

2022 –
October 29, 2022
Hybrid Meeting

PRESBYTERY OF NORTHERN PLAINS
ONE HUNDRED and TWENTY-SEVENTH STATED MEETING

October 29, 2022
Hybrid Meeting

The Presbytery of the Northern Plains of the Presbyterian Church (U.S.A.) held its stated meeting at First Presbyterian Church, Fargo, North Dakota and by Zoom on October 29, 2022, beginning at 10:00 a.m.

Moderator Ruling Elder Tom Brusegaard called the meeting to order with worship including communion.

The roll was taken by means of registration forms filled out by the attendees and the stated clerk identifying and confirming the participants attending by Zoom (indicated by the letter Z). 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 (19)

<u>Ministers</u>	<u>Church</u>	<u>Meeting #</u>
		<u>1</u> <u>2</u>
641 Adams, Candace	Univ of Jamestown	MnVal
299 Billings, Dan (HR)		P
101 Bigwood, Sarah	Fargo	P
101 Bishop, Catherine	West Fargo	P
101 Boyar, Robert	Jamestown	P
108 Burger-Peery, Deborah		A
299 Cory, Darrel (HR)		P
501 Danielson, Cheri (HR)		E
501 Danielson, Marlin (HR)		E
101 Dill, Robin	Minto/Grafton	Z
101 Drake, Robert	Moorhead	P
797 Dumont, Trudy	Devils Lake/Webster	Z
797 Edwards, Bob		A
644 Emerson, Nancy	NDSU	P
299 Graf, Gretchen (HR)		E
299 Graham, Ron (HR)		E

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<u>Ministers</u>	<u>Church</u>	<u>Meeting #</u>	
		<u>1</u>	<u>2</u>
103	Holtey, Mary	Fargo	P
101	Homan, Spencer	Grand Forks	P
151	Kana-Mackey, Sue (UMC)	Langdon	P
101	Kargard, Richard (HR)		E
101	Landwehr, Marjorie	Hallock	Z
299	Mansell, Henry (HR)		E
299	McCullough, Cheryl (HR)		E
797	McDowell, Martha	Walhalla	Z
797	Meier, Mindy		A
299	Monteith, Donna (HR)		P
101	Ozaki, Michael	Crookston	P
299	Raum, Richard (HR)		E
101	Reikow, Deanna	Mandan	P
797	Rhoad, John		A
101	Simmons, Leanne	Bismarck	P
701	Suk, Sungyoo (David)	Hope Korean	A
503	Sveet, Elaine		P
299	Swanson, Joan (HR)		E
299	Watts, Gary (HR)		E
151	Werth, John (EPC)	Pembina County Parish	P
797	Wolpert, Dan		A
299	Woodford, Don (HR)		E

The following churches were represented by Ruling Elders as indicated (E – excused, – not represented, without excuse): (22)

Angus, Angus-Tabor		–
Argyle, Community Presbyterian		–
Arvilla, Arvilla Presbyterian		Brenda Beck –Z
Baker, Westminster Presbyterian		–
Bismarck, First Presbyterian:	(1)	Jim Skaret
	(2)	Shari Orser
	(3)	–
Bismarck, Glencoe Sloan Memorial		–
Bottineau, United Parish		–
Buffalo, First Presbyterian		–
Calvin, Glenila Presbyterian		–
Cassilton, Westminster Presbyterian	(1)	Lana Schultz
	(2)	–
Cavalier, Cavalier Presbyterian		Zelda Hartje – Z

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Colgate, Colgate Presbyterian		—
Cooperstown, First Presbyterian		Vickie Iverson Goplen – Z
Crookston, First Presbyterian		Sandra Perkins
Devils Lake, Westminster Presbyterian		--
Dilworth, Dilworth Presbyterian		—
East Grand Forks, Mendenhall	(1)	
	(2)	—
Edgeley, First Presbyterian		—
Ellendale, Presbyterian- U Methodist	(1)	—
	(2)	—
Fairview, Community Presbyterian		—
Fargo, First Presbyterian	(1)	Elaine Rudd
	(2)	Kim Carter
	(3)	Brian McClure
Fordville, Community Presbyterian		—
Forest River, Community Presbyterian		—
Gilby, Gilby Presbyterian		--
Grafton, Federated Church		—
Grand Forks, First Presbyterian	(1)	Ginger Smith
	(2)	—
Grandin, Grandin Presbyterian		Donna Preston –
Hallock, First Presbyterian	(1)	--
	(2)	—
Hamilton, First Presbyterian		—
Hannah, Hannah Presbyterian		—
Hunter, First Presbyterian		—
Inkster, Inkster Presbyterian		—
Jamestown, United Presbyterian	(1)	Mark Lee -
	(2)	
LaMoure, First Presbyterian		—
Langdon, Presbyterian Church of Langdon		—
Lisbon, First Presbyterian		—
Mandan, First Presbyterian	(1)	Suzy Pfliiger
	(2)	—
Minto, Knox Presbyterian		Ellen Misialek-Z
Moorhead, First Presbyterian	(1)	Erik Swee –
	(2)	George O’Neill-
Oakes, First Presbyterian		—
Park River, Federated Church		—
Pillsbury, Baldwin Presbyterian		—
Portal, First Presbyterian		—
Red Lake Falls, First Presbyterian		Pat Purath – Z

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Rhame, Lyle Presbyterian		–
Rolla, Presbyterian Church of Rolla/St. John (1)	Dave Schnackenberg-Z	
(2)		–
Rugby, Emmanuel United Church		–
Steele, First Presbyterian		–
Tower City, Tower City Presbyterian		–
Towner, Towner Presbyterian		–
Walhalla, Park Center-Walhalla		–
Watford City, First Presbyterian		–
Webster, Webster Chapel	Wayne Lindenberg – Z	
West Fargo, Community Presbyterian (1)	Andrew Thostenson – Z	
(2)	Lisa Alves	–
Westhope, First Presbyterian		–
Wilton, First Presbyterian		–

CANDIDATES/INQUIRERS

Ruth Sanders

CORRESPONDING MEMBERS

None

RULING ELDERS WITH VOICE AND VOTE/POD & TASK LEADERS

Pod/Task	Name
Financial	– Sherri Stern (Fargo) – P
Install & Ordination (Former Moderator 2014-2016)	– Sylvia Pringle (Jmst) – P
Mission Pod	– Donna Preston (Grandin) – P
Records	– Alice Nix (Bismarck) – Z
Wellness Care	– Gracia Fulwiler (Fargo) – P
Vacancy Counselor	– Vacant
Youth Connection Team	– Kayla Bones (Fargo) – P

COMMISSIONED RULING ELDERS

Lorelee Benz (Former Moderator – 2011)	– Baker/Downer - A
Paul Campbell	– Casselton – P
Don Casmey	– Argyle - A
Kevin Kaufmann	– Glencoe - Z
Rick Larson	– Dilworth - A
Nancy Legerski	– A
Jamie Norstog	– Midway Parish – P
Bill Weispfenning (Former Moderator – 2002)	– Edgeley & LaMoure - P

FORMER MODERATORS

(Not otherwise noted)

Darrel Cory (Thief River Falls) 2013

Mary Holtey (Fargo) 2017

Donna Monteith (Fargo) 2020

NON-MEMBER PASTORS

Barbara Krumm (UMC) – Ellendale

Beth Kelsey (UMC) – Bottineau

Raenelle Sorensen (UMC) – Arvilla

PRESBYTERY OFFICER

Tom Brusegaard – Moderator

VISITORS - (8)

Evan Andrist (Grand Forks)

Marsha Odom (Crookston)

Darlene Frishkorn (Crookston)

Curt Brickman (Fargo)

John Stern (Fargo)

Tom Bigwood (Fargo)

Bruce Maylath (Fargo)

Casey Chapman (Bismarck)

SUMMARY OF ATTENDANCE

<u>Classification</u>	<u>Present</u>	<u>Not Present</u>	<u>Excused</u>
Ministers	20	5	11
Commissioners	22	49	
Ruling Elders Pod & Task Leaders	4		
Former Moderators	3 (5)	1	
Commissioned Ruling Elders	4	4	
Candidates/Inquirers	1		
Corresponding Members	0		
Non-Member Pastors	3		
Presbytery Officers/R.Elders	1 (3)		
Visitors	8		
Totals	66 (8)	59	11

(Number in parenthesis is total number present; difference counted elsewhere)

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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 teaching elder members and the ruling elder members present, provided that at least three churches are represented by elders.*

There were no corresponding members. First-time attendees to Presbytery are Rev. Sarah Bigwood and Brian McClure of Fargo and Lisa Alves of West Fargo.

Donna Preston moved to approve the Consent Calendar and the reports of the following individuals and committees, if any, on the Consent Calendar: Officer Reports: Moderator, Vice-Moderator, Stated Clerk, and Treasurer; Pod Reports: Care for Congregations, Care for Pastoral Leaders, and Mission; Committee: Representation; Task Forces and Commissions: Permanent Judicial Commission, Financial, Personnel and Records; Commissioners to Synod; Partners: Clearwater Forest, NP Presbyterian Women and University of Jamestown; Teams: Bdecan Ministry Team and Presbyterians for Earth Care Team. The motion **carried**.

The agenda was amended to move reports for Self-Development of People and the Leadership Pod from the Consent Calendar to the morning agenda. Preston moved to approve the agenda, as amended. The motion **carried**.

FROM THE CONSENT CALENDAR:

MINUTES. The minutes of the April 2, 2022 stated meeting were not available to all official attendees for this meeting, due to the death of Stated Clerk Michael Lochow on July 25, 2022. A Summary of Session Minutes Records and Registers reviewed in the Fall of 2022 is attached to these minutes. **(Appendix 1).**

REQUIRING NO ACTION BUT REQUIRED TO BE REPORTED:

REPORT OF SYNOD'S MINUTES REVIEW COMMITTEE There is usually a report on the Synod's Minutes Review at this time of year. However, due to the death of Stated Clerk Michael Lochow on July 25, 2022, no minute reading report was available for this meeting.

ANNUAL STATISTICAL REPORT: That the summary of the Annual Statistical Report for the Churches of Northern Plains Presbytery to the General Assembly for 2020, which were transmitted to the General

**Assembly, according to G-3.0302e, be spread upon the minutes as follows:
(to show change, numbers in parenthesis are last year's numbers). No
summary for 2021 was made available for this meeting due to the death of
Stated Clerk Michael Lochow on July 25, 2022. The statistics below are
from 2020.**

MEMBERSHIP

Active members 31 December 2020		3253
		(334)
Gains 2021		
Certificate	(12)	
Youth Professions	(32)	
Professions & Reaffirmations	(7)	
Total Gains		(51)
Losses 2021		
Certificate	(6)	
Death	(91)	
Deleted for any other reason	(50)	
Total Losses		(147)
Active members 31 December 2021		

FEMALE MEMBERS – (1841)

FRIENDS OF THE CONGREGATION– (404)
AVERAGE CHURCH ATTENDANCE – (2329)

BAPTISMS: (19)
ELDERS on SESSION: (255)

DO YOU HAVE DEACONS: Y/N (19/27)

AGE DISTRIBUTION

25 & Under – (320)
26-40 – (370)
41-55 – (401)
56-70 – (840)
Over 70 – (976)

PEOPLE WITH DISABILITIES

Hearing – (200)

Sight – (73)

Mobility – (132)

Other – (119)

Total Christian Education – (727)

Racial Ethnic Breakdown

Asian/Pacific Islander/South Asian	(11)
Black/African American/African	(47)
Middle Eastern/North African	(0)
Hispanic/Latino-a	(3)
Native American/Alaska Native/Indigenous	(19)
White	(2725)
Multiracial	(2)
Total	(2807)*

*Total here does not equal the Active Member number as not all churches report the Racial Ethnic Breakdown number.

FINANCIAL DATA

Annual Income	(4,085,158)	Mission Expenses	(248,720)
Annual Expenses	(3,553,336)	Personnel Expenses	(2,174,699)
Facilities Expenses	(961,446)		

Thank you to all who submitted their reports in 2020, particularly to those who used the electronic system and entered their own numbers.

INSURANCE. In compliance with the Book of Order (G-3.0112) **requirement that "Each council shall obtain property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers"** and the Synod of the Lakes and Prairies **requirement that the extent of such insurance coverage be noted annually in the Presbytery minutes**, the Presbytery of the Northern Plains spread upon its minutes that it currently has in force and effect the following insurance coverage:

General liability

Each Occurrence Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Sexual Misconduct or Molestation Aggregate Limit	\$ 600,000

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Products-completed Operations Aggregate Limit	\$ 2,000,000
Personal and Advertising Injury Limit	\$ 1,000,000
Damage to Rental Property	\$ 100,000
Medical expense limit (anyone person)	\$ 5,000
Employers' liability endorsement	\$500,000/500,000/500,000
Payroll	\$ 50,000
Employee Theft	\$ 100,000
Forgery or Alteration	\$ 10,000
Religious Institutions Wrongful Acts	\$ 1,000,000/1,000,000
Business Auto Coverage	\$ 1,000,000

The insurance is carried through Vaaler Ins. Inc. at an annual cost of \$1,618.00. The current policy renews annually and covers the period from October 31, 2022, through October 31, 2023.

FROM THE SELF-DEVELOPMENT OF PEOPLE COMMITTEE:

O'Neill reported that the Committee did not give out any grants this year, but are hopeful for next year. The Committee is looking for new members.

FROM THE CONTINUING PREPARATION FOR MINISTRY POD:

Homan introduced for examination Candidate Ruth Sanders. Sanders was asked to speak on "How has God reaffirmed your sense of call?" and answer questions from Presbytery.

Cory moved, Reikow seconded to cease examination. Cory moved, Holtey seconded, to withdraw his original motion to cease examination. The motion to withdraw **carried**. After further questions of the candidate, Boyar moved, Norstog seconded, to cease examination. The motion **carried**.

Homan moved, Reikow seconded that the Presbytery is **Satisfied** with the Candidate's qualifications and moves to **Sustain the Examination and Approve the Ordination** of Ruth Sanders to the office of Minister of Word and Sacrament. The motion **carried**.

Preston moved, Campbell seconded to approve the Ordination Service of Ruth Sanders on November 19, 2022, at 2 p.m., at First Presbyterian Church in Crookston and to approve the Ordination Committee of Rev. Michael Ozaki, Rev. Spencer Homan, Rev. Darrel Cory, Rev. Gregory Isaacson, Rev. Elise Pokel, Sandra Perkins, Jamie Norstog, Tom Brusegaard and Evan Andrist. The motion **carried**.

FROM THE LEADERSHIP POD:

Billings moved, Stern seconded to approve the request to transfer the Rev. Richard Raum to Holston Presbytery in Tennessee with thanks for the work he has done and the time he has given to this Presbytery. The motion **carried**.

Campbell moved, Holtey seconded to approve Rev. Dan Billings as Parish Associate Pastor at First Presbyterian Church in Fargo. The motion **carried**.

Campbell moved, Reikow seconded to approve Casey Chapman serving the Hunter/Grandin churches for one more year. The motion **carried**.

The Pod voted to create a half-time Designated Connectional Care Pastor position for two years to meet with churches and form a leader position for supporting churches going forward. (**Appendix 2**).

The Pod voted to hire a half-time Designated Director of Communications for two years to address technology and/or connection priorities. (**Appendix 3**).

Campbell reported the Presbytery is looking for a fulltime Stated Clerk. In the interim, Richard Francis, Prospect Hill Presbytery in Iowa, will serve as Pro Tem Stated Clerk until a fulltime Stated Clerk can be hired. (**Appendix 4**).

The Pod approved the change of terms of call for Rev. Michael Ozaki, First Presbyterian Church in Crookston, from Pastor to Co-Pastor.

The Pod approved the terms of call for Co-Pastor Ruth Sanders, First Presbyterian Church in Crookston, as stated below:

Terms of Call for Co-Pastor Ruth Sanders (50% with UMC):		
Salary:	\$22,000.00	
Housing Allowance:	<u>\$11,000.00</u>	
TOTAL EFFECTIVE SALARY:	\$33,000.00	
Health Plan	8,910.00	
Pension & Disability Plan	<u>3,300.00</u>	
TOTAL SALARY, HOUSING & BENEFITS		\$45,210.00
Continuing Education		1,000.00
Travel Expenses		1,000.00
Other professional expenses		<u>1,000.00</u>
TOTAL BUDGET FOR PASTORAL SUPPORT		\$48,210.00

Lana Schultz was thanked for serving as Recording Clerk at this Stated Meeting of Presbytery.

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Holtey moved, Carter seconded to approve the Leadership Pod report. The motion **carried**.

Presbytery recessed for lunch at 11:50 a.m. and reconvened at 12:50 p.m.

RESILIENCE and SELF-CARE WORKSHOP led by Rev. Elaine Sweet. Strategies for Resilience and Self-Care were identified, actions/goals to meet these strategies were highlighted and several solutions were offered for the “Resiliency Work Churches Can Do.”

GOOD NEWS. Good news was shared by many. A Pastoral Leadership Revitalization program from the Omaha Presbytery Foundation is being offered to pastors in the Presbytery. (**Appendix 5**).

FROM THE GA COMMISSIONERS

Pastor Cathy Bishop, TRE Commissioner to GA, and Paul Campbell, CRE Commissioner to GA, reported on the 2022 GA Hybrid meeting. GA approved a “Recognition that Israel’s Laws, Policies and Practices Constitute Apartheid Against the Palestinian People.” GA approved the appointment of a commission to oversee and facilitate the unification of the Office of the General Assembly and Presbyterian Mission Agency into a single agency. The Presbyterian Mission Agency was directed to donate funds to the Sealaska Heritage Institute for Indigenous language revitalization efforts and to the Presbyterian Foundation Native American Church Property Fund.

FROM THE CHOGORIA PARTNERSHIP MINISTRY TEAM

Rev. Cathy Bishop and Carrie Leopold from Community Presbyterian Church in West Fargo and Kayla Bones from First Presbyterian Church in Fargo reported on their participation in the Centennial Celebration in Kenya at Chogoria in October 2022, including: (1) Finishing a fence around the grounds of the Mpangua Primary School; (2) bringing toiletries and dresses for the children and (3) making a financial donation, raised by PNP youth, for a school garden. Thank you to Rosie Helland and Bdecan Presbyterian Church and Prakash Matthew for gifts for the gift exchange. An invitation for Chogorians to visit the Presbytery of Northern Plains in April 2023 was extended.

FROM THE YOUTH CONNECTION TEAM. Kayla Bones provided an update on Youth Connection activities: Fall retreat in Bismarck; Spring Retreat at Crystal Springs on April 28-30, 2023; Mission trip to Bdecan in June 2023; Mission trip to Kenya July 27-Aug. 11, 2023; and a fall retreat in 2023.

FROM THE NOMINATING COMMITTEE. Committee members are Rev. Robert Drake, CRE Jamie Norstog, Elizabeth Swee and Steven Johnson. Rev.

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Robert Drake reported for the Nominating Committee and presented the following slate:

Tom Brusegaard	Moderator	2-year term
Mary Holtey	Care for Pastoral Leaders	
Deanna Reikow	PJC	6-year term
Elizabeth Swee	Synod RE Commissioner	

There were no additional nominations from the floor. Drake moved, Preston seconded to approve the slate as presented. The motion **carried**.

FROM THE FINANCIAL TASK GROUP. Sherri Stern presented a summary of the Investments of the Presbytery (**Appendix 6**) and, based upon review, the financial statements of The Presbytery of the Northern Plains for the year 2021, represent the revenue, expense fund balances and financial position as stated. (**Appendix 7**)

FROM THE TREASURER/2023 BUDGET. Ellen Misialek, Presbytery treasurer, submitted a written report titled “Treasurer’s Report” (**Appendix 8**). Sherri Stern presented the proposed budget for 2023. Following review of the income and expense figures, Stern moved, Preston seconded to approve the proposed budget of the Presbytery of the Northern Plains for the year 2023. The motion **carried**. (**Appendix 9**).

Stern moved, Campbell seconded to approve the per capita amounts (GA \$9.85, Synod \$5.50, and Presbytery \$34.65. Total: \$50.00). The motion **carried**.

UNFINISHED BUSINESS. Preston encouraged churches to participate in the Unified Mission giving as it helps our ministry teams sustain their mission goals.

Rev. Elaine Sweet moved to adjourn the meeting. The meeting adjourned at 4:50 p.m. with devotion and prayer by Rev. Elaine Sweet.

The next meeting of the Presbytery of the Northern Plains is scheduled for Saturday, April 22, 2023, at a place yet to be determined in a hybrid format.

ATTEST: _____
Lana Schultz, Recording Clerk

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APPENDIX 1

SUMMARY OF SESSION RECORDS REVIEWED
FALL 2022

CHURCHES WITH SESSION MINUTES AND ROLLS APPROVED WITH NO EXCEPTIONS

1. Rolla/St.John
2. Webster Chapel
3. Westminster PC-Devils Lake
4. Emmanuel United—Rugby
5. United Parish-Bottineau
6. Casselton Westminster PC
7. United Presbyterian-Jamestown
8. Tower City Presbyterian
9. Community PC –West Fargo
10. Glencoe-Sloan Memorial PC
11. Bismarck First Presbyterian Church
12. Wilton FPC
13. Fargo FPC
14. Knox-Minto PC
15. Grand Forks FPC

CHURCHES WITH SESSION MINUTES AND ROLLS APPROVED WITH SOME EXCEPTIONS

1. Moorhead First Presbyterian Church
2. Mandan FPC
3. Langdon FPC

CHURCHES WITH SESSION MINUTES/ROLLS APPROVED WITH RECOMMENDATION

1. Cavalier PC
2. Gilby PC
3. Mendenhall Presbyterian –East Grand Forks

NO RECORDS SUBMITTED FOR REVIEW

1. Angus-Tabor
2. Argyle
3. Arvilla
4. Baker/Downer
5. Buffalo
6. Colgate
7. Cooperstown
8. Crookston
9. Dilworth
10. Edgeley
11. Ellendale
12. Fairview
13. Fordville
14. Grafton
15. Grandin
16. Hallock
17. Hamilton
18. Hannah
19. Hunter
20. LaMoure
21. Lisbon
22. Oakes
23. Park River
24. Pillsbury
25. Portal
26. Red Lake Falls
27. Rhame
28. Towner
29. Walhalla
30. Watford City
31. Westhope

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APPENDIX 2

The Presbytery of Northern Plains

Designated Connectional Care Pastor Position Description

Purpose of the position:

The Designated Connectional Care Pastor will provide visits, nurture, and encouragement to promote the caring and connections of the presbytery with its congregations and members.

Accountability and Relationships:

The Designated Connectional Care Pastor shall be called and employed by the Presbytery of Northern Plains, the Designated Connectional Care Pastor is accountable to the presbytery through the Leadership Pod for fulfilling the expectations of the position and sharing insights.

This person is expected to collaborate closely with the Designated Director of Communications.

This designated position is for an initial period of two years. The Designated Connectional Care Pastor would be eligible to apply for future positions to serve the presbytery.

Qualifications:

- A passion for small-church and rural ministry
- A desire to build the sense of connection within the presbytery
- Ability to build trusting relationships within the presbytery
- Willingness to visit with congregations and leaders

Responsibilities of the Designated Connectional Care Pastor:

- To build relationships with and among congregations, ruling elders, and teaching elders;
- To meet with each Session to hear their story, their excitements and concerns (can be by zoom or in person) and be a resource person for them, connecting them with resources and programs that could address their interests;
- To gather and share information with the Leadership Pod on the needs of the presbytery as well as its strengths and challenges;
- To present a written report at each regularly scheduled presbytery meeting, sharing the churches visited since the last meeting and some of the interesting stories heard; and
- To coordinate community building activities within the presbytery (such as ruling elder gatherings or retreats/events for pastoral leaders).

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This employee is not expected to:

- Function as chief administrative officer of the presbytery:
- Oversee the presbytery's daily operations;
- Represent the interests and welfare of the presbytery with the Synod and other entities in any official capacity; or
- Serve as head of staff for employees of the presbytery or to do annual reviews of other employees.

The Designated Connectional Care Pastor position is half-time.

- Salary:
- Vacation: four weeks
- Continuing Education: two weeks and \$_____
- Pension:
- Health Insurance:

In addition, the Designated Connectional Care Pastor will be given a Zoom account and travel allowance. This person will also have an allowance for a work cell phone, technology and supplies (paper, ink, stationary, stamps, business cards). There will also be a professional expense to cover meals, etc.

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APPENDIX 3

The Presbytery of Northern Plains

Designated Director of Communications Position Description

Purpose of the position:

The Designated Director of Communications will further the caring and connections of the presbytery through technology both for the Presbytery and for its congregation.

Accountability and Relationships:

Called and employed by the Presbytery of Northern Plains, the Designated Director of Communications is accountable to the presbytery through the Leadership Pod for fulfilling the expectations of the position and sharing insights.

This person is expected to collaborate closely with the Designated Connectional Care Pastor.

This designated position is for an initial period of two years. The Designated Director of Communications would be eligible to apply for future positions to serve the presbytery.

Qualifications:

- A passion for small-church and rural ministry
- Ability to build trusting
- Ability to build trusting relationships within the presbytery
- Knowledge of communications and technology

Responsibilities of the Designated Director of Communications:

- To develop a communications plan that serves to connect congregations with the presbytery and each other. This may include but is not limited to:
 - Website (maintain, update, improve)
 - Adding items to the website that reflect the resources requested by congregations.
 - Adding a collaborative area for worship resources including sermons that could be used.
 - Newsletter via Mail Chimp.
 - Training (local leaders to maintain websites and social media)
- To consult with congregations about technology needs.
 - To encourage the use of Congregational Development Grant and other grants for congregations with technology needs.
- To systematize and centralize the database.
- To set up tech for presbytery meetings & distribute materials.
 - Consult with hosting congregation about technology needs.

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- Set up deadlines for materials to be into the office.
- Share materials with commissioners.

This employee is not expected to:

- Function as chief administrative officer of the presbytery:
- Oversee the presbytery's daily operations;
- Represent the interests and welfare of the presbytery with the Synod and other entities in any official capacity; or
- Serve as head of staff for employees of the presbytery or to do annual reviews of other employees.

The Designated Communications Director position is half-time (20 hours/week).

- Salary:
- Vacation: four weeks
- Continuing Education:
2 weeks & \$_____
- Pension:
- Health Insurance:

In addition, the Designated Director of Communications will be given a Zoom account and travel allowance. This person will also have an allowance for a work cell phone, technology (computer, printer, camera, etc.) and supplies (paper, ink, stationary, stamps, business cards)

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APPENDIX 4

Presbytery of Northern Plains

Stated Clerk Position Description

Purpose of the position:

To serve in the constitutional office of Stated Clerk for the Presbytery of Northern Plains.

Accountability and Relationships:

The Stated Clerk is accountable to the Presbytery of Northern Plains, the Synod of Lakes and Prairies and the General Assembly of the Presbyterian Church (U.S.A.).

The term of office shall be three years. Presbytery may re-elect the Stated Clerk to additional terms if it so desires. The election will take place at the annual meeting of the Presbytery. A newly elected Stated Clerk shall assume the duties of that office on March 1 following the election, in order to give the previous Stated Clerk time to complete the annual reports.

A review and evaluation of the Stated Clerk's performance shall be made annually by Presbytery Leadership Pod.

Qualifications:

- Knowledge of Robert's Rules of Order (current edition);

- Knowledge of the Book of Order;
- Ability to take clear and accurate minutes;

Responsibilities of the Stated Clerk:

- The Stated Clerk shall function in accordance with the Book of Order, G-3.0104, these Bylaws, and this Presbytery-approved position description.
- Between meetings of Presbytery the Stated Clerk shall be authorized to transfer members from the closed church membership rolls of the Presbytery to the rolls of another church at the request of the member and shall report such actions to the next meeting of Presbytery.
- Serve as a voting member and secretary of the Leadership Pod and, in conjunction with the Leadership Pod, the Stated Clerk shall ensure the Presbytery has adequate insurance coverage and that the session records are annually reviewed.
- Participate in training and record reviews with the other Stated Clerks in the Synod of Lakes and Prairies.
- Represent the interests and welfare of the presbytery with the Synod (monthly meetings of the Executive Forum) and other entities in any official capacity.

Salary and Benefits

The Leadership Pod shall make a recommendation concerning the Stated Clerk's salary to the Treasurer. The Presbytery shall determine this salary upon recommendation from the Leadership Pod at the fall stated meeting. In addition, the Stated Clerk will be given a Zoom account and travel allowance.

Fargo, North Dakota/Hybrid

APPENDIX 5

THE PASTORAL LEADERSHIP REVITALIZATION PROGRAM is designed to increase pastoral resilience and stem the attrition rate of ordained and lay pastors. The Omaha Presbyterian Seminary Foundation is aware that pastors in isolated communities, whether rural or urban communities, and first call pastors, are especially susceptible to feeling isolated, and therefore, is eager to support and encourage such pastors in their ministry. A vital way to support pastors is through a coaching mentor, a fellow pastor who can offer wisdom, guidance, and encouragement on your journey as a pastor. We are inviting pastors with great potential to partner with a coaching mentor, that they may be even more successful in their ministry. What will you receive by participating in this program?

- You will be part of a cohort of pastors and commissioned pastors, engaged in revitalizing ministry in their congregations.
- You will be energized for ministry by attending the retreats for pastors and CPs.
- Your congregation will benefit from the ways in which you are growing from working with a mentor and attending retreats.
- The coaching you receive is valued at \$1,000/year. The retreats would cost about \$500/retreat. You will receive these benefits at a small cost to you.
- Becky Balestri, PLR Program Manager, is a phone call or email away from you for all your questions, concerns, and ideas. Her contact is office: 402-397-5138, cell: 402-709-0568, or email: becky@opsf-omaha.org.

What will be expected of you?

- Attend at least one retreat each year, offered by PLR.
- Meet with your coaching mentor at least once a month, either face-to-face, by phone, or virtually (such as through Zoom).
- Be willing to be coachable and teachable.
- Be open to participating in spiritual direction.
- Be willing to make this program a priority in your ministry.

Newsletter that had several articles on the Pastor Leadership Revitalization Program: <https://omahapresbyterianseminaryfoundation.org/wp-content/uploads/2021/03/Spring-2020-News.pdf>
<https://omahapresbyterianseminaryfoundation.org/news/>

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APPENDIX 6

Fargo, North Dakota/Hybrid
Presbytery of the Northern Plains
Financial Task Force / Investments
New Covenant Trust Company
Presbyterian Foundation

September 30, 2022

Total Fund Balance
3rd Quarter 2022

\$1,161,161.61

9/30/22

-PNP Endowed Acct XXX0527

\$ 728,134.37

-PNP Support Fund Acct XXX0551

\$ 433,027.24

Losses to Date(\$63,291.67)

No additional funds were identified as transferrable to the New Covenant Trust Company accounts thus far 2022.

At the time of establishing the PNP Support Fund, December 2019, Presbyterian Foundation representative, Minnar Serovy, advised an annual calculation of 15% of the year-end balance of Acct XXX0551 be transferred to the general operating funds for the current year.

This procedure will be followed every year, from this time forward, unless a change of the calculation is approved by the PNP Leadership POD.

Following this recommendation, the 2020 year-end account balance of \$456,885.28 X 15% = \$68,532.75, is available to be transferred to the PNP general operating account when cash flow dictates the need during calendar year 2022. These funds have not been needed for general operations in 2022 and remain available for 2023.

****The calculation of Support funds available for general operating purposes, based on year end 2021, equals \$77,571.90. Since cash flow has been adequate to cover expenditures thus far in 2022, the accumulated assets of \$146,104.65 will remain in the investment earning pool until cash flow dictates the need for transfer of funds.

Questions regarding this report or further documentation of the information provided may be requested from Sherri Stern.

Respectfully submitted,

Sherri Stern
PNP Financial Task Force Moderator
John.sherri.stern@gmail.com
701-429-3522

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APPENDIX 7

Fargo, North Dakota/Hybrid

Presbytery of the Northern Plains Review of Financial Records For the Year 2021

The financial transactions and records of the Presbytery of the Northern were checked for accuracy, supporting documentation and authorization, following the outline for conducting the PNP financial review.

Receipts of per-capita, special offerings and gift funds designated for PNP, Synod, PCUSA and PNP Missions were identified by the contributing church or donor information. All receipts were verified against the disbursement records and found to be accurate and complete.

Income: The year-end statements from all banks and investment accounts were reviewed and matched the amounts reported on the December 31, 2021 PNP Financial Statement. The bank statements, deposit book and reconciliation of the checking and money market records were verified and accurate in accordance with the Balance Sheet and Funds Overview Report.

Expenditures: All vendors and individuals receiving reimbursement during the year 2021 were reviewed for adequate documentation and allocation of expense to the respective committee or ministry team. All reimbursements to staff were found to have normally accepted documentation and verified amounts appeared on the check records. Monthly reports of expenditures, by category, were found to be complete and accurate. Vouchers continue to be used only where source documentation is lacking complete information. Personnel salary and payroll are provided through an outsourcing agreement with the Synod of the Lakes and Prairies.

Based on the review, the financial statements of The Presbytery of the Northern Plains for the year 2021 represent the revenue, expense fund balances and financial position as stated.

Sherri A Stern
PNP Financial Task Leader
Treasurer First Presbyterian Church, Fargo
Audit/Review completed 8/1/2022

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Fargo, North Dakota/Hybrid

APPENDIX 8

Treasurer's Report

The included pages of financial information show the history for 2019, 2020, and 2021; budget and actual numbers for 2022 through October 15; and the budget proposal for 2023.

2022 has seen limited travel expense due to the use of Zoom, less salary expense than expected, and no General Assembly expense due to the use of Zoom.

During the first 9 ½ months of 2022, 24 congregations have paid all of their per capita apportionment (\$39,264), 14 congregations have made a partial payment (\$55,707), totaling \$94,971. Nineteen (19) have made no payment (\$29,952). The remaining balance is \$61,173. Payments are \$6721 behind this time in 2021. Congregations are encouraged to remit their per capita in support of the Presbytery before the end of the year.

Unified Mission Support for the Presbytery to date in 2022 has been \$24,192. Fourteen (14) churches and 5 individuals have participated and the offering from the Presbytery meeting in April was designated to Unified Mission Support. Forty three (43) churches have not participated. Unified Mission Support is ahead of this time last year by \$945. Pledges funded for 2022 to date have been Chogoria Partnership Ministry Team (\$1690), Clearwater Forest (\$5,000), University of Jamestown (\$5,000), and Youth Connection Ministry Team (\$5877). The Chogoria Partnership Ministry Team and the Youth Connection Ministry Team have budgeted balances remaining that are expected to be used before December 31, 2022. The Leadership Pod also approved an additional \$500 each to Clearwater Forest and the University of Jamestown in memory of Michael Lochow. The Presbytery thanks those who have sent contributions and encourages others to be generous in the upcoming months.

The proposed budget for 2023 is presented in the far right column of the financial report. The Leadership Pod gathered current information and presents to this Presbytery meeting a budget that will support the mission work, meet expenses, do the administrative work, and support the Synod of Lakes and Prairies and the General Assembly with per capita payments on behalf of the entire membership of the Presbytery. Two new positions, a Connectional Care Pastor and a Director of Communications are included in the proposal. The dollars that are available from New Covenant Investment ease budget difficulties and make it possible to present a budget that shows the ability to cash flow.

Included in the budget information is the Leadership Pod's recommendation that Per Capita assessments be increased to \$50--\$9.85 for GA, \$5.50 for Synod, and \$34.65 for PNP; a total of \$50 per member.

If there is anything I can do to answer questions or be of help in any way, please contact me. My email is emisialek@invisimax.com and my phone numbers are 701-248-3220 and 701-520-3220 (cell).

Ellen Misialek, PNP Treasurer and Bookkeeper

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APPENDIX 9

Fargo, North Dakota/Hybrid

Presbytery of the No. Plains	PerCapita	PerCapita	Per Capita	Per Capita 2022		Per Capita 2023
Proposed Budget	2019	2020	2021			GA \$8.98; SLP \$5.50; PNP \$34.65;
For the Year 2023	3562x\$46=	\$47=	\$48=	PNP \$33.52; Total \$48		Total \$50 3146x\$50= \$157,300
	163852	161116	160464	3253x\$48=\$156,144		Proposed Budget
	Actual	Actual	Actual	Budget	Actual thru Oct. 15, 2022	
	2019	2020	2021	2022	2022	2023
CASH FLOW - GENERAL FUND						
Loan Repayment	500	500		500		500
Per Capita (Prior Years)	491	598	110	200	1224	500
Per Capita (Current Year)	144760	138472	135821	156144	94971	157300
Uncollectible Per Capita				-20000		-20000
New Covenant Investment Inc.				68533		40000
Investment Income	3416	696	371	200	301	300
Hunger Income	168	126				
Mission Income	168	126				
Oper. Income(Minot Close)	17400				0	
Miscellaneous Income	640	2690	618	0	2	100
Synod Support	14762	10000	10000	10000	7500	10000
PPP SBA Grant		30500	0	0	0	0
PNP Unified Mission	36202	34106	34228	30000	23487	24000
Reimbursable Donations	316	20	95	0	0	
Total Fiscal Cash Flow-In	218823	217834	181243	245577	127485	212700
Transfers from Foundation						
Total Income and Transfers	218823	217834	181243	245577	127485	212700
DISBURSEMENTS						
Per Capita Payment to GA	31880	30681	30020	29212	29212	30988
Per Capita Payment to Synod	19235	18854	18387	17892	17892	17303
Total Per Capita Payments	51115	49535	48407	47104	47104	48291
Personnel Expense						
PNP Leader-Salary & Housing	52500	70000	58333	0		
PNP Leader-BOP & Benefits	19425	25900	23742	6475		
PNP Leader-Continuing Ed	1643	1642	1600			
PNP Leader-SECA	4016	5355	4463			

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Connectional Care Pastor-Salary						28000
Connectional Care Pastor-Travel						5000
Connectional Care Pastor-Prof. Ex.						5000
Director of Communications-Salary						25000
Director of Communications-Travel						5000
Director of Communications-Prof.Ex.						5000
Personnel Expense-FICA	2387	2662	2662	2662	1737	6750
Stated Clerk-Salary	20400	20400	20400	20400	11900	20400
Stated Clerk-Office Ex & Travel	2358	257	764	2000	29	1000
Bookkeeper-Salary	9600	14400	14400	14400	10800	14880
Temp.Prog.Coordinator-Salary	1200	0	0	0		0
Workers Compensation	250	250	250	250	250	250
Total Personnel Expense	126481	144106	128518	46187	24716	116280

Office Expense

Books & Subscriptions		39	0	50		50
Equipment	766		0	1500		1500
Finance Software		270	270	270	270	270
Insurance	2117	1755	1619	1620	1618	1650
Postage	541	647	385	500	87	500
Supplies & Miscellaneous	1066	1168	776	2000	632	2000
Telephone	2534	1668	933	1000	810	1000
Total Office Expense	7024	5547	3983	6940	3417	6970

Administrative Expenses

Communications Coordinator	9000	18500	18000	20400	15300	0
Committee on Representation			0	100		100
Nominating Committee			0	50		50
Administrative Commissions			0	100		100
Mediation&Conflict Res.-Team	277		0	100		100
Educational Events	850	264	0	1000		1000
Search Committee Expense	7155		0	0		1000
Grants (LP)-Chogoria Trip	2500		0	0		0
GA Alternates			0	4000		0
Moderator			163	500	101	500
Presbytery Meetings	165		0	500		500
Total Administrative Expenses	19947	18764	18163	26750	15401	3350

Pod Expense & Pledges

Cont. Prep. For Ministry Pod		441	1323	1500		1500
Care for Congregations Pod			0	500		500

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Care for Pastoral Leaders Pod	1698	1000	500	1000		500
Leadership Pod	419	622	1856	1000	18	1000
Mission Pod			0	100		100
Board Reps			0	100		100
Subtotal Pod Expense	<u>2118</u>	<u>2063</u>	<u>3679</u>	<u>4200</u>	<u>18</u>	<u>3700</u>
Bdecan Food Pantry Pledge	9600	6700	5000	0	0	0
Chogoria Ministry Team	1500	10000	5000	5000	1690	10000
Clearwater Forest Pledge	5000	4000	5875	5000	5500	5000
Earth Care Team			0	0	0	0
Univ. of Jamestown Pledge	5000	4000	5875	5000	5500	5000
Youth Conn. Ministry Team	4500	400	490	10000	5877	10000
Subtotal Pledges	<u>25600</u>	<u>25100</u>	<u>22240</u>	<u>25000</u>	<u>18567</u>	<u>30000</u>
Total Disbursements	<u>232283</u>	<u>245115</u>	<u>224990</u>	<u>156181</u>	<u>109223</u>	<u>208591</u>
Net Position before Reserves	-13460	-27281	-43747	89396	18262	4109
Transfers to/from Reserves	<u>13460</u>	<u>27281</u>	<u>43747</u>			
Net Position after Reserves	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>89396</u></u>		

Disbursed from other funds in
2020 Grants \$7000

Disbursed from other funds in
2021 Grants \$10,027

Disbursed from other funds in 2022 Grants \$3850
(Robert Drake, \$350, Clergy Renewal; Devils Lake, \$2000, Congregational
Development, technology; Rolla/St. John,
\$1500, Small Church Ministries, Vacation Bible School)