

**PRESBYTERY OF SOUTH DAKOTA BYLAWS**

**B1. ARTICLE I - NAME, PURPOSE, AND CORPORATION**

**B1-1. NAME**

The Presbytery shall be known as the Presbytery of South Dakota of the Synod of Lakes and Prairies of the Presbyterian Church (U.S.A.)

**B1-2. PURPOSE (MISSION STATEMENT) (6/28/2014 changed)**

The Presbytery of South Dakota exists to establish, equip and encourage congregations to do the work of Jesus Christ.

**B1-3. AUTHORITY**

The Presbytery of South Dakota shall have the responsibility and authority as prescribed in the *Book of Order* (G-3.0301)

**B1-4. CORPORATION**

The Presbytery of South Dakota is incorporated under the laws of the State of South Dakota. The Presbytery of South Dakota is a corporate expression of the Presbyterian Church (U.S.A.) in the state of South Dakota consisting of all of its particular congregations and teaching elders within the boundaries of the State of South Dakota with the exception of any particular congregations and teaching elders within Big Sioux Township of Union County and any who are members of the Presbytery of Dakota.

**B1-4.1. TRUSTEES**

The trustees of the corporation are the elected members of Administration and Coordination (A&C) of the Presbytery of South Dakota. The officers of the corporation shall be the moderator of A&C (president), the Stated Clerk (secretary), and the treasurer of the Presbytery of South Dakota. Ex officio members of A&C are not voting members of the trustees. The trustees are amenable to Presbytery and have no inherent authority on their own, but exercise only that authority delegated to them by the Manual of Operations and the actions of the Presbytery of South Dakota. **(February 24, 2017)**

**Duties of Trustees (February 24, 2017)**

- a. Nomination of members to serve on the Presbytery Ministry Resource
- b. General oversight and endorsement of major real property changes by congregations and all entities of the Presbytery to include the following actions: to receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the Presbytery, and execution of whatever legal documents may be needed to effect such transactions (G-4.0101)
- c. Provide for insurance on all real property and liability insurance for the Presbytery entities and its officers
- d. Oversight of the filing (through the Presbytery Stated Clerk) of corporate reports as may be required by the State of South Dakota or other government entities
- e. Oversight of all legacies, bequests, and gifts of any nature, real or personal, given, devised, or bequeathed to the Presbytery and to use, manage, and convey the same under direction and instruction of the Presbytery and in accordance with instructions of the donor.
- f. General supervision of the Presbytery Treasurer
- g. General oversight of the stated clerk
- h. Provide for financial oversight, management, accounting, annual financial review, and audits (as needed) for all Presbytery funds
- i. Prepare an annual budget for adoption by the Presbytery
- j. Be responsible for stewardship of Presbytery funds and special offerings, remitting them as required by their stated purpose
- k. Approve vouchered expenses up to the amount budgeted
- l. Approve transfer of excess funds from one budget line item to another
- m. Such other tasks as Presbytery may assign

**B1-4.2. OFFICE**

There shall be a single Presbytery of South Dakota Office which shall be the headquarters office for all matters representing the Presbyterian Church (U.S.A.) in the state of South Dakota as required by state law and shall be known as the Presbytery Office. If it is necessary for the stated clerk to maintain a separate office, the stated clerk shall arrange for these services and there should be an annual review.

**B2. ARTICLE II - MEMBERSHIP**

**B2-1. MEMBERS**

The membership of the Presbytery of South Dakota shall be as defined and prescribed in the *Book of Order* (G-3.0306)

When the presbytery meets, each congregation shall be represented by a ruling elder commissioned by the session with the following provisions:

Congregations with membership over 500 shall be represented as follows:

501-1000 –two ruling elders

1001-1500—three ruling elders

**B2-3. CORRESPONDING MEMBERS**

Teaching or ruling elders in good standing in other bodies of the Presbyterian Church (U.S.A.) or in any other Christian church, who are present at any meeting of Presbytery, may be invited to sit as corresponding members, with voice but without vote.

**B3. ARTICLE III - OFFICERS AND THEIR DUTIES**

**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. The term of office shall be for one year or until the successor shall have been named. The moderator shall be ineligible to serve two successive terms. (Feb. 28, 2014)

**B3-1.1. DUTIES OF THE MODERATOR**

Duties of the moderator are listed in the Presbytery Moderator Position Description, P2-4.

**B3-1.2. POST-MODERATORIAL DUTIES**

Immediately upon relinquishing office, the moderator shall become a member of and the moderator of the Council of the Presbytery of South Dakota for a term of one year and a member of Council the following year.

**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. The duties of the Vice Moderator shall be to serve in the absence of the moderator or when requested to do so by the moderator. The Vice Moderator shall perform such other duties as assigned by the moderator. The Vice Moderator position shall be for one year. If the office of Moderator shall become vacant, the Vice Moderator shall assume that office for the remainder of the term. Ordinarily the Vice Moderator will be nominated to serve as the Moderator of the Presbytery of South Dakota the following year.

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

**B3-3. REGIONAL REPRESENTITIVES (changed February 2015)**

The moderator shall appoint Regional Representatives, one from each geographic quarter of the presbytery, to serve for one year beginning with the annual meeting of Presbytery.

**B3-3.1. DUTIES OF THE REGIONAL REPRESENTITIVES**

The duties of the Regional Representatives shall be to serve when requested to do so by the moderator.

**B3-4. STATED CLERK**

The Presbytery of South Dakota shall elect a stated clerk for a term of three years and Presbytery may re-elect the stated clerk to additional terms if it so desires. A review and evaluation of the stated clerk's performance shall be made annually by Presbytery Council's Personnel Sub-Committee, which shall also make a recommendation concerning the stated clerk's salary to Council. Presbytery shall determine this salary upon recommendation from Presbytery Council.

**B3-4.1. DUTIES OF THE STATED CLERK**

The stated clerk shall perform all of the duties of the office described in *Book of Order* G-3.0104. In addition, the stated clerk shall perform the duties as listed in the Stated Clerk Position Description, P2-5.

**B3-5. TREASURER**

The Presbytery of South Dakota shall elect a Treasurer for a term of three years who shall also be the treasurer of the trustees of the Presbytery of South Dakota. Presbytery may elect the treasurer to additional terms if it so desires.

**B3-5.1. DUTIES OF THE TREASURER**

Duties of the treasurer are found in the Presbytery Treasurer Position Description, P2-6.

**B4. ARTICLE IV - ADMINISTRATIVE STAFF**

In conformity with *Book of Order* G-3.0106, Presbytery may employ administrative staff as it may desire. All staff shall be accountable to Presbytery through Administration and Coordination.

**B5. ARTICLE V - MEETINGS**

**B5-1. STATED MEETINGS**

The presbytery shall hold three stated meetings each year that shall ordinarily be held on

- A. The fourth Friday in February,
- B. The fourth Friday and Saturday in June, which shall be the annual meeting,
- C. The fourth Friday in October.

**B5-1.4. 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.

**B5-3. COMMISSIONS OF PRESBYTERY**

An administrative commission of Presbytery, to be appointed by the Presbytery Moderator, shall be composed of ruling elders and teaching elders in numbers as nearly equal as possible and sufficient to accomplish its work, but with no fewer than three members.

**B5-3.1. COMMISSION QUORUMS**

A quorum of an administrative commission shall be a majority of the appointed/elected members provided that one-third of the teaching elder members and one-third of the ruling elder members are present.

**B6. ARTICLE VI – ADMINISTRATION AND COORDINATION**

**B6-1. PURPOSE**

Presbytery shall elect a council, known as Administration and Coordination, that shall be the trustees of the Presbytery of South Dakota and that shall coordinate the mission and program of Presbytery.

**B7. ARTICLE VII - STANDING COMMITTEES**

**B7-1. STANDING MINISTRIES (adopted Oct. 28, 2016)**

Presbytery mission and ministry shall be implemented by the following standing ministries:

- A. Administration and Coordination
- B. Commission for Camping and Faith Formation
- C. Congregational and Pastoral Care
- D. Ministry Resource
- E. Mission Development and Education

In an effort for all voices to be heard, it is encouraged but not mandated, that one member of each ministry of the Presbytery of South Dakota be nominated and elected to Administration and Coordination.

Each ministry shall develop guidelines approved by the presbytery that shall be used by the ministry to do its work. Each ministry is to approach its responsibilities in keeping with the goals and associated objectives of the presbytery.

**B7-4. MEETINGS OF STANDING MINISTRIES**

Each standing ministry shall set its stated meetings with no less than two annually. Conference telephone calls or real time conferencing may be arranged as stated meetings. Within budgetary limitations, additional stated meetings may be arranged as necessary.

**B7-4.1. SPECIAL MEETINGS**

The moderators of the standing committees have the authority to call special meetings.

**B7-5. ADDITIONAL MEMBERS OF STANDING MINISTRIES (Oct. 28, 2016)**

A standing ministry of the Presbytery of South Dakota or its moderator may co-opt persons (ordained or non-ordained) to assist in its assignments. Such appointments shall be reported to the next stated meeting of Presbytery by each ministry. Co-opted persons are to be appointed to specific tasks, are temporary and are without vote on the ministry. The need and length of their service shall be dependent upon the specific task for which they have been co-opted and evaluated and approved by each standing ministry or its moderator on an annual basis.

**B7.5.1. MODERATORS OF EACH MINISTRY (Oct. 28, 2016)**

Prior to elections at Presbytery each ministry, with the exception of Administration and Coordination, is responsible for nominating their own moderator from within their membership, to be confirmed by the Presbytery, to serve for a term of one year, and is renewable for the length of their term on that ministry.

**B7-6. SPECIAL COMMITTEES**

Standing committees may recommend to Presbytery special committees within their areas of responsibility. When approved, the moderator of the standing committee shall appoint the members and moderator of the special committee. The members of the special committee shall be reported to Presbytery through the committee on nominations.

The moderator of Presbytery, the moderator of the committee on ministry, and the stated clerk are responsible for appointing an investigative committee or a committee of counsel if or when needed.

**B8. ARTICLE VIII - PERMANENT JUDICIAL COMMISSION**

**B8-1. MEMBERSHIP**

A Permanent Judicial Commission shall have eight members consisting of four ruling elders and four teaching elders elected in two classes of three members each and one class of two members. The classes serve six-year terms with one class elected every two years. No person who has served on the permanent judicial commission for a full term of six years shall be eligible for re-election until four years have elapsed after the expired six-year term. The permanent judicial commission shall meet and elect from its members a moderator and a clerk. (*Book of Order* D-5.0201).

**B8-1.1. RESPONSIBILITIES**

The permanent judicial commission for the presbytery shall have the responsibilities and follow the procedures as directed in the *Book of Order*, particularly D-5.0200.

**B12. ARTICLE XII - PARLIAMENTARY AUTHORITY**

**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.

**B13. ARTICLE XIII - AMENDMENT OF BYLAWS**

**B13-1. AMENDMENTS**

The Bylaws may be amended at any stated meeting of the Presbytery of South Dakota by a two thirds vote provided the proposed amendment was presented at the preceding stated meeting or by the committee on administrative review and included in the pre-meeting mailing of the meeting in which the action is to be taken.

**B13-2. NOTIFICATION OF MANUAL CHANGES**

The Presbytery of South Dakota shall annually remit changes in the “Manual of Administrative Operations” made as a result of the actions of Presbytery to its sessions and Synod.

**B14. ARTICLE XIV SPECIAL RULES OF ORDER**

**B14-1. SUSPENSION OF RULES**

To suspend a rule of order shall require a three-fourths vote of the members present and voting at that time, and such suspension shall apply for that particular meeting only.

## **P2. POSITION DESCRIPTIONS**

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

#### **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.

#### **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
  - 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 Administrative Assistant.

When necessary, the Mission Coordinator will have limited authority to make short-term decisions in consultation with moderators of the ministries involved.

**P2-2 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 team 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.

**P2-4. PRESBYTERY MODERATOR POSITION DESCRIPTION**

A. TITLE

Moderator of the Presbytery of South Dakota

B. PURPOSE

To fulfill the duties of the Moderator of the Presbytery of South Dakota as defined by the *Constitution of the Presbyterian Church (U.S.A.)* and the Presbytery of South Dakota's "Manual of Administrative Operations."

C. ACCOUNTABILITY

The moderator shall in all cases be accountable to the Presbytery of South Dakota, the body that elected her or him.

D. SPECIFIC DUTIES

1. Appoint four regional representatives to assist with regional needs and resources
2. Moderate all meetings of the Presbytery of South Dakota. This is to include services of ordination or installation of ministers of the Word and Sacrament. If the moderator is unable to moderate a specific meeting, arrangements shall be made for the vice-moderator or a regional representative to moderate the meeting.
3. Serve as the ceremonial representative of the Presbytery of South Dakota at ecumenical, civil, Presbytery or congregational activities to which the Presbytery of South Dakota is asked to send a representative. If the moderator is unable to attend a specific activity, arrangements shall be made for the vice-moderators to represent the presbytery.
4. Serve as an official legal representative for the Presbytery of South Dakota, along with the stated clerk and the moderator of Administration and Coordination (representing the trustees of the Presbytery of South Dakota).
5. Serve as ex officio member without vote on all standing ministries and program ministries, except on the Presbytery's Ministry Resource team.
7. Appoint installation commissions between meetings of Presbytery (Approved 10/22/99).
8. Plan Presbytery worship in coordination with Administration and Coordination and the Presbytery host.

E. TERM

The person is to be elected to a one-year term. The person may not ordinarily succeed herself/himself as Moderator of the Presbytery of South Dakota. The Moderator of the Presbytery of South Dakota shall ordinarily become the moderator of Administration and Coordination after his/her term as Presbytery Moderator has expired.

**P2-5. STATED CLERK POSITION DESCRIPTION (Effective February 2001)**

A. TITLE:

Stated Clerk (1/2 time, exempt, without benefits)

B. PURPOSE:

Fill the duties of the stated clerk as defined by the *Constitution of the Presbyterian Church (U.S.A.)* and the "Manual of Administrative Operations of the Presbytery of South Dakota."

C. ACCOUNTABILITY:

As an elected officer of the Presbytery of South Dakota, the stated clerk is accountable to the Presbytery of South Dakota through the personnel sub-committee.

D. SPECIFIC RESPONSIBILITIES OF THE STATED CLERK

1. Constitutional/Parliamentary Interpretation



- a. Give counsel and advice in matters of Presbyterian law, polity, as well as proper processes and procedures;
  - b. Ordinarily serve as parliamentarian at meetings of Presbytery and Presbytery's Administration and Coordination.
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;
    - 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)
  3. Meetings of Presbytery Administration and Coordination
    - a. Be secretary for Presbytery's Administration and Coordination.
    - b. Prepare the agendas and make other arrangements for the stated meetings of Presbytery's Administration and Coordination in consultation with the Presbytery Moderator, and the Presbytery's Administration and Coordination Moderator.
  4. Communications
    - a. Communicate in writing the actions of the presbytery and the presbytery council to all parties affected by that action.
    - b. Refer any communications addressed to the Presbytery of South Dakota to the appropriate ministry team.
    - c. Receive all resignations from officers, moderators, and committee members and refer these to the Ministry Resource.
  5. Maintenance of Records, Rolls and Directories
    - a. Direct the preparation, mailing and gathering of the annual review report form for all recognized categories of ministers in the presbytery and forward this information to the committee on ministry.
    - b. Maintain records of service and in cooperation with Ministry Resource's moderator, rolls of potential and eligible nominees for election/re-elections.
    - c. Maintain necrology on non-elder member rolls.
    - d. Insure the publication of an annual Presbytery directory.
    - e. Maintain an up-to-date register of the presbytery.
    - f. Preserve all documents of historical value to the presbytery.
    - g. Transfer members from the membership rolls of dissolved churches when requested or delete members from the membership rolls upon their death or after having been on the roll of Presbytery for one year. Members will be notified by letter prior to removal. (Feb. 28, 2014)
    - h. Request and monitor the submission of congregation's annual reports to Presbytery and General Assembly, prepare Presbytery's annual reports to General Assembly, and present to Presbytery a summary statistical report for the preceding year. (Feb. 28, 2014)
  6. Staff Services
    - a. Annually review the "Manual of Administrative Operations" and report to the committee on administrative review any recommendations for proposed amendments, and
    - c. Perform other duties within the scope of the position.

#### E. EVALUATION

In addition to an annual review conducted by the personnel sub-committee, there will be a comprehensive review prior to being nominated for a new term.

#### F. TERM

The stated clerk is elected for a three year term in accordance with guidelines adopted by the presbytery and is eligible for successive terms of office.

### **P2-6. PRESBYTERY TREASURER POSITION DESCRIPTION(Oct. 28, 2016)**

#### A. TITLE

Treasurer

**B. PURPOSE**

The person in this position shall serve as the Treasurer of the corporation in accordance with state and federal laws and the policies established adopted by the Presbytery of South Dakota in order carry out sound fiduciary practices.

**ACCOUNTABILITY**

The treasurer is accountable to the Presbytery of South Dakota through Administration and Coordination (A&C) and the sub-committee on Financial Policy and Budget Sub-Committee. The treasurer shall be covered by a surety bond at the expense of the presbytery.

The person serves in only this role and resigns from other commitments for the presbytery upon election.

**D. RESPONSIBILITIES**

1. Provide consultation for the establishment of financial systems and procedures.
2. Sign checks and authorize transfers when needed.
3. Consult regularly with the bookkeeper to determine cash position.
4. Prepare annual cash position statements for the presbytery's review.
5. Manage all Presbytery of South Dakota investments, maintaining a record of all transactions for review.
6. Receive and review monthly financial reports and provide analysis and interpretation to A&C.
7. Serve ex-officio in A&C in support of the Financial Policy and Budget Sub-Committee.
8. Approve all vouchers submitted for payment, verifying account number, proper approval, and appropriateness of expenses.
9. Prepare vouchers for Presbytery and A&C accounts that are line item approved—obtaining authorized signatures.
10. Help auditors as necessary.
11. Prepare a treasurer's report for Presbytery meeting.
12. Uphold the financial policies of the Presbytery of South Dakota

Discuss concerns/questions regarding the above with A&C's Financial Policy and Budget Sub-Committee.

**E. EVALUATION**

In addition to an annual review conducted by the personnel sub-committee, there will be a comprehensive review prior to being nominated for a new term.

**F. TERM**

This position is an elected three-year term. She/he may be re-elected as often as the Presbytery of South Dakota chooses.

**PRESBYTERY COMMUNICATOR (Oct. 28, 2016)**

**A. TITLE**

Presbytery Communicator

**B. PURPOSE**

To communicate stories of mission and ministry happening around the Presbytery of South Dakota through a variety of media, in order to connect our congregations, promote a spirit of unity, and inspire renewal throughout the Presbytery.

**C. ACCOUNTABILITY**

The Presbytery Communicator is called and employed by the Presbytery and is accountable to the Presbytery through the Administrative Coordination Ministry and its Communications Sub-committee.

**D. RESPONSIBILITIES**

The duties of the Presbytery Communicator are as follows:

1. Collect stories and photos from around the presbytery to share through various media
2. Design and publish the monthly (email) and bi-monthly (print) POSD newsletter
3. Implement and maintain a cohesive design package for all POSD communications
4. Develop and maintain the POSD website and social media communications
5. Participate in monthly moderators' calls

### **P3. POLICIES AND PROCEDURES**

#### **P3-0. TEMPORARY MEMBERS**

Persons qualifying under either of the following provisions shall be enrolled as temporary members during the time of such qualifications:

- A. Each ruling elder elected an officer, a moderator of a standing committee, a member of Administration and Coordination, Presbytery Vice Moderator, Presbytery Administrator, and a ruling elder moderating a session (per P3-5.2.9) shall be enrolled as a member of the Presbytery of South Dakota for the term of office whether or not commissioned by his/her session (*Book of Order*, G-3-0301).
- B. Ministers of other Christian denominations, serving in this presbytery, who have become members under the provisions of *Book of Order* (G-2.0506).

#### **P3-1. PRESBYTERY DIRECTORY**

The directory shall include names, addresses, and telephone numbers of: officers; staff; camps; members of Administration and Coordination and sub-committees; members of all Presbytery committees/commissions; Presbyterian Women of the Presbytery of South Dakota Coordinating Team; Youth Council; churches--their pastors with spouse's first name, their clerks of session, their commissioners to Presbytery; commissioners, youth advisory delegate and alternate to Synod ; youth advisory delegates and alternate to Synod; young adult advisory delegate and alternate to General Assembly; representatives to Synod, General Assembly and ecumenical groups; and the permanent judicial commission.

#### **P3-2. NECROLOGY**

##### **P3-2.1. TEACHING ELDER AND RULING ELDER NECROLOGY ROLL**

Information of the death of teaching elders and ruling elders shall be gathered for a necrology roll of the Presbytery of South Dakota for presentation at the annual stated meeting.

##### **P3-2.2. NON-ORDAINED NECROLOGY ROLL**

Sessions may request the recognition of non-ordained members on the necrology roll for outstanding service and Christian witness in their particular congregations to be reported to the annual stated meeting of the Presbytery of South Dakota.

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

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

The written call for a Presbytery meeting shall be sent six weeks prior to the Presbytery meeting. A written call for a special meeting of Presbytery shall ordinarily be sent at least two weeks in advance of the meeting.

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

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

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

The council 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.

##### **P3-3.4. CHANGE OF LOCATION OR TIME OF MEETING**

The moderator of Presbytery in consultation with the stated clerk shall have the discretion 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 worship. A communion service shall be held at 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.

**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 they shall be reported as absent. Retired teaching elders when absent shall be excused.

**P3-3.9. MILEAGE**

Mileage for meetings of Presbytery shall be paid according to the rate and guidelines found in Mileage and Expense Reimbursement Policy, P3-3.6.

Mileage for committee/commission volunteers carrying out committee/commission responsibilities shall be \$.375 per mile. (Feb. 28, 2014)

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

The one day meeting of the Presbytery of South Dakota ordinarily shall begin at 10:00 a.m. and adjourn at 5:00 p.m. Two day meetings ordinarily shall begin at 1:00 p.m. on Friday and continue until 12:00 p.m. on Saturday. The stated meetings are to begin promptly at the designated hour with registration one hour prior. The council is authorized to adjust the stated meetings to complete the planned agenda.

The sequence of agenda items is ordinarily as follows with the times determined by the stated clerk in consultation with Presbytery's Administration and Coordination and the Moderator of Presbytery:

- 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)
- Report of Mileage
- Adjournment and Closing Prayer

A communion service shall be held at the annual stated meeting in June. The necrology report will also be given at the annual stated meeting in June.

Reports of Presbytery standing committees will normally be scheduled on a rotating basis. Adjustments are made to accommodate special or extensive reports or guest speakers. When possible, guest speakers will be scheduled in the morning hours.

An offering is to be received at each meeting of Presbytery. The fall and spring meeting offerings are to be used for mission determined by Administration and Coordination and the annual meeting offering is to be used for seminary students.

**P3-3.11. ALPHABETICAL INDEX FOR MEETING REPORTS**

Written reports and papers to the meetings of the Presbytery of South Dakota shall have on the top of the first page a letter of the alphabet for identification in accordance with the alphabetical identification listings below:

- A Officers of the Presbytery of South Dakota
  - A1 Moderator
  - A2 Stated Clerk
  - A3 Treasurer
- B Mission Coordinator
- C Consent Agenda
- D Administration and Coordination

**Standing Ministries**

- E Commission for Camping and Faith Formation
- F Congregational And Pastoral Care
- G Ministry Resource
- H Ministry Development and Education
- I PJC
- J
- K Korean Commission
- L Youth Committee
- M
- N
- O
- P Presbyterian Women of the Presbytery of South Dakota
- Q
- R Task Forces
- S Administrative Commissions
- T Congregational Communications
- U General Assembly
- V Synod of Lakes & Prairies
- Z General and Others

**P3-3.12. DIRECTIVES RELATED TO STATED MEETINGS**

- A. All reports for presentation to the Presbytery of South Dakota:
  - 1. Must be in writing;
  - 2. Should be in the hands of the stated clerk's office twenty-one days prior to the meeting for duplication and pre-mailing; and
  - 3. Should be on the report table at least one-half hour prior to the convening time and in sufficient numbers for distribution if reports are brought to the meeting.

Not meeting the above stipulations may cause forfeiting of docketed time on the agenda. Any member of the Presbytery of South Dakota may request that the report be transferred to "new business" at the end of the agenda to allow time for its study.

- B. All new business for the Presbytery of South Dakota stated meeting shall be in the hands of the stated clerk within two hours after the convening of the first session of the meeting.
- C. Members of the Presbytery of South Dakota are asked to respect the privileges of the floor which are:
  - 1. To identify themselves and their congregation;
  - 2. To, in debate, alternate pro and con on the motion;
  - 3. To speak no more than twice on the same question;
  - 4. To "move the previous question" only when recognized and in turn to speak; and
  - 5. To use the public address system that shall be provided at all meetings of the Presbytery of South Dakota.

**P3-3.13. CONSENT AGENDA**

The council or its designee may propose a consent agenda to be used to dispose of routine business at stated meetings of the presbytery.

Any item on the consent agenda may be withdrawn without debate or vote upon the request of any member. The withdrawn items will be dealt with at their regularly scheduled time.

Items remaining on the consent agenda will be adopted by Presbytery in an omnibus motion prior to the consideration of reports from standing committees.

**P3-3.14. MILEAGE AND EXPENSE REIMBURSEMENT FOR PRESBYTERY MEETINGS**

Mileage shall be computed at the rate of fourteen cents per mile round trip and an additional two cents per mile for each additional commissioner or member passenger.

Private aircraft travel reimbursement shall be at the Presbytery of South Dakota established mileage rate for the number of automobile miles.

Meals and housing expenses for attendance at meetings of the Presbytery of South Dakota shall not be reimbursed. Expense reimbursement and mileage shall be paid on the same basis as for other members of Presbytery to those serving validated ministries within the Presbytery of South Dakota, inquirers and candidates for the ministry of teaching elder, and others whose attendance is required by Presbytery or a committee of Presbytery. Inquirers and candidates and/or their sponsoring congregations may be asked to pay a portion of their expenses.

Expense reimbursement and mileage for committee moderators or members required to be present at meetings of Presbytery may be paid by the committee represented.

Expense reimbursement and mileage for members of ordination and installation commissions or other administrative commissions shall be paid the presbytery rate for committees. The expenses of approved participants in installations and ordinations from outside the bounds of the Presbytery of South Dakota shall be the responsibility of the particular congregations involved.

**P3-3.14.1. Mileage Disbursement Procedure**

1. One congregation, one car: Mileage to be paid at \$.14 per mile unless a congregation has more than four commissioners in attendance when mileage shall be allowed at \$.14 per mile for two cars. Temporary supply pastors who are members of another presbytery or candidates shall be counted with the commissioners of the congregation to which they are officially connected.
2. One congregation, multiple cars: Mileage to be divided equally between the cars utilized.
3. Others whose membership in the Presbytery of South Dakota is not related to a particular congregation shall be allowed mileage at the full current rate.
4. A session may elect to pay mileage for additional cars (more than one) used in sending commissioners and pastors to meetings of the Presbytery of South Dakota. In this event, the full mileage allowed by the Presbytery of South Dakota will be paid for the one designated car.

**P3-3.15. OFFERING AT ORDINATION AND INSTALLATION SERVICES**

All ordination and installation services are Presbytery services. An offering shall be received for the needs of inquirers and candidates for the ministry of teaching elder at each ordination and/or installation service of the Presbytery of South Dakota.

This offering shall be remitted to the presbytery office to be disbursed to the active inquirers/candidates of the Presbytery of South Dakota by the committee on preparation for ministry according to the guidelines approved by the Presbytery of South Dakota.

**P3-3.16. PRESBYTERY MINUTES**

Following the annual review of Presbytery minutes by the Synod of Lakes and Prairies, the stamped

minutes shall be sent to the Presbyterian Historical Society for safekeeping. A copy of the official minutes shall be kept in the presbytery office.

**P3-4. ADMINISTRATION AND COORDINATION POLICIES**

**P3-4. MEMBERSHIP OF ADMINISTRATION AND COORDINATION**

**P3-4.1. VOTING MEMBERS**

There shall be fifteen members of Administration and Coordination, at least seven of whom shall be teaching elders and at least seven of whom shall be ruling elders, divided into three equal classes with one class elected each year. Presbyterian Women of the Presbytery of South Dakota may offer a name through Ministry Resource to become an elected member of Administration and Coordination with vote. This representative may serve for no more than 6 consecutive years. In addition, the immediate Past Moderator of the Presbytery of South Dakota (who shall be Moderator of Administration and Coordination) and the immediate Past Moderator of Administration and Coordination of the Presbytery of South Dakota shall also be members of Administration and Coordination with vote.

**P3-4.1. NON-VOTING MEMBERS**

Non-voting members (ex officio) shall be the Presbytery treasurer, the stated clerk, the Moderator of the Presbytery of South Dakota, and the Vice Moderator of the Presbytery of South Dakota. The stated clerk shall serve as secretary to Administration and Coordination.

**P3-4.3. TERMS OF SERVICE**

Terms of service shall be three years for the fifteen elected members of Administration and Coordination and other terms shall be for the duration of the terms of office that qualify these persons for Administration and Coordination membership. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.

**P3-4.4. RESPONSIBILITIES OF PRESBYTERY ADMINISTRATION AND COORDINATION**

The Administration and Coordination of the Presbytery of South Dakota shall have the following responsibilities:

- A. Oversight of the development of the presbytery budget,
- B. Development of the agenda for Presbytery meetings,
- C. Long-range planning and strategy,
- D. Oversight of Presbytery personnel,
- E. Oversight of the Presbytery of South Dakota Office,
- F. Trustees of the Presbytery of South Dakota,
- G. Coordination and evaluation of Presbytery's mission (program and governance),
- H. Communication, including media news releases,
- I. Submit for nomination the at-large and AC member of the Ministry Resource team.
- J. Serve as the Presbytery's Committee on Representation

In addition to the above listed responsibilities, Administration and Coordination may act upon decisions not meriting a called meeting of the POSD and those matters that have a deadline that falls prior to the next Presbytery meeting. Administration and Coordination may also make recommendations concerning such administrative and programmatic business as may come to its attention during the intervals between meetings of Presbytery.

The Administration and Coordination shall be the Board of Trustees of the Presbytery of South Dakota. The election of members to Administration and Coordination shall constitute their election as trustees of the presbytery.

**P3-4.3. STRUCTURE OF PRESBYTERY ADMINISTRATION AND COORDINATION**

Administration and Coordination shall organize itself internally to accomplish its tasks. Administration and Coordination's sub-committees are:



- A. Committee on Financial Policy and Budget
- B. Committee on Planning
- C. Committee on Personnel
- D. Committee on Property, Legal and Administrative Review
- E. Committee on Presbytery Communications

**P3-4.3.1. ADMINISTRATION AND COORDINATION LIAISONS**

Administration and Coordination members may serve as liaisons to Presbytery committees and commissions.

**P3-4.3.2. SPECIAL COMMITTEES OF PRESBYTERY ADMINISTRATION AND COORDINATION**

Administration and Coordination may recommend special committees within its area of responsibility to Presbytery. When approved, the moderator of Administration and Coordination shall appoint the members and moderator of the special committee. The membership of the special committee shall be reported to Presbytery through the committee on nominations.

**P3-4.4. STATED MEETINGS OF PRESBYTERY ADMINISTRATION AND COORDINATION**

Administration and Coordination shall ordinarily meet on the second Friday of January, April, September and November. Conference telephone calls or real time interactive conferencing may be arranged for special or stated meetings.

**P3-4.4.1. CHANGE OF LOCATION OR TIME OF MEETING**

The moderator of Administration and Coordination in consultation with the stated clerk shall have the discretion of postponing a stated meeting of Administration and Coordination for one week. The call of the stated meeting shall include and constitute the call of the postponed meeting.

**P3-4.4.2. FIXED AGENDA**

The council shall work from a fixed agenda established jointly by the stated clerk and the moderator of Administration and Coordination.

**P3-4.4.3. QUORUM OF ADMINISTRATION AND COORDINATION**

The quorum of Administration and Coordination shall be a majority of the membership, provided that at least one-third of the ruling\_elder members and one-third of the-teaching elder members are present.

**P3-4.10. SPECIAL MEETINGS OF ADMINISTRATION AND COORDINATION**

The moderator of Administration and Coordination or the stated clerk may call a special meeting of Administration and Coordination after consultation with the other, or at the written request of one ruling elder and one teaching elder who are voting members of Administration and Coordination. The call of a special meeting must include the business to be conducted at the meeting and only that business shall be considered.

**P3-4.6. NOMINATIONS TO MINISTRY RESOURCE**

Administration and Coordination shall, for the at-large vacancy and the Administration and Coordination representative on Ministry Resource, nominate at the annual meeting of the Presbytery of South Dakota, teaching elders and ruling elders who are willing to serve if nominated and elected, and who could serve effectively as members of Ministry Resource.

Administration and Coordination shall publicize the names of the nominees at least ten days before the annual meeting of the Presbytery of South Dakota together with the recommendation that anyone planning to offer additional nominations from the floor first obtain from the proposed nominees a commitment as to their willingness to serve if elected.

**P3-4.7. RECOMMEND MEMBER TO SEARCH COMMITTEE**

The council shall recommend a member for the Presbytery of South Dakota's Search Committee whenever

there is need to elect a Presbytery administrator, a stated clerk, or a person to a newly created position.

**P3-4.8. SUB-COMMITTEE ON FINANCIAL POLICY AND BUDGET**

It is the responsibility of the sub-committee on financial policy and budget to:

- A. Recommend financial systems and procedures,
- B. Be available to the treasurer for advice, and
- C. Develop, recommend and review budgets and audits.

**P3-4.8.1. Budgeting Process and Information**

Budgets are identified by year. Four budgets may be considered in any one calendar year: the past budget (the past year's budget); the current budget (the current year's budget); the next budget (the approved next year's budget); the tentative budget (the tentative two year's in advance budget). Following is a budget process flow chart:

Month	Meetings	Sub-Com. on Financial Policy & Budget Action (SCFPB)
Jan.	A&C	Recommend "next budget" to Administration and Coordination
Feb.	Presbytery	A&C submits recommended "next budget" to the Presbytery of South Dakota for its approval.
April	SCFPB	Audit "past budget" and/or review budget/audit for policy recommendations.
May	A&C	Review the "next budget"
June	Presbytery	A&C submits "next budget" to the Presbytery of South Dakota for its approval.
July		Request from all budgeting groups of the Presbytery of South Dakota their budget requests for the "tentative budget".
Aug.		Monitor and collect replies to the above request.
Sept.	A&C	Monitor and collect replies to the "tentative budget" request.
Oct.	Presbytery	Conduct budget round-table where "tentative budget" is developed jointly among SCFPB and the <i>committee</i> moderators (or their representatives).
Nov.	A&C	Report "tentative budget" to A&C with recommendations for the council's consideration and suggestions.
Dec.	SCFPB	Review year-to-date "current budget" as necessary. Prepare a "tentative budget" for submission to A&C in January as the recommended "next budget" for approval in February. Review year-to-date "current budget" as necessary.

**P3-4.8.2. Carryover of Budget Balances**

There shall be no carryover of budget line item balances except as directed by the Presbytery of South Dakota. Such balances will be placed in the control fund for budget and will be considered a resource for the next calendar year.

**P3-4.8.3 Financial Policies**

- A. All reimbursements of expenses shall be with a Presbytery expense voucher. Vouchers must be submitted within 30 days of the time the approved expense is incurred or invoiced.
- B. All expense vouchers will be signed by the individual requesting payment.
- C. All expense vouchers will require a signature, other than the requester, for approval and proper account identification. A list of accounts and their funding amounts for the coming budget year will be provided to the moderators upon approval of the annual Presbytery budget.
- D. In emergencies, when a paper check is required sooner than available from the Synod office, two officers of the Presbytery may sign.
- E. Ministry team moderators must approve all expenses disbursed by Presbytery line items related to the ministry team's budget.

F. The Moderator of Presbytery must approve all expenses disbursed by Presbytery line items.

G. The Moderator of the Presbytery's Administration and Coordination ministry team must approve all expenses disbursed by Administration and Coordination's line item.

H. An officer of presbytery must approve vouchers from ministry team moderators, stated clerk, and presbytery staff.

I. When a ministry team or budget account is out of funds, no further spending will be debited to that account without specific approval of the Administration and Coordination ministry team. The request ideally comes in advance of the time when the account is out of funds.

J. All expense vouchers will be reviewed and initialed by the Treasurer, who will direct the bookkeeper to initiate payment after keeping a copy and/or entering a scan of the voucher into the electronic log.

K. Presbytery credit cards. When utilizing a presbytery credit card for approved purchases, a copy or photo of the receipt will be placed within the A&C voucher Dropbox folder within 4 days of a purchase. Original receipts are to be retained by the individuals and attached to a voucher for payment of the credit card upon receipt of the monthly statement from the appropriate accounts. The purchaser is ultimately responsible for producing a receipt if one is missing or may be held responsible for any purchases where a receipt is not produced, or not produced in a timely manner.

L. Offerings. When offerings are received at presbytery meetings, there will be at least two ushers serving the gathering and not related by kinship. The ushers will immediately count the offering together after it is received, checking each other for accuracy, and will place it in a bag or envelope with a note of the amount and their signatures. The amount will be reported to the Stated Clerk or Moderator to share with the body as possible. The offering will then be given to the most appropriate officer or staff member present, ideally the bookkeeper or Treasurer, to be deposited and subsequently disbursed in a timely manner with report given to the Finance Subcommittee of the Administration and Coordination ministry team.

M. Back-up for Treasurer. During times of transition between treasurers or when the Treasurer is not available or away for an extended time, the moderator of the Administration and Coordination ministry team along with the moderator of Presbytery or the moderator of the Finance Subcommittee will act in her or his place.

N. Transfer of Funds by the Treasurer. The Treasurer will transfer funds only as directed by the Administration and Coordination ministry team (or other groups authorized to access funds outside the annual budget) or the Finance Subcommittee. There will always be three people aware of and in accord with transfers in excess of \$350.

O. Investment Policies The Administration and Coordination ministry team shall receive an annual review from the Finance Subcommittee on the investments and designated funds of the Presbytery and shall discuss ongoing investment strategies to discern together the best stewardship of those investments moving forward.

#### **P3-4.8.4. Interrupt Payment Upon Dissolution Of Pastoral Relationship**

Any funds that go to a particular congregation for pastoral support shall be sent to the local treasurer for disbursement and, if a pastoral relationship is dissolved, the Treasurer of the Presbytery of South Dakota shall be directed to interrupt such payment.

#### **P3-4.8.5. Per Capita**

The per capita apportionment shall be used to fund only those ecclesiastical functions essential to the decision-making processes of the Presbytery of South Dakota.

#### **P3-4.8.6. Process for Requesting Money**

All requests for financial aid, either through the Presbytery of South Dakota or special appeals, shall follow

the procedural processes for budget development and program planning as formulated by Administration and Coordination.

**P3-4.8.7. Validation of Proposals and Appeals for Money**

This policy is applicable whenever the Presbytery of South Dakota has new proposals before it for special funding of projects outside the Presbytery of South Dakota's budget.

**A. PRE-VALIDATION REQUIREMENTS**

1. Proposals shall originate as follows:
  - a. In written form;
  - b. Contain specific verifiable data sufficient for the council to make a decision without further investigation other than determination of a fund-raising method.
2. Before validation by the Presbytery of South Dakota, evidence shall be presented by the council that a proposal:
  - a. Is within the stewardship feasibility of the congregations;
  - b. Is capable of being administered successfully by the presbytery;
  - c. Will not be detrimental to other approved money-raising efforts;
  - d. Will not be unduly detrimental to the mission commitments of sessions, Synod and General Assembly;
  - e. Contains a method of raising the funds; and
  - f. Is in conformity with the goals, objectives and priorities of the Presbytery of South Dakota.

**B. CHRONOLOGICAL PROCEDURE FOR HANDLING PROPOSALS**

1. Administration and Coordination receives the proposal.
2. Administration and Coordination refers for study.
3. Report made back to Administration and Coordination.
4. Administration and Coordination makes a recommendation.
5. Presbytery of South Dakota considers proposal.

**C. METHOD OF FINANCING**

No proposal for deficit spending shall be approved except when pledges and/or other secure financial commitments total at least three-quarters of the amount needed.

**P3-4.8.8. Wills Emphasis/Deferred Gifts Stewardship Program**

The Presbytery of South Dakota recognizes the many benefits to individuals and families that are derived from responsible estate planning. The presbytery also knows the unlimited potential of financial support for the mission causes of the Church available through the conscientious charitable estate planning of Presbyterians. Therefore, the Presbytery of South Dakota adopts the following:

**A. The presbytery encourages:**

1. Each congregation to implement a Wills Emphasis and Deferred Gifts Program and to adopt a plan for receiving, managing, and disbursing such gifts as are received for the benefit of congregational, presbytery, synod and General Assembly mission;
2. All donors and sessions to name the Presbytery of South Dakota as a secondary remainder interest in their agreements, plans or other instruments in the eventuality that the congregation (as the first beneficiary) ceases to exist or to be related to the Presbyterian Church (U.S.A.);
3. Congregations to use the services and program materials of the Presbyterian Church (U.S.A.) Foundation or its successor for assistance in the implementation of a Wills Emphasis and Deferred Gifts Program;
4. Donors to consult with a representative of the Presbyterian Church (U.S.A.) Foundation for assistance in the consideration of making a bequest or a deferred gift.

**B. The Presbytery of South Dakota encourages individuals to support the presbytery's mission through a bequest, deferred gift or other device in the following way:**

1. An endowment gift in which the corpus is held in perpetuity and the income only is expended;
2. An unrestricted gift that will be disbursed by the presbytery where the need is greatest;
3. A restricted gift that will be used for designated work within the presbytery. (Caution:

Restricted gifts should be made carefully and with the understanding that needs change.)

- C. The Presbytery of South Dakota is responsible for this policy in the following ways:
1. Presbytery Endowment Funds monies (may/shall) be invested in the Presbyterian Church (U.S.A.) Foundation Investment Management Service with the intent of insuring the future buying power of the fund. All income from investment will be administered by the Presbytery's Administration and Coordination.
  2. Restricted and unrestricted gifts to the presbytery will be administered by the Presbytery's Administration and Coordination.

#### **P3-4.9. SUB-COMMITTEE ON PLANNING**

It is the responsibility of the sub-committee on planning to:

- A. Finalize a “worshipful work” agenda for each Presbytery meeting for approval by Administration and Coordination.
- Whenever possible, include input from the Moderator of Presbytery and Stated Clerk;
- B. Seek out ideas and suggestions from members of Presbytery concerning future goals and mission development;
- C. Create and recommend long-range (up to five years) goals to the council;
- D. Develop specific short-term objectives and plans to implement these goals including funding options.

#### **P3-4.10. SUB-COMMITTEE ON PERSONNEL**

The Administration and Coordination's Sub-Committee on Personnel is mandated to exercise care and concern for all personnel employed by the presbytery, to be available to staff for counsel and vocational development, and to monitor and recommend enforcement of AA/EEO practices and the Sexual Misconduct Policy in employment by the Presbytery of South Dakota.

It shall be responsible for administering the presbytery's personnel policies and procedures. It shall provide direct access to the personnel sub-committee and due process by the personnel sub-committee for all employees. The personnel sub-committee is responsible for all office staff, but not new church development pastors.

The personnel sub-committee shall make appropriate recommendations in such areas as professional staff salaries, housing allowances, staff supervision, and development of staff. This committee shall be responsible for professional staff evaluations and the evaluation of the stated clerk.

##### **P3-4.10.1. Personnel Policies**

**INTRODUCTION:** These policies do not constitute a contract. Their terms are implemented in accordance with the *Constitution of the Presbyterian Church (U.S.A.)* including its provisions for Administrative Staff. Calls to teaching elders are contractual and may only be changed in consultation with the incumbent's presbytery.

These policies may be withdrawn or changed at any time and without notice by action of the presbytery upon recommendation of the personnel sub-committee. A decision of the presbytery on the interpretation or application of these policies shall be final and binding on all employees. All previous policies and procedures, to the extent that they are inconsistent with this document, are hereby revoked. Employees may resign their employment at any time and for any reason and the presbytery reserves the same right regarding the discontinuation of an individual's employment.

##### **P3-4.10.1.1. Basic Policies**

###### **P3-4.10.1.1.1. Inclusiveness:**

The presbytery is an equal opportunity employer. The Presbytery of South Dakota, in accord with the policy of General Assembly of the Presbyterian Church (U.S.A.) set forth in "Toward Inclusiveness in Employment--A Church-wide Plan for Equal Employment Opportunity and Affirmative Action," hereby affirms its policy to equality in employment opportunity and non-discrimination in its employment practices.

**P3-4.10.1.1.2. Drug and Alcohol Dependency:**

The presbytery recognizes that alcoholism and other drug dependencies are significant problems with a potential for causing severe effects to the presbytery's work force. Employees are expected to perform their jobs efficiently, safely and in a professional, business like manner. Therefore, it is the presbytery's intent to provide a drug-free, healthful, safe and secure work environment.

**P3-4.10.1.1.3. Sexual Harassment:**

- A. The presbytery strongly condemns discrimination based upon sex including sexual harassment. Such conduct is against faith and practice as well as the law and will not be tolerated in any form by any person.
- B. All sexual harassing conduct in the workplace, whether committed by supervisory or non-supervisory personnel, is prohibited. Such conduct includes:
  1. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical contact of a sexual nature, a condition of an employee's obtaining employment or their continuing employment; or
  2. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
  3. Creating an intimidating, hostile or offensive work environment by such conduct. This prohibited conduct includes, but is not limited to, unwelcome sexual flirtations; advances or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words; and the display in the workplace of sexually suggestive objects or pictures.
- C. Employees who believe that they have been the subjects of sexual harassment should report the alleged act immediately to their supervisor. If they do not feel comfortable talking to that individual, they may speak with an administrative staff person. See Sexual Misconduct Policy P3-5.2.6.
- D. Any supervisor, agent, or other employee who has been found by the presbytery, after appropriate investigation, to have sexually harassed another employee, will be subject to appropriate sanctions, depending upon the circumstances, from warning in his/her personnel file up to and including termination.

**P3-4.10.1.1.4. Other Types of Harassment:**

- A. The presbytery prohibits harassment in any form by its employees based on factors of race, color, religion, national origin, sexual orientation, age or disability.
- B. Harassment is defined as verbal or physical conduct that is insulting or intimidating, has the effect of interfering with an individual's work performance, or creates an intimidating, hostile or offensive work environment.
- C. It shall be the responsibility of each employee to maintain an environment which is free from such harassment and to report incidents of conduct which he or she believes to constitute such harassment.
- D. Employees who believe they have been the subjects of harassment described in Paragraph B above should report the alleged act immediately to their supervisor. If they do not feel comfortable talking to that individual, they may speak with an administrative policy staff person. See Sexual Misconduct Policy P3-5.2.6.
- E. Any supervisor, agent, or other employee who has been found by the presbytery, after appropriate investigation, to have harassed another employee, will be subject to appropriate sanctions, depending upon the circumstances, from a warning in his or her personnel file up to and including termination.

**P3-4.10.1.1.5. Conflict of Interest**

- A. No employee shall accept any gift, gratuity, grant, service or any special favor from any person or persons or businesses which provide or receive goods and services or which seek to provide or receive goods and services from Presbytery. However, minor courts such as luncheons, dinners or similar

arrangements in connection with business discussions may be received.

- B. In addition, if an employee is called upon to participate in a decision in which the interests of the presbytery conflict with his or her personal interests, the employee should abstain from participating in the decision.
- C. Full-time employees who hold other paid positions should ensure that such outside employment will not interfere with their performance of their duties or produce a conflict of interest in the pursuit of those duties. Any question regarding this should be reviewed with their supervisor.
- D. All employees shall avoid even the appearance of conflict of interest, or any other inappropriate conduct. If an employee discovers that he or she may be in a position of conflict, he or she shall immediately report this conflict to his or her supervisor.

**P3-4.10.2. Employment Categories And Terms (Adopted by Presbytery 2/23/01)**

In accordance with the “Form of Government” and the labor laws of the State of South Dakota, the Presbytery of South Dakota has established the following categories and terms:

Stated Clerk: The stated clerk is elected by the presbytery for a three-year term in accordance with guidelines adopted by the presbytery, and is eligible for successive terms of office. In addition to an annual personnel review there shall be a comprehensive review prior to being nominated for a new term.

Administrative Staff: Administrative staff are elected by the presbytery for an indefinite term in accordance with provisions of the “Form of Government” and /or in accordance with policy adopted by the presbytery. In addition to an annual personnel review, there shall be a comprehensive review at least every five years.

Support Staff: Support staff are accountable to and are hired for an indefinite term when authorized to fill the position by the personnel committee. There shall be annual personnel review.

Part-time Employees: Employees hired on a part-time basis will be subject to the same general conditions and expectations as full-time employees. Length of service benefits will be calculated on a pro-rata basis. Holidays will apply in accordance with their regular work schedules.

Program Staff: Program staff are accountable to and are hired for an indefinite term upon recommendation of a representative search committee, and confirmation by the presbytery. In addition to an annual personnel review there shall be a comprehensive review at least every five years.

Interim Employment:

It is the policy of the presbytery to provide continuity of administrative and/or program services when a vacancy occurs in a validated position by appointing an interim person, if necessary and appropriate, to serve until the position is filled or abolished. This policy is applicable to all validated positions--Stated Clerk, Administrative Assistant, and Presbytery Administrator--whether full or part-time.

Interim employees temporarily filling administrative positions are eligible to apply for or be considered for filling the position on a regular basis. Interim employees temporarily filling program or support positions may apply and be considered for filling the position on a regular basis.

**P3-4.10.2.1. STAFFING RATIONALE (Adopted by Presbytery 2/23/2001)**

Stated Clerk:

Stated Clerk (one-half time, exempt without benefits): The stated clerk shall fulfill the duties of the stated clerk as defined by the *Constitution of the Presbyterian Church (U.S.A.)* and the “Manual of Administrative Operations of the Presbytery of South Dakota.”

Presbytery Administrator

Presbytery Administrator (half time, exempt without benefits) The presbytery administrator

administers the Presbytery of South Dakota so as to provide stability, agility, coordination, creativity, and continuity in the Presbytery's daily and long-range mission and ministry. See P2-1.

Support Staff:

Administrative Assistant (full time, non-exempt, full benefits): The administrative assistant provides secretarial and administrative services to the presbytery administrator, Presbytery's officers and Administration and Coordination, their ministry teams and task forces.

**P3-4.10.2.2. Position Descriptions**

All positions will be described in a position description, which shall be reviewed periodically.

**P3-4.10.2.3. Initial Evaluation Period**

Support staff shall be employed for an initial evaluation period of three months. Administrative staff shall be employed for an initial evaluation period of six months. During this period, the employee may be terminated if it is determined by the supervisor that work performance or the relationship between the employee and the employer will not develop satisfactorily. Upon satisfactory completion of this period, the supervisor shall notify the employee in writing, placing a copy within the personnel file.

**P3-4.10.2.4. Working Hours**

The presbytery observes a forty (40) hour work week, not including lunch periods. The work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday. Flex time hours may be negotiated with the personnel sub-committee.

**P3-4.10.2.5. Salary Administration**

- A. Salary for administrative staff positions will be determined on the basis of uniform factoring. Initial placement within a salary range should reflect a judgment of the qualifications and experience of the person relative to the position requirements. An employee will normally start at a salary no higher than the mid-point of the range for which he or she is employed.
- B. Wages for support positions will be determined on the basis of a classification system that is consistent with systems used in areas where the person is employed.
- C. Salary ranges and wage scales will be reviewed annually in light of changes in the consumer price index.
- D. Ordinarily, any salary adjustments will be effective January 1st of each year. Changes in the terms of call for a teaching elder must be reported to his or her presbytery.
- E. All honoraria received having to do directly with the work of the presbytery shall be turned into the presbytery. Honoraria received for services not related to the position description may be retained by the staff person.

**P3-4.10.2.5.1. Salary Administrative Procedures**

A. Salary Policies:

Salaries for administrative positions will be determined on the basis of a uniform factoring and classifications system in accordance with guidelines established by the General Assembly. Support positions will be determined on the basis of a classification system that is consistent with systems used in areas where the person is employed.

The presbytery is committed to salary administration principles that will provide fair pay for the work performed; incentive for personal achievement and growth; equity of payment for positions of relative responsibilities; flexibility to meet the many changes in organization, functions, positions, and personnel over a period of time. Administrative and program salary levels will be maintained in a manner which results in their being consistent with the compensation plan of the Presbyterian Church (U.S.A.), responsive to changes in the cost of living, and in keeping with the church's philosophy and objectives. Support salary levels will be consistent with salaries paid by not-for-profit organizations in



areas where they are employed.

An incumbent in any position included in the plan will receive a salary that falls within the indicated salary range for the classification to which his/her position is assigned. Initial placement within a salary range should reflect a judgment of the qualifications and experiences of the appointee relative to the position requirements. An employee will normally start at a salary no higher than the midpoint of the range for the position for which he/she is employed.

**B. Adjustment of Salary Scales**

The Commerce and Industry Index of the city in which the employee works will be the basis for determining salary scales for support salary grades. The twenty-fifth percentile of salaries being paid by firms in the city of employment shall serve as the bottom of the range for each grade and the seventy-fifth percentile as the top range.

Salaries for administrative staff will be reviewed at least once a year, usually early fall. The review will be based upon information on cost-of-living changes, Compensation Plan of the Presbyterian Church (U.S.A.), salaries in other not-for-profit organizations in cities where the employee works and in other nearby metropolitan areas, salary information from the synod and performance.

**C. Availability of Salary Information**

Information concerning the position evaluation and salary for each support position will be the confidential information of the Presbytery Personnel Sub-Committee and Presbytery. Employees are entitled to information on the salary range within which their positions fall. Administrative staff salaries are published annually in the minutes of Presbytery.

**P3-4.10.2.5.2. Administrative Procedure for Remuneration for Special Services**

**A. Work Related Services**

**1. Authorization**

Certain members of the staff of the presbytery by reason of their position of knowledge, are expected to respond to requests and opportunities to speak and/or provide other means of interpretation of the general mission of the Presbyterian Church (U.S.A.). Such interpretation may be provided to congregations or other organizations of our church or to other groups and denominations. Also, some members of Presbytery's staff may be called upon to provide a service related to the expertise of their assigned duties with the Presbyterian Church (U.S.A.). Such services may be rendered to groups either within or outside our denominational structure.

**2. Remuneration and Expenses**

The policy of the presbytery with regard to the provision of interpretation and other services is to reimburse the staff member for any reasonable and necessary out-of-pocket expenses incurred through the performance of the function. Ordinarily, the receipt of a fee or honorarium from organizations is not anticipated if the service is called for by the position description of the particular employee. However, if an honorarium or expense reimbursement is received from an organization in appreciation for the service rendered, the monies received are to be credited to the presbytery and the staff person's travel account.

**B. Non-work Related Services**

**1. Authorization**

Agreement to perform services of any kind that are not provided for in the employee's job description and/or lie clearly outside the employee's responsibilities to the presbytery, may be contracted only if such service can be rendered without detriment to the employee's job performance.

Special work of major dimensions (writing of a book, magazine article, art work, etc.) may be assumed by an employee of the presbytery with the written approval of the personnel sub-committee.

**2. Remuneration and Expenses**

Remuneration or expenses resulting from approved non-work-related services which are personal,

such as:

- a. Preaching: If a person participates in a service for a purpose which has no relation to the position he or she holds for the presbytery, any remuneration or expenses incurred are personal.
- b. Special work of major dimensions (such as listed under "Authorization"): It is assumed that the work will be copyrighted by the individual and not by the presbytery. All work should be performed on personal time, and any use made of the church's resources, such as secretarial services, office supplies, etc., should be reimbursed to the presbytery. Royalties and fees from the work are personal income.

### **P3-4.10.3. Benefits**

**P3-4.10.3.1. Social Security:** The employee's share is withheld from the wages of non-ordained staff. Teaching elders are considered self-employed for social security purposes and are responsible for the payment of their self-employment contributions.

**P3-4.10.3.2. Pension:** All full time eligible support employees who have satisfactorily completed an initial evaluation period are to be enrolled in the Benefits Plan of the Presbyterian Church (U.S.A.). All other full time eligible employees are to be enrolled as of their starting dates. Dues shall be paid by the presbytery at the required percentage. Exception to this mandatory participation can be made only after consultation with the presbytery personnel sub-committee and the filing of a written waiver with the Board of Pensions.

**P3-4.10.3.3. Health Insurance and Disability Benefits:** Major medical coverage and disability benefits are provided to eligible employees by the Benefits Plan of the Presbyterian Church (U.S.A.). Questions regarding eligibility, benefit levels, or other issues shall be determined solely by reference to the provisions of the Benefits Plan.

**P3-4.10.3.4. Workers' Compensation Insurance:** Workers' compensation insurance is provided to all employees according to the provisions of South Dakota State law.

**P3-4.10.3.5. Unemployment Insurance:** Presbytery employees are excluded from unemployment compensation insurance by South Dakota state law.

**P3-4.10.3.6. Moving expenses:** Employees who have been designated as eligible for moving expenses shall be reimbursed on the following basis:

- A. Moving expenses will be negotiated at the time of employment. The presbytery will establish a maximum amount or agree to cover all reasonable expenses.
- B. House hunting expenses will be paid to the transfer site for the employee and spouse for one round trip covering a period not to exceed three days, in addition to travel, lodging and meals.
- C. Until the employee is established in his or her new residence, actual and reasonable living expenses of the employee at the new location will be paid, but not to exceed in the aggregate a sum equal to two-thirds of one month's salary.

**P3-4.10.3.7. Holidays:** There shall be eleven paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day and two other days to be designated by Administration and Coordination at the beginning of each year.

### **P3-4.10.3.8. Vacation With Pay**

- A. A vacation with pay is provided for all regular employees. Vacations are not cumulative; earned vacation days not used in the calendar year will be forfeited, except when special provision has been made by the personnel sub-committee.

- B. Full-time administrative staff are entitled to one full month (22 working days) vacation per calendar year. Full-time support staff, following their initial evaluation period, are entitled to an annual vacation computed according to the following:

During first year	3/4 day per month
Beginning with second year through fourth year	10 working days per year
Beginning with fifth year through ninth year	15 working days per year
Beginning with tenth year	22 working days per year

- C. Ordinarily, vacation should be taken in blocks of time whenever possible.
- D. Specific vacation dates shall be determined in advance in consultation with the employee's supervisor.

**P3-4.10.3.9. Leave With Pay**

**P3-4.10.3.9.1. Military Leave:** Time off for Military Reserve duty as required by law shall be allowed.

**P3-4.10.3.9.2. Marriage:** Up to three days shall be granted to an employee who has been employed by Presbytery for at least one year.

**P3-4.10.3.9.3. Jury Duty:** Time off for jury service shall be allowed. For up to a maximum of two weeks per year the presbytery will pay the individual's normal and customary pay less whatever the individual receives for jury duty.

**P3-4.10.3.9.4. Parental Leave:**

- A. Parental leave should normally be requested of the supervisor, and approved by the personnel sub-committee, by the employee at least one month in advance of the expected arrival of the child. The request should specify the amount of leave time desired, which may include time before or after the expected birth or adoption of the child. If both parents are on the presbytery payroll, only one parental leave may be granted. However, leave may be shared by the two parents.
- B. The employee will be compensated at the rate of 60% of his or her monthly pay rate according to the following schedule:
- |   |               |
|---|---------------|
| Employment less than one year           | No paid leave |
| Beginning the first year                | One month     |
| Beginning the second year               | Two months    |
| Beginning the third year and thereafter | Three months  |

Any approved leave beyond the time indicated in the above schedule will be leave without pay. Benefit coverage (except vacation and sick leave accrual) and credited service will continue during the entire leave with the cost of benefits being paid by the presbytery. Any salary increase action for which the employee may become eligible in the course of the leave will be effective upon return to employment.

- C. Upon completion of parental leave, the employee will be entitled to return to his or her position if not eliminated due to a reduction in force. The position will not be filled during the leave except on a temporary basis.

**P3-4.10.3.9.5. Health and Medical Leave:** Employees are entitled to up to ten working days of sick leave each calendar year, cumulative up to ninety days. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

**P3-4.10.3.9.6. Emergency Leave:** A maximum of five days per year shall be allowed for emergency leave arising out of the death of an immediate member of the family. In the event of serious illness or other emergency related to an immediate member of the family, such leave may be allowed by the personnel sub-committee.

**P3-4.10.3.9.7. Leave Without Pay**

Employees may be granted leave without pay. Benefits defined in P3-4.10.4.3. may be continued at the employee's own expense, but paid leave benefits, e.g. vacation, sick leave or holidays will not accrue during this period. The leave is subject to the approval of the personnel sub-committee.

**P3-4.10.3.9.8. Continuing Education**

- A. Continuing education benefiting the employee and the presbytery shall be encouraged. Employees are to submit plans for continuing education to their supervisor for consideration. Such leave is solely at the discretion of the presbytery.
- B. Annual study leave with pay and assistance for expenses for continuing education may be granted by the presbytery for the stated clerk and administrative staff for up to two weeks. Study leave may be accumulated up to six weeks for administrative staff and stated clerk. Approval shall be by the personnel sub-committee.
- C. After five years of continuous employment by the presbytery, the administrative staff may apply to their supervisor or personnel sub-committee for an extended study leave with full pay for up to a three month period. Such application will include a detailed written plan of study with clearly identified goals. If granted, the extended study leave may be combined with earned vacation within a particular year.
- D. After completion of any study leave, a written report will be required.

**P3-4.10.3.9.8.1. Administrative Procedures for Continuing Education**

Application for Continuing Education Leave: Staff persons interested in pursuing annual or extended continuing education shall submit, through their immediate supervisor, a written request at least 30 days prior to the anticipated leave. This request shall clearly state the intended plan for study, its duration and any requested funding. It will indicate how it will be of mutual benefit to the applicant and to the presbytery, noting specific relationships to the responsibilities enumerated within the applicant's position description. It is recognized that enhancing the incumbent's ability to function in their assigned areas of responsibility is the primary benefit to the presbytery. Approval is solely at the discretion of the personnel sub-committee.

Reporting: Following the completion of the study leave, the staff person shall submit a written report. This report shall describe the primary learnings, evaluate any events that were attended, and indicate how the learning may be applicable to future work. A copy shall be placed in the staff person's personnel file.

Accrual of Benefits: In the event that available study leave is not utilized within a calendar year, staff persons may by December 31st request that unused time and funds be accumulated in accordance with the personnel policies. If no request is made and approved, the continuing education time and funds will not accrue.

**P3-4.10.4. Procedures for Addressing Employee Concerns and Problems**

The presbytery shall provide a procedure for attempting to resolve job related problems.

**P3-4.10.4.1. Administrative Procedures for Addressing Employee Concerns**

In order to deal promptly and fairly with employee concerns, the following steps will be taken:

**A. PRELIMINARY PROCEDURE**

Prior to filing a written statement, several preliminary steps will be taken:

- 1. The employee will first discuss his/her problem with his/her immediate supervisor.
- 2. If not satisfied with the supervisor's action, the employee will approach the Moderator of the Personnel Sub-Committee who will seek to resolve the issue in consultation with all parties involved. Ordinarily a decision will be reached within ten days.

**B. FORMAL PROCEDURE**

If informal efforts to resolve a concern have failed, a formal process may be initiated by submitting a

written statement to the Moderator of the Presbytery's Personnel Sub-Committee with a copy to the person's supervisor.

1. The Moderator of the Presbytery's Personnel Sub-Committee shall call a meeting of the Presbytery's Personnel Sub-Committee which shall review the statement with all parties concerned and decide appropriate action. For support staff, the decision of the Presbytery's Personnel Sub-Committee is final.
2. If an administrative or program employee is dissatisfied with the decision of the Presbytery's Personnel Sub-Committee, the person may appeal within fifteen (15) days to the presbytery. The presbytery, in consultation with all parties concerned, shall make the final written determination.

**C. RIGHT OF ADVOCACY**

It is understood that the employee may arrange to have an advocate with him/her at all steps in the formal process, at no expense to the presbytery.

**D. WRITTEN RECORDS**

A written record of all decisions arrived at in all meetings shall be kept. Letters of decision from the Presbytery's Personnel Sub-Committee shall contain provision for the employee to indicate his/her acceptance or rejection of the decision.

**P3-4.10.5. Unsatisfactory Performance and Involuntary Termination**

- A. Occasionally, an employee's behavior or work performance is unsatisfactory. When this arises, normally the employee's supervisor will meet with the employee in an effort to improve the unsatisfactory behavior or performance. However, the presbytery reserves the sole right to determine whether disciplinary action should occur and the nature and extent of the discipline to be imposed. This process may include verbal warning(s), written warning(s), suspension or termination, all in the sole discretion of the presbytery. In this connection, the presbytery reserves the right to bypass one or more of the options set forth above. While it is not possible to list every type of behavior which may result in discipline up to and including termination, examples are as follows:

Unsatisfactory performance, insubordination, neglect in the care and use of Presbytery property and funds, unexcused absence and/or repeated tardiness, moral turpitude, violation of Presbytery personnel policies, falsification of time keeping records, reporting to work under the influence of alcohol or drugs, threatening violence in the workplace, sexual or other unlawful harassment, possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.

The examples cited above are for illustration only and shall not be considered as comprehensive or limiting the presbytery's right to administer discipline in its sole discretion.

- B. In the event of involuntary separation, the personnel sub-committee, will terminate any support staff employee immediately with two weeks severance pay.
- C. In the event of the involuntary separation of administrative staff of the presbytery, the implementation of the procedures contained in G-3.0110 will lodge with the personnel sub-committee. Notification of termination will be ninety calendar days, or until other employment is secured, whichever is shorter.

**P3-4.10.6. Reduction in Force**

- A. Reduction in force, because of the discontinuance of a project or retrenchment in budget or for other circumstances arising out of no fault of the employee, is at the sole discretion of the presbytery.

**P3-4.10.7. Voluntary Termination of Employment**

- A. Employees wishing to terminate their employment with the presbytery should submit a written resignation to their supervisor, indicating the reason for terminating employment as well as the last day he or she expects to work.

- B. A minimum of thirty calendar days' notice is requested of administrative staff, and fourteen calendar days' notice of support staff.
- C. The supervisor upon receipt of a resignation, should arrange for an exit interview with the employee, placing in that person's personnel file the resignation letter and a summary of the exit interview.
- D. Pay will be granted for accrued vacation if notice is given.

**P3-4.10.8. Disability**

Disability is considered to be a temporary separation due to mental or physical inability to function on the job. The decision to recommend a disability leave shall be made by the personnel sub-committee. It shall be based upon the recommendation of a physician, or physicians, and subject to approval by the presbytery.

**P3-4.10.9. Death in Service**

When the death of a member of the presbytery staff occurs, the spouse, or dependents, shall receive a separation allowance. The amount shall be equivalent to the salary (including any housing allowance) of the deceased for thirty days from the time of death.

**P3-4.10.10. Personnel Files**

Contents of personnel files maintained at the presbytery office in a locked file cabinet under custody of the stated clerk should include:

- Affidavit of citizenship (I-9),
- Copy of original application, references, and other material gathered at the time of employment,
- Copies of annual reviews,
- Copies of pay history,
- Copies of any personnel actions (positive and negative) , and
- Anything else pertinent to employment.

**P3-4.11. SUB-COMMITTEE ON PROPERTY AND LEGAL MATTERS**

Assisting the council in the performance of its functions as trustees, this committee shall:

- A. Advise the council on local church or Presbytery of South Dakota real property and legal needs;
- B. Gather, record, maintain and review records on all real property held by the Presbytery of South Dakota. This would include the following: obtain deeds, obtain copies of notes/mortgages, recommend desired insurance and place special emphasis on searching out and identifying all properties;
- C. Work closely with the stated clerk and Presbytery Administrator.

**P3-4.11.1. Membership**

Members of this committee should have experience with legal or real estate matters.

**P3-4.11.2. Standardization of Legal Procedures**

- A. That the congregations of the Presbytery of South Dakota be contacted to determine that they have in their possession the important legal documents and other papers in connection with their property and status as a congregation; that such congregations be asked to prepare and submit to the Trustees of the Presbytery of South Dakota through the Presbytery of South Dakota Office, copies or other type evidence of the following documents:
  - 1. Articles of Incorporation, Charter, or other evidence of the congregation's corporate existence,
  - 2. Copy of the deed of conveyance under which the legal title to the church property was received,
  - 3. Copy of current by-laws, and
  - 4. Copy of evidence of any outstanding obligation or indebtedness of the congregation. (Mortgage, letter of grant, promissory note, or any other paper evidencing an amount owed by the congregation, and the property given as security for the payment thereof, if any.)
- B. Past experience has indicated that with the changing of congregational officers and personnel, often times the important papers of the congregation are misplaced or lost. Accordingly, it is suggested that

each congregation obtain a safety deposit box at a local bank and place the herein referred to documents together with such other papers as might be appropriate in such bank box. This will insure the safe-keeping of important papers of the congregation and their location will at all times be known.

**P3-4.11.3. Sale of Congregational Property in Special Cases (Effective October 1973)**

The following guidelines shall maintain for sale of property to a congregation that seeks to leave the denomination:

- A. The property be appraised by the following process: One appraiser be appointed by the Trustees of the Presbytery of South Dakota and one be appointed by the withdrawing congregation and, if their appraisal of valuation of the property agrees, that appraisal price will be accepted.
- B. If the appraisers do not agree, a third appraiser agreeable to the other two would be appointed and the third appraisal would be binding.
- C. The congregation be offered the property at the appraisal price.
- D. If there is any obligation against the property, it would be paid from the funds received from the sale.

**P3-4.11.4. Rental Vehicle Insurance**

When it becomes necessary for Presbytery staff, or anyone on Presbytery business, to rent a vehicle, the person renting the vehicle shall purchase, at Presbytery expense, full coverage insurance for the rental vehicle from the rental agency.

**P3.5 - STANDING MINISTRY ARTICLES**

**P3.5. MODERATORS OF STANDING MINISTRY TEAMS (Oct. 28, 2016)**

Prior to elections at Presbytery each ministry, with the exception of Administration and Coordination, is responsible for nominating their own moderator from within their membership, to be confirmed by the Presbytery, to serve for a term of one year, and is renewable for the length of their term on that ministry.

**P3.5.1. ADDITIONAL MEMBERS OF STANDING MINISTRIES (Oct. 28, 2016)**

A standing ministry of the Presbytery of South Dakota or its moderator may co-opt persons (ordained or non-ordained) to assist in its assignments. Such appointments shall be reported to the next stated meeting of Presbytery by each ministry. Co-opted persons are to be appointed to specific tasks, are temporary and are without vote on the ministry. The need and length of their service shall be dependent upon the specific task for which they have been co-opted and evaluated and approved by each standing ministry or its moderator on an annual basis.

**P3.5.2-2. AGENDAS OF STANDING MINISTRY TEAMS**

Each standing ministry team shall work from a fixed agenda established by the moderator. The Presbytery administrator and/or the stated clerk may be consulted.

**P3.5.2-3. QUORUM**

The quorum of any standing ministry team shall be a majority of the membership, provided that at least one-third of the ruling elder/lay members and one-third of the teaching elder members are present.

**ELECTRONIC MEETINGS (Feb. 2018)**

Members absent from face-to-face meetings may participate using a telephone speakerphone, may enter discussion, may cast votes as needed, and will be counted as part of the quorum during the time of their participation. Only members present either in person or telephonically (including video conferencing with audio) may vote. Email and proxy voting are not permitted. Minutes of these meetings shall be kept.

The time and regular location of meetings will be decided by vote of the committee, except that the moderator may call special meetings by conference call.

**QUORUM FOR SPECIAL MEETINGS OF CONGREGATIONAL AND PASTORAL CARE (Oct. 23, 2015)**

When special meetings of Congregational and Pastoral Care are required for time sensitive decisions, a quorum of 1/3 of the ministry team with at least 2 REs and 2 TEs, and with a minimum of 5 members

present.

#### **P3.5.2-4. MINUTES OF STANDING MINISTRY MEETINGS**

Minutes of standing ministry team meetings shall be sent within ten days to members of the ministry teams and to the presbytery office.

### **P3.5.1 - STANDING MINISTRY TEAMS**

#### **P3.5-2. CONGREGATIONAL AND PASTORAL CARE**

Congregational and Pastor Care (CPC) shall have fourteen members, seven of whom shall be teaching elders and seven of whom shall be ruling elders, elected in two classes of five members each and one class of four members, all serving three-year terms with one class elected each year. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms.

#### **Responsibilities of Congregational and Pastoral Care**

Congregational and Pastor Care shall serve the Presbytery of South Dakota as provided in the *Book of Order* G-3.0106 and G-3.0307. Congregational and Pastor Care shall be acting as an Administrative Commission of Presbytery when it carries out the following responsibilities:

- A. Find in order and approve terms of call and contracts for TEs and CREs issued by churches
- B. Approve and present to Presbytery for final approval calls for service to teaching elders and CREs
- C. Approve, receive and examine teaching elders transferring from other presbyteries required by the *Book of Order* G-3.0306. Examination of teaching elders shall ordinarily be done by two or more members of Congregational and Pastor Care prior to the teaching elder's candidacy in a particular congregation. Each teaching elder seeking membership in the presbytery shall be examined in the areas of Christian faith, theology, the Sacraments, and the polity of the PC(USA). A candidate seeking ordination shall be examined and voted upon on the floor of Presbytery
- D. Dissolve the pastoral relationships in cases where the congregation and pastor concur
- E. Dismiss teaching elders to other presbyteries
- M. Act as reference checks for teaching elders of POSD seeking calls outside of the presbytery
- F. Act on requests to labor inside and outside of the bounds of the presbytery
- G. Appoint moderators for congregations with vacant pulpits between meetings of Presbytery
- H. Approve Temporary and Designated Calls
- I. Approve Honorable Retirements
- J. Approve Parish Associates
- K. Approve ruling elders commissioned to serve communion
- L. Waive term limits for ruling elders serving within small congregations

Congregational and Pastoral Care shall report all business transacted relating to this particular authority to the next stated meeting of Presbytery.

#### **MINISTRY DEVELOPMENT AND EDUCATION**

Ministry Development and Education shall have twelve members elected in three equal classes each serving three-year terms with one class elected each year. Members may not serve more than two (2) consecutive terms.

#### **Responsibilities of Ministry Development and Education**

- A. The responsibility of this ministry will be to lead, provide resources for, and assist the presbytery and all congregations to nurture and maintain congregational life with special attention to:
  - 1. Small congregations
  - 2. Isolated congregations
  - 3. Neighboring congregations
  - 4. New congregations
  - 5. Transforming congregations



- B. Ministry Development and Education will share information across Presbytery about church involvement in mission and communicate opportunities and ideas
- C. Provide small and large churches opportunities to work together sharing costs, ideas and enthusiasm
- D. Assist in the organization of mission projects and stewardship campaigns **as requested**
- E. Serve as the Presbytery of South Dakota's Committee on Preparation for Ministry as described in the *Book of Order* G-2.1002, G-3.0301 and G-3.0307.
  - a. Guide, nurture and oversee those preparing to become teaching elders
  - b. Receive applications from ruling elders preparing to serve as ruling elders commissioned to particular service in accordance with the *Book of Order* G-3.0307, to examine and direct their instruction, and present them to Presbytery
  - c. Dismiss candidates, enroll inquirers, and certify candidates as ready for examination for ordination. This committee shall report all business transacted relating to this particular authority at the next stated meeting of Presbytery. When this responsibility is carried out Ministry Development and Education is acting as an Administrative Commission of Presbytery.

### **P3.5-3. MINISTRY RESOURCE**

Ministry Resource shall be elected in conformity with *Book of Order* G-3.0111. It shall have five members. Four members will be representatives of Camping and Faith Formation, Administration and Coordination, Congregational and Pastoral Care, and Ministry Development and Education, plus one at-large member. Members will serve three-year terms or for the length of their term on their corresponding ministry team, whichever is less. Members are ineligible to serve more than two consecutive three year terms or portions of consecutive terms.

#### **Responsibilities of Ministry Resource**

Ministry Resource shall nominate:

- A. The number of persons to maintain full membership in the Presbytery of South Dakota structure,
- B. The commissioners and YAAD to General Assembly and the Synod of Lakes and Prairies,
- C. Alternate commissioners to General Assembly,
- D. Ordination Exam Readers and their alternates
- E. Any representatives to ecumenical units in which this church officially participates, and
- F. Any other nominations as necessary.

Ministry Resource shall from time to time nominate persons to the General Assembly committees, boards, and agencies as vacancies are announced.

Ministry Resource shall nominate persons as requested to Synod commissions and committees.

### **P3.5.2-2.1. COMMISSION ON CAMPING AND FAITH FORMATION**

The Commission for Camping and Faith Formation shall have nine members elected in three classes of three. Terms of service shall be three (3) years. Service to unexpired terms shall begin on election by Presbytery. Commission members may not serve more than three (3) consecutive terms.

Additional Responsibilities to the bylaws of CFF

Camping and Faith Formation will have oversight of the South Dakota Presbyterian Youth Council (SDPYC) and:

- a. Select advisors for SDPYC
- b. Review and recommend to Presbytery any changes in the SDPYC Bylaws

- c. Coordinate and facilitate the POSD Youth Rally
- d. To choose delegates to the Youth Triennium and plan the logistics of the trip

**P3.5.2-2.1.1. CAMPING COMMISSION BYLAWS (Appendix D)**

**P3.5.2-2.4. YOUTH COMMITTEE**

A Youth Committee shall have six members elected in three equal classes each serving three-year terms with one class elected each year.

**P3.5.2-2.4.1. Responsibilities**

The youth committee will serve the congregations and Presbytery by being responsible for the following:

2. To have a vision of growth with the youth programs in the presbytery with specific goals in place,
3. To be a resource to all the congregational youth programs and their leaders in the presbytery,
4. To communicate events (activities and training) that will benefit the congregational youth programs,
5. To have oversight of the South Dakota Presbyterian Youth Council (SDPYC),
  - a. Select advisors for SDPYC,
  - b. Maintain lines of communication,
  - c. Review and recommend to Presbytery any changes in the SDPYC Bylaws, and
  - d. Develop resources for youth events with SDPYC, i.e. costs of youth activities, providing names for speakers, regional activities, Youth Rally, etc.
6. To choose delegates to the Youth Triennium and plan the logistics of the trip,
7. To choose Youth Advisory Delegates (YADS) and Young Adult Advisory Delegates (YAADS) and their alternates to Synod and General Assembly and refer these youth to the Presbytery's Ministry Resource team,
8. To review and develop a yearly budget for youth work, and
9. To maintain lines of communication with Presbytery's Camping Commission.

**P3.5.2-2.5. RESPONSE COORDINATION TEAM**

A Response Coordination Team shall have six members elected in three classes, each serving three year terms with one class elected each year. Member terms are not limited.

**P3.5.2-2.5.1. Responsibilities**

The response coordination team will serve the congregations and the presbytery in accordance with the provisions of the presbytery's policy regarding sexual misconduct by those involved in ministry (P3-5.2.6.).

**P3.5.2-6. ADDITIONAL MEMBERS OF COMMITTEES**

A ministry of the Presbytery of South Dakota or its moderator may co-opt persons (ordained or non-ordained) to assist in its assignments. Such appointments shall be reported to the next stated meeting of Presbytery by each ministry. Co-opted persons are to be appointed to specific tasks, are temporary and are without vote on the ministry. The need and length of their service shall be dependent upon the specific task for which they have been co-opted and evaluated and approved by each standing ministry or its moderator on an annual basis.

**P3.6. PERMANENT JUDICIAL COMMISSION**

**P3.6-1. MEMBERSHIP**

A Permanent Judicial Commission shall have eight members consisting of four ruling elders and four teaching elders elected in two classes of three members each and one class of two members. The classes serve six-year terms with one class elected every two years. No person who has served on the permanent judicial commission for a full term of six years shall be eligible for re-election until four years have elapsed after the expired six-year term. The permanent judicial commission shall meet and elect from its members a moderator and a clerk. (*Book of Order D-5.0201*).

### **P3.6-1.1. RESPONSIBILITIES**

The permanent judicial commission for the presbytery shall have the responsibilities and follow the procedures as directed in the *Book of Order*, particularly D-5.0200.

## **P3.7. RESIGNATIONS FROM OFFICE**

### **P3.7-1. RESIGNATIONS**

All resignations and information about vacancies in the Presbytery of South Dakota's offices, commissions, standing committees, and special committees shall be made in writing to the stated clerk of the presbytery who shall notify the Ministry Resource of the Presbytery of South Dakota and the affected committee moderators.

### **P3.7-2. VACANCIES**

Vacancies that occur in standing committees and special committees between the stated meetings of the Presbytery of South Dakota may be filled on a temporary basis by Administration and Coordination after consultation with the committee where the vacancy occurs and with the Ministry Resource of the Presbytery of South Dakota. At the next stated meeting of Presbytery, nominations shall be received and elections held.

All other vacancies may be filled by the Moderator of the Presbytery of South Dakota following the same procedure.

### **P3.7-3. NON-FUNCTIONING MEMBERS**

It is the responsibility of all agencies of Presbytery to which elections or appointments are made, to encourage and enable full participation of their members. When a member of Administration and Coordination or any committee is absent without excuse for two consecutive meetings, the moderator of that body shall consult with the member to learn of his/her continued willingness to serve. If the member is unable to attend, his/her resignation may be requested; if the resignation is not forthcoming, the presbytery Ministry Resource team may replace the member at the request of the moderator of the committee.

## **P3.8. EXPENSE REIMBURSEMENT**

Meals, lodging, and mileage at the established Presbytery of South Dakota rate for Administration and Coordination, commissions, standing committees, task forces and other Presbytery of South Dakota committee meetings shall be paid out of their budgets or from the Presbytery of South Dakota expense budget.

Administration and Coordination, standing committees, and commissions may, with the approval of Administration and Coordination, increase mileage reimbursement for specific individuals or tasks requiring excessive mileage. Such increased mileage reimbursement shall be reviewed annually by Administration and Coordination. Mileage at the higher reimbursement rate would be paid from the budget of the respective presbytery committee or commission.

## **P3.9. EX-OFFICIO MEMBERS**

### **P3.9-1. EX-OFFICIO STAFF AND OFFICERS**

The ~~presbytery administrator~~ Moderator of the Presbytery of South Dakota shall be members ex-officio of the standing committees, any special committees or commissions and Administration and Coordination without vote, ~~except that the moderator of the presbytery~~ but shall not be an ex-officio member of ~~the committee on nominations~~ Ministry Resource.

The ~~mission coordinator~~, stated clerk and treasurer shall be a member ex-officio of Administration and Coordination ~~and the Committee on Administrative Review~~ of the Presbytery of South Dakota without vote. The ~~mission coordinator~~, stated clerk and treasurer may not be voting members of any standing committee or commission of the Presbytery of South Dakota, but shall be welcome at the meetings of all the committees of the Presbytery of South Dakota these meetings. and shall give counsel and advice in

~~matters of Presbyterian law and polity and proper process and procedures when requested and necessary.~~ Each position may be allowed to serve as voting members of temporary commissions such as closing and installation commissions.

**P3.9-2. PRESBYTERY REPRESENTATIVES TO SYNOD**

Presbytery representatives elected to Synod and Synod committees shall serve ex-officio and without vote on the corresponding Presbytery entity.

**P3.9-3. PRESBYTERY REPRESENTATIVES TO GENERAL ASSEMBLY**

Presbytery representatives elected to General Assembly Mission Council and/or committees shall serve ex-officio and without vote on the corresponding Presbytery entity.

**P3.5.2- COMMITTEE POLICIES**

**P3.10.2. CONGREGATIONAL AND PASTORAL CARE POLICIES**

**P3.10.2.1. Affirmative Action/Equal Employment Opportunity Policies**

This policy is addressed in the “Congregational and Pastoral Care Handbook.”

**P3.10.2.2. Emergency Loans and Grants for Teaching Elders and Surviving Spouses**

In accordance with Presbytery actions on November 14, 1975, a Teaching Elder’s or Surviving Spouse’s Emergency Fund is maintained. Congregational and Pastoral Care budgets \$1000 each year in the Teaching Elder’s or Surviving Spouse’s Emergency Account (# 5430-02). Unused budgeted funds at the end of the year will be transferred to the Teaching Elder’s or Surviving Spouse’s Emergency Fund (account # 2209-02) to be accumulated up to \$5,000.

Any single loan from the Teaching Elder’s or Surviving Spouse’s Emergency Fund (account number 5430-01) shall have a \$1,000 maximum, and the total loaned from the fund shall not exceed \$5,000.

The policy for the use of the fund shall be to meet emergency financial needs of teaching elders or surviving spouses through direct loans or grants. A need is an emergency that affects adversely the personal welfare, well-being or ministry of the person involved and cannot be reasonably met in any other way, including a privately made commercial or personal loan.

- Loan applications, including schedules for repayment, shall be in writing. If the loan is not repaid in one year following the date of contract, interest will be attached to the loan at the rate of 3% per annum on the remaining balance at the time of the loan's anniversary date. Loans shall be repaid to the presbytery before a call to another presbytery is approved.
- Emergency grant applications shall also be in writing and may be made only in serious hardship situations when, in the opinion of those approving the grant, it is the only effective way of helping a teaching elder or surviving spouse resolve a financial crisis.

Approval shall be the responsibility of Congregational and Pastoral Care (between meetings it shall be the responsibility of the Moderator of Congregational and Pastoral Care).

**P3.10.2.3. Guaranteed Pension Dues**

In order to maintain the full protection afforded by the Benefits Plan of the Presbyterian Church (U.S.A.) to all teaching elder members of the presbytery who are participating in the plan and all lay employees serving employing organizations within the bounds of Presbytery and participating in the plan, the Presbytery of South Dakota guarantees to the Board of Pensions the payment of the full requisite dues becoming due and payable on and after June 18, 1988 and until the action is canceled.

Should the full requisite dues not be paid when due, by or on behalf of any such member, such dues, plus interest and servicing costs, shall become the obligation of this presbytery, and the presbytery shall remit the same to the Board of Pensions when billed, which bill normally shall be rendered for the requisite dues which have been delinquent for ninety days or more.

**P3.10.2.4. Seminary Debt Assistance Program**

Presbytery voted to participate in the Seminary Debt Assistance Program (6/7/2002) and adopted the following policies:

1. Debt level of seminary students should be no more than 40% of the latest available church median salary.
2. Every seminary student must attend a Financial Planning Seminar (Fiscal Fitness Workshop) offered by the Board of Pensions.

**P3.10.2.5. Privacy Rights and Confidentiality in the Calling of a Pastor and in Search Processes for Other Leaders**

**A. PURPOSE**

The purpose is to permit a search committee to fulfill its need for information and at the same time respect the right of privacy and confidentiality of candidates. It is the responsibility of every person in the search process to maintain the privacy and confidentiality of information. Consideration needs to be given as to who needs to know and who has a right to know.

**B. DEFINITIONS**

1. Privacy:  
...is freedom from interference, opportunity to grow, liberty to control what others know about oneself...(Synod guidelines IV)
2. Confidentiality:  
...is an act of trust, based upon faith in others. It is the right to entrust or commit to another or others the secret and intimate knowledge, with complete reliance on the fidelity and integrity of that other or others to maintain silence concerning it. (Synod guidelines V)
3. Publishers:  
...any person or persons providing information concerning candidates to search committees.... (Synod guidelines VI. B. 2.)
4. Receivers:  
...those persons or agencies who receive information about a candidate....(Synod guidelines VI. B. 5.)

If needed, a copy of Synod's guidelines approved June 8-10, 1982, is available from the presbytery's stated clerk

**P3.10.2.6. Policy Regarding Sexual Misconduct by Those Involved in Ministry**

Adopted by the Committee on Ministry 1/18/93  
Revisions Approved by the Committee on Ministry 5/3/93 & 9/30/93  
Adopted by Presbytery 6/94  
Revisions Approved by the Committee on Ministry 9/26/97  
Revisions Approved by Presbytery  
Revisions Approved by Presbytery 6/26/98

**SECTION I: INTRODUCTION**

This policy statement is based upon our understanding of Jesus Christ as the Head of the Church (*Book of Order* -F-1.0201), the Scriptures as the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to us (*Book of Order*, W-4.4004a2 )and the creeds and confessions of *The Book of Confessions* as standards subordinate to the authority of Jesus Christ and the Scriptures (*Book of Order* F-2.02)

**SECTION II: POLICY STATEMENT**

It is the policy of the Presbytery of South Dakota that all members, officers, non-member employees, and volunteers of governing bodies and entities of the presbytery are to maintain the integrity of ministerial, employment, and professional relationships at all times. Sexual misconduct is not only a violation of the principles set forth in Scripture, but also of these relationships and is never permissible.

### SECTION III: SCOPE OF THIS POLICY

This policy applies to the members, non-member employees, officers, and volunteers of the Presbytery of South Dakota and is commended to the sessions of the presbytery to use as a guide for developing their own local policies. In implementing local policies, the Presbytery's Response Coordination Team (RCT) will be available, upon formal request by a session, to assist that session in its response to allegations of sexual misconduct.

### SECTION IV: PURPOSE

The purposes of this policy are:

- A. To prevent and eliminate sexual misconduct within the presbytery. This includes establishing a safe environment and lines of accountability.
- B. To provide clear procedures for effective pastoral response to written allegations of sexual misconduct within the presbytery, thus assuring care and support for all persons and congregations concerned.
- C. To provide oversight into the processes and actions which are taken in response to written allegations of sexual misconduct.
- D. To promote healing of all persons and congregations when sexual misconduct has been alleged or occurred.

### SECTION V: DEFINITIONS

This policy relates to all people who fall under its scope: all ages, of both genders, ordained and non-ordained, members, staff, committee members and other representatives of the Presbytery of South Dakota, who minister in the name of Jesus Christ in and for the Presbyterian Church (U.S.A.).

[Note: Because of jurisdictional concerns, this presbytery policy will ordinarily apply directly only to those who are members of the Presbyterian Church (U.S.A.) and members of the Presbytery of South Dakota. Criminal or civil issues must be dealt with according to state law.]

#### Sexual Misconduct

The following descriptive definition of Sexual Misconduct from the *Book of Order* is operative for this policy (D-10.0401):

Sexual abuse of another person is any offense involving sexual conduct in relation to:

- (1) any person under the age of eighteen years or anyone over the age of eighteen without the mental capacity to consent; or
- (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position.

These definitions are not meant to restrict church professionals from having normal social or marital relationships.

### SECTION VI: RESPONSE COORDINATION TEAM (RCT)

#### A. DEFINITION

A Response Coordination Team shall be nominated by the presbytery's Ministry Resource team in consultation with Congregational and Pastoral Care elected by the presbytery. Its purpose is to coordinate the presbytery's response to allegations of sexual misconduct. It shall not deal directly with the needs of persons and groups affected by such allegations. The RCT is to assist the presbytery officers, committees, and staff in responding to allegations of sexual misconduct and will be available to assist a local session when the session has voted to request assistance.

The response coordination team shall consist of six members divided into three classes, each serving three-year terms with one class elected each year, without term limits. One member shall be designated as the moderator by Congregational and Pastoral Care.

#### B. COMPOSITION OF THE RCT

The RCT shall consist of those persons who are in good standing in the community of faith,

demonstrate Christian maturity, and possess one or more of the following skills or experience, so that the combined group does incorporate these areas of knowledge and practice:

1. Christian counseling
2. Understanding of group dynamics and healthy systems
3. A survivor's advocate (child or adult)
4. Legal know-how (with particular experience in sexual harassment or abuse cases, domestic law, and criminal proceedings)
5. Conflict resolution, particularly in a religious community setting
6. Insurance and risk management
7. Personnel management and training

All elected members of the RCT shall be members of the Presbyterian Church (U.S.A.), shall be familiar with our constitution, policies, and procedures, particularly in the area of sexual misconduct. When consultants with particular expertise are needed, they do not need to be members of the Presbyterian Church (U.S.A.).

### C. ROLE

1. Consultative. In response to allegations of sexual misconduct, the RCT, as a part of its coordinative function, shall consult with appropriate staff, officers, and committees of the presbytery concerning appropriate ways to meet the needs that arise in the context of a sexual misconduct case and to delegate tasks to meet these responsibilities. The RCT shall work in a consultative manner with a local session when requested to do so by that local session.
2. Training. The RCT shall provide or arrange to provide training for persons serving on entities of the Presbytery of South Dakota and for local sessions when requested to do so to perform the tasks listed below which may need to be addressed by the governing body:
  - a. Required Reporting
    - (1) To insurance carriers
    - (2) To appropriate local, state, or federal authorities, if the allegations involve the abuse of a minor or other criminal behavior.
  - b. Contact with the complainant and/or complainant's family
    - (1) Meeting their needs (e.g. counseling, advocacy)
    - (2) Interviews in relation to the investigation
  - c. Contact with the respondent and respondent's family
    - (1) Meeting their needs (e.g. counseling, advocacy)
    - (2) Interviews in relation to the investigation
  - d. Contact with the session and congregation (if a congregation is involved). Based upon the need-to-know decisions, in order to help the session and congregation to be faithful and to heal.
  - e. Contact with others affected (This may include other persons in the presbytery or an agency.)
  - f. Contact with the media
  - g. Make sure appropriate legal counsel is consulted
3. Prevention. The RCT shall provide or arrange to provide
  - a. A variety of methods by which teaching elders, ruling elders, and lay people, as well as Presbytery officers, leaders, commissions, sessions, committees, and other entities can create a healthy and safe environment for ministry and mission.
  - b. Evaluation of processes, training, and methods of prevention.
  - c. Distribution of this policy.

Copies of this policy shall be distributed to all members, Presbytery employees, clerks of session, and entity officers, and shall be available to all church members. It is intended for use by church members, church officers, employees, and volunteers. The policy shall be made available to persons who accuse others of misconduct, including those who are or who claim to be victims of sexual misconduct and their families. The policy will be available to those serving on special investigative or disciplinary committees, Congregational and Pastoral Care members, and Response Coordination Team, and

others.

Upon receipt of this policy, teaching elders and Presbytery employees must sign a written acknowledgment of receipt. This acknowledgment shall be kept in the person's personnel file. Local congregations will want to develop a procedure to insure that appropriate people receive a copy of this policy.

#### SECTION VII: HOW ALLEGATIONS WILL BE PROCESSED

- A. Criminal Acts. If there is a reasonable discernment that a criminal act has occurred, civil authorities shall be contacted immediately.
- B. Unwritten Allegations. In such instances where no written allegations have been received and yet there is reasonable discernment that some form of misconduct has occurred, the moderator of the RCT shall be contacted immediately. When a local session requests the Presbytery's RCT's assistance, the clerk of session or pastor will make this contact.
- C. Written Allegations. All written allegations of sexual misconduct will be investigated through the appropriate process as indicated in the "Rules of Discipline" (*Book of Order*) and in the standing rules of the governing body. In cases of members under the jurisdiction of the Presbytery of South Dakota, the judicial process as provided in the "Rules of Discipline" will be followed. In cases involving employees, the provisions of the personnel policy will also be followed. For employees who are members of the presbytery, both personnel policy provisions and the disciplinary process will apply.
  1. Judicial. Whoever receives a written allegation must forward it to the stated clerk and then immediately call the moderator of the response coordination team. When the stated clerk receives a written allegation under D-10.0100, an investigating committee (D-10.0201b) shall be put in place according to P3.5.2-5.

The investigating committee shall conduct its investigation in accordance with D-0.0202. The investigative committee shall maintain regular contact with the person making the written allegations, keeping him/her informed about the status of the investigation.

Under no circumstances shall the investigating committee contact the person being the respondent without first advising the person making the written allegations of the date of that contact.

The response coordination team shall have the right to meet with the investigative committee only in regards to consultation concerning its process or special circumstances surrounding the written allegation.

2. Some Administrative Considerations. Following an accusation of misconduct against a staff member of the presbytery or a member of the presbytery serving a church or agency, the appropriate committee (Congregational and Pastoral Care or Personnel) shall consult with the complainant, the respondent, and the involved session or board of oversight to ascertain whether the circumstances would be aided by the respondent being advised to take administrative leave. In terms of teaching elders, Congregational and Pastoral Care cannot require the session to use the administrative leave option; it may only consult with the session. If the respondent refuses an administrative leave and the presbytery believes it is imperative to remove the person, the presbytery may proceed under its personnel policy to do so. In such instances, if the presbytery establishes an administrative commission, such a commission will abide by the process found in G-3.0109. Congregational and Pastoral Care or other body may also request that an administrative commission be appointed to deal with the discord caused by the alleged misconduct.

Congregational and Pastoral Care will maintain a list of interim or supply pastors trained in responding to congregations where abuse has occurred. Congregational and Pastoral Care will also work carefully with the session to recognize and deal with denial and anger that typically accompanies abuse allegations.



Evaluation: The RCT shall coordinate an evaluation after all the procedures outlined above have been carried out, seeking responses from persons and groups involved in the response to allegations of misconduct.

**P3.10.2.7. Shared Pastor Program**

The Presbytery of South Dakota has established a Shared Pastor Program.

Some congregations have endured vacant pulpits for many years. Even the most basic pastoral care in these congregations is often overlooked. Session meetings are sporadic, calling is non-existent, sacraments may not be observed in proper fashion. Very little consistent denominational interaction takes place.

We have other small congregations that have entered into working relationships through federation, union, yoked agreements with other denominations. While some pastoral care may be offered, in many instances very few ties are maintained with the Presbytery of South Dakota.

The realities of geography and of changing economic and population dynamics are threatening many of our present working arrangements within our denomination.

To deal with the problems many of our small congregations face, the Presbytery of South Dakota has established a pastor sharing program. Involvement in this program is available to interested teaching elders on the roll of the Presbytery of South Dakota. It is for those pastors who have the time and the sensitivity to devote a day, or a few days, per month assisting small congregations in worship, sacraments, calling, leadership and program development. A willingness to be involved has to be evident from congregations holding calls to pastors interested in participating in the program. The congregations requesting assistance will mutually agree with the pastor's congregation upon the amount of involvement they would receive. Such involvement will not mandate additional expense to the pastor's congregation or to the pastor.

The potential exists for congregations presently served by other denominations to be more active in the Presbytery of South Dakota. Periodic visits, worship services, participation at special occasions by a shared pastor can bring about greater involvement on the part of many of our congregations that have long been absent from the activities of the Presbytery of South Dakota.

Congregations temporarily without pastors may request a shared pastor for the transition between pastors.

For the most part, involvement is voluntary. However, the Presbytery of South Dakota may deem involvement necessary for the health of some of our congregations now basically inactive in the life of the Church.

**P3.10.2.8. Presbytery Service of Teaching Elders**

It is expected that a full-time teaching elder will be available for at least one presbytery assignment and will be free to perform this and other responsibilities as a presbyter.

**P3.10.2.9. Session Moderators When the Congregation is without an Installed Teaching Elder:**

When a congregation is without an installed pastor, Presbytery shall ordinarily appoint a teaching elder who is a member of the Presbytery of South Dakota or a commissioned ruling elder to moderate the session of that congregation. Presbytery may decide it is in the congregation's best interest for the session to be moderated by a trained ruling elder from another congregation in which case, that ruling elder would become a temporary member of Presbytery while he/she serves in this capacity. If a minister from another Christian denomination has been examined and approved to serve as a temporary supply for a congregation and a temporary member of Presbytery, that minister may be approved to moderate the session of that particular congregation.

**P3.10.2.10. Moderating a Session (G-3.0104)**

If an installed pastor is unable to moderate a session meeting, the installed pastor shall invite another teaching elder who is a member of Presbytery to moderate or a current member of Congregational and

Pastoral Care who is not a member of the congregation. In an emergency situation, the moderator may appoint a ruling elder to moderate.

**P3.10.2.11. Honoraria**

Honoraria for pulpit supply shall be \$50-\$100 plus mileage at the current IRS rate. Honoraria for moderating session and congregational meetings shall be \$25-\$50 plus mileage at the current IRS rate.

**P3.10.2.12. Minimum Terms of Call**

A call to a full-time teaching elder shall provide the following minimum terms:

A. Effective Salary:

1. The Presbytery of South Dakota's minimum cash salary is \$30,000-- some portion of which may be redirected by the pastor with the agreement of the congregation and the presbytery to provide additional funding for other aspects of effective salary.
2. A suitable house with utilities or adequate housing allowance to provide for the teaching elder's specific requirements. Housing allowance for those living in a manse shall be not less than 30% of the minimum effective salary, effective January 1, 2007. (10/27/06)

B. Expenses reimbursed by voucher:

1. Adequate travel compensation in the form of vouchered mileage payment at the recommended IRS rate of reimbursement, a leased car, or such compensation as will meet the specific parish requirements;
2. An allowance for professional expenses such as office expense, books, and study leave;

C. Other:

1. Requisite percent pension dues payment on the teaching elder's salary as required by the Board of Pensions;
2. At least four weeks vacation per year;
3. At least two weeks study leave per year;
4. An annual review of the effectiveness of ministry and adequacy of remuneration. (This review shall also be made in cases where a teaching elder is called within the preceding year.)

Congregational and Pastoral Care (CPC) shall recommend at each June Presbytery meeting salary recommendations for the next year.

A description of the Presbytery of South Dakota's plan for the integration of the teaching elders into the life and work of the Presbytery of South Dakota (*Book of Order* G-3.0301a and G-3.0303c) shall be developed..

**P3.10.2.13. Part-Time Teaching Elders**

Salary-for part-time teaching elders of the Presbytery of South Dakota shall be proportionate to that of full-time on the basis of time employed.

**P3.10.2.14. Non-Presbyterians Serving Presbyterian Congregations**

Non-Presbyterian clergy/student pastors and ruling elder commissioners from the congregations being served shall be expected to participate regularly in the Presbytery of South Dakota meetings as a condition of their employment.

**P3.10.2.15. Parish Definitions**

The following definitions are to be accepted and implemented by the Presbytery of South Dakota:

- A. Yoked Parish: Two or more congregations that agree to share the services of a pastor and extend one joint call.
- B. Two-Or-More-Point Parish: Two or more congregations that agree to share the services of a pastor each extending a call.

**P3.10.2.16. Dissolving Pastoral Relationships in Multiple Church Parishes**

The Presbytery of South Dakota shall ordinarily not dissolve the pastoral relationship separately of one point of a yoked parish or two-or-more-point parish.

**P3.10.2.17. Procedure for Receiving Pastors From Denominations Not in Correspondence with the Presbyterian Church (U.S.A.)**—See Congregational and Pastoral Care Handbook, “Ministers of Other Denominations.”

**P3.10.2.18. Process to be Followed from Dissolution to Installation of Pastors**

See Congregational and Pastoral Care Handbook, “Procedures.”

**P3.10.2.19. Sabbatical Leave Policy for Teaching Elders in South Dakota Presbytery (2/22/2008)**

**POLICY STATEMENT**

The Presbytery of South Dakota recommends to the sessions of its congregations that teaching elders be granted a compensated sabbatical of at least three (3) months after six (6) years of service to an individual congregation.

**RATIONALE**

A sabbatical will enable the teaching elder to be renewed through the vital pursuit of continuing education, extended time spent in spiritual formation, and fresh mentoring by respected teachers. A sabbatical enables a teaching elder to return to the responsibilities of the congregation with new energy, spiritual vision and effectiveness.

**CONGREGATIONAL AND PASTORAL CARE RESPONSIBILITIES**

1. Review the sabbatical timetable and usage plan as submitted by the teaching elder,
2. Serve as mediator in any concerns of session or teaching elder relative to the sabbatical, and
3. Determine who will moderate the session in the teaching elder’s absence.

**MINISTER RESPONSIBILITIES**

1. Bring the sabbatical proposal before the session, at least in outline form, a minimum of six months before the intended commencement of the sabbatical,
2. Secure the approval of the session for the sabbatical proposal and work out the necessary coverage of pastoral and pulpit responsibilities,
3. Assure the session of continued service to the church for at least one full year from the conclusion of the sabbatical,
4. Bring up to date all pending responsibilities as determined in consultation with the session before departing on the sabbatical,
5. Submit to Congregational and Pastoral Care in writing the sabbatical timetable and outline of plan, and
6. Upon return, present an overview of the sabbatical experience to the session and the Committee on Ministry.

**SESSION RESPONSIBILITIES**

1. Receive “for approval” the teaching elder’s proposal for a sabbatical, at least six (6) months in advance of the intended commencement of the sabbatical,
2. Continue terms of call commitments to the teaching elder during sabbatical leave,
3. Communicate to the congregation the importance and values to the congregation of a sabbatical, and
4. Request a written overview of the sabbatical from the teaching elder upon return.

**ADDITIONAL RESPONSIBILITIES/INFORMATION**

If agreed upon by session and the teaching elder, the sabbatical might be combined with study leave for extended graduate study.

**P3.10.2.20. Criteria for Continuing Members of Presbytery (2/22/2008)**

**Criteria for Validated Ministries of Active Members**

**Criteria for Members-at-Large**  
**Criteria for Inactive Members**

**BACKGROUND**

**Criteria for Ministry of Continuing Members**

A presbytery shall determine the teaching elders who shall be continuing members. In making this determination, the presbytery shall be guided by written criteria developed by the presbytery for validation of ministries within its bounds. These criteria shall be based upon the description of the nature of ordained office found in G-2.01 and G-2.05 and the following standards:

- a. The ministry of continuing members shall be in demonstrable conformity with the mission of God's people in the world as set forth in Holy Scripture, the *Book of Confessions*, and the *Book of Order*.
- b. The ministry shall be one that serves others, aids others, and enables the ministries of others.
- c. The ministry shall give evidence of theologically informed fidelity to God's Word. This will normally require the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in G-2.0607.
- d. The ministry shall be carried on in accountability for its character and conduct to the presbytery and to organizations, agencies, and institutions.
- e. The ministry shall include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation.

**Continuing Members**

The teaching elders who are continuing members of a presbytery of the Presbyterian Church (U.S.A.) include active members, members-at-large, and inactive members (G-2.0503).

**Criteria for Validated Ministries—Active Members**

G-2.0503a. An active member is a teaching elder who has been admitted to the presbytery in accordance with G-3.0306, and is now engaged in ministry that complies with all of the criteria in G-2.0502 and G-2.0503a without exception.

The Presbytery of South Dakota adopts the following criteria for validation of ministries within the bounds of the presbytery. These criteria are based upon the description of the nature of ordained office found in G-2.-01 and G-2.05 and the following standards (G-2.0503a):

- a. The ministry of continuing members shall be in demonstrable conformity with the mission of God's people in the world as set forth in Holy Scripture, the *Book of Confessions*, and the *Book of Order* of this denomination. An active member will be engaged in one of the following:
  - A validated ministry within a congregation of the presbytery, that is, pastor, co-pastor, associate pastor, designated pastor, designated associate pastor, stated supply, temporary supply, interim pastor, interim associate pastor, or organizing pastor (G-2.504a, G-2.0504, G-2.0504b);
  - A validated ministry in other service to the Presbyterian Church (U.S.A.) as
    1. Staff member of a presbytery, a synod, or the General Assembly
    2. Staff member of an organization sponsored by and under the authority of a presbytery, a synod, or the General Assembly
    3. Staff member of an organization sponsored by a council of the Presbyterian Church (U.S.A.) and one or more other denominations such as a federated congregation, a specialized ministry, an administrative office, or an interdenominational agency;
  - A mission/ministry project validated by a presbytery, a synod, or the General Assembly—such as schools, day-care projects, chaplaincies, and pastoral care, pastoral counseling and pastoral education services, and health care facilities and services;
  - A ministry in other service of this church that is related by organization, accountability, or structure to councils, agencies, mission and ministry united or seminaries, and to international organizations such as councils of churches,

- CROP, or the Heifer Projects;
  - A ministry beyond the jurisdiction of this church –such as nondenominational or other service, for instance organizations dealing with housing programs, the farm crisis, drug and alcohol addiction or marriage and family problems. In such cases
    1. The teaching elder requests permission of the presbytery to engage in such ministry;
    2. Congregational and Pastoral Care thoroughly reviews the proposed pastoral functions and makes a recommendation to Presbytery, and
    3. The presbytery grants its approval.
  - Honorably retired.
- b. The ministry shall be one that serves others, aids others, and enables the ministries of others. The primary thrust of the work being validated is toward serving people and enabling them to serve other people, rather than the production of goods or of profits. In this way, the special gifts and training of the teaching elder can provide a theological perspective.

Secular work (such as farmer, teacher, physician, psychologist, nurse, etc.) will not be validated, even though others may be served. In the case of a tentmaker, a part-time ministry could be validated, but the secular work in which the person is engaged would not be validated.

- c. The ministry shall give evidence of theologically informed fidelity to God’s Word. This will normally require the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in G-2.0607.

The teaching elder seeking validation shall present her/himself and a statement of faith to the Congregational and Pastoral Care for examination. For validation to be granted, this examination shall determine:

- That the teaching elder’s theology “adhere(s) to the essentials of the Reformed faith and polity as expressed in the *Book of Confessions* and the Form of Government.” (G-2.0105)
  - That the teaching elder’s manner of life is a demonstration of the Christian gospel in the church and in the world (G-2.0104a).
  - That the work provides opportunity for the active and effective use of the biblical and theological training that is required for ordination. Such work should provide opportunities to articulate and promote the Christian faith. If a proposed calling does not provide such opportunity, it will not normally be considered a validated ministry. (Note the burden of proof is on the teaching elder applying for validation.)
- d. The ministry shall be carried on in accountability for its character and conduct to the presbytery and to the relevant organizations, agencies, and institutions.

The teaching elder shall demonstrate an adequate process of supervision and accountability for their ministry by the organization, agency, or institution within which they serve and/or present a plan for additional supervision by the presbytery. (It is the intention of the Presbytery of South Dakota that any teaching elder serving in a capacity that is not directly under the supervision of a PC(USA) council or agency has a clear process for supervision and accountability for their ministry, not just supervision of their employment. If supervision is not adequately provided within the employing organization, a separate or additional process will be established by the presbytery.

The teaching elder shall present acceptable and agreed-upon end results or activities for the

work to be validated.

If the ministry is validated, the teaching elder shall annually report on her/his ministry through the normal report form supplied by Congregational and Pastoral Care . Not less than once every three

years, accountability to Presbytery will involve a face-to-face review of the ministry. The presbytery will nor normally validate ministries for which there is no compensation .

- e. The ministry shall include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation.

In the Presbytery of South Dakota, it is expected that teaching elder members will be active in the work and life of the presbytery, including that they shall attend at least two of the three regular stated meetings each year and request to be excused for all absences. The Committee on Ministry will visit with active teaching elder members of Presbytery who live within the bounds of the presbytery when they do not meet those expectations.

Those in specialized ministries are also expected to participate regularly in the work and worship of a congregation of this Presbytery. Normally they will be expected to become a parish associate in a congregation of the presbytery by the conclusion of their first year in a validated ministry.

A report of participation in Presbytery and a congregation will be included in the annual report. Failure to observe these criteria may result in the validation not being continued.

- f. Sacrament Authorization

Teaching elders working as evangelists, chaplains, and in other validated ministries may administer the Sacraments as approved when the particular validated ministry is approved. (G-3.0306)

If one or more of the above criteria cannot be met, the continuing member should ask to be designated either a member-at-large (G-2.0503b) or an inactive member (G-2.0508).

#### **Criteria for Members-At-Large**

G-2.0503b. A member-at-large is a teaching elder who previously has been admitted to the presbytery or another presbytery as an active member, and is now, without intentional abandonment of the exercise of ministry, no longer engaged in a ministry that complies with all of the criteria in G-2.0503a. A teaching elder may be designated a member-at-large because he or she is limited in his or her ability to engage in a ministry fulfilling all of the criteria for a validated ministry because of family responsibilities or other individual circumstances that presbytery recognizes as important. A member-at-large shall comply with as many of the criteria in G-2.0503 as possible and shall be encouraged to become a parish associate in a congregation. A member-at-large is entitled to take part in the meetings of the presbytery and to speak, vote, and hold office. The status of each member-at-large may be granted by the presbytery upon the teaching elder's application and shall be reviewed annually.

The following persons are eligible for at-large membership in the Presbytery of South Dakota:

- a. A teaching elder who has been released from a former call and has not yet received a new call.
- b. A teaching elder who is actively engaged in career counseling aimed at discerning whether or not to continue in a ministry requiring ordination as teaching elder.
- c. A teaching elder who is limited in his or her ability to engage in a ministry that fulfills all of the criteria for a validated ministry because of health, family conditions, or other individual circumstances which the presbytery recognizes as important.

The Presbytery of South Dakota adopts the following criteria for members-at-large of the presbytery who wish to remain in that category:

- a. The teaching elder continues to take part in the meetings of the presbytery and is available to

serve on a committee, unless the condition(s) in “c” (above) preclude such activity.

- b. The teaching elder ordinarily will give evidence of actively pursuing a new call for a ministry that fulfills all of the criteria for a validated ministry.
- c. The teaching elder will file an annual written report (using the recommended form) to the Congregational and Pastoral Care, which will review the report and recommend to the

presbytery

whether or not to continue the teaching elder as a member-at-large. Failure to observe these criteria may result in the teaching elder being moved to the inactive roll.

If one or more of the above criteria cannot be met, the member-at-large should ask either to be designated an inactive member of Presbytery (G-2.0508) or be released from the exercise of ordained office (G-2.0507) until he or she receives a call to ministry that fulfills all the criteria for a validated ministry.

### **Inactive Members**

G-2.0508. An inactive member is a teaching elder who has previously been admitted to the presbytery or another presbytery as an active member but is now voluntarily engaged in an occupation that does not comply with all of the criteria in G-2.0503a. The presbytery may, at the teaching elder’s request or on its own initiative after notifying the teaching elder in person or by certified mail at the last known address, determine that the teaching elder’s category of membership is that of inactive member. An inactive member is not entitled to take part in the meetings of the presbytery or to speak, vote, hold office, or serve on committees, except that the inactive member may speak when the matter under consideration concerns that teaching elder. If at the end of three years the teaching elder has not been restored to active membership or membership-at-large, the presbytery shall delete that person’s name from the appropriate roll of presbytery and may give that person a certificate of membership to a particular congregation.

- a. Inactive members will be expected to submit annually a report to Congregational and Pastoral Care indicating:
  - Any changes (or anticipated changes) in the circumstances that might suggest a change in membership status, and/or
  - Whether or not they wish to be continued as an inactive member of the presbytery or be released from the exercise of ordained office.
- b. If Presbytery is unwilling to grant inactive status, then the continuing member should seek release from the exercise of ordained office (G-2.0507) until he or she receives a call to ministry that fulfills all five criteria.

Restoration to the exercise of ordained office is possible without re-ordination by:

- Application to and approval of the presbytery that granted release,
- Reaffirmation of ordination vows, and
- Resumption of a ministry that qualifies for continuing active membership in Presbytery.

These steps provide for ease in movement in and out of ordained ministry and are in no way judgmental. They are permissive in that re-ordination is not necessary.

### **Implementation**

Congregational and Pastoral Care will distribute annually a report form to all teaching elder members of the presbytery (except those serving as installed pastors in congregations of the presbytery and those honorably retired teaching elders not engaged in continuing ministry). This will normally be done in the first week of August. Upon receipt, Congregational and Pastoral Care will review those reports to determine whether or not the current validations and designations of the teaching elders are to continue. Failure to submit a report may result in a denial of validation and/or a change in designation for the teaching elder. Congregational and Pastoral Care will make a full report on validations and designations to the first stated Presbytery meeting of the calendar year.

#### **P3.10.2.21 Parish Associate Policy (March 6,2009)**

A parish associate is a teaching elder who serves in some validated ministry other than the local parish, or

is a member-at-large, or is retired, but who wishes to maintain a relationship with a particular congregation(s) in keeping with ordination. A parish associate must be qualified to be a continuing member of the Presbytery of South Dakota.

The relationship shall be established upon nomination by the pastor, between the parish associate, the session, and the Presbytery of South Dakota through Congregational and Pastoral Care. The parish associate shall be responsible to the pastor, as head of staff, on an “as needed, as available” basis and with or without remuneration.

The parish associate may not be called to be the next installed pastor or associate pastor of a congregation served as parish associate, unless at least six months have elapsed since the end of the parish associate relationship.

The Presbytery of South Dakota through its Congregational and Pastoral Care shall provide yearly oversight for parish associate relationships when validated ministries are assessed. The supervising pastor shall report to Congregational and Pastoral Care by September each year that the relationship with the parish associate still exists. If the relationship ceases to exist among the pastor, parish associate, and session, Congregational and Pastoral Care shall be notified immediately.

It is expected that good pastoral ethics be practiced in all relationships among pastor, session, parish associate, presbytery and other congregations. The agreement among the session, the parish associate and the Presbytery of South Dakota shall terminate when the call to the installed pastor is dissolved. The Presbytery of South Dakota reserves the right to dissolve the above mentioned relationship upon the recommendation of its Congregational and Pastoral Care.

### **P3.10.3. MINISTRY RESOURCE**

#### **P3.10.3.1. Election Schedule**

Officers of the Presbytery of South Dakota, members of Administration and Coordination, members and moderators of the standing committees, and representatives to agencies shall be elected at the annual meeting of the Presbytery of South Dakota.

Commissioners and alternates to General Assembly shall be elected biennially at the stated meeting in October.

Commissioners to Synod shall be elected at the stated meeting in October-

#### **P3.10.3.2. Representative Membership**

Ordinarily Ministry Resource shall nominate and the Presbytery of South Dakota shall elect one-half congregational members and one-half teaching elders to its committees, except that an equal number of each of ruling elders (men and women) and teaching elders shall be nominated and elected to the council, Congregational and Pastoral Care, and committee on preparation for ministry.

#### **P3.10.3.3. Geographic Representation**

In addition to the nomination and election of qualified persons to the various offices and committees, commissions, and as representatives of the Presbytery of South Dakota, the goal is to nominate and elect congregational members and teaching elders to achieve as equitable a distribution as possible geographically according to the size of the congregation and succession in office.

#### **P3.10.3.4. Limitations**

Ordinarily a congregational member or teaching elder should be a voting member of only one: the council or a standing committee at the same time.

#### **P3.10.3.5. Commissioners to Synod and General Assembly**

A teaching elder shall be considered for nomination as a commissioner to Synod or General Assembly on the basis of:



- A. The last time he/she was a commissioner for the Presbytery of South Dakota or another presbytery;
- B. The assignments accepted and faithfulness as a presbyter;
- C. His/her attendance at the stated meetings of the Presbytery of South Dakota.

A ruling elder shall be considered for nomination as a commissioner to Synod or General Assembly on the basis of:

- A. The last time he/she was a commissioner for the Presbytery of South Dakota or another presbytery;
- B. His/her involvement in the local and larger church.

A youth shall be considered for nomination as a youth advisory delegate to Synod or a young adult advisory delegate to General Assembly on the basis of:

- A. The last time he/she was a delegate for the Presbytery of South Dakota or another presbytery;
- B. His/her involvement in the local and larger church.

#### **P3.10.3.5.1. Commissioner Orientation**

All persons elected commissioners, alternate commissioners and youth advisory delegates to Synod and all persons elected commissioners, alternate commissioners and young adult advisory delegates to General Assembly shall receive orientation by the Presbytery of South Dakota in their responsibilities.

#### **P3.10.3.6. Presbytery Search Committee**

The Presbytery of South Dakota shall elect the members to a search committee whenever there is a need to elect a stated clerk, presbytery administrator, or a person for a newly created position.

#### **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.

#### **P3.10.3.8. Basis For Nominations**

The Ministry Resource should nominate leadership on the basis of capabilities for a position and dedication to Christ's church.

#### **P3.10.3.9. Nomination Process**

Each person, when asked to become a nominee, shall be given a job description and an estimate of the time required for the position. Only those persons who have agreed to serve if elected shall be placed in nomination.

**P3.10.3.10. Reports of the Ministry Resource**

The reports of the Ministry Resource shall be distributed to all Presbytery of South Dakota teaching elder and ruling elder commissioners with the pre-mailing .

**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.

**P3.10.4. MINISTRY DEVELOPMENT AND EDUCATION POLICIES REGARDING PREPARATION FOR MINISTRY**

**P3.10.4.1. General Policies**

A. INTRODUCTION

The following policies are reaffirmations and/or supplements to the policies listed in the *Book of Order*. They are to guide the Presbytery of South Dakota's inquirers, candidates, and churches as they work together to develop leaders to serve the church. Specific details of the ordination process, expected outcomes of inquiry and candidacy stages, responsibility at each stage of the process, and other PC(USA) requirements are found in the *Book of Order* ( G-2.0403 and following).

B. RESPONSIBILITY OF THE INQUIRER/CANDIDATE

The inquirer/candidate is responsible for the information in the *Book of Order*, Chapter Two and the PC(USA) manual for the ordination process.

It is the responsibility of the inquirer/candidate to communicate with the MDE on a regular basis, keeping it informed of his/her address, telephone number, and other pertinent information.

C. RESPONSIBILITY OF THE MODERATOR

The moderator is responsible for informing the inquirer/candidate of all MDE decisions. The moderator is also responsible for making reports to the Presbytery of South Dakota, the inquirer's/ candidate's session, and others as required by the *Book of Order*.

D. RESPONSIBILITY OF THE MDE LIAISON

The liaison is a member of the MDE who is assigned to a particular inquirer/candidate. The liaison will make it his/her responsibility to keep in contact with the inquirer/candidate to bring the MDE all pertinent information from the individual, to seek to keep communication channels open between the inquirer/candidate and other individuals and groups, and to counsel with him/her.

E. RESPONSIBILITY OF THE SESSION AND SESSION LIAISON

In order to reinforce the role of the session in the care and nurture of an inquirer/candidate, the MDE recommends that the session take its responsibilities, both in the recommendation and in the continuing support of the inquirer/candidate, very seriously.

In order to assure the above, the session is asked to select a ruling elder who will serve as a session liaison to the inquirer/candidate who will make it his/her responsibility to keep in contact with the inquirer/candidate and to bring to the session all pertinent information from the inquirer/candidate.

The MDE also recommends that the session liaison remain the same person and continue to communicate with the session when he/she is no longer serving on the session.

The session is asked to inform the MDE moderator of the name, address, telephone number and email address of the liaison.

**F. CONFIDENTIALITY**

The MDE affirms the fact that confidentiality is a necessary part of the covenant relationship that is established in this process. All paperwork and forms will be kept confidential, with the exception of forms/information that is required to be shared outside of the MDE (i.e. forms that are sent to the session, presbytery, or PC(USA) national offices). This commitment to confidentiality is especially important in regards to the personal information that is part of the career assessment report, CPE evaluation, transcripts, and Field Education Evaluations. No information from these reports will be shared outside of the MDE without agreement (written if possible) of the individual and the MDE.

**G. THE ANNUAL CONSULTATION**

All inquirers/candidates are required to have an annual consultation. June will be the normal time for the annual consultation; other times may be scheduled as necessary.

**H. PAPERS AND FORMS PRESENTED TO THE MDE**

All papers and forms submitted to the MDE must be mailed to the moderator no later than one month before the meeting at which the inquirer/candidate is scheduled to appear (every consultation includes forms 3 & 4). This is to ensure they can be duplicated and mailed to committee members.

**I. TRAVEL COSTS FOR ANNUAL CONSULTATION AND OTHER REQUIRED PRESBYTERY EVENTS**

The expenses of the annual consultation and other required Presbytery events will be divided as follows:

- One-third to the congregation;
- One-third to the inquirer/candidate;
- One-third to the Presbytery of South Dakota.

In addition to the above, the home congregation of the inquirer/candidate is encouraged to support him/her throughout the ordination process. This support should include scholarships and gifts, letters, prayers, etc..

**J. SCHOLARSHIPS**

Scholarship funds are available through the Presbytery of South Dakota. The Presbytery has established the McMurchie Scholarship Fund to aid “students attending institutions of higher education (undergraduate or graduate) related to the Presbyterian Church (U.S.A.)” The MDE also has scholarship funds available through the Plankinton Endowment of the presbytery. Inquirers or candidates wishing to apply for this should speak to the moderator of the MDE about their interest.

Further information regarding the McMurchie Scholarship Fund can be found in P3.10.4.10. below.

**P3.10.4.2. Inquiry Stage**

**A. CHOICE OF SEMINARY**

It shall be normative for an inquirer/candidate under care of the Presbytery of South Dakota to attend one of the PC(USA) SEMINARIES. This will encourage a sense of involvement with and support of the PC(USA) and will continue to relate the inquirers/candidates to the deep historical roots of the Presbyterian denomination.

If an inquirer/candidate desires to attend a non-Presbyterian seminary, the MDE must approve attendance at the seminary. The seminary the inquirer/candidate wishes to attend must fulfill the following criteria:

- a. The seminary is a member of, and fully accredited by the American Association of Theological Schools.
- b. The seminary must offer courses that provide scholarly preparation for pastoral ministry (Greek, Hebrew, exegesis, reformed theology, and ecclesiastical history).
- c. The seminary must provide opportunities for supervised pastoral training (counseling, field placement, internships, reformed worship, homiletics, and education).
- d. The seminary must encourage the inquirer's/candidate's loyalty and support of the PC(USA) and offer instruction (course or tutorial) in its polity, history, and education.

## B. EDUCATIONAL REQUIREMENTS

### General Course Requirements

Classes covering the following subjects are required during the seminary education of an inquirer/candidate:

- Hebrew
- Old Testament Exegesis
- Greek
- New Testament Exegesis
- Church History
- Reformed Theology
- Preaching
- Pastoral Care and Counseling
- Christian Education
- Presbyterian Church (U.S.A.) Polity

The MDE reserves the right to require additional courses in order to best prepare the inquirer or candidate for ministry.

### Supervised Practice of Ministry/Field Education

All inquirers and candidates are expected to complete their respective seminary's requirements for field education. The MDE does reserve the right to require a greater amount of field education if the student's seminary requires a minimal amount. The minimum acceptable amount of field education is two placements, ideally with at least one being a fulltime placement (either during the academic year or during a summer). It is the responsibility of the inquirer to communicate their seminary's field education requirements to the MDE at the beginning of the seminary education so this requirement can be clarified for each inquirer. If an inquirer/candidate chooses to do a fulltime one year internship during their seminary education, it may be considered as a fulfillment of their field education requirement for the Presbytery of South Dakota.

At least one placement must be in a church setting and ordinarily a placement in a student's home church is not encouraged. However, if an inquirer/candidate does serve with their home church, the MDE reserves the right to require a further internship in a different setting.

It is the responsibility of the inquirer/candidate to submit all copies of supervised ministry evaluations to the MDE moderator. Copies will be shared with the committee.

### Clinical-Pastoral Education

All inquirers/candidates are required to complete a basic unit of Clinical Pastoral Education (CPE) as part of their training for ministry. A copy of the final CPE evaluation is to be submitted to the MDE moderator at the completion of the unit. Copies of this evaluation will be shared with the committee.

C. CAREER DEVELOPMENT TESTING

Inquirers are required to attend a career development center for evaluation, preferably prior to entering seminary or during their first year of seminary. The normative career development center is:

North Central Ministry Development Center  
516 Mission House Lane NW  
New Brighton, MN 55115  
651-636-5120  
Fax: 651-636-5124  
e-mail: ncmcd@comcast.net

There are many other facilities that are recognized and are experienced with the assessment required by the PC(USA). Most are located in close vicinity to PC(USA) seminaries and this list can be provided at the request of the inquirer.

Inquirers are responsible for signing the necessary releases so that the results of their career assessment will be sent to the MDE moderator. Copies of this report will be shared with the committee.

The MDE will pay for the cost of the testing procedures, but the inquirer is responsible for any other costs incurred (travel, lodging, etc.).

*No inquirer will be advanced to the candidacy phase without this assessment being completed.*

**P3.10.4.3. Candidacy Stage & Final Steps**

A. ORDINATION EXAMS

Bible Content Exam

Inquirers are strongly encouraged to take the Bible Content Exam as soon as possible after enrolling in seminary. The Bible Content Exam is generally offered in February each year. *It is the inquirer's responsibility to apply to take this exam, to pay for any fees, and to see that the results are sent to the moderator of the MDE. The MDE may use the exam results to guide inquirers and candidates in their course work selections.*

Senior Ordination Exams

The Presbyteries' Cooperative Committee on Examinations (PCCOE) of General Assembly requires the MDE moderator to authorize candidates to take the Polity, Biblical Exegesis, Theology, and Worship examinations. Permission to take these exams will ordinarily be given at the time of the annual consultation prior to the beginning of the student's final year in seminary. *It is the candidate's responsibility to apply to take these exams, to pay any fees, and to see that the results are sent to the moderator of the MDE.*

Ordinarily, it is the responsibility of the candidate to pay for the exams. However, the MDE recognizes that the cost can be prohibitive for some. The MDE does have funds available to assist with the costs of the tests. It is the responsibility of the candidate to speak with the MDE about this.

Preparatory Materials

Old versions of exegesis, theology, worship, and polity ordination exams can be accessed through the web site <http://gamc.pcusa.org/ministries/prep4min/senior-ordination-exams/>.

If an inquirer/candidate is attending a PCUSA seminary, it is likely that the respective Office of Student Affairs has preparatory materials available for the Bible Content Exam and the four ordination exams

ALTERNATE TESTING PROCEDURE

In the event that a candidate fails one or more of the ordination examinations two or more times each, and the candidate has fulfilled all other requirements for certification to be ready for examination for ordination pending a call, in accordance with *Book of Order G-2.0610 Exceptions*, by a three-fourths vote, a candidate may be approved by the Presbytery to be examined using the following procedure.

The candidate will be examined in an oral examination by a panel from the Presbytery to assess the candidate's competence in the area(s) of difficulty.

**Polity, Theology, Worship Exams:** The examination shall consist of three questions from previous standardized exams supplied by the Synod of Lakes and Prairies Associate for Leadership Development. The three-hour examination shall include 90 minutes for the candidate's preparation and outline of responses, and another 90 minutes for the candidate's oral responses to the questions. Each question will be allowed 30 minutes. In each case, the candidate will speak for no more than 20 minutes to be followed by at least 10 minutes of clarifying questions from the examination panel. These questions shall only relate to specific remarks made by the candidate taking the exam.

**Biblical Exegesis Exam:** The examination shall consist of a future lectionary passage to be determined by the examination panel. The candidate shall have six days to prepare the work before meeting with the examination panel on the seventh day. The work prepared shall include:

1. Exegesis and Interpretation—interpret an assigned passage of Scripture by demonstrating attention to the original language of the text and an understanding of the text's historical context.
2. Contemporary use—using the information from the exegesis and interpretation, compose a 10-15 minute sermon or 30 minute lesson plan. The examination panel will then have a period of not more than 90 minutes to ask clarifying questions.

**Bible Content Exam:** The committee on preparation for ministry may ask the presbytery to allow an alternative to the Bible Content Exam if the candidate has met all other requirements satisfactorily except this exam, and only if waiting for the administration of the standard exam would cause the candidate undue hardship by waiting a year to take the exam. In that case, a panel would be assembled to compile an alternative multiple-choice examination and the candidate would be given the exam at the presbytery office. It would be graded by the examination panel that authorized the test.

The examination panel shall consist of:

- 1 member from the committee on preparation for ministry who will serve as moderator of the examination panel,
- 1 member from the presbytery with special knowledge of the subject, and
- 1 member of Congregational and Pastoral Care.

At least one member of the examination panel shall be a ruling elder.

Grading will be marked satisfactory or unsatisfactory by each panel member. In order to satisfactorily complete the oral examination no less than 2 of the 3 panelists must record a satisfactory score overall.

#### B. PERSONAL INFORMATION FORM (PIF) CIRCULATION

Candidates are encouraged to begin writing their Personal Information Forms (PIFS) no later than the summer before their senior year in seminary. Candidates must submit the final copy to the moderator of the MDE for approval.

The moderator will not ordinarily approve a PIF for circulation until the candidate has passed all five ordination exams. Exceptions may be granted only by vote of the full committee. The committee moderator or that person's designee must provide written permission before the Personnel Services of the PC(USA) will accept the PIF for circulation.

#### C. FINAL ASSESSMENT AND EXAMINATION FOR ORDINATION

Candidates under care of the Presbytery of South Dakota will have a final assessment with MDE focusing upon an individual's readiness to complete the ordination process and enter the ordained ministry. Requirements of this assessment are:

##### Statement of Faith

The statement of faith submitted at the end of the candidacy phase must be typed and not longer than one side of an 8 1/2 x 11 page. It should be single-spaced and should be sensitive to the use of inclusive language. The candidate is responsible for getting the final version to the MDE

moderator one month prior to the final assessment.

The statement of faith should be an exposition of what the candidate believes, incorporating aspects of their faith experience, as well as reflecting their understanding of the Reformed Tradition. The following areas should also be touched upon in the statement:

- God
- Jesus Christ
- The Holy Spirit
- The Sacraments
- The authority of Scripture
- The nature and mission of the Church
- Discipleship

#### Sermon

The candidate will lead the committee in a 20-30 minute service of worship that will include a sermon. A copy of the service and of the sermon manuscript or outline should be submitted to the moderator of the MDE prior to the committee meeting at which it would be preached. A written exegesis will also be submitted, but should not be longer than five pages.

#### Examination in Presbytery of Call

The above requirements relate to the final assessment by the Presbytery of South Dakota MDE. If a candidate has accepted a call to a church in a different Presbytery, there may be different requirements for examination/admittance into that Presbytery. If a candidate accepts a call to a church within the Presbytery of South Dakota, the statement of faith and sermon prepared for the final assessment may also be used for the examination before Presbytery.

#### **P3.10.4.4. Conclusion**

In conclusion, the MDE wants to emphasize the cooperative nature of the covenant relationship. It is our hope and desire that this process is affirming and encouraging to both the inquirer/candidate and the members of the MDE. It is our desire as well that when words of challenge or conviction might be necessary, that those are communicated in a spirit of Christian love and concern.

#### **P3.10.4.10. McMurchie Scholarship Fund**

Act as stewards of the McMurchie Scholarship Fund (scholarships to Presbyterian college and seminaries).

#### **P3.10.4.10.1. Procedures for Administration of the Donald and Pearl McMurchie Scholarship Fund** PURPOSE

This document contains the procedures for the administration of the scholarships which are funded by the income from the endowment given by Donald and Pearl McMurchie of Turner County, South Dakota. Other scholarship funds available through the presbytery, including the Plankinton Endowment, will be administered under these same procedures unless otherwise specified. The endowment states that this income will be used by the presbytery for scholarship aid and assistance "to students attending institutions of higher education (undergraduate or graduate) related to the Presbyterian Church (U.S.A.)." In awarding these scholarships, the Presbytery of South Dakota will follow these guidelines:

- A. The scholarships be awarded only to persons who are members of the Presbyterian Church (U.S.A.).
- B. The scholarships be used only to help provide undergraduate or graduate education at an institution related to the Presbyterian Church (U.S.A.).
- C. Preference be given to applicants who have graduated from a high school located in South Dakota.

#### AUTHORITY

The presbytery hereby delegates authority to award these scholarships to its Committee on Preparation for Ministry (MDE). The MDE hereby delegates the authority to award these scholarships to a Donald and Pearl McMurchie Memorial Scholarship Committee, hereafter referred to as the committee. The committee will report its activities to the MDE, the Presbytery's Administration and Coordination, and the presbytery on an annual basis, and will report its decisions on the scholarship awards as specified below in the section



entitled "Schedule".

#### COMMITTEE

The Moderator of the MDE will appoint members to serve on the committee. Members of the committee will be chosen from current members of the MDE or from those who have recently completed terms on the MDE, one of which will be the moderator (appointed annually) upon request of the committee. There will be a minimum of three members on the committee. Members will serve for terms of two years and may succeed themselves. Members will be appointed in such a manner that approximately one-half of the terms expire each year. The Moderator of the MDE will have the authority to remove members who are non-functioning or who are not carrying out their duties in accordance with these procedures, and to fill vacancies that occur for whatever reason. The committee may determine its own procedures regarding meetings, taking of minutes, and preservation of records.

#### RESPONSIBILITIES

The committee has these general duties:

- A. To publicize the existence of the scholarships and the methods of applying for the scholarships;
- B. To receive applications and act on them by awarding monetary scholarships to selected applicants;
- C. To oversee the distribution of the scholarship funds, utilizing the presbytery's financial procedures;
- D. To communicate to the presbytery community the details of the awards in such a way as to heighten awareness of the scholarships and to promote the intentions of the donor;
- E. To communicate details of the awards to the donor.

#### APPLICATIONS

The committee will require written applications from all who wish to be considered for the scholarships. All applicants will be required to complete a specific application process. The committee provides an application form. The committee will require a standard financial report, the Graduate and Professional Financial Aid Service (GAPSFAS) form, or the undergraduate Family Financial Statement (ACT-FFS) form, to be submitted. The committee may require interviews of some or all applicants, and may require other written or reference information, including transcripts, and may also require such other information or documentation as it deems necessary or helpful in fulfilling its responsibilities. The purpose of the form and application process is to elicit information that will enable the committee to determine how well the applicant meets the criteria on which the award decisions are based.

#### ELIGIBILITY

A scholarship will be awarded only to applicants who are students attending institutions of higher education (undergraduate or graduate) related to the Presbyterian Church (U.S.A.). Awards will be made on conditions that the person, at the time of receipt of the funds, be enrolled in classes for the period of the award, make satisfactory academic progress, and submit a transcript for the previous term when applicable.

#### CRITERIA FOR AWARDS

The criteria on which the scholarship award decisions will be based are these:

- A. The degree to which the applicant shows a need for financial assistance.
- B. How well the applicant meets the guidelines set forth above in the section titled "Purpose".
- C. Preference will be given to applicants anticipating preparation for full-time service to the church.

From funds available, the committee will award monetary scholarships to the applicant or applicants who, in its judgment, best meet these criteria.

#### MONETARY SCHOLARSHIPS

- A. Scholarships will be awarded annually according to the schedule shown in the section titled "Schedule". The awards may cover one or more semesters or quarters, depending on the situation of each individual recipient.
- B. Recipients may reapply to receive awards for more than one year. The committee may waive parts of the application process for recipients who are applying for an additional year's award.
- C. The financial procedures established by the endowment agreement, call for quarterly transfers of the endowment income from the Presbyterian Church (U.S.A.) Foundation to the Presbytery of South

Dakota. These amounts are held in a separate fund at the presbytery and earn income through the presbytery's investment process until expended. The balance in this separate fund, which includes transfers from the Presbyterian Church (U.S.A.) Foundation and income earned from the presbytery's investment process, is the amount available for scholarships. Any balance not awarded in one year will remain in the separate fund and thus be added to the amount available for the next year.

- D. The maximum amount of any scholarship for any individual will not exceed the total cost for that individual of tuition, fees, books, or other costs directly related to expenses for the academic year.
- E. The committee reserves the right not to disburse funds to an individual if, in the interval between the announcement of the award and the disbursement date, the situation of the applicant changes in any way that pertains to the award. This would include, but not be limited to, changes in educational plans, failure to make satisfactory academic progress, changes in financial position, or material misrepresentation in the application.

#### ADMINISTRATION OF FUND

Administrative costs may be drawn from this fund.

#### SCHEDULE

These dates and events describe the flow of application, award, and disbursement for scholarships pertaining to the academic year.

Publicity: June through November will be the period for publicizing the existence of the scholarships and the details of the application process. Besides general publicity, the committee may communicate directly with all eligible or potentially eligible persons known to it.

Applications: The committee will consider applications for fall terms or full academic years beginning with fall terms received between March 1 and April 15.

The committee will consider applications for spring terms only received between October 15 through November 30.

Decision: The committee will determine the recipients and the amounts to be awarded by approximately May 15 for fall or full year awards and by approximately January 2 for spring term only awards.

Awards: The recipients of awards will be notified and the awards announced on or about May 15 or January 2 as noted above.

Disbursement: Funds will normally be distributed at the beginning of the academic term for which they are intended.

#### TAXES

It is not an objective of this procedure that the scholarships given under this procedure not be subject to federal or state income tax for the recipients.

However, each recipient may select the mode of payment, date of payment, to whom paid, etc.. This is intended to allow recipients flexibility in controlling the tax status of their awards and in coordinating the awards with other sources of income they may receive.

#### GENERAL

The committee will not discriminate on the basis of race, sex, national origin, marital status, handicap, or age.

The Presbytery of South Dakota reserves the right to amend these procedures and all particulars, except the terms and conditions of the original gift.

The committee has sole discretion to determine the recipient and the amount of each scholarship.

**P3.10.4.11. The Ruling Elder Commissioned to Particular Service Program (POSD June 26-27, 1998)**

**PURPOSE**

The Presbytery of South Dakota establishes the Ruling Elder Commissioned to Particular Service (CRE) Program as a means of fulfilling its commitment to provide the best possible leadership to congregations within its bounds.

Recognizing that the program is designed to equip ruling elders for this task, we support the concept that the studies should not be a seminary course in theological education, but rather a practical study to enable dedicated Christians in our congregations to serve their Lord and the congregations of our Presbytery if so called and led.

A ruling elder wishing to be considered for commissioning to a particular service shall make application through his/her session to the Presbytery's Congregational and Pastoral Care. After validation of the application, the applicant will be placed in the program and assigned to an appropriate committee or task force of the presbytery for training, examination and evaluation concerning qualifications to be commissioned to the particular pastoral functions.

Qualifications, training, commissioning, evaluation, review, termination and other considerations relating to the Ruling Elder Commissioned to Particular Service Program will be provided in accordance with the *Book of Order G-2.10*.

**P3.10.6. YOUTH COMMITTEE**

**P3.10.6.1 Youth Council Bylaws**

**ARTICLE I – NAME**

Section 1: The name of this organization shall be the South Dakota Presbyterian Youth Council, known by the initials of SDPYC.

**ARTICLE II – PURPOSE AND POWER**

Section 1: Purpose of SDPYC

- a. To represent and communicate to and for all Presbyterian youth in the Presbytery of South Dakota.
- b. To organize opportunities for fellowship for our Presbytery's youth;
- c. To provide help for local Presbyterian congregations' youth groups.

Section 2: The only powers of this organization are those given it by the Presbytery of South Dakota through Presbytery's Youth Committee (YC).

**ARTICLE III – MEMBERSHIP**

Section 1: The membership of the SDPYC shall consist of no more than nine elected youth. No council member may serve longer than three years. The council will consist of six members on two-year terms and three members on one-year terms. To be considered for a two-year term, the applicant must be in the eighth, ninth, or tenth grade at the time of application. Any applicants in the eleventh grade will be considered for a one-year term. Applicants in the eighth, ninth, or tenth grade may also be considered for a one-year term.

Section 2: Members are elected from the Presbytery's youth who are of high school age and who will be in high school the duration of their term.

Section 3: Members are considered for membership by application and will be selected by completing an interview. The applicants are considered by the SDPYC who select nominees to fill any vacant positions and report to the Youth Committee.

Section 4: Criteria to include in the Selection of Members:

- a. Age (high school-grades 8-11)

- b. Commitment to a full term
- c. Involvement in the local Presbyterian congregation
- d. Geographic representation
- e. Female/male ratio of SDPYC
- f. Will live in South Dakota and actively participate in the life of a Presbytery of South Dakota church.

Section 5: SDPYC members are required to live the Christian life every day, all year long. Members must fulfill their duties to the youth of the state, and perhaps more importantly, they must fulfill their promise to God all year round.

Section 6: SDPYC members are responsible for attending meetings and performing delegated duties.

Section 7: Dismissal of a Member

A member may be dismissed after one unexcused absence.

- a. A member may be dismissed after three excused absences.
- b. Members may be dismissed for a just cause by a 2/3 vote of the SDPYC.
- c. Dismissals will be approved by the Youth Committee.

(NOTE: The SDPYC has stated that an excused absence will be marked if the member has notified the moderator before the time of the meeting, or if it is a reason beyond control of the member. Otherwise, the absence will be marked unexcused.)

Section 8: Mileage will be paid within South Dakota borders only.

#### ARTICLE IV – ADVISORS

Section 1: Advisors for the SDPYC will be selected by the Youth Committee.

#### ARTICLE V – OFFICERS

Section 1: Officers of the SDPYC are the moderator, the vice-moderator, the secretary, the historian/editor, and the nominating committee chair.

(NOTE: See Attachment A for descriptions of position duties and responsibilities)

Section 2: The officers will be elected by the members of the SDPYC at its summer meeting.

Section 3: The officers will be elected for a one-year term; they may succeed themselves.

#### ARTICLE VI – STRUCTURE

Section 1: The SDPYC will organize itself in such a way that it might appropriately carry out its purposes.

Section 2: The SDPYC will operate within its approved budget. The advisors shall monitor budget and keep receipts to account for usages of the budget.

Section 3: The SDPYC will meet a minimum of three times per year. One-half of the SDPYC members must be present to have a quorum.

#### ARTICLE VII - AMENDMENTS

Section 1: The bylaws must be ratified by a 2/3 majority of the SDPYC.

Section 2: Amendments may be submitted to the SDPYC by a SDPYC member or anyone who wants to propose an amendment.

Section 3: Bylaws will be amended by a 2/3 vote of the SDPYC.

#### ATTACHMENT A-GUIDELINES FOR DUTIES AND RESPONSIBILITIES OF SDPYC MEMBERS

##### Moderator

- Be able to attend and moderate all meetings (include three meetings per year, one conference telephone call, and the annual youth event.)
- This should be a top priority over most school and extra-curricular activities.
- Represent the SDPYC to the Presbytery of South Dakota (POSD).

- Provide a written annual report to the SDPYC and the Presbytery of South Dakota.
- Give oral reports and introduce the SDPYC members at the annual meeting (in June) of the Presbytery of South Dakota.
- Set agenda with the Presbytery's Youth Committee (YC) Sub-Committee Chair.
- Communicate or delegate communication of important SDPYC business to members and advisors.
- Assign responsibilities as needed and check for follow-through.

Vice-Moderator

- Assume duties and responsibilities of the moderator if and when necessary.
- Perform duties as requested by the moderator.

Secretary

- Attend meetings.
- Take accurate notes during meetings, summarize the ideas discussed, put them into typed minutes, and send the finished minutes to the Presbytery of South Dakota office, the SDPYC members, and the Youth Committee's Youth Sub-Committee Chair within two weeks of the meeting.
- Handle correspondence and write letters.

Historian/Editor

- Attend events, take pictures, place in album, and bring album to meetings.
- As required, write and prepare typed, copy-ready articles for the "Plain Rap," (which is part of the Presbytery of South Dakota's "Plain Song" newsletter).

Nominating Committee Chairperson

- Provide advertisement and an application form for inclusion in the Presbytery of South Dakota's "Plain Song" newsletter.
- Set deadline for receiving applications.
- Have applications available at the annual youth event.
- Receive applications, keep on file, and make copies as needed.
- Confer with committee to make recommendations to the SDPYC for approval and election.
- If possible, announce new members at the annual youth event.
- Within two weeks of elections, provide all members and advisors with a list of new members (to include name, address, telephone number, grade in school, and term/class). (Does not have to be typed.)
- Within one month of elections, provide the SDPYC secretary (for mailing with the annual youth event minutes) and the Presbytery office with a complete list, by class, of SDPYC members and advisors for the year. The list should include names, addresses, telephone numbers, and terms/classes.

**AMENDMENTS:** The Manual of Operations may be amended at any stated meeting of the Presbytery of South Dakota by a majority vote provided the proposed amendment was presented by the Committee on Administrative Review and included in the pre-meeting mailing of the meeting in which the action is to be taken.

**SUSPENSION OF RULES:** To suspend a rule of order shall require a three-fourths vote of the members present and voting at that time, and such suspension shall apply for that particular meeting only.