

PRE-CONFERENCE WORKBOOK

SEPTEMBER 28, 2024

THE JOURNEY TO *The Horizon*

HORIZON TEXAS
UNIFYING CONFERENCE

www.htcumc.org

TABLE OF CONTENTS

Conference Information

Welcome	2
Unifying Conference Theme	3
Agenda	4
Venue Maps	5
Presiding Bishop	7
Name Badge Colors	8
Consent Calendar Guidelines.....	9
Preliminary Consent Calendar	9
Consent Calendar Removal Form	10
Rules for Motions	11
Acronyms	13

Legislative Items

#1 Standing Rules for the Joint Organizational Conference.....	15
#2 Pre-Conference Procedures for 2025 Annual Conference	16
#3 HTC Structure and Nominations (Effective January 1, 2025)	17
#4 Apportionment Policy (Effective January 1, 2025)	33
#5 JDC Recommendations Regarding Retirement and Benefits	34
#6 Equitable Compensation (Effective July 1, 2025)	37
#7 Sexual Abuse Prevention Policy	37
#8 Interim Policy Creation Procedure (Effective January 1-June 30, 2025)	39
#9 Horizon Texas Annual Conference 2025 Budget	41
#10 Governance and Organizational Structure	42
#11 Board of Ordained Ministry Policy	43
#12 Expense Policy	44
#13 Clergy Move Policy.....	44
#14 Establishing an Investment Committee	45
#15 Designating Horizon Texas Annual Conference Depositories	45
#16 Rental Housing Allowances for Retired or Disabled Clergypersons of the HTC.....	45

Resolutions

#1 International Mission Focus	48
--------------------------------------	--------------------

Initial Conference Reports

Naming Sub-Team Report on Horizon Texas Annual Conference District Names	50
--	--------------------

Addenda

Addendum 1: Conference/District Event Policy	53
Addendum 2: Local Church Policy	71

WELCOME TO THE HORIZON TEXAS UNIFYING CONFERENCE

This Conference Workbook contains an agenda, program announcements, schedules, initial reports and legislative proposals for the Horizon Texas Unifying Conference in Abilene, Texas.

VOTING MEMBERS:

The membership of the Unifying Conference shall consist of the clergy and elected lay members of the most recent Annual Conferences of the Central Texas, North Texas and Northwest Texas Conferences. Lay and Clergy Members who were seated at their 2024 Annual Conferences should contact their district offices if they have not received an email explaining registration. At the Unifying Conference, please wear your badge at all times.

VISITORS:

The balcony at the Abilene Convention Center is reserved for visitors. In addition, the business sessions on Saturday will be livestreamed. Visit www.htcumc.org watch the sessions live.

GENERAL INFORMATION:

- The agenda on page 4 provides the schedule of events planned during the Unifying Conference.
- Maps of the Abilene Convention Center and St. Paul UMC are included on pages 5-6.
- Registration will be in the Abilene Convention Center foyer. Voting Members should check-in at Registration on Saturday before proceeding to the auditorium.
- There will be an Information Desk onsite at the Abilene Convention Center, where you can check for:
 - General information and questions
 - Lost and found
 - Hearing devices
 - First Aid supplies
- Bottled water and coffee will be available all day, along with snack foods.
- Childcare is available at no cost during the Unifying Conference on Saturday but requires reservations in advance. Please visit www.nwtxconf.org/childcare to register your child/children. **Childcare registrations are due by September 1.**

OPTIONAL EVENTS:

- | | |
|----------------------|--|
| • Sept. 26-27 | Clergy Retreat at St. Paul UMC, Abilene |
| • Sept. 27, 3-5 p.m. | Laity Gathering at St. Paul UMC, Abilene |
| • Sept. 27, 7-9 p.m. | Welcome Reception at McMurry University |

THE JOURNEY TO
The Horizon

***For we walk by faith, not by sight.
-2 Corinthians 5:7 (NRSV)***

As we launch the Horizon Texas Conference, we do so with a bold and adventurous spirit that embodies the idea of boundless missional possibilities and the active pursuit of aspirations without limits.

In this moment, we are filled with hope and resolve. And as we leave this place, we will venture forth with faith, courage and enthusiasm toward God's horizon and a world filled with love, justice and freedom that reflects God's vision for all people.

AGENDA FOR THE UNIFYING CONFERENCE

Journey to the Horizon

Saturday, September 28

8:00 a.m.	Registration open
	Childcare open (at St. Paul UMC)
9:30 a.m.	Call to order
	Welcome
	Centering worship
	Organizing motions
	Legislative items
	Announcements and prayer
11:30 a.m.	Lunch break (laity)
	Meetings of Order of Elders, Order of Deacons and Fellowship of Licensed Local Pastors/Associate Members
Noon	Lunch break (clergy)
1:30 p.m.	Centering worship
	Consent calendar
	Legislative items
	Resolution
	Closing acknowledgements
	Communion
3:30 p.m.	Adjourn

ABILENE CONVENTION CENTER

Directions and Parking

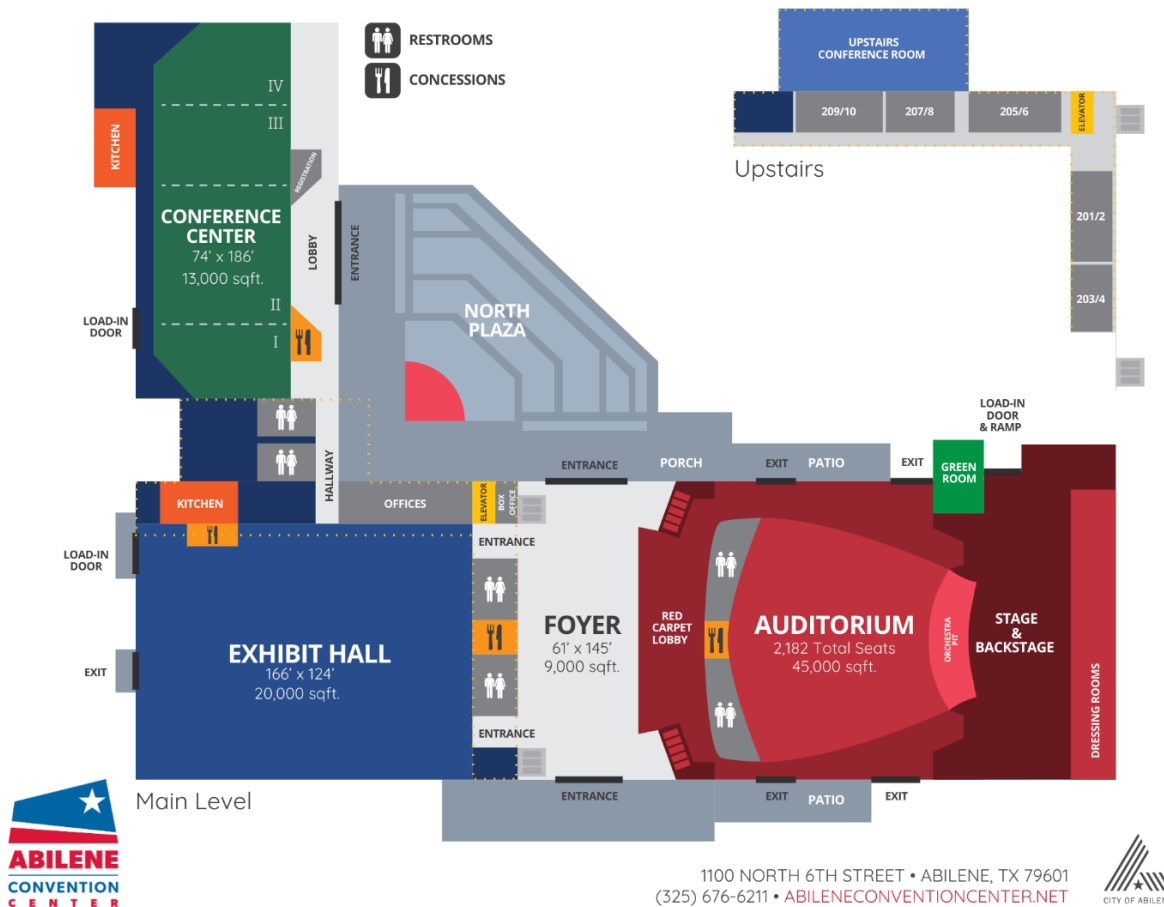
1100 N. 6th Street
Abilene, TX 79601

The Abilene Convention Center offers ample, complimentary parking available on the **north side of the building**, accessible from N. 7th between Pine and Cedar.

Reserved ADA parking is available in the spaces near the entrance.



Convention Center Venue Map



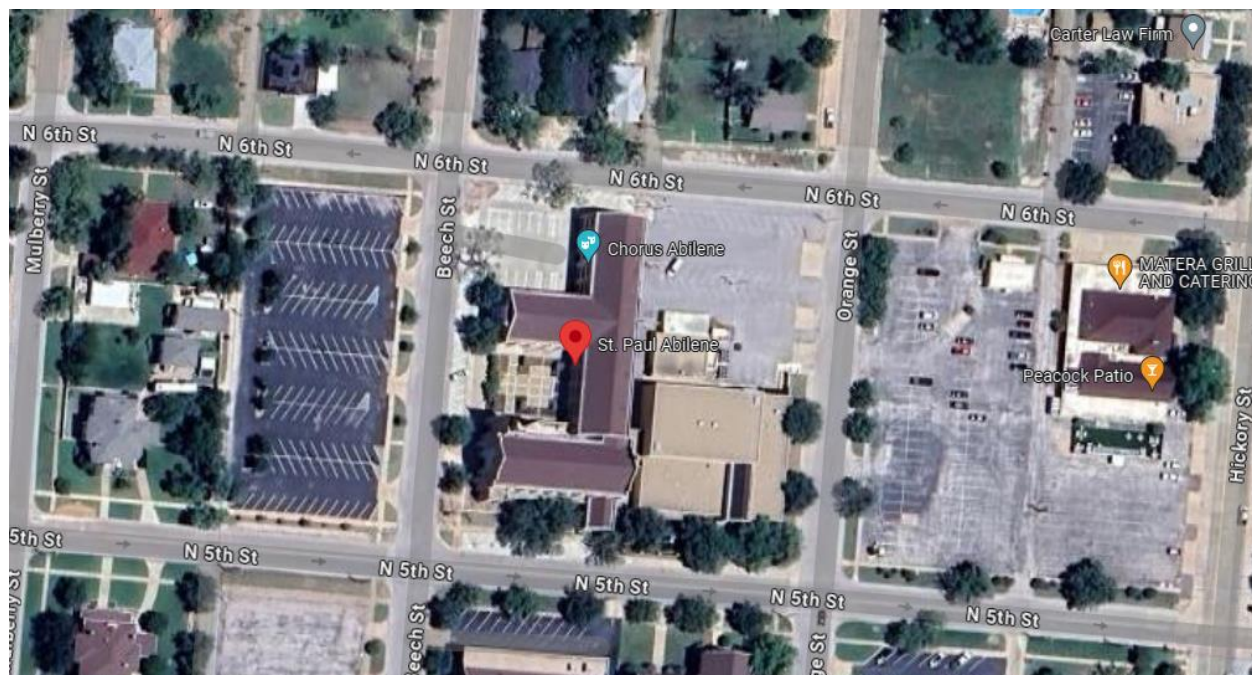
ST. PAUL UNITED METHODIST CHURCH

Directions and Parking

525 Beech Street
Abilene, TX 79601

For Clergy Retreat: Park in the lot west of the church on Beech Street, between 5th and 6th Streets and enter through the main door on Beech Street.

For Laity Gathering: Park in the church lot on the east side of the building or across Orange Street, between 5th and 6th Street and enter through the door on 5th Street.



BISHOP RUBEN SAENZ JR., PRESIDING

Bishop Ruben Saenz Jr. serves as resident bishop of the Central and North Texas Conferences of The United Methodist Church, assigned in January 2023. Before these assignments, Saenz served as the interim bishop of the Central Texas Conference (2022) and resident bishop of the Great Plains Conference (2016-2022).

As the episcopal leader in Kansas and Nebraska, Bishop Saenz notably led three former annual conferences to complete a unification process that began in 2014. Under his leadership, the Great Plains Conference embraced a unified vision grounded in four pillars: Love God. Proclaim Christ. Serve Others. Do Justice.

In 2023, he began similar unification work for the Central, North and Northwest Texas Annual Conferences, casting a vision and laying the groundwork for a new, unified conference that will harness and direct resources and efforts to reach a rapidly growing and diversifying mission field.

Before his election to the episcopacy, Saenz served as director of conference connectional ministries and executive director of the Rio Texas Conference's Mission Vitality Center, overseeing the conference's missional strategies and objectives for congregational vitality, new church starts, clergy and lay leadership vitality and community transformation. He also served as the Southwest Texas director of congregational and new church development, helping to start 11 new churches.

As a pastor, Saenz focused on intentional spiritual practice and formation, developing a lay apostolate and giving people the tools and encouragement to move out of generational poverty. He has served congregations in East Dallas, Dallas' Oak Cliff neighborhood, El Paso and at Edinburg's El Buen Pastor, the then-largest Hispanic American United Methodist Church in the country.

Saenz is a graduate of Stephen F. Austin State University and a South Texas native. Before his call to ministry, he worked as a high school teacher and football coach, as well as in the business world. He earned his Master of Divinity and Doctor of Ministry from Perkins School of Theology at Southern Methodist University. He now serves on the boards of Perkins School of Theology, the Texas Methodist Foundation and the Methodist Health System. Saenz is also the President Designate for the United Methodist Council of Bishops.

Bishop Saenz and Mayé have been married since 1981. They have four children and 10 grandchildren.



NAME BADGE COLORS

BLUE	Clergy members who are entitled to vote except for the election of lay delegates to the General and Jurisdictional Conferences.
PEACH	Provisional clergy members, associate clergy members, clergy appointed under 346.2 and local pastors under part-time and full-time appointment who are entitled to vote unless the subject is constitutional amendments or election of lay delegates to General and Jurisdictional Conferences and matters of ordination, character and conference relations of clergy.
GREEN	Lay members who are entitled to vote unless the matter pertains to the clergy, such as ordination, reception into full membership or election of clergy delegates.
YELLOW	Diaconal members who are entitled to vote unless the matter pertains to the clergy, such as ordination, reception into fully membership or election of clergy delegates.
PINK	Student local pastors, retired local pastors, clergy from other annual conferences (346.1), missionaries assigned by the GBGM and certified lay missionaries from nations other than the United States , both who are serving within the bounds of the Annual Conference, who have voice but are not allowed to vote.
WHITE	Visitors who are not permitted to speak on the floor or allowed to vote.

PRELIMINARY CONSENT CALENDAR GUIDELINES

The Consent Calendar will be presented as a resolution in which the reports listed can be approved in one motion rather than separate motions for each item. A consent calendar, as the name implies, refers to the general agreement that certain item(s) are voted on, without questions or discussion, as a package.

To be placed on our consent calendar, the report item must:

1. Not have financial implications that have not already been included in the new budget; and
2. Not deal with conference rules.

A minimum of five (5) voting members of the joint organizational conference may request removal of an item on the calendar by submitting the attached form to the Conference Secretary no later than 12:00 pm on the day of the Conference.

PRELIMINARY CONSENT CALENDAR

Legislative Items

#10 Governance and Organizational Structure	42
#11 Board of Ordained Ministry Policy	43
#12 Expense Policy	44
#13 Clergy Move Policy	44
#14 Establishing an Investment Committee	45
#15 Designating Horizon Texas Annual Conference Depositories	45
#16 Rental Housing Allowances for Retired or Disabled Clergypersons of the HTC	45

Request to Remove Item From the Consent Agenda

To remove one specific item from the consent agenda, the request must meet the following criteria:

1. A completed request form affirmed by five (5) voting members of the annual conference proposing the specific item be removed, and;
2. The request may only relate to the specific item indicated, and;
3. The request must be submitted to the conference secretary **by 12 p.m. September 28, 2024.**

Date:	Time:	Preliminary Report Page #:
Item Requested to be Removed:		
Explanation (optional):		
Member 1 Name (printed and signed):		
Member 1 Church Name and City:		
Member 2 Name (printed and signed):		
Member 2 Church Name and City:		
Member 3 Name (printed and signed):		
Member 3 Church Name and City:		
Member 4 Name (printed and signed):		
Member 4 Church Name and City:		
Member 5 Name (printed and signed):		
Member 5 Church Name and City:		

MOTIONS BY FUNCTION

Motion	What to say	Second?	Debate?	Amend?	Vote?
Adjourn	"I move that we adjourn."	Yes	No	No	Majority
Adopt a report	"I move that the report be adopted."	Yes	Yes	No	Majority
Amend a motion on the floor	"I move to amend by [describe]."	Yes	Yes	Yes	Majority
Complain about air conditioning, noise, etc.	"I rise to a question of privilege."	No	No	No	No vote. Chair rules.
Divide motion into parts to be voted on separately	"I move that we divide the question to consider separately [specify]."	Yes	No	Yes	Majority
End debate	"I move the previous question."	Yes	No	No	2/3
Introduce a main motion	"I move that ..."	Yes	Yes	Yes	Majority
Give closer study	"I move to refer the matter to committee."	Yes	Yes	Yes	Majority
Protest a breach of rules or conduct	"I rise to a point of order."	No	No	No	No vote. Chair rules.
Reconsider an action	"I move to reconsider the vote on [specify]."	Yes	Same as original motion	No	Majority
Request information	"Point of information."	No	No	No	No vote. Chair responds.
Suspend an issue	"I move to table the motion."	Yes	No	No	Majority
Suspend the rules	"I move to suspend the rules so that [specify]."	Yes	No	No	2/3
Take up a tabled matter	"I move to take from the table [specify]."	Yes	No	No	Majority
Vote on a chair's ruling	"I appeal from the decision that [specify]."	Yes	No	No	Majority

MOTIONS BY RANK

Ranking Motions

The ranking motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below it are not in order.

Privileged Motions	Second Required?	Debatable?	Amendable?	Vote Required
Adjourn	Yes	No	No	Majority
Raise a question of privilege	No	No	No	No vote. Chair rules.
Call for order of the day	No	No	No	No vote. Chair rules.
Subsidiary Motions				
Table	Yes	No	No	Majority
Move the previous question	Yes	No	No	2/3
Refer to committee	Yes	Yes	Yes	Majority
Amend	Yes	Yes	Yes	Majority
Main Motions	Yes	Yes	Yes	Majority

Non-Ranking Motions

Whether these non-ranking motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.

Incidental Motions	Second Required?	Debatable?	Amendable?	Vote Required
Appeal	Yes	No	No	Majority
Divide the question	Yes	No	Yes	Majority
Parliamentary inquiry	No	No	No	No vote.
Point of order/point of information	No	No	No	No vote. Chair rules/responds.
Suspend the rules	Yes	No	No	2/3
Withdraw a motion	No	No	No	Majority
Motions that bring a question back				
Reconsider	Yes	Per original	No	Majority
Take from the table	Yes	No	No	Majority

ACRONYMS

BOD	Book of Discipline
BOM	Board of Ordained Ministry
BOR.....	Book of Resolutions
CCYM	Conference Council on Youth Ministries
CFA	Council on Finance and Administration
CPP	Comprehensive Protection Plan
CTC	Central Texas Conference
CYLP	Council Youth Leadership Program
DCOM	District Committee on Ordained Ministry
DS	District Superintendent
ELCC	Ethnic Local Church Concerns
GBCS	General Board of Church and Society
GBGM.....	General Board of Global Ministries
GBHEM.....	General Board of Higher Education and Ministry
GBOD	General Board of Discipleship
GCAH	General Commission on Archives and History
GCCUIC	General Commission on Christian Unity and Interreligious Concerns
GCFA.....	General Council on Finance and Administration
GCOSROW	General Commission on Status and Role of Women
GCORR.....	General Commission on Religion and Race
JDC	Joint Distributing Committee
MEF	Ministerial Education Fund
MPP.....	Ministerial Pension Plan
NTC	North Texas Conference
NWTC.....	Northwest Texas Conference
P-PR	Pastor-Parish Relations Committee

P&Q.....	Division of Preparations and Qualifications of the Board of Ordained Ministry
SCJ.....	South Central Jurisdiction
SPRC.....	Staff-Parish Relations Committee
TMF.....	Texas Methodist Foundation
UMC.....	The United Methodist Church
UMCom.....	United Methodist Communications
UMCOR.....	United Methodist Committee on Relief
UMM.....	United Methodist Men
UWF.....	United Women in Faith
UMYF.....	United Methodist Youth Fellowship
VBC/VBS.....	Vacation Bible Camp/Vacation Bible School
VIM.....	Volunteers in Mission
YSF.....	Youth Service Fund

LEGISLATIVE ACTIONS

**LEGISLATIVE ITEM #1: STANDING RULES FOR THE SEPTEMBER 28, 2024, JOINT
ORGANIZATIONAL CONFERENCE OF THE CENTRAL, NORTH AND
NORTHWEST TEXAS CONFERENCES OF THE UNITED METHODIST
CHURCH**

WHEREAS, procedural rules are necessary for the efficient and effective conduct of a joint organizational conference;

THEREFORE, be it resolved that the following Standing Rules be adopted for this joint organizational conference:

- a. *Membership*. The membership of the joint organizational conference shall consist of the clergy and elected lay members of the most recent Annual Conferences of the Central Texas, North Texas and Northwest Texas Conferences.
- b. *Business to be Considered*. The joint organizational conference shall have only such powers and shall conduct only such business as is stated in the call (*The Book of Discipline of the United Methodist Church, 2016* ¶603.5). Thus, in the context of this joint organizational conference, the only matters to be voted upon will be those submitted by the appointed Unification Teams, and amendments proposed thereto.
- c. *Publication of Matters to be voted on*. Proposals for matters to be voted on from the Unification Teams shall be provided to members of the joint organizational conference through email and publication on each conference's website no later than two weeks before the joint organizational conference.
- d. *Submission of Proposals for Amendment*. Given the compressed schedule of the joint organizational conference, proposals to amend proposed matters to be voted on should be submitted to the Conference Secretary at the earliest possible time, preferably no later than the opening of the Conference.
- e. *Debate on Motions*. Debate on motions at the joint organizational conference will be limited as follows:
 - i. No more than three statements in favor and three statements against.
 - ii. No more than three minutes per statement.
- f. *Consent Calendar*: The joint organizational conference shall include a consent calendar. A minimum of five (5) voting members of the joint organizational conference may request removal of an item on the calendar by submitting the attached form to the Conference Secretary no later than 12:00 pm on the day of the conference.

- g. *Rules of Order.* To the extent not inconsistent with these Standing Rules, the business of the joint organizational conference shall be conducted according to the current edition of *Robert's Rules of Order.*

LEGISLATIVE ITEM #2: PRE-CONFERENCE PROCEDURES FOR THE 2025 HORIZON TEXAS ANNUAL CONFERENCE

WHEREAS, procedural rules are necessary for the efficient and effective conduct of an annual conference; and

WHEREAS, certain procedural rules must be in place prior to an annual conference; and

WHEREAS, a complete set of procedural rules for the conduct of the 2025 Horizon Texas Annual Conference will be presented for adoption at the beginning of that Conference,

THEREFORE, be it resolved that the following rules related to pre-conference procedures be adopted for the 2025 Annual Horizon Texas Annual Conference:

- a. *Equalization.* For purposes of electing lay members to the 2025 Horizon Texas Annual Conference, each legacy conference shall follow the process in place as of its 2024 Annual Conference for equalization of lay and clergy members.
- b. *Procedure for Submitting Matters to be voted on at the Annual Conference.*
 - i. A Preliminary Workbook of matters to be considered by the Annual Conference shall be made available to the members of the Annual Conference no later than one month prior to the Annual Conference.
 - ii. To facilitate adequate notice and inclusion of proposed matters to be voted on in the Preliminary Workbook, all proposed matters to be voted on must be submitted to the Conference Secretary no later than 60 days prior to the Annual Conference to be considered at the Annual Conference, subject to iii. below.
 - iii. Proposed matters to be voted on submitted less than 60 days before the Annual Conference will only be considered at the Annual Conference if: (1) they are related to an event that has occurred less than 75 days before the Annual Conference, and (2) the proposal is duplicated and distributed to Annual Conference members no later 24 hours prior to its consideration. This rule shall not be construed so as to preclude proper subsidiary motions or privileged motions.

LEGISLATIVE ITEM #3: HORIZON TEXAS ANNUAL CONFERENCE STRUCTURE AND NOMINATIONS (EFFECTIVE JANUARY 1, 2025)

“The purpose of the annual conference is to make disciples of Jesus Christ for the transformation of the world by equipping its local churches for ministry and by providing a connection for ministry beyond the local church; all to the glory of God.” (§601)

“Annual conferences are permitted the flexibility to design conference and district structures in ways that best support the mission of making disciples of Jesus Christ.” (§610.1) Per Judicial Council Ruling 1198, when an annual conference designs a structure that combines various functions that are separately provided for in *The Book of Discipline of The United Methodist Church, 2016*, the annual conference must address how the requirements of *The Discipline* will be achieved in the alternate structure. Specifically, the annual conference must:

- Enumerate and assign all functions of boards, commissions and committees mandated by *The Discipline* to groups in the alternate structure;
- Articulate how all connectional relationships outlined in *The Discipline* will be maintained in the alternate structure in a clear and obvious way; and
- Meet all membership requirements for boards, commissions and committees mandated by *The Discipline* among the members of the groups in the alternate structure.

The Transitional Nominating Committee has populated the positions for the structure created by the Plan of Union of the Horizon Texas Annual Conference as required by *The Discipline*.

The following conference boards, commissions and committees have been formed as required by and plainly outlined in *The Discipline*:

- Council on Finance and Administration (§612)
- Commission on Equitable Compensation (§625)
- Board of Laity (§631)
- Board of Ordained Ministry (§635)
- Administrative Review Committee (§636)
- Committee on Episcopacy (§637)
- Episcopal Residence Committee (§638)
- Board of Pensions and Health Benefits (§639)
- Board of Trustees (§640)
- Commission on Archives and History (§641)

- 1 • Unifying Youth Council, which provides for the functions, meets all membership
- 2 requirements and maintains the connectional relationships of the Conference Council on
- 3 Youth Ministry (§649)
- 4 • Council on Young Adult Ministry (§650)
- 5 • Committee on Investigation (§2703.2(a) and §2703.2(b))

6 The following equivalent conference structures have been formed and fulfill all requirements of *The*

7 *Discipline*:

- 8 • Multiply Jesus Followers Team
 - 9 ○ Maintains the connectional relationships between the General Board of Discipleship
 - 10 and the conference, district and local church; provides for the discipleship functions
 - 11 related to the objectives and scope of work of the General Board of Discipleship and
 - 12 fulfills the general responsibilities of the Conference Board of Discipleship as outlined
 - 13 in §630.1(a), (b), (e), (f), (i), §630.2, §630.3, §630.4, §630.5, §630.6.
 - 14 ○ Provides for the functions of the Conference Committee on Ethnic Local Church
 - 15 Concerns (§632); maintains the connectional relationships; and meets all membership
 - 16 requirements for the Conference Committee on Ethnic Local Church Concerns
 - 17 (§632.3).
 - 18 ○ Provides for the functions and general responsibilities of the Conference Board of
 - 19 Higher Education and Campus Ministry (§634); maintains the connectional
 - 20 relationships; and meets all membership requirements for the Conference Board of
 - 21 Higher Education and Campus Ministry (§634.3).
 - 22 ○ Provides for the functions of support, nurture and growth of small membership
 - 23 churches and their relationships to the conference, districts and other local churches
 - 24 (§645); meets all membership requirements for the Conference Commission on the
 - 25 Small Membership Church (§645.2).
- 26 • Championing Children and Youth
 - 27 ○ Fulfills the general responsibilities of the Conference Board of Discipleship as outlined
 - 28 in §630.1(c), (g), (h), §630.2 (c), (e).
- 29 • Maximize Care and Healing Team
 - 30 ○ Provides for the functions of the Conference Board of Church and Society (§629);
 - 31 maintains the connectional relationships between the General Board of Church and
 - 32 Society and the conference, district and local church; and meets all membership
 - 33 requirements for the Conference Board of Church and Society (§629.2).

-
- Fulfills the general responsibilities of the Conference Board of Discipleship as outlined in ¶630.1(d), ¶630.5 (h), ¶630.6 (f).
 - Provides for global ministries responsibilities related to the objectives and scope of work of the General Board of Global Ministries (¶633); maintains the connectional relationships; and meets all membership requirements for the Conference Board of Global Ministries (¶633.2 and ¶633.3).
 - Fulfills the responsibilities and membership requirements of the Committee on Parish and Community Development (¶633.5).
 - Pursue and Embrace Diversity
 - Fulfills the function of the Conference Board of Global Ministries detailed in ¶633.4(b.36).
 - Provides for the functions of the Commission on Christian Unity and Interreligious Concerns (¶642); maintains the connectional relationships with the Council of Bishops; and meets all membership requirements for the Commission on Christian Unity and Interreligious Concerns (¶642.2).
 - Provides for the functions of the Conference Commission on Religion and Race (¶643); maintains connectional relationships; and meets all membership requirements of the Conference Commission on Religion and Race (¶643.2).
 - Provides for the functions of the Conference Commission on the Status and Role of Women (¶644); maintains the connectional relationships; and meets all membership requirements of the Conference Commission on the Status and Role of Women (¶644.2).
 - Provides for the functions of the Conference Committee on Disability Concerns (¶653); maintains the connectional relationships; meets all membership requirements for the Conference Committee on Disability Concerns (¶653.1).
 - Provides for the functions of the Conference Committee on Native American Ministry (¶654); and maintains the connectional relationships.
 - Tell Our Story Team
 - Provides for the functions of the Conference Commission on Communication (¶646); maintains the connectional relationships; and meets all membership requirements of the Conference Commission on Communication (¶646).

The following conference boards, commissions and committees have been formed in compliance with *The Discipline* to facilitate the work of the Horizon Texas Annual Conference:

- Lead Team

- 1 • Committee on Nominations
- 2 • Committee on Lay Servant Ministries (§631.6)
- 3 • Investment Management Committee
- 4 • Personnel Committee
- 5 • Standing Rules Committee

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

	NAME		ETHNICITY	AGE	CLERGY LAY	LEGACY CONF DISTRICT
CORE LEADERSHIP TEAM						
Convener	Bishop Ruben Saenz Jr.		H/L	OA	E	
Assistant to the Bishop	Andy Lewis		C/A	A	E	NTC
Cabinet Representative	Tom Long		C/A	A	E	NWTC
Director of Multiplication	Owen Ross		C/A	A	E	NTC
Director of Diversity	Major Boglin		B/A	A	Laity	
Director of Care and Healing	Joy Dister-Dominguez		C/A	A	E	CTC
Director of Children and Youth	Christine Peirce		C/A	YA	Laity	CTC
Director of Communications	Pam Hughes		C/A	A	Laity	NTC
Director of Operations	Kevin Walters		C/A	A	Laity	CTC
CFO	Jeff Pehl		C/A	OA	E	NTC
Lay Leader (CTC)	Kylie Campbell	2028A	C/A	YA	Laity	CTC/East
Lay Leader (NTC)	Mary Nickson	2028A	B/A	A	Laity	NTC/Metro
Lay Leader (NWTC)	Amber Miller	2028A	C/A	A	Laity	NWTC
Chair, Multiply Jesus Followers	Kenneth Wolverton	2028A	C/A	OA	Laity	NTC/NC
Chair, Champion Children	Emma Williams	2028A	C/A	A	D	NTC/Metro
Chair, Pursue Diversity	Maria Dixon-Hall	2028A	B/A	A	D	NTC/Metro
Chair, Maximize Care	Shera Atkinson	2028A	C/A	OA	E	NWTC
Chair, Tell Our Story	Beth Stuyck	2028A	C/A	A	D	CTC/East
At-large Representative	David Kim	2028A	A/P	YA	Laity	NTC/Metro
At-large Representative	Isabella Pluas	2028A	H/L	Y	Laity	CTC/East
At-large Representative	Jeff Fisher	2028A	C/A	A	LP	NWTC
CCYAM Chair	to be selected by Council					
CUYC Representative	Emmy McCamant	2028A	C/A	Y	Laity	NTC/East
CONFERENCE NOMINATING COMMITTEE						
Assistant to the Bishop	Andy Lewis		C/A	A	E	NTC
	Philip Rhodes	2028A	C/A	A	E	CTC/East
	Edlen Cowley	2028A	B/A	A	E	NTC/Metro
	Tom Long	2028A	C/A	A	E	NWTC
	Debra Hobbs Mason	2028A	C/A	OA	E	NTC/NC
	Brenden Voss	2028A	C/A	YA	Laity	CTC
	Ann Cruz	2028A	H/L	A	Laity	CTC/East
	Kay Lancaster	2028A	C/A	OA	D	CTC
	Kantrice Robinson	2028A	B/A	A	E	CTC
	Ted Haynes	2028A	C/A	OA	Laity	NTC/East
	Anne Aaron	2028A	C/A	OA	Laity	NTC/NW
	Danielle Kim	2028A	A/P	YA	E	NTC
	Margie McNeir	2028A	C/A	OA	E	NWTC
	Gerald Gilkey	2028A	B/A	A	Laity	NWTC
	Karan Carlton	2028A	C/A	OA	E	NWTC
	Amber Miller	2028A	C/A	A	Laity	NWTC
MULTIPLY JESUS FOLLOWERS						
Chair	Kenneth Wolverton	2028A	C/A	OA	Laity	NTC/NC
	Sarah Garza	2028A	C/A	A	D	CTC/East
	Sam Macias	2028A	H/L	A	E	CTC/East
	Jenn Pick	2028A	C/A	A	E	CTC/East

					CLERGY LAY	LEGACY CONF DISTRICT
	NAME		ETHNICITY	AGE		
	Billy Echols-Richter	2028A	C/A	OA	E	NTC/NC
	Stella Cho	2028A	A/P	YA	E	NTC/NC
	William Gilkey	2028A	B/A	YA	Laity	NWTC
	Vondel Stevens	2028A	C/A	OA	LP	NWTC
	Ruby Moultrie	2028A	B/A	OA	LP	NWTC
Lay Leader, ex-officio	Mary Nickson	2028A	B/A	A	Laity	NTC/Metro
Lay Leader, ex-officio	Amber Miller	2028A	C/A	A	Laity	NWTC
Lay Leader, ex-officio	Kylie Campbell	2028A	C/A	YA	Laity	CTC/East
Cabinet Representative	Owen Ross		C/A	A	E	NTC/Metro
GBOD member	Kim Simpson		C/A	OA	Laity	CTC/East
GBOD member	Michael Bowie		B/A	OA	E	NTC/Metro
GBHEM member	Darlene Alfred		B/A	A	Laity	CTC/South
GBHEM member	David Martinez		H/L	A	E	CTC/East
BOARD OF LAITY						
CTC Co-Lay Leader	Kylie Campbell (co-chair)	2028A	C/A	YA	Laity	CTC/East
NTC Co-Lay Leader	Mary Nickson (co-chair)	2028A	B/A	A	Laity	NTC/Metro
NWTC Co-Lay Leader	Amber Miller (co-chair)	2028A	C/A	A	Laity	NWTC
Associate Lay Leader	TBD					
NTC East District Lay Leader	Ted Haynes	2028A	C/A	OA	Laity	NTC/East
NTC East District Assoc. Lay Leader	Lori Massey	2028A	C/A	A	Laity	NTC/ East
NTC Metro District Lay Leader	Jennifer Wang	2028A	A/P	A	Laity	NTC/Metro
NTC North Central District Lay Leader	Tim Hopson	2028A	C/A	A	Laity	NTC/NC
NTC Northwest District Lay Leader	Anne Aaron	2028A	C/A	A	Laity	NTC/NW
CTC Central District Lay Leader	Larry Ketcham	2028A	CA	OA	Laity	CTC/Central
CTC East District Lay Leader	Jackie Carter	2028A	B/A	A	Laity	CTC/East
CTC North/West District Lay Leader	To Be Named by District	2028A				
CTC South District Lay Leader	Carolyn Dugger	2028A	C/A	OA	Laity	CTC/South
NWTC District Lay Leader	Gayland Daugherty	2028A	CA	OA	Laity	NWTC
President UWF	to be selected by UWF					
President UMM	to be selected by UMM					
President Young Adult Ministry Council	to be selected by Council					
Unifying Youth Council Leader	Moses Burdett		B/A	Y	Laity	NTC/NC
Chair Conf Committee on Lay Servant Ministries	Chris Buse	2028A	C/A	A	Laity	CTC/Central
LAY SERVANT MINISTRIES						
Chair/Director of Lay Servant Ministries	Chris Buse	2028A	C/A	OA	Laity	NTC/N Central
NTC East District Director	Lori Massey	2028A	C/A	OA	Laity	NTC/East
NTC Metro District Director	Rodrick Dangerfield	2028A	B/A	A	Laity	NTC/Metro
NTC North Central District Director	Anniel Winston-Hall	2028A	B/A	OA	Laity	NTC/N Central
NTC Northwest District Director	Ray Morgan	2028A	C/A	OA	Laity	NTC/NW
CTC Central District Director	David Cameron	2028A	C/A	OA	Laity	CTC/Central
CTC East District Director	Karen Goodwin	2028A	C/A	A	Laity	CTC/East
CTC North District Director	Rita Bonin	2028A	C/A	OA	Laity	CTC/North
CTC South District Director	Pat Broadstreet	2028A	C/A	OA	Laity	CTC/South
CTC West District Director	Rita Bonin	2028A	C/A	OA	Laity	CTC/West
NWTC District Director	Gayland Daugherty	2028A	C/A	OA	Laity	NWTC
Clergy	Terre McGill	2028A	C/A	A	LP	CTC/North
Clergy	Derek Jacobs	2028A	B/A	A	E	NTC

	NAME		ETHNICITY	AGE	CLERGY LAY	LEGACY CONF DISTRICT
Clergy	Betsey Heavner	2028A	C/A	OA	D	NWTC
BOARD OF ORDAINED MINISTRY						
	Cathy Olson	2028	C/A	A	Laity	CTC/East
	Brad Brittain	2028	C/A	A	E	CTC/South
	Royce Daughtery	2028	C/A	OA	Laity	NWTC
	Kay Eck	2028	C/A	A	D	NTC/Metro
	Matt Gaston	2028	C/A	OA	E	NTC/NC
	Ron Henderson	2028	B/A	OA	E	NTC/Metro
	Chansoon Lim	2028	A/P	A	E	CTC/East
	Paul Maletic	2028	C/A	A	D	NTC/NC
	Melissa McDuffee	2028	C/A	A	E	CTC/North
	Peter McNabb	2028	C/A	OA	E	NTC/East
	Bryan Patrick	2028	C/A	A	E	CTC/West
	Lisa Peterson	2028	C/A	OA	Laity	NWTC
	Kim Simpson	2028	C/A	OA	Laity	CTC/East
	Wendell Smith	2028	B/A	A	LP	NWTC
	Matt Ybanez	2028	H/L	A	D	CTC/East
	Linda Parks	2028	C/A	OA	Laity	NTC/NW
	Ann Willet	2028	C/A	OA	E	NTC/Metro
	Ann Aiken	2032	C/A	OA	LP	NWTC
	Edgar Bazan	2032	H/L	A	E	NTC/Metro
	Mitchell Boone	2032	C/A	YA	E	NTC/Metro
	April Bristow	2032	B/A	A	E	NTC/Metro
	Brenda Brooks-Alexander	2032	B/A	A	AM	CTC/East
	Kyland Dobbins	2032	B/A	A	E	CTC/East
	Frank Drenner	2032	C/A	A	E	NTC
	Beth Evers	2032	C/A	YA	E	NTC/East
	Lucretia Facen	2032	B/A	A	E	NTC/Metro
	Andy Nelms	2032	C/A	YA	E	NTC/Metro
	Marcus Jones	2032	B/A	YA	E	CTC/East
	Lance Marshall	2032	B/A	A	E	CTC/East
	John Miller	2032	C/A	A	E	NWTC
	Katie Newkirk	2032	C/A	A	E	CTC/East
	Mary Nickson	2032	B/A	A	Laity	NTC/Metro
	Amy Spaur	2032	C/A	YA	E	NTC/Metro
	Alan McGrath	2032	C/A	A	E	CTC/South
	Martha Valencia	2036	H/L	A	E	NTC/Metro
	Armando Alvarado	2036	H/L	OA	E	CTC/East
	Holly Brower	2036	C/A	A	Laity	CTC/East
	Jackie Carter	2036	B/A	A	Laity	CTC/East
	Robert Garza	2036	H/L	A	Laity	CTC/East
	Sam Hamann	2036	C/A	YA	D	CTC/East
	John Han	2036	A/P	A	E	CTC/Central
	Ricky Harrison	2036	C/A	YA	E	NTC/NW
	Ramsey Jay	2036	C/A	YA	E	NTC/METRO
	Allison Jean	2036	C/A	YA	E	NTC/Metro
	Randall Lucas	2036	C/A	A	E	NTC/Metro
	Robert Pelfrey	2036	C/A	A	E	NWTC - Currently Elder of NM Conference

	NAME		ETHNICITY	AGE	CLERGY LAY	LEGACY CONF DISTRICT
Adult	Emma Speight	2028A	B/A	Y	Laity	NTC/NC
	Moses Burdett	2028A	B/A	Y	Laity	NTC/NC
	Tessa Armes	2028A	C/A	A	Laity	NWTC
	Dakota Bybee	2028A	C/A	A	Laity	NWTC
	Joseph Cisneroz	2028A	C/A	A	Laity	CTC/West
	Rossie Jones	2028A	B/A	YA	Laity	CTC/East
	D'Andre Smith	2028A	B/A	YA	Laity	NTC/NC
Adult	Sarah Schneider	2028A	C/A	YA	Laity	NTC/NC

COUNCIL ON YOUNG ADULT MINISTRY

Niesha Jakes	2028A	B/A	YA	Laity	NTC/Metro
Taylor Smith	2028A	C/A	YA	E	NTC/NC
Rachel Risko	2028A	C/A	YA	Laity	NTC/East
Landon Cain	2028A	C/A	YA	Laity	NTC/West
Amanda Keck	2028A	C/A	YA	Laity	CTC/East
Joshua Bazar	2028A	C/A	YA	Laity	CTC/South
Marianne Brown-Trigg	2028A	B/A	YA	E	CTC/South
William Gilkey	2028A	B/A	YA	Laity	NWTC

MAXIMIZE CARE AND HEALING

Chair	Shera Atkinson	2028A	C/A	OA	E	NWTC
	Rebecca Altizer	2028A	C/A	A	Laity	CTC/East
	Daewoo Jeon	2028A	A/P	A	E	CTC/South
	Phil Dieke	2028A	C/A	A	D	NTC/Metro
	Albano Tayengo	2028A	B/A	A	E	NTC/Metro
	Keri Keck	2028A	C/A	A	Laity	NTC/NC
	Jason Valendy	2028A	C/A	A	E	CTC/East
	Royce Daugherty	2028A	C/A	OA	Laity	NWTC
	Jan Reed	2028A	C/A	OA	D	NWTC
Caretaker of God's Creation	Mel Caraway		C/A	OA	E	NTC/NC
UWFaith, Social Action	TBD					
UWFaith, Education	TBD					
Peace with Justice Coordinator	Phil Dieke	2028A	C/A	A	D	NTC/Metro
Conference Secretary of GM	Molly Simpson Hayes	2028A	C/A	A	E	CTC/East
GBGM member	Darlene Alfred		B/A	A	Laity	CTC/South
Director, Parish Development	Joy Dister-Dominguez	2028A	C/A	A	E	CTC
Chair, Parish Development and At-large Community Rep	Rachel Griffin-Allison	2028A	C/A	A	E	NTC/Metro
At-large Community Representative	TBD					

PURSUE AND EMBRACE DIVERSITY

Chair	Maria Dixon-Hall	2028A	B/A	A	D	NTC/Metro
	Heather Gottas	2028A	C/A	A	D	NTC/Metro
	Yolanda Rivera	2028A	H/L	A	Laity	NWTC
	Chad Johnson	2028A	N/A	A	E	NTC/NW
	Ginger Watson	2028A	C/A	A	E	CTC/East
	Dee Dee Spivey	2028A	B/A	A	Laity	NTC/Metro
	Dee Weaver	2028A	H/L	OA	Laity	NTC/Metro
	Felicia Hopkins	2028A	B/A	OA	E	NWTC

	NAME		ETHNICITY	AGE	CLERGY LAY	LEGACY CONF DISTRICT
	Nancy Vidad	2028A	A/P	A	Laity	CTC East
	Matthew Aquino	2028A	H/L	YA	Laity	CTC/South
Unifying Youth Council leader	Aaron McLennan	2028A	B/A	YA	Laity	CTC/Central
Conference Ecumenical Officer	Ginger Watson	2028A	C/A	A	E	CTC/East
WMC member	April Bristow	2028A	B/A	A	E	NTC/Metro
WCC delegate	Ginger Watson	2028A	C/A	A	E	CTC/East
WCC delegate	Marcus Jones	2028A	B/A	A	LP	NTC/NW
GCORR member	Clifton Howard	2028A	B/A	OA	E	CTC

TELL OUR STORY

Chair	Beth Stuyck	2028A	C/A	A	D	CTC/East
	Haley Smith	2028A	C/A	A	D	NWTC
	Margie Titus	2028A	B/A	OA	Laity	NWTC
	Aubrey Tillery	2028A	C/A	Y	Laity	NTC/Metro
	Ruben Alvarez	2028A	H/L	YA	E	NTC/Metro
	Anastasia Douglas	2028A	C/A	Y	Laity	CTC/South
	Daniel Hawkins	2028A	C/A	A	E	CTC/East
	Henry Masters	2028A	B/A	OA	RE	NTC/Metro
	Faiana Funaki	2028A	A/P	A	E	CTC/East
	Brooke Yrigoden	2028A	C/A	A	Laity	NTC/NC

STEWARDSHIP

COUNCIL ON FINANCE AND ADMINISTRATION

Laywoman	Dani Ramsey	2028A	C/A	A	Laity	NTC/Metro
Laywoman	Juliet Patterson	2028A	B/A	OA	Laity	NTC/Metro
Laywoman	Janet Peterson	2028A	C/A	A	Laity	NTC/Metro
Laywoman	Debbie Armstrong	2028A	C/A	A	Laity	CTC/East
Layman	Mike Jones	2028A	C/A	OA	Laity	NWTC
Layman	Tim Griffy	2028A	C/A	OA	Laity	NTC/Metro
Layman	Gary Sult	2028A	C/A	A	Laity	CTC/West
Layman	David Kim	2028A	A/P	YA	Laity	NTC/Metro
Clergy	Todd Salzwedel	2028A	C/A	A	E	NWTC
Clergy	Chris Dowd	2028A	C/A	A	E	NTC/NC
Clergy	Kyland Dobbins	2028A	B/A	A	E	CTC/East
Clergy	Sam Hamaan	2028A	C/A	YA	D	CTC/East
CFO (ex-officio)	Jeff Pehl		C/A	A	E	Metro
GCFA member (ex-officio)	Lisa Gafford		C/A	A	Laity	CTC/East
Presiding Bishop (ex-officio)	Bishop Ruben Saenz Jr.		H/L	OA	E	
Cabinet Representative (ex-officio)	Edlen Cowley		B/A	A	E	NTC/Metro
DCM or equivalent (ex-officio)	Andy Lewis		C/A	A	E	NTC

INVESTMENT MANAGEMENT COMMITTEE

Conference CFA	to be selected by CFA
Conference CFA	to be selected by CFA
Conference BOPHB	to be selected by board
Conference BOPHB	to be selected by board
Conference Board of Trustees	to be selected by board

	NAME		ETHNICITY	AGE	CLERGY LAY	LEGACY CONF DISTRICT
Conference Board of Trustees	to be selected by board					
	Alan Martin	2028A	C/A	OA	Laity	CTC/East
	Kim Bird	2028A	C/A	A	Laity	NTC/Metro
	Kurt Maerschel	2028A	C/A	A	E	NTC/Metro
	John Allen	2028A	C/A	OA	E	NTC/NC
	Dave Andersen	2028A	C/A	OA	E	NWTC
	Gary Pitner	2028A	C/A	OA	Laity	NWTC
PERSONNEL COMMITTEE						
Chair, Assistant to the Bishop	Andy Lewis		C/A	A	E	NTC
	Dave Farish	2028A	C/A	A	Laity	NTC/NC
	Deborah Vela	2028A	H/L	A	Laity	NTC/Metro
	Maria Reed	2028A	C/A	OA	Laity	CTC/East
	Betty Alexander	2028A	B/A	OA	Laity	CTC/East
	Sheila Warren	2028A	C/A	OA	Laity	NWTC
	Sandy Heard	2028A	C/A	A	E	NTC/NC
	Eddie Allsup	2028A	C/A	OA	E	NWTC
	Carly Payne	2028A	c/A	YA	E	CTC/East
	Jeff Smith	2028A	C/A	OA	E	CTC/South
	Pavielle Jenkins	2028A	B/A	YA	D	NTC/Metro
COMMITTEE ON ADMINISTRATIVE REVIEW						
Member	Lane Boyd	2028A	C/A	OA	E	NWTC
Member	Bryant Phelps	2028A	B/A	YA	E	NTC/Metro
Member	Phyllis Barren	2028A	C/A	A	D	CTC/East
Alternate	Richard Edwards	2028A	C/A	OA	E	NWTC
Alternate	Ben Shinn	2028A	C/A	OA	RE	NTC/NC
Alternate	Mary Gean Cope	2028A	C/A	OA	RE	CTC/Central
COMMITTEE ON INVESTIGATION						
Clergy Full Connection	Jennifer Kilpatrick	2028A	C/A	A	E	NTC/Metro
Clergy Full Connection	Sela Finau	2028A	A/P	A	E	CTC/East
Clergy Full Connection	Paul Bauernfeind	2028A	C/A	OA	E	NWTC
Clergy Full Connection	Doug Meyer	2028A	C/A	A	D	NTC/NC
Professing Lay Members	Jeff Bouis	2028A	C/A	A	Laity	NTC/NC
Professing Lay Members	Janie Gully	2028A	C/A	OA	Laity	NTC/NW
Professing Lay Members	Debbie Peacock	2028A	C/A	A	Laity	CTC/East
Alternate Clergy Full Connection	Scott Richards	2028A	C/A	OA	E	NWTC
Alternate Clergy Full Connection	Carol Gibson	2028A	B/A	OA	E	CTC/East
Alternate Clergy Full Connection	Luther Henry	2028A	B/A	OA	RE	CTC/East
Alternate Professing Lay Member	Kim Desrosiers	2028A	C/A	A	Laity	CTC/Central
Alternate Professing Lay Member	Ben Davila	2028A	H/L	OA	Laity	CTC/East
Alternate Professing Lay Member	Sakari Spivey	2028A	B?A	YA	Laity	NTC/Metro
Alternate Professing Lay Member	Clay Johnson	2028A	C/A	A	Laity	NTC/East
Alternate Professing Lay Member	Linda Strothers	2028A	C/A	A	Laity	NWTC
Alternate Professing Lay Member	Larry Womack	2028A	C/A	OA	Laity	NTC/NC
COMMITTEE ON EPISCOPACY						
Layman	Spencer Driver	2028A	C/A	YA	Laity	CTC/Central

	NAME		ETHNICITY	AGE	CLERGY LAY	LEGACY CONF DISTRICT
Layman	Jack Fisher*	2028A	C/A	YA	Laity	NWTC
Layman	Fred Marsh	2028A	B/A	OA	Laity	NTC/Metro
Layman	Steve McIver	2028A	C/A	OA	Laity	CTC/Central
Laywoman	Mary Nickson	2028A	B/A	A	Laity	NTC/Metro
Laywoman	Amber Miller	2028A	C/A	A	Laity	NWTC
Laywoman	Kylie Campbell	2028A	C/A	YA	Laity	CTC/East
Laywoman	Deborah Vela*	2028A	H/L	A	Laity	NTC/Metro
Clergy	Kristen Warthen	2028A	C/A	A	E	CTC/East
Clergy	Stephania Gilkey	2028A	B/A	A	E	NWTC
Clergy	Katrina Smith*	2028A	C/A	A	D	NTC/East
Clergy	Jenna Johnson	2028A	C/A	A	E	NTC/NC
Clergy member SCJ Comm on Episcopacy NTC	Clayton Oliphint	2028A	C/A	A	E	NTC/Metro
Laity member SCJ Comm on Episcopacy NTC	Kelly Carpenter	2028A	C/A	A	Laity	NTC/Metro
Clergy member SCJ Comm on Episcopacy CTC	Tim Bruster	2028A	CA	OA	E	CTC
Laity member SCJ Comm on Episcopacy CTC	Kim Simpson	2028A	C/A	OA	Laity	CTC/East
Clergy member SCJ Comm on Episcopacy NWTC	Josh Stueve	2028A	C/A	YA	E	NWTC
Laity member SCJ Comm on Episcopacy NWTC	TBD				Laity	NWTC

EPISCOPAL RESIDENCE COMMITTEE

Chair or designate of Committee on Episcopacy	TBD
Chair or designate of Conference Board of Trustees	TBD
Chair or designate of Conference CFA	TBD

BOARD OF PENSION AND HEALTH BENEFITS

	Andrew Brown-Trigg	2028A	C/A	YA	Laity	NTC/NC
	Phil Bush	2028A	C/A	OA	Laity	NTC/Metro
	Ted Haynes	2028A	C/A	OA	Laity	NTC/East
	Jeanne Clark	2028A	C/A	OA	Laity	NTC/East
	Natalie Hermes	2028A	C/A	OA	Laity	NWTC
	Steve Heyduck	2028A	C/A	OA	E	CTC/Central
	Kissa Vaughn	2028A	C/A	A	E	CTC/East
	Barbara Dunlap	2028A	C/A	A	D	CTC/East
	Austin Foster	2032A	C/A	YA	Laity	CTC/East
	Fred Marsh	2032A	B/A	OA	Laity	NTC/Metro
	Alison Barley-Alvarado	2032A	C/A	A	Laity	CTC/East
	Katerina Scott	2032A	C/A	A	Laity	NWTC
	Phyllis Barren	2032A	C/A	A	D	CTC/East
	Estella Murray	2032A	B/A	OA	Laity	CTC/South
	Amy Tate-Almy	2032A	C/A	A	D	CTC/East
	Steve Langford	2032A	C/A	OA	RE	CTC/East
CFO (ex-officio)	Jeffrey Pehl		C/A	A	E	NTC/Metro
Cabinet Representative (ex-officio)	Debra Hobbs Mason		C/A	OA	E	NTC/NC
CFA rep (ex-officio)	to be selected by CFA					
GBOPHB member	Jessica Vittorio		CA	YA	Laity	NTC/Metro

BOARD OF TRUSTEES

	Lynne Grandstaff	2025A	C/A	OA	Laity	CTC/Central
	Stephania Gilkey	2025A	B/A	A	E	NWTC
	Lennox Alfred	2025A	B/A	A	Laity	CTC/South

					CLERGY LAY	LEGACY CONF DISTRICT
NAME		ETHNICITY	AGE			
Dan Perkins	2026A	C/A	OA	Laity		NTC/East
Chris Mesa	2026A	H/L	A	E		CTC/East
Cindy Martin	2026A	C/A	OA	Laity		NWTC
Misti Kingston	2027A	C/A	A	Laity		NWTC
Cathy Sweeney	2027A	C/A	A	D		NTC/Metro
Kelly Wade	2027A	C/A	OA	Laity		NTC/East
Kelly Carpenter	2028A	C/A	A	Laity		NTC/Metro
Richard Stewart	2028A	B/A	OA	Laity		NTC/Metro
Marianne Brown-Trigg	2028A	C/A	YA	E		NTC/NC

COMMISSION ON EQUITABLE COMPANSATION

Chair	Ramon Smith	2028A	B/A	A	E	CTC/East
	Josh Esparza	2028A	H/L	YA	E	NTC/NC
	Mike Rowe	2028A	C/A	A	LP	NWTC
	Michael Baughman	2028A	C/A	A	E	NTC/Metro
	David Pierkarski	2028A	B/A	A	Laity	NTC/NC
	TBD					
	Marsha Thornton	2028A	C/A	OA	Laity	NTC/Metro
	Shelby Farmer	2028A	B/A	A	Laity	NTC/East
Cabinet Representative	Cassie Wade		C/A	OA	E	NTC/East/NW

STANDING RULES COMMITTEE

	Ryan Wager	2028A	C/A	A	LP	NTC/Metro
	Tommy Prud'homme	2028A	C/A	A	E	CTC/South
	Herman Totten	2028A	B/A	OA	Laity	NTC/NC
	Melissa Shamburger	2028A	C/A	A	Laity	CTC/East
	Jennifer Kilpatrick	2032A	C/A	A	E	NTC/Metro
	Colin McDonald	2032A	C/A	A	Laity	CTC/South
	Dorothy James	2032A	B/A	OA	Laity	NTC/Metro
	Mary Brooke Casad	2032A	C/A	OA	Laity	NTC/Metro

OPERATIONS

ARCHIVES AND HISTORY	Calvin Scott		B/A	A	Laity	CTC
	Cindy Martin		C/A	OA	Laity	NWTC
	Greta McKelvey		B/A	OA	Laity	NTC/East
	Brenda Breeden		C/A	OA	Laity	NWTC
	Kristen Von Gonten		C/A	A	D	CTC/South
	Melissa Potter		C/A	AGE	Laity	NTC/NC

INDIVIDUAL ROLES

Conference Secretary	TBD					
Conference Statistician	Jeffrey Pehl		CA	A	E	NTC/Metro
Chancellor	Wilson Woods		C/A	A	Laity	CTC/East
Treasurer	Jeffrey Pehl		CA	A	E	NTC/Metro

CAMPUS MINISTRY BOARDS

DENTON WESLEY FOUNDATION

Director	Rev. Marianne Brown-Trigg
----------	---------------------------

	NAME		ETHNICITY	AGE	CLERGY LAY	LEGACY CONF DISTRICT
Associate Director	Rev. Jenny Bates					
	Kent Carpenter	2027				
	Baranda Fermin	2026				
	Boston White-Smith	2027				
	David Finley	2027				
	Dale Tampke	2027				
	Sarah Roberts	2026				
	Jane Graner	2027				
	Karen Anderson-Lain	2025				
	John Bell	2027				
	John Radenmacher	2027				
Conference Staff	Stacey Piyakhun					
Student	Tyler Moore	2025				
PARIS WESLEY CENTER						
Director ex-officio	Michelle Wood					
President	Lisa Johnson					
Treasurer	Diann Mason					
Student Representative	Sarah Curtis					
	Rev. Doris Smith					
	Greg Hollje					
	Marion Hutchison					
	John Wright					
	Michael Lee					
	Dr. Rick Erickson					
	Jordan White					
District Superintendent ex-officio	Cassie Wade					
HTC Staff ex-officio	Stacey Piyakhun					
SYNERGY WESLEY FOUNDATION						
President	James Mitchell	2026	C/A			
	Carolyn Kennigton	2026	C/A			
	Larry George	2025	C/A			
	Cammy Gaston	2026	C/A			
	William Proshek	2025	C/A			
	Charles Taylor	2025	C/A			
	Mark Solomon Sr.	2026	C/A			
	Scott Gilliland	2026	C/A			
	Marilee Hayden	2025	C/A			
Ex-officio	Leslee Light		C/A			
Ex-officio	Brittany Melrose		C/A			
Ex-officio	Jonathan Perry		C/A			
Ex-officio	Stacey Piyakhun		C/A			
TARLETON WESLEY FOUNDATION						
	Sheridan Priddy	2024	C/A	YA	LP	CTC/West
	Frank Owsley	2025	C/A	OA	Laity	CTC/West
Board Chair	Eric Douglas	2025	C/A	A	E	CTC/South
Vice Chair	Marylin Jones	2025	C/A	A	E	CTC/West

	NAME		ETHNICITY	AGE	CLERGY LAY	LEGACY CONF DISTRICT
Faculty Advisor	Gary Sult	2026	C/A	A	Laity	CTC/West
	Eilleen Faulkenberry		C/A	A	Laity	CTC/West
	Debbie Lincoln	2026	C/A	OA	Laity	
	Ben Sward	2026	C/A	A	Laity	CTC/West
	Steve Lively	2026	C/A	A	Laity	CTC/West
Alumni	Allison Clemons	2026	C/A	A	Laity	CTC/West
Staff ex-officio	Kelly Oliver		C/A	A	Laity	CTC/West
Student ex-officio	Brett Ross		C/A	YA	Laity	CTC/West
HTC Staff ex-officio	Stacey Piyakhun		C/A	A	E	NTC
Director ex-officio	Corey Moses		C/A	A	D	CTC/West

The Wichita Falls Wesley

Director ex-officio	Julia Puac-Romero					
Chair	Zack Landis					
Financial Chair	Jennifer Fleming					
	John McLarty					
	Katie Pryor					
	Sarah Pellikan					
	Dr. Marcy Brown-Marsden					
District Superintendent ex-officio	Cassie Wade					
HTC Staff ex officio	Stacey Piyakhun					

Wesley Campus Ministries Texas A&M Commerce

Chair President	Edgar Bazan		H/L		E	
	Craig Clark		C/A		E	
Secretary	Mariann Andrews		C/A		Laity	
	David Owsley		C/A		LP	
	Sharon Cramer		C/A		Laity	
	Carlos Rickman		H/L		Laity	
	Andrew Trigg		C/A		Laity	
Treasurer/Financial Chair	Same Caldwell		C/A		E	
	Cheryl Murray		C/A		E	
	Rita Sims		C/A		RE	
	Christina Hardy		B/A		LP	
Ex-officio						
District Superintendent ex-officio	Cassie Wade		C/A		E	
HTC Staff ex officio	Stacey Piyakhun		C/A		E	

WESLEY FOUNDATION AT TCU

Director ex-officio	Eddie Kahler		C/A	A	E	CTC/East
Associate Director ex-officio	Hanna Newcomer Silva		C/A	YA	Laity	CTC/East
Student	Jessica Rowwe	2025	B/A	YA	Laity	
Student	Lucas Turner	2025	C/A	YA	Laity	
Student	Tyler Pham	2026		YA		
Chair	Lauren Hulcy	2025	C/A	YA	Laity	CTC/East
	Kailey Kelly	2025	C/A	YA	Laity	CTC/East
	Amber Benson	2025	C/A	A	Laity	CTC/East
	Kyle Roderick	2025	C/A	YA	Laity	CTC/East
	Steve Coffman	2026	C/A	A	Laity	CTC/East

					CLERGY	LEGACY CONF
	NAME		ETHNICITY	AGE	LAY	DISTRICT
	Christine Peirce	2026	C/A	A	Laity	CTC/East
	Armando Alvarado	2026	H/L	A	E	CTC/East
	Erin Kiel	2026	C/A	YA	Laity	NTC
	Samuel Macias	2026	H/L	A	E	CTC/East
	Lonzetta Allen	2026	B/A	A	Laity	CTC/East
	Sabrina Gordon	2027	C/A	YA	Laity	CTC/East
	Haley Bryant	2027	C/A	A	Laity	CTC/East
	Kelly Carpenter	2027	C/A	A	Laity	NTC
	Brad Stewart	2027	C/A	A	Laity	CTC/East
	Paul Massingill	2027	C/A	A	E	CTC/East
TCU Chaplain ex-officio	Todd Boling				E	TCU
District Superintendent ex-officio	Philip Rhodes		C/A	A	E	CTC/East
HTC Staff	Stacey Piyakhun		C/A	A	E	NTC
UTA WESLEY						
Director Non-voting	Marcus Jones		B/A	A	LP	CTC/East
Administrative Assistant Non-voting	Sarah Graves		C/A	A	Laity	CTC/East
Unity Coordinator Non-voting	Jesus Canales		H/L	A		Catholic
Student Intern	Derek Goodrich		C/A	YA	Laity	CTC/East
Chair	Kevin McGlaun		C/A	A	Laity	CTC/East
Treasuer	Dave Munson		C/A	A	Laity	CTC/East
Fundraising	Sarah Duer		C/A	A	Laity	CTC/East
Nominations	Vance Morton		C/A	A	Laity	CTC/East
Building and Grounds	Rollin Phipps		C/A	A		Presbyterian
	Michelle Frawley		C/A	A	Laity	CTC/East
	Madison Boboltz		C/A	A	PE	CTC/East
	Thevnin Rumende		B/A	A	Laity	CTC/East
	Kristen Alley		B/A	A		Baptist
Student Board Member	Will Maberry		C/A	YA	Laity	NTC
HTC Staff	Stacey Piyakhun		C/A	A	E	NTC

LEGISLATIVE ITEM #4: APPORTIONMENT POLICY

WHEREAS, all three legacy conferences of the Horizon Texas Annual Conference have calculated apportionments (sometimes called Shared Ministries or Connectional Mission Giving) largely based on individual church expenditures as reported to the conference, with different combinations of expenditure categories and timeframes. The challenging events of the past several years have negatively impacted both church attendance and revenues, whereas the expenses of operating the individual churches may have held flat, at best, or increased. An apportionment methodology based on expenditures becomes punitive in this environment. On the other hand, the methodology based on recent operating revenue envisioned for the Horizon Texas Annual Conference is cognizant of current trends in attendance and giving; and

WHEREAS, the goal in calculating apportionments is to present a sustainable method of calculation that is understandable and consistent in its financial impact on the local churches of the Horizon Texas Annual Conference. Local church vitality is a major goal of the new conference. The Horizon Texas Annual Conference desires an apportionment method that reduces apportionments to many local churches from the most recent apportioned amount. Any method chosen can result in an increase or decrease in a specific church's apportionments;

THEREFORE, BE IT RESOLVED, for 2025, the Apportionment Revenue Base is defined to include revenue items from the 2023 Local Church Report to their respective Annual Conferences (line numbers refer to data terms provided by the General Council on Finance and Administration of The United Methodist Church):

- 52.a – Amount received through pledges;
- 52.b – Amounts received from non-pledging, but identified givers; and
- 52.c – Amount received from unidentified givers.

The Apportionment Revenue Base above excludes other revenues reported on the statistical reports that reflect one-time activities and revenues not intended to support ongoing church operations and ministries, such as capital campaigns. Monies received from memorials, endowments, foundations, bequeaths and other similar instruments that are not directed toward ongoing church operations will be excluded;

BE IT FURTHER RESOLVED, for 2025, the percentage applied to the 2023 Apportionment Revenue Base for each local church shall be 7.5%. Differences in the Apportionment amount calculated for each local church are limited to a maximum increase of 10% or a maximum decrease of 20% when compared to the most recent year in which apportionments were billed;

BE IT FURTHER RESOLVED, the legacy conferences will create a line item for 2024 for the Local Church Report to collect income received from trusts, endowments, foundations, bequeaths and other similar instruments that are directed to the operational and missional activities of the local church.

LEGISLATIVE ITEM #5: JOINT DISTRIBUTING COMMITTEE RECOMMENDATIONS REGARDING RETIREMENT AND BENEFITS

WHEREAS, the Central Texas Annual Conference, the North Texas Annual Conference, and the Northwest Texas Annual Conference formed a joint distributing committee pursuant to and organized as set forth in §1509 of The Discipline for the merger of the legacy conferences into the Horizon Texas Annual Conference (the “HTC Joint Distributing Committee”); and

WHEREAS, the HTC Joint Distributing Committee was convened, met, and evaluated the retirement and other accounts of the legacy conferences; and

WHEREAS, the HTC Joint Distributing Committee has made the following determinations and recommendations under The Discipline §1509.3 to the Board of Pension and Health Benefits, Board of Trustees, and the officers of the Horizon Texas Annual Conference,

THEREFORE, BE IT RESOLVED that this joint organizational conference hereby accepts the recommendations of the HTC Joint Distributing Committee and instructs the Board of Pension and Health Benefits, Board of Trustees, and the officers of the Horizon Texas Annual Conference to prepare and create policies, procedures, and strategies in accordance with the recommendations of the HTC Joint Distributing Committee as set forth herein:

- To develop policy, plan design and funding strategy for Retiree Health Care benefits.

Plan of Union: Wespeth, through Willis Tower Watson (Via Benefits), coordinates the Post-Retirement Medical Benefit for the Central, North and Northwest Texas Conferences. Each conference currently has differences in the amount of the subsidy, eligibility requirements and assumed increases. There will not be any changes in the post-retirement medical benefits for retirees who retire on or before December 31, 2024, and their surviving spouses. All changes will be prospective and only apply to those who retire from the Horizon Texas Annual Conference after January 1, 2025.

- To simplify the process going forward regarding post-retirement medical benefits.

Subsidy should be set at \$50 per year of denominational service, up to a maximum of 30 years (\$1,500 maximum). Eligible clergy who retire before reaching age 65 and their spouses will not receive the supplement until enrolling in Medicare. Those who have already retired before age 65 will continue to be covered under their existing arrangements.

- To establish the Pre-82 Past Service Rate (PSR) and contingent annuitant percentage.

Plan of Union: After working closely with the actuaries from Wespeth, we recommend that the PSRs for the three legacy conferences be equalized at \$875, effective January 1, 2026. The rates for 2025 have already been set at \$745 for Central Texas, \$767 for Northwest Texas, and \$866 for North Texas. During the transition period from 2025 to 2026, participants will see an increase in their PSR of 2% (NTC), 14% (NWTC), and 17% (CTC). In addition, the HTC Joint Distributing Committee recommends that the Contingent Annuitant

percentage for the NTC increase from 70% to 75%, effective 1/1/2026, which will then match the rate for both CTC and NWTC participants. After equalization, an annual increase in the PSR of 1% is recommended, subject to the discretion of the Horizon Texas Annual Conference Board of Pension and Health Benefits and ratification by the Horizon Texas Annual Conference each year.

- To develop policy, plan design and funding strategy for Active Health Benefits.

Plan of Union: The HealthFlex plan managed by Wespeth provides uniform, high- quality health coverage for participants from all legacy conferences. However, HealthFlex premiums, premium credits charged to churches, coverage of various sub-categories of staff and other aspects of coverage vary greatly among the legacy conferences. Wespeth has calculated and provided the 2025 HealthFlex rates for a unified Horizon Texas Annual Conference. We recommend the following:

1. All clergy serving full-time in a local church or conference-office appointment will continue to be required to participate in HealthFlex. Part-time clergy currently enrolled in HealthFlex will no longer be eligible, except for 18 months of continuation coverage. Clergy actively working over the age of 65 will remain on HealthFlex and not be required to enroll in Medicare until they retire (no Small Employer Exception).
2. Clergy and lay conference staff will be allowed to opt out of HealthFlex coverage through an annual waiver under predefined Wespeth-approved circumstances (e.g., coverage provided through military health benefits, spouse's health plan or enrolled in Medicare/Medicaid). Churches and the conference will be required to pay the monthly billing rate attributable for those who opt out.
3. The monthly premium credit for 2025 of \$1,075 per eligible clergy should be billed to each individual church. Based on individual plan and health account selections, there may be additional charges billed to the local church that are the responsibility of the lay or clergy participant.
4. Clergy on the Comprehensive Protection Plan (CPP) under 65 years old should remain in HealthFlex.
5. Churches should continue to be allowed to include lay staff in HealthFlex through a sub-adoption agreement that the legacy conferences currently allow.
6. The default health plan selected for 2025 is the Employee Only H2500 with HSA (Health Savings Account), which will apply to all newly eligible participants who do not make an initial selection upon enrollment. Plan participants continue to have the ability to choose whichever plan is best for them.

The HTC Joint Distributing Committee strongly encourages the Horizon Texas Annual Conference Board of Pension and Health Benefits (BOPHB) to create a task force to explore providing additional

1 health-benefits funding to families, expanding beyond the historical focus on individual coverage,
2 and further encourages the future Horizon Texas Annual Conference Board of Pension and Health
3 Benefits to consider expanding health insurance coverage to $\frac{3}{4}$ -time appointed ordained and local
4 Pastors.

- 5 • To develop policy, plan design, and funding strategy for Clergy Retirement Security Program
6 (CRSP) benefits.

7 Plan of Union: The CRSP pension program provides retirement benefits to two service
8 cohorts: service from January 1, 2007, to December 31, 2013, and service from January 1,
9 2014, to current date. All legacy conferences currently cover eligible clergy serving at least
10 $\frac{1}{2}$ time. Clergy with $\frac{1}{2}$ and $\frac{3}{4}$ time appointments can opt out of the CRSP plan; however,
11 clergy with full-time appointments cannot opt out.

12 CRSP Defined Benefit: Effective January 1, 2025, CRSP Defined Benefit for each clergy
13 person will be billed at \$450 per month and CRSP Defined Contribution will be billed at 3%
14 of plan compensation.

- 15 • To develop policy, plan design and funding strategy for CPP and UNUM.

16 Plan of Union: The Central, North and Northwest Texas Conferences all offer CPP, with
17 variations in the coverage for $\frac{3}{4}$ time-appointed ordained and local pastors and those on
18 voluntary leave (personal, family or transitional). Coverage cannot be waived. There are
19 currently variations in how the premium is covered, with conferences either charging
20 churches directly at the rate of 3% of compensation (housing, plus cash salary) or including
21 the premium in the conference expenditures apportioned to the churches.

22 Regarding CPP: Coverage be extended to all individuals at least $\frac{3}{4}$ time-appointed to a
23 conference responsible appointment. Premiums for active participants to be billed directly
24 to the respective churches at the rate of 3% of plan compensation.

- 25 • To develop policy for employee leave.

26 Regarding voluntary leave: Voluntary leave, including for personal, family, or transitional
27 reasons, should be covered. Premiums for participants on voluntary leave are to be covered
28 by the Horizon Texas Annual Conference and included in the amount apportioned to
29 churches.

30 Regarding medical leave: Medical leave should be covered. Premiums for participants on
31 medical leave should be covered by the Horizon Texas Annual Conference and included in
32 the amount apportioned to churches.

- 33 • To continue to follow all restrictions on distributed funds previously held by the legacy
34 conferences.

Post-retirement medical benefits (ViaBenefits) for clergy of the Northwest Texas Conference who retired prior to January 1, 2023, and active clergy with service prior to January 1, 2023, will be paid by the Funding Reserve Trust.

The Legacy Plan, Ministerial Pension Plan (MPP), which was replaced by the Clergy Retirement Security Program (CRSP) effective January 1, 2007. Existing MPP account holders will continue to have funds invested and receive benefits from the plan.

LEGISLATIVE ITEM #6: EQUITABLE COMPENSATION (EFFECTIVE JULY 1, 2025)

WHEREAS, the Commission on Equitable Compensation will not take office until January 1, 2025; and

WHEREAS, there is considerable work to be done to identify gaps and other considerations to bring about equity among clergy regardless of age, gender or race;

THEREFORE, BE IT RESOLVED, that current minimum compensation base amounts from each legacy conference remain intact through the current appointment year, July 1, 2024 – June 30, 2025; and

BE IT FURTHER RESOLVED, that the Horizon Texas Annual Conference (HTC) conference accepts as policies the reports of the Joint Commission on Equitable Compensation effective July 1, 2025; and

BE IT FURTHER RESOLVED, that the HTC Commission on Equitable Compensation will bring a comprehensive plan for consideration at the 2025 annual conference to take effect January 1, 2026.

LEGISLATIVE ITEM #7: SEXUAL ABUSE PREVENTION POLICY

WHEREAS, the Central, North and Northwest Texas Annual Conferences want to protect children, youth and vulnerable adults under our care from sexual abuse; and

WHEREAS, the Unification Team endorsed a cross-conference workgroup, which examined existing policies among the three legacy conferences and current best practices; and

WHEREAS, this cross-conference workgroup produced a new “Children, Youth and Vulnerable Persons Abuse Prevention Policy” for local churches and district and conference events; and

WHEREAS, based on the work of this cross-conference workgroup, the Unification Team recommends that the Horizon Texas Annual Conference adopt the Children, Youth and Vulnerable Persons Abuse Prevention Policy =;

THEREFORE, BE IT RESOLVED, that the Horizon Texas Annual Conference (HTC) adopt the Children, Youth and Vulnerable Persons Abuse Prevention Policy for local churches and district and conference events (included as Addenda 1 and 2); and

BE IT FURTHER RESOLVED, that the HTC will implement this policy for all conference and district events effective January 1, 2025; and

BE IT FURTHER RESOLVED, that each church board of trustees present the Children, Youth and Vulnerable Persons Abuse Prevention Policy at its 2024 charge conference to be made effective no later than January 1, 2025.

BE IT FURTHER RESOLVED, that the HTC intends to provide each church with access to a MinistrySafe training and tracking control panel through a conference-level subscription.

Rationale:

Purpose

Our calling and mandate are to ensure a safe haven for all of God's people.

Throughout the gospels, Jesus taught about providing a peaceable kingdom for all of God's people, including our most precious gifts, our children and youth (Matthew 5:9, Luke 18:15-17). The peaceable kingdom begins with sanctuary. Scriptures provide examples of how sanctuary is to be a community of protective nurture and harmony (Psalms 20:1-2, 27:4-5).

As Christians, we are called to create a protective environment in our ministries. They must be holy, safe and protective communities for all of God's children, regardless of age or ability. The purpose of this policy is to address our communal responsibility for the well-being of children, youth and vulnerable persons at all local churches and at all district or conference-sponsored events.

Objective

The Horizon Texas Annual Conference of The United Methodist Church recognizes the need to have a formal, written policy with procedures in place to:

- Help prevent the opportunity for the occurrence and/or the appearance of abuse of children, youth and vulnerable persons;
- Help provide safeguards for workers from false accusations and/or suspicions;
- Hold accountable all those who minister in the name of Jesus Christ.

Policy Drafting Process

Workgroup members from across all three legacy conferences met over several months in early 2024 to evaluate existing policies across the three conferences and to draft a unified sexual abuse prevention policy for all churches in the HTC, as well as district and conference-sponsored events.

Members of the workgroup included:

- Tessa Armes, Northwest Texas Conference
- Joseph Bradley, North Texas Conference
- Rev. Holly Dittrich, Central Texas Conference
- Rev. Heather Gottas Moore, North Texas Conference
- Rev. Liz Greenwell, North Texas Conference,
- Jaime Montgomery, Northwest Texas Conference
- Christine Peirce, Central Texas Conference (Team Leader)
- Betsy Spencer, Central Texas Conference
- Rev. Emma Williams, North Texas Conference
- Rev. Faiana Prescott-Funaki, Central Texas Conference

Additional consultation was provided by Kevin Walters, HTC Director of Operations and CTC Safety System Administrator, and Gregory Love, an attorney and co-founder of MinistrySafe.

LEGISLATIVE ITEM #8: INTERIM POLICY CREATION PROCEDURE (EFFECTIVE JANUARY 1-JUNE 30, 2025)

WHEREAS, the Horizon Texas Annual Conference will be created on October 1, 2024, and, on January 1, 2025, will begin operations as the merged entity approved by this joint organizational conference; and

WHEREAS, the Unification Implementation Team and all of the Unification Sub-teams have worked diligently to think of all of the necessary decisions and resolutions required to operate the Horizon Texas Annual Conference; and

WHEREAS, it is impossible to consider every possible outcome; and

WHEREAS, the operations of the Conference should continue without the need for an additional special-called conference before the planned Annual Conference meeting,

BE IT RESOLVED, that in the interim period between January 1, 2025, and the first Horizon Texas annual conference, in the event of an issue of omission of decision or appropriate resolution from the Unifying Conference (“joint organizational conference”), or a conflict amongst the policies and procedures of the legacy conferences that have not been addressed by these joint organizational conference resolutions, this joint organizational conference authorizes the following procedure for creation of an appropriate Interim Policy: i) the Horizon Texas Annual Conference’s Lead Team and its appropriate subject subcommittee shall review the omission or the subject policies or procedures and craft an Interim Policy that harmonizes the policies and the procedures of the legacy conferences; ii) the Interim Policy shall then be referred for approval to the appropriate committee as set forth in *The Book of Discipline of the United Methodist Church, 2016*; and iii) the Interim Policy shall then be referred to the Horizon Texas Annual Conference’s Lead Team for approval. Upon approval by the HTC’s Lead Team, the Interim Policy shall be communicated to the group(s) affected, through official conference channels and then presented at the Horizon Texas Annual Conference for final and further approval.

1 LEGISLATIVE ITEM #9: HORIZON TEXAS ANNUAL CONFERENCE BUDGET 2025

2 FROM: Councils on Finance and Administration – Central, North and Northwest Texas Conferences
3 of The United Methodist Church

4 LEGISLATION:

5 The Councils on Finance and Administration approved the budget below (shown in thousands) and
6 recommend its acceptance by the HTC joint organizational conference.

HTC Proposed 2025 Budget		
Strategic Priorities		
Multiplication	\$ 2,511	
Diversity and Cultural Engagement	\$ 127	
Children and Youth	\$ 927	
Care and Healing	\$ 217	
Communications	\$ 62	
Salaries and Benefits	\$ 1,750	
		\$ 5,594
District Operations		
Salaries and Benefits	\$ 1,593	
Travel and Mission	\$ 475	
		\$ 2,068
Conference HQ		
Operations	\$ 1,182	
Office Administration	\$ 96	
Stewardship	\$ 279	
Salaries and Benefits	\$ 1,551	
		\$ 3,108
General Conference	\$ 2,276	
		\$ 2,276
Total Expense Budget		\$ 13,046
Apportionment Income		\$ 12,608
Funded from Reserves		\$ 438

7

8

LEGISLATIVE ITEM #10: GOVERNANCE AND ORGANIZATIONAL STRUCTURE

WHEREAS, the Plan of Union for the Central, North and Northwest Texas Conferences of The United Methodist Church was properly presented and approved at each of the respective 2024 Annual Conference sessions; and

WHEREAS, each respective conference approved a resolution entreating the South Central Jurisdiction of The United Methodist Church (SCJ) to take the following action during the 2024 SCJ Conference:

to authorize the Horizon Texas Annual Conference (HTC) to commence operations as a fully unified conference of The United Methodist Church after the completion of the joint organizational conference, in accordance with the Plan of Union adopted by the Central, North and Northwest Texas Conferences during their respective 2024 Annual Conference sessions; and

WHEREAS, the SCJ affirmed the above action at the 2024 conference; and

WHEREAS, the Plan of Union provided that the HTC would be formed in Texas by approving and adopting rules, regulations and bylaws consistent with *The Discipline* and the laws of the state of Texas; and

WHEREAS, the Plan of Union provided that the assets, liabilities and operations of the CTC, NTC and NWTC would merge into the HTC as soon as practicable; and

WHEREAS, *The Book of Discipline of The United Methodist Church, 2016*, provides as follows:

¶1604. Powers and Duties—1. The annual conference, for its own government, may adopt rules and regulations not in conflict with *The Discipline* of The United Methodist Church, provided that in exercise of its powers, each annual conference shall act in all respects in harmony with the policy of The United Methodist Church with respect to elimination of discrimination. (See ¶ 4, Article IV.)

THEREFORE, BE IT RESOLVED, that this joint organizational conference authorizes the filing of the necessary formation documents with the Secretary of State of Texas and authorizes the Board of Trustees of the HTC to adopt bylaws for the HTC consistent with *The Discipline* and the State of Texas; and

BE IT RESOLVED, that the HTC Board of Trustees authorized by this joint organizational conference immediately begin to prepare for the transfer of operations, assets, and liabilities of the merging legacy conferences in conjunction with the HTC officers, committees, and councils in order to facilitate the full operations of the HTC on January 1, 2025 as set forth in the Plan of Union; and

BE IT RESOLVED, that the HTC will be the sole member of the CTC, NTC and NWTC after January 1, 2025, and the Board of Trustees of the HTC will govern the remaining operations of the CTC, NTC and NWTC until their merger into the HTC is completed; and

BE IT FURTHER RESOLVED, that the HTC will be bound by the structure and governance as set forth in *The Discipline* and the Plan of Union, the Certificate of Formation of the Horizon Texas Annual Conference of The United Methodist Church and the Bylaws of the Horizon Texas Annual Conference of The United Methodist Church.

LEGISLATIVE ITEM #11: BOARD OF ORDAINED MINISTRY POLICY

WHEREAS the Central, North and Northwest Texas Annual Conferences have distinct policies and procedures for clergy continuing education and spiritual formation requirements, distribution of Ministerial Education Funds for seminary/Course of Study or Advanced Course of Study (COS/ACOS) and continuing education, clergy sexual ethics, clergy ethics and parsonage review; and

WHEREAS the responsibility of developing policies and procedures for the Horizon Texas Annual Conference (HTC) related to clergy continuing education and spiritual formation requirements, distribution of Ministerial Education Funds for seminary/Course of Study or Advanced Course of Study (COS/ACOS) and continuing education, clergy sexual ethics, and clergy ethics and parsonage review belongs in part to the HTC Board of Ordained Ministry (BOM); and

WHEREAS the HTC BOM will begin to function on January 1, 2025, and can reasonably be expected to present policies and procedures for clergy continuing education and spiritual formation requirements, distribution of Ministerial Education Funds for seminary/Course of Study or Advanced Course of Study (COS/ACOS) and continuing education, clergy sexual ethics, and clergy ethics and parsonage review in June 2025; and

WHEREAS the cabinet and clergy of the HTC will require guidance on the policies and procedures for clergy continuing education and spiritual formation requirements, distribution of Ministerial Education Funds for seminary/Course of Study or Advanced Course of Study (COS/ACOS) and continuing education, and parsonage review between January 1, 2025, and June 30, 2025; and

WHEREAS the cabinet and clergy of the HTC will require a consistent policy regarding clergy sexual ethics and clergy ethics between January 1, 2025, and June 30, 2025; therefore,

BE IT RESOLVED THAT from January 1, 2025 to June 30, 2025, clergy will adhere to the policies and procedures for clergy continuing education and spiritual formation requirements, distribution of Ministerial Education Funds for seminary/Course of Study or Advanced Course of Study (COS/ACOS) and continuing education, and parsonage review of the legacy conference to which they were a member of at the time of the Unification Conference held on September 28, 2024, and

BE IT FURTHER RESOLVED that, prior to January 1, 2025, and considering the policies of the Central, North and Northwest Texas Annual Conferences, the HTC BOM will determine a policy

1 regarding clergy sexual ethics and clergy ethics to which the clergy will adhere between January 1,
2 2025 and June 30, 2025.

3
4
5 **LEGISLATIVE ITEM #12: EXPENSE POLICY**

6 **WHEREAS**, the Central, North and Northwest Texas Conferences of The United Methodist Church
7 have distinct policies and procedures for administering business expenses; and

8 **WHEREAS**, the Horizon Texas Annual Conference (HTC) Council on Finance and Administration
9 (CFA) will begin to function on January 1, 2025, and can reasonably be expected to present an
10 updated business expense policy to the HTC in June 2025; and

11 **WHEREAS**, the HTC staff (clergy and laity) and clergy and laity performing work at the conference
12 level will conduct official business and require reimbursement for expenses incurred beginning
13 January 1, 2025; and

14 **WHEREAS**, the responsibility of developing a single, new business expense policy for the HTC
15 belongs in part to the HTC;

16 **THEREFORE, BE IT RESOLVED**, the legacy conferences' CFAs will continue to follow the expense
17 reimbursement policy of their respective conference through December 31, 2024; and

18 **BE IT FURTHER RESOLVED**, the legacy conferences' CFAs, in conjunction with the Stewardship
19 Team, will develop a new business expense policy after the joint organizational conference. Once
20 finalized, the legacy conferences' CFAs will formally vote to recommend the business expense
21 policy to the HTC CFA, effective January 1, 2025.

22
23
24 **LEGISLATIVE ITEM #13: CLERGY MOVE POLICY**

25 **WHEREAS**, the Central, North and Northwest Texas Annual Conferences have distinct policies and
26 procedures for covering moving expenses of clergy in the itinerant appointive system ("moving
27 policy"); and

28 **WHEREAS**, the responsibility of developing a moving policy for the Horizon Texas Annual
29 Conference (HTC) belongs in part to the HTC Council on Finance and Administration (CFA); and

30 **WHEREAS**, the HTC CFA will begin to function on January 1, 2025, and can reasonably be expected
31 to present a moving policy to the HTC in June 2025; and

32 **WHEREAS**, the cabinet and clergy of the HTC will require guidance on the moving policy between
33 January 1, 2025, and June 30, 2025; therefore,

BE IT RESOLVED, from January 1, 2025, to June 30, 2025, for moves within the bounds of a single legacy conference, the moving policy of that legacy conference will be applied; and

BE IT FURTHER RESOLVED, from January 1, 2025, to June 30, 2025, for moves from one legacy conference to another, the cabinet will harmonize the moving policies of the legacy conferences involved in the most fair and equitable way possible.

LEGISLATIVE ITEM #14: ESTABLISHING AN INVESTMENT COMMITTEE

FROM: Councils on Finance and Administration – Central, North and Northwest Texas Conferences of The United Methodist Church

LEGISLATION:

The Councils on Finance and Administration move that an Investment Committee be established in accordance with *The Book of Discipline of the United Methodist Church, 2016* (§613).

LEGISLATIVE ITEM #15: DESIGNATING HORIZON TEXAS ANNUAL CONFERENCE DEPOSITORIES

FROM: Councils on Finance and Administration – Central, North and Northwest Texas Conferences of The United Methodist Church

LEGISLATION:

The Councils on Finance and Administration are hereby directed to evaluate and determine new depositories for the Horizon Texas Annual Conference, as stated in *The Book of Discipline of The United Methodist Church, 2016* (§ 616).

LEGISLATIVE ITEM #16: RENTAL HOUSING ALLOWANCES FOR RETIRED OR DISABLED CLERGYPERSONS OF THE HORIZON TEXAS ANNUAL CONFERENCE

BACKGROUND: To be in compliance with the Internal Revenue Service as it relates to clergy housing, this joint organizational conference of the Central Texas Annual Conference, the North Texas Annual Conference, and the Northwest Texas Annual Conference (the “legacy conferences”), in accordance with its authority under the Plan of Union, must adopt the following resolutions

1 relating to rental/housing allowances for active, retired, or disabled clergypersons of the legacy
2 conferences or the Horizon Texas Annual Conference.

3 **WHEREAS**, the religious denomination known as The United Methodist Church (the “Church”), of
4 which the legacy conferences are and the Horizon Texas Annual Conference will be a part, has in
5 the past functioned and continues to function through Ministers of the Gospel (within the meaning
6 of Internal Revenue Code section 107-see IRS publication 517) who were or are duly ordained,
7 commissioned or licensed ministers of the Church (“Clergypersons”); and

8 **WHEREAS**, the practice of the Church and of the legacy conferences was and is to provide active
9 Clergypersons with a parsonage or a rental/housing allowance as part of their gross compensation;
10 and

11 **WHEREAS**, pensions or other amounts paid to active, retired and disabled Clergypersons are
12 considered to be deferred compensation and are paid to active, retired and disabled Clergypersons
13 in consideration of previous active service; and

14 **WHEREAS**, the Internal Revenue Service has previously recognized the legacy conferences as the
15 appropriate organizations to designate a rental/housing allowance for Clergypersons who are or
16 were members of this Conference and are eligible to receive such deferred compensation; and

17 **WHEREAS**, the joint organizational conference desires to continue this policy with the Horizon
18 Texas Annual Conference,

19 **NOW, THEREFORE, BE IT RESOLVED THAT** an amount equal to 100% of the pension or disability
20 payments received from plans authorized under *The Book of Discipline of the United Methodist*
21 *Church, 2016* (the “*Discipline*”), which includes all such payments from Wespath during the year
22 2025 by each active, retired, or disabled Clergyperson who is or was a member of the legacy
23 conferences or a member of the Horizon Texas Annual Conference, be and hereby is designated as
24 a rental/housing allowance for each such Clergyperson; and

25 **BE IT FURTHER RESOLVED THAT** the pension or disability payments to which this rental/housing
26 allowance applies will be any pension or disability payments from plans, annuities, or funds
27 authorized under the *Discipline*, including such payments from Wespath or fund authorized under
28 the *Discipline*, that result from any service a Clergyperson rendered to the legacy conferences or
29 the Horizon Texas Annual Conference or that an active, a retired, or a disabled Clergyperson of the
30 legacy conferences or the Horizon Texas Annual Conference rendered to any local church, annual
31 conference of the Church, general agency of the Church, other institution of the Church, former
32 denomination that is now a part of the Church, or any other employer that employed the
33 Clergyperson to perform services related to the ministry of the Church, or its predecessors, and
34 that elected to make contributions to, or accrue a benefit under, such a plan, annuity, or fund for
35 such active, retired or disabled Clergyperson’s pension or disability as part of his or her gross
36 compensation.

NOTE: The rental/housing allowance that may be excluded from a Clergyperson's gross income in any year for federal income (and, in most cases, state) tax purposes is limited under Internal Revenue Code section 107 (2) and regulations there under to the least of: (1) the amount of the rental/housing allowance designated by the Clergyperson's employer or other appropriate body of the Church (such as this Conference in the foregoing resolutions) for such year; (2) the amount actually expended by the Clergyperson to rent or provide a home in such year; or (3) the fair rental value of the home, including furnishings and appurtenances (such as a garage), plus the cost of utilities in such year. The rental/housing allowance does not apply to the lay surviving spouse of a Clergyperson. Each clergyperson or former Clergyperson is urged to consult with his or her own tax advisor to determine what deferred compensation is eligible to be claimed as a housing allowance exclusion.

RESOLUTIONS

RESOLUTION #1: OUR INTERNATIONAL MISSION FOCUS

We recognize, as United Methodists, that a major reality affecting many aspects of our common life is global migration. Global migration is defined as the movement of peoples (both individuals and groups) across international borders. Migration is a broad category which includes immigrants (people moving to a different country with the intent to settle permanently or temporarily). It also includes refugees, asylum seekers, and internally displaced persons. We acknowledge that our story as people of faith includes migrations, such as the exodus (no need to capitalize as event – only if the book is being cited) from Egypt, times of exile and return, as well as the missionary endeavors of Jesus, His disciples, Paul and others.

People today, as with our forebears in the faith, migrate to attain different ends. For some it is the prospect of a better life for themselves and their families, for others it is protection from conflict, violence, persecution, or fleeing the effects of natural disasters. Migration is now a global phenomenon. Roughly 3.6% of the global population is classified as “migrants,” which translates to 281 million people. Were they a nation to themselves, they would be the fourth largest by population, behind India, China and the United States. Europe and Asia are home to the most international migrants, while Latin America and the Caribbean have the fastest growing international migrant populations. The United States has more international migrants than any other single country.

1. Whereas global migration patterns continue to impact communities worldwide, necessitating compassionate responses grounded in our faith values; and
2. Whereas millions of individuals are displaced annually due to conflict, persecution, poverty, and environmental factors, seeking refuge and opportunity in new lands; and
3. Whereas The United Methodist Church (UMC) affirms the dignity and worth of every individual regardless of nationality or migration status; and
4. Whereas United Methodist church-related organizations are actively engaged in supporting migrants and advocating for their rights; and
5. Whereas the General Board for Global Ministries supports migrant communities globally through humanitarian aid, development projects, and advocacy efforts, promoting social justice and reconciliation; and
6. Whereas The Horizon Texas Annual Conference wants to embrace a holistic approach by a missional focus on global migration, while allowing local churches to find their unique participation;

THEREFORE, BE IT RESOLVED THAT the Horizon Texas Annual Conference:

-
1. Commits to welcoming migrants, acknowledging their inherent dignity and right as people to move across borders.
 2. Encourages local churches to continue to support the work of United Methodist church-related organizations and other non-profit organizations that support migration efforts.
 3. Strongly encourages partnership with migration organizations vetted through the General Board of Global Ministries.
 4. Will provide implementation recommendations through the new Conference Board of Global Ministries at the 2025 annual conference, aimed at guiding focused efforts by Horizon Texas Annual Conference churches.

HORIZON TEXAS UNIFYING CONFERENCE INITIAL REPORTS

An updated copy of this Workbook with additional reports will be published to the conference websites and htcumc.org on Thursday, September 12.

REPORT FROM THE NAMING SUB-TEAM

Naming the Districts of the Horizon Texas Annual Conference

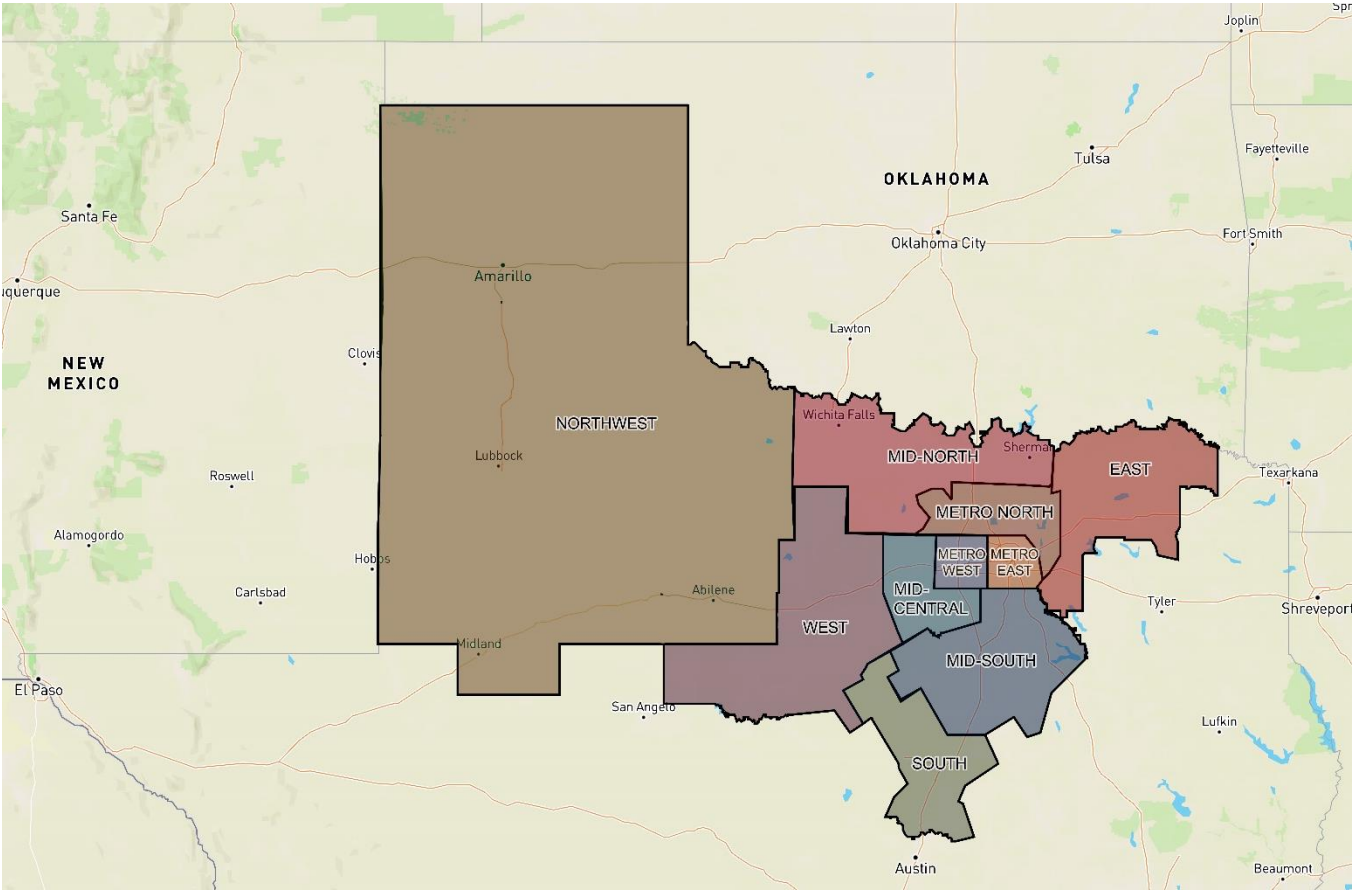
As the Central, North and Northwest Texas Annual Conferences unify to become the Horizon Texas Annual Conference, districts will play a crucial role in fostering connection and providing training and missional opportunities. District names offer an opportunity to provide clarity and identity within the annual conference and can aid members in learning a new, expanded geography. In considering new names for the HTC districts, Naming Sub-Team members considered how best to introduce directional names for the districts, while simultaneously:

- Retaining names wherever possible,
- Eliminating duplicate names, and
- Avoiding repurposing names in a way that could lead to confusion in conducting conference business.

The Book of Discipline of the United Methodist Church, 2016 authorizes the bishop “to form the districts after consultation with the district superintendents” while giving the annual conference the authority to determine the number of districts (§1415.4). In an effort to reflect the new conference’s geography and maintain consistency wherever possible, the bishop and the district superintendents, in collaboration with the Naming Sub-Team, have affirmed the following district names to be used effective January 1, 2025:

Current Name	HTC District Name
East District, CTC	Metro West District
East District, NTC	East District
Central District, CTC	Mid-South District
Lubbock District, NWTC	Northwest District
Metro District, NTC	Metro East District
North District, CTC	Mid-Central District
North Central District, NTC	Metro North District
Northwest District, NTC	Mid-North District

South District, CTC	South District
West District, CTC	West District



ADDENDA

ADDENDUM 1: CONFERENCE/DISTRICT EVENTS POLICY

**Horizon Texas Annual Conference
of The United Methodist Church**

**Conference and District Events
Children, Youth and Vulnerable Persons
Abuse Prevention and Protection Policy**

2025

CONTENTS

INTRODUCTION	2
PURPOSE, OBJECTIVE AND SCOPE	2
DEFINITIONS AND TERMS	3
WORKER SCREENING AND TRAINING REQUIREMENTS	4
SAFETY COMMITTEE	5
PROCEDURES AND COMPLIANCE	6
REPORTING OF INCIDENTS/ABUSE	12
COMMUNICATION POLICY ON MEDIA COVERAGE	16
OF INCIDENTS INVOLVING PROTECTED PERSONS	16
STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT	18

INTRODUCTION

Dear Volunteer or Staff Member,

The Horizon Texas Conference of the United Methodist Church (HTC) takes our responsibility to care for children, youth, and vulnerable adults very seriously. These policies and procedures are intended to facilitate a safe and nurturing environment in which children, youth, and vulnerable adults can grow in relationship with Jesus Christ. Our goal is to protect them, you, and the mission of the conference. Consequently, the HTC will strictly enforce these policies and procedures. After you have carefully read this policy manual, please sign and return the agreement form near the end.

PURPOSE, OBJECTIVE AND SCOPE

Purpose

Our calling and mandate is to ensure a safe haven for all of God's people.

Throughout the gospels, Jesus taught about providing a peaceable kingdom for all of God's people, including our most precious gifts, our children, and youth (Matthew 5:9, Luke 18:15-17). The peaceable kingdom begins with sanctuary. Scriptures provide examples of how sanctuary is to be a community of protective nurture and harmony (Psalms 20:1-2, 27:4-5).

As Christians, we are called to create a protective environment in our ministries. They must be holy, safe and protective communities for all of God's children, regardless of age or ability. The purpose of this policy is to address the communal responsibility of our children, youth, and vulnerable persons at all local churches, and at all district or annual conference sponsored events.

Objective

The HTC recognizes the need to have a formal, written policy with procedures in place in order to:

- help prevent the opportunity for the occurrence and/or the appearance of abuse of children, youth, and vulnerable persons
- help provide safeguards for workers from false accusations and/or suspicions
- hold accountable all those who minister in the name of Jesus Christ.

The following policies and procedures are intended to protect our children, youth, vulnerable persons, workers, employees, volunteers and the entire church body. Careful and confidential documentation is essential to show compliance with policies, to verify information as needed, and to have an accurate record in the case of an incident.

Policy Scope

This policy and its provisions shall apply to all workers, including all paid and unpaid persons, whether lay or clergy who have any direct or indirect contact with children, youth, and other vulnerable/protected persons who participate in any activities or events sponsored by the HTC.

This policy shall apply to all district and conference events. A local congregation may strengthen the Horizon Texas Conference policy but may not alter the minimum standards established by the Horizon Texas Conference or those standards mandated by the State of Texas' licensures. It is required that a review of this policy be conducted with all leaders by the Event Leader or Safety System Administrator prior to each event involving children, students, and vulnerable adults.

DEFINITIONS AND TERMS

Regarding Individuals/Persons:

- **Protected Persons:** all children, youth, and vulnerable adults participating in, and served by, programs and activities of the HTC.
- **Minor:** In the state of Texas, any person under 18 years of age and has never been married or declared an adult by a court.
- **Vulnerable Adult:** Any person 18 years or older who is in need of special care, support, or protection due to diminished physical, mental, or emotional capacities that increase the risk of maltreatment or abuse.
- **Adult:** anyone over 18 years of age and/or declared adult by a court.
- **Worker:** Any individual aged 18 years or older, whether paid or unpaid, who is involved in the leadership, supervision, or management of an event, program, or ministry that involves Protected Persons. All Workers must have completed the Abuse Prevention Certification process and remain current.
- **Event Leader:** Primary organizer and contact for any event or gathering
- **Safety System Administrator (SSA):** when used herein, refers to the person/s who is responsible for administering the Abuse Prevention system within the district or HTC.
- **Registered or Reported Sex Offender:** (UMC definition from GCSRW)- Someone who has admitted guilt to a sex offense or guilt has been proven. Sex Offender- In the state of Texas: An individual who has been convicted or adjudicated of a sexual offense as outlined in the Texas Penal Code and includes a wide range of offenses, from rape and sexual assault to possession of child sex-abuse material/child pornography. It extends beyond those incarcerated and includes individuals released on probation or parole.

Note: For HTC programming purposes, someone who has been arrested for or has charges pending for a sex offense should be kept from serving vulnerable persons until the criminal investigation has been completed and found not guilty. A similar protocol should pertain to those with charges for lesser sex offenses and/or those sex offenses settled through deferred adjudication, where/when records can be sealed or expunged.

- **Professional:** According to the state of Texas, a professional is any person licensed by the state or who works in a facility operated by the state who has direct contact with children in the course of their job. Clergy and staff in this policy are considered professionals.
Some examples are: doctors, nurses, medical aides and other health care workers, principals, teachers, aides and school personnel, coaches, child care staff, program staff serving children and youth, counselors, therapists, social workers, attorneys and law enforcement officers, clergy and church staff.
- **Mandatory Reporter:** According to the state of Texas, any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person.

Regarding Abuse/ Misconduct:

- **Abuse:** any act or omission that endangers, injures, or impairs a person's physical, mental, emotional, or spiritual health; whether threatened or inflicted, intentional or due to negligence; adult to adult, adult to protected person, or protected person to protected person, protected person to adult.

Regarding Supervision

- **Two Worker Rule:** At any given time, there are two currently certified, unrelated adult Workers.
- **Conference Safety Committee:** This committee includes the Director of Child and Youth Empowerment, and representatives from across the conference including representation of children, youth, camping, and parents as selected by the Board of Trustees.

WORKER SCREENING AND TRAINING REQUIREMENTS

Careful screening of applicants is one way to prevent abuse. Screening calls for a careful gathering and review of information in search of those who can provide safe and caring supervision in a safe environment.

- **Church to Church and Church to Conference Workers**
 - A Worker who has been screened and trained through an HTC church can have their certification recognized for conference and district events if their church certifies to the HTC in writing that the Worker has completed and maintained all requirements. The Church-to-Church compliance form must be used for this purpose.
- **Application Requirements**
 - Applicant must have been an active participant for at least six months in an HTC church before serving in any area involving Protected Persons as a volunteer. Employees are exempt from this provision.
 - Applicant must sign a consent for background and reference checks.
 - Applicant must sign a statement as to whether or not they have ever been accused of, participated in, or been convicted of sexual misconduct.
- **Screening Requirements**
 - Multi-jurisdictional searches and sex offender background checks must be conducted on all employees and volunteers who work with Protected Persons. Workers who may drive Protected Persons should also have a motor vehicle records report.
 - A minimum of two references must be contacted for previous places served or worked. Emails and notes should be kept on file.
 - Persons with a criminal history of any of the following types of offenses shall not be allowed to serve in any ministry with Protected Persons:
 - Child abuse, whether physical, emotional, sexual, or neglectful
 - Violent offenses, including murder, rape, assault, domestic violence, etc.
 - A drug-related conviction within the five years immediately prior to application.

- Persons having a criminal history of DUI or DWI conviction within the ten years immediately prior to application shall not be allowed to act as a driver.
 - Deferred adjudications regarding any of the above.
- **Training Requirements**
 - Applicant must complete the MinistrySafe Sexual Abuse Awareness Training (live or online) or a Horizon Texas Conference approved alternative which should address the following:
 - The definition and recognition of child abuse
 - HTC policy and procedures on child abuse and the reasons for having them
 - Appropriate behavior for teachers and leaders of protected persons including appropriate interpersonal boundaries
 - Characteristics of an abuser, including addressing stereotypes and false narratives of a majority of abusers being unknown to the victim, and barriers
 - The grooming process, including behaviors that are not normal or acceptable
 - Key indicators of child sexual abuse, and includes regressive behaviors and key effects on the victim
 - Why protected persons do not report, including current reporting statistics
 - Abuse reporting responsibilities and procedures, including what requires reporting to supervisors and possibly outside authorities and education on the state requirement to report reasonable suspicion
 - Applicants must read the abuse prevention policy and receive training on procedures. The applicant must sign a statement that they have read the policy, received appropriate training, and agree to adhere to the policy.
- **Requirements to Maintain Certification**
 - Each year, Workers must review the abuse prevention policy, and sign a statement that they have read the policy, received appropriate training, and agreed to adhere to the policy
 - Background checks must be renewed every two years.
 - Workers must renew MinistrySafe Sexual Abuse Awareness Training (live or online) every two years.

SAFETY COMMITTEE

Safety committee

Recognizing the importance of providing and maintaining a safe environment for Protected Persons, the HTC trustees will appoint and maintain a Safety Committee, which will meet once each quarter.

Mission Statement

The purpose of the Safety Committee is to enable the HTC to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

Composition

The HTC trustees will determine the composition of the Safety Committee. Attention should be given to include those from a diversity of ministry contexts and experiences.

Meetings

Meetings will be chaired by the Safety System Administrator (SSA) or another committee designee. Meetings of the Safety Committee will be held on a quarterly basis to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

Responsibilities

The Safety Committee will be charged with the following duties:

1. Applying existing policies and procedures related to the safety of Protected Persons and risk management issues.
2. Monitoring all ministries with Protected Persons for ongoing compliance with safety policies.
3. Making recommendations to the HTC trustees regarding safety issues.

PROCEDURES AND COMPLIANCE

Supervision Basics, Including Ratios

The HTC is committed to providing adequate supervision in ministries with Protected Persons.

- **Unrelated adults** - meaning more than one separation of family ties, therefore cannot be spouses, parent and child, or siblings

Ratios: Any required State of Texas childcare minimum standards must be followed. The chart below shows the minimum number of workers and the pattern required for care and supervision

Workers	Infants	Toddlers	Preschool	Elementary	Youth
2	5	8	10	15	30
3	7	12	15	22	45
4	10	16	20	30	60
5	12	20	25	37	75

Supervision of Protected Persons

Requirements:

- Two unrelated Workers must always be present and actively monitoring any rooms or areas with Protected Persons
- There should be two Workers per:
 - Every five infants (0-1 year)
 - Every eight toddlers (1-3 years)
 - Every 10 preschoolers (3-5 years)
 - Every 15 elementary school students (5-11 years)
 - Every 30 youth (12-18 years)
- For nursery care, at least one Worker should be present who is trained and certified in First Aid and CPR.
- Unauthorized visitors will not be allowed to remain at the event.

Whenever necessary:

- Any one-to-one mentoring or consulting shall be conducted in sight of another Worker.
- For youth (6th-12th): Understanding that there is safety in numbers, one Worker can be in contact with multiple youth so long as they are in line-of-sight of other Worker(s).
- Primary youth event leaders must be at least five years older than the oldest Protected Person being served, and all additional youth Workers must be one year post-high school or equivalent and five years older than the oldest Protected Person under their direct supervision.
- For groups larger than the ratio above students, a minimum of three unrelated Workers will supervise at the standard in the chart above.

Building Safety

The Event Leader must ensure that any area designated for ministries with Protected Persons is monitored during programming or classes. This will include unobserved monitoring of Workers and Protected Persons.

- After every programming event, Workers must ensure every room and restroom is checked prior to leaving.
- No Protected Person will ever be left unattended or unsupervised.
- Workers are prohibited from being alone with an individual Protected Person in any room or building. In the event a Worker finds himself/herself alone with a single Protected Person, that individual will take the Protected Person to a room or building occupied by others, or to a location easily observed by others

Examples: a Protected Person is the last to be picked up by a parent, move to an adjoining room where other workers are present. In the case of a Protected Person wishing individual conversation or counsel with a Worker, move to an adjoining room where other Workers are present.

- Workers are to circulate, watching Protected Persons, giving particular attention to the areas that are not easily seen from all viewpoints (Examples: under slides, in corners, behind structures, empty classrooms)
- Any two Protected Persons together in an unseen or less easily viewed area should be redirected to another, more open, area.

Restroom and Showering

Adult Restroom

Due to the nature and required privacy for adults to maintain the appropriate boundaries, it is highly recommended to have a restroom reserved as adults only for the term of the event. It is recommended to have clear signage for all Protected Persons and ways of notifying adults of the location.

Nursery children

Because nursery children may require complete assistance with their bathroom activities, all Workers will observe the following policies:

- Diapering
- Changing of diapers should be done in plain sight of another Worker.
- Children will never be left unattended on changing tables.
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Any special needs child, youth or vulnerable adult (over the age of 4 years) should be changed by the child's parent or legal guardian.
- Toilet training
- When young children are utilizing the bathroom, the door will be left partially open.
- Young children will never be left unmonitored in bathrooms.
- If a Worker must enter a single-use restroom or stall to assist a child, the door should remain open.
- Any assistance with the straightening or fastening of garments should be done in the presence of another Worker.

Elementary-age children

Elementary-age children may be accompanied to the restroom for supervision and assistance when needed. However, children should receive the minimum amount of assistance needed based upon their individual capabilities.

- A Worker should never be unmonitored with a child in the restroom.
- If a Worker must go into the restroom to check on an individual child, he or she should seek out another Worker to accompany him/her.
- If another Worker is not available to accompany, he/she should go to the exterior restroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to

verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

- Any assistance with the straightening or fastening of garments should be done in the presence of another Worker.
- In public contexts, the "rule of three" - one Worker and at least two Protected Persons should be followed when going to the restroom.
- Be aware if a student repeatedly leaves to use the restroom and stays there for unusual periods of time. Report unusual behavior to a supervisor.

Showering

- Workers must shower separately (either at a different time or different location) from Protected Persons.
- When Protected Persons shower, a Worker should stand within earshot to assist, as needed.
- If the child requires assistance in the shower, the Worker should stand in the open doorway and try to verbally assist the child in completing their activities, while the child remains behind the door of the stall.
It is recommended that a second Worker be within line of sight at all times. It is also recommended that anytime safety is compromised in a situation like the one above or other times, please document with the designated leader(s) of your event.
- Any assistance with the straightening or fastening of garments should be done in the presence of another Worker.

Discipline Process

It is policy that Workers are prohibited from using physical discipline in any manner to manage the behavioral needs of Protected Persons. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by Protected Persons. Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the Event Leader. Therefore, Event Leaders and Workers must always have contact information for each Protected Person.

For children, the following best practices are recommended:

- Children are to be disciplined using time-outs and other non-physical methods of behavior management once removed from other children.
- Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
- If the behavior does not cease, remove, or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
- Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
- Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
- Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
- Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs, give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
- Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

For youth, the following best practices are recommended:

- If a youth is unruly or fails to comply with verbal warnings or instructions from Workers, that youth will be asked to leave (if not endangered by doing so), or the youth's parent/guardian will be contacted to pick up the youth. In the event of a fight or physical altercation, a Worker will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the Event Leader.

Illegal Substance Use

Intoxicants

Both Workers and Protected Persons are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs (including marijuana) while participating in any HTC-sponsored events, while traveling with Protected Persons, or while working with or supervising Protected Persons. Workers are responsible for monitoring Protected Persons. If a Worker encounters any alcohol or illegal drugs, the Worker must report to the Event Leader.

Tobacco Use and Vaping

HTC-sponsored events are tobacco-free. The HTC requires Workers to abstain from the use or possession of tobacco or vaping products while in the presence of Protected Persons or their parents/guardians, or during any HTC-sponsored events. If any Worker encounters a Protected Person using or in possession of tobacco or vaping products, they must report to the Event Leader.

Medication

Prescription medication will be given to a Protected Person by a Worker designated by the Event Leader with a doctor's prescription. All medication, including over-the-counter medication, must be in the original packaging, and a health information sheet must be signed by a parent or guardian. The only exceptions to this policy are diaper ointment and insect bite cream. Workers may keep their own prescription medication as long as it is kept away from all Protected Persons.

Release of Children Returning to Appropriate Adults

Release of Children

At any time that a child has been entrusted to our Workers, the HTC incurs responsibility for the safety and well-being of the child. Workers must act to ensure the appropriate supervision and safety of children in their charge. Workers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of HTC-sponsored events. It is presumed a person who drops off a child has the authority to pick up the child. In the event that Workers are uncertain of the propriety of releasing a child, they should immediately locate or contact the Event Leader before releasing the child.

Teen Drivers

Students who are licensed drivers will not be allowed to drive themselves from the event to an off-site HTC event. Occasional exceptions may be made in consultation between the Event Leader, Parents/Guardians, and student.

Sleeping Arrangements

General Requirements for all Overnight Events:

- All programmed overnights must be approved by the HTC Director of Child and Youth Empowerment and receive permission from parents.
- At least two screened, unrelated Workers (based on age-appropriate ratios) must be present for all overnight trips or events with Protected Persons.
- The Event Leader will carry signed permission slips, including permission for emergency care for each Protected Person.
- No overnights are allowed on district or conference property unless part of a ministry-sponsored event.
- No overnight between any Worker and an *unrelated* Protected Person may occur in any context. If family relationships exist wherein overnights may occur between 'family friends', these relationships must be communicated to a ministry supervisor.

- For any overnight event, the Event Leader will provide the parents/guardians with safety plan information (activity, travel, location, other groups present) before the event.
- Appropriate sleeping attire must be worn.
- There is *never* an appropriate time when *one* Worker should room with an unrelated Protected Person.

Additional considerations for dormitory or large room-style housing settings:**Requirements:**

- As long as Protected Persons are awake, at least one Worker must also be awake and monitoring.
- "One-person-to-a-bag or blanket" rule. All Workers and Protected Persons will use single sleeping bags and/or blankets.

Whenever Possible:

- There should be at least one Worker of each gender identity represented among the youth participants. Care and attention should be given to the unique gender makeup of the group.
- At events where one gender identity is present, at least one of the Workers should be of the same gender identity as the Protected Persons present.
- At least two Workers should sleep in the same room as the full group of Protected Persons. They should choose spaces near doors, windows, or other entrances and exits. It is best for Workers not to congregate together but to be spread out throughout the room to be an established presence. However, the Worker's sleeping area should be a five-foot distance from the sleeping areas of the protected persons.

Additional considerations for hotel-style housing settings:**Requirements:**

- All Workers will be in separate keyed rooms from Protected Persons.
- Workers will make random monitoring hall trips.
- One Protected Person per bed.

Whenever Possible:

- Hotel doors should open to an interior building, not to the outside.
- All hotel rooms should be on the same floor.
- At least one Worker room before the elevator/exit for Protected Persons.
- A Worker's room should be between two Protected Persons' rooms.
- Place tape over the door opening to confirm if Protected Persons have exited their rooms outside of expected hours.

Additional considerations for all gender sleeping arrangements:**Requirements:**

- If possible, offer selection for parents to choose between the "cabin" that corresponds to the camper's gender, or select "all gender."
- Parents should be informed in advance of booking the trip if all gender sleeping will be possible.
- Protected Persons will sleep 5+ feet away from each other.
- Workers will sleep 10+ feet away from Protected Persons.

Additional considerations for personal home housing settings:**Requirements:**

- Hosts of the home will be screened, even if they will not attend the overnight event.

Whenever Possible:

- Hosts of the home should sign a covenant regarding the safety of protected persons. This should include information regarding medications, drug paraphernalia, guns, alcohol storage, and pool access and safety.

Social Media and Digital Contact Post HTC Events

The HTC strongly recommends that these social media and digital communications practices are implemented in ways that best fit the HTC's ministry context.

Seeking to provide a safe environment for Protected Persons, it shall be within the scope of our ministry to educate parents/guardians, youth, and children on the safe use of social media platforms. It is recommended that parents/guardians always monitor their child's/student's social media interactions.

In today's digital age, the omnipresence of images on the internet raises critical considerations regarding privacy, consent, and long-term consequences, particularly for Protected Persons. Once an image is uploaded, it can propagate endlessly across various online platforms, often beyond the control of the individual who uploaded it. This perpetual visibility underscores the urgency of implementing robust safeguards to protect the privacy and dignity of Protected Persons, ensuring that their images are not exploited or used inappropriately. As responsible stewards of online content, it is imperative for individuals, organizations, and internet platforms to prioritize respect for privacy, obtain informed consent before sharing images, and empower minors with the tools and knowledge to navigate the digital landscape safely and securely.

For HTC events, a photography/videography release form for parent/guardian consent shall be part of the registration paperwork. HTC events shall also designate representatives to photograph and/or video during the event.

To the best of the HTC's ability:

1. Workers and any adults shall NOT use social media of any type to share photographs or video of Protected Persons anywhere on the internet except with specific written permission by 1) the HTC or designated media representatives; and 2) the parents/guardians of the Protected Persons.
2. Workers and any adults shall NOT post personal or identifying information of Protected Persons, with or without photos or videos, anywhere on the internet without specific written permission by 1) the HTC; and 2) the parents/guardians of the Protected Persons.
For example, pictures of Protected Persons will not have names posted or have parents "tagged." If a testimony of a Protected Person is used, source it as a camper or youth of XYZ camp or event name.
3. Workers and any adults shall NOT ask a Protected Person to be a "friend" using any type of social media, such as Facebook or others mentioned above. If a worker receives a "friend" request from a Protected Person, confirm that it is with the knowledge and permission of their parents/guardians. Keep conversations out of direct messages since this creates a one-on-one environment.
4. Workers and any adults shall NOT ignore or fail to act upon any material that raises suspicion that a Protected Person has been or will be abused/neglected/exploited. The Event Leader should be contacted immediately in compliance with Texas law and this policy. If the suspicion is determined after the event, any adults shall contact the chair of the HTC's Safety Committee.
5. Workers and any adults shall NOT use email, texting, phone calls, or other social media to communicate with Protected Persons in inappropriate ways. Inappropriate communication may involve, but is not limited to, discussions of a sexual nature, sexting, sharing inappropriate pictures (including but not limited to memes, pictures, GIFs, etc.), manipulation, harassment, intimidation, or grooming issues. Prolonged private discussions between an adult and a Protected Person are also inappropriate, much like it is inappropriate for a face-to-face discussion of this type to take place with no additional supervision. Therefore, direct digital conversations should be in group chats or group messaging. Conversations through social media should always be conducted by means that can be recoverable (e.g., email, text message, voicemail, Facebook). It is always strongly recommended that parents/guardians be aware of communication that exists between their child and any adult.
6. To the best of the conference's ability, special care should be used to protect the identity and images of foster children or children protected under a court order.

Transportation

Workers may, from time to time, be in a position to provide transportation for Protected Persons. The following requirements must be strictly observed when transporting Protected Persons to and from events:

- Drivers must have the proper training for volunteering and a background check that includes a motor vehicle record search. These documents should remain on file and up to date per HTC and insurance policy requirements.
- Drivers must have a valid driver's license for the vehicle being operated. For example, a commercial driver's license is required to drive a HTC bus with a certain number of seats. A copy of the driver's license should be on file in the HTC office.
- When a Protected Person is transported in any vehicle, the driver must be either the Protected Person's parent/guardian or a Worker.
- Drivers must meet the age and other requirements of the HTC insurance regulations.
- Protected Persons should be transported directly to their destination. Unauthorized stops in a non-public place must be avoided.
- Avoid transportation circumstances that leave only one Protected Person in transport.
- Avoid physical contact with Protected Persons while in vehicles.
- Absent an emergency, drivers may not use cell phones while transporting Protected Persons (other than navigation applications for directions). In an emergency, stop the vehicle to use the cell phone unless a stop cannot safely occur. Texting or other cell phone use is strictly prohibited while driving.
- In transportation, the **TWO-WORKER RULE** or **RULE OF THREE** must be followed.
- Never instruct a student to drive other students to a ministry event.
- Transport only the number of Protected Persons for whom you have seatbelts.
- Seatbelts must be worn at all times while in the vehicle.

When necessary

- Drivers should receive training for any HTC-owned vehicle being operated.
- Youth who drive their own vehicles should be reminded regularly of the importance of vehicle safety.
- Any use of a ride-share service should be scheduled by a parent or guardian and drop-off/pickup confirmed by the parent/guardian with the Event Leader.
- Vehicles used should be properly maintained and receive proper safety inspections.
- Emergency Procedures should be in place in the event that assistance is required while transporting Protected Persons.
- A protocol should be established for reporting and documenting any incidents or accidents that occur during transportation, including whom to notify and how to document the event.
- Care should be taken to make sure that accessibility is considered for transporting individuals who may need special accommodations.

REPORTING OF INCIDENTS/ABUSE

1. When a Worker suspects that abuse or any suspected violation of the Texas Penal Code is taking or has taken place, they must call 911 and report the abuse to the appropriate local law enforcement agency and/or the **Department of Protective and Regulatory Services (800-252-5400)**.
 - The Worker must contact the Event Leader immediately and cooperate fully with the investigation conducted by law enforcement officials or child protective services.
 - Texas Department of Family and Protective Services: 1-800-252-5400
www.dfps.state.tx.us/Contact_Us/report_abuse.asp
 - National Sexual Assault Hotline: 1-800-656-4673
2. If sexual assault, consider going to a Sexual Assault Nurse Examiner (SANE).
3. Address any needs the Protected Person may have, medical or otherwise.

4. Report to the Event Leader and the HTC Director of Youth and Children Empowerment.
5. Report to the parent(s) and/or legal guardians(s).
6. The person suspected of abuse (respondent) shall, if present, for the safety and well-being of the Protected Person(s), be removed with dignity from further contact with the Protected Person(s) until an appropriate investigation has taken place. The matter shall remain confidential. If the Event Leader is the respondent, then the report should be made to that person's supervisor.
7. Following the report of an incident, the Event Leader or supervisor shall speak with the alleged victim and document the report.
8. All such conversations shall be documented. Careful and confidential documentation is essential. The documentation should include the following:
 - The name of the Worker observing or receiving the disclosure of abuse, including the date, time, and place and any action taken by this person.
 - The alleged victim's name, age, and date of birth.
 - Any statement made by the alleged victim.
 - Name of the person suspected of abuse (respondent), the date, time, and place of any conversation, or any statement made by the person suspected of abuse (respondent).
 - Any action taken, i.e. suspension of the respondent.
 - The date and time of any call to the appropriate agency, name of worker spoken to, content of that conversation, and case number assigned.
 - The date and time of any call to a law enforcement agency, the name of the officer spoken to, and the content of that conversation.
9. Date and time of any other contacts made regarding this incident. Notify the HTC leadership and pertinent authorities immediately.
10. It shall be the goal to provide supportive care to both the victim and the respondent and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system, provisions of the current *Book of Discipline of the United Methodist Church*, appropriate counseling referrals, and continued pastoral visitation.
11. Confirmed reports of conviction of abuse shall be retained by the HTC and shared with the Horizon Texas Conference Oversight Committee, or similar program, and file for future screening purposes.

Reporting Suspicious or Inappropriate Behaviors

The HTC is committed to providing a safe, secure environment for Protected Persons and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the HTC's Safety Team and the Police Department, Child Protective Services, or other appropriate agencies.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to the HTC Director of Youth and Children Empowerment, a supervisor or a member of the HTC's Safety Team. Because sexual abusers 'groom' children for abuse, it is possible a Worker may witness behavior intended to 'groom' a Protected Person for sexual abuse. Workers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to the HTC Director of Youth and Children Empowerment, the Event Leader or a member of our Safety Team.

Reporting Policy Violations

In order to maintain a safe environment for Protected Persons, Workers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to the HTC Director of Youth and Children Empowerment, an immediate Event Leader of the sponsored event or the Safety Team.

Consequences of Violation

Any person accused of committing a prohibited act or any act considered by the HTC to be harmful to a Protected Person will be immediately suspended from participation in HTC-sponsored events. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a Worker in all activities and programming that involves Protected Persons at an HTC-sponsored event. If the person is a staff member or employee, such conduct may also result in termination of employment from the HTC.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving Protected Persons at HTC-sponsored events.

Reporting Suspicions of Abuse to Law Enforcement Agencies

Under Texas law (Texas Family Code — Chapter 261), all adults are required to report suspicions of child abuse or neglect to the appropriate authorities. It is not the job of the worker to try and investigate suspicions or allegations. Suspicions and information regarding child abuse/neglect shall immediately be turned over to the proper authorities to investigate. This responsibility is not discharged until the matter is actually reported. Accordingly, all workers of the HTC are required to report suspicions of child abuse or neglect. This also applies to situations where a Worker hears second-hand information from another child, youth, or adult.

A Worker must report to an immediate supervisor or the HTC Director of Youth and Children Empowerment and may allow supervisory personnel to make the appropriate report to law enforcement agencies on his or her behalf. In no way is any provision in this policy meant to discourage any Worker from personally reporting a suspicion of abuse or neglect to the appropriate law enforcement agencies. If the matter is communicated to a supervisor, it remains the underlying Worker's responsibility to ensure the matter is reported to the appropriate authority.

Workers at HTC-sponsored events are required to report any inappropriate behavior or policy violation to the HTC Director of Youth and Children Empowerment, the immediate supervisor of the area, the Event Leader, or a member of the Safety Team. These are behaviors that do not necessarily rise to the level of suspicion of abuse or neglect but DO constitute behaviors that should be communicated to leadership.

Licensed Professionals

Different obligations may exist if the worker is a 'professional'. Under Texas law, a professional who has cause to believe that a child has been or may be abused or neglected must make a report no later than 48 hours after the professional first suspects that the child has been or may be abused or neglected and may not delegate to or rely on another person to make the report. Under Texas law, a "professional" includes any individual who is licensed or certified by the state. Also included are workers who, in the normal course of his or her duties in a program or facility for which licensure is required and has direct contact with children. Professionals include:

- Teachers or daycare employees
- Nurses, doctors, or employees of a clinic or health-care facility that provides reproductive services
- Juvenile probation officers or juvenile detention or correctional officers

Supervisor Response

Workers — whether or not a professional — are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a worker in a ministry with Protected Persons, the Event Leader will speak with the person or volunteer to whom the Protected Person spoke in order to get detailed information about the entire conversation. The HTC Director of Youth and Children Empowerment will be notified as soon as reasonably possible.

If appropriate, the HTC Director of Youth and Children Empowerment or the Event Leader will inform the appropriate law enforcement agencies or Child Protective Services. The HTC's Safety Team will take appropriate action on behalf of the HTC when a report of abuse occurs.

COMMUNICATION POLICY ON MEDIA COVERAGE OF INCIDENTS INVOLVING PROTECTED PERSONS

Do not give out any information; simply state that all inquiries will be answered through the Office of the Bishop.

Media Relations Protocol

The Bishop, Conference Chancellor and Assistant to the Bishop shall be informed of all investigations or allegations of abuse. If investigations or allegations of abuse should come to the attention of the media, a response shall come from the Office of the Bishop.

The primary objective of this communication policy is to ensure the protection, privacy and well-being of Protected Persons involved in incidents, while also maintaining transparency and accountability to the public.

Guiding Principles

- The welfare and privacy of Protected Persons involved in incidents takes precedence over media coverage considerations.
- Respect the privacy rights of Protected Persons and their families, including avoiding the disclosure of identifying information unless consent is obtained or it is deemed necessary for public safety.
- Provide accurate and timely information to the media while being transparent about limitations imposed by legal, ethical and safety considerations.
- Communicate with empathy and sensitivity towards Protected Persons and their families, recognizing the potential psychological impact of media coverage on them.
- Ensure compliance with relevant laws, regulations and industry standards regarding the protection of Protected Persons and the dissemination of information.

Recommendations for response include but not limited to:

- Designate a spokesperson or communications team responsible for interacting with the media regarding incidents involving Protected Persons.
- Initial response should also come from the Office of the Bishop and emphasize the protection of the Protected Persons involved and the ongoing investigation, if applicable.
- Interviews and statements should only be conducted with the consent of the Bishop's office and the Protected Person's legal guardians, prioritizing the well-being and best interest for the Protected Person.
- Manage media access to the Protected Persons in a manner that minimizes disruption and potential harm, considering factors such as age, emotional state and legal considerations.

Recommended content guidelines includes but not limited to:

- Refrain from sensationalizing incidents involving Protected Persons, and exercise caution in selecting language and visuals to minimize distress to affected individuals.
- Conceal or blur the faces, voices and other identifying features of Protected Persons in media coverage, unless authorized by their legal guardians or required by law enforcement.
- Include educational messages or resources in media coverage to raise awareness about adult or child protection issues and support services available to Protected Persons and their families.

- Monitor and moderate social media platforms to prevent the spread of misinformation or harmful content related to incidents involving Protected Persons.
- Cooperate with external oversight bodies, such as regulatory agencies, adult or child protection authorities, to ensure compliance with legal and ethical standards in media coverage of incidents involving Protected Persons.

Education and Training

It is recommended that the Horizon Texas Conference provide training and educational resources to staff involved in media relations to ensure compliance with this policy and promote best practices in communicating about incidents involving Protected Persons. It is recommended that the Horizon Texas Conference hold individuals and organizations accountable for adhering to this communication policy. It is also recommended that each local church of the Horizon Texas Conference adopts this communication policy and expands it as needed to better serve and protect their ministry context. This communication policy aims to strike a balance between the public's right to information and the protection of Protected Persons' rights and well-being. By following these guidelines, we can fulfill our responsibilities to both the community and the individuals involved in sensitive incidents.

STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT

I have received and read a copy of these Policies and Procedures and understand the importance of the material. I agree to abide by these policies and procedures while serving or working at the HTC.

I understand the policies and procedures may be modified, amended, revised, or eliminated by the HTC. Any changes will be made public.

I understand I may choose to end my employment or voluntary service at any time. (If possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that these policies and procedures in no way express or imply a contractual employment relationship between me and the HTC. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new policies and procedures which may be created and distributed as well as policies and procedures that are changed or deleted.

I acknowledge receipt of these policies and procedures.

Worker's Name (Please Print)

Worker's Signature

Date: _____

ADDENDUM 2: LOCAL CHURCH POLICY

**Horizon Texas Annual Conference
of The United Methodist Church**

**Local Church
Children, Youth and Vulnerable Persons
Abuse Prevention and Protection Policy**

2025

CONTENTS

INTRODUCTION	2
PURPOSE, OBJECTIVE AND SCOPE	2
DEFINITIONS AND TERMS	3
WORKER SCREENING AND TRAINING REQUIREMENTS	4
SAFETY COMMITTEE	5
PROCEDURES AND COMPLIANCE	5
REPORTING OF INCIDENTS/ABUSE	12
STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT	15

INTRODUCTION

Dear Volunteer or Staff Member,

At our church, we take our responsibility to care for children, youth, and vulnerable adults very seriously. These policies and procedures are intended to facilitate a safe and nurturing environment in which children, youth, and vulnerable adults can grow in relationship with Jesus Christ. Our goal is to protect them, you, and the mission of this church. Consequently, this church will strictly enforce these policies and procedures. After you have carefully read this policy manual, please sign and return the agreement form near the end.

PURPOSE, OBJECTIVE AND SCOPE

Purpose

Our calling and mandate is to ensure a safe haven for all of God's people.

Throughout the gospels, Jesus taught about providing a peaceable kingdom for all of God's people, including our most precious gifts, our children, and youth (Matthew 5:9, Luke 18:15-17). The peaceable kingdom begins with sanctuary. Scriptures provide examples of how sanctuary is to be a community of protective nurture and harmony (Psalms 20:1-2, 27:4-5).

As Christians, we are called to create a protective environment in our ministries. They must be holy, safe and protective communities for all of God's children, regardless of age or ability. The purpose of this policy is to address the communal responsibility of our children, youth, and vulnerable persons at all local churches, and at all district or annual conference sponsored events.

Objective

This church recognizes the need to have a formal, written policy with procedures in place in order to:

- help prevent the opportunity for the occurrence and/or the appearance of abuse of children, youth, and vulnerable persons
- help provide safeguards for workers from false accusations and/or suspicions
- hold accountable all those who minister in the name of Jesus Christ.

The following policies and procedures are intended to protect our children, youth, vulnerable persons, workers, employees, volunteers and the entire church body. Careful and confidential documentation is essential to show compliance with policies, to verify information as needed, and to have an accurate record in the case of an incident.

Policy Scope

This policy and its provisions shall apply to all workers, including all paid and unpaid persons, whether lay or clergy who have any direct or indirect contact with children, youth, and other vulnerable/protected persons who participate in any activities or events sponsored by this church.

This policy shall apply to all church activities. A local congregation may strengthen the Horizon Texas Conference policy but may not alter the minimum standards established by the Horizon Texas Conference or those standards mandated by the State of Texas' licensures. It is required that a review of this policy be conducted with all leaders prior to each event involving children, students, and vulnerable adults by the Safety System Administrator or Event Leader.

DEFINITIONS AND TERMS

Regarding Individuals/Persons:

- **Protected Persons:** all children, youth, and vulnerable adults participating in, and served by, programs and activities of this church.
- **Minor:** In the state of Texas, any person under 18 years of age and has never been married or declared an adult by a court.
- **Vulnerable Adult:** Any person 18 years or older who is in need of special care, support, or protection due to diminished physical, mental, or emotional capacities that increase the risk of maltreatment or abuse.
- **Adult:** anyone over 18 years of age and/or declared adult by a court.
- **Worker:** Any individual aged 18 years or older, whether paid or unpaid, who is involved in the leadership, supervision, or management of an event, program, or ministry that involves Protected Persons. All Workers must have completed the Abuse Prevention Certification process and remain current.
- **Event Leader:** Primary organizer and contact for any event or gathering
- **Safety System Administrator (SSA):** when used herein, refers to the person/s who is responsible for administering the Abuse Prevention system within the church.
- **Registered or Reported Sex Offender:** (UMC definition from GCSRW)- Someone who has admitted guilt to a sex offense or guilt has been proven. Sex Offender- In the state of Texas: An individual who has been convicted or adjudicated of a sexual offense as outlined in the Texas Penal Code and includes a wide range of offenses, from rape and sexual assault to possession of child sex-abuse material/child pornography. It extends beyond those incarcerated and includes individuals released on probation or parole.

Note: For church programming purposes, someone who has been arrested for or has charges pending for a sex offense should be kept from serving vulnerable persons until the criminal investigation has been completed and found not guilty. A similar protocol should pertain to those with charges for lesser sex offenses and/or those sex offenses settled through deferred adjudication, where/when records can be sealed or expunged.

- **Professional:** According to the state of Texas, a professional is any person licensed by the state or who works in a facility operated by the state who has direct contact with children in the course of their job. Clergy and staff in this policy are considered professionals.

Some examples are: doctors, nurses, medical aides and other health care workers, principals, teachers, aides and school personnel, coaches, child care staff, program staff serving children and youth, counselors, therapists, social workers, attorneys and law enforcement officers, clergy and church staff.

- **Mandatory Reporter:** According to the state of Texas, any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person.

Regarding Abuse/ Misconduct:

- **Abuse:** any act or omission that endangers, injures, or impairs a person's physical, mental, emotional, or spiritual health; whether threatened or inflicted, intentional or due to negligence; adult to adult, adult to protected person, or protected person to protected person, protected person to adult.

Regarding Supervision

- **Two Worker Rule:** At any given time, there are two currently certified, unrelated adult Workers.
- **Safety Committee:** A Committee including the senior pastor, Safety System Administrator, and at least three other non-related adults who help guide and interpret the Abuse Prevention program in the church

WORKER SCREENING AND TRAINING REQUIREMENTS

Careful screening of applicants is one way to prevent abuse. Screening calls for a careful gathering and review of information in search of those who can provide safe and caring supervision in a safe environment. It is the Safety Systems Administrator (SSA) primary work to maintain files for each potential worker or worker and for the SSA or team to review.

- **Application Requirements**
 - Applicant must have been an active participant for at least six months in the church before serving in any area involving Protected Persons as a volunteer. Employees are exempt from this provision.
 - Applicant must sign a consent for background and reference checks.
 - Applicant must sign a statement as to whether or not they have ever been accused of, participated in, or been convicted of sexual misconduct.
- **Screening Requirements**
 - Multi-jurisdictional searches and sex offender background checks must be conducted on all employees and volunteers who work with Protected Persons. Workers who may drive Protected Persons should also have a motor vehicle records report.
 - A minimum of two references must be contacted for previous places served or worked. Emails and notes should be kept on file.
 - Persons with a criminal history of any of the following types of offenses shall not be allowed to serve in any ministry with Protected Persons:
 - Child abuse, whether physical, emotional, sexual, or neglectful
 - Violent offenses, including murder, rape, assault, domestic violence, etc.
 - A drug-related conviction within the five years immediately prior to application.
 - Persons having a criminal history of DUI or DWI conviction within the ten years immediately prior to application shall not be allowed to act as a driver.
 - Deferred adjudications regarding any of the above.
- **Training Requirements**
 - Applicant must complete the MinistrySafe Sexual Abuse Awareness Training (live or online) or a Horizon Texas Conference approved alternative which should address the following:
 - The definition and recognition of child abuse
 - Church policy and procedures on child abuse and the reasons for having them
 - Appropriate behavior for teachers and leaders of protected persons including appropriate interpersonal boundaries
 - Characteristics of an abuser, including addressing stereotypes and false narratives of a majority of abusers being unknown to the victim, and barriers
 - The grooming process, including behaviors that are not normal or acceptable

- Key indicators of child sexual abuse, and includes regressive behaviors and key effects on the victim
- Why protected persons do not report, including current reporting statistics
- Abuse reporting responsibilities and procedures, including what requires reporting to supervisors and possibly outside authorities and education on the state requirement to report reasonable suspicion
- Applicants must read the abuse prevention policy and receive training on procedures. The applicant must sign a statement that they have read the policy, received appropriate training, and agree to adhere to the policy.
- **Requirements to Maintain Certification**
 - Each year, Workers must review the abuse prevention policy, and sign a statement that they have read the policy, received appropriate training, and agreed to adhere to the policy
 - Background checks must be renewed every two years.
 - Workers must renew MinistrySafe Sexual Abuse Awareness Training (live or online) every two years.

SAFETY COMMITTEE

Safety committee

Recognizing the importance of providing and maintaining a safe environment for Protected Persons, our church will appoint and maintain a Safety Committee, which will meet once each quarter.

Mission Statement

The purpose of the Safety Committee is to enable our church to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

Composition

The Safety Committee includes the following members*:

1. The Safety System Administrator (SSA), who may also hold one of the following titles
 2. the Senior Pastor or other clergy staff assigned by the Senior Pastor
 3. the Children's Director (staff or volunteer)
 4. the Student Ministries Director (staff or volunteer)
 5. a member of Staff Parish Relations Committee
 6. a member from the Board of Trustees
 7. other optional members that may be determined by our church leadership
- (*These positions or titles may vary depending on the structure or reporting relationships within a church body.)

Meetings

Meetings will be chaired by the Safety System Administrator (SSA) or another committee designee. Meetings of the Safety Committee will be held on a quarterly basis to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

Responsibilities

The Safety Committee will be charged with the following duties:

1. Applying existing policies and procedures related to the safety of Protected Persons and risk management issues.
2. Monitoring all ministries with Protected Persons for ongoing compliance with safety policies.
3. Making recommendations to our Church Council regarding safety issues.

PROCEDURES AND COMPLIANCE

Supervision Basics, Including Ratios

This church is committed to providing adequate supervision in ministries with Protected Persons.

- **Unrelated adults** - meaning more than one separation of family ties, therefore cannot be spouses, parent and child, or siblings

Ratios: Any required State of Texas childcare minimum standards must be followed. The chart below shows the minimum number of workers and the pattern required for care and supervision

Workers	Infants	Toddlers	Preschool	Elementary	Youth
2	5	8	10	15	30
3	7	12	15	22	45
4	10	16	20	30	60
5	12	20	25	37	75

Supervision of Protected Persons**Requirements:**

- Two unrelated Workers must always be present and actively monitoring any rooms or areas with Protected Persons
- There should be two Workers per:
 - Every five infants (0-1 year)
 - Every eight toddlers (1-3 years)
 - Every 10 preschoolers (3-5 years)
 - Every 15 elementary school students (5-11 years)
 - Every 30 youth (12-18 years)
- For nursery care, at least one Worker should be present who is trained and certified in First Aid and CPR.
- Unauthorized visitors will not be allowed to remain at the event.

Whenever necessary:

- Any one-to-one mentoring or consulting shall be conducted in sight of another Worker.
- For youth (6th-12th): Understanding that there is safety in numbers, one Worker can be in contact with multiple youth so long as they are in line-of-sight of other Worker(s).
- Primary youth event leaders must be at least five years older than the oldest Protected Person being served, and all additional youth Workers must be one year post-high school or equivalent and five years older than the oldest Protected Person under their direct supervision.
- For groups larger than the ratio above students, a minimum of three unrelated Workers will supervise at the standard in the chart above.

Building Safety

The Event Leader must ensure that any area designated for ministries with Protected Persons is monitored during programming or classes. This will include unobserved monitoring of Workers and Protected Persons.

- After every programming event, Workers must ensure every room and restroom is checked prior to leaving.
- No Protected Person will ever be left unattended or unsupervised.
- Workers are prohibited from being alone with an individual Protected Person in any room or building. In the event a Worker finds himself/herself alone with a single Protected Person,

that individual will take the Protected Person to a room or building occupied by others, or to a location easily observed by others

Examples: a Protected Person is the last to be picked up by a parent, move to an adjoining room where other workers are present. In the case of a Protected Person wishing individual conversation or counsel with a Worker, move to an adjoining room where other Workers are present.

- Workers are to circulate, watching Protected Persons, giving particular attention to the areas that are not easily seen from all viewpoints (Examples: under slides, in corners, behind structures, empty classrooms)
- Any two Protected Persons together in an unseen or less easily viewed area should be redirected to another, more open, area.

Restroom and Showering

Adult Restroom

Due to the nature and required privacy for adults to maintain the appropriate boundaries, it is highly recommended to have a restroom reserved as adults only for the term of the event. It is recommended to have clear signage for all Protected Persons and ways of notifying adults of the location.

Nursery children

Because nursery children may require complete assistance with their bathroom activities, all Workers will observe the following policies:

- Diapering
- Changing of diapers should be done in plain sight of another Worker.
- Children will never be left unattended on changing tables.
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Any special needs child, youth or vulnerable adult (over the age of 4 years) should be changed by the child's parent or legal guardian.
- Toilet training
- When young children are utilizing the bathroom, the door will be left partially open.
- Young children will never be left unmonitored in bathrooms.
- If a Worker must enter a single-use restroom or stall to assist a child, the door should remain open.
- Any assistance with the straightening or fastening of garments should be done in the presence of another Worker.

Elementary-age children

Elementary-age children may be accompanied to the restroom for supervision and assistance when needed. However, children should receive the minimum amount of assistance needed based upon their individual capabilities.

- A Worker should never be unmonitored with a child in the restroom.
- If a Worker must go into the restroom to check on an individual child, he or she should seek out another Worker to accompany him/her.
- If another Worker is not available to accompany, he/she should go to the exterior restroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.
- Any assistance with the straightening or fastening of garments should be done in the presence of another Worker.
- In public contexts, the "rule of three" - one Worker and at least two Protected Persons should be followed when going to the restroom.
- Be aware if a student repeatedly leaves to use the restroom and stays there for unusual periods of time. Report unusual behavior to a supervisor.

Showering

- Workers must shower separately (either shower at a different time in the same shower or the same time but different shower facility) from Protected Persons.
- When Protected Persons shower, a Worker should stand within earshot to assist, as needed.
- If the child requires assistance in the shower, the Worker should stand in the open doorway and try to verbally assist the child in completing their activities, while the child remains behind the door of the stall.

It is recommended that a second Worker be within line of sight at all times. It is also recommended that anytime safety is compromised in a situation like the one above or other times, please document with the designated leader(s) of your event.

- Any assistance with the straightening or fastening of garments should be done in the presence of another Worker.

Discipline Process

It is policy that Workers are prohibited from using physical discipline in any manner to manage the behavioral needs of Protected Persons. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by Protected Persons. Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the Event Leader. Therefore, Event Leaders and Workers must always have contact information for each Protected Person.

For children, the following best practices are recommended:

- Children are to be disciplined using time-outs and other non-physical methods of behavior management once the child is removed from others.
- Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
- If the behavior does not cease, remove, or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
- Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
- Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
- Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
- Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs, give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
- Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

For youth, the following best practices are recommended:

- If a youth is unruly or fails to comply with verbal warnings or instructions from Workers, that youth will be asked to leave (if not endangered by doing so), or the youth's parent/guardian will be contacted to pick up the youth. In the event of a fight or physical altercation, a Worker will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the Event Leader.

Illegal Substance Use
Intoxicants

Both Workers and Protected Persons are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs (including marijuana) while participating in any church-sponsored events, while traveling with Protected Persons, or while working with or supervising Protected Persons. Workers are responsible for monitoring Protected Persons. If a Worker encounters any alcohol or illegal drugs, the Worker must report to the Event Leader.

Tobacco Use and Vaping

Church-sponsored events are tobacco-free. The church requires Workers to abstain from the use or possession of tobacco or vaping products while in the presence of Protected Persons or their parents/guardians, or during any church-sponsored events. If any Worker encounters a Protected Person using or in possession of tobacco or vaping products, they must report to the Event Leader.

Medication

Prescription medication will be given to a Protected Person by a Worker designated by the Event Leader with a doctor's prescription. All medication, including over-the-counter medication, must be in the original packaging, and a health information sheet must be signed by a parent or guardian. The only exceptions to this policy are diaper ointment and insect bite cream. Workers may keep their own prescription medication as long as it is kept away from all Protected Persons.

Release of Children Returning to Appropriate Adults

Release of Children

At any time that a child has been entrusted to our Workers, the church incurs responsibility for the safety and well-being of the child. Workers must act to ensure the appropriate supervision and safety of children in their charge. Workers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of church-sponsored events. It is presumed a person who drops off a child has the authority to pick up the child. In the event that Workers are uncertain of the propriety of releasing a child, they should immediately locate or contact the Event Leader before releasing the child.

Teen Drivers

Students who are licensed drivers will not be allowed to drive themselves from the church to an off-site church event. Occasional exceptions may be made in consultation between the Event Leader, Parents/Guardians, and student.

Sleeping Arrangements

General Requirements for all Overnight Events:

- All programmed overnights must be approved by a Ministry Supervisor (senior pastor, etc.) and receive permission from parents.
- At least two screened, unrelated Workers (based on age-appropriate ratios) must be present for all overnight trips or events with Protected Persons.
- The Event Leader will carry signed permission slips, including permission for emergency care for each Protected Person.
- No overnights are allowed on church property unless part of a ministry-sponsored event.
- The senior pastor or designated staff member will approve all overnight events.
- No overnight between any Worker and an *unrelated* Protected Person may occur in any context. If family relationships exist wherein overnights may occur between 'family friends', these relationships must be communicated to a ministry supervisor.
- For any overnight event, the Event Leader will provide the parents/guardians with safety plan information (activity, travel, location, other groups present) before the event.
- Appropriate sleeping attire must be worn.
- There is *never* an appropriate time when *one* Worker should room with an unrelated Protected Person.

Additional considerations for dormitory or large room-style housing settings:
Requirements:

- As long as Protected Persons are awake, at least one Worker must also be awake and monitoring.
- “One-person-to-a-bag or blanket” rule. All Workers and Protected Persons will use single sleeping bags and/or blankets.

Whenever Possible:

- There should be at least one Worker of each gender identity represented among the youth participants. Care and attention should be given to the unique gender makeup of the group.
- At events where one gender identity is present, at least one of the Workers should be of the same gender identity as the Protected Persons present.
- At least two Workers should sleep in the same room as the full group of Protected Persons. They should choose spaces near doors, windows, or other entrances and exits. It is best for Workers not to congregate together but to be spread out throughout the room to be an established presence. However, the Worker’s sleeping area should be a five-foot distance from the sleeping areas of the protected persons.

Additional considerations for hotel-style housing settings:

Requirements:

- All Workers will be in separate keyed rooms from Protected Persons.
- Workers will make random monitoring hall trips.
- One Protected Person per bed.

Whenever Possible:

- Hotel doors should open to an interior building, not to the outside.
- All hotel rooms should be on the same floor.
- At least one Worker room before the elevator/exit for Protected Persons.
- A Worker’s room should be between two Protected Persons’ rooms.
- Place tape over the door opening to confirm if Protected Persons have exited their rooms outside of expected hours.

Additional considerations for all gender sleeping arrangements:

Requirements:

- If possible, offer selection for parents to choose between the “cabin” that corresponds to the camper’s gender, or select “all gender.”
- Parents should be informed in advance of booking the trip if all gender sleeping will be possible.
- Protected Persons will sleep 5+ feet away from each other.
- Workers will sleep 10+ feet away from Protected Persons.

Additional considerations for personal home housing settings:

Requirements:

- Hosts of the home will be screened, even if they will not attend the overnight event.

Whenever Possible:

- Hosts of the home should sign a covenant regarding the safety of protected persons. This should include information regarding medications, drug paraphernalia, guns, alcohol storage, and pool access and safety.

Social Media and Digital Contact Policies

The church strongly recommends that these social media and digital communications practices are implemented in ways that best fit the church’s ministry context.

Seeking to provide a safe environment for Protected Persons, it shall be within the scope of our ministry to educate parents/guardians, youth, and children on the safe use of social media platforms. It is recommended that parents/guardians always monitor their child’s/student’s social media interactions.

In today’s digital age, the omnipresence of images on the internet raises critical considerations regarding privacy, consent, and long-term consequences, particularly for Protected Persons. Once an

image is uploaded, it can propagate endlessly across various online platforms, often beyond the control of the individual who uploaded it. This perpetual visibility underscores the urgency of implementing robust safeguards to protect the privacy and dignity of Protected Persons, ensuring that their images are not exploited or used inappropriately. As responsible stewards of online content, it is imperative for individuals, organizations, and internet platforms to prioritize respect for privacy, obtain informed consent before sharing images, and empower minors with the tools and knowledge to navigate the digital landscape safely and securely.

For church events, a photography/videography release form for parent/guardian consent shall be part of the registration paperwork. Church events shall also designate representatives to photograph and/or video during the event.

To the best of the church's ability:

1. Workers and any adults shall NOT use social media of any type to share photographs or video of Protected Persons anywhere on the internet except with specific written permission by 1) the church or designated media representatives; and 2) the parents/guardians of the Protected Persons.
2. Workers and any adults shall NOT post personal or identifying information of Protected Persons, with or without photos or videos, anywhere on the internet without specific written permission by 1) the church; and 2) the parents/guardians of the Protected Persons.
For example, pictures of Protected Persons will not have names posted or have parents "tagged." If a testimony of a Protected Person is used, source it as a camper or youth of XYZ camp or event name.
3. Workers and any adults shall NOT ask a Protected Person to be a "friend" using any type of social media, such as Facebook or others mentioned above. If a worker receives a "friend" request from a Protected Person, confirm that it is with the knowledge and permission of their parents/guardians. Keep conversations out of direct messages since this creates a one-on-one environment.
4. Workers and any adults shall NOT ignore or fail to act upon any material that raises suspicion that a Protected Person has been or will be abused/neglected/exploited. The Event Leader should be contacted immediately in compliance with Texas law and this policy. If the suspicion is determined after the event, any adults shall contact the chair of the church's Safety Committee.
5. Workers and any adults shall NOT use email, texting, phone calls, or other social media to communicate with Protected Persons in inappropriate ways. Inappropriate communication may involve, but is not limited to, discussions of a sexual nature, sexting, sharing inappropriate pictures (including but not limited to memes, pictures, GIFs, etc.), manipulation, harassment, intimidation, or grooming issues. Prolonged private discussions between an adult and a Protected Person are also inappropriate, much like it is inappropriate for a face-to-face discussion of this type to take place with no additional supervision. Therefore, direct digital conversations should be in group chats or group messaging. Conversations through social media should always be conducted by means that can be recoverable (e.g., email, text message, voicemail, Facebook). It is always strongly recommended that parents/guardians be aware of communication that exists between their child and any adult.
6. To the best of the church's ability, special care should be used to protect the identity and images of foster children or children protected under a court order.

Transportation

Workers may, from time to time, be in a position to provide transportation for Protected Persons. The following requirements must be strictly observed when transporting Protected Persons to and from events:

- Drivers must have the proper training for volunteering and a background check that includes a motor vehicle record search. These documents should remain on file and up to date per church and insurance policy requirements.

- Drivers must have a valid driver's license for the vehicle being operated. For example, a commercial driver's license is required to drive a church bus with a certain number of seats. A copy of the driver's license should be on file in the church office.
- When a Protected Person is transported in any vehicle, the driver must be either the Protected Person's parent/guardian or a Worker.
- Drivers must meet the age and other requirements of the church insurance regulations.
- Protected Persons should be transported directly to their destination. Unauthorized stops in a non-public place must be avoided.
- Avoid transportation circumstances that leave only one Protected Person in transport.
- Avoid physical contact with Protected Persons while in vehicles.
- Absent an emergency, drivers may not use cell phones while transporting Protected Persons (other than navigation applications for directions). In an emergency, stop the vehicle to use the cell phone unless a stop cannot safely occur. Texting or other cell phone use is strictly prohibited while driving.
- In transportation, the **TWO-WORKER RULE** or **RULE OF THREE** must be followed.
- Never instruct a student to drive other students to a ministry event.
- Transport only the number of Protected Persons for whom you have seatbelts.
- Seatbelts must be worn at all times while in the vehicle.

When necessary

- Drivers should receive training for any church-owned vehicle being operated.
- Youth who drive their own vehicles should be reminded regularly of the importance of vehicle safety.
- Any use of a ride-share service should be scheduled by a parent or guardian and drop-off/pickup confirmed by the parent/guardian with the Event Leader.
- Vehicles used should be properly maintained and receive proper safety inspections.
- Emergency Procedures should be in place in the event that assistance is required while transporting Protected Persons.
- A protocol should be established for reporting and documenting any incidents or accidents that occur during transportation, including whom to notify and how to document the event.
- Care should be taken to make sure that accessibility is considered for transporting individuals who may need special accommodations.

REPORTING OF INCIDENTS/ABUSE

1. When a Worker suspects that abuse or any suspected violation of the Texas Penal Code is taking or has taken place, they must call 911 and report the abuse to the appropriate local law enforcement agency and/or the **Department of Protective and Regulatory Services (800-252-5400)**.
 - The Worker must contact the Event Leader immediately and cooperate fully with the investigation conducted by law enforcement officials or child protective services.
 - Texas Department of Family and Protective Services: 1-800-252-5400
www.dfps.state.tx.us/Contact_Us/report_abuse.asp
 - National Sexual Assault Hotline: 1-800-656-4673
2. If sexual assault, consider going to a Sexual Assault Nurse Examiner (SANE).
3. Address any needs the Protected Person may have, medical or otherwise.
4. Report to the Event Leader.
5. Report to the parent(s) and/or legal guardians(s).
6. The person suspected of abuse (respondent) shall, if present, for the safety and well-being of the Protected Person(s), be removed with dignity from further contact with the Protected Person(s) until an appropriate investigation has taken place. The matter shall remain confidential. If the Event Leader is the respondent, then the report should be made to that person's supervisor.
7. Following the report of an incident, the Event Leader or supervisor shall speak with the alleged victim and document the report.

8. All such conversations shall be documented. Careful and confidential documentation is essential. The documentation should include the following:
 - The name of the Worker observing or receiving the disclosure of abuse, including the date, time, and place and any action taken by this person.
 - The alleged victim's name, age, and date of birth.
 - Any statement made by the alleged victim.
 - Name of the person suspected of abuse (respondent), the date, time, and place of any conversation, or any statement made by the person suspected of abuse (respondent).
 - Any action taken, i.e. suspension of the respondent.
 - The date and time of any call to the appropriate agency, name of worker spoken to, content of that conversation, and case number assigned.
 - The date and time of any call to a law enforcement agency, the name of the officer spoken to, and the content of that conversation.
9. Date and time of any other contacts made regarding this incident. Notify the church leadership and pertinent authorities immediately.
10. It shall be the goal to provide supportive care to both the victim and the respondent and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system, provisions of the current *Book of Discipline of the United Methodist Church*, appropriate counseling referrals, and continued pastoral visitation.
11. Confirmed reports of conviction of abuse shall be retained by the church and shared with the Horizon Texas Conference Oversight Committee, or similar program, and file for future screening purposes.

Reporting Suspicious or Inappropriate Behaviors

The church is committed to providing a safe, secure environment for Protected Persons and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to our church's Safety Committee and the Police Department, Child Protective Services, or other appropriate agencies.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor or a member of our church's Safety Committee. Because sexual abusers 'groom' children for abuse, it is possible a Worker may witness behavior intended to 'groom' a Protected Person for sexual abuse. Workers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to the Event Leader or a member of our Safety Committee.

Reporting Policy Violations

In order to maintain a safe environment for Protected Persons, workers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate Event Leader of the sponsored event or the Safety Committee.

Consequences of Violation

Any person accused of committing a prohibited act or any act considered by the Church to be harmful to a Protected Person will be immediately suspended from participation in church-sponsored events. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a Worker in all activities and programming that involves Protected Persons at a church-sponsored event. If the person is a staff member or employee, such conduct may also result in termination of employment from the church.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited

act may be restricted from participation in any activities involving Protected Persons at church-sponsored events.

Reporting Suspicions of Abuse to Law Enforcement Agencies

Under Texas law (Texas Family Code — Chapter 261), all adults are required to report suspicions of child abuse or neglect to the appropriate authorities. It is not the job of the worker to try and investigate suspicions or allegations. Suspicions and information regarding child abuse/neglect shall immediately be turned over to the proper authorities to investigate. This responsibility is not discharged until the matter is actually reported. Accordingly, all workers of the church are required to report suspicions of child abuse or neglect. This also applies to situations where a Worker hears second-hand information from another child, youth, or adult.

A Worker must report to an immediate supervisor, ministry director, or the pastor, and may allow supervisory personnel to make the appropriate report to law enforcement agencies on his or her behalf. In no way is any provision in this policy meant to discourage any Worker from personally reporting a suspicion of abuse or neglect to the appropriate law enforcement agencies. If the matter is communicated to a supervisor, it remains the underlying Worker's responsibility to ensure the matter is reported to the appropriate authority.

Workers at church-sponsored events are required to report any inappropriate behavior or policy violation to the immediate supervisor of the area, the Event Leader, or a member of the Safety Committee. These are behaviors that do not necessarily rise to the level of suspicion of abuse or neglect but DO constitute behaviors that should be communicated to leadership.

Licensed Professionals

Different obligations may exist if the worker is a 'professional'. Under Texas law, a professional who has cause to believe that a child has been or may be abused or neglected must make a report no later than 48 hours after the professional first suspects that the child has been or may be abused or neglected and may not delegate to or rely on another person to make the report. Under Texas law, a "professional" includes any individual who is licensed or certified by the state. Also included are workers who, in the normal course of his or her duties in a program or facility for which licensure is required and has direct contact with children. Professionals include:

- Teachers or daycare employees
- Nurses, doctors, or employees of a clinic or health-care facility that provides reproductive services
- Juvenile probation officers or juvenile detention or correctional officers

Supervisor Response

Workers — whether or not a professional — are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a worker in a ministry with Protected Persons, the Event Leader will speak with the person or volunteer to whom the Protected Person spoke in order to get detailed information about the entire conversation. The pastor will be notified as soon as reasonably possible.

If appropriate, the Event Leader will inform the appropriate law enforcement agencies or Child Protective Services. The church's Safety Committee will take appropriate action on behalf of the church when a report of abuse occurs.

STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT

I have received and read a copy of these Policies and Procedures and understand the importance of the material. I agree to abide by these policies and procedures while serving or working at this church.

I understand the policies and procedures may be modified, amended, revised, or eliminated by this church. Any changes will be made public.

I understand I may choose to end my employment or voluntary service at any time. (If possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that these policies and procedures in no way express or imply a contractual employment relationship between me and this church. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new policies and procedures which may be created and distributed as well as policies and procedures that are changed or deleted.

I acknowledge receipt of these policies and procedures.

Worker's Name (Please Print)

Worker's Signature

Date: _____