



February 12, 2019

Dear Colleagues in the Presbytery of South Dakota,

Within this packet is the pre-mailing for the upcoming presbytery meeting. I ask that you please read through each report ahead of the meeting and I encourage you to give special attention to the document regarding the **proposed Amendments to the Constitution** from General Assembly. These are all placed on the Consent Agenda, but you are encouraged to request any amendment you want to discuss to be pulled off and placed in the GA timeslot.

**Registration:** Please remember to register for the meeting so Camping and Faith Formation can be better prepared for our visit. The link is on our website or you can call Cindy in the Presbytery Office.

February 22 is right around the corner and I look forward to seeing you all soon!

Many blessings,

Kevin Veldhuisen  
Stated Clerk

**ADDRESS**

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# Pioneer & Rimrock Camps and Retreat Centers

Rimrock Address: 23125 Thunderhead Falls Rd. Rapid City, SD 57702, 605-431-5224

Dear Commissioners, guests and visitors of the Presbytery of South Dakota.

We are super excited to have you come to one of our beautiful camps in the Black Hills for the February 22nd meeting of the Presbytery of South Dakota.

## Here are a few things to help in your visit with us.

- This meeting will be at Rimrock Camp and Retreat Center
- We still have limited lodging space at Rimrock in shared rooms at \$20 a night. Please contact Jason as soon as possible for this option (605-431-5224). The Days Inn on 725 Jackson Blvd in Rapid City is the closest hotel to Rimrock at 11.4 miles. (605-343-6040), Terra Sancta Retreat Center in Rapid City is another great lodging option, their rates vary between \$89-\$44 a night and is 12.5 from Rimrock (605-716-0925).
- **Food** - We will be providing doughnuts and coffee in the morning for those staying and early arrivals. Lunch will be provided for \$7 a person. We will also have snacks available throughout the day. If staying with us, please plan on bringing some food for your dinners and/or breakfast. We have plenty of room in our fridge and freezers.
- **Parking**– We encourage as much car pooling as you can. We have several spots cleared of snow on site to park. We will have parking attendants on hand to help strategically fit everyone in. If our parking lots get full, we may have people park outside our gate, at which time we will have a shuttle running down the road to pick up those who do not wish to walk down our road (we are doing the best we can to clear as much snow as we can, but please wear appropriate footwear).
- **Directions** -Traveling west out of Rapid City on Jackson Blvd./HWY 44, travel 8 mi, turn left on Thunderhead falls Rd. follow 1.5 miles till road turns into our driveway.

We look forward to you attending this meeting. Please feel free to contact us if you have any questions.

Blessings,

Jason Wiedrich, Camp Director

**STATED MEETING OF THE PRESBYTERY OF SOUTH DAKOTA**

**Friday, February 22, 2019  
Camp Rimrock, South Dakota**

**9:00 a.m. REGISTRATION**  
**9:30 a.m. COMMISSIONER ORIENTATION**

**10:00 a.m. GATHERING IN THE NAME OF CHRIST**  
Prayer, Hymn & Scripture Reading

**INTRODUCTORY BUSINESS**

Roll of Presbytery as compiled by registration with Enrollment Clerk  
Announcement of the presence of a quorum by the Moderator  
Presentation of Agenda for adoption  
Welcome and Arrangements by First Presbyterian Church  
Announcements of Moderator and Stated Clerk  
Introductions of Teaching Elders attending for the first time  
Introductions of Ruling Elders attending for the first time  
Seating of Corresponding Members  
Appointment of Mileage Committee by Moderator  
Initial Report of the Ministry Resource Team Index G  
Consent Agenda Index C

**REPORTS OF PRESBYTERY OFFICERS & STAFF**

Moderator-Steven Johnson Index A1  
Stated Clerk & MC-Kevin Veldhuisen Index A2  
Treasurer-Tami McGuire Index A3

**SHARING OF JOYS & CONCERNS**

**SPECIAL REPORT**

Camping & Faith Formation Commission Index E

**12:00 p.m. LUNCH**

**1:00 p.m. DISCUSSION OF SPECIAL REPORT**

**PROCLAMATION OF THE WORD**

Bob Jacobs – preaching

**OUR RESPONSE TO CHRIST'S CALL**

Administration & Coordination Index D

**Presentation of GA Amendments**

**Proposed Manual of Adm. Operations Changes**

**New Website Preview**

Congregational & Pastoral Care Index F

Ministry Development & Education Index H

Ministry Resource Report Index G

**REFRESHMENT & PASSING THE PEACE**

Table of Grace  
Hope Co-op  
Synod Report

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*NEW BUSINESS*

Installation of Vice-Moderator

*MISCELLANEOUS & UNFINISHED BUSINESS*

Mileage Committee Report

**4:30 p.m.      SENDING INTO THE WORLD**  
Closing Prayer

**NEXT MEETING—FRIDAY-SATURDAY, JUNE 21-22, 2019 at Westminster, Sioux Falls**

**CONSENT AGENDA**  
**Presbytery of South Dakota**  
**February 22, 2019**

In order to optimize our time together we are heavily utilizing the Consent Agenda for this meeting. **Any Ruling Elder commissioner or Teaching Elder commissioner can remove any item on the Consent Agenda by standing and making that request.** The item would then be placed in the agenda and discussed. Questions for clarity about a particular item are welcome. To remove an item, no second is needed, and no discussion or vote are needed.

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-C – Disapprove  
 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)**

The Vice Moderator is nominated by the nominating committee, is an **ex-officio member** of Administration and Coordination, and is expected to attend the National Moderators' Meeting.

The intent was that the Vice-Moderator have voice, but not vote just as an earlier provision of the By-Laws provided that the Moderator would be an *ex officio* member of A&C *without* vote. However, in what appears to be a misunderstanding of the meaning of *ex officio*, there was no specification of whether the V-M would have a vote.

*Robert's Rules of Order Revised*, in the current (11<sup>th</sup>) edition, page 483 line 20 to page 484 line 10 explains the concept of *ex officio* membership on a Board and cites a related consideration of *ex officio*

members of a committee found on page 497 lines 20-29. In both instances, the default condition is that the *ex officio* member is a *member* with all the rights and privileges of such membership, including the right to vote and make motions, but (in some instances) may not have the *obligations* or responsibilities of membership. The common misunderstanding is that “*ex officio*” means “without vote,” but the contrary is true; “*ex officio*” means *with* vote, but because of the office held.

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.

# Proposed Amendments to the Constitution

## Proposed Amendments to the *Book of Order*

Approved by the 223rd General Assembly (2018) and  
recommended to the presbyteries for their vote.



Including: Note from the Stated Clerk, a list of the proposed amendments  
with advice from the Advisory Committee on the Constitution, and an index.

## NOTE FROM THE STATED CLERK

The 223rd General Assembly (2018) approved and recommended to the presbyteries for their affirmative or negative votes proposed changes in the language of the *Book of Order* that, if approved, will amend the Constitution.

With each proposed amendment, reference is made to an item number that indicates the General Assembly Committee report and action related to each proposed amendment. These item numbers also indicate where to find other background information from various entities that was available electronically to the General Assembly commissioners. This information may be accessed through PC-Biz at <https://www.pc-biz.org>. The item number references will also be found in the *Minutes of the 223rd General Assembly (2018)*, which are expected to be available to the presbyteries by the time they consider the amendments. The full advice of the Advisory Committee on the Constitution (ACC) and other advisory entities can be found immediately following the item in the *Minutes* for which the advice is given.

Unless otherwise indicated, new language to be added to the *Book of Order* is in italics and any language to be stricken will have a line through it. In providing rationale and advice for each item, direct quotations from the various groups that presented or commented on these items before the General Assembly is used whenever possible.

Presbyteries must report to the Office of the General Assembly a separate vote on each proposed amendment. A presbytery may vote on the amendments in a consent agenda or omnibus motion, as long as each proposed amendment is identified separately. Presbyteries are required to report their votes by June 23, 2019. However, in order to make the changes and publish the 2019–2021 *Book of Order* in a timely manner, receipt of votes prior to this deadline would be appreciated (by May 10, 2019, if possible).

Thank you for your careful and prayerful consideration of these proposed amendments.

A handwritten signature in cursive script, appearing to read "J. Herbert Nelson, II".

The Reverend Dr. J. Herbert Nelson, II  
Stated Clerk of the General Assembly

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## **18-A. Election of Ruling Elders and Deacons On Amending G-2.0401 (Item 06-11)**

The 223rd General Assembly (2018) directed the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

**Shall G-2.0401 of the Form of Government be amended as follows? [Text to be deleted is shown with strike through; text to be added or inserted is shown in *italic*.]**

### **“G-2.0401 Election of Ruling Elders and Deacons**

**“Ruling elders and deacons are men and women elected by the congregation from among its members. The nomination and election of ruling elders and deacons shall express the rich diversity of the congregation’s membership and shall guarantee participation and inclusiveness (F-1.0403). Ruling elders and deacons shall be nominated by a committee elected by the congregation, drawn from and representative of its membership. ~~Congregations may provide by their own rule for a congregational nominating committee, provided that the committee shall consist of at least three active members of the congregation, and shall include at least one ruling elder who is currently serving on the session.~~ *Congregations may provide by their own rule for a congregational nominating committee. The rule shall meet the following criteria: (1) the minimum size of the committee as specified in the rule shall be at least three persons; (2) at least one member of the committee shall be an elder currently serving on session; and (3) a majority of those persons on the committee who are eligible to vote shall consist of persons not currently serving on session. The pastor shall serve ex officio and without vote. When elections are held, full opportunity shall always be given to the congregation for nomination from the floor of the congregational meeting by any active member of the congregation. A majority of all the active members present and voting shall be required to elect.*”**

### **Rationale**

This proposed amendment originates from the Presbytery of Grace as Item 06-11. The Presbyteries of Grand Canyon, Muskingum Valley, Huntington, and de Cristo concurred. The Presbytery of Grace provided the following rationale [edited].

This proposed amendment clarifies the somewhat ambiguous language regarding the nominating committee membership.

The proposed changes set the minimum size of the nominating committee at three members, not including the pastor. This is ideal for small congregations yet also provides flexibility for churches to add more from this minimum.

The goal is to provide clarity while preserving the overall permission-giving nature of the Form of Government.

### **Advice from the Advisory Committee on the Constitution**

The Advisory Committee on the Constitution advised the 223rd General Assembly (2018) to approve Item 06-11 as amended providing the following advice [edited]:

The Presbytery of Grace presents proposed language to clarify the minimum size of a congregational nominating committee and the requirement that a majority of the voting members of a congregational nominating committee be members-at-large of the congregation.

The proposed amendment provides helpful clarification to G-2.0401. The minimum size of a congregational nominating committee shall be three members, at least one member of which must be a ruling elder in active service on

the session. The minimum size of three is appropriate for smaller congregations. There is no maximum size for a congregational nominating committee.

The proposed amendment adds clarity and is consistent with past practice. The majority of a congregational nominating committee should be members-at-large of the congregation, not ruling elders currently serving on the session.

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The Assembly Committee on Church Polity and Ordered Ministry (06) voted to approve the proposed amendment as amended 54/0. The 223rd General Assembly (2018) approved the committee's recommendation with amendment 478/3. (See *Minutes*, 2018, Part I, pp. 69, 72, 592.)

For the full report of Item 06-11, go to <https://www.pc-biz.org/#/committee/3000008/business>

## 18-B. Renunciation of Jurisdiction

### Background

These two proposed amendments, 18-B.1 and 18-B.2, (Item 06-09, Recommendations 1. and 2.) come out of the intent to clarify congregational prohibition and individual jurisdiction when a PC(USA) minister of Word and Sacrament renounces jurisdiction while in the midst of disciplinary proceedings and then wants to rejoin the PC(USA). [Editor's Note: The General Assembly approved the combination of two proposed amendments in one item. The advice on each of these proposed amendments come from the separate items, (Items 06-09 and 06-07) not on the combined items. In addition, the General Assembly asked that a third item similar be referred to the Rules of Discipline Task Force (Item 06-09, Recommendation 3.).]

### 18-B.1.

#### On Amending G-2.0509 (Item 06-09)

The 223rd General Assembly (2018) directed the Stated Clerk to send the following proposed amendments to the presbyteries for their affirmative or negative votes:

**Shall G-2.0509 be amended by striking the fourth paragraph and adding two new paragraphs to read as follows: [Text to be deleted is shown with a strike-through; text to be added is shown as italic.]**

**~~“Whenever a former minister of the Word and Sacrament has renounced jurisdiction in the midst of a disciplinary proceeding as the accused, that former minister of the Word and Sacrament shall not be permitted to perform any work, paid or volunteer, in any congregation or entity under the jurisdiction of the Presbyterian Church (U.S.A.) unless and until the person rejoins the church, comes forward and resubmits to the disciplinary process.~~**

***“No congregation or entity under the jurisdiction of the Presbyterian Church (U.S.A.) shall be permitted to employ, for pay or as a volunteer, a former minister of the Word and Sacrament (teaching elder) who has renounced jurisdiction in the midst of a disciplinary proceeding as the accused.***

***“Any former minister of the Word and Sacrament (teaching elder) who has renounced jurisdiction and later wants to be restored to office can be restored only through application to the presbytery in which he or she renounced jurisdiction for restoration to office, in which case the provisions of D-10.0401d and D-12.0200 shall apply.”***

### Rationale

The proposed amendment 18-B.1 originated from the Presbytery of Central Florida as Item 06-09 and proposed amendment 18-B.2 originated from the Presbytery of The Twin Cities Area as Item 06-07 Recommendation 2 and added to Item 06-09 by the General Assembly. The Presbyteries of Albany, Grand Canyon, Muskingum Valley, Newton, North Alabama, Tropical Florida, Wabash Valley and de Cristo concurred with Item 06-09 and the Presbyteries of Albany, Denver, Grand Canyon, Missouri River Valley, Wabash Valley and de Cristo concurred with former Item 06-07 including Item 06-07 recommendation 2. The Presbytery of Central Florida provided the following rationale for Item 06-09 [edited].

The [former] amendments to G-2.0509, while intended to protect the church and its entities from ministers who have left the church without submitting to the constitutional process for establishing guilt or innocence and providing for repentance when repentance is needed, have instead created a situation in which the administration of justice, as defined

by the amendment, is impossible to carry out. By definition of the section itself, a person who has renounced jurisdiction no longer holds membership in the Presbyterian Church (U.S.A.). The preamble to the Rules of Discipline defines the limits of church discipline as follows:

... The purpose of discipline is to honor God by making clear the significance of membership in the body of Christ; to preserve the purity of the church by nourishing the *individual within the life of the believing community*; to achieve justice and compassion for all participants involved; to correct or restrain wrongdoing in order to bring *members* to repentance and restoration; to uphold the dignity of those who have been harmed by disciplinary offenses; to restore the unity of the church by removing the causes of discord and division; and to secure the just, speedy, and economical determination of proceedings. ... (D-1.0101, emphasis added)

Since church discipline exists for the welfare of the believing community and applies to members of that community, a former minister of the Word and Sacrament (teaching elder) who has renounced jurisdiction is no longer a member by action of the presbytery that removes his or her name from its rolls. In any complaint, the Rules of Discipline would apply to the congregation or other entity which employed that former minister. Should a former minister of the Word and Sacrament who has renounced jurisdiction wish to be restored to the ordered ministry of minister of the Word and Sacrament (teaching elder), the process for restoration is spelled out in the Rules of Discipline, D-12.0200.

### **Advice from the Advisory Committee on the Constitution**

The Advisory Committee on the Constitution advised the 223rd General Assembly (2018) to answer Item 06-09 with action on Item 06-07 providing the following advice [edited]. The Advisory Committee on the Constitution advised the 223rd General Assembly (2018) to answer Item 06-07 recommendation #1 with disapproval and refer recommendation #2 to the Rules of Discipline Task Force. They provided the following advice [edited].

Both Items 06-07 and 06-09 would amend G-2.0509 on renunciation of jurisdiction. Each proposes correcting a perceived flaw in the language of the last paragraph of G-2.0509. The approaches are different and do not achieve the same end. There is a comprehensive description of the issues related to renunciation of jurisdiction in the advice on Item 06-07 that will provide helpful background for consideration of this overture as well.

There are particular issues inherent in Item 06-09 [18-B.1]. The first sentence of Item 06-09 addresses the actions of a congregation. The second sentence of Item 06-09 [18-B.1], addresses actions of a former minister. Each part is discussed separately below.

... The Advisory Committee on the Constitution finds that the first paragraph would place requirements on the congregation or entity under the jurisdiction of the PC(USA), rather than on a former minister who has renounced the jurisdiction of this church and, therefore, is no longer subject to its jurisdiction and discipline. Section G-2.0509 is about ministers of the Word and Sacrament and their actions in renouncing jurisdiction. Insertion of requirements for a congregation or entity under the jurisdiction of the PC(USA) interrupts the flow and sense of this section.

... The Advisory Committee on the Constitution finds that the second paragraph presents some matters of concern.

- Having struck the requirement for rejoining the church in the existing text of G-2.0509, if approved, the new language would eliminate any requirement for membership before “application” for restoration.
- It would require “application” to the presbytery. “Application” is not defined, nor are there any criteria for considering such an “application.”
- Most significantly, it assumes that renunciation of jurisdiction is equivalent to removal from ordered ministry in judicial process. A person who seeks to be restored after the censure of removal (D-12.0201) has subjected him or herself to the discipline of the church and satisfied the requirements for restoration. A person who has renounced jurisdiction of this church in the midst of a disciplinary proceeding has avoided the discipline of this church. A 1989 authoritative interpretation specifies that one who renounces jurisdiction and seeks to return to ministry of the Word and Sacrament “should first come again under the jurisdiction of the Presbyterian Church (U.S.A.) as a member of a particular church and then initiate the process and procedures found in G-2.06, Preparation for Ministry (formerly G-14.0300, Preparation for the Office of Minister of the Word and Sacrament).” The proposed language of Item 06-09 conflicts with this and would not require membership in the church.

[Editor's note: As noted in their advice above, the ACC provided advice on Item 06-07, which also applies to Item 6-09 since they recommended answering Item 06-09 with Item 06-07. The applicable advice is as follows.]

### *Return to Ordered Ministry*

When a former minister renounced jurisdiction while a disciplinary case against him or her was pending, and now desires to return to ordered ministry in the PC(USA), additional process is required. Renunciation is not the removal of a person's status in ordered ministry, but a voluntary abandonment of it. A minister of the Word and Sacrament who renounced jurisdiction may not be *restored* to ordered ministry and the office of minister of Word and Sacrament because the person voluntarily acted in a manner to negate that status. This is particularly true where the minister renounced while a disciplinary case was pending against him or her and thus refused to be subject to church discipline.

1. A person who has renounced jurisdiction while subject to a disciplinary process and who is a minister in good standing of another denomination may seek to have those credentials recognized under G-2.0505.
2. A person who has renounced jurisdiction while subject to a disciplinary process and who is not a minister in good standing in another denomination or whose credentials are not recognized by the PC(USA), must do so as a member of a congregation through the process of G-2.06, Preparation for Ministry.

## **18-B.2.**

### **On Amending D-10.0401d (Item 06-09)**

**Shall D-10.0401d be amended to read as follows? [Text to be deleted is shown with a strike-through; text to be added or inserted is shown as italic.]**

**~~“For instances where a former minister of the Word and Sacrament comes forward in self-accusation to undergo a disciplinary process to regain permission to perform work under the jurisdiction of the Presbyterian Church (U.S.A.) (G-2.0509) who renounced jurisdiction while being accused in a disciplinary case rejoins the church, no time limit from the time of the commission of the alleged offense to the filing of charges shall apply. Charges based on all accusations that had been made by the time that the former minister of the Word and Sacrament had renounced jurisdiction may be brought regardless of the date on which any such offense is alleged to have occurred.”~~**

### **Rationale**

The proposed amendment 18-B.1 originates from the Presbytery of Central Florida as Item 06-09 and proposed amendment 18-B.2 from the Presbytery of The Twin Cities Area as Item 06-07 Recommendation 2. The Presbyteries of Albany, Grand Canyon, Muskingum Valley, Newton, North Alabama, Tropical Florida, Wabash Valley, and de Cristo concurred with Item 06-09 and the Presbyteries of Albany, Denver, Grand Canyon, Missouri River Valley, Wabash Valley and de Cristo concurred with former Item 06-07 including Item 06-07 Recommendation 2. The Presbytery of Central Florida provided the following rationale for Item 06-09 [edited].

*How the Book of Order's Currently Mandated Disciplinary Process in G-2.0509 and D-10.0401d Is Inconsistent with the Preamble of the Rules of Discipline*

Recently adopted language in the *Book of Order* may seem to be merely a compassionate response to former ministers of the Word and Sacrament who renounced jurisdiction while being accused in a disciplinary case, who may have done so because of pressing family or medical reasons, for example. The current process allows former teaching elders to rejoin the church, but does not require them to face accusations until sometime in the future when they themselves choose to come forward, in self-accusation, to resume the disciplinary process. However, requiring the disciplinary process to resume only when the accused chooses to come forward in self-accusation is inconsistent with

five out of seven of the purposes of discipline stated in the Preamble of the Rules of Discipline (D-1.0101), because such a process (1) tramples on victim's rights, (2) is not likely to remove causes of suspicion, and (3) is not likely to bring perpetrators of offenses to repentance, especially if many years pass between when the accused renounces jurisdiction and when the accused chooses to resume the disciplinary process.

The Preamble of the Rules of Discipline state that three of the purposes of discipline are:

- “to achieve justice and compassion for all participants involved;”
- “to uphold the dignity of those who have been harmed by disciplinary offenses;”
- “to secure the just, speedy, and economical determination of proceedings.” (D-1.0101)

When an accusation is made, victims have a right to see a fair and impartial investigation go forward with all deliberate speed (up to and including a trial, if necessary), so that, whatever the outcome of the disciplinary process<sup>2</sup>, victims feel free to put memories of painful events in the past, and move on with their lives. However, under the current process in the *Book of Order*, victims (and perhaps their families or friends) may feel compelled to have to constantly prepare to testify about abusive events, just in case they ever receive notice from a new investigating committee that the accused wants to resume the disciplinary process, which could be at any time in the future of the accused's choosing. It is cruel, inhumane, and anything but “speedy,” to expect victims to keep hanging on to evidence of abuse and to relive painful memories for months, years, or even decades in the future, on the perhaps slim chance that the accused might rejoin the church and choose to resubmit to the disciplinary process. In the words of a theological seminary advisory delegate to the 2016 General Assembly (2016), the process in G-2.0509 and D-10.0401d as now written “punishes victims.”

### **Advice from the Advisory Committee on the Constitution**

The Advisory Committee on the Constitution advised the 223rd General Assembly (2018) to answer Item 06-09 with action on Item 06-07 providing the following advice [edited]. The Advisory Committee on the Constitution advised the 223rd General Assembly (2018) to answer Item 06-07 recommendation #1 with disapproval and refer recommendation #2 to the Rules of Discipline Task Force. They provided the following advice [edited].

#### *Part 2*

Recommendation 2 of Item 06-07 would amend D-10.0401d to add words to make clear the section applies only to a former minister of the Word and Sacrament who renounced jurisdiction of the PC(US.) while a disciplinary proceeding was proceeding against him or her as the accused. There is a task force working on a revision to the Rules of Discipline. The amendment to D-10.0401d (Recommendation 2 of Item 06-7) should be referred to it.

### **Advice from the Advocacy Committee for Women's Concerns**

The Advocacy Committee for Women's Concerns advised the 223rd General Assembly (2018) to approve Item 06-09 for its greater clarity of language in amending the *Book of Order*, G-2.0509 and approve Item 06-07 Recommendation 2.

*While ACWC supports the above changes, they are inadequate.* Unless victims have the right to a fair and impartial investigation with all deliberate speed, they will never feel free to put memories of painful events in the past and move on with their lives. Under the current ruling, however, former teaching elders are allowed to rejoin the church but are not required to face accusations and resume the disciplinary process until a time in the future of their own choosing. Thus, a predator can deliberately wait until after key witnesses have moved on with their lives, perhaps even died, or *the original* evidence is no longer available.

### **Advice from the Office of the General Assembly**

The Office of the General Assembly advised the 223rd General Assembly (2018) advises that all items, including Items 06-09 and 06-07, amending the Rules of Discipline, be referred to the Rules of Discipline Task Force, which is

currently revising the Rules of Discipline as a whole and will report with suggested changes to the 224th General Assembly (2020).

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The Assembly Committee on Church Polity and Ordered Ministry (06) voted to approve the proposed amendment as amended 54/3. The 223rd General Assembly (2018) approved the committee's recommendation with amendment 466/7. (See *Minutes*, 2018, Part I, pp. 71–72, 588.)

For the full report of Item 06-09, go to <https://www.pc-biz.org/#/committee/3000008/business>

## 18-C. Officers

### On Amending G-3.0104 (Item 06-16)

The 223rd General Assembly (2018) directed the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

**Shall G-3.0104 of the Form of Government be amended by adding the following statement as the last paragraph to read as follows? [Text to be added is shown as italic.]**

***“No congregation, session, presbytery, synod, or national office of the Presbyterian Church (U.S.A.), nor any individual acting on behalf of or in an official capacity for the above institutions, shall publicly endorse or oppose, or otherwise encourage or discourage others to vote for or against an individual running for public office.”***

### Rationale

The proposed amendment originates from the Presbytery of Western North Carolina as Item 06-16. The Presbytery of de Cristo concurred. The Presbytery of Western North Carolina provided the following rationale for Item 06-16 [edited].

Since 1954, the Johnson Amendment has been a provision in the United States tax code prohibiting charitable organizations, including churches, from endorsing or opposing political candidates. This allows for charitable organizations to qualify for tax exemption and qualifies donations to these organizations as tax-exempt. In recent years, there has been discussion regarding the repeal of this amendment; those in favor of repeal claim that the amendment infringes on the first amendment rights of clergy and other leaders of religious and charitable organizations while those in favor of maintaining the statute fear that a repeal would lead to religious and charitable organizations becoming safe-havens for tax-exempt and un-reported political contributions.

While full repeal of the Johnson Amendment has not yet come to fruition, action has been taken to loosen the interpretation and implementation of the statute when churches and secular charitable organizations are found to be in violation.

The Presbyterian Church (U.S.A.) has long supported the notion of the separation of church and state. We can see this throughout our Foundations of Presbyterian Polity. Section F-3.0101a and b affirms that “God alone is Lord of the conscience,” and that “We do not even wish to see any religious constitution aided by the civil power, further than may be necessary for protection and security, and at the same time, be equal and common to all others.”

While it is clear that the principles of this overture are present in abundance throughout the *Book of Order* and *Book of Confessions*, there is no explicit guidance offered to governing bodies or to those in leadership positions regarding endorsing or opposing candidates running for political office. This amendment to the *Book of Order* precludes such activity while still allowing for churches and leaders to actively engage with secular issues that touch on the life of faith, to work towards bringing God’s reign of justice and peace ever closer to reality.

### **Advice from the Advisory Committee on the Constitution**

The Advisory Committee on the Constitution advised the 223rd General Assembly (2018) disapprove Item 06-16 providing the following advice [edited].

The Presbytery of Western North Carolina summarizes the history of the “Johnson Amendment,” and anticipates change to that statute. Because the Johnson Amendment has not yet been revoked or altered, it is premature for the assembly to address anticipated statutory change. The overture would reverse long-standing foundational principles of our denomination and have long-reaching effects on the church,

#### *Individual Discernment and Diversity of Religious Belief*

Presbyterians begin with a firm and fundamental belief in the private discernment of religious belief. Section F-3.0101 sets forth and affirms the historic principle that “God alone is Lord of the conscience” and that “in all matters that

respect religion” “we consider the rights of private judgment ... as universal and inalienable.” Holy Scriptures are the only rule of faith, and church power in matters of religious belief is limited as explained in F-3.0107. This first historic principle of church order (F-3.0101) was affirmed and explained in the policy statement, “God Alone Is Lord of the Conscience.”<sup>1</sup> The principle that God alone is Lord of the conscience both reflects and underlies many other foundational<sup>2</sup> and confessional<sup>3</sup> statements in the Presbyterian Church (U.S.A.).

“Religious bodies and people of faith hold to a wide variety of convictions, ideas, and values that make important contributions to the shape and strength of public life. That life has been shaped by individuals and groups that have sought to create new forms, sustain traditional ones, challenge existing ideologies and reform or resist unjust institutions. Participation is thus viewed by the government sometimes as a blessing and at other times as a threat” (*God Alone*, p. 48; see also F-1.404). Because the individual is the bearer of conscience, it does not matter whether others of the same faith make the same conscientious claim. *God Alone*, p. 19. “Religious tolerance and pluralism are our political and societal norm. We do not perfectly achieve that norm and intolerance has not been eliminated....” (*God Alone*, p. 7).

#### *Formation of Conscience in Community*

While Presbyterians emphasize individual belief, we also recognize the importance of community and our shared expression of belief. Discourse and expressions of diversity within the church are important to formation of religious conscience. As Presbyterians, we recognize that “The formation of conscience occurs in community, but its exercise is very often finally an individual matter” (*God Alone*, p. 19). It is a fundamental principle for our church and our country that “The individual’s right to believe cannot be divorced from the right to exercise that belief in the company and community of others. For nearly every human being, the right to practice religion only as a solitary individual is virtually no right at all” (*God Alone*, p. 12). “The exercise of individual and corporate conscience must be affirmed as an integral aspect of religious liberty.”<sup>4</sup>

#### *Separation of Church and State*

The freedom to express religious views in public is as important as the freedom to determine religious beliefs for oneself. For Reformed Christians, “faith demands engagement in the secular order and involvement in the political realm” (*God Alone*, p. 48). The so-called “separation between church and state” is “particularly misleading when used to advocate the separation of religion from politics or from any other dimension of the public order. The First Amendment has never meant separation of religion from community or separation of the church from public life. On their face, the religion clauses [of the U.S. Constitution] constitute an absolute prohibition on government participation in religious life; there is no hint that that barrier was even thought to isolate religion from the life of the republic” (*God Alone*, pp. 47–48).

#### *Responsibility for Involvement in Public Life*

The freedom and responsibility to express religious and moral views in public is an important part of our denominational principles and history. The Gospel demands that we share our faith and that we seek to be a community of faith witnessing to God’s good news and Christ’s teachings to the world in words and deeds. According to the Reformed tradition and standards of the Presbyterian Church (U.S.A.), “it is a limitation and denial of faith not to seek its expression in both a personal and public manner, in such ways as will not only influence, but transform the public order and involvement in the political realm” (*God Alone*, p. 48). This principle reflects our foundational statements (F-1.0301, F-1.0304, F-1.0404), other parts of the *Book of Order* (e.g., W-5.0304), and our long-standing and important history of social witness to world.

#### *Endorsement or Opposition to Political Candidates*

“For these reasons, limitations upon the freedom of religious bodies to participate in public life are illegitimate and unconstitutional. The church is bound to reject any regulation limiting church advocacy or particular legislation or endorsement of candidates, or establishing religious qualifications for office holders” (*God Alone*, p. 50). Over the centuries, Presbyterians have stood up and spoken out against those who would silence the church and the faithful.

Internal Revenue Code provisions that limit tax-exempt religious organization from devoting “substantial” activity to attempts to influence legislation or participate or intervene in political campaigns on behalf of any candidate for public office, as well as recent public debate, heighten concerns about religious discourse about public life. There is a difference between discussion of issues and candidates, on one hand, and intervention in campaigns on behalf of specific candidates on the other” (*God Alone*, p. 50).

The 200th General Assembly (1988) specifically affirmed that: “We recognize that speaking out on issues will sometimes constitute implicit support or opposition to particular candidates or parties, where policy and platform differences are clearly drawn. Since such differences are the vital core of the political process, church participation should not be curtailed on that account; but we believe that it is generally unwise and imprudent for the church explicitly to support or oppose specific candidates, except in unusual circumstances” (*God Alone*, p. 50).

Each council should be mindful of these foundational principles and historical practice. “It is easy to step from advocating our vision to seeking to enforce it, from protecting religious liberty to requiring ‘right’ belief and action. The church must advocate its positions on public issues, but it should not seek to exercise political authority in its own right” (*God Alone*, p. 50).

#### Endnotes

1. *God Alone Is Lord of the Conscience* is a policy statement of Presbyterian Church (U.S.A.) adopted by the 200th General Assembly (1988), and affirmed or cited by numerous subsequent General Assemblies and entities of the church. Hereafter “God Alone.”

2. Section F-1.0301 states the “Calling of the Church” is to be a community of faith, a community of hope, a community of love, and a community of witness. “The Great Ends of the Church” (F-1.0304) include “the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.” Section F-1.0404 explains the “Church seeks a new openness to God’s mission in the world.”

3. See, e.g., the Theological Declaration of Barmen and the Confession of 1967, which can be found in the *Book of Confessions*.

4. “The church is always obliged to respect claims of conscience lest it frustrate efforts to obey the will of God. We need not agree with the specific dictates of another’s conscience to respect and support the right to exercise that conscience. Paul told Christians that they were freed from Jewish dietary laws, but if the conscience of another is offended by eating certain foods, ‘for conscience sake—I mean his conscience, not yours—do not eat it’ (1 Corinthians 10:28–29). The obligation to respect the exercise of conscience is not only a dynamic of life within the church; it is both a demand and a dilemma of the First Amendment’s protection of religious freedom” (*God Alone*, p. 18).

### **Advice from the Advisory Committee for Social Witness Policy**

The Advisory Committee for Social Witness Policy advised the 223rd General Assembly (2018) to approve 06-16 with suggested amendment providing the following advice [edited].

The Advisory Committee on Social Witness Policy (ACSWP) advises approval as amended below: [Text to be deleted is shown with a strike-through and with brackets; text to be added or inserted is shown with an underline and with brackets.]

“~~[No]~~ [Except in cases of extreme danger to the common good, and even then with cautions against extreme partisanship, no] congregation, session, presbytery, synod, or national office of the Presbyterian Church (U.S.A.), nor any individual acting on behalf of or in an official capacity for the above institutions, shall publicly endorse or oppose, or otherwise encourage or discourage others to vote for or against an individual running for public office.”

The substantial and generally fine General Assembly social witness policy on church/state relations, *God Alone Is Lord of the Conscience* (1988; <https://www.presbyterianmission.org/wp-content/uploads/1-god-alone-is-lord-1988.pdf>) refuses to limit prophetic religious speech, but also recognizes the wisdom of our predominant practice. “The church is bound to reject any regulation limiting church advocacy or particular legislation or endorsement of candidates, or establishing religious qualifications for office holders.” But then, “There is a difference between discussion of issues and candidates, on one hand, and intervention in campaigns on behalf of specific candidates on the other.” And further, “... we believe that it is generally unwise and imprudent for the church explicitly to support or oppose specific candidates, except in unusual circumstances” (all three quotes from page 50).

The General Assembly spoke to the issues involved in the Tax Justice policy of 2014, reaffirming the principles behind the current 501.c.3 category, and further addressing the abuse of the 501.c.4 category of “social welfare institutions” for political purposes and personal enrichment:

Rules governing tax-exempt “social welfare organizations” (501(c)(4)s) should exclude or strictly limit the eligibility of donations for partisan political purposes, parties and candidates, and the individual and corporate donors to or through such organizations should be made public due to their influence on the political process ([http://www.pcusa.org/site\\_media/media/uploads/acswp/pdf/acswp\\_tax\\_justice\\_42.pdf](http://www.pcusa.org/site_media/media/uploads/acswp/pdf/acswp_tax_justice_42.pdf), p. 4).

The 222nd General Assembly (2016) addressed this matter even more directly, responding to Supreme Court decisions in the Citizens United and Voting Rights Act cases, which intensified the role of money in politics:

[The Assembly:] Endorses the continuing prohibition of partisan political endorsements by religious organizations or their leadership and other measures to respect both religious liberty and the separation of church and state. The Presbyterian Church (U.S.A.) strongly supports the freedom of religious organizations to speak on matters of policy, but personal endorsements and partisan ties may present the appearance of or opportunity for collusion, special treatment, and the violation of nonprofit tax status. <https://www.presbyterianmission.org/wp-content/uploads/Election-Protection-and-Integrity-in-Campaign-Finance-2016-ACSWP.pdf>, pp. 2–3)

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The Assembly Committee on Church Polity and Ordered Ministry (06) voted to approve the proposed amendment as amended 31/24. The 223rd General Assembly (2018) approved the committee’s recommendation with amendment 370/99. (See *Minutes*, 2018, Part I, pp. 73, 611.)

For the full report of Item 06-16, go to <https://www.pc-biz.org/#/committee/3000008/business>

## 18-D. Membership of Presbytery

### On Amending G-3.0306 (Item 06-05)

The 223rd General Assembly (2018) directed the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

**Shall the fourth paragraph of G-3.0306 of the Form of Government be amended by adding the following statement as follows? [Text to be added is shown as italic.]**

***“Every minister of the Word and Sacrament shall ordinarily be a member of the presbytery where his or her work is situated or of the presbytery where she or he resides. The presbytery may grant a minister permission to engage in work validated ministry that is outside its geographic bounds or which is not under its jurisdiction, but no presbytery shall permit a minister to engage in work that is within the geographic bounds of another presbytery and which is properly within the responsibility of another presbytery without consent of that presbytery. Such permission shall be obtained from both presbyteries and shall be reviewed and renewed annually.”***

#### Rationale

This proposed amendment originates from the Presbytery of Tropical Florida as Item 06-11. The Presbyteries of Central Florida, Greater Atlanta, Huntington, Wabash Valley and de Cristo concurred. The Presbytery of Tropical Florida provided the following rationale [edited].

The current Form of Government lacks clarity with regard to the seeking of and granting of permission for a minister member of a presbytery to labor beyond the geographic boundaries of the presbytery of membership. This overture provides clarity to the seeking of permission to labor within the geographic bounds of a presbytery beyond that of the minister of Word and Sacrament’s membership.

As “the presbytery is the council serving as a corporate expression of the church within a certain district” (G-3.0301), the presbytery needs to have knowledge of and oversight for the Presbyterian Church (U.S.A.) witness within its geographic district. Without the Form of Government making it clear that permission must be granted by the presbytery for all validated ministry taking place within its bounds, the particular corporate witness of a presbytery within a certain district may lack unity of strategy for mission under the Word. The addition of this paragraph to the Form of Government enhances the presbytery’s capacity for unity in its corporate witness as strategy for mission under the Word.

#### **Advice from the Advisory Committee on the Constitution**

The Advisory Committee on the Constitution advised the 223rd General Assembly (2018) to approve Item 06-05 as amended providing the following advice [edited]:

Item 06-05 seeks to return to the *Book of Order* the mechanism for seeking permission to labor beyond the geographic bounds of membership of the minister of the Word and Sacrament. The ... text ... is based on the language that was in the 2009–2011 edition of the *Book of Order*.

The Form of Government (G-3.0306) establishes that each presbytery determines the ministers who are its members and validates the ministries in which they are to be engaged, following the criteria of G-2.0503a(1)–(5) and the policy developed by the presbytery for validating the ministries of its members.

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The Assembly Committee on Church Polity and Ordered Ministry (06) voted to approve the proposed amendment as amended 52/1. The 223rd General Assembly (2018) approved the committee’s recommendation with amendment 442/13. (See *Minutes*, 2018, Part I, pp. 71, 571.)

For the full report of Item 06-05, go to <https://www.pc-biz.org/#/committee/3000008/business>.

## 18-E. Pastor, Counselor, and Advisor to Its Pastors and Congregations

### On Amending G-3.0307 (Item 06-02)

The 223rd General Assembly (2018) directed the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

Shall G-3.0307 of the Form of Government be amended as follows: [Text to be deleted is shown with a strike-through; text to be added or inserted is shown as italic.]

**“G-3.0307 Pastor, Counselor, and Advisor to Its ~~Pastors~~ *Ministers of the Word and Sacrament and Congregations***

**“Presbyteries shall be open at all times to communication regarding the life and ministry of their congregations.**

**“Each presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to its ~~pastors, both ministers of the Word and Sacrament, and ruling elders commissioned to pastoral service (also called commissioned pastors (also known as commissioned ruling elders)), as well as the~~ *and certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, ~~pastors ministers of the Word and Sacrament, commissioned pastors,~~ and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.”***

#### Rationale

The proposed amendment originates from the Presbytery of Santa Fe as Item 06-02. The Presbyteries of Grand Canyon, Muskingum Valley, Sierra Blanca, Southeastern Illinois, and de Cristo, concurred with Item 06-02. The Presbytery of Santa Fe provided the following rationale for Item 06-002 [edited].

The Presbytery of Santa Fe was one of the concurring presbyteries on the 2016 overture that became Amendment 16-C, Recommendations C.1 through C.8, ratified by a majority of the presbyteries. We are mindful of the valid criticism of Recommendation 16-C.6 (G-3.0307) raised by the Advisory Committee on the Constitution, as well as other concerns about repetitive wording. We believe this can be easily remedied by our proposed amendment.

#### **Advice from the Advisory Committee on the Constitution**

The Advisory Committee on the Constitution advised the 223rd General Assembly (2018) to approve Item 06-02 as amended providing the following advice [edited]:

The rationale for Item 06-02 focuses on the issue of repetitive wording in this section, but there is a more important issue that is corrected by this amendment.

The 222nd General Assembly (2016) approved Item 06-08 on amending the *Book of Order* to clarify titles to Ordered Ministry. Item 06-08 (2016) was a large amendment with seven recommendations, most which dealt with switching the default term for the ordered ministry of “teaching elder” to “minister of the Word and Sacrament.” In the process of approval, the 222nd General Assembly (2016) approved an amendment to G-3.0307 (sixth recommendation) to strike out the term “teaching elder” and insert not “minister of the Word and Sacrament,” but “pastor.”

The Advisory Committee on the Constitution called the attention of the assembly to an unintended consequence of this amendment, that by inserting the word “pastor” into the action defining who had access to the committee on ministry or its equivalent, the amendment was cutting off all ministers of the Word and Sacrament not serving as installed or temporary pastors from access to this committee or entity. Item 06-08 (2016) was approved and referred to the presbyteries without addressing this concern.

Item 06-02, if approved, will restore constitutional access to the committee on ministry or its equivalent to all minister members of the presbytery. It also deals with the issue of repetitive wording in this section with language that is clear and concise.

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The Assembly Committee on Church Polity and Ordered Ministry (06) voted to approve the proposed amendment as amended 52/0. The 223rd General Assembly (2018) approved the committee's recommendation with amendment 464/3. (See *Minutes*, 2018, Part I, pp. 70, 565–66.)

For the full report of Item 06-02, go to <https://www.pc-biz.org/#/committee/3000008/business>

## 18-F. Welcoming to the Table

### On Amending W-4.0202 (Item 14-03)

The 223rd General Assembly (2018) directed the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

Shall W-4.0202 be amended as follows: [Text to be deleted is shown with a strike-through; text to be added or inserted is shown as italic.]

**“W-4.0202 Welcoming to the Table**

**“In cases where baptized children who have not yet begun to participate in the Lord’s Supper express a desire to receive the Sacrament, ~~the session should provide an occasion to welcome them they shall be welcomed to the table in public worship. Their introduction to the Lord’s Supper should include and the session should ensure they receive~~ ongoing instruction or formation in the meaning and mystery of the Sacraments.”**

#### Rationale

This proposed amendment originates from the Presbytery of Grace as Item 14-03. The Presbyteries of de Cristo, Grand Canyon, Huntingdon, Newton, and Palo Duro concurred. The Presbytery of Grace provided the following rationale [edited].

The current language “provide an occasion to welcome them” could be interpreted as the need to provide a “first communion” service for baptized children. If taken this way, the language could develop a mindset that baptized children must wait until a certain age or complete certain educational requirements before belonging at the table. This mindset would violate our understanding that the Sacraments of Baptism and the Lord’s Supper are linked (W-3.0408 “Welcome”) and that “all who come to the table are to be offered the bread and cup regardless of their age or understanding,” (W-3.0409 “The Theology of the Lord’s Supper”).

Striking this phrase simplifies the wording while maintaining the intent—to welcome the baptized and provide them with ongoing instruction. The responsibility for instruction in baptismal identity and worship education and participation is addressed in W-4.0201 “Nurturing the Baptized,” W-2.0303 “Ruling Elders,” and W-2.0305 “Shared Responsibility and Accountability.” The issue of welcome to those not baptized is addressed in W-3.0409 “The Theology of the Lord’s Supper.”

#### **Advice from the Advisory Committee on the Constitution**

The Advisory Committee on the Constitution advised the 223rd General Assembly (2018) to approve Item 14-03 providing the following advice [edited]:

The Advisory Committee on the Constitution advises the 223rd General Assembly (2018) to approve Item 14-03.

This amendment seeks to clarify that when children receive the Lord’s Supper for the first time, the Directory for Worship is not suggesting a service such as “first communion.”

The Advisory Committee on the Constitution finds that the overture has identified a possible contradiction between W-3.0409 and the current language of W-4.0202 and has provided an amendment to W-4.0202 that would resolve that contradiction. The Advisory Committee on the Constitution advises that the proposed language is clear and consistent with the stated intent of the overture.

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The Assembly Committee on Theological & Church Growth Issues and Institutions (14) voted to approve the proposed amendment with comment 50/1. The 223rd General Assembly (2018) approved the committee’s recommendation with a voice vote. (See *Minutes*, 2018, Part I, pp. 17, 1205.)

For the full report of Item 14-03, go to <https://www.pc-biz.org/#/committee/3000016/business>.

## 18-G. Disciplinary Offense

### On Amending D-2.0203b (Item 06-04)

The 223rd General Assembly (2018) directed the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

**Shall D-2.0203b of the Form of Government be amended as follows? [Text to be deleted is shown with strike-through; text to be added or inserted is shown as italic.]**

**“b. An offense is any act or omission by a member or a person in an ordered ministry of the church that is contrary to the Scriptures or the Constitution of the Presbyterian Church (U.S.A.). *Sexual abuse as defined in Section D-10.0401c shall be considered contrary to the Scriptures or Constitution of the Presbyterian Church (U.S.A.), and therefore an offense for purposes of these rules.*”**

#### Rationale

This proposed amendment originates from the Presbytery of North Alabama as Item 06-04. The Presbyteries of Albany, Boise, Grand Canyon, Huntington, and de Cristo concurred. The Presbytery of North Alabama provided the following rationale [edited].

A recent ruling by a synod permanent judicial commission effectively indicated that actions in violation of a council’s sexual misconduct policy are not under the jurisdiction of the Rules of Discipline unless those actions are explicitly specified as contrary to the Scriptures or the Constitution. The Constitution of the Presbyterian Church (U.S.A.) requires “all councils shall adopt and implement a sexual misconduct policy and a child and youth protection policy” (*Book of Order*, G-3.0106). In order to meet this requirement, actions or omissions in violation of these policies must have the capacity to be addressed through our disciplinary process; otherwise the policies are unenforceable. Furthermore, it should be implicit that actions that violate constitutionally required policies are by their very nature contrary to the Scriptures or the Constitution. Decisions in prior disciplinary cases have supported this concept.

The members and congregations of the Presbytery of North Alabama wish to stringently affirm that sexual misconduct is sin. We believe past failure to confront this behavior has led to injustice and discord within the church, and scrutiny and litigation from without. We humbly ask the Presbyterian Church (U.S.A.) to take an unequivocal stand for justice by equating this sin as an implicit violation of scriptural norms and constitutional ordination vows.

#### **Advice from the Advisory Committee on the Constitution**

The Advisory Committee on the Constitution advised the 223rd General Assembly (2018) to disapprove Item 06-04 with comment. They provided the following advice [edited].

The Advisory Committee on the Constitution advises the 223rd General Assembly (2018) to disapprove Item 06-04 with the following comment.

“While sexual misconduct is not condoned by Scriptures or the Constitution of the PC(USA), adding this language to the *Book of Order* is unnecessary. All councils and judicial commissions are admonished to consider sexual misconduct as contrary to the Scriptures and the Constitution of the PC(USA).”

Scriptures and the Constitution do not condone sexual misconduct or the abuse and endangerment of children and youth. Many acts involve impermissible sexual overtures, force, and misconduct. The assembly is reminded that the Constitution is not an enumeration of specific permitted or prohibited conduct, but rather a guide for all councils in administering their mission. Each council should be mindful that any act of sexual misconduct or child abuse is in violation of the Constitution. By singling out a particular violation of a particular policy, an inference might be made that violations of other policies are not contrary to the Scriptures and the Constitution.

Councils have the authority to establish and enforce their policies. Not all violations of a particular policy may be found to be contrary to Scripture or the Constitution. Violation of a council's sexual misconduct and/or child and youth protection policy may be procedural and may not rise to the level of a constitutional offense. The Rules of Discipline set forth the process for determining proof of an alleged offense, including sexual misconduct.

The assembly may consider admonishing all councils and judicial commissions that sexual misconduct is contrary to the Scriptures and the Constitution and that all councils are required to adopt and implement a sexual misconduct policy and/or child/youth protection policy (G-3.0106).

Alternatively, the assembly may consider referral of this item to the Task Force on the Rules of Discipline for report to the 224th General Assembly (2020).

### **Advice from the Advocacy Committee on Women's Concerns**

The Advocacy Committee on Women's Concerns advised the 223rd General Assembly (2018) approve Item 06-04 providing the following advice [edited].

The Advocacy Committee for Women's Concerns (ACWC) agrees that any act or omission prohibited by the council of authority's duly adopted sexual misconduct policy and/or child and youth protection policy should be considered contrary to the Scriptures or Constitution of the Presbyterian Church (U.S.A.) and therefore an offense for purposes of these rules. ACWC agrees with this overture that past failure to confront sexual misconduct has led to injustice and discord within the church, and scrutiny and litigation from without.

Because all sexual abuse is, at the core, an abuse of power, certain populations are more vulnerable to such abuse. For instance, children and youth, developmentally disabled adults, and immigrant night shift workers are often the targets of sexual misconduct. Gender inequities rooted in theological misunderstandings based in patriarchy leave women within the church particularly vulnerable to sexual misconduct, not only from other clergy, but also to sexual harassment from male members of their congregations. It is essential that the Presbyterian Church (U.S.A.) take an unequivocal stand for justice by equating sexual misconduct to be an implicit violation of scriptural norms and constitutional ordination vows.

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The Assembly Committee on Church Polity and Ordered Ministry (06) voted to approve the proposed amendment as amended 53/0. The 223rd General Assembly (2018) approved the committee's recommendation with amendment 416/13. (See *Minutes*, 2018, Part I, pp. 70, 570.)

For the full report of Item 06-04, go to <https://www.pc-biz.org/#/committee/3000008/business>.

## 18-H. Time Limit

### On Amending D-10.0401 (Item 06-24)

The 223rd General Assembly (2018) directed the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

#### 18-H.1.

**Shall D-10.0401b of the Form of Government be amended as follows: [Text to be deleted is shown with strike-through; text to be added or inserted is shown as italic.]**

**“b. For instances of sexual abuse of another person, the five-year time limit shall not apply. *There is also no time limit for charging that a person who knew or reasonably should have known of the reasonable risk of sexual abuse of another as defined in D-10.0401c(1) or (2) failed to take reasonable steps to minimize the risk. Both charges may be brought regardless of the date on which an offense is alleged to have occurred.*”**

#### 18-H.2.

**Shall D-10.0401c(1) of the Form of Government be amended as follows: [Text to be deleted is shown with strike-through; text to be added or inserted is shown as italic.]**

**“(1) any person under the age of eighteen years or anyone ~~over the age of eighteen years~~ without the ~~mental~~ capacity to consent; or”**

### Rationale

This proposed amendment originates from the Advisory Committee on the Constitution comment on a referral from the 222nd (2016) General Assembly to the Office of the General Assembly. The original item before the 222nd (2016) General Assembly originated from the Advocacy Committee for Women’s Concerns.

### **Advice from the Advisory Committee on the Constitution**

The Advisory Committee on the Constitution advised the 223rd General Assembly (2018) to refer Item 06-24 to the Rules of Discipline Task Force or approve as amended. They provided the following advice [edited].

[b.] The ACWC proposed and ACC recommended languages both impose a level of responsibility on persons that is not currently part of the Rules of Discipline. The ACC recommendation imposes a negligence standard for failure to respond to situations involving a reasonable risk of sexual misconduct, including the failure to report appropriately.

[c.1)] This language recognizes that minor persons cannot consent. The second clause clarifies that sexual abuse includes persons who lack of the capacity to consent for any reason whatsoever.

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The Assembly Committee on Church Polity and Ordered Ministry (06) voted to approve the proposed amendment as amended 47/1. The 223rd General Assembly (2018) approved the committee’s recommendation with amendment 455/16. (See *Minutes*, 2018, Part I, pp. 73–74, 631–32.)

For the full report of Item 06-24, go to <https://www.pc-biz.org/#/committee/3000008/business>

## LIST OF PROPOSED AMENDMENTS

<b>18-A. Election of Ruling Elders and Deacons—</b>	
<b>On Amending G-2.0401</b> .....	1
<b>18-B. Renunciation of Jurisdiction</b> .....	3
<b>18-B.1. On Amending G-2.0509</b> .....	3
<b>18-B.2. On Amending D-10.0401d</b> .....	5
<b>18-C. Officers - On Amending G-3.0104</b> .....	8
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<b>18-E. Pastor, Counselor, and Advisor—</b>	
<b>On Amending G-3.0307</b> .....	13
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## STATED MEETING OF THE PRESBYTERY OF SOUTH DAKOTA

**FIRST PRESBYTERIAN CHURCH**

**October 26, 2018**

The Presbytery of South Dakota of the Presbyterian Church (U.S.A.) held its Fall Stated Meeting at First Presbyterian Church in Sturgis, SD on Friday, October 26, 2018.

### **CONVENING THE PRESBYTERY**

The Presbytery was called to order by acting 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:

**Teaching Elders:** Steve Allman, Kristie Berglund, Marcus Brooks, Lisa Danielson, Chad Ensz, Kristi Holler, Bob Jacobs, Diane Janssen Hemmen, Rolly Kemink, Jeff Kintner, Yeongsik Nam, Denzel Nonhoff, Abigail Ozanne, John Pehrson, Richard Poppen, Kathy Saxbury, Kevin Veldhuisen, Carolyn Visser, Barbara West.

**Commissioned Ruling Elders:** Lynn Hall, Gayle Janzen, Jil Jennewein, Steven Johnson, Crystal Knock, Jerry Lutkemeier, Gary Pribyl, Shirley Scotter, Cheryl Van Asperen, Paula Zavitz.

**Commissioners:** Lynn Hall – Bison, Sharlene Gilbert – Bonilla, Terry Spitzenberger – Brookings, Roger Marken – Emery, Jim Wahl – Fedora, Marv Gall – Lake Andes, Jeff Nelson – Madison, Martha Gesick – Marion, Paula Geersen – Martin, Richard Palmer – Miller, Marty Christensen – Mitchell, Nina Ripley – Onida, Duane Jenner – Pierre, Jane Alberda – Platte, Claire Reilly – Rapid City, Cathryn Jaragoske – Sioux Falls Wild Flower, Wanda Blair – Sturgis, Alana Hansen – Wilmot, Deb Johnson – Yankton.

**Other Voting Members:** Trudi Nelson, Don Nolting.

**Corresponding Members:** Derek Runge – Kimbell.

**Others in Attendance:** Andrew Bellisle, Danny Geersen, Mary Jenner, Scott Kenner, Eunhee Kim, Richard Knock, Eric Laverentz, Alice Nelson, Lester Nelson, Linda Poppen, Veronica Trezona, Debby Vetter, Ben Visser, Vicky Wahl.

### **QUORUM**

Moderator Janssen Hemmen declared the presence of a quorum with:

**Teaching Elders: 19**

**Commissioned Ruling Elders: 10**

**Commissioners: 19**

**Other Members of Presbytery: 2**

**VOTING MEMBERS PRESENT: 50**

### **AGENDA**

A motion was made to approve the Presbytery Agenda as amended on the floor. **Amended agenda adopted.**

### **INTRODUCTIONS**

**Teaching elders present for the first time:** Barbara West – Lemmon.

**Ruling elders present for the first time:** Sharlene Gilbert – Bonilla, Terry Spitzenberger – Brookings, Alice Nelson, Lester Nelson – Whitewood.

**MILEAGE COMMITTEE**

Moderator Janssen Hemmen appointed the following to the mileage committee: Rev. Barbara West and CRE Gary Pribyl.

**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 29-30, 2018 stated meeting.

**The following motion comes from Ministry Development and Education:**

3. MDE moves to dissolve the Korean Steering Committee with thanks. The Korean Church has received a charter from the Presbytery of South Dakota and has its own session. The members of session were trained in the Elder Leadership training provided by the Presbytery through MDE.

**The following motion comes from Administration and Coordination:**

4. A motion is made to change the directive in our Manual of Operations regarding the administration of the Lord’s Supper.

**P3-3.7. WORSHIP**

Each stated meeting agenda shall be incorporated into worship. A communion service shall be held at **least once a year** ~~the annual stated meeting~~. The presbytery moderator is responsible for the planning of worship in consultation with Administration and Coordination and the host of the presbytery meeting.

**WORSHIP AND THE LORD’S SUPPER**

**Scripture:** Ruth 1:1-18; Mark 12:28-34

**Sermon:** Chad Ensz – Little Stone Church / Hope Co-op

**REPORTS FROM PRESBYTERY OFFICERS AND STAFF**

**MODERATOR’S REPORT**

As Moderator, I appointed four Presbytery Regional Representatives – Bob Jacobs (Teaching Elder) Northwest Region, Doug Marsh (Ruling Elder) – Southwest Region, Terry Drew (Teaching Elder) – Northeast Region, Paul Penn (Ruling Elder - CRE) – Southeast Region.

As Moderator, I appointed a six member Installation Commission for installing Barbara West – Spencer Memorial, Lemmon. Installation Commission members are: Rev. John Armstrong, Pierre, Rev. John Pehrson, Rapid City, Rev. Rolland Kemink, Onida, Forence Hoff, Bison, Carolyn Petik, Hope Keldron, and Cindy Dix, Lemmon.

As Moderator, I appointed a six member Installation Commission for installing Kathy Saxbury – Onida Presbyterian, Onida. Installation Commission members are: Rev. John Armstrong, Pierre, Rev. John Pehrson, Rapid City, Rev Janice Palmer, Miller, Doug Marsh, Onida, Meleta DeJong, Pierre, and Sherise Wittler, Onida

I attended a face-to-face meeting of the MDE Committee at Pierre on Aug 9, 2018.

I moderated a Presbytery Moderator's Zoom meeting, Aug 16, 2018.

As Moderator, I officiated the Installation Service for Barbara West, Spencer Memorial, Lemmon on August 25, 2018.

As Moderator, I officiated the Installation Service for Kathy Saxbury, Onida Presbyterian, Onida on August 26, 2018.

As Moderator, I appointed a seven member Installation Commission for installing Ruth Clednenin, First Presbyterian, Aberdeen. Installation Commission members are: Rev. John Armstrong, Pierre, Rev. Allen Sager, Huron, Rev. Kathy Saxbury, Onida, Stated Clerk Kevin Veldhuisen, Sheila Enderson, Aberdeen, Steven Johnson, Willow Lake, Jerry Lutkemeier, Wilmot.

After consultation with Marcus Brooks, I appointed a nine member Ordination Commission for ordaining Marcus Brooks, Sioux Falls. Ordination Commission members are: Rev. Dick Poppen, DeSmet, Rev. Janice Palmer, Miller, Rev. Ken Newell, Sioux Falls, Rev. Dave Halleen, Sioux Falls, Rev. Val Putnam, Sioux Falls, Steven Johnson, Willow Lake (Vice-Moderator), Diane Anderson, Sioux Falls, Joe Muth, Sioux Fall, and Larry Anderson, Sioux Falls.

As Moderator, I officiated the Installation Service for Ruth Clendenin, First Presbyterian, Aberdeen on September 9, 2018.

John Armstrong, Moderator

### **STATED CLERK AND TRANSITIONAL MISSION COORDINATOR REPORT**

It has been a busy and productive 3 months since our last presbytery meeting. Each ministry team has met at least once since our last gathering and I have been on the road for extended periods of time attending meetings and conferences, working in the office, and meeting with colleagues and congregations. This is an exciting time as we continue to live 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 in place in our presbytery. Some things I want to highlight:

#### **New Vision for Synod Support of Local Congregations**

I attended the Synod Presbyter Forum earlier this month. This is a gathering of the designated staff person for each Presbytery within our Synod, and we devoted a good portion of our time considering what is needed to attract, equip and sustain leadership for vital congregations in our presbyteries. We moved along with many great and interesting ideas and then shifted to a more concise focus on our approach. A small work group was identified to bring ideas and a description back to the group by December. I am one of the people who has been asked to lead this new vision, so if you have any insights to share I would be very excited to hear them.

#### **Session Minutes Review Change**

In an attempt to make session minute reviews more accessible and streamlined we will begin reading session minutes / records at presbytery meetings. We encourage all clerks to either attend at least one presbytery meeting a year or to coordinate with your commissioners to get your minutes to a presbytery meeting for review. This opportunity will begin at the February 22, 2019 meeting at Camp Rimrock.

#### **Congregational Transformation Grant**

I have the honor of announcing that the presbytery has received it's second year grant of \$20,000 from the denomination for Congregational Transformation.

**Minister Transactions**

The following minister transactions have been completed and are registered with the Office of General Assembly: transferred Rebecca Gresham-Kesner to West Jersey, Cheryl and Bala Khylllep to Pittsburgh, David Lick to Minnesota Valleys; received Everett Bosch from Stockton; added Marcus Brooks to roll of Minister of Word and Sacrament within South Dakota.

**Annual Reports for Congregations**

Annual reports for congregations will be sent out in late December. There is a new Annual Statistical Report this year, so I anticipate a busy stats season for me fielding a number of questions. I will do my best to orient and train ahead of time to aid in this transition.

**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 2019. Administration and Coordination will review these suggestions at their upcoming meeting.

**TREASURER’S REPORT**

Below is a snapshot of our current financial position within the Presbytery of South Dakota. We are still waiting for stronger financials to be provided from the Synod of Lakes and Prairies, which we have been promised to arrive in the coming weeks.

1. Per financials from Synod as of 9-30-2018	
Year to date income:	\$253,558.00
Year to date expenses:	\$259,335.00
Year to date net profit/loss:	\$ - 5,777.00
2. Per capita projected income for 2018	\$148,000.00
Per capita year to date income per financials dated 9-30-18:	\$ 96,879.00
3. Shared mission giving per financials through 9-30-18:	\$ 63,805.00
4. Presbyterian Foundation Endowment estimated income for 2019 is	\$ 12,721. 67
5. 2019 Budget Projected Income:	\$304,000.00
2019 Budget Projected Expenses	\$321,910.00
Projected Net Income Based on Budget	\$-17,910.00

**ADMINISTRATION AND COORDINATION MINISTRY****From August 3 and Sept 28, 2018 meetings of A&C****Logo and Rebranding Task Force**

Caitlin Pisha gave a presentation on the new logo concept that was approved by the Rebranding Task Force. Suggestions were made and referred back to the task force to make final design and implementation decisions with the goal of unveiling it at the October 26, 2018 presbytery meeting. **Motion passed.**

**Budget and Finance Report**

A motion was made to add Tami McGuire to all financial accounts. **Motion approved.**

A motion was made to remove Jerry Lutkemeier from all financial accounts. **Motion approved.**

A motion was made to purchase a dedicated laptop for the office of Treasurer. **Motion approved.**

A motion was made to continue paying for Cindy's mileage and hourly wage for her travels to and from presbytery meetings. **Motion approved.**

A motion was made to utilize Give+ by Vanco Payment Solutions as a credit card processing option at presbytery meetings for meals and offerings. **Motion Passed.**

**Personnel**

A motion was made to provide within the 2019 budget a \$.35 / hour raise for Cindy Bailey and a \$1,000 annual raise for Kevin Veldhuisen. **Motion Passed.**

**Planning**

The following proposed 2019 Presbytery Meeting locations were approved:

- February – Westminster, Rapid City
- June - Sioux Falls Westminster
- October – Lemmon or Brookings First depending on lodging availability

**Property and Legal**

A motion was made to empower Diane Janssen Hemmen to appoint a special task force to work on updating our Manual of Operations. **Motion approved.**

**For Presbytery Action**

A motion is made to move the presbytery's annual stated meeting from June to October, effective 2019. This will allow for better transition and training of Presbytery Moderators and ministry teams. **Motion Passed.**

A motion is made to approve the 2019 Proposed Budget. Appendix A. **Motion Passed.**

The Rebranding Task Force of A&C unveiled the new logo for the Presbytery of South Dakota. The presbytery offers sincere thanks for the team that worked so hard on this new logo, which can be seen on the presbytery's homepage of our website. New stationary and a new website are next on the list.

**MINISTRY DEVELOPMENT AND EDUCATION****Ordination Exam**

Co-moderator Steven Johnson approved the request for David Halleen to take the Theology ordination exam.

**Church Leadership Connection**

Co-moderator Steven Johnson attested the PIF's for Kristi Holler and Marcus Brooks.

**Church Development Fund**

There was a request for Church Development funds from Spencer Memorial Presbyterian Church in Lemmon. The SMPC sent a Church Development application to the Presbytery office requesting \$2,000 for assistance in expanding the vibrant youth program to the surrounding community to reach families with children who fall into the category of Generation Z. At the October 11, 2018 MDE meeting, Barbara West from SMPC attended to explain any questions regarding the Church Development Funds application. It was concluded by MDE members that SMPC's request met the criteria of being mission oriented and reaching the community. In a unanimous vote, MDE recommends the disbursement of \$2000.00 of Church Development funds to the Spencer Memorial Presbyterian Church as per their request.

**Leadership Development Fund**

This provides funding for leadership development throughout the Presbytery. Potential uses have been listed as: Supporting leadership development of elders and deacons; staff continuing education not supported through annual operating budget; efforts to support self-development of people; conference/continuing education for pastors and their families. MDE has been designated as having sole discretion of the use of this fund and as of October 11, 2018 two MDE members have been commissioned to develop an application and guidelines for the disbursement of the Leadership Development funds.

**Ordination of Marcus Brooks**

On September 21, 2018 Marcus Brooks was ordained as a Minister of Word and Sacraments at the Westminster Presbyterian Church in Sioux Falls. Marcus will no longer be under the purview of MDE (CPM) as a candidate due to the ordination and will now have oversight by CPC.

**Presbytery Training**

MDE in collaboration with A & C planning sub-committee has contracted with Dr Marcia McFee with Worship Design Studio to conduct presentations at the June 2019 Presbytery meeting at Westminster Presbyterian Church in Sioux Falls. Dr McFee brings a fresh perspective to worship in the 21<sup>st</sup> century. Her website is called the Worship Design Studio and she conducts free or low-cost webinars throughout the church calendar year. She has taught Worship in the 21<sup>st</sup> Century class at the San Francisco Theological Seminary and she also conducts retreats for those interested in worship design. She is also the author of a book called "Think Like a Filmmaker". Dr McFee will bring with her many years of worship leading and worship design experience to share with Presbytery and churches of the Presbytery.

**For Presbytery Action**

Kristi Holler was examined and **approved for ordination**. Once ordained she will be serving as the full-time teaching elder at Emmanuel Presbyterian in Marion, SD.

**CAMPING AND FAITH FORMATION**

The Commission on Camping and Faith Formation held its annual meeting on October 1<sup>st</sup> and 2<sup>nd</sup> - starting at Pioneer Camp and then moving to Camp Rimrock. After welcoming 3 new commission members and 1 new co-opted member, the necessary business was conducted.

- The Camp Director reports were presented.
- The Treasurer's reports were discussed.
- The 2019 Camping Schedule was set.
- The Annual Review of the Camp Director was conducted.
- The 2019 Budget was adopted.
- The new slate of officers was elected.

..... AND THEN THE REAL BUSINESS OF OUR MINISTRY BEGAN!

Not that numbers, assessment and planning aren't important, but the crux of our ministry – as stated in our Mission Statement – is in “Providing unique spaces and opportunities for all people to connect with God, self and others”. With that as a backdrop, the majority of our time was spent looking to the future and how that vision is put into practice.

Over the years, the Presbytery of South Dakota has shown its support for this ministry in many ways – volunteering, staffing and financing our camping and retreat programs. But, as a commission, we sense we are at a crossroad with the aging facilities at Rimrock, with our ability to become financially sustainable and with our desire to extend our outreach.

At the June Presbytery meeting, we unveiled our preliminary plans for the redevelopment of Camp Rimrock. As we meet in Sturgis, we look forward to providing more details regarding the initial steps in this process. Thank you, in advance, for your input.

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

A motion was made to honorably retire Rev. Denzel Nonhoff, effective January 15, 2019. **Motion approved.** At the conclusion of this vote a special service of honorable retirement was offered by Rev. John Pehrson and joys of Denzel's ministry were shared within the assembly.

#### **Installed since the last Presbytery meeting:**

- The Rev. Barbara West at Spencer Memorial in Lemmon on August 25
- The Rev. Kathy Saxbury at FPC in Onida on August 26
- The Rev. Ruth Clendenin at FPC in Aberdeen on September 9

**Ordination:** The Rev. Marcus Brooks at Westminster (SF) on Sept.28. Marcus is serving as Temporary pastor at Wildflower (SF).

**Approved** the three month PT (30hr/week) contract between Rev. John McKnight (UMC) and the United Churches of Hot Springs. Salary - \$2500/month, one week including 1 Sunday of vacation, Health Ins \$788/mo. Mileage reimbursed at IRS rate of \$.545/mile; free use of parsonage for overnight lodging.

CPC will be reviewing the Presbytery minimum salary guidelines at their December meeting.

**Kristi Holler** has been extended a call to become the pastor at Emmanuel PC in Marion. The terms are:

Salary	\$36,000
Housing allowance:	\$10,800
Mileage at IRS rate	\$500
Professional Exp	\$1000
Pension/Medical thru BOP	
Four weeks vacation	
Two weeks study leave	

**CPC recommended** adjustments in the areas of mileage expense and the addition of a study leave amount, cumulative up to 6 weeks and 3 times the amount.

#### **Important Information:**

- With the change in Tax Law, a pastor's moving expenses when paid by the church are now considered taxable income to the pastor.
- When a pastor accepts a new call and still has funds available for continuing education, those funds remain the property of the church. If given to the pastor in any way, those funds become taxable income to be added to the W-2. Continuing education funds are largely a “use it or lose it” at the time of a new call.

- Unused vacation, on the other hand, may be prorated and given to the pastor as additional income. It is also advisable that vacation time be counted in days rather than weeks. I.e. four weeks vacation is either 20 or 24 days, depending on whether the pastor works a 5 or 6 day week.
- The **Omaha Seminary Pastors' school** will be held May 13-16, 2019 at the Lakeshore Center on Lake Okoboji, IA.

### **TABLE OF GRACE**

Rev. Kristie Berglund gave an update on our New Worshipping Community, Table of Grace, in Harrisburg. She reported that Rev. Jess Daum is no longer with ToG and as a result Kristie has been extended a half-time call by the Lutherans, which brings her back to full time. Their lay leaders are also really stepping up to help out. Table of Grace is moving into a new location in the heart of Harrisburg. Great visibility, lots of potential abound with this move. Their Wednesday outreach and worship gatherings are also growing. Lots of new families coming and becoming consistent participants in this ministry.

### **HOPE CO-OP**

Rev. Chad Ensz gave a report on Hope Co-op our 1001 New Worshipping Community in downtown Sioux Falls. Thirsty Thursday continues to do very well and they have now made their way from Genesis to the book of 1 Samuel. Recently two more people have joined the steering committee and they now have people within their community that are giving regularly to support Hope Co-op. It is quite wonderful to consider how significant these contributions (small as they are) are for such a young community that included many starting in a stance of opposition toward the church and we are all encouraged to please consider a financial contribution to Hope Co-op to help support this vital ministry.

Hope Co-op now has worship as a regular part of what they do. They have dissected the elements of worship, thought very carefully and creatively about each element and reassembled a worship service that doesn't feel "churchy." It is called The Table and it centers around a three-course meal. They are currently hosting The Table every-other month. The next one is Nov. 5<sup>th</sup> and we are invited to join in this engaging form of worship! Please consider financially supporting Hope Co-op to be the pillars of support this young community needs to get on their feet.

And check out their new website for Hope Co-op: [hopecoopsf.com](http://hopecoopsf.com)

### **COMMISSION ON COMMISSIONED RULING ELDERS**

A motion was made to recommend Andrew Bellisle and Scott Kenner to become a Commissioned Ruling Elders. **Motion passed.**

### **COMMISSIONING OF COMMISSIONED RULING ELDERS**

Rev. Carolyn Visser and Moderator Diane Janssen Hemmen led a service commissioning Andrew Bellisle and Scott Kenner to limited pastoral service within the Presbytery of South Dakota.

### **OFFERING**

An offering was taken to support the Sturgis Kiwanis Food Bank. The amount collected was \$478.

### **NECROLOGY REPORT**

The Necrology Report was read aloud in honor of the leaders who passed in 2017.

**INSTALLATION OF PRESBYTERY MODERATOR**

Due to the resignation of Moderator John Armstrong, acting Moderator Janssen Hemmen led a service of installation to install Steven Johnson as Moderator of the Presbytery of South Dakota.

**MILEAGE COMMITTEE**

Gary Pribyl gave the mileage committee report. The following report was **approved**:

**Total Miles Driven: 15,115.20**  
**Mileage subtotal: \$ 2,145.61**  
**Donated to POSD: \$ 297.98**  
**Final Cost: \$ 1,847.63**

**NEXT MEETING**

Moderator Steven Johnson announced the next stated meeting of presbytery is Friday, February 22, 2019 at Camp Rimrock near Rapid City.

**ADJOURNMENT**

Rev. Denzel Nonhoff led the assembly in song and prayer to end the meeting. Moderator Johnson then **adjourned** presbytery at 4:21 PM.

Respectfully Submitted:

Kevin Veldhuisen  
Stated Clerk and Transitional Mission Coordinator

# APPENDIX A

## Presbytery of South Dakota 2019 Budget

### PRESBYTERY INCOME

4001.01	Per Capita Income	155,000
4010.01	Shared Mission	110,000
4020.01	Presbytery Directed Giving	
4050.01	Synod Support (CPS)	15,000
4801.01	Interest Income (investments)	20,000
4901.01	Donations	
4901.02	CRE Matching Gifts	4,000
4990.01	Transfer from other funds	

**Total Revenues** 304,000

### PRESBYTERY EXPENSES

5001.01	GA Per Capita Apportionment	56,358
5002.01	Synod Per Capita Apportionment	34,000
2101.01	GA Shared Mission	7,000
2121.01	Synod Shared Mission	13,000
5110.01	Presbytery Meetings	5,000
5120.01	Presbytery Moderator	1,500
5125.01	Moderator Conference	1,000
5163.01	Presbytery Commissions	1,000

Subtotal 118,858

### **Administration and Coordination**

5210.01	A&C Meetings	6,000
5220.01	Triennial Financial Review	1,500
5240.01	Insurance	17,500

A&C Total 25,000

### **Camping & Faith Formation**

6390.01	Camp	10,000
5900.01	Youth Council	1,000
5913.01	Trienium	2,400
5914.01	Youth Rally	7,000

CFF Total 20,400

### **Congregational & Pastoral Care**

5410.01	Mileage and Operating	3,000
5450.01	Pastor's Retreat	1,000
5320.01	Sessions Records Review	1,000

CPC Total 5,000

### **Ministry Development & Education**

6140.01	Mileage and Operations	2,000
6141.01	Ministry Development	2,000
6142.01	Education	2,000

6,000

**Commission for Comm. Ruling Elders**

5530.01	CRE Training	5,000
	MDE Total	<b>5,000</b>

**Ministry Resource**

5610.01	Operations	500
	MR Total	<b>500</b>

Total Presbytery Ministry Team Expenses **61,900**

**Staff Expenses**

7210.01	Stated Clerk & Mission Coord Salary	48,000
7215.01	Social Security	3,672
7217.01	Pension & Insurance	17,280
7220.01	Travel	12,000
7225.01	Professional Expenses	1,000
7230.01	Continuing Ed	1,000
		<b>82,952</b>

7780.01	Treasurer Salary	5,200
7782.01	Treasurer Travel	1,000
		<b>6,200</b>

7750.01	Communicator	5,200
7757.01	Professional Expenses	500
		<b>5,700</b>

7710.01	Administrative Assist. Salary	23,442
7715.01	FICA	1,950
		<b>25,392</b>

7770.01	Bookkeeping (Synod Financial Services)	4,000
		<b>4,000</b>
	Total - Staff Expenses	<b>124,244</b>

**Office Expenses**

7810.01	Supplies	2,000
7820.01	Postage	2,000
7830.01	Telephone/Web Site	2,500
7845.01	Background Checks	500
7850.01	Equipment Repair	1,000
7855.01	Maintenance Agreement	500
7870.01	Rent	9,000
7880.01	Miscellaneous	1,000
		<b>18,500</b>

Office Expenses **18,500**

**Total Revenues 304,000**

**Total Expenses 323,502**

**Net Income -19,502**

**Moderator's Report  
Presbytery of South Dakota  
February 2019**

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!

The Peace of Lord Jesus Christ be with you all!

Steven

**STATED CLERK AND TRANSITIONAL MISSION COORDINATOR REPORT**  
**February 22, 2019**

**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 May 1.

**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.

## ADMINISTRATION AND COORDINATION MINISTRY

February 22, 2019

*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.** This motion will be sent forward to Presbytery for final approval.

### GA Amendment Recommendations (on Consent Agenda)

A&C moves the following voting on the amendments presented from the General Assembly:

18-A – Approve	18-E – Approve
18-B1 – Approve	18-F – Approve
18-B2 – Approve	18-G – Approve
18-C – Disapprove	18-H1 – Approve
18-D – Approve	18-H2 – Approve

### Job Descriptions for Staff (on Consent Agenda)

A motion is made to update the Administrative Assistant's job description, which would include a title change to Office Manager. Updated description is Appendix A.

A motion is made to update the job description of the Transitional Mission Coordinator, including the elimination of "transitional" from the title. Updated description is Appendix B.

### Editorial Actions to the By-Laws and Manual of Administrative Operations (all on Consent Agenda)

A motion is made to update the By-Laws and Manual of Administrative Operations. Words to be deleted are shown with a strikethrough. New wording is italicized and shown in red. Appendices C and D. This motion will be sent forward to Presbytery for final approval.

### Diane Janssen Hemmen

Moderator of Administration and Coordination Ministry

## APPENDIX A

### 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.

## **APPENDIX B**

### 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.

## APPENDIX C

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

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

The present By-Laws contain this provision:

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

The Vice Moderator is nominated by the nominating committee, is an **ex-officio member** of Administration and Coordination, and is expected to attend the National Moderators' Meeting.

The intent was that the Vice-Moderator have voice, but not vote just as an earlier provision of the By-Laws provided that the Moderator would be an *ex officio* member of A&C *without* vote. However, in what appears to be a misunderstanding of the meaning of *ex officio*, there was no specification of whether the V-M would have a vote.

*Robert's Rules of Order Revised*, in the current (11<sup>th</sup>) edition, page 483 line 20 to page 484 line 10 explains the concept of *ex officio* membership on a Board and cites a related consideration of *ex officio* members of a committee found on page 497 lines 20-29. In both instances, the default condition is that the *ex officio* member is a *member* with all the rights and privileges of such membership, including the right to vote and make motions, but (in some instances) may not have the *obligations* or responsibilities of membership.

The common misunderstanding is that "ex officio" *means* "without vote," but the contrary is true; "ex officio" means *with* vote, but because of the office held.

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*
- c. Prepare the agendas and make other arrangements for the stated meetings of Presbytery in cooperation with Administration and Coordination's Sub-Committee on Planning (Feb. 28, 2014)

## APPENDIX D

### Proposed changes to the Manual of Operations of the Presbytery of South Dakota

## 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**

### **This is a provision in the current Manual:**

**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.

## CAMPING AND FAITH FORMATION

Last June, in Miller, we introduced the preliminary master plan for the redevelopment of Camp Rimrock. This plan gave us a long range view of what the camp might look like some day. Since that time, we have focused our attention on what we feel is the first step toward expanding our ministry and ensuring sustainability – a two-story retreat center.

We are excited to have the opportunity - at the camp – to present more details of this exciting piece of our future; and to receive your ideas and your partnership with us moving forward. We have invited Scott Henderson to present information regarding some of the national trends in camping ministries; and, along with the Commission, answer some of the questions you may have. Jason will also be introducing the concept of the retreat center by summarizing his Capstone project that he produced in attaining his national certification for Compass Points (He will explain this journey in greater detail!).

We look forward to seeing everyone and will be praying for good weather and safe travels!

**Presbytery Report- February 22, 2019**  
**Congregational and Pastoral Care Ministry**

**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.

## CPC Recommendations regarding Vacation, Study Leave and Ministry Expenses

The Congregational and Pastoral Care Ministry Team makes the following recommendations to churches and pastors regarding vacation time, study leave and ministry expenses:

1. Vacation and study leave be granted and recorded in days instead of weeks. The traditional “four weeks” of vacation should be recorded as “20 days” for pastors who work a five-day week, and 24 days for pastors who work a six-day week. The 20-24 days would normally include 4 Sundays. Normal “days off” are not to be counted as vacation days. **Vacation does not need the approval** by the session, however, a pastor is wise to inform the session of upcoming vacation plans as far in advance as possible. Typically, vacation is **not cumulative**. It is a “use it or lose it” each year. However, there is nothing to prevent a congregation from approving carrying vacation days into a new year, or giving a “bonus” to a pastor for unused vacation. Such a bonus would be taxable income to the pastor.
2. Study leave and a study allowance should also be given in days instead of weeks. The traditional “two weeks” of study leave should be recorded as either “10 or 12 days”, including 2 Sundays. Study leave and a study allowance are both cumulative for three years and three times the amount. Unlike vacation, study leave and its purpose **are approved by the session**. The session may also recommend certain areas of study to the pastor to improve the pastor’s skills in a particular subject.

Note: These are **minimum** guidelines. A congregation is free to offer and approve more vacation and study leave days.

3. All churches should establish a **Reimbursement policy** for clergy and CREs serving in the clergy role. Pastors and CREs should submit vouchers requesting reimbursement for travel and ministry expenses to the session on a monthly basis. By IRS rule, expenses must be submitted for reimbursement within 60 days of the expense to avoid becoming taxable income. **Expenses reimbursed after 60 days become taxable income to the recipient.**
4. Also, the **2017 tax law** regarding ministry expenses still considers clergy business-related meals (such as the meal at a Presbytery meeting or a meal with prospective church members) to be a reimbursable expense, *as long as the meal is not considered lavish or extravagant*. However, other entertainment expenses are generally not reimbursable. These include sporting events, theaters, golf and athletic clubs, country clubs, night clubs, and fishing trips. **Please note**, for all matters related to clergy expenses it is best to consult your tax advisor/preparer.

Finally, clergy are considered professionals and thus exempt from overtime pay. Traditionally, most clergy have worked more than a 40-hour week. 50+ hours a week have been much more common as there is never an end to the clergy day. Clergy are “on-call” and expected to respond to emergencies and crises at nearly any hour of the day or night. It comes with the profession. Congregations would be advised to make allowance for some “comp time” to pastors in the days after a particularly stressful week.

## Ministry Development and Education (MDE) Report February 2019

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 new 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 Popen.

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...

Respectfully submitted,

Bob Jacobs, MDE Chair

Out of the  
BELIEVER'S  
Heart

Presbyterian Women in the Presbytery Spring Gathering

**When:** Saturday, April 27, 2019

**Where:** First Presbyterian Church in Brookings

**Time:** 10:00 a.m.      **Registration** begins at 9:30 a.m.

**Cost:** \$15.00 for the day. Includes morning and afternoon refreshments and lunch

**Worship Leader:** Ann Spitzenberger, a CRE from Brookings and currently serving the Second Presbyterian Church in Flandreau, will lead the Service of Worship with Communion and give the message on the theme from John 7:38.

**Message of Mission:** Jeanne Jones Manzer, a member of the Presbyterian Church in Brookings, is part of a grassroots group of citizens in Brookings, which formed in 2018 to welcome Latinos moving into the county to work in agricultural enterprises.

**Disaster Preparedness:** Linda Barnett, a member of the Presbyterian Church in Brookings, and PDA-PW Disaster Preparedness Trainer, will present information on Presbyterian Disaster Assistance for individuals, families, and congregations.

**Bring Special Offerings:** Birthday, Least Coin, and Cents-Ability .... **Bring Necrology Report**  
A Special Offering will be taken for a designated mission.

**Looking Ahead**

Presbyterian Women in the Synod Gathering

Out of the believer's heart shall flow streams of living water. John 7:38

**When:** June 20-23, 2019

**Where:** Gateway Hotel and Conference Center in Ames, Iowa

**Registration:** \$200.00 received by June 1, 2019 ..... Register for rooms separately

**Begins:** Thursday, June 20<sup>th</sup> at 3:00 p.m. and concludes Sunday morning, June 23

**Registration Booklets** are available on-line and/or contact Trudi Nelson, PWP Moderator

**Scholarships** from PWP-SD are available.

For any information:    **Email:** [nelsont@svtv.com](mailto:nelsont@svtv.com)      **Phone:** 605-636-9287    **Cell:** 605-480-0560

**Worship Leader**

**Ann Spitzenberger:** Ann returned to school at South Dakota State University as a non-traditional student, receiving her degree in 1998 in Music Education. From 1999 -2006, she taught music at the Flandreau Indian School, and left when the music program was cut. From 2007-2018, Ann was the Assistant Coordinator for 3 years and the Coordinator for 8 years for HomeCare Services. During all these years, Ann had a passion for church work. She served as a pulpit supply for the Olivet Presbyterian

Church in Volga, and eventually served as a Commissioned Ruling Elder after completing the required classes through Dubuque Seminary in 2006. Ann served the Brookings Church as the interim pastor for 9 months. She has been the pastor of the Flandreau Second Presbyterian Church since July 2014. Ann and her husband Terry live in Brookings. They have one daughter and son-in-law and four granddaughters, who also live in Brookings.

### **Message of Mission**

**Jeanne Jones Manzer:** “For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.” Matthew 25:35-36.

A grass root group of citizens in Brookings was formed in 2018 to welcome the growing number of Latinos moving into the county to work in agricultural enterprises. The group is called Bienvenidas a Brookings, Spanish for “Welcome to Brookings”. This past year we have provided food, clothing, and minimal furniture. We have given rides to Immigration Court in St. Paul, Federal Court in Sioux Falls, and to the Immigration and Custom Enforcement Office in Sioux Falls. We helped facilitate English classes for Spanish-speaking people and helped find needed medical care.

Jeanne was baptized, confirmed and married in Second Presbyterian Church, Flandreau. For the past 39 years she has been a member of the Presbyterian Church in Brookings. She has taught Sunday school classes, sung in the choir, served as a Deacon and a Session Elder. Her career includes a reporter, a teacher, a non-profit publicist, and a volunteer. She is married to Tom, and they have two children and one grandson.

### **Presbyterian Disaster Assistance**

**Linda Barnett:** In South Dakota we don’t consider cold weather a disaster, mostly it causes emergencies. But it happens every year. It can feel like a disaster to a church whose pipes burst due to freezing weather, or to a family whose furnace goes out, or one whose car won’t start, and they must go somewhere. What kind of plans do we have for such occurrences?

Disaster preparedness happens when you decide to reduce the suffering that disaster can cause to you and others. Doesn’t that sound like a mission of the church? Presbyterian Disaster Assistance (PDA) thinks so. The ministry of PDA is to enable congregations and mission partners of the PCUSA to witness to the healing love of Christ through caring communities adversely affected by crisis. Because being prepared is so important, PDA asked Presbyterian Women (PW) to train congregations and presbyteries in disaster preparedness. Being prepared can’t eliminate the chaos of a disaster, but it can reduce the chaos and the suffering.

Linda is a PDA-PW Disaster Preparedness Trainer, and will present information on PDA and disaster preparedness for individuals, families, and congregations. She is Ms. PW and has traveled to and participated in all levels of PW in the church from congregations, to presbyteries, to synods, to PW churchwide. She loves to travel. She is currently a member of the Presbyterian Church in Brookings and is a former member of the Presbyterian Church in Sioux Falls.