



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

Charge Conference

December 7, 2025  
3:00 P.M.

Alamo Heights  
United Methodist Church

*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.*

# 2026 Pastor Compensation Form - Single Church



Effective Dates: From: 1-Jan-2026 To: 31-Dec-2026

Line	PART I - General, Pastor, and Charge/Church	Info & Calculations	Line	Charge Expense
1	Pastor Name	Michelle Vernone	1	Type Name
2	Appointment Title	Senior Pastor	2	Select From Dropdown
3	Conference Relationship	FE - Elder in full connection	3	Select From Dropdown
4	Service % (Full Time=100%, Part-Time = 75%, 50%, 25%, <25%)	100%	4	Select From Dropdown
5	Charge Name	SAnt: Laurel Heights UMC	5	Select From Dropdown
6	District	Central District	6	
7	Rio Grande Conference Legacy Church - YES / NO > <i>If "Yes", benefits are paid from the RGC Legacy Fund</i>	No	7	

Line	PART II - Salary	Line	Charge Expense
8	Base Salary Paid by Church	8	\$ 80,937
9	Conference or District Salary Support (must be requested & approved)	9	
10	Total Salary to Pastor from Church(es) + Conference/District Salary Support	10	\$ 80,937
11	Housing - Parsonage or Housing Allowance	11	Housing Allowance
12	Housing Allowance Amount	12	\$ 37,180
13	Clergy Additional IRS 107 Exclusion & Base Salary Redirection for Housing	13	\$ 12,000
14	Plan Compensation For Pension Purposes	14	\$ 118,117

Full Time Clergy must elect a Personal Compass Contribution of at least 4% of Plan Compensation to receive full Compass match

Line	Part III - Health Benefits (HF = HealthFlex) See Notes	Line	Charge Expense
15	Health Insurance - Full-Time	15	YES
16	Health Insurance Coverage Selection - Full-Time	16	Pastor Only
17	Church's Health Insurance Premium Credit (PC) Responsibility - Full-Time	17	\$ 13,128
18	Optional Church Health Insurance Contribution for Dependent Coverage	18	
19	Total Health Insurance Cost	19	\$ 13,128

Line	Part IV - Pastor's Accountable Reimbursable Plan (ARP)	Line	Charge Expense
20	Accountable Reimbursement Plan (ARP) Recommendation 10% of base compensation	20	\$ 7,000

Line	Part V - Summary of Church Costs & Benefits	Line	Charge Expense
21	Salary	21	\$ 80,937
22	Housing Allowance	22	\$ 37,180
23	Accountable Reimbursement Plan (ARP)	23	\$ 7,000
24		24	
25	Health Benefit Expense - Full-Time	25	\$ 13,128
26	Comprehensive Protection Plan (CPP) - Full-Time	26	\$ 3,544
27	Compass Pension Plan Flat Rate \$1,800 - Full-Time	27	\$ 1,800
28	Compass Pension Plan Contribution 3% - Full-Time	28	\$ 3,544
29	Compass Pension Plan Match Contribution 4% - Full-Time	29	\$ 4,725
30	UMPIP Church Contribution 9% - Part-Time	30	\$ -
31	Total RGC Legacy Fund Contribution >	31	\$ -
32	Church's Total Compensation Expense (Excludes cost of Utilities)	32	\$ 151,857
33	Church's Total Compensation Expense (Excludes cost of Utilities) LESS any RGC Legacy Contribution	33	\$ 151,857

Part VI - Signatures			
Pastor			Date: 11/20/2025
Church Representative:			Date: 11/19/2025
District Office			Date:

For 2026, pastors will have the opportunity to select from 6 health insurance plans. Selections will be made in Nov 2025 during the Annual Election Period. The church's HealthFlex Premium Credit Responsibility for Full-Time Appointment is \$13,128. If the "Pastor Only" plan combination is more than \$13,128, the pastor will need to fund any excess premium through a pre-tax deduction from salary (Line 10). The church may elect to fund an optional "Church Contribution" for all or a portion of Family Dependent Health Coverage (Line 18). Any excess premium for dependent coverage not funded by the church will be funded through a pre-tax premium deduction from salary (Line 10).

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. See "2026 Pastor Payroll Worksheet"

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

# 2026 Pastor Compensation Form - Single Church



Effective Dates: From: 1-Jan-2026 To: 31-Dec-2026

Line	PART I - General, Pastor, and Charge/Church	Info & Calculations	Line	Charge Expense
1	Pastor Name	Laura Healy	1	Type Name
2	Appointment Title	Associate Pastor	2	Select From Dropdown
3	Conference Relationship	PL - Part time Local Pastor	3	Select From Dropdown
4	Service % (Full Time=100%, Part-Time = 75%, 50%, 25%, <25%)	75%	4	Select From Dropdown
5	Charge Name	SAnt: Laurel Heights UMC	5	Select From Dropdown
6	District	Central District	6	
7	Rio Grande Conference Legacy Church - YES / NO   If "Yes", benefits are paid from the RGC Legacy Fund	No	7	

Line	PART II - Salary	Line	Charge Expense
8	Base Salary Paid by Church	8	\$ 50,000
9	Conference or District Salary Support (must be requested & approved)	9	
10	Total Salary to Pastor from Church(es) + Conference/District Salary Support	10	\$ 50,000
11	Housing - Parsonage or Housing Allowance	11	Housing Allowance
12	Housing Allowance Amount	12	\$ 8,000
13	Clergy Additional IRS 107 Exclusion & Base Salary Redirection for Housing	13	\$ 12,000
14	Plan Compensation For Pension Purposes	14	\$ 58,000

Full Time Clergy must elect a Personal Compass Contribution of at least 4% of Plan Compensation to receive full Compass match

Line	Part III - Health Benefits (HF = HealthFlex) See Notes	Line	Charge Expense
15	Health Insurance - Full-Time	15	NO
16	Health Insurance Coverage Selection - Full-Time	16	Select From Dropdown
17	Church's Health Insurance Premium Credit (PC) Responsibility - Full-Time	17	0
18	Optional Church Health Insurance Contribution for Dependent Coverage	18	
19	Total Health Insurance Cost	19	\$ -

Line	Part IV - Pastor's Accountable Reimbursable Plan (ARP)	Line	Charge Expense
20	Accountable Reimbursement Plan (ARP) Recommendation 10% of base compensation	20	\$ 6,000

Line	Part V - Summary of Church Costs & Benefits	Line	Charge Expense
21	Salary	21	\$ 50,000
22	Housing Allowance	22	\$ 8,000
23	Accountable Reimbursement Plan (ARP)	23	\$ 6,000
24		24	
25	Health Benefit Expense - Full-Time	25	\$ -
26	Comprehensive Protection Plan (CPP) - Full-Time	26	\$ -
27	Compass Pension Plan Flat Rate \$1,800 - Full-Time	27	\$ -
28	Compass Pension Plan Contribution 3% - Full-Time	28	\$ -
29	Compass Pension Plan Match Contribution 4% - Full-Time	29	\$ -
30	UMPIP Church Contribution 9% - Part-Time	30	\$ 5,220
31	Total RGC Legacy Fund Contribution >	31	\$ -
32	Church's Total Compensation Expense (Excludes cost of Utilities)	32	\$ 69,220
33	Church's Total Compensation Expense (Excludes cost of Utilities) LESS any RGC Legacy Contribution	33	\$ 69,220

Part VI - Signatures			
Pastor		Laura Healy lhealy@myhunc.org	Date: 1/1/20-25
Church Representative:		weh@hunc.org	Date: Select From Dropdown
District Office		Select Office this person holds	Date: Select From Dropdown

For 2026, pastors will have the opportunity to select from 6 health insurance plans. Selections will be made in Nov 2025 during the Annual Election Period. The church's HealthFlex Premium Credit Responsibility for Full-Time Appointment is \$13,128. If the "Pastor Only" plan combination is more than \$13,128, the pastor will need to fund any excess premium through a pre-tax deduction from salary (Line 10). The church may elect to fund an optional "Church Contribution" for all or a portion of Family Dependent Health Coverage (Line 18). Any excess premium for dependent coverage not funded by the church will be funded through a pre-tax premium deduction from salary (Line 10).

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. See "2026 Pastor Payroll Worksheet"

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

**Charge Conference - CENTRAL DISTRICT  
CHECKLIST FOR 2025-2026**

Church Laurel Heights UMC SA, TK 2025

This sheet provides a MINIMUM list of forms/reports to be returned at the conclusion of your charge conference. Please include any supporting or supplemental material you deem necessary to provide a full and comprehensive record of your charge conference. The checklist should be completed and placed at the front of your charge conference materials. This will allow the District Superintendent to readily identify missing forms/reports. **DO NOT BIND THE REPORTS OR ADD DIVIDERS. PLEASE REMOVE ALL STAPLES, PAPER CLIPS, STICKY NOTES, ETC.**

\*\*\* Action item or part of action item requiring vote

- 1. 2026 Church/Pastor Compensation Report (one form for each appointed Pastor) \*\*\*
- 2. Local Information Sheet (complete with mailing & email addresses – incomplete forms will be returned. Note: 2 SIDES to this form – see “sheet 1” and “sheet 2” tabs) \*\*\*
- ~~N/A~~ 3. Registration Form for Lay Membership to the 2026 Rio Texas Conference. FILLABLE FORM (original to District Office – we will forward a copy to the Conference Office) \*\*\*
- 4. Lay Servant Ministries Annual Report/Application Form(s) \*\*\*
- ~~N/A~~ 5. Declaration of Candidacy for Ordained Ministry – Charge Conference
- ~~N/A~~ 6. Recommendation 2026 Equitable Compensation Request Form (if applicable)
- 7. Report of the Finance Committee
- 8. Fund Balance Report (DUE AFTER DECEMBER 31, 2025)
- 9. Report of Trustees
- 10. Report of Pastor *MV/LH*
- 11. Charge Conference Continuing Education Report (one form for each appointed pastor) *MV*
- 12. Trusted con Confianza Report including church’s safety policy
- 13. Nominations List
- 14. Membership Audit *included w/ Report of the Pastor MV*

# Local Church Information Sheet

January 1, 2026 – December 31, 2026

**Church:** Laurel Heights United Methodist Church

**Worship Time(s):** Sunday Morning at 9:00 a.m. and 11:00 a.m.

**Street Address:** 227 W Woodlawn Ave San Antonio, TX 78212

**Phone:** 210-733-7156

**Mailing Address (if different):** \_\_\_\_\_

**Website:** www.laurelheights.org

**Pastor:** Michelle Vernone **Spouse:** N/A

**Street Address:** 15510 Walnut Creek DrSan Antonio, TX 78247-5548

**Email Address:**  
mvernone@mylhumc.org

**Cell/Home Phone:** 210-288-1834

**Associate:** Laura Healy **Spouse:** Frank Healy

**Street Address:** 305 Irvington DrSan Antonio, TX 78209-4209

**Email Address:**  
lhealy@mylhumc.org

**Cell/Home Phone:** 210-364-7206

**Associate:** N/A **Spouse:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Cell/Home Phone:** \_\_\_\_\_

## Other Clergy related to charge conference:

William Brown (R), Gina Campbell, Jim Carr (R), Bert Clayton (R), Jim Crews (R), Jerry Crockett (R), Wesley Craig, Mark Doly (R)

John Hargis (R), Richard Jackson (R), Jon Lowry (R), Dan Ratliff (R)

**Church Secretary:** Heather Weidenbach

**Email Address:** heatherw@mylhumc.org

## Local Church Leaders & Committee Chairs

Important: Include address, phone, and email. Print clearly.

(If your church has adopted a single board model, list the name of the person who should receive communications regarding that area.)

### Administrative Board/Council Chair

Name: Byrd Bonner  
Address: 223 Springwood Ln San Antonio, TX 78216  
Phone: (210) 410-7878 Email: byrdbonner@gmail.com

### Children's Ministry Director/Chair

Name: Angie Taylor  
Address: 14111 Vance Jackson Rd Apt 34307 San Antonio, TX 78249-2192  
Phone: (210) 204-4561 Email: ataylor@mylhumc.org

### Finance Chair

Name: To Be Determined  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Lay Leader

Name: Katie Myers  
Address: 13531 Norland St San Antonio, TX 78232-4916  
Phone: (210) 545-0312 Email: katiemyers@yahoo.com

### Missions Chair

Name: Sue Hall  
Address: 1005 W Agarita Ave San Antonio, TX 78201-5604  
Phone: (210) 732-2769 Email: suemccoyhall@gmail.com

### Music/Choir Director

Name: Dr. Dobin Park  
Address: 13404 Overlook Bluff San Antonio, TX 78233  
Phone: 513-888-7079 Email: dobin@mylhumc.org

### PPRC/SPRC Chair

Name: Ashley Landers  
Address: 3736 Twisted Oaks Dr San Antonio, TX 78217-3423  
Phone: (210) 542-0570 Email: ashleymolton@hotmail.com

**Preschool Director**

Name: Laurie Miracle  
Address: 3107 Knight Robin Dr San Antonio, TX 78209-3533  
Phone: (210) 685-8317 Email: lmiracle@lhwds.com

**Treasurer**

Name: Jim Moffett  
Address: 218 Shannon Lee St San Antonio, TX 78216-7340  
Phone: (210) 826-4938 Email: jmoffett37116@gmail.com

**Trustees Chair**

Name: John Tenison and Valerie Morton  
Address: John Tenison 7814 Woodridge Dr San Antonio, TX 78209-2225 Valerie Morton 2650 Pebble Dawn San Antonio, TX 78232-4118  
Phone: (210) 789-9083 John: (210) 287-4665 Valerie: Email: Valerie: vkm@gmail.com John: johnatenison@outlook.com

**Youth Director**

Name: Katie Myers  
Address: 13531 Norland St San Antonio, TX 78232-4916  
Phone: (210) 587-5498 Email: katiewmyers@yahoo.com

**UMM President**

Name: N/A  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**UWF President**

Name: Muriel Manchester and Janice Clayton  
Address: Muriel: 2006 Pitcher Bnd San Antonio, TX 78253-6787 Janice:  
Phone: Muriel: (210) 393-8595 Janice: (210) 734-4449 Email: Muriel: manchmuriel@gmail.com Janice: albertclayton@sbcglobal.net

**LAY SPEAKER  
ANNUAL REPORT TO THE CHARGE CONFERENCE**  
Initial Application or Request for Renewal



Report for year ending 12/31/2025

**SECTION I: DATA ON THE LAY SPEAKER**

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

**SECTION II: STATUS OF THE LAY SPEAKER**

For initial application as a Lay Speaker

1. Are you currently a Certified Lay Servant?  Yes  No
2. What year did you complete your Basic Course? \_\_\_\_\_
3. What year did you complete your Advanced Course for certification as a lay servant? \_\_\_\_\_
4. What was the title of your Advanced Course? \_\_\_\_\_
5. Which of the following required Lay Speaking courses have been completed?  
 Leading Worship                       Leading Prayer                       Discovering Spiritual Gifts  
 Preaching                                       United Methodist Heritage                       United Methodist Polity

*(Upon completion of the required course work, the Lay Speaker candidate will be examined by the district committee on Lay Servant Ministries and recommended to the conference committee on Lay Servant Ministries to be considered for certification.)*

For renewal as a Lay Speaker

1. What year did you first become certified as a Lay Speaker? 2024
2. Date of last review of Lay Speaker status: 4/16/2024 Approved:  Yes  No
3. What year did you complete your last Advanced Course? 2025
4. What was the title of your last Advanced Course? Sacred Tension

**SECTION III: REQUEST OF THE LAY SPEAKER**

I request recommendation of my pastor and my charge conference to begin/renew as a Lay Speaker for the ensuing year.  
Date 11/17/2025 Lay Servant Kathryn Myers

**SECTION IV: RECOMMENDATION OF THE PASTOR**

I recommend concurrence with the request of this person to begin/renew as a Lay Speaker for the ensuing year.  
Date \_\_\_\_\_ Pastor \_\_\_\_\_

**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 Lay Speaker for the ensuing year.  
Date \_\_\_\_\_ Church Council Chair or District Superintendent \_\_\_\_\_

**(To be completed by those requesting renewal as a Lay Speaker)**

**SECTION VI: MINISTRIES BY THE LAY SPEAKER**

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) migrant accompaniment and detention visitation with Interfaith Welcome Coalition

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) Board Chair and Volunteer Coordinator for Interfaith Welcome Coalition,

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

- brought message in 2 worship services  
 served as worship leader in 5 services  
 delivered 2 devotional messages  
 taught 15 classes  
 shared my faith story \_\_\_\_\_  
 other speaking activities (Please list) TPR's The Source: Kindness for Immigrants in the Time of Mass Deportations

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):  
Began a staff role at Laurel Heights at the Youth Families Director (Feb 2025)

**SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER**

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?  
weekly spiritual formation group, Lay Servant Ministries classes Biblical Storytelling I and Spiritual Tension,

**SECTION VIII: FEEDBACK BY THE LAY SPEAKER**

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.)

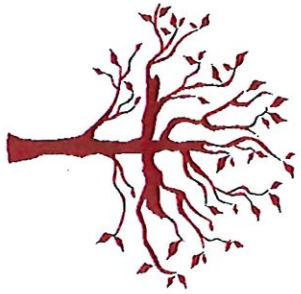
2. What additional training or support do you need or would suggest to further your ministry:  
In 2026 I hope to pursue additional training in pastoral/spiritual care for youth and/or imprisoned persons.

3. Give any recommendations you have for improving Lay Servant Ministries in your District or Conference:  
Continue to wish for more frequent offering of LSM courses in our conference

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

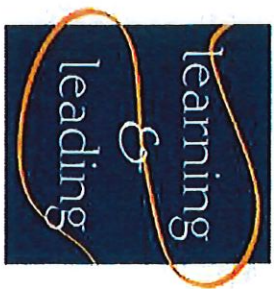
**NOTICE:** After this form is completed and signed by those listed above, the Recording Secretary of the Charge Conference is requested to reproduce THREE copies: (1)Lay Speaker, (2)District Director of Lay Servant Ministries, (3)District Superintendent. The Recording Secretary of the Charge Conference keeps the ORIGINAL. (Revised September 2016)





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RICHARD AND JULIA WILKE  
INSTITUTE FOR DISCIPLESHIP



LAY SERVAANT MINISTRIES

Certificate of Completion  
presented to

**Kathryn Myers**

For the successful completion of

The Institute for Discipleship course

**Biblical Storytelling I**

August 9, 2025 1 CEU

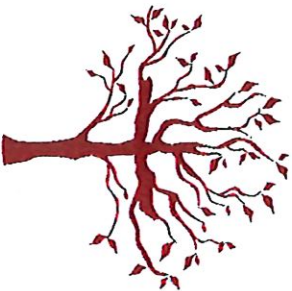
*Rev. Beth L. Galbreath*

REV. BETH L. GALBREATH, Instructor

*Steve Wilke*

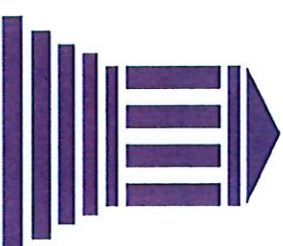
STEPHEN K. WILKE, Institute Executive Director

*The Institute is dedicated to providing educational opportunities that nurture and enrich Christian leaders—lay and clergy—for effective living and ministry.*



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RICHARD AND JULIA WILKE  
INSTITUTE FOR DISCIPLESHIP



SOUTHWESTERN COLLEGE

Certificate of Completion  
presented to

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For the successful completion of  
The Institute for Discipleship course

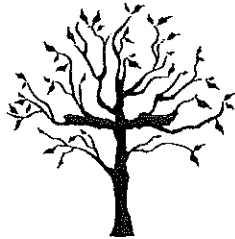
**Sacred Tension**

September 26, 2025 | 1 CEU

ELIZABETH A. PERRY, Instructor

STEPHEN K. WILKE, Institute Executive Director

The Institute is dedicated to providing educational opportunities that nurture and enrich Christian leaders—lay and clergy—for effective living and ministry.



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INSTITUTE FOR DISCIPLESHIP



LAY SERVANT MINISTRIES

Certificate of Completion  
presented to

**Kathryn Myers**

For the successful completion of  
The Institute for Discipleship course

**Biblical Storytelling I**

August 9, 2025 1 CEU

*Rev. Beth L. Galbreath*

REV. BETH L. GALBREATH, Instructor

*Steve Wilke*

STEPHEN K. WILKE, Institute Executive Director

*The Institute is dedicated to providing educational opportunities that nurture and enrich Christian leaders—lay and clergy—for effective living and ministry.*



# 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 2020/2024 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 12/01/2024      and ending 12/07/2025  
DATE OF PRIOR CHARGE CONFERENCE      DATE OF CURRENT CHARGE CONFERENCE

## I. ORGANIZATION

1.a. Has the committee been organized according to *The 2020/2024 Book of Discipline* (§258.4)?       Yes       No

b. Names of officers?

Chairperson Laura Glick      Vice Chairperson N/A  
Treasurer(s) Jim Moffett      Financial Secretary Terry Foley

## 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 are in the process of collecting budget requests from the various committees and we need final pledge information to complete an accurate budget.

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

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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 Attached

c. Were there any recommendations or exceptions?  Yes  No

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

Signed

Laura Glick

Printed Name: Laura Glick

Date: 11/20/2025

SEND COPIES TO:

1. The recording secretary
2. Pastor
3. District Superintendent
4. Chairperson of the committee on finance
5. Conference treasurer office
6. Charge conference of which you are a member and an affiliate member
7. Board of trustees
8. Bishop of the area in which you serve

**Report of the Finance Committee 2025**

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

**14b.** The church has not made plans to have an outside audit. The 2025 books are reviewed monthly by a group of members with financial/accounting experience. The 2026 books will be reviewed in the same way.

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



# 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 2020/2024 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 November 18, 2024, and ending December 8, 2025  
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

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

Name	Term Expires
President John Tenison (co-chair)	12-31-2025
Vice President Valerie Morton (co-chair)	12-31-2025
Secretary Wendell Davis	12-31-2026
Treasurer Laurel Welch	12-31-2025
Member Luke Campbell	12-31-2025
Member Jerry Crockett	12-31-2026
Member Tara Shaw	12-31-2026
Member Robert Chalk	12-31-2026
Member Mike McGlone	12-31-2026

2. a. Is the local church incorporated (¶2529.1a)?

- Yes - List the record locator/account number given to the organization by the state:
- No

b. Who is the custodian of deeds and other legal papers? Heather Weidenbach

c. Where are they kept? Fire proof safe

3. 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

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/ Limits	Type of Coverage	Company	Restricted By Coinsurance (Yes or No and amount)	Expires When
Church Buildings	\$ 23.174M	\$23.174M	Property	GuideOne	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Amount:	1/01/2026
Parsonages	\$ NA	\$ NA			Y <input type="checkbox"/> N <input type="checkbox"/> Amount:	
Church Furnishings and Equipment	\$ 2.2M	\$2.2M	Property	GuideOne	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Amount:	1/01/2026
Parsonage Furnishings and Equipment	\$ NA	\$ NA			Y <input type="checkbox"/> N <input type="checkbox"/> Amount:	
Vehicle(s)/ Commercial Auto	\$5,000	\$1.0M	Auto	GuideOne		1/01/2026
Hired and Non- Owned Auto Liability		\$1.0M	Auto	GuideOne		1/01/2026
General Liability		\$ 3.0M		GuideOne		1/01/2026
Medical Payments		\$ NA				
Umbrella/Excess Liability		\$	Umbrella	GuideOne		1/01/2026
Worker's Compensation/ Employers Liability		\$ 3.0M	Property	GuideOne		1/01/2026
Employment Practices Liability		\$ 3.0M	Property	GuideOne		1/01/2026
Employee Benefits Liability		\$ 3.0M	Property	GuideOne		1/01/2026
Directors and Officers/ Errors Omissions		\$ 3.0M	Property	GuideOne	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Amount:	1/01/2026
Crime/Employee Dishonesty Coverage		\$ 3.0M	Property	GuideOne		1/01/2026
Professional Liability Coverage/ Pastoral Counseling		\$ 3.0M	Property	GuideOne		1/01/2026
Sexual Misconduct Coverage		\$ 3.0M	Property	GuideOne		1/01/2026
Cyber Coverage, if any		\$ 50K	Property	GuideOne		1/01/2026

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

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

d. Who performed the assessment? Insurance Inspector

e. Does the church have a Misconduct Prevention Policy, such as Safer Sanctuaries?  Yes  No

Note: It is recommended that the Misconduct Prevention Policy be reviewed every couple of years, Provide the date last reviewed? \_\_\_\_\_

f. Is the amount of insurance adequate?  Yes  No

(to determine the adequacy of coverage, please use the GCFA Insurance Worksheet found at: [www.gcfa.org/resource/umc-minimum-insurance-requirements](http://www.gcfa.org/resource/umc-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 [www.gcfa.org/forms-and-assets](http://www.gcfa.org/forms-and-assets))

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

8. a. Has an annual evaluation been conducted in relation to the church buildings, grounds, and facilities showing the impact on their ability to be carbon neutral and/or have net zero greenhouse gas emissions (§ 2550.11)? ? Yes  No  
 (attach as a report;)

b. If needed, have you developed a plan/timeline for the renovation and development to achieve this? Yes  No   
 (attach plan/timeline)

9. Provide a detailed list of income-producing and permanent funds:

Item	Date Received	Amount	Where Invested	Income	is Used for
Trustee Endowments	Varies	\$,5,413,894	CAPTRUST	\$137,500	Designated Special Programs & Bldg. Maintenance
Trustee Endowments	Varies	\$259,831	TEXAS METHODIST FOUNDATION	\$9,600	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: John Tenison

Date: 11/20/2025

SEND COPIES TO:

1. The recording secretary
2. Pastor
3. District Superintendent
4. The board of trustees.
5. Conference Treasurer office
6. Charge conference of which you are a member and an affiliate member
7. Bishop of the area in which you serve

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: \_\_\_\_\_

# **Admin Council Report to 2025 Charge Conference**

## ***Ministries of Laurel Heights UMC***

***November 2025***

### Education Committee-

The Education Committee's three goals for 2025 were to find new ways to recruit volunteers, place Sunday School teachers for the school year and support Angie and Katie in 2025 events. Our first goal is a work in progress. The choir was approached as well as a few different classes asking for volunteers. There is always a need, but some new volunteers have been reached. For this school year in Sunday School classes teachers have been happily placed. There is still a need for help in the Godly Play classroom. Supporting Angie and Katie has probably honestly ebbed and flowed with more energy and help happening at the beginning of the calendar year and less as the year comes to an end. It is always something to improve on.

Kiley Lange, Co-Chair

### Health Cabinet-

In addition to being an advisory committee in support of the Wesley Nurse Program, blood drives continue to be the major project of the Health Cabinet. Three blood drives were held in our gymnasium in 2025. Beyond advertising in *The Messenger* and local neighborhood association newsletters, signs were posted around the church property a week prior to each blood drive. It was gratifying to welcome several people from the neighborhood who donated as "walk-ins."

Rachel Goeres, Chair

### Library & Records Committee-

The Library & Records Committee is happy to report that we continue to make progress towards our 2025 goals. We regularly bring books and the book cart down to the Fellowship Hall for easy access to our library. We had our first Book Club meeting in October with 22 people attending. This was a joint effort with the United Women in Faith and we hope to continue it in 2026 on a regular basis. We participated in the *Trunk or Treat* this year but we had very few visitors due to the change in the date. We will continue to look for other ways to distribute free books to the community. Our main concern is not having a full committee to do the various tasks required in operating the library and the records. If we are going to be able to fulfill our responsibility to the church we need additional people to assist. One example: organizing the files and archives of LHUMC is a huge challenge. It can only be accomplished with additional people who are willing to assist in this task.

Jerry Crockett, Chair

#### Membership Care Committee-

1. Currently the committee has six Membership Care Groups, with 8-10 members in each group. Goal is to recruit at least 1 new member for each group. Added 7 new MC members, Jamie Chalk, Monica Drapen, Glynis Hayes, Sue Hunt, Muriel Manchester, Ann McAdams, Carolyn Smith.
2. Purchase new tablecloths for use by the Membership Care Groups during Funeral/Memorial Service Receptions and also for Wedding Receptions held at the church. Please refer to the Property, Building and Grounds Report for an update on this MC goal.
3. Establish written guidelines and responsibilities for the Chair/Co-Chair Membership Care Group Leaders and Group Members. Currently in the process of finalizing this goal. Will finish by EOY 2025.

In 2025 the Membership Care Committee hosted Memorial Receptions for the families of Joshua Adams, William Buehler, Gracie Huron, June McManus, Thomas Morton and Glenn Poteet.  
Jeanette Morton, Chair

#### Property, Building and Grounds Committee-

The 2025 PBG Committee of Laurel Heights United Methodist Church, including the Church Mice, worked hard at maintaining a beautiful welcoming and safe place for its members and surrounding community. After the Outdoor Learning Environment, playground, was completed, the Church Mice put the finishing touches on the area. New lights were installed to make the parking lot and walkways safer. All indoor and most outdoor lights have been changed to LED lights. Thereby saving money on electricity and better safer lights at night. It was discovered that the Building Use Policy did not make it to the trustees last year, so it was revisited. Some simple adjustments were made, then given to Heather to be typed and passed on to the Trustees. The damage to the gym mural was addressed. Repairs were made and the mural is again as beautiful as it originally was. The need to replace the aging tablecloths became a necessity. We are currently making selections based on size, durability, color and value available from various sources. We are also currently looking into refurbishing the aging Monument Signs to match the appearance of Laurel Heights United Methodist Church's campus. The Property Building and Grounds Committee is busy following through on our mission to make Laurel Heights a welcoming and safe place for its members and the community.

Margaret Parsons, Chair

#### Staff Parish Relations Committee-

Our first goal of this year began when on March 11, 2025, we were notified by Dr. Robert Ortiz, Río Conference District Superintendent, that Pastor Lisa Straus was transferring to Austin on July 1, 2025. SPRC members were sent a form soliciting our perspective on the nature of our church community, and a pastor who would best fit our needs as a congregation. These were completed by all members and sent to Dr Ortiz. Our Committee then met with Dr Ortiz on March 28 to discuss these recommendations. On April 11 our Committee again met with Dr Ortiz and we were introduced to the candidate appointed, Pastor Michelle Vernone. The Committee universally

agreed that indeed Pastor Michelle would be an excellent fit for our congregation. She began July 1, was Onboarded on September 4th so that goal was successfully completed.

Our second goal was procuring a replacement for the Position of Music Director after the sudden departure of Laura Marty. A committee led by the Interim Music Director and Organist, Dr Melanie Randall, including Pastors Laura, Michelle, and myself quickly advertised and received 3 suitable candidates. One dropped out, but the two remaining candidates were interviewed by Dr. Melanie, Pastors Michelle and Laura, and three members of the SPRC, including myself, Wendell Davis and Thomas Sanders, followed by a trial rehearsal leading the choir by each candidate. The clear and universal choice of both the SPRC and the Choir for a Music Director who would best fit our needs and goals of our Music Program was Dr. Dobin Park, who accepted our offer to begin on October 29 of this year. This is currently working out well. Thus that goal was successfully accomplished.

Wayne Ehrisman, Chair

Stewardship Committee-

1. Stewardship had an aggressive goal of 125 pledges for the 2025 year; we are still working the numbers and have a few still expected to come in. Right now we stand at 91 pledges with 6 being New, which is slightly above average and we were able to speak from the pulpit during the summer about the distinction between pledging and unplanned giving and also incorporated that into the current pledge card.
2. We planned to highlight Stewardship more frequently but it turns out so much of the gifts we wanted to highlight were already being showcased. We've pivoted to talking about the various gifts our members provide outside of monetary support.
3. Stewardship is branching out from the typical month of October to a more year-round approach, we had the opportunity to speak outside of our typical October month on 3 separate opportunities and are looking at a minimum of two Spring opportunities, as well.

Celina Montoya, Chair

Trustees-

1. Assuring the financial integrity and solvency of the church- Throughout the year the Board has carefully managed the financial endowments, bequests and other gifts to the church, ensuring compliance with conditions attached to each, and ensuring appropriate disbursements. The Board also monitors portfolio performance and makes prudent adjustments in response to market conditions.
2. Establishing procedures to safeguard the church from fraud and risk- By adhering to sound financial management practices and oversight, the Board feels confident that the church is adequately protected from fraud. The Board is keenly aware of potential health and safety risks to congregation and staff, and endeavors to minimize factors that may result in personal injury or damage to property, also legal liability.
3. Overseeing the church's legal and financial affairs, including property management, and legal concerns- The Board monitors and oversees the church's financial and legal affairs, providing support and advice as needed. The Board is closely involved in property management including

soliciting work and approving funds for repairs and maintenance, also new construction. Recent projects included completion of the Weekday School (WDS) Outdoor Learning Environment, with costs shared by WDS and the church. Following a major plumbing failure, the Board monitored remediation and repair of the affected facilities to rigorous health and safety standards. Board oversight included managing contractor bids and overseeing performance, also negotiating with the church's insurance carrier.

Valerie Morton and John Tenison, co-chairs

#### United Women in Faith-

Laurel Heights United Women in Faith is a community of women committed to spiritual and personal growth, fellowship, mission and outreach, social justice and advocacy, leadership development, and community transformation. Throughout the year 2025 in keeping with these goals, Laurel Heights UWF has contributed its \$1100 pledge to missions on the international, national, and local level and to these projects within LHUMC:

1. UWF Women of the Bible fashion show
2. UWF Sunday, March 2025, message by Muriel Message
3. Appreciation luncheons for staff and pastors and a farewell for Rev. Lisa Straus.
4. Program by Carolyn Smith and Ellen Berky "Celebrating Hope: Texas Impact and UWF."
5. Church outreach—meals for Agnes Cotton Elementary, VBS youth, church Easter Egg hunt, and individual UWF members experiencing illness and other difficulties.
6. Book Talk with library committee (26 in attendance) Traveling Mercies: Encounters with Asylum Seekers.
7. Mary Blackford Academic grants—five scholarships at \$500 per semester per student. Special thanks go to UWF treasurer Bertha Basil and Mary Blackford manager Patrice Law for their financial acumen and dedication.

Muriel Manchester and Janice Clayton, Co-Presidents

#### Welcome Committee-

As of November 1, 2025, we are pleased to report 29 new members have joined our congregation. It has been a year of bonding and collaboration among our committee members, as well as a wonderful opportunity to get to know our new pastor, Michelle Vernone. Fifth Sunday potlucks continue to draw large turnouts following the 11:00 a.m. worship service, offering a wonderful opportunity for fellowship and community building. Three portable Welcome Center kiosks have been constructed, as well as three electronic tablets have been ordered and will be formatted to be used at the kiosks, allowing visitors and members alike to register their attendance on Sunday mornings. A tri-fold informational brochure is in its final stages of production. Greeter teams are currently being organized and an online sign-up system will soon be available to make volunteering easier and more accessible for all who wish to serve. Hopefully this new system will be in place by early December. We look forward to continued service opportunities in ushering, greeting and assisting with various church events as we strive to strengthen our spirit of hospitality and connection.

Doris Pennington, Chair

### Worship Committee-

1. Improve the liturgist signup process to be more inclusive: We have started using an online sign up for liturgist that is sent to members who have indicated that they are interested in being liturgist. This program is run by the office staff and not by the Worship Committee.
2. Recruit more ushers: This task has been taken on by Katie Meyers who has done an excellent job. But this is being done outside the Worship Committee. Although I think Katie would prefer that Worship Committee take on this task.
3. Improve communication with the Altar Guild: As Chair of the Worship Committee I have been invited to attend the Altar Guild Meetings. I think this has improved our communication.

Ann McGlone, Chair

### Youth Ministries

-Leadership: Started a program called Leadership Lab that offers youth opportunities to develop leadership skills within the group and congregation.

-Growth: So far in 2025 we have 25 youth that have participated at some level in youth ministry and 14 who are regular participants. Average attendance at youth group events in 2025 is 8.5 (up from 6.5 in 2024).

-Outreach to 6th Graders: Had several direct email communications with rising 6th grade parents plus an invitation sent by mail to the student. Held a kick-off event in August with a parent meeting to encourage new families.

Katie Myers, Youth Director

### **Mission Committee**

The Mission Committee goals focused on increasing participation and developing a new local mission project. Throughout the year, we have prioritized many of our efforts on CAM (Christian Assistance Ministry), as they have been characterized as the Emergency Room for social services in San Antonio. Through the efforts of our Lay Leader, Katie Myers, we have continued making sandwiches at CAM on the 2nd Saturday of the month, often with overflowing participation. We have had a continual food drive for CAM, focusing on their expressed needs for particular months. Our boxes and sacks of food have been gratefully received.

As with previous years, Missions has chosen the recipient of the monthly Communion Offering, with an expressed goal of maintaining LHUMC as a five-star giving church, which will be accomplished with the December offering.

During the summer we participated in Project Transformation with a dinner for the volunteers.

In the fall, we handed out small boxes which we called Mission Boxes or Blessing Boxes. Although people were encouraged to contribute coins to their boxes on an on-going basis, the idea was not to raise funds, but to raise awareness of the blessings which God bestows on us on a daily basis. On the 14th of December, parishioners will be asked to bring their boxes with whatever contributions they have made to them and place them on the altar of the church. Those funds will then be contributed to designated charities.

For the mission project, it was decided to re-engage our neighborhood efforts by having a Block Party. It was held on November 9 and was attended by church members, neighbors from as close as across the street and neighbors from as far away as Kirby. The fire trucks brought by firefighters were a hit as were hot dogs, paletas, face painting, the cake walk, a blow-up obstacle course, etc. Our pastors had their own table and throughout the afternoon prayed with people who were seeking consolation. It was a lot of fun and plans are in the works to make it even better next year.

There are also plans for getting involved again in Habitat for Humanity. This did not happen this year, but likely will in 2026.

When May O'Neal, longtime member of LHUMC, died, she left funds for UMC mission projects outside the United States, the recipients to be decided by the Missions Committee. At the November meeting, it was decided to send \$5,000 of these funds to UMCOR for their efforts in Gaza. The remainder of the available funds are being carried over with the possibility of a foreign mission trip by LHUMC members, perhaps in 2026.

Sue McCoy Hall & Rayèn Dennis, Co-chairs

## Retired Pastor's Report

During the past year I have been actively involved at LHUMC in many capacities. Here are some of the activities I performed:

1. Gave the eulogy for William Beuhler service and conducted the graveside service
2. Taught the Epworth Sunday School class on several occasions
3. Gave a talk to the Super Adults on our Methodist Hymnal and its history
4. Assisted individual members with their charitable gifts to LHUMC
5. Served on the following:
  - a. Chair Library & records Committee
  - b. Admin Council
  - c. Trustees
  - d. Chancel choir
  - e. Super Adults

It's a pleasure to be back at LHUMC and to be a part of this congregation!

Respectfully submitted,

Jerry H Crockett

11/15/25

# **Laurel Heights United Methodist Church**

## **Charge Conference**

**December 8, 2024**

**held at St. Matthews UMC, 2738 MacArthur View (78217)**

Attendance:

Byrd Bonner, Wesley Craig, Jerry Crockett, Jason Davis, Wendell Davis, Rachel Goeres, Sue M. Hall, Laura Healy, Ann McAdams, Ken McAdams, Ann McGlone, Mike McGlone, Jim Moffett, Katie Myers, Webb Myers, Glenn Poteet, Carolyn Smith, David Smith, Lisa Straus, Angie Taylor, John Tenison, Laurel Welch

Rev. Dr. Robert Ortiz called the session of the Charge Conference to order at 2:23 p.m. following a brief joint worship experience with charge conferences of other congregations gathered. Byrd Bonner was elected secretary of the session by acclamation.

The first item of business was the consideration of the reports of Trustees and Congregational Membership. The reports are attached hereto as exhibits to these minutes. There being no dissent, the reports were approved by acclamation.

The next item brought before the Charge Conference was an overview of significant ministry opportunities within the congregation during 2024. Katie Myers, Lay Leader, gave the oral report to all gathered. Highlights related to college student ministries for students at SAC, Trinity U., and UTSA, intergenerational mission teams supporting the ministries of Christian Assistance Ministry (CAM), and participation by youth in Las Misiones retreats and camps. Mention was made of the recent election of Madelyn Furber as Las Misiones representation of the Rio Texas Conference Council on Youth Ministries.

The next item of business was the consideration of the report of Committee on Lay Leadership for nominations for service within the congregation during 2024. The report is attached hereto as an exhibit to these minutes. There being no dissent, the report was approved by acclamation.

The next item of business was the election of lay members of the Rio Texas Annual Conference from Laurel Heights UMC. Those nominated by the Lay Leadership Committee were Susan Craig and Sue M. Hall, with alternates being Tom Morton and Celina Montoya. The nomination form is attached hereto as an exhibit to these minutes. There being no other nominees from the floor, these persons were elected by acclamation.

The next item of business was the consideration of the compensation of the appointed clergy to Laurel Heights UMC. A copy of the forms provided by the Staff Parish Relations Committee are attached hereto as exhibits to these minutes. There being no discussion, the compensations for Lisa Straus and Laura Healy were approved by acclamation.

At the conclusion of the meeting, Rev. Dr. Ortiz called for the reading of the names of members who had passed during the previous twelve months. The following names were read: Rod Smith, Annalynn Jackson, Tom Heger, David Shelden, Lillian Hoting, Roger Gary, Henry Holloway, Jane Manning, George Allen, Bernie Marrone.

There being no further business, the Charge Conference session was adjourned at 2:49 p.m.

Respectfully submitted,  
Byrd Bonner  
Secretary



# 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 2020/2024 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 umc Church Dec 7<sup>th</sup> Charge Charge  
Central District Rio Texas Annual Conference  
 For the period beginning Dec. 1 2024 and ending Dec 7<sup>th</sup> 2025  
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.)*

*please see attached*

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

Date of last audit: Nov 2025

If not, please indicate reason: \_\_\_\_\_

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 (§ 350). *(Attach as a supplement.)*

Signed *Michelle Vernone*

Printed Name Michelle Vernone

Date 11 / 19 / 2025

SEND COPIES TO:

- 1. The recording secretary
- 2. Pastor
- 3. District Superintendent
- 4. Chairperson of witness or evangelism ministries.
- 5. Charge conference of which you are a member and an affiliate member
- 6. Bishop
- 7. Board of Ordained Ministry

### Report of Pastor / Church Conference 2025

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

REPORT OF THE PASTOR 2025  
REV. MICHELLE VERNONE AT LAUREL HEIGHTS UMC

I was appointed as Senior Pastor to Laurel Heights this year, July 1, 2025. Included in the Associate Pastor Laura Healey's report, you have an account of what has been happening at Laurel Heights prior to my arrival. Since July, we have had a full 5.5 months!

The core of my work at LHUMC thus far has been establishing relationships through one-on-one visits, cottage meetings, and the on boarding process through the Rio Texas Conference. As a church family, we have been taking intentional steps to meet our neighbors with in-person invitations to church events like Trunk or Treat, the return of the LHUMC Block Party, and a reimagining of Wednesday night meals. We have begun a free community meal on Wednesday evenings called Soulful Suppers. They are held in the Woodlawn parking lot and open to everyone. We look forward to continuing these community gatherings into the new year.

In October LHUMC welcomed a new Director of Music, Dr. Dobin Park and began a new choral scholar program/ministry. These choral scholars are primarily music students from the local universities.

A new service will be added on Sunday mornings at 9:00am (by this time has been started) on Nov.30<sup>th</sup>. This service will be a weekly communion and contemplation service that is family friendly.

LHUMC trustees are currently in conversation with Rio Texas trustee about the possibility of becoming the new location for the conference offices.

I look forward to the good work God has in store for in the coming year.

Peace and Grace  
Pastor Michelle

This is to notify both the applicant and their church or group that Michelle Vernone is Safe Gatherings approved to work in service to children, youth, and vulnerable adults.



Name: Michelle Vernone

Approval ID# 7237326668

Approval Date: 05/03/2024

Approval Expiration: 05/03/2026

Approved through: El Valle District

Michelle Vernone has agreed to live by the understanding that, as a person in authority, it is their responsibility to avoid inappropriate contact with children, youth, and/or vulnerable adults in their care, and to follow all Safe Gatherings and organizational guidelines regarding appropriate ways to serve with these populations.

# CHARGE CONFERENCE REPORT CONTINUING EDUCATION

According to the 2016 Book of Discipline (§350.5)

*"Clergy shall be asked by the district superintendent in the charge conference to report on their programs of continuing education, formation, and spiritual growth for the past year and plans for the year to come. The district superintendent shall also ask the local church to describe its provision for time and financial support of continuing education for ministry, professional development, formation and spiritual growth for the pastors, diaconal ministers and deacons serving their primary appointment in that local church."*

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 UMC Date: 11/15/2025

Pastor: Rev. Michelle Vernone

## PAST YEAR

Program 1: DCOM Training Date(s): Feb 2 - 4

Description: Collaborative Training with Texas Conference around processes, goals and metrics for DCOM evaluations

Program 2: Churches of Restoration/Creation at the Crossroads Date(s): monthly

Description: Zoom and webinar meetings around guiding churches into "re-greening" space and sustainability. There is also a theological component to bridge the gap between science and faith, creating safe spaces for people of science to ask and engage questions of faith and religion

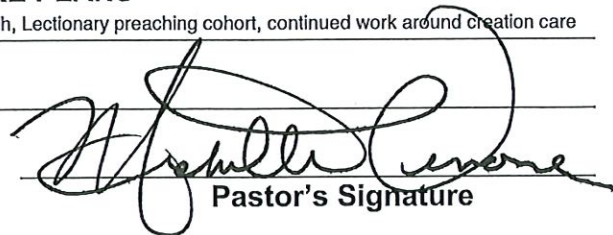
Program 3: Right Start/On Boarding Date(s): June 1-2/September 3-4

Description: Learning best practices for transitioning to a new appointment and completing required processes  
Facilitated conversations around learning new congregation and staff- values, priorities, and expectations

## FUTURE PLANS

Continuing daily Duolingo to learn/improve conversational Spanish, Lectionary preaching cohort, continued work around creation care

  
S/PPRC Chair's Signature

  
Pastor's Signature

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

Baptisms 8

Josephine Baker Wiese  
Milo Baker Wiese  
Theodore Baker Wiese  
Robin Chalk  
Arlo Facer  
Kallie Funes Facer  
Summer Straus  
Mallory Weidenbach

Professions of Faith 0

From Other Denominations 8

Elmer Boone  
Tommy Boone  
Kelsey Facer  
Seth Facer  
Danny Gonzalez  
Sarah Picken  
Matt Singleton  
Heather Weidenbach

From Another UMC 16

Colin Akins  
Elizabeth Diaz  
Mary Helm  
LouAnn Nerio  
Mark Nerio  
Brad Pease  
Lindsay Pease  
Grant Pease  
Paige Pease  
Brooks Pease  
Glenn Poteet  
Sophia Quinton  
Jessup Straus  
Katie Taylor  
William Taylor  
Cindy Vasquez

Restored 0

Transferred to another UMC: 2

Jim Straus  
Lori Ramsey  
Clyta Coder

Transferred to other denomination

Withdrawn

Death: 11

Joshua Adams  
Betty Benson  
Jay Benson  
William Beuhler  
Thomas Guggolz  
Gracie Huron  
June McManus  
Thomas Morton  
Karon O'Ferrall  
Glenn Poteet  
Evelyn William

Date of Death

November 2 ,2024  
February 21, 2025  
November 2 ,2024  
February 4, 2025  
September 28, 2025  
April 4, 2025  
March 8, 2025  
June 26, 2025  
December 30, 2024  
May 10, 2025  
2/5/2025

Deleted-Removed from Membership Roll - 31

Kitty Adchriyamontri  
May Barber  
Jan Barger  
Nick Bouza  
Erica De La Rosa  
Michael De La Rosa  
Elisse De La Vega  
Raymond De Le Vega  
Andrew Edeler  
Gary Edeler  
Irene Edeler  
Paul Edeler  
Chloe Frame  
Jay Greathouse  
Summer Greathouse  
Marjorie Hag  
Chirs Heye  
Letty Jones  
Michael Jones  
Tristan Jones  
Victoria Jones  
Jordan Joplin  
Amber Lowery  
Christian Morales  
Gordon Ramsey  
Helen Ramsey  
Victoria Salazar  
Armando Torres  
Samantha Torres  
Kayellen Walker  
David Worsham

Calling of Rolls: First Reading - 12

Patricia Barrera  
Carolyn Buchanan  
Michelle Crockett  
Bruce Davis  
Laquinta Dixon  
Stacey McAtee  
Jim Morrison  
Kathy Nanny  
Ken Oberg  
Donald Redmond  
Rachel Thielen  
Tom Wittie

Calling of Rolls: Second Reading - 171

James Aderhold  
Sharon Armstrong  
Colleen Bailey  
David Dailey  
Evelynn Bailey  
Ted Bailey  
Norma Balderas  
Jimmy Barrett  
Scotty Barrows  
Tommy Barrows  
Betty Beck  
Alexis Berain  
Gina Berger  
Judah Berger  
Michael Berger  
Byron Bowerman  
Jeffrey Bowerman  
Karen Bowerman  
Luke Bowman  
Peter Bowman  
Dana Byrd  
Joe Byrd  
Christian Campbell  
Debbie Campbell  
Paul Campbell  
Stacy Campbell  
Will Campbell  
Delores Carson  
Dale Carver  
Barbie Celaya  
Bill Celaya  
Leona Coker  
Kent Cowan  
Cynthia cowles  
Cheryl Crowsey  
Gabriel Davis  
Randy Dehn  
Armando Diaz  
Amy Eddy  
William Edwards

Calling of Rolls: Second Reading

Arthur Emerson  
Tertia Emerson  
Patrick Finley  
Skip Fournier  
Jennie Galindo  
Karla Galindo  
Luke Galindo  
Andrew Gannon  
Annie Garcia  
Celia Garza  
Natasha Garza  
Nathan Garza  
Greg Geerdes  
Jerry Geerdes  
Judy Geerdes  
William Geerdes  
Desi Gloris  
Kristin Grayson  
Eloise Guggolz  
Cynthia Hajmasy  
Lizzie Hartson  
Allan Hecox  
Andrea Hemingway  
Grahas Hemingway  
Kenneth Henry  
Carolyn Hierholzer  
Carrie Holloway  
Sarah Holloway  
Stephen Holloway  
Sarah Hudson  
Paul Hughbanks  
Hannah Hughes  
Chris Huron  
Katina-Huron-Chaffin  
Allie Jackson  
Gary Jackson  
Alexander Jacobs  
Jane Jacobs  
Letty Jones  
Jillian Jopling

Calling of Rolls: Second Reading

Alan Kramer  
Angela Kramer  
Pam Kruckner  
Lance Lanoux  
Marie Lanoux  
Riley Lanoux  
Andrea Lee  
Hunter Lee  
Katie Lindquist  
Julian Lopez  
Ryan Lopez  
Dyego Madrigal  
Eddie Madrigal  
Ernestina Martinez  
Willa Mayer Oaks  
Pleasant McNeel  
Zachary Medellin  
Destiny Menedez  
Michael Mendez  
Larhesa Moon  
David Mooney  
Elizabeth Moore  
Preston Moore  
Zoe Moore  
Cynthia Morales  
Paul Morales  
Alex Morton  
Bauchy Newburn  
Kate Newburn  
Kendall Newburn  
Patrick Newburn  
Jonathan Nistler  
Patrick O'Ferrall  
Evelyn Oleson  
Paul Oleson  
Phifer Oleson  
Alexander Padgett  
Paul Parsons  
Mark Phillips  
Ron Rardin

Calling of Rolls: Second Reading

Camille Ratliff  
Jim Redmond  
Abigail Reed  
Benjuamin Reed  
Carey Reed  
Drew Reed  
Thomas Reed  
Richkard Ein  
Taisa Renia  
Roxie Rocha  
Holly Rodriguez  
Richard Rodriguez  
Rick Rodriguez  
Barbara Rohlfs  
Meaghan Rohlfs  
Robert Rohlfs  
Rebecca Rowland  
Brittany Ruiz  
Cole Ruiz  
TJ Saenz  
rudy Sandoval  
Dave Saylor  
Hallie Saylor  
Anita Seamans  
Dan Seilheimer  
Robin Seilheimer  
Molly Shannon  
Magen Shearrer  
Wesley Shearrer  
Pasty Shows  
Sheila Sims  
Guyla Sineni  
Bryan Smith  
Ashley Soli  
Kelley Sonnen  
Sarah Stain  
Brenda Stewart  
Glynis Taylor  
Michelle Tellez  
Jose Veliz

Calling of Rolls: Second Reading

Diane Warren

Rachel Webb

Sandra Webb

Chris Welch

Lindsay Welch

Patricia Westfall

Evelyn Williams

John Williams

Cheryl Wilson

REPORT OF THE PASTOR  
LAURA HEALY, ASSOCIATE PASTOR, LAUREL HEIGHTS UNITED METHODIST CHURCH

November 14, 2025

I have been serving Laurel Heights United Methodist Church as the Associate Pastor since my appointment in June of 2022. I have served this congregation in worship, preaching, teaching, praying and presiding over the sacraments. Pastoral care continues to be at the heart of my ministry. I am happy to be serving with Pastor Michelle Vernone and continue to serve as institutional memory for her and her good work at Laurel Heights.

I serve, assist and preach once a month and preside at our Sunday morning worship service. I currently serve as coordinator for Adult and Sunday School classes.

I am assisting with the coordination of a series of Soulful Suppers, free community dinners. I will be leading a small group study for Advent.

This year, I assisted in the formation of a new adult formation group that meets on Sunday morning called The Circle. I planned and led the 2024 Women's Retreat and am happily planning for and leading our upcoming Women's Retreat in January 2026.

I continue to work on maintaining a healthy work/life balance. I meet weekly with my Spiritual Formation group. I meet monthly with my Spiritual Director. I have enjoyed participating in the Renovare Spiritual Formation Book Group this fall. I consider prayer to be the most powerful tool for keeping my spirit healthy and strong.

My husband, Frank, is happy in his role as clergy spouse at Laurel Heights. He is currently serving as the Chair of the Biology Department at Trinity University. It is a blessing to share my work with him on Sunday mornings! My son completed his Master's Degree in Cello Performance at the University of Michigan School of Music, Theatre and Dance and is now a fellow with the New World Symphony Orchestra in Miami Beach, Florida.

This work continues to nourish my spirit and delight my heart!

Laurel Heights was surprised by the news of Pastor Lisa Strauss's move to Tarrytown UMC in Austin. We appreciated her leadership throughout the early months of 2025 and sent her off to her new appointment with many expressions of appreciation for the good work she did here.

During the spring, our Emmaus community continued to grow and thrive and our small, but mighty, youth group flourished under the leadership of our newly hired Director of Youth Family Ministries, Katie Myers.

We welcomed our new Senior Pastor Michelle Vernone with great excitement! Pastor Michelle has breathed energy and enthusiasm into our life here at Laurel Heights. What a blessing!

**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 UMC      Date: November 14, 2025

Pastor: Laura Healy

**Continuing Education Event #1:** COS 522

Date: February 2025

Subject Studied: Theology in the Contemporary Church

**Continuing Education Event #2:** COS 124

Date: August 2025

Subject Studied: Transformative Leadership

**Continuing Education Event #3:** Renovare Spiritual Formation Book Group

Date: October 2025

Subject Studied: discernment and spiritual formation

**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

This is to notify both the applicant and their church or group that Laura Healy is Safe Gatherings approved to work in service to children, youth, and vulnerable adults.

	Name:	Laura Healy
	Approval ID#	9958626529
	Approval Date:	03/21/2025
	Approval Expiration:	03/21/2027
	Approved through:	Central District

Laura Healy has agreed to live by the understanding that, as a person in authority, it is their responsibility to avoid inappropriate contact with children, youth, and/or vulnerable adults in their care, and to follow all Safe Gatherings and organizational guidelines regarding appropriate ways to serve with these populations.

## MINISTRY REPORT – 2025, JAMES A. CARR

Believers Adult Sunday School Class – I led discussions on Sunday mornings.

Lively Spirits Spiritual Formation Group – I facilitated monthly meetings on forgiveness based on The Book of Forgiving by Desmond Tutu and his daughter Mpho Tutu.

I attend worship each Sunday.

I pay a monthly financial pledge.

## Retired pastor's report

During the past year I have been actively involved at LHUMC in many capacities. Here are some of the activities I performed:

1. Gave the eulogy for William Beuhler service and conducted the graveside service
2. Taught the Epworth Sunday School class on several occasions
3. Gave a talk to the Super Adults on our Methodist Hymnal and its history
4. Assisted individual members with their charitable gifts to LHUMC
5. Served on the following:
  - a. Chair Library & records Cmte
  - b. Admin Council
  - c. Trustees
  - d. Chancel choir
  - e. Super Adults

It's a pleasure to be back at LHUMC and to be a part of this congregation!

Respectfully submitted,

Jerry H Crockett

11/15/25

Rev. Wesley Craig  
Charge Conference Report - 2025  
Laurel Heights United Methodist Church

Since last Charge Conference, my ministry has continued as a Chaplain serving in Extension Ministries. My ministry with Suncrest Hospice continues to focused on providing emotional and spiritual support to terminal patients and their families.

Within the local church, the past year has included teaching youth Sunday School, greeting/ushering, and serving Holy Communion.

I am grateful for Pastor Michelle Vernon, Associate Pastor Laura Healy, and the entire Laurel Heights UMC congregation for our shared ministry together. Thanks be to God!

With deep gratitude,

Wesley Craig



*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](http://riotexas.org/safe) or e-mail Rev. Dr. Tanya Campen at [tcampen@riotexas.org](mailto: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

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 telephones 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](http://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](http://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 TDPRS 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 prejudge 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.

Approved On:

By:

Signed:

Nominations Slate for LHUMC 2026 Charge Conference

Class of 2028

**Lay Leader:** Monica Drapen

**Trustees:** Rachel Goeres, Jeff Landers, Renewing for 1 yr, Luke Campbell and Laurel Welch

**Finance:** Susan Craig chair, Karen Angelini

**Stewardship:** Celina Montoya and Linda Byrd co-chairs, Ann McGlone, Randy Pollock

**SPRC:** Ashely Landers chair, Nick Campbell, Irene Ojeda, Geoff Dennis

**Education Committee:** Austin Baker-Wiese chair, Mark Doty

**LH Weekday School:** Rayen Dennis, Jill Sanders,

**Health Cabinet:** Michelle Holub chair, LuAnn Nerio, Joy Nicewander

**Library:** Wendell Davis, Ron Tefteller, Grace Hanna, Jim Moss

**Nominations:** Renewing for 1 yr. Valerie Morton and Mark Doty

**Welcome:** Bertha Basil, Mark Doty