
The Presbytery of Tres Rios

The Presbyterian Church (U.S.A.)

Volume 42, Number 2

2021



**119th Stated Meeting
Virtual Meeting
October 8, 2021**

Official Copy

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

Stated Clerk
Presbytery of Tres Rios

**The Presbytery of Tres Rios
Presbyterian Church (U.S.A.)
119th Stated Meeting
Virtual Meeting**

October 8, 2021

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**The Presbytery of Tres Rios
The Presbyterian Church (U.S.A.)
Virtual Meeting
October 8, 2021**

The 119th stated meeting of The Presbytery of Tres Rios, Presbyterian Church (U.S.A.) was called to order with prayer by Moderator Cheryl Homsher at 1:00 p.m. on Friday, October 8, 2021 via ZOOM Video Conference. As per our Bylaws, Article X (four ministers and four ruling elder commissioners from four different congregations), a quorum was declared present by Stated Clerk Kay Long. Meeting began with worship. Nate Ledbetter delivered the sermon for worship. Special music was provided by the Synod Youth Workshop music team.

Kay Long gave meeting instructions. Cheryl Homsher expressed special thanks to Judia Foreman for her work this past year as she served as Vice Moderator. Special guests and first-time commissioners were introduced. It was MOVED, SECONDED AND CARRIED that Valerie Young be seated as corresponding members.

Pastors: Mary Beth Anton, Jerry Boles, Lucretia Chew, Allen Cross, Gary Dill, Kary Fry, Tim Gray, Cheryl Homsher, Neal Locke, Jim Miles, Matt Miles, Katherine Morton, John Nelsen, John Wamsley, Shannon Weisenfels

Commissioned Ruling Elders: Ann Hurt

Ruling Elders: Alpine, Judy Perry; Ballinger, Judy Eaves; Big Spring, David Wilson; Grace, El Paso, Connie Chapman; St Andrew, El Paso, David Mayfield; University, El Paso, Nola Anderson; Fort Stockton, Angie Miles; Marfa, Martha Bumpass; Grace, Midland, Bob Alexander; Westminster, Bobbie Duncan; Grace Chapel, David Byrd; St Paul, Lee Campbell;

Ex Officio members present: Jinny Forbes (Pastoral Team), Kay Long (Stated Clerk) and Bill Rose (Vice Moderator)

Visitors: Esther Berg, Grace Chapel; Nate Ledbetter, Border Coordinator; Jimmy Stevens; Theresa Wright, Recording Clerk; Valerie Young, Synod of the Sun.

Excused Pastors: Hailey Malcolm, Tim Davenport-Herbst, Cynthia Davenport-Herbst

Excused Commissioned Ruling Elders: None

Excused Ruling Elders: First, El Paso; First, Pecos

Unexcused Ministers: Bill Schlesinger, Carol Schlesinger

Unexcused Commissioned Ruling Elders: Bea Torres

Unexcused Ruling Elders: Andrews; Coahoma; Divine Savior; Faith; Fort Davis; Monahans; First, Odessa; Nazareth; St Mark; Seminole; Sonora

Stated Clerk Report

Report was presented by Kay Long.

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

Docket

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

Omnibus Motion

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

Report of the Minutes Audit Task Force

It was MOVED, SECONDED AND CARRIED that the minutes of the March 5, 2021 Stated Meeting were approved as printed and entered into record.

It was MOVED, SECONDED AND CARRIED that Jim Miles, Bobbie Duncan, Tim Gray be appointed to serve on the minutes audit task force for the October 8, 2021 meeting.

Administrative Presbyter/Stated Clerk Report

The report was presented by Kay Long and received as information.

I. Matters of Information

a. Permanent Judicial Commission

Per the Book of Order, D-5.0206, 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. Whenever the permanent judicial commission reports its inability to obtain a quorum, the stated clerk shall immediately select, by rotation from that roster, a sufficient number of former members of the permanent judicial commission to constitute a quorum.

The stated clerk shall report the roster annually to the council or councils. The names and classes of former members are:

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)

Class of 2016 – Rev. Jobeth McLeod (HR) (membership transferred to another presbytery)

- b. There have been no decisions by the PJC in 2021 transmitted to presbytery through the stated clerk as of the 119th Stated Meeting, October 8, 2021 (D-7.0701 and D-110701).
- 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 2021 is included in the minutes of the 119th Stated Meeting, October 8, 2021.
- 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 2021 is included in the minutes of the 119th Stated Meeting, October 8, 2021.
- 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 2021 to organize new congregations, transfers to other jurisdictions or dissolution or the division, uniting or otherwise combining of congregations or portions of congregations previously existing.
- 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 and a Child Protection Policy and both 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. The following session minutes have been reviewed:
 - 2019 – Grace, Midland, Tx
 - 2020 – First Presbyterian, Ballinger Grace Presbyterian Chapel, San Angelo
 - First Presbyterian, Marfa Grace Presbyterian, El Paso
 - First Presbyterian, Odessa St. Andrew Presbyterian, El Paso
 - First Presbyterian, Seminole St. Mark Presbyterian, San Angelo
 - Westminster Presbyterian, Odessa
- l. The following is a correction to the Presbytery Statistical Report that was reported at the Stated Meeting on March 5, 2021:

Membership 1/1/20	2580
Membership Gains	31
Membership Losses	70
Membership 12/31/20	2539

Communications

The report was presented by Stated Clerk, Kay Long.

Requests for excuse from the Revs. Tim and Cynthia Davenport-Herbst, Hailey Malcolm	Granted and that the clerk be authorized to add names as needed.
Requests for excuse from Ruling Elder Commissioners First, El Paso and First, Pecos	Granted and that the clerk be authorized to add names as needed.
Report of the Commission to Install John Wamsley as Pastor of Westminster Presbyterian Church, Odessa. (See Exhibit B)	That it be admitted to record and that the commission be dismissed with thanks.

Partial Report of the Leadership and Recruitment Team

The report was presented by Mary Beth Anton. The team placed in nomination the name of Elder Bill Rose as Moderator. The floor was opened for nominations. Hearing none Bill Rose assumed duties of the moderator. Special thank you was presented to Cheryl Homsher for her service as moderator.

Recognition of Service to the Presbytery and Divine Savior

John Nelsen recognized the service of Rev Lucretia Chew, Rev Patty Lane and Elder Jimmy Stevens for their service to the presbytery and their work with Divine Savior.

Greetings from the Synod of the Sun

Valerie Young brought greetings from the Synod of the Sun

Vision and Outreach Presbyter Report

The report was presented by Matt Miles and received as information.

- Sent 2 kids to college.
- Working with Border Foundation. Exciting things are coming soon. Old Hacienda restaurant has been acquired by Abara.
- Continue to work with ministries throughout the presbytery. St Paul biggest feeder in tom green county. Fort Stockton, Seminole and Westminster all have active food distribution.
- Moderating Seminole/Andrews
- Meet regularly with EP Forum and Association of Mid Council Leaders and Texas Impact
- Weekly lectionary
- Several travel plans have been cancelled
- Continue to work with churches seeking pastors

Administrative Team Report

The report was presented by Jim Miles

The Administrative Team meets monthly

I. Matters of Information

A. Heard updates from liaisons from all vacant churches.

<u>Church</u>	<u>Liaison</u>	<u>Moderator</u>
Coahoma		Dennis Haralson
Divine Savior		Patty Lane
St Andrew		Lucretia Chew
Seminole/Andrews		Matt Miles
Alpine	Ann Hurt	Gary Dill
Ballinger		Jerry Boles
Good Shepherd, Sonora		Kathryn Morton
Pecos		Cindy Duke

First, Odessa
Grace, El Paso

Mary Beth Anton
John Nelsen

- B. Continue to supervise five candidates and inquirers. Those individuals are: Donna Hedicke; Christi Brennan; Hope Griffin; Lauren Heare Morris; Jen Fox.
- C. Continue to work with the Border Ministry Foundation
- D. Received the Treasurer's Report, Church Contribution Report and SRT investment report.
- E. Appointed Jimmy Stevens to serve on the Leadership Recruitment/Representation Team.
- F. Approved the Ministry Information form for Seminole/Andrews; Grace, El Paso; and FPC, Odessa.
- G. Approved scholarship grants for high school graduates.
- H. Received communication from Martha Miller (Educator Certification Committee) notifying the presbytery that Gretchen Smith has officially begun the process of endorsement as a Christian Educator.
- I. First call of Builders Fellowship (issued in April, 2021) was issued to St Andrew Presbyterian Church for repairs to roof. Call generated a total of \$6580. Second call was issued to First Presbyterian Church, Alpine for repairs/renovations to the church manse.
- J. Approved 2 scholarships for interested individuals to attend the Lombard Mennonite Peace Center Mediation Skills Training.
- K. Granted \$5000 from the Small Church Fund to FPC, Alpine for repairs to the manse.

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

- A. Examined, received and approved Terms of Call, pending the vote of the congregation, for the Rev. Bill Cotman to serve as pastor of First, Alpine effective January 1, 2022.
- B. Approved that the pastoral relationship between Holly Clark-Porter and Kaci Clark-Porter and Grace, El Paso be dissolved effective July 11, 2021 and status changed to Member at Large.
- C. Approved the Stated Supply Contract renewal between Rev Jerry Boles and FPC, Ballinger.
- D. Approved the Stated Supply Contract renewal between Rev Katherine Morton and Church of the Good Shepherd, Sonora.
- E. Approved that Alyssa Davenport-Herbst be moved to the status of inactive inquirer. To be revisited in one year.
- F. Dismissed Rev Bob Reno to Sierra Blanca Presbytery effective May 18, 2021.
- G. Status changed for Rev. Tracy Spencer-Brown to Member at Large effective March 31, 2021.
- H. Approved that the pastoral relationship between Kary Fry and Grace Chapel be dissolved effective August 31, 2021. Rev. Kary Fry was granted the status of Honorably Retired effective August 31, 2021.
- I. Dismissed Rev. Jobeth McLeod to Mission Presbytery effective August 4, 2021.
- J. Status changed for Rev. Hailey Malcolm to Member at Large effective June 30, 2022.

- K. Approved Ruling Elders authorized to administer the Lord's Supper in 2022: Bob Alexander, Jim Blischke, Bernie Coffee, Gary Elmquist, Randy Farmer, Dennis Haralson, Ann Hurt, T.C. Kincaid, Tom Koger, Bill Rose, Peggy Tharp, Bea Torres

III. Recommendations Requiring More Careful Consideration

- A. That the Presbytery Minimum Terms of Compensation for 2022 be approved.
(See Exhibit C).

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

- B. That (not to exceed \$15,000) be granted to FPC Alpine from the Small Church Fund to complete renovations to the church manse.

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

- C. That the 2022 Asking Budget for Presbytery be approved. (See Exhibit D).

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

- D. That the changes to the Manual of Operations be approved. (See Exhibit E).

It was MOVED AND CARRIED that Recommendation III.D be approved as a whole and in its parts.

Leadership Recruitment and Representation Team Report

Report was presented by Mary Beth Anton

I. Matters of Information

The Leadership Recruitment and Representation Team met via Zoom on September 1, 2021. 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 Leadership Recruitment and Representation Team is composed this year of 3 ruling elders and 1 teaching elder (2 males and 2 females) representing the 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 2021 (attached as Exhibit F).
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 LR&R Team 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 Leadership and Recruitment Team 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 6 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 the number of racial ethnic members within our churches is growing, 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 Mary Beth Anton, David Byrd, Becky Thomas, and Jimmy Stevens)

II. Matters of Routine Nature

None

III. Matters Requiring More Careful Consideration

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

Moderator – Bill Rose (RE, Grace, El Paso)

Moderator-Elect – TBD

- B. The LR&R Team also places in nomination the following persons, who have agreed to serve if elected, to the following positions:

Synod Commissioner: **TBD**

Synod Commissioner

2022 General Assembly Commissioners

Tim Gray, TE/University El Paso

Judy Sage, RE/Seminole

Charis Miles, Youth Advisory Delegate, Fort Davis

Alternates: **TBD**

Administrative Team

Class of 2022 (replace Holly Clark Porter)
Jim Miles, TE/Fort Stockton

Class of 2023
Kathryn Morton, TE/Sonora
Vacant

Pastoral Team

Class of 2022 (replace Tracy Spencer Brown)
Tim Davenport-Herbst, TE/San Angelo (St. Paul)

Class of 2023
John Wamsley, TE/Odessa
Ruling Elder: Cambri Allison (First, Odessa)

Vision and Outreach Team

Class of 2023
Allen Cross, TE/Big Spring
Ruling Elder: **TBD**

Permanent Judicial Team **TBD**

Class of 2024
Class of 2028

The floor was opened for nominations. Hearing none it was MOVED AND CARRIED that Recommendation III.A be approved. It was MOVED, SECONDED AND CARRIED that once positions are filled the moderator was authorized to make those appointments.

Vision and Outreach Team Report

The report was presented by John Nelsen and received as information.

The Vision and Outreach meets monthly.

I. Matters of Information

- A. Continue to work with the Border Ministry Foundation.
- B. Continue to work with churches to help develop their mission and vision.
- C. Nate Ledbetter began service as Border Coordinator beginning July 2, 2021.
- D. ~~Continue to work with the Border Ministry Foundation.~~
- E. Received updates on the presbytery mission projects.

Pastoral Team Report

The report was presented by Jinny Forbes.

The pastoral team meets monthly.

I. Matters of Information

- A. Received CRE report from Ann Hurt and Supply Pastor reports from Bernie Coffee, Jim Blischke, Bob Alexander, Mike Mills, Peggy Tharp
- B. Approved changes for the Pastoral Team Job Description and Pastoral Presbyter Job Description and forwarded them to the Administrative Team.
- C. The Pastoral Team approved small self-care grants for pastors and church professionals.
- D. Approved 2 scholarships for interested individuals to attend the Lombard Mennonite Peace Center Mediation Skills Training.
- E. Pastoral Team has begun planning for the next CRE/Supply Pastor Training to be held in the Fall.
- F. Synod Youth Workshop was held on July 14-16, 2021 with FPC, Odessa serving as a HUB site. A total of 17 youth and 5 adults attended. Synod Youth Workshop will be held on July 11-16, 2022 at the University of Tulsa.
- G. Youth Committee continues to take applications for the youth task force so that plans can begin for the 2022 TRYC youth retreat.
- H. Presbyterian Youth Triennium will be held July 24-27, 2022 in Indianapolis, IN. Theresa Wright will serve as registrar.
- I. Approved the addition of 2 youth alumni to the youth committee.
- J. A total of 13 scholarship were awarded for summer youth camps.
- K. Recognized graduating high school seniors.

II. Recommendations of a Routine Nature

None

III. Recommendations Requiring More Careful Consideration

That the Transgender Inclusion Policy for Youth Events be approved and added to the Presbytery Participant Protection Policy.

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

Next Meeting Site

The 120th Stated Meeting of the Presbytery of Tres Rios will be held on March 4, 2022.

Adjournment

There being no further business the meeting was adjourned at with prayer at 3:05p.m. by Bill Rose.

Respectfully Submitted,



Kay Long, Stated Clerk



Bill Rose, Moderator

Theresa Wright, Recording Clerk



Exhibit A
Docket
119th Stated Meeting
October 8, 2021
12:00 p.m. MDT – 1:00 p.m. CDT
(Meeting to be held by electronic means)
Nate Ledbetter, Guest Speaker

October 8, 2021

Registration and New Commissioners Briefing 11:30 a.m. MDT/12:30 p.m. CDT

Call to Order 12:00 p.m. MDT/1:00 p.m. CDT Cheryl Homsher

Instructions for meeting

Declaration of a Quorum

Introduction of Special Guests Cheryl Homsher

Opening Worship

Opening Music "Sanctuary"

Opening Sentences John Nelsen

Leader: Our help is in the name of the Lord,

People: **Maker of heaven and earth**

Leader: From Psalm 37 – Commit your way to the Lord; trust in God, who will deliver you. Your salvation will shine like light; your redemption like the noonday sun. Praise the Lord!

People: **The Lord's name be praised.**

Opening Song "I Will Follow"

Scripture and Message Nate Ledbetter – Presbyterian Border Coordinator Acts 8:26-40

Offering and Prayer Matt Miles

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. Please send offerings to the presbytery office at 1201 W Wall, Midland, TX 79701

Recognition of Rev. Kary Fry's retirement Cheryl Homsher

Lord, you have been our refuge from one generation to another.

Ps. 90:1-2

Before the mountains were brought forth, or the land and the earth were born, from age to age you are God.

Bless the Lord, O my soul and all that is within me, bless God's holy name. Ps. 103:1-5

Bless the Lord, O my soul, and forget not all God's benefits,

who forgives all your sins and heals all your infirmities;

who redeems your life from the grave and crowns you with mercy and loving-kindness;

who satisfies you with good things,

and your youth is renewed like an eagle's.

Kary Fry was ordained on October 16, 1983 by the Presbytery of Tres Rios. Kary began her service in Tres Rios Presbytery at FPC, Sterling City and continued to serve Trinity, Midland; First, Ballinger; First, San Angelo and since 2017 has served Grace Chapel in San Angelo.

Kary, you have completed your active service as a minister of the Word and Sacrament. Your sisters and brothers in this presbytery rejoice with you in the evidence of the Holy Spirit in your work. We thank God for your dedicated ministry in the church of Jesus Christ, and we praise God for the grace that has allowed your ministry to touch many lives. Now we come to mark with you the fulfillment of your calling, as the presbytery confers upon you the status, Honorably Retired. While we know this begins a time of rest and the enjoyment of other callings, we value the experience you have gained and the skills you have acquired throughout your years of ministry. Therefore, we welcome your continued participation in the life of the church, using your gifts in meaningful ways. You remain a colleague in ministry, and we will continue to seek your wisdom and your fellowship. Together with the whole church, you will find new opportunities to fulfill your baptismal calling, as one marked by the Holy Spirit, a disciple of Jesus Christ. May God continue to bring joy and peace to your life, just as you have blessed the Presbyterian Church with your ministry and the gospel of Jesus Christ.

Let us pray.

Eternal God, through all the years of our lives your love protects and guides us. By your Spirit you call us to varied ministries in the service of Jesus Christ. We praise you for your gifts to your servant Kary, for her faithful proclamation of your Word, her administration of the holy sacraments of Jesus Christ, and her pastoral care and leadership in the church. Grant to Kary time for refreshment and rest, reflection and rejoicing, and the fullness of your peace. Through your Holy Spirit bless each of us that we may remember the love of Jesus Christ which unites us in the service of our Lord. In the name of Christ we pray. Amen.

Closing Song

"10,000 Reasons"

Benediction

Nate Ledbetter

Stated Meeting Continues

Welcome to new members visitors, first time commissioners

Cheryl Homsher

Partial Report of the Stated Clerk - Motion to suspend Article IX of the Bylaws and Section 3.VI of the Manual of Operations to permit Stated Meetings conducted by electronic meetings

(Note: Bylaws requires 2/3 vote of the presbytery)

Adoption of the Docket	Kay Long
Omnibus Motion	Kay Long
Communications	Kay Long
Minutes Audit Task Force Report for March 6, 2021 Stated Meeting	
Election of Minutes Audit Task Force for October 8, 2021 Meeting	
Stated Clerk Report	
Partial Report of Leadership & Recruitment Team Report	Mary Beth Anton
Election/Installation of Moderator	
Recognition of Service to Presbytery and Divine Savior Presbyterian Church for Rev. Lucretia Chew HR, Rev. Patty Lane HR and Elder Jimmy Stevens	John Nelsen
Greetings from the Synod of the Sun	Valerie Young
Reports From:	
Vision and Outreach Presbyter	Matt Miles
Administrative Team	Jim Miles
Leadership Recruitment & Representation Team Report	Mary Beth Anton
2022 Asking Budget	
Revisions to Manual of Operation	
Vision & Outreach Team	John Nelsen
Pastoral Team	Jinny Forbes
Adjournment & closing prayer	Bill Rose

REPORT OF THE COMMISSION TO INSTALL

The Commission appointed by presbytery to install John Wamsley as [position] Pastor of the [church name] Westminster Presbyterian Church of [town] Odessa met at [time] 3:30p on [day, date] June 13, 2021 in the church.

The following members were present, constituting a quorum:

Teaching elders: Jim Miles, Cheryl Homsher, Jim Longstreet

Ruling Elders: Bobbie Duncan, DAN Calfee, Bernadette Coffee, Linda Meyee

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

The commission proceeded to the sanctuary and led the assembled congregation in worship. Jim Miles preached a sermon on the topic "COMMANDED TO" using as his/her text 1 John 4:15-21; 5:1. 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 Rev. Jim Longstreet. The commission members gave him/her the right hand of fellowship. The moderator declared that Rev. John Wamsley, a Minister of the Word and Sacraments was duly elected and installed as Pastor of the Westminster Presbyterian Church of Odessa, Texas. The charge to the minister was given by Bobbie Duncan. The charge to the congregation was given by Bernadette Coffee. After prayer and the singing of a hymn, the benediction was pronounced by the newly-installed minister. The congregation came forward to give him/her the right hand of fellowship.

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

Cheryl Homsher Moderator

Bernadette Coffee Clerk

PLEASE ATTACH A COPY OF WORSHIP BULLETIN

Exhibit C

Presbytery of Tres Rios Minimum Terms of Compensation

BACKGROUND;

The Presbytery of Tres Rios policy for minimum terms of compensation for ministers was last reviewed in 2011. At that time the median salary of all ministers as determined by the Board of Pensions was \$52,900. Tres Rios minimum terms for effective salary (cash & housing) were approved at \$34,787 which was 66% of the national median and in line with the policies of the other presbyteries in the Synod of the Sun..

Since 2011, the national median for effective salary has risen by thirteen percent (13%) or \$7,900 to \$60,800 in 2020, and the Board has determined median salary will be \$61,200 for 2021. The Consumer Price Index for the Southern Region has increased 25% over the nine year period.

The task force appointed by the Administrative Team to review presbytery's minimum effective salary researched the 2020 minimum compensation policies of the other ten presbyteries in the Synod of the Sun as compared to the national median, and while they range from the lowest at 56% to 91% in Palo Duro, the average of all the presbyteries is 71% . Tres Rios' current policy for minimum compensation of \$34,787 (57% of median) is among the lowest and is not in-line with other presbyteries in our region.

A guiding principal in setting the presbytery's minimum compensation has been not to price congregations out of full-time pastors. But in reviewing the current effective salaries of all ministers in the presbytery, it was found that all of our ministers in a full-time call are already above the proposed increase. All half-time ministers are at or above what the proposed half time minimum would be.

The Administrative Team respectfully recommends that the following new policy and minimum compensation terms be adopted.



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, 2022

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.

Minimum Effective Salary for 2022 - (70% of Median Salary \$62,100) \$ 43,470

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 – It is recommended that each congregation adopt a Personnel Policy that includes a provision for paid family leave.

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** – 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.
- 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, 2022, Board of Pensions Pastor's Participation Plan dues will remain at 37% but the breakdown for dues will be 8-1/2% for Pension, 27% Medical, 1% death & disability, .05% Temporary Disability.

- Board of Pensions coverage (**Pastor's Participation Plan**) (pension, medical, death & dismemberment) is required for all installed persons regardless of the number of hours worked. Employers may still choose to enroll any minister who works at least 20 hours per week in the Pastor's Participation Plan.
- Beginning in 2021, any minister who is not an installed pastor and is employed at least 20 hours per week is eligible for the Board of Pensions **Minister's Choice Plan**. The cost to employers is **10 percent** of effective salary. Ministers enrolled in Minister's Choice will have access to important assistance and education programs like CREDO, Minister Educational Debt Assistance, and Healthy Pastors, Healthy Congregations — all through Minister's Choice. They will also have access to Board University and grants through the Assistance Program.
- **Temporary Disability Plan** (new in 2021) will be included in the Board of Pensions Pastor Participation Plan and will also be available in the Minister's Choice 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. In addition to print-ready information on effective salary and current dues schedule, the Board has a dues calculator to assist in budgeting.

	Actual thru 08/31/21	Budget thru 8/30/21	Budget 2021	Asking Budget 2022	
Receipts					
Contributions from Churches					
For Presbytery	\$60,344	\$72,909	\$109,364	\$109,364	
For Synod	\$989	\$1,333	\$2,000	\$5,000	
For General Assembly	\$11,512	\$15,447	\$23,170	\$22,800	Based on per capita @ \$8.98/member for 2021 and 2022. 2580 members billed for 2021 2539 members billed for 2022
Total Church Contributions	\$72,845	\$89,689	\$134,534	\$137,164	
Other Income					
Interest Income	\$14	\$67	\$100	\$30	
Rent-Maranatha Church Property	\$4,000	\$4,000	\$6,000	\$6,000	
Rent-Maranatha Mobile Home	\$2,000	\$0	\$0	\$3,000	
Oil & Gas Royalties	\$1,875	\$1,667	\$2,500	\$2,500	Barstow & Trinity O&G royalties
Willie Hall Black Scholarship		\$0	\$0	\$0	
Donations		\$0	\$0	\$0	
Total Other Income	\$7,889	\$5,733	\$8,600	\$11,530	Actual consists of royalty income from Trinity & Barstow O&G properties
Transfers from Restricted Funds					
Operating Reserve Fund	\$20,000	\$38,911	\$58,367	\$94,410	Estimated amount needed to balance the budget.
Future Fund	\$94,634	\$116,817	\$175,225	\$175,225	Represents a spend rate of 6% which is within the guidelines approved at the June 2018 meeting.
Church Development	\$7,500	\$19,333	\$29,000	\$59,000	
Small Church Fund	\$0	\$0	\$0	\$30,000	
Camp Chimney Spring Funds					
BUILDERS Fellowship Calls	\$8,946	\$23,667	\$35,500	\$40,000	Includes support for all youth events, incl youth task force, Jr. High youth camps and provision for 2022 trennium. Total must be within the 5% spending level of CCS funds.
Scholarship Fund	(\$7,000)	\$1,467	\$2,200	\$3,000	
Total Transfers from Restricted Funds	\$124,080	\$25,024	\$300,292	\$401,635	
Total Receipts	\$204,814	\$36,952	\$443,426	\$550,329	

Presbytery of Tres Rios - Receipts and Disbursements

As of August 31, 2021

Expenditures	Actual	Budget	Budget	Budget
	thru 08/31/21		2021	2021
Support for Upper Gov Bodies				
Synod	\$989	\$1,333	\$2,000	\$5,000
General Assembly	\$11,512	\$15,447	\$23,170	\$22,800
Total Support for Upper Councils	\$12,501	\$16,780	\$25,170	\$27,800
Church Support and Mission Outreach				
Church Support:				
Nazareth Salary Support	\$10,000	\$10,000	\$15,000	\$15,000
Divine Savior Support			\$14,000	\$7,000
Other Church Support				\$7,000
Total Support to Churches	\$10,000	\$10,000	\$29,000	\$29,000
Mission Support:				
Project Vida	\$6,680	\$6,667	\$10,000	\$10,000
Project Vida Computer Grant	\$3,340	\$3,333	\$5,000	\$5,000
Pasos de Fe Y Esperanza	\$9,094	\$6,667	\$10,000	\$10,000
Bob Lewis Mission	\$1,000	\$667	\$1,000	\$1,000
Project Dignidad	\$1,000	\$667	\$1,000	\$1,000
Casa Hogar		\$0		\$500
Border Ministry Coordinator	\$1,000	\$667	\$1,000	\$1,500
Disaster Relief		\$6,667	\$10,000	\$10,000
Total Mission Support	\$22,114	\$25,333	\$38,000	\$39,000
Vision and Outreach Team Expense				
Meetings of Team & sub groups	\$444	\$3,333	\$5,000	\$5,000
Vision Presbyter Expense	\$350	\$3,333	\$5,000	\$5,000
Total Vision and Outreach Team	\$794	\$6,667	\$10,000	\$10,000
Total Church Support & Mission Outreach	\$32,908	\$42,000	\$77,000	\$78,000
Pastoral Care and Youth Programs				
Pastoral Care:				
Training-Commissioned Ruling Elder	\$0	\$1,467	\$2,200	\$3,000
Scholarships	\$0	\$0	\$0	\$0
Total Pastoral Care	\$0	\$1,467	\$2,200	\$3,000

\$3,000 funded from scholarship fund in 2019

Funded from Church Development fund

Each year for 3 years beginning in 2020

Funded from Future Fund

Presbytery of Tres Rios - Receipts and Disbursements

	Actual thru 08/31/21	Budget	Budget 2021	Budget 2021	
Youth Programs:					
Youth Task Force	\$2,043	\$9,333	\$14,000	\$14,000	Youth activities are funded by the CCS fund
Triennium	\$0	\$4,000	\$6,000	\$10,000	
Synod Youth Workshop	\$7,191	\$7,333	\$11,000	\$11,000	
Junior High Youth Camps	\$2,250	\$1,667	\$2,500	\$3,000	
Other Youth Projects	\$345	\$0	\$2,000	\$2,000	
Total Youth Programs	\$11,829	\$22,333	\$35,500	\$40,000	
Pastoral Team Expense:					
Meetings of Team & sub groups	\$215	\$1,000	\$1,500	\$1,500	
Pastoral Presbyter Expense	\$594	\$2,333	\$3,500	\$5,000	Funded from Future Fund
Total Pastoral Team	\$809	\$3,333	\$5,000	\$6,500	
Total Pastoral Care & Youth Programs	\$12,638	\$27,133	\$42,700	\$49,500	
Administration Expense					
Facilities:					
Building Janitorial	\$3,700	\$3,200	\$4,800	\$5,000	
Building Maintenance	\$3,863	\$2,000	\$3,000	\$5,000	
Building Utilities	\$3,200	\$3,533	\$5,300	\$5,000	
Insurance/Office & other facilities	\$11,008	\$6,000	\$9,000	\$13,000	
Maintenance of other facilities	\$89	\$667	\$1,000	\$1,000	Funded from Operating Reserve
Total Facilities	\$21,860	\$15,400	\$23,100	\$29,000	
Presbytery Office Expense:					
Communications	\$319	\$467	\$700	\$700	
Computer Operations	\$6,431	\$4,000	\$6,000	\$6,000	
Website	\$550	\$667	\$1,000	\$1,000	
Equipment Leases	\$7,816	\$6,667	\$10,000	\$11,400	New copier and postage meter leased in 2020
Equipment Maintenance	\$576	\$2,000	\$3,000	\$2,000	
Financial Review		\$5,667	\$8,500	\$8,500	Funded from Operating Reserve
Postage	\$1,206	\$1,333	\$2,000	\$2,000	
Supplies	\$1,670	\$3,000	\$4,500	\$4,000	
Telephone	\$5,234	\$4,667	\$7,000	\$7,000	
Taxes		\$0	\$0	\$100	
Van and storage	\$2,148	\$1,600	\$2,400	\$2,500	
Total Presbytery Office Expense	\$25,950	\$30,067	\$45,100	\$45,200	

Presbytery of Tres Rios - Receipts and Disbursements

As of August 31, 2021

	Actual thru 08/31/21	Budget	Budget 2021	Budget 2021	
Staff Expense:					
Office Manager Salary	\$33,991	\$33,983	\$50,975	\$50,975	5% increase proposed by Personnel Team (2021)
Office Manager Pens/Medical	\$8,959	\$12,574	\$18,861	\$18,861	
Office Manager Cont Ed	\$993	\$667	\$1,000	\$1,000	
Office Manager Expense	\$220	\$1,667	\$2,500	\$2,500	
Admin Presbyter/Stated Clerk Salary	\$25,000	\$25,000	\$37,500	\$37,500	Funded by Future Fund - increase to 25 hours
Admin Presbyter/Stated Clerk Expense		\$2,667	\$4,000	\$4,000	Funded by Future Fund
V&O Presbyter Salary	\$25,000	\$25,000	\$37,500	\$37,500	Funded by Future Fund - increase to 25 hours
V&O Presbyter BOP	\$8,496	\$9,250	\$13,875	\$13,875	Funded by Future Fund
V&O Presbyter Travel/Professional Exp	\$256	\$4,667	\$7,000	\$7,000	Funded by Future Fund
V&O Presbyter CE		\$533	\$800	\$800	Funded by Future Fund
Pastoral Presbyter Salary	\$18,750	\$25,000	\$37,500	\$37,500	Funded by Future Fund
Pastoral Presbyter BOP	\$7,358	\$9,833	\$14,750	\$14,750	Funded by Future Fund
Pastoral Presbyter Travel/Professional Exp	\$501	\$4,667	\$7,000	\$7,000	Funded by Future Fund
Pastoral Presbyter CE	\$2,300	\$1,533	\$2,300	\$800	Funded by Future Fund
Payroll Taxes	\$3,949	\$4,512	\$6,768	\$6,768	
Total Staff Expense	\$135,773	\$161,553	\$242,329	\$240,829	
Presbytery Meetings Expense:					
Meetings of Presbytery		\$2,667	\$4,000	\$4,000	
Meetings of Combined Teams	\$0	\$533	\$800	\$800	
Meetings of Presbytery Task Forces		\$333	\$500	\$500	
Presbytery "Big Event"	\$0	\$667	\$1,000	\$1,000	
Moderator Training	\$0	\$667	\$1,000	\$1,000	
GA Commissioner Training	\$0	\$0	\$0	\$600	
Travel/Denomination/BOP Events		\$3,000	\$4,500	\$4,500	Funded from Future Fund
Total Presbytery Meeting Expense	\$0	\$7,867	\$11,800	\$12,400	

	Actual thru 08/31/21	Budget	Budget 2021	Budget 2021
Administrative Team Expense:				
Meetings of Team and sub groups	\$1,315	\$667	\$1,000	\$2,000
Trustee Expense	\$3	\$1,000	\$1,500	\$1,500
Administrative Personnel Support	\$254	\$500	\$750	\$750
Candidate Eval/Travel	\$0	\$1,333	\$2,000	\$2,000
Grants to Churches - Alpine	\$0	\$0	\$0	\$60,000
Total Administrative Team	\$1,572	\$2,167	\$5,250	\$66,250
Standing Committees of Presbytery:				
Personnel Sub-Committee		\$333	\$500	\$500
Permanent Judicial Committee	\$0	\$400	\$600	\$600
Nominating and Representation	\$0	\$167	\$250	\$250
Total Standing Committee Expense	\$0	\$900	\$1,350	\$1,350
Total Administration Expense	\$185,155	\$217,953	\$328,929	\$395,029
Total Expenditures	\$243,202	\$303,866	\$473,799	\$550,329
Net Receipts over (under) Expenditures	(\$38,388)	(\$266,914)	(\$30,373)	\$0
Beginning of year surplus (deficit)	\$30,223	\$77,066	\$30,373	\$30,373
Transfers to Operating Reserve		\$0	\$0	\$0
End of year surplus	(\$8,165)	(\$189,848)	\$0	\$30,373

3 year grant beginning 2022 (funded by SCF & CDF)

Exhibit E

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. ADMINISTRATIVE 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.

Exhibit F
Prebytery of Tres Rios
2021 REPRESENTATION REPORT

TEAM COMMITTEE	CLASS	NAME	GENDER	AGE	ORDIN	RACE	CLUSTER	CONGREGATION
Administration								
Trustees								
	2021	Melanie Mathys	F	45-65	RE	White	El Paso	University, El Paso
	2021	Jim Miles	M	Over 65	TE	White	Mountain	First, Fort Stockton
	2022	Cheryl Truszkowski	F	45-65	RE	White	Permian	Grace, Midland
	2022	Vacant			TE		Concho	
Pastoral								
	2021	Jinny Forbes	F	45-65	RE	White	El Paso	University, El Paso
	2021	Tim Davenport-Herbst		45-65		White	Concho	St Paul, San Angelo
	2022	Connie Chapman	F	45-65	RE	Black	El Paso	Grace, El Paso
	2022	Vacant					?	
Vision & Outreach								
	2021	Ann Hurt	F	45-65	CRE	White	Mountain	First, Fort Stockton
	2021	Neal Locke	M	45-65	TE	White	El Paso	First, El Paso
	2022	Jeannie Holbrook	F	Over 65	RE	White	Permian	First, Odessa
	2022	John Nelsen	M	Over 65	TE	White	El Paso	University, El Paso
PJC								
	2022	Randy Gardner	M	45-65	RE	White	Concho	Grace Chpl, San Angelo
	2022	Donna Crafton	F	45-65	RE	White	El Paso	Grace, El Paso
	2022	Bart Medley	M	45-65	RE	White	Mountain	First, Fort Davis
	2024	Judia Foreman	F	Over 65	RE	White	Permian	Grace, Midland
	2024	Mary Beth Anton	F	45-65	TE	White	Permian	Member at Large
	2024	Gary Dill	M	Over 65	RE	White	Mountain	First, Marfa
	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	Timothy Gray	M	25-45	TE	White	El Paso	University, El Paso
Personnel								
	2020	Gary Dill	M	45-65	TE	White	Mountain	First, Marfa
	2020	Chris Laufer	F	45-65	RE	White	Permian	Grace, Midland
	2020	Randy Gardner	M	45-65	RE	White	Concho	Grace Chpl, San Angelo
Leadership Recruitment & Representation								
	2021	Becky Thomas	F	45-65	RE	White	Permian	First, Odessa
	2021	Jimmy Stevens	M	Over 65	RE	White	El Paso	University, EP
	2021	David Byrd	M	45-65	RE	White	Concho	Grace Chpl, San Angelo
	2021	Mary Beth Anton	F	45-65	TE	White	Permian	Member at Large
GA Commissioners								
	2020	Tracy Spencer Brown	F	45-65	TE	White	Permian	Member At Large
	2020	Bill Rose	M	45-65	RE	White	El Paso	Grace, El Paso
	2020	Tai Spain (YAAD)	F	18-25	RE	Asian/Pacific Islander	Concho	St Paul, San Angelo
Synod Commissioners								
	2022	Tracy Spencer Brown	F	45-65	TE	White	Permian	Member At Large
	2021	Bill Rose	M	45-65	RE	White	El Paso	Grace, El Paso
ORD/Exam Readers								
	2021	Tracy Spencer Brown	F	45-65	TE	White	Permian	Member At Large
	2021	Bill Rose	M	45-65	RE	White	El Paso	Grace, El Paso

Exhibit F
Prebytery of Tres Rios
2021 REPRESENTATION REPORT

TEAM COMMITTEE	CLASS	NAME	GENDER	AGE	ORDIN	RACE	CLUSTER	CONGREGATION
Moderator	2021	Cheryl Homsher	F	45-65	TE	White	Permian	Grace, Midland
Moderator Elect	2022	Judia Foreman	F	Over 65	RE	White	Permian	Grace, Midland
Pastoral Presbyter		Vacant						
V&O Presbyter		Matt Miles	M	45-65	TE	White	Mountain	FPC, Ft. Davis
Admin/Stated Clerk		Kay Long	F	Over 65	RE	White	Concho	St. Paul, SA

Recap

Teaching Elders - Female	4
Teaching Elders - Male	7
Ruling Elders - Female	11
Ruling Elders - Male	6
Lay -Female	0
Lay-Male	0

Exhibit G

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 Presbytery or their designee for a particular event to develop a written plan of action. In the event of an unforeseeable situation where a Minor or Vulnerable Adult requires over the counter medication during a Tres Rios event, a parent must be contacted before medication can be given by a Volunteer or otherwise provide the necessary consent in the Tres Rios Medical Information Form. This 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

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

CONTACT: _____, **PHONE:** _____

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

Signature Date

Printed Name

Background Check Authorization and Release

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

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

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

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

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

Please PRINT all information and Sign in BLUE INK

Signature: _____ Date: _____

Last Name: _____ Middle Name: _____ First Name: _____

Former Name: _____

Last Home Address: _____

City: _____ ZIP Code: _____

Date of Birth (Month/Day/Year): ____/____/____ Phone _____

Social Security Number: ____ - ____ - _____

Driver's License Number: _____ State: _____

Church/Ministry: _____

Address: _____

City: _____ ZIP Code: _____

Publicity Waiver and Release

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

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

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

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

Participant's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Youth Covenant

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

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

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

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

Participant Signature

Parent / Guardian Signature

Incident Report

DATE OF INCIDENT _____ TIME OF INCIDENT _____

NAME OF REPORTER _____ TITLE _____

NAME OF AFFECTED INDIVIDUAL(s): _____

AGE (S) OF AFFECTED INDIVIDUAL(s): _____

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

BRIEFLY DESCRIBE THE AFFECTED INDIVIDUAL'S Demeanor/APPEARANCE:

BRIEFLY DESCRIBE WHAT YOU WERE TOLD HAPPENED:

BRIEFLY DESCRIBE WHAT YOU WITNESSED FIRST-HAND:

WHAT ACTION DID YOU TAKE?

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

NAMES OF WITNESSES:

REPORT SUBMITTED TO: _____ Date/Time: _____

Signature of Reporter Date

Reporter's Printed Name

Tres Rios Volunteer Application Form

General Information

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

Background Information

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

Tell us of your faith journey:

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

What leadership roles have you held?

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

References (Please list three personal references)

Name: _____ Relationship: _____

Contact information: _____

Name: _____ Relationship: _____

Contact information: _____

Name: _____ Relationship: _____

Contact information: _____

Experience
(Please complete the two sections if applicable)

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

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

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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