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# The Presbytery of Tres Rios

The Presbyterian Church (U.S.A.)

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Volume 42, Number 1

2021



**118<sup>th</sup> Stated Meeting  
Virtual Meeting  
March 5, 2021**

Official Copy

A handwritten signature in black ink, appearing to read "Janet", is written over a light blue horizontal line.

Stated Clerk  
Presbytery of Tres Rios

**The Presbytery of Tres Rios  
Presbyterian Church (U.S.A.)  
Virtual Meeting**

**March 5, 2021**

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**The Presbytery of Tres Rios  
The Presbyterian Church (U.S.A.)  
Virtual Meeting  
October 9, 2020**

The 118<sup>th</sup> stated meeting of The Presbytery of Tres Rios, Presbyterian Church (U.S.A.) was called to order with prayer by Moderator Cheryl Homsher at 1:00 p.m. on Friday, March 5, 2021 via ZOOM Video Conference. As per our Bylaws, Article X (four ministers and four ruling elder commissioners from four different congregations), a quorum was declared present by Stated Clerk Kay Long. Meeting began with worship. Rev Lemuel Garcia delivered the sermon for worship. Special music was provided by Meredith and Reese Flory. Necrology was read by Cheryl Homsher. Communion was led by Tim Davenport-Herbst and Holly Clark-Porter.

Kay Long gave meeting instructions. Special guests and first-time commissioners were introduced. It was MOVED, SECONDED AND CARRIED that Lemuel Garcia, BokSoon Egbert, Valerie Young be seated as corresponding members.

Pastors: Mary Beth Anton, Jerry Boles, Tracy Spencer-Brown, Gary Dill, Kary Fry, Tim Gray, Tim Davenport-Herbst, Cheryl Homsher, Neal Locke, Hailey Malcolm, Jim Miles, Matt Miles, John Nelsen, Holly Clark-Porter, Kaci Clark-Porter

Commissioned Ruling Elders: Ann Hurt

Ruling Elders: Alpine, Nelson Sager; Ballinger, Carla Campbell; First, Coahoma, Sherrie Chevalier; Grace, El Paso, Reece Flory; St Andrew, El Paso, David Mayfield; University, El Paso Mary Beth Harper; Fort Stockton, Angie Miles; Marfa, Marilyn Dill; Grace, Midland, Bob Dawson; First, Odessa, Denny Williams; Westminster, Bobbie Duncan; Pecos, Lynn Fowler; Grace Chapel, David Byrd; St Paul, Sarah Eckel; Seminole, Dan Calfee.

Ex Officio members present: Kay Long (Stated Clerk) and Judia Foreman (Vice Moderator)

Visitors: Nola Anderson, University, El Paso; Martha Bumpass, First, Marfa; BokSoon Egbert, Synod of the Sun Moderator; Lemuel Garcia, Presbyterian Mission Agency; Suzanne Hobson, University, El Paso; Gretchen Smith, St Paul, San Angelo; John Wamsley, Pastor Elect, Westminster Odessa; Theresa Wright, Recording Clerk; Valerie Young, Synod of the Sun.

Excused Pastors: Katherine Norvell, Cindy Duke, Allen Cross

Excused Commissioned Ruling Elders: None

Excused Ruling Elders: Monahans

Unexcused Ministers: Bill Schlesinger, Carol Schlesinger, Shannon Weisenfels

Unexcused Commissioned Ruling Elders: Bea Torres

Unexcused Ruling Elders: Andrews, Big Spring, Faith, Fort Davis, Nazareth, St Mark, Sonora

### **Stated Clerk Report**

Report was presented by Kay Long.

It was MOVED, SECONDED AND CARRIED that we suspend Article IX of the Bylaws and Section 3.VI of the Manual of Operations to permit Stated Meetings conducted by electronic meetings. Motion carried unanimously.

### **Docket**

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

### **Omnibus Motion**

It was MOVED, SECONDED AND CARRIED that all matters of information and recommendations of a routine nature be adopted and entered into the record.

### **Report of the Minutes Audit Task Force**

It was MOVED, SECONDED AND CARRIED that the minutes of the October 9, 2020 Stated Meeting were approved as printed and entered into record.

It was MOVED, SECONDED AND CARRIED that Judia Foreman, Bobbie Duncan, Jim Miles be appointed to serve on the minutes audit task force for the March 5, 2021 meeting.

### **Communications**

The report was presented by Stated Clerk, Kay Long.

Requests for excuse from the Revs. Cindy Duke,  
Katherine Norvell

Granted and that the clerk be  
authorized to add names as needed.

From the Synod of the Sun -  
The 2019 minutes of Tres Rios Presbytery  
have been read and approved with exception.

That it be admitted to record

Report of the Commission to Install Allen Cross  
as Pastor of First Presbyterian Church, Big Spring.  
(See Exhibit B)

That it be admitted to record

From the Board of Pensions -  
Beginning March 1, BoardLink will be the only  
way to get your invoice.

Received as information

From the Board of Pensions –  
Emergency assistance grants are available for  
plan members that sustained damage from the  
recent winter storms. Contact Kevin Keaton  
for more information [kkeaton@pensions.org](mailto:kkeaton@pensions.org)

Received as information

Lemuel Garcia presented the Matthew 25 Initiative.

BokSoon Egbert and Valerie Young brought greetings from the Synod of the Sun.

#### **Administrative Presbyter/Stated Clerk Report**

The report was presented by Kay Long

#### **STATISTICAL REPORT**

Membership 1/1/20	2578
Membership Gains	29
Membership Losses	<u>68</u>
Total Presbytery Membership 12/31/20	2539

Ministers on roll 1/1/20	48
Ministers received	4
Ministers ordained	0
Ministers dismissed	4
Minister deaths	1
Removed from roll	
Ministers dismissed to other denominations	0
Total Ministers on roll 12/31/20	47

Commissioned Ruling Elders	2
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Churches on roll 1/1/20	25
Churches organized	0
Churches dissolved	0
Churches dismissed	0
Churches on roll 12/31/20	25

The following churches did not submit sessional statistical reports for 2020:  
Alpine; Andrews; Divine Savior; Fort Davis

Total Minister Members (active)	29
Total Ruling Elder Commissioner Members	25
Commissioned Ruling Elders	2
Ruling Elder Officers of Presbytery	2
Ruling Elder Team Moderators with Vote	0
Total Ruling Elder Voting Members	29

### **Pastoral Presbyter Report**

The report was presented by Hailey Malcolm

Coming up on one year anniversary of the pandemic. Celebrate ministry that has happened. Front row seat to see how our churches celebrate ministry. Thank you for supporting one another.

### **Vision and Outreach Presbyter Report**

The report was presented by Matt Miles

Even in the midst of this mess for a year, ministry continues to happen in and around Tres Rios. Vision and Outreach and Administrative Team are working with churches looking for pastors; churches that are looking into where they are; food ministry; and the Ballinger Cares program coming soon. Bob Lewis Mission, Westminster, St Paul and Fort Stockton continue to feed folks. Casa Hogar and Project Vida continue their ministry. Recently appointed to the Board of Texas Impact . #1 priority right now is VACCINES!

### **Personnel Team**

The report was presented by Gary Dill and received as information.

The personnel committee met and developed the following recommendations that have been forwarded to the Administrative, Pastoral and Vision and Outreach teams for action.

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

1. The three part time positions ought to be compensated equally, reflecting the equal value placed in each position’s responsibilities. Currently the Pastoral Presbyter and the Vision and Outreach Presbyter receive an equal sum. The Administrative Presbyter/Stated Clerk is compensated a lesser amount.
2. Each of the employees should receive an increase of at least 2% in compensation as a cost-of-living adjustment – 5% if possible.
3. The presbytery should consider increasing each of the part time positions to 25 hours per week with the understanding that each position will receive a 25% increase in compensation reflecting the additional workload.
4. The Personnel Team recommends that in future employment considerations, no one employed as a full time pastor in the presbytery should at the same time be employed by the Presbytery of Tres Rios in a role that might reasonably be expected to demand more than a minor amount of time per week. It is understood that this recommendation does not affect the current Vision and Outreach Presbyter whose employment relationship has been and is affirmed and supported by the Session of the Ft. Davis congregation.
5. The Administrative Team, Pastoral Team, and Vision and Outreach Team should confer and develop a demarcation line as to which group will be handling “pastor” issues that were formerly managed by the Committee on Ministry.
6. The Personnel Team recommends that the proposed Tres Rios Family Leave Policy expand the eligibility requirements to include ALL paid presbytery staff. Currently “Family Leave” is a matter of General Assembly consideration regarding which a final decision has been delayed because of the COVID19 pandemic. Until the matter of Family Leave is resolved by the PCUSA, the Personnel Team recommends that within any contractual year, 90 days of paid family leave be available to all Presbytery employees – at full salary and benefits – to be used for “parental leave, grief, or care of an ill/injured family member”. This leave does not have to be taken consecutively.
7. The Personnel Team recommends job descriptions for the Vision and Outreach Presbyter and the Pastoral Presbyter be developed by those respective teams and presbyters.

### **Administrative Team Report**

The report was presented by Jim Miles

The Administrative Team meets monthly

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

##### **A. Heard updates from liaisons from all vacant churches.**

<u>Church</u>	<u>Liaison</u>	<u>Moderator</u>
Westminster	Jim Longstreet	Tracy Spencer-Brown
Coahoma		Dennis Haralson



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Divine Savior		
St Andrew		Lucretia Chew
Andrews		Matt Miles
Alpine	Ann Hurt	Gary Dill
Ballinger		Jerry Boles
Good Shepherd, Sonora		Kathryn Morton
Seminole		Matt Miles
First, Odessa		Mary Beth Anton

- B. Continue to supervise six candidates and inquirers. Those individuals are: Donna Hedicke; Christi Brennan; Hope Griffin; Lauren Heare Morris; Jen Fox; Alyssa Davenport-Herbst.
- C. The following people were elected to serve on the Leadership and Recruitment Team:  
Class of 2021 Mary Beth Anton and Becky Thomas  
Class of 2022 David Byrd and Kaci Clark-Porter
- D. Continue to work with the Border Ministry Foundation
- E. Received the Treasurer’s Report, Church Contribution Report and SRT investment report (all dated January 31, 2021). All were received as information. (See Exhibit C).

II. Recommendations of a Routine Nature (actions taken on behalf of presbytery)

- A. Examined, received and approved Terms of Call for the Rev John Wamsley to serve as Pastor of Westminster, Odessa.
- B. Approved that the pastoral relationship between Ron Hankins and FPC, Odessa be dissolved effective January 31, 2021.
- C. Approved the dismissal of Rev Ron Hankins to National Capital Presbytery pending their request.
- D. Approved that Taylor Todd be reclassified to Member-at-Large effective June 1, 2020 and granted permission to labor outside the bounds in Middle Tennessee Presbytery as an interim.
- E. Approved the request of Todd Wyrick that he lay aside his ordination, upon receipt of letter from Westminster, Lubbock to receive him.

III. Recommendations Requiring More Careful Consideration

- A. That the following changes to Section 2 of the Manual of Operations be approved. This change will add job descriptions for the three presbyter positions:

**SECTION 2  
OFFICERS, TRUSTEES, STAFF AND REGIONAL GROUPINGS**

**I. ADMINSTRATIVE PRESBYTER/STATED CLERK**

**A. Area of Responsibility**



The Administrative Presbytery/Stated Clerk serves the Presbytery as both an officer and a member of the Presbytery staff assisting the Presbytery in carrying out its stated vision and goals, fostering collegiality among churches, pastors, elected leaders, and staff, and responding in a timely manner to their needs.

## B. Duties and Functions

### Leadership Tasks

- Serves as the Administrative Presbyter/Stated Clerk representative to other presbyteries, the Synod of Sun, and the General Assembly, Presbyterian Church (U.S.A.) and its agencies.
- Participates in the Mid Council Leaders and Stated Clerks Associations, and synod sponsored peer groups.
- Serves as member and provides staff support of the Administrative Team in matters pertaining to ordered ministry of teaching elders, preparation for ministry, budget, finance, property, and insurance.
- Performs those duties and functions of the Stated Clerk prescribed in the *Book of Order*; 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.
- Interprets and facilitates the implementation of actions taken by Presbytery, synod, and the General Assembly; train GA Commissioners/Young Adult Advisory Delegates (YAAD): receive and present Overtures on behalf of the Presbytery; serve as key communications link between Presbytery and the General Assembly.

### Life of the Presbytery Tasks

- Attends all stated and special meetings of the Presbytery, participating in the planning of the annual worship and business meeting, and small business portion of the Tres Rios Big Event.
- Provides resource and support to administrative commissions and other Presbytery issues as needed.
- Participates in staff meetings and the quarterly team meet.

### Administrative Leadership Tasks

- Serves in an advisory capacity as a member of the leadership team of Tres Rios Presbytery.
- Serves as parliamentarian for meetings of the Presbytery.
- Prepares the docket for all meetings and presents the docket and Omnibus motion to Presbytery for adoption.
- Reports annually to Presbytery membership statistics and teaching elder/ruling elder parity and recommend method to redress any imbalance.
- Receives and refers correspondence and official papers to the appropriate committee or task force and conduct Presbytery's official correspondence with other governing bodies, including certification of calls and dismissals of ministers to other governing bodies.
- Serves as the Presbytery's executive contact for the pastoral call process and conducts background/reference check on ministers seeking membership in the Presbytery.
- Oversees the annual review of session records and the reports to Presbytery.
- Serves as trustee and secretary of the corporation providing general information and guidance to the board regarding civil matters concerning property and legal issues, engaging/coordinating with professionals in those fields as needed.

- Serves as manager of judicial process per the *Book of Order* and a resource to the Permanent Judicial Commission.

### **C. Election**

An Administrative Presbyter/Stated Clerk shall be elected by the Presbytery at a stated meeting for a term of three years. The Administrative Presbyter/Stated Clerk shall be eligible for re-election. The Leadership Recruitment and Representation Team shall nominate the Administrative Presbyter/Stated Clerk.

Should a vacancy occur during the term of office, the moderator shall appoint interim Administrative Presbyter/Stated Clerk, until such time as a new Administrative Presbyter/Stated Clerk is elected upon nomination by the Leadership Recruitment and Representation Team.

### **D. Accountability & Evaluation**

The Administrative Presbyter/Stated Clerk is accountable to the Presbytery thru the Personnel Committee. The annual performance and adequacy of compensation review shall be conducted by the Personnel Committee.

### **E. Position Classification and Compensation**

This is a part-time, exempt position. Compensation and expenses as budgeted shall be paid by Presbytery. Includes 4 weeks paid vacation; 2 weeks study leave, and other benefits as outlined in the Presbytery's personnel policy.

### **F. Reports**

The Administrative Presbyter/Stated Clerk shall annually report to Presbytery, and as necessity dictates.

## **II. VISION AND OUTREACH PRESBYTER**

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

Assists the Presbytery in carrying out its stated vision and goals, fostering collegiality among churches, pastors, elected leaders, and staff, and responding in a timely manner to their needs.

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

#### **Leadership Tasks**

- Facilitates the Vision and Outreach Team's development of a strategy to partner with pastors and congregations to inspire vision and service to the community.
- Participates in the implementation of this strategy as necessary.

#### **Life of the Presbytery Tasks**

- Develops relationships with each congregation.
- Collaborates with other Presbytery staff.
- Facilitates and directs the development of ecumenical and interfaith relationships and relationships with other presbyteries, synods, and General Assembly.

- Partner with established agencies and missions (such as Project Vida, Pasos de Fe, etc.)

#### **Administrative Leadership Tasks**

- Serves in an advisory capacity as a member of the leadership team of Tres Rios Presbytery.
- Attends to all necessary documentation and reporting.
- Serves as official point of contact for the Vision and Outreach Team.

#### **C. Election**

The Vision and Outreach Presbyter shall be elected by the Presbytery at a stated meeting.

#### **D. Accountability & Evaluation**

The Vision and Outreach Presbyter is accountable to the Presbytery thru the Personnel Committee. The annual performance and adequacy of compensation review shall be conducted by the Personnel Committee.

#### **E. Position Classification and Compensation**

This is a part-time, exempt position. Compensation and expenses as budgeted shall be paid by Presbytery. Includes 4 weeks paid vacation; 2 weeks study leave, and other benefits as outlined in the Presbytery's personnel policy.

#### **F. Reports**

The Vision and Outreach Presbyter shall annually report to Presbytery, and as necessity dictates.

### **III. PASTORAL PRESBYTER**

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

Assists the Presbytery in carrying out its stated vision and goals, fostering collegiality among churches, pastors, elected leaders, and staff, and responding in a timely manner to their needs.

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

##### **Leadership Tasks**

- Provides resourcing and assistance to the Pastoral Team and its sub-teams and enact the new ministry and mission vision of the Presbytery.
- Provides resourcing and assistance for the annual Tres Rios Youth Connection retreat, and attend the retreat, as available.
- Provides resources and continuing education events for Commissioned Ruling Elders and Pastors.
- Serves as a proactive leader, guiding and nurturing the Presbytery towards an understanding of the shared vision and purpose among the leaders of the Presbytery.

##### **Life of the Presbytery Tasks**

- Encourages healthy Presbytery life.

- Provides care, support, advocacy, and encouragement to the ministers, commissioned pastors, elders, and church educators of the Presbytery.
- Provides care, support, advocacy, and encouragement to the lay leaders of the Presbytery serving in the Presbytery and in the larger church.
- Maintains strong relationships with the congregations of the Presbytery by working with and through the sessions.
- Is sensitive to the needs of all people in the Presbytery and provides leadership in assuring the full participation and inclusiveness of ministers and laity in the ministry and mission of the Presbytery as described in the Book of Order F-1.0403.
- Attends worship with Tres Rios congregations as often as possible.

#### **Administrative Leadership Tasks**

- Serves in an advisory capacity as a member of the leadership team of Tres Rios Presbytery.
- Attends and participates in meetings of higher councils of the church and ecumenical organizations.
- Participates in the Synod of Sun EP forum and Church-wide staff gatherings.

#### **Mission of the Presbytery Tasks**

- Works with the Presbytery to review and evaluate the mission, ministry, and structures of the Presbytery.
- Works with the staff, Presbytery, and its entities to implement actions designed to lead the Presbytery in achieving its mission.
- Interprets and advocates for the mission and ministry of the Presbytery, Synod, and General Assembly to the Presbytery and its churches, in collaboration with other Presbytery staff and leaders.
- Encourages, supports, and, as needed, resources leadership development for the laity and clergy of the Presbytery.

### **C. Election**

The Pastoral Presbyter shall be elected by the Presbytery at a stated meeting

### **D. Accountability & Evaluation**

The Pastoral Presbyter is accountable to the Presbytery thru the Personnel Committee. The annual performance and adequacy of compensation review shall be conducted by the Personnel Committee. -

### **E. Position Classification and Compensation**

This is a part-time, exempt position. Compensation and expenses as budgeted shall be paid by Presbytery. Includes 4 weeks paid vacation; 2 weeks study leave, and other benefits as outlined in the Presbytery's personnel policy.

### **F. Reports**

The Pastoral Presbyter shall annually report to Presbytery, and as necessity dictates.

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

- B. That pursuant to the Manual of Operations, Page 6 (“Method of Amendment”), the Vision & Outreach Team of Tres Rios Presbytery proposes the following amendments to the Manual of Operations and the Administrative Team concurs:

**SECTION 8**  
**PERSONNEL TEAM**  
**Standing Committees**

Tres Rios Presbytery partners with pastors and congregations so that all feel respected, encouraged and inspired.

The two standing committees of the Presbytery are the Personnel Committee and the Recruitment & Representation Committee. The membership of each committee consists of one representative from each of the three Teams (Administrative, Pastoral, and Vision & Outreach), selected by its respective team at the first meeting of the term. Additionally, an “at-large” member for each standing committee shall be nominated by the Recruitment & Representation Committee and elected by the Presbytery along with nominations for Team members. Terms for committee members are one year, and no committee member may serve for more than three consecutive terms. At its first meeting of each term, each committee shall choose for itself a moderator and a clerk.

**Membership:**

~~The Personnel Team shall be comprised of four members nominated by the Leadership Recruitment and Representation Team and elected by the presbytery. Each member will represent one of the four clusters. Members will serve a two-year term in classes (with the exception of the first class who will serve a three-year term) as follows:~~

~~Even year class: 1 clergy, 1 ruling elder~~

~~Odd year class: 1 clergy, 1 ruling elder~~

**Mechanics:**

~~The Personnel Team will serve as a committee of the presbytery, having authority to make its own decisions and spend within its budget, except for items requiring approval by the presbytery.~~

- ~~• At the first meeting of each new class, the Personnel Team will elect a team moderator and clerk.~~
- ~~• The team clerk will provide reports to the Administrative Assistant and Stated Clerk for presbytery packets, Team Meets, record keeping, website and any other shared communications.~~

**Personnel Committee Responsibilities:**

1. Develop and recommend Personnel Policies in accordance with guidelines and resources provided by the Presbyterian Church (U.S.A.).
2. Create the instruments to be used in evaluating the performance of presbytery’s staff. The evaluation process shall offer the opportunity for staff self-assessment and desired goals.
3. Develop new or revised position descriptions for staff positions as needed to be recommended to presbytery.
4. Conduct the annual review of the adequacy of compensation for all staff.
5. Consult with the ~~Administrative Team~~ appropriate team(s) regarding the creation of any new position or changes in terms of call or salary prior to being submitted to the presbytery.
6. The results of evaluations and recommendations regarding changes in terms of call, salary, and position descriptions shall be made to the presbytery.



7. Encourage professional growth and development for all staff members.
8. Act as a support group for all staff.

**Recruitment and Representation Responsibilities**

- A. To nominate the 4 members of each team (Administrative, Pastoral, and Vision & Outreach)
- B. To nominate the moderator and moderator-elect of Tres Rios Presbytery.
- C. To nominate the members of the Permanent Judicial Commission.
- D. To nominate "at large" members of the two Standing Committees.
- E. To fulfill the nominating and representation functions required by the Book of Order.

The Team will consider the following in all their responsibilities:

- How can we partner?
- Does this decision/action show respect?
- Does this decision/action offer encouragement?
- Does this decision/action inspire?

**SECTION 4  
ADMINISTRATIVE TEAM**

Tres Rios Presbytery partners with pastors and congregations so that all feel respected, encouraged and inspired.

**Membership:**

The Administrative Team shall be comprised of 4 members nominated by the Leadership Recruitment and Representation Team and elected by the presbytery. Each member shall ordinarily represent one of the four clusters. Members will serve a two year term in classes (with the exception of the first class who will serve a three year term) as follows:

Even year class: 1 clergy, 1 ruling elder  
Odd year class: 1 clergy, 1 ruling elder

~~The Administrative Team will maintain a standing Leadership Recruitment and Representation sub-team, 2 clergy and 2 ruling elders in 2 classes representative of each cluster, to nominate the 4 members of each team, the moderator of Tres Rios Presbytery, the members of the Permanent Judicial Commission, and the new class of the Leadership Recruitment and Representation Team. They shall fulfill the nominating and representation functions required by the Book of Order.~~

The Administrative Team has the power to appoint sub-committees and task forces as deemed necessary.

The Administrative Team is resourced by the Stated Clerk and Administrative Assistant.

**Mechanics:**

The Administrative Team will serve as a commission, having authority to make its own decisions and spend within its budget, except for items requiring approval by the presbytery.

- At first meeting of each new class, the Administrative Team will elect a team moderator and clerk.

- The team clerk will provide minutes of all meetings to the Administrative Assistant and Stated Clerk for presbytery packets, Team Meets, record keeping, website and any other shared communications.

Responsibilities:

The Administrative Team partners with pastors and congregations to facilitate the business of the presbytery and ensure proper fulfillment of the Book of Order requirements. This includes:

1. All financial duties such as the budget and annual review
2. Matters concerning property and insurance
3. Maintain the Manual of Operations
4. In partnership with the Stated Clerk:
  - Records Review
  - Matters pertaining to General Assembly and Synod
  - ~~Provide for the nomination of new team leadership and a moderator in collaboration with current team leadership~~
  - Resource the Permanent Judicial Commission, Administrative Commissions and any other judicial functions of the presbytery.
5. Provide for all matters pertaining to Pastoral Calls (receiving inquirers and candidates, annual consultations, examinations, ordinations and installations, etc.)
6. Plan the annual worship and business meeting
7. Plan the annual small business portion of the Tres Rios Big Event
8. Organize and participate in the Team Meet at least quarterly

The Team will consider the following in all their responsibilities:

1. How can we partner?
2. Does this decision/action show respect?
3. Does this decision/action offer encouragement?
4. Does this decision/action inspire?

Discussion followed the recommendation. It was **MOVED** and **SECONDED** that the recommendation be tabled until the Fall Presbytery meeting. Motion carried by simple majority.

- C. That presbytery approve a three year grant to First, Alpine to help them revitalize the church through calling a designated pastor. Funds would be taken ½ from the Church Development Fund (current balance is \$ 449,039) and ½ from the Small Church Fund (current balance is \$478,730)

Year 1	\$60,000
Year 2	\$50,000
Year 3	\$40,000

It was **MOVED AND CARRIED** that Recommendation III.C be approved.

- D. That the 2021 Presbytery Budget be approved. (See Exhibit D).

It was requested that a fund balance report be included with the Treasurer's Report.



Following discussion it was MOVED AND CARRIED that Recommendation III.D be approved.

### **Leadership Recruitment and Representation Team Report**

Report was presented by Mary Beth Anton

The Leadership Recruitment and Representation Team places the following names in nomination to serve on the Willie Hall Black Barstow Trust.

Class of 2021 – Helen Glass (Big Spring)

Class of 2022 – Vicki Black Walker (First, El Paso)

Class of 2023 – Roberta James (Sonora)

It was MOVED, SECONDED AND CARRIED that the nominations be approved.

### **Vision and Outreach Team Report**

The report was presented by Neal Locke.

The Vision and Outreach meets monthly.

#### **Matters of Information**

- A. Elected Neal Locke and John Nelsen to serve as co-moderators of the team.
- B. Continue to work with the Border Ministry Foundation and approved changes to the bylaws.
- C. Approved that Tres Rios Presbytery be in official relationship with the Border Coordinator position when finalized.
- D. Approved funds to be sent to area churches that are responsible for distributing food. Grace, Midland; St Paul, San Angelo and FPC, Ballinger.
- E. Approved the Mission Study and Ministry Information Form for FPC, Alpine.
- F. Approved revisions to the Presbytery Manual of Operations and forwarded them to the Administrative Team.
- G. Approved the job description for the Vision and Outreach Presbyter and forwarded it to the Administrative Team.

### **Pastoral Team Report**

The report was presented by Tim Davenport-Herbst.

The pastoral team meets monthly.

- I. Matters of Information

- A. Received CRE report from Ann Hurt and Supply Pastor report from Dennis Haralson.
- B. Approved the position description for the Pastoral Presbyter and forwarded it to the Administrative Team.
- C. Hailey Malcolm continues to keep in contact with Tres Rios Pastors. Christmas loaves were sent to pastors.
- D. The Pastoral Team approved small self-care grants for pastors and church professionals.
- E. Team approved the purchase of Godly Play resources to be used for Children’s Ministry.
- F. TRYC Youth Retreat was held virtually on February 12-13, 2021 with 46 youth, adults and leadership attending.
- G. Youth Committee will serve a 4-year staggered term. Terms will end following TRYC youth retreat.
- H. Patty Lane has agreed to keep in contact with retired pastors.

II. Recommendations of a Routine Nature (actions taken on behalf of presbytery)  
None

III. Recommendations Requiring More Careful Consideration

- A. That the Participant Protection Policy be approved. (See Exhibit E).

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

**Next Meeting Site**

The 119<sup>th</sup> Stated Meeting of the Presbytery of Tres Rios will be held on October 8, 2021.


**Adjournment**

There being no further business the meeting was adjourned at with prayer at 4:10 p.m. by Cheryl Homsher.

Respectfully Submitted,



Kay Long, Stated Clerk



Cheryl Homsher, Moderator

Theresa Wright, Recording Clerk

Exhibit A



*Docket*  
*118<sup>th</sup> Stated Meeting*  
*March 5, 2021*  
*12:00 p.m. MDT – 1:00 p.m. CDT*  
*(virtual meeting)*

**March 5, 2021**

11:00 a.m. MDT/12:00 p.m. CDT Registration  
11:30 a.m. MDT/12:30 p.m. CDT New Commissioner Orientation Kay Long/Cheryl Homsher  
12:00 p.m. MDT/1:00 p.m. CDT - Call to Order Cheryl Homsher  
Declaration of Quorum Kay Long  
Introduction of Special Guest Cheryl Homsher  
Opening Worship

**Opening Sentences** *(Responsive. Please unmute your microphone)* Bob Dawson

Blessed are the poor in spirit, for theirs is the kingdom of heaven.

**Blessed is the church that serves with the love of God to eradicate poverty.**

Blessed are those who hunger and thirst for righteousness, for they will be filled.

**Blessed is the church that trusts in the grace of Christ to build congregational vitality.**

Blessed are the peacemakers, for they will be called children of God.

**Blessed is the church that seeks by the power of the Spirit to dismantle racism.**

Blessed are you, God in community, O Holy One,

**and blessed is your holy realm forever.**

**Musical Offering:** "Jesus Be With Us" Meredith & Reese Flory  
A hymn for Matthew 25 churches in the PC(USA)

**Confession & Pardon** Bob Dawson

A voice is crying out in the wilderness: Prepare the way of the Lord.

Trusting in God's grace, let us confess our sin:

*Silent prayer*

*(In unison. Please unmute your microphone)*

**Merciful God, we confess that we have wandered from your way of truth and life. You call us to share all that we have and work together for the common good, but we hoard up treasures for ourselves and deny others their daily bread. You call us to set the captives free and seek justice for the oppressed, but we live in fear of our neighbors and hide ourselves from our own kin. You call us to walk in newness of life and to be witnesses to the resurrection, but we dwell in the valley of dry bones and keep silent about your saving love.**

**Forgive us, God of grace. Set us free from sin, death and fear so that we may serve you with gladness; through Jesus Christ our Lord.**

Hear the good news: God's love has been poured into our hearts through the gift of the Holy Spirit. I declare to you in the name of Jesus Christ, we are forgiven.

**Thanks be to God.**

**Scripture Readings:**

Matthew 14:22-23

Judia Foreman

Matthew 25:31-40

Lemuel Garcia-Arroyo

**Sermon:**

“When Did We See You?”

Lemuel Garcia-Arroyo

**Affirmation of Faith:** *(excerpts from A Brief Statement of Faith)*

*(Responsive. Please unmute your microphone)*

We trust in Jesus Christ, fully human, fully God.

**Jesus proclaimed the reign of God: preaching good news to the poor and release to the captives.**

We trust in God, whom Jesus called Abba, Father.

**In sovereign love God created the world good and makes everyone equally in God's image to live as one community.**

We trust in God the Holy Spirit, everywhere the giver and renewer of life.

**The Spirit justifies us by grace through faith and binds us together with all believers in the one body of Christ, the Church.**

With believers in every time and place,

**we rejoice that nothing in life or in death can separate us from the love of God in Jesus Christ our Lord.**

**Offering:**

Jesus says: The realm of heaven has come near. Freely you have received; therefore freely give. Let us offer our lives to the Lord.

Our offering today will go the Presbytery's Discretionary Fund which is used to care for our pastors and their families in times of emergencies. Please send offerings to the Presbytery office at 1201 West Wall, Midland, Tx 79701

**Musical Offering:**

“Lord, You Have Come to the Lakeshore” Meredith & Reese Flory  
*Tú has venido a la orilla*

**The Lord's Supper:**

Holly Clark-Porter and Tim Davenport-Herbst

**Invitation:**

Jesus says: Come, you that are blessed by my Father, inherit the kingdom prepared for you from the foundation of the world.

Jesus says: How often have I desired to gather you together as a hen gathers her brood under her wings

**Great Thanksgiving:**

Blessed are you, O Lord our God:

You have created us in your own image. You have claimed us as your beloved people.

You have called us to be a blessing for others.

Blessed is Jesus Christ, our Savior:

Jesus called disciples to follow in your way. He fed the hungry and healed the sick.

He loved neighbors and welcomed strangers.

Remembering your goodness and grace we offer ourselves to you with gratitude as we share this joyful feast.

Pour out your Holy Spirit upon us and upon this bread and cup; make us one in the body and blood of Jesus Christ our Lord.

Keep us faithful in your service until justice and peace embrace and all things are made new and heaven and earth are one.

Through the Lord Jesus Christ, in the unity of the Spirit,  
we bless you, God of glory, now and forever. Amen.

*The Lord's Prayer*

**Breaking of the Bread**

Jesus says: Blessed are those who hunger and thirst for righteousness, for they will be filled.

**Prayer after Communion:**

**Cheryl Homsher**

Blessed are you, O Lord our God,

for you have filled us with your life and love. Now send us out to share these gifts with others; in the name of Jesus Christ our Savior. Amen.

**Reading of the Necrology:**

Cheryl Homsher

**Blessing & Charge:**

Lemuel Garcia-Arroyo

"Thank you to St. Paul Presbyterian Church, San Angelo, Texas for hosting our on-line worship service today. Lyrics used by permission. CCLI license number: 2975948 Permission to podcast/stream the music in this service obtained from ONE LICENSE. License #A-737556. All rights reserved."

**Stated Meeting Continues**

Welcome to new members, visitors, first time commissioners	Cheryl Homsher
Stated Clerk - Motion to suspend/amend Article IX of the Bylaws and Section 3.VI of the Manual of Operations to permit Stated Meetings conducted by electronic meetings	
Adoption of the Docket	Kay Long
Omnibus Motion	Kay Long
Communications	Kay Long
Minutes Audit Task Force Report for October 9, 2020 Stated Meeting	
Election of Minutes Audit Task Force for March 5, 2021 Meeting	
Matthew 25 Initiative Presentation	Lemuel Garcia Arroyo
Greetings from the Synod of the Sun	Bok Soon Egbert Valerie Young
Reports From:	
Administrative Presbyter/Stated Clerk	Kay Long
Pastoral Presbyter	Hailey Malcolm
Vision and Outreach Presbyter	Matt Miles
Personnel Team	Gary Dill
Administrative Team	Jim Miles
Treasurer's Report	
Manual of Operations Revisions	
Adoption of 2021 Budget	
Leadership & Recruitment Report	Mary Beth Anton
Vision & Outreach Team	Neal Locke
Pastoral Team	Tim Davenport-Herbst
Adjournment & closing prayer	

The Presbytery of Tres Rios - Necrology – 2020

<b>PASTOR:</b> Flynn V. Long, Jr.	<b>Birth:</b> 05/09/1928	<b>Death:</b> 08/20/2020	
<b>ELDER:</b> Marj Carpenter James Lynn Glass Clarence Jo Horton	<b>Birth:</b> 08/23/1926 10/01/1938 12/13/1929	<b>Death:</b> 06/16/2020 10/06/2020 08/02/2020	<b>Church:</b> First, Big Spring First, Big Spring First, Big Spring
Lilla Lide *	05/21/1925	07/02/1920	First, El Paso
Ron Heim Frances Whited	02/23/1936 11/19/1923	07/25/2020 09/17/2020	Grace, El Paso Grace, El Paso
Sandra M. Hoffman	05/25/1944	05/13/2020	St Andrew, El Paso
Manny Figueroa Barbara Nehring		01/18/2020 05/19/2020	University, El Paso University, El Paso
Oscar Medley			First, Fort Davis
Ernestine Barnett Rogers Baxter	04/22/1929	07/01/2020	First, Marfa
Barbara McWilliams * Rita Wheeler	05/20/1931 06/28/1925	01/03/2020 04/18/2020	Grace, Midland Grace, Midland
Emil Beck *	05/27/1924	12/30/2020	First, Odessa
Barbara Chappell * ValDee Wilcox Sharlis Andrews	04/15/1947 02/14/1927 05/28/1937	12/18/2020 11/11/2020 11/14/2020	Westminster, Odessa Westminster, Odessa Westminster, Odessa
Dr Orrin Sterling Gills III Earl Trennon Warren	3/20/1934 12/23/1931	04/09/2020 03/31/2020	Grace Chapel, San Angelo Grace Chapel, San Angelo
<b>DEACON:</b> Maria Murray Merci Goff May Fiske Ruth Sapp	<b>Birth:</b> 12/11/1927 01/03/1926 01/08/1917 09/28/1921	<b>Death:</b> 05/03/1920 08/07/1920 10/31/1920 11/12/1920	<b>Church:</b> First, El Paso First, El Paso First, El Paso First, El Paso

\*Served as deacon and elder



Exhibit B

**REPORT OF THE COMMISSION TO INSTALL ALLEN CROSS**

The Commission appointed by presbytery to install The Rev Allen Cross as Pastor of the First Presbyterian Church of Big Spring, Texas met at 3:30 p.m. on Sunday, September 20, 2020, in the church.

The following members were present, constituting a quorum:

Teaching elders:

The Rev. John Nelsen (Presbytery Moderator)  
The Rev Cheryl Homsher (Grace, Midland)

The Rev Jim Miles (First, Fort Stockton)  
The Rev Bob Ren (Preaching)

Ruling Elders:

Kay Kennemur (First, Big Spring)  
Ralph Truskowski (Grace, Midland)


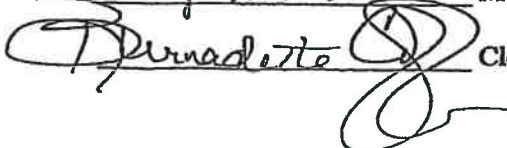
Bernadette Coffee (St Paul, San Angelo)  
Ann Hurt (First, Fort Stockton)

Guest of the Commission: Elder Mitchell Cross

The meeting was opened with prayer. Cheryl Homsher was appointed to preside. Bernadette Coffee was appointed clerk. The order of business before the commission was adopted.

The commission proceeded to the sanctuary and led the assembled congregation in worship. The Rev. Bob Reno preached a sermon on the topic "Fresh Air" using as his text Ezekiel 37:1-10 and John 20:19-23. The moderator reviewed the proceedings of presbytery preparatory to the call and emphasized the importance and solemnity of the proceedings. The constitutional questions were propounded to the minister and the congregation and were answered in the affirmative by both. The prayer of installation was offered by Cheryl Homsher. The commission members gave him/her the right hand of fellowship. The moderator declared that Allen Cross, a Minister of the Word and Sacraments was duly elected and installed as Pastor of the First Presbyterian Church of Big Spring, Texas. The charge to the minister was given by Jim Miles. The charge to the congregation was given by Bernadette Coffee. After prayer and the singing of a hymn, the benediction was pronounced by the newly-installed minister. The congregation came forward to give him the right hand of fellowship.

The commission was adjourned with the benediction at the close of worship.

 Moderator  
 Clerk

**Presbytery of Tres Rios  
Receipts and Disbursements  
As of January 31, 2021**

Actual thru 01/31-/21	Budget 2020	Budget 2021
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**Receipts**

**Contributions from Churches**

For Presbytery	\$7,310	\$115,076	\$136,534
For Synod	\$138	\$2,000	\$2,000
For General Assembly	\$1,412	\$23,324	\$23,170

Based on per capita @\$8.95/member for 2020. 2,606 members total

**Total Church Contributions**

	\$8,860	\$140,400	\$161,704
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**Other Income**

Interest Income	\$8	\$100	\$100
Rent-Marannatha Church Property	\$500	\$6,000	\$6,000
Rent-Marannatha Mobile Home	\$250	\$0	\$0
Sale of Property	\$0	\$0	\$0
Andrews Church Sale	\$0	\$0	\$0
Oil & Gas Royalties	\$87	\$3,000	\$2,500
Willie Hall Black Scholarship	\$0	\$0	\$0
Donations	\$0	\$0	\$0
Total Other Income	\$845	\$9,100	\$8,600

\$0 Actual consists of royalty income from Trinity & Barstow O&G properties

**Transfers from Restricted Funds**

Operating Reserve Fund	\$0	\$62,836	\$37,150
Future Fund	\$0	\$147,502	\$175,225
Church Development	\$30,000	\$30,000	\$29,000
Small Church Fund	\$0	\$0	\$0
Camp Chimney Spring Funds	\$0	\$31,500	\$35,500
Builders Fellowship Calls	\$0	\$0	\$0
Scholarship Fund	\$0	\$2,000	\$2,200
Total Transfers from Restricted Funds	\$0	\$273,838	\$279,075

Includes support for all youth events, incl youth task force, Jr. High youth camps and provision for 2022 triennium. Total must be within the 5% spending level of CCS funds.

Estimated amount needed to balance the budget. Represents a spend rate of approx 3.6% which is within the guidelines approved at the June 2018 meeting.

<b>Total Receipts</b>	\$9,705	\$423,338	\$449,379
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**Presbytery of Tres Rios  
Receipts and Disbursements  
As of January 31, 2021**

<b>Expenditures</b>			
<b>Support for Upper Gov Bodies</b>			
Synod	\$138	\$2,000	\$2,000
General Assembly	\$1,412	\$23,324	\$23,170
<b>Total Support for Upper Councils</b>	<b>\$1,550</b>	<b>\$25,324</b>	<b>\$25,170</b>
<b>Church Support and Mission Outreach</b>			
<b>Church Support:</b>			
Nazareth Salary Support	\$1,250	\$15,000	\$15,000
Divine Savior Support		\$15,000	\$14,000 Funds sent to Casa Hogar as approved by V&O
<b>Total Support to Churches</b>	<b>\$1,250</b>	<b>\$30,000</b>	<b>\$29,000</b> Funded from Church Development fund
<b>Mission Support:</b>			
Project Vida	\$870	\$10,000	\$10,000
Project Vida Computer Grant	\$435	\$5,000	\$5,000 Each year for 3 years beginning in 2020
Pasos de Fe Y Esperanza		\$10,000	\$10,000
Bob Lewis Mission		\$1,000	\$1,000
Project Dignidad		\$1,000	\$1,000
Border Ministry Coordinator	\$0	\$0	\$1,000
Disaster Relief		\$10,000	\$10,000
<b>Total Mission Support</b>	<b>\$1,305</b>	<b>\$37,000</b>	<b>\$38,000</b>
<b>Vision and Outreach Team Expense</b>			
Meetings of Team & sub groups		\$3,000	\$5,000
Vision Presbyter Expense		\$5,000	\$5,000 Funded from Future Fund
<b>Total Vision and Outreach Team</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$10,000</b>
<b>Total Church Support &amp; Mission Outreach</b>	<b>\$2,555</b>	<b>\$75,000</b>	<b>\$77,000</b>
<b>Pastoral Care and Youth Programs</b>			
<b>Pastoral Care:</b>			
Training-Commissioned Ruling Elder		\$2,200	\$2,200 \$3,000 funded from scholarship fund in 2019
Scholarships	\$0	\$0	\$0
<b>Total Pastoral Care</b>	<b>\$0</b>	<b>\$2,200</b>	<b>\$2,200</b>

**Presbytery of Tres Rios  
Receipts and Disbursements  
As of January 31, 2021**

<b>Youth Programs:</b>				
Youth Task Force				
Triennium	(\$20)	\$12,000	\$14,000	Youth activities are funded by the CCS fund
Synod Youth Workshop	\$0	\$6,000	\$6,000	
Junior High Youth Camps		\$11,000	\$11,000	
Other Youth Projects		\$2,500	\$2,500	
Total Youth Programs	\$0	\$0	\$2,000	
	(\$20)	\$31,500	\$35,500	
<b>Pastoral Team Expense:</b>				
Meetings of Team & sub groups	\$71	\$3,000	\$1,500	
Pastoral Presbyter Expense		\$5,000	\$3,500	Funded from Future Fund
Total Pastoral Team	\$71	\$8,000	\$5,000	
<b>Total Pastoral Care &amp; Youth Programs</b>		\$61	\$41,700	\$42,700
<b>Administration Expense</b>				
<b>Facilities:</b>				
Building Janitorial	\$400	\$4,800	\$4,800	
Building Maintenance	\$176	\$3,000	\$3,000	
Building Utilities	\$234	\$5,300	\$5,300	
Insurance/Office & other facilities	\$477	\$7,000	\$9,000	
Maintenance of other facilities	\$13	\$1,000	\$1,000	Funded from Operating Reserve
Total Facilities	\$1,300	\$21,100	\$23,100	
<b>Presbytery Office Expense:</b>				
Communications		\$700	\$700	
Computer Operations	\$944	\$6,000	\$6,000	
Website		\$800	\$1,000	
Equipment Leases	\$803	\$9,850	\$10,000	New copier and postage meter leased in 2020
Equipment Maintenance	\$128	\$3,000	\$3,000	
Financial Review		\$5,000	\$8,500	Funded from Operating Reserve
Postage	\$238	\$1,700	\$2,000	
Supplies	\$286	\$4,500	\$4,500	
Telephone	\$627	\$6,500	\$7,000	
Taxes		\$0	\$0	
Van and storage	\$525	\$2,400	\$2,400	
<b>Total Presbytery Office Expense</b>	\$3,551	\$40,450	\$45,100	

**Presbytery of Tres Rios  
Receipts and Disbursements  
As of January 31, 2021**

<b>Staff Expense:</b>			
Office Manager Salary	\$4,046	\$48,548	\$50,975 5% increase proposed by Personnel Team
Office Manager Pens/Medical	\$1,066	\$14,250	\$18,861
Office Manager Cont Ed		\$1,000	\$1,000
Office Manager Expense		\$2,500	\$2,500
Admin Presbyter/Stated Clerk Salary	\$2,500	\$21,600	\$37,500 Funded by Future Fund - Increase to 25 hours
Admin Presbyter/Stated Clerk Expense		\$4,000	\$4,000 Funded by Future Fund
V&O Presbyter Salary	\$2,500	\$30,000	\$37,500 Funded by Future Fund - Increase to 25 hours
V&O Presbyter BOP	\$925	\$11,202	\$13,875 Funded by Future Fund
V&O Presbyter Travel/Professional Exp		\$7,000	\$7,000 Funded by Future Fund
V&O Presbyter CE	\$0	\$800	\$800 Funded by Future Fund
Pastoral Presbyter Salary	\$2,500	\$30,000	\$37,500 Funded by Future Fund
Pastoral Presbyter BOP	\$1,167	\$14,600	\$14,750 Funded by Future Fund
Pastoral Presbyter Travel/Professional Exp		\$7,000	\$7,000 Funded by Future Fund
Pastoral Presbyter CE		\$800	\$2,300 Funded by Future Fund
Staff Bonus		\$0	\$0 Approved at the October 9, 2020 presbytery meeting
Payroll Taxes		\$5,366	\$6,768
<b>Total Staff Expense</b>	<b>\$14,704</b>	<b>\$198,666</b>	<b>\$242,329</b>
<b>Presbytery Meetings Expense:</b>			
Meetings of Presbytery		\$6,000	\$4,000
Meetings of Combined Teams	\$0	\$800	\$800
Meetings of Presbytery Task Forces		\$500	\$500
Presbytery "Big Event"	\$0	\$1,000	\$1,000
Moderator Training	\$0	\$1,000	\$1,000
GA Commissioner Training	\$0	\$400	\$0
Travel/Denomination/BOP Events		\$4,500	\$4,500 Funded from Future Fund
<b>Total Presbytery Meeting Expense</b>	<b>\$0</b>	<b>\$14,200</b>	<b>\$11,800</b>

**Presbytery of Tres Rios  
Receipts and Disbursements  
As of January 31, 2021**

	<b>Administrative Team Expense:</b>		
Meetings of Team and sub groups	\$54	\$1,000	\$1,000
Trustee Expense		\$4,000	\$1,500
Administrative Personnel Support		\$750	\$750
Candidate Eval/Travel	\$0	\$2,000	\$2,000
Grants to Churches	\$0	\$0	\$0
<b>Total Administrative Team</b>	<b>\$54</b>	<b>\$5,750</b>	<b>\$5,250</b>
			\$0 Funded from the Small Church Fund
<b>Standing Committees of Presbytery:</b>			
Personnel Sub-Committee		\$500	\$500
Permanent Judicial Committee	\$0	\$600	\$600
Nominating and Representation	\$0	\$250	\$250
<b>Total Standing Committee Expense</b>	<b>\$0</b>	<b>\$1,350</b>	<b>\$1,350</b>
<b>Total Administration Expense</b>	<b>\$19,609</b>	<b>\$281,516</b>	<b>\$328,929</b>
<b>Total Expenditures</b>	<b>\$23,765</b>	<b>\$423,540</b>	<b>\$473,799</b>
<b>Net Receipts over (under) Expenditures</b>	<b>(\$14,060)</b>	<b>(\$202)</b>	<b>(\$24,420)</b>
<b>Beginning of year surplus (deficit)</b>	<b>\$30,373</b>	<b>\$77,066</b>	<b>\$24,420</b>
<b>Transfers to Operating Reserve</b>		<b>\$0</b>	<b>\$0</b>
<b>End of year surplus</b>	<b>\$16,313</b>	<b>\$76,864</b>	<b>\$0</b>

## Presbytery of Tres Rios 2021 Asking Budget Treasurer's Report December 31, 2020

	Actual	Budget	Approved	Asking	Comments
	thru 12/31/20	thru 12/31-/20	Budget	Budget	
			2020	2021	
<b>Receipts</b>					
<b>Contributions from Churches</b>					
For Presbytery	\$119,971	\$115,076	\$115,076	\$109,364	
For Synod	2,000	\$2,000	2,000	2,000	
For General Assembly	23,324	\$23,324	23,324	23,170	Based on per capita @ \$8.98/member for 2021 and 2022. 2580 members billed for 2021
<b>Total church contributions</b>	<b>145,295</b>	<b>140,400</b>	<b>140,400</b>	<b>134,534</b>	
<b>Transfers from Restricted Funds</b>					
Future Fund	122,923	\$147,502	147,502	175,225	Represents a spend rate of 6% which was approved at the June 2018 meeting. Amount available for 2021 \$183,278
Apache Royalty	16	\$0	\$0	\$0	
Builders Fellowship		\$0	\$0	\$0	
Church Development	15,000	\$30,000	30,000	29,000	Represents support for Nazareth and Divine Savior salaries. Actual reflects assistance for Nazareth only
Horizons Log	600	\$0	\$0	\$0	
Camp Chimney Spring Funds	19,328	\$31,500	31,500	35,500	Includes support for all youth events, including youth task force, Jr. High youth camps and provision for 2019 triennium. Total must be within the 5% spending level of CCS funds.
Willie Hall Black Scholarship	1,435	\$0	\$0	\$0	
Scholarship	1,000	\$2,000	2,000	2,200	
Operating Reserve Funds		62,836	62,836	58,367	Transfer to balance budget
	<b>160,302</b>	<b>273,838</b>	<b>273,838</b>	<b>300,292</b>	
Interest Income	206	100	100	100	
Rent-Maranatha properties	6,750	6,000	6,000	6,000	
Barstow Lot Sale	2,500				
Andrews Church Sale	10,000	0	0	0	Property Sold in 2020
Donations	100	0	0	0	Confidential, unsolicited pledges or contributions from individuals. There was one donation in late 2018
Other Income	2,596	3,000	3,000	2,500	Actual consists of royalty income from Trinity O&G properties, Faskin Trust proceeds.
<b>Total Receipts</b>	<b>327,749</b>	<b>423,338</b>	<b>423,338</b>	<b>443,426</b>	



Presbytery of Tres Rios  
2021 Asking Budget

Treasurer's Report December 31, 2020

Actual	Budget	Budget	Budget	Comments
thru 12/31/20	thru 12/31-/20	2020	2021	

<b>Expenditures</b>				
<b>Support for Upper Gov Bodies</b>				
Synod	2,000	2,000	2,000	2,000
General Assembly	23,324	23,324	23,324	23,170
<b>Total Support for Upper Councils</b>	<b>25,324</b>	<b>25,324</b>	<b>25,324</b>	<b>25,170</b>

<b>Administrative Team</b>				
<b>Facilities:</b>				
Building Janitorial	4,800	4,800	4,800	4,800
Building Maintenance	3,106	3,000	3,000	3,000
Building Utilities	6,515	5,300	5,300	5,300
Insurance/Office & other facilities	9,509	7,000	7,000	9,000
Maintenance of other facilities	45	1,000	1,000	1,000
<b>Total Facilities</b>	<b>23,975</b>	<b>21,100</b>	<b>21,100</b>	<b>23,100</b>

Funded from Operating Reserve

<b>Operating Expenses-Presbytery:</b>				
Communications	408	700	700	700
Computer Operations	2,428	6,000	6,000	6,000
Website	893	800	800	1,000
Equipment Leases	8,549	9,850	9,850	10,000
Equipment Maintenance	2,175	3,000	3,000	3,000
Postage	2,575	1,700	1,700	2,000
Supplies	3,533	4,500	4,500	4,500
Van and storage	2,100	2,400	2,400	2,400
GA Training		400	400	0
Moderator Training		1,000	1,000	1,000
Presbytery Training event		1,000	1,000	1,000
Telephone	7,140	6,500	6,500	7,000
Taxes	526			
<b>Total Operating Expenses-Presby.</b>	<b>30,327</b>	<b>37,850</b>	<b>37,850</b>	<b>38,600</b>

New copier and postage meter leased in April, 2020

## Presbytery of Tres Rios 2021 Asking Budget Treasurer's Report December 31, 2020

	Actual thru 12/31/20	Budget thru 12/31-/20	Budget 2020	Budget 2021	Comments
<b>Administrative Team</b>					
Personnel Sub-Committee	98	500	500	500	
Permanent Judicial Committee		600	600	600	
Presbytery Task Forces	566	500	500	500	
Trustee Expense	4,539	4,000	4,000	1,500	
Nominating and Representation		250	250	250	
Financial Review	2,126	5,000	5,000	8,500	Funded from Operating Reserve
Meetings of team and sub groups	562	1,000	1,000	1,000	
Administrative Personnel Support	705	750	750	750	
Candidate Eval/Travel		2,000	2,000	2,000	
Travel/Denomination/BOP Events	225	4,500	4,500	4,500	Funded from Future Fund
Meetings	2,136	6,000	6,000	4,000	
	10,957	25,100	25,100	24,100	
<b>Grants to churches (Small Church)</b>		0	0	0	Funded from the Small Church Fund
<b>Transfer to Operating Reserve</b>					
<b>Total Administrative Team</b>	<b>65,259</b>	<b>84,050</b>	<b>84,050</b>	<b>85,800</b>	
<b>Staff Expense</b>					
Admin. Assistant Salary	48,548	48,548	48,548	50,975	
Admin. Assistant Pens/Medical	14,216	14,250	14,250	18,861	
Admin. Assistant Cont Ed	1,000	1,000	1,000	1,000	
Stated Clerk Salary	21,600	21,600	21,600	37,500	Funded by Future Fund *increase to 25 hours
Stated Clerk Expense	215	4,000	4,000	4,000	Funded by Future Fund
Payroll Taxes	5,825	5,366	5,366	6,768	
Staff Expense	1,119	2,500	2,500	2,500	
Vision Leader Salary	30,000	30,000	30,000	37,500	Funded by Future Fund *increase to 25 hours
Vision Leader BOP	11,100	11,202	11,202	13,875	Funded by Future Fund
Vision Leader Travel/Professional Exp	463	7,000	7,000	7,000	Funded by Future Fund
Vision Leader CE		800	800	800	Funded by Future Fund
Pastoral Leader Salary	30,000	30,000	30,000	37,500	Funded by Future Fund *increase to 25 hours
Pastoral Leader BOP	15,073	14,600	14,600	14,750	Funded by Future Fund
Pastoral Leader Travel/Professional Exp	3,433	7,000	7,000	7,000	Funded by Future Fund
Pastoral Leader CE	642	800	800	2,300	Funded by Future Fund - increase approved by Pastoral Team
Bonus	12,000				
<b>Total Staff Expense</b>	<b>195,234</b>	<b>198,666</b>	<b>198,666</b>	<b>242,329</b>	

**Presbytery of Tres Rios  
2021 Asking Budget  
Treasurer's Report December 31, 2020**

	Actual thru 12/31/20	Budget thru 12/31-/20	Budget 2020	Budget 2021	Comments
<b>Team Meet Expense</b>	0	0	800	800	
<b>Pastoral Team</b>					
Training-Ruling Commissioned Elder	650	2,200	2,200	2,200	Funded from scholarship fund
Meetings	2,731	3,000	3,000	1,500	
Pastoral Leader Expense	5,170	5,000	5,000	3,500	Funded from Future Fund
Youth:		0			
Youth Task Force	11,018	12,000	12,000	14,000	
Triennium	6,000	6,000	6,000	6,000	
Synod Youth Workshop	4,000	11,000	11,000	11,000	
Junior High Youth Camps		2,500	2,500	2,500	
Other Youth Projects	769	0	0	2,000	
<b>Youth Total</b>	21,787	31,500	31,500	35,500	Youth activities are funded by the CCS Fund
<b>Total Pastoral Team</b>	30,338	41,700	41,700	42,700	

**Presbytery of Tres Rios  
2021 Asking Budget  
Treasurer's Report December 31, 2020**

	Actual thru 12/31/20	Budget thru 12/31-/20	Budget 2020	Budget 2021	Comments
<b>Vision and Outreach Team</b>					
Disaster Relief	5,808	10,000	10,000	10,000	
Meetings	1,558	3,000	3,000	5,000	
Vision Presbyter Expense	1,397	5,000	5,000	5,000	Funded from Future Fund
Church Support:	0	0			
Nazareth Salary Support	15,000	15,000	15,000	15,000	
Divine Savior Support	2,500	15,000	15,000	14,000	Funds sent in 2020 to Casa Hogar as approved by V&O
Total Church Support	17,500	30,000	30,000	29,000	Funded from Church Development
<b>Mission Support</b>					
Project Vida	10,000	10,000	10,000	10,000	
Pasos de Fe	10,000	10,000	10,000	10,000	
Project Vida Computer Grant	5,000	5,000	5,000	5,000	Each year for 3 years beginning in 2020
Bob Lewis Mission	1,000	1,000	1,000	1,000	
Project Dignidad	1,000	1,000	1,000	1,000	
Border Ministry Coordinator				1,000	
Total Mission Support	27,000	27,000	27,000	28,000	
<b>Vision and Outreach Team</b>					
	53,263	70,000	70,000	77,000	
<b>Total Expense</b>					
	369,418	419,740	420,540	473,799	
<b>Net Receipts over (under) Expenditures</b>					
	(\$41,669)	\$3,598	\$2,798	(\$30,373)	
<b>Beginning of year surplus (deficit)</b>					
	\$66,089	77,066	\$62,139	\$30,373	
<b>Transfer from Operating Reserve</b>					
	\$0	0	\$0		Transfer to balance budget
<b>End of year surplus</b>					
	\$24,420	\$80,664	\$64,937	\$0	

The Presbytery of Tres Rios  
 Church Contribution Report  
 January 1 - December 31, 2020

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	Total	
PIN #	Church	Acceptance	Current Quarter	YTD	% to Date	Phy.	Synod	GA	Disaster Relief	Pasos De Fe	One Great Mt. Shaming	Christmas Joy	Pentecost	Peace Making	Theological Education	Mission Worker	Other	Delayed Ret	Total	
O8723	Alpine	1800	450.00	1800.00	100%	1494.00	32.00	284.00											1800.00	
21997	Andrews	0		0.00	100%	978.00	16.00	256.00											0.00	
21998	Ballinger	1250	572.00	1250.00	100%	1056.00	280.00	2080.00				110.00							1510.00	
22000	Big Spring	12900	4390.00	12900.00	100%	2100.00	50.00	350.00											12900.00	
22002	Cookoma	1500	2500.00	2500.00	167%														2500.00	
	El Paso:																			
O8726	Divine Savic	500		0.00	0%														0.00	
22003	Faith	2000	2000.00	2000.00	100%	2000.00													2000.00	
O8724	First	5000	1250.00	5000.00	100%	4400.00	55.00	545.00											5000.00	
15020	Grace	9000	3000.00	9000.00	100%	7810.00	115.00	1075.00		2250.00									11780.00	
22005	St. Andrew	500	955.00	500.00	100%	500.00						140.00		100.00					1055.00	
22007	University	47700	22317.49	47700.00	100%	38134.00	686.00	8880.00		27999.96		915.00		602.50	1000				86473.46	
O8727	Fort Davis	2500	833.48	2500.44	100%	2224.44	23.00	253.00											2500.44	
O8728	Fort Stock	4200	1050.00	4200.00	100%	3461.00	60.00	689.00											4200.00	
	Marfa	1800	600.00	2400.00	133%	1558.00	32.00	810.00											2400.00	
	Miland:																			
10651	Grace	15750	6628.00	15750.00	100%	13663.00	221.00	1868.00		1500		2700.00							21450.00	
O8729	Monahans	1500	1500.00	1500.00	100%	1260.00	30.00	210.00											1600.00	
	Odessa:																			
22013	First	1000	250.00	1000.00	100%	635.00	13.00	352.00										250.00	1250.00	
22015	Westminste	12000	3000.00	12000.00	100%	9060.00	130.00	2810.00											15000.00	
22017	Pecos	600	150.00	600.00	100%	477.00	25.00	98.00											600.00	
	San Angelo:																			
O8652	Nazareth	2400	600.00	2400.00	100%	1905.00	28.00	467.00											2400.00	
11530	St. Mark	6000	1000.00	6000.00	100%	5170.00	80.00	750.00											7000.00	
O8651	St. Paul	2500	2128.00	4000.00	160%	3653.00	41.00	306.00											4000.00	
	Grace Chap	5250	1453.25	5534.35	105%	4338.35	93.00	1103.00				356							6350.35	
22023	Seminole	2000	1996.00	2370.00	119%	2210.00	20.00	140.00											2996.00	
22024	Sonora	250		0.00	0%														0.00	
	Total Dollar	139900	57541.22	142904.79		117580.79	2000.00	23324.00		7200	30249.96	4265	4786	1037.00	722.50	1150	0.00	1450.00	3000.00	193765.25

## Exhibit E

### The Presbytery of Tres Rios Participant Protection Policy Approved March 5, 2021

1. **General Purpose Statement.** The Presbytery of Tres Rios (“Tres Rios”) seeks to provide a safe and secure environment for the minors and vulnerable adults who participate in our programs and activities. We believe that all people are part of the gift of God’s creation, called into relationship with one another. This Participant Protection Policy seeks to remind us of what being in healthy relationships means in order to protect all who participate in the life of Tres Rios. Tres Rios prohibits and shall take all reasonable steps to prevent Abuse, Misuse of Technology, Sexual Abuse, Sexual Harassment, and Sexual Misconduct. When violations of this Policy occur, Tres Rios is unable to do the full work of Christ, and so Tres Rios seeks to reasonably prevent such violations and promptly identify and resolve any violations should they occur. Tres Rios shall provide training on this Participant Protection Policy to all new Volunteers and will strive to provide continuing training opportunities on a periodic basis. All Volunteers are strongly encouraged to attend these continuing training opportunities.

2. **Distribution.** Copies of this Participant Protection Policy shall be made available to all Volunteers in hard copy. This Policy should not be considered a substitute for good judgment and reasonable discretion. Additional copies of this Policy can be obtained from the Pastoral Team. Please direct all questions regarding this Policy to the Pastoral Team.

3. **Definitions.**

- a) **“Abuse”:** any intentional act or failure to act that results in physical, or mental abuse, neglect, sexual molestation or abuse, sexual, psychological, or emotional mistreatment, or exploitation of any person.
- b) **“Adult”:** any person at least 18 years old.
- c) **“Child”:** any person between the ages of 0 and 11 years old.
- d) **“Minor”:** any Child or Youth (or 18 years old but still participating in Tres Rios events as a registered Minor).
- e) **“Misuse of Technology”:** the use of technology that results in Abuse, Sexual Abuse, Sexual Harassment, or Sexual Misconduct.
- f) **“Neglect”:** depriving an individual of his or her essential needs, such as adequate food, water, shelter, or medical care.
- g) **“Sexual Abuse”:** any offense involving sexual misconduct or the Misuse of Technology in relation to: 1) any person under the age of 18 years of age or anyone over the age of 18 years of age without the mental capacity to consent; or 2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position. Sexual Abuse also includes but is not limited to any contact or interaction between a Minor or Vulnerable Adult and an Adult when the Minor or Vulnerable Adult is being used for the sexual stimulation of an Adult or third person. Sexual Abuse may or may not involve touching.



- h) **“Sexual Harassment”**: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (i) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or their continued status in an institution; (ii) submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual; (iii) such conduct has the purpose or effect of unreasonable interfering with an individual’s performance by creating an intimidating, hostile, or offensive working environment; or (iv) 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.
- i) **“Sexual Misconduct”**: includes: (i) Sexual Abuse, (ii) Sexual Harassment, (iii) rape or sexual contact by force, threat, or intimidation; (iv) sexual conduct or contact that is offensive, obsessive; (v) suggestive language or behavior; (vi) unacceptable visual contact; (vii) unwelcome touching or fondling that is injurious to the physical or emotional health of another; or (viii) the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.
- j) **“Volunteer”**: any Adult who participates on a volunteer basis at any Tres Rios event involving Minors or Vulnerable Adults, including chaperones or sponsors.
- k) **“Vulnerable Adult”**: Any person 18 years or older who does not possess the developmental, physical, or cognitive ability to consent.
- l) **“Youth”**: any person between the ages of 12 and 17 years old (or 18 years old but still participating in Tres Rios events as a registered Minor).

4. **Selection of Volunteers.** All persons who seek to volunteer with Minors or Vulnerable Adults participating in our programs and activities will be screened. This screening process may include:

- a) **6 Month Rule.** Tres Rios prefers all Volunteers for any position involving Minors or Vulnerable Adults be involved with Tres Rios for at least 6 months. This time of extended interaction between Tres Rios and the Volunteer allows for better evaluation and suitability of the Volunteer for working with Minors or Vulnerable Adults.
- b) **Volunteer Application Process.** All Volunteers seeking to work with Minors or Vulnerable Adults must complete and sign a Volunteer Application in a form to be supplied by Tres Rios. The Volunteer Application will request basic information from the Volunteer and will inquire into previous experience with Minors or Vulnerable Adults, church affiliation, reference and employment information, as well as the disclosure of any previous criminal convictions. As part of the Volunteer Application, Tres Rios may request an interview be scheduled with the Volunteer to discuss his or her suitability for the position applied for. Tres Rios shall contact at least two of the Volunteer’s references. These references should be of a professional/employment nature as opposed to personal/family references, preferably from organizations or individuals with whom the Volunteer has worked with Minors or Vulnerable Adults within the past five (5) years. A national criminal



background check is required for all Volunteers. Before a background check is run, the Volunteer will be asked to sign an Authorization Form authorizing the background check. Any Volunteer refusing to sign the Authorization Form, consenting to a background check, or otherwise failing to cooperate during the Volunteer Application Process at any time will be prohibited from serving as a Volunteer. The Volunteer Application and all documents and information received in the Application Process will be maintained in Tres Rios' Volunteer Personnel Files.

- c) **Criminal History.** Generally, any arrests, convictions, or deferred adjudications relating to felony offenses, offenses involving Minors or Vulnerable Adults, or offenses involving violence, dishonesty, illegal substances, indecency, sexual conduct, or any other conduct which is contrary to Tres Rios' mission will preclude someone from being permitted to work with Minors or Vulnerable Adults. The failure to fully disclose any arrests, convictions, or deferred adjudications during the Application Process will also disqualify Volunteers from working with Minors or Vulnerable Adults.
- d) **Minor Volunteers.** Tres Rios recognizes that there may be times when it is necessary or desirable for Minor Volunteers to assist in caring for children or participating in events as Volunteers. Minor Volunteers must be at least 14 years of age and completed the Volunteer Application Process. Minor Volunteers must be under the supervision of an Adult Volunteer. Minor Volunteers should not be left alone with children during Tres Rios events.
- e) **Further Consideration.** Any Volunteer who is not selected during the Application Process may request the Pastoral Team (or its designees) reconsider the circumstances surrounding his or her disqualification.

## 5. Volunteer Policies

- a) All Minor Volunteers must be properly supervised by Adults.
- b) No fewer than two (2) Volunteer leaders will be required for all trips and outings. There must be at least one Volunteer leader of the same sex as each of the Minors participating in the trip or outing.
- c) All Volunteer sponsors for any retreat must be at least 21 years of age.
- d) Each group of Minors or Vulnerable Adults must have one (1) Adult Volunteer for every six (6) Minors or Vulnerable Adults.
- e) There will generally be two (2) Volunteers assigned to supervise or lead all activities involving Minors or Vulnerable Adults. In the case of small groups or other breakouts, one (1) adult may be assigned to lead or supervise, provided there are at least two (2) other unrelated people present.
- f) Private one-on-one contact between Volunteers and Minors or Vulnerable Adults should be kept to a minimum and only when absolutely necessary. If a personal or private conversation becomes necessary, such conversation should occur in view of other Volunteers.

- g) Volunteers should respect the privacy of Minors and Vulnerable Adults in situations that require the use of restrooms, changing clothes, or taking showers during overnight events. Volunteers should only be present in these circumstances only to the extent that health or safety requires it, and should always be accompanied by another Volunteer if these situations are unavoidable.
- h) No Volunteers are permitted to sleep in the same bed with Minors or Vulnerable Adults that are not related to the Volunteer. All reasonable efforts should be made to allow Volunteers to sleep in separate rooms than Minors or Vulnerable Adults.
- i) Appropriate clothing for all attendees shall be determined by the Pastoral Presbyter. A definition of appropriate clothing will be included with registration materials for each event. Any participant who does not have appropriate clothing may not be permitted to participate in the event until appropriate clothing is located.
- j) Progressive discipline used in activities will be constructive and always reflect Christian values and the goals of Tres Rios. Corporal punishment is never permitted at any Tres Rios event, even if a parent or guardian suggests or recommends it. If discipline becomes necessary with respect to a Minor or Vulnerable Adult, the Volunteer should consult the Pastoral Presbyter.
- k) Hazing or initiations are prohibited and may not be included as part of any activity.
- l) Written parental or guardian permission is required for all overnight activities.
- m) All activities should take place in rooms with unobscured windows or open doors. No doors should be locked at any time during Tres Rios events.
- n) During a Tres Rios event, including transportation to and from, all Minors must ordinarily be with at least two (2) other people at all times. Examples may include: (a) two (2) unrelated Volunteers and one (1) Minor; (b) two (2) unrelated Minors and one (1) Volunteer; or (c) three (3) Youth (except in driving situations where the driver must be a Volunteer).
- o) Any Volunteer driving or otherwise operating a motor vehicle in connection with a Tres Rios activity must be over 18 years of age.

6. **Check-In/Check-Out Procedures.** All children participating in a Tres Rios event will be signed in by a parent or legal guardian. The parent or legal guardian will receive a “child check” for the child similar to a claim check. The parent or legal guardian must present the child check in order to sign out the child from Tres Rios’ care. In the event that a parent or legal guardian is unable to present the child check, a Pastoral Presbyter or their designee for a particular event will be contacted. The Pastoral Presbyter or their designee will be responsible for releasing the child to the care of the parent or legal guardian after discussing the surrounding circumstances and confirming the identity of the parent or legal guardian.

7. **Health and Wellness Policy.** It is Tres Rios’ desire to provide a healthy and safe environment for all participants at Tres Rios events. Participants are required to be considerate of others when deciding whether or not to participate. Ordinarily, individuals with the following symptoms should not participate in Tres Rios’ events:

- a) Fever (even if controlled by medication), diarrhea, or vomiting within the last 48 hours;
- b) Green or yellow runny nose;
- c) Eye or skin infections;
- d) Other noticeable symptoms of communicable or infectious disease or medical conditions.

If a participant appears ill, the Pastoral Presbyter or their designee for the event may refuse to allow the participant to participate in the activity. If a Minor or Vulnerable Adult appears ill during the event, the individual will be separated from other participants as much as reasonably possible, and the parent or legal guardian should be contacted to pick the individual up.

In the event that a Minor or Vulnerable Adult is injured, the following steps should be followed:

- a) For minor injuries, scrapes, and bruises, Volunteers will provide band-aids, bandages, and ice packs as appropriate.
- b) For injuries appearing to require medical treatment, the parent or legal guardian will be immediately summoned in addition to the Pastoral Presbyter or their designee for the event. If warranted, an ambulance will be called.
- c) Once the individual has received appropriate attention, an incident report will be completed in the case of injuries appearing to require treatment by a medical professional.

8. **Medication Policy.** Tres Rios will not ordinarily administer either prescription or non-prescription medications to Minors or Vulnerable Adults. Medications should be administered at home prior to the start of the Tres Rios event. Exceptions to this Medication Policy may be granted to parents or legal guardians of Minors or Vulnerable Adults with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such Minors or Vulnerable Adults should address these situations with the Pastoral Presbytery or their designee for a particular event to develop a written plan of action. In the event of an unforeseeable situation where a Minor or Vulnerable Adult requires over the counter medication during a Tres Rios event, a parent must be contacted before medication can be given by a Volunteer or otherwise provide the necessary consent in the Tres Rios Medical Information Form. This policy applies to those acting as volunteers for Tres Rios Presbytery and not to those acting as sponsors for their own church. For those filling dual roles during an event, this policy applies to situations in which they are specifically serving a Presbytery volunteer function.

9. **Restroom Guidelines.** Children five (5) years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, two (2) Volunteers should escort a group of children to a hallway bathroom. Volunteers need to take all reasonable precautions to prevent a situation in which a Volunteer is taking a child five (5) years of age and younger to the restroom alone. For children over the age of five (5), at least one Volunteer should take the group to the bathroom. The Volunteer should preferably be of the same gender as the group of children. Volunteers should check the restroom first to make sure that it is empty before allowing the children to enter. Youth should adhere to the Rule of Three when using the restroom. Volunteers should make all reasonable efforts to avoid being alone with a Minor or Vulnerable Adult in a closed bathroom stall. Parents and legal guardians should have Minors or Vulnerable Adults use the restrooms prior to the activities.

10. **Misuse of Technology.** Tres Rios Volunteers may utilize computers, internet, email, and other electronic communication systems and equipment during the course of participating in Tres Rios events and activities. These resources are intended for authorized and legitimate purposes only. Volunteers are expected to use these systems responsibly, ethically, and lawfully at all times. Tres Rios prohibits the following in connection with the use of technology in the course of its

events and activities: (1) the solicitation or sale of products or services; (2) intimidation, disparagement, or harassment; (3) the unauthorized access, use, or sharing of computer, email, or sign-in passwords; (4) accessing, transmitting, creating, or storing sexually explicit images or messages; (5) the unauthorized or illegal uploading or downloading of large files, pictures, games, or software; (6) spending excessive amounts of time for personal purposes such as sending personal emails, shopping, engaging in online chat groups, or blog postings that have a negative impact on the Volunteer's ability to participate in the event or activity; and (7) intentionally or negligently moving, transferring, altering, deleting, or destroying any program, computer, software, technology, or information from equipment or devices without the permission of Tres Rios. Any Volunteer who is aware of any issues or concerns with the operation of electronic equipment or resources provided by Tres Rios, or who is aware of the misuse or abuse of any of this equipment or related systems in violation of this Policy should immediately report the issue and ask any questions to the Pastoral Team.

**11. Allegations of Abuse or Neglect.** Volunteers may become aware of abuse or neglect of Minors or Vulnerable Adults participating in Tres Rios activities. In the event a Volunteer becomes aware of suspected abuse or neglect, the Volunteer should immediately make a report to the Pastoral Presbyter for further action, which should include reporting the suspected abuse or neglect to law enforcement authorities. In the event a Volunteer becomes aware of suspected abuse or neglect at a Tres Rios event, the following procedure must be followed:

- a) The parent or legal guardian of the Minor or Vulnerable Adult will be notified;
- b) The individual alleged to be the perpetrator of the abuse or neglect will immediately be instructed to remain away from Tres Rios facilities and Minors or Vulnerable Adults associated with Tres Rios pending further investigation;
- c) Law enforcement authorities will be notified, and Tres Rios will otherwise comply with all requirements regarding mandatory reporting of abuse and neglect as the law then exists;
- d) Tres Rios' insurance company will be notified;
- e) Tres Rios' Pastoral Presbyter will serve as Tres Rios' sole spokesperson concerning the allegations. No other person shall respond to media inquiries, release information, or appear to be speaking on behalf of Tres Rios;
- f) Tres Rios will arrange for a pastoral visit for those who desire it; and
- g) The Presbytery of Tres Rios Sexual Misconduct Policy and Procedures will be enforced.

**ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF**  
**PARTICIPANT PROTECTION POLICY**  
**APPROVED XX/XX/XXXX**

By signing below, I acknowledge I have received and understand the Participant Protection Policy. I have been given adequate opportunity to ask questions and receive clarification regarding this Policy. I understand that if additional questions should arise, they should be directed to members of the Pastoral Team. I understand that violations of this Policy may result in disciplinary action, including the prohibition of my participation in future Tres Rios events.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



Presbytery of Tres Rios

PERMISSION, MEDICAL AUTHORIZATION, AND RELEASE OF LIABILITY

PARTICIPANT'S NAME:

Sex:

Date of Birth:

Grade:

/ /

This Permission, Medical Authorization, and Waiver and Release of Liability must be filled out completely and returned in order to attend and participate in activities associated with the Presbytery of Tres Rios ("Tres Rios"). Tres Rios may reasonably rely upon the information provided herein.

I, \_\_\_\_\_ (please print), am the Parent/Legal Guardian of the above-named Participant. By signing below, I do hereby release the Presbytery of Tres Rios and its trustees, officers, directors, agents, employees, volunteers, representatives, insurers, and successors from any and all liability in the event of sickness, harm, or injury during the duration of [Identify Activity] ("Activity") on behalf of the Participant, myself, and all other parents or legal guardians of the Participant to the greatest extent allowed by Texas law. I further understand and acknowledge that certain risks are involved in participating in physical activities associated with the Activity, and may include horseback riding, swimming, and/or hiking. By signing below, I hereby assume such risks and all potential injuries, harm, damages, or death related to Participant on behalf of myself and the Participant's other parents or legal guardians and the Participant, and agree not to file or cause to be filed any claim, demand, cause of action, or lawsuit against Tres Rios arising from the Participant's participation in the Activity.

The Participant is in good health and can participate in all normal activities of the group.

I understand that the Participant will leave from \_\_\_\_\_ (location) on \_\_\_\_\_ (day), \_\_\_\_\_ (date), will travel to \_\_\_\_\_, spend \_\_\_\_\_ nights return to the above location by \_\_\_\_\_ (time) on \_\_\_\_\_ (day), \_\_\_\_\_ (date).

In conjunction herewith, I grant to Tres Rios and its designated representatives, the power to authorize any and all medical treatment, x-rays, anesthetic, or treatment deemed necessary for the Participant during the duration of the Activity to include, but not be limited to, the authorization by Tres Rios and its designated representatives of its/his/her choice for any treatment necessary, for any hospitalization deemed necessary, and the power to authorize any procedures necessary to the care of said Participant to include, but not be limited to any surgical and/or anesthesia procedures. I authorize for a medical provider to be called and any other medical services to be provided, at my expense, should an emergency arise. I understand that efforts will be made to contact me prior to treatment, but in the event, I cannot be reached, I give Tres Rios and its representatives permission to make the decisions necessary for Participant's treatment. I agree that my insurance plan shall be the primary plan for the medical, dental, hospital care, or treatment that is given to Participant. Any insurance policy of Tres Rios will be used only as secondary coverage. By signing below, the individuals identified herein below acknowledge, agree, and represent that they have inspected and carefully considered the terms of this Permission, Medical Authorization, and Waiver and Release of Liability, and has accepted same and executed this document on a voluntary, knowing, and intentional basis.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Relationship to Participant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

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

**MEDICAL INFORMATION**

**MEDICAL CONDITIONS.** Please identify any chronic or ongoing conditions, for example, sinus, kidney problems, asthma, diabetes, etc. which may affect the Participant during the Activity:  
continue on reverse if needed

**MEDICATIONS TAKEN**

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**ALLERGIES** (Please identify any foods, insect bites, medicines, etc.)

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PHYSICIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

MEDICAL INSURANCE: \_\_\_\_\_ POLICY NUMBER: \_\_\_\_\_

INSURANCE PHONE: \_\_\_\_\_ HOLDER'S NAME: \_\_\_\_\_

**CONTACT INFORMATION**

PARENT OR GUARDIAN NAME: \_\_\_\_\_ BEST CONTACT PHONE #: \_\_\_\_\_ ALTERNATE PHONE # \_\_\_\_\_

PARENT OR GUARDIAN NAME: \_\_\_\_\_ BEST CONTACT PHONE #: \_\_\_\_\_ ALTERNATE PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL \_\_\_\_\_

In case or emergency, and the Participant's parent/guardian(s) cannot be reached,

**CONTACT:** \_\_\_\_\_, **PHONE:** \_\_\_\_\_

By signing below, I hereby consent, authorize, and instruct Tres Rios to provide over-the-counter medication to the Participant in the event a need arises in accordance with such over-the-counter medication's directions.

\_\_\_\_\_  
Signature Date

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

## Background Check Authorization and Release

By my signature below, I authorize The Presbytery of Tres Rios or its agent to obtain information from a consumer reporting agency which will include, but not be restricted to:

- SSN Verification
- Identity Verification
- Address History (10 years)
- 50 State Criminality Search
- 50 State Sex Offender Registry Search
- 50 State Terrorist Database
- Motor Vehicle Records check for serious traffic infractions

I understand that this report will be used for the purpose of evaluating me for employment or a volunteer position with a Congregation of Tres Rios Presbytery.

I understand that this report will be kept under lock and key in a file at the office of The Presbytery of Tres Rios.

I understand that I have a right to request disclosure of the nature and scope of the report.

*Please PRINT all information and Sign in BLUE INK*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Former Name: \_\_\_\_\_

Last Home Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone \_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Church/Ministry: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

## Publicity Waiver and Release

On occasion Tres Rios Presbytery takes photographs or makes audio or video recordings of children and/or adults involved in activities. Such photographs or recordings may be used by staff and participants to remember the activities and participants, and may be used in publications or advertising materials and/or website to let others know about our ministry. The presbytery may also invite local news organizations to photograph or record events for news reporting or special interest features.

I consent to the use of any such photograph or audio or video recordings of the children named below, or me, if I am participating, to be used, distributed, or displayed as agents of the presbytery deem appropriate. I waive any right that I may have to inspect and approve the finished product that may be used or to which it may be applied now and/or in the future, whether that use is known to me or my child(ren) or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image or product.

I release and agree to hold harmless the Presbytery of Tres Rios, its officers, employees, agents, volunteers, and/or others for whom or by whom the Presbytery of Tres Rios is acting, of and from any liability by virtue of taking of the pictures in any use whatsoever of such pictures or products, whether intentional or otherwise.

I certify that I am at least 18 years of age (or if under 18 years of age, that I am joined herein by my parent or legal guardian) and that this release is signed voluntarily, under no duress, and without expectation of compensation in any form now or in the future.

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Youth Covenant

During each and every youth activity sponsored by Tres Rios Presbytery, participants are required to adhere to these simple steps to enhance the quality of the activity and to build a community characterized by respect, trust, concern, and dignity:

1. I understand the importance of always representing myself and my youth group as ambassadors of the high standards of our faith. I will conduct myself as a representative of my family, church and Christians everywhere. I will lead our group in stellar behavior.
2. I covenant to respect God, respect myself, respect other people, and respect property. I understand that my continued participation in activities depends on my support.
3. I covenant to be responsible to the adults attending on behalf of Tres Rios Presbytery.
4. I covenant to respect those we travel with and the local community by not damaging the bus or any other property.
5. I covenant to respect the privacy of others.
6. I covenant to respect those around me by not engaging in reckless behavior that could cause harm to myself or others.
7. I covenant not to bring fireworks, firearms, illegal drugs, and alcohol or tobacco products.
8. I covenant to abstain from inappropriate sexual behavior toward other participants.

The above agreement has been developed to enhance the quality of the Tres Rios community. Participants accept the responsibilities in this covenant in order to build a community characterized by respect, trust, concern, and dignity.

It is assumed that all participants and their parents/guardians will sign, accept and abide by this covenant. I understand that any failure on my part in abiding by this covenant may result in my being dismissed from the event and returned home at my parent's expense.

\_\_\_\_\_ Participant Signature

\_\_\_\_\_ Parent / Guardian Signature

## Incident Report

DATE OF INCIDENT \_\_\_\_\_ TIME OF INCIDENT \_\_\_\_\_

NAME OF REPORTER \_\_\_\_\_ TITLE \_\_\_\_\_

NAME OF AFFECTED INDIVIDUAL(s): \_\_\_\_\_

AGE (S) OF AFFECTED INDIVIDUAL(s): \_\_\_\_\_

QUOTE THE AFFECTED INDIVIDUAL'S FIRST WORDS AS CLOSELY TO VERBATIM AS POSSIBLE:

BRIEFLY DESCRIBE THE AFFECTED INDIVIDUAL'S DEMEANOR/APPEARANCE:

BRIEFLY DESCRIBE WHAT YOU WERE TOLD HAPPENED:

BRIEFLY DESCRIBE WHAT YOU WITNESSED FIRST-HAND:

WHAT ACTION DID YOU TAKE?

HAS THE INCIDENT BEEN RESOLVED? Yes / No (Please Circle. If No, briefly describe what you believe to be the unresolved issues or what actions still need to be taken).

NAMES OF WITNESSES:

REPORT SUBMITTED TO: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\_\_\_\_\_  
Signature of Reporter      Date

\_\_\_\_\_  
Reporter's Printed Name

# Tres Rios Volunteer Application Form

## General Information

Full Name: \_\_\_\_\_ Name you go by: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_  
Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Which congregation are you a member? \_\_\_\_\_ How long? \_\_\_\_\_

## Background Information

To understand your call to serve, please respond to the following:

Tell us of your faith journey:

Why are you committed to serve in the area of children and youth?

What leadership roles have you held?

Please list any training or education which you deem to be helpful preparation for children/youth ministry.

References (Please list three personal references)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact information: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact information: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact information: \_\_\_\_\_

**Experience**

**(Please complete the two sections if applicable)**

Please list all church work involving children and youth in the past five years.

Please list all non-church work involving children and youth in the past five years.

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