

Fall/Annual 2019 Presbytery Meeting

October 25-26, 2019

Thursday, October 24

5:00-6:30	Registration Open	Hallway
6:30	General Council Meeting	

Friday, October 25

8:00-4:00	Registration Open	Hallway
8:00-Close	Exhibit Hall	Fellowship Hall

8:00 – Close	Prayer Room	Session Room
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9:00am	Presbytery Convenes	Sanctuary
	- Welcome and Introductions	Rev. Peter Crouch
	- Opening Motions	

9:30-3:00	Mission Doing Mission Projects	
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3:30pm	Worship	Sanctuary
4:30pm	Mission Co-Workers - Zambia Report	Charles & Melissa Johnson
4:45pm	Mission Co-Worker - Thailand Report	Sharon Bryant
5:00pm	Order of the Day – Commission on Ministry	Rev. Dan Fultz

Saturday, October 26

8:00am	Registration Open	Hallway
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8:30am	Meeting reconvened	Sanctuary
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- Opening Prayer

8:40am	Presbytery Business	
	- General Presbyter Report	Rev. Sallie Watson
	- General Council Report	Judy Ferguson
	- Stewardship & Fiscal Oversight Report	Rita Livingston
	- John Knox Ranch Report	Henry Owen
	- Committee on Representation & Participation Report	Kris Bair
	- Mission, Outreach & Justice Report	Tom O'Meara
	- Overture to General Assembly	Rev. Tricia Tedrow

9:45am	Order of the Day – Break	
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10:00am	Presbytery Business	
	- Committee on the Preparation for Ministry	Rev. Kathy Escandell

	- Trustees Report	Scott Russell
	- Synod of the Sun Greetings	Valerie Young
	- Pastoral Care Committee Report	Rev. Carol Rahn
	- Education & Congregational Nurture Report	Sandy Pinaire
	- Youth and Young Adult Advocate Report	Caitlin Supcoff
	- Youth Connection Committee Report	Rev. Katy Walters
	- Disaster Preparedness Directorate Report	Ed Sackett
11:00am	Installation of New Moderator Stacy Ikard	Rev. Peter Crouch
11:15am	Stated Clerk's Report	Rev. Tricia Tedrow
11:30am	Adjournment	Rev. Stacy Ikard

General Council Report to Mission Presbytery October, 2019 Meeting

Your General Council met for a full day at Madison Square Presbyterian Church in San Antonio, TX on September 28. We finished our study of the book by Tod Bolsinger, *Canoeing the Mountains: Christian Leadership in Uncharted Territory*. We reflected on the following statements: To keep your church/presbytery from dying:

- Focus on your own transformation together, not on your organization dying.
- Focus on the mountains ahead, not the rivers behind.
- Focus on continually learning, not on what is already mastered.

We would encourage you and your church to find the time to do some type of similar study and reflection.

The following items were brought in reports that you have in more detail in your presbytery packet:

- Approved the recommendation from the Committee on Representation and Participation that General Council mandate that all committees evaluate and rework, if necessary, the times and places of their meetings and to report their findings to the May meeting of General Council.
- Approved the 2020 Mission Presbytery (including John Knox Ranch) budget.
- Approved a recommendation to create a standing committee to be called the Disaster Preparedness Committee.
- Approved the recommendation to submit to presbytery an amendment to the Manual of Operations to include the chair of the Disaster Preparedness Committee on General Council. **General Council so moves.**
- Approved the guidelines for Disaster Preparedness and recommendation that all congregations use them.
- Approved the recommendation of the H M King Trustees that they revise their policies concerning interest-free loans for those churches who have experienced accidents, natural disasters, or other extraordinary circumstances.
- Approved the Growth Grant program of the Education and Congregational Committee.
- Heard a report from the Fiscal Oversight Committee that the 2018 audit is underway, and they hope to have a preliminary draft by the October presbytery meeting.
- Heard a report from the Human Resources Team that performance reviews of personnel have been done and that they are working on a revised personnel policy.

Respectfully submitted,
Judy Ferguson, Chair

Stewardship and Fiscal Oversight Committee

First Presbyterian Church, Victoria, Texas

October 25-26, 2019

STEWARDSHIP

Stewardship continues to send information on a monthly basis to the churches using email and USPS. Mission Outreach and Justice Committee, John Knox Ranch and Disaster Assistance coordinate mailing with Stewardship to keep churches from being overwhelmed with information. Stewardship will increase the amount of scholarships offered to those attending the Kaleidoscope (stewardship) conference and begin advertising the scholarship at the March Presbytery meeting.

Shared Mission Support has increased this year. THANK YOU! It would be great if we could get back to our 2015 giving level of \$450,000. Please consider giving if you haven't, continue giving if you are and then increase your giving. Mission Presbytery has a terrific staff and is doing many good works, all of which require your monetary support.

Stewardship meets monthly by conference call.

FISCAL OVERSIGHT

The decision was made to do a cash audit only. Ronny Armstrong, Atchley and Associates, made that proposal based on his examination of our needs. Jeanne Morgan, Mission Presbytery Accountant, Fred Gamble and Rita Livingston, Fiscal Oversight, agreed that approach made the most sense and would meet our needs. All the requested materials have been submitted to the auditing firm. Doing a cash audit is less expensive so we anticipate a savings of around \$5,000. The savings was not a consideration in choosing this option but rather is a wonderful outcome. We hope to have a draft report by the Presbytery meeting.

There are a few changes in the 2020 budget which General Council approved at their September 28, 2019 meeting.

- The Human Resources Team (HRT) recommended that the second year of increase to the Stated Clerk be implemented to bring her salary to a commensurate level with clerks of like size presbyteries.
- The salary of the General Presbyter was increased for the same reason.
- All staff received a 3% cost of living raise.
- Within HRT, a line item was added to fund travel for the Stated Clerk to General Assembly and to give the General Presbyter funds to use with the Commissioners.
- Stewardship was increased \$250 to allow for more substantial scholarships for the Kaleidoscope conference.
- Shared Mission Support was increased based on the increase in giving we have experienced this year.
- \$36,000 was allocated to John Knox Ranch as a precaution. It appears they will not need the \$80,000 allocated in 2019. The budget submitted (separate document) shows an anticipated surplus for 2020.
- There will be a review of the 2019 books during 2020 by Atchley and Associates. The anticipated cost is \$3,750. This was unintentionally omitted from the original budget.

Fiscal Oversight meets monthly in the Presbytery office with some members attending by Zoom.

Submitted by Rita Livingston, Chair, on behalf of the committee.

MISSION PRESBYTERY 2020 Budget

REPORT C.1

	2019 Budget & Actuals			2020 Budget
	Operating Funds	Other Funds Source	2019 Actuals thru Aug	Total Budget; Various Funding Sources
INCOME				
Shared Mission Support - Mission Presbytery 90% (GA 5% Synod 5%)	385,000		291,360	400,000.00
Needed from Reserves	108,325			58,750.00
Designated for 2017 Operating Budget*				-
Better Together Fund; Interest earned (SFO)		24,000	20,000	40,000.00
Korean Congregation Payments (Admin)		50,000		50,000.00
Odom Tech Designated trsfr (Admin)		2,400		3,600.00
Designated funds trsfr; Settlement Funds (COM) (COR)(SFO)(GC)(CPM)(MOJC)(PC)(PW)		48,950		31,950.00
Oil & Gas Revenues (TR)		4,000	3,000	4,000.00
Background Checks Reimbursements		1,300		1,300.00
Designated Funds trsfr; CDE Available funds (CDE)		211,900		215,900.00
Designated Funds trsfr, (TR)		6,000		6,000.00
Designated Funds CDE trsfr; Evangelist (Psnl)		85,000		89,800.00
Designated Funds trsfr; PDA Grant (Psnl)			50,600	99,400.00
Yoakum Rental Income (TR)		8,280	4,830	10,000.00
Mid-Winters Income		52,000		52,000.00
Total Income	493,325	493,830	369,790.00	1,062,700.00
EXPENSES			2019 Actual Expenses thru Aug	
Administrative		52,400	47,164	53,600.00
Church Development & Evangelism		215,900	6,193	215,900.00
Commision on Ministry		2,300	3,398	2,300.00
Committee on Preparation for Ministry		5,000	5,454	5,000.00
Committee on Representation & Nominations		600	60	600.00
Education/Congregational Nurture		750	587	750.00
General Council		3,200	2,286	3,200.00
H. M. King Trustees	100		418	100.00
Human Resources Team	397,475	85,000	298,679	574,100.00
John Knox Ranch	60,000		936	36,000.00
Mission Outreach & Justice	24,000	36,000	18,641	42,000.00

Trustees		14,280	8,482	20,000.00
Pastoral Care Committee		100	3,368	100.00
Presbyterian Women		1,800	-	1,800.00
Stewardship & Fiscal Oversight	750	500	82	3,250.00
Better Together Fund Grants (SFO) *Designated funds		24,000		24,000.00
Youth Ministry	11,000	52,000	83,127	64,000.00
Better Together growth				16,000.00
Total Expenses	493,325	493,830	478,876	1,062,700.00
Net	-	-	(109,085.84)	-

John Knox Ranch				
Analysis of Revenues & Expenses - Detail				
January to July 2019				
		JOHN KNOX RANCH		
Headings and Account	2019 Actual	2019 (58% complete July)	Annual Budget (2019)	Budget (2020)
Revenues				
404-01 - Gfts - Designated Scholarships	\$ 12,992	\$ 45,545	\$ 80,000	\$ 15,000
405-01 - Gifts - Designated	\$ 1,250	\$ 110,618	\$ -	
406-01 - Gifts - Undesignated	\$ 64,483	\$ 32,390	\$ -	\$ 85,000
407-01 - Gifts - Site Maintenance	\$ 2,900	\$ -	\$ -	
408-01 - Interest Income	\$ 1	\$ 32	\$ -	
411-03 - Registrations - Meals non-summer	\$ 6,642	\$ 9,205	\$ -	\$ 10,000
412-03 - Registrations - Programming	\$ 7,979	\$ 4,499	\$ -	\$ 5,000
419-01 - Camp Store Income	\$ -	\$ 5,341	\$ -	\$ 8,000
419-02 - Camp Store Tax	\$ -	\$ 109	\$ -	
424-02 - Registrations - Day Camp	\$ -	\$ 87		
426-02 - Registrations - Resident Camps	\$ 137,881	\$ 176,700	\$ 205,500	\$ 190,000
467-03 - Rentals - Whole Ranch	\$ 70,575	\$ 56,742	\$ 115,000	\$ 90,000
475-00 - Misc. Income	\$ 615,157	\$ 3,618	\$ 30,000	
Total Revenues	\$ 919,860	\$ 444,886	\$ 430,500	\$ 403,000
Expenses			\$ -	
502-01 - Advertising/Marketing Expense	\$ 492	\$ -	\$ -	
503-01 - Books, Subscriptions	\$ 13	\$ -	\$ -	
506-01 - Bank Fees	\$ 3,767	\$ 213	\$ -	
507-01 - Business Expense-Ser. Chgs	\$ 4,852	\$ 3,827	\$ -	
512-00 - Depreciation Expense	\$ 39,273	\$ -	\$ -	
515-01 - Employee Benefit/Insurance	\$ 23,625	\$ 5,072	\$ -	
517-01 - Equipment Maintenance	\$ 2,016	\$ 3,590	\$ -	
518-01 - Equipment Rental	\$ 5,086	\$ 2,451	\$ -	
519-01 - Camp Store	\$ -	\$ 14,203	\$ -	
520-01 - Fuel/Gas	\$ 3,417	\$ 1,540	\$ 5,000	\$ 5,000
522-01 - Technology/Software	\$ 6,597	\$ 2,948	\$ 6,500	\$ 6,000

522-02 - Insurance	\$ 16,114	\$ 2,986	\$ 24,000	\$ 6,000
525-01 - Interest on Loans	\$ 1,175	\$ 91	\$ 1,060	
526-01 - Membership Dues & Fees	\$ 1,852	\$ 2,695	\$ 2,900	\$ 3,000
527-01 - Mileage Reimbursement	\$ 41	\$ 1,462	\$ -	\$ 3,000
527-02 - Misc.	\$ 443	\$ 3,567	\$ -	\$ 3,000
528-01 - Payroll Taxes FICA	\$ 11,843	\$ 2,966	\$ 10,000	\$ 5,000
529-01 - Payroll Taxes Medicare	\$ 2,745	\$ -	\$ 4,000	
530-01 - Board of Pensions	\$ -	\$ 9,913	\$ -	\$ 40,000
530-02 - Dependent Care	\$ -	\$ (577)	\$ -	
531-01 - Paychex Fees	\$ -	\$ 561	\$ -	\$ 1,000
532-01 - Printing & Copying	\$ 302	\$ -	\$ -	
533-01 - Postage, Shipping, Delivery	\$ 71	\$ -	\$ -	
534-01 - Propane	\$ 3,028	\$ 2,896	\$ -	\$ 4,000
535-01 - Property Taxes	\$ (26)	\$ 209	\$ 4,000	\$ 250
536-01 - Advertising/Marketing	\$ 6,116	\$ 13,006	\$ -	
540-01 - Salaries & Wages - Director	\$ 61,997	\$ -	\$ -	
541-03 - Salaries & Wages	\$ -	\$ 53,522	\$ -	
542-01 - Salaries & Wages - Office	\$ 51,339	\$ 12,539	\$ 206,000	\$ 140,000
543-02 - Salaries & Wages-Programming Asst	\$ 516	\$ -	\$ -	
543-03 - Salaries & Wages-Programming nonsum	\$ 1,566	\$ -	\$ -	
544-01 - Salaries & Wages - Site Manager	\$ 27,652	\$ -	\$ -	
544-02 - Salaries & Wages - Site Maintenance	\$ 6,650	\$ -	\$ -	
545-02 - Salaries & Wages - Counselors	\$ 39,712	\$ 1,450	\$ 46,000	\$ 50,000
545-03 - Salaries & Wages-Counselors nonsumm	\$ 4,575	\$ -	\$ -	
546-02 - Salaries & Wages - Contract Labor	\$ -	\$ -	\$ 8,000	\$ 5,000
549-03 - Salaries & Wages-Housekeeping	\$ 810	\$ -	\$ -	
550-01 - Site Maintenance-Buildings	\$ 23,050	\$ 28,211	\$ 45,000	\$ 40,000
551-01 - Site Maintenance-Grounds	\$ 1,373	\$ 20,735	\$ -	
552-01 - Site Maintenance - Water/Pool	\$ 7,845	\$ 26,451	\$ -	
554-01 - Site Maintenance: Water	\$ 601	\$ 3,015	\$ -	
555-01 - Site Maintenace: Decor	\$ -	\$ 1,762	\$ -	
565-01 - Staff Recruitment/Training	\$ 3,733	\$ 2,675	\$ -	
566-01 - Staff Appreciation	\$ 19	\$ 519	\$ -	
571-01 - Supplies - Cleaning	\$ 198	\$ 540	\$ -	

573-02 - Supplies - Food - Summer	\$ 25,285	\$ 15,340	\$ 30,000	\$ 30,000
573-03 - Supplies - Food nonsummer	\$ 6,556	\$ 3,325	\$ 5,000	\$ 5,000
574-02 - Supplies - Kitchen - Summer	\$ 471	\$ 1,499	\$ -	
574-03 - Supplies - Kitchen non summer	\$ 219	\$ -	\$ -	
575-02 - Supplies - Leadership	\$ 105	\$ -	\$ -	
576-02 - Supplies - LID Camps	\$ 6,500	\$ -	\$ -	
577-02 - Supplies - Medical	\$ 3,681	\$ 8	\$ -	
579-01 - Supplies - Office	\$ 2,477	\$ 2,143	\$ 14,500	\$ 5,000
579-02 - Supplies - Office - Summer	\$ -	\$ 14	\$ -	
579-03 - Supplies - non summer	\$ -	\$ 152	\$ -	
585-02 - Supplies - Programming	\$ 3,510	\$ 5,401	\$ 35,000	\$ 8,000
585-03 - Supplies - Programming nonsummer	\$ 183	\$ -	\$ 1,000	
588-02 - Supplies - T-Shirts	\$ 3,091	\$ -	\$ -	
589-02 - Supplies - Summer Camp - All	\$ 2,109	\$ 5,696	\$ -	
592-02 - User Insurance	\$ 1,343	\$ -	\$ -	
593-01 - Utilities	\$ 31,091	\$ 15,877	\$ 32,000	\$ 18,000
595-01 - Vehicle Maintenance	\$ 1,643	\$ 2,490	\$ 4,000	\$ 4,000
Total Expenses	\$ 452,740	\$ 276,982	\$ 483,960	\$ 381,250
Net Total	\$ 467,119	\$ 167,904	\$ (53,460)	\$ 21,750

CITY	CHURCH	Members as of 12.31.18	2019 Shared Mission Support						2019 SPECIAL OFFERINGS							Total
			GENERAL (1)	MSN PBY (3)	SYNOD (4)	GA (2)	Total PRES'N Benevolence	PER CAPITA (8)	JOY (20)	OGHS (22)	PEACEMKG GA (2/3) (24)	PEACEMKG MP (1/3) (25)	PENTECOST (26)	THEOLOG. EDUC. (28)	Misc Gift	
Adamsville	FPC	5					-									\$ -
Alice	FPC	40	7,083.34				7,083.34								1,000.00	\$ 8,083.34
Austin	Central PC	420	11,523.75				11,523.75	3,759.00							1,000.00	\$ 16,282.75
Austin	Covenant PC	1,689	10,000.00				10,000.00	17,237.70								\$ 27,237.70
Austin	El Buen Pastor	65					-	581.75								\$ 581.75
Austin	Faith PC	136	500.00				500.00	1,208.25	1,373.00	934.21	230.00	115.00	250.00			\$ 4,610.46
Austin	FPC	435	7,000.00	1,425.78			8,425.78		2,385.37	2,830.36			1,853.40			\$ 15,494.91
Austin	Genesis PC	33		50.00			50.00	393.80	199.90	153.00			134.25			\$ 930.95
Austin	Hope PC	425	3,308.00				3,308.00	4,841.95	820.00	747.00				49.00	1,843.00	\$ 11,608.95
Austin	Hyde Park PC	64					-	537.00		276.05			30.00			\$ 843.05
Austin	Korean PC	-					-									\$ -
Austin	New Covenant	45	3,200.00				3,200.00	347.85								\$ 3,547.85
Austin	PC Lake Travis	78					-		227.00	1,528.92			403.80		668.00	\$ 2,827.72
Austin	Shepherd of the Hills	582	13,230.00				13,230.00	3,078.80					160.00		490.00	\$ 16,958.80
Austin	St. Andrew's	359	1,922.00				1,922.00	3,401.00								\$ 5,323.00
Austin	St. John's PC	61	1,200.00				1,200.00	537.00	440.00				100.00		25.00	\$ 2,302.00
Austin	Taiwanese	99					-									\$ -
Austin	University PC	515	19,952.67				19,952.67	4,475.00	2,020.00	2,650.24			760.00		1,200.00	\$ 31,057.91
Austin	Westlake Hills	1,900	20,000.00				20,000.00	18,159.55		14,678.02					3,300.00	\$ 56,137.57
Austin	Westminster	643	12,000.00				12,000.00	6,077.05	1,088.00	2,505.74			847.50		2,250.00	\$ 24,768.29
Beeville	FPC	138	3,965.12			502.24	4,467.36	1,208.25	531.00	454.62			295.00		1,349.11	\$ 8,305.34
Boerne	St. Mark PC	309	1,000.00	1,000.00			2,000.00	3,418.90	1,159.00	1,915.00			402.00		1,000.00	\$ 9,894.90
Brady	Brady PC	30					-									\$ -
Brownsville	FPC	113					-	1,029.25								\$ 1,029.25
Brownsville	Primera Iglesia	83					-									\$ -
Brownsville	San Pablo PC	-					-									\$ -
Burnet	Burnet PC	53					-	563.85								\$ 563.85
Canyon Lake	Canyon Lake PC	89	1,500.03				1,500.03	796.55	835.00	25.00						\$ 3,156.58
Cheapside	Cheapside PC	11					-	98.45								\$ 98.45
Collegeport	FPC	28	500.00				500.00	259.55	300.00	300.00						\$ 1,359.55
Copperas Cove	FPC	67					-	600.00	696.00	585.00			357.00		445.00	\$ 2,683.00
Corpus Christi	El Divino Salvador	70	2,400.00				2,400.00	626.50	225.00	275.00						\$ 3,526.50
Corpus Christi	Faith Community	78					-	635.45								\$ 635.45
Corpus Christi	FPC	-					-									\$ -
Corpus Christi	Grace PC	250	4,921.64				4,921.64	2,238.00		200.00						\$ 7,359.64
Corpus Christi	Island PC	87					-	841.30								\$ 841.30
Corpus Christi	Jackson Woods	119	1,973.16				1,973.16	1,127.70	-	180.00						\$ 3,280.86
Corpus Christi	Korean PC	65					-									\$ -
Corpus Christi	Parkway PC	413	6,304.00				6,304.00	3,759.00	1,438.00	1,739.28			503.00			\$ 13,743.28
Cotulla	FPC	5	500.00				500.00	44.75								\$ 544.75
Cuero	FPC	117					-	1,047.15	119.38	292.22			470.62			\$ 1,929.37
Del Rio	FPC	112					-									\$ -
Dripping Springs	Dripping Springs PC	368					-	3,105.65								\$ 3,105.65
El Campo	FPC	115	100.00				100.00	1,136.65	543.00	255.00						\$ 2,034.65
Elgin	FPC	86	5,000.00				5,000.00	769.70	482.00	417.00						\$ 6,668.70
Fredericksburg	Memorial PC	55		750.00			750.00	438.55	1,822.95	485.00				750.00	2,250.00	\$ 6,496.50
Georgetown	FPC	569	32,431.00	7,067.00	200.00		39,698.00	5,128.38	2,611.11	4,420.03					3,550.00	\$ 55,407.52

CITY	CHURCH	Members as of 12.31.18	2019 Shared Mission Support						2019 SPECIAL OFFERINGS							Total
			GENERAL (1)	MSN PBY (3)	SYNOD (4)	GA (2)	Total PRES'N Benevolence	PER CAPITA (8)	JOY (20)	OGHS (22)	PEACEMKG GA (2/3) (24)	PEACEMKG MP (1/3) (25)	PENTECOST (26)	THEOLOG. EDUC. (28)	Misc Gift	
Georgetown	San Gabriel	218	7,500.00				7,500.00	1,924.25	1,541.00		13.33	6.67	797.00	1,500.00	8,462.50	\$ 21,744.75
Giddings	FPC	63	4,000.00				4,000.00	563.85	50.00	330.00				500.00	2,000.00	\$ 7,443.85
Goliad	Goliad PC	49	1,000.00				1,000.00	877.10	150.00	500.00						\$ 2,527.10
Gonzales	Gonzales PC	117					-		548.00				475.00		2,000.00	\$ 3,023.00
Gonzales/Smiley	Pilgrim	21					-									\$ -
Harlingen	Second PC	19					-	170.05								\$ 170.05
Harlingen	Treasure Hills	208	4,000.00				4,000.00									\$ 4,000.00
Harper	Harper PC	42					-									\$ -
Helotes	Forest Hills	130	880.00	380.00	40.00		1,300.00	1,163.50	485.00	667.98			258.00	25.00	75.00	\$ 3,974.48
Junction	FPC	143	3,750.00	175.00			3,925.00	1,279.85	888.00	289.00					2,491.70	\$ 8,873.55
Karnes City	FPC	46					-	429.60								\$ 429.60
Kerrville	FPC	547	3,250.00				3,250.00		5,649.00				5,881.33			\$ 14,780.33
Kingsville	FPC	130	2,000.00	250.00			2,250.00	1,118.75		398.00						\$ 3,766.75
Kingsville	Gethsemane	31	350.00				350.00									\$ 350.00
La Feria	New Hope PC	33	1,761.00		New Hope PC		1,761.00	767.35	142.00	158.00			102.00		73.00	\$ 3,003.35
La Grange	FPC	133	5,400.00				5,400.00	1,190.30	540.00						279.50	\$ 7,409.80
Lago Vista	Rolling Hills	62	359.18				359.18	554.90								\$ 914.08
Lampasas	FPC	78	4,000.00				4,000.00	698.10	1,178.00	2,244.00					834.50	\$ 8,954.60
Laredo	Sinai PC	90					-	447.50								\$ 447.50
Leander	Leander PC	59	1,350.00				1,350.00	528.05	265.00	175.00						\$ 2,318.05
Leander	Live Oak PC	-	1,128.58				1,128.58									\$ 1,128.58
Llano	FPC	13					-	116.35								\$ 116.35
Lockhart	Faith/Fe PC	40					-	358.00								\$ 358.00
Lockhart	FPC	39					-	349.05	17.00						200.00	\$ 566.05
Luling	FPC	23	1,100.00				1,100.00	205.85	375.00	180.00			67.20		100.00	\$ 2,028.05
Marble Falls	St. Andrew PC	72					-	644.40								\$ 644.40
McAllen	Bethania	38					-									\$ -
McAllen	First Korean	46					-									\$ -
McAllen	FPC	131	5,000.00				5,000.00	2,300.15	308.00	740.00			348.00		1,000.00	\$ 9,696.15
Menard	FPC	27					-									\$ -
Mercedes	FPC	36	375.00				375.00	322.20	235.00	60.00						\$ 992.20
Mission	FPC	244	1,000.00				1,000.00	1,839.74	-	361.69						\$ 3,201.43
New Braunfels	Community Fel.	104	600.00				600.00	100.00								\$ 700.00
New Braunfels	FPC	74					-									\$ -
New Braunfels	New Braunfels PC	498	2,783.75				2,783.75	4,430.25	794.00	1,120.00					8,466.25	\$ 17,594.25
Palacios	FPC	64	4,000.00				4,000.00		535.00	805.00						\$ 5,340.00
Pipe Creek	Pipe Creek PC	70					-	1,288.80	125.00	732.00	15.33	7.67	292.00			\$ 2,460.80
Pleasanton	FPC	19	2,052.33				2,052.33	179.00								\$ 2,231.33
Port Aransas	Community PC	126	1,224.53				1,224.53									\$ 1,224.53
Port Lavaca	FPC	72	1,400.00				1,400.00	814.45	375.00		98.00	49.00				\$ 2,736.45
Port Lavaca	Six Mile PC	11					-									\$ -
Portland	FPC	35					-									\$ -
Refugio	FPC	39	150.00	1,200.00			1,350.00	349.05								\$ 1,699.05
Robstown	FPC	-					-									\$ -
Rockport	FPC	231	10,416.00				10,416.00	2,103.25	403.00	1,125.00			70.80		4,106.20	\$ 18,224.25
Rocksprings	FPC	35					-									\$ -
Round Rock	Grace PC	268	8,770.00				8,770.00	2,353.85								\$ 11,123.85

CITY	CHURCH	Members as of 12.31.18	2019 Shared Mission Support						2019 SPECIAL OFFERINGS							Total
			GENERAL (1)	MSN PBY (3)	SYNOD (4)	GA (2)	Total PRES'N Benevolence	PER CAPITA (8)	JOY (20)	OGHS (22)	PEACEMKG GA (2/3) (24)	PEACEMKG MP (1/3) (25)	PENTECOST (26)	THEOLOG. EDUC. (28)	Misc Gift	
Round Rock	Round Rock PC	143	-				-	1,306.70	420.00	641.52						\$ 2,368.22
San Antonio	Alamo Heights	362	1,500.00				1,500.00	3,239.90								\$ 4,739.90
San Antonio	Beacon Hill PC	-	-				-									\$ -
San Antonio	Boldtville	113	430.00				430.00	1,091.90	504.00						600.00	\$ 2,625.90
San Antonio	Covenant PC	309	10,500.00				10,500.00			990.00					1,091.00	\$ 12,581.00
San Antonio	Crestholme	24					-	214.80								\$ 214.80
San Antonio	Cross Roads (John Calvin)	176					-	1,458.85	990.00		330.00	165.00				\$ 2,943.85
San Antonio	Divine Redeemer	122	1,635.50				1,635.50	2,604.45	466.00	553.65			405.00		163.77	\$ 5,828.37
San Antonio	Emmanuel	63					-	487.00	107.00							\$ 594.00
San Antonio	First Korean	118	3,200.00	300.00			3,500.00	1,056.10	500.00							\$ 5,056.10
San Antonio	Good Shepherd	42					-									\$ -
San Antonio	Grace PC	56	600.00				600.00	483.30	535.00	1,000.00			177.00			\$ 2,795.30
San Antonio	Holy Trinity	289	3,750.00	1,950.00			5,700.00	2,667.10	1,082.00	962.00	168.67	84.33			2,450.00	\$ 13,114.10
San Antonio	Los Angeles Heights	34	300.00				300.00	375.90	217.00	195.00			140.00		52.50	\$ 1,280.40
San Antonio	Madison Square	137	11,555.00				11,555.00	1,512.55	1,846.00	275.84			100.00			\$ 15,289.39
San Antonio	Northminster	193	1,200.00				1,200.00	863.68								\$ 2,063.68
San Antonio	Northwood	144	4,800.00				4,800.00	1,566.25		271.00					6,300.00	\$ 12,937.25
San Antonio	Oak Hills	216	1,000.00				1,000.00	1,933.20	565.00	513.00				200.00	1,115.00	\$ 5,326.20
San Antonio	Pilgrim	42					-	402.75	295.00	171.02						\$ 868.77
San Antonio	San Pedro PC	640	4,125.00				4,125.00	11,438.10								\$ 15,563.10
San Antonio	St. Andrew PC	145	2,000.00				2,000.00	1,297.75	546.00	1,163.00					631.00	\$ 5,637.75
San Antonio	University PC	324	16,425.00				16,425.00	2,899.80	1,705.00	1,270.00			757.80	1,650.00		\$ 24,707.60
San Benito	FPC	63					-	581.75								\$ 581.75
San Benito	Iglesia Getsemani	23					-	123.00								\$ 123.00
San Marcos	FPC	187					-	2,022.70	301.20							\$ 2,323.90
San Marcos	Memorial PC	63	1,464.00				1,464.00									\$ 1,464.00
San Saba	FPC	-					-									\$ -
Schulenberg	St. Paul's PC	48					-									\$ -
Seguin	FPC	143					-		273.00	835.00			10.00			\$ 1,118.00
Sinton	Sinton PC	12					-	107.40								\$ 107.40
Smithville	FPC - Smithville	70					-	581.75								\$ 581.75
Taft	FPC	35					-									\$ -
Taylor	Everlasting Hope	37					-	259.55								\$ 2

CITY	CHURCH	Members as of 12.31.18	2019 Shared Mission Support						2019 SPECIAL OFFERINGS							
			GENERAL (1)	MSN PBY (3)	SYNOD (4)	GA (2)	Total PRES'N Benevolence	PER CAPITA (8)	JOY (20)	OGHS (22)	PEACEMKG GA (2/3) (24)	PEACEMKG MP (1/3) (25)	PENTECOST (26)	THEOLOG. EDUC. (28)	Misc Gift	Total
INDIVIDUAL GIFTS			3,431.00	4,415.00			7,846.00		175.00	45.00					4,416.82	\$ 12,482.82
TOTAL GIFTS			331,145.96	20,462.79	240.00	502.24	352,350.99	169,954.23	46,353.91	56,863.39	855.33	427.67	16,447.70	5,139.50	69,603.60	\$ 717,996.32
		20,853														\$ -
Mission Pby 90%			298,031.36	20,462.79			318,494.15			56,863.39		427.67				\$ 375,785.21
Synod 5%			16,557.30		240.00		16,797.30									\$ 16,797.30
GA 5%			16,557.30			502.24	17,059.54	169,954.23	46,353.91	56,863.39	855.33		16,447.70	5,139.50		\$ 312,673.60
															69,603.60	\$ 69,603.60

Mission Presbytery
Analysis of Revenues & Expenses - Detail
January to September 2019

Note: The Report Option to include Open Transactions is selected.

Accounts	YTD Actual (This Year)	Annual Budget (This Year)	Annual Budget (Last Year)
Revenues			
Shared Mission Support			
4000-01 - Shared Mission Support - Admin	\$0.00	\$0.00	\$50,000.00
4000-03 - Shared Mission Support - JKR	\$24,392.43	\$60,000.00	\$86,000.00
4000-10 - Shared Mission Support - CDE	\$0.00	\$0.00	\$1,000.00
4000-20 - Shared Mission Support - COM	\$0.00	\$0.00	\$1,000.00
4000-25 - Shared Mission Support - CPM	\$0.00	\$0.00	\$5,200.00
4000-30 - Shared Mission Support - CORP	\$0.00	\$0.00	\$600.00
4000-40 - Shared Mission Support - ECN	\$0.00	\$0.00	\$1,200.00
4000-50 - Shared Mission Support - GC	\$0.00	\$0.00	\$4,000.00
4000-52 - Shared Mission Support - HR	\$161,589.71	\$397,475.00	\$390,000.00
4000-60 - Shared Mission Support - HMKing	\$40.65	\$100.00	\$100.00
4000-65 - Shared Mission Support - MOJC	\$12,006.97	\$24,000.00	\$15,000.00
4000-75 - Shared Mission Support - PC	\$0.00	\$0.00	\$1,300.00
4000-80 - Shared Mission Support - PW	(\$1,104.83)	\$0.00	\$1,600.00
4000-90 - Shared Mission Support - SFOC	\$304.91	\$750.00	\$500.00
4000-95 - Shared Mission Support- TR	\$0.00	\$0.00	\$100.00
4000-98 - Shared Mission Support - Youth	\$4,471.95	\$11,000.00	\$11,000.00
Total Shared Mission Support	\$201,701.79	\$493,325.00	\$568,600.00
Broadway Building			
4075-02 - Baumberger Endowment (#300)	\$19,233.00	\$0.00	\$0.00
4077-02 - Affinity Capital L.P. (#301)	\$9,801.00	\$0.00	\$0.00
4080-02 - Cynthia Diaz De Leon (#218)	\$20,321.00	\$0.00	\$0.00
4082-02 - Fleming, CPA (#217)	\$14,930.00	\$0.00	\$0.00
4091-02 - Moseley/Brandt (#224)	\$3,682.00	\$0.00	\$0.00
4092-02 - INACTIVE Ransom/Sable Explor #220	\$1,007.00	\$0.00	\$0.00
4093-02 - Esquivel Machowski (#220)	\$9,554.95	\$0.00	\$0.00
4095-02 - JKW Partners/Liquid Asset (#219)	\$5,566.00	\$0.00	\$0.00
4096-02 - Takett Chiropractor (#222)	\$4,505.00	\$0.00	\$0.00
4097-02 - Terrazas (#215)	\$5,552.00	\$0.00	\$0.00
4100-02 - Dr. Wooten (#216)	\$5,454.00	\$0.00	\$0.00
4101-02 - Alliance\ Psychology Specsls (#233)	\$4,849.00	\$0.00	\$0.00
4103-02 - Rosalyn L. Womack (#228)	\$3,087.00	\$0.00	\$0.00
4104-02 - Gershenhorn & Karcher (#302)	\$1,108.00	\$0.00	\$0.00
4105-02 - !00 Club (#229)	\$580.00	\$0.00	\$0.00
Total Broadway Building	\$109,229.95	\$0.00	\$0.00
Conference/Event Fees			
4690-75 - Seminar/Retreat Fees - PC	\$630.00	\$0.00	\$0.00
4985-98 - Youth -Special Events fees	\$100.00	\$0.00	\$0.00
4989-98 - Youth - Midwinter Conference Fees	\$54,660.00	\$0.00	\$0.00
4990-98 - Youth @ Presbytery Fees	\$630.00	\$0.00	\$0.00
4995-98 - Youth - Triennium Fees	\$19,643.25	\$0.00	\$0.00
Total Conference/Event Fees	\$75,663.25	\$0.00	\$0.00
Gifts & Grants			
4301-03 - Gifts - JKR	\$853.96	\$0.00	\$0.00
4315-95 - Gift:Oil/Gas Revenue-TR	\$4,561.85	\$0.00	\$0.00
4560-10 - Settlement Fund Grant - CDE	\$0.00	\$0.00	\$119,000.00
4560-20 - Settlement Fund Grant - COM	\$0.00	\$0.00	\$10,255.00
4560-25 - Settlement Fund Grant - CPM	\$0.00	\$0.00	\$12,000.00
4560-30 - Settlement Fund Grant - CORP	\$0.00	\$0.00	\$2,400.00
4560-40 - Settlement Fund Grant - ECN	\$0.00	\$0.00	\$30,000.00
4560-45 - Settlement Fund Grant - FOC	\$0.00	\$0.00	\$1,200.00
4560-50 - Settlement Fund Grant - GC	\$0.00	\$0.00	\$29,200.00

Mission Presbytery
Analysis of Revenues & Expenses - Detail
January to September 2019

Note: The Report Option to include Open Transactions is selected.

Accounts	YTD Actual (This Year)	Annual Budget (This Year)	Annual Budget (Last Year)
4560-52 - Settlement Fund Grant - HR	\$0.00	\$0.00	\$1,200.00
4560-60 - Settlement Fund Grant - HMK	\$0.00	\$0.00	\$200.00
4560-65 - Settlement Fund Grant - MOJC	\$0.00	\$0.00	\$36,000.00
4560-75 - Settlement Fund Grant - PCC	\$0.00	\$0.00	\$11,446.52
4560-90 - Settlement Fund Grant - SFOC	\$0.00	\$0.00	\$700.00
4560-95 - Settlement Fund Grant - TR	\$0.00	\$0.00	\$1,200.00
4560-98 - Settlement Fund Grant - YTH	\$0.00	\$0.00	\$12,000.00
4561-50 - Settlement Fund Grant - Austin Rgn	\$0.00	\$0.00	\$2,000.00
4562-50 - Settlement Fund Grant - CC Rgn	\$0.00	\$0.00	\$1,700.00
4563-50 - Settlement Fund Grant - Hill Ctry R	\$0.00	\$0.00	\$2,000.00
4564-50 - Settlement Fund Grant - SA Rgn	\$0.00	\$0.00	\$2,000.00
4565-50 - Settlement Fund Grant - Valley Rgn	\$0.00	\$0.00	\$2,000.00
4566-50 - Settlement Fund Grant - Victoria Rg	\$0.00	\$0.00	\$2,000.00
4567-50 - Settlement Fund Grant - BTF	\$0.00	\$0.00	\$606,598.00
4568-50 - Settlement Fund Grant - GC-Communic	\$0.00	\$0.00	\$20,000.00
4996-98 - Youth Triennium Grant/Gifts	\$11,315.79	\$0.00	\$0.00
Total Gifts & Grants	\$16,731.60	\$0.00	\$905,099.52
H.M. King Loans			
4500-60 - Interest/Dividends - HMK	\$4,848.87	\$0.00	\$0.00
4505-60 - Interest - HMK Loans	\$3,001.34	\$0.00	\$0.00
Total H.M. King Loans	\$7,850.21	\$0.00	\$0.00
Interest/Dividends			
4500-01 - Interest/Dividends - SFOC	\$113.69	\$0.00	\$0.00
Total Interest/Dividends	\$113.69	\$0.00	\$0.00
Other:Reimbursements/Misc.			
4010-20 - Background Investigations - COM	\$176.95	\$1,300.00	\$0.00
4265-50 - Expense Reimbursements - GC	(\$180.74)	\$0.00	\$0.00
4267-01 - Exp Reimb-Books of Order-Admin/Over	\$80.00	\$0.00	\$0.00
4268-01 - Exp Reimb-Planng Calendars -Admin	\$4,679.54	\$0.00	\$0.00
Total Other:Reimbursements/Misc.	\$4,755.75	\$1,300.00	\$0.00
Designated Funds Transfers			
4950-01 - Trnsfr Odom Trust - Web Page-SFOC	\$1,735.00	\$2,400.00	\$0.00
4966-52 - Trnsfr PDA Grant to GC HR	\$85,004.40	\$85,000.00	\$0.00
Total Designated Funds Transfers	\$86,739.40	\$87,400.00	\$0.00
Total Revenues	\$502,785.64	\$582,025.00	\$1,473,699.52
Expenses			
5265-65 - Grants - Special Request - MOJC	\$0.00	\$0.00	\$750.00
Broadway Building			
5330-02 - Insurance	\$7,938.54	\$0.00	\$0.00
7012-02 - Capital Expenses	\$6,758.56	\$0.00	\$0.00
7015-02 - Electricity	\$8,304.74	\$0.00	\$0.00
7020-02 - Garbage Pickup	\$567.57	\$0.00	\$0.00
7025-02 - Janitorial	\$12,723.00	\$0.00	\$0.00
7028-02 - Management Fees	\$11,873.75	\$0.00	\$0.00
7035-02 - Pest Control Contract	\$560.00	\$0.00	\$0.00
7040-02 - Real Estate Taxes	\$16,523.18	\$0.00	\$0.00
7042-02 - Repairs/Maint - A/C & Heating	\$5,250.00	\$0.00	\$0.00
7045-02 - Repairs/Maint - Building	\$10,842.86	\$0.00	\$0.00
7046-02 - Repairs/Maint - Common Area	\$605.47	\$0.00	\$0.00
7047-02 - Repairs/Maint - Electrical/Lights	\$630.00	\$0.00	\$0.00
7048-02 - Repairs/Maint - Landscaping	\$1,003.72	\$0.00	\$0.00
7052-02 - Security	\$473.00	\$0.00	\$0.00

Mission Presbytery
Analysis of Revenues & Expenses - Detail
January to September 2019

Note: The Report Option to include Open Transactions is selected.

Accounts	YTD Actual (This Year)	Annual Budget (This Year)	Annual Budget (Last Year)
7058-02 - Water	\$579.85	\$0.00	\$0.00
Total Broadway Building	\$84,634.24	\$0.00	\$0.00
Conferences/Events			
5883-65 - Mo-Ranch Assembly	\$0.00	\$0.00	\$2,500.00
6494-98 - Sylvia Washer Scholarships - YTH	\$150.00	\$0.00	\$0.00
6901-98 - Youth - Special Events exp	\$602.29	\$0.00	\$0.00
6902-98 - Youth Midwinter Conferences	\$42,091.52	\$0.00	\$0.00
6908-98 - Youth @ Presbytery	\$258.93	\$0.00	\$0.00
6915-98 - Youth Triennium	\$38,136.51	\$0.00	\$0.00
Total Conferences/Events	\$81,239.25	\$0.00	\$2,500.00
H.M. King Loans			
5345-60 - Investment Expense HMK	\$120.00	\$0.00	\$0.00
Total H.M. King Loans	\$120.00	\$0.00	\$0.00
Operating			
Church/Ministry Grants			
5857-65 - Ministry: Central Mission\Women	\$0.00	\$0.00	\$1,000.00
5861-65 - Ministry: Divorce Recovery	\$0.00	\$0.00	\$500.00
5872-65 - Ministry: Zambia Missionaries	\$650.00	\$0.00	\$3,000.00
5903-65 - Uplift Ministry Grant	\$0.00	\$0.00	\$1,500.00
5904-65 - Time Dollar Community Connections	\$0.00	\$0.00	\$1,500.00
5905-65 - Ministry 2019 Grants -MOJC	\$15,625.00	\$21,000.00	\$0.00
Committee Expenses			
5030-20 - Background Investigations - COM	\$637.05	\$0.00	\$0.00
5030-52 - Background Investigations - HR	(\$64.50)	\$0.00	\$0.00
5067-01 - Books of Order -Admin/Overhead	\$87.41	\$0.00	\$0.00
5075-25 - Candidate Eval/MinistryDevelop-CPM	\$3,275.77	\$0.00	\$0.00
5330-03 - Insurance - JKR	\$19,139.66	\$0.00	\$0.00
5330-10 - Insurance-Church Dev.-CDE	(\$859.28)	\$0.00	\$0.00
5427-03 - Legal Fees - JKR	\$27.86	\$0.00	\$0.00
5884-65 - Pby Pan American School	\$0.00	\$0.00	\$2,500.00
6000-03 - Miscellaneous - JKR	(\$187.50)	\$0.00	\$0.00
6175-95 - Oil & Gas Property Taxes	\$50.37	\$0.00	\$0.00
6345-01 - Planning Calendars - Admin/Overhead	\$6,098.02	\$0.00	\$0.00
6450-10 - Preferred Path - CDE	\$6,900.00	\$0.00	\$0.00
6462-95 - Property Expenses - TR	\$10,013.03	\$0.00	\$0.00
6715-03 - Taxes-Property - JKR	\$6,341.32	\$0.00	\$0.00
6904-98 - Yth Midwinter Planning Team	\$1,508.03	\$0.00	\$0.00
6905-98 - YCC Leadership Training	\$587.46	\$0.00	\$0.00
8160-10 - Settlement Fund Grant - CDE	\$39.42	\$1,000.00	\$0.00
8160-20 - Settlement Fund Grant - COM	\$2,579.04	\$0.00	\$0.00
8160-25 - Settlement Fund Grant - CPM	\$2,526.50	\$5,000.00	\$0.00
8160-30 - Settlement Fund Grant - CORP	\$100.38	\$600.00	\$0.00
8160-40 - Settlement Fund Grant - ECN	\$586.54	\$750.00	\$0.00
8160-50 - Settlement Fund Grant - GC	\$224.96	\$3,200.00	\$0.00
8160-65 - Settlement Fund Grant - MOJC	\$8,967.72	\$36,000.00	\$0.00
8160-75 - Settlement Fund Grant - PC	\$4,094.13	\$100.00	\$0.00
8160-80 - Settlement Fund Grant - PW Coord	\$0.00	\$1,800.00	\$0.00
8160-90 - Settlement Fund Grant - SFOC	\$0.00	\$500.00	\$0.00
8161-50 - Settlement Fund Grant - Austin Rgn	\$275.98	\$0.00	\$0.00
8163-50 - Settlement Fund Grant - Hill Ctry R	\$152.58	\$0.00	\$0.00
8168-50 - Settlement Fund Grant - GC Tech	\$139.51	\$0.00	\$0.00
Total Committee Expenses	\$73,241.46	\$48,950.00	\$2,500.00
Total Church/Ministry Grants	\$89,516.46	\$69,950.00	\$10,000.00

Mission Presbytery
Analysis of Revenues & Expenses - Detail
January to September 2019

Note: The Report Option to include Open Transactions is selected.

Accounts	YTD Actual (This Year)	Annual Budget (This Year)	Annual Budget (Last Year)
Overhead			
5221-01 - Equipment Lease: Xerox 5955	\$4,731.90	\$0.00	\$0.00
5222-01 - Equipment - New -Admin/Overhead	\$2,945.98	\$0.00	\$0.00
5225-01 - Equipment Repairs/Maint -Admin/Over	\$10,773.00	\$0.00	\$0.00
5330-01 - Insurance -Admin/Overhead	\$5,377.66	\$0.00	\$0.00
6160-01 - Office Supplies - Admin/Overhead	\$3,046.41	\$0.00	\$0.00
6162-01 - Bank\Service Fees -Admin/Overhead	\$139.34	\$0.00	\$0.00
6165-01 - Supplies -Disast Recov Coord - Admn	\$17,282.64	\$0.00	\$0.00
6350-01 - Postage -Admin/Overhead	\$364.39	\$0.00	\$0.00
6440-01 - Presbytery Meetings - Admin	\$361.51	\$0.00	\$0.00
6717-01 - Technological Communications -Admin	\$798.00	\$0.00	\$0.00
6720-01 - Telephone - Admin/Overhead	\$4,153.93	\$0.00	\$0.00
6886-01 - Web Page - Admin/Overhead	\$2,898.00	\$0.00	\$0.00
Total Overhead	\$52,872.76	\$0.00	\$0.00
Personnel			
5060-03 - Board of Pensions - JKR	\$9,389.69	\$0.00	\$0.00
5060-52 - Board of Pensions - HR	\$79,352.26	\$0.00	\$0.00
5061-52 - BOP Dental\Visoin EE pd - HR	\$1,297.78	\$0.00	\$0.00
5063-52 - Medical FSA - HR	(\$857.87)	\$0.00	\$0.00
5064-03 - Dependent Care FSA -JKR	\$288.45	\$0.00	\$0.00
5064-52 - Dependent Care FSA - HR	(\$730.74)	\$0.00	\$0.00
5166-52 - Continuing Education - Watson - HR	\$0.00	\$1,500.00	\$1,500.00
5167-52 - Continuing Education - Tedrow - HR	\$406.60	\$1,000.00	\$0.00
6166-52 - RGV Evangelist Travel Expenses	\$4,789.10	\$16,620.00	\$0.00
6240-03 - Payroll Admin (Paychex) - JKR	\$624.80	\$0.00	\$0.00
6240-52 - Payroll Admin (Paychex) - HR	\$2,171.81	\$0.00	\$0.00
6500-03 - Salaries JKR	\$47,054.36	\$0.00	\$0.00
6500-52 - Salaries HR	\$73,675.54	\$0.00	\$0.00
6501-52 - Salaries - 403B Contributions - HR	\$1,255.63	\$0.00	\$0.00
6521-52 - Salary - Tedrow HR	\$36,506.98	\$0.00	\$0.00
6523-52 - Salary - Watson HR	\$59,755.42	\$0.00	\$0.00
6526-52 - Search Committee Exp -HR	\$4,824.76	\$0.00	\$0.00
6527-52 - Salary -Disaster Recov Coordinator	\$39,122.57	\$0.00	\$0.00
6529-52 - RGV Evangelist Salary & Benefits	\$15,096.59	\$31,500.00	\$0.00
6700-03 - Taxes JKR	\$3,697.30	\$0.00	\$0.00
6710-52 - Taxes-Payroll-FICA - HR	\$7,249.74	\$0.00	\$0.00
6711-52 - Taxes-Payroll-Medicare - HR	\$1,695.58	\$0.00	\$0.00
6800-52 - Travel - HR	\$1,341.59	\$0.00	\$0.00
6837-52 - Travel - Tedrow	\$3,954.26	\$0.00	\$5,000.00
6839-52 - Travel - Watson	\$13,579.12	\$0.00	\$10,000.00
6840-52 - Travel -Disaster Recvry Coordinator	\$11,143.21	\$0.00	\$2,500.00
6841-52 - Travel-Youth & Young Adult Director	\$1,019.98	\$0.00	\$4,500.00
Total Personnel	\$417,704.51	\$50,620.00	\$23,500.00
Travel/Meetings			
5840-01 - Meetings - Admin	\$206.50	\$0.00	\$0.00
5840-10 - Meetings - CDE	\$112.49	\$0.00	\$0.00
5840-20 - Meetings - COM	\$428.45	\$0.00	\$0.00
5840-45 - Meetings	\$145.40	\$0.00	\$0.00
5840-50 - Meetings - GC	\$1,190.26	\$0.00	\$0.00
5840-52 - Meeting\Admin Exp - HR	\$498.84	\$0.00	\$0.00
5840-60 - Meetings\Related Business - HMK	\$312.78	\$0.00	\$0.00
5840-65 - Meetings - MOJC	\$23.73	\$0.00	\$0.00
5840-70 - Meetings- CORP	\$34.10	\$0.00	\$0.00

Mission Presbytery
Analysis of Revenues & Expenses - Detail
January to September 2019

Note: The Report Option to include Open Transactions is selected.

Accounts	YTD Actual (This Year)	Annual Budget (This Year)	Annual Budget (Last Year)
5840-90 - Meetings-SFOC	\$136.28	\$0.00	\$0.00
5840-98 - Meetings - YTH	\$6.00	\$0.00	\$0.00
6445-50 - Presbytery Worship - GC	\$302.00	\$0.00	\$0.00
6800-01 - Travel - Admin	\$544.78	\$0.00	\$0.00
6800-98 - Travel - YTH	\$25.60	\$0.00	\$0.00
Total Travel/Meetings	<u>\$3,967.21</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Operating	<u>\$564,060.94</u>	<u>\$120,570.00</u>	<u>\$33,500.00</u>
Total Expenses	<u>\$730,054.43</u>	<u>\$120,570.00</u>	<u>\$36,750.00</u>
Net Total	(\$227,268.79)	\$461,455.00	\$1,436,949.52
Other Expenses			
9999-00 - Clearing Account - Misc. Deposits	\$17.55	\$0.00	\$0.00
Total Other Expenses	<u>\$17.55</u>	<u>\$0.00</u>	<u>\$0.00</u>
Net Operating Total	(\$227,286.34)	\$461,455.00	\$1,436,949.52

John Knox Ranch
Analysis of Revenues & Expenses - Detail
January to August 2019

Note: The Report Option to include Open Transactions is selected.

Accounts	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
Revenues			
404-01 - Gfts - Designated Scholarships	\$47,634.08	\$53,333.36	\$5,699.28
405-01 - Gifts - Designated	\$110,618.32	\$0.00	(\$110,618.32)
406-01 - Gifts - Undesignated	\$33,389.55	\$0.00	(\$33,389.55)
408-01 - Interest Income	\$32.47	\$0.00	(\$32.47)
411-03 - Registrations - Meals non-summer	\$9,204.62	\$0.00	(\$9,204.62)
412-03 - Registrations - Programming	\$4,498.62	\$0.00	(\$4,498.62)
419-01 - Camp Store Income	\$5,617.67	\$0.00	(\$5,617.67)
419-02 - Camp Store Tax	\$109.34	\$0.00	(\$109.34)
424-02 - Registrations - Day Camp	\$86.70	\$0.00	(\$86.70)
426-02 - Registrations - Resident Camps	\$179,622.04	\$137,000.00	(\$42,622.04)
467-03 - Rentals - Whole Ranch	\$59,167.94	\$76,666.64	\$17,498.70
475-00 - Misc. Income	\$3,618.38	\$20,000.00	\$16,381.62
Total Revenues	\$453,599.73	\$287,000.00	(\$166,599.73)
Expenses			
506-01 - Bank Fees	\$212.53	\$0.00	(\$212.53)
507-01 - Business Expense-Ser. Chgs	\$4,738.47	\$0.00	(\$4,738.47)
515-01 - Employee Benefit/Insurance	\$5,072.14	\$0.00	(\$5,072.14)
517-01 - Equipment Maintenance	\$3,590.47	\$0.00	(\$3,590.47)
518-01 - Equipment Rental	\$2,914.99	\$0.00	(\$2,914.99)
519-01 - Camp Store	\$14,925.67	\$0.00	(\$14,925.67)
520-01 - Fuel/Gas	\$1,550.03	\$3,333.36	\$1,783.33
522-01 - Technology/Software	\$3,295.80	\$4,333.36	\$1,037.56
522-02 - Insurance	\$2,986.02	\$16,000.00	\$13,013.98
525-01 - Interest on Loans	\$90.73	\$706.64	\$615.91
526-01 - Membership Dues & Fees	\$2,695.20	\$1,933.36	(\$761.84)
527-01 - Mileage Reimbursement	\$1,461.54	\$0.00	(\$1,461.54)
527-02 - Misc.	\$3,566.51	\$0.00	(\$3,566.51)
528-01 - Payroll Taxes FICA	\$4,972.72	\$6,666.64	\$1,693.92
529-01 - Payroll Taxes Medicare	\$0.00	\$2,666.64	\$2,666.64
530-01 - Board of Pensions	\$12,978.12	\$0.00	(\$12,978.12)
530-02 - Dependent Care	(\$769.20)	\$0.00	\$769.20
531-01 - Paychex Fees	\$840.81	\$0.00	(\$840.81)
534-01 - Propane	\$3,284.23	\$0.00	(\$3,284.23)
535-01 - Property Taxes	\$209.05	\$2,666.64	\$2,457.59
536-01 - Advertising/Marketing	\$17,024.87	\$0.00	(\$17,024.87)
541-03 - Salaries & Wages	\$79,950.26	\$0.00	(\$79,950.26)
542-01 - Salaries & Wages - Office	\$12,539.05	\$137,333.36	\$124,794.31
545-02 - Salaries & Wages - Counselors	\$1,450.00	\$30,666.64	\$29,216.64
546-02 - Salaries & Wages - Contract Labor	\$0.00	\$5,333.36	\$5,333.36
550-01 - Site Maintenance-Buildings	\$28,967.55	\$30,000.00	\$1,032.45
551-01 - Site Maintenance-Grounds	\$20,986.65	\$0.00	(\$20,986.65)
552-01 - Site Maintenance - Water/Pool	\$26,998.53	\$0.00	(\$26,998.53)
554-01 - Site Maintenance: Water	\$3,443.10	\$0.00	(\$3,443.10)
555-01 - Site Maintenance: Decor	\$2,098.63	\$0.00	(\$2,098.63)
565-01 - Staff Recruitment/Training	\$2,767.85	\$0.00	(\$2,767.85)
566-01 - Staff Appreciation	\$1,851.68	\$0.00	(\$1,851.68)
571-01 - Supplies - Cleaning	\$1,172.70	\$0.00	(\$1,172.70)
573-02 - Supplies - Food - Summer	\$31,905.84	\$20,000.00	(\$11,905.84)
573-03 - Supplies - Food nonsummer	\$3,324.74	\$3,333.36	\$8.62
574-02 - Supplies - Kitchen - Summer	\$1,535.35	\$0.00	(\$1,535.35)
577-02 - Supplies - Medical	\$7.99	\$0.00	(\$7.99)

John Knox Ranch
Analysis of Revenues & Expenses - Detail
January to August 2019

Note: The Report Option to include Open Transactions is selected.

Accounts	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
579-01 - Supplies - Office	\$2,708.96	\$9,666.64	\$6,957.68
579-02 - Supplies - Office - Summer	\$13.78	\$0.00	(\$13.78)
579-03 - Supplies - non summer	\$152.17	\$0.00	(\$152.17)
585-02 - Supplies - Programming	\$5,401.02	\$23,333.36	\$17,932.34
585-03 - Supplies - Programming nonsummer	\$0.00	\$666.64	\$666.64
589-02 - Supplies - Summer Camp - All	\$13,478.58	\$0.00	(\$13,478.58)
590-01 - Travel & Meeting Expense	\$98.00	\$0.00	(\$98.00)
593-01 - Utilities	\$19,344.57	\$21,333.36	\$1,988.79
595-01 - Vehicle Maintenance	\$2,809.73	\$2,666.64	(\$143.09)
Total Expenses	<u>\$348,647.43</u>	<u>\$322,640.00</u>	<u>(\$26,007.43)</u>
Net Total	\$104,952.30	(\$35,640.00)	(\$140,592.30)

Note: The Report Option to include Open Transactions is selected.

Accounts

Assets

Current Assets

Cash

1002-00 - Broadway Bank - Operating Checking	\$156,296.18
1004-00 - Broadway Bank - H M. King Loans	\$60,429.42
1007-00 - Broadway Bank - Designated/Restrict	\$260,023.01
1020-00 - Clearing - Contribution Module Dep.	\$250.00
1021-00 - Petty Cash	\$225.83

Total Cash

\$477,224.44

Savings & Investments

1029-00 - TPF- Mission Pby (Stlmnt)	\$860,883.11
1030-00 - TPF-Mission Pby-mkt value adj	\$178,838.39
1032-00 - TPF-MsnPby-Designated Funds Invest	\$307,372.21
1033-00 - TPF-MsnPby-DesgntdFund mkt value ad	(\$5,296.75)

Designated/Restricted Funds

1005-00 - WellsFargoAdvrs - Desig/Restr	\$96.58
1018-00 - PILP - Designated/Restricted	\$247,199.30
1019-00 - TxPbyFndtn - CDE-design	\$640,535.01
1022-00 - TxPbyFndtn- CDE mkt value adj	\$127,737.14
1023-00 - Wells Fargo -design/restr MktValue	(\$11.64)
1026-00 - New Covenant - Edinburg-CDE	\$10,016.79
1028-00 - Mkt Value Adj-NewCov-Ednburg-CDE	(\$383.03)
1031-00 - Frost Bank -Money Mkt	\$144,317.74

Sylvia Washer Scholarships

1010-00 - TxPbyFndtn - S.Washer Schlrsbyps	\$20,402.52
1012-00 - TxPbyFndtn - Washer Schlr MktAdj	\$2,601.00

Total Sylvia Washer Scholarships

\$23,003.52

Total Designated/Restricted Funds

\$1,192,511.41

H.M. King Loans Fund

Texas Presbyterian Foundation

1009-00 - TxPb Fndtn - H.M.King Loans	\$483,663.38
1017-00 - TxPb Fndtn - H.M.King Loans MktAdj	\$60,427.09

Total Texas Presbyterian Foundation

\$544,090.47

Total H.M. King Loans Fund

\$544,090.47

Per Capita Fund

1006-00 - Broadway Bank - Per Capita	\$45,856.46
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Total Per Capita Fund

\$45,856.46

Total Savings & Investments

\$3,124,255.30

Accounts Receivable

Closed Churches

1211-00 - El Principe de Paz, Mercedes	\$15,550.88
1212-00 - First Presbyt Church - Corpus	\$2,000.00
1213-00 - First Presbyt Church-Robstown	(\$105.00)
1215-00 - Portland FPC	\$1,414.55

Total Closed Churches

\$18,860.43

Total Accounts Receivable

\$18,860.43

Notes Receivable

H. M. King Loans

1704-00 - N/r-HMK-Brwnsvle,Primera Iglesia	\$19,738.74
1707-00 - N/R-HMK-Copperas Cove, First PC	\$8,585.59
1708-00 - N/R-HMK-Corpus, ElDivinoSalvadorPC	\$21,291.72
1717-00 - N/R-HMK-Helotes, Forest Hills PC	\$54,256.55
1730-00 - N/R-HMK-SanAntonio, Emmanuel PC	\$19,342.55
1731-00 - N/R-HMK-San Antonio, Alamo Hghts PC	\$1,285.48
1733-00 - N/R-HMK-SanAntonio,DivineRedeemerPC	\$56,691.99
1740-00 - N/R-HMK-San Antonio, University PC	\$1.05

Note: The Report Option to include Open Transactions is selected.

Accounts

1748-00 - N/R-HMK-Austin, Faith PC	\$37,691.59	
1749-00 - N/R-HMK-Victoria, FPC	\$75,000.00	
1750-00 - N/R-HMK-Austin, St.Andrews PC	\$35,354.49	
1751-00 - N/R-HMK-Austin, St John's PC	\$42,653.95	
1752-00 - N/R-HMK-CC, Faith Community	\$72,510.31	
Total H. M. King Loans	\$444,404.01	
Total Notes Receivable	\$444,404.01	
Total Current Assets		\$4,064,744.18
Fixed Assets		
Land/Building/Equipment		
Broadway Building		
1500-00 - Land, Building, Equipment	\$1,035,000.97	
1600-00 - Accumulated Depreciation	(\$580,855.16)	
Total Broadway Building	\$454,145.81	
John Knox Ranch		
1505-00 - Land, Building, Equipment - JKR	\$783,014.32	
1605-00 - Accumulated Depreciation - JKR	(\$409,604.24)	
Total John Knox Ranch	\$373,410.08	
Total Land/Building/Equipment	\$827,555.89	
Total Fixed Assets		\$827,555.89
Other Assets		
Endowments		
1346-00 - TPF-CDE-RubenArmendariz Endowment	\$101,010.38	
1347-00 - TPF-CDE R.Armendariz Endow-mktvalue	\$9,424.60	
1349-00 - TxPbyFndtn-JH Blake Meml Endowment	\$34,855.70	
1350-00 - TxPbyFndtn-Endowments HMKingSchlrsh	\$9,464.74	
1351-00 - TxPbyFndtn-Blake Endow-MktValueAdj	\$47,677.64	
1352-00 - TxPbyFndtn-HMKingEndow-MktValueAdj	\$15,601.87	
1354-00 - PbyFndtn-Outdoor Ministry Endowment	\$5,944.57	
1355-00 - Pby Fndtn-OutdoorMinEndow Mkt adj	(\$372.17)	
Total Endowments	\$223,607.33	
Total Other Assets		\$223,607.33
Total Assets		\$5,115,907.40

Liabilities, Fund Principal, & Restricted Funds

Liabilities	
8562-50 - Settlement Fund Grant - CC Rgn	(\$171.68)
Current Liabilities-Operating	
2001-00 - Shared Mission Support	\$130,075.94
2002-00 - Joy Offerings	\$532.00
2003-00 - Miscellaneous Gifts for GA	\$2,475.00
2004-00 - Missionary Gifts	\$3,950.00
2005-00 - One Great Hour Sharing Offering	\$30,181.99
2006-00 - Peacemaking Gifts	\$2,318.90
2007-00 - Pentecost Offering	\$16,097.70
2008-00 - Theological Education	\$2,595.00
2012-00 - Miscellaneous Disaster Gifts	\$4,270.00
2014-00 - Shared Mission Support - Desig GA	\$349.05
2015-00 - Shared Mission Supp - Desig Msn Pby	\$4,450.00
2016-00 - Shared Mission Suppor - Desig Synod	\$126.25
2020-00 - APTS Gifts	\$1,064.73
2022-00 - Children's Home Gifts	\$1,625.00
2023-00 - Itasca Gifts	\$1,648.05
2025-00 - Miscellaneous Gifts	\$2,741.70
2026-00 - Miscellaneous PW Gifts	\$255.50

Note: The Report Option to include Open Transactions is selected.

Accounts

2027-00 - Mo Ranch Gifts	\$625.00	
2028-00 - Pan American School Gifts	\$1,198.45	
Total Current Liabilities-Operating		\$206,580.26
Designated Funds		
2101-00 - Desig/Restr-Dividends/Interest	\$3,274.03	
2102-00 - TPF-Mission Presbytery (FPC-SA)	\$27,055.15	
2103-00 - TPF-FPC-Seperatr - mkt value adj	\$178,838.39	
2104-00 - TPF-MsnPby General	\$7,372.21	
2105-00 - TPF-MsnPby General-mkt value adj	(\$5,296.75)	
2141-00 - Mkt Value Adj-Wells Fargo-designatd	\$3,028.36	
Broadway Building		
2107-02 - Broadway Bldg	\$292,100.14	
2108-02 - Broadway Bldg - Rent Deposits	\$6,240.19	
Total Broadway Building	\$298,340.33	
John Knox Ranch Camp		
2143-03 - JKR-FPC SanSaba Scholarship for JKR	\$4,050.00	
2157-03 - Pby Fndtn: Outdoor Mnstry Endowment	\$6,005.30	
2158-03 - PbyFndtn:OutdoorMnstrisEnd mkt adj	(\$372.17)	
Total John Knox Ranch Camp	\$9,683.13	
Church Development, Evangelism		
2101-10 - Desig Int/Div - CDE	\$67,569.58	
2111-10 - Ch Dev - ReubenArmendariz Endowment	\$7,265.11	
2116-10 - ChDev- Sml Older Ch (Youngblood)	\$3,889.48	
2138-10 - TPF-R.Armendariz Endow-mktvalueadj	\$12,361.44	
2139-10 - New Covenant - Edinburg-Mkt Val Adj	(\$240.32)	
2140-10 - Mkt Value Adj - TPF - CDE	\$127,737.14	
2301-10 - Church Development	\$919,155.00	
2302-10 - Philippeans Project	\$22,198.17	
2303-10 - Transformation	\$99,364.00	
2304-10 - Vital Congregations	\$20,036.52	
2305-10 - Evangelism	\$21,500.00	
Total Church Development, Evangelism	\$1,300,836.12	
Comm. Preparation for Ministry		
2110-25 - Candidate Scholarship Fund	\$36,752.05	
2117-10 - Ennis Joslin Seminary Schlarship	\$4,989.02	
Total Comm. Preparation for Ministry	\$41,741.07	
Education,Congregation Nurture		
2104-40 - TPF-BlakeSchlrshp-MktValueAdj	\$19,400.32	
2106-40 - J.H BlakeSchr Endow-NonCash Int/Div	\$10,676.65	
2109-40 - Book Fair/Resc.Ctrs Funds	\$813.53	
2117-40 - ECN Winter Retreat (next year)	\$1,549.69	
2121-40 - Comm.RulingElderProgrm-ECN	\$8,912.83	
2145-40 - Lay Leadership Program	\$4,258.12	
2186-40 - Small Church Development Fund	\$2,174.10	
2187-40 - Spivey, James - Christian Vocation	\$3,347.63	
Total Education,Congregation Nurture	\$51,132.87	
General Council		
2105-10 - Church Seperation Package	\$1,049,344.13	
2109-50 - Bethany PC (Boldtville Tithe)	\$25,097.75	
2111-50 - Ingram PC Settlement Package	\$120,000.00	
2120-50 - Disaster Relief - GC	\$52,887.62	
2121-50 - Disaster Relief - Harvey Hurricane	\$30,062.83	
2122-50 - Disaster Relief - PDA Harvey Grant	\$18,577.97	
2123-50 - PDA-Disaster Recovery Coordinator	\$58,017.52	
2124-50 - PDA Grant- 2018 Valley Flooding	\$7,500.00	
2125-50 - Disaster Relief - 2018 Valley Flood	\$2,070.00	
2126-50 - PDA Grant; Hill Country Flooding	\$2,500.00	

Note: The Report Option to include Open Transactions is selected.

Accounts

2127-50 - Disaster Relief Hill Country Floods	\$1,684.00	
2132-50 - Health Projects	\$1,031.38	
2152-50 - Disaster Relief - Projects\Prepared	\$22,804.04	
Total General Council	\$1,391,577.24	
Mission Outreach and Justice		
2122-65 - Global Msn - Congo Partnership	\$8,993.75	
2123-65 - Global Msn-Cuban Ptnshp Initiative	\$3,821.91	
2124-65 - Global Msn - Guatemala Undesignated	\$5,821.90	
2125-65 - Global Msn - Guatemala Crafts	\$46,058.87	
2126-65 - Global Msn - Guatamela Projects	\$2,039.15	
2128-65 - Global Msn - Kenya Projects	\$1,649.16	
2132-65 - Global Mission - Israel	(\$12.00)	
2138-65 - Immigration Task Force	\$3,883.71	
2178-65 - Peacemaking	\$11,774.88	
Total Mission Outreach and Justice	\$84,031.33	
Pastoral Care		
2140-75 - H.M. King Scholarship Endowment	\$342.92	
2175-75 - Pastoral Care - Crisis Fund	\$14,027.68	
Total Pastoral Care	\$14,370.60	
Stewardship/Fiscal Oversight		
2121-01 - Desig Operating Reserves	\$75,969.48	
2169-01 - Undesignated Gift	\$5,808.48	
2170-01 - Vola Mae Odom Trust	\$106,059.68	
Total Stewardship/Fiscal Oversight	\$187,837.64	
Youth		
2184-98 - S.Washer Yth SchlrsHps-MktValueAdj.	\$2,707.88	
2186-98 - S. Washer Youth Scholarship Fndtn	\$20,095.64	
2191-98 - Williams, George B. Scholarships	\$1,353.63	
2192-98 - Youth - Main Event	\$721.62	
2193-98 - Youth - Midwinter Conferences	\$3,750.34	
2194-98 - Youth - Pentecost Offering	\$1,127.53	
2197-98 - Youth - Triennium/Connection	\$40.45	
Total Youth	\$29,797.09	
Mission Presbytery Trustees		
2166-95 - El Principe de Paz -Closed Church	(\$3,044.78)	
2172-95 - Church Closing Fees - TR	\$4,994.00	
2320-95 - Portland FPC -Closed Church	(\$49.40)	
2321-95 - Yoakum FPC -Closed Church	\$24,712.83	
2322-95 - Robstown FPC -Closed Church	\$3,972.00	
Total Mission Presbytery Trustees	\$30,584.65	
Total Designated Funds		\$3,654,203.46
Payroll Tax Liabilities		
2220-00 - Payroll Taxes Payable - FICA	\$6.22	
2221-00 - Payroll Taxes Payable - Medicare	\$1.45	
2223-00 - Payroll Taxes Payable - W/H	\$0.42	
Total Payroll Tax Liabilities		\$8.09
Per Capita		
2230-00 - Per Capita	\$48,657.00	
Total Per Capita		\$48,657.00
Restricted Funds		
H. M. King Loan Fund		
2141-60 - Mkt Value Adj - H.M.King Loan Funds	\$156,858.91	
Total H. M. King Loan Fund	\$156,858.91	
Education,Congregation Nurture		
2105-40 - J.H Blake Scholrshp Endiow	\$2,067.57	
Total Education,Congregation Nurture	\$2,067.57	

**Mission Presbytery
Balance Sheet
September 2019**

Note: The Report Option to include Open Transactions is selected.

Accounts

Pastoral Care		
2141-75 - H.M.King Schlr Endow- Mkt Value Adj	\$7,882.75	
2142-75 - H.M.King SchlrEndow-NonCash Int/Div	\$480.37	
Total Pastoral Care	\$8,363.12	
Total Restricted Funds		\$167,289.60
Total Liabilities		\$4,076,566.73
Fund Principal		
3000-00 - Fund Balance - Operating	(\$643,805.21)	
3001-00 - Fund Balance -TxPbyFndtn Endowments	\$92,242.53	
3002-00 - Fund Balance - H.M. King Loan Fund	\$884,716.62	
3003-00 - Fund Balance - Land/Building/Equip	\$285,796.50	
3004-00 - Fund Balance - Designated/Restrict	\$61,243.85	
3007-00 - Fund Balance - Broadway Building	\$213,022.64	
3008-00 - Fund Balance - Land/Bldg/Equip-JKR	\$373,410.08	
Excess Cash Received	(\$227,286.34)	
Total Fund Principal and Excess Cash Received		\$1,039,340.67
Total Liabilities, Fund Principal, & Restricted Funds		\$5,115,907.40

Note: The Report Option to include Open Transactions is selected.

Accounts

Assets		
100-00 - Cash - Operating (Wells Fargo)	\$134,633.13	
101-00 - Cash Operating Scholarships	\$5,920.93	
104-00 - Wells Fargo Savings	\$102,619.68	
110-00 - Petty Cash	\$238.00	
123-00 - Land - JKR	\$43,002.00	
124-00 - Vehicles	\$16,150.00	
125-00 - Buildings and Improvements	\$987,075.68	
126-00 - Equipment	\$101,673.46	
128-00 - Accum. Depreciation	(\$576,269.67)	
Total Assets		\$815,043.21
Liabilities, Fund Principal, & Restricted Funds		
Liabilities		
202-00 - Wells Fargo Credit Card	(\$33.59)	
205-00 - Flood relief due	(\$0.44)	
220-00 - N/P- H.M.King Loan	(\$58.99)	
Total Liabilities		(\$93.02)
Fund Principal		
300-00 - Net Capital	\$710,183.93	
Excess Cash Received	\$104,952.30	
Total Fund Principal and Excess Cash Received		\$815,136.23
Restricted Funds		
Total Temporary Restricted	\$0.00	
Total Restricted Funds		\$0.00
Total Liabilities, Fund Principal, & Restricted Funds		\$815,043.21

CASH MANAGEMENT

September 30, 2019

Current Operating - Cash	GL#	Rate	Stmt. Date	Balance	Account #
Broadway Bank - Checking	1002-00	0.100%	09/30/19	182,921	510335
Less:	Estimated Checks payable to GA, Synod, etc. for 2019 church givings				0
NET OPERATING CASH AVAILABLE				182,921	

Reserves:	2018; average monthly expenses	84,182.00
	Minimum suggested is 2 months =	168,364
	Desired suggested amount is 3 months =	252,546

Designated/Restricted Funds:	GL#	Rate	Stmt Date	Balance	Account #
Broadway Bank - Checking	1007-00	0.100%	09/30/19	263,148	4300001131 & 4188887062
Frost Bank - Money Market	1031-00	0.070%	08/31/19	144,318	270048798
Wells Fargo Advisors - Money Market	1005-00		05/31/19	0	4882-4696
Wells Fargo : CD Matures 1/15/19		1.890%	05/31/19	-	4882-4696
Security Service FCU : CD 2 yr Matures 12/4/18	1014-00	1.190%	06/30/19	5	5612645082 & 5612645000
PILP Church Dev - Money Mkt	1018-00	0.500%	06/30/19	247,934	100134
PCUSA New Covenant Fund: Edinburg - CDE	1026-00		06/28/19	9,991	1067035
Presbyterian Foundation: Outdoor Ministries	1354-00	1.58%	06/30/19	6,083	102240101961
TPF -Various Accounts					
John Howard Blake Scholarship -Endowmt [55.52 Lg Cap; 44.18 Fxd]	1349-00	7.82%	06/30/19	85,546	51406
Henrietta M King Fund - Endowment [55.52 Lg Cap; 44.18 Fxd]	1350-00	7.82%	06/30/19	25,982	51408
Sylvia Washer Scholarship Fund [77.78 Bal; 22.22 Cash]	1010-00	6.33%	06/30/19	23,692	53140
Designated/Restricted Funds - CDE [100 Bal]	1019-00	7.38%	06/30/19	796,707	53765
Mission Presbytery - Better Together [100 Bal]	1029-00	10.95%	06/30/19	1,178,916	54691
Ruben M Armendariz Endowment - CDE [100 Bal]	1346-00	7.04%	06/30/19	113,459	54813
Designated/MP General [100 Bal]	1032-00	1.04%	06/30/19	313,256	55093
Ennis Joslin Trusteed Account			Nov 2017	100,000	54901

Per Capita:	GL#	Rate	Stmt. Date	Balance	Account #
Broadway Bank - Money Market	1006-00	0.010%	09/30/19	45,856	4100035928

H.M. King Memorial Loan Fund:	GL#	Rate	Stmt. Date	Balance	
Broadway Bank - Checking	1004-00		09/30/19	60,421	888141
TPF - [69.74 Bal, 30.26 MM]	1009-00	2.54%	06/30/19	559,092	53443
Notes Receivable Balance			08/31/19	447,566	

Benevolence Received for MP (@ 90%)	Budgeted	% Received
As of 9/30/19	318,494	385,000 82.73
12/31/18	391,366	450,000 86.97
12/31/17	380,910	461,317 82.57
12/31/16	451,328	472,500 95.52
12/31/15	484,419	472,500 102.52

2001-00 (@90%) & 2015-00

Mission Presbytery
Analysis of Revenues & Expenses - Detail
BROADWAY BUILDING
January to December 2019

Note: The Report Option to include Open Transactions is selected.

Accounts	YTD Actual (This Year)	Annual Budget (This Year)	Annual Budget (Last Year)
Revenues			
Broadway Building			
4075-02 - Baumberger Endowment (#300)	\$19,233.00	\$0.00	\$0.00
4077-02 - Affinity Capital L.P. (#301)	\$9,801.00	\$0.00	\$0.00
4080-02 - Cynthia Diaz De Leon (#218)	\$20,321.00	\$0.00	\$0.00
4082-02 - Fleming, CPA (#217)	\$14,930.00	\$0.00	\$0.00
4091-02 - Moseley/Brandt (#224)	\$3,682.00	\$0.00	\$0.00
4092-02 - INACTIVE Ransom/Sable Explor #220	\$1,007.00	\$0.00	\$0.00
4093-02 - Esquivel Machowski (#220)	\$9,554.95	\$0.00	\$0.00
4095-02 - JKW Partners/Liquid Asset (#219)	\$5,566.00	\$0.00	\$0.00
4096-02 - Takett Chiropractor (#222)	\$4,505.00	\$0.00	\$0.00
4097-02 - Terrazas (#215)	\$5,552.00	\$0.00	\$0.00
4100-02 - Dr. Wooten (#216)	\$5,454.00	\$0.00	\$0.00
4101-02 - Alliance\ Psychology Specsls (#233)	\$4,849.00	\$0.00	\$0.00
4103-02 - Rosalyn L. Womack (#228)	\$3,087.00	\$0.00	\$0.00
4104-02 - Gershenhorn & Karcher (#302)	\$1,108.00	\$0.00	\$0.00
4105-02 - 100 Club (#229)	\$580.00	\$0.00	\$0.00
Total Broadway Building	<u>\$109,229.95</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Revenues	<u>\$109,229.95</u>	<u>\$0.00</u>	<u>\$0.00</u>
Expenses			
Broadway Building			
5330-02 - Insurance	\$7,938.54	\$0.00	\$0.00
7012-02 - Capital Expenses	\$6,758.56	\$0.00	\$0.00
7015-02 - Electricity	\$8,304.74	\$0.00	\$0.00
7020-02 - Garbage Pickup	\$567.57	\$0.00	\$0.00
7025-02 - Janitorial	\$12,723.00	\$0.00	\$0.00
7028-02 - Management Fees	\$11,873.75	\$0.00	\$0.00
7035-02 - Pest Control Contract	\$560.00	\$0.00	\$0.00
7040-02 - Real Estate Taxes	\$16,523.18	\$0.00	\$0.00
7042-02 - Repairs/Maint - A/C & Heating	\$5,250.00	\$0.00	\$0.00
7045-02 - Repairs/Maint - Building	\$10,842.86	\$0.00	\$0.00
7046-02 - Repairs/Maint - Common Area	\$605.47	\$0.00	\$0.00
7047-02 - Repairs/Maint - Electrical/Lights	\$630.00	\$0.00	\$0.00
7048-02 - Repairs/Maint - Landscaping	\$1,003.72	\$0.00	\$0.00
7052-02 - Security	\$473.00	\$0.00	\$0.00
7058-02 - Water	\$579.85	\$0.00	\$0.00
Total Broadway Building	<u>\$84,634.24</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Expenses	<u>\$84,634.24</u>	<u>\$0.00</u>	<u>\$0.00</u>
Net Total	\$24,595.71	\$0.00	\$0.00

Mission Presbytery
Balance Sheet
BROADWAY BUILDING
September 2019

Note: The Report Option to include Open Transactions is selected.

Accounts

Assets		
Liabilities, Fund Principal, & Restricted Funds		
Liabilities		
Designated Funds		
Broadway Building		
2107-02 - Broadway Bldg	\$292,100.14	
2108-02 - Broadway Bldg - Rent Deposits	\$6,240.19	
Total Broadway Building	\$298,340.33	
Total Designated Funds		\$298,340.33
Total Liabilities		\$298,340.33
Fund Principal		
3007-00 - Fund Balance - Broadway Building	\$213,022.64	
Excess Cash Received	\$24,595.71	
Total Fund Principal and Excess Cash Received		\$237,618.35
Total Liabilities, Fund Principal, & Restricted Funds		\$535,958.68
***** Out of Balance *****		
		(\$535,958.68)

Summer Camp Report

We had a fantastic summer camp season full of fun, challenges, community building, God's love, and CAMPERS! We hosted 619 campers. As a reference, we had 429 campers at the end of summer 2018 and 313 for all of summer 2017. See our "camp by the numbers" graphic below for a few more stats.

Camp Scholarships

At John Knox Ranch, we believe everyone has a place at camp. Together with our donors, we awarded \$51,109 worth of camp scholarships in summer 2019 enabling 154 campers to attend. Below is a thank you note that highlights the impact of our scholarship program and our connectional church. Make a donation to next year's scholarship fund at www.johnknoxranch.org.

My name is Elizabeth and I am a program coordinator with Peace Pals, an after-school program in west side San Antonio. Through the Divine Redeemer Presbyterian Church, we were able to send a group of our children to camp at John Knox Ranch. I cannot express to you what this camp experience means to our kids. Most of the youth in our program come from low-income families. Without your support this opportunity would not have been available to them. We absolutely love John Knox and the people who make it what it is. The kids always have a great time at the camp and come back with stories about the adventures they have had. It brings me so much joy to see the positive impact the camp has had on them. From the bottom of my heart, Thank you.

Retreat Season

Call our office to schedule your retreat or meeting. For Mission Presbytery committees, we are happy to offer you meeting space at no charge. Additionally, we can provide lunch for \$10/person and you can rent a facility with AC and bathrooms if you want to turn your meeting into a retreat. We are conveniently located an hour from San Antonio and Austin. We have a facility use scholarship for Mission Presbytery churches who need financial help getting here.

JKR Committee Updates

We are thrilled that Rev. Sarah Allen will serve as the next chair of the JKR committee. The next big task for the committee is to complete site master

planning and organizational strategic planning so we have a road map for the next 5 years.

JOHN KNOX RANCH SUMMER CAMP 2019

CAMP BY THE NUMBERS



TOTAL CAMPERS

619

WE HOSTED 313 CAMPERS SUMMER 2017 AND
429 CAMPERS IN 2018

73 WATER MELONS SERVED

GREAT FOOD IS PART OF OUR PROGRAM AND
FRESH, COLD WATERMELON IS ONE OF THE FAVORITES



\$51,109

TOTAL VALUE IN CAMP SCHOLARSHIPS AWARDED
ENABLING 154 CAMPERS TO ATTEND

Together with our donors, we are committed to
making sure all kids have a place at camp. You
can help.

7.5 WEEKS

NUMBER OF WEEKS OF CAMP



LOADS IN THE DISHWASHER

6354

We do lots of dishes! Our industrial
dishwasher runs for 90 second cycles. Our
total summer run time was 158.85 hours.

**CORP Report for Mission Presbytery
October 25-26, 2019
1st Presbyterian Church/Victoria**

At its August 24 stated meeting, CORP spent time discussing what representation in our presbytery might look like. We concurred that right now, it doesn't look that way at all. A major issue is how some of our committees are scheduling meeting times and places, and how they are not taking advantage of technology to overcome geographic disparity. After much discussion and editing, CORP sent the following motion to GC, which was approved:

*In order to facilitate adequate and fair representation on our committees, CORP moves that General Council **mandate** that all committees evaluate, and rework as necessary, the location and times of their meetings, taking advantage of the technology currently available through the presbytery; this task is to be completed and reported to General Council by May 5, 2020.*

We encourage ALL committees to set stated meeting dates (which can be moved if needed), if only one or two, when they want face-to-face with members. When we canvass possible nominees, we can be transparent about how many times they'll HAVE to travel, and presbytery can get these dates on the central calendar.

We discussed a number of ways to make it easier for people to accept nominations, and asked presbytery staff to enable these items:

- Identify a "presbytery hotel," offering a lower presbytery rate, in SA (this is in progress);
- Ask Fiscal Oversight to more strongly educate and encourage folks to avail themselves of mileage forms;
- Ask JKR to provide clear information about costs to and logistics for presbytery committees, for meetings and for individuals to overnight there (and we learned at council that JKR is available for any presbytery committee meetings at no cost, except for food).

We are still struggling to get the kinks worked out of our process. Chair worksheets didn't get distributed early enough this summer, and some were never returned. We will provide information about them at the GC/Committee chairs training event. In the meantime, we are attempting to centralize our process.

Nomination forms go to the Stated Clerk, as she keeps them on file. She sends copies to the members of CORP who might need them. CORP members are each assigned specific committees to serve during the year.

All of us need to *encourage everyone and anyone to fill out nomination forms* and submit them—especially out in our regional cluster groups. If you know someone who might be good in a volunteer position, fill out a form for that person and we'll make the contact. Self-referrals are welcome, but so are all other referrals!

When vacancies occur, committee chairs should *notify the Stated Clerk*, who will let the appropriate CORP folks know.

Regional Reps—we need you! In certain situations, we require all regions to be represented on a committee. You may get a call from a CORP member asking for possible nominees. We hope you'll take that information to your cluster meetings! We are asking our own members to attend cluster meetings, too, to become more aware of gifts and talents within their regions.

CORP nominates the following people, who have accepted their nomination, to chair committees in 2020, and General Council approved them:

COM – TE Monica Smith
 SFOC – RE Fred Gamble (Finance, & for GC purposes), TE Allen Mosiman (for Stewardship)
 YCC – TE Ellen Hensle, TE Kathy Walters (co-chairs)
 JKR – TE Sarah Allen
 Trustees – TE Bart Roush
 CORP – RE Kris Bair, RE Elizabeth Duhan (co-chairs)
 HRT—RE Lisa Ringler
 PCC—TE Marsha Brown
 CDE—TE Nancy Maroquin
 ECN—TE Mandie Ritchie, TE Ludwig (co-chairs)
 MOJC—
 CPM—TE Kathy Escandell
 Hill Country—TE Carole Clark
 RGV—RE Lety Martinez
 Austin—TE Britta Dukes

Finally, CORP moved to fill the present vacancy of Synod Commissioner with Seth Saathoff, and Council concurred.

CORP moves presbytery approve the following nominations:

Church Development and Evangelism Committee

Class of 2021 Dianne Williams
 Class of 2022 RE Bill Wilkinson
 TE Ruben Lashley

Commission on Ministry

Class of 2021 TE Amy Sutherlun
 RE Bob Orr
 TE Jack Barden
 Class of 2022 TE Erin McGee
 TE Gini Norris-Lane
 TE Martha Langford
 TE Monica Smith
 RE Beaman Floyd
 TE Bill Cotman
 TE Joel Martinez
 TE Laura Neely Villarreal

TE Dick Kreutzer

Committee on Representation & Participation

Class of 2020 RE Larry Sears
 Class of 2021 TE Jim Rigby
 Class of 2022 RE Mirna Garcia
 TE Susan Liljestrang

Committee on Preparation for Ministry

Class of 2020 TE Lemuel Garcia
 Class of 2021 RE Meg McReynolds
 Class of 2022 TE Ellen Babinsky
 TE Carla Matthews
 TE Doug Fritzche
 TE Ann Brizendine
 RE Claudia Smith

Education and Congregation Nurture

Class of 2022 RE Margot Whittaker
 RE Ismael Cantu
 TE Meagan Ludwig

HM King Trustees

Class of 2022 RE Rebecca Graham

John Knox Ranch Steering Committee

Class of 2022 TE Sarah Allen
 RE Meredith Weatherby
 RE Bob Simpson

Mission, Outreach and Justice Committee

Class of 2020 TE Chad Lawson
 Class of 2022 RE Larry Williams

Mission Presbytery Trustees

Class of 2024 RE Perry Deckard
 RE Marc Rainey

Pastoral Care Committee

Class of 2021 RE Ada Castle
 Class of 2022 TE Nancy Benson-Nicol
 RE Susan Lewis

Permanent Judicial Commission

Class of 2025 TE Ann Hoch
 TE Laura Mendenhall
 RE Joe de le Fuente

Stewardship and Fiscal Oversight Committee

Class of 2021 RE Mary Ellen Summerlin

Class of 2022 RE Larry Foster
TE David McCann
TE Kevin Jones
TE Emily Wright

Youth Connection Committee

Class of 2020 TE Alex Serna-Wallender
Jeremy Demarest
Class of 2022 Neil McKown
Christina Moore

Synod Commissioner

Class of 2022 TE Seth Saathoff

General Assembly Commissioners

TE Bill Clark
TE Michelle Veters
TE Kevin Jones
Alternate: TE Laura Neely Villarreal
RE Cara Herlin
RE Scott Russell
RE Clay Fernandez
Alternate: RE Beaman Floyd
YAAD: Zach Shrull

Respectfully submitted,
Kris Bair, co-chair



Report of Mission Outreach and Justice Committee, Mission Presbytery (PCUSA)

To: General Council

October 2, 2019

Puentes de Cristo has reopened its office in Hidalgo. New focus will be on health care programs on the USA side of the Border. General Presbyter Sallie Watson led a blessing on September 19, for the new venture and for Caly Fernandez, MOJC member, who has begun work as the Executive Director of Puentes de Cristo.

MOJC members visited the Respite Center at Catholic Charities in McAllen on September 18. Sudden changes in USA policy has moved the focus of physical support to the Mexico side of the border crossings. Ironically, the USA Department of Homeland Security is having asylum seekers wait in Reynosa, as a Safe Third Country, while the State Department is advising tourist not to travel to Reynosa because of gang violence. Tom and Mo O'Meara visited the asylum seekers at Matamoros (about 600- mostly women and children).

"I am outraged and embarrassed that my country has decided to assault these people. I anticipate that the crowds will grow until there is violence which may be blamed again on the victims."

Immigration Task Force (Rev. Meagan Ludwig)- reports that phone conferences will be on the **4th Thursday of each month at 10:30 AM;**

Call in number is 605-313-5442; Code 204825.

Changes caused by *Migrant Protection Program* and Third Country Denials leave applicants staying in a country that has no infrastructure to support for migrants.

Immigration Overture will be submitted to the October Presbytery Meeting. If the measure is passed, then we need to seek two other presbyteries or the Synod to endorse the Overture.

Guatemala Partnership (Ed Esparza)- **three students from Guatemala participated in the Presbyterian Youth Triennium** at the expense of the Guatemala Partnership; Support for three seminary students continues.

Rev. Krin Van Tatenhove announced project to improve land at Emmanuel Presbyterian Church in San Antonio to provide three soccer fields and two additional practice fields for soccer.

Report on Racism Training at March 2020 Presbytery Meeting: Tom O'Meara has invited Rev. Denise Anderson, former PC(USA) Moderator and present Coordinator for Racial and Intercultural Justice, to bring Racism Training as a workshop and brief plenary presentation at the **March 2020 Presbytery Meeting**. Denise has indicated her probable availability. Sallie Watson intends to also invite Rev. Dr. Sharon Watkins and Carolyn Helsel to that Presbytery meeting.

Peacemaking (Rev. Claire Berry)- Presbytery Designated recipient for Peace and Global Witness Offering is Casa de Proyecto Libertad.

https://www.immigrationadvocates.org/nonprofit/legaldirectory/organization.393335-Casa_De_Proyecto_Libertad

Zambia Zimbabwe and Mozambique Mission Conference (Lucy Oglesby); Conference is scheduled on October 16-19 at University Presbyterian Church in Austin. Tom O'Meara and Lucy Oglesby will bring greetings on behalf of the Presbytery.

Mission Coworkers Charles and Melissa Johnson Interpretive Assignment and Presbytery Presentation. Charles and Melissa have visited churches throughout the USA, including every region within Mission Presbytery. Reporting growth at the Chasefu Theology College and advances in agricultural development and health programs within the Church of Africa Presbyterian, Synod of Zambia.

Report on Grant Writing Workshop (Tom O'Meara)- workshop was well attended at the June Presbytery Meeting; Special Thanks to Allison Harris and MoRanch for their presentation at the Workshop.

2020 MOJC Grants available will include part of the \$36,000 allocated to MOJC from Settlement Funds plus the annual budgeted amount. Enrollment will open in late 2019 and close in January 2020.

Respectfully submitted,

Tom O'Meara, Moderator MOJC
Mission Presbytery
512-924-2277

Visiting a tent city in Mexico created by Trump's Migrant Protection Protocol

 christiancentury.org/article/first-person/visiting-tent-city-mexico-created-trump-s-migrant-protection-



A tent city in Matamoros, Mexico. AP Photo / Veronica G. Cardenas.

I am standing underneath the only shade tree in sight, the first one you get to once you cross the border, a stone's throw from the international bridge that spans the Rio Grande between Brownsville, Texas, and Matamoros, Mexico. Nobody in south Texas stands outside at three o'clock in the afternoon in August, not even under a shade tree. But here in Matamoros, this tree's shade is home to a whole village: a tent city planted by the streams of concrete, hundreds of migrants who have fled violence and persecution only to wind up here, unable to cross the bridge and unable to return home, with only one good shade tree for protection.

My Spanish is limited, but through an interpreter, I hear their stories. One family has come from El Salvador, another from the Dominican Republic, another from Guatemala. None of them has come seeking fame and fortune—only safety. A mother watched her son die at the hands of a drug cartel; she came north with her remaining children. A father brought his family after refusing to pay protection fees to the local mob. I have been instructed not to post any photographs on social media that could aid any cartel hoping to track any of these folks down. All of them are in danger, and none of them can go home.

Matt Gaventa

[@MattGaventa](#)

Matt Gaventa is pastor of University Presbyterian Church in Austin, Texas, and cohosts the podcast *Sunday Morning Matinee*.

[See All Articles](#)

Oct 9, 2019 issue

They can't stay here either, at least not indefinitely. Cartels are also at the border, preying on anyone who shows up with cash or valuables and extorting extravagant fees for desperate trips across the river. Whatever money these families had when they left home has been fully depleted. Now they can't even afford the pay toilet inside the Mexican border office. Instead, the river itself has become bath, toilet, and drinking fountain. As a result, many of the children show visible skin lesions and rashes, and none of the parents has access to medication or treatment.

I think of my own eight-year-old son, so full of life and vitality. The children here are gaunt and listless. They are running out of time—and yet they wait, another six, eight, or ten weeks, until their appointed date with the asylum system. Many have been here for several months already.

For me, the afternoon grows short. I have come across the bridge with a hundred Texas clergy for a weekend of intense on-site education hosted by Texas Impact, a statewide interfaith advocacy network—and we have a bus waiting for us. We flash our passports to the agents at the boundary line, quickly leapfrogging the hundreds of others waiting their turn. We all look a little bit worse for the wear—a little weary from the afternoon, a bit beaten down by the hot sun. I was there for an hour, and it almost did me in.

What lingers with me later is how needless the situation is. On the streets of Austin, my home city, chronic homelessness creates enclaves similar to the one across the border in Matamoros. But chronic homelessness is a complicated problem measured in generational causes. This particular tent city has one cause, which is the US government's decision earlier this year to prevent migrants from making a legal asylum claim—the so-called Migrant Protection Protocols, otherwise known as Remain in Mexico.

A year ago, any of these migrants could have walked across the bridge, presented themselves to a border agent, claimed asylum, and been whisked away to one of the American detention centers where we have—somewhat infamously—held all those waiting to make their case in an immigration court. Today, however, two agents are standing exactly on the border line, preventing anybody without papers from getting one centimeter's worth of physical access to the United States and thereby eliminating the possibility of receiving asylees or following anything resembling humanitarian due process.

US policy has pressed asylum seekers into vulnerable encampments on the Mexican side of the border.

The result is this tent city, the most vulnerable population I have ever seen. The stories coming out of our detention centers over the past year have ranged from depressing to savage to inhuman. But to a person, everyone I met in that tent city would have gladly chosen detention instead of huddling underneath that tree. At least, they told me, there would be water, and protection, and shade enough for everybody.

When I tell friends and colleagues about this trip, they ask, What can we do? How can we help? Where can we send money? The good news is that there are organizations on the ground committed to alleviating the material suffering in the tent city as much as possible. Here's my favorite: every day, a member of a ragtag group of women in the Rio Grande Valley brings food across the border. They bring breakfast tacos when the money is good, peanut butter sandwiches when it's not. They call themselves the Angry Tias and Abuelas, and you can go to their website and donate right now.

But the truth is that this crisis will not get fixed by a humanitarian response. No quantity of breakfast tacos can make this go away. It is a crisis of public policy. It is the direct consequence of the horribly named Migrant Protection Protocols, which do nothing for migrants except leave them in the most vulnerable situation imaginable and which protect nothing except for the public image of detention centers where overcrowding issues are slowly evaporating. The MPP, of course, sit on top of a whole history of American attitudes about immigration, race, and national exceptionalism—it's complicated. But it's also simple. This is a crisis of bad, immoral policy, full stop.

Churches don't always know how to talk about public policy. We are much better at sending breakfast tacos, and the stretch from the one response to the other isn't always comfortable. But a crisis of bad, immoral policy requires moral leadership and moral imagination of the sort that the church is uniquely called to provide. So when I got home from the border, I did the most theologically informed, morally grounded, and steadfastly faithful act of discipleship I could think of: I called my congressman.

A version of this article appears in the print edition under the title "Unprotected migrants."

Proposed Overture from Mission Presbytery

Draft by Tom O'Meara

Circulated to General Council for Comment to tom.omeara@sbcglobal.net

May 29, 2019

Resolved that Mission Presbytery, a border presbytery, respectfully overture the 224th General Assembly (2020) of the Presbyterian Church (USA), working through appropriate ministry units of the General Assembly Council, to do the following as soon as possible:

1. Provide the whole church with information about conditions that precipitate migration, obstacles to care of refugees, and about detention and deportation practices;
2. Challenge violations of the 14th Amendment of the US Constitution, Refugee Act, Immigration and Nationality Act, and International Law;
3. Act on the beliefs expressed in *Declaration of Barman* (1934). *Confession of Belhar* (1986) and the *Universal Declaration of Human Rights*, that the Church and its members may continue to be a prophetic witness against cruelty, hate and racism;
4. Advocate to United States Congress for legislative compassion in Immigration Reform.
5. Advocate to United States Administration for humane implementation of Immigration Law and Refugee Policy;
6. Advocate for the United Nations to develop resources to support refugees in Mexico and in other countries bearing the burden and privilege of refugee support;
7. Encourage the Stated Clerk, Office of Public Witness, and Office of Immigration Issues to work with others including ecumenical, interfaith and civil society agencies to develop resources for advocacy and welcoming for refugees;
8. Encourage congregations, presbyteries and synods to engage with the refugee community by participation in welcoming activities, advocacy for the development of helping public resources, and resistance to unlawful or unhelpful government activity;
9. Provide a toolkit for local congregation action for reasonable and compassionate treatment of refugees;
10. Establish a \$250,000 grant to be used to implement the provisions of this Overture;
11. Provide a report to the 225th General Assembly on progress toward achieving the goals of this Overture.

Rationale Section:

Our faith requires us to welcome strangers and foreigners, *Hebrews 13:2*:

The Presbyterian Church (U.S.A.) should renew its commitment to compassion and justice for those who have fled their homelands due to fear of political prosecution and for fear of the continuing cycle of violence;

Many times, in the past, General Assemblies have given endorsement to welcoming of refugees;

For at least three decades the USA government has engaged in tactics and strategies in dealing with immigration that violate the UNITED STATES CONSTITUTION, Public Law and International Law;

Central Americans and others seeking asylum in the USA, are not admitted to the United States and are made to wait in Mexico, for periods of weeks, encouraging attempts at illegal entry;

Refugee status is denied to those fleeing domestic abuse in nations unable or unwilling to protect them;

For decades border enforcement has occasionally resulted in the arrest of adults attempting illegal entry into the USA, but in April 2018, the USA government initiated a “zero tolerance” policy that resulted in massive and unnecessary family separations;

USA government is incarcerating minors under the supervision of the U.S. Department of Health and Human Services and in private detention facilities, which are below the standards of human dignity;

USA government has allowed the following conditions to remain: Asylum applications take many years, sometimes including detention during the wait; longtime residents of the USA are in uncertain status because of the revocation of Delayed Action for Childhood Arrivals; immigration quotas have been lowered to unreasonable levels; and dishonest claims are made about migration activity, encouraging hatred and fear.

White supremacists, white nationalists and racists are spreading false stories about the dangers posed by asylum seekers and other migrating people.

At the time of this overture there are more refugees and displaced persons in the world than at any time since World War II.

We strongly believe God is still calling the Presbyterian Church (U.S.A) to be a prophetic voice in support of strangers in our land. This overture will demonstrate our denomination’s commitment to serve those who have been forced to leave their own country and cannot return.

1. STATEMENTS FROM STATED CLERK ON IMMIGRATION AND FAMILY SEPARATION

from 6.16.2018: <https://www.pcusa.org/news/2018/6/16/stated-clerk-issues-statement->

Strong policy statement on immigration policy.

from 10.3.2015: <https://thinkprogress.org/donald-trump-claims-hes-a-presbyterian-so-church-leaders-are-calling-him-out-bbbbdd141597/>

Stated Clerk challenges Donald Trump's policies and his claim of being a Presbyterian

From 9.6.2018: <https://www.presbyterianmission.org/story/pcusa-stated-clerk-issues-statement-on-anniversary-of-daca-repeal/>

Stated Clerk urges steadfastness on the anniversary of DACA repeal.

From 8.26.18: <https://www.brickchurch.org/presbyterian-church-usa-stated-clerk-issues-statement-on-separated-immigrant-families/>

Stated Clerk condemn family separation policy.

2. ACTIONS BY GENERAL ASSEMBLY from website page: <http://oga.pcusa.org/section/mid-council-ministries/immigration/>.

Presbyterian Church (U.S.A.) joined with other organizations to oppose H.R. 4731, the "Refugee Program Identity Restoration Act of 2016." Read [the letter to the U.S. House Judiciary Committee Leadership](#) - March 15, 2016 (PDF).

Presbyterian Church (U.S.A.) joined with 272 organizations in a letter asking the Secretary of the U.S. Department of Homeland Security to designate El Salvador, Guatemala and Honduras for Temporary Protected status. This status would acknowledge the danger present for many families in those countries and allow for a temporary immigration status for those families who come here seeking protection but do not meet the narrow legal requirements for asylum.

[Letter to President Obama on Temporary Protection Status \(TPS\) for Northern Triangle Countries](#) - January 24, 2016 (PDF)

Presbyterian Church (U.S.A.) joins other organizations to voice opposition to Immigration and Customs Enforcement's plan to begin immigration raids of Central American families in 2016.

[Letter to President Obama on DHS round-ups of Central American families](#) - December 31, 2015 (PDF)

3, The above initiatives of the General Assembly of the Presbyterian Church (U.S.A.) were taking in concert with the other mainline Protestant Churches i.e. The Episcopal Church, The United Methodist Church, Lutheran Refugee Services, and the Baptist Peace Fellowship of North America. Presbyterian Church (U.S.A.) moral leadership was in cooperation with all major churches in this country.

**Committee on Preparation for Ministry
Mission Presbytery
October 25-26, 2019**

The Committee on Preparation for Ministry (CPM) reports the following actions taken at our meeting on September 20, 2019.

Inquirers to be enrolled:

Chelsea May Law (Hope, Austin)
Deric McCurry (Westminster, Austin)
Samuel Todd McGraw (University, Sa Antonio)
Kimbol Soques (Shepherd of the Hills, Austin)

The following have been **certified as ready to seek a call**, effective November 15, 2019, pending reception by the committee of assigned paperwork:

Ann Hartman (Central, Austin)

CPM requests Presbytery approval to remove from the rolls:

Tommy Williams (per his request)

Respectfully submitted: Kathy Escandell (Co-Chair), Malcolm McQueen (Acting Co-chair), Ellen Babinsky, Linda Bourianoff, Ann Brizindine, James DeMent, Elaine Dreeben, Doug Fritzsche, Carla Mathews, David Meriwether, Mark Stoub, Debbie Warden.

PASTORAL COMMITTEE REPORT
OCTOBER 2019

The Pastoral Care Committee hosted a retreat for pastors in Mission Presbytery at Mo Ranch from October 1 - 3. This is the first pastors retreat in several years. Fourteen pastors attended the retreat and, although the number might seem small, the young and not so young were represented, as were pastors from six of our regions. Two chaplains were part of the group and appreciated being included in the invitation.

Our speaker was Dr. Whit Bodman, retired professor from Austin Seminary. His topic was Who Is Your Jesus. I was rather amazed at the number of Jesuses there are to choose from.

Meg Johnson talked to us about Spiritual Direction and made herself available for anyone who would like to have some time with her. She also made sure the labyrinth was cleared of debris for any who wished to walk it while we were there.

Wednesday evening was time for our Drumming Circle. Kevin Cooley of Drumming Around in San Antonio led us in an evening of group drumming using a variety of percussion instruments. The event included laughter, quieter moments that allowed for prayer and meditation, fantastic drumming by all of us, and an evening of Spirit led community.

The group was unanimous that this retreat must be held again next year - and that we add one more day. The date has already been decided, so pastors of all varieties, set aside Monday, Sept. 28 - Thursday, Oct. 1 for the next retreat. Ruling elders, urge your pastors to attend, and encourage your congregation to pay for a special time away.

In addition to our final planning for the retreat we spent time at our September meeting to brainstorm about other ways we can care for and show our appreciation for all the pastors in Mission Presbytery. We want to have your suggestions as well. Contact Sallie Watson or any member of the committee (listed on MP website) with your ideas.

Several cards were sent out to pastors who are ill, grieving, or needing good wishes and we provided assistance to one individual since the last Presbytery meeting.

OCTOBER IS PASTOR APPRECIATION MONTH

If you have not yet honored your pastor - or any pastor for that matter - for their many ministries with you and within this Presbytery, you have four and a half days left. Please thank them for their dedication to their ministries, to all the people they serve and care for, and for their trust in our Triune God as they serve us all.

Carol Rahn, Moderator

Education and Congregational Nurture Report to General Council October 2019

ECN CO-CHAIRS FOR 2020: We look forward to leadership provided by Rev. Mandi Richey (Genesis-Austin) and Rev. Meagan Ludwig (FPC-Beeville).

ECN GROW GRANT: (application attached). This new grant is funded by the settlement fund from First Presbyterian Church-San Antonio.

Narrative Discipleship: A men's ministry led by Rev. Dick Kreutzer. This ministry had a successful initial 8-week session in 2018. We look forward to collaborating with the group as they prepare for a second 8-week session.

Commissioned Pastor Program: ECN liaison, Sheri Dittman
Beth Truax has completed the APTS Certificate in Ministry. We continue the discussion with COM about how best to encourage those who feel a call to Commissioned Pastor.

Regional Officer/Leadership Training

Corpus Christi – September 7, 2019 – Workshops were well received.

To Be Announced: Valley, Austin, San Antonio, Hill Country.

Web/Technology – Rev. Jen Mitchell (FPC-Karnes City) working with Thomas Riggs at the Synod level has created a closed Educators FaceBook page. This is a resource tool for educators in Mission Presbytery. Check us out on FaceBook, **Mission Presbytery Educators!**

Educator Fall Gathering 2019 at John Knox Ranch: This retreat was canceled due to low number of registrations. We are working to offer the workshops, *One Hour: Worshiping, Educating, Building Community as Families* with Rev. Erin McGee (FPC-El Campo) at a Presbytery meeting in 2020.

APCE 2020 SCHOLARSHIPS Once again ECN will offer ten (10) scholarships in the amount of \$450 each for registration to attend the conference. Contact Sandy Pinaire spinaire@stx.rr.com for more information. See y'all in Little Rock!

ECN SCHOLARSHIPS Small Church Educational Development Grant, John Howard Blake Scholarship, James Spivey Scholarship . More information is at the Presbytery website (Resources-Forms, Applications, Reference.)

NEXT ECN MEETING via Zoom and at the Presbytery office, November 12, 9:00 AM - 12:00PM.

Members: Sandy Pinaire (Jackson Woods-CC), Sam Baublitz (FPC-Kerrville), Jerri Petmecky (New Braunfels-NB), Mandi Richey (Genesis-Austin), David Roach (Pilgrim, SA), Janna Simon (FPC-Pleasanton), Dillon Vanderford (Brownsville), Jennifer Mitchell (FPC-Karnes City), Meagan Ludwig (FPC-Beeville), Sallie Watson, General Presbyter

Education & Congregational Nurture Committee of Mission Presbytery

GROW GRANT (Account # TBD)

Application

Five thousand dollars (up to \$1000 per church) each year is awarded to small churches (average worship attendance of 80 or less) for neighborhood outreach opportunities, education resources or continuing education.

Applications to be completed by Pastor or Clerk of Session.

Applications will be accepted through March 15. Grants will be announced at the June Presbytery Meeting.

Name of Church_____

Name of Teaching Elder/Commissioned Pastor_____

Address of Church_____

City_____State_____ Zip_____

Church Phone_____

Name of Clerk of Session_____

Clerk's email_____

What is your dream?

*On a separate sheet please provide a narrative of how you could use this grant.
If approved, ECN will provide a liaison to follow up on the progress and to
celebrate the outcome.*

Amount of funds requested_____

Date of application_____

Mail completed application to:

Education & Congregational Nurture Committee
Mission Presbytery
7201 Broadway, Suite #303
San Antonio, TX 78209

**Mission Presbytery Youth Connection Committee
Report to Presbytery, October 2019**

Recent Events:

Presbyterian Youth Triennium: “Here’s My Heart,” July 16-20

- Our delegation of 51 youth and adults had a fantastic time at Purdue for Triennium in July with 5000 other Presbyterian youth. A big thank you to Rev. Katy Walters, Neil McKown, David Lee Hulse, Katy Bedford, and Kailey Gray for serving as adult sponsors.

Main Event, John Knox Ranch, September 27-29

- Around 80 youth and adults gathered at John Knox Ranch for Main Event. We had a great time exploring why Christians should come together in community from our wonderful keynote speaker, Rev. Ellen Williams Hensle. Thanks to Henry Owen, Andy Watson, and the rest of the John Knox staff for making it a wonderful weekend!

2020 Youth Dates (see flyers in your packet for more details):

- January 10-12 and 17-19, 2020: Midwinter Youth Conference at Mo-Ranch
- February 21-23, 2020 Confirmation Retreat at John Knox Ranch



MISSION PRESBYTERY
— BETTER TOGETHER —

**Disaster Preparedness Guidelines
&
MISSION PRESBYTERY DISASTER
PREPAREDNESS AND ASSISTANCE PLAN**

Created by
**MISSION PRESBYTERY DISASTER PREPAREDNESS AND
ASSISTANCE DIRECTORATE (DPAD)**

Definition of Disaster:

An event that exceeds the resources of the local community
to address

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Presbytery's Disaster Preparedness & Response Plan (including General Council and Sessions)

Statement of Purpose

This Disaster Preparedness & Response Plan establishes guidelines and provides tools for Mission Presbytery in the preparation of and response to disasters that occur within its boundaries.

Disaster preparedness and timely response is essential for the protection of lives and property as well as mitigating the sense of loss and hopelessness in the aftermath of a disaster. Assisting affected individuals, groups, and churches through disasters witnesses to the love and healing of Jesus Christ and builds up the resiliency of the body of Christ.

In addition, the Plan supports partnerships and participation in long-term operational response for disasters within and beyond the Presbytery by using available resources.

Mission Presbytery Churches should use this plan as a guide when preparing their own individual disaster plans to guide emergency actions prior to, during and after any emergency. Pre-planning is the key to being ready for any disaster. The steps taken before and immediately after an event will have a positive effect on the members of your congregation. Many hazards do not lend themselves to prior notice. Therefore, this plan will address both prior-notice events and no-notice events. Realizing that each of our member churches is different, this document provides guidance to help you formalize your individual plans. Each of your plans should include the major components of this plan while adding any additional procedures that your individual church feels necessary. In addition, use of this plan as a guide will help standardize the Presbytery's approach. There are online forms within this document that will help with your compiling of data for your church and help Mission Presbytery in the compilation of data needed to serve the 66 counties in our geographic region. Simply stated, this plan defines the roles and procedures that will enable the Presbytery to:

1. **Identify existing individual and corporate resources** within the Presbytery congregations that can be applied to disaster preparedness, mitigation and response.
2. **Build individual and corporate resources** in the Presbytery congregations to assist in disaster preparedness, mitigation and response.
3. **Link individual and corporate resources** in the Presbytery congregations to meet humanitarian needs of human-caused and natural disasters and reduce vulnerability of people to future potential disasters.

4. Offer aid to those most vulnerable by identifying individuals needing assistance and mapping their locations before a crisis occurs.

Situational Environment

The offices of Mission Presbytery and its congregations are situated in areas that could sustain damage, irreversible changes, or destruction due to natural and human caused disasters such as: fires, floods, tornadoes, hurricanes, earthquakes, ice storms, drought, epidemics, hazardous material spills, technological failures, environmental contamination, major accidents, and acts of terrorism or war.

Cycle of Disaster Preparedness & Response

The Plan provides a comprehensive (full spectrum), integrated (multi-faceted), and flexible(needs-based) set of guidelines for pastoral leadership and mission response before, during, and after a disaster.

PRE-DISASTER

- Pre-Disaster Training
- Strategic Disaster Planning
- Assessment

DISASTER - Impact/Rescue/Recovery

- Implement Strategic Disaster Plan
- Assessment
- Contact PDA
- Traditional Psychological Interventions
- Aid Emergency Responders
- Liaison and Advocacy Interventions
- Spiritual Interventions: Prayer, Ministry of Presence, Pastoral Crisis Intervention
- Religious Interventions: Worship, Rituals, Sacraments, Theological Interpretation/Education

POST DISASTER - Reconstruction

- Assessment
- Traditional Psychological interventions
- Liaison and Advocacy Interventions
- Long Term Recovery, Reconstruction
- Spiritual Interventions: Prayer, Ministry of Presence, Pastoral Crisis Intervention
- Religious Interventions: Worship, Rituals, Sacraments, Theological Interpretation/Education
- Referral, as necessary

Disaster Response Protocol

HURRICANE/DISASTER IMMEDIATE RESPONSE PROTOCOL

Immediately prior to an event (2 days)

- Broadcast fax and e-mail to church offices a pastoral letter and the protocol.
- Presbytery office takes steps to prepare for alternate location if necessary.
- Presbytery staff and the Directorate share proposed shelter location arrangements (where will they go if unable to stay at home or church).
- **During any event, take actions for yours and others safety.**

During

Be Safe

Immediately following an event

- Presbytery staff, Disaster Recovery Coordinator, and the Disaster Preparedness & Assistance Directorate are in touch with each other.
- Initial calls are made by unaffected members of the Directorate leadership team.
- General Presbyter/Stated Clerk/Disaster Recovery Coordinator will make pastoral visits to pastors of affected churches as soon as safe and possible.
- The 1st or 2nd contact person from each affected church will call the Presbytery office to give initial assessment to the Directorate of their church, staff, and congregation.
- **48 hours (the 2nd day) after a storm** at 3:00 p.m. (the first church listed is the primary location; if damage prohibits, the secondary location will serve as host), all pastors in the affected area will meet at one of the following:
 - ▶ Victoria Region
 - Grace Presbyterian Church, Victoria, Tx (Primary)
 - FPC Cuero, Tx (Secondary)
 - ▶ Corpus Christi Region
 - Parkway Presbyterian Church, Corpus Christi, Tx
 - FPC Beeville, Tx
 - ▶ Rio Grande Valley Region
 - FPC McAllen, Tx
 - FPC Brownsville, Tx
 - ▶ Hill Country Region
 - FPC Kerrville, Tx
 - St. Andrews Presbyterian Church, Marble Falls, Tx
 - ▶ Austin Region
 - Austin Presbyterian Theological Seminary, Austin, Tx
 - FPC Georgetown, Tx
 - ▶ San Antonio Region
 - Presbytery Office, San Antonio, Tx
 - New Braunfels Presbyterian Church, New Braunfels, Tx

- To check-in with a coordinator from the Directorate leadership team, talk about next steps, and pray.
- **72 hours (3 days) after an event**, members and others who are concerned, can join a conference call with the Presbytery for debriefing, prayer, and beginning recovery work. A Zoom Call announcement will be sent out designating time and date.

Be Pastoral – you may be anxious, but many of the people you are working with have lost family members and their homes.

General Presbyter:

1. Over sees establishment of Disaster Preparedness & Response Plan
2. Presents budget to General Council
3. Appoints Disaster Preparedness Coordinator
4. Reviews Disaster Preparedness & Response Plan annually
5. Staffs Disaster Control Center at the Presbytery office during normal office hours
6. Directs the Disaster Control Center to relocate from the Presbytery office to an alternate location in order to continue operations if the office is directly impacted by a disaster
7. Acts as spokesperson for the Presbytery with all media
8. Provides ministry of presence to pastors and congregations in affected areas as soon as possible
9. Requests Presbyterian Disaster Assistance support, as needed
10. Decides, in consultation with General Council, to transition from a Disaster Control Center to a Call Center operation for long-term recovery and reconstruction activities within the Presbytery and participating with Presbyterian Disaster Assistance as necessary
11. Requests, in consultation with General Council, chaplains and retired ministers to augment the Presbytery's disaster response as needed
12. Participates in opportunities for worship leadership with the impacted community(s)

General Council:

1. Reviews after-action reports of disasters to determine the effectiveness of available resources and Plan implementation to meet the Presbytery's and congregations' needs
2. In times of crisis will function with the Presbytery's **Disaster Preparedness & Assistance Directorate** to coordinate;
 - Supports development of disaster resources for churches' training and preparation

- Establishes criteria for designated offerings disbursements during and after disasters
- Establishes criteria for disbursement or classification of leftover designated funds
- Coordinates with the Pastoral Care Committee and Committee on Ministry to provide care and support to ministers during and immediately following a disaster
- Coordinates with the Pastoral Care Committee and the Committee on Ministry to activate chaplains and retired ministers to augment the Presbytery's disaster response efforts
- Requests the Pastoral Care Committee to recommend worship options for churches inaccessible and/or damaged beyond immediate use as well as churches without pastoral leadership due to the disaster
- Encourages participation in religious observances within the impacted community(s)
- Decides, in consultation with the General Presbyter, to transition from a Disaster Control Center to a Call Center operation for long-term recovery and reconstruction activities within the Presbytery and participating with Presbyterian Disaster Assistance as necessary

Disaster Preparedness & Assistance Directorate (DPAD):

1. Works with the General Presbyter to maintain awareness of disaster preparedness with the churches, members, and communities.
2. Creates a budget to maintain equipment, facilities, and training to support the Presbytery and Synod Network
3. Administer the Mission Presbytery Preparedness Guidelines and the data that comes from the Congregation Survey and Church Preparedness Checklist
4. Review Disaster Preparedness & Response Plan annually
5. Staffs Disaster Control Center as applicable
6. Work with and through Presbyterian Disaster Assistance
7. Reviews after-action reports of disasters to determine the effectiveness of available resources and plan implementation to meet the Presbytery's and congregations' needs
8. Maintain relationships with local Voluntary Organizations Active in Disaster (VOAD), Long Term Recovery Groups (LTRG), and other faith-based organizations
9. Develop relationships with corporations, Non-Profit Organizations (NPO), and governmental agencies
10. Support development of disaster resources for churches' training and preparation
11. Work within your region to help promote the Guidelines in the church and community
12. In times of crisis act to help those in need;
 - Work with General Council to disburse designated offerings during and after disasters

- Help establishes criteria for disbursement or classification of leftover designated funds
- With the Disaster Recovery Coordinator organize volunteers to help in the disaster area
- Listen to Disaster Preparedness & Assistance Teams on the ground and other volunteers to assist in coordinating equipment, people, and facilities.

Disaster Preparedness & Assistance Teams (DPAT):

Are made up of at least four people and are divided into teams specializing in fire, flood, hurricane, tornado, and manmade disasters. Team members must be trained.

1. Advise DPAD on best practices for preparation, response, and recovery
2. Help with training in congregations and communities
3. Know how to use equipment supplied by the Presbytery for response and recovery
4. Respond to crisis situations as deemed by General Presbyter and Disaster Recovery Coordinator
5. Promote disaster preparedness
6. Help set up facilities in coordination with local congregations to host first responders and emergency volunteers

Disaster Recovery Coordinator (DRC):

1. Reports to the General Presbyter
2. Develops Disaster Preparedness & Response Plan and budget
3. Coordinates with churches and sessions developing local disaster preparedness plans
4. Staffs Disaster Control Center after Presbytery's normal office hours
5. Maintains resources needed for the Disaster Control Center's operation
6. Keeps informed of responses by and participates in forums with interfaith agencies
7. Keeps informed of responses by and participates in forums with disaster management agencies
8. Recruits and trains churches' Disaster Preparedness & Response Representatives
9. Provides communications and information for the webpage, newsletters, e-mails, Minutes for Missions, Cluster and Presbytery Meetings
10. Provides periodic assessments to Executive Presbyter
11. Assists preparing for opportunities of religious observances for the impacted community(s)
12. Staffs the Presbytery's Call Center, if activated, and participating with Presbyterian Disaster Assistance operations within the Presbytery
13. Advise churches on ways to harden facilities to best survive future disasters

Presbytery's Disaster Control Center:

1. Maintains a control center log of events, contacts, maps, changes, and communications
2. Utilizes the appropriate checklists for specified disasters
3. Establishes and maintains regular communication updates with Presbytery staff, Disaster Preparedness Coordinator, and churches in path of disaster
4. Maintain roster of pastors and stay-in-place or evacuation status
5. Receives home, church, and community damage reports from pastors

Church Disaster Preparedness & Response Representatives:

1. Appointed by their respective sessions
2. Assists their church in establishing a disaster preparedness & response plan
3. Coordinates with local/county emergency management operations and Volunteer Organizations Active in Disasters (VOAD)
4. Attends local disaster preparedness training
5. Provides pastoral care to individuals, families and churches
6. Physically checks on facility damage and reports back to the Disaster Control Center
7. Contacts Disaster Preparedness Coordinator to assist with plan development, training, or Minute for Mission opportunities
8. Participates in local religious observances in the impacted community(s)

Sessions or Church Disaster Preparedness & Response Teams:

1. Appoints and works with their Church Disaster Preparedness & Response Representative
2. Develops local church disaster plan
3. Maintains emergency data form on individuals and pastor(s)
4. Monitors who is going to shelter in-place and who will evacuate
5. Assesses physical needs of congregational members
6. Informs the Disaster Control Center of church shelter capabilities
7. Supports pastor(s) responding to the needs of community survivors
8. Plans and responds according to local emergency management operations requirements
9. Enables the pastor(s) to spiritual support members and the community
10. Determines what programs and services may be reduce, relocated, or temporarily stopped
11. Backs-up church data on a remote server and/or portable storage located offsite
12. Safeguards titles, deeds, membership, minutes, and funds
13. Plans for disruptions in utility service and how to access financial resources

14. Knows what the church's insurance policy does and does not cover
15. Teams up with other church organizations to avoid duplication of efforts
16. Plans religious observances, worship, rituals for the needs of the impacted community(s)
17. Communicates to Presbytery structural, financial, emotional, and spiritual needs

Congregation/Pastor Responsibilities:

1. Key people in the congregation should have a similar plan as Presbytery above.
 - Send out information to the congregation.
 - Alternate location for operation.
 - Where they will be if evacuated – contact information, etc.
2. Have a plan (such as a buddy system by deacons) for your most vulnerable members, i.e. who will contact them to make sure they are okay.
3. 24, 48, and 72 hours after a storm at 5:00 p.m., members who can will meet at the church for prayer, check in, communication, coordination, and need sharing.
4. ASAP, either the pastor or **Director of Disaster Preparation and Response** will call 210-826-3296 to let the Presbytery staff know how you are.
5. **Resources Coordinator** of a particular congregation will begin its triage (secure its building ASAP). Also, your records should be put in the “**Cloud**” or on a “**Jump Drive**” for access anywhere.
6. As soon as possible, hold a church staff meeting.
7. As soon as possible, the Moderator of Session will call a Session meeting.

PRESBYTERY ESSENTIAL CONTACT INFORMATION

Mission Presbytery
210-826-3296

Sallie Watson, General Presbyter
(210) 974-9753(cell)
presbyter@missionpby.org

Tricia Tedrow, Stated Clerk
(505) 716-0096
statedclerk@missionpby.org

Ed Sackett, Disaster Recovery Coordinator
(407) 344-7477
drc@missionpby.org

Melody Gonzalez, Office Manager
(210) 483-0385
missionpby@missionpby.org

Situations, Assumptions and Types of Disasters

Fabricated Hazards we might expect to encounter:

Individual plans need to address a wide range of human-caused and natural disasters – including incidents related to fires, coastal storms, floods, earthquakes, severe thunderstorms and tornadoes, security incidents, pandemics, public violence, terrorism, chemical explosions, transportation accidents, hazardous waste spills, as well as hurricanes.

Initially, it may seem that such a wide range of potential disasters makes prior planning an impossible task. However, many disasters have similar preparatory and post-hazard responses.

Identifying your actions and completing a local plan will considerably increase your congregation's quality of life during and after **any** disaster. It will reduce your burden by helping you to identify the necessary actions and complete the corresponding tasks with a minimum of problems. Creating, implementing and maintaining a disaster plan are the most important acts of stewardship you will ever work on. Positive pre-planning can help save your church assets. However, in the execution of your plan, remember that people are far more important than facilities. Your plan should cover both church assets and the safety of church members.

Understanding Disasters - the Scope of the Problem

Disasters are considered to have three basic phases, (1) Before, (2) During, and (3) After the disaster. However, the following presents a more complete picture.

Phases of Disaster and Response

Phase 1. Blue Skies/Anticipation/Warning

Phase 2. Impact/Emergency

Phase 3. Aftermath/Inventory

Phase 4. Relief/Remedy

Phase 5. Recovery/Reconstruction

Every planning model must consider two factors. The first is **people**; your plan must prepare your congregation for a disaster, as well as help them to survive and then recover. The second factor is **property**. Every disaster plan must help prepare your facilities to meet a disaster and help them to recover as quickly as possible after the disaster has ended. This planning model is based upon the above criteria and addresses the five phases of a disaster. In addition, at each phase, the model helps you to plan to meet the needs of your congregation and your facility.

Applying This Plan to Your Church

Your first task as a congregation is to determine who will develop, implement and maintain your individual plan. One approach could be to develop a committee/task force. Whatever approach you take, the session should ensure an annual review of the plan and appropriate updates.

The checklists should be tailored to meet your needs and requirements. Members of the Presbytery Disaster Preparedness and Assistance Directorate are available to advise your team.

Disaster Preparedness & Response Plan

INTRODUCTION

1. Purpose: To establish and manage disaster preparedness and response protocols that will effectively mitigate disasters affecting our church parishioners and campus.
2. This plan seeks to:
 - **Equip our staff**, congregation and presbytery with the necessary information, training and preparation to protect themselves and the church campus.
 - **Identify means of contact** in the immediate aftermath of a disaster and identify the immediate needs of the parishioners.
 - **Provide protocols for identification** and arrangements for appropriate individuals, parties, or agencies to address spiritual, emotional, and physical needs arising out of a disaster.
 - **Establish budgets** and mitigation efforts to secure the campus. Develop alternative communication systems.
 - **Identify human and physical resources** and prepare contingency plans to deploy these resources to assist staff and parishioners in a disaster event.
 - **Organize, select and train** preparation and response personnel, determine who is in charge (The Pastor should not be that person), and decide who will activate the protocols.
 - **Recognize that response and recovery do not take place in a vacuum.** Proactively contact and cooperate with your local response agencies. Do not attempt to perform the work of first responders such as police, firefighters, EMTs, etc. During an event coordinate with all local organizations that are involved in emergency response.

ORGANIZATION

This section should define the organizational structure your church has established to manage the Disaster Preparation and Response Plan. **During emergencies, you will not have time to call a meeting of a committee to take this action.** A fundamental need in time of a disaster is to have in place a trained organization:

- That will react immediately to the situation.
- That is empowered to make critical decisions regarding actions to be taken.

It is important to establish in advance which persons are empowered to activate your plan and who will be the media spokesperson for your church. These individuals must have designated backups. That includes a Director of Disaster Preparation and Response who is charged with overall development, operation, and continuing maintenance of your plan. Also, appoint a team that helps develop and maintain a plan for your church. Many large churches have two trained individuals in each of the three assignments that follow,

medium sized congregations should have one in each position and smaller congregations might choose to split the responsibilities between two people:

1. Director of Disaster Preparation and Response

This position:

- Serves as Chairperson of the overall team.
- Schedules and plans meetings.
- Schedules and plans trainings.
- Recruits coordinators.
- Ensures team readiness.
- Liaisons with established disaster relief groups.

2. Disaster Volunteer Coordinator

This position:

- Conducts skills and talent survey.
- Develops a database of volunteers / skills.
- Identifies members needing special assistance and pairs them with members, or their backups, responsible for maintaining contact.
- Develops a communications chain and arranges for its activation.

3. Resources Coordinator (should be a member of the property committee)

This position:

- Conducts inventory of facilities, supplies and equipment.
- Maintains supplies in good order and replenishes as necessary.
- Review insurance policy, making sure coverage is adequate, up to date, and comprehensive.
- Coordinates communications to the congregation regarding the use of facilities and equipment with the Director.
- Responsible for triage of facilities immediately after an event.

(These three positions in the church are not only the administrators of the disaster plan for the congregation, they are the primary liaison with the community and presbytery during a crisis)

PREPAREDNESS ACTION PHASES

As members of the church fill out the **Congregation Information Survey**, and the session and Disaster Team complete the **Church Preparedness Checklist** (both are in Phase 1), the data and information needed to prepare for and respond to a disaster will start to come together. This is a very comprehensive document and at first glance can seem imposing, but if worked on one section at a time it will be manageable.

The better prepared the church and the individual members are for a crisis, the better the chance of survival and the easier it will be to aid in the rescue phase and ease your recovery. This process is only as good as the data that is entered. The more data that is entered by each member the easier it will be to help them during their time of need and allow the Presbytery to contact those with special skills and equipment to come together to help one another. **We are Better Together.**

PHASE 1: Blue Skies Overview

This phase covers the period before a disaster is identified up to the point a disaster begins. During this phase, advanced planning and preparedness steps will be put into action. With advanced planning you will have built a database of information and made decisions on how you will handle each situation. Checklists should be developed to cover all known tasks so your plans can be accomplished more effectively.

Congregational Tasks in Organizing a Disaster Preparation and Response Plan:

- **Determine** who will develop and implement your plan.
- **Review** this checklist and “tweak” it to meet the needs of your church.
- **Use** the “tweaked” checklist and other documents to meet your needs and requirements.
- **Contact** members of the Presbytery **Disaster Preparedness & Assistance Directorate** through the Presbytery office.
- **Educate, train, and prepare** your congregation on how to prepare for a disaster; it’s a matter of life or death.
- **Identify** those in your congregation who will need assistance in escaping the perils of a disastrous situation and encourage them to develop their personal plan.
- **Network** with community authorities and organizations as you plan.

Preparing Your People

1. **Determine and review the needs of each member.** The **Congregation Information Survey** below can be used to determine members’ individual needs, talents, and other special information necessary for complete planning. Use local/county resources to register parishioners with special needs programs so those members can receive assistance prior to a disaster whenever possible. Include the link to the needs assessment in the information completed by each new member as he/she joins the church. **See Congregation Information Survey Form below**
2. **Map each congregant’s home and develop small groups** based upon residential location (**Phase 1 Congregation Information Survey**). These small groups should know their make-up and establish a phone chain. This phone chain and alternate communications should be able to be activated from top down and/or bottom up. Some congregations might already have this through their Deacons, if so it needs to be made available to the Disaster Volunteer Coordinator. **See Member Grouping and Mapping below.**
3. **Each small group should have a designated leader** who will be tasked with(a)calling and/or visiting all members of the group after a disaster, and then(b)reporting their findings to the Volunteer Coordinator. Assign a second person as backup. If possible, have group leaders call their members prior to the disaster to

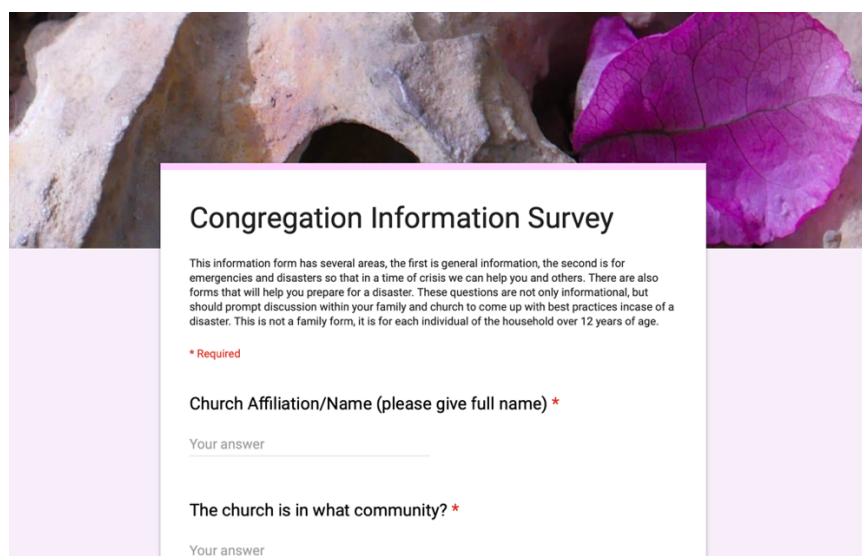
check on preparations and reassure them they have not been forgotten. Members of the group should keep their group leader informed of their situations. This could be a responsibility of the Deacons.

4. **Identify volunteers with special talents and equipment**, from the **Congregation Information Survey**, who can be called upon to respond after a disaster. Use this information to develop groups of volunteers ready to assist church members with specific short-term needs (i.e. debris cleanup, temporary repairs, etc.) (**Phase 1 Congregation Information Survey**)
5. **Offer disaster planning to church members and the community.** Distribute locally/nationally prepared materials helpful for each household to meet disaster needs. (Such preparation should include identification of a “saferoom” within the home and a specific meeting place outside the home where family members can gather.) Encourage parishioners with pets to **build their pets’ needs into their disaster planning.**
6. **Invite local and county agencies to present preparedness workshops,** Community Emergency Response Teams (CERT) are available to help with this training. These should be geared to the needs of individual church members and those serving in an official capacity. A course in basic **First Aid, Stop the Bleed** and **CPR** should be provided annually (Check with your local CERT of Red Cross). **See TRAINING below for other organizations.**
7. **Provide specialized training and drills** to officers and members of the congregation to test and refine the plan. (**TRAINING**)
8. **Develop a list of members with self-contained travel trailers, motor homes, etc.** that could be moved to church grounds after a disaster to provide temporary comfort stations for volunteers. (**Phase 1 Congregation Information Survey**)
9. **When local authorities announce a pending emergency activate the checklist** developed during **Phase 1.** Alert staff and volunteers of the pending crisis and to make preparations. Communicate with the Presbytery in response to the **Disaster Response Protocol** below.

MASTER CHECKLIST - PREPARING YOUR PEOPLE

Congregation Information Survey

1. Develop/administer Congregation Information Survey in Google Forms
 - This form should only take 10 - 15 minutes to fill out.
 - The form is essential to being able to assist those who have needs in your congregation, community and Presbytery. Not only does it assess needs but identifies others who can help and have valuable resources. Share the link with each member, **this is not for the family to complete, but for each individual in the congregation.** It will probably be beneficial to have volunteers set up computers and help those who are intimidated or lack the technological skill to complete this form. Do not forget your shut-ins or those who are in assistance communities.



Congregation Information Survey

This information form has several areas, the first is general information, the second is for emergencies and disasters so that in a time of crisis we can help you and others. There are also forms that will help you prepare for a disaster. These questions are not only informational, but should prompt discussion within your family and church to come up with best practices in case of a disaster. This is not a family form, it is for each individual of the household over 12 years of age.

* Required

Church Affiliation/Name (please give full name) *

Your answer

The church is in what community? *

Your answer

This is the link to share with church members and friends:

[https://docs.google.com/forms/d/1jKP3Dr -
WiNf9hETz6pYPcaQHAY1y be w80zGAvaBU/edit](https://docs.google.com/forms/d/1jKP3Dr-WiNf9hETz6pYPcaQHAY1ybe_w80zGAvaBU/edit)

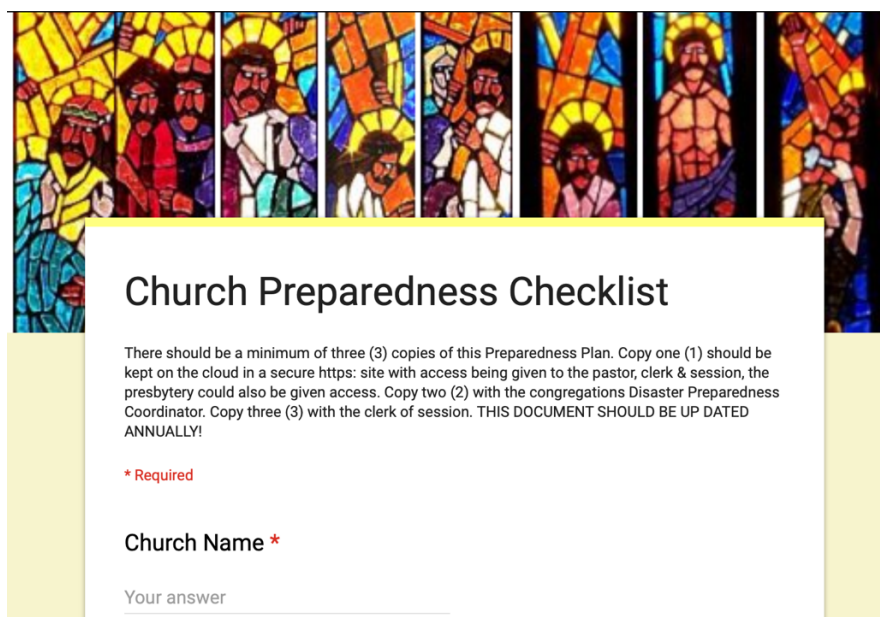
2. Analyze Congregation Information Survey
3. Create geographically-based small groups, from Congregation Information Survey
4. Develop phone chain for these groups; put someone in charge of each group, from Congregation Information Survey
5. Develop specialized lists, (i.e. skills, equipment, motor homes, etc.), from Congregation Information Survey
6. Use lists to create various volunteer groups, from Congregation Information Survey
7. Train congregation as a whole, from Congregation Information Survey
8. Train various volunteer groups, from Congregation Information Survey
9. Implement plan when disaster threatens

MASTER CHECKLIST - PREPARING YOUR CHURCH

MASTER CHURCH DISASTER PREPAREDNESS CHECKLIST

As explained in the body of this planning document, the first task for any church will be to create a committee that will be responsible for the development and implementation of the local church's disaster preparation plan. This committee should be recognized by and report to the Session. As the plan is being developed, the following questions should be addressed. Developing clear answers to these questions ahead of time will make it much easier for the committee to operate smoothly in time of disaster, when additional meetings might be difficult if not impossible.

What now follows in **Phase I** is the **Congregation Information Survey**. After that will be checklists for the action plans for the next Phases. These checklists will help you know what to do and when. For each phase, separate checklists are provided to help the committee when(a)preparing your property and(b)preparing your people.



Church Preparedness Checklist

There should be a minimum of three (3) copies of this Preparedness Plan. Copy one (1) should be kept on the cloud in a secure https: site with access being given to the pastor, clerk & session, the presbytery could also be given access. Copy two (2) with the congregations Disaster Preparedness Coordinator. Copy three (3) with the clerk of session. THIS DOCUMENT SHOULD BE UP DATED ANNUALLY!

* Required

Church Name *

Your answer

Here is the link to the Church Preparedness Checklist. This will help you see what can be done to protect the physical church, your members and your community.

<https://docs.google.com/forms/d/1Xx5Chwnu5gd2d6o8cL3rDQDZb4-BBLD0Y6ZkDJnyOs4/edit>

Facilities and Personnel Checklist

1. **Complete a Facilities Inventory (Church Preparedness Checklist)** Develop a complete inventory of church property, including equipment and furnishings. Make several hard copies and digital copies and store offsite. Video is a good way to verify your inventory. If you choose, you could provide a digital copy to the Presbytery for safe keeping. Update a month before hurricane season. **(Documentation and Protection of Church Property)**
 - Prepare a video or set of still images for the entire inventory.
 - Make several copies of the inventory and store the information and video off-site and in the cloud.
 - Store one copy of the inventory and tapes with the church's insurance company.
 - Review insurance coverage annually and adjust as necessary. Review your current flood zone classification.
2. **Review/update Facilities Inventory annually (Church Preparedness Checklist)**
3. **Review Insurance Policy(s) annually and adjust as necessary. It should be adequate and comprehensive.**
4. **Develop Property Checklists** Keep the tasks manageable, as those completing the tasks will be preparing their own homes. Having church cleanup days in the spring and the fall are excellent ways to address issues for disaster preparedness. **(Documentation and Protection of Church Property)**
 - Develop checklists that identify what needs to be done.
 - Identify the person responsible for each task.
 - Obtain and maintain in an appropriate, accessible place, plastic, tarps, duct tape, and twine to cover equipment and special pieces of furniture.
 - Identify equipment that can be moved to an inner room or hallway away from windows.
 - For hurricane preparedness, obtain wind-tested window covers and have mounts for easy installation when needed.
 - Post instructions for turning off electrical equipment and water sources in prominent locations.
 - Consider how to protect items of importance for your worship services.
 - Consider purchasing a generator for emergency use.
5. **Protect Church Records** The session should appoint a person to manage. **(Documentation and Protection of Church Property)**
 - Back up all records, computer files, etc. frequently. Scan old files into a computer.
 - Back up files kept by volunteers as well as by office staff.
 - Arrange for multiple copies, and store such copies at an off-site location, preferably out of the immediate area. At least one copy should be stored to the cloud.
 - Appoint a person to maintain backups; include this in the person's job description.

6. **Review/update facility communications (General Communications)**
 - Supply backup and/or alternative means of communication should electricity and/or phone systems be compromised.
 - Identify ham radio operators who can facilitate communication if other means fail.
 - Plan communication among church staff, members, and presbytery.
 - Plan with your alarm system company (if applicable) for proper use of the system.
7. **Determine responsibilities of all church employees**, remembering they will have personal as well as professional needs. **(Organize the Church Staff)**
8. **Determine possible pre/post-disaster use(s) of church facilities** and/or distribution facility. This should be done with the coordination of your local Emergency Management Coordinator with the city or county and the Mission Presbytery DPAD.
 - A checklist is not provided for this item since the local emergency coordinator will want to organize your shelter to best meet community needs. The coordinator will determine what supplies are necessary and arrange for the purchase and storage of the supplies. Make sure items with limited shelf life are rotated periodically. Not all facilities can be used to host evacuees but may be used to host first responders and emergency volunteers. If your church is interested in hosting first responders and emergency volunteers, please contact DPAD.
 - If you decide your facility can host volunteers, designate a person to oversee shelter operations. We cannot overstate the importance of coordinating with other agencies in your area for the overall plan. If the disaster is going to be designated as a Long-Term Recovery think about becoming a PDA Host Site.
 - Evaluate your facility with your local Emergency Operations Center (EOC) and/or American Red Cross (ARC) chapter.
 - Work with the EOC and/or ARC to determine what supplies the use of your facility will require.
 - Purchase and store necessary supplies; rotate supplies that have limited shelf life.
 - Notify the presbytery office if your facility will be used as a disaster shelter.
9. **Develop facility evacuation plan(s)** that is relevant at any time. An unanticipated disaster might force an evacuation when: (a) only a few people are present, or (b) a major church function is taking place. **(Church Facilities Evacuation Plan)** If facility houses a childcare program, develop a plan specific to program needs.
 - Identify a “saferoom” or rooms within the church; have at least one for your childcare facility.
 - Identify a meeting place or places outside of the church where church employees/members can gather after exiting the building. Designate a secure

one for your childcare facility. Meeting areas should be clear of emergency vehicles.

- Develop a floor plan for each level and/or building of your church.
 - Mark exit doors.
 - Mark location of fire extinguishers and fire alarms.
 - Place plan throughout facility, marking “You Are Here” at each location posted. Show how to get to two nearest exits.
 - Check annually for updates and quality of signs.
10. **Develop Facilities Checklist for use after an unanticipated disaster.** The checklists will include contacting appropriate authorities, and shutting off power, water, gas, etc., depending on the nature of the disasters. Church employees and officers need to be familiar and trained on the checklists and their implementation. **(Church Personnel and Documentation and Protection of Church Property)**
 11. **Train all employees in first aid, CPR,** and the use of defibrillators in case an unanticipated disaster strikes during working hours. If facility is used by outside organizations invite them to the trainings
 12. **Develop post-disaster Facilities inspection Team (Documentation and Protection of Church Property).** The team should inspect church facilities immediately after a disaster that causes physical damage. Committee members need to have the ability to identify damage and make emergency repairs to prevent further damage.
 13. **Develop Phone Tree** Have an updated phone list of disaster committee members, church employees and officers and/or others of significance available following a disaster. Develop an alternative method of notification should phone service be interrupted. **(General Communications and Phase 1 Congregation Information Survey)**
 14. **Identify possible off-site alternatives for church office, web site, worship. (Planning for Alternate Facilities)**
 - Develop an alternative method of notification should phone service be interrupted.
 - Identify an alternative church office site.
 - Develop off-site capabilities to keep the church website operational in case church computer systems are damaged or destroyed. Consider identifying an out-of-state person, e.g., winter or summer residents or out-of-town students, to be your phone contact/temporary web-person.
 - Identify possible off-site locations for church activities.
 - Identify possible off-site storage for church vehicles.
 15. **Identify/affiliate with other local and/or county disaster planning groups** and affiliates who can share preparation, training, and operational activities before, during and after a local disaster. **(TRAINING)**

16. **Develop/post emergency phone numbers at all phones with outside lines** (i.e. fire, police, water, gas and electric) and post prominently and provide to all staff and session members to carry with them.
 - Church employees.
 - Disaster committee members.
 - Presbytery staff.
 - Others of importance in an emergency, including insurance representatives, police, fire and other public authorities, EOC and ARC representatives, utility companies, and radio and TV stations.
17. **Develop personnel responsibilities. (Organize the Church Staff and Planning for Alternative Facilities)**
18. **Activate plan when disaster threatens** When local authorities announce a pending emergency, activate the checklist developed in **Phase 1** Master Checklists, and prepare to activate **Phase 2**.
 - Activate plans for contacting member groups/members.
 - Communicate with presbytery regarding activation of immediate response plans.

Session Planning & Assessment Considerations

1. Identify type(s) of disaster(s) most likely based on history and forecasts.
2. Identify disaster preparedness response team availability and responsibilities.
3. Secure necessary equipment to manage disaster responses on or off site: i.e, cell phone, laptop, backup systems, architectural plans, phone numbers, etc.
4. Identify churches already doing specific duties i.e., feeding, chainsaws, spiritual care, etc.
5. Identify facility space for use as an evacuation site of resource distribution site of state responders' staging site, etc.
6. Build a sufficient staff of volunteers to do all actions.
7. Provide and/or fund training for disaster response volunteers.
8. Decide what services remain active and what services will stop during various phases and intensity of the disaster, i.e., office operations, worship services, program activities.
9. Practice Disaster Preparedness and response plans.
10. Notify local emergency management offices of capabilities.
11. Stockpile sufficient water.
12. Ensure sufficient personnel can shut off main electric power and water supply.
13. Pre-plan for designated emergency fund for facility & personnel expenses.
14. Review insurance policy for sufficient coverage.
15. Consider contracting in advance for: attorney, plumbing, roofing windows, general contractor, waste removal, etc.
16. Backup financial records weekly as a minimum
17. Backup financial and program records daily as disaster nears.
18. Consider forming grief response teams to help members.
19. Identify alternative locations for worship if church is unusable short term and long term.
20. Obtain a copy of city, county, and state disaster preparedness plans.
21. Prepare for follow-up support groups to function for several months.

Tropical Storm/Hurricane Checklist

Even if your congregation is not on the coastal area, you could be a passthrough area or an area for evacuee sheltering. Be prepared for what could happen.

Tropical Storm winds 39-73 mph

Category 1 Hurricane- winds 74-95 mph(64-82kt)

Very dangerous winds will produce some damage. Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.

Category 2 Hurricane- winds 96-110 mph(83-95kt)

Extremely dangerous winds will cause extensive damage. Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.

Category 3 Hurricane- MAJOR - winds 111-130 mph(96-113kt)

Devastating damage will occur. Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.

Category 4 Hurricane- MAJOR - winds 131-155 mph(114-135kt)

Catastrophic damage will occur. Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted, and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

Category 5 Hurricane- Major - winds 156- or higher (136+ kt)

Catastrophic damage will occur. A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

TASK	Person Responsible	Done
Activate disaster control center, as required		
Activate Disaster Preparedness Plan and direct all activities		
Initiate protection of personnel, equipment, and facilities		

Contact local emergency management operations for mass evacuation routes and whether the local area is a shelter or pass through location.		
Review plans for an alternate disaster control center if the primary one becomes inoperable.		
Activate shelter management procedures as instructed, if applicable.		
Suspend all normal operations and release office staff. BOARD UP WINDOWS and DOORS.		
Determine evacuation location for handicapped and with special needs.		
Gather water, cots, linens for those staying on site.		
Determine need and assistance to provide for religious services, funerals, spiritual care.		
Implement procedures for the rapid acquisition, storage, and issue of emergency supplies.		
Obtain needed equipment and supplies.		
Shut off all utilities at master switch, if instructed to do so by local authorities.		
Move all valuable hard copy documents to a safe location, backup all computer data.		
Notify Presbytery of what actions have been taken.		
Implement mechanisms for distribution of emergency items of need.		
Provide emergency housing and subsistence, as coordinated with local agencies, if applicable.		
Provide alternate feeding site(s), coordinate with local agencies.		
Provide spiritual and emotional care as determined by local agencies.		

PHASE 2: Impact/Emergency

MASTER CHECKLIST - PREPARING YOUR PEOPLE

Be Pastoral – you may be anxious, but many of the people you are working with have lost family members and their homes.

This phase begins when the disaster actually strikes. In some cases, the disaster may follow a varying length of preparation and anticipation (i.e. hurricane), while at other times it can occur without warning. In either case **Phase 1** should already be complete. During and/or at the completion of **Phase 2** of a Disaster, be prepared to implement tasks identified and completed during **Phase 1** as necessary. For example, you might need to:

TASK	PERSON(S) RESPONSIBLE	DATE COMPLETED
Implement the pre-disaster planning efforts developed during Phase 1 training		
If necessary and/or feasible, parishioners need to be able to assist in immediate rescue/first aid activities for those injured as the disaster is happening. Otherwise, this becomes one of the first actions under Phase 3 . Do not interfere with first responders.		
If necessary and/or feasible, assist the authorities as directed. Otherwise, this becomes one of the first actions under Phase 3 .		

MASTER CHECKLIST - PREPARING YOUR PROPERTY

TASK	PERSON(S) RESPONSIBLE	DATE COMPLETED
If the building is unoccupied, do nothing until the actual event is over. (Remember property can be replaced; people cannot.)		

If the building is occupied, call 911 as soon as possible. Implement facility evacuation plan(s)		
Administer emergency first aid to victims on site.		
If possible, take emergency action as is immediately warranted (i.e. shut off power, gas, water, etc.) to minimize further damage.		
If necessary and feasible, church employees and officers need to assist in immediate rescue/first aid activities for those injured as the disaster is happening, if the church is occupied and they are present or can safely make their way to the facility.		
Employ the Facilities Checklist to survey the facility as soon as possible.		

PHASE 3: Aftermath/Inventory

MASTER CHECKLIST - PREPARING YOUR PEOPLE

As soon as the actual disaster has ended, (i.e. hurricane, earthquake, fire, etc.), people come out, look around, and realize that they are not alone. With initial rescues under way, the first volunteers, some of whom are unsolicited, arrive and need to be managed. Initial damage assessments begin. Primary communications may be restored.

In the case of a large scale disaster it may take up to 72 hours for the outside world to find you, be prepared to care for yourself and your neighbors during this time.

Use the checklists developed in [Phase 1](#) above to ensure all items are covered. During [Phase 3](#) of a Disaster, be prepared to implement tasks identified and completed as necessary. Depending upon the scope and time of the disaster, some of these tasks might have already been completed as a response to [Phase 2](#). For example, you might need to:

TASK	PERSON(S) RESPONSIBLE	DATE
Call appropriate authorities as necessary		
Administer emergency first aid to victims on site if necessary		
Implement the phone/visitation chain ASAP to determine the immediate status of the congregation.		
Implement use of volunteer groups as needed, either to the congregation or the community as a whole.		
Based upon needs begin to help each other as needed. Be especially careful to identify and assist those (a)with special needs, or (b)having difficulty dealing with the immediate stress of events. Call upon those with special training in emotional and spiritual care to help those in need, i.e. Stephen Ministers.		
Assign volunteer groups as needed to assist parishioners. This activity might well extend into Phase 4 , depending on the extent of the damage and the needs of your people.		

Be sure that minister or other approved spokesperson contacts Presbytery office with initial assessment of local conditions.		
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MASTER CHECKLIST - PREPARING YOUR PROPERTY

TASK	PERSON(S) RESPONSIBLE	DATE COMPLETED
If not already done, take emergency action necessary to prevent additional damage. (i.e. shut off power, gas, water, tarp roof, board up windows, etc.)		
Complete necessary repairs ASAP to prevent further damage.		
Survey property to complete an initial assessment of damage. Document with photos and videos.		
Contact the church insurance carrier ASAP		
If necessary and possible, implement plans to use the facility for community needs.		

PHASE 4: Relief/Remedy

MASTER CHECKLIST - PREPARING YOUR PEOPLE

This phase addresses medical and survival needs. Housing issues will arise while temporary repairs are made to homes and businesses. Public works crews swing into action; electricity, water and gas services are restored. More volunteers begin to arrive, along with various local, state and national agencies (i.e. Red Cross, Salvation Army, FEMA) This phase may last up to **10 times** the duration of **Phase 3**.

During **Phase 4** of a Disaster, be prepared to continue tasks identified and begun during **Phase 3**. Depending upon the scope of the disaster, some of these tasks might have already been completed, but others might take a long time to complete. For example, you might need to:

TASK	PERSON(S) RESPONSIBLE	DATE COMPLETED
Continue the use of volunteer groups as needed.(Such groups might now be needed by the congregation, the extended community, or both.)		
Use resources, expertise of congregation members to assist members in need as they work with various relief agencies (i.e. FEMA, SBA etc.)		
Continue the small group phone/visitation chain to monitor the status of the congregation. Use information gleaned here to provide additional assistance as needed.		
Engage person/committee to oversee collection and expenditure of disaster related donations.		

MASTER CHECKLIST - PREPARING YOUR PROPERTY

TASK	PERSON(S) RESPONSIBLE	DATE
Have members of the Facilities Inspection Team accompany the insurance adjustor on all inspections of the facility		

Identify a general contractor who will either complete or oversee all repairs, contract for needed repairs and begin the repairs.		
If necessary, implement plans to move some if not all-important church activities off-site until repairs are complete.		
Contact Presbytery to coordinate with outside agencies for recovery assistance if necessary (i.e. Church World Service, Presbyterian Church USA).		
Or, if necessary and practical, continue to use the facility for community needs.		
If immediate church family members do not need help, determine how local volunteer groups can serve other members of the community or beyond. Your pre-disaster planning contacts with local/county agencies will be helpful in creating volunteer networks. Presbytery can be helpful in coordinating such efforts.		
If church facilities are intact and the need is present, offer use of your facilities to other groups, relief agencies, etc. The facility might be used as a temporary shelter, distribution center, community meeting place, or focal point for outside relief agencies. Use of members' trailers, motor homes, parked on site, can offer self-contained facilities and AC if your building is otherwise intact but lacking power.		

PHASE 5: Recovery/Reconstruction

MASTER CHECKLIST - PREPARING YOUR PEOPLE

During the long-term rebuilding phase, local agencies begin to take over, along with continued help from agencies such as CWS or FEMA. The community begins to look ahead

and plan carefully for reconstruction and rebirth. This phase often takes several months to several years depending upon the scope of the disaster. Since it is impossible to plan for every situation, your team will need to make an assessment to determine what remains to be done.

During **Phase 5** of a Disaster, be prepared to continue tasks identified and begun during **Phase 4**. Depending upon the scope of the disaster, some of these tasks might have already been completed, but other might take a long time to complete. For example, you might need to:

TASK	PERSON(S) RESPONSIBLE	DATE
Continue the use of volunteer groups if needed.		
If possible, use qualified members of congregation to serve as ombudsmen for other members of the congregation if they incur problems with outside relief agencies, (i.e. FEMA, SBA etc.)		
Continue the small group phone/visitation chain to monitor the status of the congregation. Be aware that some problems might take months to surface.		
Make sure group leaders are ready and able to pass along problems identified in small groups to the appropriate parties. They are not trained, nor should they attempt, to solve all problems themselves. Use members who are specially trained to address emotional and spiritual needs, such as Stephen Ministers.		
ASAP, review the entire Disaster Preparedness plan to identify strengths and weakness, and implement changes as deemed necessary.		
Work with other outside groups (i.e. community, faith-based, etc.) to coordinate recovery efforts. Presbytery assistance might be very helpful here in developing a multi-community approach to recovery efforts. Your local VOAD or a LTRG would be a good place to start.		
Finalize the awarding of disaster related contributions.		

MASTER CHECKLIST - PREPARING YOUR PROPERTY

TASK	PERSON(S) RESPONSIBLE	DATE COMPLETED
Have members of the Facilities Inspection Team accompany the insurance adjuster on all additional inspections of the facility. This may well be necessary if additional damage is uncovered during repairs.		
Oversee the work of the general contractor as he works to complete or oversee all the completion of repairs.		
Review property damage to identify areas where modifications/ improvements, (as opposed to straight repairs) might mitigate possible damage from future disasters.		
ASAP, review the entire Disaster Preparedness plan to identify strengths and weakness, and implement changes as deemed necessary.		

CHURCH SECURITY

We have to realize that times are changing and security for churches is a real need for all faith communities. Security breaches can result in a unique disaster that at one time was not even a consideration for a church. They can range from a simple break-in to a violent encounter within your place of worship. Pre-planning is critical to ensuring the safety and security of your church and your members.

A violent attack on your church is unlikely but being prepared for the worst-case scenario is critical. **Most violent encounters are by people known to the community.**

You do not need to run background checks on all of your members, however, both **employees and any members who work with children are required to be screened in accordance with PCUSA policies.** Contact Mission Presbytery for assistance in background checks. Anyone without a valid, up to date background check may not work in any capacity with children in the church.

Preparing your People

The balance between keeping your congregation safe and security and being a welcoming and loving community of faith will be vigorously debated within your church. Each congregation will make decisions best suited for it. And, congregations should revisit their plans annually to determine if they need to be changed in response to local events.

- **Contact your local police, fire departments,** and insurance agent and ask them to meet with your team to evaluate security for your church and how it can be incorporated. They can help you evaluate your facility and programming and make recommendations on how your church can respond to a crisis. They will evaluate all the factors that may have a bearing on the situation in your area and help develop a training program to educate the congregation on proper responses. Do not try to make this evaluation without their input as it is important that your plan is developed in conjunction with the overall plan on how law enforcement will respond.
- **Develop a training program** based on the recommendations from the police evaluation. To ensure effectiveness, this training program should be repeated annually to maintain awareness and ensure that newly assigned staff, officers and members are well versed on procedures.
- **Conduct background checks** and follow up on references when hiring new employees.
- **Churches that have a day care program or preschool** must comply with the PCUSA policy and state laws which require background checks.

Active Shooter

Call 911 as soon as it is safe to do so.

Provide as much of the following information as possible:

- Number of shooters
- Location of shooters

- Physical description of shooters
- Number of victims and potential victims
- Types of weapons held by shooters

Run – Hide – Fight

1. Evacuate the Area – If you can safely leave the area, do so.
 - Have an escape route and plan in mind.
 - Leave your belongings behind.
 - Keep your hands visible.
2. Hide – If you are unable to leave the area safely, hide
 - Hide in an area out of the shooter's view. Give critical priority to areas you can best secure.
 - Block entry to your hiding place.
 - Lock the doors, if possible.
 - Move objects in front of doors, if possible.
 - Silence cell phones.
 - Remain in place until released by law enforcement officer.
3. Take Action – If unable to leave the area or hide, take action only as a last resort.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression.
 - Look for items to throw at the shooter or to use in an attack.

As part of your Active Shooter response plan, it is recommended to first review Take Action – Fight Back measures with local law enforcement.

When law enforcement arrives, their first priority will be containing the shooter, not helping victims. Do not stop officers to ask for help or direction when evacuating. Evacuate the premises as quickly as it is safe to do so.

- Remain calm and quiet.
- Follow instructions.
- Keep your hands visible at all times

Resources

Armed Intruder Best Practices Video: Church Mutual Insurance partnered with Alice Training Institute, experts in active shooter civilian response, to create a Best Practices Video and Armed Intruder Resources Kit.

<https://www.churchmutual.com/6421/Armed-Intruder>

DHS Webpage: Active Shooter: How to Respond. Provides fact sheets for private citizens, HR professionals, Active Shooter Workshop participants and First Responders. Also provides links to videos on Active Shooter planning.

<https://www.dhs.gov/active-shooter-preparedness>

Preparing your Property

- **Contact the local police department** and ask them to conduct a detailed security evaluation of the church property. This evaluation will have specific recommendations on what you should do to protect your church property.
- **Develop a plan** that incorporates the recommendations of the police department evaluation. The plan should address both normal hours and after-hours protection of property.

PANDEMICS

The Pandemic Flu concerns raised during 2008-2009 made us realize that our local medical facilities will be unable to adequately respond to a crisis. Each Pandemic incident may be completely different and the effects of it will be different in each geographical location. In most cases there will probably be limited resources to combat the flu or other disease and you and your church may be asked to assist in many different ways. Since each epidemic can be unpredictable, we only suggest some broad guidelines and locations where you can get excellent information to use during the epidemic.

Preparing your People

1. When the Federal government announces there is a concern with a Pandemic, you should follow closely the information that is released by the following organizations:
 - Center for Disease Control (CDC), www.cdc.gov
 - State and County Health Department
 - Emergency Operations Center (EOC) for your County
 - Presbyterian Church USA PC(USA), www.pcusa.orgThese organizations will have the latest information and will advise you of actions that need to be taken.
2. Develop a step-by-step plan based on the information supplied by the organizations above. This will primarily be a requirement of keeping your congregations informed and educated on the best course of action.
3. PC(USA) has information specific to church gatherings and alternate methods to conduct church services based on the threat.

Preparing your Property

1. If your church has a capability to serve as an emergency facility, you should register with the County Health Department. They will evaluate the facility and put you on a list as a possible emergency aid location. This could be a location to administer inoculations or a location to house patients. Let the Health Department do the evaluation and they will let you know how your facility can be used.
2. PC(USA) will provide specific ways to prepare your facility to limit the spreading of the disease, www.pcusa.org.

Medical Emergency

Steps of Action

- **Contact 911** emergency services, if needed.
- Contact a person who is trained and certified to administer first aid/CPR. (See side panel.)
- Disperse the crowd, if necessary.
- Designated individual _____ should contact those on the Emergency Contact List. (See side panel.)
- Designated individual _____ should notify the family as is appropriate.
- If **911** is called, send someone outside to direct the emergency team.

Note any other special information that may be needed in case of a Medical Emergency here:

First Aid

In the event that first aid is needed, refer to the list of trained individuals for first aid and CPR. (See side panel.)

Assess an injured person before providing first aid. Remain calm and try not to panic. **DO NOT** move injured person unless the situation is life threatening. Get professional medical help quickly.

REMEMBER: This information is to be used only as a guide. Always seek medical assistance when in doubt.

Bleeding

If severe **Call 911**

First aid for bleeding is intended to stop the bleeding, prevent infection, and prevent shock.

1. Act quickly. Have victim lie down. Elevate injured limb higher than heart unless you suspect a broken bone.
2. Control bleeding by applying direct pressure on the wound with gauze pad or clean cloth. If bleeding is controlled by direct pressure, bandage firmly with rolled gauze to protect wound.

Broken Bones

You may have a broken bone if: You hear a “snap” or a grinding noise during the injury; there is swelling, bruising, tenderness, or a feeling of “pins and needles”; it’s painful to bear weight on the injured area or to move it. What to do if you have a broken bone:

- Remove clothing from the injured part without affecting the injured area.
- Apply a cold compress or ice pack wrapped in cloth.
- Seek medical care immediately.

Burns

The severity of a burn depends upon its size, depth, and location. Burns are most severe when located on the face, neck, hands, feet, and genitals. Burns can result in pain, infection, and shock. They are most serious when the victims are very young or old.

1st DEGREE burns are the least severe and are characterized by redness or discoloration, mild swelling, and pain of the 1st layer of skin (epidermis). Overexposure to the sun is a common cause of 1st degree burns. First aid for 1st degree burns:

- Flush with cool running water. **DO NOT** put ice directly on a burn because it can cause frostbite, further damaging skin.
- Apply moist dressing and bandages loosely.

2nd DEGREE burns are more serious and affect the Dermis, the 2nd layer of skin. They look red, splotchy, swollen, and blistered. 2nd degree burns are usually the most painful because nerve endings are usually intact.

- Apply dry dressings and bandage loosely. **DO NOT** use water as it may cause shock. Bandaging keeps air off the burned skin, reducing pain and protects blistered skin. **DO NOT** break blisters.
- If the burn is greater than 3-inches or in an area such as, hands, feet, face, groin, buttocks, or over a knee or elbow, seek medical attention immediately.

3rd DEGREE burns are the deepest, most serious, and may look white or charred, extend through all skin layers. Victims of 3rd degree burns may have severe pain or no pain at all depending if the nerve endings are destroyed.

- **DO NOT** remove burned/charred clothing.
- Check for signs of circulation. If there is no breathing or signs of circulation begin CPR.
- Cover burn victim and seek medical attention immediately.

Heart Attack

A heart attack happens when the heart does not get enough blood supply for a period of time. Part or all of the heart muscle dies. A heart attack may have warning signs. It can occur without signs, too. This is called a “silent” heart attack.

If you believe a person is having a heart attack:

- **Call 911** right away. DO NOT wait to see if the pain goes away.
- If the person uses and has nitroglycerin, place one tablet under the tongue. Give as many as 3 tablets in 10 minutes.
- Loosen clothing around the neck, chest, and waist. Don't let the person lie down, especially if he or she has breathing problems. A half-sitting position is better. Put the legs up. Bend them at the knees. Put a pillow or rolled towel under the knees. Support the back.
- Contact individual(s) on Emergency Contact List who can perform CPR and First Aid
- Reassure the person that you have called for medical help and will stay with him or her until it arrives.
- If you can't call 911, immediately drive the person to the hospital. If you are experiencing heart attack symptoms, don't drive yourself, unless you have no other choice.

Common Warning Signs

- Feeling of pain (may spread to or be felt in the arm, neck, tooth, jaw, or back), tightness, burning, squeezing, or heaviness in the chest. This lasts more than a few minutes or goes away and comes back.
- Chest discomfort with: fainting, feeling lightheaded, nausea, shortness of breath, sweating.

Other Warning Signs

- Unusual chest, abdominal, or stomach pain.
- Dizziness, nausea, trouble breathing, jaw or arm pain without chest pain.
- Fast or uneven heartbeat or pulse.
- Sweating for no reason, pale, gray or clammy skin.
- An uneasy feeling in the chest with: unexplained or extreme anxiety; unusual fatigue or weakness; fluttering heartbeats; or severe indigestion that doesn't go away with an antacid.

Strains and Sprains

Strains involve a partial tear of muscle. Sprains involve a partial tear of ligaments (which connect two bones) or tendons (which connect muscle to bone). What to expect with strains and sprains: pain, difficulty moving the injured part, decreased strength, and swelling.

- Stop activity right away.
- Think **R.I.C.E (Rest, Ice, Compression, Elevation)** for the first 48 hours after the injury.
- After 48 hours, apply a heating pad or moist heat three to four times a day.

Stroke

A stroke occurs when there's bleeding into your brain, or normal blood flow to your brain is blocked. **THIS IS A TRUE EMERGENCY!** Contact 911 and the Church Emergency Contacts. (See side panel.)

Sudden signals of stroke (think **F.A.S.T**):

Face-Weakness on one side of the face. Ask the person to smile.

Arm-Weakness or numbness in one arm. Ask the person to raise both arms.

Speech-Slurred speech or trouble getting the words out. Ask the person to speak a simple sentence.

Time-Note time signals first observed.

Note any other special information regarding First Aid here:

Emergency Situations

Fire

Signals: Fire Alarm

It is important that all church members, staff, volunteers and visitors evacuate the building any time the building's fire alarm sounds.

Steps of Action if You Discover Fire or Smoke:

3. Pull the nearest fire alarm to initiate a building evacuation.
4. Evacuate immediately, assisting others, maintaining order, and moving quickly and quietly. Close doors and windows if possible.
5. Do not use elevators.
6. If smoke is present, stay low.
7. Before opening any door, feel the door with the back of your hand and do not open any door that feels hot.
8. If your clothing catches fire, stop, drop and roll on the ground until the flames are extinguished.
9. Once outside the building, **call 911** to report the fire if not already reported.
10. **DO NOT** go back into the building. Re-enter only when instructed by Police/Fire Department officials.

Fire Extinguisher Use

Use fire extinguisher only if the fire is limited and there is no additional danger to yourself or others.

When using a fire extinguisher remember the acronym **P.A.S.S.**

PULL the pin from the extinguisher.

AIM the hose or nozzle horn at the base of the fire.

SQUEEZE the handle to discharge the entire contents of the extinguisher.

SWEEP (from side to side) the extinguisher agent across the base of the fire.

Note any other special information that may be needed in case of a fire here:

Gas Leaks

If a gas leak has occurred or a gaseous smell is observed:

- **Call 911.**
 - Evacuate the building, using the fire alarm if necessary.
 - Notify the designated individuals on the Emergency Contact List. (See side panel.)
 - Call the gas company.
11. **Do NOT** operate electrical devices or switches, telephones, or light matches during this time.
- **Do NOT** re-enter the building until advised that it is safe to do so.

Note any other special information needed in case of a gas leak here:

Severe Weather

Floods/Flash Floods

Definitions

Flood Watch weather conditions are favorable for heavy rain and flash flooding.

Flood Warning is issued when flooding is imminent or occurring in a certain area.

Action Steps – Flood Watch

- Keep tuned to local radio or television station for further information.
- Inform staff and visitors of severe conditions and the potential to limit activities.
- Ensure that flashlights, weather band radios and extra batteries are available.
- Ensure that staff has cellular phones inside the facility.
- Prepare a waterproof bag or case to hold checkbook and other essential records.
- Continue indoor activities.
- Check all emergency food/water supplies and procure additional supplies if necessary.

Action Steps – Flood Warning

- Inform all staff and visitors of upgrade to flood warning.
- If located in a floodplain, prepare to relocate to a safe area (upper floor or higher ground).
- Transfer emergency supplies (bottled water, batteries, flashlights, weather band radios, cellular telephones and first aid kit) to safe area.
- Unplug all unnecessary electrical equipment. Backup computers and make sure the backup copy is stored offsite.
- Cover all computers with plastic sheeting and elevate computer towers off of the ground.
- Prepare church records for immediate removal.
- Continue to monitor telephones.

- Cease all outdoor activities and store all outside moveable objects in designated areas.
- If evacuation is ordered or necessary, unplug all electrical equipment.
- Evacuate staff, volunteers, students and visitors to a pre-assigned area.
- If evacuating, inform Disaster Recovery Coordinator or General Presbyter.
- Perform head count to ensure that all personnel are accounted for.
- Follow instructions issued by local authorities.
- If water is covering a roadway, TURN AROUND, DON'T DROWN.
- Report missing persons to Pastor or Parish Disaster Coordinator; do not return to search for missing persons.

Tornado

Definition

Tornado Watch: Conditions are favorable for a tornado or severe weather. Make Emergency Contact Persons aware of the watch and when it will expire, but take no further action.

Tornado Warning: Tornado has been sighted; take shelter immediately.

Pre-planned Shelter Area:

Steps of Action

- When severe weather is forecast a designated person should monitor the situation on the weather radio, if available, or the radio.
- When a tornado warning is issued, everyone in the building should proceed to pre-planned shelter area.
- People should be discouraged from leaving the building during an emergency.
- Close windows and doors.

Power Outage/Utility Failure

If a power outage or blackout occurs:

12. Notify the utility company.
13. If church activities are in progress, continue with services (if practical). If that is not practical there should be a controlled dismissal (if practical and safe), such as row-by-row, paying special attention to the elderly, disabled and small children.
14. Use only flashlights for additional lighting. Do not use candles or other open flames.
15. Disconnect equipment and electronics that were in use when the power went out. When the power comes back on, there may be a surge or spike in electricity that could damage equipment.
16. DO NOT operate a generator indoors. If a generator is used, keep it in a well-ventilated, outdoor location.

Note any other special information needed in case of a utility outage here:

Procedures for Ushers/Greeters

Listed below are instructions for assisting when un-expected circumstances arise. Your assistance helps the pastor/elders maintain a sense of order in the church, as well as maintaining the safety of those present.

Medical Emergencies

Ushers should scan the congregation as people arrive – know who has medical training (physicians, nurses/CPR) and note their location. Should a medical emergency come to your attention, first assess the situation to see if the ill person is in danger to themselves or anyone else. If available, summon a Health Care Provider from the attending congregation to begin medical care. Know the location of the First Aid Kit and Automated External Defibrillator (if available).

If further assistance is necessary, **call 911** using a cell phone. Station one usher outside the church to direct paramedics to the patient's location.

Hidden Illness

- If a person has a seizure, do not attempt to restrain them or put anything in their mouth. Move objects away to prevent injury. Loosen clothing, especially around the neck. Make the person feel comfortable after the seizure, perhaps by helping them to a comfortable place to rest and by offering assurance. Immediately summon a Health Care Provider from the attending congregation (if available) and **call 911** using a cell phone.
- In the event of a sudden attack (a seizure, a stroke, or a reaction to medication), immediately find a Health Care Provider from the attending congregation (if available) and **call 911** using a cell phone.
- Check for any medical alert tag the person may be wearing (necklace, anklet, bracelet, etc.).

Disturbances and Distraught Individuals

1. On occasion, an unknown/conspicuous person may enter the church seeking assistance. First, welcome them and offer to find them a seat. If not interested, usher them to the entryway (vestibule) of the church and inquire what assistance they might need. Should the person be in need of money, food, or clothing, assist as you have been instructed by the pastor or session.
2. People with mental illness or certain addictions, could be disruptive and/or present a risk of injury to themselves or others.
 - Behavioral clues include rocking, rolling eyes, irrational movements, constant mumbling, talking to one's self, staggering, pacing or wandering.

- Such people may be unstable, and ushers should intervene immediately.
 - Find one or two ushers, Health Care Providers, or members of the congregation who are willing to approach the person quietly and ask them to accompany you to a quiet area in the church. Do your best to be respectful and make the person feel comfortable.
 - Walk away from the person if there is any indication of violence and call 911.
3. In the event that someone becomes unruly and begins to cause a disturbance –
 - Again, ushers should immediately intervene in a reasonable manner.
 - If safely able, escort the person outside to discuss their intentions.
 - If the disturbance occurs in the sanctuary, ushers should assist the pastor.
 - If the unruly person becomes aggressive, call 911 immediately for police assistance.
 4. Once the person is ushered outside, unless concerned for safety and 911 has been called, do not lock the doors as this could restrict emergency exiting. If necessary, station ushers at every door to prevent the person from re-entering the church.
 5. Ushers should never act alone when dealing with disturbances or distraught individuals. Always ask other ushers to assist you.
 6. Ushers should take the initiative to step in when a disturbance occurs. Follow policies and procedures set by your session and pastor.,

Weapons

Any usher who is aware of a weapon brought into the church should:

- **Call 911 immediately**, if reasonably suspected and follow their instructions.
- If able to still maintain calm with those attending, notify the pastor/elder, informing them of the suspected person who brought the weapon, where it is located, whether the suspect has threatened anyone, and give any other details that might prevent the suspect from hurting someone or themselves.

Fires

Ushers need to be familiar with exit routes and their assigned area if evacuation is required.

- **Call 911 and notify the fire department of the emergency.**
- Fires in the church will require evacuation.
- The pastor/elder will give instructions from the microphone that evacuation is necessary.
- Evacuation will require strong direction with calmness and authority.
- All ushers shall stand by the exits.
- People should leave by their nearest exit.
- Assure disabled persons in your area are assisted, as needed.
- Once the church has been evacuated, ushers should clear people away from the building (until an “all clear” can be called).

- One or two assigned ushers should report to the presiding priest for further instructions after the church is cleared.
- Ushers should know the locations of the fire extinguishers in their worship site and how to use them. They are to be used for minor fires only.

Tornadoes/Severe Weather

Tornadoes are usually seasonal and may give us warning. If a tornado siren is heard, the pastor/elder will direct people in an orderly and calm manner to the pre-planned shelter area. Assist disabled persons in your area, as needed.

Safer areas of refuge are:

- Interior hallways and stairways.
- Basements and areas away from windows and glass.

Training

Training Plan

Promote preparedness of church members, employees, and those who have volunteer to help execute this plan.

1. Obtain local Disaster Preparedness information and distribute it to your members. This information is available from local governments, radio/TV stations, Salvation Army etc.
2. Host a disaster preparedness workshop yearly at your church.
3. Provide your church members with a list of local workshops that they can attend. Your local Emergency Operations Center can provide you with a list of workshops and training courses.
4. Annually, provide training to group leaders. This training should provide all of the requirements that will make this group leader effective in their neighborhood during an emergency. This training should include:
 - How to organize your group.
 - How to communicate with your group.
 - What is expected from the group leader?
 - When and to whom do they report?
5. Host a course in basic First Aid and Stop the Bleed for the preparedness of church members.
6. Annually, provide training to church staff and any organization using your facility. This training should include:
 - First Aid and Stop the Bleed
 - Defibrillators
 - Evacuation and safe room procedures.
 - Notification procedures
 - Preparing church property for an emergency
 - Backing up and protection of church files
7. Annually, provide specialized training as necessary for those who will be in charge of various portions of this plan. (Such training should include periodic drills or other attempts to test the plan as realistically as possible, without causing undue stress.)

Member Grouping & Mapping System

CHECKLIST TO DEVELOP MEMBER GROUPING MAP

Map location of members.

1. Map the location of your members and divide them into small groups. These groups should not contain more than 20 families and should be of geographical location so after a disaster it will be easy to check on the individuals. This is easily accomplished using Google maps since all of the data is being gathered in Google Forms and Google Sheets (here is a tutorial on mapping <https://www.youtube.com/watch?v=R2X0oRiMtWE>). Once your members and friends have completed the Congregation Information Survey, the Presbytery will compile the data and send it to the church. This is important since emergency response fire/rescue use GPS when street signs are down. The computer mapping system will be helpful to do the following functions:
 - Determine the concentration of your church population.
 - Helpful in determining member groupings.
 - Displaying special needs members.
 - Displaying the location of equipment.
 - Displaying where the volunteers live.
 - Displaying and mapping by use of GPS coordinates.
 - Mapping and guiding you to a location.
 - Determining who lives in a location that was hardest effected by the disaster.
2. Appoint a primary and secondary group leader for each grouping.
3. Have each leader attend an organizational training session so they are properly organized and understand their job.
4. Reorganize and up-date groups annually with the change of session members.
5. Establish a communication chain that works for each group, such as phone, e-mail, physical contact. Make sure that each group has a backup system.
6. Identify the **Director of Disaster Preparation and Response**, to whom each group leader reports.
7. Provide Group Leaders with questions that should be asked of each member following a disaster. This should be in the form of a checklist.
 - How did you and your family survive the emergency?
 - Do you need any assistance?
 - How did your property survive the emergency?
 - Do you need any assistance cleaning up?
 - Provide them with information about the church and any general information you have been provided.
 - If you detect any problems, report to your **Disaster Volunteer Coordinator**.
 - Each pin represents a Church member family. By zooming in on an area, you can define each of your small groups. This will assist you in keeping your group members close to each other.
 - Once you decide the grouping, you can display information about the group members by clicking on the pin.

Volunteers and Equipment List

1. Develop a list of members that have volunteered to house families displaced by an emergency. **(This is part of the Congregation Information Survey)**
2. Develop a list of members that have volunteered as a Disaster Preparedness Action Response Team. **(Congregation Information Survey)**
3. Develop a list of members with equipment such as: self-contained travel trailers/motor homes, trucks, chain saws etc. **(Congregation Information Survey)**
 - Contact those members who indicated that they have a travel trailer/motor home and confirm that it would be available for use after a disaster. **(Congregation Information Survey)**
 - Make plans on how facilities will be used at the church and include them in this plan. **(Congregation Information Survey)**
 - If use requires facilities to be prepared, make sure that the facilities committee makes plans and includes it in the budget. Possible requirements could include site preparation to park, water hook-up/electric hook-up.

Documentation & Protection of Church Property

Post Emergency Inspection of Church Property

Establish a Committee of experts that will accompany your Insurance agent on property inspections associated with property damage. This list is part of the data contained in **Church Preparedness Checklist** and update it annually when you review your Insurance requirements. We recommend that you use the same format your insurance company will use for the post inspection of the church property. You can obtain this format from your insurance company. In addition, similar forms are available on the internet. These forms are quite extensive but will be required to establish who is responsible for repairs.

MAKE SURE THAT YOUR BUILDINGS ARE SAFE TO ENTER. IF THERE IS ANY QUESTION, GET A QUALIFIED ENGINEER TO DETERMINE WHAT NEEDS TO BE DONE BEFORE ENTRY.

While performing the post emergency inspection determine if immediate emergency repairs are required. Take the necessary action for these repairs, and document the damage with photos. We recommend the use of a Risk Management Document, this type of document provides good guidelines that may apply to your situation. Disregard those items that do not apply to your situation. Here is a link that has several downloadable templates for your risk management of the church facilities,
<https://safetyculture.com/checklists/risk-management-plan-templates/>

Documentation of Property

Make sure that your church completes a Facilities inventory of church property.

Document the inventory with a complete written description listing the item, cost and the date purchased. Also, take digital pictures or movies. Store this inventory in a safe place off campus.

Update your inventory annually about one month before hurricane season.

Records:

Determine what records need to be protected and copied. Make a list those records and store the copied records in a secure location off campus.

- **Back-up Electronic Records** on a routine basis and store off campus. Use a secure cloud server like Dropbox to secure your data digitally.
- **If a storm is approaching back-up all records.**
- **Place hardcopy files in a waterproof container** and store off the floor above expected flooding.

Protection of Church Property

Upon Notification of an Emergency Event

EQUIPMENT:

Purchase plastic bags, plastic sheeting, tarps, duct tape and twine to cover equipment and special pieces of furniture. These supplies should be purchased and stored ready for use. Each area/ rooms of all buildings should be secured if time allows. Items that will need protection should be listed in an inventory book. You should also have instructions on turning on and off all electrical equipment. Any other equipment that requires special procedures should also have instructions included with this checklist.

- Place plastic bags or sheet plastic over electronic equipment
- Make sure you disconnect electric to all electronic equipment.
- Cover all large furniture, pianos and organs with tarps.
- Position equipment in hallways if feasible or move away from windows.
- Observe each room after it is secured to insure all items are properly secured.

OUTSIDE FACILITY:

- Make a list of items needing special attention, figure out the logistics while you have blue skies.
- Secure all special attention items.
- Do an outside walk around paying close attention to items that might become airborne during high winds.
- Install hurricane shutters as required.
- Secure lawn equipment.
- Secure pumps and electrical equipment. Turn off any electrical equipment affected by power surges and or floodwater.
- Have bi-annual workdays to clean up the property, make repairs that will harden the facility and trim trees and shrubs that might cause damage.

General Communications

Communications are very important in the execution of your Disaster Preparedness and Response Plan. You will probably not know what type of communication will be available following an emergency. As a result, you must be ready for any situation. We are providing a list of communication options in order of their effectiveness and anticipated availability after a disaster. The Presbytery will provide limited communications that should be in place within 24 hours after the need is reported or it is determined that your church does not have the ability to communicate the need. A separate plan of operation will be developed to control the Presbytery assets.

1. Agree to a meeting time and location of all leaders.
2. Preferred mode of transportation is four-wheeled vehicles for contacts between leaders.
3. Satellite Phones.
4. Ham band(6meter) phones (Requires a 6-meter license).
5. FM Radios
6. Marine Radios
7. Cell phones
8. Land line telephone
9. High-speed web connection.

Organize the Church Staff

1. Make a list of your church paid staff employees and assign duties that they would perform if adequate warning were provided. Also, make a list of duties if no warning is provided. Provide brief but clear descriptions of their assignment and responsibilities so they understand ahead of time what is expected of them.
2. Make sure your staff knows what your alternate plans are so they will be aware and knowledgeable.

Example:

Secretary – Make back up of important computer files and see that they are stored off site.

Custodian - Assist in preparing church equipment and property for the emergency.

Parish Nurse - Make sure that the special needs members are taken to shelters.

Planning Alternate Church Facilities

Determine if there is an accessible location for an alternate church office that can be used in an emergency. Develop an agreement with that site that you will offer your church to them for emergency use if they will reciprocate in case you need help. Decide what systems, procedures, and records should be available in an emergency, and make plans to provide those items.

Review church activities to decide which programs can and should be continued in an off-site location during an emergency. If possible, keep your activities and church schedule as close to the same as possible. Search for a suitable location and make reciprocal arrangements as necessary to be prepared for such an event.

The more complete your arrangements the less problems you will have making the change.

Develop off-site capabilities to keep church web site operational. (Probably from a church member's home, or another church.) Assure that several people are trained to manage the church web site.

Sample Agreement for Alternate Facilities

1. This Memorandum of Agreement is between _____ and _____. The agreement takes effect as of the date that both church sessions agree to and sign this document.
2. This agreement is being entered into for the purpose of providing a formal written understanding on the support that each church will provide the other on a temporary basis during and after an emergency situation or disaster.
3. This agreement shall remain in force until such time as either party wants to terminate its provisions. At such time as one of the parties wants to terminate the agreement, it shall be accomplished by notification to the church session by the other church session. Any provisions of the agreement may be changed provided both parties agree to the changes. Changes will become an addendum to the primary agreement.
4. _____ and _____, agrees to support each other during a time of emergency or when a disaster has occurred that restricts the use of their facilities or their ability to cope with the situation. This help could be provided in a number of different ways such as: administrative assistance, facilities use, pastoral help and/or other requirements as requested. The nature of this agreement is entirely dependent on a situation that will be developing and impossible to define in advance. The purpose is to have an agreement that both parties understand will need an immediate response, be time sensitive and require concessions by both groups.
5. Each session shall assign the responsibility of a liaison from one of their standing committees and give that committee the authority to work directly with the other church and to respond in a timely manner without having to wait for a normal scheduled session meeting.

Signatures:

(Name of Church)

Clerk of the Session

_____ Date: _____

Church Facilities Evacuation Plan

The evacuation plan should be in a presentation format and placed on the walls in strategic locations so members and visitors will know where to go in an emergency. This Plan should also designate a safe room where a large group of people could weather a storm if necessary and a location to gather outside of the building that would be clear of emergency vehicles.

1. Make a floor plan of each level of your church and buildings. Mark the exit doors to the outside, location of any fire alarm pulls and any fire extinguishers. Post the plan throughout the building, marking “you are here” at the appropriate location. Show how to get to the nearest two exits. At services, twice a year talk about what everyone should do in case of an emergency. Discuss both evacuation and maintaining a safe area. If your church already has evacuation plans posted check them for updates.
2. Keep examples of your evacuation plan in hard copy and digital files.

Business Continuation Plan

Disaster Site Recovery Restoration Actions

A disaster has occurred. Emergency response goes without a hitch. Your emergency response plan is adequate. But, what do you do next? Emergency personnel are gone. It is up to your agency to begin the process of recovery. What actions do you take for disaster recovery? Disaster recovery is usually specific to each physical business location. The extent of recovery efforts will be dictated by your agency's ultimate business continuation goal(s).

Disaster recovery requires a team of people. The team members will likely be assembled from existing staff (ideally, staff who participated in the planning) and essential outside resources that have been lined up in advance of any disaster.

Disaster recovery also requires preplanning. Your recovery efforts will take their cue from your agency's business resumption goals. Consider these questions:

- What do you do at this location?
- Is this location essential?
- Does this location need to be back in business? If so, how soon?
- Can you abandon this location?
- How soon do you need to know if this location can be operational?
- Where can you relocate mission critical services and business functions?
- Do you have an alternative location(s) established to set up business?
- Can you re-deploy staff to other agency locations?
- Who are key staff members?
- Is there equipment, materials, tools, documents, files, etc., that are essential to business resumption that must be retrieved from the site? Or, do you have duplicates or backups in other locations?
- Who will be assigned disaster recovery duty? Who are their backups? From where will they operate?
- Who activates the disaster recovery plan?
- Who are the outside team members? Who will notify and activate them?

- How will you communicate with your staff after an event occurs?

Keep in mind that:

- Disaster recovery activities are designed to limit losses and preserve what you can from a disaster location after the event.
- Business resumption is separate but occurring simultaneously.
- Initially, both may overlap extensively.

Your Disaster Recovery Plan must consider these steps:

Access to Facility

- How fast do you need to get back in to this location?
- Who will have access?
- Who will allow access?

Can I *just walk into the building*? After a disaster has occurred, the Facilities Division has the lead role in physical security for DAS owned or managed buildings on the Capitol Mall. This includes admitting or keeping people out of a building and responding to police and fire requests after hours. They secure buildings until inspected for damage and safety. Any state facility has similar people or units, doing similar work. Agencies leasing private facilities should ask their landlord about and/or make arrangements for access and security services.

Obtain permission to enter the building(s). Only authorized personnel should be allowed access to the premises.

Security of Facility

- What is in this building that must be protected? Documents, equipment, materials?
- What if this becomes a crime scene? Who will communicate with police?
- Who handles the media?

It is essential that appropriate security methods be utilized for protection of on-site assets, including equipment, premises, information, documentation, etc. Safeguard your assets against fire, theft, vandalism or other perils. Contact your facilities personnel to determine their level of response for your agency. Identify special needs. Plan for any additional or contractual resources.

The Oregon State Police are responsible for all law enforcement in all state owned buildings. Local police provide normal services to all facilities leased, and not owned by the state. What is your working relationship with them? Insure that you include them in your plan considerations.

Stabilization of Facility

- What in this building will require rapid return of power (for example, food storage coolers)?
- Who will determine physical/structural safety?
- Where will you get the equipment or materials (tarps, boards, etc.) to stabilize the facility?

During emergency response operations, facilities personnel go into affected buildings and turn off manual, mechanical, and electrical systems.

When the emergency response ends, your agency enters the disaster recovery phase. At that point identify the functions or areas that may need further stabilization or any actions necessary for site safety. This may include gas or water leaks, collapse risks, and the like. Facilities personnel may have already checked electrical systems, breakers, and control centers for damage and/or tested utility, power, and alarm systems. Some of these systems may have already been reset.

Determine the appropriate emergency measures that your agency must take to protect the property from further loss. This can include actions such as:

- Cover damaged openings or property with plywood, tarps, or plastic to protect from the weather and moisture.
- Provide temporary bracing.
- Obtain repair services for utility issues.
- Provide ventilation for areas in which there may be a gas release.
- Remove or pump out water in flooded areas.
- Reduce or turn off air temperature, i.e., heat or air conditioning.
- Move perishable items to alternate locations when cooling devices fail, such as refrigerators or
- freezers containing food or vaccines.
- Other emergency actions for special equipment or situations.

Identify priorities, resources, materials, and the timeframe in which you need to accomplish these measures.

Safety, Health Environment Controls

- Are your employees who may be entering the facility outfitted with appropriate personal protective equipment (PPE)?
- Have they been fitted, trained, and are they familiar with PPE limitations?
- Are they aware of potential hazards they may encounter?
- Do you have an emergency plan to address any IDLH situations or response to unexpected serious situations?

It is possible that you will enter a building that has unanticipated hazards. Rely on the Emergency First Responders' advice and warnings. Consider delaying entry if you are not prepared or equipped to deal with possible hazards. Be aware of chemicals that may have been released as a result of structural damage. Floodwaters may be contaminated with sewage. Overhead risks may require hardhats. Be equipped with emergency lighting. Have a floor plan. Know several routes to get out of the building. Allow no one in alone. Carry emergency communication devices.

Damage Assessment

- Who on your staff can coordinate inspectors, engineers, salvage specialists, or insurance adjusters?
- Be prepared for possible compliance inspections by OR-OSHA, DEQ, Fire Marshall, etc.

Inspect the affected areas to determine the nature and extent of damage. Facilities personnel often guide inspectors and engineers through buildings to help them with their evaluations. They know their buildings' features best. Consult with experts on issues such as assessment of structural damage or contamination issues. Take notes of damage and document damage with photographs. Begin to formulate your long-term plan, i.e., restoration strategy for on-site recovery actions.

Loss Documentation

- How and where will you document damage assessment?
- What equipment will you need?
- Where is it located?
- Where will you obtain proof of ownership, value etc?

Make contact with the Risk Management Division at the earliest opportunity. We will require that you provide records of your ownership or your control and responsibility for damage. We

will help you to identify the necessary documentation required for your specific loss scenario for claims processing.

Commercial insurers, such as our excess carriers, will require proof of every cost on a major loss. This includes proof that the loss was caused by a covered peril. And, that all of the work that must be done is necessary and due to the loss event. Commercial insurers will always require that agencies provide a greater level of detail and documentation for a loss.

Agencies are required to complete and submit property claim forms to the Risk Management Division within 90 days of a loss.

Funds for Recovery Services

- Are there ready funds to buy materials or services for your disaster recovery activities?

The self-insurance fund pays agencies for all direct physical loss or damage unless the loss is excluded or limited by the property policy manual. The purpose of self-insuring is to restore state property needed for the operation of the state. The self-insurance property policy also offers special self-insurance property coverages to agencies. There are even agencies that carry commercial coverage for unique loss exposures. The state has excess commercial property insurance as well. It is a good idea for your agency to understand their range and limits of insurance coverage.

Explore your agency's coverage issues for loss or damage in the event of likely disasters. Consider any unique situations that your agency might encounter. What perils are covered? Are there dollar limits on coverage? Are there gaps in coverage? Are some types of property or circumstances not covered? Are loss control plans a requirement for coverage? Are there any required approval processes? Are there any warranties that will provide coverage? Is there an exposure to your operating budget?

During the disaster recovery phase, your agency may need to hire specialized professional firms to analyze your loss. They could also be needed to plan building repairs or replacement, or the recovery of special materials and equipment. There may be costs for clean up, debris removal, contamination, or other damages caused by the loss event. Major projects need coordination. When your agency is depending on Risk Management or other insurers to pay for the mitigation, clean up, and restoration work, it is wise to collaborate even during a planning phase.

Take time to review your coverages, identify priority issues for your agency and be confident in your actions at the time of disaster recovery.

Mitigation and Clean up

- Will you assign current staff to recovery efforts, i.e., clean up or moving? What about collective bargaining agreements? Employee physical condition and safety?
- Can you re-deploy staff from other locations to assist?

- Will you need specialized services?
- Have you trained your staff how to mitigate losses to equipment, materials, supplies, etc.?

It's time to proceed with your restoration strategy for on-site recovery. Your recovery actions may be based upon priorities that are specific to the damage assessment of the disaster and/or your specific agency activities. Mitigation actions for the State Library may be very different from actions taken at a state park. They can also be the same.

Call in the necessary specialists for mitigation and clean up. Make sure that you understand their capabilities, methods of analysis, methods of operation as well as all of your options. Some items may simply need to be washed, dried, cleaned, or painted. Some equipment may need to be disassembled and lubricated. Some equipment such as computers may need replacement parts, and other parts may need to be dried and cleaned.

Mitigation and clean up actions can include, but are not limited to (Note: emergency actions may have already started):

- Debris removal.
- Recovery from damage resulting from contamination:
 - Water damage - flood, storm, fire sprinklers, etc.
 - Dusts - earthquake, bomb blast, environmental, etc.
 - Chemicals and corrosives - accidental spillage, wrongful usage, unexpected disassociation of chemicals, etc.
 - Fire damage - smoke, soot, aggressive chemical compounds resulting from combustion, etc.
- Heating, ventilation, or air conditioning decontamination.
- Microbial and sewage remediation.
- Restoration of documents, books, and vital records.
- Data and media recovery.
- Restoration of telecommunications, electronics, and industrial equipment.
- Restoration of sprinkler, alarm, or other protection systems.
- Any other actions needed to recover utilities.

Salvage, Segregate, Remove

- Do you know in advance what you must salvage and what can be abandoned?

Salvage usually involves removing or protecting the contents of a building for reuse or sale at distressed prices. If damaged property can be sold for salvage, Risk Management will request your titles or evidence of ownership. Funds recovered will be credited against any loss payments.

Actions that assist in salvage efforts include:

- Segregate damaged from undamaged property.
 - Inventory damaged goods.
 - Keep damaged goods until claims adjuster has reviewed/discussed.
 - Move damaged property outside if it is in the way and environmental conditions are not adverse to the property.

Repair, Replace, Restore

- Have you considered the decisions that must be made with respect to your business goals and financing?

This is one of the most important phases of disaster recovery. In a sense it is where the rubber meets the road. The agency is faced with many questions. Should you repair or replace your building? Should you do deferred maintenance, remodeling, or strengthening while you do damage repairs? Should you scrap the building and use your money for something else?

Although you have taken the time to analyze your agency's property coverages, you still may not understand just what your insurance pays for. Your relationship with Risk Management is of the utmost importance. We will help you to understand how the restoration process works.

Take a look at The Morning After - A Guide to Major Losses. It is intended to help you understand this process.

Counseling/Employee Assistance

- Do you have an Employee Assistance Program? Do they offer critical incident debriefing services?
- Who activates the services?
- How are services accessed?

One of your most important assets is your employees. In a disaster recovery mode, there are many services that may be of assistance to them in a time of crisis. Consider these:

- Employee assistance program:
 - Counseling for depression.
 - Counseling for post-traumatic stress disorder.
 - Community-based service providers for long-term or extensive services.
- Emergency financial aid.
- Insurance claim filing assistance.
- Legal aid.

Emergency Procurement

- Do you know what type of services you'll need for disaster recovery efforts?
- Should you establish these relationships in advance?
- Can a fee be paid in advance for priority services when a disaster occurs?
- Can you piggyback on statewide price agreements or contracts of other agencies?

When you are faced with disaster recovery, time is critical. When possible, establish vendor relationships in advance. Know what vendors you will work with and what to expect. How will the work be done, how soon can they respond, what are the estimated costs? It is helpful to contract for likely disaster recovery activities in a variety of loss scenarios. The destruction of property due to a variety of natural perils can result in similar disaster recovery responses.

Financing

- Do you know that the self-insurance fund has limited coverage for clean up and mitigation costs that arise out of a covered loss?
- Do you know that the self-insurance fund has limited coverage for extra expense of a covered loss?
- Will your agency need to access operational funds to pay for any disaster recovery expenses?

In disaster recovery, funds should be available from Risk Management. There may also be a need to access agency operational funds. If so, plan for the operational constraints that may occur and make access difficult.

Do you know how or when funds will be released from Risk Management? Is there a priority methodology for distribution of funds in a widespread disaster? Can you get cash advances?

Does Risk Management have a method to pay for expedited repairs? Can you use funds for alternative purposes?

Plan ahead to help insure that your agency understands any financing limitations.

Additional Elements for a Helpful Plan

It is helpful to obtain or prepare lists of resources for likely disaster recovery activities in advance. These may include detailed building plans, location and inventory lists of in-house supplies or equipment, outside vendors and/or special arrangements and existing price agreements. Consider these suggestions:

- Reporting disaster recovery hierarchy, including executive management.
- Identification of primary and alternate disaster recovery team members. Include description of responsibilities, scope of authority and contact information.
- Response and recovery instructions - include details for a range of possible disasters.
- Identification of disaster recovery priorities within the agency.
- Checklists for agency mitigation and clean-up strategies.
- Forms: multiple copies of any form that may be needed in the recovery operation.
- List of state resources, type of resource, and contact information.
- List of vendors, available agreements, and contact information. Provide details about services provided, cost and payment terms, or other particulars.
- Detailed building plans covering items such as entrances and exits, windows, fire extinguishers, fire alarms, sprinklers, smoke/fire detectors, shut-offs and master switches for power, water, gas, HVAC system, elevator controls, and the like.
- Financial information, to include, description of locations and/or sources of funds, access and authorization procedures, availability of funds.
- Self-insurance property claim form, explanation of coverage, and Risk Management contact information.
- Information on state/federal disaster relief procedures.

Conclusion

During 1999 state agencies created contingency plans to address the impending Y2K problem. The disaster recovery and contingency plans developed at that time provide a firm foundation for ongoing agency activities. The events of 9-11 have significantly changed our perception of

the need to plan and prepare for disaster recovery. Today, a disaster recovery plan is one of the cheapest forms of insurance available. Learn the key to appreciating the full value of disaster recovery planning. It is, to understand what is at stake for your agency.

**CONGRATULATIONS, YOU NOW HAVE A
DOCUMENT THAT MAY HELP SAVE THE
LIVES OF YOUR CONGREGATION, HELP
PROTECT YOUR CHURCH PROPERTY AND
AID YOUR COMMUNITY**

Stated Clerk's Report

First Presbyterian Church, Victoria TX

Oct. 25-26, 2019

The Administrative Committees for St. Mark's, Boerne and First, Del Rio continue their work.

An allegation was made against a Teaching Elder in the presbytery. An Investigative Committee was formed and has found no cause for filing charges. The Investigative Committee is dismissed with thanks.

Terms of Call Report

The annual terms of call report is attached. Changes in terms of call or contracts should be sent to the Stated Clerk as soon as possible after the change is made. Remember, all contracts (temporary positions and Commissioned Pastor positions) are to be reviewed and renewed annually. All terms of call are to be reviewed annually.

3P Event for Ruling Elders

An educational event for ruling elders has been scheduled for Jan. 31-Feb. 1, 2020 at John Knox Ranch. This event will include workshops on the best practices on finances, best practices on 3rd party contracts, disaster preparedness and church safety. The event is being coordinated with Presbyterian Disaster Assistance and The Insurance Board. We are working to secure funding that would allow *each church to send one ruling elder at no cost!* All ruling elders (and yes, even teaching elders) are welcome to attend. Registration information will be available before the end of the year.

Overtures to General Assembly

The standing rules of Mission Presbytery and instructions on how to submit an overture are available on the Presbytery Meetings page of our website. The following deadlines for submitting overtures to Mission Presbytery (per our standing rules) are:

- For changes to the Book of Order – deadline has passed
- For all other overtures – Jan. 24, 2020

Commissioner resolution deadlines are:

- For changes to the Book of Order – Oct. 22, 2019
- For all other overtures – March 3, 2020

All overtures should be sent to the Stated Clerk at statedclerk@missionpby.org or mailed to the Presbytery office.

Statistical Season is fast approaching!

The 2019 Church Statistics will open on Friday, December 6th. Final date for submissions is Feb. 20, 2020. The new dates and the video tutorial on the report are available on the Clerks of Session page on the presbytery website.

Remedial Case Against Mission Presbytery

On August 24, 2019, the Permanent Judicial Commission of the General Assembly held a hearing in the remedial case 224-05, Rev. Dr. David Lee Jones, Appellant v. Mission Presbytery, Appellee. This was an appeal of the decision of the Synod of the Sun PJC to dismiss the case. The decision of the GAPJC is quoted below:

This Commission has sustained various procedural errors in Specifications of Error No. 2 and No. 3. While serious, these errors alone do not provide sufficient grounds for reversing or setting aside the SPJC Decision. Rather, this Commission must rule for itself on the question that was before the SPJC, namely whether the case was rightly dismissed for failure to state a claim upon which relief can be granted.

As discussed under Specification of Error No. 1 above, this Commission finds that, though the execution of the judicial process in this case was seriously flawed, the SPJC nonetheless correctly dismissed the complaint for failure to state a claim upon which relief can be granted.

This Commission strongly urges the SPJC, the Presbytery COM, and the Stated Clerks of both councils to review and improve their procedures and practices in light of this Commission's Decision.

A full copy of the GAPJC's ruling has been submitted in the Presbytery packet as part of this report and will be reported in the minutes of this Presbytery meeting. The ruling has also been reported to the Commission on Ministry at the October 7, 2019 meeting.

Submitted by Tricia Tedrow, Stated Clerk

**2019 Terms of Call Report
Mission Presbytery**

REPORT M.1

Town	Church	Name	Position	Salary	Housing/ Titlity	Auto	Cont. Ed/Bks	Prof. Exp.	SECA	Other
Adamsville	Adamsville-5		Closed							
Alice	First-40	Kris Barr	CP (1/2 time)	\$6,000.00	\$6,205.00		\$1,018.00		\$372.00	\$3,000.00
Austin	Central-420	Kathryn Barlow-Williams	Pastor	\$43,500.00	\$41,000.00			\$5,700.00	\$6,464.25	\$2,761.00
		Carolina Trevino	Associate Pastor	\$37,000.00	\$22,000.00			\$2,500.00	\$4,513.50	
	Covenant-1689	Thomas Daniel	Pastor	\$93,882.00	\$48,000.00		\$2,000.00	\$7,000.00	11732.00	\$11,482.00
		Jon Wasson	Associate Pastor	\$48,100.00	\$24,000.00		\$1,500.00	\$3,000.00	\$5,681.00	\$2,163.00
		Jill Williams	Associate Pastor	\$48,252.00	\$29,000.00		\$3,000.00	\$3,000.00	\$6,560.00	\$8,500.00
		Beth Daniel	Parish Assoc. 1/2time	\$38,617.00		IRS rate			\$2,954.00	
	El Buen Pastor-65	Absalon Lyra	CP (1/4 time)	190 wkly		\$600.00	\$190.00	\$240.00		
	Faith-135	Vacant	Pastor							
	First-435	Elizabeth Boone McLean	Pastor	\$40,000.00	\$52,000.00	\$1,500.00	\$2,000.00	\$1,500.00	\$7,038.00	
		Sarah Allen	Associate Pastor	\$31,375.68	\$39,723.12	\$1,200.00	\$1,200.00	\$800.00		
	Genesis-33	Amanda Richey	Stated Supply		\$18,000.00			\$2,048.00		
	Hope-425	Joshua Robinson	Pastor	\$48,280.00	\$24,000.00	\$6,975.00		\$4,500.00	\$5,529.42	
		Joel Moody	Stated Supply Assoc.	\$24,000.00	\$24,000.00	\$1,200.00		\$2,000.00	\$3,672.00	\$1,632.00
	Hyde Park-64	Emily Owen	Stated Supply (1/2time)	\$26,000.00			\$1,500.00	\$900.00		\$18,500.00
	New Covenant Fellowship of Austin-45	Rebecca Longino	Stated Supply (1/2time)		\$9,500.00					
	Presbyterian Church of Lake Travis-78	Jack Burden	Designated Pastor	\$45,000.00	\$30,000.00	\$1,500.00	\$3,200.00	\$2,400.00	\$5,737.50	\$2,000.00
	Shepherd of the Hills-582 (PCTSA)	Leon Bloder	Pastor	\$53,000.00	\$57,519.00	\$1,500.00	\$6,000.00	\$6,000.00	\$8,454.70	\$1,200.00
		Britta Dukes	Associate Pastor	\$33,472.50	\$33,472.50	\$1,500.00	\$2,000.00	\$1,296.00	\$5,121.29	\$1,200.00
	St. Andrews-359	James Rigby	Pastor	\$63,464.40	\$17,022.00			\$5,500.00	\$3,213.00	
	St. John's-61	Trey Haddon	Pastor	\$20,400.00	\$21,600.00					
	Taiwanese-99	Vacant								
	University-515	Mat Gaventa	Pastor	\$99,000.00			\$2,150.00	\$2,400.00	\$7,573.50	\$905.28
		John Leedy	Associate Pastor	\$33,710.00	\$12,040.00		\$4,500.00	\$1,500.00	\$3,500.00	\$1,632.00
		Kristal Leedy	Associate Pastor	\$25,894.00			\$4,500.00	\$1,500.00	\$1,981.00	
	Westlake Hills-1900	Emily Wright	Pastor	\$31,180.00	\$92,820.00	IRS rate	\$5,000.00	\$4,000.00	\$9,486.00	\$3,780.00
		Stacy Kard	Associate Pastor	\$68,000.00	\$24,000.00		\$1,900.00	\$1,900.00	\$7,038.00	\$780.00
		Clare Barry	Associate Pastor	\$41,500.00	\$23,500.00	IRS rate	\$4,000.00	\$2,000.00	\$4,973.00	\$780.00
	Westminster-643	Bill Clark	Pastor	\$57,046.00	\$43,075.00			\$4,002.00	\$8,293.00	
		Ellen Hensle	Associate Pastor	\$30,000.00	\$21,000.00			\$3,000.00	\$4,225.00	
		Charlotte Trilton	Shared Supply Assoc. (1/2 time)	\$6,180.00	\$18,540.00			\$1,875.00	\$2,048.00	\$2,719.00
Beeville	First-138	Maegan Ludwig	Pastor	\$42,424.12	\$18,000.00	\$5,000.00	\$1,000.00		\$4,622.45	
Boerne	St. Mark-309	Joan Watson	Interim Pastor	\$33,500.00	\$34,000.00	\$3,000.00		\$2,000.00	\$5,163.75	\$5,920.75
Brady	Brady-30	Regina Maus	Pastor							
Brownsville	First-113	Shari Dittman	CP (1/2 time)	\$24,000.00						
	Primera Iglesia Presbiteriana Mexicana-83	Joel Martinez	Stated Supply							
Burnet	Burnet-53	Josyph Andrews	Pastor	\$21,000.00	\$23,500.00			\$3,500.00	\$3,404.25	
Canyon Lake	Canyon Lake-89	Chad Lawson	Pastor	\$49,000.00		\$2,800.00		\$1,000.00	\$3,749.00	\$500.00
Cheapside	Cheapside-11	Vacant								
Collegeport	First-28	Vacant								
Copperas Cove	First -67	Naomi Ingram	Stated Supply (1/2time)	\$21,000.00	\$20,000.00	IRS rate	\$1,000.00			

**2019 Terms of Call Report
Mission Presbytery**

REPORT M.1

Town	Church	Name	Position	Salary	Housing/ Utility	Auto	Cont. Ed/Bks	Prof. Exp.	SECA	Other
Corpus Christi	El Divino Salvador-70	Vacant								
	Faith Community - 78	Eileen Cruzada	CP part-time	\$18,000.00						
	Grace-250	John Roberts (UCC)	Pastor	\$20,000.00	\$89,049.00	\$5,000.00				\$3,840.00
	Island-87	Anne Kowalczyk (UCC)	Stated Supply (1/2time)	\$55,000.00		IRS rate				
	Jackson Woods-119	Charles Walden	Pastor	\$30,000.00	\$16,000.00			\$9,500.00	\$3,519.00	\$3,000.00
	Korean-65	Won Jae Kim	Pastor							
	Parkway-413	Allen Mosiman	Pastor	\$40,000.00	\$60,800.00	\$1,000.00	\$1,500.00			
		Laura Neely	Associate Pastor	\$16,510.00	\$35,000.00	\$1,000.00	\$1,500.00			
Colulla	First-5	Lorna Jean Miller	Pulpit Supply							
Cuero	First-117	Bill Colman	Pastor	\$66,000.00	\$4,380.00			\$7,200.00		
Del Rio	First-112	Vacant								
Dripping Springs	Dripping Springs-368	Nancy Marroquin	Co-Pastor	\$34,565.00	\$31,750.00		\$200.00	\$250.00		\$500.00
		Mitch Kolls	Co-Pastor	\$17,000.00	\$35,000.00		\$625.00	\$1,325.00		\$2,100.00
El Campo	First-136	Erin McGee	Pastor	\$48,000.00	\$20,000.00		\$600.00	\$1,000.00	\$5,202.00	
Elgin	First-86	Amy Meyer	Pastor							
Fredericksburg	Memorial-55	William Karlson	Stated Supply (pr)	\$25,600.00	\$14,400.00	IRS rate		\$1,500.00	\$1,958.40	\$12,000.00
Georgetown	First-569	Bill Poe	Transitional Pastor	\$70,283.00	\$30,006.00		\$1,500.00	\$3,300.00	\$3,836.00	\$3,836.00
	San Gabriel-218	Bill Pederson	Pastor	\$55,408.00	\$35,000.00	\$2,000.00	\$800.00	\$1,000.00	\$6,839.71	
Giddings	First-43	Christian Harrison	Pastor							
Goliad	Goliad-49	Rick Carlson	CP part-time	\$16,800.00		\$7,800.00	\$500.00	\$200.00		
Gonzales	Gonzales-117	Carl McCaulay	Interim Pastor (3/4)	\$28,500.00	\$9,000.00	\$5,000.00		\$1,800.00		\$5,000.00
Hartingen	Second-19	Vacant								
	Treasure Hills-208	Charlie Palmer	Pastor	\$28,604.00	\$23,484.00		\$618.00			\$26,816.00
Harper	Harper-42 (1/8 time)	Jim Barker	Pastor							
Hedotes	Forest Hills-130	Ruben Lashley	Pastor	\$12,500.00	\$40,000.00				\$4,016.50	\$5,000.00
Junction	First-143 (3/4 time)	Jim Barker	Pastor							
Karnes City	First-46	Jennifer Mitchell	Pastor	\$37,000.00	\$12,000.00	\$1,200.00	\$500.00	\$2,000.00	\$2,678.00	
Kerrville	First-547	Rob Lohmeyer	Pastor	\$47,567.00	\$37,090.00	\$4,303.00	\$2,000.00	\$2,000.00	\$3,748.00	
		Vacant	Associate Pastor							
Kingsville	First-130	Jane Pettit	Pastor	\$15,000.00	\$30,000.00					\$2,350.00
	Grethsemane-31	Vacant								
La Feria	New Hope-33	Mary Breiden	Stated Supply (18%)		\$7,200.00					
La Grange	First-133	Martha Langford	Pastor	\$42,000.00	\$18,000.00	\$1,500.00	\$1,800.00		\$4,590.00	
Largo Vista	Rolling Hills-62 (PCT SA)	Gary Olsen (UCC)	Pastor							
Lampasas	First-78	Kevin Jones	Pastor	\$34,500.00	\$18,000.00	\$3,000.00	\$1,500.00	\$3,000.00	\$4,016.25	
Larado	Sinal-90	Rafael Dominguez	CP 30 hrs	\$23,484.00		\$300.00	\$400.00			
Leander	Leander-59	Robert McElwaine	Pastor (part time)	\$35,280.00		\$3,300.00	\$1,650.00	\$1,452.00	\$5,408.42	\$500.00
	Live Oak - 0	Carden Minter	Pastor	\$15,774.04	\$34,500.00				\$3,845.96	
Llano	First -13	Vacant								
Lockhart	Faith/Fc-40	Vacant								
	First-39	Vacant								
Town	Church	Name	Position	Salary	Housing/ Utility	Auto	Cont. Ed/Bks	Prof. Exp.	SECA	Other

**2019 Terms of Call Report
Mission Presbytery**

REPORT M.1

Luling	First-23	Monica Smith	Stated Supply (40%)	\$18,125.00		\$300.00	\$700.00			\$5,975.00
Marble Falls	St. Andrew-72	John Brantley	Pastor	\$37,170.00	\$18,000.00		\$1,000.00	\$4,290.00		
McAllen	Betania-38	Moises Flores	Stated Supply							
	First-131	Kathy Escandell	Pastor	\$27,000.00	\$18,000.00	\$6,000.00	\$2,800.00	\$3,000.00	\$3,442.50	\$16,650.00
	First Korean-46									
McFarland	First-27	Roger Siderer	Stated Supply							
Mercedes	First-36	Esther Russell-Hughes	CP (1/2 time)	\$15,577.56		\$800.00	\$100.00	\$100.00		
Mission	First-244	Eric Dittman	Pastor	\$28,693.00	\$21,700.00			\$3,000.00	\$3,755.00	\$6,432.00
New Braunfels	Community Fellowship-104	Doug Fritzsche	Interim (part time)	\$21,000.00						
	First-74	Jose Munoz	CP 12 hrs w/ky	175 w/ky			\$400.00			
	New Braunfels-498	Scott Nowack	Pastor	\$32,445.00	\$43,260.00		\$3,500.00	\$6,000.00	\$5,250.00	\$7,030.00
		Kathryn Walters	Associate Pastor	\$29,400.00	\$17,850.00		\$3,500.00		\$3,360.00	\$3,150.00
Palacios	First-64	Chuck Kimball	see Port Lavaca, First							
Pipe Creek	Pipe Creek-70	Duane Manning	CP	175 per Sunday						
		Eldon Shafter	CP (12 wks annually)	175/wkly						
Pleasanton	First-19	Jana Simon	CP (1/4 time)	\$10,400.00	\$12,000.00	IRS rate	\$500.00			\$3,780.00
Port Aransas	Community-126	Vacant	Pastor							
Port Lavaca	First-72	Chuck Kimball	Pastor yoked	\$20,417.73	\$25,000.00				\$3,762.27	
	Six Mile-11	Bruce Goodlock	CP part-time	\$2,400.00						
Refugio	First-39	David Tiner	CP (part-time)	\$12,000.00	\$9,120.00	\$1,800.00				
Rockport	First-231	Miles White	Interim Pastor	\$31,570.00	\$12,000.00	\$761.20	\$500.00	\$250.00		
Rocksprings	First-35	Lewis Allen	Stated Supply							
Round Rock	Grace-268	Nancy Reeves	Co-Pastor							
		Holly Hoppe	Co-Pastor	\$55,000.00				\$4,000.00	\$4,208.00	
	Round Rock-143 (PCUSA)	Kim Smith-Stanley	Pastor	\$20,500.00	\$42,000.00			\$3,868.00	\$4,781.00	\$1,632.00
San Antonio	Alamo Heights-362	Richard A. Knott	Pastor							
	Boldville-113	Susan C. Royston	Pastor							
	Covenant-309	Dan Milford	Pastor	\$31,888.00	\$28,900.00			\$5,500.00		\$2,200.00
	Crestholme-24	Vacant								
	Cross Roads-176	Brian Diebold	Pastor	\$44,600.00	\$25,000.00			\$4,000.00	\$5,324.00	
	Divine Redeemer-122	Robert W. Mueller	Pastor	\$35,537.00	\$25,956.00			\$3,000.00		
	Emmanuel-63	Kim Van Tatenhove	Stated Supply (1/2time)	\$19,500.00		IRS rate				
	First Korean-118	Peter Jeong	Pastor							
	Good Shepherd-42	Iris Amon	CP (part-time)	\$4,800.00	\$12,600.00			\$600.00		
	Grace-56	Lorna Jean Miller	Stated Supply (1/2time)	\$14,524.00	\$7,261.00		\$400.00		\$1,838.94	\$6,500.00
	Holy Trinity-289	Seth Saahoff	Pastor	\$33,000.00	\$22,000.00			\$3,000.00	\$4,704.75	
	Los Angeles Heights-34	Richard Lounsbury	Stated Supply (1/2time)	\$11,140.00	\$11,140.00	\$600.00				
	Madison Square-137	Bart Roush	Pastor							
	Northminster-193 (PCUSA)	Elise Neal	Pastor	\$23,000.00	\$30,000.00	IRS rate	\$3,000.00	\$1,500.00	\$4,389.00	\$6,162.00
	Northwood-144	Richard Keutzer	Interim Pastor	\$35,523.00	\$23,751.00	\$2,400.00	\$2,700.00	\$3,200.00	\$4,610.96	\$1,000.00
	Oak Hills-216	Rachael Huntley	Pastor	\$12,000.00	\$40,000.00			\$3,000.00	\$981.00	
	Pilgrim-42	David Roach	Stated Supply		\$18,334.08	55mile				
	San Pedro-610	Calvin Reynolds	Pastor	\$67,612.70	\$24,768.00			\$4,000.00	\$7,652.54	\$1,992.00
Town	Church	Name	Position	Salary	Housing/ Utility	Auto	Cont. Ed/Bus	Prof. Exp.	SECA	Other

**2019 Terms of Call Report
Mission Presbytery**

REPORT M.1

		Paul Gaedke	Associate Pastor	\$18,164.24	\$29,095.32			\$2,500.00		\$4,800.00
	St. Andrew-145	Doug Delglis	Pastor	\$15,000.00	\$45,000.00			\$5,000.00		
	University-324	Andries Coetzee	Pastor	\$24,000.00	\$25,000.00	\$2,000.00	\$875.00	\$2,000.00	\$2,407.50	\$6,000.00
San Benito	First-63	Vacant	Pastor							
	Getsemani-23	Vacant	Pastor							
San Marcos	First-187	Joshua Sutherland	Co-Pastor	\$21,319.98	\$16,275.00		\$1,500.00	\$2,000.00	\$2,450.00	\$700.00
		Amy Sutherland	Co-Pastor	\$21,319.98	\$16,275.00		\$1,500.00	\$2,000.00	\$2,450.00	\$700.00
	Memorial-63	Mike Miller	Stated Supply (1/4 time)	950/monthly						
Schulenburg	St. Paul's- 48	Vacant								
Seguin	First-143	Andrew Lemlyn	Supply Pastor	\$37,600.00	\$14,400.00	\$4,000.00	\$1,000.00			\$433.40
Sinton	Sinton-12	Vacant								
Smiley	Pilgrim-21	Joe Pat Nance	CP		\$7,000.00	\$520.00	\$200.00			
Smithville	First-70	Kristin Brown	Stated Supply (1/2time)	\$10,727.06	\$8,485.00	\$1,000.00	\$500.00	\$500.00		
Taft	First-35	Clayton Brockman	CP(part-time)	\$5,400.00	\$16,200.00			\$1,600.00		
Taylor	First-19	Karen Black	Pastor (part time)	\$20,000.00						
Taylor	Everlasting Hope - 37	Irene Jimenez	CP (1/4 time)			\$3,000.00	\$300.00			\$300.00
Tivoli	Tivoli-32	Cindy Myers	CP part-time	850/monthly		\$200.00				
Uvalde	First-65	Vacant								
Victoria	First-121	Jim DeMent	Interim Pastor	\$27,400.00	\$30,000.00	\$3,000.00	\$1,600.00		\$4,482.90	\$1,200.00
	Grace-132	Daniel Fultz	Pastor	\$208,000.00	\$24,000.00	\$4,000.00	\$1,500.00	\$1,500.00	\$4,437.00	\$13,200.00
	Nicea-31	Vacant								
Weslaco	First-107	David McCann	Pastor	\$29,500.00	\$26,000.00			\$5,500.00	\$2,400.00	
	San Pablo-34	Vacant								
Wimberley	Wimberley-195	Clint Regan	Pastor	\$50,600.00	\$29,000.00	\$7,000.00	\$3,900.00		\$13,250.00	
Woodsboro	Faith United-1 (PCA/SA)	Dessuth Han (Methodist)	Pastor							
Yorktown	First-145	David Dierksen	Interim Pastor	\$43,750.00		\$14,000.00	\$1,000.00		\$3,402.00	\$905.00

**THE PERMANENT JUDICIAL COMMISSION
OF THE GENERAL ASSEMBLY
OF THE PRESBYTERIAN CHURCH (U.S.A.)**

Rev. David Lee Jones, Th.D., Appellant, v. Mission Presbytery, Appellee.	(((((((Decision and Order Remedial Appeal 224-05
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Arrival Statement

This is an appeal to the General Assembly Permanent Judicial Commission (GAPJC or this Commission) from a Decision dated March 13, 2019, of the Permanent Judicial Commission of the Synod of the Sun (SPJC). In that Decision, the SPJC sustained its Moderator and Clerk’s determination of preliminary questions dismissing the Complaint of the Rev. David Lee Jones, Th.D., (Appellant) against Mission Presbytery (Appellee) for failure to state a claim upon which relief can be granted. Appellant appealed the SPJC’s Decision to the GAPJC.

Jurisdictional Statement

This Commission has jurisdiction, Appellant has standing to file this appeal, the appeal was properly and timely filed, and the appeal states one or more of the grounds for appeal under *Book of Order*, D-8.0105.¹

Appearances

The Rev. David Lee Jones, Appellant, appeared on his own behalf. The Rev. Thomas Currie, Committee of Counsel, appeared on behalf of Appellee.

¹ *Book of Order* citations in this Decision are from the 2017–2019 edition, which was in effect during the time of the actions and SPJC decisions herein.

History

Appellant, a minister member of Mission Presbytery (Presbytery), filed a complaint against the Presbytery based on actions taken by its Commission on Ministry (COM).

In early 2018, the Rev. Michael Roberts announced his retirement following a ministry of 30 years as pastor of First Presbyterian Church, Georgetown, Texas (FPC, Georgetown), effective at the end of September 2018. On June 4, 2018, the Austin region of the COM recommended to the COM that FPC, Georgetown, be allowed to contract with the Rev. William Poe to serve as the transitional minister upon Roberts's retirement. (The COM meets as a body, breaks into smaller regional groups, then reconvenes as the full commission.) Poe was the Chair of the COM and worshiped regularly at FPC, Georgetown, but was not at the June 4 meeting. The COM also voted to set aside its "Ending Ministry Well" policy to allow Poe and his family to continue to worship at FPC, Georgetown, after completion of his contract.

On August 6, 2018, the full membership of the COM gave final approval to the contract between FPC, Georgetown, and Poe as the transitional minister. Poe did not recuse himself from the discussion nor from the unanimous decision, nor did any COM member request that he do so.

On November 1, 2018, Appellant filed a remedial complaint against the Presbytery with the Synod of the Sun (Synod) challenging the August 6 actions of the COM. The Presbytery filed an answer on December 10. Also, on December 10, the Presbytery Stated Clerk sent the list of papers and other materials pertaining to the case (D-6.0307a) to the Synod Stated Clerk, but not to the parties. On December 14, the Moderator and the Clerk of the SPJC determined that Appellant failed to state a claim upon which relief can be granted, dismissing the case in accordance with D-6.0305d. The determination was delivered by email and did not offer rationale.

Appellant filed a Challenge to the determination of the Moderator and Clerk on January 11, 2019. On February 6, Appellant requested a more detailed explanation for the dismissal. On February 11, the Synod Stated Clerk conveyed by email the determination of the Moderator and Clerk that their initial response had been sufficient.

On February 22, Appellant requested information from the Presbytery Stated Clerk regarding actions taken by the Presbytery; the Clerk did not reply to this request until the Appellant followed up on April 18. The Clerk informed Appellant on April 23 that he could set up an appointment to come to the Presbytery office and look through the minutes himself.

On Friday, March 1, five days before the scheduled hearing, the SPJC Clerk sent an email to both parties notifying them about procedures for the hearing. Among those procedures were a limit of five minutes for each party to present its argument and a deadline of noon, Monday, March 4, for raising any questions about hearing procedures. On Sunday, March 3, Appellant requested 20 minutes for his presentation. On the afternoon of Tuesday, March 5, the SPJC Clerk informed the parties that, "in the spirit of fairness," both parties would be granted 10 minutes.

On Wednesday, March 6, a hearing on the Challenge was held using Zoom conferencing technology. Although all parties could hear one another, generally only the person speaking was visible to others on the conference. Following the hearing, the SPJC deliberated. In a decision dated March 13, the SPJC upheld the findings of its Moderator and Clerk and dismissed the complaint.

On April 29, 2019, Appellant filed a notice of appeal with the GAPJC, which heard oral argument on August 23, 2019.

Specifications of Error

Specification of Error No. 1: *The SPJC erred in constitutional interpretation (D-8.0105g) and/or reached an unjust decision (D-8.0105f) when it dismissed the complaint for failure to state a claim upon which relief can be granted in accordance with D-6.0306c (Appellant's Specifications of Error 1a, 1g, 5b, 6a, 6b).*

This specification of error is not sustained.

This Commission has significant concerns about the actions of the Presbytery COM in its handling of the transitional minister selection for FPC, Georgetown. In a number of ways, the Presbytery did not model best practices for transparency and leadership. Councils should strive to avoid even the appearance of impropriety, with leaders making every effort to avoid conflicts of interest, real or perceived. Discernment and hiring practices should be undertaken with the utmost attention to ethical concerns, and existing policies and guidelines should not be set aside lightly. In all these respects, the COM could and should have provided better leadership.

Notwithstanding these concerns, GAPJC precedent guides when it is appropriate to dismiss a case for “failure to state a claim upon which relief can be granted” (see *Daniel McKittrick v. Session of West End Presbyterian Church of Albany*, 2003, 215-5; *Hope, et al. v. Presbytery of San Francisco*, 2003, 216-6; *Dixie Lewellen v. Presbytery of Los Ranchos*, 2017, 223-03). Even assuming all the facts alleged in the complaint to be true, dismissal under D-6.0305d occurs if a permanent judicial commission (PJC) determines that no constitutional irregularity or delinquency occurred for which it could grant relief.

In this case, Appellant's Complaint does not state a constitutional claim. Assuming the truth of all the alleged facts is not the same as accepting the accuracy of a complainant's constitutional interpretation.

Appellant argues that the COM's actions approving a particular temporary pastoral relationship: were “irresponsible” (G-3.0301a); represented a failure to be a “pastor and counselor” to the ministers of the presbytery (G-3.0307); did not keep before it the six Great Ends of the Church (G-3.0301); and other failures to abide by general descriptions of a presbytery's responsibilities. The Form of Government, in contrast with editions prior to 2011, intentionally avoids regulatory language where possible, creating flexibility for councils. Councils have responsibility for developing particular processes not specified in the Constitution (G-3.0106). If PJCs were to accept cases solely on the basis of such general constitutional complaints as those presented in this case, they would run the risk of becoming boards of general review over lower councils' discretionary decisions.

As even Appellee has acknowledged in this case, certain actions of the Presbytery should have been more thoughtfully or carefully implemented. However, the Constitution gives wide latitude to presbyteries in their oversight and approval of temporary pastoral relationships under G-2.0504. Even a case brought against a presbytery that has failed to follow its own policy must state a claim of constitutional error (see *Hope, et al. v. Presbytery of San Francisco*, 217-1).

Assuming the events occurred as Appellant has described (that is, resolving any facts in dispute in his favor), the Presbytery would still have been fulfilling—within its discretion and without constitutional error—its responsibilities to “develop and maintain mechanisms and processes” to serve and care for its

members (G-3.0307), “to facilitate the relations between the presbytery and its congregations” (G-3.0307), and to “oversee congregations without pastors” (G-3.0301a).

As a member of the Presbytery, Appellant had every right to seek changes to the Presbytery’s policies regarding transitional ministers, or to question and seek reversal of the actions of the COM at a stated meeting of the Presbytery. But, inasmuch as the facts alleged do not add up to a violation of the Constitution, the SPJC did not err in dismissing the case for failure to state a claim upon which relief can be granted.

Specification of Error No. 2: The SPJC committed various procedural errors in its process.

Specification of Error No. 2a: The SPJC committed numerous irregularities (D-8.0105a) and/or manifested prejudice (D-8.0105e) in the proceedings, including:

- i. Not meeting in person (Appellant’s Specification of Error 1d);*
- ii. Not completing its full decision in regular session (Appellant’s Notice of Appeal “Other errors and irregularities” 1c);*
- iii. Conducting a video conference in which members of the SPJC could not be seen throughout the hearing (Appellant’s Specification 1e);*

These specifications of error are not sustained.

In support of this specification of error, Appellant has cited this Commission’s decision in *Hope et al. v. Presbytery of San Francisco*, 2004, 217-1. That case interpreted the requirement in D-7.0402 that a PJC complete its decision “while in session” to mean PJCs must meet “in person” for their deliberations.

In the years since the use of video conferencing technology became more widely available, this Commission has never ruled on its use in judicial hearings, trials, and deliberations. The *Hope* case involved a situation where a synod PJC had adjourned at the conclusion of a trial, its members going their separate ways before a decision was written. The GAPJC, in that 2004 case, was not ruling on whether “in person” could be understood to include conversations where faces, voices, and documents could be shared even as participants were geographically separate—technology that was not then in widespread use. Rather, the GAPJC was ruling on the necessity of speaking and listening to one another to reach a decision, not the medium through which the communication takes place. In the instant case, therefore, the SPJC was not necessarily committing constitutional error by using video conferencing technology, and neither party raised an objection before or during the hearing.

This Commission nevertheless holds that, until the Rules of Discipline are amended by the appropriate authority to address the use of video conferencing, the use of video conferencing is discouraged. A PJC must in every case ensure all participants are present, visible, and audible. All requirements of the Rules of Discipline regarding procedures and participation in trials, hearings, and deliberations—including the necessity to agree upon a full written decision while still in session—remain fully in effect. Judicial process, which frequently involves sensitive matters in the lives of people and communities, requires the highest level of attention to how God’s people discern and decide complicated matters together. Being in the same physical room

provides a higher level of engagement and allows for greater assurance that important procedural requirements are being observed.

- iv. *Not giving a full explanation for its Decision (either the Moderator and Clerk in their determination of preliminary questions, or the full SPJC in its Decision) (Appellant's Specifications 1b & 1c);*
- v. *Failing to deliver a hard copy of the Decision, which was undated and sent first by email, via personal service or certified delivery (Appellant's Notice of Appeal "Other errors and irregularities" 1b & 1d);*

These specifications of error are sustained.

This Commission frequently has expressed concern about decisions rendered by synod PJC's without rationale. Most recently, in *Julie Murphy v. The Session of Westminster Presbyterian Church, Des Moines, Iowa*, 2018, 224-01, this Commission held that a decision rendered without rationale constituted an injustice to the appellant in that case. (See also *Buescher, et al., v. Presbytery of Olympia*, 2008, 218-09 and *Presbytery of Greater Atlanta v. Ransom*, 2009, 219-02.)

Appellee has argued that the SPJC's handling of its final decision is not governed by D-7.0402 because that paragraph refers to a decision rendered after a trial, and the instant case involves a decision rendered following a hearing on preliminary questions. But this Commission finds that any decision by a PJC that is final and renders a case ripe for appeal—including a decision to dismiss a case on preliminary questions—should include rationale for the decision. Inasmuch as this Commission has found that dismissal of a case under D-6.0306 “terminates further proceedings” and is therefore “final in nature and renders the case ‘ripe for appeal’” (*Jeffrey K. Raines v. Session of Miami Shores Presbyterian Church*, 2005, 217-06), this Commission holds that any constitutional requirements pertaining to a final decision under D-7.0402c, d, and e shall fully apply to decisions to dismiss a case under D-6.0306.

- vi. *Inconsistency in votes reported in the Decision (Appellant's Specification 1f);*
- vii. *Failing to conduct votes on each irregularity or delinquency alleged in a complaint in accordance with D-7.0402 (Appellant's Specification 5a); and*
- viii. *Failing to respond to Appellant's motion by personal service or certified delivery (Appellant's Notice of Appeal "Other errors and irregularities" 1a).*

These specifications of error are not sustained.

There is no evidence that the SPJC vote count was inaccurately reported. Dismissal of a complaint prior to trial under D-6.0305 obviates the need for voting on each irregularity or delinquency in a complaint. The Rules of Discipline neither require nor prohibit the delivery of PJC responses to motions by personal service or certified delivery.

Specification of Error No. 2b: *The SPJC refused Appellant reasonable opportunity to be heard (D-8.0105b), including:*

- i. *Limiting Appellant's time for argument to 10 minutes and restricting the scope of his presentation (Appellant's Specifications 1h, 2a, 2c) and*

- ii. *Providing insufficient time for questions of clarification about procedure and evidence (Appellant's Specification 2b).*

These specifications of error are sustained.

The Rules of Discipline do not specifically define the minimum amounts of time that should be provided to parties, either before the hearing for raising procedural questions, or within the hearing for making an argument. PJC's are to develop procedures suited to situations in order to guarantee fairness to all parties.

Considering each of these specifications of error individually, no single concern of Appellant would necessarily amount to "refusing [him] reasonable opportunity to be heard" (D-8.0105b). But cumulatively, the limitations set forth by the SPJC imposed an unnecessary burden on Appellant. PJC's should err on the side of permitting, not limiting, argument.

Specification of Error No. 2c: The SPJC hastened to a decision (D-8.0105d) by dismissing the complaint rather than conducting a trial (Appellant's Specification 3a).

This specification of error is not sustained.

Because the SPJC found that Appellant did not provide a claim on which relief could be granted, dismissal prior to a trial was in order. Dismissal of a case under D-6.0306 does not constitute hastening to a decision.

Specification of Error No. 3: Proceedings in the case prior to the hearing before the SPJC contained "injustice in the process" (D-8.0105f), specifically in the work of the Presbytery Stated Clerk:

Specification of Error No. 3a: Presbytery Stated Clerk's failure to provide information on presbytery policies (Appellant's Specification 2d);

This specification of error is not sustained.

The Presbytery Stated Clerk's inability or unwillingness to answer a question from Appellant about previously adopted Presbytery policies is not a constitutional error. Still, this Commission reminds all stated clerks of their role as facilitators of fair process and encourages them to provide records upon reasonable request.

Specification of Error No. 3b: Presbytery Stated Clerk's sending a list of documents pertaining to the case to the Synod Stated Clerk only, and not to the parties (including Appellant) (Appellant's Appeal Brief, Specification 2a).

This specification of error is sustained.

The remedial process seeks to set forth basic requirements of fairness, ensuring that all parties are working with the same information. To that end, D-6.0307a reads:

Within forty-five days after the receipt of a complaint, the clerk of session or stated clerk of the respondent council or the respondent entity or council shall list in writing to the parties all the papers and other materials pertaining to the case.

Appellant indicates in his appeal brief that he was not aware of the list the Presbytery Stated Clerk sent to the Synod Stated Clerk on December 10, 2018, even though that list should also have been sent to him (and to the Presbytery committee of counsel). He then would have had

the opportunity to request additional minutes or papers to be included. Appellee's brief confirms this "unfortunate oversight." This represented a fundamental breach of fairness in the SPJC process, which should have been caught by both the Presbytery Stated Clerk and the Synod Stated Clerk.

Decision

This Commission has sustained various procedural errors in Specifications of Error No. 2 and No. 3. While serious, these errors alone do not provide sufficient grounds for reversing or setting aside the SPJC Decision. Rather, this Commission must rule for itself on the question that was before the SPJC, namely whether the case was rightly dismissed for failure to state a claim upon which relief can be granted.

As discussed under Specification of Error No. 1 above, this Commission finds that, though the execution of the judicial process in this case was seriously flawed, the SPJC nonetheless correctly dismissed the complaint for failure to state a claim upon which relief can be granted.

This Commission strongly urges the SPJC, the Presbytery COM, and the Stated Clerks of both councils to review and improve their procedures and practices in light of this Commission's Decision.

Order

IT IS THEREFORE ORDERED that the Decision of the SPJC is affirmed and the complaint is dismissed.

IT IS FURTHER ORDERED that the Stated Clerk of the Synod of the Sun report this Decision to the Synod of the Sun at the first meeting after receipt, that the Synod of the Sun enter the full Decision upon its minutes, and that an excerpt from those minutes showing entry of the Decision be sent to the Stated Clerk of the General Assembly.

IT IS FURTHER ORDERED that the Stated Clerk of Mission Presbytery report this Decision to Mission Presbytery at the first meeting after receipt, that the Stated Clerk of Mission Presbytery convey this Decision to the Presbytery Commission on Ministry, that Mission Presbytery enter the full Decision upon its minutes, and that an excerpt from those minutes showing entry of the Decision be sent to the Stated Clerk of the General Assembly.

Opinion Concurring in Part and Dissenting in Part

I concur with the Decision of the Commission in all parts but for the decision related to Specification of Error No. 2a. I believe the SPJC erred by failing to meet in person for its hearing.

This Commission should have held the use of video conferencing technology is unacceptable as a medium for meeting the judicial requirements for hearings, trials, and deliberations. Judicial process, which frequently involves sensitive matters in the lives of people and communities, requires the highest level of attention to discern and decide complicated matters together. Requiring the PJC to be in the same physical space provides a higher level of engagement and allows for greater assurance that important procedural requirements are being observed.

Given continuing advances in technology, the question of whether to allow the use of video conferencing in lieu of in-person participation should be addressed by an appropriate authority apart from the GAPJC.

Ruth Goldthwaite

Concurring Opinion

We concur with the Decision of the Commission in all parts of the decision with the addition of comments related to Specification of Error No. 2a.

This Commission stopped short of prohibiting the use of video conferencing technology for meeting the judicial requirements for PJC formal actions. We agree that the GAPJC is not the appropriate authority to issue a rule on whether it should be allowed. If the Rules of Discipline are amended to allow (or prohibit) the use of video conferencing for hearings and deliberations in a case, it should be done with more voices than the 16 in the GAPJC. We think that this issue can have major due process implications, and thus a rule amendment should include input from a broader representation of the PC(USA).

As noted in the dissent above, process involves sensitive matters, requiring the highest level of attention to discern and decide complicated matters together. This body has noted before that a “fundamental reason for this requirement rests upon the Reformed understanding of the activity of the Holy Spirit in the midst of the covenant community which is the Body of Christ (I Cor. 12:12-13; Book of Confessions, 5.124-141)” (*Hope, et al. v. San Francisco Presbytery* 217-1). Thus, the issue of whether the use of video conferencing respects these concerns, in a denomination that professes to value its diversity, deserves greater consideration.

“There is therefore no place in the Church for discrimination against any person. The [PC(USA)] shall guarantee full participation and representation in its worship, governance and emerging life to all persons or groups within its membership” (F-1.0403).

June L. Lorenzo

Maurice R. Caskey

Absences and Non-Appearances

Commissioners Jean Kennedy and Craig Lindsey were absent and did not participate in the hearing and deliberations.

Certificate

We certify that the foregoing is a true and correct copy of the Decision of the Permanent Judicial Commission of the General Assembly of the Presbyterian Church (U.S.A.) in Remedial Case 224-05, Rev. David Lee Jones, Th.D., Appellant, v. Mission Presbytery, Appellee, made and announced at Louisville, Kentucky, this 25th day of August, 2019.

Dated this 25th day of August, 2019.

Ruth Goldthwaite, Moderator
Permanent Judicial Commission of the General Assembly

Deborah Little Cohn, Clerk
Permanent Judicial Commission of the General Assembly

I certify that I did transmit a certified copy of the foregoing to the following persons by Federal Express Next Day Air, directing Flor Vélez-Díaz to deposit it in the mail at Louisville, Kentucky this 25th day of August, 2019.

David A. Jones, Appellant
Thomas Currie, Counsel for Appellee
Stated Clerk, Mission Presbytery
Stated Clerk, Synod of the Sun
General Assembly Permanent Judicial Commission

I further certify that I did transmit a certified copy of the foregoing to the Stated Clerk of the General Assembly of the Presbyterian Church (U.S.A.) by delivering it in person to Flor Vélez-Díaz, on August 28, 2019.

Deborah Little Cohn, Clerk
Permanent Judicial Commission of the General Assembly

I certify that I received a certified copy of the foregoing, that it is a full and correct copy of the decision of the Permanent Judicial Commission of the General Assembly of the Presbyterian Church (U.S.A.), sitting during an interval between meetings of the General Assembly, at Louisville, Kentucky, on August 25, 2019, in Remedial Appeal 224-05, Rev. David Lee Jones, Appellant, v. Mission Presbytery, Appellee, and that it is the final judgment of the General Assembly of the Presbyterian Church (U.S.A.) in the case.

Dated at Louisville, Kentucky, on August 25, 2019.

Flor Vélez-Díaz
Manager of Judicial Process and Social Witness

Presbyterian Women of Mission Presbytery

San Antonio/Victoria

September/October 2019

Presbyterian Women of Mission Presbytery Coordinating Team (PWMPCT) held their annual Summer meeting on July 18. This was the first time that this group met using Zoom online. All but two (2) of our ladies were able to join this meeting and it worked very well for us. The CT voted to spend our \$1,000 mission budget by sending \$100 to Seton Heritage Program for Seniors, \$450 to Presbyterian Children's Home & Services, and \$450 to Presbyterian Disaster Assistance (Mission Presbytery).

All of our clusters had successful fall gatherings with offerings collected for local mission projects and bible study overview programs. Registration has begun for the Spring Gathering and Mo Ranch has begun taking room reservations as well. We plan to have communion at this Gathering on March 29. Rev. Kathy Anderson will be our primary teaching elder/keynote at this event.

Submitted by Sharon Carson, Co-Moderator on behalf of the committee.