



LAUREL HEIGHTS
UNITED METHODIST CHURCH
OPEN HEARTS. OPEN MINDS. OPEN DOORS.

Church Conference
November 20, 2021
4:00 P.M.
at La Trinidad UMC

*Our mission is to offer Christ to those we encounter
and to nurture, equip and enable persons to become
committed Christians in our community
and the world beyond.*

Laurel Heights
United Methodist Church
Church Conference
November 20, 2021

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Laurel Heights United Methodist Church
Administrative Council Pre-Church Conference
San Antonio, Texas November 13, 2021

Call to Order	Sue Hall
Prayer	Laura Healy
Reflections	Katie Myers
Election of a Recording Secretary	
Approval of Minutes of Previous Charge Conference	
Church Membership:	Rev. Paul Escamilla
Jan 1 – November 7, 2021: 127 av. worship; 8 received; 12 removed; 96 removed by church conference; 520 total members year-to-date	
Removal from membership, 2nd reading (vote required)	
Removal from membership, 1st reading (vote required)	
Remembering the Saints and Prayer of Thanksgiving	
Finance Report	Laurel Welch
Current financial status	
2022 Budget Draft	
Trustees' Report	Mike McGlone
SPRC Report	Ann McGlone
2022 Pastor's Compensation (vote required)	
Lay Leadership Report / Election of Church Leadership (vote required)	Rev. Paul Escamilla
COVID Protocol Updates	Sue Hall
Explorations for Ministry in 2022 and beyond	Sue Hall
Other Business	
Closing Prayer	Rev. Paul Escamilla

All Church Conference reports can be found on the Laurel Heights UMC website:
<https://www.laurelheights.org/wp-content/uploads/2021/11/2021-Church-Conference-packet.pdf>

Printed copies are available on request.

Las Misiones Zoom Group Charge Conference

Thursday, December 10, 2020 at 7:00 pm

District Superintendent for Las Misiones District of the Rio Texas Conference, Rev. Greg Hackett, opened the meeting promptly at 7:00 pm. He welcomed all in attendance. The 18 churches and their pastors were in attendance. The total on the Zoom Charge Conference was 132 participants.

District Lay Leader – Mark Mitchell was introduced and offered the opening prayer.

A Hymn, “Is He Worthy?” was prerecorded and sung by the University UMC Choir.

Bishop Robert Schnase greeted the convened churches. He expressed his gratitude to the pastors and congregations for their efforts to share the message of Jesus Christ. He said, “The church should be the school of love”. He encouraged the churches to continue to edify the people they encounter with the love of Jesus Christ.

The Charge Conference Roll was Called: Pastors were asked to tell one accomplishment from their church congregation and post it in the “Chat” section of the Zoom. The eighteen pastors posted: Alamo Heights UMC-Holly Gotelli; Bulverde UMC-Ralph Mann; Christ Fellowship UMC-Ruben Sanes III; Colonial Hills UMC-Polly Angle; Coker UMC- Adam Knight; Laurel Heights UMC-Paul Escamilla; Northern Hills UMC- Lupina Stewart; Northwest Hills UMC- David Trawick; Oxford UMC- Juan Cantu; Spring Creek UMC- Ricky Sanderford; St. Andrews- Michael Crocker; St Johns UMC- Carolyn Stapleton; St. Matthews – David Felps; St Paul UMC – James Amerson; Schertz UMC – Bob Clark; Travis Park – Eric Vogt; University UMC - Ben Trammell; Windcrest UMC- Jim McClain.

Rev. Hackett nominated Pastor Janet Weatherston for recording Secretary. She was approved by a majority vote.

Approval of 2021 Pastors’ Compensation was voted on and approved by a unanimous vote.

2021 Elected Local Officers and Annual Conference Delegates were in order. A vote was taken and approved.

There are several candidates into ordained ministry. **Alamo Heights UMC**- Chris Estus, Jay Sanchez, Michael DeLeon, Luis Perez, Ryan Jacobson, Darrell Smith, & Matt Scott. **Bulverde UMC**- Rachel Latimer. **Coker UMC**- Jonathan Loggins, Raymond Chacon. **Spring Creek** – Alan Brown, **University UMC**- Nicholas Moseley.

Lay Servants from the churches were recognized and approved by vote.

The Consent Agenda was in order and approved by vote.

Announcements- My Job will be prerecorded and posted online in January 2021.

Annual Conference will once again be on ZOOM 2021.

Celebration of “COVID-19 Creativity” was presented. Pictures of Las Misiones Churches ministering during the COVID year.

The meeting was Adjourned through prayer by Rev. Greg Hackett, D.S.

Meeting Time 7:00pm – 7:45pm

Respectfully Submitted: Pastor Janet Weatherston

Laurel Heights UMC

Administrative Council Minutes

November 13, 2021

- 1) Meeting called to order by Sue Hall @ 1:35 PM
- 2) Prayer by Laura Healy
- 3) Reflections by Katie Myers – from the Story of Jacob
- 4) Sue Hall reporting that Charge Conference is November 20, 2021
- 5) Election of Recording Secretary
 - Vicki Ferguson made the motion that Richard Dugger be Secretary for the Charge Conference and for Administrative Council next year
 - Motion was seconded and approved
 - Mike McGlone made motion approving the Minutes of 2020 Charge Conference
 - Motion was seconded and carried
- 6) Church Membership report by Paul Escamilla
 - Paul presented the list of those who are to be removed from church rolls. Motion to remove those on the list was made by Wendell Davis; seconded by Laurel Welch. Motion carried by vote. Katie Myers moved that we approve the first reading of those to be removed from the rolls; the motion was seconded and approved.
 - Paul read the names of those members who passed away during the past year. We lost a lot of Saints.
- 7) Finance Report by Laurel Welch
 - Surplus of \$55,489 at this point; \$84,229 of this is related to the forgiven PPC loan; i.e. – if we did not have the forgiven funds from the loan, we would have an approximate \$30,000 deficit.
 - Budget draft for 2022 is being circulated. Vote on final proposed budget from Finance Committee will come after the first of the year.
- 8) Trustees report by Mike McGlone
 - Boiler on the 3rd floor has been replaced
 - Replacement cost of the structures will be estimated for insurance purposes.
 - \$5,788,000 are in endowments as of 11/13/2021; an additional \$242,500 are in three separate accounts with Texas Methodist Foundation
 - \$4,712,000 was the endowment value in December, 2020

- \$50,000 Beverly Smith bequest was received in 2021 and is being held by the Trustees pending decision by a church conference. Another bequest from Evelyn Galbreath from 2020 is also being held by Trustees pending decision by a church conference.

9) SPRC Report

- 2022 Pastor's Compensation was discussed. Karen Angelini reported and brought from the SPRC a recommendation that Sr. Pastor Paul Escamilla's compensation package be the same in 2022 as it was for 2021 or a total of \$143,669. No motion and second being required, the Council voted to approve the recommendation from SPRC.
- Laura Healy will go before SPRC Committee in her journey to become a local pastor.
- Katie Myers is seeking certification to be a Certified Lay Servant.

10) Boy Scouts of America bankruptcy

- Karen Angelini also reported since our church was once chartered for a BSA troop, we may need to respond to the Bankruptcy court on short notice. One option is to authorize the LHUMC Board of Trustees to respond on behalf of the church. Motion made by John Shaw and seconded that we direct the Board of Trustees to act on behalf of the church with regard to any issues related to the BSA bankruptcy. The motion carried.

11) Report on Nominations and Leadership Development Comm. | Election of Church Leadership

- Rev. Escamilla reported out of the committee on church leadership the nominations for various boards and committees as listed in the Charge Conference package. Missing from the package but also included as proposed Trustees are Trudy Kinnison, John Lowry, Laurel Welch, Bobby Ojeda, Laurie Morton, Luke Campbell, Dennis Davis, Mike McGlone, and Steven Marrone. The recommendation for all of the leadership positions, including trustees, coming from committee, it needed no motion or second. The recommendation was considered by Council and approved.

12) COVID Protocol Updates

- Masks are currently mandated for services at LHUMC. Council considered the possibility that masks be recommended for everyone and masks be mandated for those who are not vaccinated. Discussion by various Council members followed. The chair, Sue Hall, observing that we seemed to lack consensus on this issue at this time, removed the topic from discussion and sent it back for further information to be brought back to Council at a later date.

13) Exploration for Ministries in 2022 and beyond

- Brief discussion led by Sue Hall. As previously reported in Council, the Executive Committee plus three additional younger members of the Administrative Council have been meeting

to look at the possibility of LHUMC's bringing greater focus on young families, including adding a staff member to work with a team of volunteers to carry this out. The group hopes to bring to Council within the next few weeks, possibly by the end of the year, a proposal for the Council's consideration.

14) Janice Clayton reporting for UMW – annual bake sale will be November 21st

15) Other Business

- Paul Escamilla reports that at 4:00 PM next Saturday, November 20th – a cluster Church Conference will be held at La Trinidad Church

16) Closing Prayer by Paul Escamilla

17) Meeting adjourned @ 3:30 PM

Minutes submitted by Richard Dugger

Pre-Conference Administrative Council
November 13, 2021 Attendance via Zoom

1	Paul Escamilla	30	
2	Sue Hall	31	
3	Laura Healy	32	
4	Elizabeth Jackson	33	
5	Laurel Welch	34	
6	Clyta Coder	35	
7	Mike McGlone	36	
8	Rayen Dennis	37	
9	Richard Dugger	38	
10	Jason Davis	39	
11	Katie Myers	40	
12	Wendell Davis	41	
13	Bert Clayton	42	
14	Janice Clayton	43	
15	Vicki Ferguson	44	
16	Kiley Lange	45	
17	Susie Guven	46	
18	John Shaw	47	
19	Karen Angelini	48	
20	Trudy Kinnison	49	
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22		51	
23		52	
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27		56	
28		57	
29		58	

LAS MISIONES BASIC INFORMATION SHEET - 2021-2022

CHURCH		Laurel Heights United Methodist Church		PHONE		210-733-7156	
STREET ADDRESS				227 W. Woodlawn Ave. San Antonio, Texas		Zip:	78212
PREFERRED Mailing Address or Box Number				same as above		Zip:	78212
TIME OF WORSHIP SERVICES: Sunday morning worship 9:00 a.m. and 11 a.m. Wednesday at 5:30 p.m.							
CHURCH WEB PAGE:				www.laurelheights.org		CHURCH E MAIL:	
PASTOR:				Rev. Dr. Paul L. Escamilla		E MAIL: escamilla@mylhumc.org	
ASSOCIATE:						E MAIL:	
ASSOCIATE:						E MAIL:	
ASSOCIATE:						E MAIL:	
ASSOCIATE:						E MAIL:	
CHURCH SECRETARY: Elizabeth Jackson						E MAIL: ejackson@mylhumc.org	
ADMIN. BOARD/COUNCIL CHAIRPERSON	Name:	Sue Hall		Daytime phone:	210-732-2769		
	Address:	1005 W. Agarita Ave. San Antonio, Texas		Zip:	78201		
	E-MAIL ADDRESS:	sue MCCoyhall@gmail.com		Home phone:	210-732-2769		
TRUSTEES CHAIRPERSON	Name:	They elect in January 2022		Daytime phone:			
	Address:			Zip:			
	E-MAIL ADDRESS:			Home phone:			
FINANCE CHAIRPERSON	Name:	Laura Glick		Daytime phone:	210-885-7021		
	Address:	3319 Quakertown Dr. San Antonio, Texas		Zip:	78230		
	E-MAIL ADDRESS:	laura@hankecpa.com		Home phone:	210-885-7021		
TREASURER	Name:	Jim Moffett		Daytime phone:	210-826-4938		
	Address:	218 Shannon Lee St. San Antonio, Texas		Zip:	78216		
	E-MAIL ADDRESS:	jimmoffett37116@gmail.com		Home phone:	210-826-4938		
LAY LEADER	Name:	Katie Myers		Daytime phone:	210-587-5498		
	Address:	13531 Norland St. San Antonio, Texas		Zip:	78232		
	E-MAIL ADDRESS:	katiemyers@yahoo.com		Home phone:	210-587-5498		
MISSIONS CHAIRPERSON	Name:	Jason Davis		Daytime phone:	210-414-7625		
	Address:	3826 Wetmore Knl San Antonio, Texas		Zip:	78247		
	E-MAIL ADDRESS:	jason@funkcentral.net		Home phone:	210-414-7625		
UNITED METHODIST WOMEN CHAIRPERSON	Name:	Janice Clayton and /Muriel Manchester		Daytime phone:	210-734-4449		
	Address:	2420 McCullough Ave Apt 202 San Antonio, Texas		Zip:	78212		
	E-MAIL ADDRESS:	albertclayton@sbcglobal.net		Home phone:	210-734-4449		
UNITED METHODIST MEN CHAIRPERSON	Name:	N/A		Daytime phone:			
	Address:			Zip:			
	E-MAIL ADDRESS:			Home phone:			
PASTOR-PARISH RELATIONS CHAIRPERSON	Name:	Karen Angelini		Daytime phone:	210-325-1114		
	Address:	3718 River Fls San Antonio, Texas		Zip:	78259		
	E-MAIL ADDRESS:	karen.angelini@twc.com		Home phone:	210-325-1114		

Registration Form for Lay Members to the 2022 Rio Texas Conference

Number of Lay Members for the Church: 1

6440

Deadline for Submission: January 15, 2022

Church Name: **SAnt: Laurel Heights**

Rio Texas Conference District: Las Misiones

Lay Member Registration: (PLEASE PRINT)

Name: Karen Angelini	Street Address: 3718 River Fls	City: San Antonio	State: Texas	Postal Code: 78259-3645
Email: karen.angelini@twc.com		Telephone #: 210-325-1114		

Alternate Member Registration: (PLEASE PRINT)

Name: Melinda Hartson	Street Address: 4242 Broadway Apt 1801	City: San Antonio	State: Texas	Postal Code: 78209-6472
Email: melindamcf@earthlink.net		Telephone #: 210-573-4729		

Pastor's Signature:  Date: November 13, 2021

Note: Lay Members to the Annual Conference are elected by the charge or church conference. **Immediately after election**, this **signed** form should be emailed, faxed or mailed to:

Conference Secretary
16400 Huebner Rd
San Antonio TX 78248
Fax 210-408-4491
npyle@riotexas.org

Administrative Council Report

2021

When we began 2021, it was hoped that COVID 19 would be a term reserved for history books. Instead, we added “Delta Variant” and COVID 19 lives on. As a result, we have continued to struggle with what safety protocols to keep in place at Laurel Heights, realizing that some would be annoyed or worse with whatever decision was implemented.

Despite COVID, our committees and boards have continued to work and do and we as a church have continued to worship. “Come and See” moved from online to in person and from the Fellowship Hall to the Sanctuary, continuing to draw more and more congregants as the weeks go by. The 11:00 service has continued online and in person with the choir (robed and masked) providing beautiful music, as before.

Our prayer wall continues to fly prayer ribbons on the southwest corner of the building, restored after vandals desecrated it, and the harvested ribbons from the wall continue to inspire us as they are maintained and displayed in many different settings.

The Weekday School is back in person and the Super Adults (named this not only for their ages) have persevered throughout the pandemic, meeting and keeping in touch and learning and thriving. From one end of the age group to the other, LHUMC has continued to love and serve.

Mid-year, the Executive Committee began contemplating adding a staff person who would work with a team and focus on young families. This need had been identified in our Grace Notes and Possibilities process in 2020 and was amplified by some of our young families who were hungry for more (and perhaps different) involvement with the church.

The Administrative Council has blessed the concept (not yet fleshed out) and added three of the AC’s young members - Ashley Landers, Rayen Dennis and Kiley Lange - to the Executive Council work group to help further develop this idea. For those involved, it has been a faith journey, not just a group activity. Although no details are yet available, the concept is that the church would commit for a period of years (3-5 proposed), would look for non-budget funding for a period of time, and would involve a commitment from the congregation to support this person and the team surrounding this person to further our mission as a church through greater emphasis on our young families.

In short, the Administrative Council through its boards and committees has been the backbone of the church through challenging times and we give thanks for all who have stepped up to further God’s work where we have been placed here in San Antonio.

Grace and Peace,



Sue M. Hall, Chair

2021 Lay Leader's Report to Church Conference

Jacob wrestling by the river Jabbok is one of my favorite Bible stories. You know the one where Jacob on the way back to see his brother Esau for the first time in decades, spends the whole night wrestling with “a man”. As it gets close to dawn, Jacob says “I will not let you go unless you bless me.” The first time I heard the story again as an adult, I was struck by the idea that a blessing is something that one could demand. Yet that is what Jacob does – it costs him – but in the end he receives it. But what is a blessing? What does it mean to demand one even if we are wounded in the process? The story makes room for a wonderfully rich field of wondering and imagining – where do we find ourselves in this story? What word does it speak to us?

It's an understatement to say that this past year has been hard. Even if you were fortunate enough to remain well or to not feel the shadow of death that so many have experienced, still it has been unspeakably hard. Unspeakably at least partly because in some ways we're not even sure what has happened to us. We just know that nothing seems right. There is a sorrow in us that we are just now beginning to see the contours of. As a church our losses are not unique to us but painful still – the death of beloved ones, the loss of a year and more of time spent building relationships, the loss of the presence of friends who are not attending for various reasons, the loss of programs and ministries, the loss of habits and rituals and milestones that give shape to our lives.

What would it mean for us as a congregation to wrestle, to contend, to struggle with this thing that has happened? What would it be like to continue to wrestle until we receive a blessing? What blessing would we receive? Surely not the Instagram-worthy, #blessed celebration of earthly benefits or prosperity or “the good life”. Is it not instead the blessing of knowing and naming God's presence – real and enlivening – among us that we seek?

Reflecting over the past year, looking for the evidence of God's presence, searching for the blessing, I find it in the creative teamwork and collaboration with the entire congregation that went into our online Come and See worship series. God is there in the joyful togetherness as we made hundreds of manna bags on a Sunday morning in August. Surely God is there in the Jazz Brunch of just a few weeks ago. God is there in conversations happening right now about what we will do, about what is next, about how to bind up the wounds the past year has opened within us. In your own reflecting where do you see God's presence, God's blessing?

When Jacob picked himself up from the ground, he had a new limp, a new name, and a new blessing. He knew that somehow in the ordeal he had seen God face to face. Then he crossed the river uncertain what he would find on the other side – a new life or death? He found, against all odds of human expectation, the open arms of his brother and he says to Esau “for to see your face is like seeing the face of God.”

If we see ourselves at all in Jacob’s story, where are we? Still on the ground wrestling? Receiving a new name and a blessing? Dusting ourselves off, limping in the early morning light? Standing anxiously on the banks of the river, wondering what awaits us on the other side? Or looking around at each other and saying, “for to see your face is like seeing the face of God?” Perhaps we are at all those places at once but regardless may we know somehow through it all the blessing that God is with us.

Peace,

Katie Myers

Education Committee 2021

2021 has been a great year of moving forward for the Education Committee. There was the Stepping Stone Labyrinth event in the spring, followed by children's Sunday School's return to the gym as a one room classroom through the summer leading us to the return of traditional Sunday School this fall. Vacation Bible School was also held over the summer. We have reviewed Sunday School groupings and curriculum. Pathfinder's returned with a book study, Epworth class and Every Woman's class are also seeing increasing numbers. And finally Children's Choir has resumed and is being enjoyed currently on the first and third Wednesday of each month.

Evangelism Committee 2021

At the start of the year, the Evangelism Committee's goal was to re-engage our church community by considering:

1. Refreshed approaches to existing efforts
2. New methods for engagement.

The existing programs we chose to focus on were Greeters and free Wifi in the parking lot, as well as using social media tools to inform and invite members, neighbors, and visitors to participate in our Lent season schedule of events.

New initiatives discussed were ways to outreach to Weekday School families and updating the street facing banner signage once we were offering in-person services again.

Another active time for community outreach will be during the upcoming Advent season.

Ashley Landers

Library and Records Committee Report to Church Conference 2021

The Library and Records committee has agreed on a Church Library Policy to let the congregation know what books are in and appropriate for our Laurel Heights Library. We plan for it to be finalized and printed in The Messenger before the end of the year. That, and making the library more accessible to all has been our focus in 2021.

Respectfully submitted,

Clyta Coder, Library and Archives Committee Chair.

Missions Committee 2021

Laurel Heights continues to support and sponsor community outreach and charities through the years. While the pandemic once again precluded many in person and hands on activities in 2021, we were able to provide needed financial and material support to many of the same organizations that have become traditions with our church. In March we collected a car load of shoes for CAM's Soles for Souls campaign and in May we collected new socks and underwear for Church Under the Bridge. In April we continued to educate our fold about Creation Care in celebration of Earth Day. August saw our collection baskets filled again and again with school supplies for Cotton Academy and last month we collected diapers and wipes for Magdalena House. Our congregation continues to be a community of collective and individual missionaries, from our beloved Church Mice to a core of committed individuals working tirelessly behind the scenes for Interfaith Welcome Coalition. If you have a heart for mission, keep your eyes out for volunteer opportunities in the Messenger in the future.

Jason Davis

Laurel Heights United Methodist Church Property Committee Annual Report 2021 for Church Conference, November 20, 2021

The Property Committee began meeting in late March, after thirteen months of not meeting in person in the building. They have made several walking tours, both inside and outside the building , to become familiar with the nooks, crannies, and numerous closets throughout the structure.

The installation of mini blinds, a project begun in 2020, was completed by Texas Shades. They were installed between the windows and the metal bars in the gymnasium and in the windows on the east side of the third floor in the Youth Room and in the Costume Room.

The Property Committee recommended to the Board of Trustees the acceptance of the Steinway Grand Piano and bench donated by, and in the name of, Richard Parrigan, church member and former church organist, and his wife, Marge, deceased. The formal dedication was on Choir Sunday, September 26, 2021. Parrigan also donated a number of framed prints, many of which were of English cathedrals. An additional gift was a wooden cabinet with drawers to store music. It is currently beside the organ in the chancel.

Another project has included some straightening and sorting, including a vacant office on the second floor and the Costume Room on the third floor overlooking the gym. In the kitchen, a stitchery which had been hanging near the serving line has been cleaned, reframed, and rehung. In the Banner and Art Storage Room, a Hanger to hold 20 Banners will be installed.

The committee has been reviewing the signage around the Weekday School entrance near Rowe Plaza and may update and add to these signs as a future project.

The above are a sampling of the activities pursued to maintain and improve our structures.

Ellen Myers, Chair

Trudy Kinnison, Trustees Committee Liason

Members of the Class of

2021: Ellen Myers, Margaret Parsons

2022: Frank Galindo, Webb Myers

2023: Vicki Ferguson, George Frame (deceased)

LHUMC Stephen Minister (SM) Pre-Church 2021 Conference Report

We will continue our Stephen Minister mission to LHUMC throughout 2022, caring for those having difficult times in their lives. Also ensuring that each Stephen Minister remains highly qualified. Two important facets of the SM program that address these on-going efforts are the Stephen Minister Prayer Ministry and the Continuing Education Program (CE).

Throughout the year, each week a Stephen Leader obtains a list of those needing prayers from the pastors' office or the Sunday church bulletin. Names are organized under the headings of those needing prayers for healing, those who mourn, or those in need of God's presence. Names are distributed among Stephen Ministers/Stephen Leaders to pray for each day during the next week, or until the name is removed from the list. Each Stephen Minister may be praying for one person or several for at least a week, perhaps longer.

Stephen Ministers will continue to meet once a month. These meetings will focus on continuing education for our Stephen Ministers and Stephen Leaders. SM training manuals were recently revised by Stephen Minister Headquarters. Throughout 2022, CE will be based on changes to these manuals. Thus far, CE topics have included depression, grief, and spiritual awareness.

If you are interested in becoming a Stephen Minister, please contact the church office. A Stephen Minister or Stephen Leader will contact you.

2021 Stewardship Committee Summary

The Stewardship Committee monitored giving levels which had been down in early spring, most likely due to cancelled in-person church services from Covid-19. Handwritten thank you notes were sent in May to members who had given so far in 2021. Additionally, hand-written thank you notes were sent to any "new" giver in 2021. Giving levels appear to be going back to normal toward the end of the year.

The theme for the annual giving campaign was Connections: The Gift of Belonging. We wanted to reflect on and celebrate the ways our congregation has remained connected during the pandemic. To celebrate the financial gifts that have blessed Laurel Heights, we held a Jazz Brunch on Consecration Sunday. To help publicize the event, Stewardship committee members made phone calls to members and social media posts were increased. As of November 3, we received 74 pledge cards totaling \$553,491 for 2022.

Laurel Heights Super Adults 2021

Laurel Heights Super Adults, now in it's 47nd year.

We discovered that even in 2021 the key to programming was "flexibility."

We began the year in January with a parking lot meeting which included a visit from elegant Three Kings and singing "We Three Kings."

February, March, April and May were all outside meetings with programs of love songs, musical offerings by Jennifer Holloway and Geoffrey Waite, a special program in March, National Health and Wellness Month, presented by Dr. Mark Doty on Spiritual Health. In April there was a nod to the tradition of Fiesta with a program by the Steel Drum Band from UTSA. This band of 12 steel drum players were such good sports, they played under the Porte Cochère in a pouring rain.

We were back in the building in June for the first time since Feb., 2020 with a program of "Show and Tell" featuring the Super Adults and what they had been keeping busy with during the previous 15 months. It was amazing to see the talents displayed.

In July we enjoyed a review of the book "A Pilgrimage to Eternity: From Canterbury to Rome" by Timothy Egan. Did I mention, we had to remain flexible? In August, due to rising numbers, we returned to the parking lot for a fascinating program on Bees.

In September we felt comfortable returning to the building and heard the plans for the Houston Street to Hildebrand Corridor, "a Complete Street." And in October we celebrated October Fest with a 15-piece Tuba Band from UTSA.

In November we celebrated Super Adult Thanksgiving and Long Life where all 90 year-olds and above were honored for their contributions of wisdom and enthusiastic living. December will close out the year with a beautiful Christmas program.

We have continued Book Discussion via Zoom. These have continued to be popular and we discuss everything from classics to current literature.

In February, in addition to sending each Super Adult a special Valentine Card we made Valentine cards available for Super Adults to write notes to Health Care Workers. These were delivered to Metropolitan Hospital. We joined the church in collecting peanut butter for distribution through the local schools. In September Walgreens was on hand and gave 27 Flu Shots.

Janice Davis, our corresponding secretary continues to recognize all Super Adults who are unable to attend meetings with notes each month.

In April we returned to the road – our first trip since the beginning of the pandemic. A limited number, wearing masks on the bus, were treated to a tour through wildflower country and a picnic in a park surrounded by Texas' beauty.

We have continued such trips, with limited numbers on the bus.

We continue to publish a monthly newsletter that informs the membership of activities and offers challenging puzzles for their mental alertness.

The Steering Committee continues to do a wonderful job of keeping in touch with the membership and offering what support they can.

We have lost several members in the past year; several to Covid-19. But we continue to add new members to our rolls.

Even in these difficult times Super Adults continues to provide support and encouragement to those maturing members of our congregation and community.

Susan B. Holloway

United Methodist Women 2021

The Laurel Heights United Methodist Women, as part of the global United Methodist Women, continues to work in support of the UMW vision to turn “faith, hope, and love into action on behalf of women, children, and youth throughout the world.” The Laurel Heights United Methodist Women has a membership of 24, with an average of 14 in attendance at our monthly meetings. All are invited to attend on the second Wednesday of the month at 1:00 p.m.

A successful virtual Valentine's tea served as a fund raiser to expand and support our UMW missions:

1. Mary Blackford scholarships
2. Interfaith Welcome Coalition—75 food bags, plus financial contributions
3. Financial support for UMW on the district and conference level
4. Financial and personal support for CUB, CAM, SAAM Shelter, Methodist Student Center, Laurel Heights Day School, UMCOR, Crop Walk, Haven for Hope, Missions in Zimbabwe, Project Transformation, and UMW mission work in the U.S. and abroad.

While we celebrate our status as a five star unit and membership in the world's largest Protestant women's organization, we mourn the loss of our dear member and friend, Deaconess Judy Davis. She and all other UMW members who have passed on will be cherished and long remembered. Our thanks go to all LHUMC members, pastors, and staff who help us carry out our work.

Weekday School report 2021

Laurel Heights Weekday School currently serves 144 students and employees 33 people. The School has enjoyed a hearty enrollment this year and is grateful for the faith that parents have in staff and administration during the continuation of the pandemic. Laurel Heights United Methodist Church graciously included the school in the application of the 2nd PPP loan. This loan greatly helped the school in the long economic recovery due to COVID-19. The Cottage School (a group of 4 students with learning differences) are in their second year at the school. They moved their classroom upstairs to the gym alcove area where they enjoy the open area, classroom and use of the small kitchen. The Weekday School continues to maintain a great standing in the community although, like many, are currently struggling with staffing shortages.

Wesley Nurse and Health Cabinet 2021

I have attended Neighborhood Faith Convening meetings throughout the year per zoom and have continued to teach My Healthy Child classes all year per phone.

I have attended:

WN team meetings and committee meetings per zoom all year.

MCC food pantry's to help distribute food on Saturday's throughout the year.

Mental Health First Aid offered by MHM.

We held 3 Blood Drives throughout the year in May, August and November and 1 covid vaccination clinic.

I helped facilitate a Veteran's Day meal and thanksgiving meal for the Veteran's Center and helped facilitate a flu vaccination clinic.

Exercise classes resumed in July and I am precepting new Wesley Nurse from September to present.

Yvonne Garcia

Worship Committee Charge Conference Report

2021

The Worship Committee has continued to be in a role of both supporting our worship life and improvising and adapting in response to the pandemic.

Some of the areas overseen by the Committee this year:

- Pealing the Tower Bells through Eastertide on Sundays at noon
- Epiphany (chalking the door by Zoom)
- Lenten worship themes, labyrinth walk, travel bags
- Holy Week services
- Easter on the Lawn
- All Saints' Sunday
- Children's Sabbath
- Lessons and Carols, Service of the Longest Night, and Christmas Eve services in December
- Come and See worship service development, migration: outdoors, Fellowship Hall, and currently in the Sanctuary

The Worship Committee also had discussions on various Communion formats, usher/greeter reorganization, acolyte recruitment/training and engaging online with worshipers. Lastly, we were kept up to date, by Geoffrey, on all things music/choir related.

Valerie K Morton

Youth 2021

This has been a rebuilding season for our youth group. With Marisa Parker leading (and Wyndee Holbrook's administrative support) the youth group has met almost every month since early Spring. This summer, the pandemic kept their meetings outside in some of our lovely city parks. As of October, they are meeting again indoors on the first Sunday of each month. In October, they carved pumpkins. In November, they joined the congregation on a CROP walk to San Pedro Park.



Report of the Pastor

The report of the pastor shall include the names of all persons involved in the changes in membership and other items as outlined in the 2016 *Book of Discipline* (§§ 234, 340). This report should cover as fully as possible the work of the pastor. Care should be taken not to duplicate the reports of the Church Council, committees, organizations, and officers of the charge.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of witness or evangelism ministries.

Laurel Heights United Methodist Church Church 6440 Charge
 Las Misiones District Rio Texas Annual Conference
 For the period beginning December 10, 2020 and ending November 20, 2021
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

1. List those who have been received into baptized membership since the last report.
(Attach as a supplement.)
2. List those who have been received into professing membership since the last report.
(Attach as a supplement.)
 - a. On profession of faith or restored.
 - b. From other United Methodist churches.
 - c. From other non-United Methodist churches.
3. List those who have been removed from the professing membership since the last report.
(Attach as a supplement.)
 - a. By action of the Charge Conference, or trial court, or by withdrawal.
 - b. By transfer to other United Methodist churches.
 - c. By transfer to other non-United Methodist churches.
 - d. By death.
4. Have the membership records and rolls been audited (§231)? ☒ Yes ☐ No
 If not, why not?
5. The Pastor shall give a report on the state of the church and an account of pastoral ministry as it relates to (§ 340): providing support, guidance, and training to the lay membership in the church; ministering within the congregation and to the world; and administering the temporal affairs of the congregation. Include as a part of the report a statement outlining the pastor's program of continuing education and spiritual growth for the past year and plans for the year to come (§ 349). *(Attach as a supplement.)*

Signed

Printed Name Paul L. EscamillaDate November 13, 2021

Report of Pastor / Church Conference 2017-2020

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose.

Church Conference

Baptisms 1

Nixon Lee Trainor

Professions of Faith 3

Alexis Trainer

Mysti Trainer

Holly Hoting

From other denominations 0

From another UMC 4

Paul Bishop

Lauren Fuller

Lillian Hoting

Susan Craig

Restored 1

Tom Nash

Transferred to another UMC 2

Dixie Shoopman
Bert Shoopman

Transferred to other denomination 0

Withdrawn 0

Death 10

Sidney Mae Thompson	December. 4, 2020
Sam Dibrell	January. 4, 2021
Edna Peterson	January. 19, 2021
Mary Alphin	February. 8, 2021
Thelma Penny Viola	April. 20, 2021
Janie Groves	April. 26, 2021
George Frame	August. 9, 2021
David Adams	September. 4, 2021
Judy Davis	September. 22, 2021
Marjorie Hugo	October. 8, 2021

First name	Last name
Edward	Adams
Kim	Barron
Refugio	Campos
Raymond	Fonseca
Arianna	Galan
Malinda	Gause
Ilda	Gennero
Jose	Gonzalez
Chris	Hayes
Steve	Hines
Suzi	Hines
Carmen	Hughes
Caitlyn	Hughes-Gallegos
Justin	Nichols
Eric	Ramirez
Ryan	Ramirez
Mario	Rendon
Jessica	Star
Cheryl	Swientek
Leon	Swientek
Debra	Wilkens

Total	21
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First name	Last name		
Kimberly	Berry		
Valerie	Cavazos		
Amy	Galvan		
Felipe	Galvan		
Kathleen	Gekiere		
Brianna	Gonzales		
Emilio	Gonzales		
Kim	Grossett		
Murphy	Grossett		
Thomas	Grossett		
Beth	Keyes		
Marilyn	Moore		
Mark	Moore		
Abigail	Sadler		
Jack	Sadler		
Kevin	Sadler		
Kim	Sadler		
Olivia	Sadler		
Daniel	Sarvis		
Barbara	Shortt		
Frank	Stanage		
Kim	Stanage		
Scott	Swain		
Brock	Townzen		
Garrett	Townzen		
Lisa	Townzen		
Victoria	Turrubiate		
Adriana	Villafranca		
Charles	Villafranca	Total	29

Naming of the Saints
Laurel Heights United Methodist Church
Church Conference 2021

Sidney Mae Thompson

Sam Dibrell

Edna Peterson

Mary Alphin

Thelma Penny Viola

Janie Groves

George Frame

David Adams

Olin Tunnell

Judy Davis

Marjorie Hugo

Larry Howard

We've moved through a pandemic with a helpful biblical metaphor—the wilderness—to remind us both of the challenging features of this journey and of the promise and realization of God's provision—manna from heaven—throughout this sojourn. There's further wisdom in the biblical narrative that we've borrowed to help orient and steady us through this time: In Exodus 17:1 we're told that "the whole congregation of the Israelites journeyed by stages, as Yahweh commanded." What I've found helpful in this description is the reminder that we don't have to have a whole sequence of actions and plans for our future spelled out—especially during this precarious time—but rather to be ready always to take the next faithful step.

I've recently shared with a planning group at the church the story journalist Roy Smith tells from his boyhood. One summer night he and his father are standing on the back porch on their farm when his father asks him to retrieve some tools from the barn. Roy is afraid of the dark, and from the back porch the barn is nowhere to be seen. He resists, telling his father it's too dark to venture out toward the barn.

His father gently encourages him, handing him a lantern and telling him to hold it high. "What can you see, son?" "The mulberry tree." "Then go there." Roy carries the lantern out to the mulberry. Then his father asks, "What can you see from there, Roy?" "The currant bush." "Then go there." Roy carries his lantern to the currant bush. From the porch his father calls out, "Now what can you see?" Roy answers, "The henhouse." Then go there. To the henhouse he goes. "Now what can you see?" "The hayloft." "Then go there." He does so. "Now what can you see?" "The barn!" Roy retrieves the tools and, "by stages," we might say, returns to the back porch, maybe standing just a bit taller than he did when he left on his errand.

Laurel Heights has journeyed by stages through these last 20 months, trusting God to reveal to us enough of a path ahead for us to continue moving forward with the next faithful action, decision, initiative, innovation, adaptation, adjustment, fresh expression. In doing so, we have arrived to the present, perhaps just a bit taller than we were. The journey itself has grown us, deepened us, even renewed us in our reliance on God. Collateral blessings are abundantly in evidence—manna in the wilderness. In the course of this trust journey, we have been graced and guided by God's Holy Spirit into fruitful ministry.

To build this road as we've traveled it has not been an easy undertaking. Pausing when necessary, rerouting as needed, innovating all along the way, always doing our best to ensure all are encircled, and praying constantly—this has been the central focus of our life together for nearly two years. The leadership provided by our lay leaders, committees, and staff in this trust journey has been extraordinary. Creativity, intelligence, inspiration, hopefulness, and generosity of spirit have been very much in evidence, along with a desire to understand this ordeal as an opportunity for greater reliance on God. I am honored to have faced this precarious time of ministry and faith formation with the Laurel Heights staff, lay leadership, and congregation.

The coming season will be another trust journey as we explore our new identity in a co- and post-pandemic atmosphere. As has been true throughout, we can be assured that God will provide all we need to respond faithfully to the call to gather, worship, serve, and witness. We've been through quite a lot in the last year and a half—including important conversation and discernment about what God might be doing among us in the coming year and beyond. I am deeply grateful to share in ministry with the Laurel Heights congregation, and look forward to all that God will do among and through us in this season and the next.

Paul L. Escamilla

**CHARGE CONFERENCE REPORT
PASTOR'S CONTINUING
EDUCATION**

According to *The Book of Discipline* (348.5)

"Pastors shall be asked by the District Superintendent in charge conference to report on programs of continuing education, formation, and spiritual growth for the past year and for the year to come. The District Superintendent shall also ask the local church to describe its provisions for time and financial support for the pastor's program of continuing formation and spiritual growth."

In order to facilitate this process, pastors are asked to use this form in making their report annually to the District Superintendent at Charge Conference.

Church: Laurel Heights Date: November 13, 2021

Pastor: Paul L. Escamilla

Continuing Education Event #1: Preaching Peers

Date: February through November 2021

Subject Studied: preaching skills, biblical studies

Continuing Education Event #2: Be the Bridge

Date: Spring 2021

Subject Studied: Racism and cultural awareness

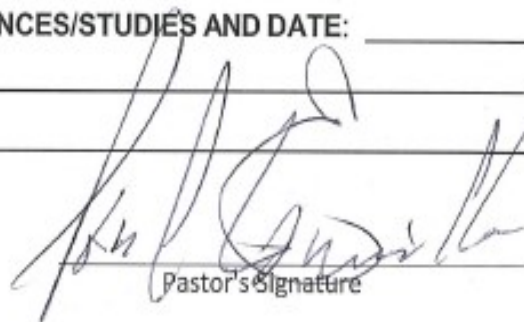
Continuing Education Event #3: Fresh Expressions

Date: Winter 2021

Subject Studied: hybrid worship

OTHER CONTINUING EDUCATION EXPERIENCES/STUDIES AND DATE: _____

S/PPRC Chair's Signature



Pastor's Signature

Copies to: District Superintendent
S/PPRC Chair
Pastor
Secretary of Charge Conference

Laurel Heights United Methodist Church

Affiliate Clergy 2021

Rev. William Brown
7642 Mission Haven
Boerne, Texas 78015

Rev. Gina Campbell
8101 Connecticut Apt S304
Chevy Chase, MD 20815

Rev. Bert Clayton
2420 McCullough Apt 202
San Antonio, Texas 78201

Rev. Wesley Craig
3310 Oakwell Ct. Apt 7102
San Antonio, Texas 78218

Rev. James P. Crews
12523 Cascade Hls.
San Antonio, Texas 78253

Mr. Richard Jackson
9106 Regal
San Antonio, Texas 78216

Rev. Jon Lowry
3219 Bent Bow Dr.
San Antonio, Texas 78209

Rev. David Seilheimer
13063 Saltfork
San Antonio, Texas 78253-6689

2021 Annual Report William D. Brown

Laurel Heights UMC San Antonio, Texas

In the past year, I conducted three funerals. Hospital and nursing care visits have been limited due to Covid 19 protocols, but I have managed to do some visits from time to time. There have also been numerous counseling sessions over the past year. I attended the Clergy Convocation in March and Annual Conference in June via Whova.

William D. Brown

JAMES A CARR MINISTRY REPORT – 2021

In the first five months of the year, I was responding to the Coronavirus Pandemic. Hospitals and long term care facilities were closed to outside visitors. So, I maintained phone contacts with people on the phone tree, and I wrote notes to homebound members and to older members. I used conference calls to provide meetings for Stephen Ministers, Lectio Divina participants, and the Lively Spirits spiritual formation group. I also participated in church staff meetings.

In January, I began to participate in the Forest Dwelling Program connected with Oblate School of Theology. This is a program of study and reflection for older adults who want to consider what it means to transition into a new stage of life. I am benefitting from this program.

In May, I requested the opportunity to retire from active participation on the church staff. Paul Escamilla arranged for this to happen, with worship and a reception at the end of May. I am grateful to him, and to the Laurel Heights congregation for its generous response.

Since May, I have been actively involved in the Forest Dwelling Program. I have also continued as an active Stephen Minister, and I am relating to a care receiver, and I am a member of the Stephen Leader coordinating group.

Recently, I inquired of the Lively Spirits if they wished to continue to participate in spiritual formation. Most replied yes, so I am acting as facilitator for the group. I am available to Laurel Heights members who request pastoral support.

Bert Clayton clergy report 2021

My report is rather limited due to my age and the pandemic.
I participated in 4 funerals and 1 Church Anniversary .

Rev. Wesley Craig Charge Conference Report - 2021

Laurel Heights United Methodist Church

As I approach the end of my first unit of Clinical Pastoral Education as a Chaplain Resident with Baptist Health System, I have begun working toward Level I objectives which enable pastoral formation, pastoral competence, and pastoral reflection. As I serve at North Central Baptist Hospital, my learning goals for the first unit have included the following:

1. To deepen and strengthen my expression of empathy for patients, families, and staff by reflecting back their emotions in order to sharpen my active listening skill and pastoral care while supporting them in discovering the possible meaning of their experience.
2. To understand how my personal identity informs and impacts my pastoral care to persons during or post pregnancy while gaining necessary skills in providing care before or after a birth or fetal demise.

I will remain at North Central Baptist through the second unit after which I will begin serving at another hospital and hopefully begin working on Level 2 objectives. My learning goals in the future will include a wide range of areas from pediatrics, assessments, ethics, and mental health. My hope and prayer at the conclusion of this year of residency is to become a Board Certified Chaplain as well as being appointed to serve as a hospital chaplain in the Methodist Healthcare System in August of 2022.

Finally, allow me to express my sincere gratitude for Rev. Paul Escamilla, Laura Healy, Rev. Wyndee Holbrook and the entire Laurel Heights UMC congregation for welcoming and receiving us into the life and ministries of the church as I serve in extension ministries. Our hearts are full because of God's gift of grace through all of you. Thanks be to God!



Report of the Finance Committee

The report of the Finance Committee shall be made on this form, or one revised and adapted by the Annual Conference. Numbers in parentheses refer to paragraphs of the 2016 *Book of Discipline*.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of the committee on finance

Laurel Heights United Methodist Church Church 6440 Charge
 Las Misiones District Rio Texas Annual Conference
 For the period beginning 12/10/2020 and ending 11/20/2021
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

I. ORGANIZATION

1.a. Has the committee been organized according to the 2016 *Book of Discipline* (§258.4)? ☒ Yes ☐ No

b. Names of officers?

Chairperson Laurel Welch Vice Chairperson None
 Treasurer(s) Jim Moffett Financial Secretary Amy Caldwell

II. BUDGET AND COMMITMENT PLAN

2.a. Has the committee submitted to the Church Council, or its equivalent, a complete budget for the ensuing year? ☐ Yes ☒ No

If not, why not?

We're waiting for outstanding pledge cards so that the budgeted receipts are more accurate.

b. Did the committee give the Church Council an opportunity to request financial support for recommended ministries (§258.4)? ☒ Yes ☐ No

If not, why not?

3. How frequently does the Financial Secretary/Treasurer send members and contributors regular reports of their giving?

☐ Monthly ☒ Quarterly ☐ Semi-annually ☐ Annually ☐ No, we do not send reports

4. Is giving by individual participants in the local church regularly reviewed? ☒ Yes ☐ No;

If not, why not?

5. What are the plans for raising sufficient income to meet the budget adopted by the Church Council (§258.4)?

Consecration Sunday, Stewardship committee planning and campaign

6. Does the Financial Secretary/Treasurer report regularly to the Church Council on the giving trends in the church/charge? ☒ Yes ☐ No

If not, why not?

III. THE HANDLING OF CHURCH FUNDS

7. Does the Treasurer regularly make reports to the Committee on Finance and the Church Council on the financial position of the church (§258.4b)? ☒ Yes ☐ No

If not, why not?

8. Are all benevolences and other connectional funds remitted monthly to the conference treasurer (§258.4b)?

☒ Yes ☐ No

If not, why not?

9.a. What bank(s) have been designated by the Church Council as a depository (§258.4d)?

Frost Bank

b. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit? ☒ Yes ☐ No

If not, why not?

c. Are all accounts in the name of the church? ☒ Yes ☐ No

If not, why not?

10.a. Has the committee established written financial policies to document the internal controls of the local church (§258.4d)? *(Attach as a supplement.)* ☒ Yes ☐ No

b. Have these policies been reviewed by the committee and found to be adequate and effective (§258.4d)?

☒ Yes ☐ No

11. Are the church offerings counted by a counting committee in accordance with the mandates of the Discipline (§258.4a)? ☒ Yes ☐ No

If not, why not?

12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance

(¶258.4a, d)? ☒ Yes ☐ No

If not, why not?

13. Are financial officers of the church bonded (¶258.4b)? ☒ Yes ☐ No

If not, why not?

14.a. Have the financial records of the church and all its organizations been audited for the prior fiscal year (¶258.4c)?

☐ Yes ☒ No

b. If not, why not?

See attachment

c. Were there any recommendations or exceptions? ☒ Yes ☐ No

d. If there were recommendations or exceptions, how has the church addressed them?

The treasurer is reviewing the books monthly.

Signed

Laurel A Welch

Printed Name: Laurel A. Welch

Date:

11/2/2021

Report of the Finance Committee 2017-2020

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose.

Report of the Finance Committee Attachment

14.b. The church has not made plans to have an outside audit. The 2020 books were reviewed by a group of members with financial experience. The 2021 books will also be in the same way.

Finance Committee Report 2021

The Finance Committee has considered various approaches to budgeting for ministry for 2022, giving careful attention to income patterns in the congregation in the current year, as well as projected revenues from pledges and other sources in 2022. The budget the committee is proposing reflects fairly closely budget figures for the current year. Increased amounts are budgeted for our continued shift to computerized and internet-based ministries, worship, and administrative functions. The Committee wants to continue watching patterns of giving and pledging through December before finalizing a budget to present to the Administrative Council in January for formal approval. The combined church and weekday school Paycheck Protection Program loan taken out in 2020 was forgiven in 2021. The 2021 PPP loan has been spent and we are in the process of applying for forgiveness.

Laurel Heights United Methodist Church

Proposed 2022 Income/Expense Budget

INCOME ACCOUNTS	2021 BUDGET	2021 10/31/20	2022 BUDGET Proposed
INDIVIDUAL PLEDGES	\$670,000.00	\$490,437.64	\$669,826.00
NON-PLEDGED GIVING	\$55,000.00	\$69,694.10	\$60,000.00
OTHER	\$111,620.00	\$168,452.34	\$219,875.00
TOTAL INCOME BUDGET:	\$836,620.00	\$728,584.08	\$949,701.00

EXPENSE ACCOUNTS	2021 BUDGET	2021 10/31/20	2022 BUDGET Proposed
APPORTIONMENTS	60,244.00	50,203.30	54,485.00
CHRISTIAN EDUCATION	10,560.00	9,297.72	10,250.00
EVANGELISM	2,000.00	376.00	2,000.00
LIBRARY	1,150.00	490.00	1,150.00
MISSIONS & OUTREACH	7,400.00	3,151.00	6,750.00
MUSIC	7,900.00	-1,052.03	7,150.00
NEIGHBORHOOD MINISTRY	7,000.00	167.61	7,000.00
WORSHIP	2,150.00	1,671.80	4,150.00
YOUTH MINISTRY	6,600.00	-33.95	5,600.00
ADMINISTRATION	47,125.00	27,718.93	40,500.00
OPERATIONS	194,200.00	147,138.83	208,300.00
PERSONNEL			
Pastoral Staff	143,142.00	119,830.77	143,142.00
Program Staff	131,854.00	136,524.96	164,354.00
Support Staff	253,170.00	144,780.40	217,394.00
Staff - Other Expense	72,200.00	32,430.21	77,476.00
TOTAL EXPENSE BUDGET:	946,695.00	672,695.55	949,701.00
DIFFERENCE:		55,488.53	0.00



Report of the Trustees

The trustees are amenable to the Charge Conference and as such are required to make an annual report

(¶2550). Additional reports should be made as requested by the Charge Conference or Church Council or equivalent. Numbers in parentheses refer to paragraphs in the 2016 Book of Discipline.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and the board of trustees.

Laurel heights United Methodist	Church	6640	Charge
Las Misiones	District	Rio Texas	Annual Conference
For the period beginning <u>December 12, 2020</u> , and ending <u>November 20, 2021</u>			
		<small>DATE OF PRIOR CHARGE CONFERENCE</small>	<small>DATE OF CURRENT CHARGE CONFERENCE</small>

1. Organization for the present conference year was effective (date) _____, by electing the following officers (no less than three, and up to nine persons):

	Name	Term Expires
President	Mike McGlone	12-31-2021
Vice President	Trudy Kinnison	12-31-2022
Secretary	Rachel Goeres	12-31-2021
Treasurer	Laurie Morton	12-31-2022
Member	Nick Campbell	12-31-2021
Member	Rev. Jon Lowry	12-31-2022
Member	Stephen Marrone	12-31-2023
Member	Robert Ojeda	12-31-2023
Member	Open	

2. Is the local church incorporated (¶2529.1a)? ☒ Yes ☐ No

3. a. Name or names in which title to each piece of property is recorded, as shown by civil land records (¶¶2536, 2538):

	Name(s)	Office	Book	Page
Church Buildings	LHUMC	Bexar County Courthouse	4156	181-189
Church Buildings	NA			
Parsonages	NA			
Parsonages	NA			
Other	NA			
Other	LHUMC Parking Lot	Bexar County COurthouse	4699	255-256

- b. Who is the custodian of deeds and other legal papers? Amy Caldwell, LHUMC Bookkeeper

- c. Where are they kept?

Fire Proof Vault

4. Does each deed contain trust clause (¶2503)? ☒ Yes ☐ No

5. Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate? ☒ Yes ☐ No

6. a. Insurance (¶2533.2, 2550.7)

Item Insured/ Insurance	Replacement Value	Amount of Coverage	Type of Coverage	Company	Restricted By Coinsurance (Yes or No and amount)		Expires When
Church Buildings	\$ 11.762 M	\$ 11.762M	Building	Church Mutual	Y <input checked="" type="checkbox"/>	Amount::	1/01/2021
Parsonages	\$ NA	\$			Y <input type="checkbox"/>	Amount::	
Church Furnishings and Equipment	\$ 1.762M	\$ 1.762M	Property	Church Mutual	Y <input checked="" type="checkbox"/>	Amount::	
Parsonage Furnishings and Equipment	\$ NA	\$			Y <input type="checkbox"/>	Amount::	
Vehicle(s)	\$ 45,000	\$ 1.0M	Auto	Church Mutual	Y <input checked="" type="checkbox"/>	Amount::	
General Liability		\$ 1.0M	General Liability	Church Mutual	Y <input type="checkbox"/>	Amount::	
Worker's Compensation				Church Mutual	Y <input type="checkbox"/>	Amount::	
Directors and Officers/Errors and Omissions/Crime		\$ 0	-	-	Y <input type="checkbox"/>	Amount::	
Professional Liability Coverage (Including Sexual Misconduct)		\$ 3.0M	Professional Liability	Church Mutual	Y <input type="checkbox"/>	Amount::	

b. Have the buildings been inspected for fire and other safety hazards within the past year? ☒ Yes ☐ No

c. Have you assessed the of replacement value within the last 5 years? ☐ Yes ☒ No

d. Who performed the assessment?

e. Does the church have a Safe Sanctuary Policy? ☒ Yes ☐ No

f. Is the amount of Insurance adequate? ☒ Yes ☐ No

(to determine adequacy of coverage, please use the GCFA Insurance Worksheet found at <http://www.gcfa.org/gcfa/united-methodist-church-minimum-insurance-requirements>)

7. a. Has an annual accessibility audit for church properties been conducted (§ 2533.6)? ☐ Yes ☒ No
(attach as a report; an example accessibility audit form may be found at <http://www.gcfa.org/forms-and-resources>)

b. If needed, have you developed an accessibility plan? ☐ Yes ☒ No (Attach plan)

8. Provide a detailed list of Income-producing and permanent funds:

Item	Date Received	Amount	Where Invested	Income	How Income Is Used for Ministry
Trustee Endowments	Varies	\$5,718,537	CAPTRUST	\$114,000	For Design & Special Programs, Missions
Trustee Endowments	Varies	\$240,500	Texas Methodist Foundation	\$1,500	Scholarships & Music

(Attach as a supplement a statement "clarifying the manner in which these investments made a positive contribution toward the realization of the goals outlined in the Social Principles of the church and showing the investments are socially responsible..." § 2533.5 and § 2550.9)

President of Trustees



Printed Name: Mike McGlone, 2021 Chair

Date: November 11 2021

2021 Trustees Report to the Charge Conference

A number of building mechanical systems, general maintenance and landscape improvements have been completed this year. Several of note include the replacement of the boiler on the third floor of the Education Building, replacement of landscape material affected by the February polar event and the removal of one major tree adjacent to the Woodlawn Ave Porte Cochere.

The Trustees accepted the gift of a Steinway piano from Richard Parrigan, distributed scholarships to 6 recipients and funded a variety of minor exterior and interior projects around the campus.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Mike McGlone", with a stylized, flowing script.

Mike McGlone, Chair
LHUMC Board of Trustees
November 11, 2021

SPENDING POLICY OF ENDOWMENT FUNDS OF LAUREL HEIGHTS UNITED METHODIST CHURCH

It is the goal of the Trustees to have the value of the sustaining endowment funds of Laurel Heights United Methodist Church grow over time at a rate higher than the change in the consumer price index. Sustaining endowment funds are those intended to provide support to the congregation for very long periods. The measurement of growth will be the funds' total return, including capital appreciation and current income. The Trustees will include six percent of eligible sustaining endowment funds as funds available to be disbursed each year, regardless of the funds' performance, except that the Trustees may reduce or increase this percentage if the previous year's performance is substantially above or below the six percent. "Eligible" funds are those from bequests with no restrictions to maintain the original principal and the earnings from funds where the principal is restricted. The Trustees also are responsible for "designated" funds that have specific designations on the use of the proceeds from the funds, i.e. property maintenance, pastor's housing, scholarships, library, music and apportionments.

On or about September 1 of each year the Trustees will determine how much endowment money is available to be spent by the church body for the following calendar year and will make this known to the appropriate persons, boards or committees within the church. Although the trustees will retain ultimate decision-making authority regarding use of discretionary funds under their control, the Trustees do not intend to make programmatic decisions for the church. However, it is not the intention of the Trustees that these endowment funds be used to support the day-to-day budget of the church, except as designated by the terms of the donor's gift or will. The Trustees believe that reliance upon endowments to fund the regular budget of the church robs the congregation of the gift and responsibility of supporting the church and undermines the pledge to support the church with its prayers, presence, gifts, service and witness.

This policy is to be read each year at the church conference at which the budget is presented and the Trustees' spending report given.

Originally approved by the Church Conference of 10/2/1997. Revised 11/19/2008

Read and reaffirmed: _____

Read and reaffirmed: _____

Read and reaffirmed: _____

Read and reaffirmed: _____

Read and reaffirmed: _____

Investment Objectives

Laurel Heights United Methodist Church

The funds of Laurel Heights United Methodist Church are to be invested to achieve these goals:

preservation of capital

long-term growth

current income

The portfolio is to be balanced with flexibility to allow shifting between equity holdings, fixed income assets, and cash equivalents as general economic conditions and interest rates demand. Over the long term, the strategic asset allocation target is 50 percent equity securities and 50 percent fixed income securities. The maximum amount to be invested in equities shall be 65 percent and the minimum amount to be invested in equities shall be 35 percent.

Investments which contribute toward the realization of the goals outlined in the Social Principles of the Methodist Church are encouraged.

These restrictions shall apply to investments:

- No more than 5 percent of total assets shall be invested in any individual security except for securities issued by the United State government.
- Debt investments shall be rated investment grade by Moody's or S&P.
- The market capitalization of all equities must exceed \$100,000,000.
- No private placements.
- No commodities.
- No real estate or oil & gas partnerships.
- No short sales.
- No alcohol, tobacco or gaming stocks.

The Trustees may select an investment advisor to invest the assets of the Investment Portfolio. The financial assets will be maintained by independent custodian. The market value and changes in the net asset value of the portfolio will be reported monthly. A summary of investment performance will be reported quarterly.

Any investment restrictions by the donor of funds to the Church will be honored, if possible.

Approved this 24th day of February, 1997, by the Board of Trustees.

Sue M. Hall

Sue M. Hall, Chairman

Board of Trustees

Laurel Heights United Methodist Church
Committee on Nominations and Leadership Development
Leadership Teams 2022

Administrative Council

- Chair **Sue Hall**
- Lay Leader **Katie Myers**
- Treasurer **Jim Moffett**
- Secretary **Richard Dugger**
- Chair, Property **Margaret Parsons**
- Chair, Education **Kiley Lange**
- Chair, Library **Clyta Coder**
- Chair, Worship **Ann McGlone**
- Chair, Evangelism **Jane Manning**
- Chair, Mission **Jason Davis**
- Chair, Weekday School Board **Rayen Dennis**
- Chair, Health Cabinet **Rachel Goeres**
- Chair, Stewardship **Byrd Bonner**
- Chair, Staff-Parish Relations **Karen Angelini**
- Chair, Board of Trustees (self-selected)
- Chair, Committee on Finance **Laura Glick**
- Wesley Nurse **Yvonne Garcia**
- Membership Care Representative **Jeanette Morton**
- Stephen Ministry Representative **Don Clark**
- Super Adult Representative **Wendell Davis**
- Weekday School Representative *to be named*
- Youth/Young Adult Representative **Sasha Mitchell Y**
- United Methodist Women President **Janice Clayton/Muriel Manchester**

At-Large Members

Class of 2022	Class of 2023	Class of 2024
Vicki McCuistion	John Shaw	Paul Bishop
Joseph Montañño YA	Jill Sanders	Willa Jo Beuhler
		Dan Ratliff

- Annual Conference Delegate **Karen Angelini**
- Alternate Annual Conference Delegate **Melinda Hartson**

Executive Committee

Ad Council chair: Sue Hall	SPRC chair: Karen Angelini
Finance chair: Laura Glick	Lay Leader: Katie Myers
Trustee chair: Mike McGlone	Senior Pastor: Paul Escamilla
Program Chair: rotating	

Nominations and Leadership Development Committee

Chair: **Paul Escamilla** Vice-Chair: Katie Myers Ex-officio: Lay Leader, Katie Myers

Class of 2022	Class of 2023	Class of 2024
Wendell Davis		Val Morton
Marisa Parker	Richard Jackson	Jane Manning
Tanya Campen		Mark Doty

Evangelism Committee

Chair: **Jane Manning** Staff: Laura Healy

Nominations Liaison: Katie Myers

Class of 2022	Class of 2023	Class of 2024
Dennis Davis	Victoria Hartson YA	Paul Bishop
Bill Myers	Jane Manning	Elaine Zuercher
Ryan Parker	Reid Hartson	

Worship Committee

Chair: **Ann McGlone** Staff: Paul Escamilla, Geoffrey Waite

Nominations Liaison: Tanya Campen

Class of 2022	Class of 2023	Class of 2024
Beth Furber	Cheryl Crews	Ann McGlone
Sasha Mitchell Y	Frank Healy	Nancy Haney
Victoria Hartson YA	Beth Thomas	Katie Lindquist

Worship Work areas (for information only)

Music/Choir: Bruce Davis

Altar Guild: Cindy Birdwell

Usher: William Beuhler, Dennis Davis

Education Committee/Youth Ministry Council

Chair: **Kiley Lange** Staff: Laura Healy

Nominations Liaison: tbd

Class of 2022	Class of 2023	Class of 2024
David Lindquist	Kaci Boylan	Kiley Lange
Meaghan Rohlfs	Serhat Guven	Val Morton
Carrie Clemens YA	Marisa Parker	Harper Shaw/ Grayson Mitchell Y
Laura Glick	Luke Campbell	Sasha Mitchell Y

Youth Ministry Working Group Staff: Laura Healy, Wyndee Holbrook

ad hoc program team (not for nomination) to be populated with youth, youth workers, etc.

Missions Committee

Chair: **Jason Davis** Staff: Laura Healy Nominations Liaison: tbd

Class of 2022	Class of 2023	Class of 2024
Jane Manning	Dave Saylor	Irene Ojeda
Jason Davis	Melissa Nardi	Janice Clayton
Julie Mazel	Dan Ratliff	Justin Clemens

Health Cabinet (6)

Chair: **Rachel Goeres** Staff: Yvonne Garcia, Laura Healy Nominations Liaison: tbd

Class of 2022	Class of 2023	Class of 2024
Glynis Hayes	Steve Haney	Rachel Goeres
Tom Morton	Genny Campbell	Jeanette Morton

Stewardship Committee

Chair: **Byrd Bonner** Staff: Paul Escamilla Nominations Liaison: Wendell Davis

Class of 2022	Class of 2023	Class of 2024
Robert Rohlf	Alice Gannon	Byrd Bonner
	Celina Montoya YA	Mark Doty
Rusty Manning	Sarah Bodner	Richard Dugger

Staff-Parish Relations Committee

Chair: **Karen Angelini** Staff: Paul Escamilla

Ex-officio: Lay Leader, Katie Myers Nominations Liaison: Katie Myers

Class of 2022	Class of 2023	Class of 2024
Wayne Ehrisman	Karen Angelini	Wendell Davis
Vicki Ferguson	Vicki McCuiston	Randy Pollock
Bonnie Henry	Chance Kinnison	Ellen Evans

Board of Trustees [chair self-selected]

Chair: _____ Staff: Anthony Castillo, Paul Escamilla Nominations Liaison: tbd

Ex-officio: Finance Rep, Laurie Morton; Ad Council Ch., Sue Hall

Class of 2022	Class of 2023	Class of 2024
Trudy Kinnison	Bobby Ojeda	Laurel Welch
Jon Lowry	Steven Marrone	Dennis Davis
Laurie Morton	Mike McGlone	Luke Campbell

Property Committee

Chair: **Margaret Parsons** Staff: Anthony Castillo, Paul Escamilla Trustee liaison: Trudy Kinnison
Nominations Liaison: tbd

Class of 2022	Class of 2023	Class of 2024
Webb Myers	Vicki Ferguson	Margaret Parsons
Frank Galindo	Alex Campbell	Richard Jackson

Finance Committee

Chair: **Laura Glick** Staff: Paul Escamilla, Amy Caldwell
Ad Council Ch., Sue Hall; Lay Leader, Katie Myers; Treas., Jim Moffett;
Stewardship Ch., Byrd Bonner; SPRC Ch., Karen Angelini; Trustee Rep, Laurie Morton
Nominations Liaison: tbd; *Laurel Welch, consultant to bookkeeper*

Class of 2022	Class of 2023	Class of 2024
Thomas Sanders	Jeffrey Landers	Laura Glick
Melinda Hartson	Preston Moore	

Laurel Heights Weekday School Board (7)

Chair: **Rayen Dennis**; Vice-chair: _____ Staff: Laura Healy, Paul Escamilla
Ex-officio: Director of Program Ministries, Laura Healy, Weekday School Director, Laurie Miracle
Nominations Liaison: Richard Jackson

Class of 2022	Class of 2023	Class of 2024
Rayen Dennis	Kelsey Shaw	Nick Campbell
Barbara Miller	Esther Chalk	Jeffrey Landers
Jeffrey Landers		Mysti Trainer

Library and Records Committee

Chair: **Clyta Coder** Staff: Laura Healy Nominations Liaison: Wendell Davis

Class of 2022	Class of 2023	Class of 2024
Clyta Coder	Wendell Davis	June McManus
Karla Galindo	Jim Moss	Bruce Davis
Rayda Porter	Anaiah Montañó YA	

Congregational Care Work Area Jeanette Morton, coordinator
Funeral Care: Jeanette Morton Note Writers: Ginnie Herrera
Hospital Visits: Elizabeth Jackson for notification
Funeral Steward: JohnDavid Griffin Newborn Families: Marisa Parker
Membership Care Representative to Administrative Council: Jeanette Morton

Related Ministries

Stephen Ministry: Don Clark Bus Ministry: Wendell Davis
Super Adults: Wendell Davis Weddings: Vicki Ferguson



Declaration of Candidacy for Licensed or Ordained Ministry Charge Conference Recommendation

General Instructions:

- Date of Charge Conference approval must be within one (1) year prior to the date of the District Committee on Ordained Ministry Interview for Certification as a Candidate

Part I: Declaration of Candidacy for Licensed or Ordained Ministry

I hereby declare my candidacy for licensed or ordained ministry in the United Methodist Church and request the support and recommendation of the Charge Conference for certification as a candidate for:

_____ Order of Deacons _____ Order of Elders ☒ License as Local Pastor

Laura Healy 11-14-21
Signature of Declared Candidate Date

Recommendation of Charge Conference (or equivalent body) for Candidacy

Let those who consider recommending persons for candidacy as licensed or ordained ministers in the United Methodist Church ask themselves the following questions which were first asked by John Wesley at the third conference of Methodist preachers in 1746.

1. Do they know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?
2. Have they gifts, as well as grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?
3. Have they fruit? (For the Elder and Local Pastor candidate...) Have any been truly convinced of sin and converted to God, and are believers edified by their preaching? (For the Deacon candidate...) Are others edified by their service?

Believing that Laura Healy is called of God and is a suitable candidate for licensed or ordained ministry in the United Methodist Church, the Charge Conference of Laurel Heights United Methodist Church recommends him/her for **certification as a candidate by the District Committee on Ordained Ministry**. In making this recommendation, we attest to the fact that the declared candidate has been a professing member in good standing of the United Methodist Church or a baptized participant of a recognized United Methodist ministry for at least one year, has graduated from an accredited high school or received a certificate of equivalency, and has **received by written ballot a two-thirds vote of the charge conference**.

Authorized Elder, District Superintendent, or Bishop

Date

District

Presiding Elder, please submit this completed form and the completed S/PPRC Recommendation Form to the appropriate contact person for District Committee on Ordained Ministry. Please provide a copy of completed form to the candidate.



Dear S/PPRC Chairperson,

The person requesting an interview with the S/PPRC is seeking certification for licensed or ordained ministry in the United Methodist Church. The District Committee on Ordained Ministry (DCOM) needs your perceptions of this person and his/her fitness for ministry.

By nature of our baptism, we are all called into ministry. We are incorporated into the Body of Christ, where we are to utilize our God given gifts and talents for the furtherance of the Gospel and God's kingdom. It is within the community of faith that persons are identified as having gifts for set apart ministry to lead and provide spiritual nurture to the Body of Christ and be bridge builders between the Church and the world.

A call to set apart ministry involves a discernment process in which a person not only senses a call from God but is also affirmed in that call by the Body of Christ. **You, the S/PPRC, are an important part of calling forth and recommending persons for licensed or ordained ministry.**

Please have the Staff/Pastor Parish Relations Committee or other specified committee interview the candidate in regard to their call to ministry and provide your recommendations in written form after proper deliberation.

Prior to the interview you should receive the following from the candidate and provide copies for your S/PPRC members:

- a) A written statement of call as outlined in the *The Book of Discipline* ¶310.2a;
- b) Written answers to Wesley's Historic questions outlined in *The Book of Discipline* ¶310.1d;
- c) Written agreement to highest ideals of the Christian life *The Book of Discipline* ¶304 and ¶310.2d

Please use the attached *Staff/Pastor Parish Relations Committee (or Equivalent Body) Candidacy Approval and Recommendation Form* to guide your interview and to provide written answers to questions used in determining your recommendations. This form may also be downloaded at www.riotexas.org/candidacy-summit. If you choose to recommend this person, you or the Senior Pastor will present their recommendation to Charge Conference and provide this completed form to the Presiding Elder to turn into the District contact person.

Thank you, again, for your investment and diligence in calling forth gifted and graced future leaders for our Church and for the Kingdom of God.

In Christ,

Tamara Strehli

Rev. Tamara Strehli
Vocational Discernment Coordinator
Rio Texas Conference Board of Ordained Ministry
(325) 944-4041

Page 1 of 4

Candidate: Laura Healy

Rev. 12/17/15



Staff/Pastor Parish Relations Committee (or Equivalent Body) Candidacy Approval and Recommendation

Part I Candidate Information

Candidate Name: Laura Healy
Email address: lhealy@mylhumc.org
District: Las Misiones Church Name: Laurel Heights

I request the approval and recommendation of the Staff/Pastor Parish Relations Committee (or equivalent body) to the Charge Conference (or equivalent) for certification as a candidate for:

 Order of Deacons Order of Elders X License as Local

Signature of Candidate

Date*

***Please Note: Date of S/PPRC approval must be within one (1) year prior to the date of the District Committee on Ordained Ministry Interview for Certification as a Candidate**

Part II S/PPRC Interview

Note to Chairperson:

The person named above is requesting certification as a candidate for licensed or ordained ministry in The United Methodist Church. The District Committee on Ordained Ministry (DCOM) needs your perceptions of this person and his/her fitness for ministry. Please have the Staff/Pastor Parish Relations Committee or other specified committee interview the candidate in regard to their call to ministry and to the below listed questions. **If you choose to recommend this person, you or the Senior Pastor will present their recommendation to Charge Conference and provide this completed form to the Presiding Elder to turn into the District contact person.**

- A. Your recommendation will be based on your confidence in affirming Wesley's Historic Questions found in the *Book of Discipline of the United Methodist Church, 2012* ¶310.1d in regard to the person being interviewed. These questions reflect the long tradition of examination of those who would be called as ordained persons in the Church.
- 1) *Do they know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?*
 - 2) *Have they gifts, as well as evidence of God's grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?*
 - 3) *Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?*
 - 4) *As long as these marks occur in them, we believe they are called of God to serve. These we receive as sufficient proof that they are moved by the Holy Spirit.*

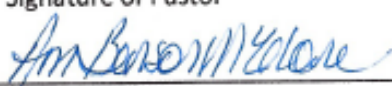
- B. Use the following questions to guide your conversation:
- Give a brief description of your call to ministry.*
 - What is your understanding of ordained or licensed ministry?*
 - What are your beliefs as a Christian? How do you understand God's work in your life and in the life of the church?*
 - What do you believe are your gifts for ministry?*
 - How have you exhibited these gifts in this congregation?*
 - What are your plans in terms of next steps towards fulfilling your call?*
 - How can we be of support to you as you continue this journey?*
- C. In light of those questions please provide written answers to the following questions. You may use space provided or attach additional pages. Please include the candidate's name on any additional pages you may use.
- Describe the gifts and abilities which this person will bring to ordained or licensed ministry.
Laura's gifts are compassion, listening, organizing, faithfulness, and steadfastness. Her abilities to connect with people of all ages is an important skill. She is highly organized. She has a passion for showing God's love through her actions and her attitude.
 - Describe the areas in which this person has given leadership in the ministry of the United Methodist Church and/or in other settings and the fruit that has come from their ministry.
Laura was asked to step in to a number of roles at LHUMC to evaluate and discern the needs of a variety of programs. As she helped to lead us through a transition she discovered her own strengths and interest. She provided leadership in our children's ministry, in evangelism and in our administrative duties.
 - Describe the evidence which the committee has seen that this person has experienced God's grace and has the love of God abiding in them?
Laura has been asked to provide pastoral care on the retirement of Jim Carr. She has graciously shown love and grace to the congregation in both difficult and joyful times.
 - Is this a person trust-worthy, honest and of good character?
Yes.
 - What are the candidate's plans for the future (school, type of ministry, etc.)
She is interested in pastoral care, leading worship and serving communion.
 - Does the candidate have a grasp of their general beliefs of God, Jesus, the Spirit and the Church?
Absolutely.
 - How do you plan to support/encourage this candidate in their continued discernment process?
We have given her an SPRC liaison who will reach out to her on a regular basis.

Part III: Approval of Staff/Pastor Parish Relations Committee (or equivalent body) to Charge Conference (or equivalent body)

The members of the Pastor Parish Relations Committee (or the equivalent body _____) interviewed Laura Healy on November 14, 2021.

The candidate has been a member of this local church (or United Methodist ministry) for _____ years, or a congregation of The United Methodist Church for _____ years, and has been serving for at least a year in congregational leadership. ***(Please note: A candidate for ministry must be a member of a UMC congregation or UM Campus ministry for at least a year prior to beginning the candidacy process.)***

- ☐ Candidate is currently enrolled in school at _____ and is classified as a _____.
- ☐ Candidate is not now enrolled in school.
- ☒ We recommend this Candidate to the charge conference as one who has the potential for ministry in the United Methodist Church.
- ☐ We cannot at this time recommend this Candidate for ministry.
- ☐ Copies of this completed form and any additional pages have been given to the candidate.

Signature of Pastor	Date
<u></u>	<u>11.18.2021</u>
Signature of Chairperson	Date

_____	_____
_____	_____
_____	_____

Signatures of Committee Members

**CERTIFIED LAY SERVANT
ANNUAL REPORT TO THE CHARGE CONFERENCE**

Initial Application or Request for Renewal



Report for year ending 2021

SECTION I: DATA ON THE LAY SERVANT

Name (Mrs. ☒ Ms. ☐ Mr. ☐) Kathryn Myers
Address 13531 Norland City/State/Zip San Antonio, TX 78232
Telephone 210-587-5498 E-mail katiewmyers@yahoo.com
Name of District Las Misiones
Name of Church Laurel Heights United Methodist Church
Church Address 227 W Woodlawn City/State/Zip San Antonio, TX 78212
Church Telephone 210-733-7156

SECTION II: STATUS OF THE LAY SERVANT

☒ For initial application as a Certified Lay Servant

1. What year did you complete your Basic Course? 2021
2. What year did you complete your Advanced Course? 2021
3. What was the title of your Advanced Course? Called to Preach

☐ For renewal as a Certified Lay Servant

1. What year did you complete your last Advanced Course? _____
2. What was the title of your last Advanced Course? _____

SECTION III: REQUEST OF THE LAY SERVANT

I request recommendation of my pastor and my church council/charge conference to begin/renew as a Certified Lay Servant for the ensuing year.

Date 11/16/21 Lay Servant Kathryn Myers

SECTION IV: RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this person to begin/renew as a Certified Lay Servant for the ensuing year.

Date 11/18/21 Pastor Paul L. Escamilla

SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council/charge conference of _____ (church/charge)
recommends the above person begin/renew as a Certified Lay Servant for the ensuing year.

Date _____ Church Council Chair or District Superintendent _____

(To be completed by those requesting renewal as a Certified Lay Servant)

SECTION VI: MINISTRIES BY THE LAY SERVANT

During the past year, I have participated in *caring ministries* as follows:

- | | |
|---|-------------------------------------|
| served as a volunteer in a care-giving institution | provided one-on-one caring |
| at a hospital, nursing home, or to a shut-in | in membership/evangelism visitation |
| served in caring/outreach projects (food pantry, prison ministry, etc) | |
| ✓ other caring activities (Please list) <u>volunteer with Interfaith Welcome Coalition assisting asylum seekers</u> | |

During the past year, I have participated in *leading ministries* as follows:

- ✓ served as member of committee, board, commission, council, task force, etc.
as a volunteer at a community agency
- ✓ at my local church
beyond my local church
on my District ✓ Conference Jurisdiction General Church level
- ✓ other leading activities (Please list) bus station coordinator for the Interfaith Welcome Coalition

During the past year, I have participated in *communicating ministries* as follows:

- ✓ brought message in 1 worship services
- ✓ served as worship leader in 9 services
- ✓ delivered 4 devotional messages
- ✓ taught 3 classes
shared my faith story _____
- other speaking activities (Please list) _____

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):

SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible; improve your understanding of The United Methodist Church; and to improve your skills in caring, leading, communicating and speaking?
continued participation in a spiritual formation group, lead Disciple II (Genesis/Exodus/Luke/Acts),

SECTION VIII: FEEDBACK BY THE LAY SERVANT

1. Do you feel called to be in service in any area of ministry, either in the church or outside the church, in which you are not currently involved? Yes ☒ No (If yes, please list those areas below.)
- _____

2. What additional training or support do you need or would suggest to further your ministry:
- _____

3. Give any recommendations you have for improving Lay Servant Ministries in your District or Conference:

More information readily available on the district & conference websites about the lay servant process and trainings.

(Note: District Directors are encouraged to respond to any comments within this section.)

NOTICE: After this form is completed and signed by those listed above, the Recording Secretary of the Church Council or Charge Conference is requested to reproduce THREE copies: (1)Lay Servant, (2)District Director of Lay Servant Ministries, (3)District Superintendent. The Recording Secretary of the Church Council or Charge Conference keeps the ORIGINAL. (Revised April 2014)

(Please be sure to indicate which question you are answering.)

[illegible]

2022 Pastor Compensation Form for 1- Point Charge/Church



Effective Dates:

From: 1-Jan-2022 To: 31-Dec-2022

Line #	Part I - General, Pastor, and Charge/Church	Info & Calculations	Line #	Charge Expense
1	Pastor Name (Select green cell, then use drop-down button to find pastor's name.) >	Escamilla, Paul Lynd	1	
2	Appointment Title	Senior Pastor	2	
3	Conference Relationship	FE	3	
4	% Service (Full Time=100%, 3/4 time=75%, half time=50%, quarter time=25%)	100%	4	
5	Charge Name (Select green cell, then use drop-down button to find Name of Charge) >	SAnt: Laurel Heights UMC	5	
6	District	Las Misiones District	6	
9	Church is Former Rio Grande Conference (RGC) Legacy Church > (If "Yes", then some benefit expenses are paid through Legacy Funds)	No	9	
Line #	Part II - Salary		Line #	Charge Expense
10	Base Salary Paid by Church		10	\$ 76,356
11	Conference or District Salary Support (must be requested & approved)		11	
12	Total Salary to Pastor from Church(es) + Conference/District Salary Support	\$ 76,356	12	
13	Type of Housing Supplied by Church to Pastor	Housing Allowance	13	
14	Housing Allowance supplied instead of Parsonage		14	\$ 27,000
15	Pre-tax deduction from Pastor's Salary for IRS 107 Exclusion as Pastoral Housing Cost	\$ -	15	
16	Plan Compensation For Pension Purposes	\$ 103,356	16	
A Full Time Clergy must elect A UMPIP Contribution of at least 1% of Plan Compensation to receive full pension Benefits				
Line #	Part III - Health Benefits (HF = HealthFlex) See Notes		Line #	Charge Expense
17	Full-Time Clergy is Eligible and Premium Required for HealthFlex Plan	YES	17	
18	Pastor's HealthFlex Benefit Coverage Tier Selection	Pastor Plus One	18	
19	Church's Clergy HF Premium Credit Responsibility for Full-Time Appointment		19	\$ 11,100
20	Optional "Church Contribution" for Dependent Coverage - Enter Amount		20	\$ 10,880
21	Church's Total HealthFlex Cost For This Pastor		21	\$ 21,980
Line #	Part IV - Pastor's Accountable Reimbursable Plan (ARP)		Line #	Charge Expense
22	Accountable Reimbursement Plan (ARP) Recommendation 13% of base compensation		22	\$ 6,000
Line #	Part V - Recap of Charge/Church Costs		Line #	Charge Expense
23	Salary		23	\$ 76,356
24	Housing Allowance		24	\$ 27,000
25	Accountable Reimbursement Plan (ARP)		25	\$ 6,000
26		Paid by RGC Legacy Funds	26	
27	Health Benefit Expense	\$ -	27	\$ 21,980
28	Comprehensive Protection Plan (CPP)	\$ -	28	\$ 3,101
29	Clergy Retirement Security Program (CRSP) defined benefit	\$ -	29	\$ 6,132
30	Clergy Retirement Security Program (CRSP) defined contribution	\$ -	30	\$ 3,101
31	UMPIP Church Contribution (for Part Time Appointments)	\$ -	31	\$ -
32	Total RGC Legacy Contribution >	\$ -	32	
33	Church's Total Compensation Expense (Excludes cost of Utilities)		33	\$ 143,669
34	Church's Total Compensation Expense (Excludes cost of Utilities) LESS any RGC Legacy Contribution		34	\$ 143,669

Part VI - Signatures

Pastor's Signature Name: Escamilla, Paul Lynd

Date: 11/7/2021

Local Church Representative Name & Office / Signature:

Ann Benson McGlone

Signature ↑

Date: 11/7/2021

Printed Name ↑

Signature ↑

SPPR/PPR Chair

District Superintendent's Signature

Greg Hackett

Date:

NOTES:

Printed Name ↑

Signature ↑

1 For calendar year 2021, pastors will have the opportunity to select from several different plans for health coverage. These selections will be made in NOV 2020 during the Annual Election Period. The church's clergy HealthFlex Premium Credit Responsibility for Full-Time Appointment is \$10,800. If the "Pastor Only" plan combination is more than \$10,800, the pastor may elect to have salary withheld to participate in other benefit plans offered through the Rio Texas Conference. These include a pretax "Flex Plan" (DCR, HSA, MRA plans), retirement 403b plan UMPIP, and an optional life insurance plan.

3 The Pastor must provide copies to the Church Treasurer on any enrollment form/s or online benefit elections and the church should verify each monthly invoice to determine that the payroll is correctly handled.

Color Code Key >

Church Enters Data

Calculated Data Entered Automatically

Instructions

Headings



Keeping our children, youth, and vulnerable adults safe

Trusted con Confianza Rio Texas Safety Policy Church and Charge Conference Report Form

In June 2017, the Rio Texas Annual Conference adopted a Child, Youth, and Vulnerable Adults Safety Policy. This policy became effective June 2018 following the close of Annual Conference.

In accordance with the Rio Texas Conference policy, "local churches shall submit their policy and a report on how they are in compliance with their policy annually to the District Superintendent at their charge or church conference." This form serves as this required annual report.

Please fill out the following form to share with your District Superintendent:

1. Has your church adopted a Child, Youth, and Vulnerable Adults Safety Policy?

☒ Yes ☐ No ☐ Unsure

2. If so, is your church's policy in compliance with the 2018 Rio Texas Child, Youth, and Vulnerable Adults Safety Policy?

☒ Yes ☐ No ☐ Unsure

3. If not, how can your DS and the conference office help you in this work?

4. Did all certified Trusted con Confianza persons in your congregation complete abuse prevention training and receive an overview/reminder of the church/organization child, youth, and vulnerable adults policy this calendar year?

☒ Yes ☐ No ☐ Unsure

5. Did your church review your Child, Youth, and Vulnerable Adults Safety Policy?

☐ Yes ☒ No ☐ Unsure

Thank you for your work to keep all vulnerable persons safe!

Please attach your church's child, youth, and vulnerable adult safety policy to this report and turn in to your District Superintendent.

For more information please visit: riotexas.org/safe or e-mail Rev. Dr. Tanya Campen at tcampen@riotexas.org

LAUREL HEIGHTS UNITED METHODIST CHURCH **CHILD, YOUTH AND VULNERABLE ADULTS SAFETY POLICIES AND** **PROCEDURES**

I INTRODUCTION

1.1 GUIDING PRINCIPLES

"...so we, who are many, are one body in Christ, and individually we are members of one another. We have gifts that differ according to the grace given to us..." Romans 12:5-6, NRSV. We, and each child, youth, and vulnerable adult among us, are members of the Body of Christ. The child whose faith journey starts at an early age and continues through the school years, has the best possible beginning. In our modern culture, that can mean the faith experience we provide must include protection. Each of us who work with children, youth and vulnerable adults is responsible for that protection. Each parent/legal guardian/custodian shares in that equal responsibility. It is the purpose of this policy to provide tools that will help us in this task. We also believe it is important for all our members to experience worship in the gathered church family, and we encourage parents/legal guardians/custodians and their children of all ages to attend worship together. As part of this policy, we will ask parents/legal guardians/custodians of youth and children to be sure that their children are in supervised activities or their parents/legal guardians/custodians company whenever they are in the building. It is our prayer that the Child, Youth and Vulnerable Adult Safety Policy will be an effective tool in helping this congregation to provide for all our children and youth a faith experience which will lead to a life of joyful discipleship.

1.2 STATEMENT OF POLICY

Laurel Heights United Methodist Church of San Antonio, hereafter referred to as LHUMC, is committed to providing an environment which is as safe as possible for children and youth who attend the church or any LHUMC sponsored programs or activities, and to take the necessary precautions to protect church staff and volunteers from accusations or suspicions. LHUMC establishes these policies and procedures to help prevent the opportunity for, or the appearance of, abuse or inappropriate behavior to a child, youth or vulnerable adult. To accomplish these goals, LHUMC hereby establishes policies and procedures that mandate the requirements for those who work with children, youth and vulnerable adults. The following procedures are not based on a lack of trust in a particular person but instead are needed to protect our children, youth, vulnerable adults, employees, volunteers, and the entire church body. LHUMC will not tolerate any occurrences of abuse and, upon knowledge of such, will report violators to legal authorities. This document is intended to be in accordance with the Child, Youth and Vulnerable Adult Safety Policy of the Rio Texas Annual Conference of the United Methodist Church.

1.3 CHILDCARE POLICIES AND PROCEDURES

Childcare at LHUMC operates under the policies and procedures below.

1.4 WAIVER OF POLICIES AND PROCEDURES

The goal of LHUMC is to promote safety while maintaining practical flexibility in children's and youth ministries. Policies may be waived only for exceptional circumstances or instances outside of its control (example-LHUMC's affiliation with outside organizations on mission projects of Conference/District events). Waiving of policies will only be authorized by the Senior Pastor who will coordinate such decisions with the LHUMC Administrative Council. Parents/legal guardians/custodians will be made aware of known variances and must provide written permission for their minor to participate.

1.5 EXCEPTIONS

LHUMC sponsors and provides operating facilities to the Laurel Heights Weekday School ("The Weekday School"). The Weekday School is subject to mandatory state requirements and operates under its own child/youth safety policies and procedures, which have been approved by the LHUMC Administrative Council. Nothing in this policy is intended to alter or change any requirements imposed by the State of Texas or The Weekday School's approved policies and procedures.

The Weekday School is exempted from these policies and procedures and shall be operated in accordance with their own policies, guidelines and procedures, which shall be subject to review and approval by the LHUMC Administrative Council.

1.6 AUTHORITY

*LHUMC CHILD/YOUTH SAFETY POLICIES AND PROCEDURES
REVISED 10/23/2018*

These policies and procedures will be implemented and maintained under supervision of all LHUMC staff in coordination with the LHUMC Administrative Council.

II REQUISITES OF THE POLICY

2.1 SCREENING OF ALL PAID CHURCH STAFF MEMBERS, AND PERSONS WHO WORK WITH CHILDREN AND YOUTH

- General:

Training will be required of all paid staff both part time and full time regardless of whether they work with children, youth or vulnerable adults or not, and all volunteers who have direct contact and supervision of children, youth and vulnerable adults whether the workers are clergy or lay. This does not include those persons who are employees of independent contractors who are involved in youth and children's events, such as bus drivers of contracted bus lines and the like. Training is offered through the Rio Texas Conference several times per month.

- Background checks:

Background checks will be required on all paid staff both part time and full time regardless of whether they work with children, youth and vulnerable adults or not, and on all persons who work with children, youth and vulnerable adults including but not limited to, visitors, nonmember parents/legal guardians/custodians of children attending events, members of other denominations, and the like.

Access to the information received from the background check shall be limited; but the information shall be held in confidence. The Rio Texas Conference will be the agency to obtain police or law enforcement background checks to the extent that any are requested. Only (a) the Episcopal Office, (b) District Superintendent in the appropriate District, (c) the pastor and the Staff Parish Relations Committee (SPRC) of the local church may request and be privy to the information described below or the background check results. The Conference Office will report only relevant information as it pertains to the safety of children, youth, and adults to the requesting party.

All persons required to have a background check must provide the following minimum information:

- (a) Identification of work area/service to be performed;
- (b) Full name including any previous names and nicknames;
- (c) Present address and former addresses for the past 10 years;
- (d) SSN, Date of Birth, and Driver's License number;
- (e) Employment history for the past five (5) years;
- (f) Volunteer work for the past five (5) years;
- (g) Experience and skills specifically related to the position;
- (h) Church membership;
- (i) Personal references (not related to the applicant) with complete addresses and telephone numbers and e-mail addresses, if available;
- (j) Consent (I) to verify all the information, and (II) to obtain a police background check, if lawfully available to the church or sponsored event;
- (k) Statement as to whether the person has ever been convicted or arrested for a criminal sexual offense or a felony of any nature;
- (l) Statement as to whether the person has ever been investigated by Child Protective Services or Adult Protective Services.
- (m) Statement that the information provided is true and correct.

2.2 REQUIREMENTS

- All paid staff and volunteers who apply to work with children, youth and vulnerable adults will be required to complete the applicable screening form online through safegatherings.com.

- Criminal Background History Check and reference checks will be completed on all prospective staff and volunteers before a position or employment is offered.

- The staff director or minister responsible will interview volunteers to determine how the applicant's gifts and talents can best be utilized within LHUMC. Additional information concerning the applicant may be required in the review process.

- All volunteers and staff will be subject to periodic re-checks of criminal records.

2.3 QUALIFICATIONS AND RULES

- Adult leaders should be active in the local church/ministry for a minimum of six months prior to the event or provide additional references affirming their positive leadership with Participants in another ministry setting. In the case of new staff hires, references deemed adequate by the hiring supervisor will replace the six-month waiting period. In the case of Adult Ministry Leaders or Assistant Leaders, previous ministry experience within the Rio Texas Conference may be transferred in lieu of the six-month waiting period pending approval of Rio Texas Conference office.
- All persons who work with children, youth and vulnerable adults are required to sign a statement acknowledging they have understood and will abide by the Child, Youth and Vulnerable Adults Protection Policies and Procedures.
- Team Approach. A minimum of two unrelated adult volunteers shall be present during any activity involving children, youth or vulnerable adults. Persons under the age of 18 or 18 years of age and still in High School who are asked to work with children shall do so under the supervision of adult volunteers.
- Supervision. Along with the team approach the ratio of adults to children, youth or vulnerable adults must meet the minimum requirement of one adult to every eight participants.
- Five Year Rule. All volunteers who work with children and youth shall be at least five (5) years older than the oldest child/youth in the group they are working with or supervising.
- No volunteer or staff person will be permitted to be alone with a child, youth or vulnerable adult behind a closed door or in a vehicle. Unplanned contacts between a child, youth or vulnerable adult and an adult volunteer or staff person shall be conducted under the same rules as planned activities. On occasion, a staff person or volunteer may talk with a child or youth with the door closed when a child or youth has requested a closed door meeting and another adult is able to observe the meeting.
- Parents/legal guardians/custodians shall always be permitted to observe classrooms and activities involving children, youth and vulnerable adults.
- Each classroom set aside for children and youth shall have a window or a door with a window in it or a half door. The window shall not be covered or the upper half of the door shall remain open when children or youth are present in the room.

2.4 BUILDING SAFETY

As stated above, children and youth when not in a supervised church activity should be monitored by a parent/guardian. In order to mitigate any building risks doors to rooms that are not in use shall remain locked. Custodial staff should promptly lock any doors to rooms used for church activities.

25. APPLICABILITY

Except where noted herein these policies and procedures shall apply to all activities involving children, youth and vulnerable adults that are sponsored and/or supervised by LHUMC. All persons assigned to such activities by LHUMC shall comply with and conduct themselves according to these policies and procedures. Failure to comply shall subject the person to disciplinary action, which may include dismissal from employment and/or work with any children, youth or vulnerable adults.

III TRAINING

- 3.1 All volunteers will be required to complete all appropriate training prior to beginning their work with children, youth and/or vulnerable adults. Volunteers who do not complete this training may not continue their service until training is completed.

3.2 Required training will include, but not be limited to, the following:

- (1) Texas' legal definition of child abuse from the Texas Family Code.
- (2) Training in identifying and preventing child abuse.
- (3) Creating safe spaces, best practices for ministry, sexual ethics and appropriate leader behavior.
- (4) Overnight/extended hour ministry training.
- (5) Recognizing inappropriate behavior and situations open to problems or misunderstandings
- (6) LHUMC Child/Youth Safety Policies and Procedures.
- (7) Fire and Building safety

3.3 Appropriate procedures and continuing education concerning child abuse will be regularly implemented by the LHUMC staff for all ministries for children and youth under 18 years of age. Volunteers are required to attend such training events when offered. Volunteers who do not complete continuing education training in a timely manner will not be allowed to continue to work with children or youth.

Trusted con Confianza training will be required every two years of all paid staff both part time and full time regardless of whether they work with children, youth or vulnerable adults or not, and all volunteers who work with children, youth and vulnerable adults whether the workers are clergy or lay.

IV POLICIES REGARDING CHILDREN AND YOUTH ACTIVITIES

4.1 OVERNIGHT ACTIVITIES

These procedures cover any activity sponsored and/or supervised by LHUMC which requires an overnight stay. This includes, but is not limited to, camping, lock-ins, use of hotels/motels, and overnight stays in a personal dwelling.

- A signed parent/legal guardian/custodian permission form will be required of each child or youth prior to the activity. These will be collected and approved by the volunteer or staff director prior to the activity. Forms will be kept on hand at the event and returned afterwards to the staff director for safe keeping for 1 year.
- All persons are to abide by the Child, Youth and Vulnerable Adults Protection Policies and Procedures, including the team approach for supervision.
- Any co-ed overnight activities require both male and female adult volunteers.
- The parent/legal guardian/custodian's permission is required for a child or youth leaving prior to the end of an overnight activity or with anyone other than the parent/legal guardian/custodian.
- No child or youth of the opposite sex will be allowed to sleep in the same room.
- Sleeping accommodations shall include sleeping distance of no less than three feet between Adult Leaders, Assistant Leaders, and Participants.
- All overnight or off property activities sponsored or approved by LHUMC require the prior approval of the appropriate staff director.

4.2 TRANSPORTATION PROCEDURES FOR CHURCH-RELATED CHILDREN/YOUTH ACTIVITIES

A. VEHICLE REQUIREMENTS

- Vehicle requirements pertain to vehicles owned by LHUMC, provided by parents/legal guardians/custodians of participating children or youth, provided by volunteers, and any commercial vehicle used for transportation of children or youth.

- All vehicles shall be in good running order, possess a current license plate, safety inspection sticker, and passenger restraints for every occupant.
- All vehicles will have insurance coverage as required by Texas law.
- All vehicles will be multi-passenger. No motorcycles, scooters, or mopeds will be used to transport children or youth to or from a LHUMC event. No vehicle shall carry more than the number of passengers specified by the vehicle manufacturer or in a manner not specified by the manufacturer. No one shall be allowed to ride in the back of a pickup truck.
- All passengers and the driver of vehicles transporting children or youth to or from a LHUMC event shall use seat belts whenever the vehicle is in motion.

B. QUALIFICATION OF DRIVERS

- All drivers will be volunteers 21 years of age or older as specified by the Child, Youth and Vulnerable Adults Protection Policies and Procedures, parents/legal guardians/custodians of participating children or youth, or licensed commercial drivers. They will have a valid driver's license and will not be otherwise disqualified from driving (i.e. under medication, impaired, etc.).
- All drivers of church vehicles will have a current valid driver's license with the classification for the vehicle driven, be at least 25 years of age and be on the approved driver list with our insurance provider.
- All drivers will be subject to periodic checks of their motor vehicle record.
- Disqualified Drivers:
Persons who have been convicted of, placed on regular or deferred adjudicated probation for, or pled guilty or nolo contendere to the following offenses: criminally negligent homicide, consumption or possession of alcoholic beverage in a motor vehicle, driving while intoxicated, or any other intoxicated offense, including but not limited to intoxication manslaughter, and any drug possession or use charge, will be disqualified to drive the church vehicles, or to transport minors to or from church-sponsored events and activities in their personal vehicles.

C. GENERAL RULES

- Unless otherwise approved by the staff director, and parents/legal guardians/custodians are so informed, all transportation subject to these procedures will begin and terminate at the church property.
- If a parent/legal guardian/custodian permission form is not on file, a signed form should be obtained for each child or youth prior to being allowed in the vehicle. The permission forms are to be collected and checked by the adult in charge or staff director.
- No driver is to transport any child or youth alone. The team approach, as defined in the Policies and Procedures, is to be used.
- Transportation to and from meetings is not part of church or youth group activities, and will not be considered so for any purpose. Parents/legal guardians/custodians are solely responsible for providing or arranging for this transportation. If a child's or youth's parents/legal guardians/custodians request that a worker or leader transport the minor, it is not a church activity.

COMMUNICATION PROCEDURES

- 5.1 Adult Leaders must notify parents/legal guardians before requesting access, friending, texting, contacting a Participant via social media, or using any other form of online phone/video communication.
- 5.2 Adult Leaders must copy a parent or other Adult Leader on any one-on-one communication to a child or youth.
- 5.3 Using the Rule of Three, all group or social media communications must include two Adult Leaders who serve as administrators/moderators. All groups must be closed, private, and shall require the site administrator's approval to join.
- 5.4 Written consent from parents should be received for:

- Taking and posting of photos, messages, or videos for any use.
- E-mailing, Instant Messaging, calling, texting, or sending data to a child, youth, or vulnerable adult by computer, cell phone, or other digital technology.
- The sharing of any full name or contact information.

5.5 Photos of children and youth who have appropriate photo releases from parents/guardians on file should only be uploaded to the ministry organization's moderated pages, website, or other designated forms of communication as stated in the photo release form and communicated to parents/guardians. Designated leadership posting photos to authorized sites should refrain from using names and never use last names or identifiable information.

VI REPORTING PROCEDURES

6.1 OBLIGATION TO REPORT AND IMMUNITY

- In all cases where any volunteer has reasonable cause to believe that a child, youth or vulnerable adult may be abused or neglected, the volunteer is obligated by Texas law to make a report to a law enforcement agency or to the Texas Department of Family and Protective Services (TDFPS) Child Abuse Hotline (800-252-5400 or www.texasabusehotline.org). You have the right under state law to make an anonymous report without identifying yourself. If you wish to waive anonymity, the Senior Pastor or ministry Staff Director will be consulted and informed of the allegations before a report to other authorities is made. If the volunteer is in doubt regarding whether a report should be made, he or she shall telephone the agency and discuss the situation with a employee of Child Protective Services to determine whether a report should be made. The worker shall make a written record of the name and title of the employee with whom he or she spoke and the recommendation made by the employee.

- The worker shall contact TDFPS within 48 hours of first learning of possible child abuse.

6.2 NOTIFICATION TO STAFF DIRECTOR/SENIOR PASTOR

- A volunteer who becomes aware of any instance of suspected child, youth or vulnerable adult abuse or with any inappropriate ministry activity should immediately report the incident or suspicions, in writing, when possible and when waiving anonymity, to the appropriate Staff Director or Senior Pastor. Any inappropriate behavior with a child, youth or vulnerable adult even though it may not be considered true abuse, should be reported.

- Should abuse allegations occur, volunteers will:
 - (a) Respond to each allegation in a serious manner;
 - (b) Treat each allegation with confidentiality and respect for the privacy of all involved persons; cooperate fully with civil authorities;
 - (c) Extend genuine care to all victims of abuse.

6.3 RESPONSE PROCEDURES RESPONDING TO THE REPORT

- When someone receives a report of an incident of abuse, he or she shall immediately take all steps necessary to ensure the safety of the alleged victim.
- The person reporting the suspected abuse shall complete the written report and submit it to the Senior Pastor or his designee if he or she waives anonymity. If the person reporting wants assistance with writing the report, he or she may seek the assistance of the appropriate Staff Director.
- In the case of an allegation being made, these guidelines should be followed by the Senior Pastor or his designee:
 - (a) Do not prejudice the situation, but take the allegations seriously. If morally indicated, reach out to the victim and the victim's family. Extend whatever pastoral resources are needed.
 - (b) Treat the accused with dignity and support. The accused will be removed from his or her position as a worker with children, youth or vulnerable adults until the allegations are fully investigated and resolved. In the case of paid Employees, the Senior Pastor, in consultation with the Staff Parish Relations Committee, shall determine the extent to which employment and compensation should be

continued during the investigation.

- (c) Report, when appropriate, the incident immediately to TDFPS, the church's legal counsel, and insurance company. LHUMC should not try to handle this without professional outside assistance.
- (d) Make certain all efforts at handling the incident are documented, including dates and times.
- (e) Contact the proper civil authorities following the guidance of the assigned TDFPS investigator. LHUMC should not attempt an in-depth investigation. This should be left to professionals who are familiar with these cases.
- (f) Designate a single organizational leader as spokesperson. This spokesperson will be the only person to convey information concerning the situation, and (to avoid compromising any ongoing investigation) will convey only such information as is necessary under the circumstances.
- (g) Use the text of a prepared public statement to answer the press and to convey news to the congregation, being careful to safeguard the privacy and confidentiality of all involved.

VII IN CONCLUSION

We have a responsibility as caretakers of children, youth and vulnerable adults to provide a safe place for them to learn and grow in God's love. The development of policies and procedures is essential (key) to protecting both the participants and the church by providing a safe and secure environment for children, youth and vulnerable adults entrusted to our care.

POLICY REVIEW AND REVISION

This safety policy meets or exceeds the requirements of the Rio Texas Conference of the United Methodist Church Policy on Child, Youth, and Vulnerable Adult Safety, June 2017 and has been reviewed and approved by the Administrative Council and additionally the Trustees of each church. Any future revisions shall as a minimum meet or exceed the requirements of the Rio Texas Conference of the United Methodist Church Policy on Child, Youth, and Vulnerable Adult Safety, June 2017, and be reviewed and approved by the Administrative Council and additionally the Trustees of each church before implementation.

These policies and procedures will be regularly reviewed with legal counsel and can be modified to ensure compliance with State laws regarding child abuse. Any modifications shall be conveyed to all persons affected by the modifications.