

STATED MEETING OF THE PRESBYTERY OF SOUTH DAKOTA

WESTMINSTER CHURCH

JUNE 23-24, 2017

The Presbytery of South Dakota of the Presbyterian Church (U.S.A.) held its Stated Meeting at Westminster Church in Rapid City, SD on Friday and Saturday, June 23-24, 2017.

CONVENING THE PRESBYTERY

The Presbytery was called to order by Presbytery Moderator, Jerry Luktemeier, at 1:02 P.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, John Armstrong, Donald Barbalace, John Barkett, Kristie Berglund, Andrew Crandall, Lisa Danielson, Barry Dawson, Chad Ensz, Rebecca Gresham-Kesner, David Halleen, Bob Jacobs, Diane Janssen Hemmen, Brian Jones, Rolly Kemink, Bala Khylllep, Cheryl Khylllep, Jeff Kintner, David Lick, Janice Palmer, John Pehrson, Richard Poppen, Val Putnam, Peter Reynen, Lori Robinson, Bob Savot, Kevin Veldhuisen, Carolyn Visser, Diane Wonnenberg.

Commissioned Ruling Elders: Lynn Hall, Gayle Janzen, Jil Jennewein, Steven Johnson, Jerry Lutkemeier, Carolyn Petik.

Commissioners: Judy Barnard - Bonilla, Stephanie Symens - Britton, John Pudwill - Emery, Joann Walker - Hot Springs, Diane Clayton - Huron, Jerry Petik - Keldron, Marv Gall - Lake Andes, Jeff Nelson - Madison, Martha Gesick - Marion, Martha Riggs - Martin, Nancy Pauly - Tuthill, Richard Palmer - Miller, Bob Sprang - Mitchell, Nina Ripley - Onida, Jane Alberda - Platte, Shari West-Twittero - Rapid City, Cindy Bailey - Sioux Falls First, Linda Jones - Sioux Falls Westminster, Brenda Tibbetts - Sioux Falls Westminster, Wanda Blair - Sturgis, Holly Butrum - Veblen, Cheryl Van Asperen - Wessington, Alana Hansen - Wilmot, Gary Pribyl - Wolsey, Deb Johnson - Yankton.

Other Voting Members: Larry Froistad, Jim Hulbert, Trudi Nelson.

Others in Attendance: Jeannie Armstrong, Keith Butrum, Shelly Dawson, Tyann Jones, Ken Green, Kelly Leonard, Denise Lutkemeier, Camille Reynen, Shirley Scotter, Veronica Trezona, Paula Zavitz.

QUORUM

Moderator Lutkemeier declared the presence of a quorum with:

Teaching Elders: 29

Commissioned Ruling Elders: 6

Commissioners: 24

Other Members of Presbytery: 3

VOTING MEMBERS PRESENT: 62

AGENDA

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

INTRODUCTIONS

Ruling elders present for the first time: Wanda Blair, Sturgis; Nancy Pauly, Martin; Nina Ripley, Onida; Alana Hansen, Wilmot; Stephanie Symens - Britton.

MILEAGE COMMITTEE

Moderator Lutkemeier appointed the following to the mileage committee: Rev. Kristie Berglund and CRE Gayle Janzen.

CONSENT AGENDA

Moderator Lutkemeier 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. A motion is made to increase the membership of the Permanent Judicial Commission from eight (8) members to nine (9) members in order to adhere to General Assembly recommendations. This will make a change to the Manual of Operations.
3. A motion is made to amend the Presbytery By-Laws that each Ministry may, at their option, elect a vice-moderator.
4. A motion is made to approve the job description for the Presbytery Administrative Assistant position. Appendix A.

WORSHIP AND THE LORD'S SUPPER

Scripture: Psalm 145:1-13; Ephesians 4:1-8, 11-16.

Sermon: Rev. Lisa Danielson

REPORTS FROM PRESBYTERY OFFICERS AND STAFF

Stated Clerk and Interim Mission Coordinator Report

Presbytery Office Move

The Presbytery Office will be moving to the office suite next door to us. The move will happen later this summer and an announcement will go out once the move has occurred. The move will reduce our office space to a more appropriate size for our operations and save the Presbytery \$3,600 a year.

Clerk of Session Trainings

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

October 28, 2017 – Sioux Falls

November 18, 2017 – Pierre

Presbytery of SD Membership

Total membership of active members, based on 2016 statistics, within the Presbytery of South Dakota is 6,297. We gained 276 members, lost 282 to death or certificate transfer, and 288 listed as “other” losses. The “other” category is traditionally used for churches cleaning their rolls. With that in mind, the difference in actual membership may more accurately be presented as 6 true losses in 2016.

Minister Transactions

The following minister transactions have been completed and are registered with the Office of General Assembly: Dave Ullom to Prospect Hill. Jack Whetzel passed away and has been removed from our rolls.

Synod Minutes Review

I attended the annual synod minutes review for all of the stated clerks within the Synod of Lakes and Prairies. The minutes of the Presbytery of SD have been approved with 2 exceptions, which have been corrected.

ADMINISTRATION AND COORDINATION MINISTRY

The following actions of A&C Ministry are taken from the minutes of April 7 and June 2, 2017 minutes

Actions taken on behalf of the Presbytery**Vetal Church sale**

The \$1000 received from sale of the Vetal Church property was placed in the Church Development/Redevelopment Fund.

Per Capita Apportionments

The Stated Clerk was given permission to report late adjustments to reported memberships within memberships that impact their per capita apportionments.

Office Lease

The Presbytery office will be moving to a space next to the current office at a savings of \$3,600 per year. Rent will be \$700 a month for a two (2) year lease.

Two Member Teams

A motion was made that as congregations request assistance from the Presbytery with their ongoing life and mission, or a ministry of the Presbytery deems necessary, it will be our policy to send two or more representatives.

For Presbytery's Information

A motion that all monies invested in CD's with various banks will, as they mature, be invested in our New Covenant Fund within the Presbyterian Foundation. Members of the Budget and Finance sub-committee, in consultation with our representative from the Foundation, will decide how those funds are invested.

A motion to add Deb VanOvershelde, with authority to transfer, and Kevin Veldhuisen, without authority to transfer, to all bank accounts. In addition, Ruth Perry and Evelyn Reynen will be removed from all accounts.

A motion to change recommended percentages of allocated mission money for Presbytery, Synod and GA. Change for Presbytery is from 60% to 80%, Synod from 23% to 13% and GA from 17% to 7%. This offers an annual increase in Presbytery mission income of approximately \$34,666.

For Presbytery Action

A motion was made to increase the membership of the Permanent Judicial Commission from eight (8) members to nine (9) members in order to adhere to General Assembly recommendations. This will make a change to the Manual of Operations.

A motion to amend the By-Laws that each Ministry may, at their option, elect a vice-moderator.

A motion to approve the job description for the Presbytery Administrative Assistant position.
Appendix A

At this time Stated Clerk Kevin Veldhuisen was asked to leave the room and Rev. Don Barbalace was named stated clerk pro tem.

A motion to hire Kevin Veldhuisen as Mission Coordinator, after lengthy discussion, was **tabled until the October 27, 2017 meeting of presbytery.**

At this time Kevin Veldhuisen returned and assumed his responsibilities as stated clerk.

CONGREGATIONAL AND PASTORAL CARE MINISTRY TEAM

Actions taken on behalf of the Presbytery

CPC approved the reception of The Rev. Peter Reynen as a Member-at-large.

CPC approved John Pehrson as representative to the Board of Pensions' consultation in May 2017. Expenses to be paid from Bicentennial Fund.

CPC approved Interim Pastor Covenant Agreement between the Board of Trustees of the United Churches of Hot Springs, SD and the Rev. Dr. John Pehrson. Terms:

- May 1, 2017 – October 31, 2017, renewable for up to 5 1/2 months.
- Cash Salary: \$8,400
- Housing: (Free use of parsonage as necessary for overnight lodging)
- Vacation: 10 days, including 4 Sundays
- Automobile reimbursement at IRS rate (currently \$0.35) including commuter mileage from Rapid City.
- Part-time position, 20 hours weekly.

CPC approved Session of First Presbyterian, Onida, to call a meeting of the congregation, April 2, 2017, to act on dissolution of the pastoral relationship with The Rev. Roland Kemink, effective June 30, 2017. The Rev. Roland Kemink is retiring June 30, 2017. The session is granted permission to allow the congregation to elect a PNC.

Administrative Commission for First Presbyterian Church, Aberdeen, has been granted permission to call a meeting of the congregation to elect a PNC. The PNC will include five (5) members of the congregation, plus two (2) advisory members from the commission.

CPC appointed The Rev. John Armstrong, to be moderator of Onida, beginning July 1, 2017.

CPC appointed The Rev. Dr. David Halleen, to be moderator of Westminster Presbyterian Church, Sioux Falls, effective immediately.

CPC approved RE Ember Dady and RE Cheryl Jenner, to serve communion in the Sisseton/Veblen congregations.

CPC appointed TE Val Putnam and Wes Putnam to conduct exit interviews with session of Spencer Memorial, Lemmon, and with Ed Timmerman.

CPC appointed TE Dick Poppen, moderator for Endeavor Presbyterian, Fedora.

CPC approved the Call of First Presbyterian, Brookings, to The Rev. Nina Lashari Westfall, along with the terms. CPC voted to receive her as member of Presbytery of South Dakota, pending her transfer from Boise Presbytery. She will begin September 1, 2017. Terms of Call: Effective Cash Salary, salary and housing - \$46,000; Car Allowance (vouchered at IRS rate) – up to \$2500; Professional expense (vouchered) – up to \$1250; Study Leave – up to \$1500; Full pension benefits; ½ Self-Employment Tax; 2 weeks study leave; 4 weeks personal vacation; moving expenses (vouchered) up to \$3000, additional expense negotiable.

CPC approved following Ruling Elders of Wildflower Presbyterian to celebrate sacrament of Lord's Supper: Joe Van Holland, Diane Anderson, Larry Anderson, Mary Lambert. The Rev. Don Barbalace provided the training.

CPC approved the MIF for Hot Springs United Church. PNC will now upload MIF into CLC and begin processing candidates for church.

CPC approved receiving the Rev. Everett Bosch, Honorably Retired, as member of Presbytery, pending receipt of papers from Stockton Presbytery. He and his wife currently attend First Presbyterian, Sioux Falls.

CPC approved the transfer of The Rev. David Ullom, to Prospect Hills Presbytery. Dave has received a call to serve as pastor of First Presbyterian Church, Estherville, Iowa, beginning July 1, 2017.

CPC approved the Pulpit Supply List developed by Shari. It will be inserted in Directory.

For Presbytery's Information

CPC is now responsible for Session Minutes/Records review of member churches. RE Shari West-Twittero, CPC and RE Brenda Tibbets, Westminster, Sioux Falls, will provide leadership for this task.

Moderator reported letter The Rev. Denzel Nonhof sent to Session of First Presbyterian, Sturgis, announcing his retirement, January 15, 2019. John Pehrson and Shari West-Twittero will arrange meeting with Session to discuss transition issues. Denzel has stated intention to remain in Sturgis area following retirement.

Meleta DeJong and Lori Robinson reported exit interviews for Session of Onida Presbyterian and with The Rev. Rolly Kemink. The Rev. John Armstrong will begin as Moderator, July 1st. Transition proceeding smoothly. PNC working on preparation of MIF.

Kevin Veldhuisen reported on need to review Presbytery need for Boundary/Sexual Misconduct/ Harassment training, to comply with denomination requirements and insurance liabilities. CPC approved plan to present this need to June meeting of Presbytery and inform commissioners that a plan of action will be presented at October meeting of Presbytery.

MINISTRY RESOURCE

The following slate of nominations (listed in **bold**) was **approved**:

Nominee	Class	Notes	
Administration and Coordination, 15 members (Trustees)			
Jerry Lutkemeier*	Moderator	RE	Past moderator of POSD
Susan Wismer	2020-2	RE	
Larry Froistad	2020-2	RE	
Martha Gesick	2020-1	RE	
Bala Khylllep	2020-2	TE	
Peter Reynen	2020-1	TE	
Janice Palmer	2018-1	TE	
Lisa Danielson	2018-1	TE	
Gary Pribyl	2018-1	RE	
Trudiann Nelson	2018-1	RE	
Carolyn Visser	2018-2	TE	
Don Barbalace	2019-1	TE	
Rolly Kemink	2019-1	TE	
Jim Hulbert	2019-1	RE	
Brian Jones	2019-2	TE	
Gayle Janzen	2019-2	RE	
Debra VanOverschelde	RE		Ex Officio w/o vote (Treasurer, P2-6.D7)

Camping and Faith Formation, (9 members) Three terms are allowed.

Dick Palmer	2020-2	RE	
Jeffrey Kintner	2020-1	TE	
Rolly Kemink*	2018-2	TE	
Paula Zavitz	2018-2	RE	
Dick Poppen	2018-1	TE	
Kennen Barber-Ensz	2019-1	TE	
Dawn Meink	2019-1	RE	
John Armstrong	2019-3	TE	
Don Nolting	2019-3	RE	
Dennis Erickson		RE	Co-opted

Congregational and Pastoral Care Committee, 14 members

John Pehrson*	2019-1	TE	(moderator)
David Lick*	2020-2	TE	(vice moderator)
Carolyn Petik	2020-2	RE	
Terence Drew	2020-2	TE	
Paul Penn	2020-1	RE	
Kay (Boots) Johnson	2020-1	RE	
Steve Allman	2018-1	TE	
Meleta DeJong	2018-2	RE	
Nathan Esser	2018-1	TE	
Lori Robinson	2018-1	TE	
Gale Filipek	2018-1	RE	
John Barkett	2019-1	TE	
Shari West-Twitero	2019-2	RE	
Ann Spitzenberger	2019-2	CRE	

Ministry Development and Education (12 member)

Steve Johnson*	2020-2	CRE
Bob Sprang	2020-1	RE
Rebecca Kesner	2020-1	TE
Andrew Crandall	2020-1	TE
Cheryl Khylllep	2020-2	TE
Peggy Davidson	2018-1	RE
Dr. James Foster	2019-1	TE
Vicki Wahl	2018-2	TE
Linda Jones	2018-1	RE
Eric Noyes	2019-1	RE
Vacant	2019-1	RE
Pat Hammond	2019-1	TE

Permanent Judicial Commission, 9 members

Brian Jones	2018	TE
John Pudwill, Jr.	2018	RE
Ann Spitzenberger	2018	CRE
Tacey Braithwaite	2020	RE
Meleta DeJong	2020	RE
Maurice Jones	2020	RE
Don Barbalace*	2022	TE
Terry Drew	2022	TE
Carolyn Visser	2022	TE (new seat added earlier in meeting)

Response Coordination Team, 6 members

Pat Hammond*	2020-3	TE
Peri Erdmann	2020-1	CRE
Kay Neller	2018-2	RE
Rod Parry	2018-2	RE
Steve Allman	2019-1	TE
Connie Klaudt	2019-2	CRE

POSD Moderator

Rev. Dr. Diane Jansen Hemmen	TE
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POSD Vice-Moderator

John Armstrong	2018	TE
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Synod Commissioners

Janice Palmer	2020-1	TE
Jerry Lutkemeier	2020-1	RE

Stated Clerk, second 3-year term

Kevin Veldhuisen	2020-2	TE
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NECROLOGY REPORT

The Necrology Report was read aloud in honor of the leaders who passed in 2016. Appendix B.

INSTALLATION OF OFFICERS

Moderator Jerry Luktemeier led a service of installation to installed Rev. Diane Jansen Hemmen as Moderator of the Presbytery of South Dakota.

MILEAGE COMMITTEE

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

Total Miles Driven: 18,253
Mileage subtotal: \$2,555.44
Donated to POSD: \$290.36
Final Cost: \$2,265.08

NEW BUSINESS

A motion was made that Diane, Jerry and Jim to provide up to \$15,000 in Board of Pension benefits to Kevin Veldhuisen for his full-time employment through the October 27, 2017 meeting of presbytery. **Motion approved.**

A motion was made to petition the Board of Pensions to waive the vacancy dues for Onida Presbyterian. **Motion approved.**

NEXT MEETING

Moderator Janssen Hemmen announced the next meeting will be October 27, 2017 at Emmanuel Presbyterian in Marion, SD.

ADJOURNMENT

Moderator Diane Janssen Hemmen **adjourned** presbytery at 11:55 AM with prayer.

Respectfully Submitted:

Kevin Veldhuisen
Stated Clerk

APPENDIX A

PRESBYTERY ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION (June 23, 2017)

A. TITLE:

Administrative Assistant (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 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. Sort mail daily, tracking and responding to pieces requiring immediate attention.
4. Maintain files of the presbytery.
5. Work with Communication Subcommittee and staff to maintain calendar and website.
6. Oversee the purchase of office supplies.
7. Notify Presbytery members, A&C and ministry committee members of meetings, conference calls, etc.
8. Copy and distribute materials as requested.
9. Prepare reports, as needed for A&C and Presbytery meetings.
10. Prepare directories for Presbytery A&C, Presbytery ministries, pastors and churches.
11. Order meals for all meetings scheduled at the Presbytery office, as requested.
12. Maintain computer address list for mailings.
13. Deposit checks.
14. Help auditors as necessary.
15. Scan deposit information and e-mail to treasurer.
16. Scan approved vouchers and bills and e-mail to treasurer.
17. Prepare materials for registration and serve as Presbytery registrar at Presbytery meetings.
18. 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

2016 Necrology Report

<u>Church</u>	<u>Name</u>	<u>Date of Passing</u>	<u>Comments</u>
Aberdeen, First	Richard Earl Huffman, Jr.	December 19, 2016	Elder since 1971
Avon, First	William D. Pier	August 31, 2016	Elder since 1995
	Kenneth Ray	October 5, 2016	Elder since 1996
Bison, First	Donald McKinstry, Sr.	March 24, 2016	Elder since 1961
	Audrey Lane	May 18, 2016	Elder since 1991
Brookings, First	James Roden	July 22, 2016	Elder since 1975
	Marlynn Broksieck	December 4, 2016	
Hot Springs, United	Paul Schucardt	November 11, 2016	Elder
	Lola Francies	November 1, 2016	
Huron, First	Earl Nordby	March 1, 2016	Elder since 1959
	Darel Peterson	August 30, 2016	Elder since 1998
	Wendell "Jack" Duxbury	August 28, 2016	Elder since 1963
	Edmund Leroux	November 16, 2016	Elder since 1970
	Oliver Nicholas	December 8, 2016	Elder since 2000
	Iris A. Brown	December 13, 2016	Deacon and 70 year member of FPC
Lead, First	Bonnie Northey	July 7, 2016	Beloved Deacon and PW member
Mansfield, First	LaVaun Palmer		
Marion, Emmanuel	Myrtle Rasmussen	July 24, 2016	Elder since 1999
Martin, Lindsey Memorial	Deloris Nelson	July 4, 2016	
McIntosh, First	LeAnn Hughes	July 9, 2016	Active in SS, VBS, Youth, Food Pantry
Miller, First	Doris Jones	October 15, 2016	Elder since 1979
Mitchell, First	Richard Marken	April 27, 2016	
	Darwin Buus	June 16, 2016	
Platte, Olive	Armand Sluiter	June 23, 2016	Elder since 1972
Onida, First	David Trumble	April 20, 2016	Elder since 1966
Sisseton, First	Wesley M. Hanson	August 16, 2016	Elder since 1977
Sioux Falls, First	Deborah Larson	January 26, 2016	Elder since 2002
	George Nelsen	February 10, 2016	Elder since 1987

	Charline Smith	January 5, 2016	Faithful Member for 69 years
	Tom Brady	January 26, 2016	Faithful Member and Deacon
	Christopher Larson	March 23, 2016	Faithful Member
	Laura Hoffman	March 24, 2016	Faithful Member for 70 years
	Kathryn (Kay) Kron	April 21, 2016	Faithful Member
	David Dixon	April 22, 2016	Faithful Member
	Howard Gray	May 23, 2016	Faithful Member
	Floyd Smith	July 11, 2016	Faithful Member and Deacon
	Esther Gruneich	November 3, 2016	Faithful Member
	Billee Girton Robinson	November 23, 2016	Faithful Member
Sioux Falls, Westminster	Jarl Brokaw	January 12, 2016	Elder since 2012
	Gladys Mathers	March 11, 2016	Elder since 1974 (charter member)
Sioux Falls, Wildflower	Siena Hawkins	March 10, 2016	
	Dale Klutmon	December 14, 2016	Elder since 1984
	Arlene Lewis	May 11, 2016	Elder
	Lorraine Schmidt	April 11, 2016	
	Pete Van Regenmorter		
Tuthill, Community	Charles Joseph Tutsch	July 20, 2016	Elder since 1965
Veblen, First	Ramona Baldwin	February 5, 2016	Elder
Wessington, First	Robert Duxbury	June 11, 2016	Elder since 1983
Wilmot, First	Darold Duane Davis	January 1, 2016	Elder since 1966