



Ferncliff Camp & Conference Center
 1720 Ferncliff Road • Little Rock, Arkansas • 72223
 (501) 821-3063 • www.ferncliff.org

- Gravel Road
- Access Road
- Footpath
- Luke Trail
- Akin Nature Trail
- Creek Walk
- Stream



1720 Ferncliff Road
Little Rock, AR 72223
(501) 821-3063

Directions to Ferncliff Camp & Conference Center

FROM POINTS NORTH AND EAST

1. Take 40 to 430 S.
2. Take 430 S across Arkansas River to Hwy 10 W.
3. Take 10 W for 8 miles to Ferndale Cut-Off.
4. Turn LEFT on Ferndale Cut-Off.
5. Go 5 miles to 4-way stop at Kanis and Ferncliff Road.
6. Go straight. Ferndale Cut-Off becomes Ferncliff Road.
7. Ferncliff entrance is 1/2 mile on LEFT.

FROM POINTS SOUTH AND DOWNTOWN LITTLE ROCK

1. Take 30 to 630 W.
2. Take 630 W until it becomes Chenal Parkway.
3. Take Chenal just **past** Kroger (do not turn on Kanis **before** Kroger).
4. Turn LEFT on Kanis heading West.
5. Go 6 miles to 4-way stop at Kanis and Ferncliff Road.
6. Turn LEFT onto Ferncliff Road.
7. Ferncliff entrance is 1/2 mile on the LEFT.

IMPORTANT NOTE: Kanis Road intersects Chenal Parkway in two places. When heading West on Chenal, you need to turn LEFT on Kanis AFTER passing the Kroger grocery store. There is a left hand turn lane and a traffic light at this turn. You will now be heading WEST on Kanis. If you turn onto Kanis before passing Kroger's, you will be heading in the wrong direction.

Airport Transportation Schedule

Upon arrival at the Little Rock airport head towards the baggage claim area which will lead you to take an escalator down. Near to the time of your scheduled pick up (noted below) will find someone at the bottom of the escalator holding a sign for Ferncliff - that will be your shuttle driver.

Last_name	First_name	Arrival_time	Travel_Date_Arr	a_flt_no	Airline_Arr	Pick up time	
Zaki	Raafat	3:00 PM	Mon, Oct 18		AA	Rental	
Caldwell	Jeannine	3:20 PM	Mon, Oct 18	268	SW		
Fancher	Kathy	3:20 PM	Mon, Oct 18	268	SW		
Knox	Valerie	3:20 PM	Mon, Oct 18	268	SW		
Fletcher	Judy	3:20 PM	Mon, Oct 18	268	SW		
Cronk	John	3:20 PM	Mon, Oct 18	268	Southwest	3:45 PM	
Barker	Laurie	3:20 PM	Mon, Oct 18	268	Southwest		
Casal	Jose Luis	9:07 AM	Tues, Oct 19	CO2827	Continental	10:15 AM	
D'Alessio	Mary D.	10:00 AM	Tues, Oct 19	4119	American		
Summerlin	Mary Ellen	10:29 AM	Tues, Oct 19	6575	Delta	11:15 AM	
Meyers	Craig	10:40 AM	Tues, Oct 19	3485	American		
Diaz	Nancy	10:50 AM	Tues, Oct 19	10	Southwest		
Higginbotham	Ernest	10:50 AM	Tues, Oct 19	10	SW		
Barden	Jack	10:50 AM	Tues, Oct 19	10	Southwest		
Schempp	Richard	10:50 AM	Tues, Oct 19	10	SW		
Darden	Sharon	10:50 AM	Tues, Oct 19	10	SW		
Cole	Mike	10:50 AM	Tues, Oct 19	10	SW		
Marvin	Groote	10:50 AM	Tues, Oct 19	10	SW		
Brown	Harry	10:50 AM	Tues, Oct 19	10	Southwest		
Faris	Aida	11:45 AM	Tues, Oct 19	3212	American Airlines		Noon
Calvert	Marion		Tues, Oct 19				

Synod of the Sun
Stated Meeting
October 19-20, 2010

“Hospitality to All”

Ferncliff Presbyterian Camp & Conference Center
Little Rock, AR

Monday, October 18

		<u>Location</u>
6:00 p.m.	Coordinating Team Dinner	Dining Hall
7:00 p.m.	Coordinating Team Meeting Solar Tour	Brown Conference Room

Tuesday, October 19

10:00 a.m.	Coordinating Team Meeting <i>Displays set up</i>	Brown Conference Room <i>Dining Hall</i>
10:30	Registration/Check-in opens	CAB
11:30	Solar Tour (<i>optional – please sign up at registration</i>)	
12:00 noon	Lunch	Dining Hall
1:00 p.m.	Plenary <ul style="list-style-type: none"> - Singing and Opening Worship - Welcome and Introductions - Seating Corresponding Members - Declaring Quorum - Adoption of the Agenda - Comments from Synod Executive 	CAB
2:00 p.m.	Evergreen Presbyterian Ministries- Covenant Renewal	
2:20 p.m.	Break	
2:30 p.m.	Working Groups <ul style="list-style-type: none"> Communication Governance Mission 	Brown Conference Room Williams Conference Center CAB
4:30 p.m.	Solar Tour (<i>optional – please sign up at registration</i>)	
5:00 p.m.	Solar Tour (<i>optional – please sign up at registration</i>)	
6:00 p.m.	Dinner	Dining Hall
6:55 p.m.	Presbyterian Children’s Homes & Services – Covenant Renewal	Mosely Tabernacle

7:15 p.m.	Coordinating Team Report – Part I	
7:30 p.m.	Evening Worship – Communion	
8:30 p.m.	Hospitality	Brown Center Lounge

Wednesday, October 20

7:00 a.m.	Breakfast	Dining Hall
8:00 a.m.	Coordinating Team	Brown Conference Room
8:30 a.m.	Solar Tour (<i>optional – please sign up at registration</i>)	
9:00 a.m.	Morning Prayer	CAB
9:20 a.m.	Vera Lloyd Presbyterian Home & Family Services – Covenant Renewal	
9:40 a.m.	Working Groups	
	Communication	Brown Conference Room
	Governance	Williams Conference Center
	Mission	CAB
10:00 a.m.	Deadline for Action Items and Reports	
11:20 a.m.	Lunch	Dining Hall
12:10 p.m.	Lyon College – Covenant Renewal	CAB
12:30 p.m.	Plenary	
	Reports from Working Groups	
	▪ Communications	
	▪ Governance	
	▪ Mission	
1:30 p.m.	Reports	
	■ Administrative Commission update – Christianne Chase	
	■ Stated Clerk – Raafat Zaki	
	■ Committee on Representation	
	■ Nominating Committee	
	■ Coordinating Team - Part II – Don Hogg	
2:30 p.m.	Closing Worship	
3:00 p.m.	Adjournment	

*Next Stated Meeting of the Synod of the Sun
May 6-7, 2011
First Presbyterian Church · Richardson, TX*

Synod of the Sun
Statement of Assets and Liabilities
September 30, 2010

1			
2			
3			
4	ASSETS		
5	CASH AND CASH EQUIVALENTS	\$	571,542.58
6			
7	EQUIPMENT (LESS: ACCUMULATED DEPRECIATION)		11,043.09
8			
9	OTHER ASSETS		820,579.81
10			
11	PREPAID INSURANCE		3,807.46
12			
13	PREPAID RENT		3,665.62
14			
15	REPAID SUPPLIES		859.27
16			
17	TOTAL ASSETS		<u>\$ 1,411,497.83</u>
18			
19			
20	LIABILITIES		
21	ACCOUNTS PAYABLE	\$	1,393.18
22			
23	NOTES PAYABLE		100,000.00
24			
25	DEFERRED REVENUE		0.00
26			
27	FUND BALANCES		1,334,634.81
28			
29	CURRENT PERIOD INCOME AND EXPENSE		(24,530.16)
30			
31	TOTAL LIABILITIES AND FUND BALANCES		<u>\$ 1,411,497.83</u>
32			

Synod of the Sun
FINANCIAL REPORT
Actuals Compared with Budget
September 30, 2010

	ANNUAL BUDGET	JAN-SEPT BUDGET	JAN-SEPT RECEIVED
33			
34			
35			
36	INCOME		
37	\$ 475,000	\$ 356,249.97	\$ 300,275.18
38	\$ -	\$ -	\$ 2,208.00 *
39	\$ 25,000	\$ 18,749.97	\$ 25,516.34
40	\$ 188,800	\$ 141,599.97	\$ 141,600.00
41	\$ 44,000	\$ 33,000.03	\$ 33,000.00
42	\$ 72,978	\$ 54,733.50	\$ -
43	\$ 35,000	\$ 26,250.03	\$ 26,250.02
44			
45	\$ -	\$ -	\$ 986.32
46	TOTAL INCOME	\$ 840,778	\$ 630,583.47
47			
48			
49	ANNUAL BUDGET	JAN-SEPT BUDGET	JAN-SEPT SPENT
50			
51	EXPENSE		
52	\$ 173,200	\$ 129,900.24	\$ 91,187.01
53	\$ 23,000	\$ 17,249.98	\$ 3,618.07
54	\$ 55,000	\$ 41,249.52	\$ 34,310.92
55	\$ 479,278	\$ 359,458.76	\$ 360,221.02
56	\$ 105,300	\$ 78,975.09	\$ 65,029.00
57	\$ 5,000	\$ 3,750.03	\$ -
58	TOTAL EXPENSE	\$ 840,778	\$ 630,583.62

59
60 * *Income from 2009 Presbyterian Sun Ads received in 2010*

61
62
63
64

Synod of the Sun
Income Statement
Compared with Budget
DETAIL EXPENSE AND BUDGET
September 30, 2010

	ANNUAL BUDGET	SEPT BUDGET	SEPT ACTUAL
65 MISSION			
66 A. MISSION			
67 Cross Cultural New Initiatives	8,000	6,000.03	1,781.27
68 International Partnerships	4,000	3,000.06	-
69 Mission Networks Grants	25,000	18,749.97	-
70 GA Matching	110,000	82,500.03	74,067.04
71 Women's Ministries	4,000	3,000.06	2,000.00
72 SCRAPCE Scholarships	500	375.03	-
73 SUBTOTAL	151,500	113,625.18	77,848.31
74			
75			
76 B. EVENTS			
77 EP Forum	7,000	5,249.97	2,204.49
78 Multi-Cultural Youth Conf.	4,000	3,000.06	4,000.00
79 Synod Youth Workshop	100	74.97	100.00
80 Interim Pastors	100	74.97	100.00
81 COM Event	4,000	3,000.06	2,434.21
82 09 Hispanic Women's Conference	3,000	2,250.00	3,000.00
83 College Connection	1,500	1,125.00	1,500.00
84 College Chaplains & Presidents	2,000	1,500.03	-
85 SUBTOTAL	21,700	16,275.06	13,338.70
86 TOTAL MISSION	173,200	129,900.24	91,187.01
87			
88 COMMUNICATIONS			
89 Multimedia	7,000	5,250.01	545.33
90 Sun Mailing & Returns 2009 Expense	-	-	542.36
91 PN News	5,000	3,750.03	333.50
92 Web Development	5,500	4,124.97	-
93 Communications Initiatives	5,500	4,124.97	2,196.88
94 TOTAL COMMUNICATIONS	23,000	17,249.98	3,618.07
95			

Synod of the Sun
Income Statement
Compared with Budget
DETAIL EXPENSE AND BUDGET
September 30, 2010

	ANNUAL BUDGET	SEPT BUDGET	SEPT ACTUAL
96 GOVERNANCE			
97 A. INSTITUTIONS			
98 Lyon College	100	74.97	100.00
99 Austin College	100	74.97	100.00
100 University of Ozarks	100	74.97	100.00
101 Schreiner University	100	74.97	100.00
102 Trinity University	100	74.97	100.00
103 Tulsa University	100	74.97	100.00
104 Pan American School	100	74.97	100.00
105 Austin Seminary	100	74.97	100.00
106 SUBTOTAL	800	599.76	800.00
107 Pby. Children's Homes & Servic	100	74.97	100.00
108 Evergreen Pby. Ministries	100	74.97	100.00
109 Vera Lloyd Home & Family	100	74.97	100.00
110 Goodland academy	100	74.97	100.00
111 SUBTOTAL	400	299.88	400.00
112 Mo Ranch	100	74.97	100.00
113 Pres History Society of SW	100	74.97	100.00
114 TPF	100	74.97	-
115 SUBTOTAL	300	224.91	200.00
116 SUBTOTAL INSTITUTIONS	1,500	1,124.55	1,400.00
117 Solar Under the Sun	10,000	7,499.97	10,000.00
118 TOTAL	11,500	8,624.52	11,400.00
119			
120 B. BOOK OF ORDER			
121 COR & Nominating Co	1,500	1,125.00	84.21
122 Synod Stated Meetings	24,000	18,000.00	12,184.90
123 Perm Jud Commission	2,000	1,500.03	1,785.57
124 Other Synod Travel	16,000	11,999.97	8,856.24
125 SUBTOTAL BOOK OF ORDER DUTIES	43,500	32,625.00	22,910.92
126 TOTAL GOVERNANCE	55,000	41,249.52	34,310.92

Synod of the Sun
Income Statement
Compared with Budget
DETAIL EXPENSE AND BUDGET
September 30, 2010

	ANNUAL BUDGET	SEPT BUDGET	SEPT ACTUAL
127			
128			
129 PERSONNEL			
130 Staff Travel	37,000	27,749.97	25,765.44
131 EXECUTIVE SALARIES			
132 Executive	81,227	60,920.28	60,920.28
133 Associate Synod Exec/StatClerk	65,000	48,750.03	48,750.03
134 Director of Communications Sal	64,480	48,359.97	53,730.09
135 Subtotal	247,707	185,780.25	189,165.84
136 SUPPORT SALARIES			
137 Office Manager	37,049	27,786.78	27,786.78
138 Bookkeeper	38,796	29,097.00	29,097.00
139 Parttime Receptionist	16,775	12,581.28	12,581.28
140 Subtotal	92,620	69,465.06	69,465.06
141 EXECUTIVE BENEFITS			
142 Executive Benefits	31,380	23,535.00	23,534.73
143 Director of Communications Ben	24,584	18,437.99	18,799.62
144 Executive/Stated Clerk Benefit	25,807	19,355.26	19,354.68
145 Subtotal	81,771	61,328.25	61,689.03
146 SUPPORT BENEFITS			
147 Office Manager Benefits	14,454	10,840.50	10,840.86
148 Bookkeeper	15,172	11,379.01	11,378.52
149 Receptionist Benefits	9,869	7,401.86	7,411.99
150 Subtotal	39,495	29,621.37	29,631.37
151 Professional Development Executive Staff	4,500	3,375.00	1,646.52
152 Professional Development Support Staff	1,685	1,263.86	398.00
153 APA & Oth Mtg	1,500	1,125.00	635.34
154 Contract Staff	10,000	7,499.97	7,589.86
155 Subtotal	17,685	13,263.83	10,269.72
156 TOTAL PERSONNEL	479,278	359,458.76	360,221.02
157			

Synod of the Sun
Income Statement
Compared with Budget
DETAIL EXPENSE AND BUDGET
September 30, 2010

	ANNUAL BUDGET	SEPT BUDGET	SEPT ACTUAL
158 OFFICE EXPENSES			
159 Office Rent	44,000	33,000.03	32,990.58
160 Telephone	9,000	6,750.00	4,700.97
161 Postage	8,000	6,000.03	3,433.86
162 Copiers	9,000	6,750.00	4,741.74
163 Supplies	10,000	7,499.97	7,968.86
164 Insurance	10,000	7,499.97	2,632.24
165 Audit Fees	8,100	6,075.00	8,100.00
166 Bank Charges	200	150.03	65.00
167 Office Maintance	2,000	1,500.03	-
168 Computer Maintenance	4,000	3,000.06	107.46
169 Misc Charges	1,000	749.97	288.29
170 TOTAL OFFICE EXPENSES	105,300	78,975.09	65,029.00
171			
172			
173 CONTINGENCY			
174 Contingency Expense	5,000	3,750.03	-
175			
176			
177 TOTAL CONTINGENCY	5,000	3,750.03	-
178			
179 Net Expense	840,778	630,583.62	554,366.02
180			
181			
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183			
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185			
186			
187			
188			

**Synod of the Sun
RESERVE ACCOUNTS
REPORT BY DIVISION
September 30, 2010**

189 **TYPES OF FUNDING:**

190 Permanently Restricted (PR) Synod Designated (SD)
191 Temporary Restricted (TR) Temporary Endowed (TE)
192 Synod Unrestricted (SU)

193 **OTHER**

194 OF:Office Reports Expenditures

195 MN: Used for Mission Network Funding

196 Note: ^ in last column indicates Synod Reserves Designated for 2010 Budget

197

198

199

200

201 **GOVERNANCE**

202 PR/C/OF/Accts12223-12226 ALBERT CRISP FUND (TPF) market value

203

204 SD/Z/OF/Acct33710 PRES T SHIRTS

205

206 SD/ Z/OF/Acct33325 08 GRANT WRITING SYMPOSIUM FOR DISASTER RELIEF

207

208 SD/ Z/OF/Acct33601 08 SABBATH SABBATICAL GRANT

209

210 SD/ Z/ /Acct33335 08 SYNOD TRANSITION FUNDS

211

212 SD/Z/OF/Acct33673 RURAL CHURCH MINISTRY D. MIN

213

214 SD/ Z/OF/Acct33646 PERCEPT

215

216 SD/ Z/ OF/Accts33627-33628 STAFF DEVELOPMENT FUND

217

218

CONTINUANCE OF FUNDS:

Continues (PR Interest added): C

Can Zero Out: Z

December 31 Bal
2009**September 30 Bal*
2010*

\$	123,245	114,796
\$	4,419	4,155
\$	4,000	-
\$	6,000	6,000
\$	1,010	- ^
\$	35,684	33,794
\$	12,486	5,774
\$	6,315	1,201

**Synod of the Sun
RESERVE ACCOUNTS
REPORT BY DIVISION
September 30, 2010**

	<i>December 31 Bal</i>	<i>September 30 Bal</i>
	<i>2009*</i>	<i>2010*</i>
219 <i>GOVERNANCE CONTINUED</i>		
220		
221 SD/ Z/ /Acct33632 SOLAR UNDER THE SUN	\$ 42,096	\$ 77,871 ^
222		
223		
224		
225 SD/Z/ /Acct33677 ADMINISTRATIVE COMMISSION	\$ 5,143	\$ 22,650
226		
227 SD/ Z/ /Accts33616,33618 ATTORNEY FEE RESERVE*	\$ (33,873)	\$ 90,100
228		
229 SU/ C/ /Accts12214-12215 ,12109 GATEWOOD (TPF) market value	\$ 402,215	530,174
230		
231		
232		
233 SU/C/ /Acct12112 PRUDENTIAL	\$ 12,369	\$ -
234		
235 SU/C/ /Acct12111 PILP (PCUSA)	\$ 703,738	\$ 450,000
236		
237 TOTAL	\$ 1,324,847	\$ 1,336,515
238		
239 COMMUNICATIONS		
240 SD/ Z/ /Acct33670 ELECTRONIC MEDIA TRAINING	\$ 3,959	\$ 3,959
241		
242 SD/ Z/ /Acct33615 INTERPRETIVE RESERVE	\$ 604	\$ 429
243		
244 SD/ Z/ /Accts33001-33003,33014 PN NEWS	\$ (26,568)	\$ (22,434)
245		
246 TOTAL	\$ (22,005)	\$ (18,046)

247 **income of acct inclues 100,00 received from Sun Foundation loan and dispersed to SLP*

**Synod of the Sun
RESERVE ACCOUNTS
REPORT BY DIVISION
September 30, 2010**

248 MISSION	<i>December 31 Bal</i>	<i>September 30 Bal</i>
249	2009*	2010*
250		
251 PR/ C/ /Accts12220-12221 MAPPA (TPF) market value	\$ 72,640	\$ 72,949
252		
253 SU/ C / /Accts12218-12219 MACC (TPF) market value	\$ 27,336	\$ 25,975
254		
255 SD/Z/ /Acct33004 ASIAN MINISTRIES	\$ 9,624	\$ 8,124
256		
257 SD/ Z/ /Acct33005 NATIVE AMERICAN MINISTRIES	\$ 2,953	\$ 2,953
258		
259 PR/C/ /Acct33630 SCHROEDER	\$ 6,565	\$ 2,292
260		
261 SD/ Z/ /Acct33617 AFRICAN-AMERICAN MINISTRIES	\$ 5,400	\$ 5,200
262		
263 SD/Z/ /Acct33676/33674 HISPANIC LATINO MINISTRIES	\$ 474	\$ 474
264		^
265 SD/Z/ /Acct33675 MULTICULTURAL YOUTH	\$ 3,662	\$ 1,662
266		
267 SD/Z/ /Acct33649 CCM 2010 REACHING OUT EVENT 2010	\$ 5,000	\$ 5,000
268		
269 SD/ Z/ /Acct33330 SELF DEVELOPMENT OF PEOPLE/USA	\$ 16,322	\$ 16,322
270		^
271 SD/ Z/ /Acct33645 CROSS CUTLURAL MINISTRIES	\$ 9,423	\$ 5,424
272		^
273 TR/Z/ /Acct33705 INTERNATIONAL PARTNERSHIP FUNDS	\$ 28,875	\$ 13,443
274		
275 PR/C/ /Acct33620 TEXAS CAMPUS MINISTRY	\$ 22,602	\$ -
276		
277 TR/C/ /Accts12227/-12228 HIGHER EDUCATION (TPF) market value	\$ 133,811	\$ 76,728
278		

**Synod of the Sun
RESERVE ACCOUNTS
REPORT BY DIVISION
September 30, 2010**

	<i>December 31 Bal</i>	<i>September 30 Bal</i>	
	2009*	2010*	
279 MISSION CONTINUED			
280			^
281 PR/C/ MN/Acct33606 NATIONAL MISSIONS	\$ 15,494	\$ 19,441	
282			^
283 PR/C/MIN/Acct33606 OLD AGE CONCERNS	\$ 41,950	\$ 54,464	
284			
285 PR/C/ MN/Acct33007 NEW CHURCH DEVELOP D. ROBINSON	\$ 1,197	\$ 2,114	
286			
287 TR/ C/MN/Acct33600 PEACEMAKING	\$ 7,453	\$ 582	
288			
289 SD/ Z/ MN/Acct33621 SMALL CHURCH	\$ 6,962	\$ 6,962	
290			
291 SD/ Z/ MN/Acct33623 STRATEGIC PLANNING	\$ 2,000	\$ -	
292			^
293 SD/ Z/ /Accts33006,33610 MISIONAL CH/RESOURCES FOR PRESBYTERIES	\$ 38,895	\$ 27,511	
294			
296 TR / Z/ /Acct33602 EMERGENCY AID	\$ 522	\$ 800	
297			
298 SD/ Z/ /kAccts33653-33656 INTERIM PASTOR TRAINING EVENT	\$ 9,254	\$ 11,797	
299			
300 SD/ Z/ /Acct33008 08 GATHERING RES CENTER DIRECTORS	\$ 3,140	\$ 3,140	
301			
302 SD/ Z/ /Acct33650 WOMEN'S PROGRAMS	\$ 2,666	\$ -	
303			
304 SD/ Z/ /Accts33500-33537 SYNOD YOUTH WORKSHOP RESERVES	\$ (2,238)	\$ 11,499	
305			
306 SD/ Z/ /Accts33009,33011,33015-33020,33634-33635,33651,33643,33648,33764 SCRAPCE	\$ 21,566	\$ 23,584	
307			^
308 SD/ C/ /Acct33608 PRESBYTERY SCHOLARSHIP FUND	\$ 3,693	\$ -	
309			
310			

Synod of the Sun
RESERVE ACCOUNTS
REPORT BY DIVISION
September 30, 2010

	<i>December 31 Bal</i>	<i>September 30 Bal</i>
	2009*	2010*
311 <i>MISSION CONTINUED</i>		
312		
313 SD/ C/ /Acct33680 2010 PRESIDENTS AND CHAPLIANS EVENT	\$ 2,500	\$ 778
314		
315 SD/ C/ /Acct33619 2010 FIRST CALL PASTORS EVENT	\$ -	\$ (449)
316 TOTAL	\$ 499,740	\$ 398,768
317 GRAND TOTAL	\$ 1,802,583	\$ 1,717,237
318		
319		
320		
321		
322		
323		
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Synod of the Sun
RESERVE ACCOUNTS
REPORT BY DIVISION
September 30, 2010

	2009	2010	2010	2010	2010
	ENDING BAL	BEG	AUG	AUG	END
		AUG	INCR	DECR	AUG
343					
344					
345	SYNOD PASS THRU ACCOUNT ACTIVITY				
346	74	74	0	0	74
347					
348	0	11,667	0	2,917	8,750
349	(Resrves set aside for 2010 Budget to be applied monthly)				
350					
351	0	0	0	0	0
352					
353	74	0	0	0	0
354	(Synod Scholarships funded and awarded)				
355	0	0	0	0	0
356					
357	17,807	0	0	0	0
358					
359	0	0	0	0	0
360	(Dispersement of qtrly interest to Campus Ministries)				
361					
362	0	444	0	0	444
363	PREPAID GA MATCHING GRANTS				
364	3,000	333	0	333	333
365	5,000	3,750	0	416	3,750
366	10,000	5,333	0	583	4,750
367	9,999	5,111	0	611	4,499
368	9,000	4,667	0	542	4,125
369	7,000	3,500	0	0	3,500
370	12,416	6,083	0	792	5,291
371	9,167	4,445	0	590	3,855
372	7,000	2,333	0	583	1,750
373					

		10/5/2011					DRAFT
Acct	INCOME	09BUDGET	09ACTUAL	10BUDGET	10ACTUAL (JAN-SEPT)	2011 BUDGET	
40001-415	Presbyteries	600,000	525,597.71	475,000	300,275.18	435,000	
42001	The Presbyterian SUN	36,000	31,021.48	0	2,208.00	0	
42002	Presby Sun Subscript Donation	0	152.00	0	0	0	
43000	Interest Earned Available	35,000	34,750.35	25,000	25,516.34	25,000	
44002	Sun Foundation	199,000	198,999.97	188,800	141,600.00	180,000	
44003	Sun Fnd. (Bldg Grant)	48,000	48,000.00	44,000	33,000.00	47,000 1)	
45000	Rent Received Synod Space		800.00	0	0	0	
45050	Undesignated Reserve Transfer	44,000		72,978	0	0	
41800	Synod Designated Reserves			35,000	26,250.02	0	
	TOTAL INCOME	962,000	839,321.51	840,778	528,849.54	687,000	
	RESTRICTED INTERESF FROM INVEST		12,163.62		986.32		
			851,485.13		529,835.86		
EXPENSE		09BUDGET	09ACTUAL	10BUDGET	10ACTUAL (JAN-SEPT)		
MISSION							
A. MINISTRIES							
60100	Cross Cultural New Initiatives	10,000	2,454.69	8,000	1781.27	8,000 2)	
60300	International Partnerships	4,000	201.83	4,000	0	4,000	
60400	Mission Networks Grants	33,000	26,000.00	25,000	0	25,000	
60652	G.A. Matching Grants	85,000	104,199.95	110,000	74,067.04	110,000	
60600	Women's Ministries	5,500	5,500.00	4,000	2,000.00	4,000	
60700	SCRAPCE Scholarships	500	75.00	500	0	500	
	TOTAL MINISTRIES	138,000	138,431.47	151,500	77,848.31	151,500	
B. EVENTS							
61100	EP Forum/Staff Convocation	7,000	3,951.05	7,000	2,204.49	6,000	
61200	Multi-Cultural Youth Confer.	5,000	5,000.00	4,000	4,000.00	4,000	
61400*	Synod Youth Workshop	100	-	100	100.00	100	
61600*	Interim Pastors	100	-	100	100.00	100	
61700*	COM Event	4,000	-	4,000	2,434.21	4,000	
61800*	Hispanic Womens Conf	4,000	4,000.00	3,000	3,000.00	3,000	
	1) To Cover increase in rent						
	2) Event was cancelled in 2010						

		09BUDGET	09ACTUAL	10BUDGET	10ACTUAL (JAN-SEPT)	2011 BUDGET	
61900*	College Connection	1,500	1,500.00	1,500	1,500.00	1,500	
61901*	College Chaplains & Presidents	3,000	500.00	2,000	0	2,000	1)
	TOTAL EVENTS	24,700	14,951.05	21,700	13,338.70	20,700.00	
	TOTAL MISSION	162,700	153,382.52	173,200	91,187.01	172,200.00	
	COMMUNICATIONS						
62100	Multimedia	3,000	-	7,000	545.33	7,000	2)
	Sun Mailing & Returns 2009 Expense				542.36	-	
62200	Sun Printing	56,000	35,393.94	-	0	-	
62300	Sun Mailing & Returns	70,000	63,058.97	-	0	-	
62400	Sun Editorial Support	500	445.15	-	0	-	
62500	UMR Database	500	262.50	-	0	-	
62601	PN News			5,000	333.50	5,000	
62602	Web Development			5,500	0	5,500	
62603	Communications Initiatives			5,500	2196.88	5,500	2)
	TOTAL COMMUNUCATION	130,000	99,160.56	23,000	3,618.07	23,000	
	GOVERNANCE						
	A. INSTITUTIONS						
63101	Lyon College	100	100.00	100	100.00	100	
63110	Austin College	100	100.00	100	100.00	100	
63120	University of Ozarks	100	100.00	100	100.00	100	
63130	Schreiner University	100	100.00	100	100.00	100	
63140	Trinity University	100	100.00	100	100.00	100	
63150	Tulsa University	100	100.00	100	100.00	100	
63160	Pan American School	100	100.00	100	100.00	100	
63170	Austin Seminary	100	100.00	100	100.00	100	
	SUBTOTAL	800	800.00	800	800.00	800	
	1) Cost in 2010 was through Mission Grant						
	2) Monies to be spent before year end						

	09BUDGET	09ACTUAL	10BUDGET	10ACTUAL (JAN-SEPT)	2011 BUDGET	
63201	Pby.Children's Home & Services	100	100.00	100	100.00	100
63210	Evergreen Pby. Ministries	100	100.00	100	100.00	100
63220	Vera Lloyd Home & Family	100	100.00	100	100.00	100
63230	Goodland Academy	100	100.00	100	100.00	100
	SUBTOTAL	400	400.00	400	400.00	400
63301	Mo Ranch	100	100.00	100	100.00	100
63310	Pres Histor. Society of S.W.	100	100.00	100	100.00	100
63320	TPF	100	-	100	0	100
	SUBTOTAL	300	200.00	300	200.00	300
63330	Solar Under the Sun			10,000	10,000.00	0 1)
	TOTAL	1,500	1,400.00	11,500	11,400.00	1,500
	B. BOOK OF ORDER DUTIES					
64100	COR and Nominating Committee	1,500	2,362.15	1,500	84.21	2,500
64203	Synod Stated Meetings	36,000	31,181.29	24,000	12,184.90	30,000
64300	Perm Jud. Commission	2,000	71.49	2,000	1,785.57	2,000
64416	Other Synod Travel & Expense	17,000	8,729.10	16,000	8,856.24	16,000
	TOTAL	56,500	42,344.03	43,500	22,910.92	50,500
	TOTAL GOVERNANCE	58,000	43,744.03	55,000	34,310.92	52,000
	PERSONNEL					
65108	Staff Travel	40,000	29,778.71	37,000	25,765.44	57,000 2)
	Subtotal	40,000	29,778.71	37,000	25,765.44	57,000
	Executive Salaries					
65201	Executive	81,227	81,227.04	81,227	60,920.28	85,288 3)
65202	Associate Synod Exec/Stated Clerk	65,000	64,999.92	65,000	48,750.03	-
65205	Stated Clerk 2008	0	0	0	0	12,000
65204	Director of Communications	64,480	64,480.08	64,480	53,730.09	12,000
	Subtotal	210,707	210,707.04	210,707	163,400.40	109,288
	1) Solar will be under separate budget in 2011					
	2) Increase is to cover moving expenses for interim synod exec					
	3) Reflects 5% increase					

	09BUDGET	09ACTUAL	10BUDGET	10ACTUAL (JAN-SEPT)	2011 BUDGET	
Support Salaries						
Support Salaries						
65301 Office Manager	37,049	37,049.04	37,049	27,786.78	50,000	1)
65302 Bookkeeper	38,796	38,796.00	38,796	29,097.00	10,000	2)
65303 P/T Receptionist/Financial Assist 08	16,775	16,775.04	16,775	12,581.28	12,288	3)
Subtotal	92,620	92,620.08	92,620	69,465.06	72,288	
TOTAL SALARIES	303,327	303,327.12	303,327	232,865.46	181,576	
Executive Benefits						
65401 Executive	31,800	31,289.76	31,380	23,534.73	33,492	
65402 Director of Communications	25,244	24,507.00	24,584	18,799.62	0	
65404 Associate Executive/Stated Clerk	25,448	28,733.42	25,807	19,354.68	0	
65405 Stated Clerk 2008	0	-	-	0	0	
Subtotal	82,492	84,530.18	81,771	61,689.03	33,492	
Support Benefits						
65503 P/T Receptionist/Financial Assistant	8,750	9,690.97	9,869	7,411.99	986	
65501 Office Manager	14,504	14,504.76	14,454	10,840.86	15,750	
65502 Bookkeeper	15,580	15,152.16	15,172	11,378.52	-	
Subtotal	38,834	39,347.89	39,495	29,631.37	16,736	
TOTAL BENEFITS	121,326	123,878.07	121,266	91,320.40	50,228	
65613 Executive Prof Dev	4,500	4,500.00	4,500	1646.52	1,500	
65624 Support Prof Dev	3,750	1,695.00	1,685	398.00	1,500	
65630 APA & Oth Mtgs.	1,500	410.00	1,500	635.34	1,500	
65642 Contract Staff	12,000	8,282.69	10,000	7,589.86	20,000	
TOTAL PERSONNEL	486,403	471,871.59	479,278	360,221.02	313,304	
1) Represents expanded responsibilities						
2) Bookkeeping contract with TX Pres Fdn						
3) New part time position for computer work						

	09BUDGET	09ACTUAL	10BUDGET	10ACTUAL (JAN-AUG)	2011 BUDGET
OFFICE EXPENSES					
66002 Office Rent	48,000	35,673.17	44,000	32,990.58	47,000
66004 Telephone	14,000	9,315.81	9,000	4,700.97	10,000
66006 Postage	8,000	3,560.50	8,000	3,433.86	6,000
66008 Copiers	13,000	6,846.47	9,000	4,741.74	9,000
010-66011 Supplies	11,000	11,179.09	10,000	7,968.86	11,000
66013 Insurance Property	9,000	14,584.52	10,000	2,632.24	10,000
66015 Audit	7,600	8,100.00	8,100	8,100.00	8,600
66017 Bank Charges	200	78.05	200	65.00	200
66019 Synod Office Maintenance	2,000		2,000	-	2,000
66020 Computer Maintenance	6,000		4,000	107.46	4,000
66025 Miscellaneous	1,000	1,447.03	1,000	288.29	2,000
TOTAL OFFICE EXPENSE	119,800	90,784.64	105,300	65,029.00	109,800
CONTINGENCY					
67001 Contingency	5,097	-	5,000	0	10,000
TOTAL CONTINGENCY	5,097	0	5,000	0	10,000
TOTAL EXPENSE	962,000	858,943	840,778	554,366.02	680,304
	09BUDGET	09ACTUAL	10BUDGET	10ACTUAL (JAN-AUG)	
TOTAL INCOME	962,000	839,322	840,778	486,462	687,000
TOTAL EXPENSE	962,000	858,943	840,778	494,926	680,304
BALANCE	-	(19,622)	-	(8,464)	21,696
<i>Plus restricted Interest earned</i>		<i>12,164</i>			

COVENANT BETWEEN
EVERGREEN PRESBYTERIAN MINISTRIES, INC.
AND
THE SYNOD OF THE SUN PRESBYTERIAN CHURCH (U.S.A.)

I. THE NATURE OF THE COVENANT

This covenant defines the relationship of Evergreen Presbyterian Ministries, Inc., to the Synod of the Sun of the Presbyterian Church (U.S.A.). It is a covenant made voluntarily by each party. It is an agreement for each to be accountable to the other in areas of mutual concern. Based on God's faithfulness to us, we are making a commitment to be faithful to God in service to others. It is a commitment for the future based upon our past and present ministry together.

II. PARTIES TO THE COVENANT

Evergreen Presbyterian Ministries, Inc., 2101 Hwy. 80, Haughton, Louisiana 71037, is a service agency of the Synod of the Sun, Presbyterian Church (U.S.A.). The parties relate to each other through the Synod's Governance Working Group and through the Synod's designated liaison.

A. The History of Evergreen Presbyterian Ministries, Inc.

In May 1959, the Synod of Louisiana adopted as its child care program the establishment and operation of a vocational training school for young men with mental retardation and emotional problems, appointed a commission, designated funds and approved a special offering. The Commission leased, and later purchased, the physical plant of Evergreen School, which had been closed by the Webster Parish School Board.

Evergreen School, subsequently called Evergreen Developmental Center, grew into an institution that served 240 individuals with mental retardation in the early 1980's. In 1980, Evergreen Presbyterian Ministries began to direct its attention to the development of community homes serving six individuals in typical middle class neighborhoods. The next years saw an increase in the number of homes and apartments located in the community serving Evergreen's clients and a subsequent decline in the number of people served in institutional settings.

Finally, by mid-1994, the Evergreen Developmental Center was closed and there were no more clients served in institutional settings. This closure occurred because the ministry became convinced that its clients could be served better in the smaller, more homelike environments in community. The closure was supported by the changes in State/Federal funding patterns. Evergreen had become 100% community-based, offering services in all four states of the Synod including Louisiana, Texas, Oklahoma and Arkansas. In 1998, Evergreen began serving

clients in Tennessee, and in 2008, expanded services into Kentucky. The ministry now serves over 1,000 individuals with mental retardation or related conditions in a variety of community settings.

B. The Purpose of Evergreen Presbyterian Ministries, Inc.

The mission of Evergreen Presbyterian Ministries, Inc., is to help people with disabilities build better lives. Evergreen services and supports are designed to enable people to grow spiritually, physically, intellectually, emotionally and socially in a manner which leads to full inclusion in society. Evergreen respects and promotes the rights and dignity of individuals while enhancing independence through responsibility. Evergreen is characterized by Christian concern and employee competence.

C. The History of the Synod of the Sun as it relates to Evergreen Presbyterian Ministries, Inc.

The Synod of the Sun is the governing body which is the successor to the Synod of Red River, which was the successor to the Synod of Louisiana. The latter established Evergreen Presbyterian Ministries, Inc. in 1959.

D. The Purpose of the Synod of the Sun

The Synod of the Sun, a governing body of the Presbyterian Church U.S.A., connects and responds to the needs of its 11 presbyteries and their congregations in Arkansas, Louisiana, Oklahoma, and Texas. The Synod maintains a covenantal relationship with its institutions and agencies.

E. Expansion Beyond The Synod of the Sun

Evergreen Presbyterian Ministries' efforts expanded beyond the bounds of the Synod of the Sun when it grew beyond its original four-state area. Evergreen was given permission by the Synod of the Sun to labor outside the bounds of the Synod, and likewise, permission from the Synod of Living Waters to labor within their bounds was granted when those states were added.

III. BOARD OF DIRECTORS

The affairs of Evergreen Presbyterian Ministries are governed by a Board of Directors. There shall be a total of eighteen directors, which shall be nominated by the current Board of Evergreen Presbyterian Ministries, Inc., and be arranged in three equal classes of six people each. The Synod will be asked to approve those nominees prior to their election by the Board and approval will not be withheld without good cause. Ordinarily, directors will serve two terms of three years each, and each class will contain three first-term directors and three second-term directors. All nominations will be made in accordance with the principles of representation and inclusiveness found in the BOOK OF ORDER (G-4.400).

IV. COMMITMENTS

A. Evergreen's Commitment to Synod of the Sun

1. Evergreen Presbyterian Ministries, Inc. is committed to initiating and maintaining programs to further its purpose as stated in its Mission Statement.
2. Evergreen is committed to developing new and innovative programs for ministry to those with functional disabilities or similar needs.
3. Evergreen is committed to providing opportunities for students from a variety of institutions to develop expertise in working with persons with functional disabilities. Evergreen will work with seminarians, pastors, youth groups, international students, and social work and psychology interns.
4. Evergreen is committed to providing spiritual enrichment to clients and staff. Evergreen will work with local churches, providing opportunities for them to be involved in the spiritual life of Evergreen's clients.
5. Evergreen commits itself to reporting annually to the Synod.

B. Synod's Commitment to Evergreen

1. The Synod of the Sun is committed to supporting Evergreen Presbyterian Ministries, Inc. through prayer.
2. The Synod is committed to encourage financial support by consideration of fundraising campaigns throughout the Synod.
3. The Synod commits itself to interpreting Evergreen's work and financial needs to the membership of the congregations within its bounds and encouraging responsible stewardship on its behalf.
4. The Synod is committed to educating the Church about developmental disabilities, encouraging congregations within its bounds to extend Christ's hospitality to people with disabilities, and to providing Evergreen Presbyterian Ministries, Inc. the opportunity to do so.
5. The Synod is committed to recommend informed and concerned persons to the Board of Directors of Evergreen.
6. Synod will provide a liaison to Evergreen.

V. REVIEW OF THIS COVENANT

This covenant shall be in effect for five years. It shall be reviewed before the end of that time. The Covenant Review Team shall be composed of at least two persons nominated by the Board of Directors of Evergreen Presbyterian Ministries, Inc., and at least two persons nominated by the Synod. The Board of Directors will appoint one of these persons as moderator. This team will review the current covenant and may recommend amendments. The Covenant Review Team will report to the Synod and to the Board of Evergreen Presbyterian Ministries, Inc. At the request of either party, a review may be initiated prior to the expiration date of the covenant.

VI. APPROVAL

This covenant becomes effective when approved by the Board of Directors of Evergreen Presbyterian Ministries, Inc. and by the Synod of the Sun, Presbyterian Church (U.S.A.).

PREPARED BY COVENANT TEAM ON _____, 2011.

TEAM COMPOSED OF:

ON BEHALF OF THE SYNOD:

Rev. Raafat Zaki, Dallas, TX
Rev. Joseph Hill, Ruston, LA
Mrs. Remica Gray, Texarkana, AR

ON BEHALF OF EVERGREEN:

Mr. Frank C. Davis, III, Dallas, TX,
Moderator
Mr. John R. Taylor, Haughton, LA
Rev. Robert Malsbary, Kenner, LA
Rev. Barry Chance, Shreveport, LA

<p>APPROVED BY THE BOARD OF DIRECTORS, EVERGREEN PRESBYTERIAN MINISTRIES, INC.</p> <p>_____</p> <p>President</p> <p>_____</p> <p>Date</p>

<p>APPROVED BY THE SYNOD OF THE SUN, PRESBYTERIAN CHURCH (U.S.A.)</p> <p>_____</p> <p>Moderator</p> <p>_____</p> <p>Date</p>
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Communications Working Group - AGENDA (draft)

Synod Meeting October – Little Rock

- 1. Welcome and Prayer – John Cronk/Randy Nolen**
- 2. Ask a volunteer to record minutes. Detailed lists are fine.**
- 3. Introductions, Review of agenda, approval by consensus**
- 4. Coordinating Team report if needed – John**
- 5. Major Personnel Changes**
(maybe we will know what personnel recommends for communications)
- 6. Proposal to help from Malcolm Hall, to be worked out by Shane**
(includes possible help from Austin College an/or U. of Ozarks)
- 7. Prioritize communications needs in light of staff changes.**
- 8. Entirely new website: synodsun.com (no more pnnews.org)**
- 9. Language and culture map of the synod.**
- 10. Solar Under the Sun**
 - a. solarunderthesun.org may be turned over to contract web developer**
 - b. New SUTS brochures will be distributed at Synod meeting**
 - c. Display, DVDs (no additional ones done), etc.**
- 11. Budget for 2011**
- 12. Write up of report to plenary: Shane and volunteer.**

Governance Working Group
Agenda
October 19 & 20, 2010

- I. Personnel Barbara Ware
 - A. Budget recommendations
 - B. Personnel Committee/Interim Search committee
 - C. Personnel Policies - Consistent language in Bylaws re make-up of Personnel Committee and how reports get to Coordinating Team

- II. Solar Under the Sun – Budget Jim Freeman

- III. Finance Don Hogg
 - A. Update on 2010 Income vs Expenditures
 - B. Need all Working Group budgets by Tuesday evening, Oct. 19th
 - C. 2011 Budget Proposal

- IV. Covenants
 - A. Thank you notes to Synod
 - B. No renewals scheduled for 2011
 - C. Tulsa University Greg Coulter

The Covenant Between
Presbyterian Children's Homes and Services
and the
Synod of the Sun, Presbyterian Church (U.S.A.)

Article One Nature of the Covenant

1.01. Covenant Relationships in General. The relationship that exists between Presbyterian Children's Homes and Services ("PCHAS") and the Synod of the Sun, Presbyterian Church (U.S.A.), Inc. ("the Synod") shall be defined and characterized by the word "covenant." The term "covenant" has found its highest expression among God's people. Thus, covenant within the family of God implies the deepest level of trust between covenanting parties and of commitment to one another. A Christian covenant is a living agreement, offering vast opportunities for creative adaptation to meet changing conditions.

1.02. Confirmation of the Covenant Relationship. PCHAS and the Synod hereby confirm their covenant relationship recognizing that the life and work of each is enriched and made more dynamic through this relationship and also recognizing that each party has its own role that can be strengthened through the mutual exchange of ideas, resources, and support for the mission of the other.

1.03. Purpose of this Document. This document is a current statement of the covenant relationship between PCHAS and the Synod and of the mutual expectations and commitments that provide the basis for review and evaluation of the work done by PCHAS and the fulfillment of the Synod's responsibilities to PCHAS. It is intended that this covenant be legally binding on both parties and that the governing documents of each party not be inconsistent with this covenant.

Article Two Parties to the Covenant

2.01. Presbyterian Children's Homes and Services. Presbyterian Children's Homes and Services is a Texas nonprofit corporation resulting from the merger on January 1, 2002, of Presbyterian Children's Homes ("PCH") and Presbyterian Children's Services, Inc., of the Synod of the Sun ("PCS").

(a) Presbyterian Children's Homes. PCH was a Texas nonprofit corporation originally chartered on December 31, 1904. The genesis of PCH occurred in Dallas, Texas, where a children's home was established by the Ladies Missionary Society of First Presbyterian Church in 1902. At the Society's request, the Synod of Texas of the Presbyterian Church in the U.S. assumed control of the home in October 1903. Later, the Synods of Arkansas and Oklahoma joined in support. A strong relationship continuously existed between PCH and these synods and their successors. The first written confirmation of the covenant relationship between PCH and the Synod was adopted in 1984 and renewed unchanged in 1989. PCH developed and maintained programs in areas throughout Texas.

(b) Presbyterian Children's Services. It was in early 1916 that a group of concerned and caring Presbyterians responded to a need and opened Reynolds Presbyterian

Orphanage and School in the small west Texas community of Albany. The Home served needy children in that area under the direction of the Presbytery of Abilene until economics necessitated a move to Dallas in 1923, and the agency came under the care of the Presbytery of Dallas. The Home weathered the difficult years of the 20's and 30's and continued to serve children in that location until 1960, when it relocated to a new campus in Waxahachie. The name was then changed to United Presbyterian Homes. To identify more adequately with its origin and purpose the name Presbyterian Children's Services was approved by the Synod and the PCS Board of Trustees in 1989. Written confirmations of the covenant relationship between PCS and the Synod were adopted in 1986, 2001, and 2006.

(c) Current Programs. PCHAS offers a variety of services. There are 4 group homes for children in Itasca, 10 group homes in Waxahachie, 2 group homes in San Antonio, one group home in Duncanville, 2 group homes in Austin, and a residential facility for single mothers and their children in Weatherford. Child and family programs are provided in Abilene, Austin, Corpus Christi, Corsicana, Dallas, Fort Worth, Hurst, Kilgore, Longview, Lubbock, Midland, Odessa, San Antonio, Temple, Weatherford, and Wichita Falls. Each child and family program is conducted in collaboration with Presbyterian congregations in the community it serves. PCHAS operates community based foster homes in Longview, in the Wichita Falls area and various communities in north central Texas and provides adoption services state wide. In addition to an emphasis on residential education, PCHAS also offers an advanced education program for former clients.

2.02. Synod of the Sun. The Synod of the Sun, Presbyterian Church (U.S.A.), Inc. is a Texas nonprofit corporation. The Synod is a regional governing body of the Presbyterian Church (U.S.A.), and its jurisdiction includes the states of Arkansas, Louisiana, Oklahoma, and Texas.

Article Three Legal Relationship of the Parties

3.01. Separate Legal Entities. PCHAS and the Synod are separate legal entities.

3.02. Governance of PCHAS. PCHAS' Articles of Incorporation provide that it shall be managed by a Board of Trustees and that the manner of election, term of office, and qualifications of trustees, the method and cause for removal of such trustees, and the number of such trustees shall be as provided for by the Board of Trustees in the Bylaws. At least two-thirds (2/3) of the members of the PCHAS Board of Trustees shall be either active minister members of a presbytery or active members of a church within the boundaries of the Synod. The Synod may submit names to PCHAS for consideration as prospective trustees.

3.03. Distribution of Assets Upon PCHAS Dissolution. PCHAS' Articles of Incorporation provide that upon the dissolution of PCHAS and pursuant to a plan of dissolution adopted according to Texas law, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, (a) to an organization qualified to receive such assets according to the terms or directions from the Synod of the Sun, Presbyterian Church (U.S.A.), Inc., or, if no such organization exists, then (b) to such organization or organizations that are entitled to hold property for the benefit of the Presbyterian Church (U.S.A.) or its successor organization as the Board of Trustees of PCHAS shall select, in such proportions as the Board of

Trustees shall determine. To qualify to receive such assets upon dissolution, an organization must be exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, at the time of dissolution. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of PCHAS is then located, exclusively for such purposes or to such organization or organizations, as the court shall determine, which are organized and operated exclusively for such purposes.

3.04. Controlling Documents. A copy of PCHAS' governing documents and any amendments thereto shall be provided by PCHAS to the Synod Executive, and a copy of the governing documents of the Synod and any amendments thereto shall be provided by the Synod to the President of PCHAS.

Article Four Responsibilities under the Covenant

4.01. Mission of Presbyterian Children's Homes and Services. The Synod entrusts Presbyterian Children's Homes and Services to provide a variety of Christ-centered services to children in need and their families.

4.02. Mission of Synod of the Sun. The purpose of God is fully revealed in the life, death, and resurrection of Jesus the Christ. As Christ's body, the Church is called to proclaim the gospel and, through the power of the Holy Spirit, to make disciples, inviting and encouraging people to become followers of Jesus—to grow spiritually, emotionally, and theologically on the journey of faith and faithfulness. All expressions of the Church called Presbyterian are called to be instruments of God's will. To each there is a particular role, with accompanying responsibilities. The vision of the Synod of the Sun is to be a regional community of Christians who work together across geographic boundaries. Being a living expression of the Great Ends of the Church is the primary task of all entities of the Church beginning at the congregational level. Presbyteries exist to create and encourage such congregations and to motivate, develop, and support lay and clergy leadership. The presbytery is meant to be a community of interdependent congregations. The Synod of the Sun seeks to be an agent of mutual ministry among the presbyteries, Presbyterian colleges and seminaries, institutions, agencies, and ministries within the region embracing Arkansas, Louisiana, Oklahoma, and Texas. The goal of the Synod is to facilitate these components to harmonize in ministry. The Synod seeks to proclaim and promote the reign of God in a spirit of ecumenicity.

4.03. Mutual Concern and Support. Both PCHAS and the Synod shall at all times demonstrate mutual concern and support for one another. The primary expression of mutual concern and support shall involve program relationships between PCHAS and the Synod in which each provides services for the other.

4.04. Governing Boards and Communication. In fulfilling the responsibilities of this covenant, PCHAS normally acts through its Board of Trustees and the Synod through its Assembly, although each may delegate responsibilities to others. Continuing communication between PCHAS and the Synod should be affirmed and maintained. PCHAS may communicate with the Synod through the Synod's appropriate working group or the Synod Executive. The

Synod may communicate with PCHAS through PCHAS' Board of Trustees or the President of PCHAS.

4.05. Role of Presbyterian Children's Homes and Services.

(a) Legal Responsibilities. PCHAS, through its Board of Trustees, accepts the legal responsibilities associated with the governance of PCHAS and the responsibility for nominating, electing, and training trustees who shall bring effective leadership to PCHAS and a general commitment to the goals and programs of the Synod. PCHAS shall be cognizant of the Presbyterian Church (U.S.A.)'s criteria for fair representation on its Board of Trustees.

(b) Availability of Expertise and Resources. PCHAS commits to offering its expertise and facilities as a resource for the Synod. PCHAS personnel, insofar as reasonable, shall be available to lead or participate in conferences and other events and to serve on committees and task forces of the Synod. PCHAS' physical facilities and resources shall be available for use by the Synod in appropriate and needed ways. These services, which are not for profit to PCHAS, shall ordinarily be rendered on a cost basis to the Synod. Both the Synod and PCHAS shall respect the primary responsibility of PCHAS to fulfill its mission in deploying personnel and other resources.

(c) PCHAS Funding. PCHAS agrees to assume primary responsibility in securing funding for its management and operation. PCHAS is free to solicit funds from individual Presbyterians and other persons, congregations, presbyteries, trusts, foundations, estates, and any other appropriate sources.

(d) Cooperation With Other Synod Institutions. PCHAS is cognizant of the existence of other Synod institutions, including child and family service organizations, and will actively seek ways to work cooperatively for the mutual benefit of all.

4.06. Role of the Synod of the Sun.

(a) Advocate for PCHAS. The Synod shall interpret and advocate the role and programs of PCHAS to congregations, governing bodies, individual Presbyterians, and others, particularly those within the Synod's area of jurisdiction. This will include the distribution of information regarding the mission and work of PCHAS.

(b) Support of PCHAS. The Synod shall encourage support of PCHAS, including financial support, by congregations, governing bodies, individual Presbyterians, and others, particularly those within the Synod's area of jurisdiction.

(c) Availability of Expertise and Resources. The Synod commits to offering its expertise and facilities as a resource for PCHAS. Synod personnel and commissioners, insofar as reasonable, shall be available to consult and work with PCHAS in support of its mission. The Synod's physical facilities and resources shall be available for use by PCHAS in appropriate and needed ways. These services, which are not for profit to the Synod, shall ordinarily be rendered on a cost basis to PCHAS. Both PCHAS and the Synod shall respect the primary responsibility of the Synod to fulfill its mission in deploying personnel and other resources.

4.07. Annual Report and Review. The Synod shall provide PCHAS an opportunity to present an annual report on how it is carrying out its mission. PCHAS declares its openness to periodic evaluations by the Synod which has concern for PCHAS' institutional faithfulness as a Christian ministry.

Article Five Miscellaneous Provisions

5.01. Authorization of Other Relationships. PCHAS and the Synod recognize the advantages of working relationships between PCHAS and other individuals and organizations (including other church governing bodies) not inconsistent with this covenant. Such relationships allow for mutual responsibilities and resources to be identified and exercised at every level. PCHAS, therefore, may continue or establish relationships with other individuals and organizations (including other church governing bodies) that are consistent with this primary covenant.

5.02. Review and Renewal of the Covenant. The statement of covenant relationship between PCHAS and the Synod shall be reviewed and, if necessary, revised at least every four years. It is the joint responsibility of PCHAS and the Synod to ensure that such a review is accomplished. Interim changes agreeable to both parties may be made as conditions require.

5.03. Formal Approval of the Covenant. Presbyterian Children's Homes and Services and the Synod of the Sun, Presbyterian Church (U.S.A.), Inc., adopt this current statement of their covenant relationship, effective on the affirmative vote of both governing boards.

Adopted by the Board of Trustees of
Presbyterian Children's Homes and Services
on November 6, 2010.

Adopted by the Assembly of the Synod
of the Sun, Presbyterian Church (U.S.A.),
Inc. on October 19, 2010.

Presbyterian Children's Homes and Services,
a Texas nonprofit corporation

Synod of the Sun, Presbyterian Church
(U.S.A.), Inc. a Texas nonprofit corporation

By: _____
Gene Trevino
Chair of the Board

By: _____
Rev. Jane Huffstetler
Moderator

By: _____
Ed Knight
President

By: _____
Rev. Judy Fletcher
Synod Executive

Personnel Report Synod of the Sun October 19-20, 2010

Important Background

This report is the result of one years work by the Personnel Committee. The Committee acknowledged in the fall of 2009 the need to reduce the size of synod staff due to decreasing revenues from presbyteries. The Personnel Committee recommended to synod in November 2009 that synod vote in the affirmative its willingness to draw from unreserved resources to give the synod one more year to face the issue of Reduction in Force. The synod voted in the affirmative. The Personnel Committee visited with all the staff in the fall of 2009 and fully informed them of this situation. The primary work of the Personnel Committee in 2010 has been to address the details around the Reduction in Force.

The committee has prayed often this year and also had conversations with all existing staff. The result of this work was that four members of staff were told on August 31 that Personnel Committee was acting on the Reduction in Force policy for each of them, two exempt staff and two support staff.

The Reduction in Force policies of the Synod read as follows: “In the event that reduction of staff is necessary through no fault of the employee, written notice of separation will be given 30 calendar days in advance. In the event notice is not given, employees will be given a minimum of 20 working days of severance pay.” The Personnel Committee told each of these employees they were receiving 2 months notice and 2 months salary following the 2 month notice. This meant these employees worked September and October, the notice months. They are to receive paid salary months, or severance, for November and December. Since two of these employees are ministers, a vote of synod to dissolve these calls will be in order at this synod meeting. The committee checked with legal counsel in the Office of General Assembly concerning this process.

NOTE: The Director of Communications tendered his resignation effective September 30, 2010. The Personnel Committee voted to give him the difference of his new salary which is lower and his current salary for the months of November and December as severance.

The new staffing recommendation is that 1) Administrative Assistant be given expanded responsibilities and the title of Director of Administrative Services and Assistant Stated Clerk; 2) that a part time Stated Clerk be called; 3) that Bookkeeping services be performed through a contract with Texas Presbyterian Foundation; 4) that Communications be done by contract; and 5) that an Office Assistant with strong computer and organizational skills be hired on a part time basis (about 16 hours a week).

In addition to the Reduction in Force work, the Personnel Committee received word of the planned retirement of the Synod Executive effective July 31, 2011. Therefore, the report of the Personnel Committee includes an interim executive job description for approval by synod and a recommendation for approval of a search process for an interim executive.

This work of the Personnel Committee has been challenging and painful, but the committee has tried at each step to speak the truth in love.

Report Part 1

- Motion to accept resignation and therefore dissolve call of Shane Whisler as Director of Communications, effective Oct. 1, 2010
- Motion to dissolve call to Raafat Zaki as Associate Executive and Stated Clerk, effective Oct. 31, 2010
- Motion to affirm the work of Personnel Committee in Reduction in Force and terms of severance
- Statements of Gratitude for the work of Kathy Fancher, Shane Whisler, Jeanine Caldwell, and Raafat Zaki

Report Part2

- Motion to adopt new staffing positions and job descriptions (see attached) for Synod of the Sun:
 - Interim Executive – full time exempt
 - Director of Administrative Services and Assistant Stated Clerk – full time exempt
 - Stated Clerk – part time
 - Office Assistant – part time
 - Bookkeeping – contract
 - Communication – contract

Report Part 3

- Motion to designate current Personnel Committee as Interim Executive Search Committee with a timeline goal of bringing name of candidate to May 2011 meeting of synod
- Motion to elect Ernie Higginbotham as Stated Clerk of Synod of the Sun beginning Nov. 1, 2010 through Dec. 31, 2011

Position Description
Stated Clerk
 Synod of the Sun

A. Purpose

The Stated Clerk is the chief Ecclesiastical Officer of the Synod and shall provide all the services required by the Book of Order of the Presbyterian Church (USA) and assigned by the Synod.

B. Election

1. Must be a Minister of the Word and Sacraments or an Elder, eligible to be a member of the Synod of the Sun, PCUSA;
2. Shall be nominated to Synod by the Personnel Committee;
3. Shall serve with the terms of compensation approved by the Synod at the time of election.

C. Accountability

The Stated Clerk is nominated through the Personnel Committee of the Synod, in consultation with the Synod Executive, to the Synod for its approval and election. He/she is accountable to the Synod Executive and to the Synod through the Personnel Committee. The Synod Executive is the supervisor of the Stated Clerk.

D. Responsibilities

1. To perform all duties prescribed by the Book of Order (especially G-9.0203, G-9.0406, G-12.304);
2. Help to plan and carry out synod meetings and give official notice to the time and place of Synod meetings; be responsible for recording the transactions of the synod, and keep the Synod's rolls of membership and attendance;
3. Handle all papers covering judicial matters submitted by other bodies;
4. Be responsible for preserving Synod records and furnishing extracts from them when required by another governing body of the church;
5. Provide staff services, including training, to and report the actions of the Permanent Judicial Commission;
6. Work with the Coordinating Team to provide a proposed docket for Synod meetings;
7. Forward referrals to Synod ministry groups within ten days following adjournment of Synod;
8. Review and assure distribution of minutes of the Synod meetings within 30 days following adjournment;
9. Present Synod minutes in a timely fashion as required for General Assembly review;
10. Arrange for annual review of presbytery minutes in cooperation with presbytery

stated clerks and report annually to Synod and Presbyteries the approval of or exception to the minutes of member presbyteries;

11. Attend professional meetings in order to improve skills, knowledge, and effectiveness of service (current meetings include: General Assembly, Synod Stated Clerks, Presbytery Stated Clerks, Fall Polity, PJC training, COR, Nominating Committee, and Presbytery/Synod Staff Convocation);
12. In consultation with the personnel committee, attend professional meetings in order to improve skills, knowledge, and effectiveness of service;
13. In consultation with the Synod Executive and personnel committee, nominate an Assistant Stated Clerk;
14. Serve as staff resource for the Nominating Committee and the Committee on Representation;

E. Relationships

1. Member of Presbytery/Synod Staff Convocation
2. Member of Association of Stated Clerks
3. Staff the Permanent Judicial Commission, Nominating Committee, and Committee on Representation;
4. Work collegially with the presbytery stated clerks, synod stated clerks and the Office of General Assembly;

F. Qualifications

1. Have knowledge of the Book of Order, Book of Confessions, ecclesiastical law, and parliamentary procedure;
2. Have a thorough knowledge of the Presbyterian Church (USA) at all levels, and of its constitution, policies, and procedures;
3. Have an ability to interpret the constitution of the PC(USA);

G. Evaluation

Performance is evaluated annually by the Executive of the Synod of the Sun. In addition, employee is interviewed annually by members of the Personnel Committee of Synod.

H. Terms

The Stated Clerk of the Synod of the Sun is elected for the period effective Nov. 1, 2010 through Dec. 31, 2011.

Candidate for Stated Clerk of the Synod of the Sun
Ernest R. Higginbotham



Ernie Higginbotham is a native Texan and a life-long Presbyterian. He was born in Abilene while his father, the late James P. Higginbotham, was serving as Pastor of First, Winters. The family moved to Mabank, Cleburne and to Dallas where Ernie received his primary education. After moving to East Texas, Ernie graduated from Carthage High School where he twice was a member of the state championship debate team. While in high school, he was active in the Trinity Presbytery Youth Presbytery and participated in Youth Synod at Trinity University and youth conferences at Purdue and Tulsa Universities.

Ernie received a scholarship to attend Princeton University, where he was actively involved in the Westminster Fellowship. He graduated cum laude with a degree in history and a commission in the U.S. Army. Ernie spent two years on active duty as a Field Artillery officer including service in Vietnam and Cambodia. He returned home to attend Law School at the University of Texas, where he graduated with honors.

Ernie spent a year as a Briefing Attorney for the Texas Supreme Court before moving to Dallas. He was in private practice for 27 years with Strasburger & Price where he was a partner specializing in antitrust and business litigation. After taking early retirement, Ernie joined Nortel Networks as Vice President-Litigation with global responsibility for the company's litigation. Since 2008, Ernie has been employed by UnitedLex Corporation, a legal consulting, technology and outsourcing company, as Senior Vice President & General Counsel, Government Affairs. Ernie is a Life Member of the American Law Institute and has served as Chair of the State Bar of Texas Antitrust Section and as President of the Texas Law Review Association.

Ernie was ordained as an Elder at First, Richardson, and he has been a member of First, Dallas since 1985. He is involved in a number of activities, including teaching Sunday School, being a counselor for the children's choir camp, serving at the Stewpot's Second Chance Café, and visiting with Pastors' Aides. He has served as Vice-Moderator of the Session, Chair of the Sesquicentennial Steering Committee and President of the First Presbyterian Church of Dallas Foundation. Ernie has provided legal counsel to Grace Presbytery for 20 years, and he recently served on the General Presbyter Search Committee. On several occasions, Ernie has led classes on legal issues for the Administrative Personnel Association.

Ernie formerly served as President of the Greater Dallas Community of Churches. He currently serves on the Board of Presbyterian Communities and Services and as Chair of the Board of Presbyterian Village North.

Ernie enjoys travel, baseball games and Saturday lunch in Denton with his mother who lives on the family farm in the house she grew up in. He has recently taken up hiking with a friend. Ernie lives in Dallas with his two sons, Pierce Ryan and Ethan James.

Ernest R. Higginbotham

4242 Lomo Alto Drive, #N45

Dallas, Texas 75219

214-394-1159 (mobile)

erhigg@gmail.com

Education **University of Texas**, J.D. (with honors) 1973
Order of the Coif; Texas Law Review
Princeton University, A.B. (cum laude) 1968
History major

Employment **UnitedLex Corporation** (2008 – present)
www.unitedlex.com
Senior Vice President and General Counsel, Government Affairs
Assist in developing and promoting legal consulting, technology and outsourcing solutions for law firms and corporations to manage litigation matters involving large amounts of electronic documents

Nortel Networks (2001-2007)

www.nortel.com

Resident in Richardson, TX office

Vice President, Litigation

Global responsibility for supervising and managing all Nortel's litigation; oversaw the largest cross-border shareholder class action settlement (\$2+ billion) involving actions in two U.S. courts and three Canadian provinces; personally mediated patent cases that have led to payments to Nortel totaling \$60 million.

Strasburger & Price, L.L.P. (1974-2001)

www.strasburger.com

Resident in Dallas, TX office

Partner since 1980; retired as Senior Partner

Scope of practice: antitrust, trade regulation, business competition, contracts, trade secrets, intellectual property, unfair competition, franchise and distribution, restrictive covenants, employment, real estate, securities fraud, RICO, business torts; complex litigation including class actions and multidistrict litigation.

Litigation: Handled hundreds of lawsuits, for 18 years almost always as lead lawyer, in state and federal courts. Lead counsel in jury trials, bench trials, injunctions, class action

hearings, arbitrations, mediations, including multi-week trials. Most matters involved supervision of a trial team of lawyers and legal assistants. Leadership roles in joint defense efforts in large multi-defendant cases. Argued cases before the Fifth Circuit Court of Appeals and the Judicial Panel on Multidistrict Litigation.

Management: Division Head of Business Litigation Division (5 years) with administrative responsibility for 40 lawyers and legal assistants. Initial Practice Unit Manager for Intellectual Property Practice Unit (1 year) to organize the group. Faculty member of firm's Trial Academy (10 years) to train new lawyers.

Supreme Court of Texas (1973-74)

Briefing Attorney for Justice Ruel C. Walker

United States Army (1968-70)

First Lieutenant, Field Artillery

Combat service in Vietnam and Cambodia

Two Bronze Stars, Purple Heart, Army Commendation Medal for Valor

Professional Admitted to practice in Texas and the United States Supreme Court. Prior admissions: the United States Court of Appeals for the Fifth Circuit and the United States District Courts for the Northern, Western, Eastern and Southern Districts of Texas.

State Bar of Texas Antitrust and Business Litigation Section (Chairman 1988-89, Council Member 1980-92). Since 1982, various leadership positions in the American Bar Association Section of Antitrust Law. Member of the Litigation Sections of both the SBOT and ABA.

American Law Institute (Life Member); American Bar Foundation (Fellow); Texas Bar Foundation (Life Fellow); Dallas Bar Foundation (Charter Fellow); Texas Law Review Association (President 1989-90, Director 1986-98, Life Member); included in The Best Lawyers in America, 2001-2002 (Business Litigation).

Faculty member (1983-2001), ALI-ABA Course of Study on Civil Practice and Litigation Techniques in Federal and State Courts; Board of Editors (1990-2001), Federal Evidence Practice Guide (Matthew Bender); numerous articles and speeches on antitrust and litigation topics.

Civic

Greater Dallas Community of Churches (President 1988 and 2005, Director 1985-2006); Dallas Theater Center (Secretary and General Counsel 1987-89, Director 1982-89); First Presbyterian Church of Dallas (1985-, Elder, Sunday School teacher); First Presbyterian Church of Dallas Foundation (President 1999-2000, Trustee 1995-2000); Leadership Dallas 1982-83; Presbyterian Village North (Chairman 2007-, Trustee 2000-), Presbyterian Communities and Services (Secretary 2008, Trustee 2008-).

Position Description
Director of Administrative Services/Assistant Stated Clerk
 Synod of the Sun

A. Purpose

Provide primary staffing for administrative services of the Synod of the Sun and serve as second to the Stated Clerk, sharing in providing all services required by the Book of Order of the Presbyterian Church (U.S.A.) and as assigned by the Synod and its Executive.

B. Accountability

The Director of Administrative Services/Assistant Stated Clerk is accountable to the Synod Executive, Synod Personnel Committee, and the Synod as a whole.

C. Responsibilities

1. Director of Administrative Services

- a. Work directly with contracted services to establish and maintain relationships, procedures and ongoing projects for:
 - i. Accounting/Bookkeeping
 - ii. Communications, e.g. printing and web design
 - iii. Technology
 - iv. Office Equipment
- b. Maintain records and reports for:
 - i. GA Matching Grants
 - ii. Campus Ministries
 - iii. GA Restricted Funds
 - iv. Synod scholarships
 - v. Personnel
- c. Monitor accounts and assist with various financial reports
- d. Work with presbyteries and churches on church loans, submitting applications to GA and maintaining synod records
- e. Plan meetings and events of various committees and councils. This includes hotel, transportation, meal arrangements, communication of registration and confirmations
- f. Attend meetings to oversee registration and general arrangements
- g. Maintain current, orderly, functional files, including minutes for all pertinent units
- h. Maintain personnel leave and vacation records for staff
- i. Oversee upkeep of synod wide calendar, office supply needs, and arranging for volunteer help as needed
- j. Serve as staff resource as needed for meetings of synod and its committees

- k. Serve as staff resource and/or registrar for events such as Synod Youth Workshop, Christian Educators, Interim Pastor Training, and others as directed
- l. Work directly with building management on issues pertaining to maintenance and general upkeep
- m. Collaborate in preparation of interpretive printed and electronic publications requested such as:
 - i. Budget Commentary
 - ii. Synod mission interpretation
 - iii. Meeting highlights
 - iv. Conference brochures
 - v. PC(U.S.A.) Mission Yearbook and Planning Calendar
 - vi. Design and maintenance of multiple websites for Synod
- n. Supervise and aide other support staff in general office duties when necessary

2. Assistant Stated Clerk

Share in the following duties with elected Stated Clerk:

- a. Duties as prescribed by the Book of Order (especially G-9.0203, G-9.0406, G-12.0304)
- b. Plan and carry out synod meetings and give official notice to the time and place of synod meetings
- c. Be responsible for recording the transactions of the synod, and keep the Synod's rolls of membership and attendance
- d. Be responsible for preserving Synod records and furnishing extracts from them when required by another governing body of the church
- e. Provide to the Coordinating Team a proposed docket for Synod meetings
- f. Forward referrals to Synod working groups within ten days following adjournment of Synod of the Sun
- g. Review and assure distribution of minutes of the Synod meetings within 30 days following adjournment
- h. Present Synod minutes in a timely fashion as required for General Assembly review
- i. Additional duties as needed by the Stated Clerk

D. Relationships

- 1. Membership in appropriate PC(U.S.A.) related organization
- 2. Work collegially with the Synod Staff, including the Stated Clerk, staffs of presbyteries, including stated clerks of presbyteries and synods, and the Office of General Assembly.

E. Qualifications

1. Minimum of Bachelor's degree required
2. Must be a Minister of the Word and Sacrament or an Elder, eligible to be a member of the Synod of the Sun, PC(U.S.A.)
3. Knowledge of the Book of Order and parliamentary procedure
4. Creativity and organizational skills
5. Proficient in MS Office applications Word, Excel, and Outlook
6. Proficient in Adobe applications Acrobat, InDesign, and Photoshop
7. Ability to establish and maintain collegial working relationships

F. Evaluation

Performance is evaluated annually by the Executive of the Synod of the Sun and the Synod Personnel Committee.

G. Terms

Director of Administrative Services is a Full-time, exempt status position hired for an indefinite period of time.

VALERIE KNOX · ARLINGTON, TX 76001 · 682/465-1360

Valerie.knox@att.net

SUMMARY OF QUALIFICATIONS

- 17 years experience in office, operations, customer service and human resources management.
- Certificate in Mediation and Alternative Dispute Resolution.
- Successful team leader with experience in development of policies, procedures, and training materials and their implementation.
- Experienced in all aspects of employee relations including recruitment, separation, and performance management.
- Solid project management capabilities with high rate of success in maximizing procedural efficiency and cost utilization.
- Years of experience in working with all levels of employees from front-line to executive management.

EDUCATION

Bachelor of Applied Arts and Sciences, Major: Organizational Development

University of North Texas, Denton, TX - 2007

Major GPA: 4.0

Professional Certificate in Alternative Dispute Resolution and Basic Mediation Training – December 2007

Mediation Internship, Dispute Resolution Services of North Texas, Inc. – Fall 2006

Member **Society of Human Resource Management (SHRM)** – 2002 to 2005

Member **Administrative Personnel Association of the PC(U.S.A.)** – 2005 to present

PROFESSIONAL SKILLS & ACCOMPLISHMENTS

HUMAN RESOURCES

- Promoted to Human Resources Director and accepted relocation to the DFW area to set up Human Resources department in 20 year old company with 40 field offices and 150 employees.
- Reporting directly to the CEO and COO, procedures were developed that empowered local office directors to perform employee relations functions at the field office level, in partnership with Human Resources.
- Developed and published company's first Employee Handbook, field office manual for Human Resources functions, and trained employees in its use.
- Established and maintained records and procedures for controlling personnel transactions and reporting personnel data for 150 employees in as many as 50 offices.
- Recruitment for all levels including a legal team and various upper management positions.
- Planned and organized an annual week long management conference in San Antonio, to include rotational training workshops and guest speakers.

FINANCIAL

- Have served as registrar and meeting planner for multiple meetings and conferences while reducing costs by up to 90%.
- Transition event registration from paper to web based registration and payment with MS Office FrontPage and PayPal.
- Negotiated and maintained excellent working contracts and relationships with multiple vendors.
- Developed electronically based file management system for archival files contributing to efficient space and time management utilization.
- Increased client reimbursement and gross revenues for the region by 120%.
- Reviewed and interpreted monthly status reports of all contracted facilities to assure accurate billing and measurement of office efficiency.

MANAGEMENT

- Act as liaison between COO, two field office(s), and five hospital contracts.
- Recruited, trained, and assisted field office Directors in all facets of eligibility, reporting procedures, staffing, and client/agency relationships.
- Assist field office Director in achieving and preserving a positive employee working environment.

EMPLOYMENT HISTORY

OFFICE MANAGER · Synod of the Sun, PC (USA) · 2004 to Present
The Synod of the Sun is a middle governing body of the Presbyterian Church (USA). As Office Manager I work directly with the Executive Director, Associate Directors and other officers of the General Assembly of the PC (USA).

HUMAN RESOURCES GENERALIST · Medical Third Party Resources, Inc. 1999 to 2004
MTPR, Inc. assists as many as 50 client hospitals nationwide in collection of debt for patients who qualify for governmental third party assistance or through a private loan service.

REGIONAL DIRECTOR, LOUISIANA · Medical Third Party Resources, Inc.
Promoted to Regional Director and reported directly to the COO. Responsible for office start-up, client relations for each of five individual hospital contracts and two field offices.

DIRECTOR, Lake Charles, LA · Medical Third Party Resources, Inc. · 1999 (Initial start)
MTPR, Inc. assists hospitals in collection of debt for patients who qualify for governmental third party assistance or through a private loan service.

OPERATIONS MANAGER, Abilene, TX · Joy S. James & Associates, Inc. · 1995 to 1999
Joy S. James is an Administrative Advocate for individuals in their claims for Social Security Disability and Supplemental Security Income benefits through the Administrative Law Judge level.

Continuing Education

- **Fundamentals of Supervision & Leadership** Course – sponsored by PIA of Texas, July 1995
- **NOSSCR Disability Law Conference** attendee – April 1998
- **HR Southwest Human Resources Conference** – October 2002, October 2003
- **SHRM** (Society for Human Resource Management) **member** – June 2002 to July 2005
- **Microsoft Access** – UT Arlington, Spring 2006
- **Microsoft FrontPage** - UT Arlington, Spring 2006
- **Mediation Internship, Dispute Resolution Services of North Texas, Inc.** – Fall 2006
- **How to Design Effective Brochures, Newsletters, etc.** – February 2007

Professional References

Rev. Lemuel Arroyo-Garcia · 940-597-8036 · *Associate General Presbyter, Salem Presbytery (formerly Associate Executive of Multicultural Ministries, Synod of the Sun)*

Rev. Shane Whisler · 214-390-1894 · *Associate Executive for Communications, Synod of the Sun*

Meg Garver-Hamilton · 972-203-0624 · *Synod Commissioner, Moderator Grace Presbytery PW*

Rev. Judy Fletcher · 214-390-1894 office · 940-206-8656 · *Executive, Synod of the Sun*

Shaunna Stuchal · 972-550-7400 · *General Manager, Hyatt Place Hotels, Irving, TX*

Karen Schmidt · 888-728-7228 · *Deputy Executive Director for Communications & Funds Development, PC(U.S.A.)*

Community Involvement

Girl Scout Leader – West Texas Girl Scout Council · February 1998 to May 1999; Bayou Girl Scout Council, August 1999 to June 2002

PC(U.S.A.) Church membership –

Grace Presbyterian Church, Arlington, TX

Previous: First Presbyterian Church, Lake Charles, LA

Westminster Presbyterian Church, Abilene, TX

North Texas Presbyterian Cursillo Council – Celebration Coordinator. 2005-2008

- Constructed bylaws and operating procedures for North Texas Celebration, a youth led, Cursillo based event
- Served as Moderator of Steering Committee and Representative of Council

Moderator, Personnel Committee – Grace Presbyterian Church, Arlington, TX – 2006-2007

Moderator, Women of Grace, Presbyterian Women – 2007-2008

Ordained Elder, PC(USA), Class of 2010 – liaison to Administration Ministry including Personnel and Building and Grounds Ministries

Co-Editor, Grace Presbyterian Church newsletter, *GraceVine* – 2008 - 2010

Position Description
Office Assistant
Synod of the Sun

A. Purpose

Provides resources and initiative to support the work of the office of the Synod Executive and Director of Administrative Services; carries out other functions in the office as may be assigned.

B. Accountability

The Office Assistant is accountable to the Synod Executive through the Director of Administrative Services for his/her day-to-day work and is responsible to the Synod through the Personnel Committee for his/her overall performance, assignments and relationships through the Synod Executive.

C. Responsibilities

Provide administrative and clerical support including, but not limited to:

1. Calendar
2. Email and other correspondence
3. File maintenance
4. Travel arrangements
5. Inbound and outbound mail/parcels
6. Data entry
7. Support, registration, set up and host meetings/events
8. Answer phones and assisting callers by answering questions and providing needed information where possible
9. Assist in overflow of other office duties
10. Occasional airport transportation as needed for meeting participants
11. Other duties as assigned

D. Relationships

Member of the Administrative Personnel Association PC(U.S.A.), working towards/with Advanced Study Certification and attends regional meetings.

E. Qualifications

1. Proficiency in MS Office applications, specifically MS Outlook, MS Word and MS Excel
2. Working knowledge of Adobe InDesign, Photoshop, and Acrobat preferred
3. Minimum of high school diploma
4. Professional appearance
5. Professional, energetic, collegial, and welcoming demeanor
6. Ability to multi-task

F. Evaluation

Performance is evaluated annually by the Executive of the Synod of the Sun and the Synod's Personnel Committee.

G. Terms

1. Part-time, with varying schedule of no more than 19 hours per work week.
2. Hired for an indefinite period of time.

A Covenant Between the Synod of the Sun, Presbyterian Church (USA),
And Vera Lloyd Presbyterian Home & Family Services, Inc.
Monticello, Arkansas and
Little Rock, Arkansas

I

THE COVENANT

This Covenant is a reaffirmation of the relationship which has existed between predecessor institutions and governing bodies of the Presbyterian Church (U.S.A.). The informal relationship began in 1910 when Presbyterians aided Mrs. Lulu Williamson of Monticello in caring for abandoned and neglected children. The formal relationship began in November, 1920, with the founding of Caddo Valley Academy as an institution of the Synod of Arkansas, and in 1923 when the Synod of Arkansas accepted management of Vera Lloyd Presbyterian Home, the outgrowth of Mrs. Williamson's ministry to children. After several consolidations, the Agency became part of the Synod of the Red River, PCUS in 1969, and continues as a service agency in the Synod of the Sun of the Presbyterian Church (USA).

In 1993, the Board of Directors of the Agency affirmed that the mission of Vera Lloyd Presbyterian Home & Family Services, Inc. (VLPHFS) is to "share Christ's healing love with children, youth, and families in crisis." Although this ministry is most visible in the human arena, it is basically concerned with one's fundamental relation to God, which often manifests itself in relationships between persons. The means whereby this ministry is ordinarily expressed is by service to people in crisis. Our purpose is to help people achieve and maintain wholeness through such services as residential care for children and youth; individual and group therapy; counseling for pastors and families; and services which prevent family breakdown.

Vera Lloyd Presbyterian Home & Family Services, Inc. was incorporated in Arkansas in 1969 as a not-for-profit organization and in that same year was granted 501(c)(3) not-for-profit status by the Internal Revenue Service. Subsequently, the Articles of Incorporation were amended to change the name of the agency to Vera Lloyd Presbyterian Home & Family Services, Inc. Vera Lloyd Presbyterian Home is licensed by the Department of Health and Human Services of the State of Arkansas.

This covenant between the Synod of the Sun and Vera Lloyd Presbyterian Home & Family Services, Inc. shall define the relationship between these two groups. It is an expression of trust, hope, and mission shared by both, reflecting the promises and the hopes of historic covenants made between God and God's people over many centuries. Its spirit is one of opportunity and flexibility offering opportunities for Christian mission among children and families in crisis.

II

Affirmation of Vera Lloyd Presbyterian Home and Family Services

In reaffirming our commitment to the mission of Jesus Christ and to the Synod of the Sun, Vera Lloyd Presbyterian Home & Family Services, Inc. covenants:

1. To share Christ's healing love with children, youth, and families in crisis. The Vera Lloyd program will include emergency and longer term care for children and youth at VLPHFS, therapy for families in crisis, education and advocacy for preventing family breakdown, consulting services to churches and communities addressing youth issues, programs aimed at preventing some of the major crises which affect children and youth, and other programs and services consistent with our mission statement which might be developed in response to other needs;

2. To provide appropriate and responsible financial management and planning, and to ensure the Agency's property and other assets are used wisely and kept in good repair;
3. To use and invest gifts which are given us in a manner which reflects good stewardship and which respects the intentions of the donors;
4. To inform and educate the Synod on issues and concerns affecting children, youth, and families, to provide leadership, planning, and advocacy in services of reconciliation and prevention, and to work positively with others within the Synod who share similar concerns;
5. To report annually to the Synod about the vitality of the Agency's programs and finances.

III

Affirmation of Synod of the Sun

In reaffirming its commitment to Vera Lloyd Presbyterian Home & Family Services, Inc. the Synod of the Sun covenants:

1. To recognize the Agency as a Service Agency of the Synod, affirming and celebrating the Agency's ministry of reconciliation as a valid, vital Christian ministry within the Synod;
2. To affirm and interpret the mission of the Agency to the different governing bodies and individuals within the Synod;
3. To encourage Presbyterians within the Synod to support this ministry with their financial gifts;

4. To review annually the programs and finances of the Agency, focusing on the faithfulness of the Agency to its mission, its financial responsibilities, and the significant highlights of its ministry during the year;
5. To report annually to the Board of Directors of Vera Lloyd concerning the various ministries of the Synod of the Sun;
6. To appoint a Synod staff person as a liaison with VLPHFS Board. This staff person will be in regular contact with the VLPHFS board and staff and will communicate the goals and concerns of each group to the other.

IV

The Separate and Corporate Integrity of Each Party

1. In the increasingly complex legal regulatory framework in which Vera Lloyd Presbyterian Home & Family Services, Inc. and the Synod must operate, the covenant is binding on each and helps to clarify the true separate, legally independent and mutually responsible entities in striving for the goals and purposes of this covenant. It is expressly agreed that the Synod of the Sun or any of its trustees, officers, agents or employees shall not be liable for any of the debts or other liabilities whatsoever of the Vera Lloyd Presbyterian Home & Family Services, Inc. Likewise, the Vera Lloyd Presbyterian Home & Family Services, Inc., or any of its directors, officers, agents, servants, or employees shall not be liable for any of the debts of the Synod of the Sun or any other obligations or liabilities whatsoever of the Synod.
2. The Synod has delegated to the Board of Directors of Vera Lloyd Presbyterian Home & Family Services, Inc. the responsibility for nominating and electing new directors. A majority of the Board of Directors shall be members of the PC(USA) residing within the boundaries of the

- Synod of the Sun. A current copy of the charter and by-laws which includes procedures for director selection shall be on file with the Synod of the Sun. The Synod shall receive in writing the names of the entire Board annually. The Synod may suggest and submit names of prospective directors to VLPHFS Board of Directors.
3. Vera Lloyd Presbyterian Home & Family Services, Inc. is a self-perpetuating corporation, governed in all of its affairs by the Board of Directors. The Board's obligation and commitment is two-fold: one is to the corporation and the accompanying legal and corporate responsibilities, and the other is to this covenant with all of its understandings and responsibilities. The selection process for board membership shall include establishment of standards for the competencies needed on the board. The general concern is for inclusiveness and a personal confirmation by each new board member to the mission, commitments and responsibilities the person will assume.

V
Review

To ensure the vitality of the covenant relationship between the Synod and Vera Lloyd Presbyterian Home & Family Services, both parties agree to a complete review of this Covenant five years after its adoption, with the understanding that partial, interim changes agreeable to both parties may be made as conditions require before that Covenant review.

Synod of the Sun
Moderator

Vera Lloyd Presbyterian
Home & Family Services
Chair of the Board

Synod of the Sun
Executive

Vera Lloyd Presbyterian
Home & Family Services
CEO

October 20, 2010

Date

Date

THE COVENANT BETWEEN LYON COLLEGE AND THE SYNOD
OF THE SUN, PRESBYTERIAN CHURCH (U.S.A.)

This covenant is the basis for the commitment of the Synod of the Sun (hereafter, “the Synod”) to Lyon College as a college of the Presbyterian Church (U.S.A.) (hereafter, “the Church”). In adopting this covenant, the Synod affirms its commitment to higher education as a part of the Christian mission within its bounds, and thus recognizes an obligation to Lyon.

This covenant is also the basis of Lyon’s commitment to the Synod as the regional governing body of the Church. In adopting this covenant, the Lyon College Board of Trustees (hereafter, “the Board of Trustees”) affirms its commitment to the Church, accepts responsibility for representing the Church in higher education, and thus recognizes an obligation to the Church.

The word “covenant” reminds the Church and Lyon of God’s promises to God’s people. A covenant is an opportunity as well as a commitment. It requires mutual accountability between the covenant parties.

The College and the Church enter this covenant willing to search for particular standards of excellence and to deal with the question of what a church-related college is and why the College makes a difference. The Church and the College need to be sensitive to the particular possibilities of Lyon College to become a creative and faithful representative of the Church and the particular opportunities presented by Lyon College from its own history and development. The historical legacy of Lyon College and all parts of this covenant should be seen in this spirit of covenant. This covenant joins the Church and the College in the spirit of Jesus Christ to strive toward high goals and visions.

1. Historical Legacy

Presbyterians founded Lyon College as Arkansas College in 1872. In that same year the College was granted a charter by the State of Arkansas. (The institution changed its name to Lyon College in 1994 to honor the extraordinary service rendered to it by the Frank Lyon family of Little Rock.) Lyon, therefore, owes its founding and historical character to the Church, and its authority to educate and to grant degrees to the State. Without the former it would not exist today. Without the latter it would have no legal corporate standing. As the oldest independent institution of higher education in Arkansas still operating under its original charter, Lyon is a tribute to the early vision of Presbyterians in Arkansas and a living example of the American system of independent higher education.

The essential link between church and state, which gives Lyon its character and its corporate identity, is its Board of Trustees. In associating themselves together under the corporate name of “The Trustees of Arkansas College,” in accordance with an act passed by the Legislature of the State of Arkansas on March 27, 1871 (Act No. XLII, “An Act to incorporate institutions of learning”), the College’s founders applied for and were granted a charter by the Secretary of State of Arkansas. The amended charter provides that the Board of Trustees shall have the power to recommend to the Synod individuals to fill vacancies occurring in its membership. In addition, if at any time the charter becomes void, all of the property, privileges, and powers of the Corporation known as the Board of Trustees of Lyon College shall vest in the Synod.

Throughout its history Lyon has chosen, voluntarily and intentionally, to maintain a vital relationship with the Church at the local church, presbytery, synod, and national level. The most tangible symbol of that relationship is the covenant with the Synod and the process by which it is re-examined and renewed every five years. As amended by the Board of Trustees on October 26, 1983, and accepted by the Secretary of State of Arkansas, the charter now explicitly states that the “Synod” is the “Synod of the Sun in connection with, and constituting a part of, the Presbyterian Church (U.S.A.).”

2. Mission of the College

Lyon College offers a liberal arts education of superior quality in a personalized setting. A selective, independent, undergraduate, residential teaching and learning community affiliated with the Presbyterian Church (U.S.A.), Lyon encourages the free intellectual inquiry essential to social, ethical and spiritual growth. With a rich scholarly and religious heritage, Lyon develops, in a culture of honor, responsible citizens and leaders committed to continued personal growth and service.

As an independent church-related institution of higher learning, Lyon draws on its relationship with the Church to fulfill its obligations to the students it serves. It takes advantage of its independence and its church heritage to commit itself to such Christian values as hope, peace, servanthood, community, and reconciliation. In accordance with this commitment to Christian values, Lyon seeks to continuously improve its academic and co-curricular programs; is open to students from a variety of economic, social, and cultural backgrounds; and provides generous financial aid to students evincing need. It offers an environment in which Christians of varied backgrounds and persons of other faiths may find encouragement and support for their pursuit of the holy in their lives.

Lyon College intends to remain accredited by all appropriate accrediting bodies. It is committed to creating an environment in which teaching, learning, and intellectual inquiry can flourish; serving the changing needs of its students; fostering excellence and innovation in all facets of its operation; and taking advantage of its location in an area of great natural beauty.

Lyon College shall maintain a vital relationship with the Church at the local church, presbytery, synod, and national level. It emphasizes its receptivity to the concerns of the Church by serving as a resource whenever possible and by:

- a. Representing the Christian gospel to the College community, while remaining hospitable to people of other faiths.
- b. Creating an environment in which individuals may develop deeply-held values; form themselves into a community marked by tolerance, respect and openness; and become connected to the wider world.
- c. Encouraging racial, gender, cultural, and ethnic diversity among students, faculty, the administration, and the Board of Trustees.

3. Board of Trustees

The Board of Trustees is composed of forty-two persons. Thirty-three are individuals nominated by the Board's Committee on Trusteeship, approved by the Board, and elected to four-year terms by the Synod. Three are alumni or alumnae of Lyon College who are elected to three-year terms by the Lyon College Alumni Association from a slate of candidates approved by the Committee on Trusteeship. Three are ordained Ministers of the Word and Sacrament who serve within the Presbytery of Arkansas, who are nominated by the Committee on Trusteeship and elected to three-year terms by the Presbytery. Two young alumni trustees shall be elected by members of their respective class. The remaining member is the President of the College, who is elected by the Board of Trustees and serves at its pleasure.

By electing the majority of members of the Board of Trustees, the Synod entrusts to the Board the authority and responsibility for the governance and oversight of Lyon College. Upon election, trustees become subject to the laws of the State of Arkansas under which the College's charter was granted. The trustees are understood to be free under the charter and the College's by-laws to exercise their best judgment in the discharge of their duties. Specifically, while the Synod may advise or request the Board of Trustees to take or refrain from taking a particular action, the Synod cannot require or instruct the Board to do so. The relationship between the two bodies is one of mutual trust.

Trustees will be elected on the basis of their willingness to commit their time, talents, influence, and resources in the service of the College and its mission in church-related independent higher education. A majority of trustees shall be members of the Presbyterian Church (U.S.A.), and some will be ordained Ministers of the Word and Sacrament. All trustees will be persons of religious commitment, high moral standards, and exemplary character.

4. Board of Church Advocates

The Board of Church Advocates is an advisory board to the president of the College with responsibility for nurturing the relationship between Lyon and institutions of the Church, including the Synod. It is comprised of ordained Ministers of the Word and Sacrament and lay members of the Presbyterian Church (U.S.A). The purposes of the Board of Church Advocates are:

- a. To advise the president on issues that are relevant to the College's mission in church-related higher education and its relationship with institutions of the Church.
- b. To interpret and articulate the mission and current priorities of the College to the presbyteries and churches of the Synod, and to serve as ambassadors for the College.

The Board of Church Advocates will meet annually, and will submit an annual written report to appropriate Church agencies and to the Board of Trustees.

5. Covenant review

This covenant shall be reviewed every five years by a covenant review team comprised of representatives appointed by the president of the College and representatives appointed by the Synod. The College and the Synod will share with the review team such information as it deems necessary to complete its work. The review team will present a written review and evaluation of the current covenant, including any proposed revisions to the covenant, to the Board of Trustees and the Synod for their review and approval. The revised covenant will become effective upon approval by the Board of Trustees and the Synod.

In addition to the regular five-year review process, the Board of Trustees or Synod may request a revision of the covenant at any time. Any proposed revisions to the covenant will be presented to the Board of Trustees and the Synod for their review and approval. The revised covenant will become effective upon approval by the Board of Trustees and the Synod.

6. Covenant Commitments

In fulfillment of its obligations under this covenant, the Synod:

- a. Understands Lyon College to be an expression of the Presbyterian and Reformed tradition in higher education, and thus a part of the mission and program of the Synod; and agrees to continue support of the College by cooperation, communication, and the encouragement of the particular historical legacy and opportunity which are represented by Lyon College.
- b. Will encourage the members of the Synod's churches to enroll at Lyon.
- c. Will promote Lyon in the following ways:
 - (1) Providing information via electronic media from the Synod.
 - (2) Providing information about the College to each Presbytery resource center.
 - (3) Encouraging the use of the Lyon campus and the resources of the College for Synod- and Presbytery- sponsored events.
- d. Will provide financial assistance as follows:
 - (1) Providing funds upon request and when available.
 - (2) Giving permission to the College to seek wherever it will for individual gifts and students.
 - (3) Giving permission to the College to initiate proposals for financial support from the particular churches and constituent Presbyteries of the Synod in whatever manner the College deems fitting and proper.
 - (4) Giving permission to the College to make a general approach to the constituency of the Synod in a major capital funds campaign, with prior approval from the Synod.

In fulfillment of its commitments under this covenant, Lyon College will continue to reflect the insights of the Judeo-Christian heritage by:

- a. Providing opportunities for the practice of the Christian faith on its campus through worship, study, and service.
- b. Adhering to the highest moral and ethical standards in its policies and institutional behavior.
- c. Making its personnel available for instruction and leadership to the wider Church.
- d. Providing a theological resource for the wider Church.
- e. Representing and teaching the Reformed and Presbyterian tradition of thought, work, and worship.
- f. Making the College available as a resource for activities of the Church.

- g. Keeping the Synod and all appropriate Church agencies informed of its work and development on a regular basis.
- h. Helping to implement the priorities chosen by the Synod in its planning processes.
- i. Providing an annual report of all Church-related congregational giving upon request.

7. Effective Date

This covenant shall become effective upon approval by the Board of Trustees and the Synod.

For the Lyon College Board of Trustees

For the Synod of the Sun

Date

October 20, 2010

ADDENDUM TO THE COVENANT BETWEEN LYON COLLEGE AND THE SYNOD OF
THE SUN, PRESBYTERIAN CHURCH (U.S.A.)

A. The Mission of the Synod of the Sun

The purpose of God is fully revealed in the life, death, and resurrection of Jesus the Christ. As Christ's body, the Church is called to proclaim the gospel and, through the power of the Holy Spirit, to make disciples, inviting and encouraging people to become followers of Jesus – to grow spiritually, emotionally, and theologically on the journey of faith and faithfulness.

All expressions of the Church called Presbyterian are called to be instruments of God's will. To each there is a particular role, with accompanying responsibilities. The vision of the Synod of the Sun is to be a regional community of Christians who work together across geographic boundaries.

Being a living expression of the Great Ends of the Church is the primary task of all entities of the Church beginning at the congregational level. Presbyteries exist to create and encourage such congregations and to motivate, develop, and support lay and clergy leadership. The Presbytery is meant to be a community of interdependent congregations.

The Synod of the Sun seeks to be an agent of mutual ministry among the Presbyteries, Presbyterian colleges and seminaries, institutions, agencies, and ministries within the region embracing Arkansas, Louisiana, Oklahoma, and Texas. The goal of the Synod is to facilitate these components to harmonize in ministry. The Synod seeks to proclaim and promote the reign of God in a spirit of ecumenicity.

B. The Presbyterian Church's Historical Role in Higher Education

The oldest continuous mission of the Presbyterian Church in the United States beyond the congregation is mission in higher education. For the past 264 years (since a Presbyterian minister established Log College in 1735) Presbyterians have been engaged in continuous and uninterrupted mission in higher education establishing colleges, academies, and universities.

Presbyterians care about education because we are admonished to love God with our minds. Thus, the Church's responsibility is to nurture and equip people of God to do this. The Church is involved in higher education to assure education that assists people in becoming faithful persons and responsible citizens.

A basic philosophy of education permeates Presbyterian understanding of a responsible educating community:

1. Conviction is an indispensable element in any learning that makes a difference in people's lives; and
2. Spiritual and aesthetic dimensions of life as well as encouragement of service to others are necessary components of education. The mission of the PC(USA) is to call higher education communities to provide education which addresses the spiritual as well as intellectual needs of persons, and prepares them to be caring citizens in a complex world.

Presbyterians are committed to the transformation of people and societies. Higher education today is a powerful influence in the lives of persons from diverse backgrounds who throughout their lives must learn to cope with a rapidly changing and highly technical world. It is the conviction of Presbyterians that the Church engages in higher education to influence responsible uses of knowledge.

Excerpts from *Loving God with Our Minds*, 203rd General Assembly (1991), PC(USA)

MEETING EXPENSE GUIDELINES

1. The Synod is committed to good stewardship in selecting meeting sites and locations. It reimburses reasonable and necessary expenses to those who attend approved functions of the Synod.
2. Reimbursement is made for LOWEST AIRFARE or mileage, whichever is lower.

Auto mileage is reimbursed at the rate of 25 cents per mile plus 5 cents per person for each of the first two additional passengers, plus road tolls and parking charges.
3. Housing:
 - a. Economical and convenient locations are to be used when possible
 - b. Normally, the Synod office makes arrangements for meeting rooms, hotel, and meals.
 - c. Normal practice is to house two persons to a room. Participants may choose to pay one half the cost of a room in order to have a single.
 - d. Persons shall certify the accuracy of their hotel bill by signing it when they check out and paying extra expenses (phone, etc.)
4. Synod reimburses reasonable expenses for food, postage, printing, telephone, tips and other necessary expenses as approved by Synod in advance.
5. Vouchers: Expenses incurred are to be reported through a travel expense form provided by the office. All available receipts and bills should accompany any voucher being turned in for reimbursement.

EXPENSE VOUCHER

Meeting Attended: Stated Meeting Date: October 19-20, 2010

Location of Meeting: Ferncliff Camp & Conference Center

Sponsoring Unit: Synod of the Sun

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Please attach receipts for any single item over \$25.00.

Plane Fare _____ \$ _____

Auto Mileage _____ miles x _____ cents per mile _____

(\$0.25 per mile + \$0.05 per mile for the first two participant passengers)

Taxi, Bus Fare, Tolls, Parking _____

Motel/Hotel Room _____

Meals, Gratuities _____

Miscellaneous _____

Subtotal _____

Less cost of guest/single room (refer to balance due on confirmation) - _____

TOTAL EXPENSE \$ _____

Please check one

_____ I wish these expenses to be a contribution to the Synod of the Sun and will appreciate a written acknowledgment of this amount.

_____ I wish to be reimbursed for these expenses.

Signature: _____ Date: _____ Phone: _____

Mail to:

Valerie Knox
Synod of the Sun
6100 Colwell Blvd, Suite 200
Irving, TX 75039
See guidelines on reverse side.

OFFICE USE ONLY:

Approved by _____
Paid: Date _____ Check No. _____
Charge to Account No. 64202