

## STATED MEETING OF THE PRESBYTERY OF SOUTH DAKOTA

CAMP RIMROCK

March 1, 2019

The Presbytery of South Dakota of the Presbyterian Church (U.S.A.) held its Stated Meeting at Camp Rimrock near Rapid City, SD on Friday, March 1, 2019.

### CONVENING THE PRESBYTERY

The Presbytery was called to order by Presbytery Moderator, Steven Johnson, 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:** Kristie Berglund, Andrew Crandall, Kristi Holler, Bob Jacobs, Rolly Kemink, John Pehrson, Richard Poppen, Kathy Saxbury, Kevin Veldhuisen, Carolyn Visser.

**Commissioned Ruling Elders:** Andrew Bellisle, Gayle Janzen, Steven Johnson, Scott Kenner, Jerry Lutkemeier

**Commissioners:** Roger Marlen - Emery; Gordon Brooks – Hot Springs; Jane Hohm – Marion; Richard Palmer – Miller; Marty Christensen – Mitchell; Eleanor Harle – First Sioux Falls; Dedi LaRue – Sturgis.

**Other Voting Members:** Martha Gesick

**Others in Attendance:** Cindy Christensen, Tamara McGuire, Chuck Trumble

**Corresponding Members Present:** none

### QUORUM

Moderator Johnson declared the presence of a quorum with:

**Teaching Elders: 9**

**Commissioned Ruling Elders: 4**

**Commissioners: 7**

**Other Members of Presbytery: 1**

**VOTING MEMBERS PRESENT: 21**

### AGENDA

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

### INTRODUCTIONS

**Teaching elders present for the first time:** none

**Ruling elders present for the first time:** Gordon Brooks, Hot Springs; Eleanor Harle, First Sioux Falls, Jane Hohm, Marion.

### MILEAGE COMMITTEE

Moderator Johnson appointed the following to the mileage committee: Rev. Kathy Saxbury and CRE Gayle Janzen.

### CONSENT AGENDA

Moderator Johnson 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 October 26, 2018 stated meeting.

### **The following motions come from Administration and Coordination:**

#### **GA Amendment Recommendations**

A&C moves the following voting on the amendments presented from the General Assembly. *With the passing of the consent agenda these items (unless removed) will be the reported decision of the Presbytery of South Dakota.*

18-A – Approve  
 18-B1 – Approve  
 18-B2 – Approve  
 18-D – Approve  
 18-E – Approve

18-F – Approve  
 18-G – Approve  
 18-H1 – Approve  
 18-H2 – Approve

#### **Administrative Assistant's Job Description**

A motion is made to update the Administrative Assistant's job description, which would include a title change to Office Manager. Items underlined are new additions to the description.

#### P2-2 PRESBYTERY ~~ADMINISTRATIVE ASSISTANT~~ OFFICE MANAGER POSITION DESCRIPTION ~~June 2016~~ February, 2019

A. TITLE: Office Manager (28 hours per week, non-exempt)

B. PURPOSE: To provide secretarial and administrative services to the Presbytery officers and staff, Presbytery A&C, ministries, and task forces as needed.

C. ACCOUNTABILITY: The office manager ~~administrative assistant~~ is accountable to the Mission Coordinator and Personnel Sub-Committee of Administration and Coordination.

D. RESPONSIBILITIES:

1. Manage the work of the office seeing to the workflow, the scheduling of meetings, and the use of the office and conference rooms.
2. Receive visitors and provide a listening ear for people of the presbytery.
3. Answer the phone, providing information when available. If additional information is needed, direct the caller to the appropriate person.
4. Sort mail daily, tracking and responding to pieces requiring immediate attention.
5. Organize and maintain files of the presbytery.

6. Work with Communication Subcommittee and staff to maintain calendar and website.
7. ~~Oversee the purchase of office supplies. Maintain an appropriate amount of office supplies and purchase as needed.~~
8. Make sure that all office equipment is properly maintained.
9. ~~Notify Presbytery members, A&C and ministry team members of meetings, conference calls, etc. Schedule conference calls as requested.~~
10. Copy and distribute materials as requested.
11. Prepare reports, as needed for A&C and Presbytery meetings.
12. Enter information from the current Church Information Forms to ensure that each church's information is current in the presbytery database.
13. Update presbytery directory as needed.
14. Send out planning calendar order requests to members of presbytery in the spring, and track responses. Calendars should be ordered in time to have them available at the summer presbytery meeting. Once planning calendars have arrived, sort them by church/individual, create payment invoices, and collect payments.
15. Maintain computer address list for mailings.
16. Photocopy and deposit all checks received.
17. Assign checks to the appropriate line item and enter deposit information into the Google spreadsheet.
18. As mission donation checks are received, update the matching gifts spreadsheet if appropriate.
19. Review invoices to ensure that all charges are accurate and code to the appropriate account.
20. Scan vouchers and invoices and place in the voucher folder on the computer as they are received.
21. Send all vouchers & invoices to the appropriate moderator and Treasurer for their approval & signature by end of the day on Wednesday.
22. Once approved, signed and returned, add all vouchers & invoices, to the Google payment request spreadsheet. All payment requests need to be added to the spreadsheet by end of day on Thursday.
23. Participate in the weekly synod financial conference call on Thursday mornings.
24. Prepare materials for registration and serve as Presbytery registrar at Presbytery meetings.
25. Track all individual donations (mileage, meals, etc.) during the year and send donation letters at the beginning of the following year for tax purposes.
26. Maintain a file of church remittance and pledge forms and enter all checks received into the Google deposit spreadsheet.
27. ~~14. Help auditors as necessary.~~
28. Order meals for all meetings scheduled at the Presbytery office, as requested.
10. ~~Prepare directories for Presbytery A&C, Presbytery ministries, pastors and churches.~~
15. ~~Scan deposit information and e-mail to treasurer.~~
16. ~~Scan approved vouchers and bills and e-mail to treasurer.~~
29. In consultation with the Mission Coordinator, approve and sign contracts and leases as they relate to the day to day operations of the Presbytery Office. (office lease not included in this provision)
30. Other duties as needed and as time allows.

E. EVALUATION: The Personnel Sub-Committee of Administration and Coordination shall do an annual review.

## **Mission Coordinator Job Description**

A motion is made to update the job description of the Transitional Mission Coordinator, including the elimination of “transitional” from the title. Items underlined are new additions to the description.

### **P2-1 MISSION COORDINATOR (~~Oct. 28, 2016~~-(February, 2019))**

#### **A. TITLE Mission Coordinator (20 hours/week)**

**B. PURPOSE** To provide stability, agility, creativity, and continuity in the Presbytery's daily and long-range mission and ministry. The Mission Coordinator will work with the leadership of the presbytery, holding the presbytery's vision before the collective body, and providing the coordination, nurture, and encouragement necessary to promote the ministry and mission of the presbytery through its officers, ministries, congregations, and members.

#### **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 sense of being called to serve Christ's church in the capacity of a Presbytery leader;
5. A passion for the Presbytery and its member congregations;
6. An ability to see “the big picture” and to think both within and outside the box, as appropriate, in order to enable the presbytery to discern God's call and purpose for the future and direction of the Presbytery;
7. A passion for building relationships and networks between pastors and congregations, and with the Presbytery;
8. A listening ear and a pastor's heart for the concerns and needs of the congregations;
9. Open to the guidance of the Spirit; and
10. 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 Administrative Coordination Ministry and its Personnel Sub-Committee.

2. An active participant in the Synod of Lakes and Prairies' Presbyter Forum, representing the interests and welfare of the Presbytery within those bodies, and interpreting the work of those bodies to the Presbytery.

3. Annual continuing education is required, with the understanding that participation in denominational leadership gatherings is not to be considered continuing education.

F. RESPONSIBILITIES The duties of the Mission Coordinator are as follows:

1. Facilitate communications among Presbytery ministries and ministry moderators by:
  - a. Coordinating and participating in monthly moderators' calls
  - b. Attending and participating (ex-officio) in ministry meetings, as necessary
  - c. Coordinating annual gatherings of ministries
2. Facilitate visioning and long-range planning in the Presbytery and manage accountabilities for POSD mission initiatives
3. Help identify people's gifts and offer suggestions to the Ministry Resource team
4. General oversight of the budget in cooperation with the Treasurer and the Budget & Finance Subcommittee, including approval of reimbursement vouchers when requested by appropriate ministry moderators.
5. Make connections that strengthen the Presbytery's mission by:
  - a. Building relationships with congregations and their leaders in a way that sets a positive tone for the ministry and mission of the Presbytery. This includes:
    - i. Helping to coordinate regional gatherings of congregations
    - ii. Serving as a resource person for the mission work of congregations
    - iii. Being a resource for the Ministry Response Team, seeing to the provision of training and support for its work.
  - b. Building relationships at all levels of the Presbyterian Church (including Synod and OGA) and identifying resources that can be applied at the congregational level;
  - c. Building relationships with ecumenical and interfaith partners.
6. 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.
7. Oversee the operations of the Presbytery office, including supervising the Presbytery Office Manager ~~Administrative Assistant~~. When necessary, the Mission Coordinator will have limited authority to make short-term decisions in consultation with moderators of the ministries involved.
8. Be a resource and support for all commissions and ministries of the presbytery.

### **Proposed changes to the *By-Laws* of the Presbytery of South Dakota**

A motion is made to update the By-Laws of the Presbytery of South Dakota. Words to be deleted are shown with a strikethrough. New wording is italicized and shown in red.

#### **1. Motion Concerning *Ex Officio* Members**

The present By-Laws contain this provision:

##### **B3-2. VICE MODERATOR (changed February 2015)**

In the interest of clarifying and implementing the intent of the original provision, I move that the quoted portion of paragraph B3-2 be amended to read:

The Vice Moderator is nominated by the nominating committee, is an ex-officio member of Administration and Coordination **without vote**, and is expected to attend the National Moderators' Meeting.

## **2. Motion Concerning Continuing Members**

### **B3-1. MODERATOR**

A Moderator of the Presbytery of South Dakota shall be elected at the annual meeting to which he/she is a commissioner and shall assume office upon installation at the close of that meeting.

### **B3-2. VICE MODERATOR (changed February 2015)**

A Vice Moderator of the Presbytery of South Dakota shall be elected at the annual meeting at which he/she is a commissioner and shall assume the position at the close of the meeting.

Since TEs are not commonly understood as "commissioners" and since it is possible that either the moderator or vice-moderator just prior to the annual meeting will be a RE moderator or member of a committee and NOT a commissioner representing his or her congregation (as was the case with Steve Johnson), I move that B3-1 and B3-2 be amended to delete the phrase "to [or at] which he/she is a commissioner." Those paragraphs would then read:

### **B3-1. MODERATOR**

A Moderator of the Presbytery of South Dakota shall be elected at the annual meeting ~~to which he/she is a commissioner~~ and shall assume office upon installation at the close of that meeting.

### **B3-2. VICE MODERATOR (changed February 2015)**

A Vice Moderator of the Presbytery of South Dakota shall be elected at the annual meeting ~~at which he/she is a commissioner~~ and shall assume the position at the close of the meeting.

## **3. Motion Concerning Parliamentary Authority**

**Motion:** That B12-1 of the By-Laws be changed to read:

### **B12-1. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order* shall govern Presbytery in all cases in which they are applicable and in which they are not inconsistent with the *Constitution of the Presbyterian Church (U.S.A.)*. ; ~~these "Bylaws," and any special rules of order Presbytery may adopt.~~

## **4. Motion Concerning Officers of the Presbytery**

Article III of the By-Laws says:

The officers of the corporation shall be the Moderator of Presbytery (president), the Stated Clerk (secretary), and the Treasurer of the Presbytery of South Dakota. Upon election each officer must resign from all other ministries of the presbytery and shall serve as Ex officio members of A&C as non-voting members of the presbytery trustees

**Motion:** Include addition of Vice-Moderator as Vice-President so that Article III would read:

The officers of the corporation shall be the Moderator of Presbytery (president), **the Vice-**

**Moderator (vice-president)**, the Stated Clerk (secretary), and the Treasurer of the Presbytery of South Dakota. Upon election each officer must resign from all other ministries of the presbytery and shall serve as *ex officio* members of A&C as non-voting members of the presbytery trustees

## **5. Motion Concerning Installation of Officers**

### INSTALLATION OF OFFICERS

The Presbytery Moderator and Vice-Moderator shall assume office upon installation at the close of the meeting in which they are elected.

## **6. Motion Concerning Definition of Annual Meeting of the Presbytery of SD**

### DEFINITION OF ANNUAL MEETING

The annual meeting of the Presbytery of South Dakota shall be defined as that meeting in which the Moderator, Vice-Moderator, and other officers as needed are elected and installed, and in which the majority of committee elections are held.

## **7. Motion Concerning Stated Meetings of the Presbytery of SD**

### **B5-1. STATED MEETINGS**

The presbytery shall hold three stated meetings each year that shall ordinarily be held ~~on~~ *during the last full week of February, June, and October, with the June meeting to include a Saturday.*

- A. ~~The fourth Friday in February,~~
- B. ~~The fourth Friday and Saturday in June.~~
- C. ~~The fourth Friday in October.~~

### **B5-1.1. QUORUM OF PRESBYTERY**

The quorum of Presbytery shall be any three teaching elders and the ruling elder members present, provided that at least three congregations are represented by ruling elders (*Book of Order* G-3.0304).

### **B5-2. SPECIAL MEETINGS**

Special meetings of the Presbytery of South Dakota may be called in accordance with the provisions of *Book of Order* G-3.0304. Ordinarily all business matters coming to the Presbytery of South Dakota for consideration shall be presented at a stated meeting. Only when delay in waiting for a stated meeting causes **real** hardship for a congregation or a person should arrangements be made for a special meeting.

### **Stated Clerk's duties:**

#### 2. Meetings of Presbytery

- a. Send timely notice of all Presbytery stated and special meetings, including agenda, to all ministers, clerks of session, commissioners, inquirers, and candidates
- b. Direct the work of a recording clerk, *if any*

## **Proposed changes to the Manual of Operations of the Presbytery of SD**

A motion is made to update the Manual of Operations of the Presbytery of South Dakota. Words to be deleted are shown with a strikethrough. New wording is italicized and shown in **red**.

## **1. Motions Concerning Meetings of Presbytery**

### **P3-3. PRESBYTERY MEETINGS**

*Definition: A properly called meeting of presbytery is any meeting for which notice is given in a manner that substantially complies with the provisions below or which is a postponement of such meeting.*

#### **P3-3.1. PRESBYTERY CALL**

*Dates of Stated Meetings shall be set approximately one year in advance.*

The written call for a Presbytery meeting shall be sent *approximately* six weeks prior to the Presbytery meeting. A written call for a special meeting of Presbytery shall **ordinarily** be sent at least ~~two weeks~~ **ten days** in advance of the meeting. *Notice of meeting shall be sent by mail and/or email according to the preferences expressed by the members, commissioners, and congregations.*

#### **P3-3.2. HOSTING A PRESBYTERY MEETING**

~~Information and guidelines~~ *Guidelines* for hosting a meeting of Presbytery are available from the stated clerk.

#### **P3-3.3. MEETING LOCATIONS**

~~The council~~ *Administration and Coordination* shall solicit invitations from **particular** congregations to host the stated meetings of the Presbytery of South Dakota and shall set the place of meetings at least one year in advance. *Those locations shall be published when selected and announced again at the preceding meeting of presbytery. If necessary, the moderator of Presbytery in consultation with the stated clerk and moderator of Administration and Coordination shall have the discretionary power of changing the meeting location.*

#### **P3.4. POSTPONEMENT OF MEETING**

The moderator of Presbytery in consultation with the stated clerk *and moderator of Administration and Coordination* shall have the ~~discretion~~ *discretionary power* of postponing a stated meeting of the Presbytery of South Dakota for one week. The call to the stated meeting shall include and constitute the call of the postponed meeting.

#### **P3-3.5. MEETING AGENDA**

The proposed agenda for a stated meeting shall be prepared under the direction of Administration and Coordination and be presented to Presbytery for its consideration.

#### **P3-3.6. TEMPORARY COMMITTEES**

At each stated meeting of Presbytery, the moderator shall appoint a Committee on Mileage if needed.

#### **P3-3.7. WORSHIP**

Each stated meeting agenda shall ~~be incorporated into~~ *include* worship. A communion service shall be held ~~at the annual stated meeting~~ *annually*. The presbytery moderator is responsible for the planning of worship in consultation with Administration and Coordination *Subcommittee on Planning* and the host *congregation* ~~of the presbytery meeting~~.

#### **P3-3.8. EXCUSED ABSENCES**

Teaching and ruling elder members of Presbytery absent from ~~all or part of~~ stated meetings requesting to be excused shall be so listed by the stated clerk, ~~otherwise~~ *or* they shall be reported as absent. Retired teaching elders when absent shall be excused.

**P3-3.10. MODEL FOR PRESBYTERY MEETING AGENDA**

Updated the language within the “Sequence of Agenda” for presbytery meetings. The motion is to strike (June only) after Installation of Officers, and to add the language “as necessary.”

## Call to Order

Worship (The meeting is incorporated into worship)

Roll Call (quorum established)

Approval of Agenda

Introductory Business

Reports from Officers and Staff

Initial Report of Ministry Resource team

Special Reports (Report of Administration and Coordination, Synod, GA Council)

Reports from Standing Committees

Reports from Other Presbytery Agencies/Representatives (Assoc. of Christian Churches, Presbyterian Women, etc.)

Report of Ministry Resource team

New, Miscellaneous, Unfinished Business

Installation of Officers (~~June only~~) (as necessary)

Report of Mileage

Adjournment and Closing Prayer

**2. Motion Concerning Nominee Roll**

**Motion:** Delete paragraphs P3.10.3.7 and P3.10.3.7.1 and all references to the nominee roll.

**This is the current provision in the Manual:****P3.10.3.7. Nominee Roll**

Personnel Per Capita: Each congregation, through its own nominating committee, is asked to complete the Name Bank Form. The form asks for a brief description of the experience and demonstrated talents and gifts, as well as the offices or committees for which the nominee(s) might be well suited. The congregational nominating committee does not have to ascertain the nominee’s willingness to serve in a particular position, nor does their recommendation necessarily assure the eventual nomination of the person to a Presbytery position. The name is merely being placed on the nominee roll, which in turn is used by the Presbytery's Committee on Nominations.

Names are held on the nominee roll for three years. Congregations may not submit anyone's name more than once every three years. Congregations will not receive credit for persons already serving on committees.

Congregational nominating committees will provide one lay/ruling elder nominee from small size churches (up through 100 members), two lay/ruling elder nominees from middle size churches (101-225 members) and three lay/ruling elder nominees from large size churches (226+ members), as listed in P3.10.3.12.2. The nominees shall be persons who have shown themselves to be capable and committed to Christ's church.

**P3.10.3.7.1. Responsibility for Nominees Roll**

The Moderator of the Ministry Resource shall work with the stated clerk to provide a current roll of potential eligible persons for nomination submitted by the churches and members of the Presbytery of South Dakota.

**Reasoning:**

1. The nominee roll has not been used in several years and currently does not exist.
2. The required “Name Bank Form” is lost to history and is not in use.

3. I am not aware of any congregation that accomplishes the record keeping and reporting required by this section.
4. This section is clearly obsolete, the presbytery having moved on to other methods.

**3. Motion Concerning Nomination Groupings**

**Motion:** Delete this entire section.

**P3.10.3.12. Nomination Groupings**

The congregations of the Presbytery of South Dakota shall be arranged in three nomination groupings according to membership size.

- A. An equal number of nominations shall be made annually to the Presbytery of South Dakota from each nomination grouping.
- B. One ruling elder commissioner and one alternate to the Synod.
- C. One ruling elder commissioner and the alternate from a different grouping for each General Assembly in rotation.
- D. If there are insufficient nominees available to fill allotted places for one grouping, nominees from the next grouping are to be used.

**P3.10.3.12.1. Formula For Nomination Groupings**

The congregations of the Presbytery of South Dakota are grouped to give equitable representation according to the number and size of the congregations.

- A. Small congregations--up through 100 members.
- B. Middle size congregations--from 101 to 225 members.
- C. Large size congregations--226 and more members.

Nomination groupings shall be updated every three years.

**P3.10.3.12.2. 2012 Nomination Groupings**

On December 31, 2011, the Presbytery of South Dakota had 66 congregations with a total membership of 7,430.

A. Small Size Congregations: 43 congregations with 2,183 total membership.

Avon, First:	74	Avon, Trinity:	52
Bemis:	45	Rapid City, Big Bend:	68
Bison:	85	Bonilla:	76
Davis:	62	DeSmet:	34
Emery:	32	Fedora:	77
Groton:	74	Hot Springs:	42
Hurley:	51	Ideal:	34
Interior:	33	Keldron:	23
Kimball:	12	Lake Andes:	55
Lead:	48	Lennox:	27
Madison:	98	Mansfield:	7
Marcus:	20	Martin:	64
McIntosh:	50	Mitchell:	79

Parker:	70	Pierre:	68
Philip	73	Raymond:	38
Salem:	87	Scotland:	32
Sioux Falls, East Side:	40	Sisseton:	79
Tuthill:	25	Tyndall:	88
Veblen:	27	Volga:	8
Watertown:	26	Wentworth:	31
Willow Lake:	73	Wolsey:	49
Yankton:	47		

2,183

B. Middle Size Congregations: 15 congregations with-2,097 total membership

Aberdeen:	188	Britton:	219
Canistota:	137	Castlewood:	164
Flandreau:	128	Lemmon:	105
Marion:	117	Miller:	211
Onida:	133	Platte:	214
Sioux Falls, Wild Flower:	116	Wilmot:	160
Wessington, First:	101	Whitewood:	104
			2,097

C. Large Size Congregations: 8 congregations with 3,131 total membership

Brandon	270	Brookings:	248
Huron:	378	Rapid City, First:	383
Rapid City, Westminster:	241	Sioux Falls, First:	796
Sioux Falls Westminster:	589	Sturgis:	226
			-

3,131

D. The above nomination groupings are purposefully arranged in an attempt to assure equitable representation for members and congregations.

1. One-third from 65% of the congregations of the Presbytery of South Dakota with small size membership totaling 28% of the Presbytery of South Dakota's membership.
2. One-third from 23% of the congregations of the Presbytery of South Dakota with middle size membership totaling 28% of the Presbytery of South Dakota's membership.
3. One-third from 12% of the congregations of the Presbytery of South Dakota with large size membership totaling 42% of the Presbytery of South Dakota's membership.

**Reasoning:** The nomination groupings are outdated, and virtually impossible to keep up-to-date. I suggest that this section be eliminated and replaced with a workable system or nothing at all. It is generally disregarded anyway because of being unworkable. It seemed like a good idea to someone when last updated (2011) but has never worked out. It is wonderful in theory, but not in practice.

**4. Motion Concerning Inactive Members**

**Motion:** Delete the section on “Inactive Members.”

An unnumbered section on page 45 of the MAO references G-2.0508, which formerly included a category of clergy members called “Inactive members.” No such category exists now, and “inactive member” is not a classification that the Stated Clerk can use within the minister rolls.

**REPORTS FROM PRESBYTERY OFFICERS AND STAFF****MODERATOR'S REPORT**

This is the day the Lord has made let us purpose within our hearts and minds to rejoice and be glad in it! I was installed as the new Moderator of the Presbytery of South Dakota at the October 2018 meeting in Sturgis. This occurred as a result of the sudden departure of John Armstrong and his resignation as Moderator due to his wife and his moving to Iowa. We wish them God speed in their new venture! I would like to thank Diane Janssen Hemmen for stepping in to moderate the October meeting on short notice and her conducting the Moderator installation at that time.

Since that time of installation, I have begun a new adventure in the Presbytery. In mid-November, I was able to attend the Moderator training in Louisville, KY. As a part of the training, I had the opportunity to tour the PCUSA offices and meet some of the staff of the General Assembly. I was also blessed to meet and converse with the GA Co-moderators, Cindy Kohlman and Vilmarie Cintron-Olivieri. Cindy spoke very highly of our Stated Clerk, Kevin Veldhuisen. I had to agree with her as I have had many a text, email, phone call, Zoom, and face to face meetings with Kevin. I've had so many questions!!!

The day (November 18<sup>th</sup>) I returned to South Dakota from Louisville, I was scheduled to help officiate an ordination/installation service at Emmanuel Presbyterian Church in Marion. As Moderator of the Administrative Commission which consisted of Carolyn Visser, Pat Hammond, Chad Ensz, Carol Wieman, and Paul Penn, we voted to proceed to install Kristi Holler as the Minister of Word and Sacrament at Emmanuel Presbyterian Church. Congratulations to Kristi Holler and the people of Emmanuel Presbyterian Church!

As Moderator, I drafted a per capita/mission letter to be sent to the members of the Presbytery. I would like to thank Diane Janssen Hemmen and Kevin Veldhuisen in assisting with the final draft of the letter. As the former co-moderator of MDE, I had been working, along with the Planning Subcommittee of A & C, to secure education prospects for future Presbytery meetings. I was able to finalize the meeting for October 2019 with Chip Hardwick as the guest speaker. Marcia McFee is scheduled to be the guest speaker at the June 2019 Presbytery meeting.

As Moderator, I continued the monthly moderator meetings via Zoom. These calls are important as we share together what is happening within the ministry teams of our Presbytery. In the past four months I have attended face to face meetings of Administration and Coordination in Huron and the CRE Commission meeting in Fedora. I have attended conference calls via Zoom of the following ministry teams: A&C Planning subcommittee, A&C Property and Legal subcommittee, Congregational and Pastoral Care ministry, Ministry of Development and Education and the Camping Commission. I appreciate all of you and the work you do for and with the Presbytery of South Dakota!

I am looking forward to our gathering together for worship at this coming Presbytery meeting at Camp Rimrock. I am excited to hear from our Camping team as to the future plans for the program. Personally, I always enjoyed camping when I was younger, and I still do today. Come, let us worship together at this appointed time!

**STATED CLERK AND TRANSITIONAL MISSION COORDINATOR REPORT****Mission Trip to Florida**

At the time of this report we have 5 people signed up for our trip to Florida for hurricane recovery efforts, along with a number of other people expressing interest. Our work will be based off the size, skills, and interests of the group once assembled. I will be traveling with this group and serving as primary coordinator of the trip.

**New Website**

Communicator Kristie Berglund and I have been working with Caitlin Pisha on the building of our new website and we will be very proud to unveil our progress at the presbytery meeting. It has been a tremendous task and will take at least 2 more months to get it fully populated and ready for launch, but our hope is to launch by sometime in May.

**Rebranding Update**

The rebranding of the Presbytery is nearly complete. All business papers have been created and our logo transitioned over wherever practical at this point. Once the website is complete I believe we will have been completely rebranded.

**Treasurer on All Accounts**

Due to the change in policies within Wells Fargo it was an arduous task to get Treasurer Tami McGuire on all accounts, but that task is now complete and we have a special bander in Rapid City that we will work with for easier transactions.

**Appointment to Special Committee General Assembly**

Much to my surprise I have been appointed to the Per Capita Based System of Funding and Reviewing National Church Financial Sustainability Special Committee of the General Assembly. This group will meet 3 times in person in 2019 and twice in 2020 with the understanding that we will give our report to the 224<sup>th</sup> General Assembly in June 2020.

**Statistical Reports**

In early January I mailed out all of the end of the year reports for the clerks of session to complete and return back to us. "Stats season" is always a busy time as I am regularly fielding calls to assist our clerks through the process. I have tried to offer more education for these forms up front and so far this year has been a bit quieter.

**Annual Report Filed for State of SD**

Our Annual Report to the State of SD was filed in December to update our officers with the Secretary of State to maintain our organization.

**Annual Report Filed for General Assembly**

All required annual reports for our presbytery have been filed with the denomination as of February 12.

**TREASURER'S REPORT**

Treasurer Tami McGuire gave a report on the status of our finances. At this time the 2018 year-end financials are showing an estimated \$18,000 surplus and we are awaiting 2019 financials from the synod.

**CAMPING AND FAITH FORMATION**

*Time was spent in conversation about our camping ministry and the vision the Commission on Camping and Faith Formation has for Camp Rimrock.*

**WORSHIP AND THE LORD'S SUPPER**

**Scripture:** Mark 1:40-45

**Sermon:** Rev. Bob Jacobs, Westminster, Rapid City

## OFFERING

An offering was taken to support our camping program. The amount collected was \$343.

## ADMINISTRATION AND COORDINATION MINISTRY

*The following actions of A&C Ministry are taken from the minutes of Nov. 30, 2018 and Jan. 25, 2018 minutes.*

### **Actions taken on Behalf of Presbytery**

#### **Presbytery Website**

A motion was made to contract Caitlin Pisha to help in the building of the new website, the budget for this project shall not exceed \$5,000. Funds will come from Emerging Needs Fund. **Motion passed.**

#### **Matching Gifts**

A motion was made to continue the Matching Gifts Campaign in 2019 with the addition of an option for Congregational Revitalization Grants. The provision for individuals to give through their session has been removed so donations may now be given directly to the Presbytery with a maximum match of \$500 per individual. **Motion passed.**

#### **Budget and Finance Report**

A motion was made to approve new investment strategies for the Finance Subcommittee of the Administration and Coordination Ministry Team with the following amendments: policy changed to strategy in 2<sup>nd</sup> paragraph, elimination of the line “in the event we would need to access for cash flow needs” in #3 on the top half, 2-3 months of operating budget has been changed to \$70,000 of operating reserves in general savings (not General Fund), and an oxford comma has been added after non-US Stocks. **Motion Passed.**

### **FINANCIAL STRATEGY FOR THE PRESBYTERY OF SOUTH DAKOTA**

The finance subcommittee of the Administration and Coordination ministry team of the Presbytery of South Dakota shall have oversight of the investments of the Presbytery in cooperation with the treasurer for the Presbytery of South Dakota.

This strategy will be reviewed on a quarterly basis, along with any and all financial reports of the investments and financials. Any changes to the policy will be reported to the ministry team at the first available meeting of such team.

The goals of this subcommittee are as follows:

1. Protect the value of the initial invested assets.
2. Grow these assets to increase in value.
3. Maintain the access to the assets.

As of 12/2018 the finance subcommittee recommends the following:

1. To keep a minimum of \$70,000 of operating reserves in our general savings at all times.
2. The funds we are investing in December of 2018 will be held as follows:
  - a. 30% of these funds will be held in a CD.
  - b. 70% will be invested by Seacrest Wealth Management. These funds will be divided and held as cash, US Stock, non US Stock, and bonds.
3. Any gains on said investments will be used to re-invest or to fund the operating expenses of the presbytery.

4. Any funds taken to fund the operating expenses will be done on a semi-annual basis in April and October of each fiscal year.

#### **Paid Holidays for Staff**

A motion was made to name December 23 and 26, 2019 as additional paid holiday days off for the Presbytery Office to be closed for our staff. **Motion Passed.**

### **For Presbytery's Information**

#### **PoSD Trip with PDA to be led by Kevin**

A motion was made to consider the PDA trip to Florida part of the duties of the Mission Coordinator position. Kevin's expenses would be paid through the trip's overall expenses and funding sources. **Motion Passed.**

#### **Presbytery Host**

Lake Gospel in Willow Lake has offered/requested to host the February 21, 2020 Presbytery Meeting. This offer/request was graciously **accepted.**

#### **Architectural Funding for Rimrock**

A request was made from Camping and Faith Formation to receive a \$10,000 grant to complete architectural concept drawings that would provide a better analysis of cost for a new lodge at Rimrock. **Request Approved.** The funding would come from Emerging Needs Fund.

### **For Presbytery's Action**

#### **Ministry Response Team**

A motion is made to request that the Presbytery of South Dakota establish a team of people specifically trained and deployed for working directly with our congregations in times of visioning, in times of conflict, and in any other situations in which a greater level of expertise and time would be required. This team will encompass the former work of Response Coordination (thus eliminating it) and would work in partnership with the Congregational and Pastoral Care Ministry Team. Funding in the first year will come from the Congregational Transformation Grant from the denomination. **Motion passed.**

#### **General Assembly Overture 18-C**

A motion was made to disapprove General Assembly Overture 18-C. **Motion passed.**

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

**Action Items: NONE**

#### **Action taken on behalf of the Presbytery:**

Approved the Request from the First Presbyterian Church of Brookings to dissolve the pastoral relationship with the Rev. Nina Westfall, effective January 27, 2019. Terms of the dissolution include a severance of three months of salary and benefits to be paid in monthly installments. CPC also voted to give an additional month of severance using Presbytery funds set aside for such pastoral assistance.

Appointed the Rev. Carolyn Visser to serve as moderator at FPC, Brookings.

Appointed RE Shari West Twitero to serve as moderator at FPC, Sturgis.

Appointed Carolyn Petik as Liaison to the Ministry Resource Team.

Added the Rev. Diane Wonnemberg (HR) to the Pulpit Supply List.

Approved the following Recommendations regarding Vacation, Study Leave, and Ministry Expenses. See attached sheet.

### **For Presbytery's Action**

A motion was made to approve the request from United Churches of Hot Springs for Relief of Conscience regarding its contribution of medical dues to the Board of Pensions. **Motion Approved.**

### **MINISTRY DEVELOPMENT AND EDUCATION**

The MDE Team focuses on the present and future of this presbytery. It is responsible for inspiring innovation in our presbytery and within each congregation. They relate to congregations by developing new ministries, transforming existing ones, and training leaders (such as CREs). They coordinate educational opportunities at Presbytery meetings as well as shepherding any teaching elder inquirers and candidates within the ordination process.

The key responsibilities of MDE are the following:

- Visioning new opportunities for churches
- CRE Education
- Educational Opportunities for POSD
- New Church and Ministry Development
- Congregational Transformation
- Preparation for Ministry
- Mission and Outreach
- Ecumenical Relations and Outreach

The MDE Team's focus has been on several fronts. First, we have been following and supporting the ministries of Hope Co-Op in Sioux Falls and Table of Grace in Harrisburg. Hope Co-Op has been expanding their ministry – and with the encouragement also comes new challenges, including the need to raise new funds. Chad Ensz has several ideas in mind to raise that money. Toward this end, MDE voted to support Hope Co-op with \$10,000 in 2019.

Table of Grace has moved into a new space on which they are paying rent. More people are engaging in the ministry through creative outreach, and Kristie Berglund is exploring ways to continue to develop people's spiritual and financial commitment. At our February meeting, we were saddened to hear of Kristie's departing due to family reasons, but confident that the good foundation laid so far is not in vain. Much prayer and discernment lies ahead for how to proceed with Table of Grace.

MDE is setting the schedule for education/training at upcoming Presbytery meetings in June and October. Marcia McFee will be the guest speaker at the June meeting, focusing on creativity in effective worship planning. Chip Hardwick will be our guest speaker in October (topic TBA). We would value people's input as to what education/training topics would be of value in future gatherings. Please contact Bob Jacobs or any other MDE members with your input.

MDE is planning two mission opportunities: one external and one internal. The external opportunity is a cooperative mission trip to Florida on March 11-16 to work on ongoing hurricane recovery efforts. MDE voted to support participants with \$300 per person, not to exceed 50% of the trip cost. The internal opportunity is a

day to bless the congregation in Raymond, SD, with physical needs so that they will be encouraged and be more equipped for effective ministry. This event (to which all are invited) is scheduled for June 7 (with the option for continued work on June 8). MDE has committed \$200 to the project. Inquiries can be made to Dick Poppen.

MDE has been working with Eleanor Harle of Sioux Falls, who is responding to God's calling to engage in ministry as a CRE. In addition, it looks like a CRE cohort of possibly 6-8 people will be beginning in the Fall of 2019. More details to come...

### **MINISTRY RESOURCE**

The Ministry Resource Committee submitted RE Jane Hohm (Marion) for Vice Moderator of the Presbytery of South Dakota. **Nomination approved.**

### **TABLE OF GRACE**

Rev. Kristie Berglund gave a report on our new worshipping community in Harrisburg. Things are going incredibly well, however it is with tremendous regret that Kristie announced her departure from this ministry in order to move to Las Vegas to care for her ailing parents. The future of this ministry is still within discussion.

### **INSTALLATION OF PRESBYTERY VICE MODERATOR**

Moderator Johnson led a service of installation to install Jane Hohm as Vice Moderator of the Presbytery of South Dakota.

### **MILEAGE COMMITTEE**

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

**Total Miles Driven: 5,950**  
**Mileage subtotal: \$ 884.80**  
**Donated to POSD: \$ 138.20**  
**Final Cost: \$ 746.60**

### **NEXT MEETING**

Moderator Johnson announced the next stated meeting of presbytery is Friday and Saturday, June 21-22, 2019 at Westminster in Sioux Falls, SD.

### **ADJOURNMENT**

Moderator Johnson **adjourned** presbytery at 2:47 PM with prayer.

Respectfully Submitted:

Kevin Veldhuisen  
Stated Clerk and Transitional Mission Coordinator