

**PRESBYTERY OF THE NORTHERN PLAINS  
 ONE HUNDRED AND SECOND STATED MEETING  
 June 20, 2011**

First Presbyterian Church, Fargo, North Dakota

The Presbytery of the Northern Plains of the Presbyterian Church (U.S.A.) held its stated meeting at Westminster Presbyterian Church, Casselton, North Dakota, on June 20, 2011, beginning at 10:00 a.m.

**STATED  
 MEETING**

The meeting was called to order by Moderator Elder Lorelee Rude who opened the meeting with prayer.

**CALL TO  
 ORDER**

The roll was taken by means of registration blanks filled out by attendees. The following ministers were present unless otherwise noted:

P - Present; E - Excused; A - Absent; HR - Ministers Honorably Retired, excused if absent; LOB - Ministers laboring outside the bounds of the Presbytery, excused if absent. (Numbers preceding ministers' names are ecclesiastical occupational designations).

**MINISTERS (14)**

	<u>Ministers</u>	<u>Church</u>	<u>Meeting #</u>				<b>ROLL (Ministers)</b>
			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	
151	Anderson, John (UMC)	Moorhead	P	A			
111	Billings, Daniel	Midway Parish	P	A			
101	Burger, Deborah	United Parish	P	A			
299	Christman, Dave (HR)		E	E			
106	Copeland, Adam	Hallock	E	P			
111	Cory, Darrel	Parish Mayville	P	E			
299	Cunningham, Dale (HR)		E	E			
118	Danielson, Cheryl	LOB	E	E			
118	Danielson, Marlin	LOB	E	E			
151	Dealey, Byron (ECNA)	Langdon	P	Moved			
109	Dove, Ben (HR)		E	E			
101	Trudy Dumont	Rolla/St. John	P	P			
101	Edwards, Robert	Minot	A	A			
797	Emerson, Nancy		E	A			
151	Gale, Lee (UMC)	Grafton	A	E			
101	Graf, Gretchen Daneke	Grand Forks	P	A			
299	Graham, Ron (HR)		E	E			
299	Green, Joseph F. (HR)		E	E			
151	Hazard, Brian (UMC)	Sibley Trails	P	P			
101	Henschen, Paul	Ellendale	P	P			
103	Holtey, Mary Jo	Fargo	P	P			
101	Kargard, Richard	Casselton	P	P			
101	Kincaid, Jacob	Bismarck	E	E			
781	Kisslinger, Stephen	Fargo	A	A			

**ROLL** (continued)

Dilworth, First Presbyterian —  
East Grand Forks, Mendenhall Marilyn Ogden  
Edgeley, First Presbyterian: —  
Ellendale, Presbyterian-U. Methodist Marcia Wagner  
Emerado, Emerado Presbyterian: —  
Fairview, Community Presbyterian: —  
Fargo, First Presbyterian: (1) Jocie Iszler  
(2) Bruce Maylath  
Fordville, Community Presbyterian: —  
Forest River, Community Presbyterian: Deb Cawley  
Gilby, Gilby Presbyterian —  
Grafton, Federated Church: —  
Grand Forks, First Presbyterian: —  
Grandin, Grandin Presbyterian: Donna Preston  
Hallock, First Presbyterian: Dorothy Bergh  
Hamilton, First Presbyterian: —  
Hannah, Hannah Presbyterian: —  
Hazelton, First Presbyterian: —  
Hunter, First Presbyterian: —  
Inkster, Inkster Presbyterian: —  
Jamestown, United Presbyterian: Cindy Werinager  
LaMoure, First Presbyterian: Catherine Scheibe  
Langdon, Presbyterian Church of Langdon: Harvey Hope  
Lisbon, First Presbyterian: JoAnn Saxerud  
Mandan, First Presbyterian: —  
Minnewaukan, First Presbyterian: —  
Minot, First Presbyterian: (1) —  
(2) —  
Minto, Knox Presbyterian: Ellen Misialek  
Moorhead, First Presbyterian: James Winter  
Nekoma, Nekoma Presbyterian: —  
Oakes, First Presbyterian: —  
Park River, Federated Church: —  
Pillsbury, Baldwin: —  
Portal, First Presbyterian: —  
Red Lake Falls, First Presbyterian: Pauline Purath  
Rhame, Lyle Presbyterian: —  
Rolla, Presbyterian Church of Rolla/St. John: —  
Rugby, Emmanuel United Church: —  
Ryder, Calvary Presbyterian: —  
Steele, First Presbyterian: —  
Tower City, Tower City: Phyllis Otterness  
Towner, Towner Presbyterian: Elaine Hendrickson  
Walhalla, Park Center-Walhalla: —  
Watford City, First Presbyterian: —  
Webster, Webster Chapel: Wayne Lindenberg

**ROLL**  
(continued)

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June 20, 2011

Westminster Presbyterian Church, Casselton, North Dakota

**ROLL**  
(continued)

West Fargo, Community Presbyterian  
Westhope, First Presbyterian:  
Wilton, First Presbyterian:

—  
—

**CANDIDATES/INQUIRERS**

None

**CORRESPONDING MEMBERS**

Sam Hobson - Western North Carolina

**ELDERS WITH VOICE AND VOTE(Present unless otherwise noted)**

**COMMISSIONED LAY PASTORS**

Barb Ault - Hallock A  
Catherine Bliss - Wilton  
Don Casmey - Argyle A  
Casey Chapman - Glencoe, Hazelton  
Mark Frueh - Minot A  
Kevin Kaufmann - Devils Lake  
Rick Larson - Dilworth A  
Nancy Legerski - Bismarck A  
Marsland, Donna - Minot A  
Thomas Potter - Red Lake Falls  
Lorelee Rude - Baker/Downer  
Marvin W. Wierenga, Jr. - Minot A  
Bill Weispfenning (Moderator 2002) - Jamestown

**ELDER OFFICERS**

Office	Name
Moderator	Lorelee Rude (Baker/Downer)
Council Chair	Cheryl Biller (Moorhead)
Session Records	Lana Schultz (Casselton)
COM	Dale Shook (Fargo)
CPM	Kevin Kaufmann (Devils Lake)
GA Commissioner	Kevin Kaufman (Devils Lake)
Synod Commissioner	Elizabeth Swee (Moorhead)
Presbyterian Women	Jane Pierce (Tower City)

(Not otherwise noted)

**FORMER MODERATORS**

Dixon Moorhead (2007)

**NON-MEMBER PASTORS**

Raenelle Capes (Arvilla/Emerado)  
Paul Keil (Fordville/Park River)

**PRESBYTERY OFFICERS**

Michael R. Lochow Stated Clerk

Bill Cawley Treasurer

**VISITORS - 5**

Laurie Elhard (GF Staff), Doreen Larson (Jamestown), Steve Lee (GF Herald), Dick Roth (Fargo) and Diane Witzig (Jamestown).

**SUMMARY OF ATTENDANCE**

Summary of Attendance	<u>Classification</u>	<u>Present</u>	<u>Not Present</u>	<u>Excused</u>
	Ministers	14	16	16
	Commissioners	20	46	0
	Elder Officers	7(7)	0	0
	Former Moderators	1(2)		
	Comm Lay Pastors	7	7	0
	Candidates/Inquirers	0		
	Corresponding Members	1		
	Non-Member Pastors	2		
	Presbytery Officers/Elder	2		
	Visitors	5		
	<b>Total</b>	<b>59</b>	<b>69</b>	<b>16</b>

**Quorum**

The clerk advised that a quorum was present and the Moderator declared a quorum present. A quorum as stated in the Bylaws, Article IV, B-4.0500 is as follows: *A quorum of the Presbytery shall be any three minister members and the elder members present, provided that at least three particular churches are represented by elders.*

**Voice**

It was moved and approved to grant voice to Brenna Nickel and to those ministers present from other denominations who are serving pulpits in the Presbytery of the Northern Plains and are not temporary members.

Greetings from the host church were presented by the Rev. Rick Kargard.

**Consent Calendar**

The report of the Committee on Nominations was removed from the Consent Calendar and the reports of the following individuals and committees, if any, on the Consent Calendar were received and approved:

- Chogoria Ministry Team
- Commissioners to Synod
- Committee on Representation
- Committee on Preparation Ministry
- Flood Task Force
- General Assembly Commissioners

Presbyterian Women of Northern Plains  
RASCAL Ministry Team  
Self Development of People  
Transformation Team  
Youth Connection Council

**Agenda** The agenda, prepared by the stated clerk in consultation with the Presbytery Council, **was approved**, as the order of business for this meeting with the following changes:

The Committee on Nominations will be heard as New Business and the Davy motion postponed from the March 19, 2011, meeting will be heard during the Unfinished Business, both during the 3:30 p.m. time slot.

**STATED  
CLERK  
Report**

The report of the stated clerk was received and contained the following items which were **approved** as indicated:

**Minutes**

1. **MINUTES.** The minutes of the Stated Meeting of February 4-5, 2011 and the minutes of the Special Meeting of March 19, 2011.

**Judicial  
Case -  
Grand  
Forks**

The stated clerk reported the following regarding the judicial case which had been referred to the Presbytery at the January 31, 2010, meeting.

On January 31, 2010, allegations of offense were filed against five elders of First Presbyterian Church, Grand Forks, North Dakota. The Session of First Presbyterian Church, Grand Forks, North Dakota, requested that the Presbytery of the Northern Plains assume original jurisdiction of the Session for the purpose of judicial process in order to fairly address the allegations of offense.

The Presbytery of the Northern Plains voted to assume jurisdiction at its meeting held at First Presbyterian Church, Grand Forks, North Dakota, on February 4, 2010. The Presbytery moderator appointed an Investigating Committee on February 8, 2010. During the inquiry four of the five elders against whom allegations were made renounced jurisdiction of the Presbyterian Church (U.S.A.).

On February 4, 2011, charges of violating the principle of Presbyterian Government, promoting conflict and polarization of the congregation of First Presbyterian Church, Grand Forks, North Dakota, and violation of ordination vows were filed against Elder Marjorie Murray. On April 4, 2011, Elder Murray renounced jurisdiction of the Presbyterian Church (U.S.A.). The investigating committee/prosecuting committee will be dismissed with gratitude for their difficult work.

Stated Clerk (continued)

The stated clerk reported that the case of The Reverend Stephen W. Minnema v. Northern Plains Presbytery had been settled. He read both the Settlement Agreement (**Exhibit 1**) and the Decision and Order of the Synod Permanent Judicial Commission, dated April 6, 2011, (**Exhibit 2**) into the record.

Bill Cawley, Treasurer, presented the written report of the treasurer which was received and consisted of the Statement of Financial Position, Statement of Activities, Dedicated Accounts, Outstanding Per Capita for 2011 and Outstanding Per Capita for period from 2006-2010, all for the period ending May 31, 2011. (**Exhibit 3**)

Cheryl Biller presented the report for the Presbytery Council which included the minutes of the meetings of May 10 and June 9, 2011 (**Exhibit 4**) and her oral report. The report contained no recommendations. She reported that a position description for a transitional executive had been prepared and applications were being accepted. The Council was represented at the annual Synod consultation where it was clear that other presbyteries were in circumstances similar to Northern Plains. New letterhead has been approved by Council with different contact information presented depending on the committee or person writing the letter. The Bdecan food pantry will be receiving the offering. Members of the Flood Task Force spoke of the activities of the Task Force and answered questions. Questions were raised about the Transition Task Force and its status and the Minnema case. Biller and Kevin Kaufmann responded to the questions about the Transition Task Force and Casey Chapman, a member of the Committee of Counsel, fielded the Minnema questions.

Lochow moved that the Investigating Committee in the Grand Forks case be dismissed with the gratitude of the Presbytery for their work. The motion carried.

Following a prayer by the moderator, commissioners took a break at 11:15 a.m and reconvened at 11:45 a.m.

The written report of the Committee on Ministry (COM) was presented by its chair, Dale Shook. It was received and the following recommendations were **approved** as indicated.

**Approved by Presbytery Action:**

1. The Committee on Ministry recommends to presbytery that Brenna Lea Nickel be examined as a candidate for ordination at the presbytery meeting in Mandan, June 20th, 2011. (G14.0482) and will present the following information and recommendations to presbytery:

**Stated Clerk**  
(continued)

**Minnema**  
**Case**  
(**Exhibit 1 &**  
**2**)

**TREASURER**  
**Report**

(**Exhibit 3**)

**COUNCIL**  
(**Exhibit 4**)

**IC dismissed**

**COM**

**Nickel to be**  
**examined**

**COM**  
(continued)

Committee on Ministry (continued)

a. Brenna Lea Nickel, a candidate under the care of Newton Presbytery and certified by that presbytery as ready to receive a call, has received a call for her services as ordained minister of St. Paul's International Pastoral Charge of Estevan, Saskatchewan, Canada (which includes the congregations of St. Paul's United Church, Estevan, Saskatchewan, Canada; Knox United Church, North Portal, Saskatchewan, Canada; and First Presbyterian Church, Portal, North Dakota, a congregation in the Presbytery of the Northern Plains). Ms. Nickel has been interviewed by a task force of COM and, upon its recommendation is being presented to Presbytery by the full Committee on Ministry with the recommendation that you examine her for ordination.

b. If that examination is successful, the Committee on Ministry will present subsequent motions related to her call and her membership in presbytery.

Statement of  
Faith

Brenna Nickel was introduced and presented her statement of faith. Worship which included celebration of the Lord's Supper followed and was led by Moderator Rude with Brenna Nickel preaching. Following worship Nickel was examined by the members of presbytery.

Worship  
Lord's  
Supper

Exam  
arrested

Henschen moved to arrest the examination. The motion carried. It was then moved to approve Brenna Nickel as ready as a candidate for ordination. The motion carried.

The following motions from COM were **approved by Presbytery**:

2. Motion: If presbytery, after examination of Brenna Lea Nickel, approves her for ordination and installation, these additional recommendations from the Committee on Ministry will be presented to Presbytery:

Certify  
Nickel  
ready for  
ordination

a. That the Presbytery of the Northern Plains, the presbytery of call, shall certify to Newton Presbytery, the presbytery of candidate's preparation for ministry, that the candidate has been approved for ordination and installation should they wish to proceed. G-4.0483

b. That the Presbytery, after ordination, place in Rev. Nickel's hands the call to St. Paul's International Pastoral Charge of Estevan, Saskatchewan, Canada pending her completion of a standard background check.

Terms of  
Call

c. That the Presbytery, upon her ordination, approve the call of St. Paul's International Pastoral Charge of Estevan, Saskatchewan, Canada and find the terms of the contract adequate (e.g. within the presbytery's minimum guidelines), terms of which are payable in Canadian funds as follows: "salary \$33,420, pension & group insurance \$5,689, education and book allowance

Westminster Presbyterian Church, Casselton, North Dakota

\$1,250, phone reimbursement \$384, approximate moving expense \$3,100, manse in North Portal with Pastoral Charge responsible for the cost of heating over \$500, travel allowance .41/km based on starting from work location of St. Paul's United Church in Estevan, annual vacation 4 weeks, annual study leave 3 weeks, including utilities, 3 month Clergy Renewal Leave in the seventh year of service with continuing salary and benefits for that period and providing for pulpit supply in the pastor's absence."

**COM**  
(continued)

d. That the Presbytery, upon her ordination and release to call from Newton Presbytery, enroll Reverend Nickel as a continuing minister member of the Presbytery of the Northern Plains.

Nickel to be  
member

e. That the Presbytery name an administrative commission to install, after her ordination and in cooperation with St. Paul's International Pastoral Charge of Estevan, Saskatchewan, Canada, Rev. Brenna Lea Nickel as ordained pastor of St. Paul's International Pastoral Charge.

Admin  
Commission

f. That the Presbytery appoint Rev. Nickel as moderator of session of First Presbyterian Church, Portal, North Dakota and, if the way be clear and in keeping with St. Paul's International Pastoral Charge, concur with her appointment as moderator of sessions at North Portal and Estevan.

Nickel to  
moderate

3. The "Pastoral Resignation and Dissolution Policy" draft be approved as policy of presbytery to replace presbytery policy P-6.0102b Pastoral Resignation and Dissolution (April 1990) (**Exhibit 5**)

COM Policy  
approved  
(**Exhibit 5**)

Presbytery took its lunch break at 12:57 p.m. and reconvened at 1:55 p.m.

The written report of the Presbyterians for Earth Care was presented by Paul Henschen and received. The report encouraged churches to live using environmentally friendly practices. The report listed a number of ways churches could be more environmentally friendly and he challenged congregations to meet ten of the items on the list. There were small group discussions on "How does your faith influence your environmental practice?"

**PEC**

The report of the Committee on Nominations was presented by Vicki Rucker. The Committee nominated Kevin Kaufmann for a one year term on the Committee on Ministry. There were no nominations from the floor and Kaufmann was elected.

**COMM on  
Nominations  
Kaufmann  
elected**

The stated clerk presented the motion which had been postponed from the March 2011 meeting. The motion read "That the Presbytery support Cathy Bliss in her right to take a stance of civil disobedience against the gag order issued by the Synod Permanent Judicial Commission." The motion carried.

Postponed  
Motion

2011 - 50  
June 20, 2011

Westminster Presbyterian Church, Casselton, North Dakota

Emery Roy was recognized this year for the 60<sup>th</sup> anniversary of his ordination. Commissioners took a break at 3:05 p.m. to celebrate with cake and (of course) coffee with Emery.

The closing worship was led by Rev. Deanna Reikow.

The meeting was adjourned with prayer by the moderator at 4:15 p.m.

**The next stated meeting of the Presbytery of the Northern Plains is scheduled for September 24, 2011, at First Presbyterian Church, Mandan, North Dakota, beginning at 11:00 a.m. Registration begins at 10:30 a.m.**

ATTEST:

\_\_\_\_\_  
Stated Clerk

**THE REMAINDER OF THIS PAGE IS BLANK**

The following settlement agreement is entered by and between the Committee of Counsel for the Presbytery of Northern Plains and Rev. Stephen W. Minnema, with respect to the case of Rev. Stephen W. Minnema vs. the Presbytery of the Northern Plains.

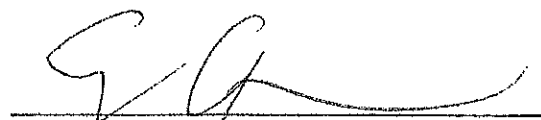
- 1) With respect to payment of salary and housing, the date of dissolution of the contract remains effective November 5, 2010. Under the contract, Rev. Minnema is entitled to 60 days compensation through January 5, 2011. The payment for these 60 days has already been received and accepted. In addition Rev. Minnema will be compensated for the 2 ½ weeks (18 days) of vacation which were unused as of November 5, 2010, of which ten days were paid on January 15, 2011. Therefore, upon execution of this agreement by both parties, and upon acceptance of this agreement by the Permanent Judicial Commission of the Synod, an additional eight days of salary and housing allowance will be paid to Rev. Minnema by the Synod of Lakes and Prairies who acts as the payroll agent for the Presbytery.
- 2) Under the temporary order of stay issued by the Permanent Judicial Commission of the Synod, the Presbytery has been paying Rev. Minnema's pension benefits. The payment of those benefits will continue through April 15, 2011. If Rev. Minnema wishes to continue medical benefits under the Pension Benefit Plan of the Presbyterian Church (USA), it will be his responsibility to make arrangements with the Board of Pensions and assume responsibility for payment as of April 16, 2011.
- 3) The Council of the Presbytery will not divulge the allegations discussed at their meeting on November 5, 2010 and Council members will be specifically advised regarding this agreement. Furthermore, all official records with regard to Rev. Minnema's relationship to the Presbytery will state that the IEP contract was mutually terminated. The minutes of the meeting of November 5, 2010, as the official record of what occurred, will be amended to reflect the mutual termination of the IEP contract.
- 4) As further consideration for this agreement, both parties hereby mutually release one another, and all of each other's representatives, members, employees, and agents, from any further claims, arising directly or indirectly from all actions related in any way to the termination of the IEP contract between Rev. Minnema and the Presbytery.
- 5) Rev. Minnema has in his possession a laptop computer that was purchased by the Presbytery of Northern Plains. As further consideration for this settlement, Rev. Minnema shall receive ownership of that computer with no requirement of reimbursement to the Presbytery.

We agree to the above terms of settlement:

Dated this 1<sup>ST</sup> day of April, 2011.

Dated this 2<sup>ND</sup> day of March, 2011.

  
Rev. Stephen W. Minnema

  
Casey Chapman, representing Committee of  
Counsel for the Presbytery of Northern Plains

**THE PERMANENT JUDICIAL COMMISSION  
OF THE SYNOD OF LAKES AND PRAIRIES  
OF THE PRESBYTERIAN CHURCH (U.S.A.)**

-----  
The Reverend Stephen W. Minnema, )  
Complainant, )  
v. )  
Northern Plains Presbytery, )  
Respondent. )  
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**DECISION and ORDER**

Remedial Case 2010-2

This remedial case came before this Commission on a complaint filed by the Complainant, The Reverend Stephen W. Minnema against the Northern Plains Presbytery, Respondent, received on November 22, 2010. At the same time, the Complainant requested a Stay of Enforcement. On November 23, 2010, the Synod Permanent Judicial Commission (SPJC) issued a Stay of Enforcement which was modified on January 15, 2011. The modified Stay of Enforcement required the Respondent to make payments of salary and housing following January 15, 2011 to the Synod of Lakes and Prairies to be held in escrow until further action of this Commission, and for the Respondent to continue to make payments to the Board of Pensions until further action of this Commission.

The SPJC issued an order (“gag order”) dated February 4, 2011 that requires the Respondent keep the details of this remedial case confidential, releasing information only to the Committee of Counsel, the Complainant, the Presbytery Council, the Synod Stated Clerk and the Synod Permanent Judicial Commission. On March 10, 2011, the Committee of Counsel for the Respondent requested permission to distribute a copy of a letter of apology to “all parties who received the earlier notice of dismissal.” Permission was granted by the SPJC.

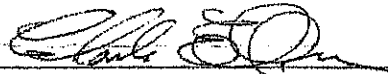
On April 4, 2011, the SPJC received a proposed settlement agreement signed by the Complainant and the Respondent and a request from the Complainant to withdraw the complaint. After careful consideration, the SPJC hereby approves the settlement agreement and dismisses the Complaint. It is hereby ordered that the Complainant and Respondent respect and obey the settlement agreement signed by the Committee of Counsel and the Complainant. The SPJC orders that the Stay of Enforcement is hereby ended.

Further, this Commission orders that “gag order” is hereby lifted with regard to distribution of documents related to this case, with the following exception: It has come to the attention of the Commission that three (3) or more documents were circulated at a closed meeting of the Presbytery Council on or about November 5, 2010 that led, in part, to the termination of the Complainant and to this case. It is hereby ordered that those documents, however many it is determined exist, be permanently sealed with any personnel file maintained by the Respondent, with a notation that it may be opened only by the Presbytery Stated Clerk, the Moderator of the

Presbytery, or the chairperson of the Personnel Committee. A copy of this Order is to be stored with the sealed documents. Any and all other copies of these documents are hereby ordered to be destroyed, regardless of who has possession. No portion of these documents is to be distributed or quoted to anyone beyond the permitted persons listed above.

This Decision and Order is final and binding on all parties.

Dated this 6<sup>th</sup> day of April, 2011.



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Charles E Orr, Clerk  
The Synod of Lakes and Prairies Permanent Judicial  
Commission

Sort = 6. Sub-Program Only

May, 2011 - All Funds

Print Date: 6/15/11, 2:36:09 PM

	May Actual	May Budget	Year to Date Actual	Year to Date Budget	Annual Budget	Year to Date Last Year
<b>Income:</b>						
<i>Mission Income</i>						
4100 Unified Mission for PNP	1,016.50	4,166.66	18,309.42	20,833.38	50,000.00	18,769.64
4110 Designated Mission to PNP	0.00	0.00	0.00	0.00	0.00	9,930.66
4120 PW Donations to YCC	0.00	125.00	0.00	625.00	1,500.00	0.00
4210 Synod Mission Support	250.00	250.00	1,250.00	1,250.00	3,000.00	0.00
	<u>1,266.50</u>	<u>4,541.66</u>	<u>19,559.42</u>	<u>22,708.38</u>	<u>54,500.00</u>	<u>28,700.30</u>
<i>Administrative Income</i>						
4000 Total Per Capita: Current Year	8,055.57	17,203.08	115,636.45	86,015.44	206,437.00	145,503.11
4001 Less: GA Per Capita	0.00	(3,296.58)	(19,779.50)	(16,482.94)	(39,559.00)	(38,818.80)
4002 Less: Synod Per Capita	0.00	(2,485.08)	(14,910.70)	(12,425.44)	(29,821.00)	(30,297.60)
4010 Per Capita: Past Years	(897.00)	666.66	19,579.16	3,333.38	8,000.00	1,965.33
4200 Synod Salary Support	0.00	3,333.33	9,999.99	16,666.69	40,000.00	13,333.32
4300 Investment Income	53.83	0.00	1,185.93	0.00	0.00	5,282.46
4350 Resources Sales	308.10	0.00	440.66	0.00	0.00	474.14
	<u>7,520.50</u>	<u>15,421.41</u>	<u>112,151.99</u>	<u>77,107.13</u>	<u>185,057.00</u>	<u>97,441.96</u>
<i>Other Income/Expenses</i>						
4400 Miscellaneous Income	275.00	0.00	490.75	0.00	0.00	40.25
4450 Receipts for donor restr acct	0.00	0.00	0.00	0.00	0.00	0.00
4310 Unr. Gain/Loss on Investment	0.00	0.00	2,814.55	0.00	0.00	2,454.59
	<u>275.00</u>	<u>0.00</u>	<u>3,305.30</u>	<u>0.00</u>	<u>0.00</u>	<u>2,494.84</u>
	<u>9,062.00</u>	<u>19,963.07</u>	<u>135,016.71</u>	<u>99,815.51</u>	<u>239,557.00</u>	<u>128,637.10</u>
<b>Expense:</b>						
<i>Personnel Expenses</i>						
5000 Exec. Presbyter Salary/Housing	(8,275.50)	5,123.33	3,416.29	25,616.69	61,480.00	25,616.66
5010 Exec. Presbyter Travel	0.00	1,083.33	0.00	5,416.69	13,000.00	3,135.21
5020 Exec. Presbyter Pension	(781.56)	1,641.41	5,675.96	8,207.13	19,697.00	8,071.90
5040 Exec. Presbyter Prof. Dev.	0.00	250.00	0.00	1,250.00	3,000.00	724.51
5060 Exec. Presbyter SECA Reimb.	0.00	391.91	0.00	1,959.63	4,703.00	1,968.34
5100 Communication Coord: Salary	3,168.60	3,168.58	16,841.10	15,842.94	38,023.00	15,381.30
5110 Communication Coord: Pens/Med	998.10	998.16	3,992.40	4,990.88	11,978.00	4,845.10
5120 Communication C: Travel/C.Ed.	0.00	250.00	77.52	1,250.00	3,000.00	113.77
5200 Stated Clerk: Salary	1,569.68	1,569.66	7,848.40	7,848.38	18,836.00	7,620.00
5210 Stated Clerk: Office Exp/Trave	0.00	208.33	266.48	1,041.69	2,500.00	856.41
5605 Treasurer Travel	0.00	58.33	0.00	291.69	700.00	0.00
5300 Workers Compensation	0.00	33.33	0.00	166.69	400.00	0.00
5400 FICA	335.57	362.50	1,677.88	1,812.50	4,350.00	1,632.76
	<u>(2,985.11)</u>	<u>15,138.87</u>	<u>39,796.03</u>	<u>75,694.91</u>	<u>181,667.00</u>	<u>69,965.96</u>
<i>Office Expense</i>						
6000 Office Supplies	15.00	166.66	155.13	833.38	2,000.00	554.12
6005 Postage Expense	1,000.00	208.33	2,374.07	1,041.69	2,500.00	898.47
6015 Telephone Expense	109.32	216.66	701.60	1,083.38	2,600.00	1,059.96
6027 Finance Software Support	0.00	33.33	305.00	166.69	400.00	305.00
6025 Equipment	0.00	83.33	0.00	416.69	1,000.00	0.00
6035 Books and Subscriptions	374.00	25.00	681.00	125.00	300.00	908.68
6040 Insurance	0.00	166.66	0.00	833.38	2,000.00	0.00
6050 Misc. Expense	0.00	25.00	0.00	125.00	300.00	43.70
6070 Copier Lease	0.00	200.00	1,184.19	1,000.00	2,400.00	1,113.14
6075 Video Conferencing	0.00	150.00	0.00	750.00	1,800.00	750.00
6080 Computer Support	0.00	83.33	0.00	416.69	1,000.00	114.99
6085 Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00
	<u>1,498.32</u>	<u>1,358.30</u>	<u>5,400.99</u>	<u>6,791.90</u>	<u>16,300.00</u>	<u>5,748.06</u>
<i>Miscellaneous Expenses</i>						

# Statement of Financial Position - Presbytery of the Northern Plains

5/31/11

May, 2011 - All Funds

Page: 1

Sort = 1. Class Only

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	Balance as of 1/1/2011	Balance as of 5/31/2011	Year to Date Change
<b>Assets:</b>			
<i>Checking Acct</i>			
Cash Available (Alerus)	6,839.67	43,120.78	36,281.11
<i>Saving Acct</i>			
Donor Restricted Funds	43,851.32	51,491.25	7,639.93
Cash Reserve	100,000.00	100,000.00	0.00
Per Capita Reserves	0.00	29,689.80	29,689.80
New Church Development (CD)	68,032.78	68,358.43	325.65
<i>Saving Acct</i>	211,884.10	249,539.48	37,655.38
<i>Investments</i>			
Clergy Renewal Fund	24,338.14	25,084.39	746.25
Congr. Development Fund	26,746.01	27,623.93	877.92
Presbytery Endowment Fund	48,346.16	49,604.69	1,258.53
Operating Reserves (Bremer CD)	150,777.98	150,777.98	0.00
<i>Investments</i>	250,208.29	253,090.99	2,882.70
<i>Other Assets</i>			
Furniture/Equip less Depr	7,476.00	7,476.00	0.00
<b>Total Assets:</b>	<b>476,408.06</b>	<b>553,227.25</b>	<b>76,819.19</b>
<b>Liabilities:</b>			
<i>Liabilities</i>			
Per Capita: Next Year	0.00	0.00	0.00
GA & Synod Per Capita Payable	0.00	0.00	0.00
Payroll Payable	0.00	0.00	0.00
<i>Liabilities</i>	0.00	0.00	0.00
<b>Total Liabilities:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Assets:</b>			
<i>Net Assets</i>			
Net Worth	238,227.69	238,227.69	0.00
Fund Balance	(79,204.42)	(79,530.07)	(325.65)
<i>Net Assets</i>	159,023.27	158,697.62	(325.65)
<i>Designated Gifts</i>			
Unrestricted	317,384.79	325,462.16	8,077.37
Current Period Changes	0.00	69,067.47	69,067.47
<b>Total Net Assets:</b>	<b>476,408.06</b>	<b>553,227.25</b>	<b>76,819.19</b>
<b>Total Liabilities &amp; Net Assets:</b>	<b>476,408.06</b>	<b>553,227.25</b>	<b>76,819.19</b>

Sort = 6. Sub-Program Only

## May, 2011 - All Funds

Print Date: 6/15/11, 2:36:09 PM

	May Actual	May Budget	Year to Date Actual	Year to Date Budget	Annual Budget	Year to Date Last Year
7180 Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
7060 Committee on Representation	0.00	0.00	0.00	0.00	0.00	0.00
8170 Board Reps.	0.00	83.33	0.00	416.69	1,000.00	0.00
7170 Personnel Committee	0.00	129.16	254.31	645.88	1,550.00	146.06
7040 Budget & Finance Committee	0.00	33.33	0.00	166.69	400.00	122.14
7090 Misconduct Response Training	0.00	41.66	0.00	208.38	500.00	0.00
7100 Nominating Committee	0.00	8.33	16.03	41.69	100.00	0.00
7120 Session Records Committee	0.00	29.16	0.00	145.88	350.00	0.00
7140 Permanent Judicial Committee	0.00	83.33	94.84	416.69	1,000.00	0.00
7150 Financial Audit/Review	0.00	83.33	0.00	416.69	1,000.00	0.00
8155 GA Alternates expense	0.00	0.00	0.00	0.00	0.00	0.00
8160 Moderator	0.00	83.33	0.00	416.69	1,000.00	50.40
7111 Presbytery Planning Expense	0.00	416.66	1,849.80	2,083.38	5,000.00	346.29
8180 Presbytery Meetings	0.00	83.33	80.22	416.69	1,000.00	140.12
7160 Administrative Commissions	0.00	125.00	0.00	625.00	1,500.00	1,094.61
<i>Miscellaneous Expenses</i>	0.00	1,199.95	2,295.20	6,000.35	14,400.00	1,899.62
<i>Program/Mission Expenses</i>						
7000 Committee on Ministry	1,794.21	1,333.33	6,187.47	6,666.69	16,000.00	6,977.08
7010 Committee on Prep for Ministry	311.44	350.00	1,207.32	1,750.00	4,200.00	1,022.12
7030 Council and Its Committees	114.75	250.00	1,111.72	1,250.00	3,000.00	1,092.31
7050 Chogoria Committee	0.00	830.33	309.30	4,151.69	9,964.00	1,318.21
7055 Transformation Team	0.00	165.83	0.00	829.19	1,990.00	34.03
7105 Restoring Creation Team	3.32	314.50	45.84	1,572.50	3,774.00	240.00
7110 Self Development of People	0.00	18.33	44.00	91.69	220.00	0.00
7130 Youth Connection Committee	0.00	500.00	4,750.00	2,500.00	6,000.00	3,195.70
8115 Grants/New Ministries	0.00	0.00	0.00	0.00	0.00	3,700.00
8122 Older Adult Ministry	0.00	0.00	0.00	0.00	0.00	0.00
7200 R.A.S.C.A.L.	0.00	160.00	0.00	800.00	1,920.00	0.00
7041 Bdecan Ministry Team	115.90	291.66	312.10	1,458.38	3,500.00	0.00
7045 Leadershi Development MT	37.91	41.66	155.51	208.38	500.00	0.00
8210 Clearwater Forest	1,666.72	416.66	3,333.44	2,083.38	5,000.00	1,250.00
8220 Jamestown College	166.72	41.66	333.44	208.38	500.00	125.00
8230 MN Council of Churches	166.72	41.66	333.44	208.38	500.00	125.00
8240 ND Conference of Churches	166.72	41.66	333.44	208.38	500.00	125.00
<i>Program/Mission Expenses</i>	4,544.41	4,797.28	18,457.02	23,987.04	57,568.00	19,204.45
<b>Total Expense</b>	<u>3,057.62</u>	<u>22,494.40</u>	<u>65,949.24</u>	<u>112,474.20</u>	<u>269,935.00</u>	<u>96,818.09</u>
<b>Income - Expense</b>	<u>6,004.38</u>	<u>(2,531.33)</u>	<u>69,067.47</u>	<u>(12,658.69)</u>	<u>(30,378.00)</u>	<u>31,819.01</u>

Sort = 1. Fund and Program

May, 2011 - All Funds

Print Date: 6/15/11, 2:36:38 PM

	Beginning <u>1/1/2011</u>	May <u>Receipts</u>	May <u>Expenses</u>	Year to Date <u>Receipts</u>	Year to Date <u>Expenses</u>	Current <u>Balance</u>
<i>General Fund</i>						
<b>Pass Through Funds</b>						
9000 Christmas Joy Offering	0.00	897.00	897.00	8,327.01	8,327.01	0.00
9001 Hunger Offering	0.00	0.00	0.00	243.00	243.00	0.00
9002 One Great Hour of Sharing	0.00	3,336.35	3,336.35	5,074.35	5,074.35	0.00
9003 Peacemaking Offering	0.00	0.00	0.00	1,236.73	1,236.73	0.00
9004 Pentecost Offering	0.00	0.00	0.00	0.00	0.00	0.00
9005 Witness Offering	0.00	0.00	0.00	0.00	0.00	0.00
9006 Designated Mission to GA	0.00	410.00	410.00	3,721.00	3,721.00	0.00
9008 Unified Mission to GA	0.00	672.18	672.18	10,561.29	10,561.29	0.00
9012 Theological Mission to GA	0.00	95.84	95.84	589.60	589.60	0.00
9007 Designated Mission to Synod	0.00	0.00	0.00	0.00	0.00	0.00
9009 Unified Mission to Synod	0.00	380.50	380.50	7,062.59	7,062.59	0.00
9015 Jamestown College from Ch	0.00	600.00	600.00	3,226.00	3,226.00	0.00
9018 Special Offerings	0.00	0.00	0.00	50.00	50.00	0.00
9017 Clearwater Forest	0.00	0.00	0.00	0.00	0.00	0.00
<b>Pass Through Funds</b>	<b>0.00</b>	<b>6,391.87</b>	<b>6,391.87</b>	<b>40,091.57</b>	<b>40,091.57</b>	<b>0.00</b>
<b>Board Designated</b>						
9041 Operating Reserve	150,777.98	0.00	0.00	0.00	0.00	150,777.98
9044 Oper res - NCD	68,032.78	0.00	0.00	325.65	0.00	68,358.43
<b>Board Designated</b>	<b>218,810.76</b>	<b>0.00</b>	<b>0.00</b>	<b>325.65</b>	<b>0.00</b>	<b>219,136.41</b>
<b>Donor Restricted</b>						
9019 Peacemaking - Presbytery	4,131.81	0.00	0.00	447.77	0.00	4,579.58
9023 Clergy Renewal Interest	1,529.66	0.00	0.00	105.24	0.00	1,634.90
9032 COM Pastoral Residency Pr	9,750.00	78.25	0.00	8,096.20	634.71	17,211.49
9035 Pentecost-Presbytery	329.12	0.00	0.00	0.00	0.00	329.12
9033 Youth Connection	3,583.92	0.00	0.00	0.00	0.00	3,583.92
9031 Seminary Scholarship CPM	4,317.62	0.00	0.00	560.91	0.00	4,878.53
9016 Synod/GA Grants	0.00	0.00	0.00	0.00	0.00	0.00
9039 Self Development of People	2,006.00	0.00	0.00	0.00	1,246.00	760.00
9025 Small Church Ministries Sup	15,152.11	0.00	0.00	0.00	0.00	15,152.11
9010 Schmid NCD Funds	234.16	0.00	0.00	56.35	0.00	290.51
9024 Stewardship Creation Enabl	900.00	0.00	0.00	0.00	0.00	900.00
9013 Chogoria Fund	1,597.17	0.00	0.00	419.00	0.00	2,016.17
9030 Chogoria Scholarship	319.75	0.00	0.00	329.00	493.83	154.92
<b>Donor Restricted</b>	<b>43,851.32</b>	<b>78.25</b>	<b>0.00</b>	<b>10,014.47</b>	<b>2,374.54</b>	<b>51,491.25</b>
<b>Permanently Restricted Principal</b>						
9066 Clergy Renewal Endowment	18,279.08	0.00	0.00	0.00	0.00	18,279.08
9067 Presbytery Endowment Func	36,443.63	21.82	0.00	111.79	0.00	36,555.42
<b>Permanently Restricted Prin</b>	<b>54,722.71</b>	<b>21.82</b>	<b>0.00</b>	<b>111.79</b>	<b>0.00</b>	<b>54,834.50</b>
<b>General Fund</b>	<b>317,384.79</b>	<b>6,491.94</b>	<b>6,391.87</b>	<b>50,543.48</b>	<b>42,466.11</b>	<b>325,462.16</b>
<b>Total for selected ded. accounts</b>	<b>317,384.79</b>	<b>6,491.94</b>	<b>6,391.87</b>	<b>50,543.48</b>	<b>42,466.11</b>	<b>325,462.16</b>

**Outstanding Per Capita  
Presbytery of the Northern Plains  
2006- 2010 as of May 31, 2011**

2006	Calvin	1,044.00	
	Fairview	783.00	
	Hannah	443.70	
	Mandan	5,273.70	
	Park River	313.80	
	Pillsbury	365.40	
	Portal	208.80	
		<b>Total for 2006</b>	
2007	Baker	2,188.80	
	Calvin	1,256.00	
	Crookston	1,740.98	
	Dilworth	785.00	
	Fairview	973.40	
	Hannah	533.80	
	Mandan	7,953.80	
	Park River	621.20	
	Pillsbury	533.80	
	Portal	251.20	
	Ryder	785.00	
	<b>Total for 2007</b>		<b>17,622.98</b>
2008	Calvin	1,459.20	
	Dilworth	912.00	
	Fairview	218.88	
	Hannah	583.68	
	Mandan	8,168.56	
	Minot	6,090.08	
	Park River	1,025.28	
	Pillsbury	620.16	
	Portal	218.88	
	Rhame	82.09	
	Ryder	802.56	
	Willow City - Closed	191.52	
	<b>Total for 2008</b>		<b>20,372.89</b>
2009	Baker	2,307.25	
	Bathgate	4,195.00	
	Calvin	1,678.00	
	Cavalier	5,034.80	
	Crookston	2,983.20	
	Dilworth	839.00	
	Fairview	178.70	
	Hamilton	1,216.55	
	Hannah	671.20	
	Mandan	9,793.09	

Minot	12,459.15	
Moorhead	3,029.84	
Park River	1,978.45	
Pillsbury	587.30	
Portal	209.75	
Rhame	42.55	
Ryder	880.95	
<b>Total for 2009</b>		<b>48,084.78</b>

2010

Baker	\$1,258.50	
Bathgate	\$4,278.90	
Calvin	\$1,678.00	
Cavalier	\$4,699.25	
Crookston	\$6,880.70	
Dilworth	\$839.00	
Fairview	\$984.85	
Hamilton	\$1,174.60	
Hannah	\$629.25	
Mandan	\$6,034.60	
Minot	\$13,465.95	
Moorhead	\$4,971.60	
Park River	\$2,478.45	
Pillsbury	\$587.30	
Portal	\$209.75	
Ryder	\$880.95	
<b>Total for 2010</b>		<b>51,031.65</b>

Total Outstanding Per Capita **\$ 145,544.70**

**Outstanding Per Capita for 2011 as of May 31, 2011  
Presbytery of the Northern Plains**

	<b>Member #</b>	<b>PC Rate</b>	<b>2011 Per Captia</b>	<b>YTD Paid</b>	<b>Balance Owing</b>
Angus	53	42.40	\$2,247.20	\$1,123.60	\$1,123.60
Baker/Downer	63	42.40	\$2,671.20	\$1,696.00	\$975.20
Bathgate	103	42.40	\$4,367.20		\$4,367.20
Bismarck	674	42.40	\$28,577.60	\$11,907.35	\$16,670.25
Calvin	40	42.40	\$1,696.00	\$42.40	\$1,653.60
Cavalier	108	42.40	\$4,579.20	\$85.00	\$4,494.20
Crookston	168	42.40	\$7,123.20	\$459.50	\$6,663.70
Dilworth	20	42.40	\$848.00	\$43.00	\$805.00
East Grand Forks	232	42.40	\$9,836.80	\$4,098.75	\$5,738.05
Fargo	870	42.40	\$36,888.00	\$9,222.00	\$27,666.00
Fordville	10	42.40	\$424.00		\$424.00
Grafton	44	42.40	\$1,865.60	\$621.87	\$1,243.73
Grand Forks	228	42.40	\$9,667.20	\$2,612.20	\$7,055.00
Hallock	130	42.40	\$5,512.00	\$1,378.00	\$4,134.00
Hamilton	28	42.40	\$1,187.20		\$1,187.20
Hannah	12	42.40	\$508.80		\$508.80
Mandan	298	42.40	\$12,635.20	\$1,400.55	\$11,234.65
Minot	550	42.40	\$23,320.00		\$23,320.00
Moorhead	201	42.40	\$8,522.40	\$2,983.70	\$5,538.70
Park River	72	42.40	\$3,052.80		\$3,052.80
Pillsbury	13	42.40	\$551.20		\$551.20
Portal	5	42.40	\$212.00		\$212.00
Red Lake Falls	57	42.40	\$2,416.80		\$2,416.80
Rolla/St John	152	42.40	\$6,444.80	\$3,616.48	\$2,828.32
Ryder	21	42.40	\$890.40		\$890.40
West Fargo	294	42.40	\$12,465.60	5194	\$7,271.60
			<u>\$188,510.40</u>	<u>46484.4</u>	<u>\$142,026.00</u>

COUNCIL MEETING MINUTES - PRESBYTERY OF THE NORTHERN PLAINS  
Spring Meeting  
May 10, 2011  
United Presbyterian Church, Jamestown, ND

The Spring Meeting of the Council of the Presbytery of the Northern Plains was held at United Presbyterian Church, Jamestown, North Dakota, on Tuesday, May 10, 2011, beginning at 10:00 a.m.

The meeting was called to order at 10:05 a.m. The Chairperson was in the chair and the Secretary was present. Roll was taken and a quorum declared. Members were introduced. It was noted that Bob Edwards had submitted his resignation from Council. The Secretary will confirm that he is resigning from the Committee on Representation, as well. Biller read from the "Fly in the Ointment" and several questions from the book were discussed. Questions included the relationship between Council and Congregations and the element of trust.

**Voting members present (12):** Cheryl Biller(chairperson), Casey Chapman, Gretchen Graf, Kevin Kaufmann, Donna Monteith, Marilyn Ogden, Deanna Reikow, Vicki Rucker, Lorelee Rude, Dale Shook, Matthew Stith and Elizabeth Swee.

**Voting members not present:** (2) Darrel Cory and Jane Pierce.

**Non-voting members present (2)** were: Bill Cawley (Treasurer) and Michael Lochow (Secretary).

**Non-voting members not present:** None

**Ministry Team Leaders present:** (1) Paul Henschen (PEC)

**Guests (1):** Laurie Elhard (Staff, Communications Coordinator/Bookkeeper)

The agenda was approved without objection.

A motion was made to approve the minutes of the February 24, 2011, meeting of Council. The motion passed. **CV 2011 - 15**

**STAFF REPORTS**

**Stated Clerk.** Lochow reported he had received paperwork on the Community Presbyterian Church, West Fargo, North Dakota's loan with PLIP. The loan is reviewed every five years and this paperwork will lower the interest rate. A motion was made to approve the changes in the loan and for Lochow to sign on behalf of the Presbytery. The motion was approved. **CV 2011 - 16**

Lochow reported he had received email from Dan Wolpert about the recent judicial case and the status of a member renouncing membership. Wolpert made reference to an article in the newsletter of First Presbyterian Church of Grand Forks. Lochow will contact the Grand Forks Session and explain that there was a misunderstanding reported about the effect of a renunciation.

**Treasurer.** Cawley presented the financial statements all for the period ending April 30, 2011, which were received and consisted of the Statement of Financial Position, Statement of Activities (two pages), Dedicated Accounts, Outstanding Per Capita for 2011, and Outstanding Per Capita for the Period from 2006-201 (two pages). Cawley reported that by filing IRS form 990 a small tax credit may be available to the Presbytery. It was moved and approved to authorize Cawley to submit the form to the IRS. **CV 2011 - 17**

The Presbytery financial statements need to be reviewed. He is looking for someone to perform the review.

### **REPORTS FROM COMMITTEES OF COUNCIL**

**Committee on Budget & Finance.** Ogden reported that the Presbytery office laptop had crashed. On behalf of the Committee she moved to authorize Elhard to purchase a new laptop, the funds to come from line items 6025 (Equipment) and 6080 (Computer Support). The motion passed. **CV 2011 - 18**

Chapman commented that the financial review should include both years 2009 and 2010. It was estimated that the necessary financial review should cost between \$800 - \$1000.

The following policy recommendation from the Committee was approved.

#### **Verification of Committee and Ministry Team Expenditures**

On a semiannual basis the communication coordinator will e-mail the chairperson of each committee or ministry team a report of expenditures for the previous six month time period. Each chairperson will review the report for accuracy and communicate back to the Treasurer their approval or corrections. The Treasurer will collect and retain the communications regarding the reviewed transactions. **CV 2011 - 19**

Swee reported that the Synod had raised their per capita share by 10¢.

**Committee on Personnel.** Monteith reported for the Committee. She presented a suggested position description for executive presbyter position. Swee moved to approve the description, as amended. The approved description is as follows:

#### **Position Description Transitional Executive Presbyter**

Time required - average 20 hours/week

Compensation

Clergy: BOP + \$28,000 - \$35,000

Elder: (small benefit enticement) + \$28,000 - \$35,000

Responsibilities:

1. Staff Committee on Ministry
  - a. Provide training/education as required for committee members
  - b. Resource the committee

2. Provide resource assistance to other committees as requested, secondary to COM staff responsibilities
3. Reference incoming/outgoing clergy and candidates
  - a. Conduct background checks on candidates coming into the Presbytery
  - b. Conduct reference for clergy and candidates coming and going into Presbytery
4. Communicate with other governing bodies and with other ecumenical partners, as needed for Presbytery entities.
5. Supervise Treasurer and Communications coordinator/bookkeeper
6. Work collaboratively with Stated Clerk

Minimum requirement: Ordained Presbyterian (Elder or Clergy)

Other desirable required skills and experience:

- a. Excellent communication skills (written and oral)
- b. Knowledge of Book of Order and Presbyterian polity
- c. Appreciation for technology tools
- d. Good interpersonal relationship skills

CV 2011 - 20

Consideration will begin July 1 and continue until the position is filled.

#### **REPORTS FROM COMMITTEES/COMMISSIONS OF PRESBYTERY**

**Committee on Ministry:** The written report of the Committee was received. Shook noted that the Pastor Support Resource Team is examining how COM will carry out its responsibilities under the Presbytery policy "Sexual Misconduct Policies and Procedures" at their May meeting.

**Chogoria Partnership Team:** Stith reported that there has been an ongoing conflict among the three presbyteries in Kenya revolving around property. When the three presbyteries were formed there was to be a division but they have been at loggerheads for some time. The situation is very tense. The computer center is currently closed. Promises have been made with no results. The Partnership Team has sent a letter to the Presbytery of East Africa suspending all partnership activities until the dispute is resolved.

Council took its break for lunch at 12:00 p.m. and reconvened at 12:35 p.m.

#### **NEW BUSINESS**

**Synod Consultation:** Kaufmann, Biller and Mary Holtey attended the consultation. The year 2013 will mark the end of salary support. Northern Waters is interested in talking about sharing. Question: Are we interested in meeting with any neighboring presbyteries? Biller will explore possibilities.

Rucker moved that Kaufmann officially replaces Swee on the Synod Consultation group. The motion carried.

CV 2011 - 21

**Transition Task Force:** An extensive search was done and the raw data about feedback from sessions on the core values is not available.

**Letterhead:** The group researching new letterhead for the Presbytery reported. They provided three different color options. It was the consensus of Council that the blue colored links were preferred. Rucker moved that the office purchases a case of 24 lb. paper to be used for official mailings. The motion passed. CV 2011 - 22

**Council Meetings:** It was agreed that Council would meet on the following dates using the format indicated:

Thursday, June 9, 2011	10:00 a.m	GoToMeeting Format
Tuesday, July 12, 2011	1:00 p.m.	GoToMeeting Format
Thursday, August 11, 2011	10:00 - 4:00	Face-to-face in Jamestown

**Flood Task Force:** Graf reported that they have met a couple of times by email. No one has contacted the Task Force for assistance. She recommended that a method of working with PDA be defined. There was a discussion about the Devils Lake water situation.

**Minnema Update/Bliss Postponed Motion:** Lochow reported and read the settlement agreement to Council. He will provide a report to Presbytery about the Minnema case and its settlement. The postponed motion concerning Cathy Bliss was about the Presbytery being asked to support her act of civil disobedience. This will have to be addressed at the June Presbytery meeting.

**Grant Applications:** Monteith reported about unassigned funds which were unused at the OGA level. She has prepared three grant requests on behalf of the Bdecan congregation. Reikow moved to approve submission of the grant requests. The motion carried. CV 2011 - 23

**June Presbytery Meeting:** The agenda for the June Presbytery meeting was discussed. It was recommended that the presbytery meeting offering go to the Bdecan Food Pantry and we invite specific food requests in the call for the meeting.

#### **ADJOURNMENT WITH PRAYER**

The meeting was adjourned with prayer at 3:39 p.m.

Michael Lochow

Michael Lochow  
Secretary

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**The next meetings of Council will be by GoToMeeting on Thursday, June 9, 2011, at 10:00 a.m. and July 12, 2011, at 1:00 p.m. and face-to-face on Thursday, August 11, 2011, at United Presbyterian Church, Jamestown, ND, beginning at 10:00 a.m.**

COUNCIL MEETING MINUTES - PRESBYTERY OF THE NORTHERN PLAINS  
Early Summer Meeting  
June 9, 2011  
GoToMeeting

The Early Summer Meeting of the Council of the Presbytery of the Northern Plains was held by GoToMeeting on Thursday, June 9, 2011, beginning at 10:00 a.m.

The meeting was called to order at 10:00 a.m. with prayer offered by Cheryl Biller. The Chairperson was in the chair and the Secretary was present. Roll was taken and a quorum declared.

**Voting members present (8):** Cheryl Biller(chairperson), Casey Chapman, Darrel Cory, Gretchen Graf, Kevin Kaufmann, Jane Pierce, Vicki Rucker and Elizabeth Swee.

**Voting members not present: (6)** Donna Monteith, Marilyn Ogden, Deanna Reikow, Lorelee Rude, Dale Shook and Matthew Stith.

**Non-voting members present (2)** were: Bill Cawley (Treasurer) and Michael Lochow (Secretary).

**Non-voting members not present:** None

**Ministry Team Leaders present: (1)** Paul Henschen (PEC)

**Guests (1):** Laurie Elhard (Staff, Communications Coordinator/Bookkeeper)

The agenda was approved without objection.

A motion was made to approve the minutes of the May 5, 2011, meeting of Council. The motion passed. CV 2011 - 24

Council discussed the long list of presbytery activities to determine priority items.

There was a general discussion concerning the agenda for the June 20, 2011, presbytery meeting.

**ADJOURNMENT WITH PRAYER**

The meeting was adjourned with prayer at 11:02 a.m.

Michael Lochow

Michael Lochow  
Secretary

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**The next meetings of Council will be by GoToMeeting on July 12, 2011, at 1:00 p.m. and face-to-face on Thursday, August 11, 2011, at United Presbyterian Church, Jamestown, ND, beginning at 10:00 a.m.**

## PASTORAL RESIGNATION AND DISSOLUTION POLICY

Presbytery has the authority to both establish and dissolve pastoral relationships. In between those two acts there are many rich experiences of ministry. Under the best of circumstances, it is difficult to end a pastoral relationship with a congregation. Although ideally a relationship will be dissolved amicably, with a tone of celebration and a measure of grief, there are occasions where dissolution occurs in less than ideal circumstances. The Presbytery provides this policy to ensure some degree of care for both pastor and congregations undergoing various types of dissolution. COM needs to pay attention to the care of the pastor, the pastor's family, and the congregation while being a voice for mutual respect, fairness, and healing for all parties.

The pastoral relationship in the Presbyterian Church (U.S.A.) is a three-way covenant between a pastor, a congregation, and a presbytery. Most commonly, all three parties must concur before a pastoral relationship may be created or dissolved. The Committee On Ministry (COM), representing the presbytery, is the body to normally finalize a dissolution unless there are reasons for the dissolution to be debated and acted upon at a presbytery meeting. However there shall always be a congregational meeting beforehand to consider dissolution of a pastor relationship. The COM assists the pastor and session as a severance agreement is negotiated, which must be approved by the pastor, the congregation, and presbytery. Severance agreements may be important since the Presbyterian Church (U.S.A.) is not required to participate under the Federal Unemployment Tax Act (FUTA) so unemployment compensation is not available to pastors. The role of COM in dissolution negotiations is not to serve as an advocate for the pastor or the congregation, but rather as the third party to the negotiations.

### PRINCIPLES OF DISSOLUTION

The following are applicable principles of dissolution:

- All conditions for separation shall be compatible with the *Book of Order* and this policy.
- All matters regarding separation of a pastor shall be documented in writing by the Session with copies to the COM.
- Expenses, benefits, responsibility for costs should be documented in any termination/severance agreement.
- The separation process shall be considered incomplete until the congregation and the COM vote on the dissolution of the call and any severance terms. In cases where no agreement between the congregation and pastor occurs, the dissolution process moves to the floor of the presbytery.
- All dissolution and termination/severance agreements shall be preceded by an appropriate process of review, evaluation, and conflict resolution by the COM. The notification and request can be initiated in writing to the COM chair, Stated Clerk, or Executive Presbyter

of the presbytery by either the pastor or an elder. Thereafter, COM determines who to send in an attempt for conflict resolution.

- Once the presbytery has taken its action all agreements are final. The presbytery will be responsible for monitoring the completion of the agreements made. No further negotiations, changes in the agreement or alterations may be made after the vote of presbytery unless the presbytery approves them separately.

## **PARAMETERS OF SEPARATION**

Dissolutions are of two types: voluntary and involuntary.

### **VOLUNTARY DISSOLUTION**

Voluntary separation requires written notice to the session, the vote of the congregation, and the vote of the presbytery. The most common cause is a pastor resignation where the pastor receives a cash equivalent of their unused earned annual vacation at the official date of separation. For most voluntary resignations, no monetary severance agreement will be expected, although the congregation may be moved by affection to provide other expressions of appreciation. After giving notice of resignation, the pastor should come to agreement with the congregation and presbytery for a termination date, allowing time for farewells, and make arrangements to leave after a reasonable period, usually within 30-60 days.

A monetary severance agreement may occur with resignation "for personal reasons" or, most commonly, with a negotiated termination/severance between a pastor and the congregation represented by session.

Reasons for voluntary separation include a pastor:

- Seeking or finding another call.
- Laying aside ordination or asking for release from ordained office.
- Renouncing jurisdiction due to theological or relational differences within PCUSA.
- Joining another denomination.
- Choosing to become inactive and being removed from the rolls of presbytery.
- Honorably retiring.
- Resigning for personal reasons.
- Negotiating with session and congregation for dissolution.

### **INVOLUNTARY DISSOLUTION**

#### **1. Reduction in Work Force**

- a. Separation because of elimination of a position, retrenchment in budget, or for other circumstances arising from no fault of the pastor, is at the discretion of the session and congregation with approval of the presbytery.
- b. After session discusses the reduction with the pastor, written notice will occur to COM from the session. COM should satisfy itself that reasonable alternatives have been exhausted.

- c. A six month notice of termination (or cash equivalent) is usually given as well as a cash equivalent for any unused earned annual vacation.
  - d. Session sensitivity to issues of placement, housing, and the physical needs of the pastor and family may call for other items to be included in the separation agreement.
2. Separation for Other Involuntary Causes
- a. An accurate record must be kept of all related meetings and agreements which will be kept at the presbytery office.
  - b. Issues regarding performance of pastors shall be addressed by the personnel committee or session (or both). Only after reasonable attempts at resolution have failed should negotiations begin.
  - c. A congregation may request dissolution without a pastor's concurrence. Before the action of the congregation moves to the floor of presbytery, COM will make inquiries into the difficulty and attempt to effect a resolution.
  - d. COM has the authority to recommend immediate termination and dissolution if heretical, illegal, or immoral behavior is involved on the part of the pastor and, in such cases, no severance package would be required aside from cash equivalency of the pastor's unused vacation. Compassionate consideration for the pastor's immediate family should be offered, however, in reaching agreements.
  - e. If dissolution is occurring because the congregation no longer believes a relationship is effective, the COM will engage in a more extended process with the pastor and congregation to determine the nature of the conflict and resolution. Dissolution negotiations begin if reasonable efforts at resolution have failed.
  - f. Since COM may discover that the failure of the relationship is based primarily upon the congregation, or primarily upon the pastor, or a mixture of the two, severance packages must be negotiated based on those perspectives. In the event of involuntary dissolution, the COM retains responsibility and concern for the minister as a member of presbytery. This includes, when appropriate, recommendations or requirements for continuing education, career counseling, corrective therapy, or other forms treatment.
3. Lack of Concurrence in Involuntary Dissolution
- a. If the pastor requests dissolution but the congregation does not concur by vote:
    - 1) Congregation's commissioners will speak at presbytery as to why the relationship should not be dissolved.
    - 2) If the church fails to appear or the presbytery judges the reasons insufficient, the request of the pastor may be granted and the pastoral relationship dissolved. (G-14.0611)
  - b. If the congregation, at a duly called meeting, votes for dissolution but the pastor does not concur:
    - 1) The pastor will speak at presbytery as to why the relationship should not be dissolved.
    - 2) If the pastor fails to appear or the presbytery judges the reasons insufficient, the request of the congregation may be granted and the pastoral relationship dissolved. (G-14.0612)

- c. The presbytery, through the COM or an administrative commission, may inquire into reported difficulties in a congregation and may dissolve the pastoral relationship if, after a consultation with the minister, the session, and the congregation, it finds the church's mission under the Word imperatively demands it. (G14.0613)

Reasons for involuntary dissolution include:

- A congregation retrenches the budget, reduces the work force, eliminates a position through no fault of the pastor.
- A congregation requests dissolution without the pastor's concurrence.
- A pastor is guilty of misconduct: illegal, immoral, abusive, insubordinate, or heretical behavior; neglect in the care and use of church property and funds, or conduct inconsistent with presbytery standards or ordination vows.
- A congregation believes the relationship is not effective for reasons of inadequate leadership, matters of personal style, differences in expectations, a sense of dissatisfaction or the like.
- Medical disability of the pastor, physical or mental, of a permanent or progressive nature that causes unsatisfactory performance.
- Judicial action or presbytery determination that "the church's mission under the word imperatively demands it."

### **SEVERANCE AND TERMINATION AGREEMENTS**

Severance and separation agreements are often necessary, more often for involuntary but occasionally for voluntary, in dissolutions of a relationship between a pastor and congregation. In an attempt to ensure essentials, the following should occur in sequence:

1. Sessions and pastors must contact the COM for guidance and counsel prior to the negotiation of any severance or termination agreement.
2. Following the polity of the Book of Order and policies of the presbytery, the pastor and session will negotiate an agreement.
3. Copies of the written agreement are made available to members of the congregation no later than the date of the first call for the congregational meeting at which dissolution will be considered.
4. Congregation votes on dissolution of call and the written severance/termination agreement at a duly called and recorded congregational meeting.

Any severance or termination agreement shall contain the following (other items may be added depending on the situation or specific state laws that may apply):

1. Identification of parties to the call and dissolution: pastor, church, presbytery.
2. Specific reason(s) for separation or termination.
3. Dates for:
  - a. End of pastoral responsibilities.
  - b. End of call: termination/separation date.
  - c. Final compensation and benefit payments.

- d. Leaving the office and/or manse.
4. Financial terms including but not limited to:
  - a. Salary continuation.
  - b. Benefits continuation.
  - c. Loan repayment or shared equity arrangement if applicable.
  - d. Manse use if applicable.
  - e. Compensation for unused earned annual vacation.
  - f. Provision for use of office, equipment, etc.
  - g. Statement of specific amounts to be paid, i.e. lump sum, monthly payments, etc.
5. Date for the end of the pastor's service plus compensated vacation time shall be reported to the Board of Pensions in writing.
6. Terms and time limits on physical presence of pastor.
7. Specification that if the pastor finds full-time employment before the length of the agreement is reached, the church's obligation shall end as of the date that full-time employment begins. Part-time employment will result in appropriate prorated adjustments in financial payments.
8. Specification that each party is released from legal action unless the agreement is not fulfilled, and then only through the Courts of the PCUSA.
9. Specification that, should a congregation default on payments to the pastor, presbytery will not assume financial liability for the agreement; or other appropriate statements about negotiated presbytery participation in the agreement.
10. To prevent unnecessary contact between the former pastor and the congregation, financial arrangements will be conducted through the presbytery office after the pastor's departure from the church.
11. Pastor is to abstain from any pastoral duties or congregational activities with his or her former church; if not adhered to, two written warnings will be issued by COM whereupon the third violation will cause the severance agreement to be null and void with remaining financial payments forfeited.
12. Date and signature of the three parties: session (representing the congregation), the pastor, the presbytery.
13. A copy of the termination/severance agreement shall be given to the presbytery for inclusion in its minutes, to the pastor for his or her records, and to the congregation for its records.
14. Closure of any other issues which were part of the pastor's call.

The length of termination/severance financial agreements is created and agreed to by the pastor and congregation. As a general guideline for unsatisfactory performance, the length would be two to six months, financial obligations being terminated if the pastor finds full time employment or prorated if the pastor finds part time employment.

#### **APPENDIX A EXIT CHECKLIST FOR PASTORS**

1. Inform COM and Executive Presbyter immediately of the decision to dissolve the relationship of pastor and congregation.

2. COM representative should be present at the session meeting when the pastor presents the resignation request.
3. Notify COM of the termination of service date.
4. Discuss with COM the proposed date for the congregational dissolution meeting:
  - a. Request session to call the meeting to act on the proposed dissolution and make recommendations to the presbytery.
  - b. Consult with COM and appoint a moderator for the congregational meeting if circumstances make it impractical for the pastor to moderate.
5. Inform session of any steps for terminating the pastoral relationship that have been worked out with COM.
6. Pastor should be prepared, if requested by COM, to speak at a COM or presbytery meeting regarding the dissolution.
7. Attend the congregational meeting and present the formal resignation.
8. Immediately following the congregational meeting, pastor will send a completed copy of the dissolution request to the COM chairperson.
9. Fulfill all obligations promptly:
  - a. Clear out all personal books and belongs from office.
  - b. Clean manse after movers have gone.
  - c. Pay all bills.
  - d. Arrange for transfer of any debts.
  - e. Notify Board of Pensions.
  - f. Make a clear and final break with the congregation so far as pastoral duties and services are concerned. You will have close friends you will keep in touch with, but refrain from any pastoral functions unless you are invited by the session.

**APPENDIX B  
EXIT CHECKLIST FOR SESSIONS**

1. Concur with the request of the pastor to set the date and time for the congregational meeting and effective date for termination/severance.
2. Determine that all financial obligations to pastor will be fulfilled.
3. Consult with COM in all matters of separation/severance as representatives of presbytery's supportive role.
4. Consult with pastor who will moderate the congregational meeting to act on dissolution.
5. The dissolution and termination/severance agreement are not final until presbytery votes to finalize the actions.
6. Appoint a pulpit supply committee.
7. Presbytery will:

- a. Provide a moderator for session, presbytery is prohibited from appointing the associate pastor of the church as moderator.
- b. Provide guidance in establishing a Pastor Nominating Committee and work with that Committee.
- c. Recommend provision for pastoral leadership and care.

**APPENDIX C  
SAMPLE AGREEMENT FOR TERMINATION AND SEPARATION**

***A Sample Agreement For Termination And Separation***

TERMS OF DISSOLUTION BETWEEN  
THE REV. (Name of Person) AND (Name of the Church), (Address/Location of the Church)

We, the members of the \_\_\_\_\_ church Session agree to request dissolution of the pastoral relationship with the Rev. \_\_\_\_\_ pastor / staff for the following reasons and on the following terms:

1. List reasons for the dissolution:
  
2. List the terms:
  - A. Amount of salary to be paid.
  - B. Housing arrangements.
  - C. Vacation to be paid.
  - D. Pension\medical to be paid.
  - E. Repayment of loans.
  - F. Any special financial arrangements such as this will be paid in lump sum or over a period of time.
  
3. Specify the time and date of separation:
  - A. The effective date that ministry duties will cease. \_\_\_\_\_ (date).
  - B. The relationship will end on a date set by the congregation and approved by the presbytery on \_\_\_\_\_ date.
  - C. Date set for congregational meeting \_\_\_\_\_.
  - D. Date for presbytery action and completion of the separation agreement \_\_\_\_\_.
  
4. Other terms to be specified:
  - A. Promise to seek remedies for grievances only in the Courts of the PC(USA).
  - B. It is understood that all benefits for Rev. \_\_\_\_\_ (name of pastor) will be discontinued at any time before \_\_\_\_\_ (payoff

date) should he / she begin full time employment, or be prorated if part time employment begins.

C. Any other terms that may be required by the presbytery or by the state.

We the undersigned have negotiated this agreement in good faith and have every intention of being faithful in fulfilling it.

Approved by the Session of \_\_\_\_\_ Church of \_\_\_\_\_

_____	_____	_____	_____
Moderator of Session	Date	Clerk of Session	Date

Committee on Ministry Representative \_\_\_\_\_ Date \_\_\_\_\_

Signed by other members of Session:

_____	_____
_____	_____

Date approved by congregation \_\_\_\_\_

Date approved by COM \_\_\_\_\_

Date approved/disapproved by Presbytery \_\_\_\_\_

Copies to: The Minister, Executive Presbyter, Clerk of Session, Stated Clerk of Presbytery, Moderator of COM