

ADMINISTRATION SUPPORT COMMITTEE MINUTES
BAPTIST GENERAL CONVENTION OF TEXAS
EXECUTIVE BOARD
May 19, 2025
10:30 AM- 12:00 PM

Present

Keith Warren – Chair
Pete Pawelek
Silvia Flores
Ross Chandler
Noel Dear
Don Graham
Joseph Adams
Heath Kirkwood

Staff

Julio Guarneri
Ward Hayes
Craig Christina
John Litzler
Clay Jacobson
Ashlynn Brown
Joshua Minatrea
Kristen Ray
Sarah Munday
Carol Plant
Laurie Spivey
Heather Pena

Absent

G. Davis
Sam Medina
Karyl Horn

WELCOME AND PRAYER

Keith Warren, Chair of the Administration Support Committee, called the meeting to order and opened in prayer.

MINUTES

Warren made introductions and presented the minutes from February 17, 2025 for approval, minutes stand as presented and approved.

TREASURER/ CHIEF FINANCIAL OFFICER REPORT

Warren called on Ward Hayes, Treasurer/ Chief Financial Officer for the BGCT to bring the Financial Report. Hayes presented following report:

Treasurer's Report of Administration presented Financials in summary:

- CP declined slightly, but holding steady
- Budget variance, church new starts 25-33; already projected to double this year
- GC2

Statement of Financial Position

- Cash position = \$14.6M (strong liquidity)
- Endowments & Investments are \$251M
- BGCT Cooperative Program is steady but lower
 - 97% of prior year
- Investments
 - Investment Income benefiting CP steady

- Unrealized losses (decrease in market value) less than income received
- Budgeted expenditures in line with expectations
- Slight increase in Net Assets through 1Q25

REPORT ON LEGAL MATTERS

Warren recognized John Litzler, General Counsel and Director of Public Policy, for an update.

John updated the committee on the incident from last year involving a University of Houston BSM (Baptist Student Ministry) worker who had a car accident while driving a rental van. When first reported, there was only property damage reported, but no personal injury. BGCT received notification from the other party involved that they are now claiming property damage and personal injury. The BSM worker took out additional insurance coverage offered by the rental company, and Litzler feels this is a low liability risk. BGCT has not been sued yet.

John updated the committee on the lawsuit against Texas Baptists involving a youth minister from a cooperating Texas Baptist church. After 2 years, the original lawsuit was re-filed last week with a different judge. The SBTC has been dismissed with prejudice because they are not a part of the lawsuit anymore and were not mentioned in the re-filing. The case involves a youth minister with allegations of inappropriate pictures sent to a minor. The parents filed the lawsuit. Texas Baptist does not have a history with this youth minister. Much has been unchanged since February 2025 Executive Board meeting. The court date for April 27, 2026, has been re-set to December 2025. John is optimistic for a mediation before the end of the year and BGCT's involvement resolved.

REPORT ON COOPERATIVE PROGRAM

Warren called on Clay Jacobson to report on the Cooperative Program. Jacobson was grateful for this opportunity and discussed the 100-year anniversary coming up. Jacobson is looking to celebrate history together and educate on the program. Not just aiming for increased giving but working toward deeper partnerships and stronger support in Texas and beyond.

Cooperative Program department areas of emphasis:

- Deepening relationships with pastors and churches
 - Discover Texas Baptist is gathering with newly affiliated pastors and was launched this month
- Running Quarterly CP variance reporting system
 - 3 reports track giving trends and fluctuations across other churches. Help celebrate growth, flag concerns early, and create space for proactive, relational follow-up.
- Building Promotional Toolbox
 - Equip CP team, TXB staff, Executive Board Members, and our churches to talk and promote CP program, including a new CP explainer video and other promotional content.

REPORT ON HUMAN RESOURCES

Warren called on Carol Plant, Director of Human Resources, to bring report. Plant reported on the following:

- Recruiting/Hiring Report – January 1, 2025 through May 15, 2025
 - Key Positions Filed:
 - Director of Millennial/GenZ Ministries Network
 - Coordinator for Pastorless Churches
 - Youth and Family Ministry Specialist
 - Missional Church/Community Ministries Specialist

- Director of Human Resources
 - 18 jobs posted; 18 jobs filled from 425 candidates
- Implementing Organization wide Workplace Sexual Harassment Training
- Complete review of sections 800 of the Policy Manual and coordination with updated and revamped Employee Handbook.
- Manager Training
 - Compliance (FMLA, ADAAA, etc.)
 - Employee Management Process and Tools
 - New Hire Onboarding

RECOMMENDATIONS:

Warren called on Hayes to bring recommendations. Hayes brought following recommendations:

Recommendation to Revise Policy 809 Information Technology and Services Usage Policy

Policy 809 addresses the Information Technology and Service usage policies. (Please check the Executive Board website for documentation). Pete Pawelek made a motion to approve, and Don Graham seconded. There were no questions or opposition. Vote: The motion passed.

Recommendation to Revise Policy 870 Retirement Eligibility

Policy 870 addresses the eligibility for new hires to receive employer contributions to their retirement account. (Please check the Executive Board website for documentation). Pete Pawelek made a motion to approve, and John Litzler seconded. There were various questions and discussions. Vote: The motion passed.

Recommendation to Revise Policy 425.1 Hispanic Education Initiative Council Policy

Policy 425.1 Hispanic Education Initiative Council request various changes to the policy. Below is summary of how we arrived at the recommended changes:

- The HEI Council Chair formed an initial subcommittee (in communication with me) to identify potential changes to the policy.
- The HEI Council discussed these and other potential changes at the February meeting.
- The HEI Council Chair expanded the initial committee to finalize and submit policy changes to the Theological Education office.
- After a review and some additional adjustments, Dr. Stephen Stookey, Rolando Rodriguez, and Gabriel Cortez submitted to Executive members to approve the changes for your review.

(Please check the Executive Board website for documentation). Don Graham made a motion to approve, and Sylvia Flores seconded. There were various questions and discussions. Vote: The motion passed.

EXECUTIVE DIRECTOR'S REPORT

Warren calls on Julio Guarneri, Executive Director of BGCT, to bring Executive Director's Report. Guarneri discussed the three areas of focus:

- **Churches**
 - Multiplying churches, strengthen churches and make church strong.
- **Leaders**
 - Ministerial Development, connect ministers and make leader strong.
- **Missions**
 - Missional engagement, partner for mission and make mission strong.

Guarneri discussed what a GC2 Church looks like, loves God well, loves neighbor tangibly, makes disciples of all Nations. We have begun to develop a strategy for what it would look like to empower churches to live this out. Christina advises the Executive Leadership Team selected for TBIP. Christina states the convention voted to empower the Executive Committee to launch TBIP and to set aside \$12M.

Update on the Texas Baptist Insurance Program

Warren calls on Hayes to bring update on the update on the Texas Baptist Insurance Program (TBIP). Hayes discussed this would be a separate legal corporation under the control of the BGCT with initial capitalization of an insurance reserve of at least 25% of the first year's premiums. We will be applying for a Certificate of Authority soon and will then begin to offer quotes. We will be starting with the 241 churches who have completed the feasibility study. There were various questions and discussions.

NEW AND MISCELLANEOUS BUSINESS

Warren asked if there is any new business to discuss, Kirkwood discussed the Rapid Response Team found gap in policy and made aware to review and prepare for September Executive Board meeting.

ADJOURNMENT

Meeting adjourned.