

---

# **The Presbytery of Tres Rios**

**The Presbyterian Church (U.S.A.)**

---

Volume 34, Number 3

2013



**98<sup>th</sup> Stated Meeting  
Grace Presbyterian Church  
El Paso, Texas  
October 18, 2013**

**The Presbytery of Tres Rios  
Presbyterian Church (U.S.A.)  
98<sup>th</sup> Stated Meeting  
Grace Presbyterian Church  
El Paso, Texas**

**October 18, 2013**

Call to Order .....	97
Attendance .....	97
Partial Report of the Nominating Committee	
Election of Moderator .....	98
Docket .....	98
Partial Report of the Council – Omnibus Motion .....	98
Communications .....	98
Minutes Audit Task Force for June 14, 2013 .....	99
Minutes Audit Task Force for October 18, 2013 .....	99
Nominating Committee .....	99
Presentation by Rev Dan Saperstein (Synod of the Sun Co-Leader Mission and Partnership) ...	100
NFOG/VIS Report .....	100
Committee on Ministry .....	101
Divine Savior/St Andrew Administrative Commission Report.....	104
Examination of Mark Cooper Administrative Commission .....	105
Grace El Paso Administrative Commission Report.....	106
Trinity Midland Administrative Commission Report.....	106
Committee on Preparation for Ministry.....	107
Presbytery Council Report.....	107
Worship and Meetings Sub-Committee Report.....	107
Financial Services Sub-Committee Report.....	108
Treasurer’s Report .....	110
Personnel Sub-Committee Report .....	110
Committee on Mission Report.....	110
Church Development Committee .....	111
Training and Nurture Committee Report.....	112
Presbyterian Women Report.....	112
Next Meeting Site .....	112
Adjournment .....	112

**EXHIBITS**

Exhibit A – Docket .....	113
Exhibit B –By Laws and Manual of Operations .....	114
Exhibit C – Sexual Misconduct Policy and Procedures .....	162
Exhibit D –Barstow Church Property Sale .....	179
Exhibit E – Treasurer’s Report dated August 31, 2013 .....	190
Exhibit F – Presbytery Directory dated October 2013.....	195

**The Presbytery of Tres Rios  
The Presbyterian Church (U.S.A.)  
Grace Presbyterian Church  
El Paso, Texas  
October 18, 2013**

The 98<sup>th</sup> stated meeting of The Presbytery of Tres Rios, Presbyterian Church (U.S.A.) was called to order by former Moderator Rev. Rebecca Whitaker at 9:30 a.m. on October 18, 2013 with prayer. A quorum was declared present by Stated Clerk Kay Long. The presbytery then proceeded to gather for worship and communion.

Following the worship service the business portion of the presbytery meeting was reconvened with prayer at 10:45 a.m. by Rev. Rebecca Whitaker. Glenda Harbert was appointed as recording clerk by Kay Long, Stated Clerk.

Rev. Jessica Vaughn Lower (Pastor Elect) welcomed the presbytery to Grace Presbyterian Church. Seated as corresponding members were: Rev. Dan Saperstein, (Presbytery of Plains and Peaks) and Rev. Jessica Vaughan Lower (Presbytery of Santa Barbara) pastor-elect of Grace P.C., El Paso. Guests and first time commissioners were introduced;

Those in attendance were:

Teaching Elders: Don Andrews; Mary Beth Anton; Tracy Spencer-Brown; Jose Luis Casal; Lucretia Chew; Mark Cooper; Glenda Harbert; Tim Davenport-Herbst; Craig Holstedt; Cheryl Homsher; Neal Locke; Flynn Long, Jr.; Jobeth McLeod; Craig Meyer; Jim Miles; Matt Miles; Joel Moore; John Nelsen; Katherine Norvell; Bill Proctor; Jayne Ruiz; Bill Schlesinger; Carol Schlesinger; Eric Thompson; Caryn Thurman; Ed Wegele; Shannon Weisenfels; Rebecca Whitaker; Todd Wyrick.

Commissioned Ruling Elders: None

Presbytery Council Voting Members: Don Carlton (Financial Services Sub Committee); Kay Long (Stated Clerk); Joyce Sherrod (Nominating Committee); Jimmy Stevens (Treasurer).

Ruling Elder Commissioners: Nelson Sager (First, Alpine); Susan Holdstedt (First, Big Spring); Connie Ayala (Divine Savior, El Paso); Lindsey Green (First, El Paso); Bill Rose (Grace, El Paso); Diana Guerrero (St. Andrew, El Paso); John Steinberger (University, El Paso); John Meli (First, Fort Stockton); Dan Foreman, Judia Foreman, Horace Griffin, Pat Hunter (First, Midland); Roger Clark (Grace, Midland); Dennis Williams (First, Odessa); Cindy Duke (First, Pecos); Robert Hamblen, Warner Phillips (First, San Angelo); Susan Lauffer (St. Mark, San Angelo); David Cooper (St. Paul, San Angelo); Dan Calfee (First, Seminole).

Visitors: Rev. Jessica Vaughan Lower (Pastor-Elect, Grace, EP); Donna Minear (First, El Paso); George Hejtmanek (Grace, El Paso); Ted Wehmeyer, Eddie Chew, Obdulia Campbell

---

(University, El Paso); Quint Thurman (First, Marfa); Rev. Dan Saperstein (Presbytery of Plains and Peaks); Cindy Duke (Presbytery Inquirer); Jeri Vines (University, El Paso Youth Director); Dori Kay Hjalmarson (Seminary Intern, Divine Savior/St. Andrew).

Excused Teaching Elders: Lewis Allen; Cynthia Davenport-Herbst ;Patty Lane; Steve Schorr; Walter Thomson.

Excused Commissioned Ruling Elders: Bea Torres (Nazareth, San Angelo) and Ann Hurt (First, Fort Stockton)

Excused Ruling Elder Commissioners: First, Ft. Davis

Unexcused Teaching Elders: Wilma Harris; Toby Brown; Lawrence Hamrick; Amy Robinson

Unexcused Commissioned Ruling Elders: none

Unexcused Ruling Elder Commissioners: Andrews, Andrews; First, Ballinger; First, Coahoma; Faith, El Paso; First, Marfa; First, Monahans; Westminster, Odessa; Nazareth, San Angelo; (1 elder) St. Paul, San Angelo; First, Sanderson; Good Shepherd, Sonora

### **Partial Report of the Nominating Committee**

It was MOVED, SECONDED and CARRIED that Rev. Craig Meyers be elected as moderator.

### **Docket**

It was MOVED, SECONDED and CARRIED that the docket be adopted. (See Exhibit A).

### **Presbytery Council Partial Report - Omnibus Motion – Rebecca Whitaker**

All matters of information and recommendations of a routine nature were adopted.

### **Communications**

Report was presented by Stated Clerk, Kay Long.

Requests for excused absence received from Teaching Elders Lewis Allen, Cynthia Davenport-Herbst, Patty Lane, Steve Schorr, and Walter Thompson

Request for excused absence received from Commissioned Ruling Elder Bea Torres (Nazareth, San Angelo); Ann Hurt (First, Fort Stockton)

---

Request for excused absence received from Ruling Elder Commissioner of First, Fort Davis.

It was MOVED, SECONDED and CARRIED that excused absences be granted and the clerk authorized to add names if requested.

**Report of the Minutes Audit Task Force for June 14, 2013**

The minutes of the June 14, 2013 were approved as printed and distributed.

**Appointment of Minutes Audit Task Force for October 18, 2013**

Jim Miles, Tim Davenport-Herbst, Mary Beth Anton were appointed to serve on the minutes audit task force for the October 18, 2013 meeting.

**Nominating Committee**

The report was presented by Joyce Sherrod

2014 General Assembly Ruling Elder Alternate:  
David Cooper (St. Paul Church, San Angelo)

2014 General Assembly Teaching Elder Alternate:  
Matt Miles (First Church, Fort Davis)

2014 General Assembly Young Adult Advisory Delegate:  
Emily Gullick (First Church, Midland)

2014 General Assembly Young Adult Advisory Alternate:  
Katherine Mullings (First Church, El Paso)

2015 Synod Assembly Ruling Elder Commissioner:  
Judia Foreman (First Church, Midland)

2015 Synod Assembly Teaching Elder Commissioner:  
James Miles (First Church, Fort Stockton)

It was MOVED, SECONDED and CARRIED that the slate be elected.

Bernadette Coffee (Ruling Elder, St. Paul, San Angelo) was presented to be elected by the Synod Assembly at their meeting November 1 & 2, 2013, as a Racial/Ethnic At-Large Commissioner for 2014.

It was MOVED, SECONDED and CARRIED to endorse her for consideration.

**Presentation by Rev. Dan Saperstein (Synod of the Sun Co-Leader Mission and Partnership)**

**NFOG/VIS Report**

The report was presented by Tim Davenport-Herbst

- I. Matters of Information  
None
- II. Matters of Routine Nature  
None
- III. Matters for More Careful Consideration:

The NFog Viz Task Force recommends the following:

- A. That the Presbytery of Tres Rios approves the new organizational structure and the Manual of Administrative Operations as amended from the first reading to be effective February 22, 2014.

It was MOVED and CARRIED that Recommendation III.A be approved. (See Exhibit B).

- B. That all current committee and commission members' terms be extended until February 22, 2014.

It was MOVED and CARRIED that Recommendation III.B be approved

- C. That the terms of our current officers, staff, and trustees remain in effect.

It was MOVED and CARRIED that Recommendation III.C be approved

- D. As a part of the transition plan that the presbytery elect the following eight persons as a transitional Nominating Committee:

El Paso: Teaching Elder: John Nelson (University P.C.)  
Ruling Elder: Bill Rose (Grace P.C.)

Mountain: Teaching Elder: JoBeth McLeod (First, Alpine)  
Ruling Elder: Ann Hurt (First, Ft. Stockton)

Permian Basin: Teaching Elder: Steve Schorr (First, Midland)

---

**Ruling Elder: Barbara Chappell (Westminster, Odessa)**

**Concho Valley: Teaching Elder: Glenda Harbert (St. Paul, San Angelo)  
Ruling Elder: David Byrd (First, San Angelo)**

This Transitional Nominating Committee will begin working immediately to prepare a slate of persons to fill all the positions on the teams to be elected at the February 7, 2014 stated meeting. The Transitional Nominating Committee is to consider the rich diversity of presbytery including continuity with former and on-going ministry in proposing the slate.

That General Missioner, Jose Luis Casal, be appointed an advisory member and convener of the Transitional Nominating Committee, and that Kay Long, Stated Clerk provide an orientation of the new structure for the committee.

It was MOVED and CARRIED that Recommendation III.D be approved

- E. That the current Nominating Committee be dismissed at the close of the October 18<sup>th</sup> stated meeting with thanks and gratitude from the presbytery for their service and work.

It was MOVED and CARRIED that Recommendation III.E be approved

- F. That the current policies of the presbytery including those of the Committee on Ministry and Committee on Preparation for Ministry remain in place until such time as they are reviewed by the new Teams and any necessary recommendations are made and approved by presbytery.

It was MOVED and CARRIED that Recommendation III.F be approved

- G. That the Fog Viz Task Force remains in place until at least the June, 2014 presbytery meeting, to deal with transitional issues.

It was MOVED and CARRIED that Recommendation III.G be approved

### **Committee on Ministry**

The report was presented by Jim Miles

#### **I. Matters of Information**

- A. Committee on Ministry met July 11, 2013 and September 30, 2013.
- B. Committee on Ministry continues to work with vacant churches as follows:
  - First PC, Coahoma (CRE)
  - First PC, Odessa (Senior Pastor)

- 
- C. Received reports from Commissioned Ruling Elders. The next class will be Worship and Sacraments. Dates and leaders will be announced.
  - D. Kevin Keaton (Board of Pensions Liaison) will be hosting a luncheon and explanation of the plan on November 4 in El Paso and November 5 in Midland. See attached flyer for more information.
  - E. Interim contract has been approved between Craig Meyers and St Mark Presbyterian Church, San Angelo.
  - F. Committee approved a grant for Grace, Midland to help pay for a class on Grief and Loss.

## **II. Matters of a Routine Nature (actions taken on behalf of presbytery)**

That the following be admitted to record

- A. Approved permission for Sherry Holloman to labor within the bounds to conduct a funeral on July 13, 2013 at First, Odessa.
- B. Admitted to record the report and recommendations of the examinations committee for Mark Cooper (Interim Pastor, First, Odessa). As adopted by Committee on Ministry acting as an Administrative Commission. (Copies are available at the Clerks table).
- C. Approved permission for Caryn Thurman to labor outside the bounds to lead worship and serve communion at the Mission Presbytery Women's Spring Gathering.

## **III. Matters Requiring More Careful Consideration**

- A. After sharing her brief biographical statement and questions from the floor, that Jessica Vaughan Lower be received as teaching elder and pastor of Grace Presbyterian Church, El Paso, beginning September 16, 2013.

*Examination of Jessica Richelle Vaughan Lower  
For the position of Pastor, Grace Presbyterian Church, El Paso, Texas  
Examinations Sub-Committee of the Committee on Ministry  
August 5, 2013 – 2:30 p.m. First Presbyterian Church – El Paso – Pastor's Study*

*Present: Jim Miles, Moderator, COM. Pastor, First PC – Fort Stockton; Donna Minear; (COM - Member)  
Elders: John Meli (First PC - Fort Stockton); Jimmy Stevens (University PC)  
Pastors: Jayne Ruiz, Divine Savior/St. Andrews PC; Bill Schlesinger, Faith PC/Project Vida;  
Jose Luis Casal, General Missioner, Tres Rios Presbytery*

*The meeting was called to order by Chairman of the Examination Sub-Committee Jim Miles. Bill Schlesinger opened with prayer.*

*Areas of questioning were:*

*Statement of Faith – Donna Minear; Theology – Bill Schlesinger; Sacraments – Jayne Ruiz; Polity – Jimmy Stevens*

*Other members had follow-up questions in each area; the examination was conversational and much information was offered by Jessica's forthcoming, thoughtful answers to the questions asked.*

---

*Jessica was excused after all questions had been asked.*

*Actions taken as recommendations to the Committee on Ministry and then to be forwarded to Presbytery:*

*MSP - Examination be sustained*

*MSP - Terms of Call were approved*

*MSP - September 16, 2013 to be beginning date for Jessica Lower*

*MSP - Permission to move onto the field was granted*

*MSP - Lucretia Chew to be appointed as Session Moderator until Jessica Lower has been installed.*

*All votes were unanimous. Jimmy Stevens closed the meeting with prayer.*

*Respectfully submitted, Donna M. Minear - Clerk for Examination Meeting*

It was MOVED and CARRIED that Recommendation III.A be approved.

Rev. Lower then signed the Book of Obligations to be a member of Tres Rios Presbytery to serve as pastor of Grace Presbyterian Church, El Paso beginning September 16, 2013.

**B. That the following terms of call for Jessica Vaughan Lower be approved.**

Salary/Housing	48,000	4 weeks' vacation
Board of Pensions	15,840	2 weeks continuing education
Auto (reimbursable)	3,750	Moving expenses
Professional (reimbursable)		
Continuing Education (reimbursable)		

Total	67,590	
-------	--------	--

It was MOVED and CARRIED that Recommendation III.B be approved

**C. The following commission to install Jessica Vaughan Lower on November 10, 2013 at 4:30 p.m. be approved:**

Teaching Elders: John Nelson, Presiding Moderator  
Jose Louis Casal, General Missioner; Jim Miles, First - Fort Stockton; John Nelsen, University - El Paso; Carol Schlesinger, Faith - El Paso

Ruling Elders: Barbara Hejtmanek, Grace - El Paso; Donna Minear, First - El Paso; John Meli, First - Fort Stockton; Ruth Daniels, University - El Paso

It was MOVED and CARRIED that Recommendation III.C be approved

**D. That Mary Beth Anton (member of Tres Rios Presbytery) be approved to serve as Associate Pastor for Administration at First Presbyterian Church, Midland and terms of call be approved as listed below:**

Salary	13,200	4 weeks' vacation
Housing	56,800	2 weeks study leave

---

Board of Pensions	22,400
Auto/Expense allowance (reimbursable)	

Total	92,400
-------	--------

It was MOVED and CARRIED that Recommendation III.D be approved

- E.** That the following commission to install Mary Beth Anton on November 24, 2013 at 8:15 a.m. be approved:

Teaching Elders: Cheryl Homsher, Grace-Midland; Dick McFarlin (HR); Shannon Weisenfels, First-Midland; Jose Luis Casal, General Missioner and moderator of the commission;

Ruling Elders: Frances Carlton, Grace-Midland; Ernest Thomas, First-Odessa; Barbara Chappell, Westminster, Odessa; Rob Junell, First-Midland

It was MOVED and CARRIED that Recommendation III.E be approved

- F.** That the Sexual Misconduct Policy be adopted as presented.

It was MOVED and CARRIED that Recommendation III.F be approved. (See Exhibit C).

- G.** That the presbytery welcome Mark Cooper, Mary Beth Anton and Jessica Vaughan Lower and the right hand of fellowship and welcome be extended before the lunch break.

It was MOVED and CARRIED that Recommendation III.G be approved

**Report of the Administrative Commission for Divine Savior/St Andrew**

The report was presented by Jim Miles

**I. Matters of Information**

- A.** Minutes of the Administrative Commission have been filed for record.
- B.** The Administrative Commission assumed Original Jurisdiction with respect to all financial matters of Divine Savior Presbyterian Church as of August 5, 2013.
- C.** Approved Jayne Ruiz terms of call as designated pastor for Divine and St Andrew for a two year term beginning January 1, 2014. Terms of call are:

Salary	\$36,000
--------	----------

---

Manse Allowance [30% of salary]	10,800.
Board of Pensions dues [35%]	16,380.
Vacation 4 weeks	
Study leave 2 weeks	
Reimbursable	
Auto Allowance up to \$1350 by each church	
Cell Phone up to \$360 by each church	
Continuing education \$300 by each church	
 Total Package	 \$63,180

- D. Approved \$22,380 per year (from presbytery funds) for the duration of Jayne Ruiz' designated term with the recommendation that CDC and/or its successor entity be proactive in working with these two churches toward becoming self-sustaining.

It was moved / seconded/ carried that the Administrative Commission recommend to the presbytery that the Administrative Commission for Divine Savior / St. Andrews continue and that the members of the Committee on Ministry successor entity be designated as the Administrative Commission.

II. Recommendations of a Routine Nature  
None

III. Recommendations Requiring More Careful Consideration

- A. That the minutes of the August 5, 2013 and September 30, 2013 meetings of the Administrative Commission be admitted to record.

It was MOVED and CARRIED that Recommendation III.A be approved.

- B. That the Administrative Commission for Divine Savior / St. Andrews continue and that the members of the Committee on Ministry successor entity be designated as the Administrative Commission.

It was MOVED and CARRIED that Recommendation III.B be approved.

**Report of the Administrative Commission for Examination of Mark Cooper**

The report was presented by Jim Miles

I. Matters of Information

- A. That the report and recommendations of the examinations committee for Mark Cooper be approved and admitted to record.

B. That Mark Cooper was received from the Presbytery of New Covenant.

II. Recommendation of a Routine Nature  
None

III. Recommendations Requiring More Careful Consideration

A. That the minutes of the July 11, 2013 meeting of the Administrative Commission be admitted to record.

It was MOVED and CARRIED that Recommendation III.A be approved

B. That the commission, having completed its work be dissolved with thanks.

It was MOVED and CARRIED that Recommendation III.B be approved.

**Report of the Administrative Commission for Grace Presbyterian Church, El Paso**

The report was presented by Jim Miles

I. Matters of Information  
None

II. Recommendations of a Routine Nature  
None

III . Recommendations Requiring More Careful Consideration

A. That any additional minutes or documents be filed with presbytery.

It was MOVED and CARRIED that Recommendation III.A be approved.

B. That the Merger/Grace El Paso Administrative commission, having completed its work, be dissolved with thanks.

It was MOVED and CARRIED that Recommendation III.B be approved.

C. That any additional matters that might arise be referred to the appropriate presbytery committee or successor structure.

It was MOVED and CARRIED that Recommendation III.C be approved.

**Report of the Administrative Commission for Trinity Presbyterian Church, Midland**

---

Report was presented by Glenda Harbert, moderator and received as information.

### **Committee on Preparations for Ministry**

The report was presented by Katherine Norvell

#### **I. MATTERS OF INFORMATION**

- A. Had annual consultation with Inquirer Suzanne Gullick with recommendation that her status as Inquirer continue. Suzanne will begin process for application for Candidate. Suzanne is participating in the Dubuque Seminary's Distance Master of Divinity Program.
- B. Annual consultation is pending for Inquirer Lauren Heare and is anticipated to be completed this fall.
- C. Teaching Elders Tracy Spencer-Brown, Andrews, and Wilma Harris, 1<sup>st</sup> Ballinger, and Ruling Elder, Bart Teeter, St. Paul, San Angelo and Teaching Elder, Katherine Norvell, Minister-at-Large, alternate, were appointed as Ordination Exam Readers by action of Presbytery at its June 13, 2013 meeting. These names were forwarded to the Presbyteries' Cooperative Committee on Ordination Exams.
- D. Committee on Preparation for Ministry is developing transition documents for the Ministries Team in the new Presbytery structure in response to the request from the FOG-VIZ Task Force

### **Presbytery Council**

The report was presented by Craig Meyers

- I. Matters of Information
  - A. Session minutes for Grace, Midland were read and approved with exception.
  - B. Session minutes for First, Fort Davis were read and approved without exception.

### **Report of the Worship Subcommittee**

Report was presented by Kay Long

- I. Matters of Information
  - A. At its regular meeting on September 12, 2013, the Worship and Meetings Sub Committee finalized plans for the October 18, 2013 stated meeting of presbytery. Details of the presbytery meeting are as follows:
    - Host – Grace Presbyterian Church – El Paso
    - Theme – “Signals of Grace”

- Scripture: Matthew 11:28-30
  - Guest preacher: Cheryl Homsher
  - Registration: begins at 8:30 a.m.
  - New Commissioner Training: 9:00 a.m.
  - Worship & Presbytery meeting: begins at 9:30
  - Worship Leaders – Teaching Elders: Cheryl Homsher - Grace, Midland; Jessica Vaughn-Lower (Pastor-elect) – Grace, El Paso; Bill Proctor – First, San Angelo; - Ruling Elders: Obdulia Campbell - University, El Paso; Donna Crafton - Grace, El Paso; Susan Lauffer - St. Mark, San Angelo.
  - Lunch: Provided by Grace Presbyterian, cost TBA in presbytery packet.
  - Hospitality – Candlewood Suites Hotel– Thursday, October 17th, 5 – 8 p.m.
  - Housing – information to be included in the meeting packet.
- B. The committee approved the request from the Fog Viz Task Force that the Winter Stated Meeting be held February 7, 2014 and recommended to Council for action:
- Host – First Presbyterian, Fort Stockton
  - Theme – “All Things New”
  - Scripture: Revelation 21:1-8
  - Guest preacher: - TBA
  - Worship/Communion Leaders: TBA
- C. The committee reviewed and approved the docket of the October 18, 2013 meeting to be recommended to Council for action.

**II. Matters of Routine Nature**  
None

**III. Matters Requiring More Careful Consideration**

- A. That the Presbytery approves that the Lord’s Supper be authorized to be served at all Youth Task Force events, and Presbyterian Women’s gatherings in 2014. This motion was granted.

It was MOVED and CARRIED that Recommendation III.A be approved

**Financial Services Subcommittee**

The report was presented by Don Carlton

**I. Matters of Information**

- 
- A. Received from the Presbyterian Church Investment and Loan Program notification that the loan for Grace, Midland had been paid off.
  - B. Received copies of the financial report for Project Vida.
  - C. Received a request from St Mark Presbyterian Church in San Angelo requesting that the next call for the Builders Fellowship be issued to them in order to make repairs to plumbing problems in the church.
  - D. Committee has received an offer on the Barstow Church. Revisions have been made to the contract and returned to the potential buyers.
  - E. New computers have been purchased and installed for the presbytery office staff.
  - F. Video conferencing task force has met. Suggestion was made to investigate the possibility of using video conference equipment at local colleges.
  - G. Presbytery financial review for 2012 has been completed and copies of the review are available.
  - H. Committee reviewed the Treasurer's Report and Church Contribution Report dated August 31, 2013.
  - I. Committee reviewed the investment report of the presbytery and approved the following policy:

The overall mix between equity, fixed income investments, alternative investments and cash equivalents (either checking or money market accounts) should be reviewed at least twice each year. This will be done by an Investment Committee within the Missional Resource Team of presbytery. This investment committee shall consist of at least two members of the Missional Resource Team plus the presbytery treasurer and shall report its recommendation to Missional Resources. That team will then make a recommendation as to the investment allocation for approval by presbytery, if required. It shall be the responsibility of the Presbytery Treasurer to administer these accounts based on established policy.

Current recommendations are as follows:

Equity Investments	58-65%
Fixed Income Investments	22-28%
Alternative Investments	10-15%
Cash and money markets	0-1%

- J. Committee received a request from the session of First Presbyterian Church in Seminole on behalf of its members representing the Seagraves Chapel to transfer ownership of the chapel. Committee will continue to investigate this request.
- II. Matters on Information  
None
- III. Matters Requiring More Careful Consideration
  - A. That the presbytery accept the offer of Aldolfo and Sandra Muniz to purchase the Barstow Church Property. Cash sale price is \$15,000. (See Exhibit D).

---

*Legal Description of property: Lots 1-10, Block 51, Original Barstow Addition, City of Barstow, County of Ward, Texas, known as Corner of Barstow Ave and Concho 79719.*

It was MOVED and CARRIED that Recommendation III.A be approved. (See Exhibit D).

- B. That the presbytery trustees be authorized to execute the necessary documents for the sale and conveying the deed to the property.

It was MOVED and CARRIED that Recommendation III.B be approved.

### **Treasurers Report**

The report dated August 30, 2013 was presented by Jimmy Stevens and received as information. (See Exhibit E).

### **Personnel Subcommittee**

#### **I. Matters of Information**

Annual evaluations forms for the General Missioner, Jose Luis Casal and Administrative Assistant, Theresa Wright were sent out over the summer. Over 80 evaluations were sent, but we received only 11 back. Although it was disappointing that few were returned, those that were submitted were very thoughtful and informative. The personnel committee wishes to express our gratitude to those who did respond, you made it possible for us to complete our task. For those concerned with confidentiality, confidences were maintained and all the evaluation forms were destroyed once the committee finished with its evaluation. The personnel committee met on October 11, 2013 to discuss the results of the evaluation with both Jose Luis and Theresa.

### **Mission Committee Report**

The report was presented by John Nelsen.

#### **I. Matters of Information**

- A. The committee heard reports from the various mission projects of the presbytery.
- B. Uruguay Mission Trip will be held March 7-15, 2014.

- 
- C. Mission Worker Offering was received on September 8<sup>th</sup>. The 2013 recipient was Sarah Hencken. The recipient for the Mission Worker Fund for 2014 will be Kurt and Hyeyoung Esslinger (Young Adult Volunteer Coordinator in South Korea)
- D. Colombia Mission Trip is scheduled for November 30-December 7, 2013 with 9 confirmed participants.

### **Committee on Church Development Report**

The report was presented by Craig Holstedt

The Church Development Committee met on September 10, 2013 at the Tres Rios Presbytery office. The bulk of the meeting was rather generic, consisting mostly of some housekeeping issues and responding to a request from the FOG-VIS team for information concerning what functions, tasks, funds, relationships, or events ought to be carried forward into the new committee structure of Tres Rios Presbytery.

#### **Housekeeping Issues:**

- El Paso, Grace — The congregation has called a new pastor to be approved by the presbytery in October.
- El Paso, Divine Savior/St. Andrew — Received a request for support grant, which after discussion was referred to the Administrative Commission dealing with these congregations.
- Odessa, Westminster — About to begin second module of “New Initiatives” program.
- Odessa, First — An interim pastor began working with the congregation in June, “New Initiatives” seems to be set aside for the present time.
- Seminole, First — Very busy. Has now hosted three Job fairs resulting in a total of 60-70 hirings.
- Andrews, First — Set to begin “New Initiatives” with Stan Wood.
- Midland, Grace — Has begun the “New Beginnings” program.
- Pecos, First — Declined the “New Initiatives” program and is considering the “New Beginnings” program.
- Big Spring, First — Set to begin the “New Beginnings” program in November.
- San Angelo, St. Marks — Began a six month interim with Rev. Craig Meyer in July.
- Reviewed work of Stan Wood, consultant for New Initiatives — Summer work load light, a few coaching calls and working on Evangelism Seminar for Mountain Cluster in Alpine, October 12<sup>th</sup>, and Mission -Shaped Seminar in October with Seminole.
- Reviewed list of churches not yet contacted about “New Initiatives” Program.
- Approved extending the Mission Insite contract for one year (Cost \$1,406).

#### **What From CDC Needs to Be Continued and Reviewed in Future Presbytery Structure.**

- Administration of The Church Development Fund needs to be continued
- Administration of The Small Church Fund needs to be continued
- Administration of The Second Harvest Fund Needs to be continued

- 
- The contract with Mission Insite needs to be continued
  - The contract with Stan Woods needs to be reviewed
  - The financial support of San Angelo, Nazareth needs to be reviewed

The last meeting of the Church Development Committee of Tres Rios Presbytery is scheduled for Tuesday, January 14, 2014, at 6:00 pm., in the offices of Tres Rios Presbytery.

### **Committee on Training and Nurture Report**

The report was presented by Horace Griffin

#### **I. Matters of Information**

- A. TRYC Youth Event will be held at Prude Ranch on January 31 – February 2, 2014.
- B. 33 youth and adult sponsors participated in the Synod Youth Workshop held during the summer.
- C. 27 youth and adult sponsors participated in the Presbyterian Youth Triennium held during the summer. This included one Global Youth Delegate.
- D. Cheryl Truskowski was elected as the committee representative for the presbytery youth task force.
- E. The committee approved the following policy: that all arrangements regarding youth work in the presbytery be handled by the presbytery staff.

Mark Cooper, interim pastor at First, Odessa, spoke about a storytelling workshop he will be conducting on January 25, 2014 at First, Odessa.

### **Report of the Presbyterian Women**

No report.

### **Next Meeting Site**

The 99<sup>th</sup> Stated Meeting of the Presbytery of Tres Rios will be held on February 7, 2014 at First Presbyterian Church in Fort Stockton, Texas. The Presbytery extended thanks for Grace, El Paso's hospitality.

### **Adjournment**

There being no further business the meeting was adjourned at 11:53 p.m. MST with prayer by Glenda Harbert.

Respectfully Submitted,

Kay Long, Stated Clerk

**Exhibit A**  
**Presbytery Docket**  
**98<sup>th</sup> Stated Meeting**  
**October 18, 2013**

**“Signals of Grace”**  
**Grace Presbyterian Church**  
**El Paso, Texas**

**Friday, October 18, 2013**

8:30 a.m.	Registration	
9:00 a.m.	New Commissioner Orientation led by	Rebecca Whitaker and Kay Long
9:30 a.m.	Call to Order, introduction of special guests, worship and communion	Rebecca Whitaker
Partial Report of the Nominating Committee - Election of Moderator		Joyce Sherrod
Welcome from the host church		Jessica Vaughn Lower
Welcome guests - corresponding members		Craig Meyers
Adoption of the Docket		Craig Meyers
Omnibus Motion		Bobbie Duncan
Communications		Kay Long
Minutes Audit Task Force Report for June 14, 2013 meeting		
Election of Minutes Audit Task Force for October 18, 2013 meeting		
Nominating Committee Report		Joyce Sherrod
Dan Saperstein – Synod of the Sun Executive		
NFOG/VIS Task Force Report		Tim Davenport-Herbst
Committee on Ministry		Jim Miles
Divine Savior/St Andrew Administrative Commission Report		Jim Miles
Grace El Paso Administrative Commission Report		Jim Miles
Trinity Midland Administrative Commission Report		Glenda Harbert
Committee on Preparation for Ministry		Katherine Norvell
Presbytery Council Report		Craig Meyers
Worship Sub-Committee		Kay Long
Financial Services Sub-Committee		Don Carlton
Treasurer’s Report		Jimmy Stevens
Personnel Committee		Patty Lane
Committee on Mission		John Nelsen
Committee on Training and Nurture		Horace Griffin
Committee on Church Development		Craig Holstedt
Next Meeting		
Adjournment		

Exhibit B

**BYLAWS  
AND  
MANUAL OF ADMINISTRATIVE OPERATIONS**



**PRESBYTERY OF TRES RIOS  
PRESBYTERIAN CHURCH (U.S.A.)**

**[Adapted to conform to the new Form of Government  
adopted by PCUSA, 2011:Effective 7-11-2011]**

**Intentionally left blank**

## TABLE OF CONTENTS

<b>BYLAWS .....</b>	<b>2-4</b>
<b>MANUAL OF ADMINISTRATIVE OPERATIONS.....</b>	<b>5-41</b>
Mandate, Purpose, Method of Amendment, and Numbering System.....	5
<b>PRESBYTERY OF TRES RIOS (General Organization) .....</b>	<b>6-22</b>
Section 1   Introduction and Relationship Chart.....	6-7
Section 2   Officers, Trustees, Staff and Regional Groupings.....	8-13
Section 3   Stated Meetings of Presbytery .....	14-16
Section 4   Teams, Task Forces, and Commissions.....	17-19
Section 5   Presbytery Temporary Committees.....	20
Section 6   Permanent Teams.....	21-22
 <b>TEAMS AND COMMISSIONS PRESCRIBED BY THE CONSTITUTION</b>	
Section 7   Permanent Judicial Commission.....	23-24
Section 8   Missional Nominations and Representation Team.....	25-26
 <b>TEAM FOR ADMINISTRATION AND OPERATIONS</b>	
Section 9   Missional Resource Team .....	27-30
 <b>TEAMS TO CONNECT, NURTURE AND REACH OUT IN MISSION</b>	
Section 10   Missional Networking Team.....	31-32
Section 11   Missional Nurturing Team .....	33-34
Section 12   Missional Ministries Team .....	35-38
Section 13   Missional Outreach Team .....	39-40
 <b>ORGANIZATIONS OF THE PRESBYTERY</b>	
Section 14   Presbyterian Women of the Presbytery of Tres Rios.....	41
 <b>APPENDIX</b>	

**Intentionally left blank**

## PRESBYTERY OF TRES RIOS BYLAWS

First reading of revised Bylaws February 22, 2013. Second reading June 14, 2013.  
Bylaws Adopted at June 14, 2013 Stated Meeting and Effective June 14, 2013.

### ARTICLE I. NAME

The name of this presbytery is: The Presbytery of Tres Rios of the Presbyterian Church (U.S.A.). It is a council of the Synod of the Sun and the Presbyterian Church (U.S.A.)

### ARTICLE II. PURPOSE

The Presbytery of Tres Rios shall exercise all of the rights, responsibilities, and authorities assigned to the presbyteries in the *Book of Order* and all other rights, responsibilities, and authorities granted by the Bylaws and the Manual of Administrative Operations not inconsistent with the *Book of Order*. This presbytery shall be missional and guided by the following mission statement:

***"God calls and empowers the Presbytery of Tres Rios in our worship and work to invite, encourage and challenge all we encounter to seek what God is doing in the world and join God there".***

### ARTICLE III. BOUNDARIES

The geographical area of the Presbytery of Tres Rios includes the following counties in the State of Texas, U.S.A.: Andrews, Brewster, Coke, Concho, Crane, Crockett, Culberson, Ector, El Paso, Gaines, Jeff Davis, Glasscock, Howard, Hudspeth, Irion, Loving, Martin, Midland, Pecos, Presidio, Reagan, Reeves, Runnels, Schleicher, Sterling, Sutton, Terrell, Tom Green, Upton, Ward, and Winkler.

### ARTICLE IV. CONSTITUTION

The Constitution of the Presbytery of Tres Rios shall consist of the *Book of Confessions* (Part I) and the *Book of Order* (Part II) of the Presbyterian Church (U.S.A.).

### ARTICLE V INCORPORATION

The Presbytery of Tres Rios of the Presbyterian Church (U.S.A.) has been organized under the Texas Non-Profit Corporation Act exclusively for charitable, religious, and benevolent purposes under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future tax code. The management of the affairs of the corporation is vested in its members. The duties and responsibilities usually vested in officers of a non-profit organization are hereby vested in the presbytery.

The corporation's principal office is located at 1201 W. Wall, Midland, Texas 79701. The corporation will maintain a registered office and registered agent in Texas. The registered office may, but need not, be identical with the corporation's principal office in Texas, and the presbytery may change the registered office and agent as permitted in the Texas Non-Profit Corporation Act.

## **ARTICLE VI - TRUSTEES**

Three trustees shall be elected by presbytery for a three year term in annual classes. One trustee shall be elected annually at a stated meeting. Trustees may succeed themselves. One trustee shall be the stated clerk, and one trustee shall be an attorney-at-law. Only teaching and ruling elders who are at least 18 years of age shall be eligible to be elected as trustees.

The trustees, as directed by presbytery, shall receive, hold, encumber, manage and transfer property and facilitate the management of its civil affairs according to the constitution of the church and the laws of the State of Texas.

## **ARTICLE VII - ALL PROPERTY HELD IN TRUST**

All property of the Corporation, both real and personal, is held in trust for the use and benefit of the Presbyterian Church (U.S.A.) as per the *Book of Order*.

## **ARTICLE VIII. MEMBERS**

The members of the Presbytery of Tres Rios shall be: all the congregations and teaching elders of the Presbyterian Church (U.S.A.) within its boundaries. When the presbytery meets, each church shall be represented by one or more ruling elder(s) commissioned by each session as allowed by the PC (U.S.A.) Constitution, and determined by the presbytery. In addition, the following persons shall be enrolled as voting members of the presbytery:

- A. All ruling elders who are chairs of their permanent teams or permanent commissions shall be enrolled as members for the tenure of their office;
- B. All ruling elders who are elected moderator or moderator-elect of presbytery, stated clerk, treasurer, general missionary and the PW moderator.
- C. All certified Christian educators;
- D. Those commissioned ruling elders who by virtue of their commission are given voice and vote at presbytery meetings.

## **ARTICLE IX. PRESBYTERY OFFICERS**

There shall be a general missionary, moderator, stated clerk, and treasurer as officers of the presbytery.

## **ARTICLE X. MEETINGS AND QUORUM**

Presbytery shall meet at least twice per year as required by the *Book of Order* and may call special meetings as necessary in accordance with the Manual of Administrative Operations. A quorum for stated meetings shall be: four (4) teaching elders who are members of presbytery; and four (4) ruling elder commissioners from four (4) different congregations. Presbytery shall only meet as a constituted body in a specific location and only those members physically present shall vote. Each stated meeting shall include worship with the celebration of the Lord's Supper. Both ecclesiastical and corporate business may be conducted at the same meeting.

The presbytery shall use the most current addition of *Roberts Rules of Order Newly Revised* except where the Manual of Administrative Operations or the Constitution of the church shall provide otherwise.

## **ARTICLE XI. ELECTIONS AND TERMS OF OFFICE**

Presbytery shall elect officers, *trustees* and new classes, fill vacancies to its permanent and required teams and commissions, elect commissioners to upper councils at a stated meeting each year upon nominations by the proper group in accordance with the Manual of Administrative Operations.

## **ARTICLE XII. PRESBYTERY STRUCTURE**

All necessary business of the presbytery as defined by the *Book of Order* shall be accomplished through the work of teams, task forces and commissions as described in the Manual of Administrative Operations. They shall meet as required by the Manual of Administrative Operations including meeting and voting electronically. Commissions may be appointed by presbytery for specific purposes authorized by the presbytery.

## **ARTICLE XIII. PERMANENT JUDICIAL COMMISSION**

The Permanent Judicial Commission (PJC) shall be established as provided in the *Book of Order*, and shall have all the rights, responsibilities, and powers designated in the Rules of Discipline. The commission shall consist of nine teaching and ruling elders, in as near equal numbers as possible. Members shall be elected for three year staggered terms. The PJC shall be accountable to the stated clerk of presbytery only for transmission of its decisions to the presbytery.

## **ARTICLE XIV. FISCAL YEAR**

The fiscal year of the Presbytery of Tres Rios will be January 1 through December 31.

## **ARTICLE XV. AMENDMENTS TO THE BYLAWS**

Proposed amendments to the Bylaws shall be sent to the stated clerk at presbytery office for distribution at least four weeks before a stated meeting of the presbytery. The stated clerk shall include the proposed amendment in the report to the presbytery and may include an opinion.

If its consideration is approved by a majority of those present, it shall be docketed for the next stated meeting of the presbytery. If, at the second reading, the recommendation is passed by a majority, it shall become effective at that time.

## **ARTICLE XVI. MANUAL OF ADMINISTRATIVE OPERATIONS**

A Manual of Administrative Operations shall be established that outlines rules and policies for administration of internal organizational operating procedures and interrelationships of the presbytery while in session and between meetings. The Manual of Operations supplements the By-Laws and may be suspended in whole or in part for the duration of a session as stipulated in the Manual of Operations.

*Intentionally left blank*



## PRESBYTERY OF TRES RIOS

### MANUAL OF ADMINISTRATIVE OPERATIONS

First reading of revised Manual of Administrative Operations June 14, 2013. Second reading October 18, 2013. Adopted at \_\_\_\_ Stated Meeting and Effective \_\_\_\_.

#### MANDATE

*The Book of Order* states that each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council. The provisions of this Manual of Administrative Operations are subordinate to the Bylaws of the Presbytery of Tres Rios and to the *Book of Order* of the Constitution of the Presbyterian Church (U.S.A.).

#### PURPOSE

Mission determines the forms and structures needed for the church to do its work. Administration is the process by which the presbytery implements its decisions, and enables the church to give effective witness in the world to God's new creation in Jesus Christ and strengthens the church's witness to the mission of the triune God.

This Manual of Administrative Operations establishes the rules for the interrelationships of the presbytery's various *ordered ministries* and agencies and for its internal operating procedures.

#### METHOD OF AMENDMENT

This Manual of Administrative Operations may be amended by a two-thirds vote of present voting members at a meeting of the Missional Networking Team. The action shall be reported at the immediately following stated presbytery meeting. Said action may be reviewed, affirmed or removed by a simple majority of present voting members of the presbytery. Presbytery may also amend this Manual of Administrative Operations by a simple majority. Amendments may originate with a team, member of presbytery or the session of a particular church.

The Manual of Administrative Operations may be suspended in whole or in part for the duration of the session of that meeting.

#### NUMBERING SYSTEM IN THE MANUAL

The decimal numbering system in the left-hand column of this Manual, beginning with Section 4, will indicate the subjects as follows: .1 – Area of Responsibility; .2 – Membership; .3 – Quorum; .4 – Duties and Functions; .5 – Meetings; .6 – Finances; .7 – Reports; .8 – Relationships; and .9 – Special Committees, Officers, or Other Provisions

## SECTION 1

### INTRODUCTION

#### Presbytery Mission Statement

***"God calls and empowers the Presbytery of Tres Rios in our worship and work to invite, encourage and challenge all we encounter to seek what God is doing in the world and join God there".***

#### Presbytery Vision Statement

**We are a community called by God continually seeking to JOIN and CONNECT with each other by NURTURING those within and REACHING beyond.**

**JOIN** God's mission in the world serving in love, justice and peace.

**CONNECT** with one another and the universal Church in community: Identify and pursue opportunities to enhance the connections and corporate life of Tres Rios Presbytery, developing means of communication that foster collegiality and trust, and strengthen relationships among member congregations. This new sense of connection opens us to new visions and dreams as the Spirit leads.

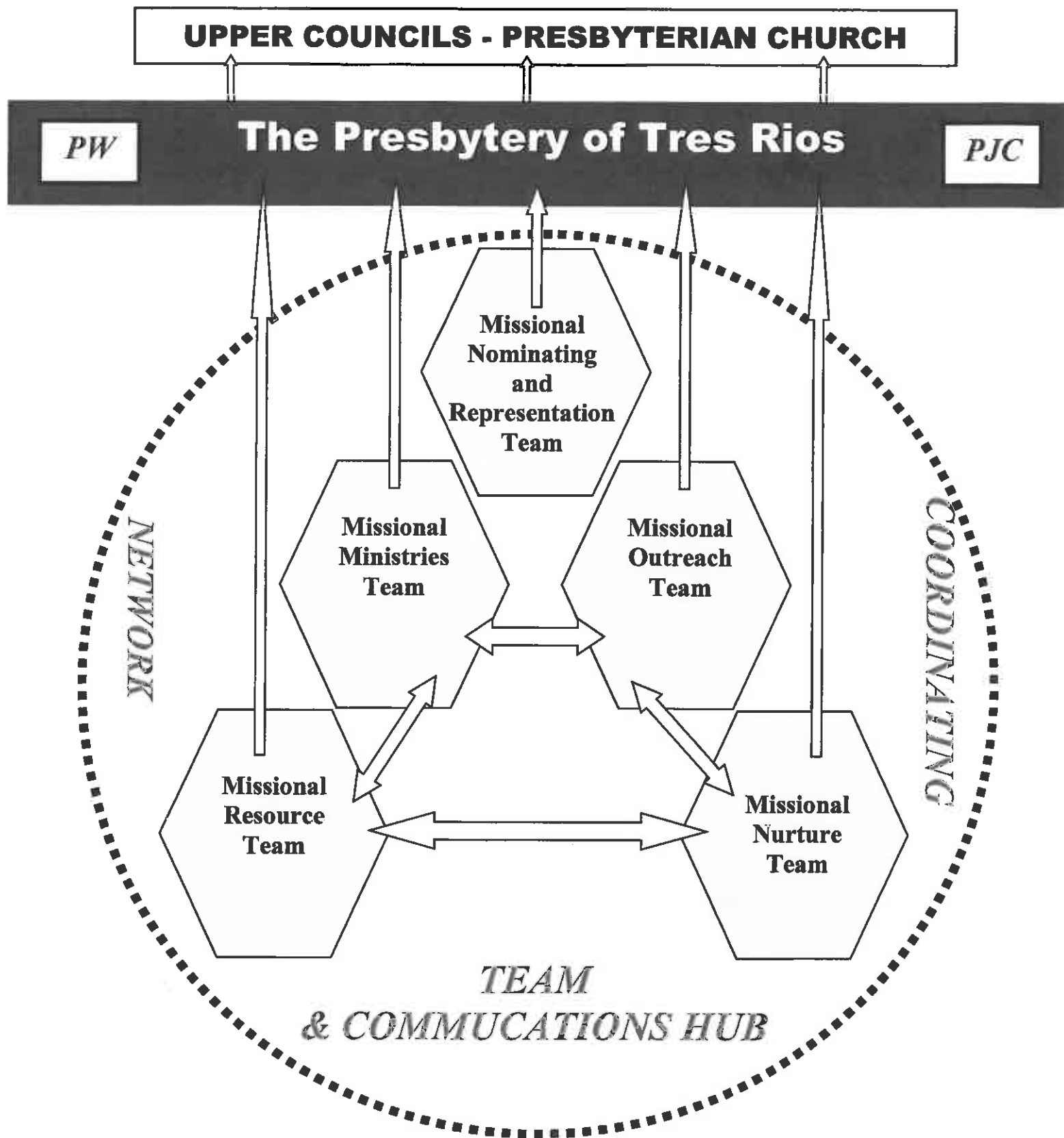
**NURTURE** and equip congregations and leaders for ministry and mission:

- Support those who carry out ministry, education, and mission in the presbytery and its member congregations.
- Provide consistent and effective leadership both lay and ordained and continue to strive for spiritual maturity through persistent and continuous prayer while practicing spiritual discernment that is rooted in worship.
- Provide resources, training and support to equip the presbytery's congregations for ministry, including a process by which the presbytery regularly involves sessions in conversations aimed at helping clarify their own ministry and mission. Provide faithful attention to the needs and status of smaller churches working in partnership with those congregations, and responding to each unique situation with sensitivity, compassion and creativity.

**REACH** beyond ourselves by maintaining and/or establishing relations with ecumenical, international and covenant partners as well as in fostering new worshipping communities.

#### Organizational Essentials

- Collegial trust grounded in covenantal living into vision and values
- Commitment to guarantee full representation and participation in our worship, governance and emerging life to all persons within our membership regardless of race, ethnicity, age, sex, disability, geography, or theological conviction
- Frequent, clear communication
- Flexibility, resiliency, openness to creativity and emerging possibilities



## SECTION 2

### OFFICERS, TRUSTEES, STAFF AND REGIONAL GROUPINGS

#### I. MODERATOR

##### A. Area of Responsibility

The moderator is the presiding officer at the meetings of the presbytery as prescribed in the constitution and has all authority necessary for the preservation of order and for the proper conduct of all business before the presbytery.

##### B. Duties and Functions

The moderator shall fulfill all the provisions of office as specified in *Book of Order*.

The moderator shall preside at all meetings of the presbytery, and shall be a member of the Missional Networking Team.

The moderator shall attend an orientation and training session with the moderator-elect and all team and task force chairs as per Section 6.9.

##### C. Election

The moderator shall be elected at each fall stated meeting of presbytery from the members of the presbytery and shall serve until a successor is elected. The Missional Nominations and Representation Team shall nominate the moderator.

##### D. Finance

Expenses as budgeted shall be paid by presbytery.

#### II. MODERATOR-ELECT

##### A. Area of Responsibility

The moderator-elect will fulfill all the duties and functions of the office of moderator in the absence of the moderator.

##### B. Duties and Functions

The moderator-elect shall attend all meetings of the presbytery, and shall be a member of the Missional Networking Team.

The moderator-elect shall attend an orientation and training session with the moderator and all team and task force chairs as per Section 6.9.

##### C. Election

The moderator-elect shall be elected at each fall stated meeting of presbytery and shall be elected the moderator the following year. The moderator-elect shall serve until a successor is elected. The Missional Nominations and Representation Team shall nominate the moderator-elect.

**D. Finance**

Expenses as budgeted shall be paid by presbytery.

**III. STATED CLERK****A. Area of Responsibility**

The stated clerk shall perform those duties and functions prescribed in the *Book of Order*.

**B. Duties and Functions**

The stated clerk shall:

1. Record the transactions of the council, keep its rolls of membership and attendance, maintain any required registers, preserve its records, and furnish extracts from them when required by another council of the church.
2. Serve as parliamentarian for meetings of the presbytery.
3. Serve as a trustee and secretary of the corporation.
4. Attend all stated and special meetings of the presbytery.
5. Relate to upper councils and other agencies of the PCUSA.
6. Serve as a member of the Missional Networking Team, and as an advisory member of the Missional Resource Team.
7. Responsible for the preparation of the docket for all meetings, and the presentation of the docket and Omnibus motion to presbytery for adoption.

**C. Election**

A stated clerk shall be elected by the presbytery at a stated meeting for a term of three years. The stated clerk shall be eligible for re-election. The Missional Nominations and Representation Team shall nominate the stated clerk.

Should a vacancy occur during the term of office, the moderator shall appoint an interim stated clerk, until such time as a new stated clerk is elected upon nomination by the Missional Nominations and Representation Team.

**D. Finance**

Expenses as budgeted shall be paid by presbytery.

**E. Reports**

The stated clerk shall annually report to presbytery, and as necessity dictates..

**IV. RECORDING CLERK**

The stated clerk may appoint recording clerk(s) as needed at the meetings of presbytery.

## **V. TREASURER**

### **A. Area of Responsibility**

The treasurer shall receive all contributions and disburse funds according to the direction of presbytery. The treasurer shall be bonded.

### **B. Duties and Functions**

The treasurer shall:

1. Prepare financial reports for each stated meeting of the presbytery, and annually report on the previous year's finances at a stated meeting of presbytery.
2. Administer the financial transactions of presbytery according to the adopted budget and any specific actions of presbytery. Remit the benevolences and per capita funds from local churches to the upper councils and agencies.
3. Assist the Finance & Stewardship Task Force in the preparation of the annual budget of presbytery.
4. Attend all stated meetings of the presbytery, and as required at special meetings.
5. Serve as a member of the Missional Networking Team, and an advisory member of the Missional Resource Team.

### **C. Election**

The treasurer shall be elected by presbytery at a stated meeting for a term of three years. The treasurer shall be eligible for reelection. The Missional Nominations and Representation Team shall nominate the treasurer.

Should a vacancy occur during the term of office, the moderator shall appoint an interim treasurer, until such time as a new treasurer is elected upon nomination by the Missional Nominations and Representation Team.

### **D. Finance**

Expenses as budgeted shall be paid by presbytery.

### **E. Reports**

The treasurer shall report annually to presbytery, and as necessity dictates.

## **VI. STAFF**

### **A. Position Description for the General Missioner:**

The responsibilities of the general missioner shall be:

1. Be present in the congregations and mission fields of the presbytery to listen carefully, share the good news and help them understand and interpret their identity and mission.

2. Assist the presbytery in creating new models of ministries in light of the cultural, spiritual and physical realities of presbytery and initiating processes for meeting them.
3. Assist the presbytery in examining its structure and the implementation of the long range planning.
4. Foster shared ministry with adjoining presbyteries.
5. Encourage communications and cooperation between and among congregations/pastors.
6. Serve as executive of the presbytery, head of staff and foster collegiality among staff.
7. Resource the presbytery teams and committees as needed, with special emphasis on working with the Missional Ministries Team when churches are seeking ministerial leadership.
8. Lead presbytery through new ways of meeting, worship and fellowship.
9. Attend General Assembly, Synod Executive Forum, and other approved denominational and ecumenical gatherings in order to help interpret the work of the wider church.
10. Assist the presbytery in developing and encouraging enthusiasm and zeal for the work of the church.
11. Serve as a member of the Missional Networking Team, and an advisory member of the other teams, task forces, and commissions of the presbytery.

## **B. Annual Evaluation**

The general missionary shall receive an annual evaluation of progress, performance, and compensation by the Missional Resource Team. A major evaluation shall be conducted every four years. A representative of the next inclusive governing body shall be invited to participate in this major evaluation.

## **C. Election**

The presbytery shall elect a general missionary who shall be the executive of the presbytery. The general missionary shall be nominated by a search committee elected by the presbytery. The term of office shall be four years and is subject to renewal at the end of each four years. If the general missionary is a ruling elder, both vote and privilege of the floor at all meetings of presbytery shall be granted for term of office.

## **E. OTHER PROFESSIONAL STAFF**

Presbytery may call or employ other professional staff as needed on a full or part-time basis in accordance with the provisions of the *Book of Order*. In the case of teaching elders, a call shall be properly executed through the Missional Ministries Team. In the case of joint staff, calls shall be executed by both the presbytery and the local church or other calling agency. All calls issued by the presbytery shall be accompanied by job descriptions which shall be included in this section of the manual.

## **F. REVIEW OF ALL STAFF**

The Missional Resource Team shall annually review the performance, terms of call and/or compensation of all staff. The terms of elected/employed staff, general missionary, stated clerk and treasurer, may be terminated before completion by a vote of presbytery for cause upon recommendation of the Missional Resource Team in accordance with presbytery personnel policies.

# **VII. TRUSTEES**

## **A. Area of Responsibility**

The trustees, as directed by presbytery, shall receive, hold, encumber, manage and transfer property, and facilitate the management of its civil affairs according to the constitution of the church in *Book of Order*, and the laws of the State of Texas.

## **B. Duties and Functions**

1. The trustees, as directed by presbytery, shall receive, hold, encumber, manage and transfer property and facilitate the management of its civil affairs according to the constitution of the church and the laws of the State of Texas.
2. They shall serve as directors of the corporation. One member shall be designated the president, and the stated clerk shall be designated the secretary of the corporation.

## **C. Election**

Three trustees shall be elected by presbytery for a three year term in annual classes. One trustee shall be elected at each fall stated meeting. Trustees may succeed themselves. The stated clerk shall be one of the trustees and one trustee shall be an attorney-at-law.

## **D. Meetings**

The trustees shall meet at least annually and may use electronic means of meeting and voting as per Section 6.5.

## **E. Finance**

Expenses shall be paid by presbytery.

## **F. Reports**

The trustees shall annually report to presbytery, and as necessity dictates.

## VIII. REGIONAL GROUPINGS OF PRESBYTERY

Regional groupings shall be as follows:

Group 1 El Paso Cluster	Shall include El Paso and Hudspeth Counties. Churches have been established in El Paso.
Group 2 Permian Basin Cluster	Shall include Andrews, Crane, Ector, Gaines, Glasscock, Howard, Loving, Martin, Midland, Reagan, Upton, Ward, and Winkler Counties. Churches have been established in Andrews, Big Spring, Coahoma, Monahans, Midland, Odessa, and Seminole.
Group 3 Mountain Cluster	Shall include Brewster, Culberson, Jeff Davis, Pecos, Presidio, Reeves, and Terrell Counties. Churches have been established in Alpine, Fort Davis, Ft. Stockton, Marfa, Pecos, and Sanderson.
Group 4 Concho Valley Cluster	Shall include Coke, Concho, Crockett, Irion, Runnels, Schleicher, Sterling, Sutton and Tom Green Counties. Churches have been established in Ballinger, San Angelo, and Sonora.

## SECTION 3

### STATED MEETINGS OF PRESBYTERY

#### I. AREA OF RESPONSIBILITY

The responsibilities of the presbytery are delineated in the *Book of Order* of the Presbyterian Church (U.S.A.).

#### II. MEMBERSHIP

The presbytery consists of all the teaching elders and churches within its bounds. Each church shall be represented by a ruling elder, commissioned by the church session in accordance with the provisions of the *Book of Order*. The stated clerk will annually recommend any adjustments in Ruling Elder commissioner representation as required by the *Book of Order*. Sessions are strongly encouraged to elect commissioners and alternates for an annual term. Churches with membership over 500 shall be represented as follows:

501 - 1000	- 2 elders
1001 - 1500	- 3 elders
1501 - 2000	- 4 elders
2001 +	- 5 elders

The chairs of presbytery's permanent teams, and commissions, the moderator, the moderator-elect, the general missionary, the stated clerk and the treasurer shall be ex-officio members of presbytery for the tenure of their office, if they are not ordained teaching elders. All commissioned ruling elders, certified Christian educators, and the Presbyterian Women's moderator who are ruling elders from congregations within the presbytery shall have voice and vote at presbytery gatherings.

All ruling elders who are ex-officio members, or granted voice and vote at presbytery meetings shall be counted as ruling elders for the purpose of the teaching/ruling elder parity.

#### III. ATTENDANCE AT STATED MEETINGS

Attendance at stated meetings of presbytery shall be required for every teaching elder, every commissioned ruling elder and certified Christian educator along with ruling elders commissioned by sessions of presbytery's congregations. Honorably retired teaching elders, and those who are in service outside the bounds of presbytery, are not required to attend, but are encouraged to attend and participate in the mission of the presbytery as they are able.

A request for excused absence, including clear indication of the reason for making the request, shall be communicated to the stated clerk by telephone, mail, email, or fax no later than 24 hours following the meeting for which the request is being made. A valid excuse for departing a meeting prior to adjournment must be given to the stated clerk.

#### **IV. QUORUM**

A quorum shall constitute four teaching elders belonging to the presbytery, and four ruling elders, representing four different churches, meeting at the time and place appointed as per Article X of the Bylaws.

#### **V. PARLIAMENTARY AUTHORITY**

The presbytery shall use the most current edition of *Robert's Rules of Order Newly Revised* except where this manual or the constitution of the church shall provide otherwise.

#### **VI. ELECTION OF OFFICERS, TRUSTEES, AND STAFF**

Presbytery shall elect officers and new classes, and fill vacancies to its permanent and required teams and commissions personnel at the fall stated meeting upon nominations by the Missional Nominations and Representation Team. Officers and new team classes shall take office upon adjournment of the fall stated meeting at which time previous terms shall end.

Presbytery shall elect staff members as stipulated in Section 2.VI.

#### **VII. DOCKET OF PRESBYTERY**

The docket of presbytery shall be prepared by the stated clerk and presented to the presbytery for adoption.

#### **VIII. MEETINGS**

Presbytery shall meet at least twice per year, or at the direction of synod as required by the *Book of Order*, and may call special meetings as necessary. Each stated meeting shall be opened and closed with prayer, include worship with the celebration of the Lord's Supper, and will ordinarily be preceded by training for new commissioners, provided by the moderator, moderator-elect and stated clerk. Both ecclesiastical and corporate business may be conducted at the same meeting.

The Missional Networking Team will propose locations for the following year's stated meetings to the final stated presbytery meeting of the year for adoption. Meeting dates, times, locations, themes, special presentations and speakers shall be determined by the Missional Networking Team.

The moderator shall preside at all meetings. If absent or unable to preside, the moderator-elect will preside; if the moderator-elect is absent or unable, then, in order, the most immediate past moderators will preside.

Presbytery meeting packets will be sent by U.S. Mail, sent electronically, or posted on the presbytery website no less than two weeks in advance of the meeting and shall serve as public notice.

Special meetings of presbytery may be held when necessary. The moderator or the stated clerk shall call a special meeting at the request, or with the concurrence of three teaching elders, and three ruling elders all being from different churches. Notice of such meeting shall be sent electronically or by US Mail not less than 10 days in advance to the moderator and clerk of session of every church and to all other teaching elder-members of the presbytery and ruling elders who are members by virtue of office. The notice shall set the purpose of the meeting, and no other business shall be transacted. The quorum shall be the same as a stated meeting.

#### **IX. ELECTRONIC MEETINGS**

A principle of Presbyterian Government is that *"decisions shall be reached in governing bodies by vote, following opportunity for discussion, and a majority shall govern"* as per the *Book of Order*. Electronic meetings of the presbytery shall not be permitted, and presbytery shall only meet as a constituted body in a specific location.

#### **X. VOTING**

Only members/commissioners of the presbytery (members of the presbytery meeting/session as identified in the above Section II of this manual) physically present shall vote. No proxy votes shall be permitted.

#### **XI. OMNIBUS MOTION**

The Omnibus Motion is intended to dispatch items of information and routine recommendations expeditiously in order to allow greater time for reflection on more serious matters. Any member of the presbytery may request that any item be extracted from the Omnibus Motion. When so requested the moderator shall exclude such item without debate and that item will be docketed for the appropriate time.

#### **XII. APPROVAL OF MINUTES**

Minutes shall be read by a minutes audit task force and approved by presbytery.

#### **XIII. CORRESPONDING MEMBERS AND VISITORS**

Corresponding members and visitors who are granted privilege of the floor may speak at meetings of presbytery without a vote.

#### **XIV. ADJOURNMENT**

Presbytery shall adjourn following prayer and a declaration of adjournment by the moderator, in the following words:

"The Presbytery of Tres Rios is adjourned on the \_\_\_\_\_ day of its session at \_\_\_\_\_ (city and state), at \_\_\_\_\_ (hour of day), \_\_\_\_\_ (date), to meet at \_\_\_\_\_ (date and hour) at \_\_\_\_\_ (city and place)." The pronouncement shall be followed by a benediction.

## **SECTION 4**

### **TEAMS, TASK FORCES, COMMISSIONS AND SPECIAL COMMITTEES**

#### **4.1 AREA OF RESPONSIBILITY**

Presbytery work between stated meetings shall be done by permanent or temporary teams, commissions elected by the presbytery, and any task forces appointed by the teams.

#### **4.2 MEMBERSHIP**

- Members of teams and commissions shall be elected by the presbytery or appointed by the moderator with the approval of the presbytery. Members of administrative commissions shall be composed of teaching and ruling elders in numbers as nearly equal as possible and sufficient to accomplish their work.

Teams may appoint members to permanent or temporary task forces in order to accomplish their tasks and goals. Task force members do not need to be members of the team which appoints the task force.

Temporary teams may be appointed by the presbytery. Temporary committees may be appointed by the moderator.

#### **CATEGORIES OF ADVISORY MEMBERSHIP**

Any team, task force or commission may have advisory personnel for specific issues and during a specific term. There are two categories of advisory personnel:

Ex-officio members – Are members of the body by virtue of their office and have the privilege of the floor and vote.

Advisory members – Are members of the body by virtue of their expertise and have the privilege of the floor without vote.

Teams, committees and commissions, may co-opt as many advisory personnel as they choose.

#### **4.3 QUORUM**

The quorum of any team, task force or commission shall be a majority of its members. The advisory personnel are not part of the quorum.

#### **4.4 DUTIES AND FUNCTIONS**

##### **Permanent Teams:**

Shall be as designated in the Manual of Operations.

##### **Task Forces:**

Shall be designated by the appointing team, or the presbytery.

##### **Permanent Commissions:**

The Permanent Judicial Commission shall be as defined by the *Book of Order*

##### **Administrative Commission functions of the Missional Ministries Team:**

Duties and functions shall be as defined by Section 12.4.P of this Manual.

##### **Administrative Commissions:**

The scope of an administrative commission powers and restrictions on those powers shall be stated specifically by the presbytery. A commission may be assigned additional duties as a committee, which duties shall be reported and handled as the report of a committee. The presbytery may rescind or amend an action of its administrative commission in the same way actions of the presbytery are modified.

#### **4.5 MEETINGS**

Team, task forces, and commissions will evaluate and establish the number of meetings needed to do their work, and on call of the chair. Business may be conducted via telephone or electronic media and voting permitted as per Section 6.5.

Temporary committees shall meet on call of the chair. Normally, the chair will set meetings following consultation with the moderator.

#### **4.6 FINANCES**

Expenses as budgeted shall be paid by presbytery.

#### **4.7 REPORTS**

Teams shall report their activities and those of their appointed task forces as necessary, but shall report at least annually to presbytery.

Commissions shall report directly to presbytery. The decisions of an administrative commission shall be reported to the stated clerk of presbytery, who shall report it to the presbytery at its next stated meeting.

Temporary committees shall report to the presbytery during the meeting at which they are appointed.

#### **4.8 RELATIONSHIPS**

Teams, commissions, and temporary committees shall be directly accountable to the presbytery.

Task forces are accountable to the team responsible for their creation.

#### **4.9 SPECIAL COMMITTEES**

An Investigating Committee may be appointed in accordance with the *Book of Order*, whenever its existence is necessary to investigate a written statement of an alleged offense, filed under the auspices of the Disciplinary Chapters of the *Book of Order*. The Committee will consist of three to five members, and will be created by the moderator, general missionary, and stated clerk.

A Committee of Counsel of no more than three persons shall be appointed by the moderator of presbytery, general missionary, and stated clerk when necessary.

## **SECTION 5**

### **PRESBYTERY TEMPORARY COMMITTEES**

#### **5.1 AREA OF RESPONSIBILITY**

Temporary committees necessary for the effective functioning of the meeting of presbytery shall be appointed by the moderator for the duration of that particular meeting, unless otherwise designated in the Bylaws and Manual of Administrative Operations. Ordinarily, this committee would be a Committee on Bills, Resolutions and Overtures.

#### **5.2 MEMBERSHIP**

Membership of temporary committees shall consist of teaching and ruling elders who are commissioners to the meeting of presbytery. Size of the committee shall be determined by the moderator. The moderator shall designate the chair. The moderator shall fill any vacancy on a committee as necessary.

#### **5.3 QUORUM**

A quorum shall be a majority of the members.

#### **5.4 DUTIES AND FUNCTIONS**

Duties and functions of these temporary committees shall ordinarily be given to the appointed chair by the moderator or as directed by presbytery following the appointment of the committee.

#### **5.5 MEETINGS**

Temporary committees shall meet on call of the chair. Normally, the chair will set meetings following consultation with the moderator.

#### **5.6 FINANCES**

Expenses as budgeted shall be paid by presbytery.

#### **5.7 REPORTS**

Temporary committees shall report at the meeting at which they are appointed.

#### **5.8 RELATIONSHIPS**

Temporary committees shall be directly accountable to the presbytery.

## **SECTION 6**

### **PERMANENT TEAMS**

#### **6.1 AREA OF RESPONSIBILITY**

The permanent teams shall be the Missional Nominations and Representation Team, Missional Resource Team, Missional Networking Team, Missional Nurture Team, Missional Ministries Team, and Missional Outreach Team. Permanent teams elected by the presbytery shall perform the duties and functions as designated at their formation.

#### **6.2 MEMBERSHIP**

Membership of permanent teams shall be designated at the formation of such team. Changes to the structure, size and purpose of such teams must be approved by presbytery.

The term of office for all permanent teams shall be three years and shall consist of three classes, unless otherwise provided for in the Manual of Administrative Operations. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. They are eligible to be elected to another team or task force. Members shall assume office upon election.

Two consecutive unexcused absences from two consecutive meetings constitute an automatic resignation. This automatic resignation will be reported to the proper body so that the vacancy can be filled. Some teams may have higher attendance requirements.

#### **6.3 QUORUM**

A quorum shall be a majority of the members.

#### **6.4 DUTIES AND FUNCTIONS**

Duties and functions of permanent teams are as assigned in the Manual of Administrative Operations. Each team shall develop a handbook that outlines process and policies specific to their functions. Handbooks and policies shall be added to the Manual of Administrative Operations under the appropriate Appendixes.

#### **6.5 MEETINGS**

Each team shall have its first meeting as early as feasible, but not later than six weeks after the fall presbytery meeting, utilizing the meeting for orientation, planning and caring for its normal business.

Each team shall elect its chair and clerk at its first meeting after the fall meeting of presbytery. The chair from the past team shall serve as chair/convener until the new chair is elected.

The teams will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Meeting dates shall be cleared with presbytery's office.

Members are expected to be responsible for keeping sensitive team discussion items confidential.

Teams, task forces or commissions may participate in, hold a meeting, conduct business, and vote by means of:

- A. Conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other; or
- B. Another suitable electronic communications system, including videoconferencing technology; or
- C. The Internet, only if:
  - 1. Each member entitled to participate in the meeting consents to the meeting being held by means of that system; and
  - 2. The system provides access to the meeting in a manner or using a method by which each member participating in the meeting can communicate concurrently with each other participate.

Voting by email ballot shall be permitted after an agreed upon time period for discussion is observed, and the actions taken shall be validated at the next regular meeting of the team or commission.

Participation in a meeting pursuant to the above shall constitute presence in person at such meeting.

Teams and task forces are encouraged to divide into subgroups as needed for timely and efficient conduct of business. Task Forces shall be composed of members of the teams under which they operate. Additional members may be added if needed. The chair of each team or task force shall be responsible for arranging with the general missionary for staffing needs.

Teams and task forces are encouraged to form joint task groups, where appropriate, to take advantage of the expertise of their memberships in evaluating opportunities and needs for accomplishing their work.

## **6.6 FINANCES**

Expenses of each team and task force shall be paid as budgeted by presbytery.

## **6.7 REPORTS**

Teams will report as necessary, and shall annually report to presbytery.

## **6.8 RELATIONSHIPS**

Teams shall be directly accountable to the presbytery. The work of the teams and task forces are related to each other and the congregations through the mission and vision of the presbytery.

## **6.9 ANNUAL ORIENTATION AND TRAINING**

All team and task force chairs, the moderator and moderator-elect shall attend an annual orientation and training session. This training will include a brief class on parliamentary procedure, a review of the Manual of Administrative Operations, a review of the budget process and any other concerns related to the effective operation of the presbytery. The general missionary, treasurer and stated clerk will be responsible for conducting the orientation and training session.

## SECTION 7

### PERMANENT JUDICIAL COMMISSION

#### 7.1 AREA OF RESPONSIBILITY

The Permanent Judicial Commission (PJC) of the Presbytery of Tres Rios (U.S.A.) shall perform for the presbytery those functions described in the *Book of Order*.

#### 7.2 MEMBERSHIP

The Permanent Judicial Commission shall consist of nine (9) teaching and ruling elders, in as near equal numbers as possible. No two elders may be from the same church. Members shall be elected for three year staggered terms.

The term of each member shall be six years; elected in three classes of **three each**. Members shall assume office upon election. No person having served on the Permanent Judicial Commission for a full term of six years shall be eligible for reelection until four years shall have elapsed..

##### **Roster of Former Members**

The stated clerk of the presbytery shall keep a current roster of those members of the Permanent Judicial Commission whose terms have expired within the past six years. The names shall be arranged alphabetically within classes beginning with the most recent class. Whenever the Permanent Judicial Commission reports its inability to obtain a quorum, the stated clerk shall immediately select, by rotation from that roster, a sufficient number of former members of the Permanent Judicial Commission to constitute a quorum. The stated clerk shall report the roster annually to the presbytery.

#### 7.3 QUORUM

A quorum shall consist of a majority of the members permitted to participate. When a case or appeal involves a church, the members of the commission who are members of that church shall not participate in the hearing, trial or discussion of such case on appeal. If a quorum cannot be achieved, the provisions of the *Book of Order* shall be followed.

#### 7.4 DUTIES AND FUNCTIONS

The Permanent Judicial Commission shall perform the duties required by the constitution of the church in remedial or disciplinary cases transmitted to it by the presbytery.

#### 7.5 MEETINGS

The meetings of the commission shall be held at such times and places as the presbytery shall direct, or, if no directions are given, then at such times and places as the commission shall determine. The moderator or stated clerk shall convene the commission until it is organized. It shall meet at least biannually for organizational and training purposes.

- A. The organizational meeting of the Permanent Judicial Commission should be scheduled following the fall meeting of presbytery.
- B. Arrangements for training should be made through the Office of the Stated Clerk of presbytery.

#### **7.6 FINANCES**

Expenses as budgeted shall be paid by the presbytery.

#### **7.7 REPORTS**

Decisions of the Permanent Judicial Commission shall be transmitted to the stated clerk who shall report the decision and enter the full decision in the minutes of presbytery.

#### **7.8 RELATIONSHIPS**

The decision of the Permanent Judicial Commission sitting in any case shall from the time of its report, be held to be the final judgment of the presbytery. The presbytery shall take no further action after transmitting a case to the commission.

#### **7.9 OFFICERS**

Each permanent judicial commission shall meet and elect from its members a moderator and a clerk.

## SECTION 8

### MISSIONAL NOMINATIONS AND REPRESENTATION TEAM

**MISSION STATEMENT:** *To promote the church's commitment to inclusiveness and representation in the nomination and election of persons to serve the presbytery, and to review and make recommendations to the presbytery for implementing these goals.*

#### 8.1 AREA OF RESPONSIBILITY

The Missional Nominations and Representation Team shall nominate to presbytery persons needed to fill positions on permanent teams and committees, and persons to represent the presbytery on any other bodies to which the presbytery sends commissioners, faithfully discerning the call of God and considering the full diversity of the people of God.

#### 8.2 MEMBERSHIP

- A. The Missional Networking Team shall propose six (6) names for the Missional Nominating and Representation Team representing the four clusters of the presbytery upon implementation of the plan with the chair being elected by the team.

The elected members shall be divided into three annual classes of two each. The membership shall consist of two teaching elders, two laymen and two laywomen. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. The most immediate previous and available chair of the team shall convene the team to elect its chair and clerk. The general missionary shall be an advisory member of this team.

- B. Each year thereafter, the Missional Networking Team shall nominate the incoming class at the fall stated meeting of presbytery.
- C. Nominations may be made from the floor with the consent of the nominee having been previously obtained.

#### 8.3 QUORUM

A quorum shall be a majority of the members.

#### 8.4 DUTIES AND FUNCTIONS

The team shall guide its work as described below and with any additional directions from the presbytery. Duties and functions shall be:

- A. Report to the presbytery annually its compliance with the goals of diversity and inclusiveness.
- B. Nominate to presbytery at the fall stated meeting all persons necessary to carry out the provisions of the Bylaws and Manual of Administrative Operations and any constitutional requirements. An objective of the team shall be to maintain parity of laypersons and teaching elders in nomination of personnel for all teams when possible.

- C. Consult with appropriate bodies including but not limited to the permanent teams and commissions regarding nominations.
- D. Receive and give serious consideration to recommendations from any team for replacement of vacancies. The moderator of presbytery shall declare any vacancy when the person elected or appointed is unable to serve. Vacancies shall be filled by the moderator of the presbytery in consultation with the Missional Nominations and Representation Team, and reported at the next stated meeting.
- E. Nominate commissioners and delegates to synod and General Assembly including first and second alternates. It shall nominate teaching and ruling elders as readers of standard ordination examinations in consultation with the Missional Ministries Team.
- F. Inform potential nominees of needed commitment of time, responsibilities, before selection.

Presbytery may request the Missional Nominations and Representation Team to make nominations for other positions if needed.

## **8.5 MEETINGS**

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting permitted as per Section 6.5 above.

## **8.6 FINANCES**

Expenses as budgeted shall be paid by presbytery.

## **8.7 REPORTS**

The team shall report nominations as necessary to presbytery, and shall annually report its findings and recommendations on representation to presbytery and upper councils.

## **8.8 RELATIONSHIPS**

The team shall be directly accountable to presbytery. It shall be in close working relationships with the other teams of the presbytery, and with all congregations of the presbytery.

## SECTION 9

### MISSIONAL RESOURCE TEAM

**MISSION STATEMENT:** *To assure the competent, transparent, equitable distribution and accounting of presbytery's financial and other resources; the efficient administration of the operating systems of presbytery; the pastoral care of presbytery staff, with concern with equal employment opportunity, fair employment practices, personnel policies, and the annual review of the adequacy of compensation for all staff; the review of property matters; and the review of session records.*

#### 9.1 AREA OF RESPONSIBILITY

The Missional Resource Team shall be responsible for the administrative functions of the presbytery. Their work may be accomplished through task forces that will be responsible for the fiscal operations of the presbytery, matters relating to personnel, property, and the review of session records. Any such task forces shall perform these functions in accordance with policies approved by the presbytery and presented to presbytery.

#### 9.2 MEMBERSHIP

Membership of this team shall be twelve (12) elected members. The elected members shall be divided into three annual classes of four each. The term of office shall be three years. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. They shall elect a chair and clerk from among their members. The general missionary, treasurer and stated clerk will be advisory members of the team.

#### 9.3 QUORUM

A quorum shall be a majority of the members.

#### 9.4 DUTIES AND FUNCTIONS

A. In matters relating to finances, facilities, investments, and budget preparation:

1. Support and assist the treasurer as may be necessary in performance of the duties of that office.
2. Prepare and propose to the presbytery at the fall stated meeting of presbytery an asking budget for presbytery's consideration. In the preparation of this budget the team shall receive proposals, projections, and recommendations from the permanent teams and commissions of the presbytery related to their plans and mission objectives. This budget shall be presented to the fall stated meeting of the presbytery so as to elicit the support of the churches. They shall submit a revised budget at the winter stated meeting reflecting the response of the churches.
3. Provide general oversight of the administration of the presbytery's office.

4. Determine the financial implications and feasibility of all requests for funds from the presbytery that exceed the budget. And shall provide to the presbytery its recommendation as to the financial aspects thereof. The team should be a resource to other teams, task forces and commissions regarding financial matters.
5. Receive all applications for loans or grants from presbytery's restricted and designated funds. Investigate the worthiness of each proposal and make a recommendation to the presbytery.
6. Oversee all investments, endowments and designated funds of the presbytery. Recommend to presbytery, such policies for the arrangements and use of these funds as are useful and prudent. Propose to presbytery such measures as may be necessary or useful to increase or enhance these funds.
7. Oversee expenditures and receipts for the Hollingsworth Builders Fellowship Fund and make recommendations to presbytery for the issuance of "calls" for contributions to this operation.
8. Recommend to presbytery all capital expenditures for presbytery property in excess of budgeted amounts and must authorize any changes in the use or numbers of designated funds to be approved at the next stated meeting after proposed.
9. Be responsible for contracting with an independent accounting firm for an annual financial review, examination, or audit as may be required, and report the results annually to the presbytery as per the *Book of Order*. A full review or audit shall be conducted upon the resignation or departure of the treasurer or general missionary.
10. Be responsible for obtaining property and liability insurance coverage to protect it facilities, programs, staff, and elected and appointed officers, and shall annually report to presbytery on the insurance coverage as per the *Book of Order*.
11. Be responsible for the administration of the Presbytery Receiving Agency which shall receive, deposit and remit all funds which may be forwarded to it at the direction of the sessions of the Presbytery of Tres Rios. An annual review of the Agency shall be conducted by a firm selected by the task force as described in Section 9.4.A.9 above.
12. Evaluate the annual session review of each church's financial reports and procedures.

**B. In stewardship matters**

Work with individual congregations and the presbytery as a whole to promote mission interpretation and giving and stewardship.

C. In personnel matters:

1. Create the instruments to evaluate the performance of presbytery's staff, and will communicate the results of evaluations to the presbytery.
2. Encourage professional growth and development for all staff members.
3. Recommend to the presbytery changes in terms of call or employment.
4. Assist the general missionary as needed in the review of office personnel.
5. Act as a support group for all staff.
6. Recommend Personnel Policies, and position descriptions for all staff to the presbytery and advise sessions on these matters when requested.
7. Propose to the creation of new positions or termination of current positions. No personnel position shall be established or terminated without a recommendation from the Missional Resource Team. The Missional Resource Team shall submit these recommendations to the presbytery for final decision.

D. In property matters:

1. Review requests to "sell, mortgage or otherwise encumber" or to lease the real property of churches, and shall make a recommendation to presbytery regarding these requests. The sale of real property used for the purpose of worship requires the vote of Tres Rios Presbytery itself.
2. Review request to mortgage church property in order to remodel existing facilities or to build new facilities.
3. Review requests to finance manses.
4. Review requests for presbytery or higher governing bodies to fund or guarantee loans regarding property.
5. Monitor and oversee the financial conditions of loans co-signed by the presbytery.
6. Serve as liaison for all church building plans that require presbytery approval or that involve presbytery or higher governing bodies funding. Review such plans to see that they include physical access for persons with special needs. Report all findings and recommendations to presbytery.

E. In the review of session records and the Manual of Administrative Operations:

1. Review annually the minutes and proceedings of each congregation and its session.
2. Review the Manual of Administrative Operations when necessary.

**9.5 MEETINGS**

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting as per Section 6.5.

**9.6 FINANCES**

Expenses as budgeted shall be paid by presbytery.

**9.7 REPORTS**

The team will report as necessary and shall report at least annually to presbytery.)

**9.8 RELATIONSHIPS**

The team shall be directly accountable to presbytery. It shall be in close working relationships with the other teams of the presbytery, and with all congregations of the presbytery.

## SECTION 10

### MISSIONAL NETWORKING TEAM

**MISSION STATEMENT and VISION:** *To connect the teams and task forces of the presbytery with its congregations, focusing and acting on its vision and values, to ensure a more communal presbytery culture: open, creative and flexible.*

#### 10.1 AREA OF RESPONSIBILITY

Coordinates actions and projects, acts as a permanent discerning group to renew and redirect the life and work of the presbytery; and communications hub for congregations, teams and beyond. The Missional Networking Team shall nominate the members of the Missional Nominations and Representation Team, and will be responsible for the planning and overseeing of presbytery meetings and worship services.

#### 10.2 MEMBERSHIP

The Missional Networking Team shall consist of eleven (11) members; the chairs of the Missional Ministries, Nurturing, Outreach, Nominations and Representation, and Resource Teams, the moderator of Presbyterian Women, the presbytery moderator, moderator-elect, general missionary, stated clerk, and treasurer. They shall elect a chair from among their members yearly on a rotational basis. The team may appoint task forces and co-opt additional advisory members as needed to accomplish the work of the team.

#### 10.3 QUORUM

A quorum shall be a majority of the members.

#### 10.4 DUTIES AND FUNCTIONS

- A. Provide guidance and coordination for missional teams and other groups, with the primary goal of ensuring that presbytery's Mission statement and Vision remain at the center of its life together.
- B. Act as a communication hub for congregations and presbytery. The team will develop/utilize technology to connect congregations/people.
- C. Act as an on-going discernment group.
- D. Nominate the members of the Missional Nominations and Representation Team upon implementation of the new presbytery structure plan, and thereafter, nominate the incoming class of the Missional Nominations and Representation Team at the fall stated meeting of presbytery.
- E. Make recommendations regarding presbytery meeting dates, times, locations, structure, themes, guest speakers, and worship leaders.
- F. Make recommendations annually to presbytery for the observance of the Lord's Supper at presbytery meetings and sponsored events.

**10.5 MEETINGS**

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting as per Section 6.5.

**10.6 FINANCES**

Expenses as budgeted shall be paid by presbytery.

**10.7 REPORTS**

The team will report ideas received or developed as necessary and shall report at least annually to presbytery.

**10.8 RELATIONSHIPS**

This is a facilitating network providing avenues for communication and coordination of presbytery's teams and task forces. It shall be in close working relationship with the other missional teams, and with all congregations of the presbytery.

## SECTION 11

### MISSIONAL NURTURING TEAM

**MISSION STATEMENT:** *To continually develop innovative and creative programs, events, and opportunities that will nurture and educate leaders and congregations.*

#### 11.1 AREA OF RESPONSIBILITY

The team is responsible for developing and providing resources for the life of the local congregations, education, program and facilities of local congregations. It shall also serve as liaison between the presbytery and any organizational groups within the presbytery. The team may choose to assign particular functions to task forces.

#### 11.2 MEMBERSHIP

The team shall consist of nine (9) members, divided into three equal classes of **three each**. The term of office shall be for three years. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. The team will elect a chair and clerk from among its members. The general missionary shall be an advisory member of the team.

#### 11.3 QUORUM

A quorum shall be a majority of the members.

#### 11.4 DUTIES AND FUNCTIONS

Duties and functions will be:

- A. Provide resources and training opportunities, based on geographical needs. Subjects may include, but are not limited to:

Church Officers	Clerks of Session	Church Treasurers
Moderators	Teachers	Youth Workers

- B. Develop materials and provide enriching training opportunities and/or consultative services for local churches in response to communicated needs and interest, and introduce new areas of study from the larger church. Subjects may include, but are not limited to:

Christian Education	Evangelism	Stewardship
Spiritual Growth	Worship	Small Church Ministry
Multi-Cultural Ministries	Child Protection Policies	

- C. Connect and support the specialized needs of various groups and/or clusters of congregations within the presbytery.

- D. Appoint task forces to assist them in developing materials, providing training opportunities, and the planning and coordinating presbytery-wide or geographically based events.

- E. Develop and implement youth and young adult programs, ministries, and events. They may appoint task forces to assist them in accomplishing these goals.
- F. Develop a presbytery wide gifts/talent resource list.

#### **11.5 MEETINGS**

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting as per Section 6.5.

#### **11.6 FINANCES**

Expenses as budgeted shall be paid by presbytery.

#### **11.7 REPORTS**

The team will report as necessary and shall report at least annually to presbytery.

#### **11.8 RELATIONSHIPS**

The team shall be directly accountable to presbytery. It shall be in close working relationships with the other teams of the presbytery, and with all congregations of the presbytery.

## SECTION 12

### MISSIONAL MINISTRIES TEAM

**MISSION STATEMENT:** *To serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, certified Christian educators, and facilitate the relations between the presbytery and its congregations. To guide, nurture and oversee those seeking to become a teaching elder.*

#### 12.1 AREA OF RESPONSIBILITY

The Missional Ministries Team shall fulfill the constitutional requirements of the *Book of Order*, serving as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service and certified Christian educators of the presbytery; facilitating the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and settling difficulties on behalf of the presbytery where possible and expedient. The team shall also guide, nurture and oversee the process of preparing individuals to become a teaching elder.

The Missional Ministries Team shall serve as an administrative commission of presbytery for the purpose of: (1) ordaining and installing teaching elders and commissioning ruling elders to particular pastoral service, (2) approving terms of calls and contracts; and, (3) examining and receiving teaching elders by transfer from other presbyteries for the purpose of accepting valid calls to ministry in Tres Rios Presbytery.

#### 12.2 MEMBERSHIP

The team shall consist of twelve (12) presbyters, equal numbers of teaching and ruling elders, divided into three equal classes of four each. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. The team shall elect a chair and clerk from among its members. The general missionary shall be an advisory member of the team.

Three absences within one year by a member of the team shall be considered the equivalent of a resignation, and shall be reported to the Missional Nominations and Representations Team so that the vacancy can be filled.

#### 12.3 QUORUM

A quorum shall be a majority of the members.

#### 12.4 DUTIES AND FUNCTIONS

Duties and functions of the team shall be:

- A. Open to communication at all times with teaching elders, commissioned ruling elders, inquirers and candidates, certified Christian educators, and church sessions.
- B. Develop and maintain a Handbook of Policies and Procedures to guide them in their responsibilities, and may look to other councils for information and assistance in the matter of pastoral relations.

- C. Maintain relations with each teaching elder and session of the presbytery. They shall report to the presbytery annually the type of work in which each teaching elder of the presbytery is engaged. They shall require an annual report from every teaching elder performing work which is not under the jurisdiction of the presbytery or a higher governing body of the church.
- D. Recommend to presbytery annually the minimum compensation standards for pastoral calls and certified Christian educators and certified associate Christian educators, and report to presbytery all changes in compensation.
- E. Counsel with churches regarding calls for permanent or temporary pastoral relations, visiting and counseling with every committee elected to nominate a pastor, co-pastor, designated pastor, interim pastor, parish associate pastor or stated supply. They shall advise the committee regarding the merits, availability and suitability of any candidate or teaching elder whose name is contemplated for nomination to the congregation and shall have the privilege of suggesting names to the committee. No call to a permanent pastoral relationship shall be in order for consideration by the congregation unless the pastor nominating committee has received and considered the Missional Ministries Teams' counsel and received their approval before action is taken to issue a call.

Counsel with sessions regarding stated supplies, temporary supplies or interim pastors when a church is without a pastor, and they shall provide lists of pastors and qualified laypersons to supply vacant pulpits.

In the case of a church receiving aid in supporting a pastor, they shall confer with both the church and that agency of presbytery charged with arranging such aid before they shall recommend to the presbytery that a call to such a church be placed in the hands of a teaching elder. The proper agency of the presbytery shall present to the committee a statement of the presbytery's anticipated support of a pastor, which shall be attached to the call of the church.

- F. Encourage the implementation of equal opportunity employment for teaching elders and candidates without regard to race, ethnicity, age, sex, disability, geography, or theological conviction. In the case of each call, they shall report to the presbytery the steps in the implementation taken by the calling group.
- G. Check thoroughly the references of all teaching elders, and candidates/inquirers for admission to the rolls of presbytery. Such checks shall always inquire into candidate's criminal background including any history of sexual misconduct. Written references shall be filed in the permanent records of presbytery.
- H. Welcome and orient to its history, life and work all teaching elders new to the presbytery.
- I. Oversee all phases of the process of those preparing to become a teaching elder; from inquiry to enrollment as a candidate through ordination in accordance with the requirements of the *Book of Order*.
- J. Responsible for the training and oversight of commissioned ruling elders and those seeking to be eligible for commissioning.

- K. Serve as an instrument of presbytery for promoting the peace and harmony of the churches, especially in regard to matters arising out of the relations between teaching elders and churches. Their purpose shall be to mediate differences and reconcile persons, to the end that the difficulties may be corrected by the session of the church if possible, that the welfare of the particular church may be strengthened, that the unity of the Body of Christ may be manifest.
- L. Exercise wise discretion in determining when to take cognizance of information concerning difficulties within a church, proceeding with the following steps: They may:
  - 1. Take the initiative to bring the information which has come to it to the attention of the session of the church involved, counseling with the session as to the appropriate actions to be taken in correcting the reported difficulties.
  - 2. Offer its help as a mediator in case the session either finds itself unable to settle the problems peaceably or takes no steps toward settlement.
  - 3. Act to correct the difficulties if requested to do so by the parties concerned, or if this authority is granted by the presbytery for the specific case. When so doing, the team shall always hold hearings which afford procedural safeguards as in cases of process, following the procedures outlined in the Rules of Discipline.
- M. Exercise pastoral care and oversight of retired pastors and spouses and their continued work in the presbytery, and pastoral care of non-ordained church professionals.
- N. Responsible for the pension and benefits programs for the presbytery.
- O. Responsible for the Sexual Misconduct Policy of the presbytery, and any Standards of Ethical Conduct policies regarding teaching and commissioned ruling elders. They may appoint a task force to assist them in accomplishing this work.
- P. The Missional Ministries Team is empowered by presbytery to act as an administrative commission for the following purposes:

All actions taken as an administrative commission shall be reported at the next stated meeting of presbytery.

- 1. Receive teaching elders and candidates as members of presbytery upon satisfactory examination, approve terms of call, grant permission to move on the field, and name a commission representative of the presbytery to ordain and/or install candidates and teaching elders. The actions performed on behalf of presbytery must be reported at the next stated meeting with proper introduction and reception of the new member. The team may also approve request by a teaching elder or candidate of a task appropriate to the ministry, though not a pastoral relationship to a particular church.
- 2. Responsible for ordination/installation services in accordance with presbytery's policy.
- 3. Responsible for commissioning ruling elders to a particular pastoral service, specifying the terms of commission and the functions that are permitted, and for the commissioning service.

4. Dissolve the pastoral relationship in cases where the congregation and pastor concur and so inform the presbytery. When a congregation or other approved agency has concurred in the request of one of its teaching elders to request presbytery to dissolve the existing relationship, the team may act for the presbytery to:
  - a. Dissolve necessary relationships.
  - b. Instruct the stated clerk to issue Certificates of Dismissal.
  - c. Keep accurate minutes and admit them to record at the next stated meeting of presbytery.
  - d. Declare the pulpit vacant.
  - e. Appoint a moderator of the session.
5. Grant permission for teaching elders of the presbytery to labor outside the bounds of presbytery and for teaching elders of other presbyteries to labor within the bounds of this presbytery.
6. Authorize annually ruling elders, who have been properly instructed, to administer the Lord's Supper in cases when the team deems it necessary to meet the needs for the administration of the Sacrament.
7. Receive candidates under the care of presbytery, and upon successful completion of requirements, certify candidates ready for examination for ordination, pending a call.

## **12.5 MEETINGS**

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting permitted as per Section 6.5.

## **12.6 FINANCES**

Expenses as budgeted shall be paid by presbytery

## **12.7 REPORTS**

The team shall report completed activities done in the name of presbytery at the next stated meeting. Such actions shall become part of the official records of presbytery.

## **12.8 RELATIONSHIPS**

The team shall be directly accountable to the presbytery. It shall be in close working relationships with the other teams of the presbytery, and with all congregations of the presbytery.

## SECTION 13 MISSIONAL OUTREACH TEAM

**MISSION STATEMENT:** *To help congregations serve the world in Christ's name, witnessing to the truth of the Gospel.*

### 13.1 AREA OF RESPONSIBILITY

The Missional Outreach Team shall be responsible to encourage the health and vitality of the Presbyterian and Reformed witness in every church and community within the bounds of the presbytery in exploring, defining, supporting and implementing local, national and international mission outreach. It shall assist the churches to provide leadership, resources and support for existing congregations and seeking opportunities to expand, develop and extend the Presbyterian Church in every community and county within the presbytery.

### 13.2 MEMBERSHIP

Membership of the team shall be twelve (12) elected members. The elected members shall be divided into three annual classes of four each. The term of office shall be three years. A person having completed two full terms (five years or more) shall not be eligible for re-election to the same team until a minimum of one or preferably two years have elapsed. The team shall elect a chair and clerk from among its members. The general missioner shall be an advisory member of the team.

### 13.3 QUORUM

A quorum shall be a majority of the members.

### 13.4 DUTIES AND FUNCTIONS

Duties and functions will be:

- A. Coordinate and connect congregations and presbytery in mission partnerships and covenants at local, national and international level;
- B. Work with congregations to establish new worshipping communities and renewed faith communities;
- C. Resource and provide grants for missional and church projects;
- D. Promote evangelism;
- E. Develop long-range strategy for presbytery's mission outreach and help particular churches evaluate their mission when so requested;
- F. Receive, evaluate and validate requests for short term grants not to exceeding five years and five thousand dollars and communicate that decision to the Missional Resource Team for budgeting purposes;
- G. Serve as presbytery's agent in negotiations with upper governing bodies on mission strategy and support;

- H. Establish guidelines for mission support and an evaluation system to assess the effectiveness of mission projects and church grants;
- I. Act as presbytery disaster response group in emergencies, coordinating efforts with Presbyterian Disaster Assistance program;
- J. Elect or appoint representatives to the Board of Directors of St. Andrew Mission, Pasos de Fe Border Ministry, Project Vida, and Project Dignidad;
- K. Propose to presbytery the addition, merger, yoking, dissolution, relocation of churches as may be appropriate (in consultation with their members);
- L. Since pastoral staff leadership is crucial to the ministry of any particular church the team shall do its work with careful communication, consultation and coordination with the Missional Ministries Team in all its work.

### **13.5 MEETINGS**

The team will evaluate and establish the number of meetings needed to do their work every year, and on call of the chair. Business may be conducted via telephone or electronic media and voting as per Section 6.5.

### **13.6 FINANCES**

Expenses as budgeted shall be paid by presbytery.

### **13.7 REPORTS**

The team will report as necessary, and shall report at least annually to presbytery.

### **13.8 RELATIONSHIPS**

The team shall be directly accountable to presbytery. It shall be in close working relationships with the other teams of the presbytery, and with all congregations of the presbytery.

## SECTION 14

### PRESBYTERIAN WOMEN OF THE PRESBYTERY OF TRES RIOS

**MISSION STATEMENT:**     *Forgiven and freed by God in Jesus Christ, empowered by the Holy Spirit, we commit ourselves:*

- *to nurture our faith through prayer and Bible study,*
- *to support the mission of the church worldwide,*
- *to work for justice and peace, and*
- *to build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's kingdom.*

#### **14.1 ORGANIZATION**

The Presbyterian Women of Tres Rios Presbytery shall be organized according to their Bylaws and Manual of Operations in accordance with the Presbyterian Women Churchwide Bylaws and Manual of Operations..

#### **14.2 MEMBERSHIP**

Members of Presbyterian Women in the Presbytery of Tres Rios shall be all women within the presbytery who choose to participate in, or be supportive of Presbyterian Women in the Presbytery of Tres Rios in any way. The Moderator of the Tres Rios Presbyterian Women shall be a member of the Missional Networking Team and shall have voice and vote at presbytery meetings if an elder.

#### **14.3 QUORUM**

As defined by PW Bylaws and Manual of Operations

#### **14.4 DUTIES AND FUNCTIONS**

As defined by PW Bylaws and Manual of Operations

#### **14.5 MEETINGS**

As defined by PW Bylaws and Manual of Operations

#### **14.6 FINANCES**

Expenses as budgeted shall be paid by presbytery and the organization.

#### **14.7 REPORTS**

The moderator shall annually report to presbytery.

#### **14.8 RELATIONSHIPS**

Tres Rios Presbyterian Women shall be supportive of and have a close working relationship with the Missional Networking Team and with all the congregations of the presbytery.

**2011-2013 Book of Order Reference Guide**

<b>Section Description</b>	<b>Section Reference No.</b>	<b>Item Description</b>	<b>Book of Order Reference No.</b>	<b>Manual of Administrative Operations Page No.</b>	<b>2011/2013 Book of Order Page No.</b>
MAO Cover page		Mandate	G-3.0106	8	43
Officers, Trustees, Staff	2.I.B	Moderator - Duties	G-3.0104	11	42
Stated Clerk	2.III.A	Area of Responsibility	G-3.0104, D-11.0601	12	42, 200
Stated Clerk	2.III.B.1	Duties - registers	G-3.0104 - new wording	12	42
Stated Clerk	2.III.C	Election	G-3.0104, G-3.0110	12	42, 47
Treasurer	2.V.C	Election	G-3.0104, G-3.0110	13	42, 47
Staff	2.VI.E	Other Professional Staff	G-3.0104, G-3.0110	15	42, 47
Staff	2.VI.F	Review of all Staff	G-3.0110	15	47
Trustees	2.VII.A	Area of Responsibility	G-4.0101	15	61
Stated Meetings	3.I	Area of Responsibility	G-3.03	17	50
	3.II	Membership	G-3.0301	17	50
	3.IV	Quorum	G-3.0304	18	53
	3.V	Parliamentary Authority	G-3.0105	18	43
	3.VIII	Meetings	G-3.0105, G-3.0304	18	43, 53
	3.VIII	Absence of Moderator	G-3.0104	18	43
	3.VIII	Special meetings	G-3.0304	19	53
	3.IX	Electronic Meetings	F-3.0205, and State of Texas laws regarding meetings of corporations.	19	14
Teams, Task Forces, Commissions	4.3	Quorums	Robert's Rules of Order	20	
	4.4	Administrative Commissions	G-3.0109b	21	46
	4.9	Special Committees - Investigating Committee	D-10.0200	22	168
	4.9	Special Committees - Committee of Counsel	D-6.0302	22	168
Permanent Judicial Commission	7.1	Area of Responsibility	D-5.000	27	161
	7.2	Membership	D-5.0102, D-5.0105	27	161, 162
	7.2	Roster of Former Members	D-5.0206b	27	163
	7.3	Quorum	D-5.0204 or D-5.0206	27	162
	7.9	Officers	D-5.0201	28	162
Nominations and Representation Team	8.1	Area of Responsibility	G-3.0111, G-3.0103, F-1.0403	29	47, 42, 6

	8.2	Opportunity for nominations from the floor	G-2.0401		29	27
Missional Resource Team	9.4.A.2	Budget	G-3.0113		31	47
	9.4.A.9	Financial review	G-3.0113		32	47
	9.4.A.10	Insurance	G.0112		32	47
	9.4.A.12	Session Financial Review	G-3.0108a		32	44
	9.4B	Stewardship	G-3.0301c		32	51
	9.4.C.1	Personnel review	G-3.0110		33	47
	9.4.D	Property matters	G-3.0303f, G-4.02		33	53, 62
	9.4.E.1	Session records	G-3.0108a		33	44
Missional Network Team	10.4.D	Nominating process for the Nominating & Representation Team	G-3.0111		35	47
	10.4.F	Observe the Lord's Supper annually at stated meetings	G-3.0301b		35	51
Missional Nurture Team	11.1	Area of Responsibility	G-3.0301		37	51
Missional Ministries Team	12.1	Area of Responsibility	G-3.0307		39	54
	12.4.A	Openness	G-3.0307		39	54
	12.4.B	Handbook of Policies and Procedures	G-3.0106		39	43
	12.4.C	Require annual reports	G-2.0503		40	30
	12.4.D	Minimum compensation standards	G-2.0804		40	37
	12.4.E	Counsel regarding calls	G-2.0803		40	37
	12.4.E	Counsel regarding temp calls	G-2.0504b		40	32
	12.4.F	Equal opportunity employment	F-1.0403		40	6
	12.4.I	Oversight of inquirers and candidates	G-2.06 - G-2.0704		40	34, 36
	12.4.J	Commissioned Ruling Elders	G-2.10, W-4.4000		40	38, 121
	12.4.K	Instrument of peace	G-3.0301c		40	51
	12.4.L	Inquire into reported difficulties	G-2.0904, G-3.0303, G-3.0307		41	38, 51, 53, 54
	12.4.N	Pension and benefits	G-2.0804		41	37
	12.4.O	Sexual Misconduct Policy	G-3.0106		41	44
	12.4.P	Administrative Commission functions	G-3.0109, G-3.0109b, G-2.0902, G-3.0301b		41, 42	45, 46, 37, 51
	12.4.P.7	Candidates and inquirers	G-2.06, G-2.0605, G-2.0607		42	34, 35,
Missional Outreach Team	13.4	Duties and Functions	G-3.03,a,b,c, G-30302, 3.0303	G-	43	51, 52,

## **The Presbytery of Tres Rios**

### **SEXUAL MISCONDUCT POLICY AND PROCEDURES**

**Adopted by Presbytery \_\_\_\_\_**

#### **I. Policy Statement**

It is the policy of the Presbyterian Church (U.S.A.), hereinafter referred to as PC(USA), that all *teaching elders, councils* (including officers, employees and members), church members, church officers, and nonmember employees and volunteers of churches and governing bodies are to maintain the integrity of the ministerial, employment, and professional relationship at all times. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, employment and professional relationship. It is never permissible or acceptable for any of the persons covered by this policy to engage in sexual misconduct.

#### **Distribution**

Copies of this policy and its procedures shall be made available to all *councils* and entity offices. Specifically, within the bounds of the Presbytery of Tres Rios, this policy and its procedures will be made available and commended to all sessions within the presbytery. Sessions are urged to adapt this document for application to the local church.

**In adopting this document, the Presbytery of Tres Rios shall require that all *teaching elders, commissioned ruling elders* and certified Christian educators under its jurisdiction and all employees of the presbytery abide by its provisions.**

This policy and its procedures shall be made available to persons who accuse others of misconduct, including those who are or claim to be victims of sexual misconduct and their families.

## **II. Standards of Conduct for All Engaged in Ministry in the Presbytery of Tres Rios**

The ethical conduct of all who minister in the name of Jesus Christ is of vital importance to the church because through these representatives an understanding of God and the gospel's good news is conveyed. *"Their manner of life should be a demonstration of the Christian gospel in the church and in the world" (Book of Order, G-20104).*

The basic principles of conduct guiding this policy are as follows:

1. Sexual misconduct is not acceptable. It is a violation of an individual by a person who has a supervisory position or roles involving religious, moral, or spiritual counseling, teaching or instruction. These persons are called upon to exercise integrity, sensitivity, and caring in a trust relationship. Sexual misconduct breaks the covenant to act in the best interests of the persons being supervised or counseled.

2. Sexual misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trust relationship to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. If the person being supervised or counseled initiates or invites sexual content in the relationship, it is the responsibility of the person providing supervision or counseling to maintain the appropriate role and prohibit any sexual relationship, contact, conduct or harassment.

3. Sexual misconduct takes advantage of the vulnerability of persons, including children, who are less powerful and unable to act for their own welfare. It is antithetical to the gospel call to work as God's servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

4. Sexual misconduct may include but is not restricted to offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling, rape or sexual contact by force, threat or intimidation, or a relationship the parties believe to be consensual.

5. Sexual conduct between a *teaching elder* (minister), *commissioned ruling elder* or Certified Christian Educator and a church member or counselee, is only permissible in the context of their marriage.

6. Sexual malfeasance (wrongdoing by a person who holds a position of trust) is defined by the broken trust resulting from sexual activities within a professional ministerial relationship.

7. Sexual misconduct includes misuse of technology to communicate harassing or abusive messages and images to persons with whom one has a

ministerial relationship. It is never appropriate to view pornography on church property. When this misuse of technology includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

## **DEFINITIONS**

***Sexual Misconduct*** is the comprehensive term used in this policy to include:

***Child sexual abuse*** includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of another person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. In the Presbyterian Church (U.S.A.), the sexual abuse definition of a child is anyone under age eighteen.

***Sexual abuse*** as defined in the *Book of Order*: "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 office or position" (*Book of Order*, D-10.0401c).

***Sexual harassment*** defined for this policy is as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in an institution;
- b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or
- d. an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.

### **III. Church Response to Allegations of Sexual Misconduct**

#### **A. PRINCIPLES**

In responding to allegations of sexual misconduct, members, officers, and employees of the church should seek healing and assure the protection of all persons. Where possible, the privacy of persons should be respected and confidentiality of communications should be maintained.

In responding to allegations of sexual misconduct, members, officers, and employees of the church should seek to uphold the dignity of all persons involved, including persons who are alleging harm, persons who are accused of sexual misconduct, and the families and communities of each.

The PC(USA) has jurisdiction over its members, officers, and employees. If a member, officer, or employee is alleged to have committed an offense against Scripture or the PC(USA) Constitution, the church has the duty to inquire into the allegations and, if the allegations are proven, to correct the behavior of the member, officer, or employee and ensure the safety of others in the community. Allegations of sexual misconduct are always considered allegations of offense against Scripture or the PC(USA) Constitution that initiate the disciplinary processes of the PC(USA) set forth in the *Book of Order*. In the case of an active non-member who is employed or volunteers with the Church, the individual will be covered by the procedures of the written personnel policies of the governing body or entity.

If the person accused of sexual misconduct is no longer a member, officer, or employee of the PC(USA), but the conduct occurred while the person was acting on behalf of the PC(USA), the church does not have jurisdiction to correct the behavior, but it does have a duty to hear the allegations of offense and to take measures to prevent future occurrences of harm. The *council* (governing body) may appoint an administrative committee or commission to hear the allegations of sexual misconduct. The *council* may also take measures to prevent future occurrences of harm through education and policy.

#### **B. REPORTING REQUIREMENTS**

##### ***1. Reporting Sexual Misconduct***

A person needing to report that a *teaching elder*, *commissioned ruling elder* or certified Christian educator, or employee of the presbytery has committed sexual misconduct is encouraged to seek guidance from the stated clerk of the presbytery regarding filing the report.

**Local Church:** The presbytery does not have jurisdiction over employees of local churches, only *teaching elders*. If the person who is accused of committing sexual misconduct is a member, elder, deacon, volunteer, or employee of a congregation, the report of allegations should be made to the pastor, the clerk of session, or the chair of the personnel committee. If the accused is a member or officer of the

church, the church will respond by using the procedures set forth in the Rules of Discipline of the *Book of Order*. If the accused is a nonmember employee or volunteer, the church will respond by using procedures set forth by the session of the congregation in their personnel policies.

**Presbytery:** Any allegations of sexual misconduct by a minister member, *commissioned ruling elder* or certified Christian educator, volunteer, member or nonmember employee of the presbytery, shall be reported in writing to the stated clerk of the presbytery. The stated clerk will ensure that the presbytery responds according to the procedures set forth in the Rules of Discipline of the *Book of Order*, by policy or bylaws of the presbytery.

**Higher Council (Governing Body) or Entity of the General Assembly:** If the person who is accused of committing sexual misconduct is an employee or volunteer of a synod or General Assembly or any entity established by a synod or General Assembly, contact the stated clerk of that particular synod or General Assembly.

## *2. Receiving Reports of Sexual Misconduct*

Reports of allegations of sexual misconduct will occur in a variety of ways.

Because a *council* or entity cannot control to whom the victim of sexual misconduct will speak first, it is important that officers, employees, and persons highly visible to church members and visitors understand how reports of incidents are channeled to the proper person. The allegations may come from persons who have or who do not have a formal relationship with the PC(USA) and may be made to a variety of officers or leaders within the PC(USA). It is the duty of these officers to see that any allegation of sexual misconduct is reported appropriately keeping in mind the mandatory reporting requirements for allegations of child abuse.

Reports of allegations of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the victim, the accused, and the church. Reports of allegations should be dealt with as matters of highest confidentiality, both before and after they have been submitted to appropriate authorities as outlined below.

The first person to learn of an incident of sexual misconduct should not undertake an inquiry alone or question either the victim or the accused unless the incident is divulged in the process of pastoral care, counseling, or a therapy session. If the victim is hesitant to talk to "higher authorities," the person who has received the initial report has a special pastoral responsibility to build trust and willingness to speak with the accuser, lest the church be unable to respond because no one is able to give firsthand information.

The person receiving the initial report of allegations of sexual misconduct shall analyze the relationship of the person accused of sexual misconduct with the PC(USA) and shall make sure that the allegations of offense are filed with the

*council* with jurisdiction over the person accused. This may be done by the person alleging harm or by any member of the PC(USA).

If the report is made orally, the person receiving the report of allegations should request that the person making the report of allegations place it in writing. A written report of allegations of sexual misconduct from a member of the PC(USA) alleging another member or officer of the PC(USA) committed an offense must be acted on according to the Rules of Discipline of the *Book of Order*. If a clerk of session or stated clerk receives a report of allegations in writing from a nonmember of the PC(USA) alleging another member or officer of the PC(USA) committed sexual misconduct, the report also should be acted on according to the Rules of Discipline of the *Book of Order*. If the person who makes the report is unwilling or unable to place it in writing, any member of the PC(USA) may make the written statement that will automatically initiate the Rules of Discipline of the *Book of Order*.

### *3. Mandatory Reporting of Child Abuse*

#### *a. Teaching Elders, Ruling Elders, Commissioned Ruling Elders, Certified Christian Educators and Deacons*

"Any member of this church engaged in ordered ministry and any certified Christian educator employed by the church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse." G-40302

#### *b. Mental Health Services Provider*

Chapter 81 of the Texas Civil Practice & Remedies Code imposes certain reporting obligations on mental health services providers and their employers when the provider or employer has reasonable cause to suspect that a patient has been the victim of sexual exploitation by a mental health services provider. A "mental health services provider" includes a member of the clergy. Chapter 81 of the Texas Civil Practice & Remedies Code is set forth in Appendix D and should be consulted in determining whether, when, how and to whom reports should be made of suspected sexual exploitation by a mental health services provider.

All persons covered by this policy have an additional duty to report knowledge of child sexual abuse to the employing entity, supervisor, or governing body representative. All persons should be informed of and must comply with state

and local laws regarding incidents of actual or suspected child sexual abuse. These reports should be made within a reasonable time of receiving the information.

These provisions of the *Book of Order* attempt to balance conflicting moral duties for officers of the Presbyterian Church (U.S.A.).

For *teaching elders and commissioned ruling elders*, the provision strives to balance the duty to protect children from future harm with the duty of a pastor to hold in confidence any information revealed to them during the exercise of pastoral care in any ministry setting as defined in G-4.0301 in the *Book of Order*.

For *ruling elders*, deacons, and certified Christian educators, the provisions strive to balance the duty of an officer of the church to protect children from harm and any secular duty the officer may have to hold in confidence any information revealed as a result of a secular relationship such as attorney/client, counselor/client, or physician/patient. The secular duties will be a function of secular law and may vary from state to state.

### **C. RESPONDING**

The appropriate *council* or entity response will vary according to the relationship of the PC(USA) with the person who is accused of sexual misconduct. Church members and officers are subject to inquiry and discipline (censure and correction) under the *Book of Order*. Non church member employees and volunteers are subject to oversight and correction by the governing body or entity that employs them.

#### **1. Accused Covered by *Book of Order***

When an allegation of offense of sexual misconduct has been received by the clerk of session or stated clerk of the presbytery, the clerk of the *council* will report to the *council* that an offense has been alleged and that the *council* will proceed according to the procedures set forth in the Rules of Discipline of the *Book of Order*. The *council* should appoint an investigating committee to inquire into the allegations. The investigating committee must promptly begin its inquiry into the allegations. Delay may cause further harm to the victim and/or the accused.

*Councils* and entities must cooperate with civil authorities in an investigation of child sexual abuse or other criminal sexual misconduct. Church disciplinary proceedings cannot interfere with a criminal investigation by civil authorities and may have to be suspended until these are completed.

The session has original jurisdiction in disciplinary cases involving members, *ruling elders*, and deacons of the church, each congregation having jurisdiction only over its own members.

A presbytery has original jurisdiction in disciplinary cases involving *teaching elders* (and to a limited degree, *commissioned ruling elders* and certified Christian

educators). A presbytery may dissolve a pastoral relationship when the “church’s mission under the Word imperatively demands it” (G-2.0904). However, a presbytery may only place a minister on administrative leave when allegations of child abuse have been received and the presbytery has followed the *Book of Order* procedures to conduct its risk evaluation to determine whether or not a minister member accused of child abuse should be placed on administrative leave (D-10.0106). It is recommended that the permanent judicial commission (PJC) members who will conduct this risk evaluation based upon the allegations and a hearing should also take into account secular legal advice.

When a church officer renounces jurisdiction, the clerk of session or stated clerk shall report the renunciation at the next meeting of the *council* and shall record the renunciation in the minutes of the *council*. The status of any pending charges may be shared with the *council* at that time.

## 2. Accused Not Covered by *Book of Order*

When a *council* receives an accusation of offense of sexual misconduct against a nonmember employee or volunteer, the procedural response of the *council* or entity will be guided by the written personnel policies of the *council* or entity. Usually the *council* or entity will have a personnel committee that will be responsible for the inquiry. If a *council* does not have a personnel committee, it may appoint either a committee or administrative commission for the review of the allegation.

The committee or commission that will respond to the allegation of offense of sexual misconduct will do the following:

- a. Determine whether or not the allegation gives rise to a reasonable suspicion of sexual misconduct by the accused.
- b. If so, gather additional information necessary to make a decision about correcting the behavior.
- c. Determine any remedies, including limiting ministry, suspension, or termination necessary and advisable under the circumstances. If the accused is a member of another denomination, that denomination will be notified of the allegations and the response.
- d. Inform the victim and the accused of the remedy.
- e. In all cases, the personnel committee shall prepare a written report, which shall be included in the accused’s permanent personnel file. The accused shall be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent file.

All procedures shall follow the guidelines set forth by the *council*, employing agency, or entity of the General Assembly.

## 3. *Council* or Entity Record Keeping

The *council* or entity shall keep detailed records of its actions and minutes of its deliberations and its conversations with the accuser, the accused, and other parties involved, correspondence, and copies of the reports received from committees or commissions. Such records will be kept confidential. In Case #208-6, the General Assembly Permanent Judicial Commission (GAPJC) interpreted the Rules of Discipline to say that a *council* (governing body) or entity may share the contents of inquiry reports with other *councils* or entities of the PC (USA) when necessary. The clerk of the *council* or director of the entity will maintain the records while the inquiry is in process.

## **IV. Prevention and Risk Management**

### **A. IMPLEMENTATION**

The General Assembly urges all *councils* and related entities including colleges, universities, and theological institutions, to establish policies and procedures that make it a violation of the employer's work rules to engage in sexual misconduct and that encourage reporting of sexual misconduct. *Councils* and entities are strongly encouraged to take appropriate steps to inform members, employees, volunteers, and students of the standards of conduct and the procedures for effective response when receiving a report of sexual misconduct.

### **B. LIABILITY AND INSURANCE**

A *council* or entity can be held liable for harm caused by sexual misconduct of an officer, minister, or employee based on a number of legal theories. *Councils* and entities should take such potential liability into consideration when establishing hiring and supervisory practices.

*Councils* and entities should regularly inform their liability insurance carriers of the activities and programs they operate or sponsor and of the duties and responsibilities of officers, employees, and volunteers. The standard insurance policy should usually be enhanced by endorsements to cover specific exposures such as camps, day-care operations, shelters, or other outreach programs.

It is also recommended that *councils* and entities obtain an endorsement to their general liability insurance policy specifically covering sexual abuse and molestation. Such coverage may provide for legal defense expenses and judgments in civil suits brought against the *council* or entity, its officers, directors, or employees.

### **C. EMPLOYMENT PRACTICES**

#### **1. Record Keeping**

Accurate record keeping is an essential part of hiring and supervision practices of churches, *councils*, and related entities. Every *council* and entity should maintain a personnel file on every employee, including ministers. The file should contain the

application for employment, any employment questionnaires, background checks, references responses, and all other documents related to an employee's employment, except records that may be required, by law, to be kept in separate files.

## **2. *Prescreening Applicants***

*Councils* and entities are urged to establish thorough and consistent hiring practices. If an applicant is unknown to the employer, the employer should confirm the applicant's identity by requiring photographic identification such as a driver's license. The *council* should perform a background check, including a national criminal background check, on all applicants that may have interaction with children and youth.

Part of pre-employment screening should include specific questions related to discovering previous complaints of sexual misconduct.

## **3. *References***

The employing *council* or entity is responsible for contacting references for prospective ministers, employees, or volunteers. A written record of conversations or correspondence with references should be kept in the minister or employee's personnel file.

The person within the *council* or entity authorized to give a reference is obligated to give truthful information regarding allegations, inquiries, and administrative or disciplinary action related to sexual misconduct of the applicant.

If false or misleading information is given by the applicant, or relevant information is withheld, the applicant should be eliminated from consideration.

Applicants should be informed of negative comments regarding sexual misconduct and shall be given an opportunity to submit additional references or to give other evidence to correct or respond to harmful information obtained from a reference.

# **V. Educating and Training—Awareness**

Since the issue of sexual misconduct has become a more present reality, there is an emerging need to educate and train a wide variety of persons. Persons needing this specific education include: ministers; volunteers; officers; nonprofessional and professional staff; ministerial candidates; professionals who will be working with this issue within the denomination; members of the congregation; and *councils* staff including supervisors, employees, and stated clerks.

Education provided or required for these persons and groups may be different on a group-by-group basis. The presbytery or the session, as appropriate, shall develop or implement educational materials or courses appropriate for all such groups, or may contract with expert entities to provide such materials or courses. A minister-member not currently residing in the presbytery, or any other group mentioned above with good cause, may undertake alternative education in accordance with this policy in satisfaction of this requirement, if the member demonstrates to the stated clerk of the Presbytery of Tres Rios that such alternative education is substantially equivalent to that provided under this paragraph.

Theological institutions should include material in their existing curriculum on sexual ethics including the appropriate use of ministerial power, the General Assembly policy and its procedures on sexual misconduct, and other resources. It is further urged that the appropriate presbytery committee(s) include training for inquirers, candidates, newly ordained pastors, and new pastors to their presbyteries regarding sexual misconduct, especially including education on their specific policy and procedures.

Much of a congregation's education currently happens in response to an actual case of sexual misconduct. However, it is recommended that the congregation be as proactive in this area as possible offering education in a variety of settings. There are already numerous resource materials available that could be adapted to a congregation's setting.

Employing entities need to make sure all employees are well acquainted with, understand, and abide by their policy and procedures. Employing entities should offer additional training and resources, such as: a workshop during staff meeting; lunchtime discussion group; articles and books made available; etc.

Any professional (therapists, attorneys, advocates, mediators, arbitrators) used by a *council* should have access to experts qualified in the field of sexual misconduct if they themselves are not.

**The Presbytery of Tres Rios requires all minister-members, *commissioned ruling elders* and certified Christian educators to participate in an educational event, sponsored by the Committee on Ministry, which outlines professional and ministerial boundaries, and the presbytery's Sexual Misconduct Policy. This event is offered each year and is required every three years.**

# Appendix A

## Definitions

*Accused* is the term used to represent the person against whom a claim of sexual misconduct is made.

*Accuser* is a term used to represent the person claiming knowledge of sexual misconduct by a person covered by this policy. The accuser may or may not have been the victim of the alleged sexual misconduct. A person such as a family member, friend, or colleague may be the accuser.

*Church* when spelled with the initial capitalized refers to the Presbyterian Church (U.S.A.). Church when spelled with the initial in lowercase refers to local churches. The word congregation is used loosely for members and participants.

*Employee* is the comprehensive term used to cover individuals who are hired or called to work for the Church for salary or wages.

*Entity* is the term used to refer to any program or office managed by a board, committee, council, or other body whose membership is elected by a governing body.

*Council (Governing Body)* is a representative body composed of elders and ministers of the Word and Sacrament: sessions, presbyteries, synods, and the General Assembly. A *council* may establish entities such as day-care centers, conference centers, camps, or homes for the aged. A *council* may have both church members and nonmembers as employees.

*Inquiry* is the term used in the Rules of Discipline to determine whether charges should be filed based upon allegations of an offense received by a *council*. See *Book of Order*, D-10.0000.

*Mandated Reporter* is described by some states' laws as a person who is required to report any and all suspected incidents of child abuse, including child sexual abuse that come to their attention. State laws vary from defining "all persons having knowledge" as mandated reporters to specifying very limited lists of professions whose members are required to report.

*Persons Covered* by this policy includes church members, church officers, ministers, and nonmembers who are employees or volunteers.

*Response* is the action taken by the *council* or entity when a report of sexual misconduct is received. It may include (1) inquiry into facts and circumstances, (2) possible disciplinary action (administrative or judicial or both), (3) pastoral care for victims and their families and others, and (4) pastoral care and rehabilitation for the accused and care for their families.

*Secular Authorities* are the governmental bodies, whether city, county, state, or federal, who are given the responsibility to investigate, criminally prosecute, and/or bring civil charges against individuals accused of sexual crimes or offenses against adults and children.

*Secular Law* is the body of municipal, state, and federal laws and is often referred to collectively as civil and criminal law. Prohibited behavior addressed by this policy may result in criminal and/or civil charges filed under secular law.

*Victim* is a person claiming to have been harmed and/or abused by a person covered under this policy.

*Volunteers* include persons elected or appointed to serve on boards, committees, and other groups. For purposes of this policy, volunteers are treated the same as employees.

## Appendix B

### **Meeting the Needs of All Involved**

In cases of sexual misconduct there are needs that have to be met for the good of all persons, groups, and entities. To ensure that the *council* is ready to meet the variety of needs present, an independent response coordination team may be named. This team will not investigate the allegation or in any way function as an investigating committee for disciplining members or officers, but should confine itself to coordinating a process that will meet the specific needs of victims and their families (if any), the accused and family (if any), employing entities, congregations, and governing bodies:

#### ***A. The Needs of the Victim***

The *council*, employing entity, and response coordination team should assure that adequate treatment and care are available for alleged victims of sexual misconduct and their families. Sometimes, the victim or family is so angry and alienated from the church, that offers of help may be perceived as insincere or as attempts of a cover-up. If the victim or family at first refuses, the church should continue to offer help. Above all the church should not act in a self-protective manner by ignoring the victim and their families.

The extent of the damage to the victims of sexual misconduct will vary from person to person, and is influenced by such factors as the degree or severity of abuse, the age and emotional condition of the victim, human dynamics, and the importance of one's religious faith. The *council*, entity, and response coordination team is to assume in all cases that the victim has been wounded by the experience.

Feelings of guilt, shame, anger, mistrust, lowered self-esteem, unworthiness, and feelings of alienation from God, self, the religious community, and family are frequent injuries suffered by victims. It is important for the response coordination team to be sensitive to the victim's pain and need for healing, and to act by making appropriate pastoral care available.

*The following are some of the needs of the victim:*

1. To be heard and taken seriously. From the time that the victim is first able to indicate that sexual misconduct has occurred, that person should receive immediate attention and serious consideration from all church representatives.
2. To receive pastoral and therapeutic support. The victim may require spiritual and professional assistance as a result of sexual misconduct. The response coordination team should offer to help arrange for such support from a pastor and therapist, if the victim desires. Discussions with such people would be confidential, privileged conversations.
3. To be informed about church process and progress with regard to the accusation. One member of the response coordination team should be the church contact person for the victim. Frequently, this contact person will give the victim information as to what is happening in the church as a result of the accusation.
4. To receive legal advice. The response coordination team should suggest that the victim might benefit from independent legal advice. (Legitimate claims might be more effectively pursued and flimsy or false claims discouraged.) If requested, the response coordination team should suggest ways in which independent legal advice can be obtained.

5. To be assured of an advocate of one's own choosing. A victim may need continuing moral support from one individual who is present while the church process deals with the accusation. This advocate may be a relative, friend, or someone suggested by the response coordination team. This advocate could speak for the victim, if necessary.
6. To be assured that justice will be pursued. The victim needs to be told by the response coordination team, and shown by the processes of the church, that justice is being pursued through fact-finding, truth-telling, confrontation, and agreement that may include removal or temporary exclusion of the accused from office or adjudication of the complaint.
7. To receive healing and reconciliation. In addition to specific forms of restitution mentioned above, the victim needs to receive a sense of healing and reconciliation with all concerned—the self, the family, the church and, ideally, the accused. The response coordination team can help bring this about using the church's processes and resources. While the above are needs of the victim, one recognizes that all of these needs may also not be met through a reasonable handling of a specific case, but may only occur over a lengthier period of time. All of these needs, however, should be taken seriously and compassionately, and the rights of the victim respected.

#### **B. The Needs of the Accused**

The *council* or entity shall offer treatment and care for the accused as well as alleged victims and families. If the accused is a minister, this is the primary responsibility of the Committee on Ministry. Feelings of guilt, shame, anger, mistrust, lowered self-esteem, depression, unworthiness, and feelings of alienation from God, self, the religious community, and family are often experienced by the accused. In addition, there may be fear of job loss, incarceration, and indignation if an allegation is false.

When a person is found not guilty of charges of sexual misconduct, it is important for the *council* or entity to see that the decision is disseminated as widely as possible within their power, unless doing so would further injure the person accused.

##### **1. Personal Care**

Whether the allegations about the accused are eventually found to be true or not, the accused deserves to be treated with Christian kindness and respect. The response coordination team may suggest that the accused seek spiritual support or professional counseling. People in staff positions, such as presbytery executives or stated clerks, should not engage in personal counseling of the accused because of their potential involvement in disciplinary process.

##### **2. Economic Security and Care for Family of Accused**

When an allegation of sexual misconduct has been made against a minister, the economic security of the accused is directly threatened, along with reputation, career, and family relationships. Again, the Committee on Ministry can be of assistance. The response coordination team may alert the Committee on Ministry to the possible spiritual, emotional, and financial needs of the family of the accused and recommend expert resources.

### **C. The Needs of a Congregation in a Context of Sexual Misconduct**

The *council*, employing entity, and response coordination team should be aware of the problems a congregation or employing entity may experience following allegations of sexual misconduct by a minister, employee, or volunteer. The allegations may polarize the congregation or organization, damage morale, create serious internal problems, and even limit the trust a congregation may place in succeeding pastors. Efforts should be taken to recognize and identify the problems and heal any damage that may be done to the congregation or organization.

When there is sexual misconduct on the part of a minister, non-ordained staff, or volunteer in a particular congregation, a number of needs unique to that congregation will emerge since sexual misconduct impacts congregations in different ways. Therefore, these needs will not necessarily emerge in the same sequence in each situation. Depending on the parties involved in the sexual misconduct, some of the needs may not emerge. In any event, those managing the church's response to the sexual misconduct will want to know that the following needs may emerge:

#### **1. Pastoral Care**

Members and staff of the congregation will need pastoral care. If it is the pastor who is involved in the sexual misconduct, care will need to be provided by another member of the ordained staff (if the church is a multiple-staff church) or by a trained interim pastor. If the pastor leaves as a result of sexual misconduct, in extreme cases a trained interim pastor or consultant in sexual misconduct may need to work with the congregation for an extended period of time. If it is not a pastor who is involved in the sexual misconduct, then the pastor will provide the needed care for the congregation. The pastor, if not previously trained in this specialty area, will need to consult with denominational specialists who will advise how to proceed and any anticipated problems.

#### **2. Information About the Case**

Members of the congregation will need opportunities both to receive and give information. If a case of sexual misconduct becomes a matter of public knowledge within a congregation and if a pastor has been found guilty of sexual misconduct, the interim pastor or consultant may hold appropriate meetings with individuals, small groups, or with the whole congregation. Such meetings should provide information about sexual misconduct in general, Presbyterian polity and our judicial process, and how others who may have been victimized may be heard and ministered to. If the offender is not the pastor, then the pastor may perform these functions. At such meetings, one may expect members to vent their feelings. An opportunity for this to happen should be provided. If this venting does not take place, then it may create serious problems for the future of the congregation, for future pastors, and for the *council*. Dynamics may differ somewhat in racial ethnic churches, but no empirical studies have yet demonstrated different dynamics.

#### **3. Resource Persons**

In light of the above needs, the following are resource persons whose services would be valuable to a congregation in the context of sexual misconduct: a trained interim pastor, a Committee on Ministry representative knowledgeable in polity and the effects of sexual misconduct in the church, a consultant or therapist with knowledge and experience in dealing with sexual misconduct, an attorney who can discuss legal aspects of a case, and an insurance agent who can advise the congregation about their exposure to liability or coverage.

**It is the responsibility of each *council* to establish policy and its procedures governing cases of sexual misconduct in that jurisdiction. The PC(USA) policy and its procedures are intended to guide the development of *council* policy and procedures.**

**SIGNATURE PAGE: DETATCH AND RETURN TO THE STATED  
CLERK OF THE PRESBYTERY OF NEW COVENANT**

**(check whichever applies to you)**

\_\_\_\_\_ **Teaching Elder**

\_\_\_\_\_ **Certified Christian Educator**

\_\_\_\_\_ **Commissioned Ruling Elder**

**I have read *Behavioral Ethics in Ministry*, a covenantal  
agreement within the Presbytery of Tres Rios,  
Presbyterian Church (U.S.A.) and by my signature below,  
agree to abide by the standards therein.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date of Signature**

Return this form to:  
Stated Clerk  
Presbytery of Tres Rios  
1201 W. Wall St.  
Midland, TX 79701

Exhibit D



12-05-2011

PROMULGATED BY THE TEXAS REAL ESTATE COMMISSION (TREC)  
**ONE TO FOUR FAMILY RESIDENTIAL CONTRACT (RESALE)**

NOTICE: Not For Use For Condominium Transactions

1. **PARTIES:** The parties to this contract are The Presbyterys of Tres Rios (Seller)  
 and Aldolfo Muniz, Sandra J Muniz (Buyer).  
 Seller agrees to sell and convey to Buyer and Buyer agrees to buy from Seller the Property defined below.

2. **PROPERTY:**

A. **LAND:** Lot 1-10 Block 51 Original Barstow  
 Addition, City of Barstow County of Ward  
 Texas, known as Corner of Barstow Av & Concho (address/zip code), or as described on attached exhibit. 79719

B. **IMPROVEMENTS:** The house, garage and all other fixtures and improvements attached to the above-described real property, including without limitation, the following permanently installed and built-in items, if any: all equipment and appliances, valances, screens, shutters, awnings, wall-to-wall carpeting, mirrors, ceiling fans, attic fans, mail boxes, television antennas and satellite dish system and equipment, mounts and brackets for televisions and speakers, heating and air-conditioning units, security and fire detection equipment, wiring, plumbing and lighting fixtures, chandeliers, water softener system, kitchen equipment, garage door openers, cleaning equipment, shrubbery, landscaping, outdoor cooking equipment, and all other property owned by Seller and attached to the above described real property.

C. **ACCESSORIES:** The following described related accessories, if any: window air conditioning units, stove, fireplace screens, curtains and rods, blinds, window shades, draperies and rods, door keys, mailbox keys, above ground pool, swimming pool equipment and maintenance accessories, artificial fireplace logs, and controls for: (i) satellite dish systems, (ii) garage doors, (iii) entry gates, and (iv) other improvements and accessories.

D. **EXCLUSIONS:** The following improvements and accessories will be retained by Seller and must be removed prior to delivery of possession:

The land, improvements and accessories are collectively referred to as the "Property".

3. **SALES PRICE:**

A. Cash portion of Sales Price payable by Buyer at closing ..... \$ 15,000.00  
 B. Sum of all financing described below (excluding any loan funding fee or mortgage insurance premium) ..... \$ .....  
 C. Sales Price (Sum of A and B) ..... \$ 15,000.00

4. **FINANCING:** The portion of Sales Price not payable in cash will be paid as follows: (Check applicable boxes below)

☐ A. **THIRD PARTY FINANCING:** One or more third party mortgage loans in the total amount of \$ ..... (excluding any loan funding fee or mortgage insurance premium).

(1) **Property Approval:** If the Property does not satisfy the lenders' underwriting requirements for the loan(s), (including, but not limited to appraisal, insurability and lender required repairs), Buyer may terminate this contract by giving notice to Seller prior to closing and the earnest money will be refunded to Buyer.

(2) **Credit Approval:** (Check one box only)

☐ (a) This contract is subject to Buyer being approved for the financing described in the attached Third Party Financing Addendum for Credit Approval.  
☐ (b) This contract is not subject to Buyer being approved for financing and does not involve FHA or VA financing.

☐ B. **ASSUMPTION:** The assumption of the unpaid principal balance of one or more promissory notes described in the attached TREC Loan Assumption Addendum.

☐ C. **SELLER FINANCING:** A promissory note from Buyer to Seller of \$ ..... secured by vendor's and deed of trust liens, and containing the terms and conditions described in the attached TREC Seller Financing Addendum. If an owner policy of title insurance is furnished, Buyer shall furnish Seller with a mortgagee policy of title insurance.

TAR 1601

Initialed for Identification by Buyer APM SJM and Seller [Signature]

TREC NO. 20-11

Lender Form @ Keller Williams 4410 North Midkiff Suite B2 Midland, TX 79705

Bill Lanier

Phone: 432.682.1144

Fax: 432.682.6153

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

Barstow

Contract Concerning Corner of Barstow Av & Concho  
Barstow, 79719 Page 2 of 9 12-05-2011  
 (Address of Property)

5. **EARNEST MONEY:** Upon execution of this contract by all parties, Buyer shall deposit \$2,000.00 as earnest money with Security Preferred Title, as escrow agent, at 321 S Alice Av, Monahans, TX 79756 (address). Buyer shall deposit additional earnest money of \$ n/a with escrow agent within n/a days after the effective date of this contract. If Buyer fails to deposit the earnest money as required by this contract, Buyer will be in default.

6. **TITLE POLICY AND SURVEY:**

A. **TITLE POLICY:** Seller shall furnish to Buyer at ☒ Seller's ☐ Buyer's expense an owner policy of title insurance (Title Policy) issued by Security Preferred Title (Title Company) in the amount of the Sales Price, dated at or after closing, insuring Buyer against loss under the provisions of the Title Policy, subject to the promulgated exclusions (including existing building and zoning ordinances) and the following exceptions:

- (1) Restrictive covenants common to the platted subdivision in which the Property is located.
- (2) The standard printed exception for standby fees, taxes and assessments.
- (3) Liens created as part of the financing described in Paragraph 4.
- (4) Utility easements created by the dedication deed or plat of the subdivision in which the Property is located.
- (5) Reservations or exceptions otherwise permitted by this contract or as may be approved by Buyer in writing.
- (6) The standard printed exception as to marital rights.
- (7) The standard printed exception as to waters, tidelands, beaches, streams, and related matters.
- (8) The standard printed exception as to discrepancies, conflicts, shortages in area or boundary lines, encroachments or protrusions, or overlapping improvements. Buyer, at Buyer's expense, may have the exception amended to read, "shortages in area".

B. **COMMITMENT:** Within 20 days after the Title Company receives a copy of this contract, Seller shall furnish to Buyer a commitment for title insurance (Commitment) and, at Buyer's expense, legible copies of restrictive covenants and documents evidencing exceptions in the Commitment (Exception Documents) other than the standard printed exceptions. Seller authorizes the Title Company to deliver the Commitment and Exception Documents to Buyer at Buyer's address shown in Paragraph 21. If the Commitment and Exception Documents are not delivered to Buyer within the specified time, the time for delivery will be automatically extended up to 15 days or the Closing Date, whichever is earlier. If, due to factors beyond Seller's control, the Commitment and Exception Documents are not delivered within the time required, Buyer may terminate this contract and the earnest money will be refunded to Buyer.

C. **SURVEY:** The survey must be made by a registered professional land surveyor acceptable to the Title Company and Buyer's lender(s). (Check one box only)

- ☐ (1) Within n/a days after the effective date of this contract, Seller shall furnish to Buyer and Title Company Seller's existing survey of the Property and a Residential Real Property Affidavit promulgated by the Texas Department of Insurance (T-47 Affidavit). If Seller fails to furnish the existing survey or affidavit within the time prescribed, Buyer shall obtain a new survey at Seller's expense no later than 3 days prior to Closing Date. If the existing survey or affidavit is not acceptable to Title Company or Buyer's lender(s), Buyer shall obtain a new survey at ☐ Seller's ☐ Buyer's expense no later than 3 days prior to Closing Date.
- ☐ (2) Within n/a days after the effective date of this contract, Buyer shall obtain a new survey at Buyer's expense. Buyer is deemed to receive the survey on the date of actual receipt or the date specified in this paragraph, whichever is earlier.
- ☐ (3) Within n/a days after the effective date of this contract, Seller, at Seller's expense shall furnish a new survey to Buyer.

D. **OBJECTIONS:** Buyer may object in writing to defects, exceptions, or encumbrances to title: disclosed on the survey other than items 6A(1) through (7) above; disclosed in the Commitment other than items 6A(1) through (8) above; or which prohibit the following use or activity: church or residence

Buyer must object the earlier of (i) the Closing Date or (ii) 3 days after Buyer receives the Commitment, Exception Documents, and the survey. Buyer's failure to object within the time allowed will constitute a waiver of Buyer's right to object; except that the requirements in Schedule C of the Commitment are not waived by Buyer. Provided Seller is not obligated to incur any expense, Seller shall cure the timely objections of Buyer or any third party

TAR 1601 Initialed for Identification by Buyer ADM SSM and Seller [Signature]

TREC NO. 20-11

Contract Concerning

Corner of Barstow Av & Concho  
Barstow, 79719  
(Address of Property)

Page 3 of 9 12-05-2011

lender within 15 days after Seller receives the objections and the Closing Date will be extended as necessary. If objections are not cured within such 15 day period, this contract will terminate and the earnest money will be refunded to Buyer unless Buyer waives the objections.

**E. TITLE NOTICES:**

- (1) **ABSTRACT OR TITLE POLICY:** Broker advises Buyer to have an abstract of title covering the Property examined by an attorney of Buyer's selection, or Buyer should be furnished with or obtain a Title Policy. If a Title Policy is furnished, the Commitment should be promptly reviewed by an attorney of Buyer's choice due to the time limitations on Buyer's right to object.
- (2) **MEMBERSHIP IN PROPERTY OWNERS ASSOCIATION(S):** The Property ☐ is ☒ is not subject to mandatory membership in a property owners association(s). If the Property is subject to mandatory membership in a property owners association(s), Seller notifies Buyer under §5.012, Texas Property Code, that, as a purchaser of property in the residential community identified in Paragraph 2A in which the Property is located, you are obligated to be a member of the property owners association(s). Restrictive covenants governing the use and occupancy of the Property and all dedicatory instruments governing the establishment, maintenance, and operation of this residential community have been or will be recorded in the Real Property Records of the county in which the Property is located. Copies of the restrictive covenants and dedicatory instrument may be obtained from the county clerk. You are obligated to pay assessments to the property owners association(s). The amount of the assessments is subject to change. Your failure to pay the assessments could result in enforcement of the association's lien on and the foreclosure of the Property. Section 207.003, Property Code, entitles an owner to receive copies of any document that governs the establishment, maintenance, or operation of a subdivision, including, but not limited to, restrictions, bylaws, rules and regulations, and a resale certificate from a property owners' association. A resale certificate contains information including, but not limited to, statements specifying the amount and frequency of regular assessments and the style and cause number of lawsuits to which the property owners' association is a party, other than lawsuits relating to unpaid ad valorem taxes of an individual member of the association. These documents must be made available to you by the property owners' association or the association's agent on your request.  
If Buyer is concerned about these matters, the TREC promulgated Addendum for Property Subject to Mandatory Membership in a Property Owners Association(s) should be used.
- (3) **STATUTORY TAX DISTRICTS:** If the Property is situated in a utility or other statutorily created district providing water, sewer, drainage, or flood control facilities and services, Chapter 49, Texas Water Code, requires Seller to deliver and Buyer to sign the statutory notice relating to the tax rate, bonded indebtedness, or standby fee of the district prior to final execution of this contract.
- (4) **TIDE WATERS:** If the Property abuts the tidally influenced waters of the state, §33.135, Texas Natural Resources Code, requires a notice regarding coastal area property to be included in the contract. An addendum containing the notice promulgated by TREC or required by the parties must be used.
- (5) **ANNEXATION:** If the Property is located outside the limits of a municipality, Seller notifies Buyer under §5.011, Texas Property Code, that the Property may now or later be included in the extraterritorial jurisdiction of a municipality and may now or later be subject to annexation by the municipality. Each municipality maintains a map that depicts its boundaries and extraterritorial jurisdiction. To determine if the Property is located within a municipality's extraterritorial jurisdiction or is likely to be located within a municipality's extraterritorial jurisdiction, contact all municipalities located in the general proximity of the Property for further information.
- (6) **PROPERTY LOCATED IN A CERTIFICATED SERVICE AREA OF A UTILITY SERVICE PROVIDER:** Notice required by §13.257, Water Code: The real property, described in Paragraph 2, that you are about to purchase may be located in a certificated water or sewer service area, which is authorized by law to provide water or sewer service to the properties in the certificated area. If your property is located in a certificated area there may be special costs or charges that you will be required to pay before you can receive water or sewer service. There may be a period required to construct lines or other facilities necessary to provide water or sewer service to your property. You are advised to

TAR 1601 Initialed for Identification by Buyer APM STM and Seller [Signature]

TREC NO. 20-11

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48028 [www.zipLogix.com](http://www.zipLogix.com)

Barstow

Contract Concerning Corner of Barstow Av & Concho  
Barstow, 79719 Page 4 of 9 12-05-2011  
 (Address of Property)

determine if the property is in a certificated area and contact the utility service provider to determine the cost that you will be required to pay and the period, if any, that is required to provide water or sewer service to your property. The undersigned Buyer hereby acknowledges receipt of the foregoing notice at or before the execution of a binding contract for the purchase of the real property described in Paragraph 2 or at closing of purchase of the real property.

- (7) **PUBLIC IMPROVEMENT DISTRICTS:** If the Property is in a public improvement district, §5.014, Property Code, requires Seller to notify Buyer as follows: As a purchaser of this parcel of real property you are obligated to pay an assessment to a municipality or county for an improvement project undertaken by a public improvement district under Chapter 372, Local Government Code. The assessment may be due annually or in periodic installments. More information concerning the amount of the assessment and the due dates of that assessment may be obtained from the municipality or county levying the assessment. The amount of the assessments is subject to change. Your failure to pay the assessments could result in a lien on and the foreclosure of your property.
- (8) **TRANSFER FEES:** If the Property is subject to a private transfer fee obligation, §5.205, Property Code, requires Seller to notify Buyer as follows: The private transfer fee obligation may be governed by Chapter 5, Subchapter G of the Texas Property Code.

#### 7. PROPERTY CONDITION:

- A. **ACCESS, INSPECTIONS AND UTILITIES:** Seller shall permit Buyer and Buyer's agents access to the Property at reasonable times. Buyer may have the Property inspected by inspectors selected by Buyer and licensed by TREC or otherwise permitted by law to make inspections. Seller at Seller's expense shall immediately cause existing utilities to be turned on and shall keep the utilities on during the time this contract is in effect.
- B. **SELLER'S DISCLOSURE NOTICE PURSUANT TO §5.008, TEXAS PROPERTY CODE (Notice):**  
 (Check one box only)  
☐ (1) Buyer has received the Notice.  
☐ (2) Buyer has not received the Notice. Within \_\_\_\_\_ days after the effective date of this contract, Seller shall deliver the Notice to Buyer. If Buyer does not receive the Notice, Buyer may terminate this contract at any time prior to the closing and the earnest money will be refunded to Buyer. If Seller delivers the Notice, Buyer may terminate this contract for any reason within 7 days after Buyer receives the Notice or prior to the closing, whichever first occurs, and the earnest money will be refunded to Buyer.
- ☒ (3) The Seller is not required to furnish the notice under the Texas Property Code.
- C. **SELLER'S DISCLOSURE OF LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS** is required by Federal law for a residential dwelling constructed prior to 1978.
- D. **ACCEPTANCE OF PROPERTY CONDITION:** (Check one box only)  
☒ (1) Buyer accepts the Property in its present condition.  
☐ (2) Buyer accepts the Property in its present condition provided Seller, at Seller's expense, shall complete the following specific repairs and treatments: \_\_\_\_\_

\_\_\_\_\_ (Do not insert general phrases, such as "subject to inspections" that do not identify specific repairs.)

**NOTICE TO BUYER AND SELLER:** Buyer's agreement to accept the Property in its present condition under Paragraph 7D(1) or (2) does not preclude Buyer from inspecting the Property under Paragraph 7A, from negotiating repairs or treatments in a subsequent amendment, or from terminating this contract during the Option Period, if any.

- E. **LENDER REQUIRED REPAIRS AND TREATMENTS:** Unless otherwise agreed in writing, neither party is obligated to pay for lender required repairs, which includes treatment for wood destroying insects. If the parties do not agree to pay for the lender required repairs or treatments, this contract will terminate and the earnest money will be refunded to Buyer. If the cost of lender required repairs and treatments exceeds 5% of the Sales Price, Buyer may terminate this contract and the earnest money will be refunded to Buyer.
- F. **COMPLETION OF REPAIRS AND TREATMENTS:** Unless otherwise agreed in writing, Seller shall complete all agreed repairs and treatments prior to the Closing Date. All required permits must be obtained, and repairs and treatments must be performed by persons who are licensed or otherwise authorized by law to provide such repairs or treatments. At Buyer's election, any transferable warranties received by Seller with respect to the repairs and treatments will be transferred to Buyer at Buyer's expense. If Seller fails to complete any agreed repairs and treatments prior to the Closing Date, Buyer may exercise remedies under Paragraph 15 or extend the Closing Date up to 15 days if necessary for Seller to complete the repairs and treatments.

TAR 1601 Initialed for identification by Buyer APM STM and Seller [Signature]

TREC NO. 20-11

Contract Concerning

Corner of Barstow Av & Concho  
 Barstow, 79719  
 (Address of Property)

Page 5 of 9 12-05-2011

- G. ENVIRONMENTAL MATTERS:** Buyer is advised that the presence of wetlands, toxic substances, including asbestos and wastes or other environmental hazards, or the presence of a threatened or endangered species or its habitat may affect Buyer's intended use of the Property. If Buyer is concerned about these matters, an addendum promulgated by TREC or required by the parties should be used.
- H. RESIDENTIAL SERVICE CONTRACTS:** Buyer may purchase a residential service contract from a residential service company licensed by TREC. If Buyer purchases a residential service contract, Seller shall reimburse Buyer at closing for the cost of the residential service contract in an amount not exceeding \$ n/a. Buyer should review any residential service contract for the scope of coverage, exclusions and limitations. The purchase of a residential service contract is optional. Similar coverage may be purchased from various companies authorized to do business in Texas.
- 8. BROKERS' FEES:** All obligations of the parties for payment of brokers' fees are contained in separate written agreements.
- 9. CLOSING:**
- A. The closing of the sale will be on or before October 22, 2013, or within 7 days after objections made under Paragraph 6D have been cured or waived, whichever date is later (Closing Date). If either party fails to close the sale by the Closing Date, the non-defaulting party may exercise the remedies contained in Paragraph 15.
- B. At closing:
- (1) Seller shall execute and deliver a general warranty deed conveying title to the Property to Buyer and showing no additional exceptions to those permitted in Paragraph 6 and furnish tax statements or certificates showing no delinquent taxes on the Property.
  - (2) Buyer shall pay the Sales Price in good funds acceptable to the escrow agent.
  - (3) Seller and Buyer shall execute and deliver any notices, statements, certificates, affidavits, releases, loan documents and other documents reasonably required for the closing of the sale and the issuance of the Title Policy.
  - (4) There will be no liens, assessments, or security interests against the Property which will not be satisfied out of the sales proceeds unless securing the payment of any loans assumed by Buyer and assumed loans will not be in default.
  - (5) If the Property is subject to a lease, Seller shall (i) deliver to Buyer the lease(s) and the move-in condition form signed by the tenant, if any, and (ii) transfer security deposits (as defined under §92.102, Property Code), if any, to Buyer. In such an event, Buyer shall deliver to the tenant a signed statement acknowledging that the Buyer has received the security deposit and is responsible for the return of the security deposit, and specifying the exact dollar amount of the security deposit.
- 10. POSSESSION:** Seller shall deliver to Buyer possession of the Property in its present or required condition, ordinary wear and tear excepted: ☒ upon closing and funding ☐ according to a temporary residential lease form promulgated by TREC or other written lease required by the parties. Any possession by Buyer prior to closing or by Seller after closing which is not authorized by a written lease will establish a tenancy at sufferance relationship between the parties. Consult your insurance agent prior to change of ownership and possession because insurance coverage may be limited or terminated. The absence of a written lease or appropriate insurance coverage may expose the parties to economic loss.
- 11. SPECIAL PROVISIONS:** (Insert only factual statements and business details applicable to the sale. TREC rules prohibit licensees from adding factual statements or business details for which a contract addendum, lease or other form has been promulgated by TREC for mandatory use.)

TAR 1601

Initialed for identification by Buyer APM SSM and Seller [Signature]

TREC NO. 20-11

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48066 [www.zipLogix.com](http://www.zipLogix.com)

Barstow

Contract Concerning Corner of Barstow Av & Concho  
Barstow, 79719  
 (Address of Property)

Page 6 of 9 12-05-2011

**12. SETTLEMENT AND OTHER EXPENSES:**

A. The following expenses must be paid at or prior to closing:

(1) Expenses payable by Seller (Seller's Expenses):

(a) Releases of existing liens, including prepayment penalties and recording fees; release of Seller's loan liability; tax statements or certificates; preparation of deed; one-half of escrow fee; and other expenses payable by Seller under this contract.

(b) Seller shall also pay an amount not to exceed \$ n/a to be applied in the following order: Buyer's Expenses which Buyer is prohibited from paying by FHA, VA, Texas Veterans Land Board or other governmental loan programs, and then to other Buyer's Expenses as allowed by the lender.

(2) Expenses payable by Buyer (Buyer's Expenses): Appraisal fees; loan application fees; adjusted origination charges; credit reports; preparation of loan documents; interest on the notes from date of disbursement to one month prior to dates of first monthly payments; recording fees; copies of easements and restrictions; loan title policy with endorsements required by lender; loan-related inspection fees; photos; amortization schedules; one-half of escrow fee; all prepaid items, including required premiums for flood and hazard insurance, reserve deposits for insurance, ad valorem taxes and special governmental assessments; final compliance inspection; courier fee; repair inspection; underwriting fee; wire transfer fee; expenses incident to any loan; Private Mortgage Insurance Premium (PMI), VA Loan Funding Fee, or FHA Mortgage Insurance Premium (MIP) as required by the lender; and other expenses payable by Buyer under this contract.

B. If any expense exceeds an amount expressly stated in this contract for such expense to be paid by a party, that party may terminate this contract unless the other party agrees to pay such excess. Buyer may not pay charges and fees expressly prohibited by FHA, VA, Texas Veterans Land Board or other governmental loan program regulations.

**13. PRORATIONS:** Taxes for the current year, interest, maintenance fees, assessments, dues and rents will be prorated through the Closing Date. The tax proration may be calculated taking into consideration any change in exemptions that will affect the current year's taxes. If taxes for the current year vary from the amount prorated at closing, the parties shall adjust the prorations when tax statements for the current year are available. If taxes are not paid at or prior to closing, Buyer shall pay taxes for the current year.

**14. CASUALTY LOSS:** If any part of the Property is damaged or destroyed by fire or other casualty after the effective date of this contract, Seller shall restore the Property to its previous condition as soon as reasonably possible, but in any event by the Closing Date. If Seller fails to do so due to factors beyond Seller's control, Buyer may (a) terminate this contract and the earnest money will be refunded to Buyer (b) extend the time for performance up to 15 days and the Closing Date will be extended as necessary or (c) accept the Property in its damaged condition with an assignment of insurance proceeds and receive credit from Seller at closing in the amount of the deductible under the insurance policy. Seller's obligations under this paragraph are independent of any other obligations of Seller under this contract.

**15. DEFAULT:** If Buyer fails to comply with this contract, Buyer will be in default, and Seller may (a) enforce specific performance, seek such other relief as may be provided by law, or both, or (b) terminate this contract and receive the earnest money as liquidated damages, thereby releasing both parties from this contract. If Seller fails to comply with this contract, Seller will be in default and Buyer may (a) enforce specific performance, seek such other relief as may be provided by law, or both, or (b) terminate this contract and receive the earnest money, thereby releasing both parties from this contract.

**16. MEDIATION:** It is the policy of the State of Texas to encourage resolution of disputes through alternative dispute resolution procedures such as mediation. Any dispute between Seller and Buyer related to this contract which is not resolved through informal discussion ☒ will ☐ will not be submitted to a mutually acceptable mediation service or provider. The parties to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

TAR 1601 Initialed for identification by Buyer APM SJM and Seller [Signature]

TREC NO. 20-11

Contract Concerning Corner of Barstow Av & Concho  
Barstow, 79719 Page 7 of 9 12-05-2011  
 (Address of Property)

**17. ATTORNEY'S FEES:** A Buyer, Seller, Listing Broker, Other Broker, or escrow agent who prevails in any legal proceeding related to this contract is entitled to recover reasonable attorney's fees and all costs of such proceeding.

**18. ESCROW:**

A. **ESCROW:** The escrow agent is not (i) a party to this contract and does not have liability for the performance or nonperformance of any party to this contract, (ii) liable for interest on the earnest money and (iii) liable for the loss of any earnest money caused by the failure of any financial institution in which the earnest money has been deposited unless the financial institution is acting as escrow agent.

B. **EXPENSES:** At closing, the earnest money must be applied first to any cash down payment, then to Buyer's Expenses and any excess refunded to Buyer. If no closing occurs, escrow agent may: (i) require a written release of liability of the escrow agent from all parties, (ii) require payment of unpaid expenses incurred on behalf of a party, and (iii) only deduct from the earnest money the amount of unpaid expenses incurred on behalf of the party receiving the earnest money.

C. **DEMAND:** Upon termination of this contract, either party or the escrow agent may send a release of earnest money to each party and the parties shall execute counterparts of the release and deliver same to the escrow agent. If either party fails to execute the release, either party may make a written demand to the escrow agent for the earnest money. If only one party makes written demand for the earnest money, escrow agent shall promptly provide a copy of the demand to the other party. If escrow agent does not receive written objection to the demand from the other party within 15 days, escrow agent may disburse the earnest money to the party making demand reduced by the amount of unpaid expenses incurred on behalf of the party receiving the earnest money and escrow agent may pay the same to the creditors. If escrow agent complies with the provisions of this paragraph, each party hereby releases escrow agent from all adverse claims related to the disbursement of the earnest money.

D. **DAMAGES:** Any party who wrongfully fails or refuses to sign a release acceptable to the escrow agent within 7 days of receipt of the request will be liable to the other party for liquidated damages in an amount equal to the sum of: (i) three times the amount of the earnest money; (ii) the earnest money; (iii) reasonable attorney's fees; and (iv) all costs of suit.

E. **NOTICES:** Escrow agent's notices will be effective when sent in compliance with Paragraph 21. Notice of objection to the demand will be deemed effective upon receipt by escrow agent.

**19. REPRESENTATIONS:** All covenants, representations and warranties in this contract survive closing. If any representation of Seller in this contract is untrue on the Closing Date, Seller will be in default. Unless expressly prohibited by written agreement, Seller may continue to show the Property and receive, negotiate and accept back up offers.

**20. FEDERAL TAX REQUIREMENTS:** If Seller is a "foreign person," as defined by applicable law, or if Seller fails to deliver an affidavit to Buyer that Seller is not a "foreign person," then Buyer shall withhold from the sales proceeds an amount sufficient to comply with applicable tax law and deliver the same to the Internal Revenue Service together with appropriate tax forms. Internal Revenue Service regulations require filing written reports if currency in excess of specified amounts is received in the transaction.

**21. NOTICES:** All notices from one party to the other must be in writing and are effective when mailed to, hand-delivered at, or transmitted by facsimile or electronic transmission as follows:

To Buyer at: \_\_\_\_\_ To Seller at: \_\_\_\_\_

P O Box 208 1201 N. Wall St.

Barstow, TX 79719 Midland, TX 79701

Telephone: (432) 448-8922 Telephone: (462) 682-5297

Facsimile: \_\_\_\_\_ Facsimile: (432) 687-6120

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

TAR 1601

Initialed for Identification by Buyer APM STM and Seller [Signature]  
 Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 [www.ziplogix.com](http://www.ziplogix.com)

TREC NO. 20-11

Barstow

Contract Concerning Corner of Barstow Av & Concho  
Barstow, 79719 Page 8 of 9 12-05-2011  
 (Address of Property)

**22. AGREEMENT OF PARTIES:** This contract contains the entire agreement of the parties and cannot be changed except by their written agreement. Addenda which are a part of this contract are (Check all applicable boxes):

- |   |   |
|---|---|
| <input type="checkbox"/> Third Party Financing Addendum for Credit Approval                                     | <input type="checkbox"/> Addendum for "Back-Up" Contract  |
| <input type="checkbox"/> Seller Financing Addendum  | <input type="checkbox"/> Addendum for Coastal Area Property   |
| <input type="checkbox"/> Addendum for Property Subject to Mandatory Membership in a Property Owners Association | <input type="checkbox"/> Environmental Assessment, Threatened or Endangered Species and Wetlands Addendum   |
| <input type="checkbox"/> Buyer's Temporary Residential Lease  | <input type="checkbox"/> Seller's Temporary Residential Lease   |
| <input type="checkbox"/> Loan Assumption Addendum   | <input type="checkbox"/> Short Sale Addendum  |
| <input type="checkbox"/> Addendum for Sale of Other Property by Buyer   | <input type="checkbox"/> Addendum for Property Located Seaward of the Gulf Intracoastal Waterway  |
| <input type="checkbox"/> Addendum for Reservation of Oil, Gas and Other Minerals                                | <input checked="" type="checkbox"/> Addendum for Seller's Disclosure of Information on Lead-based Paint and Lead-based Paint Hazards as Required by Federal Law |
| <input type="checkbox"/> Other (list): _____  |   |

**23. TERMINATION OPTION:** For nominal consideration, the receipt of which is hereby acknowledged by Seller, and Buyer's agreement to pay Seller \$n/a (Option Fee) within 2 days after the effective date of this contract, Seller grants Buyer the unrestricted right to terminate this contract by giving notice of termination to Seller within n/a days after the effective date of this contract (Option Period). If no dollar amount is stated as the Option Fee or if Buyer fails to pay the Option Fee to Seller within the time prescribed, this paragraph will not be a part of this contract and Buyer shall not have the unrestricted right to terminate this contract. If Buyer gives notice of termination within the time prescribed, the Option Fee will not be refunded; however, any earnest money will be refunded to Buyer. The Option Fee ☐ will ☐ will not be credited to the Sales Price at closing. Time is of the essence for this paragraph and strict compliance with the time for performance is required.

**24. CONSULT AN ATTORNEY:** TREC rules prohibit real estate licensees from giving legal advice. READ THIS CONTRACT CAREFULLY. If you do not understand the effect of this contract, consult an attorney BEFORE signing.

Buyer's Attorney is: \_\_\_\_\_

Seller's Attorney is: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

EXECUTED the 8<sup>th</sup> day of August, 2013 (EFFECTIVE DATE).  
 (BROKER: FILL IN THE DATE OF FINAL ACCEPTANCE.)

A.P. Muniz  
 Buyer **Albolfo Muniz**  
Sandra J. Muniz  
 Buyer **Sandra J. Muniz**

Raymond J. Rios  
 Seller **The Presbyterys - Tres Rios**  
 Seller

The form of this contract has been approved by the Texas Real Estate Commission. TREC forms are intended for use only by trained real estate licensees. No representation is made as to the legal validity or adequacy of any provision in any specific transactions. It is not intended for complex transactions. Texas Real Estate Commission, P.O. Box 12188, Austin, TX 78711-2188, (512) 936-3000 (<http://www.trec.texas.gov>) TREC NO. 20-11. This form replaces TREC NO. 20-10.

Contract Concerning CORNER OF BARSTOW AVE & CONCHO BARSTOW, TX 79718 Page 9 of 9 2-14-2011  
(Address of Property)

### BROKER INFORMATION AND RATIFICATION OF FEE

Other Broker \_\_\_\_\_ License No. \_\_\_\_\_  
represents ☐ Buyer only as Buyer's agent  
☐ Seller as Listing Broker's subagent

Licensed Supervisor of Associate \_\_\_\_\_ Telephone \_\_\_\_\_

Associate \_\_\_\_\_ Telephone \_\_\_\_\_

Other Broker's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Associate Email Address \_\_\_\_\_

VALERA GATEWOOD 0086830  
Listing Broker \_\_\_\_\_ License No. \_\_\_\_\_

represents ☒ Seller and Buyer as an intermediary  
☐ Seller only as Seller's agent

VALERA GATEWOOD 432-445-4814  
Licensed Supervisor of Listing Associate \_\_\_\_\_ Telephone \_\_\_\_\_

Listing Associate \_\_\_\_\_ Telephone \_\_\_\_\_

212 W. 3RD STREET 432-445-1455  
Listing Broker's Office Address \_\_\_\_\_ Facsimile \_\_\_\_\_

PECOS, TX 79772  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

acmerealtyco@yahoo.com  
Listing Associate's Email Address \_\_\_\_\_

Selling Associate \_\_\_\_\_ Telephone \_\_\_\_\_

Selling Associate's Office Address \_\_\_\_\_ Facsimile \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Selling Associate's Email Address \_\_\_\_\_

Listing Broker has agreed to pay Other Broker N/A of the total sales price when the Listing Broker's fee is received. Escrow agent is authorized and directed to pay other Broker from Listing Broker's fee at closing.

### OPTION FEE RECEIPT

Receipt of \$ \_\_\_\_\_ (Option Fee) in the form of \_\_\_\_\_ is acknowledged.

Seller or Listing Broker \_\_\_\_\_ Date \_\_\_\_\_

### CONTRACT AND EARNEST MONEY RECEIPT

Receipt of ☒ Contract and ☒ \$ 2,000.00 Earnest Money in the form of ACHECK is acknowledged.

Escrow Agent: SECURITY PREFERRED TITLE, LLC Date: SEPTEMBER, 2013

By: MARGARET BAUCOM mbaucom@mysptitle.com  
Email Address \_\_\_\_\_

321 S. ALCIE AVENUE Telephone 432-943-7332  
Address \_\_\_\_\_

MONAHANS, TX 79756 Facsimile: 432-943-7333  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



APPROVED BY THE  
TEXAS REAL ESTATE COMMISSION

2-09-2004

**ADDENDUM FOR SELLER'S DISCLOSURE OF INFORMATION  
ON LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS  
AS REQUIRED BY FEDERAL LAW**

CONCERNING THE PROPERTY AT CORNER OF BARSTOW AVE & CONCHO BARSTOW, TX 79719  
(Street Address and City)

**A. LEAD WARNING STATEMENT:** "Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-paint hazards is recommended prior to purchase."

**NOTICE:** Inspector must be properly certified as required by federal law.

**B. SELLER'S DISCLOSURE:**

1. PRESENCE OF LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS (check one box only):  
☐ (a) Known lead-based paint and/or lead-based paint hazards are present in the Property (explain): \_\_\_\_\_  
☒ (b) Seller has no actual knowledge of lead-based paint and/or lead-based paint hazards in the Property.

2. RECORDS AND REPORTS AVAILABLE TO SELLER (check one box only):  
☐ (a) Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the Property (list documents): \_\_\_\_\_  
☒ (b) Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the Property.

**C. BUYER'S RIGHTS (check one box only):**

- ☒ 1. Buyer waives the opportunity to conduct a risk assessment or inspection of the Property for the presence of lead-based paint or lead-based paint hazards.  
☐ 2. Within ten days after the effective date of this contract, Buyer may have the Property inspected by inspectors selected by Buyer. If lead-based paint or lead-based paint hazards are present, Buyer may terminate this contract by giving Seller written notice within 14 days after the effective date of this contract, and the earnest money will be refunded to Buyer.

**D. BUYER'S ACKNOWLEDGMENT (check applicable boxes):**

- ☐ 1. Buyer has received copies of all information listed above.  
☒ 2. Buyer has received the pamphlet *Protect Your Family from Lead in Your Home*.

**E. BROKERS' ACKNOWLEDGMENT:** Brokers have informed Seller of Seller's obligations under 42 U.S.C. 4852d to: (a) provide Buyer with the federally approved pamphlet on lead poisoning prevention; (b) complete this addendum; (c) disclose any known lead-based paint and/or lead-based paint hazards in the Property; (d) deliver all records and reports to Buyer pertaining to lead-based paint and/or lead-based paint hazards in the Property; (e) provide Buyer a period of up to 10 days to have the Property inspected; and (f) retain a completed copy of this addendum for at least 3 years following the sale. Brokers are aware of their responsibility to ensure compliance.

**F. CERTIFICATION OF ACCURACY:** The following persons have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

AP Muniz 8-1-13  
Buyer ADOLFO MUNIZ Date

Sandra J. Muniz 8-1-13  
Buyer SANDRA J. MUNIZ Date

\_\_\_\_\_  
Other Broker Date

Raymond Trujillo 10-18-13  
Seller THE PRESBYTERY TRES RIOS Date

\_\_\_\_\_  
Seller BY: CONCARLTON Date

Valera Gatewood 8-1-13  
Listing Broker VALERA GATEWOOD Date

The form of this addendum has been approved by the Texas Real Estate Commission for use only with similarly approved or promulgated forms of contracts. Such approval relates to this contract form only. TREC forms are intended for use only by trained real estate licensees. No representation is made as to the legal validity or adequacy of any provision in any specific transactions. It is not suitable for complex transactions. Texas Real Estate Commission, P.O. Box 12188, Austin, TX 78711-2188, 1-800-250-8732 or (512) 459-6544 (<http://www.trec.state.tx.us>)



PROMULGATED BY THE TEXAS REAL ESTATE COMMISSION (TREC)  
**ADDENDUM FOR RESERVATION OF OIL, GAS,  
 AND OTHER MINERALS**

12-05-2011

**ADDENDUM TO CONTRACT CONCERNING THE PROPERTY AT**

CORNER OF BARSTOW AVE & CONCHO

(Street Address and City)

BARSTOW TX

**NOTICE:** For use only if Seller reserves all or a portion of the Mineral Estate.

- A. "Mineral Estate" means all oil, gas, and other minerals in or under the Property, any royalty under any existing or future lease covering any part of the Property, surface rights (including rights of ingress and egress), production and drilling rights, lease payments, and all related benefits.
- B. The Mineral Estate owned by Seller, if any, will be conveyed unless reserved as follows (check one box only):

- ☒ (1) Seller reserves all of the Mineral Estate owned by Seller.
- ☐ (2) Seller reserves an undivided \_\_\_\_\_ % interest in the Mineral Estate owned by Seller. **NOTE:** If Seller does not own all of the Mineral Estate, Seller reserves only this percentage of Seller's interest.

- C. Seller ☒ waives ☐ does not waive Seller's surface rights (including rights of ingress and egress). **NOTE:** Any waiver of surface rights by Seller does not affect any surface rights that may be held by others.
- D. If B(2) applies, Seller shall, on or before the Closing Date, provide Buyer contact information known to Seller for any existing leases.

If either party is concerned about the legal rights or impact of the above provisions, that party is advised to consult an attorney **BEFORE** signing.

TREC rules prohibit real estate licensees from giving legal advice.

[Signature]  
 Buyer

[Signature]  
 Seller  
[Signature]

[Signature]  
 Buyer

[Signature]  
 Seller

The form of this addendum has been approved by the Texas Real Estate Commission for use only with similarly approved or promulgated forms of contracts. Such approval relates to this contract form only. TREC forms are intended for use only by trained real estate licensees. No representation is made as to the legal validity or adequacy of any provision in any specific transactions. It is not intended for complex transactions. Texas Real Estate Commission, P.O. Box 12182, Austin, TX 78711-2182, 512-938-3000 (<http://www.trec.texas.gov>) TREC No. 44-1. This form replaces TREC No. 44-0.

(TAR 1905) 12-05-2011

Lease Team @ Keller Williams 4410 North Midland Suite B2 Midland, TX 79703  
 Phone: 432.612.1144 Fax: 432.612.6153 Bill Lenoir

Produced with zipForm® by zipLogix 18278 Fussen Mill Road, Fraser, Michigan 48833 [www.zipLogix.com](http://www.zipLogix.com)

TREC NO. 44-1

**Presbytery of Tres Rios**  
**Receipts and Expenditures**  
**Eight Months Ended 8/31/13**

Exhibit E

	<u>Actual</u> <u>thru 8/31/13</u>	<u>Budget</u> <u>thru 8/31/13</u>	<u>2013</u> <u>Budget</u>	<u>Comments</u>
<b>Receipts</b>				
<b>Contributions from Churches</b>				
For Presbytery	\$192,860	189,414	\$284,121	
For Synod	1,696	1,667	2,500	
For General Assembly	23,024	21,155	31,733	
Total church contributions	217,580	212,236	318,354	
<b>Transfers from Restricted Funds</b>				
	15,000	15,000	24,000	Actual represents first three quarters funding for Nazareth. There has been no funding for the other \$4,000 for CDC training
<b>Church Development</b>				
Second Harvest	26,195	25,098	33,464	Actual represents first three quarters funding for St. Andrew/Divine Savior and the CDC consultant
Camp Chimney Spring	25,600	25,875	28,600	Actual represents all funding for youth activities except costs anticipated later in the year for next year's Youth Task Force
Small Church	0	0	0	
	66,795	65,973	86,064	
Income-Builders Fellowship	50	0	0	
Interest Income	19	20	30	
Rent-Maranatha properties	4,000	4,000	6,000	
Rent-McCamey property	2,100	2,400	3,600	
Individual donations	6,250	2,000	3,000	
Other Income	0	0	0	
Total Income	296,794	286,629	417,048	
<b>Expenditures</b>				
<b>Support for Upper Gov Bodies</b>				
Synod	1,696	1,667	2,500	
General Assembly	23,024	21,155	31,733	
	24,720	22,822	34,233	
<b>Church Development Committee</b>				
CDC Conference & Training	0	0	4,000	Funded from CDC funds
Mission Insight Program	0	0	0	
Consultant-Church Development	10,112	10,500	14,000	Funded from 2nd Harvest funds
Meetings-CDC	205	833	1,250	
Total Church Development Committee	10,317	11,333	19,250	
<b>Church Support</b>				
Nazareth Salary Support	13,336	13,333	20,000	
Divine Savior Salary support	(832)	0	0	2010 checks voided
Divine Savior/St Andrew support	14,296	12,976	19,464	
Total Church Support	26,800	26,309	39,464	

**Presbytery of Tres Rios**  
**Receipts and Expenditures**  
**Eight Months Ended 8/31/13**

	<u>thru 8/31/13</u>	<u>thru 8/31/13</u>	<u>Budget</u>	<u>Comments</u>
<b>Committee on Ministry Expense</b>				
Administrative Personnel Assoc.	122	667	1,000	
CLP Training	56	467	700	
Workshops & Conferences	0	400	600	
Committee on Ministry Meetings	2,749	5,000	7,500	
<b>Total Committee on Ministry Expense</b>	<b>2,927</b>	<b>6,533</b>	<b>9,800</b>	
<b>Committee On Preparation for Min</b>				
COPM Pscy. Evaluations	0	333	500	
COPM Meetings	93	667	1,000	
Candidate Travel	191	333	500	
<b>Total Committee on Preparation</b>	<b>284</b>	<b>1,333</b>	<b>2,000</b>	
<b>Committee on Representation</b>	<b>0</b>	<b>133</b>	<b>200</b>	
<b>Nominations Committee</b>	<b>0</b>	<b>0</b>	<b>100</b>	
<b>Committee on Mission</b>				
Mission Trips	0	0	0	
Presbytery Mission Network	0	333	500	
Meetings	649	667	1,000	
<b>Total Committee on Mission</b>	<b>649</b>	<b>1,000</b>	<b>1,500</b>	
<b>Committee on Trng and Nurture</b>				
Leadership Dev/Training	0	667	1,000	
Meetings-Trng & Nurture	174	667	1,000	
Clergy Retreat	0	0	0	
Synod Youth Workshop	7,844	6,000	6,000	Funded from CCS funds
Website	260	667	1,000	
<b>Triennium</b>	<b>19,057</b>	<b>4,500</b>	<b>4,500</b>	Funded from CCS funds. The majority of the triennium mission trip and triennium global partner costs are included here. A more precise breakout will be done.
<b>Triennium Mission Trip</b>	<b>2,245</b>	<b>4,200</b>	<b>4,200</b>	Funded from CCS funds
<b>Triennium Global Partner</b>	<b>1,706</b>	<b>3,000</b>	<b>3,000</b>	Funded from CCS funds
<b>Youth Task Force</b>	<b>7,280</b>	<b>8,175</b>	<b>10,900</b>	Funded from CCS funds
<b>Total Committee on Trng and Nurture</b>	<b>38,566</b>	<b>27,875</b>	<b>31,600</b>	

**Presbytery of Tres Rios**  
**Receipts and Expenditures**  
**Eight Months Ended 8/31/13**

	<u>thru 8/31/13</u>	<u>thru 8/31/13</u>	<u>Budget</u>	<u>Comments</u>
<b>Mission Development</b>				
Project Vida	8,068	8,000	12,000	
Bob Lewis Mission	750	750	750	
Project Dignidad	750	750	750	
Pasos de Fe Border Ministry	345	667	1,000	
St. Andrews Mission	4,732	4,667	7,000	
	<u>14,645</u>	<u>14,833</u>	<u>21,500</u>	
<b>Presbyterian Women</b>	2,000	2,000	3,000	
<b>Presbytery Council</b>				
Council Meetings	2,730	2,667	4,000	
Financial Services	268	267	400	
<b>Task Forces/Commissions</b>	428	1,458	2,500	There are four different task forces or commissions. These are the NFog task force, Eldorado AC, Divine Savior AC and the Trinity AC. The Trinity AC costs represent \$1,151 of the total and the NFog task force totals \$1996.
Presbytery Worship/Meetings	0	133	200	
Personnel Comm	(56)	67	100	
<b>Total Presbytery Council</b>	<u>3,370</u>	<u>4,592</u>	<u>7,200</u>	
<b>Operating Expenses-Building</b>				
Insurance	7,600	7,750	7,750	
Janitorial Service	1,930	2,000	3,000	
Office Maintenance	1,839	1,000	1,500	
Utilities	4,093	4,133	6,200	
<b>Total Operating Expenses-Occupancy</b>	<u>15,462</u>	<u>14,883</u>	<u>18,450</u>	
<b>Operating Expenses-Presbytery</b>				
Back Page/Publications	25	67	100	
Communications Expense	0	67	100	
Commissioners Cost-Gen Assembly	0	333	500	
Computer Operations	2,140	2,000	3,000	
Equipment Leases	6,046	6,267	9,400	
Equipment Maintenance	1,717	3,333	5,000	
Financial Review	5,000	5,000	5,000	
Postage	1,730	2,000	3,000	
Supplies	3,098	4,333	6,500	
Telephone	5,116	4,667	7,000	
<b>Total Operating Expenses-Presbytery</b>	<u>24,872</u>	<u>28,067</u>	<u>39,600</u>	

**Presbytery of Tres Rios**  
**Receipts and Expenditures**  
**Eight Months Ended 8/31/13**

	<u>thru 8/31/13</u>	<u>thru 8/31/13</u>	<u>Budget</u>	<u>Comments</u>
<b>Staff Expense</b>				
Admin. Assistant Cont Ed	642	533	800	
Admin. Assistant Pens/Medical	10,067	10,067	15,101	
Admin. Assistant Salary	30,507	30,507	45,761	
Gen Missioner Travel	8,914	6,000	9,000	
Gen. Missioner-Pens/Med	18,576	18,573	27,860	
General Missioner Housing	26,672	28,000	42,000	
General Missioner Salary	29,627	28,290	42,435	
General Missioner Cont Educ	1,500	1,500	1,500	
Payroll Taxes	2,044	2,333	3,500	
Stated Clerk Expense	0	667	1,000	
Staff Meeting/Travel	1,676	3,333	5,000	
<b>Total Staff Expense</b>	<b>130,225</b>	<b>129,805</b>	<b>193,957</b>	
<b>Total Expense</b>	<b>\$294,837</b>	<b>\$291,519</b>	<b>\$421,854</b>	
<b>Net Receipts over Expenditures</b>	<b>\$1,957</b>	<b>(\$4,890)</b>	<b>(\$4,806)</b>	
<b>Beginning deficit 1/1/12</b>	<b>(\$7,182)</b>	<b>(\$7,182)</b>	<b>(\$7,182)</b>	
<b>Transfer from Operating Reserves</b>	<b>\$7,182</b>	<b>\$7,182</b>	<b>\$11,988</b>	
<b>Ending surplus (deficit)</b>	<b>\$1,957</b>	<b>(\$4,890)</b>	<b>\$0</b>	

**January 1 - August 31, 2013**

	2019	2020	2021	Total	Avg Yr
Presbyterian Women	775.00	894.00	760.00	400.00	400.00
	363	417.23	460.00	460.00	460.00

Exhibit F  
**PRESBYTERY OF TRES RIOS - CHURCH DIRECTORY**  
**1201 W Wall - Midland, Texas 79701 \*\* OFFICE HOURS 9 - 5**  
**432/682-5297 - 432/570-8649 - 1/800/435-6496**  
**Fax Number 432/687-6120**  
**Website: [www.tresrios.org](http://www.tresrios.org)**  
**October, 2013**

GENERAL MISSIONER - Jose Luis Casal Email [jicasal@tresrios.org](mailto:jicasal@tresrios.org) Cellular Phone: 432/638-3564

ADMINISTRATIVE ASSISTANT - Theresa Wright Email [twright@tresrios.org](mailto:twright@tresrios.org) Cellular Phone 432/528-7317

STATED CLERK -	Kay Long 2621 Vista Del Arroyo San Angelo, TX 76904 432- 466-1117 Email <a href="mailto:kaylong9@sbcglobal.net">kaylong9@sbcglobal.net</a>	TREASURER - Jimmy Stevens 844 Lakeway El Paso, TX 79932 915-584-3821 Email <a href="mailto:jsteven1@elp.rr.com">jsteven1@elp.rr.com</a>
----------------	--	---

PRESBYTERY MODERATOR -	Bobbie Duncan 20 Troon Odessa, TX 79762	Vice Moderator Craig Meyers 19 N Washington San Angelo, TX 76901
------------------------	---	---

PROJECT VIDA -	William and Carol Schlesinger 3607 Rivera El Paso, TX 79905 Phone: 915/533-7057	Fax 915/533-7158  Email <a href="mailto:pvida@whc.net">pvida@whc.net</a> <a href="http://www.projectvidaelpaso.org">www.projectvidaelpaso.org</a>
----------------	--	--

ST. ANDREWS MISSION -	P.O. Box 2431 (1708 N Fort Worth) Midland, TX 79702 Phone: 432/682-2351      Fax: 432/687-2939
-----------------------	--

PROJECT DIGNIDAD -	Josie Jones, Director 313 West Ave. "N" San Angelo, TX 76903 325/658-7885
--------------------	--

PASOS DE FE -	University Presbyterian Church 244 N Resler El Paso, TX 79912 915-584-5822 <a href="mailto:pbmpasosdefe@yahoo.com">pbmpasosdefe@yahoo.com</a> <a href="http://www.pasosdefe.net">www.pasosdefe.net</a>
---------------	---

**CANDIDATES/INQUIRERS**

Josh Gahr (C) 7302 Bethune Ave Apt B Austin, TX 78752 <a href="mailto:joshuagahr@hotmail.com">joshuagahr@hotmail.com</a>	Suzanne Gulick (I) 5609 Highland Blvd Midland, TX 79707	Lauren Heare (I) 2435 YMCA Dr San Angelo, TX 76904	Cindy Duke (I) 516 Ross Blvd Pecos, TX 79772
---	---	--	--

# COMMISSIONERS TO SYNOD

Class of 2012 Tom Koger P.O. Box 94, Coahoma, TX 79511 432-394-4450 [nankoger2@suddenlink.net](mailto:nankoger2@suddenlink.net)  
 Judia Foreman, 214 S L Street, Midland, TX 79701 432-684-8695 [webb4man@sbcglobal.net](mailto:webb4man@sbcglobal.net)  
 Class of 2013 Craig Meyers, 22 N Washington, San Angelo, TX 76901 325-655-0976  
 Karen Boozer, 4605 Academy Circle, El Paso, TX 79924 915-755-5419

\*\*\*\*\*

## TRES RIOS PRESBYTERY CHURCHES

<b>ALPINE</b> First Presbyterian Church P.O. Box 1013 - 79831 (103 E Lockhart) Membership - 68 PIN 08723 Secretary: Susan Chisholm Clerk of Session: Judy Perry Treasurer: Janice Moss Music Director – Ellen Boyd	Phone: 432-837-2449  Email: <a href="mailto:fpcalpine@sbcglobal.net">fpcalpine@sbcglobal.net</a>	Pastor: Jobeth McLeod 904 E Ave A - 79830 Home Phone: 432-837-9000 Email: <a href="mailto:jetmcleod@sbcglobal.net">jetmcleod@sbcglobal.net</a>
--	--	--

<b>ANDREWS</b> Andrews Presbyterian Church P.O. Box 1205 (305 N.W. 7th St. - 79714) Membership - 44 PIN 21997 Clerk of Session: Elizabeth Stottlemire Treasurer: Ricky Kidd	Fax/Phone 432-523-2689  Email: <a href="mailto:andrewspres@windstream.net">andrewspres@windstream.net</a>	Pastor: Tracy Spencer Brown 300 NW 8 <sup>th</sup> St - 79714 Home Phone: 432-523-3479 Email: <a href="mailto:revtsb@aol.com">revtsb@aol.com</a>
--	--	--

<b>BALLINGER</b> First Presbyterian Church P.O. Box 67 - 76821 (301 Broadway) Membership - 109 PIN 21998 Clerk of Session: Amy Batts Secretary: Kay Mansell Office Hours: 1:30 - 3:30 Treasurer: Joyce Spreen Music Director and Organist: Kathy McNelly Christian Education Contact: Tom Sykes	Fax/Phone 325-365-2253	Pastor: Wilma Harris 601 McCarver Dr - 76821 Home Phone: 325-365-2976 Email: <a href="mailto:revwsharris@aol.com">revwsharris@aol.com</a>
--	---------------------------	---

<b>BIG SPRING</b> First Presbyterian Church P.O. Box 2222 - 79720 (701 Runnels) Membership - 162 PIN 22000 Clerk of Session: Janice Conley Secretary: Rosa Rickabaugh Treasurer: Neva Green Office Hours: 10:00 – 5:00 Music Director and Organist: Mike Mitchell	Phone: 432-263-4211  Fax: 432-263-8773 Email: <a href="mailto:officefpcbs@crcom.net">officefpcbs@crcom.net</a> <a href="http://www.fpcbs.org">www.fpcbs.org</a>	Pastor: Craig Holstedt (Susan) 10 Indian Ridge - 79720 Home Phone: 432-517-4544 Email: <a href="mailto:craigholstedt@gmail.com">craigholstedt@gmail.com</a>
Youth Contact: Don and Christine Boling		

<b>COAHOMA</b> First Presbyterian Church P.O. Box 94 - 79511 (207 N First) Membership - 34 PIN 22002 Clerk of Session: Merlene Brown Youth Contact: Linda Luce	Phone: 432-394-4450  Fax: 432-394-4385  Office Hours 9 -12 Designated Pastor:	Pastor: Vacant
---	--	-------------------

Divine Savior Presbyterian 314 S Glenwood - 79905 Membership - 44 PIN 08726 Clerk of Session: Connie Ayala Treasurer: Presicilla Guzman	Fax/Phone 915-779-7420	Jayne Ruiz (Alfredo) 6008 Sabine St - 79905  Email: <a href="mailto:jayneruiz@msn.com">jayneruiz@msn.com</a>
---	---------------------------	---

**EL PASO**

Faith Presbyterian Church

661 Lomaland - 79907

Membership - 31 PIN 22003

Clerk of Session: Sherrie Klein

Treasurer: Richard C. Pickett, Jr.

Organist: Susan Bechler

Christian Education Contact: Bob Abbott

Phone: 915-598-6735

Fax: 915-533-7158

Email: [pvida@whc.net](mailto:pvida@whc.net)[www.faith-presbyterian.org](http://www.faith-presbyterian.org)

Youth Contact: Carol Ramos

Co-Pastors:

Bill &amp; Carol Schlesinger

126 Gaspar - 79907

Home Phone: 915-592-8818

Email: [copastor@faith-presbyterian.org](mailto:copastor@faith-presbyterian.org)**EL PASO**

First Presbyterian Church

1340 Murchison - 79902

Membership - 355 PIN 08724

Clerk of Session: Donna Minear

Treasurer: Richard Murray

Director of Administration: Patty Herrera

Youth Director: Drew Cook

Music Director: Bill Dickinson

Organist: Lois Holt

Phone: 915-533-7551

Fax: 915-534-7167

Office Hours: 9-5 Mon – Thurs 8-3 Friday

[www.fpep.org](http://www.fpep.org)

Designated Pastor:

Neal Locke (Amy)

437 Hollydale Dr - 79912

Home Phone: 915-243-3042

Email: [neal@firstpres-ep.org](mailto:neal@firstpres-ep.org)**EL PASO**

Grace Presbyterian Church

8001 Magnetic - 79904

Membership - 179

Clerk of Session: Donna Crafton

Treasurer: George Hejtmanek

Phone: 915-755-8206

Fax: 915-755-1255

[www.epgrace.com](http://www.epgrace.com)Email: [office@elgrace.com](mailto:office@elgrace.com)

Pastor:

Jessica Vaughan Lower (Andy)

Email: [jessica@epgrace.com](mailto:jessica@epgrace.com)**EL PASO**

St. Andrew Presbyterian Church

2155 Wedgewood - 79925

Membership - 26 PIN 22005

Clerk of Session: Diana Guerrero

Secretary: Linda Mayberry

Treasurer: Charlie Lino

Christian Education: Diana Guerrero

Music Minister: Eileen Mayfield

Phone: 915-598-7577

Office Hours: 9-12

Email: [stapc@att.net](mailto:stapc@att.net)[www.elpasopresbyterians.com](http://www.elpasopresbyterians.com)

Designated Pastor:

Jayne Ruiz (Alfredo)

Email: [jayneruiz@msn.com](mailto:jayneruiz@msn.com)**EL PASO**

University Presbyterian Church

244 North Resler - 79912

Membership - 231 PIN 22007

Clerk of Session: John Steinberger

Secretary: Susan Guard

Treasurer: Jimmy Stevens

Congregational Support Director: Jinny Forbes

Music Director: Maureen Keton

Phone: 915-584-5822

Fax: 915-587-4760

Email: [office@upcelp.org](mailto:office@upcelp.org)Website: [www.upcelp.org](http://www.upcelp.org)

Office Hours: 9 - 1

Youth Director: Jeri Vines

Organist: Margaret Hagedorn

Pastor:

John Nelsen (Becky)

633 Hempstead - 79912

Home Phone 915-875-8689

Email: [john@upcelp.org](mailto:john@upcelp.org)**FORT DAVIS**

First Presbyterian Church

P.O. Box 832 - 79734 (503 Front St)

Membership - 104 PIN 08727

Clerk of Session: Linda Allen

Treasurer: Allen Gilchrist

Youth Contact: Pene Ferguson

Organist: Marjorie Ferguson and Renee Parson

Phone: 432-426-3948

Email: [ch.ofc@sbcglobal.net](mailto:ch.ofc@sbcglobal.net)

Office Hours 8-12

[www.fdpccusa.org](http://www.fdpccusa.org)

Christian Education: Camille Doss

Pastor:

Matt Miles (Stessa)

P.O. Box 2164 - 79734

Home Phone: 432-426-3096

Email: [fdpastor@sbcglobal.net](mailto:fdpastor@sbcglobal.net)

**FORT STOCKTON**

First Presbyterian Church  
P.O. Box 100 - 79735  
Membership - 301 PIN 22009  
Clerk of Session: Janet Newton  
Secretary: Linda Loera

Phone: 432-336-3346  
Fax: 432-336-6717  
Website: [www.1stpresfs.org](http://www.1stpresfs.org)  
Email: [fpc.office@sbcglobal.net](mailto:fpc.office@sbcglobal.net)  
Office Hours: 8-5

Pastor:  
James R. Miles  
208 N. Oklahoma - 79735  
Home Phone: 432-336-5485  
Email: [revdoctx@sbcglobal.net](mailto:revdoctx@sbcglobal.net)  
  
Commissioned Ruling Elder:  
Ann Hurt  
*Commission date February 2014*

---

**MARFA**

First Presbyterian Church  
P.O. Box 875 - 79843 (100 E. Columbia)  
Membership - 19 PIN 08728  
Clerk of Session: Betsy Brown  
Treasurer: Georgia Lee Kahl

Phone/Fax  
432-729-4709  
Email: [FPCmarfa@att.net](mailto:FPCmarfa@att.net)

Pastor Elect  
Caryn Thurman (Quint)  
HC 65 Box 28R  
Alpine, TX 79830  
Home Phone: 432-364-2250  
Email: [carynthurman@gmail.com](mailto:carynthurman@gmail.com)

---

**MIDLAND**

First Presbyterian Church  
800 W. Texas - 79701  
Membership - 1598 PIN 22011  
Clerk of Session: Judia Foreman

Phone: 432-684-7821  
Fax: 432-684-8424  
Office Hours: 8-5  
Website: [www.fpcmid.org](http://www.fpcmid.org)

Pastor:  
Steve Schorr (Kathy)  
Email: [sschorr@fpcmid.org](mailto:sschorr@fpcmid.org)  
  
Associate Pastor:  
Shannon Weisenfels (Gerry)  
Email: [sweisenfels@fpcmid.org](mailto:sweisenfels@fpcmid.org)  
Associate Pastor:  
Todd Wyrick (Sarah)  
Email: [twyrick@fpcmid.org](mailto:twyrick@fpcmid.org)  
Associate Pastor:  
Walter Thompson (Mayra)  
Email: [wthompson@fpcmid.org](mailto:wthompson@fpcmid.org)

Receptionist: Rachal Eriksen ([reriksen@fpcmid.org](mailto:reriksen@fpcmid.org))  
Pastors' Secretary: Betsy Haney ([bhaney@fpcmid.org](mailto:bhaney@fpcmid.org))  
Finance Secretary: Donna Cannon ([dcannon@fpcmid.org](mailto:dcannon@fpcmid.org))  
Membership Secretary: Marty Burns ([mburns@fpcmid.org](mailto:mburns@fpcmid.org))  
Music Director: Gregory Pysh ([gpys@fpcmid.org](mailto:gpys@fpcmid.org))  
Youth Project Coordinator: Becky Holmes ([bholmes@fpcmid.org](mailto:bholmes@fpcmid.org))  
Organist: Rebecca Sawyer ([bsawyer@fpcmid.org](mailto:bsawyer@fpcmid.org))

Associate Pastor:  
Mary Beth Anton (Jeff Hewett)  
4003 Blakemore Ct - 79707  
Home Phone: 689-2434  
Email: [marybeth@fpcmid.org](mailto:marybeth@fpcmid.org)

---

**MIDLAND**

Grace Presbyterian Church  
2801 N. Garfield - 79705  
Membership - 138 PIN 10551  
Clerk of Session: Judy Brown  
Treasurer: Carol O'Briant  
Secretary: Adalinda Carl  
Music Director: Jan McDaniel  
Youth Contact: Jake & Courtney Laufer

Phone: 432-684-6542  
Fax: 432-684-3892  
Email: [gracemidland@clear.net](mailto:gracemidland@clear.net)  
Website: [www.gracemidlandtx.org](http://www.gracemidlandtx.org)  
Office Hours: 8:00 - 3:45 Mon-Thurs 8:00 - 12:00 Fri  
Organist: Orin Wade  
Christian Education Contact: Cheryl Truszkowski

Pastor:  
Cheryl Homsher (BJ Craft)  
10 Cascade Court - 79762  
Home Phone: 432-552-7555  
Email: [pastorcheryl@clear.net](mailto:pastorcheryl@clear.net)

---

**MONAHANS**

First Presbyterian Church  
P.O. Box 987 - 79756 (500 E 16th)  
Membership - 12 PIN 08729  
Clerk of Session: Lynda Linton  
Treasurer: LaNell Smallwood  
Music Director: Lynda Linton

Phone: 432-943-4962  
Fax: 432-943-7626

Pastor:  
Vacant  
1109 S Bruce - 79756

---

**ODESSA**

First Presbyterian Church  
1401 N. Sam Houston - 79761  
Membership - 293 PIN 22013  
Clerk of Session: JoAnn Laird  
Treasurer: Ernest Thomas  
Secretary: Tommie Zuerker

Phone: 432-337-3526

Fax: 432-337-3599

Office Hours: 8:30-5 Mon-Thurs

8:30 - 12:00 Fri

Email [fpcodessa@sbcglobal.net](mailto:fpcodessa@sbcglobal.net)

Website: [www.fpcodessa.org](http://www.fpcodessa.org)

Youth Contact: Cambri Allison

Christian Education Director: Liz Somers

Music Director: Rogers Tilley

Organist: Kathy Kuhn

Interim Pastor:

Mark Cooper (Jill)

6162 Denis Ln -79762

[revmcoop@gmail.com](mailto:revmcoop@gmail.com)

**ODESSA**

Westminster Presbyterian Church  
4901 Maple - 79762

Membership - 225 PIN 22015

Clerk of Session: Betty Love

Membership Secretary: Sherry Bellis ([sbellis@wpcodessa.com](mailto:sbellis@wpcodessa.com))

Youth Coordinator: Janet Thompson

Treasurer: Jim Stevens

Office Hours: 8:30-5 Mon- Thurs 8:30-4 Friday

Music Director: Tamara Stallcup

Organist: Rozanne Spires

Christian Education Contact: Anne Mackey

Phone: 432-366-1321

Fax: 432-366-6130

[www.wpcodessa.org](http://www.wpcodessa.org)

Pastor:

Eric Thompson (Janet)

Email: [ethompson@wpcodessa.com](mailto:ethompson@wpcodessa.com)

**PECOS**

First Presbyterian Church  
P.O. Box 926 - 79772 (401 S Plum)

Membership - 24 PIN 22017

Clerk of Session: Lynn Fowler

Treasurer: Charlotte Slack

Music Director and Organist: Hector Rodriguez

Phone

432-445-3693

Pastor:

Vacant

Fax: 432-445-5433

**SAN ANGELO**

First Presbyterian Church  
32 North Irving - 76903

Membership - 701 PIN 22018

Clerk of Session: Mark Woods

Treasurer: Don Allison and David Byrd

Administrative Assistant: Becky Swiderski ([beckyss@gte.net](mailto:beckyss@gte.net))

Youth Director: Bradley Morgan ([youthdir.fpcsa@verizon.net](mailto:youthdir.fpcsa@verizon.net))

Program Secretary: Donna Spieler ([choffice@gte.net](mailto:choffice@gte.net))

Music Director: Pamela Lee and Julie Pucci

Organist: Dr Michael Yinney

Christian Education Contact: Susan Gober

Phone: 325-655-5694

Fax: 325-653-2502

Office Hours: 8:30 - 5

Email [choffice@gte.net](mailto:choffice@gte.net)

Website: [www.fpcsanangelo.org](http://www.fpcsanangelo.org)

Pastor:

Bill Proctor (Lanee)

1503 S Monroe - 76901

Home Phone: 325-942-5477

Email: [pastor.fpcsa@verizon.net](mailto:pastor.fpcsa@verizon.net)

Associate Pastor:

Joel Moore (Morgan)

2122 Beverly Ct - 76904

Email: [assocpastor.fpc@verizon.net](mailto:assocpastor.fpc@verizon.net)

**SAN ANGELO**

Nazareth Presbyterian Church  
313 W. Ave. N - 76903

Membership - 86 PIN 08652

Clerk of Session: Molly Owen

Secretary & Treasurer: Frances Dempsey

Youth Contact: Roger and Molly Owen

Phone

325-658-1922

Office Hours: 8-11 Mon-Thurs

Email: [nazarethpc@hotmail.com](mailto:nazarethpc@hotmail.com)

Commissioned Ruling Elder:

Bea Torres

Commission Date: February 2013

Email: [sunflowerbea1@aol.com](mailto:sunflowerbea1@aol.com)

SAN ANGELO  
St. Mark Presbyterian Church  
2506 Johnson - 76904  
Membership - 66 PIN 11530  
Secretary: Kayci Waller  
Clerk of Session: Debbie Simpson  
Treasurer: Kelly Ernst  
Organist: Jan Kelsey/Shelly Salling

Phone: 325-949-1515

Fax: 325-944-7740

Office Hours: 8-3  
Youth Contact: Butch Simpson

Supply Pastor:  
Craig Meyers (Sally)  
19 N Washington - 76903  
Home Phone: 325-655-0976

SAN ANGELO  
St. Paul Presbyterian Church  
11 North Park - 76901  
Membership - 602 PIN 08651  
Clerk of Session: Linda Mullins  
Secretary: Tammy Fox

Phone 325-653-5691

Fax: 325-659-0597

Email: [stpaulsa@gmail.com](mailto:stpaulsa@gmail.com)  
Website: [www.stpaulsa.com](http://www.stpaulsa.com)  
Office Hours: 8-5 Mon-Fri

Co-Pastor:  
Glenda Harbert  
16 N Adams - 76901  
Home Phone: 325-650-2882  
Email: [ggharbert@suddenlink.net](mailto:ggharbert@suddenlink.net)

Treasurer: Calvin Champion  
Music Director: Sally Meyers  
Christian Education Contact: Peggy Tharp

Co-Pastor:  
Tim Davenport-Herbst (Cynthia)  
5332 Fairway Dr - 76904  
Home Phone: 325-716-8474  
Email: [drtimdh@gmail.com](mailto:drtimdh@gmail.com)

SANDERSON  
First Presbyterian Church  
P.O. Box 629 - 79848 (607 N 2nd)  
Membership - 37 PIN 22021  
Clerk of Session: Marsha Monroe  
Christian Education Contact: Bobbe Mitchell

Phone/Fax  
432-345-2214

[www.fpcsanderson.org](http://www.fpcsanderson.org)

Treasurer: Pam Deaton

Pastor:  
Toby Brown (Marcie)  
Email: [xtlbrown@bigbend.net](mailto:xtlbrown@bigbend.net)

SEMINOLE  
First Presbyterian Church  
P.O. Box 1077 - 79360 (301 SW 3rd)  
Membership - 72 PIN 22023  
Clerk of Session: Dan Calfee  
Treasurer:  
Organist: Jerry Malone  
Christian Education and Youth Contact: Ann Shelton

Phone: 432-758-3708

Fax: 432-758-8169

[www.fpcseminole.org](http://www.fpcseminole.org)  
Email: [1presbyterian@crosswind.net](mailto:1presbyterian@crosswind.net)

Pianist: Margaret Malone

Pastor:  
Ed Wegele (Nicole)  
206 SW Ave C - 79360  
Email: [churched1@mail.com](mailto:churched1@mail.com)  
Home Phone: 432-758-3332

SONORA  
Church of the Good Shepherd  
P.O. Box 1015 - 76950 (401 NE Mulberry)  
Membership - 35 PIN 22024  
Clerk of Session: Susan Bloodworth  
Treasurer: Karen Fincher  
Organist: Gayla Thornton

Phone: 325-387-2616

Fax: 325-387-5803

Office Hours: 8-12 Mon - Thurs

Email: [churchgoodshepherd@verizon.net](mailto:churchgoodshepherd@verizon.net)

Pastor:  
Lewis Allen (Cyndy)  
  
Home Phone: 325-387-3948  
Email: [allenlewis66@yahoo.com](mailto:allenlewis66@yahoo.com)

## OTHER MINISTERS - PRESBYTERY OF TRES RIOS

\*\*\*\*\*

ANDERSON, James (HR) Wife - Janet	557 Williamsburg Ct – Apt F Wooster, OH 44691	Email <a href="mailto:james.c.anderson@suddenlink.net">james.c.anderson@suddenlink.net</a>
ANDREWS, Don (HR) Wife - Lee	P.O. Box 1866 Santa Teresa, NM 88008	915-613-0872 Email: <a href="mailto:dandrews1@elp.rr.com">dandrews1@elp.rr.com</a>
BENNETT, Robert Kerry (HR)	P.O. Box 861 Sterling City, TX 76951	325-378-2425
CASAL, Jose Luis Wife - Cecilia	1710 Normandy Midland, TX 79705	Email: <a href="mailto:jlcasal@tresrios.org">jlcasal@tresrios.org</a>
CHEW, Lucretia (HR) Husband - Eddie	390 Flemish Circle El Paso, TX 79912	915-587-9589 Email: <a href="mailto:lucretiachew@att.net">lucretiachew@att.net</a>
CLUGY-SOTO, Carlos (HR) Wife – Deborah	10624 Brian Mooney Dr El Paso, TX 79935	Email: <a href="mailto:Tortuga@elp.rr.com">Tortuga@elp.rr.com</a>
DAVENPORT-HERBST, Cynthia Husband - Tim	5332 Fairway Dr San Angelo, TX 76904	
DUNCAN, K. Jack (HR) Wife - Mary Lou	5100 John D Ryan Blvd Apt #318 San Antonio, TX 78245	
GOSSETT, Joe (HR) Wife - Sandy	401 W Pasadena Blvd #803 Deer Park, TX 77536	281-930-7492 Email: <a href="mailto:gossettjoe@gmail.com">gossettjoe@gmail.com</a>
HAMRICK, Lawrence	6770 Edgemere Blvd Apt #286 El Paso, TX 79925	Email: <a href="mailto:Lawrence-hamrick@us.army.mil">Lawrence-hamrick@us.army.mil</a>
HAWKINS, J. Robert (HR) Wife - Betty	4121 Melody Ln Odessa, TX 79761	432-362-0960 Email: <a href="mailto:jrob50@cableone.net">jrob50@cableone.net</a>
LANE, Patty (HR)	607 New York Ave El Paso, TX 79902	915-544-4119 Email: <a href="mailto:plmattox@att.net">plmattox@att.net</a>
LONG, Flynn (HR) Wife - Kay	2621 Vista Del Arroyo San Angelo, TX 76904	325-617-2232 Email: <a href="mailto:kaylong9@sbcglobal.net">kaylong9@sbcglobal.net</a>
LONGSTREET, Jim (HR) Wife – Sharon	2405 Metz Midland, TX 79705	Email: <a href="mailto:jplongstreet@hotmail.com">jplongstreet@hotmail.com</a>
MCFARLIN, Dick (HR)	2907 Emerson Place Midland, TX 79705	432-813-6448 Email: <a href="mailto:rgmcfarlin@aol.com">rgmcfarlin@aol.com</a>
MEYERS, Craig (HR) Wife - Sally	19 N Washington San Angelo, TX 76901	325-655-0976

MITCHINER, Jeff (HR)	4614-H Colony Rd Charlotte, NC 28226	704-778-3823 Email: <a href="mailto:jeffmitchiner@gmail.com">jeffmitchiner@gmail.com</a>
MUCK, Terry Wife – Frances	1044 Alta Vista Rd Louisville, KY 40205	502-992-5432 Email: <a href="mailto:tmuck@louisville-institute.org">tmuck@louisville-institute.org</a>
NORVELL , Katherine	6134 Night Fall El Paso, TX 79932	Email: <a href="mailto:norvellk@aol.com">norvellk@aol.com</a>
PEACOCK, Rod (HR) Wife - Pat	P.O. Box 1171 Kermit, TX 79745	432-586-2290
ROBINSON, Amy	1215 Rio Grande Ave #2 El Paso, TX 79902	Email: <a href="mailto:amy.emy.robinson@gmail.com">amy.emy.robinson@gmail.com</a>
SAMS, Bob Wife – Susie	2103 Spindletop Dr Murry, KY 42071	270-873-2623
SEBESTA, Robert J. (HR) Wife - Clairbel	212 Hilltop Dr Seguin, TX 78155	830-372-1397
SNIDER, Dan (HR)	2708 Briargrove LN San Angelo, TX 76904	325-227-4437 Email: <a href="mailto:dan.dsnider@gmail.com">dan.dsnider@gmail.com</a>
WALLMAN, Robert C. (HR) Wife - Jean	5903 Pinto Path San Angelo, TX 76901	325-944-1138
WARREN, Truman (HR) Wife - Sissy	2703 Oakwood Dr Odessa, TX 79761	432-5528239 Email: <a href="mailto:twarren2703@grandecom.net">twarren2703@grandecom.net</a>
WHITAKER, Rebecca (HR)	321 Bonham Dr Hewitt, TX 76643	915-345-8250 Email: <a href="mailto:drwhitaker@elp.rr.com">drwhitaker@elp.rr.com</a>
ZAP, Robert (HR) Wife - Joyce	311 SW 13th Andrews, TX 79714	432-524-7837 Email: <a href="mailto:sw13th@valornet.com">sw13th@valornet.com</a>

## Index

Adjournment .....	112
Administrative Commission Report	
Divine Savior/St Andrew .....	104
Administrative Commission Report	
Grace, El Paso .....	106
Administrative Commission Report	
Mark Cooper Examination.....	105
Administrative Commission Report	
Trinity, Midland.....	106
Anton, Mary Beth	
Examination and Reception .....	104
Attendance .....	97
Call to Order .....	97
Committee on Church Development Report .....	111
Committee on Ministry Report.....	101
Committee on Mission Report.....	110
Committee on Preparation for Ministry Report.....	107
Committee on Training and Nurture Report.....	112
Communications .....	98
Docket.....	98
Lower, Jessica	
Examination and Reception .....	102
Minutes Audit Task Force for October 26, 2012.....	99
Minutes Audit Task Force for February 22, 2013 .....	99
New Form of Government – Visioning Task Force Report .....	100
Next Meeting Site .....	112
Nominating Committee Report.....	99
Partial Report of the Council	
Election of Moderator .....	98
Partial Report of the Council	
Omnibus Motion .....	98
Presbyterian Women Report.....	112
Presbytery Council Report.....	107
Worship and Meetings Sub-Committee Report.....	107
Financial Services Sub-Committee Report.....	108
Personnel Sub-Committee Report.....	110
Saperstein, Dan	
Presentation.....	100
Treasurer’s Report .....	110