

First Presbyterian Church of Houston
Session Agenda – February 27, 2018
5:30 PM Solarium

Devotional and Opening Prayer Discussion of <i>Draw the Circle Ch. 1-12</i>	Cindy Cook	45 min.
Omnibus Resolution Approve Minutes of Oct. Session Meeting Approve Membership Reports Additional Consent Motions (listed in packet)	Andrew Stepp	5 min.
Committee/Task Force Reports		
Operations Committee/Finance Report	Chris Herbold	5 min.
Stewardship Campaign/Budget Working Group Updates	Chris Herbold	10 min.
Presbyterian School Project Update	Kim Clark	15 min.
Trustees Activity Update	Steve Oldham	10 min.
New Business		
Adaptive Discussion – Refugees/Human Trafficking Molly Rainey – Houston Welcomes Refugees Leigh Kohler – Freedom Church Alliance	David Calkins Jim Oswald	60 min.
Pastor’s Report Staff/Personnel Update	Andrew Stepp	10min.
Clerks’ Report April Adaptive Conversation – Mental Health/Substance Abuse	David Calkins	10 min.
Prayer and Praise	Andrew Stepp	10 min.

Communion and Doxology

Andrew Stepp

10 min.

Motion to Adjourn

Important Dates:

March 12, 2018 – AC Meeting

March 20, 2018 – Session Meeting

April 9, 2018 – AC Meeting

April 17, 2018 – Session Meeting – Adaptive Conversation –
Mental Health/Substance Abuse

May 7, 2018 – AC Meeting

May 15, 2018 – Session Meeting

MINUTES OF THE SESSION
THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS
January 29, 2018

The January Stated Meeting of the Session began at 5:40 pm in LC181 with a quorum present. Cindy Cook led a discussion on the book "The Circle Maker" by Mark Batterson. In February we will begin a study of the book "The 40 Day Prayer Challenge". Cindy Cook closed the discussion with a community prayer. Dr. Jim Birchfield called the meeting to order and opened the meeting with prayer. The newly elected elders introduced themselves to the session.

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 November 21, 2017 Stated Meeting of the Session be approved.
- Moved that the November and December Membership Reports be approved.

Committee/Task Force Reports

Operations Committee: Chris Herbold reported that expenses are in line but giving is down. A motion was made and approved for the formation of a Budget Shortfall Working Group to address the response to the giving shortfall. It is anticipated that, once formed, the working group will work with the Operations Committee.

The loan to Nehemiah Center has been fully repaid.

Jennifer Boubel reviewed the Auditor Report to Management and Management's proposed responses to the finding and recommendations. Jennifer reported that she will continue to work with the Audit Committee and the auditors to finalize the responses. The final report will be presented at the February Session Meeting

The Presbyterian School Project Update will be presented at the February Session Meeting.

OLD BUSINESS

Dr. Birchfield reviewed the recommendations for the hours of the Sunday morning worship services. A motion was made, seconded and approved to accept the recommendations from the Pastoral Staff and Lead Team to reinstate four worship services with details to be resolved through the Worship Ministry. Sunday morning - 1) 8:30-9:30 Praise and Worship (Current model); 2) 9:45-10:40 Mid-Morning Service (Traditional in music and liturgy); 3) 10:45 and 11:05 services remain as is for now, with a tighter schedule for 11:05

Katie Smith shared the vision of how to grow as a Christian - The Disciple Pathway to Gather, Grow and Go through Sunday School Classes at First Presbyterian Church.

PASTOR'S REPORT

- The congregation is encouraged to attend the Vision Gatherings. There is an opportunity to sign up on the Web Site.
- Due to varied theological views First Presbyterian Church has withdrawn membership from the Houston Church Planting Network. However, we will continue to support them financially. Twelve churches have been launched through this program in the Houston area.

CLERK'S REPORT

- Elder training for the Class of 2021 has begun and will be approved at the May session meeting.
- There will be another Adaptive Conversation at the February Session Meeting. An opportunity to talk about values and cultures that we can build within our church in order to become a more welcoming and embracing church.
- Dr. Birchfield and elders gave a reflection of the ECO Conference. There were 110 in attendance from First Presbyterian church

Prayers were raised for the church, member concerns, ministry partners, the city and neighbors. Communion was served by intinction officiated by Rev. Michael Homan and assisted by elder Jenn Rustay.

The meeting was adjourned at 8:30 pm with prayer and the singing of the Doxology.

Rev. Jim Birchfield, Moderator

Cindy Cook, Clerk of Session

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

NEW CHURCH MEMBERS

None

RESTORED TO ACTIVE ROLL

None

DECEASED

Hook, Harold	1/14/2018
McAlister Sr., Jim	1/16/2018
Schmidt, Paul	1/20/2018

DISMISSED

Brown, Lydia Scottsdale, AZ	Mountain View Presbyterian Church –
Brown, Rick Scottsdale, AZ	Mountain View Presbyterian Church –
Douglass, Kathy	Memorial Drive UMC – Houston, TX
Douglass, Mike	Memorial Drive UMC – Houston, TX
Shiver-Bonderer, Tiana	St. Luke's UMC – Houston, TX

REMOVED FROM ACTIVE ROLL

Wisendanger, Elliot

MOVED TO INACTIVE MEMBERSHIP ROLL

None

DISMISSED FROM INACTIVE ROLL

None

MEMBERSHIP AS OF December 31, 2017	3124
Gains	0
Losses	<u>- 8</u>
MEMBERSHIP AS OF January 31, 2018	3116

Worship Services 2015	Week 1	Week 2	Week 3	Week 4	Week 5
	1/3/16	1/10/16	1/17/16	1/24/16	1/31/16
8:15 Worship	159	159	153	189	204
9:30 Worship	240	214	147	218	205
10:45 Worship	326	278	309	345	333
11:05 Worship	404	500	325	420	344
Total Worship Att	1129	1151	934	1172	1086

Marathon

Worship Services 2016	Week 1	Week 2	Week 3	Week 4	Week 5
	1/1/17	1/8/17	1/15/17	1/22/17	1/29/17
8:15 Worship		135	123	186	113
9:30 Worship		219	178	251	152
10:45 Worship	298	380	273	324	490
11:05 Worship	215	320	285	276	
Total Worship Att	513	1054	859	1037	755

Marathon

Worship Services 2017	Week 1	Week 2	Week 3	Week 4	Week 5
	12/31/17	1/7/18	1/14/18	1/21/18	1/28/18
8:15/8:30 Worship	151	226	180	245	238
9:30 Worship					
10:45 Worship	252	344	328	397	370
11:05 Worship	170	308	262	285	276
Total Worship Att	573	878	770	927	884

Unique Live
Streams: 68

Unique Live
Streams: 65

Houston
Marathon;
Unique Live
Streams: 60

Unique Live
Streams: 79

Unique Live
Streams:
84

January 2018

Baptisms:

Infant 2
Adult 0

Weddings: 0

Member Funerals: 2

NonMbr Funerals: 0

Reports

Permanent Funds

January 22, 2018

Members present: Chris Athon, Martha Barnes, Jane Champion, Susan Pokorney Egolf, David Miclette, and Carol Shimp. Members absent: Becca Herbold, Gracie McClure, and Sam Murray. Staff present: Bill Heston, Nancy Purcell. Bob Shimp was present representing the Operations Committee.

Guests from Texas Presbyterian Foundation: John C. Furlow, Jr. Executive VP & COO and Jake Wilson, Relational Manager

Items discussed:

- 1) John Furlow and Jake Wilson presented TPF's annual report of FPC's endowed funds for calendar year ending December 31, 2017.
- 2) Spend rate: PFM Team will make recommendation to Session for the next fiscal year regarding endowment spend rate in the March report.
- 3) Bonner Fund property – 73.3 acres in Clairborne Parish, Louisiana was sold in November. FPC Houston and FPC San Marcos (each owning ½ interest) received \$66,886. Monies sent to Bonner Fund in November.

Following the presentation the team conducted a short meeting.

- 1) Minutes of meeting November 6, 2017 approved as written – motion by Martha Barnes and second by Carol Shimp.
- 2) David Miclette reported on a visit he made along with Ken Humphries to Open Door Mission.
- 3) A seminary scholarship request from Carrie Lelsz was reviewed and approved – motion by Susan Pokorney Egolf and second by David Miclette.

Carrie Lelsz	Fuller Theological	\$3,000	Grant-\$3,000	\$1,005 King/\$1,995 Bene-Other
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- 4) Bill Heston presented a corrective recommendation with motion to be sent to Operations for Session. PFM team recommended the following motion be forwarded to Operations – motion by Chris Athon and second by Susan Pokorney Egolf.

Motion for Session

Corrective Recommendation: Session revise/clarify the directive of August 27, 2013, to require Cornerstone gifts be processed in keeping with the Cornerstone giving society stated purpose below.

Stated Purpose of Cornerstones:

Cornerstone Endowment provides support to Ministries outside of the First Presbyterian Church annual budget. These opportunities include domestic and international mission ministries, seminary and undergraduate university scholarships, resources for needy families and at-risk children. (Brochure for Cornerstones 1998)

Motion:

- 1) As Cornerstone gifts are received they are to be deposited in the Benevolence-Other" fund unless designated by the donor or by Session.
- 2) The "General Endowment: Presbyterian School Scholarship" fund, established August 27, 2013, be renamed "Scholarship Fund for Presbyterian School" to more closely reflect the Session directed purpose. Donor directed gifts can be contributed to this fund in the future.

Next meeting March 5, 2018, 5:30 p.m. FH251

Martha Barnes, chair

Congregational Life

2/13/2018

Date of meeting: 3/21/2017

Present: Sabrina Espinoza (Chair) John Going, Jenn Rustay, Jon Crantz (Staff)

Absent: N/A

Guests: Cheryl Christie, Director of Connections

Items discussed:

1. Connections Ministry – Cheryl gave an overview of her first few months on staff. She's focusing on reaching out to first time guests, usher recruitment and assimilating covenant partners into the life of the church. She and other staff members meet every week to discuss new folks at FPC; and how to get them connected.
2. Youth Director search – A team is in place and will look at job descriptions and qualifications for candidates.
3. Budget – The committee will look over the budgets under this ministry as another set of eyes to ask questions and see if savings could be made.
4. Med Center Ministry- Bain Head and Jon Crantz met with the Trustees to discuss FPC being involved in signing a lease for a new apartment. The committee is in favor of this happening.

Action taken:

Cong. Life committee will meet with Jon to go through existing budgets for each ministry area.

Motions for Session consideration:

N/A

Operations Committee

February 14, 2018

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

Members absent: Henry Humphries

Staff and Others present: Andrew Stepp, Jennifer Boubel, Steve Burns, David Barnes and Debbie Thompson

I. Call to Order and Prayer - Chris Herbold called the meeting to order and Martha Barnes opened with a prayer.

II. Finance Report and other Finance and Accounting Matters

A. January Financials – An overview of the January 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) for January:

	CY		Budget	PY	PY
	Actual	Budget	Var	Actual	Var
Income	\$ 811	\$ 549	\$ 262	\$ 760	\$ 51
Expenses	(577)	(619)	42	(559)	(18)
Surplus/(Deficit)	\$ 234	\$ (70)	\$ 304	\$ 201	\$ 33

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

	CY		Budget	PY	PY
	Actual	Budget	Var	Actual	Var
Income	\$ 5,116	\$5,633	\$ (517)	\$5,628	\$ (512)
Expenses	(5,339)	(5,319)	(20)	(5,129)	(210)
Surplus/(Deficit)	\$ (223)	\$ 314	\$ (537)	\$ 499	\$ (722)

3. Liquidity – Cash Balances -

General Fund Balance	\$ 2,523
Designated/Temporarily Restricted Accounts	(1,663)
Unrestricted General Fund Balance	<u>\$ 860</u>
Capital Fund Cash Balance	<u>\$ 266</u>

B. Budget Working Group – Chris Herbold and Jennifer Boubel provided an update on the budget working group that is working with the Executive Team to formulate a strategy for developing the budget for 2018-2019 in response to the giving short fall.

- C. **Ministry Team Meetings** – Jennifer Boubel provided an overview of the plan to conduct Ministry Team meetings with each ministry area to review current year results compared to budget. Jennifer asked Committee Members to sign up to participate in the meetings.
- D. **Nehemiah Center Loan – Interest Forgiveness** – Chris Herbold reported that the Nehemiah Center recently repaid the \$100k principal balance of the loan that had been outstanding and was due to FPC by May 31, 2018. The agreement included a provision for interest, but FPC did not incur interest while the loan was outstanding. Therefore, Chris Herbold proposed the following motion, which was seconded and approved by the committee:

The Operations Committee recommends that Session forgive the interest on the Nehemiah Center loan.

- III. **Stewardship Campaign** – Mark Strange provided an update on the Stewardship Campaign including the Vision Gatherings for which there has been good participation and positive feedback. Stephen Burns provided an update on pledge cards received and reported that the number of cards received is in excess of prior years, but total pledges are down slightly.
- IV. **Facilities Ministry Report** – Debbie Hanna provided an update on facilities related matters.
- V. **Permanent Funds Ministry Team** – Marth Barnes provided an overview of the meeting (see separate PFM Team minutes following) and made the following motions which were seconded and approved by the committee:

Corrective Recommendation: Session revise/clarify the directive of August 27, 2013, to require Cornerstone gifts be processed in keeping with the Cornerstone giving society stated purpose below.

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Motion:

- 3) *As Cornerstone gifts are received they are to be deposited in the Benevolence-Other” fund unless designated by the donor or by Session.*
- 4) *The “General Endowment: Presbyterian School Scholarship” fund, established August 27, 2013, be renamed “Scholarship Fund for Presbyterian School” to more closely reflect the Session directed purpose. Donor directed gifts can be contributed to this fund in the future.*

The committee closed with a prayer by Merry Davis

Advisory Council

February 12, 2018

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

DISCUSSION TOPICS

Finance report: Jennifer Boubel reported that giving to date for the fiscal year is approximately \$5.2 million with projections for the full fiscal year coming in at approximately \$7.75 million. The budget working group is holistically evaluating giving, developing strategies for managing the budget, and working to project next fiscal year's budget. The working group will make a full report to Session in March with budget recommendations.

FY 2019 Stewardship campaign: Jennifer Boubel reported that we are awaiting pledge totals from the first week of the campaign and that historically pledges will continue to come in over several weeks. Jim Birchfield reported on the initial Vision gatherings, which have been positively received. Overall the participants have been very positive about the vision for the church and the need for continued support. Two additional Vision gatherings are scheduled and it is likely that additional gatherings will be scheduled.

Also, it was suggested that the Session engage the entire congregation in prayer about the FPC vision and budget and that there should be regular feedback in the church bulletin and on the website about how our budget is allocated. Cindy Cook will draft a letter to the congregation calling for church-wide prayer about the FPC vision and budget.

Trustees report: Jim Birchfield gave a brief report about the activities of the board of trustees. They are working to delineate their responsibilities to avoid duplications. The Board has proposed that the senior chair have a permanent seat on the Advisory Council, which will require a change of church by-laws. In the meantime, the AC agreed that the chair should regularly attend AC and Session meetings.

Church/School committee update: Jim Birchfield gave an update on the newly formed church/school committee that will focus on partnership in ministry to enhance each other's missions. The committee recently held its first meeting and some of the initial ideas include having ambassadors from the church to the school to improve communication with non-member parents, partnering in parenting education, and a possible Alpha course for school parents. Kim Clark will be invited to an upcoming Session meeting to make a presentation about enhancing the church/school partnership.

PASTOR'S REPORT

Jim Birchfield and Andrew Stepp reported that Dr Matt Lee has been hired to serve as director of the Ministry Investment Team and will start on June 1. Matt has extensive experience in church planting, having served as director of Church Planting programs at Fuller Seminary and more recently on a national basis with ECO.

Jim Birchfield announced that the 9:30 worship service will be restarted on March 4, and to date feedback has been mainly positive regarding the plans for this service and the overall worship schedule.

CLERK'S REPORT

David Calkins reported on the upcoming Adaptive Conversation for February, focusing on Immigrants and Refugees and Human Trafficking. Robert Moore reported that Elder training for the class of 2021 will have begun and is proceeding well.

David Calkins closed in prayer and the meeting was adjourned at 4:30 p.m. Respectfully submitted,
Robert Moore
Clerk, Class of 2020