

**First Presbyterian Church of Houston  
Session Agenda – April 17, 2018  
5:30 PM LC 181**

<b>Devotional and Opening Prayer</b>	Cindy Cook	45 min
<i>Discussion of Rediscovering Discipleship: Forward, Introduction, and Ch. 1-3</i>		
<b>Omnibus Resolution</b>	Jim Birchfield	5 min
Approve Minutes of Mar. Session Meetings		
Approve Membership Reports		
Additional Consent Motions (listed in packet)		
<b>Committee/Task Force Reports</b>		
Operations Committee/Finance Report	Chris Herbold	5 min
Budget Finalization Debrief	Chris Herbold	5 min
Asset Disposal Delegation to Trustees	David Calkins	5 min
Urban Faith Taskforce Recommendation	Jim Birchfield	5 min
FY 2018-19 Cathedral Priorities & Initiatives	Andrew Stepp	10 min
Alpha Course Update	Jim Birchfield	5 min
Project Flourish Update	Austin Hermann	5 min
<b>New Business</b>		
Mission Affinity Group Update	Sabrina Espinoza	10 min
Presbyterian School Board of Trustees	Jenn Rustay	10 min
Communion Approval Request	Andrew Stepp	5 min
<b>Adaptive Discussion – Mental Health &amp; Substance Abuse</b>	David Calkins/ Jim Oswald	60 min
Anne Way – Interface-Samaritan Counseling Center		
HPD – Mental Health Division		
<b>Pastor’s Report</b>	Jim Birchfield	10min
<b>Clerks’ Report</b>	David Calkins	10 min
<b>Prayer and Praise</b>	Jim Birchfield	10 min
<b>Communion and Doxology</b>	Jon Crantz	10 min
<b>Motion to Adjourn</b>		

**Important Dates:**

May 7, 2018 – AC Meeting

May 15, 2018 – Session Meeting

**MINUTES OF THE SESSION**  
**THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**  
**March 20, 2018**

The March Stated Meeting of the Session began at 5:45 pm in the Solarium with a quorum present. Robert Moore led a discussion on the book "Draw the Circle" and closed the discussion with a community prayer. Dr. Jim Birchfield called the meeting to order and opened the meeting with prayer.

Attendance: See the attached Session Attendance Record for attendance to date this year.

Omnibus motions:

The following omnibus motions, provided to Session in advance of the meeting, were passed unanimously without discussion:

- Moved that the minutes of the February 27, 2018 Stated Meeting of the Session be approved.
- Moved that the February Membership Report be approved.
- Request from Open Door; \$26,000 for kitchen and catering equipment.
- Request from Amazing Place; \$14,000 to complete phase 1 of new website.
- Request from Health Outreach to the Middle East (HOME); \$40,000 to establish a HOME Medical Center (new building).
- Request from Agape Development; \$25,000 for classroom rebuild plus technology needs.
- Request from Ananias House; \$12,500 for bakery equipment in Aleppo, Syria.
- Request from Evangelical Theological Seminary Cairo; \$15,000 to furnish one classroom (plus one smart board and one computer). This grant will satisfy a 2018 quarterly legal settlement payment of \$15,000.
- Request from Freedom Place (Arrow); \$10,000 for vinyl plank flooring.
- Request from Plant with Purpose; \$20,000 to construct cisterns in Oaxaca and Chiapas, Mexico.

COMMITTEE/TASK FORCE REPORTS

Operations Committee: Chris Herbold reported that February offerings were slightly behind budget after a strong January. The Session will vote on the 2018-2019 Budget in April.

Worship Ministry: Brent Dorsey made a power point presentation to the session on behalf of the Worship Ministry regarding a proposed mission choir trip to the Holy Land in June 2019. This would consist of the combination of the Sanctuary Singers, Chancel Choir and Resound. A motion was made, seconded and approved to initiate fund raising for the mission trip.

Church Planting Initiative Update: There are currently several plans for church plants. Chris and Rebecca Harrison are planning a church plant in the Oak Forest neighborhood with an anticipated launch in January 2019. Emmanuel Reagan Paulpeter will be assisting the Harrisons. Jonathan Ramsey is planning a future launch in the 3<sup>rd</sup> Ward. Rev. Matthew Lee has been hired to be the Director of Church Planting and Mission Innovation. A motion was made, seconded and approved to hire Rev. Lee as Assistant Pastor.

PASTOR'S REPORT:

- Rev. Birchfield thanked Austin Hermann for the success of Project Flourish.
- There are plans to recruit co-harts for Main Street Fellowship to develop an understanding of how theology and work connect. A calling is not just for Christian leaders but for everyone.
- Alpha, an opportunity to talk and ask questions about Jesus, begins April 3, 2018.
- Rev. Birchfield's sabbatical will begin in the middle of May.

CLERK'S REPORT:

- April Adaptive Conversation will be about *Mental Health/Addiction/Substance Abuse*.
- There will be a called meeting of the Session April 3 at 6:00 pm.

A motion was made, seconded and approved for the Session to enter into executive session at 7:00 pm. The Session returned to regular order at 8:50 pm.

Prayers were raised for the church, member concerns, ministry partners, the city and neighbors. Communion was served by intinction officiated by Rev. Jim Birchfield and assisted by elder David Calkins.

The meeting was adjourned at 9:03 pm with prayer and the singing of the Doxology.

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Rev. Jim Birchfield, Moderator

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David Calkins, Clerk of Session

**MINUTES OF THE CALLED SESSION MEETING  
FIRST PRESBYTERIAN CHURCH OF HOUSTON  
April 3, 2018**

The Called Meeting of the Session was called to order, with a quorum present, in LC 181 on April 3, 2018, at 6:00 p.m. by Rev. Jim Birchfield. David Calkins opened the meeting with prayer.

Gordon Marcum announced the registration for Mo Ranch will begin Sunday, April 8, 2018. Mo Ranch is 70 years old this year. The featured speaker will be Rev. Dr. Dana Allin, ECO's Synod Executive.

Following a discussion of the proposed 2018-2019 Budget, a motion from the Operations Committee was moved and approved to accept the proposed 2018-2019 Budget.

The meeting was adjourned at 6:30 p.m. with a prayer by Cindy Cook.

Respectfully submitted,

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Rev. Jim Birchfield, Moderator

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David Calkins, Clerk of Session

Worship Services 2015	Week 10	Week 11	Week 12	Week 13
	3/6/16	3/13/16	3/20/16	3/27/16
8:15 Worship	160	103	145	335
9:30 Worship	241	143	337	1193
10:45 Worship	325	304	356	564
11:05 Worship	330	315	355	380
<b>Total Worship Att</b>	<b>1056</b>	<b>865</b>	<b>1193</b>	<b>2472</b>

Pledge  
Sunday

Palm Sunday

Easter

Worship Services 2016	Week 10	Week 11	Week 12	Week 13
	3/5/17	3/12/17	3/19/17	3/26/17
8:15 Worship	138	95	129	145
9:30 Worship	170	155	199	285
10:45 Worship	243	273	235	380
11:05 Worship	220	205	220	242
<b>Total Worship Att</b>	<b>771</b>	<b>728</b>	<b>783</b>	<b>1052</b>

Spring Break

Spring Break

Guest  
Speaker: Vic  
Pentz

Worship Services 2017	Week 10	Week 11	Week 12	Week 13
	3/4/18	3/11/18	3/18/18	3/25/18
8:15/8:30 Worship	198	117	175	265
9:30 Worship	117	78	88	269
10:45 Worship	335	290	325	465
11:05 Worship	192	226	230	253
<b>Total Worship Att</b>	<b>842</b>	<b>711</b>	<b>818</b>	<b>1252</b>

Live Stream  
Data: 91 Plays

Spring  
Break/Time  
Change Live  
Stream Data:  
76 Plays

Tour De  
Houston  
Event Live  
Stream Data:  
91 Plays

Palm Sunday;  
Live Stream  
Data: 40 Plays

### March 2017

#### Baptisms:

Infant 2  
Adult 0

Weddings: 0

Member Memorials: 1

NonMbr Memorials: 0

**FIRST PRESBYTERIAN CHURCH, HOUSTON  
REPORT TO THE SESSION  
MEMBERSHIP REPORT, March 2018**

NEW CHURCH MEMBERS

None

RESTORED TO ACTIVE ROLL

None

DECEASED

Bell, Marjorie "Mickey" 3/17/2018

DISMISSED

Alcorn, Sally T/L – St Philip Presbyterian Church

Brady, James "Jim"

Brady, Robin

Frowe, Louise Phone A Thon – Moved Churches

Gatti, Anthony "Tony" Email – Moved to West End Church

REMOVED FROM ACTIVE ROLL

None

MOVED TO INACTIVE MEMBERSHIP ROLL

Brown Jr., Joseph

Brown, Susan

Denny, Kleber

Hutcheson Jr., Thad

Hutcheson, Rebecca

Staples, Nancy

DISMISSED FROM INACTIVE ROLL

None

MEMBERSHIP AS OF February 28, 2018	3130
Gains	0
Losses	<u>- 6</u>
MEMBERSHIP AS OF March 31, 2018	3124

## Consent Motions

- Motion to continue to pay Main Street Ministries \$80,000 from interest generated from the Bonner estate.
- Motion to protect \$2 million of the Bonner Estate corpus and utilize any other available funds (max of \$500,000) in the estate for Mission Innovation initiatives under the directive of Executive Pastor and the Missions Innovation Committee.

## Reports

### Operations

**Members present:** Debbie Hanna, Merry Davis, Martha Barnes, Mark Strange, Russ Schulze, and Chris Herbold.

**Members absent:** Henry Humphries, Bob Shimp, Chris Hill and David Barnes

**Staff and Others present:** Andrew Stepp, Tom McMeans and Steve Burns

- I. **Call to Order and Prayer** - Chris Herbold called the meeting to order and Debbie Hanna opened with a prayer.
- II. **Finance Report and other Finance and Accounting Matters**
  - A. **March Financials** – An overview of the March 2018 Financial Packet was given by Stephen Burns. Summary financial information is included below (in 000's):

1. **Current Year (CY) Comparison to Budget and Prior Year (PY):**

	CY		Budget	PY	PY
	Actual	Budget	Var	Actual	Var
Income	\$ 515	\$ 713	\$ (198)	\$ 401	\$ 114
Expenses	(475)	(630)	155	(542)	67
Surplus/(Deficit)	\$ 40	\$ 83	\$ (43)	\$ (141)	\$ 181

2. **Current Year (CY) Comparison to Budget and Prior Year (PY) for Year-To-Date (June 2017 – March 2018):**

	CY		Budget	PY	PY
	Actual	Budget	Var	Actual	Var
Income	\$ 6,166	\$6,937	\$ (771)	\$6,489	\$ (323)
Expenses	(6,293)	(6,675)	382	(6,188)	(105)
Surplus/(Deficit)	\$ (127)	\$ 262	\$ (389)	\$ 301	\$ (428)

**3. Liquidity – Cash Balances -**

General Fund Balance	\$ 2,713
Designated/Temporarily Restricted Accounts	(1,671)
Unrestricted General Fund Balance	<u>\$ 1,042</u>
Capital Fund Cash Balance	<u>\$ 270</u>

- B. **Credit Card Processing** – The committee discussed the amount of contributions being processed by credit card and the related fees that the church incurs as a result. It was agreed that the committee would review the current credit card processing fee arrangement and explore alternatives for reducing costs including possibly switching providers and creating an option for donors to pay the processing fee directly.

- III. **Stewardship Campaign** – Stephen Burns and Mark Strange provided an update on the Stewardship Campaign and reviewed the stats for the last several years as summarized below. The committee also discussed stewardship related services provided by Generis and recommends exploring opportunities to engage Generis to assist in our stewardship efforts.

**Summary of Stewardship Campaign Results:** It should be noted that the 2018 stats are incomplete as the campaign is not completed while the other years are totals for the full year (\$s in 000's):

Year	# cards	Total Pledged
2018	393	\$ 4,626
2017	380	\$ 4,703
2016	395	\$ 4,803
2015	435	\$ 5,208

- IV. **Facilities Ministry Report** – Tom McMeans provided an update on facilities related matters.
- V. **Permanent Funds Ministry Team** – Marth Barnes provided an update on upcoming activities.

The committee closed with a prayer by Russ Schulze.

### Advisory Council Meeting Minutes, April 9, 2018

The meeting began at 3:00 PM. In attendance: Andrew Stepp, David Calkins, Cindy Cook, Robert Moore and Debbie Hanna. Absent: Jim Birchfield and Chris Herbold. Opening Prayer + Devotional was led by Andrew Stepp.



## DISCUSSION TOPICS

**Finance/Budget report:** A brief budget report was given by David Calkins and Andrew Stepp. Although final numbers are not complete, it appears that March giving was down. Giving numbers for the first two Sundays of April, including Easter, are not available yet. Attendance numbers look good for Palm Sunday and for Easter.

**FY 2018-19 Cathedral Priorities.** Andrew Stepp provided an update of the work of the Ministry team to define Cathedral Priorities for the next fiscal year. The focus will be on discipleship and plans and priorities will be presented to Session when completed. Andrew Stepp also provided an overview of some of the highlights and accomplishments of the current year, including the successful completion of Project Flourish, the relaunch of Alpha, along with regular Alpha prayer gatherings, the institution of 5 core Sunday School classes, including the start of a Basic Training Class taught by Andrew Stepp, and the upcoming launch of a combine parenting class for parents of all ages to be led by Jon Crantz.

**Urban Faith Initiative Task Force recommendation.** Andrew Stepp presented a recommendation from the Urban Faith Initiative Task Force which oversees the Bonner estate, which was a gift to be used to serve the urban poor or at the discretion of the Session. Currently the fund generates about \$110,000 in earnings each year, with Main Street Ministries being designated to receive \$80,000 per year. The task force has recommended that up to \$500,000 of the corpus be used for Mission Innovation purposes if necessary if there is a shortfall. This would leave a corpus in the Bonner account that is adequate to generate \$80,000 per year in income for MSM. A motion from the Advisory Council will be made to Session to authorize the Permanent Funds committee to allocate these funds as needed.

**Project Flourish Update.** Andrew Stepp provided an update on the results of Project Flourish. A total of \$240,000 was awarded to 5 projects, with one going to a FPC member. Overall, over 100 church members had hands-on involvement and around 300 attended the celebration day luncheon. Austin Hermann is preparing a Summary Report and Project Flourish 2.0 is being planned, with an expected launch in the Spring of 2019.

**Alpha Course Update:** Andrew Stepp reported that the Alpha Course, under the leadership of Daniel Stidham, started on Tuesday, April 3, at the Weekley YMCA. There were 60 participants, 40 of whom were non-Christians.

**APEST Workshop for Session:** Andrew Stepp discussed a planned APEST workshop for Session to be presented by Chris and Rebecca Harrison at either the June or August Session meeting. The purpose of the workshop will be to provide an overall APEST profile of the Session and discuss how this might affect group discussions and dynamics and leadership in the church.

## PASTOR'S REPORT

Andrew Stepp reported that Chris Harrison and Michael Homan will be leading worship at the 11:05 service while this service is being reevaluated and a new worship leader is hired.

**CLERK'S REPORT:** David Calkins reported on the upcoming Adaptive Conversation for April, focusing on substance abuse/addiction and mental illness. Cindy Cook will be leading discussion of the book "Rediscovering Discipleship" at the April and May Session meetings. Robert Moore provided an update of the ongoing training for the Elder class of 2021, which will be completed before the May Session meeting.

Debbie Hanna closed in prayer and the meeting was adjourned at 5:08 p.m. Respectfully submitted,  
Robert Moore  
Clerk, Class of 2020

## Motion to Extend Offers to Trustee Candidates



### **Dolores Cavatore**

- Present PS parent of a soon-to-be middle school student, Colin.
- Serving as chair of Annual Fund with husband Michael, has chaired carnival.
- Serves on capital campaign committee.
- Former attorney at Weil Gotschal; presently manager of Cavatore Italian Restaurant.
- "Our family gave sacrificially to the capital campaign for a building our son will never get to use because families before us did the same thing for us at Presbyterian."
- Motion to ask Dolores to join the Board for a five year term.



### **Julie Harris**

- Served on Presbyterian Board; left only because of illness.
- FPC Elder, former director of FPC Children & Family Ministries, FPC member since 1974.
- Preschool teacher, director of curriculum, admissions committee, River Oaks Baptist School.
- Middle school and high school English teacher.
- Past/present board member Holly Hall, Bo's Place, Micah Project, Junior League.
- Motion to ask Julie to join the Board for a three year term.