

III • Presbytery & Unit Meetings

3.01 Location of Presbytery Meetings

There will be two stated meetings held each year. The place for each meeting shall be determined in advance by the presbytery Council. The location for meeting locations for special called meetings of presbytery shall be determined by the presbytery Council or Committee on Ministry and announced with the call to the meeting.

Council will determine meeting locations based on the following criteria:

- Availability of adequate meeting space
- Availability of video conference technology and internet access
- Availability of lodging and meal service
- Accessibility of facilities to persons with disabilities
- Significant events and celebrations in the life of congregations
- Travel and weather conditions
- Last date that presbytery met at the particular location.

3.02 Holy Communion at Presbytery Functions

Pursuant to provisions of the *Book of Order*, W-2.4012, agencies of the Presbytery of Wyoming, i.e. commissions, continuing committees, work groups and related bodies, may include the Sacrament of the Lord's Supper when deemed appropriate in their meetings, workshops, retreats and conferences under the following conditions:

- a. The presbytery stated clerk shall be informed in writing of the intention to include the Lord's Supper in connection with the specific activity at least thirty days in advance of the observance.
- b. A minister of the Word and Sacrament, who is a member of the Presbytery of Wyoming, will preside and the servers will be elders and/or deacons ordained in the Presbyterian Church (U.S.A.). In ecumenical gatherings, ministers of the Word and Sacrament in other Christian churches may be invited to participate, and servers may include persons authorized to perform such function in other Christian churches, provided that those churches represented are also partners in the ecumenical organization.
- c. A report of the observance will be sent to the presbytery stated clerk within thirty days following the event, including the name of the minister presiding.

3.04 Reimbursement of Expenses

Presbytery will reimburse the following expenses:

Presbytery Meetings

In state round trip mileage (at 14 cents per mile) and meals for commissioners and minister members, and for ruling elder members of Council, ruling elder moderators of presbytery committees, and the moderator (or vice moderator) of Presbyterian Women in the Presbytery of Wyoming.

In state round trip mileage, housing and meal expenses for ruling elder officers (Moderator, Vice Moderator, Stated Clerk, Treasurer) of the presbytery.

Meetings of Presbytery Agencies/Units

In state round trip mileage (at 14 cents per mile), housing and meal allowance for elected members of presbytery agencies/units.

In order to receive reimbursement for expenses, a voucher must be completed and receipts submitted for items over \$5.00, within sixty (60) days of incurring the expense, except for meals which will be reimbursed at the rates shown below. Authorized personnel must approve all vouchers before reimbursement is made.

The following meal allowances apply for meetings of presbytery and its units/agencies:

Maximum allowance	Restaurant	Church
Breakfast	\$4.50	\$3.50
Lunch	\$6.00	\$4.50
Dinner	\$8.00	\$6.00

When applicable, overnight accommodations will be reimbursed for moderately priced hotels/motels.

Presbytery encourages churches to include in their budgets provision for covering all non-reimbursed expenses for commissioners and other ruling elder voting members of presbytery.