>6,660</b>	<b>\$23,920</b>

#### **Staff Expenses**

7210.01	Stated Clerk Salary & Mission Cord.	48,000			
	Pension & Insurance	17,280			
	Stated Clerk Travel	12,000			

	Professional Expense	2,000			
	Stated Clerk Continuing Ed	2,375			
	Social Security	3,672			
	Subtotal-Stated Clerk		<b>85,327</b>		
	Treasurer Salary	5,150			
	Treasurer Travel	3,250			
	Total-Treasurer		<b>8,400</b>		
	Communicator	5,200			
	Operating Budget	2,000			
	Profesional Expenses	1,000			
			<b>8,200</b>		
7710.01	Administrative Assist. Salary	20,000			
7770.01	Bookkeeping	5,500			
7790.01	FICA	1,240			
			<b>26,740</b>		
	Total-Staff Expenses				<b>\$128,667</b>
<b>Office Expenses</b>					
7810.01	Supplies	1,000		1,000	
7820.01	Postage	1,200		1,200	
7830	Telephone/Web Site	1,500		1,500	
7845	Background Checks	400		400	
7850	Equipment Repair	500		500	
7855.01	Maintenance Agreement	250		250	
7870.01	Rent	3,900		3,900	
7880	Miscellaneous	500		500	
	Subtotal--Office Expenses		<b>9,250</b>	<b>9,250</b>	<b>\$18,500</b>
<b>Camping &amp; Faith Formation</b>					
	Camp	10,000			
	Youth Rally	7,000			
	Trienium & Youth Rally	2,400			
	Youth Council	1,000		<b>20,400</b>	
<b>Congregational &amp; Pastoral Care</b>					
	Operations	8,000			
	Pastor's Retreat	2,500			
	CPC Retreat	2,500			
	Ministers Emergency Account	500			
	Sessions Records Review	1,000		<b>14,500</b>	
<b>Ministry Development &amp; Education</b>					
	Operations	4,000			
	CRE Training	7,500			
	Education	2,000			
	Ministry Development	2,000		<b>15,500</b>	
<b>Ministry Resource</b>					
		900		<b>900</b>	

**Permanent Judicial Commission**

PJC Training	900	900	
<b>Total</b>			<b>\$52,200</b>
<b>Total Expenses</b>			<b>\$349,351</b>
<b>Net Income</b>			<b>\$0</b>

**APPENDIX B**

**TRANSITIONAL MISSION COORDINATOR**

**A. TITLE**

Transitional Mission Coordinator (20 hours/week)

**B. PURPOSE**

To facilitate a smooth transition to the new Presbytery structure and to provide stability, agility, creativity, and continuity in the Presbytery's daily and long-range mission and ministry for the period of transition.

This is a temporary position for the period of transition to the new Presbytery structure, remaining in effect through December 31, 2018, with the possibility of extension until a Mission Coordinator is hired.

**C. QUALIFICATIONS**

1. A personal and joyful commitment to God through Jesus Christ and dedication to Christ's Church;
2. A commitment to the Reformed heritage and tradition of the Presbyterian Church (U.S.A.); presently a member of the Presbyterian Church (U.S.A.) and ordained as ruling or teaching elder;
3. Strong commitment to the polity and program of the Presbyterian Church (U.S.A.) and well acquainted with the Book of Confessions and the Book of Order;
4. A passion for the Presbytery and its member congregations and strong desire to serve as a Presbytery leader.
5. Strong communication, relational, delegating, collaborative, and conflict-resolution skills, as well as proven qualities of competency, confidentiality, conscientiousness, enthusiasm, good judgment, alertness, timeliness, and accuracy.

**D. STYLE OF OPERATION**

1. Empowers individuals and groups through a climate of collegiality and partnership;
2. Demonstrates and promotes trust, concern, support, encouragement, and respect for all persons and groups within the Presbytery;
3. An attitude of openness and responsiveness in working with others; and
4. Open, friendly, and patient in the midst of the many demands that will be made upon him/her by various groups and persons with which s/he must work.

**E. ACCOUNTABILITY AND RELATIONSHIPS**

1. Called and employed by the Presbytery and accountable to the Presbytery through the Presbytery's Administration & Coordination Ministry and its Personnel Sub-Committee.
2. An active participant in the Synod of Lakes and Prairies' Presbyter Forum, representing the Presbytery within those bodies, and interpreting the work of those bodies to the Presbytery.

**F. RESPONSIBILITIES**

The specific duties of the Transition Coordinator are as follows:

1. Facilitate communications among the newly reorganized Presbytery ministries and ministry moderators by

- a. Coordinating and participating in monthly moderators' calls, and
  - b. Attending and participating (ex-officio) in ministry meetings, as necessary.
2. Manage accountabilities for POSD mission initiatives during the transitional period
3. Manage the operations of the POSD office, including
  - a. Direct supervision of the Administrative Assistant, and
  - b. General oversight of the budget in cooperation with the Treasurer and the Budget & Finance Sub-committee, including approval of reimbursement vouchers when directed by appropriate ministry moderators.
4. Build relationships with congregations and their leaders in a way that sets a positive tone for the ministry and mission of the Presbytery, if possible making in-person visits when needed or requested
5. Coordinate regional gatherings of congregations, working with Ministry Development and Education (MDE) and the Transition Task Force (TTF) on any training/educational components
6. Build relationships at all levels of the Presbyterian Church (including Synod and OGA) and identify resources that can be applied at Presbytery and congregational levels
7. Help identify people's gifts and offer suggestions to the Ministry Resource team.
8. Work with the Presbytery Communicator to empower individuals, congregations, and ministries to tell their stories and spread the word about the exciting things happening in the Presbytery.