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# The Presbytery of Tres Rios

The Presbyterian Church (U.S.A.)

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Volume 45, Number 2

2024



**125<sup>th</sup> Stated Meeting**  
**First Presbyterian Church, Fort Stockton, Texas**  
**October 24-25, 2024**

Official Copy

A handwritten signature in black ink, appearing to read "Janet", is written over a faint circular stamp.

Stated Clerk  
Presbytery of Tres Rios

**The Presbytery of Tres Rios  
 Presbyterian Church (U.S.A.)  
 125<sup>th</sup> Stated Meeting  
 First Presbyterian Church, Fort Stockton**

**October 24-25, 2024**

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**The Presbytery of Tres Rios  
The Presbyterian Church (U.S.A.)  
First Presbyterian Church, Fort Stockton Texas  
October 24-25, 2024**

The 125<sup>th</sup> stated meeting of The Presbytery of Tres Rios, Presbyterian Church (U.S.A.) was called to order with prayer by Moderator Connie Chapman at 4:00 p.m. on Thursday, October 24, 2024 at First Presbyterian Church, Fort Stockton.

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.

Jim Miles welcomed the presbytery to First Presbyterian Church.

Special guests and first-time commissioners were introduced. It was **MOVED, SECONDED AND CARRIED** that Mitch Miller be seated as corresponding member.

**Pastors:** Laurie Barker, Allen Cross, Sue Dickson, Tim Davenport-Herbst, Kimberly Jackson, Neal Locke, Jim Miles, Matt Miles, John Nelson, Janie McElwee-Smith, John Wamsley

**Commissioned Ruling Elders:** Martha Bumpas, Ann Hurt, Craig Fields

**Ruling Elders:** Bill Rose, Grace, El Paso; Angie Miles, First, Fort Stockton; Dan Holbrook, First, Odessa; Bobbie Duncan, Westminster, Odessa; Lynn Fowler, First, Pecos; Rosanne Girton, St Paul, San Angelo; Judy Sage, First, Seminole

**Ex Officio members present:** Kay Long (Stated Clerk) and Connie Chapman (Moderator).

**Visitors:** Bernadette Coffee (St Paul, San Angelo); Jeanie Holbrook (Vision and Outreach Team Member); Dru Kincaid (First, Fort Stockton), Gail Kincaid (First, Fort Stockton), Natalie Kincaid (First, Fort Stockton); Thomas Kincaid (First, Fort Stockton); James Lavender (PCHAS); Susan Lavender; Claire Lewis (PILP); Rev. Mitchell Miller (Synod Leader); Marta Pumroy (Tres Rios Border Foundation Coordinator); Linda Wamsley (Westminster, Odessa) and Theresa Wright (Recording Clerk)

**Excused Pastors:** Cindy Carlisle, Bill Schlesinger, Carol Schlesinger, Tony Chambless

**Excused Commissioned Ruling Elders:** Bea Torres

**Excused Ruling Elders:** None

**Unexcused Ministers:** Diane Baldwin, Cynthia Davenport-Herbst, Shannon Weisenfels

Unexcused Commissioned Ruling Elders: None

Unexcused Ruling Elders: Alpine; Ballinger; Big Spring; Coahoma; Faith; First, El Paso; St Andrew; University; Fort Davis; Marfa; Grace, Midland; Monahans; Grace Chapel; Nazareth; St Mark; Sonora.

**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.

**Communications**

Requests for excuse from the Revs. Cindy Carlisle, Bill Schlesinger, Carol Schlesinger and Tony Chambless

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

Request for excuse from Commissioned Ruling Elder Commissioner Bea Torres

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

Report of the Commission to install Rev. Tony Chambless as Pastor of St Mark Presbyterian Church, San Angelo.

That it be admitted to record. (See Exhibit B)

Report of the Commission to install Rev. Janie McElwee-Smith as Pastor of Grace Presbyterian Church, El Paso.

That it be admitted to record. (See Exhibit C)

**Report of the Minutes Audit Task Force**

It was MOVED, SECONDED AND CARRIED that the minutes of the March 7-8, 2024 Stated Meeting were approved as printed and entered into record.

It was MOVED, SECONDED AND CARRIED that Martha Bumpass, Bobbie Duncan, and Jim Miles be appointed to serve on the minutes audit task force for the October 24-25, 2024 meeting.

**Report of the Administrative Presbyter/Stated Clerk**

Report was presented by Kay Long

I. Matters of Information

a. Permanent Judicial Commission

Per the *Book of Order*, D-3.0602b, the stated clerk shall keep a current roster of those members of the permanent judicial commission whose terms have expired within the past six years. The names shall be arranged alphabetically within classes beginning with the most recent class. The stated clerk shall report the roster annually to the council or councils. The names and classes of former members are:

Class of 2024 - none

Class of 2022 – RE Randy Gardner (Grace Chapel, San Angelo), RE Bart Medley (First, Fort Davis)

Class of 2020 – RE Bob Alexander (Grace, Midland) Rev. Lewis Allen (HR), Rev. Glenda Harbert (HR), Rev. James Longstreet (HR)

Class of 2018 – RE Marj Carpenter (deceased), Rev. Bob Hawkins (deceased), Rev. Flynn Long (deceased)

- b. There have been no decisions by the PJC in 2024 transmitted to presbytery through the stated clerk as of the 125<sup>th</sup> Stated Meeting, October 24-25, 2024 (D-9.0102b) and D-5.1003).
- c. As required by the *Book of Order* (G-3.0103), the Stated Clerk certifies that a committee on representation has been elected as established by the presbytery's Manual of Operations Section 4. Their report for year 2023 is included in the minutes of the 125<sup>th</sup> Stated Meeting, October 24-25, 2024.
- d. As required by the *Book of Order* (G-3.0111), the Stated Clerk certifies that a committee to nominate persons to serve in positions requiring elections was established by the presbytery's Manual of Operation Section 4. Their report for year 2024 is included in the minutes of the 125<sup>th</sup> Stated Meeting, October 24-25, 2024.
- e. As required by the *Book of Order* (G-3.0109b), the actions of all Administrative Commissions have been reported to presbytery and that there were no recensions or amendments of their actions by the presbytery.
- f. There were no actions by the presbytery in 2024 to organize new congregations, transfers to other jurisdictions or the division. At a Special Called Meeting of presbytery held on September 30, 2024, the presbytery voted to appoint an

Administrative Commission to assume original jurisdiction of the session of Divine Savior Presbyterian Church, El Paso, Tx, to declare the church extinct by reason of abandonment of its work, and dispersal of its members; to sell the church and manse properties, and to dissolve the congregation. Effective date of dissolution to be determined by the A/C

- g. The presbytery has obtained property and liability insurance coverage to protect its facilities, programs, staff, and elected officers and is on file at the presbytery office (G.3.0112).
- h. The presbytery has adopted a Manual of Operations and is on file at the presbytery office and posted on the presbytery website (G-3.0106).
- i. The presbytery has adopted a Sexual Misconduct Policy, Child & Youth Protection Policy, Anti-Racism Policy, and Anti-Harassment Policy and all are on file at the presbytery office and posted on the presbytery's website (G-3.0106).
- j. The presbytery has reviewed the proceedings and actions of all entities related to the presbytery and all officers able to act on behalf of the body in accordance with G-3.0108a
- k. As required by the Book of Order, the Stated Clerk reports the following name for the third year for Failure to Engage In Validated Ministry or to fulfill the criteria for membership-at-large G-2.0508: Rev. Eric Thompson.
- l. The following session records have been reviewed:
  - 2020 – Grace, Midland – Without Exception
  - 2021 – Grace, Midland – Without Exception
  
  - 2023 - Without Exception:
    - First, Alpine
    - First, Ballinger
    - Grace, El Paso
    - St. Andrew, El Paso
    - First, Marfa
    - First, Odessa
    - First, Pecos
    - Westminster, Odessa
    - St. Mark, San Angelo
    - Nazareth, San Angelo
    - First, Seminole/Andrews
    - Good Shepherd, Sonora



- m. The Stated Clerk reported presbytery's membership and parity for 2024 at the 124<sup>th</sup> Stated Meeting held March 7-8, 2024

### **Partial Report of the Recruitment and Representation Committee Report**

The committee placed in nomination the name of Rev. Tim Davenport-Herbst to serve as Moderator. The floor was opened for nominations. Hearing none the Moderators cross was presented to Tim Davenport-Herbst and he assumed the duties of the moderator.

### **Big Event - Safety Presentation from the Vision and Outreach Team**

Presentation was made by Jeanie Holbrook, Connie Chapman and Matt Miles

The meeting was adjourned with prayer at 5:30 p.m. to reconvene on Friday, October 25, 2024 at 9:00 a.m.

The meeting was called to order with prayer at 9:05 a.m. by Moderator Tim Davenport-Herbst.

Rev. Mitch Miller, Synod Leader/Stated Clerk brought greetings from the Synod of the Sun

Claire Lewis, President & CEO brought greetings from the Presbyterian Loan and Investment Program

James Lavender, Development Officer brought greetings from the Presbyterian Children's Home and Service Agency.

Bill Schlesinger received Lifetime Achievement Award by the Texas Association of Community Health Centers at their annual meeting in Fort Worth.

### **Recruitment and Representation Committee**

Report was presented by Jeanie Holbrook

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

The Recruitment and Representation Committee met via Zoom on August 1, 2024. Following that meeting we continued to communicate with one another via email.

*The Book of Order (G-30111) requires that "all councils higher than the session shall have a process for nominating persons to serve in positions requiring election by the council. The process shall ensure that nominations are made by an entity broadly representative of the*

*constituency of the council in conformity with church's commitment to unity in diversity ((F-1.0403)."*

The Recruitment and Representation Committee is composed this year of 3 ruling elders selected by the Administrative Team, the Pastoral Team, and the Vision and Outreach Team, plus 1 ruling elder (member at large); (1 male and 3 females) representing the four clusters, and a variety of ages.

#### **REVIEW OF REPRESENTATION AND METHOD OF NOMINATIONS**

The representation and nomination process currently involves:

1. review of the team's responsibilities toward inclusiveness and diversity, a review of the combined Annual Statistical Report for the presbytery provided by PCUSA Research Services, and the statistical report of all elected persons serving presbytery in 2024 (attached as Exhibit D).
2. analysis of the positions to be filled and a determination made of how the full diversity of the presbytery can best be represented in nominating persons.
3. Sending nomination forms and gift/talent surveys to every church
4. soliciting and receiving self-nominations
5. assigning members of the R&R Committee to contact presbytery leaders, and pastors of churches in all clusters to solicit names for nomination
6. compiling a list of names and talents of those willing to serve either now or in the future
7. in-person and conference call meetings of the team to prioritize names, discuss gifts for service, decide who will contact and by when, retrieve contact information when candidate agrees to serve

*The members of the Recruitment and Representation Committee are pleased to have put together this group of gifted people who desire to serve our presbytery. The proposed slate represents a variety of ages, the four clusters, and a total of 9 churches. Every effort was made to balance the diversity of those nominated with that of existing team members who will continue serving the presbytery. While there are a number of racial ethnic members within our churches, it remains a challenge to identify and solicit their willingness to serve at the presbytery level. We encourage sessions to look closely at ways to improve upon and assist us in this, so that the rich diversity of the Church's membership is reflected in the work of the presbytery.*

*(Submitted by Jeannie Holbrook, Cambri Allison, Kay Long, and Bill Rose)*

#### **II. Matters of Routine Nature**

None

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

- A. The R & R Committee places in nomination the following persons, who have agreed to serve if elected, to fill the following positions:



**Moderator Elect** – Judy Sage (RE/First, Seminole)

**Synod of the Sun Minister Commissioner (Class of 2026)** replacing Jerry Boles  
Allen Cross (First, Big Spring) (Appointed by the Moderator)

**Personnel Committee – Member at Large**  
Jeanie Holbrook (RE/First, Odessa)

**Recruitment and Representation Committee - Member at Large**  
Vacancy - TBD

**Administrative Team – 4 members (6 members) - Class of 2026**  
Judy Sage (elected for second term) (RE/First, Seminole)  
Vacant TBD  
Connie Chapman (RE/Grace, El Paso)

**Pastoral Team – 4 Members – Class of 2026**  
Tony Chambless (Clergy/St Mark, San Angelo)  
Craig Field (CRE/First, El Paso)

**Vision and Outreach Team – Class of 2026**  
Bill Rose (RE/Grace, El Paso)  
Bill Schlesinger (Clergy, El Paso)

**Permanent Judicial Commission – 9 members**  
Class of 2026 – Vacancy - TBD  
Class of 2028 – Neal Locke (Clergy, First, El Paso)  
Class of 2030  
Mary Beth Anton (HR) (Clergy, Midland) (elected for 2nd term)  
Tim Davenport-Herbst (Clergy, St. Paul, San Angelo)  
(elected for 2nd term)  
Bobbie Duncan (RE/Westminster, Odessa)

The slate of nominations was presented to the presbytery. The floor was opened for nominations. Hearing none it was **MOVED AND CARRIED** that the slate be elected by acclamation.

### **Personnel Committee Report**

Report was presented by Allen Cross and received as information.

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

The Personnel Committee will meet with the staff to perform their annual evaluations in November. All teams will be electing new members to the Personnel Committee at their next meeting so evaluations will be done when we have a complete committee.

### **Divine Savior Administrative Commission Report**

Report was presented by Kay Long and was received as information.

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

- A. Administrative Commission met October 10, 2024 via ZOOM.
- B. Elected Cindy Carlisle to serve as moderator, Kay Long as clerk, and Theresa Wright will serve as recording clerk.
- C. Kay Long, Theresa Wright, and Matt Miles will travel to El Paso on October 21<sup>st</sup>. to take possession of church and manse properties, banking accounts, roll and registers and will pack up the office, etc.
- D. Membership rolls will be updated if possible and letters sent to those on the rolls.
- E. Maintenance issues will be addressed as needed.
- F. Reviewed Insurance Board's recent memo to presbytery regarding not covering vacant properties.
- G. Project Vida has expressed interest in the church property to use as one of PV neighbor ministries or as overflow office space. They will also have their Housing Development Dept. look at the manse with possibly purchasing as part of their low-income housing program.
- H. Will notify cell tower company of sale of property at appropriate time.
- I. Bill Schlesinger provided a copy of the recent survey of the church property.

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

- A. Approved employing Sam Snoddy as the attorney to assist with deed transfers and dissolution of the nonprofit corporation
- B. Approved leasing the church property to Project Vida on a month-to-month lease for \$1.00 per month with renewal clause as a place holder until final disposition can be determined.

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

None

### **Administrative Team Report**

The report was presented by Jim Miles

The Administrative Team meets monthly

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

- A. Heard updates from moderators and liaisons from all vacant churches.
- | <u>Church</u>            | <u>Liaison</u> | <u>Moderator</u> |
|--------------------------|----------------|------------------|
| Coahoma                  |                | Dennis Haralson  |
| Divine Savior            |                | Jimmy Stevens    |
| St Andrew                |                | John Nelsen      |
| Seminole/Andrews         |                | Matt Miles       |
| Ballinger                |                | Peggy Tharp      |
| Good Shepherd, Sonora    |                | Kathryn Morton   |
| Pecos                    |                | Cindy Duke       |
| First, Odessa            |                | Mary Beth Anton  |
| University, El Paso      |                | Kim Jackson      |
| Grace Chapel, San Angelo |                | Kathryn Morton   |
- B. Continue to supervise four candidates and inquirers. Those individuals are: Donna Hedicke; Hope Griffin; Lauren Heare Morris; Jen Fox.
- C. Received the Treasurer's Report, Church Contribution Report and SRT investment report.
- D. Met with Board of Pensions area representative Rev. Kevin Keaton concerning Board's changes to the medical plans for 2025.

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

- A. Approve replacing an air conditioning unit at the presbytery office, cost \$13,542.
- B. Approved scholarships for High School graduates be granted in the amount of \$5,500.
- C. Approved the Builders Fellowship Call for Westminster Presbyterian Church.
- D. Approved the minutes of the Exam Sub-Committee and Terms of Call for the Rev. Dr. Kimberly Jackson to serve as interim pastor of University, El Paso and received her as a member of presbytery upon transfer from the presbytery of New York City.
- E. Approved the installation commission for the Rev. Tony Chambless. Members are: Rev. Dr. Tim Davenport-Herbst, Rev. Kathryn Morton, Rev. Jerry Boles, CRE Beatrice Torres, Karen Bartolomeo, Albert Delgado and Kay Long.
- F. Dismissed the Rev. Jerry Boles to Palo Duro Presbytery to serve as pastor of the Jacksboro Parrish (PCUSA & DOC)
- G. Approved the minutes of the exam committee and Terms of Call for Rev. Janie McElwee-Smith to serve as pastor of Grace P.C., El Paso and receive her as a member of Presbytery upon dismissal from Presbytery of Huntingdon. She will be on the field July 25, 2024.
- H. Approved the amended Covenant between Midland Lutheran Church and Grace, Midland.

- I. Approved the Interim Covenant between Rev Diane Baldwin and Grace, Midland.
- J. Cindy Carlisle was granted the status of Honorably Retired effective July 31, 2024.
- K. Elected Sue Dickson and Bill Rose to serve as Ordination Readers for 2025.
- L. Approved the commission to install Rev. Jane McElwee-Smith as pastor of Grace P.C., El Paso. Installation to be held September 22. Members: Dr. Tim Davenport-Herbst; Rev. Bill Schlesinger; Dr. Kim Jackson; Elder Connie Chapman, Moderator; CRE Martha Bumpas; Elder Lillian Murillo-Puga; Elder Bill Rose; Corresponding member Rev. Tripp Brogdon
- M. Approved the minutes of the Exam Sub-Committee for Marta Pumroy to receive her as a member of the presbytery pending ordination on behalf of presbytery by East Iowa Presbytery to serve in validated ministry to the Tres Rios Border Foundation. Ordination held September 18<sup>th</sup>.
- N. Approved employing the professional services of Sam Snoddy, Attorney at Law, El Paso, Texas to assist the presbytery in the sale of the Maranatha church property with preparing sales contract, warranty deed, and filing with El Paso County Clerk.
- O. Reviewed insurance policy for the presbytery.
- P. Approved the following Ruling Elders be authorized to administer the Lord's Supper in 2025: Bob Alexander, Jim Blischke, Martha Bumpas, Bernie Coffee, Gary Elmquist, Craig Field, Dennis Haralson, Ann Hurt, T. C. Kincaid, Tom Koger, Bill Rose, Peggy Tharp, and Bea Torres
- Q. Approved Ruling Elders Judy Sage and Charles George (FPC Seminole), Becky Thomas and Cambri Allison (FPC, Odessa) be approved to administer the Lord's Supper in 2025 when requested by the sessions of their respective churches.
- R. Revised Sexual Misconduct Policy, Child & Youth Protection Policy and the Boundary Training Policy to reflect that training is required by the *Book of Order G-3.0106*
- S. Approved the session of St. Paul Presbyterian Church, San Angelo calling a congregational meeting to vote to request that presbytery concur with the pastor's request to dissolve the pastoral relationship.
- T. Approved the dissolution of Dr. Timothy Davenport-Herbst call to St. Paul Presbyterian in order that he may accept the position of CEO of Project Vida, El Paso, Tx., a validated ministry effective Nov. 1<sup>st</sup>.
- U. Approved the dissolution of Rev. William Cotman's call to First Presbyterian Church, Alpine, and the transfer of his membership to Palo Duro Presbytery pending the vote of the congregation on October 20<sup>th</sup> so that he may accept the call as Pastor to Saint Luke, Amarillo effective October 21<sup>st</sup>.

III. Recommendations Requiring More Careful Consideration

- A. That the 2025 Asking Budget be approved.

It was MOVED AND CARRIED that Recommendation III.A be approved.  
(See Exhibit E).

- B. That the 2025 Presbytery Minimum Terms of Call be approved.

It was MOVED AND CARRIED that Recommendation III.B be approved.  
(See Exhibit F).

- C. That the Lord's Supper be celebrated in 2025 at presbytery's stated meetings at least annually, at presbytery sponsored youth events, and at other presbytery sponsored events with approval of the Administrative Team.

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

- D. That presbytery approves the following dates for 2025 stated meetings: March 6-7, 2025 and Oct. 23-24, 2025. Locations TBD

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

- E. That the presbytery approves the Anti-Racism Policy

It was MOVED AND CARRIED that Recommendation III.E be approved.  
(See Exhibit G).

- F. That the presbytery approves the Anti-Harassment Policy.

It was MOVED AND CARRIED that Recommendation III.F be approved.  
(See Exhibit H).

- G. That the presbytery approves the request of the First Presbyterian Church, Pecos to sell the manse located at 701 W. 4<sup>th</sup> Street, and the vacant lots located behind the church on South Plum St. pending the vote of the congregational meeting to be held in November.

**Legal Descriptions:**

Manse Lots 5 & 6 and S/2 4 Blk 25, West Park, City of Pecos, Reeves County, Texas  
Vacant Lots: Lots 10, 11, 12 Blk 40, West Park, City of Pecos, Reeves County, Texas

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

**Pastoral Team Report**

The report was presented by Sue Dickson and was received as information.

The pastoral team meets monthly.

**I. Matters of Information**

- A. Received report from Commissioned Ruling Elder Ann Hurt.
- B. TRYC Youth Retreat will be held January 3-5, 2025 at Circle 6. Rev Monica Smith will serve as Keynote “Thanking Thanks”
- C. Granted 8 scholarships for summer youth camps.
- D. Synod Youth Workshop was held July 8-13, 2024. John Miles (Fort Davis) and Gabriel Gomez (St Paul) served as representatives to the Synod Youth Workshop 2024 Planning Team. A grant travel grant from the Synod of the Sun was secured and participants from Grace, El Paso, Fort Davis, St Paul attended. Also joining the Tres Rios group was participants from Palo Duro Presbytery – First Central, Abilene and Snyder.
- E. Presbyterian Youth Triennium will be held July 28-31, 2025 in Louisville, Kentucky. If you have youth interested in attending please contact Theresa at the presbytery office.
- F. Letters have been sent to all clerk of session of vacant churches asking how the Pastoral Team can help them.
- G. Letters were sent to current CRE and pulpit supply to inquire about what continuing education classes they would like to see offered.

**Pastoral Presbyter Report**

The report was presented by Laurie Barker and received as information.

November 16<sup>th</sup> Sacramental Elder Training will be held at St Paul, San Angelo  
December 7<sup>th</sup> Ruling Elder Training will be held at St Paul, San Angelo



**Vision and Outreach Team Report**

The report was presented by John Nelsen

The Vision and Outreach meets monthly.

**I. Matters of Information**

- A. \$6000 was sent to Palo Duro Presbytery for Wildfire relief
- B. \$1500 was sent to Rogers Presbyterian Church for tornado relief
- C. \$6000 was sent to Presbyterian Disaster Assistance for hurricane relief
- D. Grace, El Paso and First, Odessa churches have held safety presentations
- E. Continue to receive updates from various mission projects
- F. Continue to gather responses from "Project Regeneration" program
- G. Continue to plan "Presbytery Big Event"

**II. Recommendations of a Routine Nature**

None

**III. Recommendations Requiring More Careful Consideration**

- A. That Connie Chapman (Grace, El Paso) be elected to serve on the Tres Rios Border Ministry Foundation Class of 2025

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

**Vision and Outreach Presbyter report**

Report was presented by Matt Miles and received as information.

Gave updates from all the various mission projects throughout the presbytery.

**Border Ministry Foundation Report**

Report was presented by Marta Pomroy and received as information.

The humanitarian crisis continues at the border with thousands of our brothers and sisters being affected. The faith network in the El Paso/Juarez metro area continues to provide help every day, caring for thousands of folks with basic needs such as food, shelter and clothing. The Tres Rios Presbytery Border Ministry Foundation is the "Presbyterian Portal" to all things concerning Border ministry. Board Members include Rev. Sue Dickson (retired – El Paso); Rev. Matt Miles (FPC, Fort Davis and Vision and Outreach Presbyter) Rev. John Nelsen (retired - El Paso); Vanessa Johnson (FPC, El Paso); Carolyn Miller (FPC, Fort Davis) and Bill Rose (Grace, El Paso).

So far this year a total of \$20,000 has been sent to four programs to support our partner organizations.

The Border Ministry Foundation would like to introduce the presbytery to Rev. Marta Pomroy who will be serving as the Border Coordinator.

*If you would like to learn more please visit our website [tresriosborderfoundation.org](http://tresriosborderfoundation.org) OR Rev. John or Rev. Marta are available for Zoom or in-person presentations.*

“Big Event” presentation on Project Regeneration was shared with the presbytery. “What is our dream?”

It was MOVED, SECONDED AND CARRIED that a resolution of thanks to the folks at First Presbyterian Church for their hospitality in hosting this meeting.

#### **Next Meeting Site**

The 126<sup>th</sup> Stated Meeting of the Presbytery of Tres Rios will be held on March 6-7, 2024.

#### **Adjournment**

There being no further business it was MOVED, SECONDED AND CARRIED that the meeting be adjourned with prayer at 11:30 a.m. by Tim Davenport-Herbst.

Respectfully Submitted,



Kay Long, Stated Clerk



Tim Davenport-Herbst, Moderator

Theresa Wright, Recording Clerk

**Exhibit A**

**Docket**

125th Stated Meeting

October 24-25, 2024

First Presbyterian Church, Fort Stockton, Tx

Thursday, October 24, 2024

Registration begins

3:00 p.m. (CDT)

New Commissioners Briefing

3:30 p.m. (CDT)

Call to Order and opening prayer

4:00 p.m. CDT

Elder Connie Chapman

Declaration of a Quorum

Elder Connie Chapman

*As per Article IX of the Bylaws, a quorum for stated and called presbytery meetings shall be: four (4) teaching elders who are members of presbytery; and four (4) ruling elder commissioners from four (4) different congregations.*

Welcome from the Host Church

Dr. Jim Miles

Introduction of Special Guests –

Elder Connie Chapman

Welcome to new members, first time commissioners,  
corresponding members, visitors

Elder Connie Chapman

Adoption of the Docket

Elder Kay Long

Omnibus Motion

Elder Kay Long

Communications

Elder Kay Long

Minutes Audit Task Force Report for March 7-8, 2024 Stated Meeting

Election of Minutes Audit Task Force for October 24-25, 2024 Meeting

Report of the Administrative Presbyter/Stated Clerk (written)

Elder Kay Long

Partial Report of the Recruitment and Representation Committee

Elder Jeanie Holbrook

Election of Moderator (Dr. Tim Davenport-Herbst)

(Installation to follow during worship)

*WE GATHER TO WORSHIP THE LORD*

PRELUDE

CALL TO WORSHIP

Rev. Kim Jackson

Leader: Our help is in the name of the Lord

People: who made heaven and earth

Leader: This is the day that the Lord has made

People: Let us rejoice and be glad in it!

OPENING HYMN

PRAYER OF CONFESSION (ALL)

Everlasting God, in whom we live and move and have our being;  
You have made us for yourself, so that our hearts are restless until they rest in you.  
Give us purity of heart and strength of purpose,  
that no selfish passion may hinder us from knowing your will,  
no weakness keep us from doing it;  
that in your light we may see light clearly, and in your service find perfect freedom;  
through Jesus Christ our Lord....*Prayers of silent confession*

ASSURANCE OF PARDON

Leader: As God's own people, be merciful in action, kindly in heart, humble in mind.

Be always ready to forgive as freely as God has forgiven you

People: And above everything else, let us be loving,

and never forget to be thankful for what Christ has done for us!

ALL: Thanks be to God!

PRAYER OF ILLUMINATION

Elder Bernie Coffee

SCRIPTURE READING John 14: 23-26

SERMON "Feels Like Home"

Rev. Janie McElwee-Smith

Installation of Moderator Dr. Tim Davenport-Herbst and Commissioning of Border Coordinator  
Rev. Marta Pumroy, and possibly a CRE Elder Connie Chapman

The call of Christ is to willing, dedicated discipleship. Our discipleship is a manifestation of the new life we enter through baptism. Discipleship is both a gift and a commitment, an offering and a responsibility.

Tim and Marta – the grace bestowed on you in baptism is sufficient for your calling because it is God's grace. By God's grace we are saved, and enabled to grow in the faith and to commit our lives in ways that serve Christ.

God has called you to particular service. Show your purpose by answering these questions'

Who is your Lord and Savior?

Jesus Christ Is my Lord and Savior

Will you be Christ's faithful disciple obeying his word and showing his love?

I will, with God's help.

Do you welcome the responsibility of this service because you are determined to follow the Lord Jesus to love neighbors, and to work for the reconciling of the world? I do.

Will you pray for and serve the people with energy, intelligence, imagination and love, relying on God's mercy and rejoicing in the power of the Holy Spirit? I will, with God's help.

Do you, members of the Presbytery of Tres Rios and as mission partners of the Tres Rios Border Ministry Foundation, confirm the call of God to Tim and Marta as Moderator and Border Coordinator in the service of Jesus Christ: We Do

Will you support and encourage them in their ministries? We will.

Let us pray - Faithful God, in baptism you claimed us; and by your Holy Spirit you are working in our lives, empowering us to live a life worthy of our calling. We thank you for leading Tim and Marta to this time and place. Establish them in your truth, and guide them by your Holy Spirit, that in your service they may grow in faith, hope and love, and be faithful disciples of Jesus Christ, to whom, with you and the Holy Spirit, be honor and glory, now and forever. Tim you are installed to service as Moderator of the Presbytery of Tres Rios.

Marta you are commissioned to service as Border Coordinator for the Tres Rios Border Ministry Foundation.

May the God of peace make you holy in every way, and keep your whole being, spirit, soul and body free from every fault at the coming of our Lord Jesus Christ.  
Amen

#### OFFERING

Our offering today will go to the Presbytery's Discretionary Fund which is used to care for our pastors and their families in times of emergencies.

#### PRAYER OF DEDICATION

Elder Ann Hurt

#### HYMN

Invitation to the Lord's Table

#### COMMUNION

Dr. Tim Davenport-Herbst &  
Rev. Marta Pumroy

#### HYMN

#### BENEDICTION

Dr. Tim Davenport-Herbst &  
Rev. Marta Pumroy

#### POSTLUDE

Church Safety Presentation	Vision and Outreach Team
Adjourn until Friday morning at 9:00 a.m. 6:00 Dinner Break and Fellowship	Dr. Tim Davenport-Herbst
<u>Friday, October 25, 2024</u>	
8:30 a.m. Coffee and Pastries	
9:00 a.m. Call to Order, opening prayer & Declaration of Quorum	Dr. Tim Davenport-Herbst
Greetings from the Synod of the Sun	Rev. Mitch Miller Synod Leader/Stated Clerk
Greetings from Presbyterian Loan & Investment	Clare Lewis, President & CEO
Greetings from Presbyterian Children's Homes & Services	James Lavender Development Officer
Reports from: Recruitment and Representation Committee Personnel Committee Divine Savior Administrative Commission	Jeanie Holbrook Rev. Allen Cross
Administrative Team Presentation of 2025 Asking Budget	Rev. Jim Miles
Pastoral Team Report of the Pastoral Presbyter	Rev. Sue Dickson Rev Laurie Barker
Vision & Outreach Team Report of the Vision and Outreach Presbyter	Dr. John Nelsen Rev. Matt Miles
Project Regeneration Presentation and Small group discussion	Vision & Outreach Team
Adjournment & Benediction 12:01 p.m. Lunch (grab & go or stay)	Dr. Tim Davenport-Herbst



**REPORT OF THE COMMISSION TO INSTALL**

The Commission appointed by the Presbytery of Tres Rios to install Rev. Anthony Chambless as Pastor of St. Mark Presbyterian Church (PCUSA) San Angelo, Texas met at 4:00 p.m. on May 19, 2024 in the church. The following members were present, constituting a quorum:

Teaching Elders:

Dr. Tim Davenport-Herbst  
Rev. Jerry Boles  
Rev. Kathryn Morton (HR)

St. Paul Presbyterian Church, San Angelo  
First Presbyterian Church, Ballinger  
Church of the Good Shepherd, Sonora

Ruling Elders:

CRE Bea Torres  
Karen Bartolomeo  
Albert Delgado  
Kay Long

Nazareth Presbyterian Church, San Angelo  
St. Mark Presbyterian Church, San Angelo  
St. Mark Presbyterian Church, San Angelo  
St. Paul Presbyterian, San Angelo, Tres Rios

The meeting was opened with prayer by the Moderator, Dr. Tim Davenport-Herbst and Elder Kay Long 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. Rev. Kathryn Morton preached a sermon using as her text Isaiah 42:1-4,6-7, and Ephesians 3;7-20. The moderator reviewed the proceedings of presbytery preparatory to the installation and emphasized the importance and solemnity of the occasion.

The constitutional questions were propounded to the candidate and the congregation, and were answered in the affirmative by both. The prayer for installation was led by Rev. Jerry Boles. The commission members gave him the right hand of fellowship. The moderator declared that Rev. Anthony Chambless had been duly elected and installed as Pastor of St. Mark Presbyterian Chapel of San Angelo, Texas. The charge to the minister was given by Rev. Jerry Boles. The charge to the congregation was given by Elder Albert Delgado. 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 as the close of the service.



Moderator



Clerk

**PLEASE ATTACH A COPY OF THE WORSHIP BULLETIN**

## REPORT OF THE COMMISSION TO INSTALL

The Commission appointed by presbytery to install Janie McElwee-Smith as Pastor of the Grace Presbyterian Church of El Paso, Texas met at 5:00 p.m. on Sunday, September 29, 2024, in the church.

The following members were present, constituting a quorum:

Ministers: Rev. Tim Davenport-Herbst, Rev. Kim Jackson, Rev. Bill Schlesinger

Elders: Martha Bumpass (First, Marfa); Lily Murillo-Puga (Divine Savior, El Paso);  
Bill Rose (Grace, El Paso)

Guests: Elder Connie Chapman (Presbytery Moderator) and Rev. Tripp Brogdon (St Andrew Presbyterian Church, Decatur, Alabama)

The meeting was opened with prayer. Connie Chapman was appointed to preside. Tim Davenport-Herbst 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. Rev. Tripp Brogdon preached a sermon on the topic "Put You In Your Place" using as his/her text Esther 4:10-16; 7:1-4. 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 Connie Chapman. The commission members gave him/her the right hand of fellowship. The moderator declared that Janie McElwee-Smith a Minister of the Word and Sacraments was duly elected and installed as Pastor of the Grace Presbyterian Church of El Paso, Texas. The charge to the minister was given by Bill Rose. The charge to the congregation was given by Tim Davenport-Herbst. After prayer and the singing of a hymn, the benediction was pronounced by the newly-installed minister. The congregation came forward to give him/her the right hand of fellowship.

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

 Moderator

 Clerk

**Presbytery of Tres Rios**  
**2024 Representation Report**

TEAM	COMMITTEE	CLASS	NAME	GENDER	AGE	ORDIN	RACE	CLUSTER	CONGREGATION	
Administrative/Trustees		2024	Vacant			RE				
		2024	Judy Sage	F	45-65	RE	White	Permian	First, Seminole	
		2024	Bill Cotman	M	45-65	TE	White	Mountain	First, Alpine	
		2025	Martha Bumpas	F	45-65	RE	White	Mountain	First, Marfa	
		2025	Cindy Carlisle	F	45-65	TE	White	El Paso	Grace, El Paso	
		2025	Jim Miles	M	over 65	TE	White	Mountain	First, Ft. Stockton	
	Pastoral		2024	Connie Chapman	F	45-65	RE	Black	El Paso	Grace, El Paso
			2024	Sue Dickson	F	Over 65	TE	White	El Paso	Honorably Retired
			2025	Cambri Allison	F	25-45	RE	White	Permian	First, Odessa
			2025	John Wamsley	M	45-65	TE	White	Permian	Westminster, Odessa
		2025	Diane Baldwin	F	45-65	TE	White	Permian	Grace, Midland	
Vision and Outreach		2024	Jeanne Holbrook	F	Over 65	RE	White	Permian	First, Odessa	
		2024	John Nelsen	M	Over 65	TE	White	El Paso	University, El Paso	
		2025	Allen Cross	M	45-65	TE	White	Permian	First, Big Spring	
		2025	Charlotte Wilson	F	45-65	RE	White	Mountain	First, Alpine	
		2025	Mike Burnett	M	45-65	RE	White	Concho	St. Paul, San Angelo	
PJC		2024	Vacant			RE				
		2024	Mary Beth Anton	F	45-65	TE	White	Permian	Member at Large	
Personnel		2024	Tim Davenport-Herbst	M	45-65	TE	White	Concho	St Paul, San Angelo	
		2026	Bart Teeter	M	45-65	RE	White	Concho	St Paul, San Angelo	
		2026	Shannon Weisenfels	F	25-45	TE	White	Permian	Member at Large	
		2026	Vacant			TE				
		2028	Donna Crafton	F	45-65	RE	White	El Paso	Grace, El Paso	
		2028	Lynn Fowler	F	Over 65	RE	White	Mountain	First, Pecos	
		2028	Vacant			TE				
		2024	Allen Cross - V&O	M	45-65	TE	White	Permian	First, Big Spring	
		2024	Judy Sage - Admin	F	45-65	RE	White	Permian	First, Seminole	
		2024	John Wamsley - Pastoral	M	45-65	TE	White	Permian	Westminster, Odessa	
	2024	Vacant - MAL			RE					

**Presbytery of Tres Rios  
2024 Representation Report**

<b>Recruitment &amp; Representation</b>	2024	Kay Long - Admin	F	Over 65	RE	White	Concho	St. Paul, San Angelo
	2024	Jeanne Holbrook V&O	F	Over 65	RE	White	Permian	First, Odessa
	2024	Cambri Allison - Pastoral	F	25-45	RE	White	Permian	First, Odessa
	2024	Bill Rose - MAL	M	45-65	RE	White	El Paso	Grace, El Paso
<b>GA Commissioners</b>	2024	Tim Davenport-Herbst	M	45-65	TE	White	Concho	St. Paul, San Angelo
	2024	Judy Sage	F	45-65	RE	White	Permian	First, Seminole
	2024	Melody Smith	F	18-25	Lay	White	Concho	St. Paul, San Angelo
<b>Synod Commissioners</b>	2026	Jerry Boles	M	45-65	TE	Native American	Concho	First, Ballinger
	2024	Bill Rose	M	45-65	RE	White	El Paso	Grace, El Paso
	2024	Sue Dickson	F	Over 65	TE	White	El Paso	Honorably Retired
<b>ORD/Exam Readers</b>	2024	Bill Rose	M	45-65	RE	White	El Paso	Grace, El Paso
<b>Moderator</b>	2024	Connie Chapman	F	45-65	RE	Black	El Paso	Grace, El Paso
<b>Moderator-Elect</b>	2025	Tim Davenport-Herbst	M	45-65	TE	White	Concho	St. Paul, San Angelo
<b>Pastoral Presbyter</b>		Laurie Barker	F	45-65	TE	White	Concho	At-Large
<b>Vision &amp; Outreach Presbyter</b>		Matt Miles	M	45-65	TE	White	Mountain	First, Fort Davis
<b>Admin Presbyter/Stated Clerk</b>		Kay Long	F	Over 65	RE	White	Concho	St. Paul, San Angelo
<b>RECAP</b>								
Teaching Elders-Female	5							
Teaching Elders-Male	8							
Ruling Elders-Female	9							
Ruling Elders-Male	3							
Lay - Female	1							
Lay - Male	0							

Exhibit E

Presbytery of Tres Rios - Receipts and Disbursements

As of September 30, 2024

	Actual thru 9/30/24	Budget thru 9/30/24	Budget 2024	Asking Budget 2025
<b>Receipts</b>				
<b>Contributions from Churches</b>				
For Presbytery	\$60,376	\$69,339	\$92,452	\$73,452
For Synod	\$4,512	\$3,750	\$5,000	\$5,000
For General Assembly	\$19,057	\$15,428	\$20,570	\$21,583
<b>Total Church Contributions</b>	<b>\$83,945</b>	<b>\$88,517</b>	<b>\$118,022</b>	<b>\$100,035</b>
<b>Other Income</b>				
Interest Income	\$51	\$19	\$25	\$25
Rent-Maranatha Church Property	\$5,000	\$13,500	\$18,000	\$18,000
Rent-Maranatha Mobile Home	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0
Barstow Mineral	\$0	\$18,750	\$25,000	\$25,000
Oil & Gas Royalties	\$25,542	\$26,250	\$35,000	\$35,000
Presbytery Office Mineral Lease	\$4,464	\$8,250	\$11,000	\$11,000
Fasken Trust	\$0	\$22,500	\$30,000	\$30,000
				Based on 2023 amount
<b>Total Other Income</b>	<b>\$35,057</b>	<b>\$9,919</b>	<b>\$119,025</b>	<b>\$119,025</b>
<b>Transfers from Restricted Funds</b>				
Operating Reserve Fund	\$20,000	\$7,125	\$9,500	\$9,500
				Estimated amount needed to balance the budget.
Future Fund	\$131,995	\$137,204	\$182,938	\$182,938
Church Development	\$32,550	\$32,625	\$43,500	\$23,500
Small Church Fund	\$21,300	\$21,375	\$28,500	\$8,500
Camp Chimney Spring Funds				
Willie Hall Black	\$14,086	\$27,750	\$37,000	\$37,000
Builders Fellowship	\$49,188	\$0	\$0	\$0
Scholarship Fund	\$225	\$0	\$0	\$0
	\$475	\$0	\$0	\$0
<b>Total Transfers from Restricted Funds</b>	<b>\$269,819</b>	<b>\$218,954</b>	<b>\$301,438</b>	<b>\$261,438</b>
				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.
<b>Total Receipts</b>	<b>\$388,821</b>	<b>\$317,389</b>	<b>\$538,485</b>	<b>\$480,498</b>

Represents a spend rate of 6% which is within the guidelines approved at the June 2018 meeting.

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.

	Actual thru 9/30/24	Budget thru 9/30/24	Budget 2024	Asking Budget 2025
<b>Expenditures</b>				
<b>Support for Upper Gov Bodies</b>				
Synod	\$4,212	\$3,750	\$5,000	\$5,000
General Assembly	\$19,057	\$15,428	\$20,570	\$21,538
<b>Total Support for Upper Councils</b>	<b>\$23,269</b>	<b>\$19,178</b>	<b>\$25,570</b>	<b>\$26,538</b>
<b>Church Support and Mission Outreach</b>				
<b>Church Support:</b>				
Nazareth Salary Support	\$11,250	\$11,250	\$15,000	\$15,000
Other Mission Support	\$0	\$10,500	\$14,000	\$15,000
<b>Total Support to Churches</b>	<b>\$11,250</b>	<b>\$21,750</b>	<b>\$29,000</b>	<b>\$30,000</b>
<b>Mission Support:</b>				
Project Vida	\$7,510	\$7,500	\$10,000	\$10,000
Border Ministry	\$6,200	\$9,000	\$12,000	\$12,000
Bob Lewis Mission	\$1,000	\$750	\$1,000	\$1,000
Project Dignidad	\$1,000	\$750	\$1,000	\$1,000
Casa Hogar	\$1,500	\$1,125	\$1,500	\$1,500
Border Ministry Coordinator	\$5,400	\$6,000	\$8,000	\$8,000
Oasis Ministry	\$3,750	\$3,750	\$5,000	\$5,000
Disaster Relief	\$10,000	\$7,500	\$10,000	\$11,000
<b>Total Mission Support</b>	<b>\$36,360</b>	<b>\$36,375</b>	<b>\$48,500</b>	<b>\$49,500</b>
<b>Vision and Outreach Team Expense</b>				
Meetings of Team & sub groups	\$1,994	\$1,500	\$2,000	\$2,000
<b>Total Vision and Outreach Team</b>	<b>\$1,994</b>	<b>\$1,500</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Total Church Support &amp; Mission Outreach</b>	<b>\$49,604</b>	<b>\$59,625</b>	<b>\$79,500</b>	<b>\$81,500</b>



**Pastoral Care and Youth Programs**

**Pastoral Care:**

Church Leadership Training  
Total Pastoral Care

	Actual thru 9/30/24	Budget thru 9/30/24	Budget 2024	Asking Budget 2025
Church Leadership Training				
Total Pastoral Care	\$0	\$2,250	\$3,000	\$3,000

**Youth Programs:**

Youth Task Force  
Triennium  
Synod Youth Workshop  
Junior High Youth Camps  
Other Youth Projects  
Total Youth Programs

Youth Task Force	\$5,579	\$8,250	\$11,000	\$11,000
Triennium	\$0	\$7,500	\$10,000	\$10,000
Synod Youth Workshop	\$6,808	\$8,250	\$11,000	\$11,000
Junior High Youth Camps	\$1,870	\$2,250	\$3,000	\$3,000
Other Youth Projects	\$0	\$1,500	\$2,000	\$2,000
Total Youth Programs	\$14,257	\$19,500	\$37,000	\$37,000

**Pastoral Team Expense:**

Meetings of Team & sub groups  
Total Pastoral Team

Meetings of Team & sub groups	\$385	\$1,125	\$1,500	\$1,500
Total Pastoral Team	\$385	\$1,125	\$1,500	\$1,500

**Total Pastoral Care & Youth Programs**

Total Pastoral Care & Youth Programs	\$14,642	\$22,875	\$41,500	\$41,500
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**Administration Expense**

**Facilities:**

Building Janitorial  
Building Maintenance  
Building Utilities  
Insurance/Office & other facilities  
Maintenance of other facilities  
Total Facilities

Building Janitorial	\$4,200	\$3,750	\$5,000	\$6,000
Building Maintenance	\$1,934	\$3,750	\$5,000	\$5,000
Building Utilities	\$2,861	\$3,750	\$5,000	\$5,000
Insurance/Office & other facilities	\$13,420	\$9,000	\$12,000	\$12,000
Maintenance of other facilities	\$0	\$750	\$1,000	\$1,000
Total Facilities	\$22,415	\$21,000	\$28,000	\$29,000

Funded from Operating Reserve

Presbytery of Tres Rios - Receipts and Disbursements

As of September 30, 2024

	Actual thru 9/30/24	Budget thru 9/30/24	Budget 2024	Asking Budget 2025
<b>Presbytery Office Expense:</b>				
Communications	\$386	\$525	\$700	\$700
Computer Operations	\$1,944	\$4,500	\$6,000	\$6,000
Website	\$288	\$750	\$1,000	\$1,000
Equipment Leases	\$11,254	\$9,000	\$12,000	\$12,000 New copier and postage meter leased in 2020
Equipment Maintenance	\$326	\$1,500	\$2,000	\$2,000
Financial Review	\$0	\$6,375	\$8,500	\$8,500 Funded from Operating Reserve
Postage	\$823	\$1,500	\$2,000	\$2,000
Supplies	\$3,312	\$3,000	\$4,000	\$4,000
Telephone	\$4,418	\$5,250	\$7,000	\$7,000
Taxes	\$128	\$75	\$100	\$100
Van and storage	\$1,575	\$1,875	\$2,500	\$2,500
<b>Total Presbytery Office Expense</b>	<b>\$24,454</b>	<b>\$34,350</b>	<b>\$45,800</b>	<b>\$45,800</b>
<b>Staff Expense:</b>				
Office Manager Salary	\$40,145	\$40,144	\$53,525	\$53,525 5% increase proposed by Personnel Team for 2024
Office Manager Pens/Medical	\$11,811	\$12,045	\$16,060	\$16,060
Office Manager Cont Ed	\$445	\$750	\$1,000	\$1,000
Office Manager Expense	\$616	\$1,875	\$2,500	\$2,500
Admin Presbyter/Stated Clerk Salary	\$29,475	\$29,531	\$39,375	\$39,375 Funded by Future Fund - 5% increase for 2024
Admin Presbyter/Stated Clerk Expense	\$2,046	\$3,000	\$4,000	\$4,000 Funded by Future Fund
V&O Presbyter Salary	\$29,475	\$29,531	\$39,375	\$39,375 Funded by Future Fund
V&O Presbyter BOP	\$8,190	\$11,517	\$15,356	\$15,356 Funded by Future Fund
V&O Presbyter Travel/Professional Exp	\$13,143	\$9,000	\$12,000	\$12,000 Funded by Future Fund
V&O Presbyter CE	\$0	\$600	\$800	\$800 Funded by Future Fund
Pastoral Presbyter Salary	\$29,475	\$29,531	\$39,375	\$39,375 Funded by Future Fund
Pastoral Presbyter BOP	\$8,213	\$11,517	\$15,356	\$15,356 Funded by Future Fund
Pastoral Presbyter Travel/Professional Exp	\$8,470	\$9,000	\$12,000	\$12,000 Funded by Future Fund
Pastoral Presbyter CE	\$206	\$600	\$800	\$800 Funded by Future Fund
Payroll Taxes	\$5,073	\$5,330	\$7,107	\$7,107
<b>Total Staff Expense</b>	<b>\$186,783</b>	<b>\$193,972</b>	<b>\$258,629</b>	<b>\$258,629</b>

Presbytery of Tres Rios - Receipts and Disbursements

As of September 30, 2024

	Actual thru 9/30/24	Budget thru 9/30/24	Budget 2024	Asking Budget 2025
<b>Presbytery Meetings Expense:</b>				
Meetings of Presbytery	\$858	\$3,000	\$4,000	\$4,000
Meetings of Combined Teams	\$0	\$600	\$800	\$800
Meetings of Presbytery Task Forces	\$0	\$375	\$500	\$500
Presbytery "Big Event"	\$0	\$750	\$1,000	\$1,000
Moderator Training	\$0	\$750	\$1,000	\$1,000
GA Commissioner Training	\$0	\$450	\$600	\$600
Travel/Denomination/BOP Events	\$2,356	\$3,375	\$4,500	\$4,500 Funded from Future Fund
Total Presbytery Meeting Expense	\$3,214	\$9,300	\$12,400	\$12,400
<b>Administrative Team Expense:</b>				
Meetings of Team and sub groups	\$561	\$1,500	\$2,000	\$2,000
Trustee Expense	\$0	\$1,125	\$1,500	\$1,500
Administrative Personnel Support	\$50	\$563	\$750	\$750
Candidate Eval/Travel	\$1,500	\$1,500	\$2,000	\$2,000
Grants to Churches - Alpine	\$30,100	\$30,000	\$40,000	\$0 3 year grant beginning 2022 (funded by SCF & CDF)
Grants to Churches - St Mark	\$12,600	\$12,750	\$17,000	\$17,000 2 year grant beginning 2024 (funded by SCF & CDF)
St Mark Building Grant	\$69,409			
Total Administrative Team	\$112,720	\$47,438	\$63,250	\$23,250
<b>Standing Committees of Presbytery:</b>				
Personnel Sub-Committee	\$0	\$375	\$500	\$500
Permanent Judicial Committee	\$0	\$450	\$600	\$600
Nominating and Representation	\$0	\$188	\$250	\$250
Total Standing Committee Expense	\$0	\$1,013	\$1,350	\$1,350
<b>Total Administration Expense</b>	<b>\$349,586</b>	<b>\$307,072</b>	<b>\$409,429</b>	<b>\$370,429</b>
<b>Total Expenditures</b>	<b>\$437,101</b>	<b>\$408,749</b>	<b>\$555,999</b>	<b>\$519,967</b>
<b>Net Receipts over (under) Expenditures</b>	<b>(\$48,280)</b>	<b>(\$91,361)</b>	<b>(\$17,514)</b>	<b>(\$39,469)</b>



## Presbytery of Tres Rios Minimum Terms of Compensation Policy

The Presbytery shall establish minimum compensation standards for pastoral call and Certified Christian Educators and Certified Associate Christian Educators within the presbytery (*Book of Order* G-3.0303c).

The Presbytery of Tres Rios will calculate minimum effective salary each year based on **70%** of the churchwide median salary for all ministers (as determined by the Board of Pensions) from the previous calendar year. Effective salary will be prorated for part-time positions.

### Full-Time Installed Pastors – Minimum Terms effective **January 1, 2025**

Minimum compensation figures are based on full-time service. Board of Pensions considers full-time 35 hours per week. Effective salary will be prorated for part-time positions. Installed pastors are required to be enrolled in the Board of Pensions “Congregational Pastors Plan”.

### Minimum Effective Salary for 2025 - (70% of Median Salary \$70,00) \$ 49,000

Effective Salary as defined by the Board of Pensions, consists of salary plus housing and utility allowance as well as payments to offset self-employment taxes above 50% and non-reimbursement payments made on behalf of the recipient, including payments made for medical or other insurance coverage outside the Board of Pensions plans and dependent coverage under the Board of Pensions medical benefits plan. It DOES NOT include payments made to the Board of Pensions for Pension and basic medical benefits programs.

### Manse Value

The Board of Pensions values provision of a manse at 30% of effective salary

### Continuing Education

\$ 750

Continuing Education allowance may be carried forward for three years for use in a more extended event. Beyond that requires session approval. The minister must report any portion of this amount not used for CE purposes as salary. An advance against potential expenses is acceptable; however, the minister should provide copies of bills to the church treasurer after the event.

**Auto Allowance** – An accountable reimbursement plan is recommended; if not auto allowance at current IRS allowable rate, limit set by congregation. If the church pays a flat amount each month, it must be included in Effective Salary, is taxable income, and is subject to BOP dues.

**Professional Fees** – Accountable reimbursement plan is recommended, limit set by congregation.

**Paid Vacation** – Four Weeks annually (including four Sundays)

**Paid Study Leave/Continuing Education** – Two weeks annually (includes Sundays)

**Study leave and vacation are not prorated for part-time calls or contracts. Study leave and vacation may be prorated for limited term calls or contracts.**

**Family Leave:** All terms of call shall include a provision for a minimum of twelve (12) weeks of paid family medical leave. This includes leave to accommodate the birth, foster placement, or adoption of a child; provide care to an ill or disabled family member; to heal following a loss or tragic event. (*Book of Order* G-2.0804)

**Sabbatical:** Presbytery policy recommends that a three-month sabbatical be made available to clergy who have served a minimum of seven years in a specific congregation. Presbytery has some funds to assist with sabbaticals based on annual spend rate of the fund. For more information, please contact the presbytery office.

**Temporary Disability Plan** – (effective Jan 1, 2021) the Board of Pensions will provide for a weekly income benefit after a 14-day waiting period, up to the 90th day of disability. It provides members with 60 percent of effective salary capped at the Internal Revenue Service maximum (\$285,000 in 2020). Congregations will be required to pay the 40% of effective salary not covered by the Board of Pensions Plan.

**Changes in terms of call shall be reported annually to presbytery. (NOTE: A change in the contribution amount to the Board of Pensions is viewed by the Presbytery as a change in compensation and congregational approval of such change is required.)**

### Other Models of Ministry

- A. **Interim Pastor** – The salary for a full-time interim pastor shall be no less than the recommended minimum effective salary established for the Presbytery as outlined above.
- B. **Part-Time/Tentmaker Installed Pastors** – The salary for a part-time or tent-maker pastor shall be based on the percent of time devoted to pastoral functions and will be no less than that percentage of the minimum salary established for the presbytery. Part time (P/T) minimum terms of call are prorated: 3/4 - 75%; 1/2 - 50%; and 1/4 - 25%; or 2 /3 - 66.6%; 1/3 - 33.3%.
- C. **Clergy Couples** – The salary for each member of a clergy couple, where each member is a full-time pastor will be no less than the recommended minimum salary established above, except that housing and utility allowances may be paid on the basis of a single household. However, for the purposes of reporting to Presbytery, the housing and utility allowances are considered to be paid in full to each. If the salaries fall below the recommended minimum, a clergy couple shall be considered as two separate pastors.
- D. **Temporary Supply** – The salary for a temporary supply shall be based on the percent of time devoted to pastoral functions and will be no less than the percentage of the minimum salary established for the presbytery. Presbytery will ordinarily only approve part-time temporary supply positions of at least 20 hours per week Churches will be required to provide either the Board of Pensions :Congregational Pastors Plan” or the “Covenant Plan” for all part-time pastors who are not retired and are working at least 20 hours per week. “Covenant Plan” offers pension, D&D, and temporary disability at 10% of effective salary (cash & housing).
- E. **Retired Clergy** – The salary for retired clergy shall include a cash amount which will provide adequate remuneration for the pastoral work being performed, and which will not jeopardize receipt of Social Security, retirement pay, etc. In addition, a housing and utility allowance and an automobile allowance as appropriate shall be paid. If a church contracts with a pastor who is **Honorably Retired**, and that person **works 20 hours or more per week BOP dues are required and calculated at 12% of Effective Salary**. If the contract is less than 20 hours per week no dues are required. See Board of Pensions “Administrative Rule 0801”

### **STATEMENT ON SELF-EMPLOYMENT TAXES**

In light of the fact the General Assembly has stated on several occasions that Presbyterian ministers have no valid theological grounds to which they may appeal in objecting to their participation in the Social Security Program and the fact that the Pension Program is predicated upon clergy participation in that program, the Presbytery will not entertain a call to any candidate who refuses to participate for reasons of conscience.

In the cases of ministers who are already ordained, the call will only be entertained if the minister signs a release which exempts the Presbytery, Synod and General Assembly from any claim for assistance after retirement that would have been unnecessary had the minister participated in Social Security.

**Notes:**

- **Beginning January 1, 2025, Board of Pensions “Congregational Pastors Plan” dues will decrease to 26% for the pastor only. The breakdown for dues will be 8-1/2% for Pension, 16% Medical, 1% death & disability, .05% Temporary Disability. There are additional charges for full family coverage, pastor and spouse, or pastor and children. See the Board of Pensions website for full information**
- **Temporary Disability Plan (new in 2021) will be included in the Board of Pensions Congregational Pastors Plan and will also be available in the Covenant Plan.**
- **Actual Moving Expenses (where applicable) are no longer tax deductible; adding this to first year salary should be considered, along with the estimated tax on the amount.**
- **Board of Pensions no longer requires Vacancy Dues when a pulpit is vacant.**

**For more information regarding effective salary and Board of Pensions dues, please visit the Board of Pensions website: [www.pensions.org](http://www.pensions.org). In addition to print-ready information on effective salary and current dues schedule, the Board has a dues calculator to assist in budgeting.**



**Presbytery of Tres Rios  
Antiracism Policy  
Adopted by the Presbytery on October 25, 2024**

Racism is defined as “a belief that race is a fundamental determinant of human traits and capacities and that racial difference produce an inherent superiority of a particular race; also, a behavior or attitudes that reflect and foster this belief.”<sup>i</sup> This is not only limited to people of African descent, but any non-Caucasian ethnic group, including but not limited to those of

LatinX, Asian, and Indigenous ethnicities. Although the church often affirms that racism is the opposite of what God intends for humanity; we admit that the racism and racial prejudice that has a strong history in the United States, often transfers from the secular world into the life and legacy of the church.

The Presbytery of Tres Rios affirms the statement made by the Presbyterian Church (USA)’s document entitled Facing Racism: A Vision of the Intercultural Community “Because of our biblical understanding of who God is and what God intends for humanity, the PC(USA) must stand against, and work against racism. Antiracist effort is not optional for Christians. It is an essential aspect of Christian discipleship, without which we fail to proclaim the Good News of Jesus Christ.”<sup>ii</sup>

Although work has been done to end racism, we acknowledge there is more work to be done. Therefore, in our efforts to create a church where “all persons are treated with respect, all gifts are valued and encouraged, knowing diversity is a gift to be valued”<sup>iii</sup> the Presbytery of Tres Rios commits to:

- Continue to acknowledge and repent for the harm done in past to either create or maintain the systematic racism;
- Provide anti-racism and equality training for our leaders and congregations to encourage education, understanding, and growth;
- Recognize the community and lands in which we serve, reside, and worship as the unceded homelands of the Lenape people. We also acknowledge that we as a church have been both the beneficiary of this historic reality and an active participant in the exclusion and erasure of native peoples.
- Acknowledge the wonderful diversity in God’s creation and the diversity of where we serve, reside, and worship. <sup>iv</sup>
- Strive to work with the Representation and Recruitment Committee to ensure that our elected leadership is representative of the diversity of our body.

The *Book of Order G-3.0106* requires “All councils shall adopt and implement the following policies; a sexual misconduct policy, a harassment policy, a child and youth protections policy, and an antiracism policy. Each council’s policy shall include requirements for boundary training which includes the topic of sexual misconduct, and child sexual abuse prevention training for its members at least every thirty-six months”

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## Resources

Facing Racism: Vision of the Intercultural Community

<https://www.pcusa.org/resource/facing-racism-a-vision-of-the-intercultural--40843/>

<sup>i</sup> Merriam-Webster Dictionary, accessed January 29, 2024,

[https://www.merriamwebster.com/dictionary/racism?utm\\_campaign=sd&utm\\_medium=serp&utm\\_source=jsonld](https://www.merriamwebster.com/dictionary/racism?utm_campaign=sd&utm_medium=serp&utm_source=jsonld)

<sup>ii</sup> Facing Racism: A Vision of the Intercultural Community, 222nd General Assembly (2016)

<https://www.pcusa.org/resource/facing-racism-a-vision-of-the-intercultural--40843/>

<sup>iii</sup> “Racial Equity,” Presbyterian Women’s website, accessed January 30, 2024,

[https://www.presbyterianwomen.org/what\\_we\\_do/build-community/antiracism/](https://www.presbyterianwomen.org/what_we_do/build-community/antiracism/)

**Presbytery of Tres Rios  
Anti-Harassment Policy  
Adopted by the Presbytery on October 25, 2024**

It is the Presbytery of Tres Rios's belief that God has created all people in God's own image and thus has made us equal in Christ (Genesis 1:26). The Church, through the power of the Holy Spirit, is given shape and life and is meant to reflect our relationship to one another and to God. We firmly believe that God intends all human life to have worth and dignity in all relationships. Through these relationships we are bound to serve and to respect the dignity of every human being. This respect and dignity afforded to all of God's creation is through the creation and maintenance of a safe environment within our community, free of harassment.

The Presbytery of Tres Rios, in conjunction with our existing policies and procedures and in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations, enforces this Policy in accordance with the following definitions and guidelines.

- **Verbal Harassment:** Verbal harassment is that harassment established by a pattern of conduct of unwelcome or unwanted verbal comments. Those comments can include, insults, jokes, slurs, and threats. This could also include and is not limited to stereotyping based on a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, medical conditions, disability, and appearance.
- **Nonverbal Harassment:** Nonverbal Harassment includes, without limitations, distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, or belittles. This may also include and is not limited to a show of hostility, aversion or disrespect toward an individual or group because of nationality, origin, race, color, religion, gender, sexual orientation, age, body, medical conditions, disability, and appearance.
- **Both Verbal and Nonverbal Harassment include, without limitation, persistent unwanted contact (verbal or nonverbal), bullying, intimidation, and interference in the ministry of the church or organization.**
- **Sexual Harassment:** Sexual Harassment is the behavior characterized by the making of unwelcome and/or inappropriate sexual remarks, physical advances, request for sexual favors, and/or other verbal and/or physical conduct of a sexual nature. Sexual harassment may take many different forms including but not limited to verbal, nonverbal, and physical sexual harassment.
- **Electronic Harassment:** Online electronic forms used by bullies to harass targeted victims include but are not limited to e-mail, blogs, social networking websites, online games, forums, instant messaging, zoom and other virtual conferencing modalities, text messaging, and mobile phone pictures and videos. Bullying perpetrated through these online media have come to be known as "cyber bullying.
- **Retaliation:** Retaliation is any hardship, loss, benefit or penalty imposed on any person in response to filing or responding to a bona fide complaint or discrimination or harassment.

In our efforts to create a church where all persons are treated with respect, and dignity the Presbytery of Tres Rios commits to:

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## Appendix

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3. Presbytery Insurance Policy
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**BYLAWS  
AND  
MANUAL OF OPERATIONS**



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

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

**[Proposed amendments of the Next Steps Implementation Team 9-17-2018]  
Implementation Date to be March 1, 2019**

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**Revised**  
**10/11/2019**  
**03/06/20**  
**10/09/20**  
**3/5/21**  
**10/8/21**

## **PRESBYTERY OF TRES RIOS BYLAWS**

### **ARTICLE I. NAME**

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

### **ARTICLE II. BOUNDARIES**

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

### **ARTICLE III. CONSTITUTION & AUTHORITY**

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

### **ARTICLE IV INCORPORATION**

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

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

### **ARTICLE V - TRUSTEES**

Trustees shall be elected by presbytery according to the process specified in the Manual of Operations.

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

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

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

## **ARTICLE VII. MEMBERS**

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

## **ARTICLE VIII. PRESBYTERY OFFICERS**

Officers of the Presbytery shall be established and defined in the Manual of Operations.

## **ARTICLE IX. MEETINGS AND QUORUM**

Presbytery shall meet at least twice per year or at the direction of synod as a constituted body in a specific location as required by the *Book of Order*. Special meetings may be called as necessary and may be conducted by electronic videoconferencing in accordance with the Manual of Administrative Operations. A quorum for stated meetings shall be: four (4) teaching elders who are members of presbytery; and four (4) ruling elder commissioners from four (4) different congregations. Only those members physically present at meetings or present by electronic videoconference means at special meetings shall vote.

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

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

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

## **ARTICLE XI. PRESBYTERY STRUCTURE**

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

## **ARTICLE XIII. FISCAL YEAR**

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



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

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

If, the amendment is passed by a two-thirds majority of those present and voting, it shall become effective at that time.

#### **ARTICLE XV. MANUAL OF OPERATIONS**

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



## PRESBYTERY OF TRES RIOS

### MANUAL OF OPERATIONS

#### MANDATE

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

#### PURPOSE

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

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

#### METHOD OF AMENDMENT

Presbytery may also amend this Manual of Operations by a simple majority of those present and voting in a stated presbytery meeting. Amendments may originate with a team, member of presbytery or the session of a particular church.

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

## SECTION 1

### INTRODUCTION

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

Our presbytery is built upon the foundation of partnership. Why? So that all pastors and congregations feel respected, encouraged and inspired. We are partners. We work together and come alongside one another. We show respect for our shared Presbyterian tradition, heritage and form of government; for our diverse perspectives and ministry contexts; and simply for each other as brothers and sisters in Christ. We encourage one another not merely to feel good, but to build one another up, to demonstrate our care for one another, and to embolden each other in our ministry and witness. We inspire one another to move beyond ourselves, to see our communities and be empowered to serve and share the love of Jesus with those outside our churches.

Tres Rios Presbytery partners with pastors and congregations so that all feel respected, encouraged, and inspired. All our efforts should be filtered through this desired impact. How can we partner? Does it show respect? Does it encourage? Does it inspire?

#### **Presbytery Vision and Mission Statement**

[As a first order of business for the newly re-formed presbytery, the Vision and Outreach team will consider the creation of a specific Vision and Mission Statement that, in accordance with the primary mandate of the Great Commission would set specific expectations for enhancing the lives of its congregations.”]

#### **Presbytery Structure and Governing Philosophy**

1. Tres Rios Presbytery is governed by three teams; The Administrative Team, the Pastoral Team, and the Vision and Outreach Team:
  - 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.
  - The Pastoral Team partners with pastors and congregations to encourage spiritual growth and guidance.
  - The Vision and Outreach Team partners with pastors, congregations and officially established projects of the presbytery to inspire vision and service to the community.
- (1A) Each of these teams will consist of 4 nominated and elected members: two clergy and two ruling elders, each representing one of the four clusters. Each will serve a two-year term, with the exception of one clergy and one ruling elder from the first class who will serve a three-year term.
- (1B) The teams will function as commissions, having authority to make their own decisions and spend within their budget, with the exception of items that require a vote of the full presbytery.
- (1C) Each team will have the power to create sub-committees and task forces as necessary.

- (1D) Each team will participate in a “Team Meet” at least quarterly to report on their activity and decisions, presided over by the moderator. This is not a decision-making body, but it intended to promote communication, transparency and collaboration among the teams.
  - (1E) Each team will be resourced by a part-time staff member and the full-time Office Manager.
2. Tres Rios Presbytery is gathered two times per year as a presbytery.
- (2A) One of these gatherings will be a one-day worship and business meeting planned by the Administrative Team.
  - (2B) The other gathering will be a “Big Event” to include a brief business meeting but primarily consist of an energetic, inspiring, equipping and/or mission-oriented event to be planned and organized alternately by the Pastoral Team and the Vision and Outreach team.
3. Tres Rios Presbytery is resourced by three part-time and one full-time employee as follows:
- (3A) Administrative Presbyter/Stated Clerk, paid part-time employee who resources the Administrative Team and fulfills the Book of Order duties of a Stated Clerk.
  - (3B) Pastoral Presbyter, paid part-time employee who resources the Pastoral Team.
  - (3C) Vision and Outreach Presbyter, paid part-time employee who resources the Vision and Outreach Team.

## SECTION 2

### OFFICERS, TRUSTEES, STAFF AND REGIONAL GROUPINGS

#### I. MODERATOR

##### A. Area of Responsibility

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

##### B. Duties and Functions

1. The moderator shall fulfill all the provisions of office as specified in *Book of Order*.
2. The moderator shall preside at all meetings of the presbytery, and at his or her discretion, may exercise the option to serve as an ex-officio non-voting member of any team, task force, or committee of the presbytery.
3. The moderator shall fill any vacancy on presbytery's teams as necessary based on nominations from the Recruitment and Representation Committee.

##### C. Election

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

##### D. Finance

Expenses as budgeted shall be paid by presbytery.

#### II. Moderator Elect

##### A. Area of Responsibility

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

##### B. Duties and Functions

The moderator elect shall attend all meeting of the presbytery and all Team Meets. The moderator elect shall attend an orientation and training session provided by the General Assembly.

##### C. Election

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

#### **D. Finance**

Expenses as budgeted shall be paid by presbytery

### **III. 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 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 Administrative Presbyter/Stated Clerk shall be nominated by a search committee elected by the presbytery composed of two members from the affected team; and 1 member each from the Personnel and Recruitment and Representation Committees. The search committee shall be composed of teaching and ruling elders in numbers as near equal as possible. If the Administrative Presbyter/Stated Clerk is a ruling elder, both vote and privilege of the floor at all meetings of presbytery shall be granted for term of office.

Should a vacancy occur during the term of office, the moderator shall appoint an interim stated clerk, until such time as a new Administrative Presbyter/Stated Clerk is elected.

### **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.

## **IV. 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.
- Partners with established agencies and missions (such as Project Vida, Pasos de Fe, etc.)

#### **Administrative Leadership Tasks**

- Serves 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. The Vision and Outreach Presbyter shall be nominated by a search committee elected by the presbytery composed of two members from the affected team; and 1 member each from the Personnel and Recruitment and Representation Committees. The search committee shall be composed of teaching and ruling elders in numbers as near equal as possible. If the Vision and Outreach Presbyter is a ruling elder, both vote and privilege of the floor at all meetings of presbytery shall be granted for term of office

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

The Vision and Outreach Presbyter is accountable to the Presbytery through 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.

## **V. 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, church educators, lay leaders of the Presbytery.
- Maintains encouraging relationships with the congregations of the Presbytery by regularly attending and providing leadership as requested in worship. Also providing support as congregations navigate significant transitions in their lives.

#### **Administrative Leadership Tasks**

- Serves as a member of the leadership team of Tres Rios Presbytery.
- Participates in the Synod of Sun EP forum and Church-wide staff gatherings as time permits.

#### **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. The Pastoral Presbyter shall be nominated by a search committee elected by the presbytery composed of two members from the affected team; and 1 member each from the Personnel and Recruitment and Representation Committees. The search committee shall be composed of teaching and ruling elders in numbers as near equal as possible. If the Pastoral Presbyter is a ruling elder, both vote and privilege of the floor at all meetings of presbytery shall be granted for term of office.

### **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. The Pastoral Team recognizes that this job description is aspirational and the responsibilities of this position will need to be prioritized. The pastoral team work with the pastoral presbyter to prioritize these responsibilities.

### **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.

## **VI. RECORDING CLERK**

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

## **VII. FINANCES**

The Administrative team shall designate one or more persons as responsible for the following:

1. Prepare financial reports for each stated meeting of the presbytery, and annually report on the previous year's finances at a stated meeting of presbytery.
2. Administer the financial transactions of presbytery according to the adopted budget and any specific actions of presbytery. Remit the benevolences and per capita funds from local churches to the upper councils and agencies.
3. Assist the Administrative Team in the preparation of the annual budget of presbytery.

## **VIII. OTHER PROFESSIONAL STAFF**

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

## **VIII. TRUSTEES**

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

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

### **B. Composition**

The members of the Administrative Team and the Administrative Presbyter/Stated Clerk shall be the trustees of the presbytery.

**IX. REGIONAL GROUPINGS OF PRESBYTERY**

Regional groupings shall be as follows:

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



## SECTION 3

### STATED MEETINGS OF PRESBYTERY

#### I. AREA OF RESPONSIBILITY

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

#### II. MEMBERSHIP

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

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

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

#### III. ATTENDANCE AT STATED MEETINGS

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

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

#### IV. ELECTION OF OFFICERS, TRUSTEES, AND STAFF

Presbytery shall elect officers and new classes, and annually fill vacancies to its permanent and required teams and commissions upon nominations by the Recruitment and Representation Team. Officers and new team classes shall take office upon adjournment of said stated meeting.

## V. DOCKET OF PRESBYTERY

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

## VI. MEETINGS

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

The moderator shall preside at all meetings. If absent or unable to preside, the moderator's designee will preside.

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

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

Electronic Meetings - Special meetings of presbytery may be conducted by electronic means, so long as the meeting provides conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area. (See RONR, pp. 97-99). Technology used for an electronic meeting may include Zoom, or other internet videoconference means (such as Skype, Go-to-Meeting). Presbytery shall provide the videoconferencing software necessary for electronic meetings.

- The notice for the electronic meeting shall include an adequate description of how to participate in it.
- No specific location for the meeting will be required, but provision shall be made for a location in each community for members to gather who are without internet access.
- Members participating must use the visual and audio features (face and voice must be clear). Connecting by telephone only is not permitted.
- A roll call will be taken for the purpose of establishing a quorum and for voting.
- If a member is present before the vote and is dropped but returns to the videoconference within 5 minutes of the vote, he/she may vote.
- Members may obtain the floor by a show of hand on the camera, by voice, or by use of the chat feature. If it is unclear to the moderator who wants to be recognized, he/she may ask them to type in the chat box that they want to be recognized. In any case, the moderator must consider the delay that comes with electronic meetings. With this, he/she must at all times give ample time for members to respond.
- Motions may be submitted by voice or written by use of the chat feature.

- The video and audio together with the chat log will be recorded. In case there is conflict between what is said in the video and what is found in the chat log, the video prevails.
- The minutes of the meeting will be done in the same manner as it would be done in physical meetings.

(Note: "Presbytery may also amend this Manual of Operations by a simple majority of those present and voting in a stated presbytery meeting.)

## **VII. VOTING**

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

## 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 at least 4 members with total number determined in consultation with the team moderator and staff. Membership shall be composed of teaching and ruling elders in numbers as near equal as possible nominated by the Recruitment and Representation Team and elected by the presbytery. Members shall ordinarily represent the four clusters.

Terms for members are two years, and no member may serve for more than two consecutive terms or five years.

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

The Administrative Team is resourced by the Administrative Presbyter/Stated Clerk and Office Manager.

#### Mechanics:

The Administrative Team will serve as a commission, having authority to make 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 Office Manager 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 the annual financial 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
5. Plan the annual worship and business meeting
6. Plan the annual small business portion of the Tres Rios Big Event
7. Organize and participate in the Team Meet at least quarterly.
8. Acts as a commission on behalf of presbytery to:
  - a. Ordain and install teaching elders, approving terms of calls and contracts; and, examining and receiving Teaching Elders by transfer from other presbyteries for the purpose of accepting valid calls to ministry in Tres Rios Presbytery.
  - b. Commission ruling elders to a particular pastoral service, specifying the terms of commission and the functions that are permitted, and for the commissioning service.

- c. Dissolve the pastoral relationship in cases where the congregation and pastor concur and so inform the presbytery. When a congregation or other approved agency has concurred in the request of one of its teaching elders to request presbytery to dissolve the existing relationship, the team may act for the presbytery to:
  - o Dissolve necessary relationships.
  - o Declare the pulpit vacant.
  - o Appoint a moderator of the session.
- d. Grant permission for teaching elders of the presbytery to labor outside the bounds of presbytery and for teaching elders of other presbyteries to labor within the bounds of this presbytery.
- e. Authorize annually ruling elders, who have been properly instructed, to administer the Lord's Supper in cases when the team deems it necessary to meet the needs for the administration of the Sacrament.
- f. Receive inquirers on behalf of presbytery and candidates under the care of presbytery, and upon successful completion of requirements, certify candidates ready for examination for ordination, pending a call.
- g. Respond to reported difficulties within congregations, consulting with the Pastoral and Vision & Outreach teams as needed.
- h. Validate calls of teaching elders to ministry beyond the jurisdiction of the church in consultation with the Pastoral Team.
- i. Appoint teaching and ruling elders to serve as readers of standard ordination examinations.

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?

## SECTION 5

### PASTORAL TEAM

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

#### Membership:

The Pastoral Team shall be comprised of at least 4 members with total number determined in consultation with the team moderator and staff. Membership shall be composed of teaching and ruling elders in numbers as near equal as possible nominated by the Recruitment and Representation Team and elected by the presbytery. Members shall ordinarily represent the four clusters.

Terms for members are two years, and no member may serve for more than two consecutive terms or five years.

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

The Pastoral Team is resourced by the Pastoral Presbyter and the Office Manager.

#### Mechanics:

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

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

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

#### Responsibilities:

The Pastoral Team partners with pastors and congregations to equip congregations and congregational leaders for the work of ministry.

#### This includes:

- Provide pastoral care for pastors and congregations
- Conduct congregational visits
- Create connections and relationships among congregations
- Participate in the Team Meet at least quarterly
- Plan the Tres Rios Big Event every other year

#### Other examples may include:

- Oversight of TRYC and/or other youth events
- Providing Officer training, Confirmation or other shared seminars/classes
- Facilitating participation in CRE training
- Providing continuing education opportunities to pastors
- Recommending educational resources
- Oversight of the newsletter and other social media

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 6

### VISION AND OUTREACH TEAM

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

#### Membership:

The Vision and Outreach Team shall be comprised of at least 4 members with total number determined in consultation with the team moderator and staff. Membership shall be composed of teaching and ruling elders in numbers as near equal as possible nominated by the Recruitment and Representation Team and elected by the presbytery. Members shall ordinarily represent the four clusters.

Terms for members are two years, and no member may serve for more than two consecutive terms or five years.

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

The Vision and Outreach Team is resourced by the Vision and Outreach Presbyter and Office Manager.

#### Mechanics:

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

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

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

#### Responsibilities:

The Vision and Outreach Team partners with pastors, congregations and officially established projects of the presbytery to inspire vision and service to the community. The Vision and Outreach Team will plan the Tres Rios Big Event Every other year.

Examples of the team's other work may include:

- Partnership with established agencies and missions (such as Project Vida, Pasos de Fe, Presbytery of Tres Rios Border Ministry Foundation, etc.) {Add} Acts as a commission on behalf of presbytery to enter into covenant agreements with these agencies and appoints representatives and directors to such boards.
- Church Development
  - Conducting community needs assessments
  - Promoting dialogue within the community
  - Partnering with Sessions to create life-giving vision
- Development of ecumenical and interfaith relationships
- Actively partnering with other presbyteries and/or the larger church

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 7

### PERMANENT JUDICIAL COMMISSION

The Permanent Judicial Commission (PJC) shall be established as provided in the *Book of Order*, and shall have all the rights, responsibilities, and powers designated in the Rules of Discipline. The commission shall consist of seven to nine teaching and ruling elders (exact number at the discretion of the Leadership Recruitment and Representation Team), in as near equal numbers as possible. Members shall be elected for staggered terms, and should be representative of the geographical diversity of the presbytery.

Pursuant to the Rules of Discipline in the *Book of Order*, an Investigating Committee or a Committee of Counsel shall be appointed whenever its existence is necessary. Said committee shall consist of three to five members, and will be appointed by the moderator in consultation with the presbyters and Stated Clerk.

## SECTION 8

### STANDING COMMITTEES

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.

The two standing committees shall pay particular attention to the principles of diversity and inclusiveness (see F-1.0403 and G-3.0103) in the appointment of 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. It is recommended that the committees meet regularly (quarterly) and more often as needed. The committees shall report at least annually and as necessary to the presbytery.

#### **Personnel Committee Responsibilities:**

- A. Develop and recommend Personnel Policies in accordance with guidelines and resources provided by the Presbyterian Church (U.S.A.).
- B. 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.
- C. Develop new or revised position descriptions for staff positions as needed to be recommended to presbytery.
- D. Conduct the annual review of the adequacy of compensation for all staff.
- E. Consult with the 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.
- F. The results of evaluations and recommendations regarding changes in terms of call, salary, and position descriptions shall be made to the presbytery.
- G. Encourage professional growth and development for all staff members.
- H. Act as a support group for all staff by establishing relationships and communicating on a regular basis.
- I. At-large member shall serve as the liaison for the Office Manager.

#### **Recruitment and Representation Committee Responsibilities:**

- A. To nominate the 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 nominate commissioners and delegates to Synod and General Assembly.
- F. Develop procedures and mechanisms for promoting and reviewing implementation of the presbytery’s commitment to inclusiveness and representation, to advise the council regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the presbytery on the employment of personnel, in accordance with those principles.



**The Presbytery of Tres Rios Participant Protection Policy**  
**Approved March 5, 2021**  
**Amended October 8, 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 occurs, 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 Presbyter 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 governs Tres Rios volunteers not individual church volunteers.

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 he or she has 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.)

---

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 of 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.

Presbytery of Tres Rios  
Transgender Inclusion Policy for Youth Events

Youth is a time of personal exploration and identity formation. As disciples and Christ-followers, we wish to help our youth consider what it means to live a Christian life and discern how God is working in them as individual creations, made in God's image. We encourage our youth to develop self-confidence, embrace creativity, explore surroundings and form relationships with those who may be perceived as different from them.

During childhood and adolescence, personal opinions and traits (including gender identity or sexual orientation) can be questioned. This is a normal part of development. As a presbytery, we believe that it is essential to allow children and youth to consider their beliefs and identities in a safe and affirming environment. We embrace the diversity of God's creation as we welcome all children and youth into our programs. Our hope is this: that, through this experience, each one will discover more about the person God is calling them to be and move deeper into Christian discipleship.

The arc of scripture and the witness of Jesus Christ support accepting people into discipleship just as they are. In the Gospel of John, Jesus addresses his disciples before he goes to the cross with these words, "I give you a new commandment, that you love one another. Just as I have loved you, you should also love one another. By this, everyone will know that you are my disciples, if you have love one for another" (John 13:34-35). In our work as a presbytery, our love for one another holds no exception. Instead, we strive to bring into the fold those who are often excluded in the broader culture. Showing respect and making room for all God's children is one of many ways we hope to reflect the love we have received from Christ. This is the intent of this policy.

1. We welcome, accommodate, and affirm all people of all gender identities.
2. We are committed to the principle that a person should be taken at their word as to their gender identity. We affirm that a person's gender is more complex than what is physically recognizable. We acknowledge the role of parents and guardians in helping children and youth develop their understanding of who they are while recognizing that families are complex systems. We seek to respect the family unit as a whole, as well as the child or youth as an individual, as we actively work together to learn how to be inclusive and show mutual respect.
3. Parents/guardians will designate the recognized gender of their child when registering for events. If the parents/guardians are unaware that their child has requested to be identified by a different gender, leaders will work with the child to accommodate them and make them feel comfortable. For reasons of safety and confidentiality, it is not the job of the leaders to report this discrepancy to the parents/guardians, but to support and encourage the youth participant as they work toward being comfortable enough to speak to their family about this.
4. It is not required that participant nor parents/guardians inform us that their child is transgender/non-binary, but it is preferred that the information be shared in advance so that the best housing arrangements can be made. We wish to be prepared to provide the most positive experience for all participants.
5. Participants may be housed in rooms based on their recognized gender identity. They may also use restrooms and shower facilities that correspond accordingly.
  - a. If the parents/guardians are aware of their child's gender identity and disagree with this policy, Tres Rios leaders will work respectfully with the family unit to seek an option that will provide for the greatest emotional and physical safety of the child.
  - b. All participants will change clothing discreetly. Nudity or disrobing in front of others is not allowed, regardless of status as a transgender or cisgender individual.

- c. We consider the history and present reality of transphobic bullying and harassment when making these policies. It is important that transgender/non-binary persons not be put at risk by being singled out, therefore the participant will be allowed to use the facilities they are comfortable with. If another participant expresses discomfort with sharing space with a transgender or non-binary youth, that person can be accommodated. In all instances, changing space assignments will be done with the utmost sensitivity and confidentiality for the people involved, with every effort made to show respect to each individual participant, and with the goal of keeping youth groups together, rather than dividing them.
  - d. Parents/guardians of participants will not be informed if or when their children are assigned to a lodging unit with a transgender youth. Participants are supervised at youth activities so that there are not any apparent safety concerns or legal issues regardless of which cabin a participant is assigned. Parents/guardians will be informed of this policy as a part of the registration packet and release forms which they are required to review and sign before their youth's participation in the event.
6. Training for adult sponsors will include a session regarding transgender participants. This policy will be discussed, along with rationale and training for providing ALL participants with an emotionally and physically safe environment.
7. Sponsors will not discuss the gender of any participant in any situation where it is not pertinent, necessary or appropriate to do so.
8. As we mutually support, teach and learn from each other, adults and youth participants are encouraged to use the pronouns preferred by each individual when not using the person's name. This includes considering preferred pronouns when referring to groups categorically. All name tags will include the preferred pronouns and chosen name of the individual identified by the tag (i.e. he/him, she/her, they/them).
9. It is difficult to envision all of the situations where our actions and customary practices are limiting or exclusionary. This document is intended to be a map towards inclusion. As a presbytery, we strive to find ways to be as inclusive as possible, so that all God's children have a seat at the table.
10. Finally, this policy is intended to shape and inform the activities of Tres Rios Presbytery. It is not authoritative for individual congregations or smaller groups of youth. However, Sessions may adapt this policy for their own congregational use if they so desire, and are encouraged to do so.



**Sexual Orientation and Gender Identity Definitions**  
(from the Human Rights Campaign)

**Sexual Orientation**

An inherent or immutable enduring emotional, romantic or sexual attraction to other people  
Gender Identity

**Gender Identity**

One's innermost concept of self as male, female, a blend of both or neither—how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

**Gender Expression**

External appearance of one's gender identity, usually expressed through behavior, clothing, haircut or voice, and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine.

**Transgender**

An umbrella term for people whose gender identity and/or expression is different from cultural expectations based on the sex they were assigned at birth. Being transgender does not imply any specific sexual orientation. Therefore, transgender people may identify as straight, gay, lesbian, bisexual, etc.

**Gender transition**

The process by which some people strive to more closely align their internal knowledge of gender with its outward appearance. Some people socially transition, whereby they might begin dressing, using names and pronouns and/or be socially recognized as another gender. Others undergo physical transitions in which they modify their bodies through medical interventions.

**Gender dysphoria**

Clinically significant distress caused when a person's assigned sex at birth is not the same as the gender with which they identify. According to the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders (DSM), the term—which replaces Gender Identity Disorder—"is intended to better characterize the experiences of affected children, adolescents, and adults."

**Cisgender**

A term used to describe a person whose gender identity aligns with the sex assigned to them at birth.

For a full list of definitions, read through HRC's Glossary of Terms

<https://www.hrc.org/resources/glossary-of-terms>

Visit HRC's Coming Out Center for more information and resources regarding living openly and authentically.

<https://www.hrc.org/resources/coming-out>





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 Cleveland, OH 44113  
 (800)437-8830 Fax (216)736-3239  
 www.InsuranceBoard.org

**PACKAGE POLICY COVERAGE SUMMARY**

**NAME AND MAILING ADDRESS OF INSURED**

PRESBYTERY OF TRES RIOS  
 1201 WALL STREET  
 MIDLAND, TX 79701

**Your Agent: United Church Insurance Services**  
**Telephone: 1 (877) 597-8247**

**MEMORANDUM NO./IB NO.** PKP008215304 / P000400712

**POLICY PERIOD** From: 1/1/2023 To: 1/1/2024

12:01 AM Standard Time at your address shown above.

This document is to evidence that the organization named above is or will be an insured under master policies issued to United Church Insurance Association (aka Insurance Board). Churches and affiliated entities and organizations of Protestant denominations covenantally aligned with the United Church of Christ are eligible to participate in this insurance program administered by Insurance Board. Coverage is for the stated time period and the coverages shown below. A detailed Memorandum of Insurance is attached. This document is for informational purposes only and does not amend or alter the terms, exclusions and conditions of the master policies. Any restatement below of limits of insurance shown elsewhere in the policy does not increase your limits of insurance.

**COVERAGE PART DESCRIPTION**

<b>PROPERTY</b>	.....	Included
	<i>Property Limit – Total Value</i>	\$5,136,735
	<i>Deductible</i>	\$2,500
<b>INLAND MARINE</b>	.....	Not Included
	<i>Scheduled Fine Arts:</i>	
	<i>Scheduled Commercial Articles &amp; Miscellaneous Equipment:</i>	
<b>CRIME</b>	.....	Included
<b>GENERAL LIABILITY</b>	.....	Included
<b>UMBRELLA</b>	.....	Included
<b>ABUSIVE ACTS &amp; PASTORAL LIABILITY</b>	.....	Included
<b>DIRECTORS &amp; OFFICERS LIABILITY</b>	.....	Included
<b>OWNED AND LEASED AUTOMOBILE</b>	.....	Not Included
<b>HIRED &amp; NON-OWNED AUTOMOBILE LIABILITY</b>	.....	Included
	<b>TOTAL PACKAGE POLICY PREMIUM:</b>	\$31,213
	<i>(see separate invoice for payment instructions)</i>	

\* Coverage for Owned or Leased Vehicles, if insured through the IB Program, is on a separate Memorandum of Insurance or IB Program related Insurance Summary.

Date Issued: 3/10/2023



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Cleveland, OH 44113  
(800) 437-8830  
Fax (216) 736-3239

## Coverage Change Summary

Memorandum #/IB #: PKP008215304/P000400712

Participant Name: PRESBYTERY OF TRES RIOS  
1201 WALL STREET  
MIDLAND, TX 79701

Effective Date of Policy: 1/1/2023

Expiration Date of Policy: 1/1/2024

### Description of Coverage Change:

Effective Date of Change	Change Summary
1/1/2023	Add Presbytery of Tres Rios Border Ministry Foundation as a Second Named Insured

Premium Change: \$100.00

*Premiums generated by this change are evenly distributed among remaining installments. If there are no remaining installments, and invoice or check will follow separately, if applicable.*

*If you have any questions regarding this endorsement summary, please contact your local Agent, Jennifer Perri at (877) 597-8247.*

Date Processed: 3/10/2023

Amy Gibson



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Cleveland, OH 44113  
(800)437-8830 Fax (216)736-3239  
www.InsuranceBoard.org

**PROPERTY PROGRAM  
MEMORANDUM OF INSURANCE**

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**NAME AND MAILING ADDRESS OF INSURED**

PRESBYTERY OF TRES RIOS  
1201 WALL STREET  
MIDLAND, TX 79701

**Your Agent:** United Church Insurance Services  
**Telephone:** 1 (877) 597-8247

**MEMORANDUM NO./IB NO.** PKP008215304 / P000400712

**OTHER NAMED INSURED(S)**

PRESBYTERY OF TRES RIOS / PRESBYTERY OF TRES RIOS / St. Andrew Presbyterian Church / Presbytery of  
Tres Rios Border Ministry Foundation

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**POLICY PERIOD**

**From: 1/1/2023 To: 1/1/2024**

12:01 AM Standard Time at your address shown above.

*Any restatement below of limits of insurance shown elsewhere in the policy does not increase your limits of insurance.*

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**To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>**

Date Issued: 3/10/2023

PKP008215304 / P000400712

**COMMERCIAL PROPERTY  
(EQUIPMENT BREAKDOWN INCLUDED)**

Limit - Total Values:  
Deductible:

\$5,136,735  
\$2,500

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**PROPERTY SCHEDULE**

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Loc #/Bldg #	Address	Description of Premises	Applicable Coverages	Construction Type	Building Value	Contents Value
001-001	1201 W WALL STREET MIDLAND, TX 79701	Office	GS FL EQ	Joisted Masonry	\$264,082	\$63,625
002-001	12990 Cabello Lane San Elizario, TX 79849	Delcristo-Tenant Occupied	GS FL EQ	Frame	\$83,570	\$0
002-002	12990 Cabello Lane San Elizario, TX 79849	Mobile Home	GS FL EQ	Frame	\$33,428	\$0
009-011	2155 Wedgewood Dr El Paso, TX 79925	St. Andrew PC - Church/Sanctuary	GS FL EQ	Frame	\$2,275,875	\$267,750
011-003	11491 Socorro Rd (FM258) Socorro, TX 79927	Sanctuary - Church/Sanctuary	GS FL EQ	Frame	\$1,137,758	

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*To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>*

Date Issued: 3/10/2023

PKP008215304 / P000400712

012-005	11497 Socorro Rd (FM258) Socorro, TX 79927	Fellowship Hall - Fellowship/Pavillion	GS FL EQ	Frame	\$1,010,647
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To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 3/10/2023

PKP008215304 / P000400712



## SPECIAL COVERAGES – DEDUCTIBLES AND RESTRICTIONS

Note: In the preceding schedule under 'Applicable Coverage', the following endorsements and coverage options may apply as indicated: FL means Flood; EQ means Earth Movement; FV means Functional Building Value; RL means Roof Surfacing (ACV) Endorsement; GS means Gold Seal.

### Flood

Election of the "Flood" coverage option must be indicated on the Participant's Memorandum of Insurance for coverage to apply  
As scheduled in individual Memorandum of Insurance, coverage not to exceed \$1,000,000 per occurrence and annual aggregate during any policy year.

See Schedule

Deductible is the same as for all other perils except Earth Movement, Hurricane & Named Storm.  
Deductible is as shown on page 1 of this Memorandum of Insurance.

Note: Coverage is unavailable for locations in Federal Flood Zones starting with A or V.

### Earth Movement (EQ)

Election of the "Earth Movement" coverage option must be indicated on the Participant's Memorandum of Insurance for coverage to apply.

See Schedule

Deductible is 3% of stated values at each location, and for each occurrence in all states, except for locations in CA, the deductible is 5%.

### Hurricane & Named Storm

Deductible is a percentage of the stated values for each location and for each occurrence in the following localities:

Included for All Locations

1. 5 percent deductible for entire state of Florida, and the following counties/cities/parishes by state:

Alabama: Baldwin, Mobile;

Georgia: Bryan, Camden, Chatham, Glynn, Liberty, McIntosh;

Louisiana: Calcasieu, Cameron, Iberia, Jefferson, Lafourche, Livingston, Orleans, Plaquemines, St. Mary, St. Bernard, St. Charles, St. James, St. John the Baptist, St. Tammany, Terrebonne, Vermilion;

Mississippi: Hancock, Harrison, Jackson;

North Carolina: Beaufort, Bertie, Brunswick, Camden, Carteret, Chowan, Craven, Currituck, Dare, Hyde, Jones, New Hanover, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Tyrrell, Washington;

South Carolina: Beaufort, Berkeley, Charleston, Georgetown, Horry, Jasper;

Texas: Aransas, Brazoria, Calhoun, Cameron, Chambers, Galveston, Jefferson, Kenedy, Kleberg, Liberty, Matagorda, Newton, Nueces, Orange, Refugio, San Patricio, Victoria, Willacy.

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To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 3/10/2023

PKP008215304 / P000400712



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**COMMERCIAL CRIME  
MEMORANDUM OF INSURANCE**

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**NAME AND MAILING ADDRESS OF INSURED**

PRESBYTERY OF TRES RIOS  
1201 WALL STREET  
MIDLAND, TX 79701

**Your Agent: United Church Insurance Services**  
**Telephone: 1 (877) 597-8247**

**MEMORANDUM NO./IB NO.** PKP008215304 / P000400712

**OTHER NAMED INSURED(S)**

**PRESBYTERY OF TRES RIOS / PRESBYTERY OF TRES RIOS / St. Andrew Presbyterian Church / Presbytery of Tres Rios Border Ministry Foundation**

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**POLICY PERIOD**                      **From: 1/1/2023 To: 1/1/2024**                      12:01 AM Standard Time at your address shown above.

*Any restatement below of limits of insurance shown elsewhere in the policy does not increase your limits of insurance.*

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**COMMERCIAL CRIME COVERAGE PART**

Employee Theft	\$1,000,000
Forgery or Alteration	\$1,000,000
Inside the Premises – Theft of Money and Securities	\$1,000,000
Inside the Premises – Robbery or Safe Burglary of Other Property	\$1,000,000
Outside the Premises	\$1,000,000
Computer Fraud	\$1,000,000
Funds Transfer Fraud	\$1,000,000
Money Orders and Counterfeit Currency	\$1,000,000
Clients' Property	\$250,000
Impersonation Fraud (Social Engineering)	\$250,000
Investigative Costs	\$25,000
Telephone Fraud	\$250,000

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Deductible: \$1,000

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**To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>**

Date Issued: 3/10/2023

PKP008215304 / P000400712



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 www.InsuranceBoard.org

**LIABILITY PROGRAM  
 MEMORANDUM OF INSURANCE**

**NAME AND MAILING ADDRESS OF INSURED**

PRESBYTERY OF TRES RIOS  
 1201 WALL STREET  
 MIDLAND, TX 79701

**Your Agent: United Church Insurance Services**  
**Telephone: 1 (877) 597-8247**

**MEMORANDUM NO./IB NO.** PKP008215304 / P000400712

**OTHER NAMED INSURED(S)**

PRESBYTERY OF TRES RIOS / PRESBYTERY OF TRES RIOS / St. Andrew Presbyterian Church / Presbytery of Tres Rios Border Ministry Foundation

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**POLICY PERIOD** From: 1/1/2023 To: 1/1/2024 12:01 AM Standard Time at your address shown above.

**COMMERCIAL LIABILITY COVERAGE PART**

**Commercial General Liability\***

Each Occurrence Limit	\$2,000,000
Damage to Premises Rented to You	\$1,000,000 any one premises
Medical Expense Limit	\$10,000 any one person
Personal & Advertising Injury Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$5,000,000
General Aggregate Limit	\$5,000,000
Included in General Aggregate Limit:	
Nurses Professional Liability*	Included
Cemetery Professional Liability*	Included
Employee Benefit Liability (Claims Made)*	
Retroactive Date: 3/10/2019	Included
Privacy Breach Protection*	\$100,000 each occurrence
	\$100,000 aggregate
	\$500 Deductible

**To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>**

Date Issued: 3/10/2023

PKP008215304 / P000400712

**CRISIS RESPONSE & CRISIS MANAGEMENT**

Crisis Response Limit of Insurance	\$50,000 per participant
Crisis Management Limit of Insurance	\$50,000 per participant
Crisis Response and Crisis Management Combined	\$50,000 aggregate per participant

**PROFESSIONAL LIABILITY**

Pastoral Counseling Liability and Sexual Misconduct Liability are covered unless indicated as "Not Covered".

<b>Pastoral Counseling Liability (Claims Made)*</b>	\$2,000,000 each claim
Retroactive Date: 3/10/2019	
<b>Sexual Misconduct Liability (Claims Made)*</b>	\$2,000,000 each victim
Retroactive Date: 3/10/2019	

**DIRECTORS & OFFICERS LIABILITY**

<b>Directors &amp; Officers Liability (Claims Made)*</b>	\$3,000,000 each loss
Including Employment Practices Liability	\$4,500,000 annual limit (subject to agg.)
Including Educators Professional Liability	
Retroactive Date: 2/11/2013	

**COMMERCIAL AUTOMOBILE (NON-OWNED)**

<b>Hired and Non-Owned Automobile Liability*</b>	\$2,000,000 any one accident
<b>Hired Automobile Physical Damage*</b>	\$100,000 per vehicle
(Up to \$100,000 limit available upon request)	\$1,000 ded. per occurrence
<b>Owned, Licensed Trailers Absent a Power Unit- Liability*</b>	\$2,000,000 any one accident
<b>Physical Damage</b>	\$50,000 each trailer
	\$1,000 ded. per occurrence
<b>Garagekeepers*</b>	\$35,000 each occurrence
<b>Comprehensive &amp; Collision</b>	\$1,000 ded. per occurrence

**These automobile coverages apply excess of any other valid and collectible insurance and are included in the CGL General Aggregate Limit.**

\*Indicates which coverages are included in the CGL General Aggregate Limit (per participant).

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 3/10/2023

PKP008215304 / P000400712



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

**EXCESS and/or UMBRELLA PROGRAM  
MEMORANDUM OF INSURANCE**

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**NAME AND MAILING ADDRESS OF INSURED**

PRESBYTERY OF TRES RIOS  
1201 WALL STREET  
MIDLAND, TX 79701

**Your Agent:** United Church Insurance Services  
**Telephone:** 1 (877) 597-8247

**MEMORANDUM NO./IB NO.** PKP008215304 / P000400712

**OTHER NAMED INSURED(S)**

PRESBYTERY OF TRES RIOS / PRESBYTERY OF TRES RIOS / St. Andrew Presbyterian Church / Presbytery of Tres Rios Border Ministry Foundation

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**POLICY PERIOD**                      **From:** 1/1/2023 **To:** 1/1/2024                      12:01 AM Standard Time at your address shown above.

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**COMMERCIAL EXCESS LIABILITY COVERAGE PART**

There are Distinct Excess Liability Parts within the Insurance Board Program.

**\$30,000,000 Each Occurrence/ \$30,000,000                      general aggregate per participant**

**Coverage provides excess limits for Commercial General Liability; Employee Benefits Liability; Cemetery Professional Liability; Automobile Liability for Owned Autos insured under the Insurance Board Program; and for Commercial Hired and Non-Owned Automobile Liability.**

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**To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>**

Date Issued: 3/10/2023

PKP008215304 / P000400712

Coverage provides excess limits for Pastoral Counseling Liability. (See note below regarding exceptions.)

Stop Gap coverages are provided to participants in North Dakota, Ohio, Washington State, and Wyoming. For all other states, Excess Employers Liability is available to package participants subject to minimum primary limits of \$1M Each Accident; \$1M per Employee for Disease; and \$1M Aggregate Limit for Disease.

Coverage provides excess limits for Owned Automobile Liability for Automobiles insured under the Insurance Board Program for Owned Automobiles. Coverage for excess limits is not provided for Owned Automobiles insured elsewhere.

**\$5,000,000 Per Participant Annual Limit for Sexual Misconduct Liability. (See note below regarding exceptions.)**

If any one or more "Memoranda of Insurance" applies to the same occurrence, incident, claim or accident, the limit will not exceed the highest limit available under any one "Memorandum of Insurance."

**Note:** The limits provided above for Pastoral Counseling Liability and Sexual Misconduct Liability apply excess of coverage carried in the Primary Liability Programs. If the Primary Liability Memorandum of Insurance indicates "Not Covered", the limits provided above do not apply.

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*To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>*

Date Issued: 3/10/2023

PKP008215304 / P000400712





2. **2 percent deductible for entire state of Hawaii, and the following counties/cities/parishes by state:**

Georgia: Brantley, Charlton, Effingham, Long, Wayne;

Louisiana: Acadia, Ascension, East Baton Rouge, Iberville, Jefferson Davis, Lafayette, Tangipahoa, Washington, West Baton Rouge;

Mississippi: George, Pearl River, Stone;

North Carolina: Bladen, Columbus, Duplin, Hertford, Lenoir, Martin, Pitt;

South Carolina: Colleton, Dorchester, Williamsburg;

Texas: Bee, Brooks, Fort Bend, Goliad, Hardin, Harris, Hidalgo, Jackson, Jim Wells, Wharton;

Virginia: Accomack, Chesapeake City, Gloucester, Hampton City, Isle of Wight, James City, Lancaster, Mathews, Middlesex, Newport News, Norfolk City, Northampton, Northumberland, Poquoson City, Portsmouth City, Suffolk City, Surry, Virginia Beach City, Westmoreland, Williamsburg City, York;

Business Income, including	Actual Loss Sustained - Up to \$500,000
Extra Expense	Included
Tuition & Fees (one year from date of restoration)	Included
Upgrade to Green Coverage	Up to \$50,000
Terrorism Coverage	Included
Unscheduled Fine Arts	\$25,000
Valuable Papers and Records	\$25,000
Accounts Receivable	\$25,000
Electronic Data & Media	\$25,000
Ordinance or Law	\$500,000

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**To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>**

Date Issued: 3/10/2023

PKP008215304 / P000400712

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*To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>*

Date Issued: 3/10/2023

PKP008215304 / P000400712



# ***DIRECTORY***

***PRESBYTERY OF TRES RIOS  
1201 W Wall  
Midland, Texas 79701***

***432/682-5297 (Main)  
432/687-6120 (Fax)***

***Website: [www.tresrios.org](http://www.tresrios.org)***

***OFFICE HOURS 9 – 5  
Closed on Friday***

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**Disclaimer:** The directory is as accurate as the information in the database provided by the churches and teams and commissions of the presbytery on the date it was printed. Church membership figures are taken from the most recent Annual Statistical Reports. For corrections to your information, please contact the Presbytery office.

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## *Presbytery Staff and Officers*

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**Kay Long, Administrative Presbyter/Stated Clerk**

2621 Vista Del Arroyo  
San Angelo, TX 76904  
Cellular Phone: 432/466-1117  
Email: [kaylong9@sbcglobal.net](mailto:kaylong9@sbcglobal.net)

**Theresa Wright, Office Manager**

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

**Matt Miles, Vision & Outreach Presbyter**

P.O. Box 832  
Fort Davis, TX 79734  
Cellular Phone: 432/249-1712  
Email: [mmiles@tresrios.org](mailto:mmiles@tresrios.org)

**Laurie Barker, Pastoral Presbyter**

P.O. Box 453  
Junction, TX 76849  
Cellular Phone: 830/459-7950  
Email: [revlaurie12@gmail.com](mailto:revlaurie12@gmail.com)

**Tim Davenport-Herbst, Moderator**

11 North Park  
San Angelo, TX 76901  
325-716-8474  
Email: [drtimdh@gmail.com](mailto:drtimdh@gmail.com)

**Judy Sage, Moderator Elect**

912 SW 9<sup>th</sup> St  
Seminole, TX 79360  
432-201-0395  
Email: [jusage1@gmail.com](mailto:jusage1@gmail.com)

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## *Trustees*

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Kay Long, Administrative Presbyter/Stated Clerk and members of the Administrative Team shall serve as Trustees

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## *Team & Commission Moderators*

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**Administrative Team**

Bill Cotman  
Phone: 361-243-2688  
Email: [billcotman@gmail.com](mailto:billcotman@gmail.com)

**Vision and Outreach Team**

John Nelsen  
Phone: 915-875-8689  
Email: [john.trpborder@gmail.com](mailto:john.trpborder@gmail.com)

**Pastoral Team**

Sue Dickson  
Phone: 419-496-6528  
Email: [suedickson737@gmail.com](mailto:suedickson737@gmail.com)

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## *Candidates and Inquirers*

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Donna Hedicke (I)

Lauren Heare Morris(C)  
6155 Eckhert Rd  
San Antonio, TX 78240

Hope Griffin (I)  
904 Homewood Dr  
Brandon, FL 33511

Jen Fox (C)  
45323 Castleman Ave  
El Paso, TX 79904

## *Commissioners and Delegates to Synod and General Assembly*

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### **Synod Commissioners**

Allen Cross (Clergy) - Class of 2026  
P.O. Box 2222  
Big Spring, TX 79720

Bill Rose (LM/Grace) – Class of 2024  
10437 Adonis, El Paso, TX 79924  
Phone: 915/821-7471  
Email: [horseshoe1@aol.com](mailto:horseshoe1@aol.com)

### **Ordination Exam Readers (Presbyteries' Cooperative Committee on Examinations for Candidates)**

Elder Bill Rose  
Rev Sue Dickson

### **Commissioners to 226<sup>th</sup> General Assembly 2024**

Tim Davenport-Herbst  
11 N Park  
San Angelo, TX 76901  
Phone: 325-716-8474  
Email: [drtimdh@gmail.com](mailto:drtimdh@gmail.com)

Judy Sage  
912 SW 9<sup>th</sup> St  
Seminole, TX 79360  
Phone: 432-201-0395  
Email: [jusage1@gmail.com](mailto:jusage1@gmail.com)

Melody Smith (Young Adult Advisory Delegate) (St Paul)

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## *Mission Partners*

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### **PROJECT VIDA**

William and Carol Schlesinger  
3607 Rivera  
El Paso, TX 79905  
Phone: 915/465-1191  
Fax: 915/533-7158  
Email: [pvida@whc.net](mailto:pvida@whc.net)  
Website: [www.pvida.net](http://www.pvida.net)

**Bob Lewis Mission c/o First PC, Seminole**  
P.O. Box 1077  
Seminole, TX 79360  
Phone: 432/758-3708

**PROJECT DIGNIDAD**  
313 West Ave. "N"  
San Angelo, TX 76903

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325/658-7885

### **Tres Rios Border Ministry Foundation –**

John Nelsen  
[www.tresriosborderfoundation.org](http://www.tresriosborderfoundation.org)  
Email: [john.trpborder@gmail.com](mailto:john.trpborder@gmail.com)

### **Border Ministry Foundation Board**

Class of 2025: Vanessa Johnson, Bill Rose, Connie Chapman  
Class of 2026: Sue Dickson (President) , Carolyn Miller (secretary 10/24),  
John Nelsen  
Presbytery Staff: Matt Miles, Theresa Wright

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## *Presbyterian Church (U.S.A.) Agencies and Seminaries*

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### **Office of the General Assembly (OGA)**

**Jihyun Oh, Stated Clerk**

100 Witherspoon Street

Louisville, KY 40202

Phone: (888) 728-72

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

### **Presbyterian Mission Agency**

Diane Moffett, Executive Director

100 Witherspoon Street

Louisville, KY 40202

Phone: (800) 728-7228

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

### **Board of Pension of the Presbyterian Church (USA )**

2000 Market St.

Philadelphia, PA 19103-3298

Phone: 800/773-7752 (800-PRESPLAN)

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

### **Board of Pensions - Area Representative**

Kevin Keaton

Phone: 800/773-7752 ext 7044

Email: [kkeaton@pensions.org](mailto:kkeaton@pensions.org)

### **The Presbyterian Church Foundation**

Joseph Moore Area Representative

376 Albion St

Denver, CO 80220

Phone: 855/342/4130

Website: [www.presbyterianfoundation.com](http://www.presbyterianfoundation.com)

Email: [joseph.moore@presbyterianfoundation.org](mailto:joseph.moore@presbyterianfoundation.org)

### **Texas Presbyterian Foundation**

Rick Young

6100 Colwell Blvd – Suite 250

Irving, TX 75039

Phone: 800/955-3155

Email: [rick.young@tpf.org](mailto:rick.young@tpf.org)

### **PC(USA) Investment and Loan Program, Inc.**

Phone: 800/903-7457

Website: [www.pilp.pcusa.org](http://www.pilp.pcusa.org)

### **Presbyterian Publishing House**

Phone: 1/800/227-2872

Website: [www.ppcbooks.com](http://www.ppcbooks.com)

### **Austin Presbyterian Theological Seminary**

100 E. 27<sup>th</sup> Street

Austin, TX 78705

Phone: 512/472-6736

Website: [www.austinseminary.edu](http://www.austinseminary.edu)

### **Materials Dist Service 1/800/524-2612**

### **Presbyhelp 1/800/872-3283**

### **Presbyterian Disaster Assistance**

[www.pda.pcusa.org](http://www.pda.pcusa.org)

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## *Camps and Conference Centers*

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### **Mo-Ranch Conference Center**

2229 FM 1340

HC1 Box 158

Hunt, TX 78024

Phone: 800/460-4401, 830/238-4455

Fax: 830/238-4202

Website: [www.moranch.com](http://www.moranch.com)

### **Montreat Conference Center**

P. O. Box 969

Montreat, NC 28757-0969

Phone: 828/669-2911

Toll Free: 800/572-2257

Fax: 828/629-5054

Email: [central\[at\]montreat.org](mailto:central[at]montreat.org)

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

### **Prude Ranch**

P. O. Box 1907

Fort Davis, TX 79734

Phone: 432/426-3202 – 800/458-6232 Toll Free,

Fax: 432/426-4401

Email: [info@prude-ranch.com](mailto:info@prude-ranch.com)

Website: [www.prude-ranch.com](http://www.prude-ranch.com)

### **Ghost Ranch**

280 Private Drive 1708

Abiquiu, NM 87510

877/804-4678

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



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## *Synod of the Sun and Presbyteries*

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### **Synod of the Sun**

**6100 Colwell Blvd – Suite 200**

Irving, TX 75039

Phone: (214) 390-1894

Fax: (214) 390-0755

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

Mitch Miller Synod Leader & Stated Clerk [synod.leader@synodsun.org](mailto:synod.leader@synodsun.org)

Thomas Riggs – Communication/Administration Coordinator [thomas.riggs@synodsun.org](mailto:thomas.riggs@synodsun.org)

Moderator – Seth Saathoff

Kathy Lee Cornell – Synod Partnership for Disaster Recovery

### **Presbytery Offices**

#### **Arkansas Presbytery**

Stewart Smith, General Presbyter

Blake Brinegar, Stated Clerk

9221 N Rodney Parham Rd

Little Rock, AR 72227

Phone: (501) 663-2424

Fax (501) 663-2605

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

#### **Cimmaron Presbytery**

Gordon Edwards, Executive

Mark Southard, Stated Clerk

12 Brentwood Dr

Stillwater, OK 74075

Phone: (405) 372-4235

Fax:

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

#### **Eastern Oklahoma Presbytery**

Tim Blodgett, General Presbyter

Leigh McCasion, Stated Clerk

700 S Boston, Suite 200

Tulsa, OK 74119

Phone (918) 582-3077

Fax (918) 582-3078

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

#### **Grace Presbytery**

Chris Lee, Executive Presbyter

Kyle Walker, Stated Clerk

6100 Colwell Blvd - Suite 100

Irving, TX 75039

Phone (800) 678-4502

Fax (214) 637-6324

Website: [www.presbyteryofgrace.com](http://www.presbyteryofgrace.com)

#### **Indian Nations Presbytery**

Charlie Smith, Presbytery Pastor

Tracy Evans, Stated Clerk

1001 NW 25th #206

Oklahoma City, OK 73106

Phone (405) 524-0990

Fax (405) 524-1037

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

#### **Mission Presbytery**

Sallie Watson, General Presbyter

Laurie Palmer, Stated Clerk

7201 Broadway #303

San Antonio, TX 78209

Phone (210) 826-3296

Fax (210) 826-0917

Website: [www.mission-presbytery.org](http://www.mission-presbytery.org)

#### **New Covenant Presbytery**

Lynn Hargrove, Executive

Presbyter & Stated Clerk

1110 Lovett Blvd

Houston, TX 77006

Phone (713) 526-2585

Fax (713) 526-8814

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

#### **Palo Duro Presbytery**

Scott Campbell, Executive Presbyter

David Kemp, Stated Clerk

P.O. Box 16267

Lubbock, TX 79490

Phone (877) 725-6387

Fax (806) 797-2419

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

#### **Pines Presbytery**

Julia Farrell, General Presbyter

David Stipp-Bethune, Stated Clerk

210 N Bonner St

Ruston, LA 71270

Phone (318) 255-6177

Fax (318) 255-9122

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

#### **South Louisiana Presbytery**

Richard Williams, Interim General Presbyter

Nannette Cagney, Stated Clerk

12909 Old Hammond Hwy

Baton Rouge, LA 70816

Phone (225) 275-1242

Fax (225) 272-1935

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

#### **Tres Rios Presbytery**

Matt Miles, Vision & Outreach Presbyter

Laurie Barker Pastoral Presbyter

Kay Long, Admin Presbyter/Stated Clerk

1201 W Wall

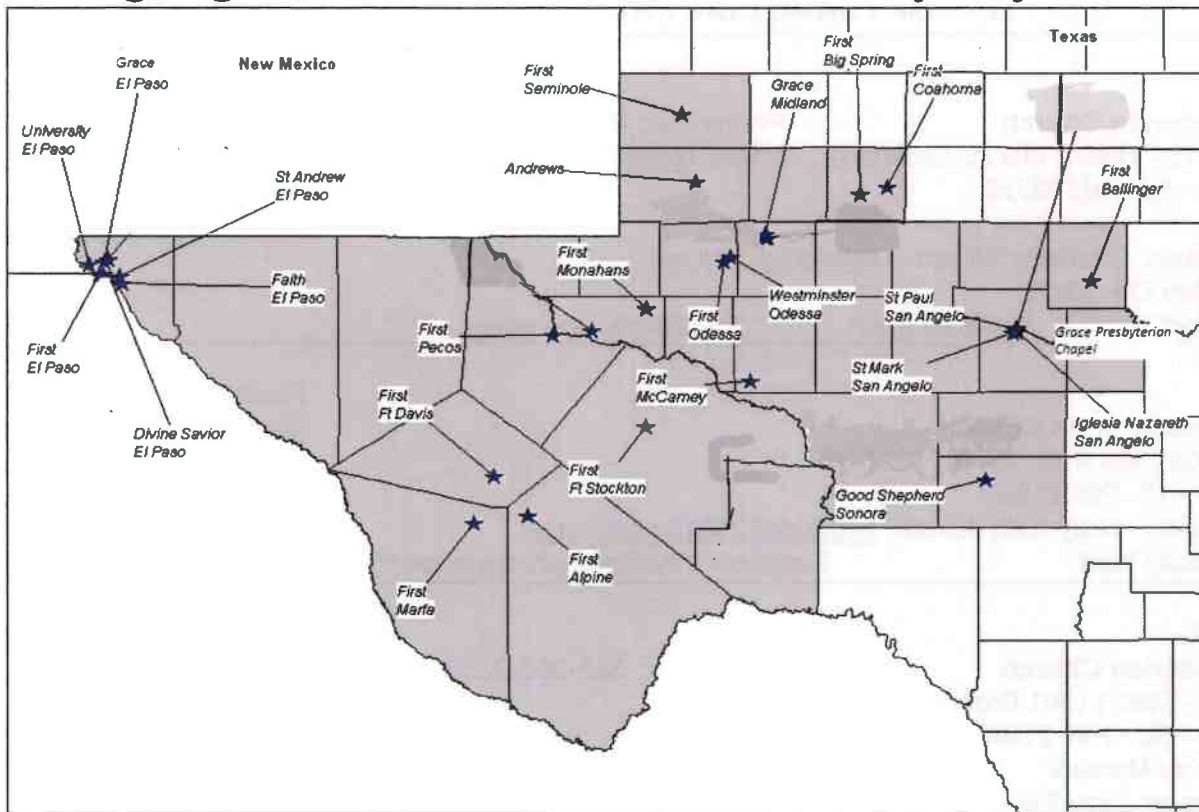
Midland, TX 79701

Phone (432) 682-5297

Fax (432) 687-1620

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

# Congregations in Tres Rios Presbytery



## Regional Groupings

### Concho Valley Cluster:

Ballinger - First  
 San Angelo – Grace Chapel  
                   Nazareth  
                   St. Mark  
                   St. Paul  
 Sonora - Good Shepherd

### Mountain Cluster:

Alpine - First  
 Fort Davis - First  
 Ft. Stockton - First  
 Marfa - First  
 Pecos – First

### El Paso Cluster:

El Paso - Faith  
           First  
           Grace  
           St. Andrew  
           University

### Permian Basin Cluster:

Andrews – Andrews  
 Big Spring – First  
 Coahoma – First  
 Monahans – First  
 Midland – Grace  
 Odessa - First  
           Westminster  
 Seminole - First

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**TRES RIOS PRESBYTERY CHURCHES**  
*(Please contact the churches for worship times)*

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**ALPINE**

**First Presbyterian Church**

P.O. Box 1013 - 79831 (103 E Lockhart)  
Membership - 57 PIN 08723

Phone/Fax: 432-837-2449  
Email: [fpcalpine@sbcglobal.net](mailto:fpcalpine@sbcglobal.net)

Pastor:  
Bill Cotman (Teresa)  
904 E Ave A - 79830  
361-243-2688  
Email: [billcotman@gmail.com](mailto:billcotman@gmail.com)

Clerk of Session: Charlotte Wilson [cclnw@swbell.net](mailto:cclnw@swbell.net)

Treasurer: Jim Crenshaw

Music Director/Organist: Muriel Cotman Facebook: [fpc.alpine](https://www.facebook.com/fpc.alpine)

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**ANDREWS**

**Andrews Presbyterian Church**

P.O. Box 1205 (305 N.W. 7th St. - 79714)  
Membership - 10 PIN 21997

Clerk of Session: Holly Kidd Email: [hollykidd1218@gmail.com](mailto:hollykidd1218@gmail.com)

Treasurer: Ricky Kidd

Facebook: [Andrewspresbyterianchurch](https://www.facebook.com/Andrewspresbyterianchurch) Email: [mmiles@tresrios.org](mailto:mmiles@tresrios.org)

Pastor:  
Vacant  
  
Session Moderator  
Matt Miles 432-249-1712

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**BALLINGER**

**First Presbyterian Church**

P.O. Box 67 - 76821 (301 Broadway)  
Membership - 58 PIN 21998

Secretary: Kay Mansell

Clerk of Session: Judy Eaves Email: [fuzzycreek@gmail.com](mailto:fuzzycreek@gmail.com)

Treasurer: Amy Batts

Music Director: Dale Ellis Organist: Ida Lee Ellis

Christian Education/Youth Contact: Gregg Havlak

---

Phone/Fax: 325-365-2253  
  
Office Hours: 1:30 - 3:30 p.m.

Facebook: [FPC.Ballinger](https://www.facebook.com/FPC.Ballinger)

Pastor:  
Vacant  
  
Session Moderator

---

**BIG SPRING**

**First Presbyterian Church**

P.O. Box 2222 - 79721 (701 Runnels)  
Membership - 106 PIN 22000

Secretary: Charla Kay Scott

Clerk of Session: Sandy Raaf

Treasurer: Susan Wilson

Music Director: Gabe Martinez

Christian Ed Contact: Tom & Nancy Koger

Youth Contact: Sarah Salinas

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Phone: 432-263-4211  
Fax: 432-263-8773  
Email: [firstprezbigspring@gmail.com](mailto:firstprezbigspring@gmail.com)  
Website: [www.fpcbs.org](http://www.fpcbs.org)

Office Hours: 9:00 - 5:00

Facebook: [First Presbyterian Church of Big Spring](https://www.facebook.com/FirstPresbyterianChurchofBigSpring)

Pastor:  
Allen Cross  
10 Indian Ridge - 79720  
Email: [allencross3@yahoo.com](mailto:allencross3@yahoo.com)

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**COAHOMA**

**First Presbyterian Church**

P.O. Box 94 - 79511 (207 N First)  
Membership - 26 PIN 22002

Clerk of Session: Sherrie Chevalier

Email: [sherriecoahoma@suddenlink.net](mailto:sherriecoahoma@suddenlink.net)

Treasurer: Pam Hicks

Youth Contact: Linda Luce

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Phone: 432-394-4450  
Fax: 432-394-4385  
Email: [fpccoahoma@hotmail.com](mailto:fpccoahoma@hotmail.com)  
Website: [webmaster@fpccoahoma.com](mailto:webmaster@fpccoahoma.com)

Office Hours 9:00 - 12 :00

Pastor:  
Vacant  
  
Session Moderator:  
Dennis Haralson 432-758-5886  
Email: [dennis@moore-haralson.com](mailto:dennis@moore-haralson.com)

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**El Paso**  
**Divine Savior Presbyterian**  
314 S Glenwood - 79905  
Membership - 69 PIN 08726  
Clerk of Session: Christy Paquian Flores  
Treasurer: Jimmy Stevens

Pastor :  
Vacant

Session Moderator:  
Jimmy Stevens

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**EL PASO**  
**Faith Presbyterian Church**  
661 Lomaland - 79907  
Membership - 25 PIN 22003  
Clerk of Session: Nancy Gardner  
[Nancygard3@gmail.com](mailto:Nancygard3@gmail.com)  
Treasurer: Priscilla Endlich  
Pianist: Carlos Lopez

Phone: 915-598-6735  
Fax: 915-533-7158  
Email: [pvida@whc.net](mailto:pvida@whc.net)

Co-Pastors:  
Bill & Carol Schlesinger  
126 Gaspar - 79907  
Home Phone: 915-592-8818

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

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**EL PASO**  
**First Presbyterian Church**  
1340 Murchison - 79902  
Membership – 262 PIN 08724  
Director of Administration: Patty Herrera  
Clerk of Session: Eileen Salome  
[Esalome19@gmail.com](mailto:Esalome19@gmail.com)  
Treasurer: Vicki Black Walker  
[Vickib5198@aol.com](mailto:Vickib5198@aol.com)

Phone: 915-533-7551  
Fax: 915-534-7167  
Email: [office@fpcep.org](mailto:office@fpcep.org)  
Website: [www.fpcep.org](http://www.fpcep.org)  
Office Hours: 8:00 – 5:00 M-Thr

Pastor:  
Neal Locke (Amy)  
1524 Rocky Bluff - 79902  
Home/Cell Phone: 915-243-3042  
Email: [neal@fpcep.org](mailto:neal@fpcep.org)

Commissioned Ruling Elder:  
Craig Field  
6309 Franklin – 79912  
Phone: 915-777-1223  
Email: [cfield@utep.edu](mailto:cfield@utep.edu)  
Commission Date: March 2027

Organist: Vanessa Johnson

Facebook: <https://www.facebook.com/fpcep/>

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**EL PASO**  
**Grace Presbyterian Church**  
8001 Magnetic - 79904  
Membership – 95 PIN 15020  
Secretary: Brandy Adams  
Clerk of Session: Kelly Hernandez  
[kelhern@hotmail.com](mailto:kelhern@hotmail.com)  
Treasurer: Jim Colins  
Youth Contact: Bill and Dianna Rose  
Music Director: Brittney Williams

Phone: 915-755-8206  
Fax: 915-613-1644  
Email: [office@epgrace.com](mailto:office@epgrace.com)  
Website: [www.epgrace.com](http://www.epgrace.com)  
Office Hours: Tuesday - Thursday  
Noon – 3:00

Pastor:  
Janie McElwee-Smith  
4557 General Maloney Cir -79924  
Email: [revjanie@epgrace.com](mailto:revjanie@epgrace.com)

Organist: Patricia Provencio  
Facebook: [www.facebook.com/graceelpaso/](http://www.facebook.com/graceelpaso/)

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## EL PASO

### St. Andrew Presbyterian Church

2155 Wedgewood - 79925

Membership - 16 PIN 22005

Secretary: Linda Mayberry

Clerk of Session: Diana Gurrero

[dianag@utep.edu](mailto:dianag@utep.edu)

Treasurer: Sandra K. Lewis

Pianist: Eileen Mayfield

Christian Education: David Mayfield

Phone: 915-598-7577

Email: [stapc@att.net](mailto:stapc@att.net)

Office Hours: 9:00 – 1:00

Pastor:

Vacant

Session Moderator:

John Nelsen 915-781-6350

Email: [john.trpborder@gmail.com](mailto:john.trpborder@gmail.com)

## EL PASO

### University Presbyterian Church

244 North Resler - 79912

Membership – 162 PIN 22007

Administrative Assistant: Susan Guard

Director of Christian Education: Conor Warren

Clerk of Session: Mary Beth Harper Email: [clerk@upcelp.org](mailto:clerk@upcelp.org)

Phone: 915-584-5822

Fax: 915-587-4760

Email [office@upcelp.org](mailto:office@upcelp.org)

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

Office Hours: 9:00 – 1:00

Interim Pastor:

Kim Jackson

6138 Los Robles Dr - 79912

Email: [indiana\\_jackson2001@yahoo.com](mailto:indiana_jackson2001@yahoo.com)

Treasurer: Jimmy Stevens

Music Director: Maureen Keton

Facebook: <https://www.facebook.com/upcelpaso>

Contemporary Worship Leader: Julian Dominquez

## FORT DAVIS

### First Presbyterian Church

P.O. Box 832 – 79734

Membership - 86 PIN 08727

Secretary: Marjorie Ferguson

Treasurer: Erin Medley

Clerk of Session: Carolyn Miller Email: [family@wcc.net](mailto:family@wcc.net)

Organist: Marjori Ferguson

Phone: 432-426-3948

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

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

Office Hours 8:00 – 12:00

Pastor:

Matt Miles (Stessa)

P.O. Box 2164 - 79734

Home Phone: 432-426-3096

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

Christian Education: Camille Doss

Youth Director: Pene Ferguson

## FORT STOCKTON

### First Presbyterian Church

P.O. Box 100 - 79735

Membership – 291 PIN 22009

Secretary: Linda Loera

Clerk of Session: Gayle Henderson

Treasurer:

Music Director: Ken Ripley

Organist: Doni Whigham

Phone: 432-336-3346

Fax: 432-336-6717

Email: [fpc.office@sbcglobal.net](mailto:fpc.office@sbcglobal.net)

Website: [www.1stpresfs.org](http://www.1stpresfs.org)

Office Hours: 8:00 – 5:00

Pastor:

James R. Miles (Angie)

208 N. Oklahoma - 79735

Home Phone: 432-336-5485

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

Commissioned Ruling Elder:

Ann Hurt

301 N. Rio St. - 79735

Home Phone: 432-336-3286

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

Commission date March 2025



## MARFA

### First Presbyterian Church

P.O. Box 875 - 79843 (110 E. Columbia)

Membership - 21 PIN 08728

Clerk of Session: Kathleen Walstrom [walstrom02@gmail.com](mailto:walstrom02@gmail.com)

Treasurer: Christina Mendez

Organist: Beth Kerzee Pianist: Jim Hall

Facebook: First Presbyterian-Marfa

Phone/Fax: 432-295-1284

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

Commissioned Ruling Elder:

Martha Bumpas

P.O. Box 1497 - 79843

Home Phone: 432-295-0556

Email: [marthagailbumpas@gmail.com](mailto:marthagailbumpas@gmail.com)

Commission date March 2025

## MIDLAND

### Grace Presbyterian Church

2801 N. Garfield - 79705

Membership – 92 PIN 10551

Secretary: Tracy Morton

Clerk of Session:

Phone: 432-684-6542

Fax: 432-684-3892

Email [gracemidland@suddenlinkmail.com](mailto:gracemidland@suddenlinkmail.com)

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

Interim Pastor:

Diane Baldwin

Email: [pastor.gracepres@gmail.com](mailto:pastor.gracepres@gmail.com)

Treasurer: Linda Harrington

Music Director: Laura Holleman

Christian Education and Youth Contact: Judy Serpas

Facebook: Grace Presbyterian Church Midland Texas

## MONAHANS

### First Presbyterian Church

P.O. Box 987 - 79756 (500 E 16th)

Membership - 8 PIN 08729

Clerk of Session: Lynda Linton

Phone: 432-943-4962

Fax: 432-943-7626

Pastor:

Vacant

1109 S Bruce - 79756

Treasurer: LaNell Smallwood

Music Director: Lynda Linton

Session Moderator:

Dennis Haralson 432-758-5886

Email: [dennis@moore-haralson.com](mailto:dennis@moore-haralson.com)

## ODESSA

### First Presbyterian Church

1401 N. Sam Houston - 79761

Membership - 85 PIN 22013

Secretary: Tommie Zuerker

Clerk of Session: Jeanie Holbrook

[Jeanie\\_holbrook@yahoo.com](mailto:Jeanie_holbrook@yahoo.com)

Phone: 432-337-3526

Email [fpcodessa@gmail.com](mailto:fpcodessa@gmail.com)

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

Office Hours: 9:00 – 3:00 Tues - Thurs

Pastor:

Vacant

Co-Treasurers: Ernest Thomas

Christian Education and Youth Contact: Cambri Allison

Organist: Kathy Kuhn

Session Moderator:

Mary Beth Anton 432-638-9826

Email: [mbaidh@gmail.com](mailto:mbaidh@gmail.com)

## ODESSA

### Westminster Presbyterian Church

4901 Maple - 79762

Membership - 88 PIN 22015

Secretary: Sue Kelly

Bookkeeper: Morgan Chelette

Clerk of Session: Sharmin Merritt

Email: [bredau12@yahoo.com](mailto:bredau12@yahoo.com)

Phone: 432-366-1321

Fax: 432-366-6130

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

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

Office Hours: 9:00 – 3:00 Tues & Thurs

Pastor:

John Wamsley (Linda)

3833 Candy Lane - 79762

Email: [jwamsley16@hotmail.com](mailto:jwamsley16@hotmail.com)

Cell Phone: 337-207-6056

Treasurer: Mitchie Rush

Christian Education and Youth Contact: Pam Keel

Music Director: Juan Hernandez

Organist: Shari Story

## PECOS

### First Presbyterian Church

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

Membership - 11 PIN 22017

Clerk of Session: Lynn Fowler

[tfowler@classicnet.net](mailto:tfowler@classicnet.net)

Treasurer: Dorothy Holmes

Music Director/Organist: Hector Rodriguez

Christian Education: Cindy Duke

Phone: 432-445-3693

Fax: 432-445-5433

Office Hours: 9:00 - 11:00

Tuesdays

[www.fpcpecos.com](http://www.fpcpecos.com)

### Supply Pastor:

Cindy Duke (Kevin)

516 Ross Blvd - 79772

Home Phone: 432-940-2245

Email: [cindyduke@me.com](mailto:cindyduke@me.com)

## SAN ANGELO

### Grace Presbyterian Chapel PCUSA

29 N Oakes - 76903

Membership – 61

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

Clerk of Session: Gerald Ratliff

Treasurer: John Ballard

Choir Director Pamela Lee

Organist/Pianist Lani Schmidt

Facebook: [www.gracepresbyterianchapel.org](http://www.gracepresbyterianchapel.org)

Phone: 325-653-4523

### Pastor:

Vacant

Session Moderator:

Kathryn Morton (HR)

Home Phone: 325-277-7887

Email: [kittymorton@yahoo.com](mailto:kittymorton@yahoo.com)

## SAN ANGELO

### Nazareth Presbyterian Church

313 W. Ave. N - 76903

Membership - 80 PIN 08652

Clerk of Session: Molly Owen

Email: [nazarethpc1915@gmail.com](mailto:nazarethpc1915@gmail.com)

[mollyalc@hotmail.com](mailto:mollyalc@hotmail.com)

Treasurer: Gloria Holguin

Organist: Ruth Perez

Christian Education Contact: Roger Owen

Youth Contact: Bea Torres

Phone/Fax: 325-658-1922

Commissioned Ruling Elder:

Bea Torres

816 Murphy 76903

Home Phone: 325-245-5009

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

Commission Date: March 2025

## SAN ANGELO

### St. Mark Presbyterian Church

2506 Johnson - 76904

Membership – 144 PIN 11530

Secretary: Kayci Waller

Clerk of Session: Toni Daniel Email: [tomtonidaniel@outlook.com](mailto:tomtonidaniel@outlook.com)

Treasurer: Kelly Hayes

Music Director: Leah Barbeau

Christian Education & Youth Contact: Craig Meyers

Phone: 325-949-1515

Fax: 325-944-7740

Email: [stmarkpcusa@outlook.com](mailto:stmarkpcusa@outlook.com)

Office Hours: 8:00 – 3:00

Mon-Fri

### Pastor

Tony Chambless

3305 Grandview 76904

Email: [twcham@outlook.com](mailto:twcham@outlook.com)



**SAN ANGELO****St. Paul Presbyterian Church**

11 North Park - 76901

Membership – 131 PIN 08651

Secretary: Sandra Harris

Clerk of Session: Bernie Coffee

Phone 325-653-5691

Fax: 325-659-0597

Email: [stpaulsa@gmail.com](mailto:stpaulsa@gmail.com)Website: [www.stpaulsanangelo.org](http://www.stpaulsanangelo.org)

Pastor:

Tim Davenport-Herbst (Cynthia)

5332 Fairway Dr - 76904

Home Phone: 325-716-8474

Email: [drtimdh@gmail.com](mailto:drtimdh@gmail.com)Office Hours: 8:00 – 5:00 Mon-Wed  
1-5 Thurs - Friday

Treasurer:

Music Director: Kim Snell

Pianist: Kim Snell

Christian Education and Youth Contact: Gretchen Smith

**SEMINOLE****First Presbyterian Church**P.O. Box 1077 - 79360 (301 SW 3<sup>rd</sup>)

Membership - 26 PIN 22023

Clerk of Session: Danielle Sage

Phone: 432-758-3708

Office Hours: Tues 9-12  
Thurs 2-5

Pastor:

Vacant

206 SW Ave C - 79360

Treasurer: Judy Sage

Organist:

Christian Education and Youth Contact: Kimbra Danley

Session Moderator:

Matt Miles 432-249-1712

Email: [mmiles@tresrios.org](mailto:mmiles@tresrios.org)**SONORA****Church of the Good Shepherd**

P.O. Box 1015 - 76950(401 NE Mulberry)

Membership - 7 PIN 22024

Phone: 325-387-2616

Clerk of Session: Roberta James [brunswickcountygirl@msn.com](mailto:brunswickcountygirl@msn.com)Treasurer: Jo Ann Jones [jojones503@yahoo.com](mailto:jojones503@yahoo.com)

Organist: Mary Simone

Supply Pastor:

Kathryn Morton (HR) (Bobby)

8 N Milton

San Angelo, Tx 76901

Home Phone: 325-277-7887

Email: [kittymorton@yahoo.com](mailto:kittymorton@yahoo.com)

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THOMPSON, Eric (MAL) Wife – Janet	2819 E 21 <sup>st</sup> St Odessa, TX 79762	Phone: 432-653-1440 (2025 currently inactive)
WARREN, Truman (HR) Wife - Sissy	2703 Oakwood Dr Odessa, TX 79761	Phone: 432-552-8239 Email: <a href="mailto:warren2703@mygrande.net">warren2703@mygrande.net</a>
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# ***PRESBYTERY OF TRES RIOS - LIST OF TEAMS & COMMISSIONS***

## **CODES:**

C – Clergy

RE – Ruling Elder

CRE – Commissioned Ruling Elder

HR - Honorably Retired

MAL – Mbr At Large

\_\_ - Chair/Moderator

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## **Administrative Team**

### **Class of 2025**

Martha Bumpas (RE/First) P.O. Box 1497, Marfa 79843 [marthagailbumpas@gmail.com](mailto:marthagailbumpas@gmail.com) 432-295-0556  
Cindy Carlisle (C/Grace) 11509 Charles Boyle Pl, El Paso 79934 [cindycarlisle@gmail.com](mailto:cindycarlisle@gmail.com) 330-787-3446  
Jim Miles (C/First) P.O.Box 100, Fort Stockton 79735 [revdoctx@sbcglobal.net](mailto:revdoctx@sbcglobal.net) 432-290-2077

### **Class of 2026**

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Bill Cotman (C/First) P.O. Box 1013, Alpine 79830 [billcotman@gmail.com](mailto:billcotman@gmail.com) 361-243-2688  
Connie Chapman (RE/Grace) 5817 Galaxie, El Paso 79924 [deniseccc12@gmail.com](mailto:deniseccc12@gmail.com) 915-328-4583

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## **Personnel Committee**

### Vision and Outreach Representative

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### Administrative Team Representative

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### Pastoral Team Representative

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### Member at Large

Jeanie Holbrook (RE/First) 819 Burgess, Odessa 79764 [Jeanie\\_holbrook@yahoo.com](mailto:Jeanie_holbrook@yahoo.com) 432-528-6261

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## **Recruitment and Representation Committee**

### Administrative Team Representative

Kay Long (RE/St Paul) 2621 Vista Del Arroyo, San Angelo 76904 [kaylong9@sbcglobal.net](mailto:kaylong9@sbcglobal.net) 432-466-1117

### Vision and Outreach Team Representative

Jeanie Holbrook (RE/First) 819 Burgess, Odessa 79764 [Jeanie\\_holbrook@yahoo.com](mailto:Jeanie_holbrook@yahoo.com) 432-528-6261

### Pastoral Team Representative

Cambri Allison (RE/First) 1401 N Sam Houston, Odessa 79761 [cambri@fpcodessa.org](mailto:cambri@fpcodessa.org) 432-337-3526

### Member at Large

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## *Pastoral Team*

### **Class of 2025**

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Diane Baldwin (C/Grace) 2801 N Garfield, Midland 79705	<a href="mailto:pastor.gracepres@gmail.com">pastor.gracepres@gmail.com</a>	432-684-6542

### **Class of 2026**

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Tony Chambless (C/St Mark) 2506 Johnson, San Angelo 76904	<a href="mailto:twcham@outlook.com">twcham@outlook.com</a>	

### **Youth Sub Committee**

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Gretchen Smith (LW/St Paul) 69 E 37 <sup>th</sup> St, San Angelo 76903	<a href="mailto:gretchen.smith@saisd.org">gretchen.smith@saisd.org</a>	325-276-2121
Jeremy Rychlik (LM/First) 2250 E 49 <sup>th</sup> , Fort Stockton 79735	<a href="mailto:jeremy.rychlik@gmail.com">jeremy.rychlik@gmail.com</a>	325-234-9636

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## *Vision and Outreach Team*

### **Class of 2025**

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### **Class of 2026**

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Bill Schlesinger (C/Faith) 126 Gaspar, El Paso 79907	<a href="mailto:w.schlesinger@pvida.net">w.schlesinger@pvida.net</a>	915-592-8818

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## *Permanent Judicial Commission*

<b>2026</b>	Bart Teeter (RE/St Paul) 2520 Quarry Rd #305, Austin 78703		
	Shannon Weisenfels (C) 208 S I St, Midland 79701	<a href="mailto:shannon.weisenfels@gmail.com">shannon.weisenfels@gmail.com</a>	432-685-0880
	Vacant		
<b>2028</b>	Donna Crafton (RE/Grace) 4604 Aries, El Paso 79924	<a href="mailto:legal1work@aol.com">legal1work@aol.com</a>	915-588-0335
	Lynn Fowler (RE/First) 1909 W. Jefferson St, Pecos 79772	<a href="mailto:greasewood123@gmail.com">greasewood123@gmail.com</a>	432-445-2263
	Neal Locke (C/First) 1340 Murchison, El Paso 79902	<a href="mailto:neal@fpcep.org">neal@fpcep.org</a>	915-243-3042
<b>2060</b>	Bobbie Duncan (RE/Westminster) 20 Troon Dr, Odessa 79762	<a href="mailto:shadow1601@att.net">shadow1601@att.net</a>	432-352-8303
	Mary Beth Anton (C/HR) 4003 Blakemore Ct, Midland 79707	<a href="mailto:mbaidh@gmail.com">mbaidh@gmail.com</a>	432-638-9826
	Tim Davenport-Herbst (C/St. Paul) 11 N. Park, San Angelo 76901	<a href="mailto:drtimdh@gmail.com">drtimdh@gmail.com</a>	325-653-5691

