

**By-Laws and
Manual of Administrative Operations of the
Presbytery of South Dakota**



PRESBYTERY
of **SOUTH DAKOTA**

Updated: 3/12/19

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By-Laws



PRESBYTERY
of **SOUTH DAKOTA**

Updated:

PRESBYTERY OF SOUTH DAKOTA BYLAWS

Part 1. By-Laws of the Presbytery

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 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)**

B1-4.1.1 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.

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

B2-2. 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.

ARTICLE III - OFFICERS AND THEIR DUTIES

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

B3-1. MODERATOR

A Moderator of the Presbytery of South Dakota shall be elected at the annual meeting 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. (March 1, 2019)

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 Administration and Coordination Ministry of the Presbytery of South Dakota for a term of one year and a member of Administration and Coordination the following year.

B3-2. VICE MODERATOR (changed March 1, 2019)

A Vice Moderator of the Presbytery of South Dakota shall be elected at the annual meeting 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 Administration and Coordination without vote, 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 Administration and Coordination's Personnel Sub-Committee, which shall also make a recommendation concerning the stated clerk's salary to A&C. Presbytery shall determine this salary upon recommendation from Presbytery A&C.

B3-4.1. DUTIES OF THE STATED CLERK

The stated clerk shall perform all the duties of the office described in *Book of Order* G-3.0104 and G-3.0305. 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.

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.

ARTICLE V - MEETINGS**B5-1. STATED MEETINGS**

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

B5-1.1. QUORUM OF PRESBYTERY

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

B5-2. SPECIAL MEETINGS

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

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.

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 Development and Education
- E. Ministry Resource

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.

B7-2. 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.

B7-2.1. SPECIAL MEETINGS

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

B7-2.2. 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.

B7.2.3. 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 its 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.

B7-2.4. 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 Ministry Resource committee.

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

ARTICLE VIII - PERMANENT JUDICIAL COMMISSION

B8-1. MEMBERSHIP

A Permanent Judicial Commission shall have nine members consisting of at least four ruling elders and at least four teaching elders elected in three classes of three members each. 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* “**Rules of Discipline**” (D section).

ARTICLE IX - PARLIAMENTARY AUTHORITY

B9-1. 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.)*.

ARTICLE X - AMENDMENT OF BYLAWS

B10-1. 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 Administration and Coordination and included in the pre-meeting mailing of the meeting in which the action is to be taken.

B10-2. 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.

ARTICLE XI SPECIAL RULES OF ORDER

B11-1. 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 meeting only.

Personnel Policies



PRESBYTERY
of **SOUTH DAKOTA**

Updated: 3/12/2019

Part 2. POSITION DESCRIPTIONS

P2-1 MISSION COORDINATOR March 1, 2019

A. TITLE

Mission Coordinator (20 hours/week)

B. PURPOSE

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

C. QUALIFICATIONS

1. A personal and joyful commitment to God through Jesus Christ and dedication to Christ's Church;
2. A commitment to the Reformed heritage and tradition of the Presbyterian Church (U.S.A.); presently a member of the Presbyterian Church (U.S.A.) and ordained as ruling or teaching elder;
3. Strong commitment to the polity and program of the Presbyterian Church (U.S.A.) and well acquainted with the Book of Confessions and the Book of Order;
4. A sense of being called to serve Christ's church in the capacity of a Presbytery leader;
5. A passion for the Presbytery and its member congregations;
6. An ability to see "the big picture" and to think both within and outside the box, as appropriate, in order to enable the presbytery to discern God's call and purpose for the future and direction of the Presbytery;
7. A passion for building relationships and networks between pastors and congregations, and with the Presbytery;
8. A listening ear and a pastor's heart for the concerns and needs of the congregations;
9. Open to the guidance of the Spirit; and
10. Strong communication, relational, delegating, collaborative, and conflict-resolution skills, as well as proven qualities of competency, confidentiality, conscientiousness, enthusiasm, good judgment, alertness, timeliness, and accuracy.

D. STYLE OF OPERATION

1. Empowers individuals and groups through a climate of collegiality and partnership;
2. Demonstrates and promotes trust, concern, support, encouragement, and respect for all persons and groups within the Presbytery;

3. An attitude of openness and responsiveness in working with others; and
4. Open, friendly, and patient in the midst of the many demands that will be made upon him/her by various groups and persons with which s/he must work.

E. ACCOUNTABILITY AND RELATIONSHIPS

1. Called and employed by the Presbytery and accountable to the Presbytery through the Presbytery's Administrative Coordination Ministry and its Personnel Sub-Committee.
2. An active participant in the Synod of Lakes and Prairies' Presbyter Forum, representing the interests and welfare of the Presbytery within those bodies, and interpreting the work of those bodies to the Presbytery.
3. Annual continuing education is required, with the understanding that participation in denominational leadership gatherings is not to be considered continuing education.

F. RESPONSIBILITIES

The duties of the Mission Coordinator are as follows:

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

P2-2 PRESBYTERY OFFICE MANAGER POSITION DESCRIPTION (March 1, 2019)

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

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

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

D. RESPONSIBILITIES:

1. Manage the work of the office seeing to the workflow, the scheduling of meetings, and the use of the office and conference rooms.
2. Receive visitors and provide a listening ear for people of the presbytery.
3. Answer the phone, providing information when available. If additional information is needed, direct the caller to the appropriate person.
4. Sort mail daily, tracking and responding to pieces requiring immediate attention.
5. Organize and maintain files of the presbytery.
6. Work with Communication Subcommittee and staff to maintain calendar and website.
7. Maintain an appropriate amount of office supplies and purchase as needed.
8. Make sure that all office equipment is properly maintained.
9. Schedule conference calls as requested.
10. Copy and distribute materials as requested.
11. Prepare reports, as needed for A&C and Presbytery meetings.
12. Enter information from the current Church Information Forms to ensure that each church's information is current in the presbytery database.
13. Update presbytery directory as needed.
14. Send out planning calendar order requests to members of presbytery in the spring, and track responses. Calendars should be ordered in time to have them available at the summer presbytery meeting. Once planning calendars have arrived, sort them by church/individual, create payment invoices, and collect payments.
15. Maintain computer address list for mailings.
16. Photocopy and deposit all checks received.
17. Assign checks to the appropriate line item and enter deposit information into the Google spreadsheet.
18. As mission donation checks are received, update the matching gifts spreadsheet if appropriate.
19. Review invoices to ensure that all charges are accurate and code to the appropriate account.
20. Scan vouchers and invoices and place in the voucher folder on the computer as they are received.
21. Send all vouchers and invoices to the appropriate moderator and Treasurer for their approval & signature by end of the day on Wednesday.
22. Once approved, signed and returned, add all vouchers and invoices, to the Google payment request spreadsheet. All payment requests need to be added to the spreadsheet by end of day on Thursday.
23. Participate in the weekly synod financial conference call on Thursday mornings.
24. Prepare materials for registration and serve as Presbytery registrar at Presbytery meetings.
25. Track all individual donations (mileage, meals, etc.) during the year and send donation letters at the beginning of the following year for tax purposes.

26. Maintain a file of church remittance and pledge forms and enter all checks received into the Google deposit spreadsheet.

27. Help auditors as necessary.

28. Order meals for all meetings scheduled at the Presbytery office, as requested.

29. In consultation with the Mission Coordinator, approve and sign contracts and leases as they relate to the day to day operations of the Presbytery Office. (office lease not included in this provision)

30. Other duties as needed and as time allows.

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

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-moderator 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 (half-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, if any
 - c. Prepare the agendas and make other arrangements for the stated meetings of Presbytery in cooperation with Administration and Coordination's Sub-Committee on Planning (Feb. 28, 2014)
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 moderator of Administration and Coordination.
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 Administration and Coordination any recommendations for proposed amendments
- b. 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.

C. 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
13. 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.

P2-7. 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 Administration and 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

Manual of Operations



PRESBYTERY
of **SOUTH DAKOTA**

Updated: 3/12/2019

Part 3. POLICIES AND PROCEDURES

Presbytery

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 P3-9.1.9) 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

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

P3-3.1. PRESBYTERY CALL

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

P3-3.2. HOSTING A PRESBYTERY MEETING

Guidelines for hosting a meeting of Presbytery are available from the stated clerk.

P3-3.3. MEETING LOCATIONS

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

P3-3.4. CHANGE OF LOCATION OR TIME OF MEETING

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

P3-3.5. MEETING AGENDA

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

P3-3.6. TEMPORARY COMMITTEES

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

P3-3.7. WORSHIP

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

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 or 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, P3-3.14 and P3-7.

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. 12:00 p.m. on the next day. The stated meetings are to begin promptly at the designated hour with registration one-hour prior.

The Administration and Coordination Ministry 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 as necessary
- Report of Mileage
- Adjournment and Closing Prayer

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
- 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.

Failure to meet the above stipulations may cause forfeiture 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
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

P3-4.1. MEMBERSHIP OF ADMINISTRATION AND COORDINATION

P3-4.1.1. 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.

P3-4.1.2. 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.

P3-4.1.3. 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.

P3-4.2. STRUCTURE OF 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

P3-4.2.1. ADMINISTRATION AND COORDINATION LIAISONS

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

P3-4.2.2. SPECIAL COMMITTEES OF 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.

P3-4.3. RESPONSIBILITIES OF ADMINISTRATION AND COORDINATION

The Administration and Coordination Ministry 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.

P3-4.4. STATED MEETINGS OF 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.

P3-4.5. 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.

P3-4.6. RECOMMEND MEMBER TO SEARCH COMMITTEE

Administration and Coordination 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.

P3-4.7. 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.

P3-4.7.1. 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 years 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. Review year-to-date "current budget" as necessary.
Dec.	SCFPB	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.

P3-4.7.2. 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.

P3-4.7.3 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.

P3-4.7.3.1. 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.

P3-4.7.4. 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.

P3-4.7.5. 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.

P3-4.7.6. 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.

P3-4.7.7. 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.

P3-4.7.8. 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.

P3-4.8. 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 Administration and Coordination;
- D. Develop specific short-term objectives and plans to implement these goals including funding options.

P3-4.9. 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.

P3-4.10. 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.

P3-4.10.0. 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. Basic Policies

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.

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, businesslike manner. Therefore, it is the presbytery's intent to provide a drug-free, healthful, safe and secure work environment.

Sexual Harassment: 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.

A. All sexual harassing conduct in the workplace, whether committed by supervisory or non-supervisory personnel, is prohibited. Such conduct includes:

- a. 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
- b. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
- c. 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.

B. 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 P3-9.1.6.

C. 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.

Other Types of Harassment:

The presbytery prohibits harassment in any form by its employees based on factors of race, color, religion, national origin, sexual orientation, age or disability.

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.

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.

Employees who believe they have been the subject of harassment described in 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 P3-9.1.6.

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.

P3-4.10.2. Conflict of Interest

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 courtesies such as luncheons, dinners or similar arrangements in connection with business discussions may be received.

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.

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.

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.

P3-4.10.3. 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.

P3-4.10.4. 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 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.

P3-4.10.5. Position Descriptions

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

P3-4.10.6. 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.

P3-4.10.7. 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.

P3-4.10.8. Salary Administration

Salary for administrative staff positions will be determined based on 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.

Wages for support positions will be determined based on a classification system that is consistent with systems used in areas where the person is employed.

Salary ranges and wage scales will be reviewed annually considering changes in the consumer price index. 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.

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.

P3-4.10.8.1. Salary Administrative Procedures

A. Salary Policies:

Salaries for administrative positions will be determined based on a uniform factoring and classifications system in accordance with guidelines established by the General Assembly. Support positions will be determined based on 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 time. Administrative and program salary levels will be maintained in a manner that 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.

P3-4.10.8.2. 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 regarding 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 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.

P3-4.10.9. Benefits

P3-4.10.9.1. 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.

P3-4.10.9.2. 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.

P3-4.10.9.3. 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.

P3-4.10.9.4. Workers' Compensation Insurance: Workers' compensation insurance is provided to all employees according to the provisions of South Dakota State law.

P3-4.10.9.5. Unemployment Insurance: Presbytery employees are excluded from unemployment compensation insurance by South Dakota state law.

P3-4.10.9.6. 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.

P3-4.10.9.7. 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.

P3-4.10.10. Vacation With Pay: 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.

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 schedule:

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

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

P3-4.10.11. Leave with Pay.

P3-4.10.11.1. Military Leave: Time off for Military Reserve duty as required by law shall be allowed.

P3-4.10.11.2. Marriage: Up to three days shall be granted to an employee who has been employed by Presbytery for at least one year.

P3-4.10.11.3. 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.

P3-4.10.11.4. Parental Leave:

1. 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.

2. 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

3. 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.

4. 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.

P3-4.10.11.5. 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.

P3-4.10.11.6. 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.

P3-4.10.11.7. 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.

P3-4.10.11.8. 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.

P3-4.10.11.8.1. 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.

P3-4.10.12. Procedures for Addressing Employee Concerns and Problems

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

P3-4.10.12.1. 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.

P3-4.10.12.2. 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:

Unsatisfactory performance
Insubordination

neglect in the care and use of Presbytery property or 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.

P3-4.10.12.3. Reduction in Force. 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.

P3-4.10.13. 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.

P3-4.10.13. Disability

Disability is considered 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.

P3-4.10.14. 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.

P3-4.10.15. 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 Administration and Coordination Ministry 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.

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. Experience has indicated that with the changing of congregational officers and personnel, often 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 safekeeping 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.

P3-5 - STANDING MINISTRY ARTICLES

P3-5.0. MODERATORS OF STANDING MINISTRY TEAMS (Oct. 28, 2016)

Prior to elections at Presbytery each ministry, except for 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. 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.

P3-5.3. 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.

P3-5.4. 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.

P3-5.5. 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.

P3-5.6. 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.

P3-5.7. 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. STANDING MINISTRY TEAMS

P3-6.1. 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.

P3-6.2. 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:
 - Small congregations
 - Isolated congregations
 - Neighboring congregations
 - New congregations
 - 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.

P3-6.3. 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.

P3-6.4. 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

P3-6.4.1. CAMPING COMMISSION BYLAWS (Appendix D)

P3-6.4.2. 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.

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

1. To have a vision of growth with the youth programs in the presbytery with specific goals in place,
2. To be a resource to all the congregational youth programs and their leaders in the presbytery,
3. To communicate events (activities and training) that will benefit the congregational youth programs,
4. 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
 - d. Develop resources for youth events with SDPYC, i.e. costs of youth activities, providing names for speakers, regional activities, Youth Rally, etc.
5. To choose delegates to the Youth Triennium and plan the logistics of the trip,
6. 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,
7. To review and develop a yearly budget for youth work, and
8. To maintain lines of communication with Presbytery's Camping Commission.

P3-6.5. COMMISSION FOR COMMISSIONED RULING ELDERS (established June 2019)

Perceiving a well-established need to select and train ruling elders to serve as Ruling

Elders Commissioned to Pastoral Service (CREs), the Presbytery establishes a standing commission consisting of six (6) members appointed by the moderator of presbytery. The commission may co-opt other persons as needed.

The presbytery shall provide by rule and budget sufficient funds to pay for lodging during training sessions, for purchase of books and materials for training, compensation for instructors, and for mileage for meetings of the commission and participation by instructors and students.

Members of the CRE Commission may serve simultaneously on other standing committees.

CRE Training

The commission shall:

- Design or approve curricula for training of CREs
- Provide instructors who have proper academic credentials and experience
- Arrange for places of instruction
- Schedule and conduct classes for instruction of CRE candidates
- Maintain records of training and participation
- Evaluate CRE candidates upon completion of their training
- Certify to presbytery those who are adequately prepared for commissioning or recommissioning
- Implement an application process including a call evaluation

Supervision of CREs

The commission shall provide for mentoring of CREs after commissioning and shall provide administrative oversight for assignment of CREs to pastoral and pulpit supply opportunities, serving as a point of contact for congregations seeking a CRE.

Annual Review

The commission shall annually conduct a review of each active CRE. The review shall include the CRE's effectiveness, participation in pastoral ministry, and acceptance by congregations who have utilized his or her services in the past year.

P3-6.6. PERMANENT JUDICIAL COMMISSION

P3-6.6.1 MEMBERSHIP

A Permanent Judicial Commission shall have nine members consisting of at least four ruling elders and four teaching elders elected in three classes of three members each. 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*).

P3-6.6.2. RESPONSIBILITIES

The permanent judicial commission for the presbytery shall have the responsibilities and follow the

procedures as directed in the *Book of Order*.

P3-6.7. RESIGNATIONS FROM OFFICE

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.

P3-6.7.1. 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.

P3-6.7.2. 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.

P3-7. 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.

P3-8. EX-OFFICIO MEMBERS

The Moderator of the Presbytery of South Dakota shall be a member *ex-officio* of the standing committees, any special committees or commissions, and Administration and Coordination without vote, but shall not be an *ex-officio* member of Ministry Resource.

The mission coordinator, stated clerk, and treasurer shall be members *ex-officio* of Administration and Coordination 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 these meetings. Each position may be allowed to serve as voting members of temporary commissions such as closing and installation commissions.

P3-8.1. PRESBYTERY REPRESENTATIVES TO SYNOD

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

P3-8.2. 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.

P3-9. COMMITTEE POLICIES

P3-9.1. CONGREGATIONAL AND PASTORAL CARE POLICIES

P3-9.1.1. Affirmative Action/Equal Employment Opportunity Policies

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

P3-9.1.2. 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).

P3-9.1.3. 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.

P3-9.1.4. 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.

P3-9.1.5. Privacy Rights and Confidentiality

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

P3-9.1.6. 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 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-10.0401c):

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 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 ensure that appropriate people receive a copy of this policy.

SECTION VII: HOW ALLEGATIONS WILL BE PROCESSED

The complaint process begins as a written allegation submitted to the Stated Clerk. Thereafter, the process continues as described in the D (Discipline) section of the *Book of Order*.

P3-9.1.7. 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 that 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.

P3-9.1.8. 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.

P3-9.1.9. Session Moderators

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.

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, the moderator may appoint a ruling elder to moderate.

P3-9.1.10. 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 \$50 plus mileage at the current IRS rate.

P3-9.1.11. 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.

P3-9.1.12. Part-Time Teaching Elders

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

P3-9.1.13. 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.

P3-9.1.14. 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.

P3-9.1.15. 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.

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.”

P3-9.1.16. Process to be Followed from Dissolution to Installation of Pastors

See Congregational and Pastoral Care Handbook, “Procedures.”

P3-9.1.17. 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.

P3-9.1.18 Criteria for Continuing Members of Presbytery (2/22/2008)

Criteria for Validated Ministries of Active Members

Criteria for Members-at-Large

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 Honorably Retired (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 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 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 Congregational and Pastoral Care 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 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 as a member-at-large (G-2.0503b).

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 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 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 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 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 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 Ministry, which will review the report and recommend to the presbytery whether to continue the teaching elder as a member-at-large.
- d. If one or more of the above criteria cannot be met, the member-at-large should ask either to be dismissed to a congregation (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.

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 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.

P3-9.1.19 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.

P3-9.2. MINISTRY RESOURCE

P3-9.2.1. 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.

P3-9.2.2. 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.

P3-9.2.3 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.

P3-9.2.4. Limitations

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

P3-9.2.5. Commissioners to Synod and General Assembly

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

- 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 based on:

- 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 based on:

- 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.

P3-9.2.6. 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.

P3-9.2.7. 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.

P3-9.2.8. Nominee Roll

Removed by presbytery March 1, 2019.

P3-9.2.10. Basis for Nominations

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

P3-9.2.11. 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.

P3-9.2.12 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 .

P3-9.2.13. Nomination Groupings

Removed by presbytery March 1, 2019.

P3-9.3. MINISTRY DEVELOPMENT AND EDUCATION 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-2.0401 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, except for forms or 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 regarding 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 P3-9.3.3. below.

P3-9.3.1. 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:

- Greek
- Hebrew
- Old Testament Exegesis
- 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:

Leaderwise
516 Mission House Lane NW
New Brighton, MN 55115
651-636-5120
Fax: 651-636-5124
e-mail: ncmde@comcast.net

There are many other facilities that are recognized and are experienced with the assessment required by the PC(USA). Most are located close 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.

P3-9.3.2. 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.

P3-9.3.3. 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-inch 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.

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.

P3-9.3.3. McMurchie Scholarship Fund

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

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 based on 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.

P3-9.3.4. 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. YOUTH COMMITTEE

P3.10.1 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

To represent and communicate to and for all Presbyterian youth in the Presbytery of South Dakota.

To organize opportunities for fellowship for our Presbytery's youth;

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:

Age (high school-grades 8-11)

Commitment to a full term

Involvement in the local Presbyterian congregation

Geographic representation

Female/male ratio of SDPYC

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 member may be dismissed after three excused absences.

Members may be dismissed for a just cause by a 2/3 vote of the SDPYC.

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.

P3-11. 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 meeting only.

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Presbytery of South Dakota
Child Protection Policy
Adopted January 2007

CHILD PROTECTION POLICY

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Presbytery of South Dakota Child Protection Policy

Statement of Purpose

The members of the Presbytery of South Dakota believe that we are called by God to provide a safe and nurturing environment for all minor children and youth in our care during any Presbytery sponsored or cosponsored event. Minor is defined as anyone under the age of 18. The following policy was established to minimize the risk of any of our children and youth being subjected to physical, sexual, emotional/verbal abuse, and/or spiritual abuse. These policies and procedures are also intended to respect the rights and afford due process to persons accused of improper conduct.

Definitions

Physical Abuse is physical harm, bodily injury or attempts to cause physical harm or injury or the infliction of fear of imminent physical harm or bodily injury

Sexual Abuse is defined as any sexual contact with children and/or youth in a leader's charge, including but not limited to:

- Fondling private parts
- Oral, genital, or anal penetration
- Sexual intercourse
- Forcible rape
- Suggestive sexual comments
- Showing pornography (sexual explicit materials)
- Exposing sex organs
- Allowing children to witness sexual activity

Emotional/Verbal Abuse including insults, name calling, bullying, belittling remarks, unfavorable comparisons with other children or youth, shaming, deliberately causing fear, or using speech to hurt.

Spiritual Abuse includes using Scripture or church authority to coerce, control or shame; using threats about condemnation from God or making threats about God withholding love to control behavior.

For the protection of our children, all persons working directly with children and/or youth whether paid or volunteer, at any Presbytery of South Dakota sponsored or cosponsored events are subject to the provisions of this policy. Criminal background checks will be done on all employees and volunteers who have overnight exposure, one on one exposure and/or a counseling/mentoring relationship with any minor. National background checks are required on employees. In addition, all such persons are expected to participate in pre-event training and orientation including but not limited to training to increase their sensitivity to the prevention of any form of abuse to and protection of children and youth.

Selection and Screening of Staff and Volunteers

It is the policy of the Presbytery of South Dakota that all adults working with or supervising minors during any Presbytery sponsored or cosponsored activities and programs must satisfactorily complete an application form and criminal background check. The purpose of this policy is to provide a safe and secure environment for the children and youth who participate in our activities and programs. It is also the policy of the Presbytery that at least one member of a team working with children and/or youth must be an active member of a congregation within the bounds of the Presbytery of South Dakota.

Procedures

- A cover letter (Appendix A), volunteer application form (Appendix B), release form for criminal background check (Appendix C), and a copy of the Covenant for Leaders (Appendix D) will be provided to all potential staff and volunteers by Presbytery staff. The applicant's consent forms will be kept on file at the Presbyter office.
- Forms must be completed and returned by the deadline set by the Planning Team or committee responsible for the program or event at which the applicant seeks to serve.
- All forms will be reviewed by a Presbytery staff member and at least one member of the Planning Team or committee responsible for the event or its designee. The review will include:
 - Checking forms for completeness.
 - Reviewing answers to questions.
 - Checking references (see Appendix E for a Reference Check Script).
 - Securing additional information as reviewers deem necessary.
 - Securing appropriate criminal background check.
- The reviewers, using the information at their disposal, will decide whether or not the applicant will be approved. Their approval must be unanimous.
- Persons not approved will be notified in writing.
- Completed forms and related confidential information will be kept in confidential files in the Presbytery office.
- Approval will apply for the calendar year in which it was made, and for the next two calendar years. After that period, the applicant must reapply.
- No persons shall be exempt from these procedures.
- At all times, the Presbytery of South Dakota reserves the right to determine who shall serve.

Training

The Presbytery will provide training on the importance of protecting children and youth from abuse and the specific provisions of the Presbytery's policy (appendices F and G). All persons working with and/or responsible for children and/or youth at Presbytery sponsored or cosponsored events and activities will be required to participate in this training. This training should be provided after recruitment and prior to the beginning of one's time of service. The Presbytery will make every effort to provide this training at a time and location which will allow those who are required to be trained to participate in an appropriate training event. In some instances this may mean providing more than one training event, however, it is the Presbytery's responsibility to provide reasonable opportunities for this training. No person who refuses or is otherwise unable to participate in planned training events will be allowed to be responsible for children and/or youth at a Presbytery sponsored or cosponsored event or activity.

Training will include the following components. Specific events and activities, by virtue of their unique qualities, may require additional components.

1. Scriptural basis for child advocacy, a few examples:
 - Deuteronomy 30:19, choose life
 - Malachi 4:6, turning hearts of parents to their children
 - Mark 9:36-37, welcoming the children
 - Mark 10:13-16, Jesus blessing the children
 - Luke 17:1-3, forgiveness? The dilemma
 - 1Corinthians 3:16-17, our bodies are God's holy temple; called to be advocates for the victims
 - Ephesians 6:4, relations between children and fathers
2. Importance of the issue for the church
3. The specific components of the Presbytery's Child Protection Policy
4. Review of specific safety procedures relevant for the event or activity
5. Concluding litany of affirmation or covenant for leaders

Supervision of staff and volunteers

In addition to careful screening procedures and training for all children/youth workers, the Presbytery will provide for supervision of all persons with responsibility for children and/or youth at Presbytery sponsored or cosponsored events and activities. This is for the protection not only of the children and youth in our care, but also for the persons working with them. This supervision will take the following forms:

Designation of a “Supervisor”

At each event during which there are programs or activities for children and/or youth, the Presbytery will recruit and/or designate an adult to supervise the children and/or youth activities and leadership. While the specific title of this position may vary from event to event, this person will have overall responsibility of the program and for the persons providing leadership. The person may or may not have responsibility for recruitment of leadership, but will be responsible for their performance of tasks and behavior during the event in relationship to their work with children and/or youth. Ordinarily this person will be the one to whom reports of alleged abuse will be made and who will initiate the official reporting process. It is the responsibility of this supervisor to be familiar with the details of the program design and plans and to know what is happening within classes, workshops, or other groupings of children and/or youth. When there is more than one person assigned supervisory responsibility for a program, specific assignments will be made for each person so that both the individual and the leaders/teachers will be clear about to whom and for whom they are responsible.

Two Adult Rule

There must be at least two adults working with each group of children and/or youth. In those cases when older youth are part of the caregiving team for children, an adult must always be present with the group. No one should be left alone, one on one, with a child or youth. The only exception to this two-adult policy would be in a situation in which the contact occurs in a public place and other persons are in and out of the areas where the adult is working with children and/or youth. This will be emphasized during the training of all leaders for children’s and youth programs. This rule is intended to protect children and to protect the leaders from false accusation. The Presbytery is committed to providing adequate personnel for all events so that this rule may be maintained.

Open-Door Policy

The “open-door policy” requires doors to be open at all times or rooms or doors to have unobstructed windows.

Training

All volunteers who work with children and/or youth will be trained in understanding the nature of child abuse and its effects on the lives of children, in recognizing signs of possible abuse, and in the reporting requirements of the state in which the activity or event occurs. *(See Appendix F for Discipline Guidelines and Appendix G for Training*

Outline/Design)

Suspicious Behavior Supervisors and all persons providing leadership for programs for children and/or youth will be asked to be alert to and report any suspicious behavior which might suggest inappropriate conduct or relationships between an adult and a child or youth or between older and younger youth at the event. Such behavior should be dealt with immediately, either by commenting to the offending adult (in the case of a minor boundary violation deemed to be caused by ignorance) or reporting to the Supervisor or Event Staff. All such reports will be seriously considered, prompt warnings will be issued as appropriate, and situations carefully monitored. *(See Appendix H for Incident Report Form)*

Parental Permission The Presbytery will seek parental permission for children and youth to participate in any Presbytery sponsored or cosponsored event during which the children and/or youth will be under the care of someone other than the parents. The permission forms will indicate the specific nature of the event or program, the type of adult leadership which will be provided, and any release from liability which may be requested. The Presbytery will also request insurance information and parental permission to seek medical treatment. *(See Appendix I for Presbytery Permission Form.)*

Reporting Allegations and Incidents

Anyone who has knowledge or suspicion that inappropriate conduct has occurred should report it immediately to the Supervisor of the Children or Youth Program or the Event Staff person. It is especially incumbent upon those in leadership positions within the children and youth program to be particularly sensitive and alert to warning signs of abuse and potential incidents. When an individual reports an incident or allegation, that person should refrain from engaging in questioning the alleged victim so that the appropriate investigative procedures may be followed.

Preliminary Steps

The person observing and reporting an incident of alleged inappropriate conduct should first:

1. Secure the safety of the child/youth. This may include an immediate call to emergency services as deemed necessary.
2. Secure the safety of others and stabilize the environment in which the incident occurred. Under no circumstances should a reporter who has responsibility for a group of children or youth leave them unsupervised in order to report an incident. Seek help from other caregivers who are close at hand.

Internal Reporting

The following procedure should be used to report the incident to the appropriate supervisors or staff at the event:

1. Reporter reports orally to his/her immediate supervisor, the alleged offender's supervisor, or to the Event Staff if the supervisor is less accessible at the time of the incident or the time of reporting. If the reporter is an event participant and not someone providing leadership, it is appropriate to report directly to the Event Staff. *Event Staff is the member of the Presbytery Staff or the delegated Presbytery volunteer assigned to and on-site at the event.*
2. Supervisor reports the allegation/incident to the Event Staff.
3. Event Staff:
 - a. investigates the facts of the incident/allegation.
 - b. prepares the official incident report (Appendix H).
 - c. initiates the response to the allegation and incident.
 - d. reports to Executive Presbyter and if deemed necessary to the Presbytery Attorney regarding insurance or legal implications.
 - e. contacts parents or responsible adults as soon as feasible.

Reporting to Child Protection or Other Civil Authorities

The State of South Dakota defines mandatory reporter in Codified Law 26-8A-3. Mandatory reporting is also established within our Book of Order for Ministers of Word and Sacrament (G-6.0204b), Elders (G-6.0304b) and Deacons (G-6.0402b). The Presbytery recognizes that it has a moral, if not legal, obligation to exercise the care evidenced in Christ's invitation to the little children to "come to him." Therefore, when the investigation of an incident or allegation confirms that the incident or allegation is consistent with what would

require reporting to civil authorities, the Event Staff will do so. If the incident is such that it poses an immediate or imminent threat to the safety of the child or youth, any person witnessing the incident may report it to the appropriate authorities. All incidents so reported should also be reported to the Supervisor and/or Event Staff as soon as possible. Training for all children and youth leaders will include appropriate procedures for reporting and how to contact appropriate civil authorities if it should become necessary.

Record Maintenance

Appendix H (Incident Report Forms) will be kept in a confidential file in the Presbytery office.

Response to allegations

The Presbytery recognizes that we have an obligation to respond to a number of individuals and audiences, depending on the facts of the particular allegation/incident.

The Presbytery also affirms that any response decision is at the sole discretion of the Event Staff person in consultation with the committee responsible for the event and in the best interest of the event. A determination of an unfounded accusation may nonetheless result in a leader being asked to relinquish their leadership responsibility and/or to leave the event if such separation is deemed in the best interests of the event and its participants.

The following guidelines shall apply as the Event Staff and committee or Planning Team determine the appropriate response:

- | | |
|---|---|
| To victim(s) | Determine need for and provide appropriate care for and follow up on immediate needs of the victim(s). |
| To the accused | <ol style="list-style-type: none">1. Remove the accused from leadership, at least temporarily, until the investigation of facts is completed.2. Report of an allegation is not a presumption of guilt and, therefore, appropriate care will be exercised to provide the accused with an opportunity to be heard.3. The Committee responsible for the event should meet to determine the next steps regarding the accused's further participation in and presence at the event.4. The Committee may recommend pursuance of any further action needed (e.g. calling the police, Child Protection Agency, Presbytery Sexual Misconduct Response Team, or the accused's governing body of jurisdiction.) |
| To parents or responsible adults | Share the facts of the incident, the committee's actions, and provide care and follow up as appropriate. |
| To the Event | Event Staff or committee/Planning Team member reports the facts of the incident to a plenary of event participants as necessary and appropriate, exercising appropriate pastoral care for the victim, the accused, and the other event participants. |
| To the Presbytery | Event Staff or committee/Planning Team member reports the facts of the incident to the Executive Presbyter. |

Appendices

Appendix A. Cover letter for Volunteer Application Form

«FirstName» «LastName»
«Address1»
«City», «State» «PostalCode»

Dear «FirstName»:

Thank you for your interest in volunteering to work with the children and youth of the Presbytery of South Dakota. Our programs include activities at Camp Rim Rock, Youth Rally, and activities held at various presbytery committee meetings.

Because of the growing awareness of child safety issues, especially in the area of sexual abuse, the Presbytery of South Dakota requires that every potential volunteer complete the attached application form. We realize that the information requested is of a personal nature, but we believe that this screening process is the best way to meet both our moral and legal obligations. Above all, we want to provide a safe and secure experience for our children and youth.

Please note that at least one of the adults providing supervisory leadership for children and/or youth in a particular situation must be a member of a congregation in the Presbytery.

Also understand that a yes answer to one or more of the questions does not automatically disqualify you from working with children and/or youth. It may simply mean that we will need some additional information.

Because of the potentially sensitive nature of the information on the form, access to your application will be very limited. Each application will be reviewed by a Presbytery staff member and at least one member of the planning team or committee responsible for the event. They will review the application, obtain any other necessary information, and decide whether or not to approve your application. All completed forms will be kept in a confidential file in the Presbytery Office. This information will be valid for the current year and the following two years after which an update will be required.

Please read all of the enclosed information carefully. When you have completed the attached form return it to the Presbytery office addressed:

Presbytery of South Dakota
Confidential Volunteer Application
406 S. 2nd Avenue
Sioux Falls, SD 57104

We look forward to sharing with you the joys and challenges of working with children and youth of the church.

Sincerely,

Enclosure: Volunteer Application Form
Authorization to Acquire Criminal Background Check

Volunteer Application Form, page 2

Appendix B

*Please list three personal references we can contact on your behalf.
(not former employers or relatives)*

1. Name _____
Address _____
City _____ State _____ Zip _____
Phone _____

2. Name _____
Address _____
City _____ State _____ Zip _____
Phone _____

3. Name _____
Address _____
City _____ State _____ Zip _____
Phone _____

The information contained in this application is correct to the best of my knowledge. I, the undersigned, authorize any references listed in this application to release any records or information related to my work with minors.
I understand that the information provided in this application will be held in confidentiality.

Signature

Date

Return this completed form to:

The Presbytery of South Dakota
Confidential Volunteer Application
406 S. 2nd Avenue
Sioux Falls, SD 57104

Appendix C. Authorization To Acquire Criminal Background Check

I, the undersigned, authorize the Presbytery of South Dakota to acquire a criminal background check on me.

Print Name

Signature

Date

Address _____

City _____

State _____

Zip _____

Social Security Number _____

Return this completed form to:

The Presbytery of South Dakota
Confidential Volunteer Application
406 S. 2nd Avenue
Sioux Falls, SD 57104

Appendix D. Covenant for Leaders

Presbytery of South Dakota
Child Protection Policy

COVENANT FOR LEADERS OF CHILDREN AND/OR YOUTH

I consider this a vow to God, a promise to those who planned this event, and a covenant between myself, the Presbytery of South Dakota, and the children and/or youth with whom I will work and their families.

- During my time at (event) I will live as a Christian called to service in God’s kingdom.
- I understand that I have been entrusted with the safety and welfare of all the children and/or youth assigned to me. At all times I will guard their physical safety and mental, emotional and bodily health.
- I understand that I have been entrusted with the spiritual health of all the children and/or youth assigned to me. At all times I will care for their faith development. I will care for their needs for friendship and security and I will work to build a caring, loving community within the classroom and within the (event).
- I will take care of my own physical and spiritual health.
- I understand that I must be careful of “suggestive” situations. I will never be alone with a child or youth in my care. If someone requests time alone with me, we will meet in sight of others, but not necessarily where others can hear us.
- I will never touch a child or youth in anger.
- I will use appropriate signs of affection and Christian caring. I will respect the feelings of those who do not enjoy even the slightest casual touch.
- I will guard my language. I will not swear or use inappropriate language in the presence of children and/or youth.
- I will set a good example of respecting the property where (event) is held and the property of others and I will be a good steward of God’s earth.

I have read the job description and covenant and agree to abide by these statements. I understand that if I do not abide by this agreement, my volunteer services can be terminated at the discretion of the Presbytery staff and/or committee or Planning Team for this event. By signing below, I am acknowledging this covenant between the Presbytery and myself.

Signature of Volunteer

Date

Under 18 Parental Agreement

Date

Appendix E. Reference Check Script

The following script is suggested for telephone reference checks. If reference checks must be done in writing, this script may be adapted for inclusion in a letter requesting information. The person doing the telephone check should keep notes of the reference's responses. These should be placed in the person's file with their application form and other documentation.

Suggested Script:

My name is _____. (Briefly describe your role in the Presbytery – committee or Planning Team on which you serve, etc.).

(Name of person being checked) is being considered for a position as (be as specific as possible describing the work they will be doing and the event at which they will serve). He/She gave us your name as someone who could speak to us about his/her work with children and/or youth and has given us permission to contact you. Would you be willing to answer some questions for us?

1. What leadership or teaching responsibility that you are familiar with has _____ had with children and/or youth?
2. What specific gifts or talent do you believe _____ will bring to this position?
3. Our primary concern is for the health and safety of our children and youth. Do you believe that _____ can provide a healthy, safe, and nurturing environment for children and youth? On what do you base that judgment?
4. Are you aware of any problems which may have arisen while _____ was responsible for children and/or youth?
5. Do you have any hesitation in recommending _____ for (this position)?

Appendix F. Discipline Guidelines

A. Discipline

Almost everyone will encounter some circumstance where discipline is involved. To be effective we must know the basics, practice, and learn from our experiences.

In *How to Be a Great Camp Counselor*, David Burrow explains four reasons why discipline is necessary in a camp setting. Translated to a broader range of settings, his reasons are:

1. Discipline is for the child/youth. If a child/youth is misbehaving, she/he is missing out on our program.
2. Discipline is for the program/event. We not only have a responsibility toward the child or youth, but for every aspect of the program/event. One person cannot be permitted to spoil the atmosphere or destroy the facilities.
3. Discipline is created for all participants. No one person has the right to prohibit others from having a positive experience, or from feeling safe and secure while participating in a Presbytery sponsored or cosponsored event.
4. Discipline is for our leadership. Remaining in a role of leadership is crucial to the success of a program/event.

Therefore, the Presbytery has adopted the following philosophy for discipline at its events.

B. What is NOT Discipline

Things will go wrong at times. Often, our reflexes are to act in a manner not conducive to promoting positive discipline – discipline that will help others learn and grow. Below are five methods of discipline that don't work when dealing with young people and should not be applied to anyone at a Presbytery sponsored or cosponsored event.

1. Physical Punishment – No person with responsibility for the leadership of children and/or youth is permitted to touch another in anger. Not only is this method not permitted, it is not effective. Studies show that employing physical punishment tends to teach that violence and aggression are appropriate solutions to problems. This is not a lesson which we want to teach.
2. Ignoring the Problem – Problems will not just vanish. By not acting, the young person is learning that the inappropriate behavior is acceptable.
3. Permissiveness – This method will not teach young people to deal with their mistakes, and only contribute to continued misbehavior.
4. Answering in Kind – This is the “bigger and better” game many enjoy playing. Do not allow yourself to respond in a similar, negative manner to that of a young person. Remember that there are reasons for misbehavior and answering in a frustrated or angered tone will only make the situation worse.

5. Sarcasm – This is a popular method of communication in our culture, but not an effective means of discipline. Sarcasm only hurts the young person and may serve to destroy your relationship with him or her, destroying any hopes for restoring a positive atmosphere. With young children, sarcasm is often misunderstood and is likely to create more distraction than cure.

C. Basic Rules

Rule for dealing with One Another: Everyone is to treat everyone else as a Child of God. No one has the right to treat others as if they do not matter.

Rules for being at a Presbytery sponsored or cosponsored event:

1. Tell adults where you will be at all times. Do not leave the grounds without adult supervision.
2. Do not bring tape players, walkmans, CD players, electronic games, cell phones, etc. with you to an event unless they come with your parents.
3. Alcohol, illegal drugs, firearms and weapons are not permitted at any Presbytery event. Violation can result in immediate expulsion from the event at parents' expense, based on the discretion of the Event Staff. All prescription drugs and over-the-counter medications must be turned over to the Event Staff unless parents are present to be responsible.
4. Be careful in your use of the property and equipment provided for the event. If anything does get broken, or you notice anything on the grounds that needs attention, please tell your teachers or the Event Staff. Participants will be held responsible for reimbursing the Presbytery for any property damaged as a result of misbehavior.
5. Children and youth are expected to follow the daily schedule for the event in which they participate. This includes lights out and curfew times.

D. Guidelines for Dealing with Misbehavior

1. Define the Misbehavior
 - a. Gather information concerning the incident. Give everyone involved the opportunity to explain the situation.
 - b. State explicitly the misbehavior.
2. Determine Possible Causes or Reasons for Misbehavior
 - a. Discuss with the child/youth possible reasons for misbehavior, separating emotions from actions.
3. Options for Action
 - a. Consult and advise Supervisor or Event Staff.
 - b. Try to establish and maintain an understanding relationship with the child/youth.
 - c. Recognize that there are usually specific reasons why a child misbehaves. Try to discover what his/her reasons are. Keep it private, if possible.
 - d. Attempt to determine if behavior occurs at home and school as well to see how it is handled in these settings.

- e. Try to determine if the child/youth behaved in this manner because he/she wishes to be caught, reprimanded or punished.
 - f. Keep others informed of the incident as necessary, upholding confidentiality when appropriate.
 - g. Make every effort to get the misbehaving child/youth to develop greater self-control.
 - h. Approach the child/youth with kindly firmness, justice and mercy.
 - i. In serious situations, after consultation with the Supervisor and/or Event Staff, contact parents to discuss the matter in a sense of cooperation.
 - j. Be sure to conform to the basic principle of discipline and control: consistence, suitability, flexibility.
 - k. Create meaningful and just consequences for misbehavior. Be sure to not create a greater sense of resentment on the part of the child/youth.
4. What to Avoid
- a. Disciplining in anger.
 - b. Public condemnation of the child/youth.
 - c. Use of derogatory terms
 - d. A defensive approach
 - e. Driving the child/youth away from the group
 - f. Loss of communication and contact with the child/youth
 - g. Threatening punishment that cannot or will not be enacted
 - h. **STRIKING A CHILD/YOUTH**
5. Specific Steps to Prevent Occurrence or Reoccurrence of Misbehavior
- a. Discuss and establish standards, policies and practices for issues such as personal property, appropriate language, respect for one another (and staff) and use of facilities.
 - b. Reaffirm individual's rights to privacy.
 - c. Reaffirm rights of the group
 - d. Create covenants for the group

E. Suggestions for Being a Good Disciplinarian

1. Begin with yourself. Set a good example by following all the rules and policies. Keep a positive attitude.
2. Be consistent and fair. Get help when you need it.
3. Do not "label" children.
4. Do not assume the worst.
5. Reward the good.
6. Catch behavior problems at the beginning.
7. Change the arena or atmosphere.
8. Avoid defensive confrontation.
9. Use modification to change behavior.
10. Allow for restitution when needed.
11. Think before you react.
12. Keep a sense of humor.

Adapted from Calvin Crest's "Discipline Guidelines", 1997.

Appendix G. Training Outline

Goals:

Each person who participates will

- Understand why this policy has been adopted by the Presbytery.
- Increase sensitivity to the prevention of any form of abuse.
- Become familiar with the provisions of the policy and the individual's role in implementation.

Design

Time	Content	Resource
3 min.	Scripture Reading and Prayer	
10 min.	Explanation of policies and why we have them.	Copy of policy
15-20 min.	Show video and debrief	“Reducing the Risk of Child Sexual Abuse”
30 min.	Review policy step by step adding specific procedures: <ol style="list-style-type: none"> 1. Discipline Situations <ul style="list-style-type: none"> • physical contact – hitting, biting, shoving • verbal – name calling, insults, put-downs of children, activity or teacher • leaving the group • noncompliance with directions • if adult leader has a personality with child or youth let another adult handle the situation 2. Giving Support <ul style="list-style-type: none"> • stay positive • insults are not true • hugs are OK if child or youth wants them (be sensitive) • verbal communication 3. Restroom <ul style="list-style-type: none"> • clear of all adults before children go in • if child needs help have two adults present • when changing diapers, have two adults present • teens go in pairs 4. When Hurt <ul style="list-style-type: none"> • check on seriousness and respond to the immediate need • if need for medical care, go to office and ask to have nurse called • leave when the child is comfortable with the adults who are taking care of them 	
3 min.	Closing – Litany of Affirmation for Leaders	

Appendix H. Incident Report Form

Reason for report _____

Date of Incident _____ Time _____

Event/Activity _____

Name of Reporter _____ Class/Group _____

Title _____

Name(s) of Child(ren) _____ Age(s) _____

Quote the child's/youth's first words verbatim: _____

Briefly describe child's/youth's demeanor/appearance: _____

Briefly describe what happened: _____

What action did you take? _____

Has the incident been resolved? Yes No Explain: _____

Were there any witnesses? Yes No

Names: _____

Signatures of witnesses (if possible): _____

Report submitted to: _____

Appendix I. Presbytery Permission Form and Medical Release

Please print

I (parent or guardian) _____ give my permission for
_____ to attend the _____
(full name) (name of event)
from _____ to _____ (dates).

Parent or guardian signature _____

FOR OUR INFORMATION

NAME _____ GRADE _____ BIRTHDAY _____
ADDRESS _____ PHONE _____

Person to contact in case of emergency _____ Phone _____

MEDICAL INSURANCE COMPANY _____
POLICY NUMBER _____ GUARANTOR _____

MEDICAL HISTORY:

CHRONIC ILLNESSES _____
ALLERGIES _____
MEDICATIONS _____

Please provide us with a copy of your insurance card or other form of insurance support

WHAT SPECIAL NEEDS SHOULD TEACHERS BE AWARE OF?

In case we cannot be reached during an emergency, I (we) the undersigned give permission for our child to be treated by a licensed physician, and for said physician to administer whatever care is necessary, including anesthesia, for his/her safety and care.

Signature of Parent/Guardian

Date

THE FOLLOWING MUST BE SIGNED BY PARENT(S) AND YOUTH

I will keep my words and actions within the bounds of those that build community, rather than break community.

I understand that if I choose to drink alcohol or have it in my possession, take illegal drugs or have them in my possession, I am choosing to return home at my own expense.

Youth Signature

Parent Signature

Appendix J. Resources and References

The Presbyterian Church (U.S.A) has developed several studies and resources addressing child abuse, which include the following resources from our denomination:

Surely Heed Their Cry, A Presbyterian Guide to Child Abuse Prevention, Intervention and Healing (1993, PDS #257-93-010)

Striking Terror No More, The Church Responds to Domestic Violence, Bridge Resources (1997, PDS #095516)

The Whole World in Gods Hands?, Church & Society (2000)

Turn Mourning Into Dancing! A Policy Statement On Healing Domestic Violence, (2001, PDS #OGA-01-018)

We Won't Let it Happen Here: Preventing Child Abuse in the Church, (Second Edition, 2002, PDS #72-651-02-002)

Anguished Hearts: A Study Guide to Accompany Turn Mourning Into Dancing! (2003, PDS #70-270-03-025)

Resolution on Allegations of Child Sexual Abuse Against Educators (2004, PDS #OGA-04-090).

Additional Resources/Reference

Bless Our Children: Preventing Sexual Abuse. Video. Seattle, WA: Center for the Prevention of Sexual and Domestic Violence.

Hear Their Cries: Religious Responses to Child Abuse. Video. Seattle, WA: Center for the Prevention of Sexual and Domestic Violence.

Reducing the Risk of Child Sexual Abuse in Your Church. Video, study guides, and resource booklet for policy development including models for forms and policy statement. Church Law and Tax Report, Christian Ministry Resources, PO Box 1098, Matthews, NC 28106.

Burrow, David, *How to be a Great Camp Counselor*, 1995, McElroy Publishing.

The Presbytery of South Dakota acknowledges the Child Protection Policy of the Synod of Lakes and Prairies which served as a model for this policy.

APPENDIX B

Synod Interaction with Presbytery Personnel Functions

(This is a Synod of Lakes and Prairies policy statement on Synod interaction with Presbytery personnel functions—January 18, 1996)

INTRODUCTION

Over the years, the Synod of Lakes and Prairies has developed a close and mutually beneficial interaction between the synod and its constituent presbyteries regarding the implementation of personnel functions.

Churchwide there are many models for providing staff support to the work of governing bodies within the Presbyterian Church (U.S.A.). In many areas, synods deploy their staff to the presbyteries or mission areas, while others establish expectations that presbytery staff are adjunct synod staff. Within the Synod of Lakes and Prairies both models are present. Synod staff are deployed to presbyteries for particular functions, and Executive/General Presbyters represent the synod's interests in others. In addition, Presbytery staff persons often resource one another across Presbytery lines. This partnership across governing body lines makes it even more important that we share common understandings of our intersecting roles and responsibilities.

The *Constitution of the Presbytery Church (U.S.A.)* states that Synod will "develop and provide resources...as well as guidelines and criteria for evaluation (G-12.0102e), "in areas that include the 'establishment of administrative positions, compensation, personnel policies and fair employment practices (G-12.0102f).'" In response, the Synod of Lakes and Prairies has maintained equitable salary ranges for administrative positions within its bounds, developed and utilized a comprehensive "Manual for Executive/General Presbyter Search Processes," and overseen a process for annual and comprehensive personnel reviews.

In its interaction with Presbytery Personnel Committees the synod seeks to insure consistency and confidentiality in all personnel processes. It does so by proposing policies and procedures and providing confidential administrative support from experienced Synod staff. Its resources and direct participation help to protect the interests of the presbytery and incumbent staff. All expenses of the synod's participation are borne by the synod.

This policy seeks to clarify the expectations the synod has regarding how it will fulfill its constitutional responsibilities, as well as clarify and define intersection roles and responsibilities. In all instances the synod seeks to be a partner with the presbyteries, so that their unique needs may be addressed and resourced.

POLITY FOUNDATIONS

It is the nature of Presbyterian polity (G-9.0404) to require that "each governing body shall consult through appropriate representatives with governing bodies below and above it concerning mission priorities, program, budgeting, the establishment of administrative staff positions, equitable compensation, personnel policies, and fair employment practices." The synod's interaction with presbytery personnel procedures derives from these historic principles.

ESTABLISHMENT OF ADMINISTRATIVE STAFF POSITIONS

The synod expects to be informed whenever a presbytery considers modification of the presbytery's staffing rationale. It will also provide the means whereby the presbyteries will be consulted regarding the synod's staffing rationale (G-9.0404).

When requested, Synod staff assistance is available, upon assignment of the synod executive, to assist the presbytery in reviewing options and exploring alternative staffing patterns.

TRANSITION IN EXECUTIVE OR ADMINISTRATIVE STAFF LEADERSHIP

1. Exit Interviews. When an Executive/General Presbyter indicates their intent to leave their position, the Presbytery Personnel Committee should schedule an exit interview in which the incumbent would be given the opportunity to: reflect on their accomplishments and disappointments, the "state of the

presbytery," needed structural or operational modification, ongoing agenda items and the assigned points of accountability, and the location of resource materials.

The synod, through its personnel committee and/or the synod executive expects to be a participant in the exit interview. The synod also expects that the exit interview will be summarized in writing by the Presbytery Personnel Committee and that a copy of the summary will be maintained in the synod's confidential personnel files.

When requested, the synod executive is available to assist the Presbytery Personnel Committee in developing specific questions and processes for the exit interview, and will prepare a written summary of the exit interview.

2. Executive/General Presbyter Search Processes. When a Presbytery decides to authorize the administrative staff services of an executive presbyter, G-9.0701 and G-11.0303 requires consultation with the synod.

The synod expects to be a full participant in the search process. The synod through its personnel committee will appoint a liaison from another presbytery to the search committee, who should function as an ex officio member. The synod executive, or his/her designee, will ordinarily attend all meetings as a staff resource. In addition, the synod expects that the "Manual for Executive/General Presbyter Search Processes" will be the basis upon which the search committee will proceed.

When requested, the office of the synod executive is available to provide staff resources to the search committee, including the administrative oversight of: correspondence, publicizing of the position, application processes, budget oversight, and meeting arrangements. The synod executive is also available to assist the search committee in reference checks.

3. Search Processes for Other Administrative Staff. The synod expects to be informed whenever a presbytery considers filling other administrative staff positions.

When requested, Synod staff assistance is available, upon assignment of the synod executive, to assist the presbytery in its search process for other administrative staff.

ANNUAL AND COMPREHENSIVE PERSONNEL REVIEWS

Presbytery Personnel Committees should schedule annual personnel reviews in which the goal is to support and counsel the incumbent, and periodic comprehensive reviews in which the goal is to explore, in depth, the congruency of the incumbent's skills and interests with the goals and direction of the presbytery.

The synod, through its personnel committee and/or the synod executive, expects to be a participant in annual comprehensive reviews. The synod also expects that the review will be summarized in writing by the Presbytery Personnel Committee and that a copy of the summary will be maintained in the synod's confidential personnel files.

When requested, the synod executive is available to assist the Presbytery Personnel Committee in implementing an established procedure for review or in developing unique questions and processes.

Ordinarily, the synod executive will prepare a collation of any data gathered for use in the review, a written summary of any data gathered, and/or a written summary of the review itself.

When requested, the office of the synod executive is available to provide staff resources to the Presbytery Personnel Committee, including the administrative oversight of data gathering.

SALARY ADMINISTRATION

The synod expects that all administrative staff positions within the synod will be rated in accordance with denominational policies and that salary ranges will be established for each position based upon that rating. Presbytery Personnel Committee should oversee salary administration within those parameters.

Annually, the synod will revise the salary ranges for established positions based upon the consumer price index for the second most preceding year, and communicate the new ranges to the presbyteries for their consideration.

1. Consultation. Upon request, the synod, through its personnel committee and/or the synod executive, is available to consult with Presbytery Personnel Committees regarding:
 - a. the inclusion of clear statements in the presbytery's "Manual of Operation" of the responsibilities, process of calling, method of annual review of work, and the matter of re-elections or termination of employment for administrative staff as required by G-9.0701a,
 - b. the training of Presbytery committees regarding their responsibilities in areas such as supervision, salary administration, annual and comprehensive reviews, crisis intervention, ensuring inclusiveness, etc., and
 - c. emerging problems that should not be addressed in annual or comprehensive reviews.
2. Payroll. Upon request, the synod will provide comprehensive oversight and management of payroll and benefits for presbytery staff.

New Church Development Manual Presbytery of SD

In 2007 the Presbytery of South Dakota charged the Congregational Transformation/Congregational Development Committee (CT/DC) with the production of a manual for new church development. The impetus for the revision came, in part, from frustration over a number of unsuccessful new church development attempts.

The CT/DC has studied the documents available regarding these attempts and conducted interviews with individuals familiar with the events. We have studied the previous New Church Development Manual of the POSD, explored models of new church development in other denominations, read books on the subject and utilized our Synod (SLAP) as well as GA personnel attempting to be faithful to our charge. We have spent time discussing new church development from an historical, social, economic, theological and scriptural basis. Most importantly, we have spent time in prayer and scripture as a committee seeking the guidance of the Holy Spirit. We have done our best to be faithful to the call of Jesus Christ through the voice of the Presbytery Of South Dakota in producing a document that we hope will be both edifying and often used for the body of our Lord and Savior, Jesus Christ.

The committee has functioned under the following assumptions:

1) Jesus Christ alone is head of the Church (Eph 5:23) and it is only His calling through the power of the Holy Spirit which makes any particular church abide. (Zech. 4:6, Acts 5:38,39). We recognize that no human endeavor can ever manufacture a true church. Our challenge is to create an institutional procedure manual that will allow for the primacy of the Holy Spirit and also provide guidelines for an orderly church-manufacturing process.(1 Cor. 14:40, Col 2:5).

2) The visible church is any body of believers where “the Gospel is proclaimed, the sacraments rightly administered and public worship regularly offered.” (Westminster Confession chapter 25, section 4).

Specifically, a church is not to be defined by size, budget, nor building, but by faithful attention of the Word, sacraments and worship. This addresses what may have been a shortcoming of our previous manual: lacking the flexibility to recognize an alternative church model. Accountability in leadership is also essential but we do not believe that leadership must be limited to ordained clergy.

Our effort has been, and our prayer is, that this manual will allow for sufficient oversight and accountability without being overbearing. We also hope that we have been faithful to produce a manual of sufficient flexibility so as to be applied to any number of models (addendum #2). The fact that in our previous NCD attempts there was any success at all is witness to the work of the Holy Spirit and the hard work of many faithful Christians. Still, as a “church reformed, always to be reformed” we need to be continually open to the call of the Holy Spirit who can use even the polity and procedures of an imperfect church to fulfill God’s purposes. Should any future

restructuring of the POSD eliminate the CT/DC, its successor should function in the same manner as delineated below.

NCD Procedure:

Invitation

The invitation to explore a NCD may come from any source to the POSD.

Investigation

Once received, the POSD shall relay the invitation to the Congregational Transformation/Congregational Development Committee. The CT/DC shall then appoint a Task Force designated for further investigation of the NCD invitation.

Task Force

The NCD Task Force shall be composed of a representative of the CT/DC and no less than 3 Presbyterians who are familiar with the geographic area of inquiry (4 member minimum). The NCD Task Force will function under the budget and supervision of the CT/DC. The NCD Task Force reports quarterly and as requested to the CT/DC.

The NCD Task Force shall undertake a preliminary feasibility study in order to identify which model of church development seems most appropriate. Christian optimism and gracious latitude should be the guiding principles of this initial exploration. After a period of two to six months the Task Force will report the findings with notation of the following:

- A) Geographic area of ministry and location options
- B) The vision for the future church
- C) Other Christian ministries in the area of interest
- D) Projected finances
- E) Other factors which may be deemed significant

The NCD Task Force should offer to the CT/DC its recommendation to proceed or halt. After prayerful consideration by the CT/DC, a recommendation will be made to the POSD. If the POSD declines to pursue the invitation further, the NCD Task Force is to be dismissed with thanks.

Should the POSD concur that the Holy Spirit is calling us to further explore the NCD, the CT/DC shall authorize and finance the NCD Task Force to identify and train leadership for the NCD. Leadership is key for any NCD model, although the gifts and styles of leadership may vary with the envisioned model of the church. The NCD Task Force should be very familiar with the principle of matching leadership gifts to ministry, and should be diligent to match church model and leadership style.

Should no suitable leadership be identified within an 18 month time frame the CT/DC should seek the wisdom and will of the POSD. If the POSD discerns a call to continue, the process of

leadership identification shall continue. Thereafter, the POSD shall review the proposed NCD every 12 months until leadership is identified or the NCD is closed. If the POSD chooses to terminate the effort, the CT/DC shall dismiss the NCD Task Force with thanks.

If leadership is identified, the process of visioning for the NCD should be repeated. This model and plan will then be brought back to the CT/DC for review. If the way be clear, the CT/DC will recommend to the POSD the creation of a Steering Committee. Upon creation of the NCD Steering Committee, the Task Force is dismissed with thanks.

The POSD Moderator, with the advisement of the CT/DC Committee, will appoint the NCD Steering Committee before the close of the next regularly scheduled meeting of the POSD.

Steering Committee

Composition of the Steering Committee should include at least two members who have served on the NCD Task Force. The Steering Committee reports to the CT/DC Committee.

Pursuant to the latest version of the Book of Order PCUSA, the NCD Steering Committee shall function effectively as a Session, with additional oversight from the CT/DC (addendum #3).

Particular attention should be paid to at least annual re-evaluations of the NCD vision.

Leadership evaluations performed by the Steering Committee in conjunction with the CT/DC should be conducted at least quarterly for the purpose of promoting and assisting the identified ministry.

Financial oversight of the NCD is a priority and responsibility shared with the CT/DC. Financial reports shall be reviewed by the CT/DC at least quarterly and as requested.

Special attention should be paid to fostering the growth of the church. Growth is to be understood both in terms of depth of Faith and grounding in Reformed/Presbyterian Tradition as well as commitment to serve in ministry and mission for the sake of the Gospel. (addendum #4)

Charter

A NCD may request charter and admission to the PCUSA through the POSD no sooner than 2 years after formation of the Steering Committee. Prior to requesting charter, the NCD must undertake a period of study to identify the vision, model and purpose of the particular church. In some congregations, this may be called the Mission Design. This report is to address, at a minimum, the following:

- A) The place where God has called them to be a church
- B) The scheduled time of worship
- C) Ministries to the membership
- D) The mission to non-members
- E) Finances of the church

Request for charter of a new church is forwarded to the CT/DC. After evaluation of ministry, mission, and sustainability, the CT/DC shall present the request and its recommendation to the POSD. If the POSD concurs with the charter request, the congregation elects the Session of the church and responsibilities for oversight are shifted to the COM of the Presbytery. A NCD is under no time constraint to request charter from the POSD. It can function as a NCD as long as necessary.

Flow Chart of Process

(pending)

Acknowledgements

The Congregational Transformation/Congregational Development Committee of the POSD stands in debt to the Christians who worked so diligently to produce the preceding NCD Manual. We gratefully acknowledge the help and assistance of the Rev. Steve Boots from the GA of the PCUSA and Synod Of Lakes And Prairies. Thanks are also extended to our Methodist brothers and sisters who kindly shared with us their own NCD Manual of the Dakotas Conference of the United Methodist Church. Most of all, Soli Deo Gloria. May we all be blessed to His service.

CT/DC Committee, POSD
May 2008 AD

Addenda:

1) Abbreviations:

COM	Committee On Ministry
CT/DC	Congregational Transformation/Congregational Development Com.
NCD	New Church Development
POSD	Presbytery of South Dakota
SC	Steering Committee

2) NCD Development Models

There is not one Biblical model of new church development. Demographics, socio-economic factors and many other issues contribute to a unique picture for every location and church. NCD literature points to several models which are common across Denominations. Identified models include:

- Parachute (Drop a NCD Pastor into a location)
- Birthing (An established congregation supports a nearby NCD)
- Restart (A struggling congregation is “razed” for a fresh start)
- Second Campus (One Pastoral staff serves two locations)
- Colonization (A group from one congregation jump starts a NCD)
- Faith Communities (A church focused on one subgroup or special interest)
- Home Church (Informal association of Christians meeting in home/s)

Almost every resource the committee utilized identifies the key to any NCD as the leadership. Studies show location to be helpful but not nearly so important as the person or people God uses for leadership in a NCD. Each type or model of NCD requires special gifts on the part of the Leadership.

The Birthing Model is generally the most cost effective model but it is very important for the church/churches associated with the NCD to be healthy. Churches struggling with functional ministry or mission issues become readily overwhelmed by a NCD. It is imperative for the NCD Task Force and the visioning work to be very intentional to find the most gifted leadership and the most appropriate NCD model. While every NCD must maintain some flexibility lest we “put out the Spirit’s fire” (1 Thes. 5:19) it is equally important to remember that we serve a God of order and not disorder (1 Cor. 14:33). Perhaps nowhere is the traditional Presbyterian mantra of “order and ardor” more fitting than in NCD. Every NCD is an ongoing process of prayerful discernment to match gifts and models with local need and opportunity.

3) CT/DC Oversight of Steering Committee

In the process of researching the previous POSD attempts at new church development it became apparent that some of the difficulties encountered were the flip side of the same issue, oversight. A NCD can suffer if the oversight is too lax or too restrictive. We have had examples of both in our recent history. The goal of the CT/DC in this manual is to provide adequate oversight while maintaining flexibility and unity of purpose. The oversight is intended as an aid to the NCD, not a hindrance. Understandably, there needs to be some Christian pride of independence on the part of the NCD but there needs to likewise be equally a Christian pride of connectionalism. The model of parenting is perhaps apropos as youthful vigor and independence may need from time to time some parental guidance, wisdom and even occasionally restriction. This can and should be done without any sense of paternalism but in honest dialogue and prayerful discussion. The pride demonstrated in a NCD must never be a human pride of independence nor control. (Matt. 20:25)

4) Church Growth

The committee discussed the need to broaden the definition of growth beyond numbers alone. Growth is depth, breadth and height. A church in an area of very limited population may not be able to demonstrate much membership gains (breadth) but should demonstrate growth in depth of Christian maturity and commitment (1 Cor. 3:1,2; Heb 5:12). Likewise, a ministry of refugees or a linguistic subculture should not be assessed on numbers alone. All churches and ministries should demonstrate growth in depth of service and commitment to serve (height). Service occurs in two realms: Ministry within the church to fellow believers, and mission to those who have not yet accepted the saving grace of Jesus Christ. All churches must answer for their growth but to understand such in terms of numbers alone is contrary to Biblical modeling. The committee believes that a church, which is growing in depth of faith, ministry and mission, will find numerical growth. (God does, however, choose from time to time to prune and cut back the church. Rom 11:1-6, 1 Kings 19:18, Jeremiah 23:3)

**PRESBYTERY OF SOUTH DAKOTA COMMISSION FOR CAMPING
AND FAITH FORMATION MINISTRY BY-LAWS**

ARTICLE I NAME AND FUNCTION

Sec. 1 Name

The name of this commission is Presbytery of South Dakota Commission for Camping and Faith Formation Ministry.

Sec. 2 Scope of Power

This commission shall be responsible for establishing policy and monitoring both the program and the facilities of camps owned by and under the authority of the Presbytery of South Dakota. The scope of the power of this commission granted by the Presbytery of South Dakota includes:

1. Developing and overseeing the mission of camping ministry as a witness to Christ's sovereign activity in the world (see G-3.0201)
2. Developing an annual budget and a process for financial transactions and accounting
3. Overseeing insurance and liability coverage in cooperation with the Presbytery
4. Determining curriculum and seeing to its implementation
5. Hiring and supervising camp staff
6. Maintaining stewardship of property (physical plant, environmental, and user needs)
7. Developing and planning benevolent giving for the camping ministry
8. Overseeing and planning site use and development
9. Promoting and planning camp use among the congregations of the presbytery, synod, and beyond
10. Maintaining contact and membership within PC(USA) denominational camping resources and organizations
11. Responsibility for the youth programs of the presbytery.

ARTICLE II MEMBERS

Sec. 1 Elected members

The Presbytery of South Dakota shall elect a total of nine (9) members to the Commission for Camping and Faith Formation. Terms of service shall be three (3) years and will commence on the date of the presbytery meeting at which they are elected, unless elected to fill an unexpired term.

Service to unexpired terms shall begin on election by Presbytery. Commission members may not serve more than three (3) consecutive terms.

Sec. 2 Ex Officio Members

The following shall be *Ex Officio* members of the Commission for Camping and Faith Formation:

- A. The Moderator of the Presbytery of South Dakota
- B. The Camp Director

ARTICLE III MEETINGS

Sec. 1 Annual Meeting

The Annual Meeting of the Commission shall be held in October. The Commission Moderator shall have the authority to reschedule the annual meeting if forced to by weather or lack of a quorum.

Sec. 2 Regular Meetings

The Commission shall meet at least six times annually, with the dates, time, manner and place of meeting being set by the moderator.

Sec. 3 Special Meetings

The Commission shall meet at the call of the moderator or any two (2) members upon written notification seven (7) days prior to the meeting date.

Sec. 4 Quorum

A quorum at any meeting shall be not less than four (5) members.

Sec. 5 Proxy Voting

Voting by proxy shall not be permitted.

Sec. 6 Vacancies

Vacancies on the Commission for Camping and Faith Formation may be filled by the Moderator of the Presbytery until elected at the next Presbytery meeting.

Sec. 7 Opening and Closing Meetings

All meetings of the Commission shall be opened and closed with prayer.

Sec. 8 Presbytery Reporting

The Commission will make a formal presentation to the Presbytery at the Fall Presbytery meeting each year. The commission shall present the stated clerk the full records of its actions for inclusion in Presbytery's minutes (G-3.0109b).

ARTICLES IV OFFICERS

Sec. 1 the Officers of the Commission

The officers of the commission shall be Moderator, Vice Moderator, Secretary and Treasurer.

Sec. 2 Moderator

The Commission shall elect each year at its Annual Meeting, a Moderator, who shall be an elected member of the Commission, and shall preside over the meetings and activities of the Commission.

Sec. 3 Vice Moderator

The Commission shall elect each year at its Annual Meeting, a Vice Moderator, who shall be an elected member of the commission and who shall serve in the absence of or at the request of the moderator.

Sec. 4 Secretary

The Commission shall elect each year at its Annual Meeting, a Secretary, who shall be an elected member of the commission and who shall keep the minutes of the commission meetings. Minutes of every meeting shall be given to the Stated Clerk of the Presbytery annually for inclusion in the Presbytery Minutes and Administrative Review.

Sec. 5 Treasurer

The Commission shall elect each year at its Annual Meeting, a Treasurer, who need not be an elected member of the commission and who shall be responsible for all financial transactions and accounting. The treasurer may be assisted in these duties by a Financial Secretary, to be appointed by the commission. A monthly and annual Financial Report shall be made to the commission and to the Presbytery of South Dakota. An annual full financial review shall be conducted by qualified, unrelated parties and a full professional audit every five years and included as part of the annual Financial Report.”

ARTICLE V COMMITTEES

Sec. 1 Committees or Sub-Committees

The Commission may appoint committees and sub-committees as needed.

Sec. 2 Special Committees or Task Forces

Subject to the approval of the Commission, the moderator may appoint task forces or special committees, which shall function at the discretion of the commission.

ARTICLE VI MISCELLANEOUS

Sec. 1. Amendments

All amendments to these by-laws are subject to approval by the Presbytery of South Dakota. Amendments originating from the Commission for Camping and Faith Formation must be approved by a two-thirds vote of the Camping Commission, providing a printed distribution of the proposed amendment shall have been made to all members no less than fourteen (14) days before the meeting at which the amendment shall be acted upon. Amendments originating from the Presbytery of South Dakota must include consultation with the Commission for Camping and Faith Formation before presentation at a meeting of Presbytery.

Sec. 2 Other Authority

Any authority pertaining to camping ministry and mission not specifically assigned or delegated by these by-laws and which is not designated by the Constitution of the Presbyterian Church (U.S.A.) shall reside in the Commission for Camping and Faith Formation.

Sec. 3 Capital Improvement Projects

Five members of the Commission shall vote approval of all capital improvements costing \$35,000 or more.

Sec. 4 Member Expenses

Members of the Commission and its committees shall be allowed travel and other necessary expenses incurred in the fulfillment of their duties. Mileage will be reimbursed at the current Presbytery of South Dakota committee reimbursement rate.

Sec. 5 Nominating Committee

A nominating committee, composed of commission members, shall be appointed by the moderator to secure and nominate a slate of members for the Commission to be presented to the Ministry Resource of the Presbytery of South Dakota.

Sec. 6. Debt Limitation

The Commission shall not incur total aggregate indebtedness exceeding \$75,000 without prior formal approval from the Presbytery of South Dakota.

Sec. 7 Attendance at Commission Meetings

Commission members are responsible to attend the scheduled Commission meetings. If a member misses three successive meetings, the Commission, at its discretion, may request the member's resignation or may terminate his/her membership on the Commission.

**A Process for Discerning God's Will
In the Relationship between
The Presbytery of South Dakota and Its Member Congregations
When Member Churches Seek Dismissal
From the Presbyterian Church (U.S.A.) to another Reformed Body**

The Discernment Process was amended by Presbytery at its meeting on February 28, 2014. The following statements were approved by Presbytery:

For the purpose of discerning whether reconciliation is possible, begin with an Administrative Commission appointed by the POSD to meet with the Session. This Administrative Commission is encouraged to use the current Discernment Process, or parts thereof, as a reference.

After the Administrative Commission has completed its work, if no reconciliation can be reached, the POSD will appoint a Dismissal Commission to move toward a gracious separation. For continuity purposes, it is recommended that the Dismissal Commission some of the same members who served on the Administrative Commission.

PREAMBLE

The Presbytery of South Dakota seeks to serve God by developing, encouraging, supporting, and celebrating our common ministry given to us by Jesus Christ. Our work is best accomplished in organic spiritual unity found in the grace of our Lord Jesus Christ, the love of God, and the fellowship of the Holy Spirit (*2 Corinthians 13:14*).

We recognize that we live in a time when our unity in Christ is being tested and our ability to work together in mission is being tried. We covenant that even in times of disagreements and conflict we will seek to uphold one another, build up one another, respect one another, and love one another, to the end that the mission of Christ be fulfilled. Together we seek to further the peace, unity, and purity of the church, minimizing confrontations while we seek to discern and follow the will of Christ.

The Presbytery of South Dakota is committed to pursuing God's mission with pastors, sessions, and congregations who are seeking or considering dismissal from the denomination. Whether God's mission takes the form of dismissal or mutually accepted recommitment to the presbytery-congregational relationship, it is the will of this Presbytery to create a gracious context and process in which the will of God is sought for the life, ministry, and calling of the particular congregation. The Presbytery commits itself and invites all its congregations to pursue a broad understanding of God's mission with a graciousness befitting those who claim Jesus as Lord.

The history of the church, from the beginning, has been a history of controversy. Men and women of good will and sincere faith sometimes disagree. Paul and Barnabas had to separate for a season in order to continue their respective ministries (*Acts 15:39*). The church of Jesus Christ is divided into three great traditions: Protestant, Catholic and Orthodox. The Protestant tradition is again divided into Anglican, Lutheran, Reformed (Presbyterian), and Anabaptist communions. In recent generations, we have also witnessed the reuniting of bodies that were once separated. God, in his wisdom, has permitted the church to grow through and in spite of these actions.

In all matters relating to this subject, the following three questions will be deemed paramount:

- a. Is God leading this particular congregation to seek dismissal from the Presbyterian Church (U.S.A.) or toward restoration of fellowship with the Presbyterian Church (U.S.A.)? And,

- b. If God is leading this congregation to seek dismissal from the Presbyterian Church (U.S.A.), how can that be accomplished in a way that honors Jesus Christ and strengthens both the congregation and the Presbytery?
- c. If God is leading this congregation toward restoration of fellowship with the Presbyterian Church (U.S.A.), how can that be accomplished in a way that honors Jesus Christ and strengthens both the congregation and the Presbytery?

REAFFIRMING THE COVENANT

The Presbytery asks that any Session considering dismissal from the denomination will covenant with the Presbytery to enter into a defined process of mutual discernment to determine God's purpose for the church's ministry. The following principles are of paramount importance to the integrity of the covenant:

- The Presbyterian Church (U.S.A.) is but one denomination with the Church.
- Our Constitution states that all church property is held in trust for "the use and benefit of the Presbyterian Church (U.S.A) (G-4.0203).
- A congregation must have written permission from the presbytery before it (1) sells or encumbers any of its property, (2) leases any property for the purposes of worship, or (3) leases any property for more than 5 years (G-4.0206).
- Presbyteries have the express power (a technical term meaning they are the only ones who can take this action) to dismiss a congregation (G-3.0301a).
- Only a presbytery may dismiss a congregation (PCUS, 1976, pp. 92-99, Strong and Bagby v. Synod of Mid-South (No. 1-1976).
- Presbyteries have the authority to evaluate questions concerning church property in light of the particular circumstances presented in each instance and to exercise good judgment in accordance with Authoritative Interpretations of G-3.0301a (formerly G-11.0103) made by the General Assembly in 1988, 1989, and 1990.
- It is the duty of every church member to follow the biblical model of reconciliation and mediation rather than judicial proceedings (D-1.0103—which says "unless after prayerful deliberation they are determined to be necessary to preserve the purity and purposes of the church").
- To seek God's will requires significant time and energy.
- We believe that a matter of this magnitude deserves focused attention and prayer by the Presbytery and local congregation, whatever the specific outcome may be. Deliberate and thoughtful consideration of such a weighty matter will allow the outlook of the connectional Presbytery to seep throughout the process. The process should take no less than four months and may take more than a year.
- The integrity of the process rests heavily upon each party's having full and accurate information.
- Each member of the congregation considering or seeking dismissal should feel assured that (s)he will have opportunities to voice her/his thoughts in a safe environment.

The Presbytery is committed to this process and covenants to avoid litigation wherever and whenever possible. In fulfillment of Resolution 04-28 adopted by the 218th General Assembly, we recognize that the exercise of the process to "divide, dismiss, or dissolve churches in consultation with their members," if accomplished by litigation, "is deadly to the cause of Christ...and witness to Christ in the world around us." Therefore, we will carefully follow the principles of consistency, pastoral responsibility, accountability, gracious witness, openness and transparency.

Presbytery and the session will work together to create a media plan, designating who will provide information to the media from the presbytery and the session, and committing to work in concert on such contacts in order to maintain a witness to Christ in the world. It is recommended that neither party speak to the media until the process is completed and the outcome is agreed. In a similar manner, all documents that may become part of the public domain shall be developed together by the Discernment Team.

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The Trust Clause (G-4.0203) is meant to reflect the church's organic unity as it fulfills "The Great Ends of the Church," strengthening its ability to guide its member churches into their witness to the broader community. Because the trust clause is meant as a means of witness to our unity in the covenant of common mission, it is incumbent upon the presbytery to act in a pastoral manner rather than in an adversarial manner toward its member churches in regard to its provisions.

ADMINISTRATIVE PROCEDURE

A Session wishing to initiate this procedure shall put the matter to a vote at a special Session meeting called for this purpose. If the majority of the session votes to initiate the discernment procedure, the Clerk of Session shall inform in writing the Stated Clerk of this desire. The Stated Clerk will notify the moderator of the Council, who will call a meeting of the Council, inviting also the moderator of the Committee on Ministry.

Seeking parity between teaching elder and ruling elder representatives, the Presbytery Council shall appoint four members of the presbytery to a Discernment Team and from among those four, the moderator of the Discernment Team, whose purpose is to facilitate the conversation so that each member has an equal chance to participate. The moderator shall have an equal voice and vote with the other members of the Discernment Team.

The session of the congregation shall also appoint four representatives from the church to the Discernment Team and report these to the Presbytery Council. These representatives shall be two active ruling elders and two members-at-large.

No member of the Discernment Team may be an officer of either the presbytery (i.e., Stated Clerk or Moderator) or the session of the congregation (i.e., Clerk of Session or Moderator). The Stated Clerk of the Presbytery will serve as a resource to the Discernment Team and shall attend meetings as available. The Discernment Team shall meet together at least three times. The Presbytery will bear any expenses associated with this process.

Prior to the first meeting of the Discernment Team, team members will attend an orientation provided by the Stated Clerk and a person trained in the discernment process. Only team members, the Stated Clerk, and the person providing instruction in discernment skills will attend this orientation. Also prior to the first meeting of the Discernment Team, the moderator of the team will mail a letter to each member of the congregation explaining the session's vote and the process of discernment which will ensue, introducing the Discernment Team and providing contact information for each team member, encouraging the members of the congregation to participate in the opportunities that the discernment policy provides for their input into the process, and emphasizing that the integrity of the process relies heavily upon the team's learning the true range of perspectives within the congregation.

The Discernment Team will meet at least three times within a six-month period. Team members should prepare for two hours at each meeting. Members of the congregation who are not serving on the Discernment Team are strongly encouraged to attend Team meetings in order to listen to the content of

the discussion. In each meeting, time shall be provided for input from the congregational members present. This feedback will help determine the content of the third and any subsequent meetings. The Discernment Team may offer such additional opportunities for members of the congregation to share their views as small group gatherings, individual private conversations with Team members, letters, and emails.

First Meeting

During the first meeting, Discernment Team members will exchange extended introductions, sharing a portion of their faith stories and their understanding of the spiritual and theological issues at stake in the conflict between the church and the denomination/presbytery. The first meeting will primarily be a listening session.

Scripture teaches us to “honor everyone (1 Peter 2:17). We recognize each participant in this process as a child of God, possessing a conscience formed by the Spirit of Christ under the guidance of Scripture. Presbyterian tradition recognizes that there are “truths and forms with respect to which persons of good character and principle may differ” and with regard to these differences it is our Christian duty “to exercise mutual forbearance toward each other” (F-3.0105).

Second Meeting

The second meeting will consist of a guided dialogue, facilitated by the moderator of the Discernment Team, on foundational theological issues. Members will be invited to share in their personal understanding of various theological issues. The purpose of this discussion is to determine how much common theological ground exists between the congregation and the presbytery/denomination. Are the theological differences confined to certain issues or do the conflicts run deeper to ecclesiological, Christological, or other foundational theological issues?

Estrangement and alienation between Christians are a consequence of sin. We cannot say to one another “I do not belong to the body” or “I have no need of you” (1 Corinthians 12:14, 21). All of us must be willing to hear from each other the ways that we have hurt, excluded, and offended. Then we must admit our sin and ask God for the grace of repentance and the mercy of forgiveness.

Third and Subsequent Meetings

The content of the third and subsequent meetings will be determined mutually by the members of the Discernment Team. In determining the content of these meetings, the team will consider feedback received from congregants who have observed the discernment process.

It is the Presbytery’s hope that through this process we will remember the consolation we have from love, the sharing in the Spirit we have enjoyed, and the compassion and sympathy we have for one another. Further, we will strive to do nothing from selfish ambition or conceit, but in humility regard others as better than ourselves. We will not look to our own interests but to the interests of others. Above all else, we will seek to have within us the mind of Christ who came as servant to all. (Philippians 2:1-11).

After completing these sessions, the Discernment Team shall make a report and recommendation to the session and to the Presbytery Council regarding the future of the relationship between the presbytery and the congregation.

If the Discernment Team perceives that the congregation and the presbytery are still called by God to work together in covenant relationship and recommends restoration of fellowship between the congregation and the presbytery, it is the presbytery's hope that the church will be led by this recommendation and that both parties will work together through the Presbytery's Committee on Ministry to craft a process to heal the broken relationship.

If, after completing this process, the Discernment Team perceives that God is no longer calling the congregation and presbytery to work together in covenant relationship and recommends dismissal to another specified Reformed body, such recommendation will be reported to the Presbytery Council and the session. It is our hope that the presbytery will affirm the Discernment Team's decision and support the congregation as it enters into the process of seeking dismissal as outlined in "The Process of Seeking Dismissal to another Reformed Body" beginning with section 4.

In the event that the Discernment Team cannot arrive at an agreement, then the Team shall submit reports from both perspectives to the Presbytery Council.

These policies and procedures shall take effect on such date as the presbytery approves.

Process of Seeking Dismissal to another Reformed Body

Upon completion of the discernment process between the Presbytery of South Dakota and a congregation seeking dismissal and the presbytery establishing an administrative commission, the procedure for dismissal to another specific Reformed Body shall be as follows:

1. The Administrative Commission shall call a special congregational meeting for the purpose of asking the presbytery for dismissal of the congregation to another specific Reformed Body. Advance notice for the congregational meeting shall be by written letter to each member on the active roll of the congregation, as well as announcements in the Sunday worship bulletin. Included with notice of the meeting shall be a written summary of the reasons the session seeks dismissal, the results of the Discernment Process, and the sole authority of Presbytery to grant the dismissal (G-3.0301a). The letter must be mailed at least thirty days in advance of the congregational meeting date. Sunday worship announcements will be posted for at least four consecutive Sundays before the meeting. Representatives of the presbytery shall also be invited with the right of voice at the congregational meeting.
2. All active members of the congregation present and the representatives of Presbytery shall be given an orderly opportunity to speak to the issue at the meeting. When the discussion has concluded, the vote shall be taken by written ballot. At least two-thirds of the active membership must vote in favor of requesting dismissal to another specific Reformed Body in order for the proposal to be considered passed.
3. The Clerk of Session shall inform the Stated Clerk of the Presbytery in writing of the results. The Stated Clerk shall report this decision to the Presbytery Council. If the vote was for seeking dismissal, the administrative commission will begin the process to negotiate with the session of the local congregation the terms of dismissal to be proposed. (Amended 2/28/2014)
4. These terms of dismissal shall be in accordance with the PC(USA) *Book of Order* and the “Manual of Administrative Operations” of the Presbytery of South Dakota (P3-4.6.3 and B1-2) and shall at a minimum include:
 - financial and property matters (including insurance)
 - payment of extended per capita and/or shared mission of Presbytery
 - the settlement of any debt or legal obligations of the congregation
 - the disposition of the name and ministry of the congregation
 - the status of ministers and church workers called or employed by the congregation including support to pursue standing in the new church or to transition in seeking a call or appointment in another PC(USA) church
 - the process to transfer membership or retain a PC(USA) presence among those wishing to remain within the PC(USA)
 - and any legal requirements of civil, tax, corporate or ecclesial standing.
5. The Administrative Commission shall call another congregational meeting at the conclusion of these negotiations. Advance notice of this second congregational meeting shall be written notice to all active members on the roll thirty days prior and worship announcements as previously outlined.

6. The Administrative Commission shall present the terms of dismissal to the congregation and may take questions from the congregation. The terms are considered acceptable to the congregation

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upon a simple majority of those present voting to accept. If the terms are accepted, the moderator of the commission shall report the vote to the Stated Clerk of the Presbytery and the terms and request for dismissal shall be given to Presbytery for approval at the next stated meeting of Presbytery. (Amended 2/28/2014)

7. If the terms are not accepted by the congregation, then two choices are open:
 - a. The congregation may vote to further negotiate terms with the Administrative Commission, the results of which need to follow the process outlined above to be accepted at a different congregational meeting
---or---
 - b. The congregation may vote to rescind its earlier request by a simple majority. If this action is taken, the moderator of the Committee on Ministry (COM) shall be notified and the church and the presbytery through the COM shall continue to work together with the goal of enhancing the relationship and ministry between the presbytery and congregation.
8. In the event the congregation is approved by Presbytery for dismissal to another specific Reformed Body, the presbytery and the congregation shall take all steps possible in order to provide for the pastoral care and congregational life of those members who do not wish to depart the PC(USA). Their protection and nurture shall be a matter of paramount concern to the departing congregation and the presbytery. The session of the departing congregation shall cooperate closely and diligently with the presbytery to assist in the transfer of membership of any members wishing transfer from the departing congregation.
9. The congregation being dismissed shall pay off any outstanding loans to any entity of the Presbyterian Church (U.S.A.). Any bequests or endowments naming the Presbytery of South Dakota or the PC(USA) as a beneficiary shall be transferred to the Presbytery of South Dakota. Matters of loans of the congregation held by non-Presbyterian entities are the sole responsibility of the departing congregation and the Presbytery of South Dakota shall be legally relieved of any responsibility related to such loans.
10. A congregation dismissed by this policy shall be required to close out its financial and membership books as of the official date of dismissal as approved by Presbytery. Membership rolls/registers, minutes and financial records shall be submitted to the Stated Clerk of the Presbytery of South Dakota. The departing congregation may obtain copies of these documents at their own cost. All original documents shall be retained by the presbytery or forwarded to the Presbyterian Historical Society.
11. Upon approval of dismissal by Presbytery, the presbytery and the departing congregation shall hold a final worship service to celebrate our common life in Jesus Christ and to pray for the effectiveness and well-being of the congregation and the presbytery. Those departing the PC(USA) will be commissioned by the presbytery to further their work for the kingdom as they go forward in ministry. The service shall be planned jointly by the presbytery and the session of the departing congregation and all congregations of the Presbytery of South Dakota shall be invited to attend. This worship service shall not be on a Sunday morning but at a time that best facilitates the participation of the presbytery.

12. A congregation approved for dismissal shall be required to work with the PC(USA) Board of Pensions and any similar agency of the Reformed Body the church will be entering to facilitate a clean transition at the time of dismissal.
13. If a congregation or its leadership file suit in a civil court against the Presbytery of South Dakota, the presbytery will answer the suit. Likewise, if a congregation or its leadership abandons this procedure before completion, it is within the authority of the presbytery to establish any necessary commissions or take such actions needed to work toward resolution of these matters with the congregation.