

Presbytery Docket and Schedule
Friday October 5th and Saturday October 6th, 2018
Camp Story, Wyoming

Friday Schedule

<u>From</u>	<u>To</u>	<u>Description</u>	<u>Duration</u>
8:30	9:00	Worship Service – Rev. Bruce McBurney	30 minutes
9:00	9:30	Hospitality and Welcome Introductions	30 minutes
		Seating of Corresponding Members	
		Spirit Sightings	
		Announcements	
		Introduction of Speaker	
9:30	10:45	Session led by Rev. Dr. Ron Shive	1 hr 15 minutes
10:45	11:00	Break	15 minutes
11:00	12:15	Session led by Rev. Dr. Ron Shive	1 hr 15 minutes
12:15	1:15	Lunch	1 hour
1:15	2:30	Session led by Rev. Dr. Ron Shive	1 hr 15 minutes
2:30	3:00	Break	30 minutes
3:00	4:00	Presentation by Rev. Ameer	1 hour
4:00	-----	Tour of Camp Story with Dick Burkholz	
5:30	6:30	Dinner	1 hour
6:30	7:30	Worship – Rev. Dr. Ron Shive preaching, Rev Ameer Issak and Rev. Dr. Ron Shive - communion	1 hour

Saturday Schedule

<u>From</u>	<u>To</u>	<u>Description</u>	<u>Duration</u>
8:00	8:30	Morning Worship - Rev. Dr. Paul Hayden	30 minutes
8:30	8:45	General Announcements	15 minutes
8:45	8:50	Approve Consent Agenda	5 minutes
8:50	9:00	Items Pulled from Consent Agenda	10 minutes
9:00	9:05	COM	5 minutes
9:05	9:15	Personnel Committee	10 minutes
9:15	9:45	Sexual Misconduct Policy	30 minutes
		Presentation with Greg Weisz	
		Questions from Presbytery	
9:45	10:00	Small Groups – Break-Out Discussion	15 minutes
10:00	10:15	Break	15 minutes
10:15	10:25	GA Commissioners Report	10 minutes
10:25	10:35	AC Reports	10 minutes
10:35	10:40	Nominating Committee Report	5 minutes
10:40	10:55	2019 Budget	15 minutes
10:55	11:05	Financial Update	10 minutes
11:05	11:15	Council Report	10 minutes
11:15	11:25	General Presbyter Report	10 minutes
11:25	11:30	Presbytery Moderator Report	5 minutes
11:30	11:40	Installation of Moderator/Vice Moderator	10 minutes
11:40		Adjournment	

Consent Agenda

Approve minutes from the April 27-28, 2018 Presbytery meeting at Mountain View

Inscribe minutes from the COM: April 27, 2018

Inscribe minutes from the Council meetings: April 26, 2018 and August 16, 2018

MINUTES
Stated Meeting of Presbytery
April 27 & 28, 2018
First Presbyterian Church, Mountain View, WY

Morning worship opened the meeting at 8:30AM and was led by Rev Tammy Mitchell, with the scripture lesson from Luke 15:1-3 and 11-32, and a message on Being Lost and Found.

The meeting was called to order by moderator, RE Fred Feth at 9:08 a.m. on April 27, 2018 at First Presbyterian Church, Mountain View, Wyoming.

Rev. Karl Heimbeck gave a message of welcome from the First Presbyterian Church of Mountain View and made a general announcement concerning logistics for the meeting, including directions to coffee and bathrooms.

The moderator introduced the meeting format and determined that a quorum was present.

People in attendance who had never been to a Presbytery meeting before were acknowledged and presented with a bandana.

There were 18 ministers and 16 elders present and voting for a total of 34 voting presbyters. Total registered was 61 persons.

The roll of attendance follows:

TEACHING ELDERS

Present:

Jeff Baxter	Yoon Kak Cho	Bob Thomson	Larry Turpin
Shayla Graham	Karl Heimbeck	Kate Morrison	Sara Shields
Bruce McBurney	Guy Helms	Susan Reichenberg	Thea McKee
Tammy Mitchell	Steven Niccolls	Steve Shive	Paul Hayden
Monte Reichenberg	Bob Thomson	Gwyn Downing	Al Schoonover

Excused/Absent:

Vonne Anderson	Curtis Barnett	Ed Brenegar	Donna Deffke
Curtis Hill	Robert Bye	Frances Carlsson	Bill Hassler
Gordon King	Robert Frye II	James Green	Kyung Bong Hyun
Lynn Williamson	Jerry Ewen	Andrea Hinderaker	Pat Montgomery
Cindy Pattishall-Baker	James Ludowise	Doug Melius	George Pasek
Virgil Taylor	"Skip" Murdock	Ralph Nelson	Mary Jo Koehler
Pat Montgomery	David Owens	Sherry Stottler	Donavon Voigt
Ben Pascal	Kellie Thomson	Marilyn VanGelder	Ken Walkley
Robert Garrard	Elizabeth Wilson	Joel Wright	Vickie Kintzel
Robert Walkley	Jason Harshberger	Miki Laws	Diana Hartman

RULING ELDERS

Burns	Absent
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Casper Shepherd	Fred Taylor
Cheyenne First	Deanna Dykman
Cheyenne First	Don Skoumal
Cheyenne Highlands	Absent
Cheyenne Korean	Absent
Cody First	Ole Sondeno
Encampment	Absent
Evanston	Steve Stonebraker
Fort Laramie	Absent
Gillette	Sharon Cole
Greybull	Sidney & Claudia Trumbull
Guernsey	Glen Flyr
Jackson	Warren VanGenderen
Laramie	Absent
Lingle	Trenda Weisshaar
Moorcroft	Nancy Feehan
Mountain View	Susan Kindell
Powell	Absent
Rawlins	Absent
Riverton	Absent
Saratoga	Absent
Shell	Absent
Sheridan	Dick Birkholtz
Shoshoni	Absent
Star Valley	Absent
Thermopolis	Sam Starnes
Torrington	Erin Estes
Worland	Absent

OTHER MEMBERS-COUNCIL, OFFICERS, COMMITTEE MODERATORS**Present:**

Sonja Collamer
 Susan Reichenberg
 Karl Heimbuck
 Fred Feth
 R. Mark Owens
 Bob Thomson
 Gail Heimbuck

Excused:

Melinda Brazzale
 Diana Hartman
 Rex Arney

COMMISSIONED RULING ELDERS

David Cole

Excused:

Jerry Ewen

CORRESPONDING MEMBERS

Gradye Parsons – Speaker, Anchorage, KY
 Mark Frey – Speaker, Portland OR
 Lynn Smit - Plains and Peaks
 John Taylor
 Rodger McDaniel – Cheyenne Highlands
 Chuck Cooper - Thermopolis
 Doug Hill – Riverton
 Sherry Fry - Laramie

SPOUSES OF MINISTERS

Sarah Cho

VISITORS

Lois Feth
 Alan Mitchell
 Kathy Beagle
 Rhonda Swisher
 Stacy Johnson
 Jane Malone
 Douglas Malone
 Bruce Heimbuck
 Aaron McKee

Friday, April 27, 2018

- **Presbytery Voted** to approve the docket and recognize new attendees.
- **Presbytery Voted** to seat corresponding members

Several attendees shared sightings of the work of the Spirit.

The Moderator introduced Mark Frey from the Board of Pensions. Mark reported that the Board of Pensions is in a healthy position, and there will be a 3.9% raise in pensions in the middle of this summer.

On July 1, 2018, the Board of Pensions will introduce a program titled Pathways to Renewal. This is a program for small churches without a pastor. If these churches call someone under 40, they will receive a discount on their dues. There will be numerous benefits associated with this program.

The Moderator then introduced Rev. Gradye Parsons and shared Gradye's background and biography with the group assembled.

Gradye began his presentation, "Future of the Church and Transformation". He spoke about how the church is in transition and shared statistics on current trends. He noted that the shifts the church sees are influenced, in part, by the economy and that the church can be more than a middle-class religion. He pointed out that the culture of the church has changed and is slowly becoming more diverse. The church has to make space for people to offer leadership however they can and it also should be more intentional about how it welcomes families with children and older people. At this point in time, Rev. Parsons took questions from the audience. Then there was a short break.

Upon reconvening, Gradye talked about a small church with a membership consisting entirely of 14 elderly people whose numbers were decreasing slowly and no new, younger members were joining. He asked those in attendance to break out into small groups and discuss how they would advise the members of this small church.

After separate group discussion, a spokesperson for each group spoke about the ideas their group had considered.

Then, Gradye told the audience what the small church actually did. They decided to become "Soccer Grandparents" and attended every soccer game in their town. They had special t-shirts made and they made signs and cheered for the children on the teams. They connected with the young families.

They decided to sell their church and began worshiping in an assisted living facility where many of them lived. They grew their little church from 14 to 25, people of all ages, because they connected with people outside their church.

Gradye gave several other examples of how churches have made changes and pointed out that people want religion that addresses their mind and their heart.

At this point, the group took a lunch break.

Reconvening the group at 1:00 PM, Gradye initiated a discussion of risk. He introduced four categories of ways people deal with things: Hope, Fear, Risk, and Nice. Discussion followed.

Gradye shared his favorite quote with the group, "the first responsibility of a leader is to define reality". With that in mind, he introduced asset mapping of the spiritual assets of a church congregation. Following the introduction of this idea, those in attendance broke into smaller groups to do an inventory of the spiritual assets of the people in their churches.

After the groups had time to work on their inventories, they reconvened to discuss their ideas and the inventories that they created. Each group completed this task in a variety of ways, from noting more generalized assets to listing specific church members and their unique talents.

Gradye then took a wide variety of questions from the people in attendance and completed his presentation.

Rev. Steve Shive called people back into attendance and talked about the move the Presbytery of Wyoming had made from being in an actual office building to selling the building and moving to a virtual office situation. He thanked the staff for their hard work to accomplish this. He stated that he feels the sale of the office building will help model the idea that the Church is not a building.

Steve then introduced the new vision statement of the Presbytery of Wyoming: Cultivating Transformational Leaders, Equipping Christ Followers to go into Neighborhoods. The Presbytery is in the midst of training pastoral leaders and exploring what the new vision means.

People won't just walk into churches anymore. Believing that "if you build it, they will come", won't work anymore. So, how do we do that? Presbytery is about equipping Christ Followers to go into Neighborhoods.

Steve asked what are three to five characteristics of Presbytery of Wyoming that are unique to them, and people offered their ideas. Attendees were then given a chance to participate in an open space discussion process called World Café, in order to examine the vision and values of Presbytery. They were divided into eight different groups and sent to meet in separate rooms to address 4 questions. After one hour, they came back together to debrief and share ideas. Friday's meeting was adjourned at 4:10PM.

At 6:00PM the church hosted a dinner for attendees in the fellowship hall. From 7:00PM to 8:00PM everyone met back in the sanctuary and Rev. Guy Helms and Rev. Karl Heimbeck lead the worship service. The scripture lesson was a reading from 1 John Acts 4:5-12. The title was from a Peanuts cartoon clip, "I Love Mankind... It's People I Can't Stand".

Many of the attendees regrouped in the sanctuary at 8:20 to enjoy a hootenanny presented by several musically talented members.

Saturday, April 28, 2018

Rev. Sheri Fry opened the day Saturday by leading morning worship. She presented a scripture lesson from Isaiah 58:1-12. The sermon was titled, Here I Am.

The moderator convened the Saturday work session by explaining the Consent vs. Action items on the agenda to new people in attendance. He then explained the process of break-out sessions and those present broke into four groups to discuss the Consent Agenda. After a period of conversation involving the entire agenda, the moderator called the members back to order.

Rev. Steve Shive then spoke about the Lebanon/Syria partnership that Presbytery of Wyoming is involved in. He gave some background about the relationship with National Evangelical of Syria & Lebanon in Tyre, Lebanon and Aleppo, Syria.

Steve announced that Rev. Ameer who pastors the Tyre, Lebanon church, his wife and his son, who will be acting as translator, will visit Wyoming for two weeks in October. They will attend the Presbytery meeting in October and will travel through Wyoming visiting churches. There are currently four churches signed up for visits. Attendees were told if they wished to have Rev. Ameer and his family visit their church they should contact Gail Heimbeck, Bob or Holly Garrard or Steve Shive to set a time for the Ameer family to come to their church. Steve then took questions from the audience.

Initially, all the items on the Consent Agenda were pulled for separate consideration. Before individual votes on these items were begun, it was moved that we accept items 1 through 12 as Consent Agenda and vote on them as Consent. The motion was seconded. The motion passed with all in favor.

Consent Agenda Items

Presbytery Voted to approve and receive the following Consent Agenda Items:

1. Approved the minutes of the September 2017 Presbytery meeting.
2. Inscribe into the minutes the minutes of the Stated Council meetings of September 14, 2017, November 8 & 9, 2017, January 24 & 25, 2018 and the Special Council meeting of February 12, 2018. (See Attachment A)
3. Inscribe into the minutes the December 2017 financial statement. (See Attachment B)
4. Inscribe into the minutes the March 2018 financial statement. (See Attachment C)
5. Inscribe into the minutes the report of progress of Technology Grants.
6. Inscribe into the minutes the report from the Camp Story Commission. (See Attachment D)
7. Inscribe into the minutes the report of the ROCCS committee.
8. Inscribe into the minutes the report of the General Presbyter. (See Attachment E)
9. Inscribe into the minutes the report of the Stated Clerk (See Attachment F)
 - a. Annual Statistical Report
 - b. Annual Pastor Database report and redress of imbalance
10. Inscribe into the minutes the Administrative Commission report for the Rawlins community Parish. (See Attachment G)
11. Inscribe into the minutes the Administrative Commission report for Riverton.
12. Inscribe into the Minutes the Report of the Administrative Commission managing the sale of the Presbytery Office building. (See Attachment H)

Action Agenda Items for Presbytery:

1. **Presbytery voted** to approve the nomination of Jason Harshburger to the Nominating Committee.
2. **Presbytery voted** to approve the designation of investment for the Presbytery Office sale proceeds as presented from AC and Council.
3. **From Council**
 - a. Record Retention policy revision

It was moved to amend a line in the new policy to say “inquirer, candidate and minister records – length of time permanent”. **Presbytery voted** to approve the revised Record Retention Policy with the amendment.

b. New Vision and Values Statement

Presbytery voted to approve the new Vision and Values Statement

c. GP Contract

Presbytery voted to approve the General Presbyter’s contract

d. GP revised Job description

Presbytery voted to approve the revised General Presbyter Job Description

e. Overture Concurrence with OVT-14

This item was approved by Council with a recommendation to concur. Individuals from the audience spoke predominately in favor of concurrence. The majority of **Presbytery voted** to approve.

f. Usage of income from Office sale investment

This item was covered earlier under Action Agenda Item 2. A motion was made and seconded to thank the Administrative Commission and dismiss them. **Presbytery voted** to approve.

g. Petition concerning Detention Center

Individuals from the audience spoke both in favor and against this item. After discussion, **Presbytery voted** by show of hands, **20 in favor and 12 against**, in favor of supporting the petition. Members Steven R. Niccolls, Paul E. Hayden, Jeffrey L. Baxter and Deanna Dyekman requested that their dissent be registered in the official minutes of the proceeding.

4. **From CPM**

a. Examination of Libby Tedder-Hugus as a candidate for Ministry

Libby spoke about her faith and inspiration to become a minister. Following a question and answer period, **Presbytery voted** to approve.

5. **From COM**

a. Retirement of Rev. Vickie Kintzel and Rev. Jeff Baxter

Presbytery voted to approve the Honorable Retirement of Rev. Vickie Kintzel.

Presbytery voted to approve the Honorable Retirement of Rev. Jeff Baxter.

b. Examination of Bruce McBurney

Bruce read his statement of faith and answered questions from members in attendance.

Presbytery voted, majority in favor.

c. Required Boundary Training

The Committee on Ministry recommends the presentation of boundary training and further moves to require all members of Presbytery to take this training. **Presbytery voted** to approve.

The moderator adjourned the meeting at 12:54PM with a short break and then the Retirement Service for Jeff Baxter.

ATTEST: _____ DATE APPROVED: _____

The next meeting will be held on April 27-28, 2018 at Camp Story, WY.

PRESBYTERY OF WYOMING
Stated Council Meeting
First Presbyterian Church, Gillette, WY
September 14, 2017

Present: Melinda Brazzale – Moderator
 Fred Feth
 Rex Arney
 Diana Hartman
 Bob Thomson – Excused
 Sonja Collamer - Excused

Presbytery Staff: Steve Shive
 R. Mark Owens
 Caroline Carver – Excused

1) Call to order

The moderator called the meeting to order with prayer at 11:15am.

2) E Vote Confirmation

No E-votes since last meeting.

3) Minutes from August 2017

Council Voted to approve the minutes.

4) Winter Memorial lease – WFFT

Council Voted to approve the revised lease with WFFT for use of the Winter memorial facility.

5) Visioning Process

Steve Shive led a discussion of beginning for vision discernment

- Strengthening Vibrant Leaders
 - Characteristics of leaders
 - Skills of leaders
- Equipping Christ's Followers to go into their neighborhoods
 - Training
 - Community Needs – What breaks your heart

6) Sacred Rhythms - Chapter 3

- Lectio Divina four moves
 - Read
 - Reflect
 - Respond
 - Rest

7) at 12:30 - Values coaching / Retreat Conversation via Zoom

As a beginning to our Council Values definition, Louise Yates (from Manchester England via Zoom), began with Council a presentation of values as a concept and process. This work will continue in the coming months through:

Attachment A - Council meetings of September 14, 2017, November 8 & 9, 2017, January 24 & 25, 2018 and the Special Council meeting of February 12, 2018

- 1 on 1 conversations in late September and October
- A virtual team session on November 8th as part of the Council retreat
- Individual personal profiling during November/December
- A virtual team coaching session in January 2018

Overall goal is to agree on a set of core values for the Presbytery of Wyoming.

8) Financial Report

a) Treasurer Report & Finances

Council, over lunch, discussed the Treasurers report and summary of financials. Susan re-capped the summary finances. Council discussed the details on the report and the continuing effort to make the reporting better. Better reporting would be to report the budget items as YTD rather than total year.

Discussion centered on how much detail is required by council/B&F/Presbytery

Council Voted to clarify the required financial reporting:

- Full Financial reports to B&F
 - Mission Pledge Update (quarterly)
 - Per Capita Update (quarterly)
 - Mission Profit and Loss (monthly)
 - Admin. Profit and Loss (monthly)
 - Mission Balance Sheet (monthly)
 - Admin. Balance Sheet (monthly)
 - Reconciled Bank Statement
- Council Reports
 - Mission Pledge Update (quarterly)
 - Per Capita Update (quarterly)
 - Combined Profit and Loss for the most recent month
 - Combined Balance Sheet for the most recent month
- Presbytery (RMO Note: similar to Council but timing dependent on Presbytery schedule and obviously duplicated twice a year)
 - Mission Pledge Update (quarterly)
 - Per Capita Update (quarterly)
 - Combined Profit and Loss for the most recent month
 - Combined Balance Sheet for the most recent month

9) Continuing Business

a) Virtual Office Process

Council Voted to recommend to Presbytery that Presbytery create and empower an Administrative Commission (AC) at the September 2017 meeting to do the following:

- To act as the selling agent of the Presbytery of Wyoming
- To make any improvements to the facilities (up to \$5,000) that would enhance its sale
- To negotiate and sell the property at a price above \$175,000
- To recommend to the PC and Presbytery how and with whom the proceeds for the sale would be invested

b) Sexual Misconduct / Child Protection

Send draft with request for comments to folks, CJ Clem, Kate Morrison, Ben Pascal, Matt Woodard) Seeking input on draft policy. **(Mark to send contact info to Rex who will supply draft).**

Goal is for the document to be ready for council meeting in January.

c) Presbytery Changes

Council discussed the pending proposal for reduction of Presbytery Meetings from 3 to 2.

- Good things and bad things
- Discussed updates to 2018 proposed dates of April 20-21 and October 5-6

Council Voted to recommend the 2018 dates for presbytery of April 20-21 and October 5-6

10) New Business

a) Camp Story Report

Dick Birkholz presented a report on the progress of the program and facility at Camp Story.

- Hiring of new Director – Alicia Ford
- Future program ideas – Youth and Families
 - Spanish Camp, Theology Camp, Wilderness Camp, Yoga Camp, You and Me Camp, Confirmation Camp, Nature Camp
- Capital Improvements
 - Raised \$48,798
 - Spent \$40,000
 - Received \$40,000 of Matching funds
 - Finished projects
 - Blue pine interiors in two cabins
 - New stalls in Women’s bath
 - Deck on Ryland cabin
 - Planned projects
 - Panel and insulate chapel, lodge dining room, Sheridan cabin
 - Construct outdoor shelter and garage
 - Construct cabins for cook and nurse
 - Repair roof on bathhouse
 - Plans for the new “Heart for God” fire pit/patio

Council discussed with Dick the progress of the program. Hope to get up to 120 campers in future, other ideas for themed camps were discussed.

b) Syria/Lebanon partnership

Holly Garrard reviewed the progress and status for the Syria and Lebanon partnership. Shared was the outline of a set of goals for 2018.

Council Voted to receive and approve the Action Goals (See Attached list) for the POW work with the partnership.

c) Resignation of Treasurer

Caroline has submitted resignation due to her concerns with health, giving a month’s notice as of September 5.

Council Voted to regretfully accept the resignation and gratefully recognize the service by Caroline. **Moderator to send flowers.**

Council discussed possible replacements for the treasurer position.

Council Voted to follow procedure, if applicable, otherwise contact Trena W to see if interested in position. **Moderator will contact.**

d) Counseling Request by COM

Council Voted to approve \$3,500 requested by COM for a counseling program for Rev. Jason Harshberger to \$3,244.26 come from Clergy Support and balance to come from Clergy and Family Support

11) New Worshiping Committee Report

Steve Reported for the NWC group and reviewed the status of the leadership, Shayla & Libby

12) Presbyterian Women's Report

Melinda reported on the small but dynamic group. Good connections. Kathy Lundberg will be the new Moderator starting April 2018 and Louise Semino has been elected vice moderator.

13) ROCCS – Report

Kate Morrison is the new chair of ROCCS and there will be a meeting at Shepherd of the Hills in late September, Sr Hi Ski retreat is planned for the coming winter.

14) General Presbyter's Report

- Sabbath Center Event upcoming – Theme “Learning to Pray”
- Transformation Grant \$50k from GA to fund different items will be done for November meeting

Council Voted to approve the GP Study Leave at Western Area Staff Conference December 4-8 and personal leave 15-22.

- Attending kaleidoscope conference next week

Council Voted to designate the offering from tomorrow's Presbytery meeting towards PDA hurricane Harvey and Irma relief.

Rev. Shive would like to begin planning for a mission trip, coordinating with PDA, to help with hurricane recovery – timing January. **Council Voted to approve this request.**

15) Stated Clerk's Report

The Clerk reported on the recently completed process of an allegation made against a member of presbytery and the work of the investigating committee.

16) Presbytery Moderator's Report

Fred Feth reported on the revised schedule for tomorrow's meeting.

17) Council Moderator's Report

Council Moderator reminded all of the next meeting (Council retreat and meeting in Casper, November 8 and 9) and reminded the Clerk to **update the task list for Council.**

18) Closing prayer was led by Rev. Shive at 5:15pm

**Presbytery Of Wyoming
Stated Council Meeting
Casper Presbytery Office, Casper, WY
November 8&9, 2017**

Present: Melinda Brazzale – Moderator
Fred Feth
Rex Arney – Via Zoom (11/8) and in Person (11/9)
Diana Hartman
Bob Thomson – Via Zoom (11/9)

Attachment A - Council meetings of September 14, 2017, November 8 & 9, 2017, January 24 & 25, 2018 and the Special Council meeting of February 12, 2018

Sonja Collamer
 Susan Reichenberg
 Karl Heimbuck
 Dave Blevins – Absent

Presbytery Staff: Steve Shive
 R. Mark Owens

1. **Call to order – Nov 8th** – The Moderator called the meeting to order at 10:11am. Steve Shive led the group in an opening prayer.
2. Meeting/Connecting with Each Other
 - a. Each of the attendees shared with the group about themselves.
3. Sacred Rhythms - Chapter 4
 - a. Steve Introduced the topic of our time of reflection continues the process began last January with a study of “Sacred Rhythms”. (OK but not perfect connection for video)
 - i. What do we ask of Jesus
 - ii. Solitude
 - iii. Lectio Divina
 - iv. Today - Honoring the Body
4. Values Coaching with Louise Yates and Lunch
 - a. Successfully connected with Louise Yates!
 - i. Clarifying Purpose
 1. Checking in with everybody – How did we arrive, emotionally/spiritually, at this meeting today?
 - ii. Team Agreement Agenda – 3 questions
 1. What is the culture you want to create in this team?
 - a. Civility and openness – dealing with each other respectfully
 - b. Honest relationship – no hidden agendas
 - c. Supportive to/of each other - encouragement
 - d. Working collaboratively and as colleges with each other – sacred listening
 - e. Valuing everyone’s opinion and voice
 - f. All responsible to carry out assignments – personal responsibility
 - g. Faithfulness to ourselves and Kingdom of GOD
 - h. Creativeness – Open and unbounded thought
 2. What behaviors will support you to achieve this?
 - a. Loving and Kind treatment of each other – Golden Rule
 - b. Taking responsibility for modelling the aspects
 - c. Come to meetings and be prepared
 - d. Ensuring there is time for thoughts and consideration
 - e. Making time to making reasonable decisions – having a transparent conversation – don’t be too hasty
 3. How do you want to handle disagreements or differences of opinion?

- a. Put ourselves into the other's context "Walk in their shoes"
 - b. Hear the opposition out fully – don't cut each other off
 - c. Avoid "you" and focus on "I" language
 - d. Seek out a common narrative/place within our disagreement
 - e. Keep the emotions out of the issue
 - f. Do not use email for disagreement resolution
 - g. Faithfully support the decisions of the group
- iii. Feedback from 1 on 1 interviews
- 1. What is important to you being part of Presbytery?
 - a. Brings together members to share experiences from their local churches and to provide governance that assists in unifying the resolving problems that may surface at the local level from time to time.
 - b. To serve the people and place that I am passionate about / serve the Lord/ bring my gifts, skills, and education back to a rural place and to help people think worldly while acting locally.
 - c. Understanding more about structure of Presbytery
 - d. Feel need to tell people about how the Presbytery can help them – its purpose
 - e. Connection – between churches and between people, being part of the community/ Worship experience together as pastors – nice group of people to lift up spiritually
 - f. Collegiality - support from one another as pastors/ working with people/ worshipping together
 - g. Share ideas to grow disciples/numbers/ spirituality
 - h. Relationships with people
 - i. Pursue common goals together
 - j. Supporting and building the Presbytery
 - k. Role played/contribution e.g. 'rule interpreter, 'administrator,' 'transformation/budgeting'
 - 2. Your Experience of the Presbytery
 - a. How fulfilling? 7, 7, 7, 7, 7/5, 9, 5/6
 - b. A "good experience", but could be better.
 - c. Currently struggling with larger political/social issues have with denomination
 - d. Loss of membership
 - e. Lack of orientation and training for the position on the Council. As a result, a continual learning experience from meeting to meeting. Financial responsibilities and reporting are confusing.
 - f. Love being in this presbytery, but being in presbytery grew up in means have to carry some things you would not elsewhere. Had difficult relationship with one church and its leadership - dynamics sometimes make experience of being part of this presbytery challenging at times.
 - g. More so as understand more about the role – more I contribute, the more fulfilled I feel
 - h. In a position of change/flux so lots of things not well defined

- i. Some decisions will impact on the relations e.g. reduction of meetings and virtual office
 - j. Involvement in Presbytery as a whole – 7 (good relationships with people); Role in presbytery – 5/10. (most fulfilled when coaching (40%) but rest of work somewhat draining
 - k. Ability to serve the Lord and Presbytery and being able to accomplish something on their behalf
3. Your Clarity of Vision
- a. Know direction – leadership to grow spirituality with leadership capability and move out into the communities to spread the word versus staying in a huddle
 - b. Becoming clearer – working on it right now
 - c. Not totally clear, not firmed up/ In process but not fully fleshed out / Even with talking about it, not 100% clear
 - d. May not be continuity between what I am clear on and what others are clear on
 - e. Have personal vision but difficult to define how we turn this process around
 - f. Not given it as much thought and attention as should have and, as a Council, not spent any amount of time discussing it since I have been on Council.
 - g. Feel pretty uninformed about presbytery's overall vision outside of the work we hope to accomplish in terms of 1001 New Worshiping Communities initiative. Partly due to relatively new status as a pastor in the presbytery
 - h. Cannot put words to it – need a succinct phrase, / not a concise statement x 2
 - i. Not sure how will achieve it and making it known/sharing it
 - j. Not sure council knows what its vision is and what it related to
4. Challenges
- a. Culture in country – competing activities e.g. sports camps
 - b. Demographics – ageing population – rural state where population getting older, average age 65, retiring pastors, rules don't allow promotion from within
 - c. Declining membership and attendance
 - d. Decrease in the number of churches - Facing reality that it will be 1/4 of the size in 15 to 20 years or less. (estimated 7 churches in 20 years, 2 only because endowments)
 - e. Financial - Decreasing revenues with increasing expenses. (May not be all bad - causing us to really think about vision and values and what supposed to be doing).
 - f. Large geographical reach – difficult to connect/ keep focused
 - g. Resourcing - Afraid Steve will over-exert himself and not be able to do things
 - h. Direction - not being specific about our goals — why we exist and what we're doing. You're also helping us with that.
 - i. Culture of American West - spirit of individualism and a "pull yourself up by your bootstraps" mentality that has, spilled over

into our churches - means churches do a poor job of watching out for one another

5. What the team needs to focus on
 - a. Connection - finding ways to stay connected when not connected/ programs Steve is focusing on / ways of getting to outreach churches / promote relationships between congregations for sharing resources and deepening connections/ help our churches connect more
 - b. Engagement of the under-50s in the life of the Presbytery / more pro-active with local churches, particularly with the youth.
 - c. Financial stability
 - d. Values and vision so a sense of direction for the future / Understanding what our story is /how to do it better
 - e. Communication - thinking through realities and communicating to wider presbytery.
 - f. Leadership - leaders who will be empowered and will empower congregation / lead change/ be prepared to do new ways of doing things / meetings for supporting leadership and getting to know one another
 - g. Enhancing (what we do) for the betterment of Presbytery
- b. What are we celebrating within Presbytery?
 1. New Worshipping Communities (Table and Pine Ridge)
 2. Remote VBS
 3. Joy/Collegiality/Respect
 4. Spirit Sightings sharing is increasing
 5. Hung Together
 6. Common Purpose of service to our Lord
 7. Celebrate our General Presbyter and his ministry
 8. Triennium
 9. Successes in the Camping ministry
 10. Stewardship speakers
 11. Sabbath Center
 12. Healthy Presbyterian Women organization
- ii. Beliefs – Values – Behaviors
 1. Pyramid of Beliefs/Values/Behaviors
- iii. 5 - or so – (Prioritized) Belief Statements – What beliefs do you have about the work you do?
 1. We believe that Jesus Christ is Lord of the Church.
 2. We believe that by the spirit we have been called to share the love and grace of Jesus Christ with and in the state of WY and our particular communities therein.
 3. We believe that we are called into Christ centered mission in the world by the Holy Spirit.
 4. We believe in the strength of the gathered community of the churches of the presbytery of Wyoming.
- iv. (Karl and Diana to work on the above Draft (it has been completed and forwarded to Lou)

- c. New things to take away from this meeting
 - i. Opportunities arising from the challenges
 - ii. Next meeting Jan 25, 2018 10am-1pm MST (5pm to 7pm)
5. Visioning Process
 - a. Steve led the Council in a re-visiting of our visioning process. Steve related the story of the unbaptized arm as it relates to churches in the US. Many people think the church is very removed from moral and ethical centrality. Shifting standards and values throughout the nation. The church no longer holds a privileged status. Churches need to become more epic - Experiential, Participatorial, Image based, Community.
 - b. Local changes are also happening. Steve estimates that 73% of our pastors will retire in the next 5 years.
 - c. What do we need to be doing as POW? Steve suggests that we work on completing the revised vision statement for final adoption of Council by January meeting to recommend to POW at the April Meeting.

**“Cultivating transformational leaders.
Equipping Christ’s followers to go”**

 - d. Steve led the Council in an exercise of imagining a creature of POW and how our imagining relates to POW and our vision.
6. Council adjourned for the day with prayer led by the Moderator.

7. Call to order – Nov 9th - 8:30am – The Moderator called the meeting to order at 8:36am
Council Voted to Approve the Council Minutes from September 14, 2017

8. E-vote Confirmation

Council by consensus confirmed the single e-vote since the last meeting,

9. Financial Report

Council discussed the financial status of the presbytery accounts. The latest financial statements were distributed to the council members YTD- October. Several items are over-budget for the year.

- Admin Expenses +16k
- Presbytery Meetings +12.4k – Difficult to get better rates / Discussion of location – cost differences / Possible change to policy of double occupancy / Offer of home stays discussed

Council Voted that for all presbytery meetings and committee meetings to encourage participants to use home stays and that all committees and council utilize double occupancy in hotels where possible – someone desiring single room to pay the difference.

- GP travel probably to be over slightly
- Winter Memorial expenses over by \$3k but that should be ended with new lease that now has the occupant pay the utilities at the property
- Discussion of the income portion of the estimates. Income due for balance of year is approximately \$100k. \$60K from mission and \$42k from per capita.
- Discussion of the details of the per-capita relief of conscience issue and relations to GA and Synod on the finances. Expect to get billing from Synod for balance when the Synod support income item disappears.
- Data desired is YTD spending – YTD Budget – Over Under - % of budget
- Concern over the CD’s / Timing of rollovers

Council Voted for Budget & Finance to review investments and report on the options to consider for increasing ROI with reasonable risk.

Attachment A - Council meetings of September 14, 2017, November 8 & 9, 2017, January 24 & 25, 2018 and the Special Council meeting of February 12, 2018

Need for updated admin manual / add position descriptions (Melinda and Mark to work on this and distribute)

10. Continuing Business

a. Virtual Office Process

- Building Appraisal process started
- Minor repairs to building underway
- Administrative Committee members are Bruce Heimbuck, Lynn Williamson, Richard Rackness, Tony Valdez, Liz Becher
- Move out the building/go virtual discussion

Discussion about other virtual office options. Is there a possibility of selling only part of the building? Conclusion was not applicable because of Presbytery action.

Steve reviewed other ideas of planning for the transition.

- Meeting options in the future.
- Options for using local church facilities more than just for pre-presbytery
- Because of the recurring cost proposal at Shepherd Of The Hills, using SOTH option is not being considered.

Council Voted -To hire a moving company to facilitate the physical moving of records and equipment as part of the virtual office process.

b. Sexual Misconduct / Child Protection

- Rex reviewed the process of the revisions to the combined Sexual Misconduct and Child Protection document. Will send document to Greg Weiss for final edits.
- Better to have a combined policy for these two items as the ages often overlap
- Coverage is to be directed at Presbytery activity only not to include drill down to local congregations.
- On-line training possibilities better than doing detailed policy training internally.

c. Administrative Commission Update

Steve Reviewed the AC process:

- Rawlins – sale process of France Memorial facility reached a temporary snag with the retention of adjacent properties but should be cleared up soon. \$640k sale price.
 - Difficulty has arisen with the sales process on the UMC side of the deal. UMC chancellor did not like the asset splitting in the case of the dissolution of the congregation. UMC bishop is intervening with the chancellor.
- Guernsey / Ft. Laramie – A MOU between the two churches is in process. This will allow an interim pastor to serve the two churches.
- Riverton – Karl reported that the Riverton church is examining the sale of the church facility and getting creative with their local ministry. Council holds in prayer the health of Rev. McKee. Thanks to 1st Church Cheyenne for funding for medical costs. Karl reports the good witness of putting health of Rev. McKee as the priority. Looking at sharing space with ELCA church in Riverton.
- Sale of Casper Presbytery facility – (Discussed earlier)

- d. Winter Memorial Objects
Steve reported that there is interest in remaining items at Winter Memorial. Remaining items include Piano, Organ, sound system, cross. Possible interest by camp Story in Piano.
- e. Narrative Budget
Steve presented the current draft of the Narrative Budget.
Suggestions:
- Signature on letter
 - Dark photos are a problem
 - Title for the document
- Council as a team provided detailed input of other edits to the document in various places.
- f. Budget & Finance Interface Report - (Bob Thomson)
Bob Reported on the B&F activities and reviewed the report to council.
Steve reviewed the status of the Endowment funds from 1st Church Casper and gave some of the details of the designations. Council discussed some possible creative resolution ideas for the funds utilization.
Trenda working hard to improve the reporting process.
Steve reminded council of Caroline's resignation. B&F advertised to fill the position.
Discussed position with Trenda about position. Trenda has agreed to become treasurer if that is what we desire.

Council Voted to appoint Trenda Weisshaar as Treasurer pro tem, with pay, until future election by Presbytery - effective immediately.

11. New Business

- a. ROCCS Fund Request
Council discussed the requests from ROCCS to rollover 5-32520 and 5-72021 to assist with funding of the 2019 Triennium.

Council Voted to approve the two requests

- b. 2018 Dates for Council Meetings
- Jan 24 1pm-5pm Jan 25 830am-1pm (Casper)
 - April 26 (Before Presbytery)
 - Aug 16 10am-3pm (Zoom)
 - Oct 4 Camp Story/Sheridan (Before Presbytery)
 - Nov 14 10am-3pm (Zoom)

- c. 2018 Presbytery Locations

Council Voted to have 2018 Presbytery meeting April 27-28 at Mt View and October 5-6 at Camp Story.

- i. Council Discussed future meeting opportunities at places we have never been for Presbytery. Cheyenne 1st, Cheyenne Korean, Burns, Star Valley, Laramie.

- d. GP Contract Update
Steve feels uncomfortable developing the revised contract alone. Rex will assist.
- e. Sabbath Center

Webinar planned for December 7th. Clerk to forward info. 2018 events not approved to date.

f. MCLG Report

The Clerk reviewed:

- Virtual office experience of other presbyteries

g. YAAD Nomination

Council Voted to approve the application and election of Haley Walk as YAAD to GA223.

12. New Worshiping Committee Report

Steve updated:

- Last Sunday Steve preached at Pine Ridge 25-30 in worship. Great group of folks. Shayla needs support due to medical conditions.
- Table in Casper has Libby back from maternity leave. Table is working on becoming sustainable in financial and leadership areas. Table is getting stronger in the community – being led by and living out their values.

Council Voted to approve the travel and expenses of Libby and Shayla from 5-31004 of \$775 and \$710 and refer to concurrence by B&F.

13. Presbyterian Women's Report

Melinda reviewed the PW activities (See written notes)

14. ROCCS – Report

- a. SrHi Retreat Nov 17-18 in Casper. Planning a mid-Hi Ski retreat in Jan or Feb.
Possibilities of mission trip

15. General Presbyter's Report

Peacemaking fund requests.

Council considered the Family Promise request through Laramie church. Converting space to accommodate FP. Request \$750 for assistance in making changes.

Council Voted – to approve the request from Laramie Church for \$750 for assistance in making changes to accommodate the Family Promise program.

Council Considered the request from Cheyenne Highlands for \$1,000 to help fund development of sanctuary facilities at the church at Highlands. Opportunities to support those in need vs. effect on future church relations and peacemaking funding discussed.

Motion was made and seconded to approve the request from Cheyenne Highlands. **Motion failed** by vote of 3 yes - 5 no.

Discussion of the designated fund details and restrictions. Probably need to get the fund descriptions updated.

Council Voted – Each of the mission restricted, admin designated, and Mission designated funds source and restrictions need updated descriptions by B&F.

Council discussed extensively about the above...

Steve relayed the experience of Northwest Coast Presbytery with a description of the VERGE. Focus is on TED-type talks on things like creative ministries etc. Looking for ways to reach out to folks who would not otherwise come into church.

December and early January plan to work on the Transformation Grant – Should be ready for January Council meeting.

16. Stated Clerk's Report

Attachment A - Council meetings of September 14, 2017, November 8 & 9, 2017, January 24 & 25, 2018 and the Special Council meeting of February 12, 2018

- a. Policy on Record Retention
- b. Statistics season starting

Council Voted to allow staff to begin the process of scanning to PDF files as an appropriate.
Council Voted to recommend to Presbytery a change in record retention policy (see notes).

17. Presbytery Moderator's Report

Fred reported on his experience at the MCLG and Moderators workshop. Highlight was dinner evening with GA co-moderators.

Need for Synod Nominating committee member – looking for ideas by next week.

18. Council was adjourned at 2:31pm. Closing prayer was led by Rev. Reichenberg.

**Presbytery of Wyoming
 Stated Council Meeting
 Casper Presbytery Office, Casper, WY
 January 24&25, 2018**

Present: Melinda Brazzale – Moderator – Via Zoom and at Casper
 Fred Feth – Presbytery Moderator
 Rex Arney – Via Zoom
 Sonja Collamer
 Dave Blevins
 Diana Hartman – Via Zoom and at Casper
 Karl Heimbeck – Via Zoom
 Susan Reichenberg
 Bob Thomson

Presbytery Staff: Steve Shive
 R. Mark Owens
 Trena Weisshaar – Via Zoom

Guest: Louise Yates – Values Facilitator – Via Zoom

1. Call to order – Jan 24th - 1pm - Opening Prayer was led by Karl Heimbeck

2. Meeting/Connecting with Each Other

Council members each shared positive experiences since our last time together:

- Trip to New Orleans
- Xmas with family
- A new horse
- A new grandchild
- Completing a move to a new ranch
- Bottling wine, retirement decisions
- Xmas with children and grandchildren, trip to Alabama
- Preparing music for church

3. Spiritual Practice (using Sacred Rhythms by Ruth Haley Barton - Chapter 6 in the book and session 5 from the workbook)

Council learned about the process of Examens. Steve led a process of looking at ourselves as we really are. Examens enables us to find our true self and helps us to become awake to the darkness within us and find God's forgiveness.

Examens process was developed by St Ignatius in the 16th century.

Members shared some of their spiritual experiences.

Council members were encouraged to do the examens process once a week for the next month.

4. E-vote Confirmation - Approval of Minutes from November 2017

Council Voted to approve the minutes as corrected with a minor edit to remove repeated text.

5. Financial Report

Trenda reported on the finances for 2017. Total loss for the year was about \$26k. Some of the major spending excess items were:

- Duplicated bookkeeper salary during the transition months
- Presbytery meetings more expensive than expected
- Utility and other expenses at Winter Memorial

Question made about grant income not received. NWC did not make the application in time to realize grant for 2017. Need to find out if possibly the grant went directly to NWC groups.

Discussion about the details of the various funding and investment process for the NWC program. Note was made on better practices for the pass-through process.

Trenda suggested a proposal to merge some of the Mission Designated funds into the Camp Scholarship fund.

Council voted to move Camping (Story) **5-30503** \$257.37 and Skyline-Closed On-Site Funds **5-31002** \$2,739.27 5 to WY Camp Scholarship Fund ROCCS **5-30900**.

Council opened discussion of the maximization of income on the churches investment. Referred to B&F.

Final discussion of appreciation **and applause** to Trenda for a job well done in stepping in to fill the financial support role.

6. Continuing Business

a. Building Sale/Virtual Office Process

Steve reviewed the interest from the neighboring dentist for the office & the AC status. Mark reviewed the on-going process of file reduction to electronic media and organization.

Staff organization and communication concerns remain issues to resolve. Question of sale proceeds and how the future investment will be utilized was discussed by Council – but as always the final decision rests with Presbytery.

b. Sexual Misconduct / Child Protection

Rex reviewed along, with Steve and Mark, the latest progress and comments made by Greg Weiss (Attorney for Presbytery) on the policy. Rex recommended some changes to limit the policy to minors and vulnerable adults and re-format to a policy/procedure format.

Intent by consensus of Council is to have attorney proceed with the new format and changes.

c. Syria Lebanon Mission Partnership

Steve reviewed the report on the Syria Lebanon partnership, 16 individuals and 8 churches expressed interest in becoming involved. (The list is at the end of these minutes as Attachment B.) Planned visit by Revs Aneca Ishak (pastor of the Tyre Evangelical Church – one of our partner churches) and Kassab (General Secretary of the National Evangelical Church os Syria/Lebanon) October 2 - 23 including a visit to our October Presbytery meeting.

Council voted to approve invitation for Revs Eshak and Kassab to participate in fall Presbytery and to approve fundraising to cover residual transportation costs.

d. AC Updates

Office Sale

See above to the AC of Office sale

Rawlins

Diana and Mark reviewed the status of the Rawlins Church AC \$78k for the remaining property in addition to the original property sale. The process of the combining of the two congregations (PCUSA and UM) is nearing completion. The congregation has voted to join as one. The plan for union and bylaws have gone through several revisions – in good shape now - relieving the concerns of the stated clerk. AC will make final vote soon.

Riverton

AC for Riverton church has met with the church session several times. Church recognizes that they cannot both keep church facility and pastoral ministry. Conversation with another congregation for building sale but for much less than appraisal. Presbyterian Foundation also involved with a process to define particulars of the offer. The appraisal was \$750k. The PCUSA Foundation encouraged them to develop a 3-5 yr game plan for ministry. Also, there has been conversation with a Lutheran church to share their facility after a possible sale of Riverton church property.

There are continuing concerns about the health issues of Rev. Mckee that affect this process.

e. Winter Memorial Objects – Windows

Steve reviewed the status of the material objects left at Winter Memorial property. The claimed items will be picked up by mid-February. We are still looking for a home for remaining objects.

WFFTP requests that the Stained-Glass windows that were originally donated to the church by former members be removed. Steve met recently with former members about the windows. WFFT maintenance person can remove windows and crate /store them in property shed at no cost. Former members will contact donors to see if there is interest. If donor or heirs want the windows they will be given to them. If no one claims the remaining windows will be given to whoever wants them.

Council Voted to approve the plan to remove and save the windows provided that WFFTP pay for removal costs and damage that might ensue.

- f. Technology Grant - FPC Laramie

Council Voted to approve the request for \$3000 from the Laramie Church as part of their proposed project.

- g. Visioning Statement Process

Continuing of the process started in March 2017. Draft Vision Statement is:

- **Cultivating Transformational Leaders**
- **Equipping Christ's followers to go...**

Steve led a discussion concerning of Transformation for PoW. The Council was lead in recalling our process of developing the working Vision. Steve Shive talked about how two modifications to the Vision had occurred at the last Council meeting in November:

Cultivating was changed to **Building**
To go was replacing **to go into our neighborhoods**.

Steve Shive read a short blog from Richard Rohr on Transformation. It began with these words, "Transformation more often happens not when something new begins, but when something old falls apart. The pain of something old falling apart-disruption and chaos- cause the soul to listen at a deeper level. It invites and sometimes forces the soul to go to a new place because the old place is not working anymore."

The Vision was affirmed with one person unsettled on the word transformation as it seemed to be too big a word and visions need to have smaller, easily comprehended words.

Council Voted to recommend the Vision Statement to Presbytery for consideration at next meeting and for development of implementation plan from small groups.

- h. Transformation Grant Draft
 No Action

Council adjourned for the day at 5:28pm.

7. Call to order – Jan 25th - 8:40am - Opening Prayer was led by Rev Reichenberg

8. New Business

- a. GP Sabbatical

Plan submitted to council for a proposed sabbatical for June, July and December. Highlights include

- An Outing with Extended Family

Attachment A - Council meetings of September 14, 2017, November 8 & 9, 2017, January 24 & 25, 2018 and the Special Council meeting of February 12, 2018

- A Week Serving as a Cook at Glory Ridge
- Two Weeks Being Involved in the Life and Worship of the North Umbria Community and Iona Community in Scotland
- A Week with Each of his Children
- A Week Walking 100 kilometers of the Camino de Santiago
- Two Weeks Traveling with his Wife
- Ten Days Trekking in Peru
- Time Left Will Be Spent Hanging Out at the House and Reading

TOTAL ESTIMATED EXPENSE	\$13,774
Proposed Presbytery Contribution	\$3,000
Board of Pensions Contribution	\$3,000
Family Contribution	\$7,774

Council Voted to approve the plan submitted by the General Presbyter including re-allocating of funds of \$3,000 from the GP 2018 travel budget to assist in costs.

b. GP Contract Update

Council Voted to recommend to Presbytery the attached contract (See attachment C). The proposed Job description was discussed, and some minor editing was made to be consistent with the proposed contract.

Council Voted to recommend to Presbytery the corrected Job description.

c. GA Overtures

Mark reviewed the status of the GA overtures in the works. Three overtures are addressing climate change, with two recommending divestments from companies that produce CO₂ as part of their operations. OVT 14 recommends concern about climate change but does not recommend divestment.

Concurrence with an overture will allow for advocate testimony to express our concern in Wyoming with the effects of divestment on our presbytery churches.

Council Voted to recommend to Presbytery Concurrence with OVT 14.

d. Sabbath Center

Steve Reported on the events for 2018

- May "Finding God in the Everyday" in Casper at the Table or other location in May. Cost/fee estimate TBD.
- Late October "Silence and Solitude" at Thomas the Apostle in Cody.

e. Nominating Committee

The Presbytery needs teaching elder to fill out slate of six members on the nominating committee.

Council Voted Jason Harshberger to be invited to be on the Nominating Committee.

9. ECD Committee Report

Written report of the budget for the 1001 NWC for 2019.

Income

Interest from sale of Presbytery Office	\$20,000
Emerging New Initiatives Grant	\$20,000
Investment Grant (Pine Ridge)	\$25,000
Offerings from Churches and Individuals	\$20,000
Total Income	\$85,000
Expenses	
Rev. Shayla Graham's Salary Package	\$35,381
Matching grant to Pine Ridge	\$12,500
The Table (Libby's Housing Allowance)	\$12,500
Total Expenses	\$60,381

Discussion on the proposal centered around several issues:

- What part of this is the complete budget?
- Probable over allocation of Presbytery Office sale (8.7% of \$230,000)
- Concerns about other aspects of funding and expense for the two projects.
- What is the total obligation of Presbytery aside from directed grants?

Council Voted to refer the proposal back to the ECD committee for more details and reconsideration.

10. Presbyterian Women's Report

Melinda shared the written report from PW. New moderator will take over in April.

11. ROCCS – Report

Written report from Kate .

12. General Presbyter's Report

Steve reviewed the personnel situation:

- Hire Doris Shive as custodian to PSBY at \$12/hr.
- Doris will volunteer to assist in the office materials work to support sale process.

Council Voted to approve hiring Doris Shive as temporary custodian and approve her volunteering to assist (above).

Steve reviewed the health situation of Susan Crider-Lewis. She is under treatment for cancer. Susan has been given an advance of \$2800 while she is on leave for 2 months (January and February 2018). As of January 11th, Tenda's accounting firm is acting as bookkeeper. The charges are expected to be less than wage for Susan. Process of handling accounts payable and deposits has been re-organized.

Council expressed its appreciation to Admin Assistant Jan DeBeer for taking on new tasks to support this change.

Other items:

- Should have interim soon for Guernsey/Ft Laramie
- Dave Cole starts started in Encampment February 1.
- Rev Baxter from Cody is retiring in May.

- Shayla Graham health condition continues to improve.
- A Presbytery mission trip in conjunction with 1st Pres Cheyenne mission trip – Houston - with PDA helping with arrangements. Folks as young as 16 can participate with supervision.
- Thank-you letters were received from Family Promise in Laramie and from WY interfaith network, both for monetary support.

Council Voted to adopt the vision statement discussed previously with the top four values as our interim values and vision statement for the purpose of applying for a Transformation Grant from the PCUSA.

Vision Statement

Cultivating Transformational Leaders Equipping Christ's followers to go...

Core Values

Generosity - To unconditionally share your resources, talents and skills as a way of serving others.

Faith/Creed/Worship - Expressing my religious faith through commitment to its creed, teachings and practices.

Achievement - To accomplish something noteworthy and admirable in your work, education, or your life in general.

Synergy - The energizing, creative relationship of people in a group which results in achievements far surpassing the sum of individual contributions.

13. Stated Clerk's Report

Mark reported on the process that continues of record reduction and conversions. Also the annual stats process is underway – about ½ of the Presbytery churches have completed the work. Also always the most important stat and the only one that matters is the final active member total.

14. Presbytery Moderator's Report

April Presbytery meeting:

- Gradye Parsons will be keynote speaker

October meeting plans are in process

15. Council Moderator's Report

Melinda says thanks to all for the work we do. Kudos to Steve for his tireless efforts.

16. Values Coaching session with Lou (see Attachment A for the summary PoW Values Inventory).

Louise helped lead a session to create an Edited Belief Statement:

1. We believe that Jesus Christ is Lord of the Church.
2. That we have been called and empowered by the Spirit to share the love and grace of Jesus Christ with and in each community in the state of Wyoming.
3. We believe that our call to mission is to be as expansive as God's great love and that we are to support and engage in Christ's work not only in our own state but around the world.
4. We believe in the fellowship of Christ's body and that there is strength in the gathered community of the churches of the Presbytery of Wyoming.

Louise and Council examined the main points of the Belief Statement and Louise implied attached values from the insatiable values (100+ values) list.

Discussion about other values that may be part of the group belief.

Discussion of Insatiable vs Satiabile values.

Lou shared the collated top 10 values...

Council discussed the values list and how the values relate to the top ten list:

Attachment A - Council meetings of September 14, 2017, November 8 & 9, 2017, January 24 & 25, 2018 and the Special Council meeting of February 12, 2018

- What values are missing?
- Top 3-5 insatiable values important to Presbytery/Council
 - Generosity - (Beware of burnout with this)
 - Synergy/Collaboration
 - Organizational growth
 - Sharing/listening/trusting
 - Faith Creed Worship
- Discussion of what satiable values are also important
 - Generosity vs Financial Security
 - Leadership is also important for our organization transformation
 - Should faith be part of the values list? Is it even deeper than a value?

Louise began a discussion of where we are to go next. Karl mentioned that there is perhaps a need for “confession” as part of what we are doing and how it affects us. The undercurrents of our situations may be driving us. Focusing on what we don’t want may limit us in where we want to go.

Frustration was expressed among members with the length of time this entire process has taken. It has been almost a year since council began this process, March 2017, and things seem unfinished and still unclear.

For this project & for future use, when a project duration spans multiple terms and years we need a history of the process and compile papers, timeline so far etc. for all in Council to share equally in (Clerk/Steve).

Other Needs & Actions:

- Schedule a timeline to move forward.
- identify a time to pick this process up again.
- Follow through on the Values and Visions statement.
- Values/Statement/Vision/Actions – all need to be clarified and some.

Louise thinks that we are getting very close even though we are still struggling with the process.

What should be our next step?

Follow-up meeting February 12th 10-2

17. Closing prayer – The meeting was closed with prayer led by the Council Moderator at 2:01pm.

Note: Next Stated meeting of Council is April 26th (Day before spring Presbytery meeting).

Also Note: Special Meeting for the Values & Values process is February 12th 10am.

Top 10 Values - Presbytery of Wyoming

25 Jan, 2018

Your Top 10 values are listed (in priority order) below.

	Generosity (100) - To unconditionally share your resources, talents and skills as a way of serving others.
	<i>Faith/Creed/Worship (88)</i> - Expressing my religious faith through commitment to its creed, teachings and practices.
	<i>Achievement (82)</i> - To accomplish something noteworthy and admirable in your work, education, or your life in general.
	Synergy (75) - The energising, creative relationship of people in a group which results in achievements far surpassing the sum of individual contributions.
	Organisational Growth (65) - To creatively enable an organisation to change and grow.
	Integration/Wholeness (65) - To harmonise mind, body and spirit.
	Service/Vocation (62) - To use your unique gifts, skills and abilities to contribute to society through your career, profession or calling.
	<i>Self Competence/Confidence (55)</i> - Confidence that you have the skills and abilities to achieve personal and professional goals.
	Sharing/Listening/Trust (55) - To actively and accurately hear and sense another's thoughts and feelings. To express your own thoughts and feelings in a climate of mutual trust.
	Collaboration (52) - Working cooperatively with a common purpose, sharing responsibility and accountability.

LEGEND:

Control Values are associated with organizing the world around you so as to get things done.

Relational Values are associated with relating to others so as to function effectively in relationships, teams, organizations, society and eco-systems.

Developmental Values are associated with creating that which has not existed before. They are values of change, evolution and transformation.

Potentially **Satiable Values** are shown in italics. The more you satisfy these values, the less priority you will place on them.

Values in normal text are potentially **Insatiable Values**. These are most likely associated with your passionate pursuits and/or with your identity.

Those interested in the Syria/Lebanon partnership:

List of those who said they were interested at Presbytery in May.

Federated Community Church of Thermopolis-Rev. Chuck Cooper
First Presbyterian of Cheyenne- Gail Heimbuck- 331-0368
First Presbyterian Church of Gillette-Rev. Susan Reichenberg
David Cole signed up and begins as CRE at Encampment on Feb 1.
First Presbyterian of Saratoga- Rev. Steven Niccolls
First United Presbyterian of Laramie- Carole Hertz
Highlands United Presbyterian Church of Cheyenne- Holly Garrard
Highlands United Presbyterian Church of Cheyenne- Rev. Bob Garrard
Presbyterian Church of Jackson Hole- Rev. Ben Pascal
Presbyterian Church of Jackson Hole-Rev. Tammy Mitchell
Presbytery of Wyoming-Rev. Dr. Steve Shive
Union Presbyterian Church of Powell- Cyndi Barski
First Presbyterian Church of Worland- Rev. Guy Helms

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**Proposed Contract
With
Rev. Dr. Stephen A. Shive
General Presbyter
Presbytery of Wyoming
January 2018**

After a review of the last five years of Rev. Dr. Shive's ministry among us, we request the Presbytery of Wyoming to concur with the following request from the Presbytery Council: Beginning April 25, 2018, the Presbytery of Wyoming will extend the contract with the Rev. Dr. Stephen A. Shive for five years thru April 24, 2023 for a full-time position with the following agreed upon conditions:

1. His effective salary for 2018 will be \$75,110, which is what his 2017 effective salary was. Any raises and cost-of-living and professional and continuing education expenses will be determined yearly by the Presbytery Council. Board of Pensions' dues will be according to the set rates.
2. The General Presbyter will be allotted five weeks of vacation/year in addition to two weeks of Study Leave.
3. Every seven years of ministry, he will be given a three (3) months Sabbatical.
4. Should the Presbytery of Wyoming be unable financially to fulfill this contract it will give the General Presbyter at least a year's notice.
5. Should the General Presbyter elect to dissolve the relationship with the Presbytery of Wyoming he will give at least one month notice in writing to the Stated Clerk.

**Presbytery of Wyoming
Special Council Meeting - Values/Vision Study Day
Casper Presbytery Office, Casper, WY
February 12, 2018**

Present: Melinda Brazzale – Moderator
Fred Feth – Presbytery Moderator
Dave Blevins – Via Zoom
Diana Hartman
Karl Heimbuck
Susan Reichenberg
Bob Thomson

Presbytery Staff: Steve Shive
R. Mark Owens

Excused: Sonja Collamer
Rex Arney –

Guest: Louise Yates – Values Facilitator – Via Zoom

Attachment A - Council meetings of September 14, 2017, November 8 & 9, 2017, January 24 & 25, 2018 and the Special Council meeting of February 12, 2018

18. Call to order – Rev. Diana Hartman opened the meeting with prayer at 10:03am.

19. Checking in Together

The group shared together recent times of “Breath of Fresh Air”

20. Vision – Ensure Alignment

Steve led the Council in a review of the Team Agreement (From Nov 2017) Consensus was we are OK.

- What is the culture you want to create in this team?
 - Civility and openness – dealing with each other respectfully
 - Honest relationship – no hidden agendas
 - Supportive to/of each other - encouragement
 - Working collaboratively and as colleagues with each other – sacred listening
 - Valuing everyone’s opinion and voice
 - All responsible to carry out assignments – personal responsibility
 - Faithfulness to ourselves and Kingdom of God
 - Creativeness – open and unbounded thought
- What behaviors will support you to achieve this?
 - Loving and kind treatment of each other – Golden Rule
 - Taking responsibility for modelling the aspects
 - Coming to meetings and be prepared
 - Ensuring there is time for thoughts and consideration
 - Making time to make reasonable decisions – having a transparent conversation – don’t be too hasty
- How do you want to handle disagreements or differences of opinion?
 - Put ourselves into the other’s context “Walk in their shoes”
 - Hear the opposition out fully – don’t cut each other off
 - Avoid “you” and focus on “I” language
 - Seek out a common narrative and hear the other perspectives
 - Keep the emotions out of the issue
 - Do not use email for disagreement resolution
 - Faithfully support the decisions of the group

Steve asked Council to express our high dream / hopes / expectations for the day.

Let’s be open to the Spirit

Work hard to accomplish something

Don’t try to be perfect

Lou joined the meeting

Vision Statement

Discussion of the “go...” part of the vision statement. Does it provide direction? Do we need more detail or exacting the task? Neighborhood? Community?

Discussion of neighborhood and community. Neighbors vs neighborhood.

Take the gospel to their neighbors. Where is our mission

Love their neighbors.

Attachment A - Council meetings of September 14, 2017, November 8 & 9, 2017, January 24 & 25, 2018 and the Special Council meeting of February 12, 2018

Cultivating a new kind of spiritual leader
Cultivating spiritual leaders

Final Vision Statement

Cultivating Transformational Leaders Equipping Christ's followers to go into the neighborhood

21. Beliefs – Ensure Alignment

As the Presbytery of Wyoming, we believe:

- Jesus Christ is Lord of the Church
- We are called and empowered by the Spirit into God's mission to share the love and grace of Jesus Christ in the world with the same wild abandon as God's expansive love
- We are stronger and able to accomplish more for the sake of Christ as the gathered community of the Presbytery of Wyoming than as individual churches
- We are to be open to the Spirit's guidance to reform how we are operating and how to be financially viable in order that the Presbytery will thrive and be able to serve the community faithfully

22. Values – Ensure alignment on heading and descriptors

Council discussed the latest summary Top 10 Values. Lou led a process with posters and post it notes on the top 5 values. Lou recorded the comments from each member. [\(Get from Lou\)](#)

Core Values (Discussion Version)

- **Faith** - to identify as Christians and Presbyterians as stated in Scripture and in our Creeds, ordered in our polity, and expressed through our worship of the one triune God. I think we talked about taking off "to" in front of each of the following? Whoops – I see that the final core values are below – you can disregard all the red in this section.
 - Study scripture in gatherings and individually
 - To personally be engaged in spiritual practices
 - To worship enthusiastically and creatively
 - To be Christ's arms and legs in our neighborhood
- **Generosity** - to follow the example of Jesus and engage in God's mission, to abundantly give of ourselves and our resources in the service of others.
 - To give sacrificially
 - To Practice radical hospitality
 - Support graciously new types of worshipping communities and service to others
- **Transformational leadership** - to embrace and encourage the cultivation of transformational leaders in the churches and presbytery.
 - Teach and train pastors and leaders how to do church differently
 - Urgently begin more new worshipping communities, congregations, non-profits, mission organizations
 - Make church accessible to the unchurched
- **Teamwork** - to work cooperatively as one body of Christ.
 - Work together towards discerning and living out God's will
 - Work toward results that surpass individual contributions
 - Strengthen relationships by respectfully listening to each other
 - Ensure there is time for thoughts and consideration

Attachment A - Council meetings of September 14, 2017, November 8 & 9, 2017, January 24 & 25, 2018 and the Special Council meeting of February 12, 2018

- **Sacred Listening** – to seek God’s will in an environment of mutual trust and integrity where each person’s thoughts and feelings are honored.
 - Develop deep relationships
 - Actively listen to others thoughts and feelings without judgement or interruption
 - Respect other opinions
 - Listen to voices in all parts of the community

23. Summary and action – next steps – (final versions below with last edits)

Council Voted for Presbytery to receive the Final Vision Statement at the April 2018 meeting

Vision Statement

Cultivating Transformational Leaders **Equipping Christ’s followers to go into the neighborhood**

Council Voted for Presbytery to receive the following Core Values Statement at the April 2018 meeting

Core Values

- **Faith** - to identify as Christians and Presbyterians as stated in Scripture and in our Creeds, ordered in our polity, and expressed through our worship of the one triune God.
 - Study scripture individually and in gatherings
 - Engage personally and communally in spiritual practices
 - Worship enthusiastically and creatively
 - Be Christ’s hand and feet in our neighborhood
- **Generosity** - to follow the example of Jesus, to engage in God’s mission, and to give abundantly of ourselves and our resources in the service of others.
 - Give sacrificially
 - Practice radical hospitality
 - Support graciously new types of worshipping communities and service to others
- **Transformational leadership** - to embrace and encourage the cultivation of transformational leaders in the churches and presbytery.
 - Educate pastors & leaders how to do church differently
 - Urgently begin more new worshipping communities, congregations, non-profits, and mission organizations
 - Make church accessible to the unchurched
- **Teamwork** - to work cooperatively as one body of Christ.
 - Develop deep relationships
 - Work together in discerning and living out Gods will
 - Walk together toward results that surpass individual contributions
 - Ensure there is time for thoughts and consideration
- **Engaged Listening** – to seek God’s will in an environment of mutual trust and integrity where each person’s thoughts and feelings are honored.
 - Actively listen to others’ thoughts and feelings without judgement or interruption
 - Respect other opinions
 - Listen to voices in all parts of the community

24. Council discussed the process anticipated with the process of discussing the above statements at the next Presbytery meeting.

25. Closing prayer – the meeting was closed @ 2:04pm with prayer led by Rev. Steve Shive

Attachment A - Council meetings of September 14, 2017, November 8 & 9, 2017, January 24 & 25, 2018 and the Special Council meeting of February 12, 2018

2:16 PM
01/13/18
Accrual Basis

**Presbytery of Wyoming
Balance Sheet - All Funds
As of December 31, 2017**

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Hilltop Pooled Checking Account	
Hilltop Accounts - Admin	
1-10201 · Hilltop Checking/Admin	20,671.33
Total Hilltop Accounts - Admin	20,671.33
Hilltop Accounts - Mission	
5-10200 · Hilltop Checking/Mission	16,639.67
5-10201 · Hilltop Checking-NWC	32,990.94
5-10202 · Hilltop Checking - Story Grants	35,000.00
5-10204 · Hilltop Chkg-Technology Grants	53,635.86
5-10350 · Winter Memorial Cash	48,981.72
Total Hilltop Accounts - Mission	187,248.19
Total Hilltop Pooled Checking Account	207,919.52
1-10050 · Petty Cash	200.00
Total Checking/Savings	208,119.52
Other Current Assets	
Accounts Receivable-Mission	
5-10410 · NR - Torrington Loan	16,206.47
Total Accounts Receivable-Mission	16,206.47
Inventory - Admin Fund	
1-10530 · Books of Order	6.00
1-10540 · Mission Yearbooks	82.90
1-10550 · Planning Calendars	144.80
1-10560 · Miscellaneous Inventory	70.14
Total Inventory - Admin Fund	303.84
Current Assets - Admin	
1-10510 · AMBi Postage Deposit	400.00
Total Current Assets - Admin	400.00
Current Assets - Mission	
5-10510 · Hilltop National Bank CD's	164,628.15
5-10525 · PILP Investment - 36 Mo	50,000.00
5-10535 · PRESBY FOUNDATION(Sale of Camp)	351,072.50
5-10550 · RJ - 28702690	
5-10551 · Raymond James-Casper 1st Funds	95,435.36
5-10552 · Raymond James-Mission Investmnt	91,301.65
Total 5-10550 · RJ - 28702690	186,737.01
Total Current Assets - Mission	752,437.66
Total Other Current Assets	769,347.97
Total Current Assets	977,467.49
Fixed Assets	
5-15100 · Property-Office	180,177.55
5-15200 · Furniture/Fixtures	30,764.00
5-15300 · Office Renovations	34,359.95
Total Fixed Assets	245,301.50
TOTAL ASSETS	1,222,768.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

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01/13/18
Accrual Basis

Presbytery of Wyoming
Balance Sheet - All Funds
As of December 31, 2017

	Dec 31, 17
Other Current Liabilities	
Current Liabilities - Admin	
1-21200 · Payroll Liabilities	988.93
Total Current Liabilities - Admin	988.93
Current Liabilities - Mission	
5-21000 · Current Portion-Presb Ratcliff	1,968.00
Total Current Liabilities - Mission	1,968.00
Total Other Current Liabilities	2,956.93
Total Current Liabilities	2,956.93
Long Term Liabilities	
Long Term Liabilities - Mission	
5-29010 · N/P-Ratcliff Office Loan	7,282.00
Total Long Term Liabilities - Mission	7,282.00
Total Long Term Liabilities	7,282.00
Total Liabilities	10,238.93
Equity	
1-30100 · Undesignated - Retained	41,255.17
5-30000 · Undesignated-Retained	282,483.02
Admin - Designated Funds	
1-31220 · Administrative Commission	1,219.26
1-31230 · Judicial Commission Fund	10,295.36
1-31240 · Designated-Future New Equipmnt	6,530.05
1-31250 · Facility Maintenance	360.00
1-31300 · Stated Clerk - GA Mtg Reserve	193.00
Total Admin - Designated Funds	18,597.67
Mission - Restricted Funds	
5-32323 · Isabelle & Eric Fund	1,745.36
5-32343 · Brouwer Mem. Fund	962.11
5-32333 · SoGo Kugler Mem'l Fund	52.86
5-32313 · SoGo Church Scholarship Fund	2,612.88
5-32363 · Welsh Scholarship	279.33
5-32383 · Roberts Mem. Fund	2,666.74
5-32263 · Clergy Support	3,244.26
5-32283 · Farm Families	3,218.01
5-32285 · Sale of Camp Skyline Perm Fund	351,072.50
Total Mission - Restricted Funds	365,854.05
Mission - Designated Funds	
5-30503 · Camping (Story)	257.37
5-30552 · ROCCS - For Service	1,400.00
5-30900 · WY Camp Scholarship Fund ROCCS	8,556.38
5-31002 · Skyline-Closed On-Stie Funds	2,739.27
5-31004 · Engaging in New Initiatives	39,762.93
5-31005 · Clergy & Family Support	17,256.99
5-31007 · Sabbath Center	1,357.26
5-31503 · Seminary Scholarship Fund	20,490.48
5-32110 · Technology Grants	53,635.86
5-32111 · Desig Funds-NWC (RJ & Donated)	26,140.00
5-32112 · RJames Req Funds-Story Grants	35,000.00
5-32113 · Church Contributns-NWC	9,462.50
5-32114 · Contributions-Syrian Churches	2,034.00
5-32152 · Ratcliff Loan Fund	79,130.65
5-32173 · Mission Program-Zimmerschied	3,211.59
5-32423 · Peace Making	2,715.07
5-32520 · Triennium Fund	11,882.13
5-32560 · Youth Ministries	2,274.61

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01/13/18
Accrual Basis

Presbytery of Wyoming
Balance Sheet - All Funds
As of December 31, 2017

	Dec 31, 17
5-32580 · Facility Maintenance	1,845.00
5-32590 · Equip Maint/Purchase	10,939.62
5-32610 · GP Vehicle Fund	13,500.00
5-32680 · PCCCA Registration-Passthrough	250.00
5-33010 · RJ - Casper 1st Funds	95,435.36
5-33011 · RJ - Mission Investments	91,301.65
Total Mission - Designated Funds	530,578.72
Net Income	-26,238.57
Total Equity	1,212,530.06
TOTAL LIABILITIES & EQUITY	1,222,768.99

2:18 PM
01/13/18
Accrual Basis

Presbytery of Wyoming
Profit & Loss Budget vs. Actual Summary
January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
ADMINISTRATIVE FUND INCOME				
1-50100 · Per Capita Income	132,010.92	134,377.00	-2,366.08	98.2%
1-51050 · Other Income	178.89	4,500.00	-4,321.11	4.0%
1-51080 · Non-Cash Travel Donations	690.92			
Total ADMINISTRATIVE FUND INCOME	132,880.73	138,877.00	-5,996.27	95.7%
MISSION FUND INCOME				
5-40000 · Non-Cash Donations	49.57			
5-40200 · Mission Pledges	182,364.67	178,134.00	4,230.67	102.4%
5-40300 · Synod Block Grant	20,460.25	27,591.00	-7,130.75	74.2%
5-40400 · Grants - G.A.	7,500.00	35,500.00	-28,000.00	21.1%
5-40500 · Pass-Throughs				
5-40510 · Church Donations to The Table	0.00	12,500.00	-12,500.00	0.0%
5-40500 · Pass-Throughs - Other	21,695.00			
Total 5-40500 · Pass-Throughs	21,695.00	12,500.00	9,195.00	173.6%
5-40700 · Interest Income	4,241.69	5,864.00	-1,622.31	72.3%
5-40800 · Presbytery Meeting Offerings	359.00			
5-41000 · Winter Memorial - Income	7,800.00	8,400.00	-600.00	92.9%
5-41200 · Skyline Pres Found Interest	19,189.55	15,000.00	4,189.55	127.9%
5-41300 · Unallocated Income	120.00			
5-41900 · Leadership-Sabbath Center	75.00			
5-43400 · Camp - Other Income	2.00			
Total MISSION FUND INCOME	263,856.73	282,989.00	-19,132.27	93.2%
Total Income	396,737.46	421,866.00	-25,128.54	94.0%
Gross Profit	396,737.46	421,866.00	-25,128.54	94.0%
Expense				
ADMINISTRATIVE FUND EXPENSES				
Administration	77,557.32	58,668.00	18,889.32	132.2%
Presbytery Meetings	19,414.32	7,000.00	12,414.32	277.3%
Administrative Commissions	0.00	1,000.00	-1,000.00	0.0%
Council/Trustees	5,928.79	7,000.00	-1,071.21	84.7%
Committee on Ministry	5,136.15	9,000.00	-3,863.85	57.1%
Vocations Committee	0.00	700.00	-700.00	0.0%
Nominating Committee	145.00	200.00	-55.00	72.5%
Budget & Finance	361.78	500.00	-138.22	72.4%
ROCCS Committee	379.17	1,000.00	-620.83	37.9%
Permanent Judicial Committee	0.00	750.00	-750.00	0.0%
Presbyterian Women	0.00	600.00	-600.00	0.0%
Presbytery Moderator	1,761.15	750.00	1,011.15	234.8%
Stated Clerk	16,193.14	17,800.00	-1,606.86	91.0%
Treasurer	3,868.20	5,182.00	-1,313.80	74.6%
Administrative Assistant	41,402.31	30,012.00	11,390.31	138.0%
Total ADMINISTRATIVE FUND EXPENSES	172,147.33	140,162.00	31,985.33	122.8%
MISSION FUND EXPENSES				
Presbytery Grants	1,000.00	1,000.00	0.00	100.0%
GA Grants	0.00	39,000.00	-39,000.00	0.0%

Page 1

2:18 PM
01/13/18
Accrual Basis

Presbytery of Wyoming
Profit & Loss Budget vs. Actual Summary
January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Ministry Work Groups	3,101.76	3,200.00	-98.24	96.9%
Passthrough Funds	21,195.00			
Presby Office Expense-Mission	1,870.51	5,250.00	-3,379.49	35.6%
Winter Memorial Expenses	6,599.72	3,420.00	3,179.72	193.0%
ROCCS Program	17,350.00	17,350.00	0.00	100.0%
Camp Story Expenses	777.50	2,300.00	-1,522.50	33.8%
Presby Meeting Leadership	2,781.25	3,500.00	-718.75	79.5%
Communications	240.00	0.00	240.00	100.0%
Council/Trustees	783.75	2,800.00	-2,016.25	28.0%
Committee on Ministry	3,794.44	5,500.00	-1,705.56	69.0%
Vocations Committee	2,123.12	500.00	1,623.12	424.6%
General Presbyter	139,505.52	132,876.00	6,629.52	105.0%
Stated Clerk	0.00	1,200.00	-1,200.00	0.0%
Treasurer	0.00	1,200.00	-1,200.00	0.0%
Administrative Assistant	13,663.35	24,110.00	-10,446.65	56.7%
Organizing Pastor	36,042.78	39,783.00	-3,740.22	90.6%
Total MISSION FUND EXPENSES	250,828.70	282,989.00	-32,160.30	88.6%
Total Expense	422,976.03	423,151.00	-174.97	100.0%
Net Income	-26,238.57	-1,285.00	-24,953.57	2,041.9%

Presbytery of Wyoming
Balance Sheet - All Funds
As of March 31, 2018

Accrual Basis

	Mar 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Hilltop Pooled Checking Account	
Hilltop Accounts - Admin	
1-10201 · Hilltop Checking/Admin	67,633.66
Total Hilltop Accounts - Admin	67,633.66
Hilltop Accounts - Mission	
5-10200 · Hilltop Checking/Mission	34,789.59
5-10201 · Hilltop Checking-NWC	32,990.94
5-10202 · Hilltop Checking - Story Grants	35,000.00
5-10204 · Hilltop Chkg-Technology Grants	50,635.86
5-10350 · Winter Memorial Cash	50,497.04
Total Hilltop Accounts - Mission	203,913.43
Total Hilltop Pooled Checking Account	271,547.09
Total Checking/Savings	271,547.09
Accounts Receivable	
1-10430 · A/R Receivable	92.50
Total Accounts Receivable	92.50
Other Current Assets	
Accounts Receivable-Mission	
5-10410 · NR - Torrington Loan	16,206.47
Total Accounts Receivable-Mission	16,206.47
Inventory - Admin Fund	
1-10530 · Books of Order	6.00
1-10540 · Mission Yearbooks	82.90
1-10550 · Planning Calendars	144.80
1-10560 · Miscellaneous Inventory	70.14
Total Inventory - Admin Fund	303.84
Current Assets - Admin	
1-10510 · AMBI Postage Deposit	400.00
Total Current Assets - Admin	400.00
Current Assets - Mission	
5-10510 · Hilltop National Bank CD's	165,063.90
5-10525 · PILP Investment - 36 Mo	50,000.00
5-10535 · PRESBY FOUNDATION(Sale of Camp)	351,072.50

Presbytery of Wyoming
Balance Sheet - All Funds
As of March 31, 2018

Accrual Basis

	Mar 31, 18
5-10550 · RJ - 28702690	
5-10551 · Raymond James-Casper 1st Funds	95,435.36
5-10552 · Raymond James-Mission Investmnt	91,301.65
	186,737.01
Total 5-10550 · RJ - 28702690	
Total Current Assets - Mission	752,873.41
Total Other Current Assets	769,783.72
Total Current Assets	1,041,423.31
Fixed Assets	
5-15100 · Property-Office	182,177.55
5-15200 · Furniture/Fixtures	30,764.00
5-15300 · Office Renovations	34,359.95
	247,301.50
Total Fixed Assets	
TOTAL ASSETS	1,288,724.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1-20000 · ACCOUNTS PAYABLE	1,393.86
	1,393.86
Total Accounts Payable	
Credit Cards	
1-21050 · Capital One CC - Susan	25.20
1-21051 · Capital One CC - Jan	328.84
1-21052 · Capital One CC - Mark	323.46
5-21050 · Capital One CC - Steve	781.22
	1,458.72
Total Credit Cards	
Other Current Liabilities	
Current Liabilities - Admin	
1-21200 · Payroll Liabilities	1,372.49
	1,372.49
Total Current Liabilities - Admin	
Current Liabilities - Mission	
5-21000 · Current Portion-Presb Ratcliff	1,968.00
5-23002 · Medical Escrow-Gen. Presbyter	14.10
5-23003 · Exec Annuity-403b	500.00
	2,482.10
Total Current Liabilities - Mission	
Total Other Current Liabilities	3,854.59
Total Current Liabilities	6,707.17

Presbytery of Wyoming
Balance Sheet - All Funds
As of March 31, 2018

Accrual Basis

	Mar 31, 18
Long Term Liabilities	
Long Term Liabilities - Mission	
5-29010 · N/P-Ratcliff Office Loan	7,282.00
Total Long Term Liabilities - Mission	7,282.00
Total Long Term Liabilities	7,282.00
Total Liabilities	13,989.17
Equity	
1-30100 · Undesignated - Retained	1,988.57
5-30000 · Undesignated-Retained	295,605.60
Admin - Designated Funds	
1-31220 · Administrative Commission	1,047.07
1-31230 · Judicial Commission Fund	10,295.36
1-31240 · Designated-Future New Equipmnt	6,530.05
1-31250 · Facility Maintenance	360.00
1-31300 · Stated Clerk - GA Mtg Reserve	193.00
Total Admin - Designated Funds	18,425.48
Mission - Restricted Funds	
5-32323 · Isabelle & Eric Fund	1,936.11
5-32343 · Brouwer Mem. Fund	990.34
5-32333 · SoGo Kugler Mem'l Fund	66.07
5-32313 · SoGo Church Scholarship Fund	2,821.66
5-32363 · Welsh Scholarship	512.99
5-32383 · Roberts Mem. Fund	2,666.74
5-32263 · Clergy Support	3,244.26
5-32285 · Sale of Camp Skyline Perm Fund	351,072.50
Total Mission - Restricted Funds	363,310.67
Mission - Designated Funds	
5-30552 · ROCCS - For Service	1,400.00
5-30900 · WY Camp Scholarship Fund ROCCS	14,771.03
5-31004 · Engaging in New Initiatives	39,762.93
5-31005 · Clergy & Family Support	16,656.99
5-31007 · Sabbath Center	1,357.26
5-31503 · Seminary Scholarship Fund	20,490.48
5-32110 · Technology Grants	50,635.86
5-32111 · Desig Funds-NWC (RJ & Donated)	26,140.00
5-32112 · RJames Req Funds-Story Grants	35,000.00
5-32113 · Church Contributns-NWC	13,346.54
5-32114 · Contributions-Syrian Churches	2,034.00
5-32152 · Ratcliff Loan Fund	79,036.10
5-32173 · Mission Program-Zimmerschied	3,738.26
5-32423 · Peace Making	2,715.07
5-32520 · Triennium Fund	11,882.13
5-32560 · Youth Ministries	2,274.61
5-32580 · Facility Maintenance	1,845.00
5-32590 · Equip Maint/Purchase	10,939.62
5-32610 · GP Vehicle Fund	14,700.00
5-32680 · PCCCA Registration-Passthrough	250.00

Page 3

Presbytery of Wyoming
Balance Sheet - All Funds
As of March 31, 2018

Accrual Basis

	Mar 31, 18
5-33010 · RJ - Casper 1st Funds	95,435.36
5-33011 · RJ - Mission Investments	91,301.65
Total Mission - Designated Funds	535,712.89
Net Income	59,692.43
Total Equity	1,274,735.64
TOTAL LIABILITIES & EQUITY	1,288,724.81

**Presbytery of Wyoming
Profit & Loss Budget vs. Actual Summary**

Accrual Basis

January through March 2018

	Jan - Mar 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
ADMINISTRATIVE FUND INCOME				
1-50100 · Per Capita Income	69,508.44	131,991.00	-62,482.56	52.7%
1-51050 · Other Income	430.00	3,094.00	-2,664.00	13.9%
1-51080 · Non-Cash Travel Donations	88.20	0.00	88.20	100.0%
Total ADMINISTRATIVE FUND INCOME	70,026.64	135,085.00	-65,058.36	51.8%
MISSION FUND INCOME				
5-40200 · Mission Pledges	39,239.44	175,000.00	-135,760.56	22.4%
5-40300 · Synod Block Grant	6,857.25	0.00	6,857.25	100.0%
5-40400 · Grants - G.A.	0.00	75,000.00	-75,000.00	0.0%
5-40520 · Church Donations to Pine Haven	3,884.03	0.00	3,884.03	100.0%
5-40500 · Pass-Throughs	4,884.03	12,500.00	-7,615.97	39.1%
5-40700 · Interest Income	1,265.65	5,900.00	-4,534.35	21.8%
5-41000 · Winter Memorial - Income	1,515.32	14,400.00	-12,884.68	10.5%
5-41200 · Skyline Pres Found Interest	3,887.21	15,000.00	-11,112.79	25.9%
5-41800 · Youth Retreats - Registration	2,570.00	0.00	2,570.00	100.0%
Total MISSION FUND INCOME	64,102.93	297,700.00	-233,597.07	21.5%
Total Income	134,129.57	432,785.00	-298,655.43	31.0%
Gross Profit	134,129.57	432,785.00	-298,655.43	31.0%
Expense				
ADMINISTRATIVE FUND EXPENSES				
Administration	7,265.73	57,178.00	-49,912.27	12.7%
Presbytery Meetings	1,170.19	10,000.00	-8,829.81	11.7%
Administrative Commissions	0.00	1,000.00	-1,000.00	0.0%
Council/Trustees	2,254.16	7,000.00	-4,745.84	32.2%
Committee on Ministry	525.38	9,000.00	-8,474.62	5.8%
CPM	0.00	500.00	-500.00	0.0%
Nominating Committee	0.00	200.00	-200.00	0.0%
Budget & Finance	0.00	500.00	-500.00	0.0%
ROCCS Committee	0.00	1,000.00	-1,000.00	0.0%
Permanent Judicial Committee	0.00	750.00	-750.00	0.0%
Presbytery Moderator	0.00	750.00	-750.00	0.0%
Stated Clerk	4,614.92	18,300.00	-13,685.08	25.2%
Treasurer	0.00	5,182.00	-5,182.00	0.0%
Bookkeeper	4,967.66	11,863.00	-6,895.34	41.9%
Administrative Assistant	4,656.51	11,862.00	-7,205.49	39.3%
Total ADMINISTRATIVE FUND EXPENSES	25,454.54	135,085.00	-109,630.46	18.8%
MISSION FUND EXPENSES				
GA Grants	0.00	28,500.00	-28,500.00	0.0%
Pass-Throughs - Paid Out	4,884.03	12,500.00	-7,615.97	39.1%
Evangelism & Congregation Dev	0.00	3,000.00	-3,000.00	0.0%
Stewardship	0.00	1,000.00	-1,000.00	0.0%
Presby Office Expense-Mission	98.22	2,250.00	-2,151.78	4.4%
Winter Memorial Expenses	0.00	6,420.00	-6,420.00	0.0%
ROCCS Program	1,519.78	26,500.00	-24,980.22	5.7%
Camp Story Expenses	0.00	2,300.00	-2,300.00	0.0%
Presby Meeting Leadership	201.70	2,500.00	-2,298.30	8.1%
Communications	90.00	0.00	90.00	100.0%
Council/Trustees	0.00	800.00	-800.00	0.0%

Presbytery of Wyoming
Profit & Loss Budget vs. Actual Summary
 January through March 2018

Accrual Basis

	Jan - Mar 18	Budget	\$ Over Budget	% of Budget
Committee on Ministry	1,128.23	10,500.00	-9,371.77	10.7%
Vocations Committee	0.00	2,500.00	-2,500.00	0.0%
General Presbyter	31,110.75	127,910.00	-96,799.25	24.3%
Stated Clerk	0.00	1,200.00	-1,200.00	0.0%
Treasurer	0.00	1,200.00	-1,200.00	0.0%
Administrative Assistant	0.00	18,620.00	-18,620.00	0.0%
New Worship Comm-Pine Haven	9,949.89	50,000.00	-40,050.11	19.9%
Total MISSION FUND EXPENSES	48,982.60	297,700.00	-248,717.40	16.5%
Total Expense	74,437.14	432,785.00	-358,347.86	17.2%
Net Ordinary Income	59,692.43	0.00	59,692.43	100.0%
Net Income	59,692.43	0.00	59,692.43	100.0%

Camp Story — Director's Report

Summer Camp 2018 will have 12 camps altogether. We will have 5 themed camps grades 5th-12th, two Wilderness Camps, two You and Me weekends, a Day Camp, Starters Camp, and a Leaders In Training Camp. Having 12 camps has enabled our youth to have a lot more options and flexibility in attending camp rather than just one week like last year. The themed camps will have a division between 5th-7th grade and 8th-12th grade for all activities, sleeping arrangements, and bible studies. Worship and dining will be the only time when all grades will be combined. Within these themed camps, we have various guests, activities, and teachings that will be exciting and nurturing for the kids.

God and Creation will focus on the earth and how it was made by our Creator. The kids will be learning about the stars in the sky, vegetation and flowers on the ground, as well as the dirt and rocks we form our foundations.

The Westward Migration Camp will focus on the way folks lived in the past. The youth will learn skills that are no longer taught like rope making, butter churning, and cooking on a chuck wagon. There will also be a demonstration on how to set up a teepee.

Our Cultural Spanish camp will be a week long session of learning Spanish. We will also be learning about how they worship in South America along with learning about a group of kids at a mission in Guatemala. We will be making and sending this group of kids our hand made crafts.

Our Sports Conditioning camp is going to focus on a healthy body and mind. Core Physical Therapy and Pure Energy Fitness will come up through out the week to teach the kids agility drills and ways to keep your body and mind healthy through exercise and nutrition.

Lastly, we will have our Wilderness Camp which will be a week long hike, 20 miles total, up to Kearney Lake in the Big Horn Mountain Wilderness. The kids will learn how to backpack and leave no trace of themselves behind. They will also learn vital survival skills in the process.

Every Wednesday of all camps, besides the Wilderness Camps, we are going to go into the Story Community to do some mission work. We also have a chance to tour the Bradford Brinton Museum in Big Horn to learn about the native American artifacts there and how they relate to specific bible verses as well as do a craft with the team who works at the museum.

Camp Registrations are coming in fast, and I know more will come before summer is here. We already have 40 registrations which is more than we had last year at this time, which is great news!! We have no staff hired yet but we are working hard at recruiting and are keeping in mind that God will provide. But if you know of any youth who are two years out of high school send them my way!

Capital Facts sheet on Camp Story

Fall, 2016

Replaced floor in women's side of bathhouse. Installed handicapped shower and metal toilet stalls

Built deck on Ryland cabin

Spring 2017

Paneled and insulated McClure and Gillette cabins in T & G blue stained pine and installed half bathes.

Installed 2500 gal septic storage tank

Installed baseboard heaters in McClure and Gillette

Fall, 2017

Paneled and insulated dining hall in lodge in T & G knotty pine
Started insulation and blue stain paneling of chapel and Sheridan cabin

Plan for Spring, 2018 plus

finish paneling of chapel and Sheridan cabin. Install heaters in Sheridan and the dining hall and a new wood stove in the chapel

Have contractor build a 16 x 32 outdoor shelter and 20 x 30 garage.

Start construction of two 14 x 28 cabins for the cook and nurse.

Build a 16 x 24 deck on the front of the lodge

Construct fire pit with brick patio circle (some engraved) Fire pit patio will be the starting point for the prayer garden

Future

When we finish construction we will evaluate the siding of the buildings to determine if it needs to be replaced/stained or painted

Funds:

We have raised \$57,000 for matching so we have another \$18,000 to raise. We have received \$40,000 from the matching funds. As of April 1 we have \$51,000 in the capital improvement fund.

We have a Heart of God fire pit patio project going. For a \$100 or more contribution to the camp, you can get an engraved brick to put in the new fire pit patio which will be built between the lodge and the outdoor memorial chapel

We had to transfer \$10,000 from non-designated funds to start the year with a balanced budget. We spent about \$1000 on last year's jubilee celebration funds and the remaining \$5770 will be transferred to this year's budget.

General Presbyter's Report

April 28, 2018

1. Transition to a Virtual Office

The Presbytery Office building is sold and the staff did a fabulous job in sorting through materials, scanning files, throwing away a lot of excess, and coordinating furniture and equipment pick-ups with churches, individuals and Rescued Treasures! Many thanks to Jan and Mark for their superb efficiency and to Doris Shive who took pictures of all the items available and got Jan to send them to the pastors and churches!

2. New Vision and Values

The Presbytery is embracing a new vision and is living out the newly expressed values of the Presbytery. The Council is in the process of working with a graphic designer and displaying a new logo and image for the Presbytery. It will reflect the identified values and vision.

Each Committee, team and group of the Presbytery is being asked to begin their meetings by reading the vision and values and using them as guiding roadmarks as they make decisions!

3. General Presbyter's Sabbatical

I have been Interim or General Presbyter with you for a little over seven years! The days and years have flown by. The Presbytery is gracious in providing a Sabbatical to me after that time frame. I will be taking my Sabbatical during the months of June, July and December. The Presbytery Council has provided \$3,000 to help cover some of my expenses. The Presbytery funds will come from my professional funds which I will not be using during those months. Hopefully, the Board of Pensions Sabbatical Assistance Funds will provide some additional funds. During the next months you will be hearing about my travels and time with family.

During my Sabbatical, I will **Not** be checking my gmail account or answering my phone. If you need assistance during my time away, please contact the following individuals:

Committee on Ministry concerns	Rev. Bob Garrard 307-631-4750 Rev. Larry Turpin (July 7-28) (773-715-3926)
Personnel/Council concerns	Melinda Brazelle 307-256-0506
Presbytery Agenda questions	Fred Feth 307-266-1530
Book of Order/Polity questions	Mark Owens 307-262-1851
Administrative questions/telephone #s, etc	Jan DeBeer 307-259-4528
Financial questions	Trenda Weisshaar 307-575-2207



Presbytery
Report
2017

Presbytery Number 300788
Name Wyoming

Address City/State PO Box 1767
Phone Email Web Casper, WY 82602
Site Fax 307-472-4717
aa.presbywy@gmail.com
www.pbywy.org
307-472-5217

Membership

Prior Active Members **3066**

Gains

17 & Under **7**
18 & Over **54**
Certified **12**
Other **6**

Total Gains **79**

Losses

Certified **11**
Deaths **68**
Other **128**

Total Losses **207**

Total Active **2938**

Members

Baptized **70**
Other Participants **76**
Total Adherents **3212**
Female Members **1767**

Average Attendance **1188**

Affiliate Members **91**

Baptisms

Child Baptisms **14**
Adult Baptisms **5**

Officers

Male Session **85**
Female Session **97**
Male Deacons **38**
Female Deacons **82**

Age Distribution of Active Members

		Male	Female
25 & Under	217	96	121
26 - 45	255	107	148
46 - 55	223	90	133
56 - 65	349	135	214
Over 65	891	324	567

Total Distribution	1935	752	1183		
People with Disabilities					
Hearing	157				
Sight	54				
Mobility	95				
Other	41				
Christian Education					
Birth 3	31		Grade 7	34	
Age 4	18		Grade 8	27	
Kindergarten	29		Grade 9	23	
Grade 1	35		Grade 10	6	
Grade 2	36		Grade 11	14	
Grade 3	30		Grade 12	12	
Grade 4	45		Young Adults	54	
Grade 5	26		Over 25	398	
Grade 6	31		Teachers/Officers	55	
Total	904				
Racial Ethnic Breakdown					
	Members	Elders	Deacons	Male	Female
Asian	13	1	0	3	9
Black	0	0	0	0	0
African American	2	0	0	2	0
African	0	0	0	0	0
Middle Eastern	0	0	0	0	0
Hispanic	10	0	2	3	6
Native American	2	1	0	1	0
White	2127	121	70	777	750
Other	1	1	0	0	1
Totals	2155	124	72	786	766
Potential Giving Units					
	1,844				
Budgeted Income					
	3,895,348				
Budgeted Expense					
	4,079,317				
Receipts					
Regular Contributions	3,702,290	Bequests	97,614		
Capital Building Fund	45,005	Other Income	132,634		

Attachment F – Clerk’s Report – Annual Statistics

Investment Income	619,181	Subsidy or Aid	0
<hr/>			
Expenditures			
Local Program	2,598,221	Per Capital Apprt	96,224
Local Mission	223,117	Validated Mission	190,034
Capital Expenditures	89,288	Theological Fund	4,226
Investment Expenditures	86,526	Other Mission	75,706

Summary Membership Report for 300-788 2017

<u>Location</u>	<u>Pin #</u>	<u>Church Name</u>	<u>Begin Total</u>	<u>17 & Under Gains</u>	<u>18 & Over Gains</u>	<u>Cert Gains</u>	<u>Other Gains</u>	<u>Cert Losses</u>	<u>Death Losses</u>	<u>Other Losses</u>	<u>End Total</u>	<u>Diff</u>
Burns	9532	First	24	0	0	0	0	0	0	0	24	0
Casper	9529	Shepherd of the Hills	283	1	2	0	0	2	5	13	266	-17
Cheyenne	11393	Cheyenne Korean	30	0	0	0	0	0	0	0	30	0
Cheyenne	9533	First	460	3	11	2	4	2	13	4	461	1
Cheyenne	3094	Highlands	33	0	2	1	0	0	0	0	36	3
Cody	9545	First	257	3	0	2	0	0	10	14	238	-19
Encampment	9534	PC of Encampment	32	0	0	0	0	0	0	0	32	0
Evanston	9535	Union	67	0	1	0	2	1	3	8	58	-9
Fort Laramie	9518	Fort Laramie Community	19	0	0	0	0	0	0	0	19	0
Gillette	9546	First	117	0	0	0	0	0	0	0	117	0
Greybull	9548	First	33	0	1	1	0	0	2	0	33	0
Guernsey	9519	Guernsey	60	0	2	0	0	0	3	10	49	-11
Jackson	11440	Presbyterian Church of Jackson Hole	366	0	10	0	0	1	2	19	354	-12
Laramie	9536	United	175	0	3	0	0	1	5	6	166	-9
Lingle	9523	Community	71	0	0	0	0	0	1	1	69	-2
Moorcroft	9549	First	80	0	0	0	0	0	3	4	73	-7
Mountain View	9537	First	41	0	3	0	0	0	0	0	44	3
Powell	9550	Union	172	0	0	0	0	0	3	3	166	-6
Rawlins	8798	France Memorial	35	0	0	1	0	0	2	0	34	-1
Riverton	9522	Riverton	42	0	1	0	0	0	1	2	40	-2
Saratoga	9540	First	61	0	1	2	0	1	2	1	60	-1
Shell	10977	Shell Community	21	0	0	0	0	0	0	2	19	-2
Sheridan	9551	First	344	0	14	2	0	0	7	40	313	-31
Shoshoni	9526	Community	11	0	0	0	0	0	0	0	11	0
Thayne	12263	Star Valley United	37	0	0	0	0	0	0	0	37	0
Thermopolis	9552	Community	41	0	1	0	0	2	1	0	39	-2
Torrington	984	First Wyoming United	74	0	1	0	0	0	4	0	71	-3
Worland	9544	First	80	0	1	1	0	1	1	1	79	-1
ZZZZZ	300788	Wyoming									0	0
Totals			3066	7	54	12	6	11	68	128	2938	-128

Position	Type	First Name	Last Name	Occ	WY Res?	Vote
Pastor/Co-Pastor /Head of Staff						
	M	Jeffrey L	Baxter	101	Yes	Yes
	M	Guy A	Helms	101	Yes	Yes
	M	Thea	McKee	101	Yes	Yes
	M	Patrick M	Montgomery	101	Yes	Yes
	M	Steven R	Niccolls	101	Yes	Yes
	M	Benjamin Robert	Pascal	101	Yes	Yes
	M	Monte R	Reichenberg	101	Yes	Yes
	M	Susan L	Reichenberg	101	Yes	Yes
	M	Robert J	Thomson	101	Yes	Yes
	M	Larry E	Turpin	101	Yes	Yes
	M	Judith Lynn	Williamson	101	Yes	Yes
Associate Pastor						
	M	Diana	Hartman	103	Yes	Yes
	M	Tamara Ann	Letts	103	Yes	Yes
	M	Laura Kate	Morrison	103	Yes	Yes
Temporary Pastoral Relationship						
	M	T Gwyn	Downing	108	Yes	Yes
	M	Karl	Heimbuck	108	Yes	Yes
Designated Pastor						
	M	Yoon Kak	Cho	191	Yes	Yes
Honorably Retired Member of Presbytery						
	M	Curtis W	Barnett	299	Yes	Yes
	M	Frances K	Carlsson	299	No	
	M	Donna G	Deffke	299	No	
	M	Robert W	Frye II	299	No	
	M	Robert L	Garrard	299	Yes	Yes
	M	James L	Green	299	No	
	M	C William	Hassler	299	Yes	Yes
	M	Curtis L	Hill	299	No	
	M	Kyung Bong	Hyun	299	No	
	M	Mary Jo	Koehler	299	No	
	M	Michelina M	Laws	299	No	
	M	James G	Ludowise	299	No	
	M	George A	Moore	299	No	
	M	Samuel H	Murdock	299	No	
	M	Ralph E	Nelson	299	No	
	M	David C	Owens	299	Yes	Yes
	M	George R	Pasek	299	Yes	Yes
	M	Cynthia	Pattishall-Baker	299	No	
	M	Sherry L	Stottler	299	Yes	Yes

M	Virgil E	Taylor	299	No	
M	Marilyn K	Van Gelder	299	No	
M	Robert G	Walkley	299	Yes	Yes
M	Joel Preston	Wright	299	Yes	Yes

Organizing Pastor or Evangelist

M	Shayla Rene	Graham	301	Yes	Yes
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Executive of a Synod or Presbytery

M	Stephen	Shive	302	Yes	Yes
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Minister - Not Engaged in Validated Ministry

M	Gordon R J	King	795	No	
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Member At-Large

P	Edwin R	Brenegar III	797	Yes	Yes
M	Robert R	Bye	797	No	
M	Jason C	Harshberger	797	Yes	Yes
M	Paul Everett	Hayden	797	Yes	Yes
M	Marc R	Jones	797	No	
M	Vickie	Kintzel	797	No	
M	Ann C	Miner	797	Yes	Yes
M	Kellie Lynn	Thomson	797	Yes	Yes
M	Donavon D	Voigt	797	Yes	Yes
M	Elizabeth L	Wilson	797	Yes	Yes
M	Vonne Blessman	Yardley	797	Yes	Yes

Pastor/CO-Pastor Member of Another Denomination

O	Charles	Cooper	151	Yes	Yes
O	Al	Schoonover	151	Yes	Yes
O	Sara	Shields	151	Yes	Yes

Interim Pastor/Associate Pastor Member of Another Denomination

O	Thomas	Thompson	155	Yes	Yes
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Ruling Elder Commissioned to a Church (CRE)

L	David	Cole	107	
L	Jerry	Ewen	107	

The stated clerk finds that, as of January 1, 2018, the presbytery had 39 resident minister commissioners and 39 eligible elder commissioners. This means that the presbytery is in balance regarding the number of resident ministers and eligible ruling elders as voting members of presbytery.

Information:

The Presbytery of Wyoming, Manual of Operations, Standing Rules, Article II, Section 2.017 states that “when the number of resident ministers entitled to vote in presbytery is greater than the numbers of elders

so entitled, the clerk shall declare an imbalance and shall invite sessions (in order of the church's date of charter) to elect an additional elder commissioner until the imbalance is restored."

According to Article II, Section 2.012 of the Presbytery of Wyoming Standing Rules, individuals who are entitled to vote at presbytery are indicated as follows:

All resident ministers enrolled in Wyoming Presbytery

Elders as indicated:

• Commissioners representing their respective churches	28
• Elected officers of presbytery	3
• Members of council	4
• Moderators of continuing committees	1
Committee on Ministry	
Nominating Committee	
Permanent Judicial Commission	
ROCCS	
Committee on Vocations	
Budget, Finance and Stewardship Committee	
• Commissioned lay pastors with a current contract	2
• Elders elected to address the imbalance	1

Report to Presbytery
Administrative Commission – Rawlins Community Parish / France Memorial

At the stated Presbytery meeting in May 2016, the Presbytery created an Administrative Commission to work with the France Memorial Presbyterian Church and the First United Methodist Church of Rawlins as they worked together to form a new united church.

The AC reviewed several drafts of a Plan for Union and By-Laws. This was done on-line. The moderator spent an afternoon working with a committee of the Rawlins church going over the PfU and By-Laws. Paul Cooper was in regular contact with the moderator as he worked through a number of options for selling the France Memorial Presbyterian Church property. This was on-line and by phone. On Jan. 30 I sent the attached email to the commission asking for a vote on the PfU, By-Laws and sale of the property. We all voted for the PfU, By-Laws and sale of property, except Patty Butler who had left the commission and did not vote. The new church, the Rawlins Cooperative Parish is a joint witness with the United Methodist Church and they are set to celebrate the beginning of the new church on April 8, 2018.

Attached please find:

The Plan for Union

The By-laws

The minutes from two special meetings of the France Memorial Church congregation approving the sale of the property.

The minutes of the congregation of the joint witness approving the Plan for Union and By-laws.

Respectfully submitted,
Larry Turpin, AC Moderator

RAWLINS COOPERATIVE PARISH

Plan of Union

A Plan for the Merger of France Memorial Presbyterian Church and First United Methodist Church of Rawlins – Draft 20

Rawlins Cooperative Parish Planning Committee

1/16/2018

Version Control:

Draft 1	10/24/2016	SLL	
Draft 2	10/30/2016	SLL	
Draft 3	10/31/2016	SLL	
Draft 4	11/15/2016	SLL	
Draft 5	01/10/2017	SLL	
Draft 6	03/07/2017	SLL	
Draft 7	03/21/2017	SLL	
Draft 8	04/03/2017	SLL	Additional verbiage for Pastoral Leadership; question for legal – need for a UMC Church Conference for Formal Approval
Draft 9	04/25/2017	SLL	Incorporate changes from Planning Team Meeting
Draft 10	04/26/2017	SLL	Incorporate changes from Planning Team Meeting
Draft 11	05/17/2017	SLL	Grammar, typos and wording changes
Draft 12	05/21/2017	SLL	Incorporate changes from V. Hitchcock & R. Hood
Draft 13	06/20/2107	SLL	Incorporate changes from Larry Turpin
Draft 14	07/05/2017	SLL	Incorporate changes from Planning Team Meeting
Draft 15	07/13/2017	SLL	Fix formatting issue

Draft 16	08/29/2017	SLL	Changed name to be Rawlins Cooperative Parish; AC and Parish Council comments incorporated
Draft 17	09/05/2017	SLL	Modified based on changes from AC and PC
Draft 18	10/31/2017	SLL	Incorporate changes from RMC Chancellor and Proposed property ownership
Draft 19	11/1/2017	SLL	Incorporate changes from Planning Team Meeting
Draft 20	01/16/2018	SLL	Review and finalize changes made to Draft 19

This document is a Plan of Union for two churches, Rawlins First United Methodist and France Memorial Presbyterian Church, as we join together as one unified congregation.

Rawlins Cooperative Parish 1 ~~April 16, 2018~~ January 16, 2018

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Rawlins Cooperative Parish 2 ~~April 16, 2018~~ January 16, 2018

Introduction

In January of 2014 the congregations of France Memorial Presbyterian Church and First United Methodist Church of Rawlins began conversations to explore their common futures. These congregations have worshipped and been in mission together since June 1, 2014, and have

experienced the movement of the Holy Spirit in moving forward in the merging of the two congregations to become a Unified Congregation worshipping as Rawlins Cooperative Parish: a joint witness of United Methodist and Presbyterian believers (RCP for the purposes of this document).

This plan is the basis for uniting First United Methodist Church of Rawlins, Wyoming, with France Memorial Presbyterian Church, also of Rawlins. This plan is subject to the constitutions of both denominations, and is a blending of the rules and practices of the United Methodist Book of Discipline and the Presbyterian Book of Order. When issues that are not covered by the bylaws need to be addressed, the denominational books of governance will be consulted. Except as to property matters, in the case where the provisions of the denominations are not in agreement, a compromise will be prayerfully made.

Faith Statements

Statement of Faith

Rawlins Cooperative Parish is a worshipping, serving body of believers who join together in witness to Jesus Christ as our Lord and Savior. We recognize the Bible as the sacred canon for Christian people and we observe the sacraments of Baptism and the Lord's Supper.

Vision Statement

Rawlins Cooperative Parish is a loving family of God, in service as followers of Christ in the world, teaching and witnessing the truth in Christ. All are invited to worship, praise, and serve our Lord and Savior Jesus Christ.

Mission Statement

As a loving family of God, the mission of Rawlins Cooperative Parish is to be the Body of Christ to our World.

Our purpose as a church is to encourage our members to: KEEP MOVING toward a fuller and deeper relationship with God through Jesus Christ; KEEP MAKING Disciples so that the body of believers can INVITE people to follow Jesus Christ; CONNECT people together in caring relationships; COMMIT to growth in the knowledge and love of God; COMMISSION every member to serve in ministry; and CELEBRATE God's presence among us through worship.

Rawlins Cooperative Parish 3 ~~April 16, 2018~~ ~~January 16, 2018~~

Process for Forming Session or Board

As specified in the "*Rawlins Cooperative Parish Bylaws, 2017*":

The governing body shall be the Church Council consisting of members of the RCP elected at the Annual Congregational Meeting. It will be formed of at least eleven members representative of both denominational bodies (UMC and PC(USA) and other congregational members. The Church Council shall have the powers of the Session of the PC(USA) Church and of the Administrative Council of the United Methodist Church, and shall be subject to the polity of both denominations. The members of the church

council will be ordained and/or installed as soon as possible after election. The Pastor is a non-voting member of the Church Council and all committees. The pastor shall serve as Moderator of the Church Council, if the pastor is PC(USA). If the pastor is UMC, a chairperson will be elected to serve as moderator.

Plan for Disposition of Property

RCP is “building rich” and is in the decision process for deciding how to proceed with optimum building utilization. At the present time, one church building (the France Memorial Presbyterian Church building) is leased to another faith group, and we have received appraisals for both church buildings. Moving forward, we have prayerfully considered the selling one of the church buildings, and are negotiating with a buyer at this time.

Assets of the combined congregation will be held in joint ownership in trust in equal parts for both denominations and evaluated for use going forward. Property will be utilized, stored or sold as deemed appropriate for the future.

In the event of the selling of property (building or other property), RCP will seek the guidance of the governing bodies of both denominations prior to disposition of property. Disposition of property held in trust for UMC shall be subject to the charge conference process under the UM Book of Discipline. Disposition of property held in trust for PC(USA) shall be subject to applicable provisions of the PC(USA) Book of Order.

RCP fully believes in this combined church. In the unlikely event of the dissolution of RCP, all remaining physical property and monetary assets will be divided equitably and returned to the Wyoming Presbytery of the PC(USA) and the Rocky Mountain Conference of the UMC.

Debt

Neither of the denominational churches forming RCP have any debt. RCP forms without debt.

Rawlins Cooperative Parish 4 ~~April 16, 2018~~ ~~January 16, 2018~~

Disposition of Memorials and Gifts

The Memorial Funds of the congregations have been combined into a single account. Prior donations that were designated for a specified purpose are being honored. The Finance Committee will be responsible for the management of this fund.

Plan for Pastoral Leadership

The intent of *Rawlins Cooperative Parish* is to have continuous pastoral leadership. RCP will alternate between the systems of UMC and PC(USA). That is, we will work in consultation with the Cabinet of the Rocky Mountain Conference of the UMC and the Presbytery of Wyoming PC(USA); for example, if the previous pastor was UMC, our goal would be for the following pastor to be PC(USA). However, the congregation would do what is in the best interest of our church, which might include sequential UMC or PC(USA) pastors instead of alternating. The assignment and supervision of the pastor will be

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according to the process and polity of each denomination at the time (i.e. if a UMC pastor is to be sought, assignment will be made by appointment of a pastor by the Bishop and Cabinet, and if a Presbyterian pastor is sought, the PC(USA) call system will be utilized.)

We will ask all candidates for pastor of RCP be knowledgeable and understanding of both UMC and PC(USA) beliefs and polity. The installation of the pastor will be completed in accordance with the requirements and ritual of each denomination, presided over by an ordained UMC Elder and an ordained PC(USA) Pastor or Elder. The RCP pastor will have full status to participate in both denominations.

Draft of New Church Bylaws

Attached as Appendix A

Plan for Organizational Structure

RCP is a community of faith. The actions and activities of the church are governed by a single leadership council, called the Church Council, which will be responsible for coordinating the activities of other teams in an ongoing or as-needed basis. The leaders from each team will, after nomination and acceptance, join with the pastor and council chair to form the Church Council.

Teams will include Finance, Assets, Personnel, Building and Grounds, Pre-School, Worship, Missions and Outreach, Education and Congregational care. The Council may also create temporary task force teams as they are needed for specific activities.

Process for Formal Approval by Congregation

Once a Plan of Union is completed, copies will be distributed to each church family for their study, comment and approval. Following this comment period, a special meeting of the

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congregation will be called for the purpose of comment, discussion, and revision if need be. Notice of the time, date, place, and purpose of the meeting will be announced from the pulpit on at least two preceding Sundays and by written notification.

If revision of the Plan of Union document is needed, the document will be returned to the Planning Committee. Once revisions are completed an additional congregation meeting, convened and supervised by either the District Superintendent of the Rocky Mountain Conference or the Executive Presbyter of the Wyoming Presbytery, and moderated by the Pastor, will be called following the previous guidelines for meeting notification stated above. If no revisions are requested, this meeting can then proceed to the final vote on the document.

A quorum, as defined by Robert's Rules of Order ("as large as can be depended upon for being present at the meeting when weather is not exceptionally bad") must be present for approval of the Plan of Union as well as the bylaws.

In this meeting, opportunity will be given for additional comment. Concluding comments, a vote will be taken to accept the Plan of Union as presented or as modified. This vote may be done by a show of hands or by written ballot if requested. No proxy or mail-in voting will be allowed. The Plan of Union must be approved by a two-thirds majority of those in attendance at an RCP Congregational Meeting.

Approval should be obtained before holding the final congregational meeting.

Name for the New Church

The name determined for this congregation is, "Rawlins Cooperative Parish: a joint witness of United Methodist, Presbyterian (PC(USA)) and other believers."

New Incorporation Documents Prepared/Drafted

(This is yet to be determined. Question has been sent to both denominations for guidance)

The Planning team will insure that the Incorporation Documents are prepared and filed.

Plan for Final Service(s) of the Separate Congregation(s)

RCP has been worshipping as one congregation since June, 2014. While we will plan and observe a service of celebration when we become "officially" a Unified Congregation, we will not have a "final service" for either denominational congregation.

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Glossary

Administrative Council – The governing body of a UMC church, typically the chairs of each church committee.

Assets – Physical property, real property and improvements and monetary assets held in ownership by the Denominational bodies and/or Rawlins Cooperative Parish. Regardless of titling, property of both churches will continue to be held in trust for the respective denomination after the union.

Church Council – In our previous incarnation as Rawlins Cooperative Parish, the governing body for the church was the Parish Council. This is now the combination of the Administrative Council (UMC) and the Session PC(USA).). The Church Council remains amenable to the polity of PC(USA) and the UMC.

Lay Leader -- The principal layperson in a local church, district or UMC Annual Conference who represents and leads the laity in ministry.

PC(USA) – The Presbyterian Church of the USA.

Polity – The operational and governance structure of a church or of a Christian denomination. It also denotes the ministerial structure of a church and the authority relationships between churches.

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RCP – Rawlins Cooperative Parish: a joint witness of United Methodist and Presbyterian believers.

Session - A session (sometimes called consistory or church board) is a body of elected elders governing a local church within Presbyterian polity.

UMC – The United Methodist Church.

Rawlins Cooperative Parish 7 January 16, 2018

RAWLINS COOPERATIVE PARISH

Rawlins Cooperative Parish

Bylaws of the Church – Draft 21

Rawlins Cooperative Parish Planning Committee

1/16/2018

This document contains the bylaws for two churches, Rawlins First United Methodist and France Memorial Presbyterian Church, as they join together as one unified congregation.

Version Control

Draft 1	01/09/2017	Initial document
Draft 2	03/07/2017	Incorporated Changes from Planning Team meeting
Draft 3	03/21/2017	Incorporated Changes from Planning Team meeting
Draft 4	03/21/2017	Incorporated Changes from Planning Team meeting
Draft 5	04/03/2017	From Team Input - Changes to sections: (III)Membership, (V)Governing Body, (VI)Congregational Meetings
Draft 6	04/25/2017	Incorporated Changes from 4/5/17 Planning Team meeting

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Draft 7	04/25/2017	Incorporated changes from team members
Draft 8	05/12/2017	Incorporated changes from team meeting
Draft 9	05/16/2017	Incorporated changes from V. Hitchcock
Draft 10	05/17/2017	Incorporated changes from team meeting
Draft 11	05/18/2017	Modified section headings; minor formatting corrections
Draft 12	05/18/2017	Minor corrections to wording and punctuation
Draft 13	05/21/2017	Incorporated changes from V. Hitchcock & R. Hood
Draft 14	06/20/2017	Incorporated changes from meeting with Larry Turpin
Draft 15	07/05/2017	Incorporated changes from Planning Team meeting
Draft 16	09/04/2017	Incorporated changes from AC and Parish Council (PC) input
Draft 17	09/05/2017	Modifications based on changes made for AC and PC input
Draft 18	10/31/2017	Incorporated changes from RMCUMC Chancellor
Draft 19	11/01/2017	Incorporated changes from Planning Team meeting
Draft 20	01/16/2018	Accepted changes from Draft 19; Dissolution section updated to reflect Plan of Union wording
Draft 21	01/16/2018	Modified all by-laws to be bylaws. Changed “active” members to “participating” members

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RAWLINS COOPERATIVE PARISH

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PART I

NAME, INTRODUCTION, PURPOSE AND MISSION

Name

Henceforth, this congregation shall be known as Rawlins Cooperative Parish.

Introduction

Rawlins Cooperative Parish is a joint witness of the First United Methodist Church of Rawlins, France Memorial Presbyterian Church and other believers. These bylaws and the Plan of Union are the governing basis for the union, and are subject to the provisions of the Plan of Union. Rawlins Cooperative Parish will remain subject to the denominational books of governance in matters concerning property and pastoral assignments.

Statement of Faith

Rawlins Cooperative Parish is a worshipping, serving body of believers who join together in witness to Jesus Christ as our Lord and Savior. We recognize the Bible as the sacred canon for Christian people and we observe the sacraments of Baptism and the Lord’s Supper.

Vision Statement

Rawlins Cooperative Parish is a loving family of God, in service as followers of Christ in the world, teaching and witnessing the truth in Christ, inviting all to worship, praise, and serve our Lord and Savior Jesus Christ.

Mission Statement

As a loving family of God, the mission of Rawlins Cooperative Parish is to be the Body of Christ to our World. We encourage our members to: KEEP MOVING toward a fuller and deeper relationship with God through Jesus Christ; KEEP MAKING Disciples so that the body of believers can INVITE people to follow Jesus Christ; CONNECT people together in caring relationships; COMMIT to growth in the knowledge and love of God; COMMISSION every member to serve in ministry; and CELEBRATE God's presence among us through worship.

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PART II

SACRAMENTS

We recognize the sacraments of Baptism and Communion. No specific form of either shall be required. Baptism is administered both to adults and children of the faithful. An Open Communion Table is celebrated, and all are invited to Jesus' table to receive Communion.

PART III

MEMBERSHIP

Rawlins Cooperative Parish (RCP) is a joint witness of UMC and PC(USA) believers and others. These denominational ties are very important to many of our members at this time. We are also aware there are many believers in our congregation who come from other Christian backgrounds, and many other believers in our town who do not have an interest in being connected to a specific denomination. We want all to feel welcome at Rawlins Cooperative Parish.

All members of the First United Methodist Church or the France Memorial Presbyterian Church PC(USA), both of Rawlins, Wyoming, shall be members of RCP.

All baptized persons may be admitted into membership by Confession of Faith, Reaffirmation of Faith, or by Letter of Transfer, and by the Pastor bringing them before the congregation, inquiring of their faith and willingness to participate in the congregation, and receiving them into the fellowship of the Church.

The Church shall maintain a joint membership roll which shall designate the denomination of such members by (M) for United Methodist and (P) for Presbyterian (USA). No such designations shall be used for persons added to the membership roll unless specifically requested by such member.

All are welcome to become members based on commitment to supporting the witness of this church family. Those who do not wish to join as a Methodist or as a Presbyterian are welcome to join and become members of RCP.

Members of RCP may only be removed from the membership roll by a formal Letter of Transfer to another church, a Letter or Formal Request by the member, or by death.

For the purposes of voting on official church business, members are considered to be those who are committed to supporting the church through attendance at services or functions on a regular basis and those who regularly give of their prayers, presence, gifts and service.

The Council shall report the total membership to the UMC and to the PC(USA). Similar reports such as number of Church school members, baptisms, etc., and information on financial income and expenditures shall be submitted to each stated denomination as required by that denomination.

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PART IV

MINISTER/PASTOR

The intent of Rawlins Cooperative Parish is to have continuous pastoral leadership. RCP will alternate between the systems of UMC and PC(USA). That is, we will work in consultation with the Cabinet of the Rocky Mountain Conference of the UMC and the Presbytery of Wyoming PC(USA); for example, if the previous pastor was UMC, our goal would be for the following pastor to be PC(USA). However, the congregation would do what is in the best interest of our church, which might include sequential UMC or PC(USA) pastors instead of alternating. The assignment and supervision of the pastor will be according to the process and polity of each denomination at the time (i.e. if a UMC pastor is to be sought, assignment will be made by appointment of a pastor by the Bishop and Cabinet, and if a Presbyterian pastor is sought, the PC(USA) call system will be utilized.)

We will ask all candidates for pastor of RCP be knowledgeable and understanding of both UMC and PC(USA) beliefs and polity. The installation of the pastor will be completed in accordance with the requirements and ritual of each denomination, presided over by an ordained UMC Elder and an ordained PC(USA) pastor. The RCP pastor will have full status to participate in both denominations.

The Pastor of RCP shall perform the duties which usually pertain to that office. As the spiritual leader of the congregation, he/she shall be an ex-officio member the Church Council and of all organized groups and committees. The Pastor shall have the right to call a meeting of the Church Council or any board or committee.

PART V

GOVERNING BODY AND OFFICERS

The governing body, responsible for the whole church, shall be the Church Council elected at the Annual Congregational Meeting. The Council shall have the powers of the Session of the PC(USA) and of the Administrative Board of the UMC. The Council shall consist of at least eleven members representative of both denominational bodies (UMC and PC(USA) and other congregational members. The members of the church council will be ordained and/or installed as soon as possible after election. The Church Council shall be amenable to the polity of PC(USA) and the UMC.

The Pastor shall be a non-voting member of the Church Council and all committees.

The Pastor shall be the Moderator for the Church Council when the pastor is a pastor of the PC(USA) denomination. A Lay Chair shall be nominated at the Annual Congregational Meeting, when the pastor is a UMC Pastor, and elected by the Council at the first Council meeting following the Annual Congregational Meeting.

The officers of the Council shall be: the Secretary/Clerk, the Church Treasurer and the Financial Secretary. Those holding these positions are elected at the Annual Congregational Meeting to serve for
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one year and may be re-elected for consecutive terms, ideally for no longer than five years. Church Council meetings will be held monthly, called and organized by the Moderator or Lay Chair.

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An Annual Congregational Meeting shall be held in compliance with the denominational book of governance that applies to the assignment and supervision of the minister or pastor then in the pulpit. This meeting will typically be convened and supervised by the UM District Superintendent or the PC(USA) Executive Presbyter.

At the Annual Congregational Meeting, the congregation shall elect a Personnel Committee consisting of at least five members, representative of the denominational bodies (UMC and PC(USA)) and other congregational members, with a leader to serve on the Church Council. This committee is responsible for pastor evaluation and support, and charged with hiring, evaluating and dismissing non-appointed personnel.

An Assets Committee shall be elected by the congregation at the Annual Congregational Meeting to provide stewardship of the Church's property, permanent funds and legal documents. This committee will appoint an auditor as required and will maintain adequate insurance coverage for church properties and liabilities. The leader will serve on the Council.

The congregation shall elect a Finance Committee at the Annual Congregational Meeting. This Committee shall consist of the Church Treasurer, the Financial Secretary, representatives of the Personnel and Assets Committees, the Pastor, and another representative of the Church Council. This committee will compile a budget annually, which will be submitted to the Council for review and adoption. The Finance Committee will administer the funds of RCP per the Council's instructions.

Additional representation on the Council shall include, but not be limited to, Buildings and Grounds, Worship, Christian Education, Mission/Outreach, Congregational Care, and the Pre-School Board. As task force teams are needed and constituted, the team leader of the task force shall become a member of the Council. Task force teams are created from volunteers from the congregation.

Positions on the Council shall be for one year; persons may be re-elected for consecutive terms not to exceed five years of service. Should any vacancy occur in any elective position, the Council may fill such vacancy until the next annual congregational meeting.

Temporary teams may be formed for specific activities as needed; i.e., a Membership Team, a Stewardship Team, Nomination Team, etc.

The Council shall meet during the last quarter of the year in preparation for the Annual Congregational Meeting to receive recommendations from the Nominations Team and to prepare the budget for the next calendar year.

PART VI

CONGREGATIONAL MEETINGS

The Annual Congregational Meeting shall be held by the end of each January to elect officers and members of the Church Council, to receive reports, approve the Pastor's salary and annual budget, and to transact other business of the Church.

Meetings of the congregation other than the Annual Congregational Meeting may be requested in writing by the Church Council or by five or more congregants, and shall be called by the moderator or lay

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chair serving as moderator. Such meetings will be announced from the pulpit for two Sundays, and notification done via email and/or electronic newsletter. Business to be transacted shall be limited to items specifically listed in the call for the meeting.

Notice of the time, date, place, and purpose of all congregational meetings shall be publicly announced by the pastor, from the pulpit on at least two Sundays preceding the meeting. Written notice shall be placed in the worship bulletin a minimum of 14 days prior to the meeting, and notification done via email, electronic newsletter, and/or U.S. Mail.

The Pastor or denominational representative, or the pastor's designated representative shall be the moderator of all congregational meetings. The Council Secretary or a representative shall be the secretary. If the pastor is unable to attend a congregational meeting, another pastor or a congregant can be designated to serve as the pastor's representative.

All members of RCP shall be eligible to vote at congregational meetings. Voting by proxy or mail in ballot is not allowed. Provisions may be made for joining meetings with the use of technology.

A majority of those present or attending via technological means are included in the voting count required to pass any motion. The most current edition of Robert's Rules of Order shall be the parliamentary guide in all meetings of Church Council, committees, boards and the Congregation.

PART VII

DENOMINATIONAL OBLIGATIONS

RCP shall contribute to the operations and missions of both denominations by paying an amount equal to 10% of RCP's general receipts from the previous month, split equally between the two denominations.

The general receipts of RCP consist of all non-designated revenue received by the local church in the form of offerings, donations, fees, rents, and distributions from endowment funds, whether by cash, credit card or check.

Examples of donations which would not be considered general receipts are those designated for a building fund, memorial funds, endowments and bequests, costs of goods sold for fund-raising, pass-through donations to other charitable organizations, or donations given for specific missions of the church.

PART VIII

OWNERSHIP AND DISPOSITION OF PROPERTY

The purchase, sale, transfer or encumbrance or other transfer of RCP real estate shall be considered at a Congregational Meeting called for that purpose. The quorum for said meeting shall be 50% of

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participating congregants with two-thirds vote by paper ballot necessary for approval. Until that time, property remains with its denomination.

Assets of the combined congregation will be held in joint ownership in trust in equal parts for both denominations and evaluated for use going forward. Property will be utilized, stored or sold as deemed appropriate for the future.

Disposition of property held in trust for UMC shall be subject to the charge conference process under the UM Book of Discipline. Disposition of property held in trust for PC(USA) shall be subject to applicable provisions of the PC(USA) Book of Order.

PART IX

PERMANENT FUNDS

Permanent Funds shall be defined as property of any type transferred to the church by assignment, conveyance, devise, beneficiary designation or otherwise, for purposes other than meeting the Church's budgeted expenses or obligations, and segregated from the operating funds, i.e. building funds.

The Assets Committee shall serve as the stewards of these Permanent Funds, maintaining records of each one showing the name and address of each donor, the original value, and a signed copy of the transfer to RCP. A report of these funds and their use shall be presented at the annual congregational meeting. Use or disposition of permanent funds established prior to the union shall be made in accordance with the applicable provisions of the denominational books of governance.

Permanent Funds may be made available to expand and enrich the mission and ministry of the Church. The Assets Committee shall make recommendations to the Church Council prior to acceptance of any bequest or gift. The Assets Committee shall also make recommendation for any expenditure.

PART X

MEMORIAL FUND

The Memorial Fund shall consist of funds ordinarily provided by more than one donor held in memory of a deceased friend or loved one. Items purchased from the Memorial Fund should have a lasting value and the wishes of the deceased's family may be taken into consideration. The Finance Committee shall be responsible for negotiating and managing all Memorial Funds, maintaining records and shall make recommendations to the Church Council for approval of any expenditure. Use or disposition of permanent funds established prior to the union shall be made in accordance with the applicable provisions of the denominational books of governance.

PART XI

CHANGING BYLAWS

These bylaws may be modified, amended or repealed at the annual congregational meeting or a special meeting called for this purpose. Any such meeting shall be subject to the charge conference provisions

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of the UM book of governance or applicable provisions of the PC(USA) book of governance. All proposed changes or amendments shall be made clearly in writing and included with both the published (bulletin and/or newsletter) and electronic call of the meeting. The quorum of any meeting of the congregation to consider amendment shall be 50% of congregants with 2/3 paper ballot vote majority necessary to amend.

Bylaws shall be reviewed no less often than every five years by the Church Council or by a committee designated by the Church Council.

DISSOLUTION

RCP fully believes in this combined church. In the unlikely event of the dissolution of RCP, all remaining physical property and monetary assets will be divided equitably and returned to the Wyoming Presbytery of the PC(USA) and the Rocky Mountain Conference of the UMC.

Summation

These bylaws are subject to the constitutions of both denominations, and are a blending of the rules and practices of the United Methodist Book of Discipline and the Presbyterian Book of Order. When issues that are not covered by the bylaws need to be addressed, the denominational books of governance will be consulted. Except as to property matters, in the case where the provisions of the denominations are not in agreement, a compromise will be prayerfully made.

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Glossary

Administrative Council – The governing body of a UMC church, typically the chairs of each church committee.

Assets – Physical property, real property and improvements and monetary assets held in ownership by the Denominational bodies and/or Rawlins Cooperative Parish. Regardless of titling, property of both churches will continue to be held in trust for the respective denominations after the union.

Church Council – In our previous incarnation as Rawlins Cooperative Parish, the governing body for the church was the Parish Council. This is now the combination of the Administrative Council (UMC) and the Session (PC(USA)). The Church Council remains amenable to the polity of PC(USA) and the UMC.

Committee – A group that performs the required functions of the congregation over the long term.

Lay Leader -- The principal layperson in a local church, district or UMC Annual Conference who represents and leads the laity in ministry.

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PC(USA) – The Presbyterian Church of the USA.

Polity – The operational and governance structure of a church or of a Christian denomination. It also denotes the ministerial structure of a church and the authority relationships between churches.

RCP – Rawlins Cooperative Parish: a joint witness of United Methodist and Presbyterian believers.

Session - A session (sometimes called consistory or church board) is a body of elected elders governing a local church within Presbyterian polity.

Team – A temporary or ad-hoc group that forms for a specific purpose and task, and may disband upon completion of the task.

UMC – The United Methodist Church.

Approved on this day, the ___ of __, 20

Effective on this day, the __ of __, 20

Signatures

Name: Office: _

Name: Office: _

Name: Office: _

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SPECIAL CALLED CONGREGATIONAL MEETING FRANCE
MEMORIAL PRESBYTERIAN CHURCH NOVEMBER 19,
2017 – 10:15 AM

The meeting was called to order in prayer by Moderator Rev. Sharon Langfeldt. The meeting was led by Ruling Elder Paul Cooper, who explained that the purpose of the meeting was to vote on the sale of the France Memorial back property at 1506 Nevada Street; Rawlins, Wyoming.

The motion was as follows: "I move that France Memorial Presbyterian Church accept the \$78,000 offer from the Mennonite Church for the remaining acre and a half of the Nevada Street property." The motion was seconded and discussion followed.

Paul explained the costs, which would be involved by splitting the back half of the property from the front. The question was called and the vote was in favor of accepting the offer to sell the back portion to the Mennonites. The vote was 15 YES, and 2 NO votes, with members of France Memorial casting the votes.

Paul Cooper closed the meeting in prayer.

Respectfully submitted,

Judy Tigner, Clerk

Paul Cooper, Ruling Elder

Sharon Langfeldt, Moderator

SPECIAL CALLED CONGREGATIONAL MEETING
FRANCE MEMORIAL PRESBYTERIAN CHURCH SUNDAY, JUNE 11,
2017

AT RAWLINS 1ST UNITED METHODIST CHURCH SANCTUARY.

The meeting was called to order in prayer at 11: 50 am by Moderator Steven Niccolls, pastor of the Saratoga Presbyterian Church. A quorum was declared.

The purpose of the meeting was to determine whether to accept the offer to sell the property at 1506 Nevada Street; Rawlins, WY 82301.

Members of the congregation had been notified of the meeting through announcements from the pulpit, email correspondence, and letters mailed on May 5 and the first part of June.

Paul Cooper gave a brief history of the prior congregational meetings and discussions on the commitment to the merging of the two denominational churches (France Memorial Presbyterian and Rawlins 1st United Methodist) into one congregation of joint witness. He then made the motion as follows: **"I move that the 1506 Nevada Street Property, consisting of the building and lots 1, 2, 3 and 4 be sold to the Mennonite Church of Rawlins for the sum of \$342,000. This sale**

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will not include the Good Shepherd stained glass window nor the contents of the building nor sheds on the property.” The motion received a second from Larry Moore.

Discussion on the motion was allowed, and the question was called. Paper ballots with a denominational designation were distributed to all in attendance.

The meeting was adjourned to lunch at 12:24 pm in order for the ballots to be counted.

The meeting reconvened at 12:43 pm to announce the outcome of the balloting. The Presbyterian motion to sell carried by more than the 2/3 vote required. The Methodist vote was unanimous in favor of the motion. The meeting was then adjourned at 12:45 pm. Respectfully submitted, Judy Tigner,

Clerk of Session

Steven Nicolls, Moderator



Wyoming Presbytery *Stewarding Proceeds of the East 9th Street Building Sale*

- Background:

The presbytery's office located at 118 East 9th Street in Casper was sold in 2018. The proceeds from this sale will be invested for long-term purposes in a manner consistent with the social-witness principles of the Presbyterian Church (U.S.A.).

- Purpose:

The proceeds will be considered endowment-like and invested with a long-term strategy. While the presbytery retains the right to invade the principal amount in the event a major issue arises, the presbytery's goal will be to use only a portion of the fund's annual income.

All dividends and capital gains will be automatically reinvested for a period of three years in order that the principal balance may grow.

Beginning January 1, 2022, and on an annual basis thereafter, the presbytery will designate one-half of the prior year's return for reinvestment. The remaining one-half of the prior year's income will be expended for purposes of the presbytery's choosing (for example, the presbytery may choose to designate this income to fund specific mission causes, or a clergy-education event, or presbytery administrative expenses, etc.).

- Asset Management:

The property sale proceeds will be invested in the New Covenant Balanced Growth Fund, in cooperation with the Presbyterian Foundation. The Balanced Growth Fund invests primarily in common stocks with approximately 60% of its assets in shares of the New Covenant Growth Fund. The balance of its assets are invested in corporate and government bonds.

The Balanced Growth Fund seeks to generate returns in excess of the benchmark. Investment decisions are consistent with social-witness principles approved by the General Assembly of the Presbyterian Church (U.S.A) as reflected in the Mission Responsibility Through Investment Committee Guidelines.

A Quarterly Fact sheet dated 12/31/2017 is attached which describes the New Covenant Balanced Growth Fund and its investment returns and fees/expenses in greater detail.

Paul H. Grier | Vice-President
 Presbyterian Foundation | 2310 Augusta St. | Greenville, South Carolina 29605
 1-800-843-9547 | Paul.Grier@PresbyterianFoundation.org
 April 20, 2018

Past performance does not guarantee future results. The performance data quoted represents past performance and current returns may be lower or higher. The investment return and net asset value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than the original cost. To obtain performance information for the most recent quarter end, please visit www.NewCovenantFunds.com.

**AMERICAN TITLE AGENCY
STATEMENT OF SETTLEMENT FOR SELLERS**

PROPERTY ADDRESS: 118 EAST 9TH STREET, CASPER, WY 82601

PURCHASER/BORROWER(S): JLW REAL ESTATE LLC

SELLER(S): PRESBYTERY OF WYOMING, INC.

SETTLEMENT DATE: April 6, 2018

DISBURSED: April 6, 2018

PRORATION DATE: April 6, 2018

LEGAL DESCRIPTION:

THE EAST 65 FEET OF LOT 5, BLOCK 34, IN THE CITY OF CASPER, NATRONA COUNTY, WYOMING

ALSO KNOWN AS

THE EAST 65 FEET OF LOT 5, BLOCK 34, PARK ADDITION TO THE CITY OF CASPER, NATRONA COUNTY, WYOMING.

PURPORTED ADDRESS: 118 EAST 9TH STREET, CASPER, WY 82601

	DEBIT	CREDIT
Contract Sales Price		208,500.00
Commissions - Total commissions: 3.0000 % =	6,255.00	6,255.00
6,255.00 REAL ESTATE LEADERS		
CLOSING FEE AMERICAN TITLE AGENCY	125.00	
PROCESSING FEE AMERICAN TITLE AGENCY	50.00	
Owner's title insurance to COMMONWEALTH LAND TITLE INSURANCE CO	857.00	
Subtotals	7,287.00	208,500.00
Balance Due TO Seller	201,213.00	
TOTALS	208,500.00	208,500.00

The above figures do not include sales or use taxes on personal property

APPROVED and ACCEPTED

SELLER(S):

PRESBYTERY OF WYOMING, INC.

BY: *Syren Williamson*

ESCROW AGENT:

Jennifer A. Ford
AMERICAN TITLE AGENCY

[Signature]
REAL ESTATE LEADERS



OMB Approval No. 2502-0265

A. Settlement Statement (HUD-1)

B. Type of Loan

1. <input type="checkbox"/> FHA	2. <input type="checkbox"/> RHS	3. <input checked="" type="checkbox"/> Conv. Unins.	6. File Number: 80-122162	7. Loan Number:	8. Mortgage Insurance Case Number:
4. <input type="checkbox"/> VA	5. <input type="checkbox"/> Conv. Ins.				

C. Note: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)*" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

D. Name and Address of Borrower: JLW REAL ESTATE LLC 118 EAST 9TH STREET CASPER, WY 82601	E. Name and Address of Seller: PRESBYTERY OF WYOMING, INC.	F. Name and Address of Lender: NEBRASKALAND NATIONAL BANK 1400 S DEWEY NORTH PLATTE, NE 69101
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G. Property Location: 118 EAST 9TH STREET CASPER, WY 82601 NATRONA County, Wyoming E. 65' OF LOT 5, BLOCK 34 CITY OF CASPER	H. Settlement Agent: AMERICAN TITLE AGENCY 315 WEST 1ST CASPER, WY 82601 Place of Settlement: 315 WEST 1ST CASPER, WY 82601 Ph. 307-266-4672	I. Settlement Date: April 6, 2018 Disbursement Date: April 6, 2018
---	--	---

J. Summary of Borrower's transaction		K. Summary of Seller's transaction	
100. Gross Amount Due from Borrower:		400. Gross Amount Due to Seller:	
101. Contract sales price	208,500.00	401. Contract sales price	208,500.00
102. Personal property		402. Personal property	
103. Settlement Charges to Borrower (Line 1400)	3,463.00	403.	
104.		404.	
105.		405.	
Adjustments for items paid by Seller in advance		Adjustments for items paid by Seller in advance	
106. City/Town Taxes to		406. City/Town Taxes to	
107. County Taxes to		407. County Taxes to	
108. Assessments to		408. Assessments to	
109.		409.	
110.		410.	
111.		411.	
112.		412.	
120. Gross Amount Due from Borrower	211,963.00	420. Gross Amount Due to Seller	208,500.00
200. Amounts Paid by or in Behalf of Borrower		500. Reductions in Amount Due Seller:	
201. Deposit or earnest money	1,000.00	501. Excess deposit (see instructions)	
202. Principal amount of new loan(s)	157,500.00	502. Settlement charges to Seller (Line 1400)	7,287.00
203. Existing loan(s) taken subject to		503. Existing loan(s) taken subject to	
204.		504. Payoff First Mortgage	
205.		505. Payoff Second Mortgage	
206.		506.	
207.		507. (Deposit disb. as proceeds)	
208.		508.	
209.		509.	
Adjustments for items unpaid by Seller		Adjustments for items unpaid by Seller	
210. City/Town Taxes to		510. City/Town Taxes to	
211. County Taxes to		511. County Taxes to	
212. Assessments to		512. Assessments to	
213.		513.	
214.		514.	
215.		515.	
216.		516.	
217.		517.	
218.		518.	
219.		519.	
220. Total Paid by/for Borrower	158,500.00	520. Total Reduction Amount Due Seller	7,287.00
300. Cash at Settlement from/to Borrower		600. Cash at settlement to/from Seller	
301. Gross amount due from Borrower (line 120)	211,963.00	601. Gross amount due to Seller (line 420)	208,500.00
302. Less amount paid by/for Borrower (line 220)	(158,500.00)	602. Less reductions due Seller (line 520)	(7,287.00)
303. Cash <input checked="" type="checkbox"/> From <input type="checkbox"/> To Borrower	53,463.00	603. Cash <input checked="" type="checkbox"/> To <input type="checkbox"/> From Seller	201,213.00

* Paid outside of closing by borrower(B), seller(S), lender(L), or third-party(T)
The undersigned hereby acknowledge receipt of a completed copy of this statement & any attachments referred to herein

Borrower JLW REAL ESTATE LLC
BY: *[Signature]*
Seller PRESBYTERY OF WYOMING, INC.
BY: *[Signature]*
TO THE BEST OF MY KNOWLEDGE, THE HUD-1 SETTLEMENT STATEMENT WHICH I HAVE PREPARED IS A TRUE AND ACCURATE ACCOUNT OF THE FUNDS WHICH WERE RECEIVED AND HAVE BEEN OR WILL BE DISBURSED BY THE UNDERSIGNED AS PART OF THE SETTLEMENT OF THIS TRANSACTION.
[Signature]
AMERICAN TITLE AGENCY, Settlement Agent

WARNING: IT IS A CRIME TO KNOWINGLY MAKE FALSE STATEMENTS TO THE UNITED STATES ON THIS OR ANY SIMILAR FORM. PENALTIES UPON CONVICTION CAN INCLUDE A FINE AND IMPRISONMENT. FOR DETAILS SEE: TITLE 18 U.S. CODE SECTION 1001 & SECTION 1010.

The Public Reporting Burden for this collection of information is estimated to average 35 minutes per response for collecting, reviewing, and reporting the data. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. No confidentiality is assured; this disclosure is mandatory. This is designed to provide the parties to a RESPA covered transaction with information during the settlement process.

L. Settlement Charges						Paid From Borrower's Funds at Settlement	Paid From Seller's Funds at Settlement	
700. Total Real Estate Broker Fees								
Division of commission (line 700) as follows:								
701.	\$ 6,255.00	to	REAL ESTATE LEADERS					
702.	\$	to	REAL ESTATE LEADERS					
703.	Commission paid at settlement						6,255.00	
704.								
705.								
800. Items Payable In Connection with Loan								
801.	Our origination charge	\$	500.00	(from GFE #1)				
802.	Your credit or charge (points) for the specific interest rate chosen	\$		(from GFE #2)				
803.	Your adjusted origination charges to	NEBRASKALAND NATIONAL BANK		(from GFE #A)				
804.	Appraisal fee	to		(from GFE #3)	500.00			
805.	Credit Report	to		(from GFE #3)	1,500.00			
806.	Tax service	to		(from GFE #3)				
807.	Flood certification	to		(from GFE #3)	15.00			
808.								
809.								
810.								
811.								
900. Items Required by Lender to Be Paid in Advance								
901.	Daily interest charges from	04/06/18	to	05/01/18	25 @ \$/day	(from GFE #10)		
902.	Mortgage insurance premium for		months to			(from GFE #3)		
903.	Homeowner's insurance for		years to			(from GFE #11)		
904.								
905.								
1000. Reserves Deposited with Lender								
1001.	Initial deposit for your escrow account					(from GFE #9)		
1002.	Homeowner's insurance	months @ \$	per month	\$				
1003.	Mortgage insurance	months @ \$	per month	\$				
1004.	Property taxes					\$		
1005.						\$		
1006.		months @ \$	per month	\$				
1007.		months @ \$	per month	\$				
1008.						\$		
1009.						\$		
1100. Title Charges								
1101.	Title services and lender's title insurance					(from GFE #4)	590.00	
1102.	Settlement or closing fee	to	AMERICAN TITLE AGENCY	\$	175.00		175.00	
1103.	Owner's title insurance to	COMMONWEALTH LAND TITLE INSURANCE COMP		(from GFE #5)			857.00	
1104.	Lender's title insurance to	COMMONWEALTH LAND TITLE INSURANCE COMP		\$	415.00			
1105.	Lender's title policy limit	\$	157,500.00					
1106.	Owner's title policy limit	\$	208,500.00					
1107.	Agent's portion of the total title insurance premium	to	AMERICAN TITLE AGENCY	\$	1,081.20			
1108.	Underwriter's portion of the total title insurance premium	to	COMMONWEALTH LAND TITLE INSURANCE CO	\$	190.80			
1109.						\$		
1110.						\$		
1111.						\$		
1112.						\$		
1113.						\$		
1200. Government Recording and Transfer Charges								
1201.	Government recording charges	to	NATRONA County Clerk	(from GFE #7)	P.O.C.\$12.00(S)*		63.00	
1202.	Deed \$	12.00	Mortgage \$	27.00	Releases \$	12.00	Other \$	24.00
1203.	Transfer taxes					(from GFE #8)		
1204.	City/County tax/stamps	\$		\$				
1205.	State tax/stamps	\$		\$				
1206.								
1207.								
1300. Additional Settlement Charges								
1301.	Required services that you can shop for					(from GFE #6)		
1302.	ELECTRICAL INSPECTION	to	POWER PLUS ELECTRIC	\$		65.00		
1303.	STRUCTURAL INSPECTION	to	YELTON STRUCTURAL ENGINEERING	\$		500.00		
1304.	FURNACE INSPECTION	to	AIR COMFORT COMPLETE INC	\$		80.00		
1305.						\$		
1306.	PLUMBING INSPECTION	to	HUBER PLUMBING AND HEATING	\$		80.00		
1307.	ROOF INSPECTION	to	SUMMIT ROOFING INC	\$		70.00		
1400.	Total Settlement Charges (enter on lines 103, Section J and 502, Section K)						3,463.00	7,287.00

* Paid outside of closing by borrower(B), seller(S), lender(L), or third-party(T)

By signing page 1 of this statement, the signatories acknowledge receipt of a completed copy of pages 2 & 3 of this three page statement.

Vanessa A. F...
 AMERICAN TITLE AGENCY, Settlement Agent

WARRANTY DEED

THIS INDENTURE, made this 6th day of April, 2018, by and between:

PRESBYTERY OF WYOMING, INC.,

the Grantor, and

JLW REAL ESTATE LLC

whose address is:

118 EAST 9TH STREET
CASPER, WY 82601

the GRANTEE, WITNESSETH:

That the grantor, for and in consideration of the sum of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, does, by these presents, grant, bargain, sell, CONVEY AND WARRANT unto the said grantee(s), all that certain tract, lot, piece, and parcel of land situated in the County of Natrona, State of Wyoming, and described as follows, to wit:

THE EAST 65 FEET OF LOT 5, BLOCK 34, IN THE CITY OF CASPER, NATRONA COUNTY, WYOMING

ALSO KNOWN AS

THE EAST 65 FEET OF LOT 5, BLOCK 34, PARK ADDITION TO THE CITY OF CASPER, NATRONA COUNTY, WYOMING.

Subject to Covenants, Conditions, Restrictions, and Easements of Record, if any.

PRESBYTERY OF WYOMING, INC.

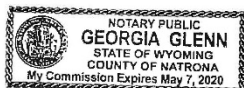
BY: Lynn Williamson

State of Wyoming)
County of Natrona) ss.

This instrument was acknowledged before me on 6th day of April, 2018 by Lynn Williamson as Authorized Signer of PRESBYTERY OF WYOMING, INC.

Given under my hand and notarial seal this 6th day of April, 2018.

My commission expires: May 7, 2020 Georgia Glenn Notarial Officer



**Presbytery of Wyoming
Stated Council Meeting
Mountain View Presbyterian Church, Mountain View, WY
April 26, 2018**

Present: Melinda Brazzale – Moderator – Via Zoom
Fred Feth – Presbytery Moderator
Rex Arney – Via Zoom
Sonja Collamer
Karl Heimbuck
Susan Reichenberg
Bob Thomson – Moderator Pro Tem

Presbytery Staff: Steve Shive
R. Mark Owens

Other
Trenda Weisshaar (Contract Bookkeeper Accountant.)

Excused: Dave Blevins
Diana Hartman

1. Call to order – The meeting was called to order at 11:06am. Opening Bible study from Acts ch4 and prayer was led by Rev. Thomson. Rev. Thomson is serving as Council moderator today.

2. Meeting/Connecting with Each Other
Rev. Shive led a team discussion centered on the Team alliance values that Council worked with in the February meeting. Group added to the front of the list - Intentionally invite Christ into our midst.

Sightings of Christ in our lives:

- Seeing Christ is health care through the compassion in a nursing home
- Work through PDA
- Story about paying it forward at a checkout line and helping with medicine cost
- Interactions at hospice and the spirit at all parts of our lives

Discussion from our Vision and Values package

- How do the decisions we make become an expression of our vision and values?
 - Faith
 - Generosity
 - Transformational Leadership
 - Teamwork
 - Engaged Listening
- Idea to have a single page version of the vision and values laminated for Council members' usage, Melinda said that she would do this.

3. Spiritual Practice Chapter 9 & Appendix C - Workbook Appendix C

- Rev Shive began discussion from the Sacred Rhythms
 - Last chapter of the study book – “A Rule of Life”

- History of the process of practice of faith – monastic tradition
- Daily faith practices and examples
 - Examen, journaling, lectio divina
 - Quarterly silence day
 - Exercise 3-4 x a week
 - Limit to work to make functioning possible
 - Importance of Sabbath
 - Walking the dog in prayer
 - Silence keeping
- Discussion of Challenges to Pastors to adopting daily faith practices
- Assignment – Write down 3 things to be intentional faith practice and email to Steve. Deadline 2 weeks. Steve will email a reminder.

Lunch (Grab grub and back at it)

4. Evote Confirmation & Approval of Minutes from Jan & Feb 2018

Council Voted to affirm the single Evote.

Council Voted to approve the Minutes from Jan 24-25, 2018

Council Voted to approve the Minutes from Feb 12th - as amended for the correct ending time.

5. B&F Interface Report - (Bob Thomson) ELCD Budget Change

Mission budget item – proposal to increase ELCD to \$10,000 per year for 2018 and 2019. Funds could come from fund 5-31004. The ELCD team is meeting early tomorrow to develop specific items for this proposed change.

Discussion of the changes in our churches and the need for Pastor changes and support.

Council Voted to approve for 2018 a \$7,000 increase in the ELCD spending by using resources out of the new initiatives funds.

Trenda recommends reallocating the \$7,000 from the Engaging in New Initiatives account, 5-31004 to be used by ELCD in 2018.

6. Sexual Misconduct / Child Protection

Mark reviewed the background of the history of the process.

Rex gave an overview the policies into two separate items, one focusing on sexual misconduct, one focusing on protection child and vulnerable adults.

Council Voted to table the item until the August meeting to allow for more work and understanding of the complex document.

Council Voted to direct ROCCS to organize youth directors and Camp Story Staff to review and provide input by July 15th.

7. Personnel Files

Melinda reviewed the background of the access to files, paper and electronic, for the employee personnel files.

Discussion of the logistics and who should have access.

Council Voted for the GP and SC plus Personnel Committee (current members are Melinda Brazzale, Rex Arney and Dave Blevins) have access to the paper personnel files and electronic personnel files.

Keys to GP, SC and Personnel chair. (to Archive Room and File cabinet)

8. AC Updates

Rawlins Church AC Report – Steve and Mark opened the background of the process of the joining of the two congregations. Concern expressed over the handling of the funds from the sale of the France Memorial building and how the funds may be used. Could be a loss of funds through funding of improvements to the UM property at the expense of the PCUSA asset usage. Interest proceeds should be approximately \$20,000 per year. Discussion centered from a variety of viewpoints trying to find a best path for how the assets should be held in trust.

Congregation probably open to an addendum to the Plan of Union for the RCP to address the concerns. AC will attempt to follow through on the concerns.

Riverton AC Report - Rev. Heimback reviewed the history of the AC work with the Riverton congregation. Effort has been starting the process of the building sale and status of Rev Mckee and her recent disability status beginning. Good work by the congregation and AC on the recent hiring of the real estate firm.

Presbytery Office Sale AC Report – Steve reviewed the status of the office sale. Final price was \$208500. Final proceeds \$201,213. AC recommends investing with the Presbyterian Foundation. Proposal is for a 3-year initial investment followed by the interest used by Presbytery. Council needs to decide on the details.

Motion is to recommend to Presbytery to approve the proposal for funds investment as presented by the AC however before the funds are invested that 10% of the sale proceeds be tithed to missions as determined by Council. The remaining one-half of the prior year's income will be expended for purposes of the Presbytery's choosing as determined by Council (for example, the Council may choose to designate this income to fund specific mission causes, or a clergy education event, or Presbytery administrative expenses, etc.).

Trenda provided input on the wisdom of investing and opportunities presented by the change from fixed to liquid assets.

9. Technology Grant – Jackson

Melinda reviewed the request from the Jackson Church for technology update in their church.

Council Voted to approve the request from the Jackson Church for \$1134 matched by the local church funds from the tech grand fund. (Mark to let Trenda know).

10. Visioning and Values Process at Presbytery Meeting – Prep

Steve outlined the “world café” process. 10 Stations and questions will be addressed.

11. GP Sabbatical / Responsibilities of others

Steve reviewed the outline of responsibilities

12. Retention Policy

Council Voted to recommend the revised retention policy for adoption by Presbytery.

13. Camp Story Evaluation, Process and Expectations

The October 2019 will be end of the 5-year period for the CS Commission. Need to put together a small team from Council and other committees to work with them do get a process for guiding the Commission to put together the required details and information to Presbytery

- Membership: Matt Woodward, Kate Morrison, Sonja Collamer, Carla White – Karl to ask

14. Action on opposing proposed detention center / “Wyo say No!” Petition for pastors and leaders Steve, Libby Hugus and Rev. Larry Turpin brought to Council a petition to oppose a private immigration detention center in Evanston. Concern is on the private nature of the institution and probable low wages as opposed to promises.

Council recommends to Presbytery for official adoption of the petition from “Wyo say No!” and also to recommend inviting individuals to sign.

15. New Logo/Image for Presbytery

Steve presented the new logo developed by the Presbytery staff and a graphic designer.

Council Voted to adopt the new logo for the Presbytery.

16. Virtual Office Process

Steve and Mark reported that with the move out of the former office building we have gone virtual. Overall things have gone well and the staff is adjusting to the new reality. Extensive electronic files have been created including all of the Presbytery minutes, Pastor files, Church files, and the bulk of Council and available COM records.

17. Financial Report

Trenda reviewed the process of the financials and her continuing interfacing with Susan. The pared down versions of the financials are working well but always more details are available if useful to Council/Presbytery. Current Admin side is on target with last years spending. For Mission lower on the pledge side by \$3,400 but the total spending is \$15,000 lower than last year. Things look good so far this year on the spending side. About \$50k remains available for the technology grants.

18. PW Report

Melinda gives her “last Hoorah” as PWP co-moderator. Future reports from Kathy Lundberg. Keep supporting PW.

19. Clerk reported about the approval of the minutes by Synod.

20. Closing prayer at 4:50pm by Rev. Steve Shive

Wyoming Presbytery Council
Minutes
August 16, 2018
Via Zoom

In attendance: (Via Zoom)

Melinda Brazzale (Moderator), Rex Arney, Sonja Collamer, Karl Heimbeck, Bob Thomson, Dave Blevins, Fred Feth, Susan Reichenberg.

Presbytery Staff

Steve Shive

Other

Trenda Weisshaar - Contract Bookkeeper/Accountant

Excused/Absent

Diana Hartman

1. Call to Order - Prayer by Steve Shive at 10 am.

Moderator Melinda Brazzale requested the follow changes to the Agenda.

Agenda - Nominating Committee report following the time of spiritual practice

Lunch will be at 12:15 before the executive session

2. Meeting/Connecting with each other -
 - a. Melinda Brazzale led a time of checking in with each other.
3. Spiritual Practice
 - a. Steve commented to the team about the importance of who we are in our leadership. Council members shared what is exciting them right now in their lives and or ministries right now. Beginning of our spiritual life is in listening to how God is speaking to us. What is God's Holy Spirit saying to us?
 - b. Steve reminded us of our Core Values - by reviewing our vision and our goals.
4. E-vote Confirmation & Approval of minutes
 - a. Motion: to approve the report on e-vote that was distributed. Approved.
5. Approval of minutes from April 26, 2018 -
 - a. Correction -
 - i. Attendance at Council: Trenda Weisshaar should be listed under "Other Trenda Weisshaar Contract Bookkeeper/Accountant" since she is not a member of staff.
 - ii. Item 4 - Under Evote - Minutes from Jan 24-25, 2018.
 - iii. Item 5 "Trenda recommends reallocating the \$7000 from....." sentence needs to be finished.
 - iv. Item 11 Delete what is in parentheses
 - v. Item 12 Delete what is in the parentheses.
 - b. Motion to approve with corrections - Approved.

- c. Steve gave us an update on Mark Owen and we lifted Mark and his family in prayer.
- 6. Nominating Committee
 - a. Recommend - Rev. Ben Pascal for a second term on nominating committee as Teaching Elder, MS - approved. Fred Feth will contact Ben.
 - b. Karl Heimbeck has a possible nominee for Ruling Elder on Nominating committee. We will consider this nominee and approve by e-vote.
 - c. It was clarified that the nominees for nominating committee will come under the council report.
- 7. Sexual Misconduct/ Child Protection Policies
 - a. Joining the meeting via zoom is Greg Weisz from Pence/MacMillan LLC who has been assisting the Council draft the policy.
 - i. The presbytery has one policy for Minors and Vulnerable Adults and a separate Policy for Adults who are competent.
 - 1. Change “Presbytery Pastor” to “General Presbyter” throughout both policies.
 - ii. Comments about the Policy for Minors/Vulnerable Adults
 - 1. Page 3, paragraph 6. Greg commented on why he recommend the policy “urge” churches to have their own policy rather than “require”.
 - 2. Page 9, paragraph 2. Motion to change item “All Workers must be at least eighteen years old ~~and at least four (4) years older than the oldest minor whom they are serving.~~” Approved.
 - 3. Agreed we need to add a paragraph to deal with situations where having two adults with minors is prohibitive for the program. In particular smaller churches and transportation of minors to Presbytery events.
 - iii. Sexual Misconduct Policy concerning adults.
 - iv. Motion to accept the Sexual Misconduct Policy and the Minor /Vulnerable Adult Protection Policy with changes and to present them to the Presbytery for first reading at the October Presbytery meeting.
 - 1. MS and approved.
 - 2. Greg will be available by Zoom for the Presbytery Meeting.
 - v. Council needs to plan how policies are going to be implemented and who is responsible for oversight to confirm everything is done?
- 8. Financial Report- Trena Weisshaar
 - a. Choosing Benefits for Steve and Shayla
 - i. BOP will now manage the Flex spending accounts via a credit card
 - ii. BOP offers a Vision Eye Wear coverage. .
 - iii. Motion – Move the management of the FSA to the BOP and to offer Steve and Shayla the Vision Eye Wear Coverage as part of their compensation. Approved.
 - b. Administration Budget – is presented with a “O” net income.
 - c. Mission Budget - is presented with a \$34,720 deficit.
 - i. Discussion about NWC Pine Ridge

- ii. Move the 2019 Admin and Mission Budget as presented with the addition of 25,000 in the Mission Fund Income account 5-40400 Grants. G.A. Approved.
 - d. Steve received the requests about what we would like to receive from the Evangelism Committee regarding Pine Ridge.
 - e. Scholarship request for Jordan Shive -
 - i. Rev. Steve Shive stepped out of the room for this discussion.
 - ii. Discussion was held regarding who has authority to approve CPM scholarships. Policy states that only interest can be used by CPM scholarships without council approval.
 - iii. Motion: Jordon Shive \$1000 for a scholarship from CPM. Approved.
 - f. Council requests that Budget and Finance Committee develop a policy/process for Bookkeeper to deal with expense overages on budgets.
 - i. Needs to be Approved by council
 - g. Concerning Budget & Finance question about the Lebanon/Syrian partnership and the Sabbath center. These budgetary items do not have a Committee with oversight. The Sabbath Center has a board and Lebanon Syria partnership has a task force.
- 9. Narrative Budget
 - a. Steve is looking for help with the Narrative Budget for 2019.
- 10. Motion to move into executive Session. Approved.
 - a. Motion to close Executive Session Approved.
- 11. Personnel
 - a. Motion from Personnel to increase Jan DeBeer salary by 50 cents per hour that would make it \$17.25/hour beginning Jan. 1 2019. Approved.
 - b. Motion from Personnel to increase Rev. Steve Shive's Salary and Housing to \$80,000, and increase of \$4,890 and an increase of approximately \$2000 in benefits beginning Jan. 1 2019. Approved.
- 12. Discussion - of possibly asking Budget & Finance to present a balanced budget to Council
- 13. Camp Storey
 - a. By 2019 there is a decision to be made about the continuing relationship between Camp Storey and the Wyoming Presbytery. Council needs to define what sort of report we want from Camp Storey AC to make a decision about moving forward.
- 14. Places and dates for 2019 presbytery meetings
 - a. Council Meetings Feb. 6 (Zoom), Aug. 14 (in Person), Nov. 6 (In person), 2019.
 - i. Moved approval of dates - Approval.
 - b. Presbytery meetings
 - i. April 26-27, 2019.
 - ii. September 27-28, 2019.
 - iii. Motion to recommend of Presbytery meeting dates to Presbytery approved.
- 15. Table the policy regarding E meeting and E voting until next Council meeting.
- 16. Tech Grant request for Gillette
 - a. Request \$3000 tech grant for Gillette - Security cameras, monitor television, and speakers, and rewiring the sanctuary.

- i. Requirement from Gillette to report to Council of how money was spent with copies of invoices.
 - ii. Moved and Approved.
- 17. Recommendation to pay Board of Pension Dues for Rev. Thea McKee of from July 22 – Sept. 22. Two months at \$1330.45 for a total of \$2660.90 out of 5-31005 Clergy and Family Support. Approved.
- 18. Syria/Lebanon Partnership
 - a. Reviewed a Tentative Schedule for Rev. Ameer.
- 19. Goals and Action Plans to coordinate/promote with new values. Deferred to future.
- 20. Vacancy dues for Powell
 - a. Benefits plan of BOP approved the waiver of vacancy dues for 12 months.
- 21. GP report
 - a. Sabbatical report - will submit a written report for October Presbytery meeting.
 - b. Request of Rev. Steve Shive to plan and organize a group from Presbytery to walk the last 120 kms of the Camino de Santiago, late May – early June of 2019. Moved and approved.
 - c. Request last month of Sabbatical - December 15, 2018- January 15, 2019 Moved and approved.
- 22. PW report
 - a. No report - Kathy Lundberg is new PW moderator.
- 23. Adjourned - at 3:12 PM with prayer by Rev. Karl Heimbeck.

Presbytery of Wyoming
Balance Sheet - All Funds

Accrual Basis

As of August 31, 2018

	Aug 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Hilltop Pooled Checking Account	
Hilltop Accounts - Admin	
1-10201 · Hilltop Checking/Admin	37,729.66
Total Hilltop Accounts - Admin	37,729.66
Hilltop Accounts - Mission	
5-10200 · Hilltop Checking/Mission	231,659.68
5-10201 · Hilltop Checking-NWC	32,990.94
5-10202 · Hilltop Checking - Story Grants	35,000.00
5-10204 · Hilltop Chkg-Technology Grants	46,501.86
5-10350 · Winter Memorial Cash	51,997.04
Total Hilltop Accounts - Mission	398,149.52
Total Hilltop Pooled Checking Account	435,879.18
Total Checking/Savings	435,879.18
Other Current Assets	
Accounts Receivable-Mission	
5-10410 · NR - Torrington Loan	14,710.21
Total Accounts Receivable-Mission	14,710.21
Current Assets - Admin	
1-10510 · AMBI Postage Deposit	400.00
Total Current Assets - Admin	400.00
Current Assets - Mission	
5-10510 · Hilltop National Bank CD's	165,491.25
5-10525 · PILP Investment - 36 Mo	50,000.00
5-10535 · PRESBY FOUNDATION(Sale of Camp)	351,072.50
5-10550 · RJ - 28702690	
5-10551 · Raymond James-Casper 1st Funds	95,435.36
5-10552 · Raymond James-Mission Investmnt	91,301.65
Total 5-10550 · RJ - 28702690	186,737.01
Total Current Assets - Mission	753,300.76
Total Other Current Assets	768,410.97
Total Current Assets	1,204,290.15
TOTAL ASSETS	1,204,290.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
5-21050 · Capital One CC - Steve	260.31
Total Credit Cards	260.31
Other Current Liabilities	
Current Liabilities - Admin	
1-21200 · Payroll Liabilities	613.07
Total Current Liabilities - Admin	613.07

Presbytery of Wyoming
Balance Sheet - All Funds

Accrual Basis

As of August 31, 2018

	Aug 31, 18
Current Liabilities - Mission	
5-21000 · Current Portion-Presb Ratcliff	1,968.00
5-23002 · Medical Escrow-Gen. Presbyter	-560.13
5-23003 · Exec Annuity-403b	500.00
	1,907.87
Total Current Liabilities - Mission	1,907.87
Total Other Current Liabilities	2,520.94
Total Current Liabilities	2,781.25
Long Term Liabilities	
Long Term Liabilities - Mission	
5-29010 · N/P-Ratcliff Office Loan	7,282.00
	7,282.00
Total Long Term Liabilities - Mission	7,282.00
Total Long Term Liabilities	7,282.00
Total Liabilities	10,063.25
Equity	
1-30100 · Fund Balance - Administration	2,348.57
5-30000 · Fund Balance - Mission Fund	50,149.10
Admin - Designated Funds	
1-31220 · Administrative Commission	667.03
1-31230 · Judicial Commission Fund	10,295.36
1-31240 · Designated-Future New Equipmnt	6,530.05
1-31300 · Stated Clerk - GA Mtg Reserve	193.00
	17,685.44
Total Admin - Designated Funds	17,685.44
Mission - Restricted Funds	
5-32323 · Isabelle & Eric Fund	2,312.49
5-32343 · Brouwer Mem. Fund	1,046.02
5-32333 · SoGo Kugler Mem'l Fund	92.13
5-32313 · SoGo Church Scholarship Fund	3,233.59
5-32363 · Welsh Scholarship	524.06
5-32383 · Roberts Mem. Fund	2,666.74
5-32263 · Clergy Support	3,244.26
5-32285 · Sale of Camp Skyline Perm Fund	351,072.50
	364,191.79
Total Mission - Restricted Funds	364,191.79
Mission - Designated Funds	
5-30500 · Sale of Office (90%)	181,091.70
3-30501 · Sale of Office (10%)	20,121.30
5-30552 · ROCCS - For Service	1,400.00
5-30900 · WY Camp Scholarship Fund ROCCS	8,451.03
5-31004 · Engaging in New Initiatives	39,762.93
5-31005 · Clergy & Family Support	12,290.09
5-31007 · Sabbath Center	1,259.76
5-31503 · Seminary Scholarship Fund	19,994.48
5-32110 · Technology Grants	46,501.86
5-32111 · Desig Funds-NWC (RJ & Donated)	26,140.00
5-32112 · RJames Req Funds-Story Grants	35,000.00
5-32113 · Church Contributns-NWC	13,346.54
5-32114 · Contributions-Syrian Churches	4,099.00
5-32152 · Ratcliff Loan Fund	79,036.10
5-32173 · Mission Program-Zimmerschied	4,777.44
5-32423 · Peace Making	2,965.07
5-32520 · Triennium Fund	11,882.13
5-32560 · Youth Ministries	2,274.61

Presbytery of Wyoming
Balance Sheet - All Funds

Accrual Basis

As of August 31, 2018

	Aug 31, 18
5-32590 · Equip Maint/Purchase	10,939.62
5-32610 · GP Vehicle Fund	16,700.00
5-32680 · PCCCA Registration-Passthrough	250.00
5-33010 · RJ - Casper 1st Funds	95,435.36
5-33011 · RJ - Mission Investments	91,301.65
	<hr/>
Total Mission - Designated Funds	725,020.67
Net Income	34,831.33
	<hr/>
Total Equity	1,194,226.90
	<hr/>
TOTAL LIABILITIES & EQUITY	1,204,290.15
	<hr/> <hr/>

Presbytery of Wyoming
Profit & Loss Budget vs. Actual Summary
January through August 2018

Accrual Basis

	Jan - Aug 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
ADMINISTRATIVE FUND INCOME				
1-50100 · Per Capita Income	102,747.45	131,991.00	-29,243.55	77.8%
1-51050 · Other Income	430.00	3,094.00	-2,664.00	13.9%
1-51080 · Non-Cash Travel Donations	214.90	0.00	214.90	100.0%
Total ADMINISTRATIVE FUND INCOME	103,392.35	135,085.00	-31,692.65	76.5%
MISSION FUND INCOME				
5-40200 · Mission Pledges	102,735.47	175,000.00	-72,264.53	58.7%
5-40300 · Synod Block Grant	6,857.25	0.00	6,857.25	100.0%
5-40400 · Grants - G.A.	0.00	75,000.00	-75,000.00	0.0%
5-40520 · Church Donations to Pine Ridge	14,304.03	0.00	14,304.03	100.0%
5-40500 · Pass-Throughs	4,884.03	12,500.00	-7,615.97	39.1%
5-40700 · Interest Income	5,204.96	5,800.00	-595.04	89.7%
5-41000 · Winter Memorial - Income	4,015.32	14,400.00	-10,384.68	27.9%
5-41200 · Skyline Pres Found Interest	11,557.32	15,000.00	-3,442.68	77.0%
5-41800 · Youth Retreats - Registration	1,050.22	0.00	1,050.22	100.0%
Total MISSION FUND INCOME	150,608.60	297,700.00	-147,091.40	50.6%
Total Income	254,000.95	432,785.00	-178,784.05	58.7%
Gross Profit	254,000.95	432,785.00	-178,784.05	58.7%
Expense				
ADMINISTRATIVE FUND EXPENSES				
Administration	33,602.10	56,678.00	-23,075.90	59.3%
Presbytery Meetings	7,276.11	10,000.00	-2,723.89	72.8%
Administrative Commissions	0.00	1,000.00	-1,000.00	0.0%
Council/Trustees	2,747.32	7,000.00	-4,252.68	39.2%
Committee on Ministry	1,566.71	9,000.00	-7,433.29	17.4%
CPM	0.00	500.00	-500.00	0.0%
Nominating Committee	9.00	200.00	-191.00	4.5%
Budget & Finance	192.07	500.00	-307.93	38.4%
ROCCS Committee	265.13	1,000.00	-734.87	26.5%
Permanent Judicial Committee	0.00	750.00	-750.00	0.0%
Presbytery Moderator	0.00	750.00	-750.00	0.0%
Stated Clerk	14,929.54	18,300.00	-3,370.46	81.6%
Treasurer	0.00	5,182.00	-5,182.00	0.0%
Bookkeeper	11,887.66	12,363.00	-475.34	96.2%
Administrative Assistant	13,434.13	11,862.00	1,572.13	113.3%
Total ADMINISTRATIVE FUND EXPENSES	85,909.77	135,085.00	-49,175.23	63.6%
MISSION FUND EXPENSES				
GA Grants	0.00	28,500.00	-28,500.00	0.0%
Pass-Throughs - Paid Out	4,884.03	12,500.00	-7,615.97	39.1%
Evangelism & Congregation Dev	0.00	3,000.00	-3,000.00	0.0%
Stewardship	0.00	1,000.00	-1,000.00	0.0%
Payroll Taxes/Workers' Comp	269.38	2,250.00	-1,980.62	12.0%
Winter Memorial Expenses	0.00	6,420.00	-6,420.00	0.0%

Presbytery of Wyoming
Profit & Loss Budget vs. Actual Summary
January through August 2018

Accrual Basis

	<u>Jan - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
ROCCS Program	11,111.66	26,500.00	-15,388.34	41.9%
Camp Story Expenses	50.00	2,300.00	-2,250.00	2.2%
Presby Meeting Leadership	2,274.01	2,500.00	-225.99	91.0%
Communications	270.00	0.00	270.00	100.0%
Council/Trustees	64.92	800.00	-735.08	8.1%
Committee on Ministry	2,106.22	10,500.00	-8,393.78	20.1%
CPM	0.00	2,500.00	-2,500.00	0.0%
General Presbyter	86,958.79	127,910.00	-40,951.21	68.0%
Stated Clerk	0.00	1,200.00	-1,200.00	0.0%
Treasurer	0.00	1,200.00	-1,200.00	0.0%
Administrative Assistant	0.00	18,620.00	-18,620.00	0.0%
New Worship Comm-Pine Ridge	25,270.84	50,000.00	-24,729.16	50.5%
Total MISSION FUND EXPENSES	<u>133,259.85</u>	<u>297,700.00</u>	<u>-164,440.15</u>	<u>44.8%</u>
Total Expense	<u>219,169.62</u>	<u>432,785.00</u>	<u>-213,615.38</u>	<u>50.6%</u>
Net Ordinary Income	<u>34,831.33</u>	<u>0.00</u>	<u>34,831.33</u>	<u>100.0%</u>
Net Income	<u>34,831.33</u>	<u>0.00</u>	<u>34,831.33</u>	<u>100.0%</u>

Presbytery of Wyoming
Balance Sheet - Mission Funds
As of August 31, 2018

	Aug 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Hilltop Pooled Checking Account	
Hilltop Accounts - Mission	
5-10200 · Hilltop Checking/Mission	231,659.68
5-10201 · Hilltop Checking-NWC	32,990.94
5-10202 · Hilltop Checking - Story Grants	35,000.00
5-10204 · Hilltop Chkg-Technology Grants	46,501.86
5-10350 · Winter Memorial Cash	51,997.04
Total Hilltop Accounts - Mission	398,149.52
Total Hilltop Pooled Checking Account	398,149.52
Total Checking/Savings	398,149.52
Other Current Assets	
Accounts Receivable-Mission	
5-10410 · NR - Torrington Loan	14,710.21
Total Accounts Receivable-Mission	14,710.21
Current Assets - Mission	
5-10510 · Hilltop National Bank CD's	165,491.25
5-10525 · PILP Investment - 36 Mo	50,000.00
5-10535 · PRESBY FOUNDATION(Sale of Camp)	351,072.50
5-10550 · RJ - 28702690	
5-10551 · Raymond James-Casper 1st Funds	95,435.36
5-10552 · Raymond James-Mission Investmnt	91,301.65
Total 5-10550 · RJ - 28702690	186,737.01
Total Current Assets - Mission	753,300.76
Total Other Current Assets	768,010.97
Total Current Assets	1,166,160.49
TOTAL ASSETS	1,166,160.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
5-21050 · Capital One CC - Steve	260.31
Total Credit Cards	260.31
Other Current Liabilities	
Current Liabilities - Mission	
5-21000 · Current Portion-Presb Ratcliff	1,968.00
5-23002 · Medical Escrow-Gen. Presbyter	-560.13
5-23003 · Exec Annuity-403b	500.00
Total Current Liabilities - Mission	1,907.87
Total Other Current Liabilities	1,907.87
Total Current Liabilities	2,168.18
Long Term Liabilities	
Long Term Liabilities - Mission	
5-29010 · N/P-Ratcliff Office Loan	7,282.00
Total Long Term Liabilities - Mission	7,282.00
Total Long Term Liabilities	7,282.00
Total Liabilities	9,450.18

Presbytery of Wyoming
Balance Sheet - Mission Funds
 As of August 31, 2018

	Aug 31, 18
Equity	
5-30000 · Fund Balance - Mission Fund	50,149.10
Mission - Restricted Funds	
5-32323 · Isabelle & Eric Fund	2,312.49
5-32343 · Brouwer Mem. Fund	1,046.02
5-32333 · SoGo Kugler Mem'l Fund	92.13
5-32313 · SoGo Church Scholarship Fund	3,233.59
5-32363 · Welsh Scholarship	524.06
5-32383 · Roberts Mem. Fund	2,666.74
5-32263 · Clergy Support	3,244.26
5-32285 · Sale of Camp Skyline Perm Fund	351,072.50
	364,191.79
Total Mission - Restricted Funds	
Mission - Designated Funds	
5-30500 · Sale of Office (90%)	181,091.70
3-30501 · Sale of Office (10%)	20,121.30
5-30552 · ROCCS - For Service	1,400.00
5-30900 · WY Camp Scholarship Fund ROCCS	8,451.03
5-31004 · Engaging in New Initiatives	39,762.93
5-31005 · Clergy & Family Support	12,290.09
5-31007 · Sabbath Center	1,259.76
5-31503 · Seminary Scholarship Fund	19,994.48
5-32110 · Technology Grants	46,501.86
5-32111 · Desig Funds-NWC (RJ & Donated)	26,140.00
5-32112 · RJames Req Funds-Story Grants	35,000.00
5-32113 · Church Contributns-NWC	13,346.54
5-32114 · Contributions-Syrian Churches	4,099.00
5-32152 · Ratcliff Loan Fund	79,036.10
5-32173 · Mission Program-Zimmerschied	4,777.44
5-32423 · Peace Making	2,965.07
5-32520 · Triennium Fund	11,882.13
5-32560 · Youth Ministries	2,274.61
5-32590 · Equip Maint/Purchase	10,939.62
5-32610 · GP Vehicle Fund	16,700.00
5-32680 · PCCCA Registration-Passthrough	250.00
5-33010 · RJ - Casper 1st Funds	95,435.36
5-33011 · RJ - Mission Investments	91,301.65
	725,020.67
Total Mission - Designated Funds	
Net Income	17,348.75
	1,156,710.31
Total Equity	
TOTAL LIABILITIES & EQUITY	1,166,160.49

Presbytery of Wyoming
Profit & Loss Budget vs. Actual - Mission
January through August 2018

	Jan - Aug 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
MISSION FUND INCOME				
5-40200 · Mission Pledges	102,735.47	175,000.00	-72,264.53	58.7%
5-40300 · Synod Block Grant	6,857.25	0.00	6,857.25	100.0%
5-40400 · Grants - G.A.	0.00	75,000.00	-75,000.00	0.0%
5-40520 · Church Donations to Pine Ridge	14,304.03	0.00	14,304.03	100.0%
5-40500 · Pass-Throughs	4,884.03	12,500.00	-7,615.97	39.1%
5-40700 · Interest Income	5,204.96	5,800.00	-595.04	89.7%
5-41000 · Winter Memorial - Income	4,015.32	14,400.00	-10,384.68	27.9%
5-41200 · Skyline Pres Found Interest	11,557.32	15,000.00	-3,442.68	77.0%
5-41800 · Youth Retreats - Registration	1,050.22	0.00	1,050.22	100.0%
Total MISSION FUND INCOME	150,608.60	297,700.00	-147,091.40	50.6%
Total Income	150,608.60	297,700.00	-147,091.40	50.6%
Gross Profit	150,608.60	297,700.00	-147,091.40	50.6%
Expense				
MISSION FUND EXPENSES				
GA Grants	0.00	28,500.00	-28,500.00	0.0%
Pass-Throughs - Paid Out	4,884.03	12,500.00	-7,615.97	39.1%
Evangelism & Congregation Dev	0.00	3,000.00	-3,000.00	0.0%
Stewardship	0.00	1,000.00	-1,000.00	0.0%
Payroll Taxes/Workers' Comp	269.38	2,250.00	-1,980.62	12.0%
Winter Memorial Expenses	0.00	6,420.00	-6,420.00	0.0%
ROCCS Program	11,111.66	26,500.00	-15,388.34	41.9%
Camp Story Expenses	50.00	2,300.00	-2,250.00	2.2%
Presby Meeting Leadership	2,274.01	2,500.00	-225.99	91.0%
Communications	270.00	0.00	270.00	100.0%
Council/Trustees	64.92	800.00	-735.08	8.1%
Committee on Ministry	2,106.22	10,500.00	-8,393.78	20.1%
CPM	0.00	2,500.00	-2,500.00	0.0%
General Presbyter				
5-75010 · Salary	21,173.28	0.00	21,173.28	100.0%
5-75020 · Housing	28,900.00	0.00	28,900.00	100.0%
5-75030 · Empl Benefits-Pension/Medical	22,552.50	0.00	22,552.50	100.0%
5-75040 · Continuing Education	3,824.85	0.00	3,824.85	100.0%
5-75050 · Professional/Travel	3,822.79	0.00	3,822.79	100.0%
5-75100 · Other Expenses	303.76	0.00	303.76	100.0%
5-75110 · Connecting w/others-Meals etc	837.55	0.00	837.55	100.0%
5-75130 · Vehicle - Lease/Purchase	3,200.00	0.00	3,200.00	100.0%
5-75140 · Vehicle - Gasoline	1,246.19	0.00	1,246.19	100.0%
5-75150 · Vehicle - Repair & Maint	1,097.87	0.00	1,097.87	100.0%
General Presbyter - Other	0.00	127,910.00	-127,910.00	0.0%
Total General Presbyter	86,958.79	127,910.00	-40,951.21	68.0%
Stated Clerk	0.00	1,200.00	-1,200.00	0.0%
Treasurer	0.00	1,200.00	-1,200.00	0.0%
Administrative Assistant	0.00	18,620.00	-18,620.00	0.0%
New Worship Comm-Pine Ridge				
5-78000 · Salary - Organizing Pastor	4,760.00	0.00	4,760.00	100.0%
5-78020 · Housing-WC	8,840.00	0.00	8,840.00	100.0%
5-78030 · Empl Benefits-Pension/Medical	11,670.84	0.00	11,670.84	100.0%
New Worship Comm-Pine Ridge - Other	0.00	50,000.00	-50,000.00	0.0%
Total New Worship Comm-Pine Ridge	25,270.84	50,000.00	-24,729.16	50.5%
Total MISSION FUND EXPENSES	133,259.85	297,700.00	-164,440.15	44.8%
Total Expense	133,259.85	297,700.00	-164,440.15	44.8%
Net Ordinary Income	17,348.75	0.00	17,348.75	100.0%
Net Income	17,348.75	0.00	17,348.75	100.0%

**Presbytery of Wyoming
Profit & Loss Budget vs. Actual - Mission**

	Prior Year Jan - Dec 17	Six Months Jan - Jun 18	2018 Budget	2019 Budget
MISSION FUND INCOME				
5-40200 · Mission Pledges	182,365	96,173	175,000	175,000
5-40300 · Synod Block Grant	20,460	6,857	0	0
5-40400 · Grants - G.A.	7,500	0	75,000	25,000
5-40520 · Church Donations to Pine Ridge	0	4,604	0	0
5-40500 · Pass-Throughs	21,695	4,884	12,500	10,000
5-40700 · Interest Income	4,336	3,745	5,800	6,000
5-40800 · Presbytery Offerings	359	0	0	0
5-41000 · Winter Memorial - Income	7,800	3,015	14,400	8,400
5-41200 · Skyline Pres Found Interest	19,190	7,722	15,000	15,000
5-41300 · Miscellaneous Income	246	64	0	0
5-41800 · Youth Retreats - Registration	0	1,050	0	0
Total MISSION FUND INCOME	263,951	128,115	297,700	239,400
MISSION FUND EXPENSES				
GA Grants	1,000	0	28,500	0
Pass-Throughs - Paid Out	21,195	4,884	12,500	10,000
Evangelism & Congregation Dev	3,102	0	3,000	10,000
Stewardship	0	0	1,000	200
Payroll Taxes/Workers' Comp	1,871	184	2,250	400
Winter Memorial Expenses	6,600	0	6,420	3,000
ROCCS Program	17,350	7,751	26,500	24,000
Camp Story Expenses	777	0	2,300	0
Presby Meeting Leadership	2,781	202	2,500	3,000
Communications	240	210	0	500
Council/Trustees	784	65	800	0

**Presbytery of Wyoming
Profit & Loss Budget vs. Actual - Mission**

	Prior Year Jan - Dec 17	Six Months Jan - Jun 18	2018 Budget	2019 Budget
Committee on Ministry	3,794	1,806	10,500	12,500
CPM	2,123	0	2,500	2,500
General Presbyter				
5-75010 · Salary	31,760	15,880	31,760	40,000
5-75020 · Housing	43,350	21,675	43,350	40,000
5-75030 · Empl Benefits-Pen/Medical	35,643	17,325	27,711	37,000
5-75040 · Continuing Education	3,477	3,825	2,500	2,500
5-75050 · Professional/Travel	11,868	2,459	12,000	12,000
5-75100 · Other Expenses	2,249	259	169	200
5-75110 · Connecting w/others-Meals etc	1,092	818	1,000	1,000
5-75130 · Vehicle - Lease/Purchase	4,800	2,400	4,900	4,900
5-75140 · Vehicle - Gasoline	1,717	1,213	1,800	1,800
5-75150 · Vehicle - Repair & Maint	1,887	1,162	1,800	1,800
5-75160 · Vehicle - Insurance	1,662	0	920	920
General Presbyter - Other	0	0	0	0
Total General Presbyter	139,505	67,016	127,910	142,120
Stated Clerk - Cont Ed	0	0	1,200	1,200
Treasurer - Cont Ed	0	0	1,200	0
Administrative Assistant	0	0	18,620	0
New Worship Comm-Pine Ridge				
5-78000 · Salary - Organizing Pastor	7,140	3,570	7,000	7,200
5-78020 · Housing-WC	13,260	6,630	13,000	13,000
5-78030 · Empl Benefits-Pen/Medical	15,430	8,614	12,500	17,500
New Worship Comm-Pine Ridge - Other	213	0	17,500	2,000
Total New Worship Comm-Pine Ridge	36,043	18,814	50,000	39,700
Total MISSION FUND EXPENSES	237,165	100,932	297,700	249,120
Net Income	26,786	27,183	0	(9,720)

Presbytery of Wyoming
Balance Sheet - Administration

Accrual Basis

As of August 31, 2018

	Aug 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Hilltop Pooled Checking Account	
Hilltop Accounts - Admin	
1-10201 · Hilltop Checking/Admin	37,729.66
Total Hilltop Accounts - Admin	37,729.66
Total Hilltop Pooled Checking Account	37,729.66
Total Checking/Savings	37,729.66
Other Current Assets	
Current Assets - Admin	
1-10510 · AMBI Postage Deposit	400.00
Total Current Assets - Admin	400.00
Total Other Current Assets	400.00
Total Current Assets	38,129.66
TOTAL ASSETS	38,129.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Current Liabilities - Admin	
1-21200 · Payroll Liabilities	613.07
Total Current Liabilities - Admin	613.07
Total Other Current Liabilities	613.07
Total Current Liabilities	613.07
Total Liabilities	613.07
Equity	
1-30100 · Fund Balance - Administration	2,348.57
Admin - Designated Funds	
1-31220 · Administrative Commission	667.03
1-31230 · Judicial Commission Fund	10,295.36
1-31240 · Designated-Future New Equipmnt	6,530.05
1-31300 · Stated Clerk - GA Mtg Reserve	193.00
Total Admin - Designated Funds	17,685.44
Net Income	17,482.58
Total Equity	37,516.59
TOTAL LIABILITIES & EQUITY	38,129.66

Presbytery of Wyoming
Profit & Loss Budget vs. Actual - Admin
January through August 2018

Accrual Basis

	Jan - Aug 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
ADMINISTRATIVE FUND INCOME				
1-50100 · Per Capita Income	102,747.45	131,991.00	-29,243.55	77.8%
1-51050 · Other Income	430.00	3,094.00	-2,664.00	13.9%
1-51080 · Non-Cash Travel Donations	214.90	0.00	214.90	100.0%
Total ADMINISTRATIVE FUND INCOME	<u>103,392.35</u>	<u>135,085.00</u>	<u>-31,692.65</u>	<u>76.5%</u>
Total Income	<u>103,392.35</u>	<u>135,085.00</u>	<u>-31,692.65</u>	<u>76.5%</u>
Gross Profit	<u>103,392.35</u>	<u>135,085.00</u>	<u>-31,692.65</u>	<u>76.5%</u>
Expense				
ADMINISTRATIVE FUND EXPENSES				
Administration				
1-61000 · Payroll Expenses	3,569.25	0.00	3,569.25	100.0%
1-61020 · P/R Taxes - Worker's Comp	348.87	0.00	348.87	100.0%
1-61030 · Office Expenses	6,996.08	0.00	6,996.08	100.0%
1-61050 · Telephone	3,143.79	0.00	3,143.79	100.0%
1-61120 · Bank Fees	94.93	0.00	94.93	100.0%
1-61130 · Insurance - Hazard	820.00	0.00	820.00	100.0%
1-61160 · Utilities	547.89	0.00	547.89	100.0%
1-61200 · Janitorial	302.69	0.00	302.69	100.0%
1-61260 · Facility Maintenance	563.00	0.00	563.00	100.0%
1-61290 · Per Capita - GA	11,850.10	0.00	11,850.10	100.0%
1-61300 · Per Capita - SYNOD	5,365.50	0.00	5,365.50	100.0%
Administration - Other	0.00	56,678.00	-56,678.00	0.0%
Total Administration	<u>33,602.10</u>	<u>56,678.00</u>	<u>-23,075.90</u>	<u>59.3%</u>
Presbytery Meetings	<u>7,276.11</u>	<u>10,000.00</u>	<u>-2,723.89</u>	<u>72.8%</u>
Administrative Commissions	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>	<u>0.0%</u>
Council/Trustees	<u>2,747.32</u>	<u>7,000.00</u>	<u>-4,252.68</u>	<u>39.2%</u>
Committee on Ministry	<u>1,566.71</u>	<u>9,000.00</u>	<u>-7,433.29</u>	<u>17.4%</u>
CPM	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
Nominating Committee	<u>9.00</u>	<u>200.00</u>	<u>-191.00</u>	<u>4.5%</u>
Budget & Finance	<u>192.07</u>	<u>500.00</u>	<u>-307.93</u>	<u>38.4%</u>
ROCCS Committee	<u>265.13</u>	<u>1,000.00</u>	<u>-734.87</u>	<u>26.5%</u>
Permanent Judicial Committee	<u>0.00</u>	<u>750.00</u>	<u>-750.00</u>	<u>0.0%</u>
Presbytery Moderator	<u>0.00</u>	<u>750.00</u>	<u>-750.00</u>	<u>0.0%</u>
Stated Clerk				
1-75000 · Salary - Stated Clerk	11,700.00	0.00	11,700.00	100.0%
1-75010 · Travel	599.32	0.00	599.32	100.0%
1-75090 · GA Travel Expense	2,630.22	0.00	2,630.22	100.0%
Stated Clerk - Other	0.00	18,300.00	-18,300.00	0.0%
Total Stated Clerk	<u>14,929.54</u>	<u>18,300.00</u>	<u>-3,370.46</u>	<u>81.6%</u>
Treasurer	<u>0.00</u>	<u>5,182.00</u>	<u>-5,182.00</u>	<u>0.0%</u>
Bookkeeper				
1-77005 · Bookkeeper Wages	4,967.66	0.00	4,967.66	100.0%
1-77007 · Accounting & Legal Services	6,920.00	0.00	6,920.00	100.0%
Bookkeeper - Other	0.00	12,363.00	-12,363.00	0.0%
Total Bookkeeper	<u>11,887.66</u>	<u>12,363.00</u>	<u>-475.34</u>	<u>96.2%</u>
Administrative Assistant	<u>13,434.13</u>	<u>11,862.00</u>	<u>1,572.13</u>	<u>113.3%</u>
Total ADMINISTRATIVE FUND EXPENSES	<u>85,909.77</u>	<u>135,085.00</u>	<u>-49,175.23</u>	<u>63.6%</u>
Total Expense	<u>85,909.77</u>	<u>135,085.00</u>	<u>-49,175.23</u>	<u>63.6%</u>
Net Ordinary Income	<u>17,482.58</u>	<u>0.00</u>	<u>17,482.58</u>	<u>100.0%</u>
Net Income	<u><u>17,482.58</u></u>	<u><u>0.00</u></u>	<u><u>17,482.58</u></u>	<u><u>100.0%</u></u>

**Presbytery of Wyoming
Profit & Loss Budget vs. Actual - Admin**

	Prior Year Jan - Dec 17	Six Months Jan - Jun 18	2018 Budget	2019 Budget
ADMINISTRATIVE FUND INCOME				
1-50100 · Per Capita Income	132,011	95,852	131,991	130,000
1-51050 · Other Income	179	430	3,094	0
1-51080 · Non-Cash Travel Donations	691	215	0	
Total ADMINISTRATIVE FUND INCOME	132,881	96,497	135,085	130,000
ADMINISTRATIVE FUND EXPENSES				
Administration				
1-61000 · Payroll Expenses	4,463	2,987		1,500
1-61020 · P/R Taxes - Worker's Comp	417	268		600
1-61030 · Office Expenses	10,350	6,181		2,500
1-61050 · Telephone	4,346	2,250		4,500
1-61120 - Bank Fees	278	82		200
1-61130 - Insurance - Hazard	10,312	820		2,000
1-61150 - Insurance - Umbrella	2,682	0		0
1-61160 - Utilities	3,563	1,144		0
1-61200 - Janitorial	1,142	303		0
1-61260 · Facility Maintenance	3,026	178		0
1-61290 · Per Capita - GA	23,183	5,925		25,000
Administration - Other	10,819	0	56,678	11,000
Total Administration	74,581	20,137	56,678	47,300
Presbytery Meetings	19,414	8,257	10,000	16,000
Administrative Commissions	0	0	1,000	1,000
Council/Trustees	5,929	2,308	7,000	7,000
Committee on Ministry	5,136	1,567	9,000	7,000
CPM	0	0	500	500
Nominating Committee	145	9	200	200
Budget & Finance	362	0	500	500

**Presbytery of Wyoming
Profit & Loss Budget vs. Actual - Admin**

	Prior Year Jan - Dec 17	Six Months Jan - Jun 18	2018 Budget	2019 Budget
ROCCS Committee	379	0	1,000	1,000
Permanent Judicial Committee	0	0	750	750
Presbytery Moderator	1,761	0	750	750
Stated Clerk				
1-75000 · Salary - Stated Clerk	15,300	8,288		15,300
1-75010 · Travel	893	590		1,500
1-75090 · GA Travel Expense	0	2,577		1,500
Stated Clerk - Other	0	0	18,300	0
Total Stated Clerk	16,193	11,455	18,300	18,300
Treasurer	3,868	0	5,182	0
Bookkeeper				
1-77005 · Bookkeeper Wages	14,904	4,968		
1-77007 · Accounting & Legal Services	2,976	5,475		
Bookkeeper - Other	0	0	12,363	12,000
Total Bookkeeper	17,880	10,443	12,363	12,000
Administrative Assistant				
1-77000 · Administrative Assist Wages	21,753	10,075		17,500
1-77006 - Admin Assist Med/Pension	4,745	0		0
1-77010 - Admin Assist Travel	0	11		200
Administrative Assistant - Other	0	0	11,862	0
Total Administrative Assistant	26,498	10,086	11,862	17,700
Total ADMINISTRATIVE FUND EXPENSES	172,146	64,261	135,085	130,000
Net Income	-39,265	32,236	0	0

PRESBYTERY OF WYOMING
Sexual Misconduct Policy (Other Than Minors/Vulnerable Adults)

State and federal law prohibit harassment of or discrimination against employees or applicants for employment on the basis of sex, race, national origin, age, religion and certain other bases. Moreover, the Presbytery of Wyoming prohibits misconduct, harassment or discrimination due to sexual orientation, age, gender identity status, marital status, and any other basis protected by law.

This document sets forth the policy of Presbytery of Wyoming (hereinafter the “Presbytery”) that all persons who interact with the Presbytery, whether as congregants, volunteers, employees or applicants for employment or other capacities have the right to be present in an environment free of sexual misconduct, harassment and discrimination.

PERSONS SUBJECT TO THIS POLICY

This Policy applies to and governs the conduct of all members of the Presbytery (ordained ministers/teaching elders), all persons on other rolls of Presbytery (commissioned lay pastors/commissioned ruling elders, commissioned church workers, certified Christian educators, inquirers and candidates), all employees of the Presbytery (whether ordained to church office or not), all persons who serve or function on behalf of the Presbytery as volunteers and all non-member employees and contractors/vendors of the Presbytery. The persons that are subject to this policy are directed to refrain from sexual misconduct, sexual harassment of or sexual discrimination.

PERSONS PROTECTED BY THIS POLICY

The Policy is adopted to protect all competent adults who participate in Presbytery functions or come into contact with a Presbytery Council or other person who is otherwise subject to compliance with this Policy (as described above).

The Presbytery has a separate policy to protect minors and vulnerable adults from abuse, neglect and sexual misconduct, due to their special characteristics. The existence of a separate policy for those persons is not meant to imply that competent adults are to have lesser protections afforded to them, but is simply a statement that Presbytery feels it necessary to make specific mention of those special populations.

PURPOSE

The purpose of this Policy is:

- to make explicit the Presbytery’s opposition to any abusive behavior, sexual or otherwise, and oppressive, degrading environments in all Church relationships, including without limitation, employment, mission, worship, teaching, fellowship, recreation, etc.;
- to safeguard, insofar as possible, persons who participate in Presbytery programs from abuse through any form of sexual or other abusive or harmful misconduct, and safeguard participants from false accusations;

- to provide appropriate and timely remedies and discipline in cases where violation of this Policy has been alleged or found to be factual;
- to seek justice by assuring effectiveness of the Presbytery’s administrative, investigative and judicial process in determining truth, protecting the innocent, and dealing appropriately with those who abuse, exploit or harm others;
- to provide pastoral care and to promote healing of all persons and congregations who may be affected by sexual misconduct or an allegation thereof; and
- to establish and maintain healthy boundaries in all of our relationships.

BOOK OF ORDER

In addition to general policy considerations, The Book of Order for the Presbyterian Church (U.S.A.) drives a need for this Policy. All councils of the PC(USA) within the Presbytery of Wyoming, including each session of a congregation, are also required by the *Book of Order*, G-3.0106, to adopt and implement a sexual misconduct policy. While the Presbytery of Wyoming urges its member congregations to adopt similar policies and procedures pertaining to sexual misconduct, Presbytery chooses to let its member congregations adopt church-specific policies and procedures.

DEFINITIONS

Safety Response Coordinator: The Safety Response Coordinator is a person who is a member of or appointed by the sponsoring council or entity of the Presbytery and is specifically trained to respond to allegations and reports of minor or vulnerable adult abuse and/or sexual misconduct at Presbytery activities. The **DUTIES AND RESPONSIBILITIES OF THE SAFETY RESPONSE COORDINATOR** are set forth in Appendix I. A Safety Response Coordinator must be readily available to be contacted for each Presbytery event and other sponsoring council or entity event.

Sexual Abuse: In the *Book of Order*, sexual abuse is defined, and shall be defined in this Policy, as follows: “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation or misuse of ordered ministry or position.” (*Book of Order*, D-10.0401c.). Additionally, sexual gratification by an adult through the use of pornographic images of minors or vulnerable adults is, for the purpose of this Policy, considered sexual abuse;

Sexual abuse with regard to minors and vulnerable adults is governed by the Presbytery of Wyoming Minor/Vulnerable Adult Protection Policy and Procedures. Sexual abuse with respect to competent adults is governed by this Policy.

Sexual Misconduct includes both sexual harassment and sexual discrimination, but is not limited to:

1. Sexual conduct in relationship to any person when the conduct includes force, threat, coercion, intimidation or misuse of ordered ministry or position, including:

- a. Misuse of trust, authority or power in a relationship to gain advantage over another in a sexually abusive, exploitive, non-consensual or unjust manner.
 - b. Sexual malfeasance, defined as sexual conduct within a ministerial relationship (e.g., pastor with a member of or visitor to a congregation or an adult participating in the activities of the congregation) or professional relationship (e.g., pastor with an employee of the pastor's congregation, counselor with a client, presbytery staff with a committee member). This is not meant to restrict church professionals from having consensual mutual, social or marital relationships with each other, with spouses who are also church members or with members of other Presbyterian churches when not in a professional relationship.
 - c. Sexual conduct, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature by a person in authority in which submission to such conduct is made (either implicitly or explicitly) a term or condition of employment or church-relationship status.
 - d. Sexual advances, requests for sexual favors, or other verbal or physically conduct that demeans, ridicules and/or insults a person because of the person's sex, sexual orientation or gender identity (actual or perceived), or creates an intimidating, hostile or offensive working or church-relationship environment; or any sexual behavior that continues after it has been made clear that the behavior is inappropriate or unwelcome;
2. Any unwanted sexual contact or interaction, physical or verbal, between two persons, whether or not the conduct involves touching. All such unwanted sexual behavior is always considered forced.
 3. Sexual abuse as defined above;
 4. Sexual harassment and/or discrimination, examples of which are set forth below.
 5. Misuse of technology: The use of technology that results in: (i) the harassment or abuse of a person, or (ii) sexual abuse or sexual misconduct towards a person protected by this Policy. This includes using technology to send pornographic or suggestive messages and images to a person.

Note: Sexual misconduct may occur between any two persons, regardless of the sex of those persons.

By way of example, all persons are advised that harassment or discrimination in any form including verbal, physical, and visual conduct, threats, demands and retaliation is prohibited. This includes, but is not limited to, the following examples:

- verbal conduct such as abusive or insulting phrases, derogatory comments, slurs, sexual advances, invitations, innuendo, epithets, noises or comments;
- visual or written conduct such as derogatory, obscene, offensive or suggestive letters, clothing, posters, photographs, cartoons, drawings, epithets, objects or gestures;

- physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with the work of an employee;
- requests, offers, threats or demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors; or
- retaliation for having reported or threatened to report discrimination or harassment.

PROCEDURES

Enforcement

The person chiefly responsible for enforcement of this Policy shall be the Safety Response Coordinator. The Safety Response Coordinator shall be a person who is a member of or appointed by the sponsoring council or entity of the Presbytery of Wyoming and is specifically trained to respond to allegations and reports of sexual misconduct. The **DUTIES AND RESPONSIBILITIES OF THE SAFETY RESPONSE COORDINATOR** are set forth in Appendix I.

The Safety Response Coordinator who is appointed by Presbytery of Wyoming may be, but shall not be required to be, the same person appointed by Presbytery of Wyoming with regard to minors and vulnerable adults.

Reporting

Reporting sexual misconduct is critical. All persons who experience or who witness sexual misconduct by a person who is subject to comply with this Policy must: (i) unless their safety or well-being would be compromised, the victim or witness must make it clear to the perpetrator that such behavior is offensive and immediately request that such behavior be stopped, and (ii) report such conduct to the Safety Response Coordinator for investigation and resolution. The alleged victim or witness of the sexual misconduct must report; Presbytery cannot help if it is not made aware of the problem.

Each sponsoring Presbytery of Wyoming entity will publicize a procedure for reporting any prohibited actions and have forms to document reports available at all times in a public place at the event (**REPORT OF SEXUAL MISCONDUCT** form is attached). Anyone suspecting or having knowledge of sexual misconduct shall immediately report such violation to the Safety Response Coordinator.

In addition, all reports alleging sexual misconduct shall be immediately reported to either the Stated Clerk or the moderator of the Committee on Ministry or both.

Investigation

Minor Allegations

The Presbytery recognizes that there may be limited, unusual circumstances in which a formal investigation of the sexual misconduct may actually discourage the victims and witnesses from reporting (due to the possible hardship, inconvenience and unwanted

focus that may arise from a formal investigation). These situations will be relatively rare, but Presbytery wants to make sure that the possibility of a formal investigation does not dissuade or deter victims and witnesses from reporting acts and omissions that constitute sexual misconduct, but which, all circumstances considered, indicate that informal resolution may be appropriate.

Thus, in order to assure that even the most minor forms of sexual misconduct are remedied, and in order to help prevent more serious misconduct in the future, this Policy recognizes that in those situations where informal and immediate handling of acts or omissions that involve relatively minor sexual misconduct when the victim is a competent adult, the Safety Response Coordination shall have the discretion to contact the perpetrator directly to address the complaint, without the initiation of the formal investigation processes described below.

However, the informal resolution process shall be carried out only if the reporting party and the victim (if different from the reporting party) agree with a recommendation by the Safety Response Coordinator to attempt to resolve the complaint by an informal process. However, even the most minor of violations must be documented so that a record of the informal resolution of the matter exists. Moreover, if the Safety Response Coordinator and/or the victim/reporting witness do not feel that an attempt at informal resolution has resulted in the perpetrator's recognition of the violation and an assurance that such behavior will not be repeated, then the Safety Response Coordinator shall carry out the processes described below.

Formal Investigation Process

In all situations other than where informal resolution might be applicable, the Safety Response Coordinator shall handle allegations of abuse or sexual misconduct as described in Appendix I

In order that confidentiality will be maintained and the procedures of the Presbytery will not be compromised, anyone having a reasonable belief that a violation of this policy has occurred shall refrain from divulging information that was the basis for a report to any other person not authorized by this policy or law to receive and investigate the report.

A report consisting of the names of the accused and accuser, together with a brief description of the alleged abuse or sexual misconduct and any available supporting information shall be transmitted to the Stated Clerk in order to initiate the procedures described in this policy, in accordance with the Rules of Discipline, chapter D-10.000 of the Book of Order if applicable, or in accordance with pertinent personnel policies for situations involving lay employees. Once the Stated Clerk receives the written report, disciplinary procedures must be initiated whether or not the Stated Clerk is personally persuaded of the truth of the allegations or has access to all the supporting evidence.

The Stated Clerk shall inform the Moderator of the Presbytery of Wyoming, the Committee on Ministry Moderator and the General Presbyter when disciplinary procedures pursuant to the Book of Order have been initiated. (By rule, the Presbytery Moderator in consultation with the Stated Clerk shall appoint an investigating committee under the provisions of the Rules of Discipline D-10.000.) In addition, the Stated Clerk or other knowledgeable person shall notify insurance carriers and Presbytery's legal counsel.

Notification, as required or appropriate, shall also be made to governmental authorities and employing or governing bodies.

Any person who in good faith: (1) makes an allegation of abuse, neglect or sexual misconduct or (2) assists in investigating the allegation will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or disciplined/dismissed as a result of the allegation.

RESPONSE COORDINATION TEAM

The Committee on Ministry moderator, General Presbyter and Presbytery moderator shall constitute the Response Coordination Team. In the event that one member of this team declares a conflict of interest and recuses themselves, a substitute member shall be selected by the two remaining members. It shall be the responsibility of this team to identify and coordinate appropriate ways to meet the needs that arise in the context of an abuse, neglect or sexual misconduct case. In addition, the team shall make sure that all required or appropriate reporting is accomplished.

The Response Coordination Team shall not engage in any investigative activity. The role of the Response Coordination Team is described in Appendix II.

The Committee on Ministry, by nature of its constitutional responsibility to serve as pastor and counselor to the ministers of the presbytery and to facilitate the relationships between congregations, ministers and the presbytery (G-3.0307), shall ordinarily assume a significant role in addressing those needs. However, the response coordination team may also identify additional sources of assistance and shall provide support and guidance to the Committee on Ministry as requested or required.

DISCIPLINARY PROCEDURES

In all cases of reported sexual misconduct by persons under the jurisdiction of the Presbytery of Wyoming, the judicial process in accordance with the Rules of Discipline, chapter D-10.000 of the Book of Order will be implemented. In cases involving employees, the provisions of the personnel policy of the Presbytery will be followed. For employees who are also continuing members of Presbytery, the disciplinary process of the Book of Order will apply, and not the personnel policies of the Presbytery of Wyoming.

ROLE OF PRESBYTERY OF WYOMING STAFF

The role of Presbytery of Wyoming staff is to provide a channel for communication and to describe existing process. The role of the Stated Clerk is limited to receiving reports of allegations and serving as the interpreter/manager of judicial process. The role of the General Presbyter is to serve on the response coordinating team, to provide counsel and management at the direction of the Committee on Ministry, and within the limitations of judicial process, to provide pastoral care to the accused.

APPENDIX I

DUTIES AND RESPONSIBILITIES OF THE SAFETY RESPONSE COORDINATOR

The Safety Response Coordinator will read and be familiar with the terms of this Policy as well as established procedures under the Rules of Discipline, *Book of Order of the Presbyterian Church (U.S.A.)* for responding to complaint(s) of allegations of minor/vulnerable adult abuse or sexual misconduct made against any minister, teaching elder, ruling elder, employee, volunteer, or other person subject to this Policy with the sponsoring council or entity.

The Safety Response Coordinator has the following responsibilities in response to allegations of sexual misconduct:

1. Immediately provide for the safety of the alleged victim(s) involved.
2. If the report alleges abuse, neglect or harassment of a minor or vulnerable adult, the Safety Response Coordinator will:
 - a. immediately ensure that the allegation is reported to the civil authorities when required under Wyoming law;
 - b. immediately notify the parents or guardian of the minor or vulnerable adult;
 - c. notify the insurance company of the allegation and that no investigation has yet occurred.
3. Make immediate decisions concerning the temporary removal of the individual accused from: (a) any contact with the alleged victim(s) pending an investigation, and/or (b) removal of the accused from the event until a resolution of the allegations has occurred.
4. Immediately notify designated persons at the Presbytery of Wyoming sponsor of the event of the report of alleged sexual misconduct. Any media requests will be handled by a designated person or office of the Presbytery of Wyoming, taking care to safeguard the privacy and confidentiality of all involved.
5. Consult the Presbytery of Wyoming offices about resources available for victims of the alleged sexual misconduct prior to each event and have those resources readily available at every event.
6. Carry out the requirements set forth in this Policy for reporting the allegation of sexual misconduct, under REPORTING, above.

Formal Investigation

The Safety Response Coordinator shall investigate allegations as follows:

1. If the report is against a member of Presbytery (ordained ministers/ teaching elders), or other persons on another roll of Presbytery (commissioned lay

pastors/ruling elders, commissioned church workers, certified Christian educators inquirers and candidates), the Safety Response Coordinator shall send a written statement of allegation to the Stated Clerk of the Presbytery that holds the accused's membership. This written statement of allegation shall initiate the formation of an investigating committee under the Rules of Discipline of the Book of Order.

2. If the report is against a ruling elder, the Safety Response Coordinator will notify the session of membership that an allegation of an offense has been received against an elder that triggers the formation of an investigating committee under the Rules of Discipline of the Book of Order.

3. If the report is against an employee or volunteer of the Presbytery of Wyoming, the Safety Response Coordinator will notify the person(s) or committee responsible for supervision of the employee, the General Presbyter and the Stated Clerk. The Safety Response Coordinator will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.

4. If the report is against any member, representative or volunteer of a sponsoring council or entity other than the Presbytery of Wyoming, the Safety Response Coordinator will notify the person(s), entity or organization responsible for supervision of the person. The Safety Response Coordinator will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.

5. Should the person accused of alleged abuse or sexual misconduct not be under the jurisdiction of the Presbytery of Wyoming, the accuser shall be directed to the governing body having jurisdiction over the accused person.

APPENDIX II

ROLE OF RESPONSE COORDINATION TEAM

In the pastoral care provided by the Response Coordination Team formed by the Committee on Ministry, there shall be no effort to determine the guilt or innocence of any parties, and the Committee shall work independently of any investigating committee. The work of the committee shall be to supervise and manage ministries of care, oversight, interpretation and reconciliation. It shall seek to provide care and support as may be needed for any Presbytery body and/or individual which might be or has been affected by the alleged misconduct throughout the time of the investigating committee work and until final resolution through the judicial process is achieved. In working on such matters, information shall only be provided on a need-to know basis. The work of the committee shall seek to address issues of anger and denial, loss of trust, and other issues that typically accompany abuse allegations and to restore the bodies and persons involved, insofar as possible, to wholeness and effective functioning. This restorative process may include such things as:

- Recommending specialized interim or temporary pastor services.
- Interpreting the Presbytery's policy and procedure and judicial process as provided by the Rules of Discipline of the Book of Order.
- Providing for conflict resolution, counseling or other specialized services and resources.

In responding to the accuser and/or alleged victim(s) and the accused, the Committee on Ministry or a special committee it may establish or other entities/persons identified by the response coordinating team may take the following actions:

- Advise them of the processes and policies of the Presbytery of Wyoming (this Policy and applicable personnel policies) and the PC(USA) judicial process.
- Advise them of where to seek therapeutic, legal services, counseling and/or pastoral support.

Within its absolute discretion, the Committee on Ministry, or a special committee it may establish, may also take the following actions:

- Provide for appropriate pastoral care (counseling, advocacy, etc.) for the accuser and/or the alleged victim and other related persons affected by the allegation of abuse or sexual misconduct, with the alleged victim's consent.
- Provide for appropriate pastoral care (counseling, advocacy, etc.) for the accused and other related persons affected by the allegation of abuse or sexual misconduct.

In all cases where a report of abuse, neglect or sexual misconduct has been received and a disciplinary case initiated against a member of the Presbytery, the Committee on Ministry, in consultation with the parties to the alleged misconduct, and with the session in the case of the accused being in a pastoral position, may impose the following measures:

- Immediately restrict pastoral activities of the accused, if mandated administrative leave has not been imposed by the Permanent Judicial Commission (D-10.0106)
- Immediately impose supervision of the accused, prohibiting (and monitoring) certain activities such as stipulating no contact with the accuser and/or alleged victim.
- In cases where it is deemed imperative, the Presbytery may proceed to dissolve the pastoral relationship under the provisions of G-2.0904.

When the accused is an employee of the Presbytery of Wyoming, the personnel committee, in consultation with the General Presbyter and affected parties, may place the accused on temporary administrative leave. Pay and benefit status during such a period of administrative leave shall be as provided in document(s) governing the specific employment relationship. All administrative leave resulting from the implementation of this policy shall be considered without prejudice and shall continue until the judicial process has been completed.

REPORT OF SEXUAL MISCONDUCT

Date of Report: _____ **Time:** _____

Complainant's contact information: _____

Victim's name, age, contact information: _____

Alleged Responsible Person's Name(s), Identifying information: _____

Date, Time, Event/Activity Name, Location of Alleged Abuse or Misconduct: _____

Name(s), Address(es), Phone(s) of Witnesses: _____

Describe observed or reported abuse or misconduct: _____

Parties Notified:

Safety Response Coordinator Name	When	How
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Report Submitted to: _____ **Date:** _____

Signature of person completing this report _____

Printed name _____

PRESBYTERY OF WYOMING

MINOR/VULNERABLE ADULT PROTECTION

**POLICY AND PROCEDURES
(The “Policy”)**

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PART 1—GENERAL PRINCIPLES

GUIDING FOUNDATIONS AND PRINCIPLES

We are ordained to be, in a variety of capacities, God’s Hands in the World. This is our Call, Reason to Be, Greatest Mission Opportunity, and at times, great risk. We are sent to be healers, sometimes wounded ourselves, and this daring act of ministry requires utmost care as well as immense commitment.

We recognize that minors and vulnerable adults are an important part of our work, and because of their unique vulnerabilities and lesser levels of competency and ability to protect themselves as compared to competent adults, the Presbytery desires to emphasize the importance of protecting these vulnerable populations by having specific policies and procedures relating to minors and vulnerable adults.

We believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior. Human sexuality is an integral part of who we are as persons. However, it can become the basis for oppression, where trust relationships are breached and persons are abused. Additionally, our service as Christians imposes upon us a duty to recognize the potential for abuse of minors and vulnerable adults, both of a sexual and non-sexual nature.

*Our **Foundations of Presbyterian Polity** remind us that it is precisely because we are Christ’s body that we are “bound to his authority and thus free to live in the lively, joyous reality of the grace of God.” (F-1.0204). We might choose fewer bounds, but we would not know Christ’s full joy either.*

*Our **Rules of Discipline** remind us:*

“The purpose of discipline is to . . . preserve the purity of the church by nourishing the individual within the life of the believing community . . . [and] to achieve justice and compassion for all participants” (D-1.0101)

This Policy seeks to ensure that ministry at every level within the Presbytery of Wyoming remains safe, joyous and life-giving for everyone involved.

AUTHORITY

The Constitution of the Presbyterian Church (U.S.A.) (hereinafter, “PC(USA)”), Part II, *Book of Order*, provides at G-3.0106 that, “**all councils shall adopt and implement a sexual misconduct policy and a child and youth protection policy.**” The Policy and Procedure on Sexual Misconduct of The Presbytery of Wyoming was adopted on September 8, 2001; later revised May 6, 2006, and May 8, 2010. The PC(USA) adopted its requirement that all councils put child protection policies in place. The Presbytery of Wyoming believes that the dual needs for protection of vulnerable populations and prevention of sexual misconduct at all levels of the church

can best be addressed and met in this Policy addressing both of these vital requirements of ministry in and throughout the Presbytery of Wyoming.

This Policy supersedes the Policy and Procedure on Sexual Misconduct of The Presbytery of Wyoming adopted September 8, 2001, later revised May 6, 2006, and May 8, 2010.

GENERAL POLICY

It is the policy of the Presbytery of Wyoming (hereinafter “Presbytery”) that all persons to whom this Policy applies are to maintain at all times the strongest sense of integrity of ministerial, employment, professional and ecclesiastical relationships and of safety, nurturing and care involving all interactions with all persons, including without limitation minors and vulnerable adults.

It is also the policy of the Presbytery that sexual misconduct shall always be deemed to be a violation of such relationships and of the principles set forth in Scripture. It is never permissible or acceptable for anyone covered under this policy to have personal sexual contact or conduct, either public or private, with anyone with whom the individual has a professional relationship.

Further, it is the policy of the Presbytery that abuse of minors and vulnerable adults is declared to be fundamentally unacceptable, and that Presbytery should adopt policies and procedures to prevent abuse, protect these special populations and set forth procedures to deal with suspected abuse.

PERSONS WHO MUST COMPLY WITH THIS POLICY

This Policy applies to and governs the conduct of all members of the Presbytery (ordained ministers/teaching elders), all persons on other rolls of Presbytery (commissioned lay pastors/commissioned ruling elders, commissioned church workers, certified Christian educators inquirers and candidates), all employees of the Presbytery (whether ordained to church office or not), all persons who serve or function on behalf of the Presbytery as volunteers and all non-member employees and contractors/vendors of the Presbytery.

The *Book of Order*, G-3.0106, requires all councils to adopt and implement a sexual misconduct policy and a child and youth protection policy. While the Presbytery urges its member congregations to adopt similar policies and procedures pertaining to sexual misconduct and abuse of minors/vulnerable adults, Presbytery chooses to let its member congregations adopt church-specific policies and procedures.

However, this Policy can be used as a model or modified to fit the specific needs of a congregation. All such policies of a session or other council and any amendments to such policies shall be filed promptly with the Stated Clerk of the Presbytery upon their adoption, and member churches shall inform their congregations of such policies at least annually.

It is the personal responsibility of each person subject to this Policy to maintain appropriate sexual boundaries and limitations, to guard against abuse of minors and vulnerable adults, and to provide for the protection and safety of minors and vulnerable adults participating in programs of the Presbytery.

PURPOSE

The purpose of this Policy is:

- to make explicit the Presbytery's opposition to any abusive behavior, sexual or otherwise, and oppressive, degrading environments in all Church relationships, including without limitation, employment, mission, worship, teaching, fellowship, recreation, etc.
- to safeguard, insofar as possible, minors, vulnerable adults and others who participate in Presbytery programs from abuse through any form of sexual or other abusive or harmful misconduct, and safeguard participants from false accusations.
- to provide appropriate and timely remedies and discipline in cases where violation of this Policy has been alleged or found to be factual.
- to seek justice by assuring effectiveness of the Presbytery's administrative, investigative and judicial process in determining truth, protecting the innocent, and dealing appropriately with those who abuse, exploit or harm others.
- to provide pastoral care and to promote healing of all persons and congregations who may be affected by sexual misconduct, abuse, neglect or an allegation thereof.
- to establish and maintain healthy boundaries in all of our relationships.

PERSONS PROTECTED BY THIS POLICY: MINORS & VULNERABLE ADULTS

The Policy is adopted to protect minors and vulnerable adults who participate in Presbytery functions or come into contact with a Presbytery Council or persons who are otherwise required to comply with this Policy (as described above).

With respect to competent adults, Presbytery has adopted a separate sexual misconduct and sexual abuse policy pertaining to those individuals. There may be similarities between that policy and this Policy, but the special importance of protecting minors and vulnerable adults warrants having this Policy in place.

Note Regarding Wyoming Law: Wyoming has its own laws regarding events that are defined as child abuse and vulnerable adult abuse, as well as requirements for reporting such abuse to Wyoming authorities. These include criminal penalties for failure to report. This Policy advises all councils and entities of the Presbytery to be familiar with and to comply with applicable state statutes. See REPORTING in this Policy, below.

DEFINITIONS

For the purpose of this Policy:

Council: For purposes of this Policy, “council” or “Council” shall be deemed to be the Presbytery of Wyoming.¹

Minor/Vulnerable Adult Abuse: Any act or failure to act that results in the unreasonable confinement of a minor or vulnerable adult that threatens the welfare of the person; photography of the person for a pornographic or unlawful purpose; or the physical, sexual, psychological or emotional abuse, mistreatment, neglect or exploitation of a minor or vulnerable adult. For purposes of this Policy, “abuse” shall also include “sexual abuse” and “sexual misconduct” as defined by this Policy.

Worker: Any person, whether ordained, paid staff, volunteer, contractor or otherwise, who participates at any level at a Presbytery event or activity involving minors and/or vulnerable adults, including without limitation teaching, worship, mission, transportation, child care, recreation and supervision.

Minor: A minor is any person who has not reached his or her 18th birthday.

Misuse of technology: The use of technology that results in: (i) the harassing or abusing of a minor/vulnerable adult, or (ii) sexual abuse or sexual misconduct towards a person protected by this Policy. This includes using technology to send pornographic or suggestive messages and images to a minor or vulnerable adult. Workers may have technological contact with a minor or vulnerable adult only when such contact is either: (1) preapproved in writing by the minor/vulnerable adult’s parent or legal guardian or (2) when the contact is on an open public medium, such as a church website or other social media program which can be freely viewed by the parent or legal guardian.

Safety Response Coordinator: The Safety Response Coordinator is a person who is a member of or appointed by the sponsoring council or entity of the Presbytery and is specifically trained to respond to allegations and reports of minor or vulnerable adult abuse and/or sexual misconduct at Presbytery activities. The **DUTIES AND RESPONSIBILITIES OF THE SAFETY RESPONSE COORDINATOR** are set forth in Appendix I. A Safety Response Coordinator must be readily available to be contacted for each Presbytery event and other sponsoring council or entity event.

Sexual Abuse: “Sexual abuse of another person is any offense involving sexual conduct in relation to: (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation or misuse of ordered

¹ The specific designation of Presbytery as being the “council” for purposes of this Policy is not meant to relieve the various congregations and churches that are part of the jurisdictional boundaries of the Wyoming presbytery from their obligation to adopt a policy similar to this Policy: for in the *Book of Order*, council is defined as being both the session of each congregation within the Presbytery, and the Presbytery itself. Moreover, as provided in the *Book of Order*, G-3.0101, “The councils are distinct, but have such mutual relations that the act of one of them is the act of the whole church.” Nonetheless, this Policy directly applies only to Presbytery.

ministry or position.” (*Book of Order*, D-10.0401c). Additionally, sexual gratification by an adult through the use of pornographic images of minors or vulnerable adults is, for the purpose of this Policy, considered sexual abuse.

Sexual Misconduct includes, but is not limited to:

1. Sexual conduct in relationship to any person when the conduct includes force, threat, coercion, intimidation or misuse of ordered ministry or position, including:
 - a. Misuse of trust, authority or power in a relationship to gain advantage over another in a sexually abusive, exploitive, non-consensual or unjust manner.
 - b. Sexual malfeasance, defined as sexual conduct within a ministerial relationship (e.g., pastor with a member of or visitor to a congregation or a minor/vulnerable adult participating in the activities of the congregation) or professional relationship (e.g., pastor with an employee of the pastor’s congregation, counselor with a client, presbytery staff with a committee member). This is not meant to restrict church professionals from having consensual mutual, social or marital relationships with each other, with spouses who are also church members or with members of other Presbyterian churches when not in a professional relationship.
 - c. Sexual conduct, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature by a person in authority in which submission to such conduct is made (either implicitly or explicitly) a term or condition of employment or church-relationship status.
 - d. Sexual advances, requests for sexual favors, or other verbal or physical conduct that demeans, ridicules and/or insults a person because of the person’s sex, sexual orientation or gender identity (actual or perceived), or creates an intimidating, hostile or offensive working or church-relationship environment; or any sexual behavior that continues after it has been made clear that the behavior is inappropriate or unwelcome.
2. Any sexual contact or interaction, physical or verbal, between an adult and a minor or vulnerable adult as defined herein, whether or not the conduct involves touching. All such sexual behavior is always considered forced.
3. Sexual abuse as defined above.

Note: Sexual misconduct may occur between any two persons, regardless of the sex of those persons.

Sponsoring Council or Entity: Any council or entity of the Presbytery that is tasked with the responsibility of planning events and activities for its members and visitors, including without limitation minors and vulnerable adults.

Vulnerable Adult: Any person eighteen (18) years of age or older without the developmental or cognitive capacity to consent OR any person eighteen (18) years of age or older who is unable to manage and take care of himself or his money, assets or property without assistance as a result of advanced age or physical or mental disability.

PART 2—KEY COMPONENTS

PROHIBITION

By adoption of this Policy, Presbytery hereby prohibits all persons that are obligated to comply with this Policy from engaging in a Misuse of Technology, Sexual Abuse, Sexual Misconduct or any other type of sexual conduct involving a minor or vulnerable adult. Additionally, any person obligated to comply with this Policy is hereby required to report an observed violation of this Policy by another person. Finally, a failure of a person to take reasonable steps to protect a minor and/or a vulnerable adult from conduct that is a violation of this Policy is itself a violation of this Policy. Thus, a failure to act may be a violation of this Policy, depending on the circumstances, it being the purpose of this Policy to protect minors and vulnerable adults.

PREVENTIVE MEASURES: SCREENING, TRAINING, BACKGROUND INVESTIGATIONS, ETC.

A Worker shall only be allowed to be present in an assigned or authorized capacity with minors or vulnerable adults upon satisfying the following requirements:

1. The Council's receipt of a completed, signed and approved application, background investigation authorization form and a signed form verifying that this Policy has been received and read. The application shall include a minimum of two references. Every applicant for ordination, installation, employment or volunteer service in the Presbytery shall sign a Misconduct Self-Certification Form regarding whether any civil, criminal or ecclesiastical complaint related to: (i) sexual misconduct with any other person, regardless of age or competency, or (ii) abuse or neglect of a minor or vulnerable adult has ever been sustained or is pending against the applicant, and whether the applicant has ever resigned or been terminated from a position for reasons related to sexual misconduct or abuse/neglect of a minor or vulnerable adult. No person shall be installed, commissioned, employed or appointed to positions of pastoral leadership, employment or volunteer service without having completed and signed the required forms.
2. Designated Presbytery staff shall conduct background investigations on all final candidates for any installed, employed or volunteer position within the Presbytery. The Presbytery shall make other inquiries as may be reasonable and appropriate to assess the suitability of a candidate for service in or on behalf of the Presbytery. In addition, for all persons seeking to become ordained and/or installed members of the Presbytery (ordained ministers/teaching elders) and any other persons who are subject to approval by the Committee on Ministry, the Committee on Ministry shall use the candidate's interview as an occasion to make diligent and specific inquiry into the candidate's history and understanding of establishment and maintenance of healthy boundaries in all of the candidate's relationships.

If the Presbytery is directly responsible for any activity involving minors or vulnerable adults, criminal background checks shall be required for all persons covered by this Policy who are in direct contact with minors or vulnerable adults.

3. All Workers must be at least eighteen years old.
4. The Worker's consent to a criminal background check. The sponsoring council or entity must consult with the insurance company through which it has coverage to determine what background investigations are appropriate for their particular event. The sponsoring council or entity should cover the costs of the background investigations for all Workers. These checks shall be run no more than six months prior to the event, or as recommended or required by the organizing council's liability insurance carrier, whichever is sooner. Workers who participate annually in events may only be required to have one background check per calendar year, depending on insurance carrier standards.
5. All Workers, paid, contracted or volunteer, must participate in an approved training sometime within the year prior to the Presbytery event at which they serve. The training is to be provided by the Presbytery or by the sponsoring council or entity and shall cover this Policy thoroughly as well as methods of abuse prevention and a detailed plan of reporting. The sponsoring council or entity may contract with others to provide these trainings. Attendance shall be required of all ministers/teaching elders and others engaged in pastoral or other validated ministry who have been enrolled in the Presbytery since the last training was offered. Normally, the trainings should be conducted as live, in-person sessions, but recognizing the unique weather and distances involved in living in Wyoming, trainings may be conducted by audio-visual means. In order to encourage participation, attendance at these trainings shall be reported to the Committee on Ministry for its review.

These trainings shall further cover at least:

- What constitutes sexual abuse, sexual misconduct, minor/vulnerable adult abuse and neglect.
- How to recognize signs and symptoms of abuse and neglect, as well as "grooming," which is when a perpetrator builds an emotional connection with a potential victim to gain their trust for purposes of sexual abuse, misconduct, etc.
- State laws concerning definitions of abuse and required reporting.
- Mandatory criminal background checks and the security of those files.
- Explanation of the importance of the application and screening processes.
- Appropriate boundaries with minors, vulnerable adults and other persons, especially regarding adult-minor/vulnerable adult ratios, transportation, and use of technology.
- If an overnight event is planned, discussions of boundaries involving appropriate sleeping arrangements and restroom/shower facilities.
- The presence of a Safety Response Coordinator in attendance at or available by phone for each event and how to contact him or her.

- It is encouraged that at least one paid employee or volunteer working directly with minors or vulnerable adults at any Presbytery event be certified in first aid and CPR.
- Other related topics.

6. No person may serve as a Worker who has a conviction on his/her record of certain felonies or misdemeanors, including, *but not limited to*, any of the **CRIMES THAT DISQUALIFY A PERSON FROM SERVING AS A MINOR/VULNERABLE ADULT WORKER** in Appendix II.

In addition, if a council or Presbytery entity is aware that a Worker has a prior conviction for one of the crimes listed in Appendix II or a related crime, the Worker shall be informed that they are automatically ineligible to attend a minor/vulnerable adult event in any capacity.

Handling of potential Workers who have not been convicted of such crimes but who are being prosecuted for any such crimes warrant special consideration. All questions in such circumstances shall be directed to the Stated Clerk and the Safety Response Coordinator, who shall in turn consult with legal counsel as to the situation at hand.

7. Whenever a Presbytery entity organizes an event for minors or vulnerable adults and Workers will be provided by another organization, the organization that selects the Workers shall:

- a. Not send a person to act as a Worker whom the organization knows has violated the provisions of the *Book of Order*, this Policy or a policy of a local congregation, presbytery or other organization pertaining to sexual misconduct or minor/vulnerable adult protection.
- b. Not send a person to act as a Worker for minors or vulnerable adults when that person is also scheduled to work in another capacity at the event.
- c. Require councils at all levels of church life that are: (1) assisting in organizing Presbytery events for minors and/or vulnerable adults, or (2) sending Workers to these events to abide by the same screening, training, and background investigation standards mandated in this Policy for the Presbytery and its entities.

8. Whenever a Presbytery entity or council organizes an event for minors and/or vulnerable adults that invites minors from other councils, churches or organizations who will be supervised by Workers, the Presbytery entity or council shall:

- a. Provide guidance to the councils or organizations that are sending Workers about best practices for securing Workers and eligibility requirements.
- b. Provide guidance to the councils or organizations that are sending Workers concerning: (1) the requirement that the council perform and pay or arrange for payment for background investigations for potential Workers, and (2) how to evaluate the background investigation for offenses that would disqualify a person from being a Worker, and;
- c. Provide guidance to the councils on when to perform the background investigations and with what background investigation provider.

- d. Identify someone on the organizing council of the Presbytery event to be the designated recipient of background investigations from other councils or organizations and train that person:
- i. To review every background investigation received;
 - ii. To identify criminal convictions and other disqualifying information on background investigations that should disqualify a person from being a Worker; and
 - iii. To notify Council or another involved entity if the staffer believes the Council has erred in selecting a Worker whose background investigation indicates that the person should not act as a Worker;
 - iv. Report to the Presbytery sponsor of the event each potentially disqualifying background investigation and related concerns so that the sponsor can inform the organization that the person whose background investigation is in question is not eligible to attend the event as a Worker.

MANDATORY EVENT RULES are set forth in Appendix III.

RULES FOR USE OF SOCIAL MEDIA are set forth in Appendix IV.

RULES REGARDING CONVICTED SEX OFFENDERS IN THE LIFE OF THE CHURCH are set forth in Appendix V.

CONFIDENTIALITY OF RECORDS

The Presbytery shall maintain all Worker applications, results of background investigations, investigations of alleged abuse/neglect or sexual misconduct or other act or omission subject to this Policy and related information regarding participation in Presbytery-sponsored events in confidential secured files maintained by the Stated Clerk for records of the Presbytery. Disclosure of such records shall be made only in the following circumstances: (i) a valid written consent for disclosure from the person(s) that is/are the subject of the records at issue, (ii) upon compliance with a request from the Presbytery's Permanent Judicial Commission, according to its rules, (iii) upon order and direction of any civil court having jurisdiction over the Presbytery, (iv) in order to carry out this Policy or its procedures, or (v) under circumstances in which disclosure of such records is reasonably deemed necessary for the protection of the health, safety or welfare of a natural person or to prevent commission of a crime.

REPORTING

Reporting to Presbytery leaders

Each sponsoring Presbytery entity will publicize a procedure for reporting any prohibited actions and have forms to document reports available at all times in a public place at the event (**REPORT OF MINOR/VULNERABLE ADULT ABUSE OR SEXUAL MISCONDUCT** form is attached). Anyone suspecting or having knowledge of minor/vulnerable adult abuse and/or sexual misconduct shall immediately report such violation to a leader of the Presbytery event and the event's Safety Response Coordinator.

In addition, all reports alleging sexual misconduct shall be immediately reported to either the Stated Clerk or the moderator of the Committee on Ministry or both. Any minor or vulnerable adult, and a parent, legal guardian or other caregiver, who suspects or has knowledge of any type of minor or vulnerable adult abuse is encouraged to share the knowledge with any adult leader of the Presbytery event.

The Safety Response Coordinator for a Presbytery or other council event shall report allegations of abuse or sexual misconduct as follows:

1. If the report is against a member of Presbytery (ordained ministers/ teaching elders), or other persons on another roll of Presbytery (commissioned lay pastors/ruling elders, commissioned church workers, certified Christian educators, inquirers and candidates), the Safety Response Coordinator shall send a written statement of allegation to the Stated Clerk of the Presbytery that holds the accused's membership. This written statement of allegation shall initiate the formation of an investigating committee under the Rules of Discipline of the *Book of Order*.,
2. If the report is against a ruling elder, the Safety Response Coordinator will notify the session of membership that an allegation of an offense has been received against an elder that triggers the formation of an investigating committee under the Rules of Discipline of the *Book of Order*.
3. If the report is against an employee or volunteer of the Presbytery, the Safety Response Coordinator will notify the person(s) or committee responsible for supervision of the employee or volunteer, the General Presbyter and the Stated Clerk. The Safety Response Coordinator will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.
4. If the report is against any member, representative or volunteer of a sponsoring council or entity other than the Presbytery, the Safety Response Coordinator will notify the person(s), entity or organization responsible for supervision of the person. The Safety Response Coordinator will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.

In order that confidentiality will be maintained and the procedures of the Presbytery will not be compromised, anyone having a reasonable belief that a violation of this policy has occurred shall refrain from divulging information that was the basis for a

report to any other person not authorized by this policy or law to receive and investigate the report.

Should the person accused of alleged abuse or sexual misconduct not be under the jurisdiction of the Presbytery, the accuser shall be directed to the governing body having jurisdiction over the accused person.

A report consisting of the names of the accused and accuser, together with a brief description of the alleged abuse or sexual misconduct and any available supporting information shall be transmitted to the Stated Clerk in order to initiate the procedures described in this policy, in accordance with the Rules of Discipline, chapter D-10.000 of the *Book of Order* if applicable, or in accordance with pertinent personnel policies for situations involving lay employees. Once the Stated Clerk receives the written report, disciplinary procedures must be initiated whether or not the Stated Clerk is personally persuaded of the truth of the allegations or has access to all the supporting evidence.

The Stated Clerk shall inform the Moderator of Presbytery, the Committee on Ministry Moderator and the General Presbyter when disciplinary procedures pursuant to the *Book of Order* have been initiated. (By rule, the Presbytery Moderator in consultation with the Stated Clerk shall appoint an investigating committee under the provisions of the Rules of Discipline D-10.000.) In addition, the Stated Clerk or other knowledgeable person shall notify insurance carriers and Presbytery's legal counsel. Notification, as required or appropriate, shall also be made to governmental authorities and employing or governing bodies.

Any person who in good faith: (1) makes an allegation of abuse, neglect or sexual misconduct or (2) assists in investigating the allegation will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or disciplined/dismissed as a result of the allegation.

Reporting to civil authorities

Minors: Wyoming law requires that any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or is being subjected to conditions that may result in abuse or neglect shall immediately report such abuse to a law enforcement agency or the Wyoming Department of Family Services.

Vulnerable adults: Wyoming law requires that any person or agency who knows or has reasonable cause to believe that a vulnerable adult is being or has been abused, neglected, exploited, intimidated or abandoned or is committing self-neglect shall report the information immediately to a law enforcement agency or the Wyoming Department of Family Services.

Call 911 IMMEDIATELY if it is an emergency or you are witnessing a minor or vulnerable adult in a life-threatening situation or a situation likely to result in serious physical or mental injury.

The full statutory definitions of abuse, neglect and reporting of abuse and neglect under Wyoming law are contained in Appendix VII.

After a report of abuse or neglect is made to civil authorities, the responsibility for investigation rests with the agency receiving the report. So long as investigation by civil authorities is occurring, Presbytery personnel should not undertake further investigation of the circumstances of the alleged or observed abuse or neglect, but should cooperate fully with and assist the investigating agency in completing its investigation. This section shall not be construed so as to prevent the institution of disciplinary proceedings against the accused in accordance with the *Book of Order*. Any questions concerning the institution of disciplinary proceedings should be directed to the Stated Clerk, or if the Stated Clerk is unavailable or is the subject of the matter, the Moderator of Presbytery shall be contacted.

Failure to make an immediate report to civil authorities can result in criminal prosecution and personal financial liability for damages resulting from a failure to report. Wyoming law provides immunity from civil and criminal liability for persons who participate in good faith in making a report and facilitating an investigation by civil authorities.

Any Presbytery employee or volunteer who has a question about whether reasonable cause exists to know or suspect abuse or neglect has occurred, should immediately contact the Stated Clerk, or if the Stated Clerk is unavailable or is the subject of the inquiry, the General Presbyter or Moderator of Presbytery for assistance, clarification or the obtaining of legal advice.

PART 3—ADMINISTRATIVE CONSIDERATIONS

RESPONSE COORDINATION TEAM

The Committee on Ministry moderator, General Presbyter and Presbytery moderator shall constitute the Response Coordination Team. In the event that one member of this team declares a conflict of interest and recuses themselves, a substitute member shall be selected by the two remaining members. It shall be the responsibility of this team to identify and coordinate appropriate ways to meet the needs that arise in the context of an abuse, neglect or sexual misconduct case. In addition, the team shall make sure that all required or appropriate reporting is accomplished. The Response Coordination Team shall *not* engage in any investigative activity. *Rather, the role of the Response Coordination Team is described in Appendix VI.*

The Committee on Ministry, by nature of its constitutional responsibility to serve as pastor and counselor to the ministers of the presbytery and to facilitate the relationships between congregations, ministers and the presbytery (G-3.0307), shall ordinarily assume a significant role in addressing those needs. However, the Response Coordination Team may also identify additional sources of assistance and shall provide support and guidance to the Committee on Ministry as requested or required.

RESPONSE PROCEDURES are set forth in Appendix VI.

DISCIPLINARY PROCEDURES

In all cases of reported abuse, neglect or sexual misconduct by persons under the jurisdiction of the Presbytery, the judicial process in accordance with the Rules of Discipline, chapter D-10.000 of the *Book of Order* will be implemented. In cases involving employees, the provisions of the personnel policy of the Presbytery will be followed. For employees who are also continuing members of Presbytery, the disciplinary process of the *Book of Order* will apply, and not the personnel policies of the Presbytery.

ROLE OF PRESBYTERY STAFF

The role of Presbytery staff is to provide a channel for communication and to describe existing process. The role of the Stated Clerk is limited to receiving reports of allegations and serving as the interpreter/manager of judicial process. The role of the General Presbyter is to serve on the response coordinating team, to provide counsel and management at the direction of the Committee on Ministry, and within the limitations of judicial process, to provide pastoral care to the accused.

PC(USA) TOLL-FREE ABUSE PREVENTION HELPLINE

The Presbyterian Church (USA) has teamed with the Insurance Board and Praesidium to help councils at all levels and their members prevent child abuse. They have established a toll-free Abuse Prevention Helpline to provide assistance to church councils and church families in their efforts to protect children and vulnerable adults.

Immediate assistance as well as guidelines and other resources for training and support are available at:

1-866-607-SAFE
(1-866-607-7233)

SIGNING OF POLICY AND APPLICATION TO SERVE

Each adult engaged in the leadership of a Presbytery event shall acknowledge receipt of this **Presbytery Minor/Vulnerable Adult Protection Policy and Procedures** by signing an application to be employed, volunteer, or supervise. In addition, each person engaged in the leadership of a Presbytery event shall consent to all comprehensive background investigations required and shall comply with any consequences of a reported violation of this Policy.

PART 4—APPENDICES, FORMS

APPENDIX I

DUTIES AND RESPONSIBILITIES OF THE SAFETY RESPONSE COORDINATOR

For every event or activity which allows for the presence of minors or vulnerable adults planned by a council of the Presbytery, a Safety Response Coordinator must be trained by the sponsoring council or entity and be present or immediately available by telephone throughout the entire duration of the event. This Coordinator should be Presbytery staff or another person appointed by the sponsoring council or entity staff.

The Safety Response Coordinator will read and be familiar with the terms of this Policy as well as established procedures under the Rules of Discipline, *Book of Order of the Presbyterian Church (U.S.A.)* for responding to complaint(s) of allegations of minor/vulnerable adult abuse or sexual misconduct made against any minister, teaching elder, ruling elder, employee, volunteer, or other person subject to this Policy with the sponsoring council or entity.

The Safety Response Coordinator has the following responsibilities in response to allegations of minor or vulnerable adult abuse or neglect or sexual misconduct:

1. Immediately provide for the safety of the alleged victim(s) involved.
2. If the report alleges abuse, neglect or harassment of a minor or vulnerable adult, the Safety Response Coordinator will:
 - a. immediately ensure that the allegation is reported to the civil authorities when required under Wyoming law;
 - b. immediately notify the parents or guardian of the minor or vulnerable adult;
 - c. notify the insurance company of the allegation and that no investigation has yet occurred.
3. Make immediate decisions concerning the temporary removal of the individual accused from: (a) any contact with minors, vulnerable adults or the alleged victim(s) pending an investigation, and/or (b) removal of the accused from the event until a resolution of the allegations has occurred.
4. Immediately notify designated persons at the Presbytery sponsor of the event of the report of alleged abuse, neglect or sexual misconduct. Any media requests will be handled by a designated person or office of the Presbytery, taking care to safeguard the privacy and confidentiality of all involved.
5. Consult the Presbytery offices about resources available for victims of the alleged abuse, neglect or sexual misconduct prior to each event and have those resources readily available at every event.

6. Carry out the requirements set forth in this Policy for reporting the allegation of abuse, neglect or sexual misconduct, under REPORTING, above.

APPENDIX II

CRIMES THAT DISQUALIFY A PERSON FROM SERVING AS A MINOR/ VULNERABLE ADULT WORKER

No person may serve as a Worker who has a conviction on his/her record of certain felonies or misdemeanors, including, *but not limited to*, any of the following:

- Criminal homicide;
 - Aggravated assault;
 - Crimes related to the possession, use, or sale of drugs or controlled substances;
 - Sexual abuse;
 - Sexual assault;
 - Injury to a minor or vulnerable adult;
 - Incest;
 - Indecency with a minor or a vulnerable adult;
 - Inducing sexual conduct or sexual performance of a minor or vulnerable adult;
 - Possession or promotion of child pornography;
 - The sale, distribution, or display of harmful material to a minor;
 - Employment harmful to minor or vulnerable adult;
 - Abandonment or endangerment of a minor or vulnerable adult;
 - Kidnapping or unlawful restraint;
 - Public lewdness or indecent exposure or enticement of a minor or a vulnerable adult;
 - Any crime that involves sexual misconduct or sexual abuse, regardless of whether it involves misconduct or abuse with a minor or a vulnerable adult;
 - Any crime that involves misuse of technology for sexual purposes, such as collecting or distributing photographs of minors or vulnerable adults who are nude or in sexual or inappropriate poses (pornography);
 - Any crime that involves the use of force, such as assault, battery or endangerment;
 - Any crime that involves abduction, false imprisonment or kidnapping;
 - Any crime that involves drinking or other impairment and driving, such as driving while intoxicated.
- Any other crime which, in the reasonable opinion of the Council demonstrates a threat to the health, safety or welfare of minors or vulnerable adults in the activity in question. (In such an instance, the Council shall consult and confer with at least one other Council official before disqualifying an applicant.)

APPENDIX III

MANDATORY EVENT RULES FOR WORKING WITH MINORS AND VULNERABLE ADULTS

A sponsoring council or entity of the Presbytery shall ensure that the following measures are in place and actions are taken for each event or activity involving minors and/or vulnerable adults:

1. Two-adult rule: Two non-related adults must always be present in groups of minors or vulnerable adults. The only exception is if an emergency situation makes this not immediately possible.
2. Ratios: The adult to minor/vulnerable adult ratio for all events or activities involving minors ages zero (0) through eleven (11) is 2:10. The adult to minor ratio for all events or activities involving minors ages twelve (12) through seventeen (17) or vulnerable adults of any age is 2:17. An adult to vulnerable adult ratio shall be established depending on the individual needs of the vulnerable adult(s) present, subject to the two-adult rule in paragraph 1 above. There shall also be one adult of each gender when there are one or more minors or vulnerable adults of each gender in a group. Only in emergency situations may the ratios and gender diversity be compromised.
3. Compliance with Two-Adult Rule; Ratios: Presbytery recognizes that due to Wyoming's small population, variable turnout for Presbytery events and scheduling and timing difficulties that it may not always be possible to meet the two-adult rule and ratios described in this Policy. While these rules shall be the usual standard, if a particular event or situation arises where these rules cannot be met, then the Worker involved shall notify the Safety Response Coordinator as soon as possible to discuss the matter and find an acceptable solution to the situation, such as notice to parents and guardians of the situation. In such situations, the Safety Response Coordinator shall document any such situation and shall consider ways in which the scenario might be avoided in the future.
4. View Windows and Open Doors: When minors or vulnerable adults and Workers or volunteers are in a room, if the door is closed, the door must have a view window installed and the view window shall not be covered or otherwise obstructed. If no view window is installed in the door, the door must remain open at all times.
5. Adult workers/caregivers shall respect the privacy of the minors and vulnerable adults to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (*e.g.*, taking only age-appropriate photographs and movies, not taking photographs of minors and other persons who are not appropriately clothed). Adults and minors are required at all times to wear appropriate attire and to refrain from the use of profane, vulgar or sexually-explicit language.

6. Age appropriate training for minors and vulnerable adults should be provided regarding behavior that should be reported to a caregiver or leader of the event.
7. Transportation: All adult drivers at a minor/vulnerable adult event must have proper licensure and insurance on file with the organizing council. The two-adult rule shall also apply, to the maximum extent feasible. All vehicles used must have seat belts for the driver and each passenger. No minor weighing less than eighty-five pounds may sit in the front seat of any vehicle. All drivers transporting minors and vulnerable adults must be twenty-five years of age or older and must be informed that if their vehicle is used, their insurance would be primarily responsible if an accident occurs. If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on its drivers. Each vehicle must follow the adult to minor/vulnerable adult ratio rules noted in paragraph 2 in this section. No minor may be a driver at any event or activity (this includes golf carts at events).
8. Forms: The parents/legal guardians of each minor or vulnerable adult must provide the appropriate information and medical forms for each activity/event. The information form should include all contacts for parents/legal guardians and the medical form must include a copy of the minor's or vulnerable adult's health insurance card if the minor or vulnerable adult has health insurance. Further consent forms must be signed by parents/legal guardians for any events held away from church property. Permission to use or reproduce any photos or videos taken at the event that are used by the organizing council in social media or published material must be obtained through a signed consent form from a participant's parent or legal guardian as well as the minor/vulnerable adult if capable. All such forms must be stored at the event site, in a secure place with restricted access.
9. Each sponsoring council or entity must ensure that rules are fully and clearly explained to participants at each event/activity. These rules shall include but are not limited to a code of conduct specific to the event/activity and a list of prohibited and expected behaviors for the specific event/activity. The code of conduct and prohibited and expected behaviors list shall be (1) given in written form to each participant when age-appropriate and parents/legal guardians, and (2) discussed thoroughly at the beginning of the event/activity.
10. Minors and adults must maintain different showering and grooming hours at events in which bathrooms and shower rooms are shared in housing. These hours must be posted on site.
11. Adults should never share sleeping quarters with minor. There are two exceptions to this rule: (a) for the occasional legal caregiver/minor situation or parent/minor situation; if a minor/vulnerable adult requires the presence of a caregiver who is not the person's parent or legal guardian, written permission must be given and kept on record from the minor/vulnerable adult's parent/legal guardian; (b) when communal sleeping arrangements provide for multiple adults and minors/vulnerable adults in a larger sleeping space.

12. All volunteers and employees at any Presbytery event must also abide by a code of conduct that prohibits the following behaviors:
- a. Display of sexual affection toward a minor or vulnerable adult, or between minor/vulnerable adult participants at an event.
 - b. Use of profanity or off-color jokes.
 - c. Discussion of sexual matters of any kind in the presence of a minor or vulnerable adult or in any way involving minors or vulnerable adults in personal problems or issues.
 - d. Dating or becoming romantically involved with minors or vulnerable adults participating in a Presbytery event, regardless of age.
 - e. Using or being under the influence of alcohol or illegal drugs in the presence of minors.
 - f. Possessing sexually oriented materials—including printed or online pornography—on church property or property being utilized for a church event.
 - g. Having secrets with minors.
 - h. Staring at or commenting on minors' or vulnerable adult's bodies.
 - i. Engaging in inappropriate or unapproved electronic communication with minors or vulnerable adults.
 - j. Working one-on-one with minors or vulnerable adults in a private setting.
 - k. Abusing minors or vulnerable adults in any way, including, but not limited to, the following:
 - Physical abuse: to hit, spank, shake, slap, unnecessary restraint.
 - Verbal abuse: to degrade, threaten, intimidate or curse.
 - Sexual abuse: to inappropriately touch, expose oneself, or engage in sexually-oriented conversations or actions.
 - Mental abuse: to shame, humiliate, act cruelly.
 - Neglect: to withhold food, clothing, water, shelter.
 - To permit minors to engage in the following: hazing, bullying, derogatory name-calling, ridicule, humiliation, or sexual activity.

APPENDIX IV

RULES FOR USE OF SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

General Social Media Policy—No teaching elder, minister, employee, contractor, or volunteer of the Presbytery and its entities shall create or use a media site (Web, Facebook, YouTube, Twitter, Snapchat, Instagram, or similar program) in the name of or purporting to represent the Presbyterian Church (U.S.A.) or the Presbytery without the explicit written permission of the sponsoring council, Presbytery entity, or event leadership. When clergy or staff, acting in their capacity as a representative of the Presbytery or its entities, lead or coordinate a group activity using social media, each may use only official Presbytery sites/channels when they have been made available by the council or entity of the Presbytery. These may include Web pages, Facebook, e-mail, and any other form of electronic communication.

Social Media Communications

Persons who create public pages on behalf of Presbytery programs are responsible to monitor communications and to assure that Workers, employees and volunteers do not have private (and possibly inappropriate) conversations with minors/vulnerable adults through the use of such social media.

When using Facebook or any other social media, e-mail, text messaging or other electronic means to communicate with minors or vulnerable adults, the authorized minister, teaching elder, employee or volunteer shall inform parents/guardians of each minor or vulnerable adult, prior to initiating such communication, that the latter requests permission to communicate with the person via social media or other electronic means, providing the parent/guardian the opportunity to disapprove or to participate in a group or individual communication.

If a minor or vulnerable adult reveals abuse or inappropriate interactions with another person, whether minor or adult, the person who receives this report must in turn report this information in the same manner as any other “suspected abuse.”

Social Networking Code of Conduct

Each person who uses the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating.
- Prohibit sexually-oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and minors or vulnerable adults.
- Prohibit posting inappropriate links or pictures (for example, sexually suggestive, exploitive, or voyeuristic images) or inappropriate comments on pictures.

- Provide minors and vulnerable adults and their parents/legal guardians with this Social Networking Code of Conduct.
- Encourage parents/guardians to play a role in monitoring their minors' and vulnerable adults' interactions with employees and volunteers.
- Frequently remind minors and vulnerable adults how to interact appropriately through social networking sites.
- Deny participation by individuals who violate the code of conduct.

At the commencement of the use of social media, the authorized minister, teaching elder, employee or volunteer shall present this Social Networking Code of Conduct to minors and vulnerable adults and their parents/guardians.

APPENDIX V

RULES REGARDING CONVICTED SEX OFFENDERS IN THE LIFE OF THE CHURCH Balancing Hospitality with Safety

A. Information identifying a convicted sex offender may come to the attention of Council in a variety of ways. A convicted sex offender may self-disclose. A probation officer or other court or law enforcement official may notify the Council. A person's name may appear on a publicly-accessible internet-based sex offender registry (see below for websites). This information is in the public domain. Any person can check online sex offender registries for the name of anyone participating in Presbytery activities to determine whether someone is listed or to verify self-disclosure or reports from other sources. Doing so is solely for the protection of persons participating in the activities and life of the council, and should never be viewed as punitive.

B. If a name on the registry is recognized as a participant or visitor, a person self-discloses conviction for a sex crime, or a public official provides notice of a conviction, proceed with the steps set forth in this policy below.

C. A registered sex offender is any person who has been convicted of a sexual offense and is now or has ever been required to register his/her whereabouts with local law enforcement. Wyoming sex offender registration act (Wyoming Statutes Annotated §§ 7-19-301 to -310) allows the public to have information about the whereabouts of registered sex offenders.

The Wyoming Division of Criminal Investigation maintains a sex offender registry database, which can be accessed by going to: wyomingdci.wyo.gov

Information about registered sex offenders in a national database maintained by the U.S. Department of Justice can be accessed at: www.nsopw.gov

It is important to note that not every sex offender is required to register in Wyoming, or they may have registered previously and are no longer required to register under the provisions of Wyoming's registration act. Thus, searching state and national sex offender registries shall never be considered to be an adequate substitute to a criminal background check and other applicable procedures.

D. The Presbyterian Church (U.S.A.) is a welcoming church that both nurtures and protects its members and visitors. If a known convicted sex offender is a visitor, constituent, or member in the life of the Presbytery or any of its councils, including each congregation, the following requirements apply:

1. If the victim of the sexual offense is or is related to a member of Council, the convicted sex offender may be required to leave the Council.
2. There will be consultation among the moderator of the Council, other council members, staff, and key volunteers about the specific requirements regarding the convicted sex offender. During these discussions, confidentiality is appropriate and encouraged.

3. The specific requirements will address ways of limiting the exposure of the convicted sex offender to children, vulnerable adults and other vulnerable populations.
4. The moderator and other responsible representatives of the Council (and others as thought appropriate) will meet with the convicted sex offender to inform him or her of the specifics of the policy.
5. The moderator and other responsible representatives of the Council involved will enter into a written covenant with each convicted sex offender. This covenant will document the convicted sex offender's conviction, will outline the requirements specific in relation to his or her conviction history, and be attentive to the safety needs of the Council involved, its members and participants.
6. The spouse, domestic partner or significant other of the convicted sex offender may also be required to enter into and sign a covenant of behavior.
7. The convicted sex offender shall be restricted from access to Presbytery property or Presbytery activities and other sites and shall be barred from some or all Council activities if he or she refuses to sign the covenant or if he or she fails or refuses to comply with its requirements. If in the judgment of the moderator of the Council, the convicted sex offender's behavior threatens the safety of any member or participant in the life and activities of the council involved, the convicted sex offender shall be barred from designated or all sites and activities as circumstances shall warrant.
8. The convicted sex offender's participation in worship, if permitted, (1) may be limited in time and/or location allowed to be present, (b) may require a designated church companion (c) may exclude positions of authority or assumed authority, such as ushering and/or shall exclude any position of real or assumed authority over children, vulnerable adults or other specified persons.
9. There will be consultation with congregants or other participants in the life of the council who have a bona fide need to know (e.g., families of children or vulnerable adults, etc.) about the status of the convicted sex offender and the council's requirements and covenants regarding this person (and potentially the spouse/domestic partner/significant other). Confidentiality beyond persons with a bona fide need to know is appropriate and should be encouraged.
10. This Policy is intended to avoid temptation and provide both protection and peace of mind to children, vulnerable adults and their families, not to punish the convicted sex offender.
11. The convicted sex offender may be offered pastoral care and support by clergy or qualified staff. They may also be given information about supportive services and counseling outside the congregation or other council.
12. The Presbytery may make any other provisions deemed necessary to appropriately protect and care for members and participants.
13. A convicted sex offender shall not be allowed to serve as a Worker except with respect to an approved program whereby the convicted sex offender offers personal testimony to other persons on the consequences of being a sex offender and guidance on steps to take to avoid becoming a sex offender. Moreover, this specific type of participation must be approved in writing, in advance, by Council, upon appropriate terms.

APPENDIX VI

RESPONSE PROCEDURES

Investigations

The Safety Response Coordinator shall handle allegations of abuse or sexual misconduct as follows:

1. If the report is against a member of Presbytery (ordained ministers/ teaching elders), or other persons on another roll of Presbytery (commissioned lay pastors/ruling elders, commissioned church workers, certified Christian educators inquirers and candidates), the Safety Response Coordinator shall send a written statement of allegation to the Stated Clerk of the Presbytery that holds the accused's membership. This written statement of allegation shall initiate the formation of an investigating committee under the Rules of Discipline of the Book of Order.
2. If the report is against a ruling elder, the Safety Response Coordinator will notify the session of membership that an allegation of an offense has been received against an elder that triggers the formation of an investigating committee under the Rules of Discipline of the Book of Order.
3. If the report is against an employee or volunteer of the Presbytery of Wyoming, the Safety Response Coordinator will notify the person(s) or committee responsible for supervision of the employee, the General Presbyter and the Stated Clerk. The Safety Response Coordinator will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.
4. If the report is against any member, representative or volunteer of a sponsoring council or entity other than the Presbytery of Wyoming, the Safety Response Coordinator will notify the person(s), entity or organization responsible for supervision of the person. The Safety Response Coordinator will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.
5. Should the person accused of alleged abuse or sexual misconduct not be under the jurisdiction of the Presbytery of Wyoming, the accuser shall be directed to the governing body having jurisdiction over the accused person.

Role of the COM

In the pastoral care provided by the Response Coordination Team formed by the Committee on Ministry ("COM"), there shall be no effort to determine the guilt or innocence of any parties, and the Committee shall work independently of any investigating committee. The work of the committee shall be to supervise and manage ministries of care, oversight, interpretation and reconciliation. It shall seek to provide care and support as may be needed for any Presbytery body and/or individual which might be or has been affected by the alleged misconduct throughout the time of the investigating committee work and until final resolution through the judicial

process is achieved. In working on such matters, information shall only be provided on a need-to know basis. The work of the committee shall seek to address issues of anger and denial, loss of trust, and other issues that typically accompany abuse allegations and to restore the bodies and persons involved, insofar as possible, to wholeness and effective functioning. This restorative process may include such things as:

- Recommending specialized interim or temporary pastor services.
- Interpreting the Presbytery's policy and procedure and judicial process as provided by the Rules of Discipline of the *Book of Order*.
- Providing for conflict resolution, counseling or other specialized services and resources.

In responding to the accuser and/or alleged victim(s) and the accused, the Committee on Ministry or a special committee it may establish or other entities/persons identified by the response coordinating team may take the following actions:

- Advise them of the processes and policies of the Presbytery (this Policy and applicable personnel policies) and the PC(USA) judicial process.
- Advise them of where to seek therapeutic, legal services, counseling and/or pastoral support.

Within its absolute discretion, the Committee on Ministry, or a special committee it may establish, may also take the following actions:

- Provide for appropriate pastoral care (counseling, advocacy, etc.) for the accuser and/or the alleged victim and other related persons affected by the allegation of abuse or sexual misconduct, with the alleged victim's consent.
- Provide for appropriate pastoral care (counseling, advocacy, etc.) for the accused and other related persons affected by the allegation of abuse or sexual misconduct.

In all cases where a report of abuse, neglect or sexual misconduct has been received and a disciplinary case initiated against a member of the Presbytery, the Committee on Ministry, in consultation with the parties to the alleged misconduct, and with the session in the case of the accused being in a pastoral position, may impose the following measures:

- Immediately restrict pastoral activities of the accused, if mandated administrative leave has not been imposed by the Permanent Judicial Commission (D-10.0106)
- Immediately impose supervision of the accused, prohibiting (and monitoring) certain activities such as stipulating no contact with the accuser and/or alleged victim.
- In cases where it is deemed imperative, the Presbytery may proceed to dissolve the pastoral relationship under the provisions of G-2.0904.

When the accused is an employee of the Presbytery, the personnel committee, in consultation with the General Presbyter and affected parties, may place the accused on temporary administrative leave. Pay and benefit status during such a period of administrative leave shall be as provided in document(s) governing the specific employment relationship. All administrative leave resulting from the implementation of this policy shall be considered without prejudice and shall continue until the judicial process has been completed.

APPENDIX VII-SELECT PORTIONS OF WYOMING STATUTES

(Included to assist in determining whether suspected abuse or neglect should be reported to civil authorities)

Abuse, Neglect of Minors

Wyo. Stat. Ann. § 14-3-202. Definitions (only key provisions included)

“Child” means any person under the age of eighteen (18);

...

(ii) “Abuse” means inflicting or causing physical or mental injury, harm or imminent danger to the physical or mental health or welfare of a child other than by accidental means, including abandonment, unless the abandonment is a relinquishment substantially in accordance with W.S. 14-11-101 through 14-11-109, excessive or unreasonable corporal punishment, malnutrition or substantial risk thereof by reason of intentional or unintentional neglect, and the commission or allowing the commission of a sexual offense against a child as defined by law:

(A) “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in his ability to function within a normal range of performance and behavior with due regard to his culture;

(B) “Physical injury” means any harm to a child including but not limited to disfigurement, impairment of any bodily organ, skin bruising if greater in magnitude than minor bruising associated with reasonable corporal punishment, bleeding, burns, fracture of any bone, subdural hematoma or substantial malnutrition;

(C) “Substantial risk” means a strong possibility as contrasted with a remote or insignificant possibility;

(D) “Imminent danger” includes threatened harm and means a statement, overt act, condition or status which represents an immediate and substantial risk of sexual abuse or physical or mental injury. “Imminent danger” includes violation of W.S. 31-5-233(m).

...

(iii) “Child” means any person under the age of eighteen (18);

(iv) “Child protective agency” means the field or regional offices of the department of family services;

(vii) “Neglect” means a failure or refusal by those responsible for the child's welfare to provide adequate care, maintenance, supervision, education or medical, surgical or any other care necessary for the child's well being. Treatment given in good faith by spiritual means alone, through prayer, by a duly accredited practitioner in accordance with the tenets and practices of a recognized church or religious denomination is not child neglect for that reason alone.

Wyo. Stat. Ann. § 14-3-205. Child abuse or neglect: persons required to report

(a) Any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall immediately report it to the child protective agency or local law enforcement agency or cause a report to be made. The fact a child, who is at least sixteen (16) years of age, is homeless as defined in W.S. 14-1-102(d) shall not, in and of itself, constitute a sufficient basis for reporting neglect.

(b) If a person reporting child abuse or neglect is a member of the staff of a medical or other public or private institution, school, facility or agency, he shall notify the person in charge or his designated agent as soon as possible, who is thereupon also responsible to make the report or cause the report to be made. Nothing in this subsection is intended to relieve individuals of their obligation to report on their own behalf unless a report has already been made or will be made.

Wyo. Stat. Ann. § 14-3-209. Immunity from liability

Any person, official, institution or agency participating in good faith in any act required or permitted by W.S. 14-3-201 through 14-3-215 is immune from any civil or criminal liability that might otherwise result by reason of the action. For the purpose of any civil or criminal proceeding, the good faith of any person, official or institution participating in any act permitted or required by W.S. 14-3-201 through 14-3-215 shall be presumed.

Abuse, Neglect, Etc. of Vulnerable Adults

Wyo. Stat. Ann. § 35-20-102. Definitions (not all definitions are included)

“Vulnerable adult” means any person eighteen (18) years of age or older who is unable to manage and take care of himself or his money, assets or property without assistance as a result of advanced age or physical or mental disability;

...

(ii) “Abuse” means the intentional or reckless infliction, by the vulnerable adult’s caregiver, person of trust or authority, professional, family member or other individual of:

(A) Injury; (B) Unreasonable confinement which threatens the welfare and well being of a vulnerable adult;

(C) Cruel punishment with resulting physical or emotional harm or pain to a vulnerable adult;

(D) Photographing vulnerable adults in violation of W.S. 6-4-304(b); (E) Sexual abuse; (F)

Intimidation; or

(G) Exploitation.

(iv) “Caregiver” means any person or in-home service provider responsible for the care of a vulnerable adult because of:

(A) A family relationship; (B) Voluntary assumption of responsibility for care; (C) Court ordered responsibility or placement; (D) Rendering services in an adult workshop or adult residential program; (E) Rendering services in an institution or in a community-based program; or (F) Acceptance of a legal obligation or responsibility to the vulnerable adult through a power of attorney, advanced health care directive or other legal designation.

..

“Exploitation” means the reckless or intentional act taken by any person, or any use of the power of attorney, conservatorship or guardianship of a vulnerable adult, to:

(A) Obtain control through deception, harassment, intimidation or undue influence over the vulnerable adult’s money, assets or property with the intention of permanently or temporarily depriving the vulnerable adult of the ownership, use, benefit or possession of his money, assets or property;

(B) In the absence of legal authority:

(I) Employ the services of a third party for the profit or advantage of the person or another person to the detriment of a vulnerable adult; (II) Force, compel, coerce or entice a vulnerable adult to perform services for the profit or advantage of another against the will of the vulnerable adult.

(C) Intentionally misuse the principal’s property and, in so doing, adversely affect the principal’s ability to receive health care or pay bills for basic needs or obligations; or

(D) Abuse the fiduciary duty under a power of attorney, conservatorship or guardianship.

...

(xi) “Neglect” means the deprivation of, or failure to provide, the minimum food, shelter, clothing, supervision, physical and mental health care, other care and prescribed medication as necessary to maintain a vulnerable adult’s life or health, or which may result in a life-threatening situation. The withholding of health care from a vulnerable adult is not neglect if:

(A) Treatment is given in good faith by spiritual means alone, through prayer, by a duly accredited practitioner in accordance with the tenets and practices of a recognized church or religious denomination; (B) The withholding of health care is in accordance with a declaration executed pursuant to W.S. 35-22-401 through 35-22-416; or (C) Care is provided by a hospice licensed in accordance with and pursuant to W.S. 35-2-901 through 35-2-910.

...

(xiv) “Capacity to consent” means the ability to understand and appreciate the nature and consequences of making decisions concerning one’s person, including, provisions for health or mental health care, food, shelter, clothing, safety or financial affairs. This determination may be based on assessment or investigative findings, observation or medical or mental health evaluations;

(xv) “Injury” means any harm, including disfigurement, impairment of any bodily organ, skin bruising, laceration, bleeding, burn, fracture or dislocation of any bone, subdural hematoma, malnutrition, dehydration or pressure sores;

(xvi) “Mental disability” means a condition causing mental dysfunction resulting in an inability to manage resources, carry out the activities of daily living or protect oneself from neglect, abuse, exploitation or hazardous situations without assistance from others. Whether or not a mental dysfunction of such degree

exists is subject to an evaluation by a licensed psychologist, psychiatrist or other qualified licensed mental health professional or licensed physician, if disputed;

(xvii) "Self neglect" means when a vulnerable adult is unable, due to physical or mental disability, or refuses to perform essential self-care tasks, including providing essential food, clothing, shelter or medical care, obtaining goods and services necessary to maintain physical health, mental health, emotional well-being and general safety, or managing financial affairs;

(xix) "Substantiated report" means any report of abandonment, abuse, exploitation, intimidation or neglect pursuant to this act that is determined upon investigation to establish by a preponderance of the evidence the alleged abandonment, abuse, exploitation, intimidation or neglect;

(xx) "Intimidation" means the communication by word or act to a vulnerable adult that he, his family, friends or pets will be deprived of food, shelter, clothing, supervision, prescribed medication, physical or mental health care and other medical care necessary to maintain a vulnerable adult's health, financial support or will suffer physical violence;

(xxi) "Advanced age" means a person who is sixty (60) years of age or older;

(xxii) "Sexual abuse" means sexual contact including, but not limited to, unwanted touching, all types of sexual assault or battery as defined in W.S. 6-2-302 through 6-2-304, sexual exploitation and sexual photographing

Wyo. Stat. Ann. § 35-20-103. Reports of abuse, neglect, exploitation, intimidation or abandonment of vulnerable adult

(a) Any person or agency who knows or has reasonable cause to believe that a vulnerable adult is being or has been abused, neglected, exploited, intimidated or abandoned or is committing self neglect shall report the information immediately to a law enforcement agency or the department [of family services]. Anyone who in good faith makes a report pursuant to this section is immune from civil liability for making the report.

Wyo. Stat. Ann. § 35-20-111. Duty to report

(a) The duty to report imposed by Wyo. Stat. 35-20-103 applies without exception to a person or agency who knows, or has sufficient knowledge which a prudent and cautious man in similar circumstances would have to believe, that a vulnerable adult has been or is being abused, neglected, exploited, intimidated or abandoned, or is committing self neglect.

(b) Any person or agency who knows or has sufficient knowledge which a prudent and cautious man in similar circumstances would have to believe that a vulnerable adult is being or has been abused, neglected, exploited, intimidated or abandoned, or is committing self neglect, and knowingly fails to report in accordance with this act is guilty of a misdemeanor punishable by imprisonment for not more than one (1) year, a fine of not more than one thousand dollars (\$1,000.00), or both.

FORMS

EMPLOYEE REFERENCES AND RELEASE FOR THE PRESBYTERY

REPORT OF MINOR/VULNERABLE ADULT ABUSE OR SEXUAL MISCONDUCT

POLICY ACKNOWLEDGMENT FORM

**EMPLOYEE REFERENCES AND RELEASE
FOR
THE PRESBYTERY**

Attach Additional Sheets if Necessary

Name:

Address:

Street

City

State

Zip

Phone:

Home / Cell (circle) _____

Email:

Have you ever been known by any other name? _____ If yes, please provide other name(s):

Employment Record (list current and previous employers for last ten years)

Most recent employer:

Address:

Your Supervisor:

_____ Title _____

Supervisor's Telephone Number: _____

Additional Person who can verify your employment:

_____ Telephone No. _____

Dates of employment: from _____ to _____

Reason for departure:

Next most recent employer:

Address: _____

Your Supervisor:

_____ Title _____

Supervisor's Telephone Number: _____

Additional Person who can verify your employment:

_____ Telephone No. _____

Dates of employment: from _____ to _____

Reason for departure:

Next most recent employer:

Address: _____

Your Supervisor:

_____ Title _____

Supervisor's Telephone Number: _____

Additional Person who can verify your employment:

_____ Telephone No. _____

Dates of employment: from _____ to _____

Reason for departure:

Attach additional sheets if necessary

CRIMINAL/JUDICIAL HISTORY

A. Have you ever been convicted of a felony?

_____ Yes _____ No

If yes, describe the conviction, name of issuing jurisdiction, date of conviction, sentence imposed, description of time served, present status of probation/parole. Depending upon the conviction, you may be required to provide more information.

B. Have you ever been convicted of a misdemeanor or a felony for any of the following: (a) domestic violence, (b) stalking, (c) assault, (d) battery of a household member, (e) animal cruelty, (f) fraud, (g) check fraud, (h) credit card fraud, (i) theft of identity, (j) prostitution, public indecency, (k) obscenity, (L) incest, (m) child or vulnerable adult abandonment or endangerment, (n) violation of an order of protection, (o) providing alcohol or a controlled substance to a minor or vulnerable adult, or (p) driving under the influence of alcohol or a controlled substance?

_____ Yes _____ No

If yes, describe the conviction, name of issuing jurisdiction, date of conviction, sentence imposed, description of time served, present status of probation/parole. Depending upon the conviction, you may be required to provide more information.

C. Has any local, state or federal court ever issued a restraining order (either civil or criminal) against you based on allegations of domestic violence, domestic abuse, stalking, harassment, sexual assault or conduct the result of which required you to refrain from contact with any other person or business?

_____ Yes _____ No

If yes, describe the order, name of issuing jurisdiction, date of conviction, sentence imposed, description of time served, present status of probation/parole. Depending upon the matter, you may be required to provide more information.

D. Have you ever been required to register as a sex offender by any local, tribal, state or national law enforcement agency?

_____ Yes _____ No

If yes, describe the circumstances and conviction that resulted in you having to register. Include all locations where you were required to register, dates of registration and information relating to the conviction that resulted in you having to register, including the date of the court order, name of issuing jurisdiction, date of conviction, sentence imposed, description of time served, present status of probation/parole. Depending upon the matter, you may be required to provide more information.

RELEASE & AUTHORIZATION

The information contained in this statement is accurate to the best of my knowledge and may be verified by the Council or requesting entity.

I hereby authorize the Presbytery to make any and all contacts necessary to verify my prior employment history, and to inquire concerning any criminal records or any judicial proceedings involving me as a defendant. By means of this release I also authorize any previous employer and any law enforcement agencies or judicial authorities to release all requested information to the Presbytery.

I have read this release and understand fully that the information obtained or entity may be used to deny me employment, volunteer opportunity or any other type of position. I also agree that I will release, hold harmless and indemnify the Presbytery, its councils and churches, and the employing council or entity or judicial authority from any and all claims, liabilities, and cause of action for the legitimate release or use of any information.

I understand that the purpose of this Release & Authorization is to allow the Presbytery to confirm and research my background in order to allow the Presbytery to meet its responsibilities to protect minors, vulnerable adults and other persons who engage in Presbytery activities, and I affirm and acknowledge the importance of the protection of such persons.

Signature

Date

Witness

Date

**REPORT OF MINOR/VULNERABLE ADULT ABUSE OR
SEXUAL MISCONDUCT**

Date of Report: _____ **Time:** _____

Complainant's contact information: _____

Minor/Vulnerable Adult's Name, Age, of parent or guardian: _____

Minor/Vulnerable Adult's Address, Phone, if known: _____

Alleged Responsible Person's Name(s), Identifying information: _____

Date, Time, Event/Activity Name, Location of Alleged Abuse or Misconduct: _____

Name(s), Address(es), Phone(s) of Witnesses: _____

Describe observed or reported abuse or misconduct: _____

Parties Notified:

Parent/Guardian Name	When	How
----------------------	------	-----

Safety Response Coordinator Name	When	How
----------------------------------	------	-----

Social Services/Police Name	When	How
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Report Submitted to: _____ **Date:** _____

Signature of person completing this report _____

Printed name _____

**POLICY ACKNOWLEDGMENT
FOR THE
PRESBYTERY MINOR/VULNERABLE ADULT PROTECTION AND
SEXUAL MISCONDUCT PREVENTION POLICY AND PROCEDURES**

TO: All Minister/Teaching Elder Members of Presbytery
All Others Persons on the Rolls of Presbytery
All Employees and Volunteers of Presbytery

The Presbytery has adopted the Presbytery Minor/ Vulnerable Adult Protection Policy and Procedures that explicitly prohibits all misconduct of a sexual nature and all forms of abuse and neglect of minors and vulnerable adults. This policy and procedure of the Presbytery applies to all continuing members of Presbytery, (all ordained ministers), all persons on other rolls of Presbytery (commissioned lay pastors, commissioned church workers, certified Christian educators, inquirers and candidates), all employees of Presbytery (whether ordained to church office or not), and all who serve in the work of, or function on behalf of, the presbytery as volunteers of the Presbytery.

It is essential that all who are subject to the Policy read and understand the Policy, acknowledge that they have done so, and formally consent to being bound by the Presbytery's discipline in the matter.

Please complete the form below and return to

**The Office of the Stated Clerk
Presbytery
P.O. Box _____
Casper, WY 82601**

**[ACKNOWLEDGMENT FORM REQUIRING SIGNATURE
FOLLOWS ON NEXT PAGE]**

POLICY ACKNOWLEDGMENT FORM

-----**Initial Below, Detach and Return**-----

_____ I have received a copy of the Presbytery Minor/Vulnerable Adult Protection Policy and Procedures. I have read it and I understand it. I acknowledge that the policy and procedures apply to me and that I agree to conduct myself in accordance with them.

_____ I certify that no civil, criminal or ecclesiastical complaint has been sustained or is pending against me for abuse, neglect, sexual misconduct; and I have never resigned or been terminated from a position for reasons related to abuse, neglect, sexual misconduct, nor disciplined for reasons related to abuse, neglect or sexual misconduct on my part.

If you are unable to make the above certification, you may instead provide a description of the complaint, termination and reason for the discipline or the outcome of the situation with explanatory comments in the space below.

_____ I am unable to make the above certification. I attach instead a description of the complaint, termination, reason for the discipline and the outcome of the situation with explanatory comments (attach this additional information).

Signature

Printed Name

Date

Report for Presbytery
From Melinda Brazzale
October 2018

WHAT IS GA?

WHAT IS IT AND WHAT DOES IT DO?

The General Assembly consists of commissioners elected by presbyteries. Half of the commissioners will be ruling elders, half will be teaching elders. Few will ever have been commissioners to the General Assembly before, but most will have served in one of the other governing bodies of our church: the session, which provides care and oversight of a local congregation; the presbytery, which provides care and oversight of a group of congregations; or the synod which provides care and oversight of several presbyteries.

It reviews the work of synods, resolves controversies in the church, is responsible for matters of common concern for the whole church, and serves as a symbol of unity for the church.

The General Assembly has several specific responsibilities outlined in Chapter 3 of the Book of Order. The assembly seeks to protect our church from errors in faith and practice, is responsible for assuring that the expression of our theology remains true to the biblical standards in our historic confessions. The General Assembly presents a witness for truth and justice in our community and in the world community. It sets priorities for the church and establishes relationships with other churches or ecumenical bodies.

HOW DOES IT WORK?

First, reports and recommendations come from the various arms of the Presbyterian Mission Agency and the Office of the General Assembly.

The Office of the General Assembly, headed by the Stated Clerk, is the ecclesiastical arm of the church. The Stated Clerk and his staff work to ensure that the Presbyterian Church maintains itself as a church. The Office of the General Assembly carries out all constitutional, and most ecumenical functions at the General Assembly.

Mission programs are carried out by the Presbyterian Mission Agency which supervises the work directed to be done by the General Assembly, and can make certain decisions on behalf of the Assembly.

Overtures from synods and presbyteries are the second source of General Assembly business. These governing bodies use Overtures to bring recommendations and matters of concern before the whole church.

Commissioners Resolutions are a third source of General Assembly business. As a commissioner one is entitled to sign two resolutions which will come before the whole assembly.

The meeting begins with an orientation on Saturday afternoon and that evening the plenary, or whole General Assembly, meets together to elect a Moderator from among the commissioners assembled.

The Moderator presides over the plenary meetings for the rest of the week.

Picture our State Legislature enlarged. A couple of days of Committee work, followed by several days of the entire assembly voting.

A big difference was an hour-long worship service everyday, fabulous musicians, and praying before and after each session. An overriding question during all sessions was “is this what Jesus calls us to do?”

At this General Assembly, held in St. Louis from June 16-23 there were 2,000 attendees. 538 were voting delegates (of which Diana and I were 2);

WHY I WENT

- To develop my Faith and Learn more about the Presbyterian Church.

In the past few years I have realized that I still was working with the faith of my childhood. So, In addition to Bible study, I felt that it was time to learn more about the structure of the Presbyterian Church, and decide why I am a Presbyterian.

Attending GA has been one of the many steps that I have taken to learn about the structure

I was lucky enough to be elected by the Presbytery, which is made up of people like you, to be a voting delegate at GA. Every Presbytery can send 2 voting delegates: a lay person and a pastor. Coincidentally the pastor voting delegate was Diana Hartman, my associate pastor, which was wonderful for me. Diana is a good friend, became an even better friend, and was able to answer many questions that I had about Presbyterian polity.

WHAT I LEARNED

- I learned about Kindom – the Theme of this General Assembly was “Renewing the Vision, Kindom Building for the 21st Century”
- J. Herbert Nelson, the Stated Clerk of GA, issued a proclamation of Kindom Values:
 - 10 statements that we agree to as confessing Christians
 - One of these statements is “In life and death we belong to God.”

- Another is: We say Yes to God’s power of love and justice for the neighbor as well as the self, and we say No to demonic power that urges hate of the other, scatters blame, and creates civic discord.”
- I learned that Presbyterians are encouraged to ask questions. We don’t all agree on all issues that we confront; but we do agree to act in Christian love, be civil to one another, consider others viewpoints and live in a community of Christian faith. It is good to disagree because it helps us examine our faith and become stronger.
- I learned that Presbyterians are a Connectional church. We are not just of our own church.
 - We are asked to Serve the poor and powerless, which is at the core of what we believe as followers of JC –in Cheyenne and around the world
 - We work with other PC USA churches to achieve our mission, learn from one another, and pray for one another.
- I learned that Presbyterians are encouraged to move forward in faith and not fear – Yes, we are in a reformation right now. Yes, Church is different from what it was in the 1960s, 70s, 80s, and even in the 90s. We are called to be IN the community.
- I learned that God is not finished with the PC USA – there is much for us to do as Presbyterians.
- I learned that Young People are passionate about their faith and are jumping into their lives as Presbyterians.
- I learned that I am proud to be a Presbyterian. Presbyterians have a strong structure that enables us to engage in mission in the US and around the world. We have a strong Mission Agency that leads our mission efforts
 - We have a faithful leader at the General Assembly, the Rev. Dr. J. Herbert Nelson, who is setting the tone for our Presbyterian denomination.
 - That being a Presbyterian means that we are asked to build our faith, our relationship with God and to live out our faith in the community and world, not just in our church building.

Thank you for this opportunity!

Report on the 223rd General Assembly
From Teaching Elder Commissioner
Rev. Diana Hartman

Serving as your teaching elder commissioner to General Assembly, was a positive, enjoyable, educational and hopeful experience. Thank you for this opportunity. I have been ordained for 17 years and I think our Denomination has been longing for peace in all that time. Having heard and experienced some of the unpleasantness of former Assemblies, I had some angst about the proceedings. Those worries were quickly put to rest. I came away from St. Louis with a sense of hope and peace that in our gathering we had showed and shared the love of Jesus Christ with our passionate speeches, our hands and feet out in the community, our hearts and minds in discernment, our money and will in our actions and through the giving of our whole lives to the mission of Jesus Christ.

I believe that the reason this Assembly was so positive is because the leadership worked to make it so. I am very impressed with our Stated Clerk, the Rev. Dr. J. Herbert Nelson and the Co-Moderators that we elected: Ruling Elder Vilmarie Cintron-Olivieri and the Rev. Cindy Kohlmann. I could feel the Holy Spirit working in and among us guiding us out of the place of chaos and divisiveness of the past. During our time together, we began to see an unveiling of a new vision for the future of our church as we listened to our fellow commissioners, the Youth Advisory Delegates, the Mission Advisory Delegates and the Ecumenical Advisory Delegates.

I served on the Peacemaking, Immigration, and International Issues Committee. We worked many hours to understand the 15 overtures that were placed in our hands. Our task was to “consider matters related to : peacemaking, International military affairs, and the arms race (excluding matters concerning the Middle East); international matter; human rights; international economic justice and the church’s response to US immigration policies and related issues.” We listened to the commissioners on our committee as well as other speakers who were passionate about the subject. We prayed, discerned and voted. The overtures were then brought before the Assembly with a recommendation from our committee. The final outcomes can be found on the PC (USA) website. All of the overtures were attended to with thoughtfulness and compassion.

The new picture and vision of our future denomination is not yet complete. It is still a work in process that is being guided by the Holy Spirit. But I do believe that some of the outlines and backgrounds are beginning to appear on the canvass. These verses from the Prophet Isaiah chapter 11 provide a biblical witness to what I observed taking form during the Assembly.

A shoot will come up from the stump of Jesse;

from his roots a Branch will bear fruit.

²The Spirit of the LORD will rest on him—

the Spirit of wisdom and of understanding,

the Spirit of counsel and of might,

the Spirit of the knowledge and fear of the LORD—

³and he will delight in the fear of the LORD.

He will not judge by what he sees with his eyes,

or decide by what he hears with his ears;

⁴but with righteousness he will judge the needy,

with justice he will give decisions for the poor of the earth.

He will strike the earth with the rod of his mouth;

with the breath of his lips he will slay the wicked.

⁵Righteousness will be his belt

and faithfulness the sash around his waist.

⁶The wolf will live with the lamb,

the leopard will lie down with the goat,

the calf and the lion and the yearling^[a] together;

and a little child will lead them.

⁷ The cow will feed with the bear,
their young will lie down together,
and the lion will eat straw like the ox.

⁸ The infant will play near the cobra's den,
and the young child will put its hand into the viper's nest.

⁹ They will neither harm nor destroy
on all my holy mountain,
for the earth will be filled with the knowledge of the LORD
as the waters cover the sea.

¹⁰ In that day the Root of Jesse will stand as a banner for the peoples; the nations will rally to him, and his resting place will be glorious

The Peaceable Kingdom of Isaiah has been brought to canvas by many of the masters of great art. You've no doubt seen the paintings. The prophet Isaiah longed for peace. Isaiah had a dream just as Martin Luther King, Jr. had a dream and as our denomination has a dream.

Isaiah dreamed dreams of peace, and he wrote down these beautiful, dreams, some of the most memorable words in the whole Bible. "The lamb and the leopard shall lie down together. The suckling child, one who sucks at his mother's breast, shall play with asp and the weaned child, three or four years old, shall put his hand into a den of cobras and shall not be bitten by the snakes." Isaiah was a dreamer of peace.

Down deep inside, don't all of us long to have a greater sense of peace? Down deep inside of every human being, there is a longing, a deep God-given longing for a greater sense of peace within ourselves, within our families, within our nation, and between nations and within the Presbyterian Church USA.

Isaiah felt the same way. He had the same longings. The year was 700 B.C. The Jews had been fighting for forty years. First they fought with the Assyrians, then the Egyptians, then the Assyrians, then the Egyptians. All the kids had grown up with a weapon, with a spear in one hand and a sword in the other hand. From the time a child was three years old, all he was doing was playing war games. From the time he was born until the time he turned twenty, can you imagine what it feels like to have spent your whole life being trained to kill or be killed? ... That's the way it was for Isaiah. Isaiah was tired of it. He was tired of four decades of killing.

Isaiah was not only tired of war and longed for peace. He was familiar with the book of Genesis and knew that all human beings were made for peace. Isaiah knew that we were made in the image of God, and therefore we are made to be peaceful with each other. When God created Adam and Eve and humankind, it was not God's intention for us to hurt each other. It was not God's intention for human beings to fight with each other. That is not the way that God made us. We are made in the image of God. We are like God. We are made for peace.

God had shared a vision with Isaiah on how to achieve peace. He knew how to create it. Isaiah knew how to bring this picture to life. So Isaiah gave them the paint by number instructions, but they didn't have eyes that could see or ears that could hear or minds that could understand, so for 700 years the people continued to fight with each other until the Prince of Peace came. Jesus, the Prince of Peace, came to earth and actually walked in the paths of peace. Jesus was a peacemaker.

The Apostle Paul said: "When a person is in Christ Jesus, they become a new person. The old qualities in them pass away." When a person is in Christ, that person becomes guided by his love, guided by the love of Christ. In fact, that person becomes the goodness of God in human form.

The first step towards peace, the first brush stroke on the canvas is a person filled with the Spirit of the Prince of Peace. This means to have the very Spirit of God come into you, alive, full, and vibrant. The prophet Isaiah said that during the Messianic Age, there would be an outpouring of the Holy Spirit and the very Spirit and compassion of God will live inside of us, and this is the most important step in becoming a peaceful person. The prophet Isaiah said, "They will not hurt anymore, neither will they destroy anymore, because the whole earth has become full of the knowledge of God." The peace of God always begins with the Spirit of the Prince of Peace living inside of you. You can't skip this step when painting this picture.

In St. Louis, this took shape as people treated one another with respect and spoke with civility even when they disagreed. Through confessions of faith, repentance, acts of kindness, worship, and service a sense of

working for peaceful solutions abounded. When the Spirit of the Prince of Peace begins to live inside of you, you start becoming a peaceful person.

The second step in Isaiah's peace process is realizing that when the Spirit of the Prince of Peace lives inside of you, it results in righteousness. Right relationships between two people or nations. Righteousness is to treat others with gentleness, kindness and forgiveness. I am going to treat you right and you are going to be right with me. Righteousness always consists of a healthy dose of forgiveness and reconciliation. You can't have peace in any family without forgiveness and reconciliation. You just can't.

All around the Assembly you would find people treating each other with kindness. New relationships were forming and existing relationships growing. From the people who worked for the convention center to those who were there with the church, people were laughing and crying; dancing and hugging; praying and singing together. Smiles and tears showed the caring nature that was present as in their vulnerability many of our brothers and sisters in Christ shared deep, personal and sometimes painful stories. Forgiveness was offered and accepted. The Spirit of the Prince of Peace inevitably motivates us to work towards righteousness in all relationships.

The finishing brush stroke on the canvass to peace is justice. Anytime the Spirit of the Prince of Peace lives inside of you, it results in justice. You cannot have peace without justice, fairness, equity. When the Prince of Peace is inside of you, you work for justice for the poor, the oppressed, and the millions or billions on earth who are hungry and starving and don't have clean water or gainful employment. If there is no justice, there is no peace. Justice always involves work; you *work* for justice. Justice doesn't naturally happen on its own.

And so we worked for justice at this Assembly. We marched to the St. Louis Justice Center in 100 degree heat with people of ages to deliver a check for \$47,000 to be used to bail poor people out of jail. They were incarcerated for minor infractions but did have the cash for their bail bond. These people were jailed for days, weeks and even months awaiting their due process in court. We marched to bring awareness to this system of injustice and to bring about change.

We passed overture after overture concerning other situations of injustice asking that we not only be a voice at the table but also to be hands, feet and resources on the ground to make a difference. I think if I were asked to pick a theme for this Assembly I would choose the word "Justice." The majority of the issues we talked about and voted on had to do with justice.

This picture of peace that developed over the course of the week was not perfect, but it did give me hope that in this small peacable kindom, the love of Jesus Christ was shared.

My hope is that as the 2000 people present at this assembly return to their communities they take with them this message of hope and the "peacable kindom". I pray that the Spirit of the Prince of peace fills all of God's people, that we are moved to embrace right relationships and that we never stop working for justice.

For I have a dream that one day all people will live in peace. Let justice run down like waters, and righteousness like an ever-flowing stream. The Peace of God be with you!



General Assembly Youth Commissioner Report
Haley A. Walk

Several months ago, Karl asked me to apply to participate in the 223rd General Assembly of PCUSA. At first I was timid... after all, I had only been a member for about a year and I had no idea what to expect. But hey, it was a free trip and it turns out I'm pretty easy to persuade.

A few months down the line, I started to receive letters and documents describing the work I would be doing. You know that moment where you just stop everything and think, "What have I gotten myself into now?" Yeah, that was me.

I boarded the plane to Saint Louis and I was terrified. I had read all the paperwork and studied the material but I felt like I the most unprepared person in the world. I was ready for the hardest week of my life.

From the minute I left the plane, that feeling vanished. I was greeted at the airport by excited Presbyterians who were so grateful for the work we were there to do. I quickly met up with a group of the most inviting young people I have ever met who were just as nervous as I was.

Meeting my roommate was a surreal experience for me. Sophia is one of the most interesting people I have met in my lifetime. It was crazy how different we were and yet so similar in spirit. She was vocal and excited and so knowledgeable about the church... we became friends almost instantly. It was from her that I first heard a phrase that I would hear dozens of times during my stay there, "Creating a space."

The first time I heard it, I kind of scoffed because it seemed so vague and meaningless to me. "Creating a space".

As I said before, I heard this phrase over and over at the assembly... and I got the chance to really think about it. After all, when I stepped off that plane, I stepped into a space. I can't describe that feeling to you, but I can tell you that for one week, St. Louis, Missouri became a space. A space of love. A space of acceptance.

It wasn't just the city, or the hotel, or the convention hall... it was the people. Now, before this convention, I never would have thought about people as being spaces, but they absolutely are. The people I met in St. Louis were safe spaces for me. They were sanctuaries... all of them.

We look at sanctuaries in such a tangible way... buildings, churches, convention centers. But it became clear to me at GA that sanctuaries are so much more than that. We are all called to be safe, loving spaces in our minds, in our actions, and in our theology. The work we did at GA showed that. We, as a church, moved closer to being an open space for those who lacked a safe space to go.

After all, Jesus wasn't born in a church or a temple, but in a stable. He was the child of an unwed mother, not a king. He didn't come from money. He was not at all what the people of the time would have described had they been asked to describe the Great Redeemer. He was only a baby, born in the stable of an innkeeper who had offered a space.

So that brings me to a new question I had at GA, created by the concept of creating spaces. That question is this: What would Jesus be like if he walked the Earth today... and further, what space would He have to walk in. Would He be born rich or poor? Would he wake up in the United States, or by the beaches of Ibiza, or in the packed streets of Jerusalem? Would he be born to a mother and father, or a single mom, or two moms? Would his skin be dark? What language would he speak? What clothes would he wear?

The truth is, we couldn't know what Jesus would look like or what his background would be. We can only create a space for every face of Jesus. In our churches. In our homes. In ourselves.

Matthew 25 says For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in. I needed clothes and you clothed me. I was sick and you looked after me. I was in prison and you came to visit me. Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.

I thought going to GA would be one of the hardest things I ever did. But no one ever warned me about leaving. When I boarded the plane back to Salt Lake, the feeling was so bittersweet. I was flying away from my space, my personal sanctuary... but I knew it wasn't there anymore anyway. It was in dozens of other planes departing that city and, I can only hope, it was in mine as well.

Report to Presbytery

Administrative Commission – Rawlins Community Parish / France Memorial

At the stated Presbytery meeting in May 2016, the Presbytery created an Administrative Commission to work with the France Memorial Presbyterian Church and the First United Methodist Church of Rawlins as they worked together to form a new united church.

The AC reviewed several drafts of a Plan for Union and By-Laws. This was done on-line. The moderator spent an afternoon working with a committee of the Rawlins church going over the PfU and By-Laws. Paul Cooper was in regular contact with the moderator as he worked through a number of options for selling the France Memorial Presbyterian Church property. This was on-line and by phone. On Jan. 30 I sent the attached email to the commission asking for a vote on the PfU, By-Laws and sale of the property. We all voted for the PfU, By-Laws and sale of property, except Patty Butler who had left the commission and did not vote. The new church, the Rawlins Cooperative Parish is a joint witness with the United Methodist Church and they are set to celebrate the beginning of the new church on April 8, 2018.

Attached please find:

The Plan for Union

The By-laws

The minutes from two special meetings of the France Memorial Church congregation approving the sale of the property.

The minutes of the congregation of the joint witness approving the Plan for Union and By-laws. Separately I will forward to you the email with the motion and voting of the AC to approve this action.

Respectfully submitted,

Larry Turpin, AC Moderator

ANNUAL ECCLESIASTICAL AND CORPORATE CONGREGATIONAL MEETING
France Memorial Presbyterian Church
Meeting as the Rawlins Cooperative Parish – **February 11, 2018**

With due and proper notice being given in the weekly worship bulletins, emails, and from the pulpit, the Annual Ecclesiastical and Corporate Congregational meeting of France Memorial Presbyterian Church (a part of Rawlins Cooperative Parish) was held on Sunday, February 11, 2018.

The moderator, Rev. Sharon Langfeldt, called the meeting to order in prayer with 42 members of Rawlins Cooperative Parish in attendance and authorized to vote. The first order of business was the presentation of the Plan of Union for Rawlins Cooperative Parish. After discussion and an opportunity for questions, **IT WAS VOTED to accept the Plan of Union.**

It was noted that the Bylaws is a living document, which can be changed as needed, through a stated process. **IT WAS VOTED to accept the Bylaws as presented.**

IT WAS VOTED to approve the annual congregational meeting minutes of February 26, 2017.

IT WAS VOTED to approve the congregational meeting minutes of June 11, 2017.

IT WAS VOTED to approve the congregational meeting minutes of August 27, 2017.

IT WAS VOTED to approve the congregational meeting minutes of November 19, 2017.

Rev. Langfeldt stressed the importance of communicating with all members of the congregation, and urged anyone who was not receiving the emails to let her know so that alternative means of correspondence might be addressed.

Rev. Langfeldt left the room while the 2018 Annual Clergy Compensation package was presented. **IT WAS VOTED** to accept the terms as presented, which included a \$50 a month increase in pay.

Paul Cooper spoke to the Property Team report and explained the process by which the Nevada Street property rights will be dissolved, as well as the investing of funds from the sale.

IT WAS VOTED to accept all team reports and all financial reports.

IT WAS VOTED to accept the Pastor's report and the Clerk's report.

IT WAS VOTED to extend the terms of the corporate officers for FMPC as follows:

President – Paul Cooper	Secretary – Ruth Hood
Vice President – Betty Salisbury	Treasurer – Janet Lasco

To meet the requirements of our new bylaws, the following committees must be elected at our Annual Conference:

CHURCH COUNCIL consists of at least 11 members representative of both denominational bodies and other congregational members. Positions on the Church Council are for one year, and persons may be re-elected for consecutive terms.

Present Members of the Church Council are:

- | | |
|---|---------------------------------------|
| 1. Lay Council Chairperson/Moderator | 1. Pastor Sharon is presently serving |
| 2. Council Secretary/Clerk | 2. Judy Tigner |
| 3. Church Treasurer | 3. Ronnie Powell |
| 4. Financial Secretary | 4. Vicki Hitchcock |
| 5. Personnel Committee Leaders | 5. Judy Tigner and Jeff Hitchcock |
| 6. Assets Committee Leader | 6. John Bunch |
| 7. Finance Committee Leader | 7. Kay Nation |
| 8. Building and Grounds Leader | 8. Rod Powell |
| 9. Worship Leader | 9. Jim Keldsen |
| 10. Christian Education Leader | 10. Barb Ramsey |
| 11. Mission/Outreach Leader | 11. Shirley Bates |
| 12. Congregational Care Leader | 12. Becky George |
| 13. Pre-School Board representative | 13. Barb Ramsey |
| 14. At large member | 14. Paul Cooper |
| 15. At large member | 15. Ruth Hood |
| 16. At large member | 16. Marcell Astel |
| 17. Pastor as a non-voting member (of all committees and teams) | |

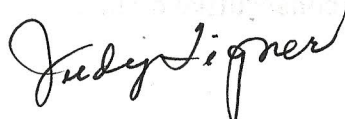
Suggested Committee Nominations for 2018:
(Names in italics are new suggestions for nomination.
Those not in italics are currently serving in that position.)

<p>Finance Committee (*denotes required):</p> <ol style="list-style-type: none"> *Church Treasurer Ronnie Powell *Church Finance Secretary Vicki Hitchcock *representative of Personnel Committee (who?) *representative of Assets Committee John Bunch Linda Farver (Presbyterian Finance Secretary) Vickie Cooper (Presbyterian Treasurer) Kay Nation <i>Ruth Hood</i> 	<p>Personnel Committee (at least 5 required):</p> <ol style="list-style-type: none"> Judy Tigner Jeff Hitchcock Paul Cooper <i>Rod Powell (has already agreed to serve)</i> <i>Judy Dixon</i> <i>Ruth Hood</i> <p>Assets Committee:</p> <ol style="list-style-type: none"> John Bunch Paul Cooper Jim Keldsen <i>Dave Batzer</i> <i>Marlon Coggins</i>
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IT WAS VOTED to elect the foregoing slate of nominees for the church council and committees (teams).

The meeting was adjourned at 1:10 pm.

Respectfully submitted,



Judy Tigner, Clerk



Rev. Sharon Langfeldt, Moderator

Approved by Council 2-21-18

Plan of Union

A Plan for the Merger of France Memorial
Presbyterian Church and First United Methodist
Church of Rawlins – Draft 20

Rawlins Cooperative Parish Planning Committee

1/16/2018

Version Control:

Draft 1	10/24/2016	SLL	
Draft 2	10/30/2016	SLL	
Draft 3	10/31/2016	SLL	
Draft 4	11/15/2016	SLL	
Draft 5	01/10/2017	SLL	
Draft 6	03/07/2017	SLL	
Draft 7	03/21/2017	SLL	
Draft 8	04/03/2017	SLL	Additional verbiage for Pastoral Leadership; question for legal – need for a UMC Church Conference for Formal Approval
Draft 9	04/25/2017	SLL	Incorporate changes from Planning Team Meeting
Draft 10	04/26/2017	SLL	Incorporate changes from Planning Team Meeting
Draft 11	05/17/2017	SLL	Grammar, typos and wording changes
Draft 12	05/21/2017	SLL	Incorporate changes from V. Hitchcock & R. Hood
Draft 13	06/20/2107	SLL	Incorporate changes from Larry Turpin
Draft 14	07/05/2017	SLL	Incorporate changes from Planning Team Meeting
Draft 15	07/13/2017	SLL	Fix formatting issue
Draft 16	08/29/2017	SLL	Changed name to be Rawlins Cooperative Parish; AC and Parish Council comments incorporated
Draft 17	09/05/2017	SLL	Modified based on changes from AC and PC
Draft 18	10/31/2017	SLL	Incorporate changes from RMC Chancellor and Proposed property ownership
Draft 19	11/1/2017	SLL	Incorporate changes from Planning Team Meeting
Draft 20	01/16/2018	SLL	Review and finalize changes made to Draft 19

This document is a Plan of Union for two churches, Rawlins First United Methodist and France Memorial Presbyterian Church, as we join together as one unified congregation.

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Introduction

In January of 2014 the congregations of France Memorial Presbyterian Church and First United Methodist Church of Rawlins began conversations to explore their common futures. These congregations have worshipped and been in mission together since June 1, 2014, and have experienced the movement of the Holy Spirit in moving forward in the merging of the two congregations to become a Unified Congregation worshipping as Rawlins Cooperative Parish: a joint witness of United Methodist and Presbyterian believers (RCP for the purposes of this document).

This plan is the basis for uniting First United Methodist Church of Rawlins, Wyoming, with France Memorial Presbyterian Church, also of Rawlins. This plan is subject to the constitutions of both denominations, and is a blending of the rules and practices of the United Methodist Book of Discipline and the Presbyterian Book of Order. When issues that are not covered by the bylaws need to be addressed, the denominational books of governance will be consulted. Except as to property matters, in the case where the provisions of the denominations are not in agreement, a compromise will be prayerfully made.

Faith Statements

Statement of Faith

Rawlins Cooperative Parish is a worshipping, serving body of believers who join together in witness to Jesus Christ as our Lord and Savior. We recognize the Bible as the sacred canon for Christian people and we observe the sacraments of Baptism and the Lord's Supper.

Vision Statement

Rawlins Cooperative Parish is a loving family of God, in service as followers of Christ in the world, teaching and witnessing the truth in Christ. All are invited to worship, praise, and serve our Lord and Savior Jesus Christ.

Mission Statement

As a loving family of God, the mission of Rawlins Cooperative Parish is to be the Body of Christ to our World.

Our purpose as a church is to encourage our members to: **KEEP MOVING** toward a fuller and deeper relationship with God through Jesus Christ; **KEEP MAKING** Disciples so that the body of believers can **INVITE** people to follow Jesus Christ; **CONNECT** people together in caring relationships; **COMMIT** to growth in the knowledge and love of God; **COMMISSION** every member to serve in ministry; and **CELEBRATE** God's presence among us through worship.

Process for Forming Session or Board

As specified in the “*Rawlins Cooperative Parish Bylaws, 2017*”:

The governing body shall be the Church Council consisting of members of the RCP elected at the Annual Congregational Meeting. It will be formed of at least eleven members representative of both denominational bodies (UMC and PC(USA)) and other congregational members. The Church Council shall have the powers of the Session of the PC(USA) Church and of the Administrative Council of the United Methodist Church, and shall be subject to the polity of both denominations. The members of the church council will be ordained and/or installed as soon as possible after election. The Pastor is a non-voting member of the Church Council and all committees. The pastor shall serve as Moderator of the Church Council, if the pastor is PC(USA). If the pastor is UMC, a chairperson will be elected to serve as moderator.

Plan for Disposition of Property

RCP is “building rich” and is in the decision process for deciding how to proceed with optimum building utilization. At the present time, one church building (the France Memorial Presbyterian Church building) is leased to another faith group, and we have received appraisals for both church buildings. Moving forward, we have prayerfully considered the selling one of the church buildings, and are negotiating with a buyer at this time.

Assets of the combined congregation will be held in joint ownership in trust in equal parts for both denominations and evaluated for use going forward. Property will be utilized, stored or sold as deemed appropriate for the future.

In the event of the selling of property (building or other property), RCP will seek the guidance of the governing bodies of both denominations prior to disposition of property. Disposition of property held in trust for UMC shall be subject to the charge conference process under the UM Book of Discipline. Disposition of property held in trust for PC(USA) shall be subject to applicable provisions of the PC(USA) Book of Order.

RCP fully believes in this combined church. In the unlikely event of the dissolution of RCP, all remaining physical property and monetary assets will be divided equitably and returned to the Wyoming Presbytery of the PC(USA) and the Rocky Mountain Conference of the UMC.

Debt

Neither of the denominational churches forming RCP have any debt. RCP forms without debt.

Disposition of Memorials and Gifts

The Memorial Funds of the congregations have been combined into a single account. Prior donations that were designated for a specified purpose are being honored. The Finance Committee will be responsible for the management of this fund.

Plan for Pastoral Leadership

The intent of *Rawlins Cooperative Parish* is to have continuous pastoral leadership. RCP will alternate between the systems of UMC and PC(USA). That is, we will work in consultation with the Cabinet of the Rocky Mountain Conference of the UMC and the Presbytery of Wyoming PC(USA); for example, if the previous pastor was UMC, our goal would be for the following pastor to be PC(USA). However, the congregation would do what is in the best interest of our church, which might include sequential UMC or PC(USA) pastors instead of alternating. The assignment and supervision of the pastor will be according to the process and polity of each denomination at the time (i.e. if a UMC pastor is to be sought, assignment will be made by appointment of a pastor by the Bishop and Cabinet, and if a Presbyterian pastor is sought, the PC(USA) call system will be utilized.)

We will ask all candidates for pastor of RCP be knowledgeable and understanding of both UMC and PC(USA) beliefs and polity. The installation of the pastor will be completed in accordance with the requirements and ritual of each denomination, presided over by an ordained UMC Elder and an ordained PC(USA) Pastor or Elder. The RCP pastor will have full status to participate in both denominations.

Draft of New Church Bylaws

Attached as Appendix A

Plan for Organizational Structure

RCP is a community of faith. The actions and activities of the church are governed by a single leadership council, called the Church Council, which will be responsible for coordinating the activities of other teams in an ongoing or as-needed basis. The leaders from each team will, after nomination and acceptance, join with the pastor and council chair to form the Church Council. Teams will include Finance, Assets, Personnel, Building and Grounds, Pre-School, Worship, Missions and Outreach, Education and Congregational care. The Council may also create temporary task force teams as they are needed for specific activities.

Process for Formal Approval by Congregation

Once a Plan of Union is completed, copies will be distributed to each church family for their study, comment and approval. Following this comment period, a special meeting of the

congregation will be called for the purpose of comment, discussion, and revision if need be. Notice of the time, date, place, and purpose of the meeting will be announced from the pulpit on at least two preceding Sundays and by written notification.

If revision of the Plan of Union document is needed, the document will be returned to the Planning Committee. Once revisions are completed an additional congregation meeting, convened and supervised by either the District Superintendent of the Rocky Mountain Conference or the Executive Presbyter of the Wyoming Presbytery, and moderated by the Pastor, will be called following the previous guidelines for meeting notification stated above. If no revisions are requested, this meeting can then proceed to the final vote on the document.

A quorum, as defined by Robert's Rules of Order ("as large as can be depended upon for being present at the meeting when weather is not exceptionally bad") must be present for approval of the Plan of Union as well as the bylaws.

In this meeting, opportunity will be given for additional comment. Concluding comments, a vote will be taken to accept the Plan of Union as presented or as modified. This vote may be done by a show of hands or by written ballot if requested. No proxy or mail-in voting will be allowed. The Plan of Union must be approved by a two-thirds majority of those in attendance at an RCP Congregational Meeting.

Approval should be obtained before holding the final congregational meeting.

Name for the New Church

The name determined for this congregation is, "Rawlins Cooperative Parish: a joint witness of United Methodist, Presbyterian (PC(USA)) and other believers."

New Incorporation Documents Prepared/Drafted

(This is yet to be determined. Question has been sent to both denominations for guidance)

The Planning team will insure that the Incorporation Documents are prepared and filed.

Plan for Final Service(s) of the Separate Congregation(s)

RCP has been worshipping as one congregation since June, 2014. While we will plan and observe a service of celebration when we become "officially" a Unified Congregation, we will not have a "final service" for either denominational congregation.

Glossary

Administrative Council – The governing body of a UMC church, typically the chairs of each church committee.

Assets – Physical property, real property and improvements and monetary assets held in ownership by the Denominational bodies and/or Rawlins Cooperative Parish. Regardless of titling, property of both churches will continue to be held in trust for the respective denomination after the union.

Church Council – In our previous incarnation as Rawlins Cooperative Parish, the governing body for the church was the Parish Council. This is now the combination of the Administrative Council (UMC) and the Session PC(USA).). The Church Council remains amenable to the polity of PC(USA) and the UMC.

Lay Leader -- The principal layperson in a local church, district or UMC Annual Conference who represents and leads the laity in ministry.

PC(USA) – The Presbyterian Church of the USA.

Polity – The operational and governance structure of a church or of a Christian denomination. It also denotes the ministerial structure of a church and the authority relationships between churches.

RCP – Rawlins Cooperative Parish: a joint witness of United Methodist and Presbyterian believers.

Session - A session (sometimes called consistory or church board) is a body of elected elders governing a local church within Presbyterian polity.

UMC – The United Methodist Church.

Rawlins Community Church

By-Laws of the Church

Rawlins Community Parish Planning Committee

7/5/2017

Version Control

Draft 1	01/09/2017	Initial document
Draft 2	03/07/2017	Updated with changes from Planning Team meeting
Draft 3	03/21/2017	Updated with changes from Planning Team meeting
Draft 4	03/21/2017	Incorporate Changes from Planning Team meeting
Draft 5	04/03/2017	From Team Input - Changes to sections: (III)Membership, (V)Governing Body, (VI)Congregational Meetings
Draft 6	04/25/2017	Incorporate Changes from 4/5/17 Planning Team meeting
Draft 7	04/25/2017	Incorporated changes from team members
Draft 8	05/12/2017	Incorporated changes from team meeting
Draft 9	05/16/2017	Incorporated changes from V. Hitchcock
Draft 10	05/17/2017	Changes to various sections by Planning Team
Draft 11	05/18/2017	Modified section headings; minor formatting corrections
Draft 12	05/18/2017	Minor corrections to working and punctuation
Draft 13	05/21/2017	Incorporated changes from V. Hitchcock & R. Hood
Draft 14	06/20/2017	Incorporated changes from meeting with Larry Turpin
Draft 15	07/05/2017	Incorporated changes from Planning Team

This document contains the by-laws for two churches, Rawlins First United Methodist and France Memorial Presbyterian Church, as they join together as one unified congregation.

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**RAWLINS COMMUNITY CHURCH
BY-LAWS**

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Glossary

Administrative Council – The governing body of a UMC church, typically the chairs of each church committee.

Assets – Physical property held in ownership by the Denominational bodies and/or Rawlins Community Church.

Church Council – In our previous incarnation as Rawlins Cooperative Parish, the governing body for the church was the Parish Council. This is now the combination of the Administrative Council (UMC) and the Session (PC(USA)).

Lay Leader -- The principal layperson in a local church, district or UMC Annual Conference who represents and leads the laity in ministry.

PC(USA) – The Presbyterian Church of the USA.

Polity – The operational and governance structure of a church or of a Christian denomination. It also denotes the ministerial structure of a church and the authority relationships between churches.

RCC – Rawlins Community Church: a joint witness of United Methodist and Presbyterian believers.

Session - A session (sometimes called consistory or church board) is a body of elected elders governing a local church within Presbyterian polity.

UMC – The United Methodist Church.

PART I

INTRODUCTION, NAME, PURPOSE AND MISSION

Introduction

Rawlins Community Church is a joint witness of the Rawlins First United Methodist Church, France Memorial Presbyterian Church and other believers.

Statement of Faith

Rawlins Community Church is a worshipping, serving body of believers who join together in witness to Jesus Christ as our Lord and Savior. We recognize the Bible as the sacred canon for Christian people and we observe the sacraments of Baptism and the Lord's Supper.

Vision Statement

Rawlins Community Church is a loving family of God, in service as followers of Christ in the world, teaching and witnessing the truth in Christ, inviting all to worship, praise, and serve our Lord and Savior Jesus Christ.

Mission Statement

As a loving family of God, the mission of Rawlins Community Church is to be the Body of Christ to our World. We encourage our members to: KEEP MOVING toward a fuller and deeper relationship with God through Jesus Christ; KEEP MAKING Disciples so that the body of believers can INVITE people to follow Jesus Christ; CONNECT people together in caring relationships; COMMIT to growth in the knowledge and love of God; COMMISSION every member to serve in ministry and CELEBRATE God's presence among us through worship.

PART II

SACRAMENTS

We recognize the sacraments of Baptism and Communion. No specific form of either shall be required. Baptism is administered both to adults and children of the faithful. An Open Communion Table is celebrated, and all are invited to Jesus' table to receive Communion.

PART III

MEMBERSHIP

Rawlins Community Church (RCC) is a joint witness of UMC and PC(USA) believers and others. These denominational ties are very important to many of our members at this time. We are also aware there are many believers in our congregation who come from other Christian backgrounds, and many other believers in our town who do not have an interest in being connected to a specific denomination. We want all to feel welcome at Rawlins Community Church.

All members of the First United Methodist Church or the France Memorial Presbyterian Church PC(USA), both of Rawlins, Wyoming, shall be members of RCC.

All baptized persons may be admitted into membership by Confession of Faith, Reaffirmation of Faith, or by Letter of Transfer, and by the Pastor bringing them before the congregation, inquiring of their faith and willingness to participate in the congregation, and receiving them into the fellowship of the Church.

The Church shall maintain a joint membership roll which shall designate the denomination of such members by (M) for United Methodist and (P) for Presbyterian (USA). No such designations shall be used for persons added to the membership roll unless specifically requested by such member.

All are welcome to become members based on commitment to supporting the witness of this church family. Those who do not wish to join as a Methodist or as a Presbyterian are welcome to join and become members of RCC.

Members of RCC may only be removed from the membership roll by a formal Letter of Transfer to another church, a Letter or Formal Request by the member, or by death.

For the purposes of voting on official church business, active members are considered to be those who are committed to supporting the church through attendance at services or functions on a regular basis and those who regularly give of their prayers, presence, gifts and service. A member who has not participated, nor contributed services or funds, during the current and preceding three years will be placed on the inactive membership roll.

The Council shall report the total membership to the UMC and to the PC(USA). Similar reports such as number of Church school members, baptisms, etc., and information on financial income and expenditures shall be submitted to each stated denomination as required by that denomination.

PART IV

MINISTER/PASTOR

RCC will alternate between the systems of UMC and PC(USA). That is, we will work in consultation with the Cabinet of the Rocky Mountain Conference of the UMC and the Presbytery of Wyoming PC(USA); for example, if the previous pastor was UMC, our goal would be for the following pastor to be PC(USA). However, the congregation would do what is in the best interest of our church, which might include sequential UMC or PC(USA) pastors instead of alternating. The assignment of the pastor will be according to the process of each denomination at the time (i.e. if a UMC pastor is to be sought, assignment will be made by appointment of a pastor by the Bishop and Cabinet, and if a Presbyterian pastor is sought, the PC(USA) call system will be utilized.

The intent of Rawlins Community Church is to have continuous pastoral leadership. Ideally this would be to alternate between the systems of UMC and PC(USA). We will work in consultation with the Cabinet of the Rocky Mountain Conference of the UMC and the Presbytery of Wyoming PC(USA).

We will ask all candidates for pastor of RCC be knowledgeable and understanding of both UMC and PC(USA) beliefs and polity. The installation of the pastor will be completed in accordance with the requirements and ritual of each denomination, presided over by an ordained UMC Elder and an ordained PC(USA) pastor. The RCC pastor will have full status to participate in both denominations.

The Pastor of RCC shall perform the duties which usually pertain to that office. As the spiritual leader of the congregation, he/she shall be an ex-officio member the Church Council and of all organized groups and committees. The Pastor shall have the right to call a meeting of the Church Council or any board or committee.

PART V

GOVERNING BODY AND OFFICERS

The governing body, responsible for the whole church, shall be the Church Council elected at the Annual Congregational Meeting. The Council shall have the powers of the Session of the PC(USA) and of the Administrative Board of the UMC. The Council shall consist of at least eleven members representative of both denominational bodies (UMC and PC(USA) and other congregational members. The members of the church council will be ordained and/or installed as soon as possible after election.

The Pastor shall be a non-voting member of the Church Council and all committees.

The Pastor shall be the Moderator for the Church Council when the pastor is a pastor of the PC(USA) denomination. A Lay Chair shall be nominated at the Annual Congregational Meeting, when the pastor is a UMC Pastor, and elected by the Council at the first Council meeting following the Annual Congregational Meeting. The UMC Lay Leader or the Secretary, will act as Moderator or Chair for the Church Council meeting, in the absence of the Chair or Pastor.

The officers of the Council shall be: the Secretary, the Church Treasurer and the Financial Secretary. Those holding these positions are elected at the Annual Congregational Meeting to serve for one year and may be re-elected for consecutive terms, ideally for no longer than five years.

At the Annual Congregational Meeting, the congregation shall elect a Personnel Committee consisting of at least five members, representative of the denominational bodies (UMC and PC(USA) and other congregational members, with a leader to serve on the Church Council. This committee is responsible for pastor evaluation and support, and charged with hiring, evaluating and dismissing non-appointed personnel.

An Assets Committee shall be elected by the congregation at the Annual Congregational Meeting to provide stewardship of the Church's property, permanent funds and legal documents. This committee will appoint an auditor as required and will maintain adequate insurance coverage for church properties and liabilities. The leader will serve on the Council.

The congregation shall elect a Finance Committee at the Annual Congregational Meeting. This Committee shall consist of the Church Treasurer, the Financial Secretary, representatives of the Personnel and Assets Committees, the Pastor, and another representative of the Church Council. This committee will compile a budget annually, which will be submitted to the Council for review and adoption. The Finance Committee will administer the funds of RCC per the Council's instructions.

Additional representation on the Council shall include, but not be limited to, Buildings and Grounds, Worship, Christian Education, Mission/Outreach, Congregational Care, and the Pre-School Board. As task force teams are needed and constituted, the team leader of the task force shall become a member of the Council. Task force teams are created from volunteers from the congregation.

Positions on the Council shall be for one year; persons may be re-elected for consecutive terms not to exceed five years of service. Should any vacancy occur in any elective position, the Council may fill such vacancy until the next annual congregational meeting.

Temporary committees may be formed for specific activities as needed; i.e., a Membership Committee, a Stewardship Committee, Nomination Committee, etc.

The Council shall meet during the last quarter of the year in preparation for the Annual Congregational Meeting to receive recommendations from the Nominations Committee and to prepare the budget for the next calendar year.

PART VI

CONGREGATIONAL MEETINGS

The Annual Congregational Meeting shall be held by the end of each January to elect officers and members of the Church Council, to receive reports, approve the Pastor's salary and annual budget, and to transact other business of the Church.

Meetings of the congregation other than the Annual Congregational Meeting may be requested in writing by five or more congregants, and shall be called by the moderator or lay leaders serving as moderator. Such meetings will be announced from the pulpit for two Sundays, and notification done via

email and/or electronic newsletter. Business to be transacted shall be limited to items specifically listed in the call for the meeting.

Notice of the time, date, place, and purpose of all congregational meetings shall be publicly announced by the pastor, from the pulpit on at least two Sundays preceding the meeting. Written notice shall be placed in the worship bulletin a minimum of 14 days prior to the meeting, and notification done via email and/or electronic newsletter.

The Pastor or denominational representative, or the pastor's designated representative shall be the moderator of all congregational meetings. The Council Secretary or a representative shall be the secretary. If the pastor is unable to attend a congregational meeting, another pastor or a congregant can be designated to serve as the pastor's representative.

All active members of RCC shall be eligible to vote at congregational meetings. Voting by proxy is not allowed. Provisions may be made for joining meetings with the use of technology.

A majority of those present or attending via technological means are included in the voting count required to pass any motion. The most current edition of Robert's Rules of Order shall be the parliamentary guide in all meetings of Church Council, committees, boards and the Congregation.

PART VII

DENOMINATIONAL OBLIGATIONS

RCC shall contribute to the operations and missions of both denominations by paying an amount equal to 10% of RCC's general receipts from the previous month, split equally between the two denominations.

The general receipts of RCC consist of all non-designated revenue received by the local church in the form of offerings, donations, fees, rents, and distributions from endowment funds, whether by cash, credit card or check.

Examples of donations which would not be considered general receipts are those designated for a building fund, memorial funds, endowments and bequests, costs of goods sold for fund-raising, pass-through donations to other charitable organizations, or donations given for specific missions of the church.

PART VIII

DISPOSITION OF PROPERTY

The purchase, sale, transfer or encumbrance of RCC real estate shall be considered at a Congregational Meeting called for that purpose. The quorum for said meeting shall be 50% of active congregants with

two-thirds vote by paper ballot necessary for approval. Until that time, property remains with its denomination.

PART IX

PERMANENT FUNDS

Permanent Funds shall be defined as property of any type transferred to the church by assignment, conveyance, devise, beneficiary designation or otherwise, for purposes other than meeting the Church's budgeted expenses or obligations, and segregated from the operating funds, i.e. building funds.

The Assets Committee shall serve as the stewards of these Permanent Funds, maintaining records of each one showing the name and address of each donor, the original value, and a signed copy of the transfer to RCC. A report of these funds and their use shall be presented at the annual congregational meeting.

Permanent Funds may be made available to expand and enrich the mission and ministry of the Church. The Assets Committee shall make recommendations to the Church Council prior to acceptance of any bequest or gift. The Assets Committee shall also make recommendation for any expenditure.

PART X

MEMORIAL FUND

The Memorial Fund shall consist of funds ordinarily provided by more than one donor held in memory of a deceased friend or loved one. Items purchased from the Memorial Fund should have a lasting value and the wishes of the deceased's family may be taken into consideration. The Finance Committee shall be responsible for negotiating and managing all Memorial Funds, maintaining records and shall make recommendations to the Church Council for approval of any expenditure.

PART XI

CHANGING BY-LAWS

These bylaws may be modified, amended or repealed at the annual congregational meeting or a special meeting called for this purpose. All proposed changes or amendments shall be made clearly in writing and included with both the published (bulletin and/or newsletter) and electronic call of the meeting. The quorum of any meeting of the congregation to consider amendment shall be 50% of congregants with 2/3 paper ballot vote majority necessary to amend.

Bylaws shall be reviewed every five years by the Church Council or by a committee designated by the Church Council.

DISSOLUTION

RCC fully believes in this combined church. In the unlikely event of the dissolution of RCC, all remaining property and assets will be divided equally and returned to the Wyoming Presbytery of the PC(USA) and the Rocky Mountain Conference of the UMC.

DRAFT

Approved on this day, the _____ of _____, 20__

Effective on this day, the _____ of _____, 20__

Signatures

Name: _____ Office: _____

Name: _____ Office: _____

Name: _____ Office: _____

Name: _____ Office: _____

DRAFT

SPECIAL CALLED CONGREGATIONAL MEETING
FRANCE MEMORIAL PRESBYTERIAN CHURCH
NOVEMBER 19, 2017 – 10:15 AM

The meeting was called to order in prayer by Moderator Rev. Sharon Langfeldt. The meeting was led by Ruling Elder Paul Cooper, who explained that the purpose of the meeting was to vote on the sale of the France Memorial back property at 1506 Nevada Street; Rawlins, Wyoming.

The motion was as follows: "I move that France Memorial Presbyterian Church accept the \$78,000 offer from the Mennonite Church for the remaining acre and a half of the Nevada Street property." The motion was seconded and discussion followed.

Paul explained the costs, which would be involved by splitting the back half of the property from the front. The question was called and the vote was in favor of accepting the offer to sell the back portion to the Mennonites. The vote was 15 YES, and 2 NO votes, with members of France Memorial casting the votes.

Paul Cooper closed the meeting in prayer.

Respectfully submitted,

Judy Tigner, Clerk

Paul Cooper, Ruling Elder

Sharon Langfeldt, Moderator

SPECIAL CALLED CONGREGATIONAL MEETING
FRANCE MEMORIAL PRESBYTERIAN CHURCH
SUNDAY, JUNE 11, 2017
AT RAWLINS 1ST UNITED METHODIST CHURCH SANCTUARY.

The meeting was called to order in prayer at 11: 50 am by Moderator Steven Niccolls, pastor of the Saratoga Presbyterian Church. A quorum was declared.

The purpose of the meeting was to determine whether to accept the offer to sell the property at 1506 Nevada Street; Rawlins, WY 82301.

Members of the congregation had been notified of the meeting through announcements from the pulpit, email correspondence, and letters mailed on May 5 and the first part of June.

Paul Cooper gave a brief history of the prior congregational meetings and discussions on the commitment to the merging of the two denominational churches (France Memorial Presbyterian and Rawlins 1st United Methodist) into one congregation of joint witness. He then made the motion as follows: **“I move that the 1506 Nevada Street Property, consisting of the building and lots 1, 2, 3 and 4 be sold to the Mennonite Church of Rawlins for the sum of \$342,000. This sale will not include the Good Shepherd stained glass window nor the contents of the building nor sheds on the property.”** The motion received a second from Larry Moore.

Discussion on the motion was allowed, and the question was called. Paper ballots with a denominational designation were distributed to all in attendance.

The meeting was adjourned to lunch at 12:24 pm in order for the ballots to be counted.

The meeting reconvened at 12:43 pm to announce the outcome of the balloting. The Presbyterian motion to sell carried by more than the 2/3 vote required. The Methodist vote was unanimous in favor of the motion. The meeting was then adjourned at 12:45 pm.

Respectfully submitted,

Judy Tigner, Clerk of Session

Steven Niccolls, Moderator

Presbytery of Wyoming

From: Nominating Committee
Subject: Nominees for 2018 openings
Date: September 18, 2018

Recommendation:

Approval of the following people for the following positions:

Vice-Moderator/Moderator RE'19/20 _____

Council TE '21 Karl Heimbuck (2nd term)

Council Re '21 Rex Arney (2nd term)

COM Moderator: Lynn Williamson (elected for 1 year)

COM TE' 21 _____

COM RE '21 _____

.

COM RE '21 Kathy Beagle (2nd term)

B&F TE '21 Ben Pascal (2nd term)

B&F TE '21 Monte Reichenberg (2nd term)

CPM RE '21 Joyce Kennedy (1st term)

Synod Commissioner RE '20 Carol Hertz (1st term)

PJC RE '24 _____

PJC TE '14 Guy Helms (1st term)

ROCCS RE '21 Dee Ann Simonson (1st term)

Welsh Memorial Saratoga John Wickstrom (1st term)

ECDL TE '21 _____

Presbyterian Women of the Wyoming Presbytery
Report to Council by Kathy Lundberg, Moderator
September 12, 2018

PW Fall Retreat, August 10-12th Camp Story Hosted by the Powell/Cody District

The PW coordinating Team met on Friday, the 10th

Melinda Brazzale reported on the Churchwide Gathering in Louisville, KY .Ten women from the state of Wyoming attended the gathering returning home filled with enthusiasm and fire!

At the retreat we enjoyed fellowship, fun, and games with 32 PW women and guests from around the state. We also took part in an interactive Bible study entitled “**Finding I AM**” by Lysa TerKeurst with videos of places in the Holy Land where Jesus taught. Many insights were shared during the great group discussions.

Meetings and Future Events:

- Spring Gathering 2019 will be held in Sheridan in May 3-5th. Study materials are being discussed and speakers have been invited
- It was voted on and approved at last April’s Spring Gathering (2017) that we would move our Gathering to the Fall and the Women’s Retreat would be held in the Spring starting in 2020.
- **Fall Districts have begun:** I visited Mountain View, and Saratoga/Encampment on September 5th and 6th. Powell/Cody will be on September 22nd. Cheyenne/Guernsey/Torrington will be on October 13th. Sheridan will be in January, to be determined.
- The WY PWs will be joining the Wyoming PW Synod Triennial Retreat on August 9th-11th at the Holiday Inn in Sheridan, WY. It is entitled “And yet she persisted” Women of Great Faith, Courage and Determination and will feature the USAME participant as a speaker. (Attached flyer)

Schedule for Rev. Ameer's Visit in October

Tuesday, October 2

Events:

Rev. Ameer Issak and his translator, Dani Khayat arrive in on Luftansa flight #0446 from Frankfort at 3:35 pm. They leave Beirut at 3:50 am and fly to Frankfort and arrive there at 7:05 am. Their flight to Denver leaves at 1:25 pm.

Wednesday, October 3

Event:

Presentation for Mariners Group (FPC, Cheyenne) in the evening at First Presbyterian Church. The presentation could focus on the Tyre Church overall and its ministries. It could be an hour presentation with a time for Questions and Answers.

Thursday, October 4

Event:

Meet with the Presbytery Council and Committee on Ministry for an Introduction and Greeting. Rev. Ameer can share a little about himself and his family and the Tyre church (10 minutes for each group).

Dinner with the Council and Committee on Ministry

Friday, October 5 Presbytery Meeting

Events:

4:00 pm Presentation for the whole Presbytery Meeting (one hour)

6:30 pm Worship - Serve Communion in worship

Saturday, October 6

Event:

Presbytery 8:00 am – noon – no presentation- be present

7:00 pm Dinner with the Mission Team of the Jackson Hole church

Sunday, October 7

Event:

Worship: 8:00 am and 10:15 am – Worship at PCJH - Be Introduced in Worship

Adult Study: 9:00 am Presentation on the Trye Church and its ministries

11:30 am – 1:15 pm Lunch with the PCJH pastors

1:15 – 4:15 pm Travel to Riverton, WY

5:00 pm Presentation at the United Presbyterian Church (one hour) on the Tyre Church and its ministries

Monday, October 8

Event:

TBD

Tuesday, October 9

Event:

Presentation at First Presbyterian Church, Gillette, WY

Wednesday, October 10

Event:

Potluck and Presentation at Union Presbyterian Church, Powell, WY

Thursday, October 11

Event:

presentation at First Presbyterian Church, Billings, MT

Friday, October 12

Event:

Casper - Rest and Trails Museum Casper

Saturday, October 13

Event:

10:00 am Presbytery of Wyoming Partnership Team Meeting- to discuss how our partnership might be strengthened and grow together

Sunday, October 14

Event:

Worship at Highlands United Presbyterian Church – Rev. Ameer to preach

Lunch with members of the church.

4:30 pm – 6:30 pm Potluck and Rev. Ameer’s presentation at the First Presbyterian Church

Monday, October 15

Event:

Presentation (one hour) at the United Presbyterian Church, Laramie, WY

Time: TBD

Tuesday, October 16

Event:

Drive to the Denver International Airport with Holly and Bob Garrard

Presbytery of Wyoming Partnership
With
The Tyre Evangelical Church of Tyre, Lebanon
And
The Aleppo Evangelical Church of Aleppo, Syria

History of the Partnership

Two churches in the Presbytery of Wyoming, First Presbyterian Church, Cheyenne and Union Presbyterian Church, Powell, had begun to develop a relationship with the PCUSA Personnel in Syria, Lebanon and Iraq, Elmarie and Scott Parker. For several years, PW in those churches sold crafts made by the women of the Synod to support its churches in its efforts to minister to the Syrian refugees living in Lebanon. Several people began to wonder if the Presbytery of Wyoming (POW) would be interested in exploring a partnership with either NESSL or several churches in the Synod.

In the summer of 1996, three people, Bob and Holly Garrard and Cyndi Barski, from the POW went to Lebanon and visited numerous churches and sites. The trip was coordinated and planned by Elmarie and Scott Parker. Upon their return, there was a sense that the POW was being nudged to begin a partnership with two particular churches, the Tyre Evangelical Church of Tyre, Lebanon and the Aleppo Evangelical Church. A Memorandum of Understanding was established and affirmed between and by the two churches and the POW. The Tyre Church is pastored by the Rev. Ameer Eshak and the Aleppo Church is pastored by Rev. Ibrahim Nseir.

In 2017, a group of interested people in the partnership met and established some goals for the next two years. One of those was to invite the Rev. Ameer Issak to visit the POW in 2018 and for representatives of the POW to visit the Tyre and Aleppo churches in 2019. Rev Ibrahim for Aleppo cannot obtain a visa to come to the US.

About Rev. Ameer Issak and the Tyre Evangelical Church

The **TYRE** church in Lebanon is known as the “Tyre Evangelical Center” and the pastor, Rev. Ameer Issak, serves a congregation of ten families. Rev. Ameer and his wife, Esther, live in one room of the church due to the variety of ministries and outreach programs offered there. These ministries, sponsored by the church, are all held in the church building. They include: Sunday morning worship and Sunday school, an elementary school for refugee children (1st -6th grade), a medical clinic, & livelihood classes for widowed Muslim and Christian women who are often unskilled and need to provide for their families. These classes include cosmetology, knitting & crocheting, and sewing. A course in barbering is also offered for men. Rev. Ameer only speaks Arabic and Egyptian and will be accompanied by a translator.

Longing for Wilderness

October 25th - 27th, 2018

**Thomas the Apostle
Retreat Center**
Cody, Wyoming

Many people have a longing for wilderness and nature. This retreat is an invitation to reflect on that longing and to find meaning in the balance between that longing, respect for the wilderness itself, and the experience that other people have had in that environment. In order to be open to this invitation, you will want to prepare by emptying yourself and risking being vulnerable in a natural setting that we encounter as a distinct entity.

Single room - \$220 | Shared double room - \$170 | Meals included

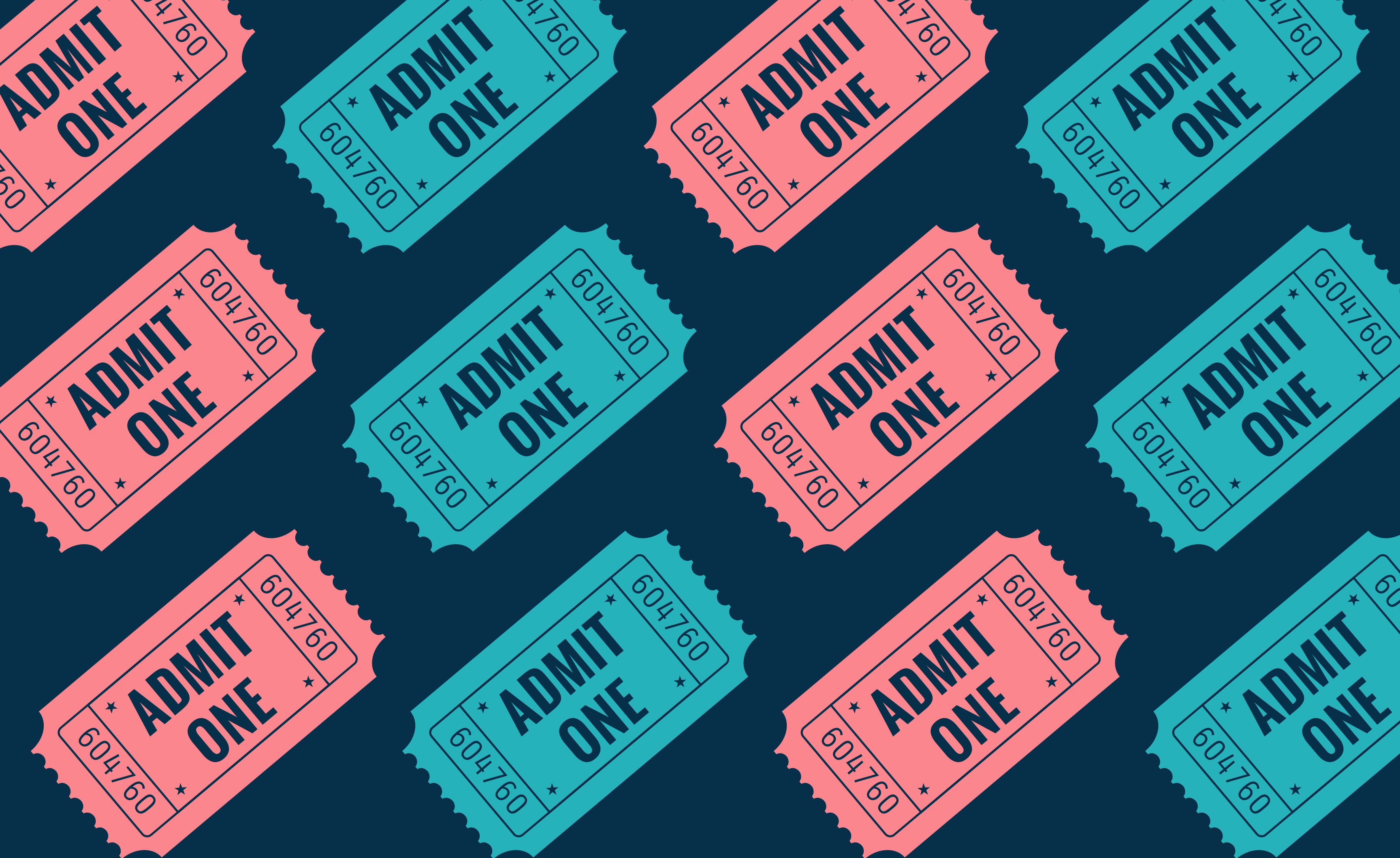
Arrive Thursday afternoon or evening, Oct 25. Spend all day, Oct 26. Finish before noon, Oct 27.

You may plan to do the whole retreat at the retreat center or you may choose to spend some time in Yellowstone Park or other nearby natural settings.

Presented by Larry Turpin, Pastor of Union Presbyterian Church and Spiritual Director in Evanston.

This event is for Pastors and Commissioned Ruling Elders in the Presbytery of Wyoming and the greater Rocky Mountain area.

To register, please contact Jan DeBeer at the presbytery office, email aa.presbywy@gmail.com



ROCCS COMMITTEE PRESENTS

FAITH IN MEDIA

#MEFAITHDIA

2018 SENIOR HIGH FALL RETREAT

NOVEMBER 16-18, CASPER, WY
SHEPHERD OF THE HILLS PRESBYTERIAN

RSVP to CJ Clem: cjclem@actaccess.net or 307-672-1717

WALK THE CAMINO DE SANTIAGO

JUNE 8 – 23, 2019

JOIN STEVE AND OTHERS FROM WYOMING PRESBYTERY ON AN AMAZING SPIRITUAL JOURNEY

Interact with other pilgrims from around the world. Participate in daily spiritual practices. Walk between 3 and 12 miles per day for 9 days. Enjoy free days in Lugo and Santiago de Compostella.

Land Cost - \$850 – Accommodation (double), Breakfast, Ground Transportation, Daily Luggage Transfer [Excess funds will be used for additional meals. There will be a small supplement for a single room.]
Estimated Air Cost - \$1200 - \$1500 from Denver

Group Size - 10 - 20 people

Informal Statement of Interest due November 1, 2018

Commitment and \$500 Deposit due January 1, 2019

