

2020 Lilly Endowment Clergy Renewal Program

Dear Applicant,

Thank you for completing the online portion of your proposal to the Lilly Endowment Clergy Renewal Programs. Please provide all required signatures on this PDF print out (7 signatures if the pastor who will engage in the renewal program is the senior pastor, 8 signatures if the pastor who will engage in the renewal program is not the senior pastor), scan the signed printout, upload it into the "Additional Documents" tab of your online application, and click "Submit" by the June 5, 2020 deadline for this year's program.

Your application to this program will not be complete unless you upload a signed version of this document into the "Additional Documents" tab of your online applicaiton before clicking "Submit."

Please note that it may take up to three weeks following the post-mark deadline for you to receive the email confirming our receipt of your proposal materials. We ask that you please wait that amount of time before inquiring as to whether or not we have received your proposal materials.

With gratitude for your application,

The Lilly Endowment Clergy Renewal Programs at Christian Theological Seminary

**Clergy Renewal Programs
Christian Theological Seminary
1000 West 42nd Street
Indianapolis, IN 46208**

Recipients will be notified of award decisions by mid-October of 2020.

File Number: 2020 0726-000

Congregation & Pastor

Congregation: **Westminster Presbyterian Church**

1330 S Fielder Rd

Arlington, TX 76013

Phone: 817-460-3841

Website: www.wpcarlington.org

EIN: 75-1180174

Pastor: **Emily (Kate) McGee**

5203 Rio Court

Arlington, TX 76017

Email: kate@wpcarlington.org

Congregational Representative: Earlene Pike

Title: Clerk of Session

2805 Woodshire

Arlington, TX 76016

Phone: (325) 642-5984

Email: earleneap@yahoo.com

Total Amount Requested: \$49,694.00

Proposal Narrative Part A: Program Rationale and Design**1) Begin with a summary statement describing the overall character and purpose of the renewal program you are proposing.**

On December 20, 2017, my husband Lee and I became parents. This is an ordinary, daily miracle that happens all over the world. Our journey, however, looked a little different, as we adopted three brothers (ages 3, 10, and 11) from foster care to be our forever sons. We went from zero to three kids (and zero to 60 mph) overnight. I love thinking about us as “chosen family” because it’s not just a one-time choice; every day we choose to be family, to work at healing and wholeness, to strive for deeper relationships, to teach healthy boundaries, to develop trust among each other, and to belong to each other.

It is surreal to suddenly be parents; to suddenly be parents to children already formed; to suddenly be parents to children with backgrounds of trauma. While we have wholeheartedly embraced these joys and challenges, there have also been times when it is spiritually draining, taking everything we have to choose to be family the next day. I pray this sabbatical time will be an opportunity to make space to nourish our family in our relationships with each other and with God, to refill the spiritual wells that are pulled from every day.

It’s hard to describe, but often there is a deep, soul ache that comes with adoption. Sometimes it comes when my youngest son is sitting curled up in my lap, drinking his nightly milk. A deep ache will wash over me - an ache of sadness because I want to know him inside out, because I wish I were there when he was born, that I could have been the first person to hold him. Other times the ache comes when I’m around other mothers, as the gap in my knowledge of my own children becomes apparent. I didn’t get to teach my older two boys how to walk, or ride a bike, or swim. I don’t even have baby pictures of them.

I have missed so much. I know I can’t ever make up or recapture the years they didn’t belong to us. But I want to give so much to my sons who have missed out, and so does my husband. It’s hard when we have so many responsibilities pulling us in so many directions with school, jobs, therapy, and extracurricular activities. In this sabbatical, I want to focus completely on building important bridges that will be so necessary as the boys enter their teenage years. Lee and I were not there from the beginning, but we will be here and now forever. They belong to us. Becoming a parent has deepened my faith journey to witness God at work, choosing us to bring reconciliation where there had been brokenness, choosing us to be parents for such a time as this. It has been equally powerful to see how the boys have chosen to be our sons, have chosen to give our family a chance, to be someone new without erasing who they were and who they are. It echoes the way we become joint heirs with Christ and through Christ, the way we are adopted into God’s family through Jesus’ life, death, and resurrection, the way that, in life and death, we belong to God.

Westminster Presbyterian Church, where I serve as pastor, has been incredibly supportive of our family growth. They constantly look for our boys to do something good, and then let me know. They threw us a beautiful adoption shower, graciously offered full pay for my maternity leave, and pray unceasingly for us. Now they are enthusiastically approving and supporting our sabbatical plan.

The core of my sabbatical plan is to take our children to England to meet their extended family. My husband is from Liverpool, and that is where most of his family still resides. This grant will allow all five of us to travel together to Liverpool, stay abroad for six weeks, and get to know more of our chosen family. This will also allow our family of five to grow deeper in our relationships; we have never had more than two weeks together without work or school also demanding our attention. We have had several weeklong family vacations, but, with school and work schedules, there has been no time for long-term, deep bonding for our family. Although I love and appreciate the privilege of serving in ministry, there are few opportunities when I can fully take off my “pastor hat” and simply wear my “mom hat.” We will find ourselves refreshed and renewed by the waters of family, by sharing the best of England, the best of our chosen family there, with our sons. We will then round out the sabbatical time by spending time with some of our extended American chosen family. We will be reminded that we belong to this great community of saints, and that we belong to God.

This renewing time away will also allow WPC a chance to intentionally take a break and see what God has done in us, with us, and through us in the past six years. They too will be reminded that they belong to God, and that they

belong to each other.

2) Provide a clearly articulated rationale for engaging in the clergy renewal program. Include a discussion about why this is an appropriate time for the pastor and congregation to participate. To present a strong application, please give careful thought to the connection between the purpose, the proposed activities and your rationale. Programs that are coherent, well-integrated and possess a degree of thematic unity often are the most compelling. Your responses to these first two questions should convey these characteristics.

What does it mean to belong? This is a question we ask every confirmation class, as we invite them to name the groups to which they belong. When our sons came home, it was the center of our thinking: how can we make sure they know they belong? From smaller things – like introducing them as our sons rather than our adopted sons – to bigger things like baptizing them at church with a big party – we wanted to make sure they knew they were home for good. That belonging was cemented as we went to court and received the new birth certificates with our names on it as parents, with their new last name McGee. That belonging was encouraged by so much of our chosen family, who showed (and show) up in big ways to let our boys know they are loved, that they belong in our family, church, school, and community.

Our personal journey as a chosen family who creates belonging strongly parallels the journey of our church. People are finding a belonging at Westminster that they have previously been denied elsewhere. Whether they are immigrants or members of the LGBTQ community, they are overwhelmed by the radical hospitality, inclusion, and belonging they find at Westminster. In a world of increasing isolation and disconnection, it feels almost countercultural to embrace the Gospel command to love our neighbor as ourselves - to create a place to belong for those who have previously been rejected.

As we created a place for the marginalized to belong to our chosen family, an unexpected blessing came our way. In addition to LGBTQ people and people of color, straight white people also joined our church, seeking a chosen family for a church that reflected their inclusive theology of God's kingdom. There is a hunger across all races, ages, sexual orientations, and backgrounds in our church to love God and to love our neighbors as ourselves. We are flourishing in spiritual strength and purpose of mission, in large part because everyone feels like they have a place at the table - everyone feels as though they belong. The hard data illustrates this need for inclusion in the Gospel; in our smaller, solo pastor church we have gained over 90 official members in five years, adding to the energy and enthusiasm for God's mission that flows through our church.

By the time sabbatical arrives, I will have been pastoring Westminster for six and a half years. During that time, I have achieved several milestones: the conclusion of a very successful capital campaign; smooth transition and continuance of ministry during my maternity leave; celebrating Westminster's 60th anniversary; co-founding the Inclusive Faith Coalition, affirming God's love for the LGBTQ community; and committing to Matthew 25, a PCUSA initiative where we emphasize building congregational vitality, dismantling structural racism, and eradicating systemic poverty. The extra demands of being a church in COVID-19 has drawn our congregation closer in many ways. At the beginning of my ministry at Westminster, I led Session on a visioning retreat to discern this first chapter in our life together. We are approaching another appropriate time to envision what's next for God's people at Westminster.

3) Present a thorough narrative description of the pastor's activities and timeline for the renewal program. Include a brief description and a rationale for each of these activities. This section is where you will give the fullest description of your plans and describe how the pieces fit together into a coherent whole. Use the Outline of Renewal Program form to list in sequence the proposed date(s) for each activity and the names of any family members or associates who will attend or travel with the pastor as a part of this program.

May & June 2021: Chosen Family Abroad

On May 16, the church will host a Bon Voyage meal for my family, sending us off with love. At the beginning of my sabbatical on May 17, I will take 10 days on my own to decompress while my husband (a teacher) and our boys finish up the school year. I will start setting aside and packing what we will need for our time away. I also plan to read in our backyard and catch up on my sleep.

On May 28, our journey together as our chosen family will begin as we travel to Liverpool. My parents will join us for

the beginning of our journey, helping us with our sons on our first international and overnight flight together. After we arrive in Liverpool, my husband's hometown, we will check in to our rented house and start settling in. The Liverpool schools have a break called "half-term," so we will do a quick turnaround to head to Rome with our English best friends: Anthony, Katriona, and Lily (age 9) Cave. Going to Rome is a longtime dream of mine, and it is Anthony's favorite city. For years we have talked about going together, and now we can bring our children along! We will sightsee and eat delicious food. Anthony is a Roman Catholic deacon and school chaplain, and we have delightful theological discussions. This will be an opportunity to explore more of my chosen Christian family, by seeing the places where so much of our church, tradition, and theology was developed.

We will spend much of June exploring my husband's childhood home and meeting extended family. We will explore the Beatles Museum, the Mersey River, the Liverpool Football Club stadium, and Chester Zoo. We will also take the boys' first train ride to see family in Stafford. We plan to meet up with some of my university friends from Belfast who now live in southern England as well!

As a special treat, we will spend two nights in London, visiting Stonehenge on the way. One of the earliest connections I had with my oldest son is a shared love of Harry Potter. Our younger two sons also share that love now, and so we will travel to London to experience Harry Potter Studios, stopping at King's Cross station to pose with Platform 9 3/4. While we are in London, we will ride the London Eye and go to the Tower of London, eat lunch in Camden (my middle son is Kamden), and take a cruise down the Thames.

Later in June, we will head to Nottingham. Growing up, a family treat for my husband was to go to Center Parcs, vacation villages scattered across the United Kingdom. Continuing the family tradition, we will go to Center Parcs with our boys and in-laws to explore Sherwood Forest, swim, and play outside. We will return in time to celebrate Lee's "brother," Anthony's, birthday with our chosen family.

Before we return home to the USA in mid-July, we will celebrate our eleventh wedding anniversary with a party at a local pub, for all our English friends and their families. It will echo our first wedding anniversary, when we traveled to Liverpool and our family hosted a wedding reception for us, celebrating with all our chosen family who weren't able to travel to Texas for our wedding.

July 2021: Chosen Family at Home

We will travel home for a few days to do laundry and pause for a moment. Then we will continue our chosen family journey by heading to Estes Park, Colorado with some of our American chosen family - our best friends Allen, Melissa, and Madison (age 9) Ansberry. We will spend a week in the mountains, reconnecting with God and each other, drinking in the beauty of God's creation on hikes and around campfires. As both of us parent special needs kids, it will be a respite to share this time together and help each other out for a week.

To wrap up the summer, we'll return to Texas for "cousin camp" at my uncle's lake house at the end of July, where the youngest generation gathers for fun on the lake, video games, and delicious food. The lake house has been a place of healing, restoration, and connection for our family. Since our children don't have any cousins yet, we have taken intentional time to nurture relationships with my cousins' children who live in Dallas; we have chosen them as our sons' cousins. They always have a blast together, whether it's going to summer church camp together or having sleepovers. This is another way we have worked to help the boys feel like they are truly our family. This also means that we have chosen to develop much deeper relationships with my cousins, and realized they are brilliant, intelligent, and delightful people, who have unconditionally accepted and loved our boys.

To wrap up the summer, we will come home and take time to breathe before my husband heads back to work to prepare for the new school year, and the boys start their new school year. Our rhythm and routine will return on August 15, my first Sunday back and my husband's birthday, where we will celebrate with the Church in worship and at a "Welcome Home" meal.

4) Provide a statement written by the pastor that describes the intended benefits, both for the pastor and for the congregation, of the program as planned.

For the pastor - This program will renew and refresh my soul as we deepen our relationships with our chosen family and nurture our sense of belonging. I cannot wait to see my husband's face, as he shows our sons where he grew up, where he was formed and made and re-made, where he was baptized, and where we first met and fell in love. I

have discovered the new kind joy of watching my kids experience happiness. Personally, I will be able to reconnect with dear friends who were formative on my own faith journey as I served in Liverpool for a year as a PC(USA) Young Adult Volunteer, as well as friends from my university time in Belfast who now live in England. I will be able to kiss new babies, hug old friends and family, and catch up with colleagues. One of my dear friends from Liverpool is the Rev. Sonya Doragh. Sonya has intentionally done theological work around mothering and faith, and she has also adopted three boys. I have not been back to England since the adoption, and I'm looking forward to a series of mentoring conversations with Sonya about navigating motherhood and ministry.

Here in the States, I manage all plans, schedules, and finances. But every time we travel to England, I welcome my husband taking charge of those plans. I look forward to a sabbatical break from being in charge, leading, planning, deciding, and figuring everything out, both personally and professionally. That space creates renewal in my relationship with my husband, as he is comfortable with his family and home surroundings and will manage and plan. This will allow me to finally relax and really enjoy just being a mom. Because of annual visits and regular FaceTime from my mother-in-law (Nanny Lil) and sister-in-law (Auntie Katie), we also feel comfortable letting them babysit the boys - which would give us the opportunity for real date nights!

For the congregation - This program is designed to help them dive deeper into their own identity as a "chosen family" and what it has meant to include those who were often excluded, to create a place of belonging to God and to each other. They will benefit from hearing other faith leader's voices and viewpoints. Session will have opportunity to step back and evaluate what we have accomplished in the last six and a half years, as well as consider the next steps as a faithful family of God.

5) Provide a similar statement written by a representative of the congregation that describes the intended benefits both for the congregation and the pastor. This statement should summarize the congregation's views and should be incorporated into the body of the proposal. Do not include letters from individual members of the congregation.

Chosen Family. Every time we stand in support of a child or adult in baptism, we claim them as family. Every time we receive new members into our church, we claim them as family. Every time we support the students and staff of our neighborhood school or send sandwiches to the Arlington Life Shelter, we claim them as part of God's family. During this sabbatical time, our congregation looks forward to creating spiritual conversations about our chosen family and to deepening our understanding of family systems through our Christian journey. Our hope as a congregation during this time is to enjoy our journey together and to come to a fuller understanding of our role as brothers and sisters in Christ's chosen family through a book study, guest pastor's focus on "Chosen Families," and a videography project. Our staff, Session, and members of the congregation fully support this sabbatical opportunity for Kate and her family. Our hope for Kate is that she will return renewed and refreshed ready to lead our chosen church family into the next steps in our Christian path.

6) Describe the congregation's plans for covering the necessary pastoral functions during the pastor's absence, for celebration of the pastor's leave-taking and return, and/or for programs or activities that will serve to renew the congregation as a whole. Up to \$15,000 may be used for such purposes and should be allocated as the congregation deems appropriate. (Note: These expenses should be included in the congregation's budget for the renewal program.)

During the time of Pastor Kate's sabbatical, the congregation will engage a sabbatical pastor to lead worship in cooperation with the worship team and to lead a book study on chosen family. The money provided the congregation will pay for the sabbatical pastor, pay expenses for a videographer to capture our past, present and future thoughts about our chosen family, and go toward purchasing a family systems book for each family unit to be studied by the congregation during Kate's own personal study and renewal. We are fortunate to have two ordained pastors as members of the congregation. The Rev. Miranda Trussell and the Rev. Dr. Jim Reinartz will share head of staff responsibilities, tending to any pastoral care needs and supervising programs. As the sabbatical will take place in the

summer, many programs will be naturally already on break. At present Westminster has an arrangement with a caterer who uses our building. She provides the congregation one meal a month. We would use her service to provide a farewell meal with Bon Voyage tips for family time. On Kate's return, we would sponsor a Welcome Home dinner with family dishes from each family unit in a potluck.

7) Tell how the pastor and the congregation will communicate and share insights from the renewal program with one another after the pastor returns from the renewal leave. Please note that we do not anticipate contact between pastor and congregation during the renewal leave unless it is absolutely necessary.

Before Pastor Kate leaves, the congregation will have a "Bon Voyage" meal to bid her and her family a spiritually fruitful time as both she and the congregation prepare for a journey of study and growth in our chosen family systems. After her sabbatical, we will have a "Welcome Home" meal to share the growth both have experienced during this time of separation and renewal. At this dinner, members of the congregation can share points gleaned from their study while Kate shares thoughts from her sabbatical. This sharing would continue during worship services with special times set aside to share with the children (during the Children's Time) and adults and through the video created to reflect our growth and our intentional future as a chosen family.

8) Give a brief description of the process by which the congregation determined whether to submit a proposal. Favorable consideration will be given only to proposals that provide evidence of broad congregational support for the program and of the whole congregation being aware of the application.

During Pastor Kate's five plus years here at Westminster, she has led the congregation with creativity and caring, renewing the church's foundation in Christ and outreach to the world. It keeps with our mission statement: "Rooted in God's love and grace, we worship, learn, give, and connect, refreshing people with Living Water. We reach out to share the Water with all who thirst." We have grown in recognizing God's love and grace within our congregational family and our families in the community. This growth has also come with the blessing of her three adopted boys.

Planning for Kate's sabbatical began in 2019 with discussions about her future sabbatical with the Personnel Chair. Our Personnel Policy states that she is eligible for a six- week sabbatical every five years. However, knowing the importance of this grant and her plans, the Personnel Committee presented the Session with a request to extend that sabbatical time to three months if she receives this grant. The Session unanimously approved this request. At that time, the Personnel Chair assisted Kate with the application. The congregation is supportive of this time away, with several members noting in her annual reviews that they are willing to do whatever it takes for Kate to continue serving WPC. More congregational information sessions will be established via Zoom now and in person after the COVID-19 pandemic allows. All recognize that Kate and her family need a cohesive, bonding time since Kate and Lee adopted their three boys. Instant large family is a major adjustment and thus inspires in us a desire to study and contemplate more about our chosen family and the power of belonging.

Proposal Narrative Part B: Congregational Information**1) Provide the date of founding and number of years at your present location. Describe any especially illuminating or distinctive historical events in the life of this church.**

Founded in February 1958, WPC has worshiped in the same place for over 60 years. Every time we have had a capital campaign, we have exceeded our goal and had all payments in early, which means we were able to start additional ministries. This is a defining characteristic of WPC through the decades: the incredible generosity of time, talents, and treasure. Many of our new members are surprised at the number and variety of ministry opportunities available in our small church.

2) Tell how many members you have and what your average worship attendance is.

We have 180 members, and average 100 members in worship.

3) Provide the names and tenure of the last four pastors.

Rev. Dr. Elizabeth Johnson Pense, 2013-2014, Interim Pastor

Rev. Sharon Harris-Gearing, 2002-2013, Installed Pastor

Rev. Nancy Tiegreen, 2000-2002, Interim Pastor

Rev. Alan Farquhar, 1973-2000, Installed Pastor

4) List a representative sampling of the ministries, both internal and outreach, in which your church is involved.

We center our ministries around four verbs: Worship, Learn, Give, and Connect. In addition to worship services, we also have learning opportunities through Sunday School, Bible studies, and guest speakers. Our work in the community includes donating food and hygiene items to Arlington Charities and Arlington Life Shelter; partnering with Presbyterian Children's Homes & Services for our "Bridge of Hope" where we uplift a single-parent family in need, along with donating gifts for foster children at Christmas; knitting and quilting items to donate to local hospitals and children's homes; educating and helping communities build water filtration systems in Central America through Living Waters for the World; distributing fresh food through the Mobile Food Pantry; providing weekend food for almost 1,000 students every week during the school year through our NEW DAY ministry; and supporting our neighboring elementary school with many projects, including reading and mentoring. Groups offering connections through WPC include Beer Tasters, Book Worms, Breakfast Gatherings, Women's Circle, Young at Heart, Chancel Choir, and both youth and children's groups. Our Congregational Care Committee works to keep our homebound and sick members connected, as well as celebrating important milestones for our members.

Proposal Narrative Part C: Pastoral Information

1) Tell about the pastor's education (include only post-secondary through graduate school). Provide the name of the college and seminary from which the pastor graduated, degrees earned and the years in which the degrees were granted.

Bachelor of Arts, Religious Studies, Vanderbilt University, 2006 - high honors

Master of Divinity, Austin Presbyterian Theological Seminary, 2010

2) Provide the pastor's date of ordination, the name of the ordaining body, and the tenure and places of previous pastoral positions. Also tell us how long the pastor has served this congregation.

August 21, 2010 - ordained by Grace Presbytery, Presbyterian Church (USA)

July 2010 - December 2014 - Associate Pastor, Trinity Presbyterian Church, Topeka, KS

December 2014 - present, Pastor/Head of Staff, Westminster Presbyterian Church, Arlington, TX

3) Provide any other information about the pastor and his or her ministry, career and community involvements that may be helpful for the review committee to know.

Pastor Kate loves serving her community. She has served on several Presbytery committees, including as Moderator of Committee on Preparation for Ministry and currently as the Moderator for the General Presbyter Search Committee. She has served on two City of Arlington committees. She is also involved with the Arlington Ministerial Alliance, Attending Clergy Association, and Arlington Resource Sharing Group. A highlight for Pastor Kate was being selected to preach at the citywide ecumenical MLK service in 2018. She is the only woman to have preached from the pulpit at Greater Community Missionary Baptist Church in Arlington.

Outline of Renewal Program

First Day of Renewal Leave: 5/17/21

Final Day of Renewal Leave: 8/10/21

Activity	Start Date	End Date	Traveling Companions
Reading, swimming, decompressing on my own	2021-05-17	2021-05-28	
Travel to Liverpool, England	2021-05-28	2021-07-12	Lee, Michael, Kamden, & Koen McGee; Jeb Loveless & Martha Kinard
Travel to Rome	2021-05-31	2021-06-04	Lee, Michael, Kamden, & Koen McGee; Jeb Loveless & Martha Kinard; Anthony, Katriona, & Lily Cave
Holiday at Center Parcs in Sherwood Forest	2021-06-20	2021-06-25	Lee, Michael, Kamden, & Koen McGee; Lil & Katie McGee
McGee Celebration	2021-07-03	2021-07-03	All our England Chosen Family
Travel to Estes Park, Colorado	2021-07-16	2021-07-23	Lee, Michael, Kamden, & Koen McGee; Allen, Melissa, & Madison Ansberry
Travel to the family lakehouse for "cousin camp"	2021-07-26	2021-07-31	Lee, Michael, Kamden, & Koen McGee; Kinard & Loveless cousins

Signature Page**Signatures of Congregational Representative and Pastor**

I am duly authorized to submit this proposal on behalf of the congregation and affirm that to the best of my knowledge the information contained in the proposal is accurate. This signature indicates that the congregation is fully aware of this proposal, approves its submission and is prepared to accept a grant from Christian Theological Seminary if selected. If a clergy renewal grant is awarded, the congregation commits to continue the salary and benefits of the pastor during the renewal program.

Earlene Pike**Authorized Congregational Representative *** _____
Signature_____
Date_____
Senior Minister (if not the applicant)_____
Signature_____
Date

*This signature must be that of the congregation's authorized lay leader (for example, clerk of session, senior warden, chair of parish council, president of the congregation) and not an employee of the congregation. Signatures of relatives of the pastor are not acceptable. I believe that the information provided on this application is accurate. If a clergy renewal grant is awarded and the program is undertaken, I intend to serve this congregation for at least one year after the end of the renewal program. Further, I recognize that this grant is not portable and that it can be used only while I am serving in the congregation that has applied for this grant.

Emily (Kate) McGee**Pastor Who Will Engage in Renewal
Program**_____
Signature_____
Date**Brief Summary and Outline of Other Data****Founding Date:** 1958-02-16**Annual Operating Budget:** 241,895**Avg # of Worship:** 100**Denomination:** Presbyterian**Bi-Vocational Pastor:** No**Pastor Hours:** 0**Spouse Participant:** No**Spouse Applying:** No**Number of Members:** 180**Years Served:** 5**Referral Source:** Friend/Colleague**Additional Denomination Info:** PCUSA**Other Source Details:****Spouse Grant Info:****Spouse Congregation:**

Expenses & Budget**Pastoral Budget Expenses Worksheet**

Travel	
Airfare:	\$7,000
Auto Expenses:	
Personal Car Mileage	\$220
Car Rental and Gas	\$3,500
Other Ground Transportation	\$100
Meals and Lodging	\$16,029
Tuition or Fees	\$1,000
Books	\$
Telephone	\$
Postage	\$
Equipment and supplies	\$1,000
Other	\$345
Set-aside for post-leave activities	\$
Estimated increase in tax liability as result of receiving grant	\$5,500
Total	\$34,694

Signature of Pastor

Signature of Treasurer
Pastoral Budget Narrative**Airfare:**

Prices were based on online searches using airline websites and Kayak, using summer 2020 prices. However, I inflated each ticket slightly, knowing that many airline costs are currently low because of COVID-19. Pre-pandemic, when I searched for tickets, they cost \$8000 for our family of five. It is cheaper and more direct to fly into Manchester, approximately 30 minutes from Liverpool.

DFW to Manchester (return): \$6000 for five people

Manchester to Rome (return): \$1000 for five people

Total = \$7000

Personal Car Expenses - using a fuel cost calculator online

\$200 = trip to Colorado and back

\$20 to the lakehouse in Streetman, Texas.

Total = \$220

Car Rental & Gas - based on the aggregate site Kayak quotes for summer 2020:

\$2800 = Minivan rental

Based on the BBC Fuel Price Calculator

\$700 = Gas

Total = \$3500

Other Ground Transportation - based on my family's quote from England

\$100 = train travel to Stafford and back to Liverpool

Meals & Lodging:

Liverpool housing and food - based on summer 2021 dates on AirBnB, includes a long-stay discount and enough bedrooms for our family of five

\$4073 rent + \$2000 food for six weeks

Rome housing - based on summer 2021 dates on AirBnB

\$1600 + \$500 food for four nights

Centre Parcs in Sherwood Forest - based on summer 2021 dates through the Centre Parcs website

\$2500 + \$500 food for four nights

Estes Park - based on summer 2021 dates on AirBnB

\$3000 + \$1000 food for seven nights

London TravelLodge - based on summer 2020 dates through the TravelLodge website

\$856 for two nights

Total = \$16,029

I am applying for a \$3,000 grant through the Presbyterian Board of Pensions that should assist with meal costs.

Tuition & Fees - these are based on the websites of each business as stated and converted from pounds sterling to dollars on the May 2020 exchange rate

Harry Potter Studios = \$315 for two adults and three children

Rocky Mountain National Park = \$35 pass for seven days

Chester Zoo = \$122 for two adults and three children

Beatles Museum = \$70 for two adults and three children

Wheel of Liverpool = \$61 for a private cab for for two adults and three children

Mersey Ferry/City Explorer Bus Bus/Liverpool Cathedral Rooftop Experience = \$77 for family (two adults and three children)

Anfield Stadium = \$147 for Legends Q&A (two adults and two children; youngest son Koen would stay with his grandmother)

Anfield Stadium Tour = \$93 for two adults and three children

Total = \$920

Equipment & Supplies

Based on 2020 prices at the Farmers' Arms pub in Liverpool

\$1000 = room rental, food, DJ, bouncy house

Other (passport, inoculations, entrance fees) - based on the USA website

\$345 = passports for three children

Estimated increase in tax liability as a result of receiving grant. (must include an explanation of how this amount is calculated) = \$5500

Using my 2019 taxes, my financial consultant added in the grant as income and noted the new tax bracket. The federal income tax is offset by our Adoption Tax Credit we have remaining, but there will still be an increase for the self-employment tax.

Approved by Pastor: YES Approved by Treasurer: YES

Expenses and Budget**Congregational Budget Expenses Worksheet**

Pulpit supply and/or interim staff	
Honoraria	\$3,000
Travel and lodging	\$
Benefits	\$
Congregational events relating to pastor's leave-taking and return	\$
Congregational renewal activities	\$12,000
Other	\$
Total	\$15,000

Signature of Pastor

Signature of Treasurer
Congregational Budget Narrative**Honoraria:**

\$3000 = Sabbatical Pastor Salary: a fair payment to cover weekly preaching and teaching, as well as supporting the pastors in our congregation for these three months.

Congregational Renewal Activities

\$10,000 = Family Documentary: based on a quote and details from wideawakefilms.com about documentaries

One of our members is an independent filmmaker, and she will be putting together our story of belonging as WPC. With interviews from current members and past pastors, we will weave the past, present, and future of WPC into a visual story. This will be debuted later in 2021 and remain as a permanent fixture on our YouTube channel and website. We will also be able to use it for new members' classes and other learning opportunities. We estimate it will be around ten minutes long.

\$2000 = Family systems book for each congregational household to participate in a study together about belonging to our chosen family

Approved by Pastor: YES

Approved by Treasurer: YES

Applicant's Tax Status

Christian Theological Seminary is required by federal tax law to determine the exempt status and foundation status of each organization to which it makes a grant. Therefore, it is necessary that you supply the following information to establish that your congregation is exempt from the payment of federal income taxes under Internal Revenue Code ("Code") section 501(c)(3) and is a church described in Code section 170(b)(1)(A)(i). Please (1) complete and execute this form and (2) provide the requested document(s) listed under "Required Tax Status Documents" below. Please feel free to address any questions regarding this form to Christian Theological Seminary at clergyrenewal@cts.edu.

Westminster Presbyterian Church

Legal name of organization

Common name of organization (if different from legal name)

1330 S Fielder Rd

Arlington, TX 76013

Required Tax Status Documents

- If your congregation has an Internal Revenue Service letter determining that your organization is exempt from federal income taxes under Code section 501(c)(3) and a church described in Code section 170(b)(1)(A)(i), please provide a copy of the most recent letter.
- Many congregations will not have asked for or received such a letter from the IRS. If that is the case in your situation, then determine whether your congregation is listed in a group exemption ruling for your denomination. If so, please attach evidence that your congregation is covered by the ruling (for example, by sending copies of the directory cover and the page on which the congregation is listed in the official directory of your denomination).
- If your congregation does not have an individual exemption letter and does not fall under a denomination group ruling, please attach a letter that has been written and signed by legal counsel that verifies that your congregation is a church described in Code sections 501(c)(3) and 170(b)(1)(A)(i).

No grants will be awarded until the proper tax status is confirmed.

Date

Signature

Title (must be responsible officer of the congregation)

Print Name

The Following Files Were Attached to the Application in the Online System

File Name	Description
IRS Letter.pdf	The IRS letter given to us by Grace Presbytery to use, as we fall under the PCUSA umbrella.
Westminster, Arlington.pdf	The Grace Presbytery directory entry for Westminster, Arlington.
Let re Testifying Good Standing Membership of Rev Kate McGee 6-3-20.pdf	Letter testifying to Rev Kate McGee's good standing membership in Grace Presbytery
2020Budget.pdf	One page 2020 budget summary for Westminster Presbyterian Church
Congregational Representative Signature.pdf	Clerk of Session Signature
Tax Status Signature.pdf	Treasurer Tax Status Signature
Congregational Budget Signature.pdf	Treasurer Signature
Pastoral Budget Signature.pdf	Treasurer Signature