

**First Presbyterian Church of Houston**  
**Session Agenda – March 20, 2018**  
**5:30 PM LC 181**

<b>Devotional and Opening Prayer</b>	Robert Moore	45 min.
Discussion of <i>Draw the Circle Ch. 13-30</i>		
<b>Omnibus Resolution</b>	Jim Birchfield	5 min.
Approve Minutes of Feb. Session Mtg. Minutes		
Approve Membership Reports		
Additional Consent Motions (listed in packet)		
<b>Committee/Task Force Reports</b>		
Operations Committee/Finance Report	Chris Herbold	5 min.
Worship Committee – Choir Mission Trip	Brent Dorsey	10 min.
Church Planting Initiative Update	Andrew Stepp	20 min.
<b>New Business</b>		
Executive Session:		
Budget Presentation & Discussion	Jim Birchfield	60 min.
<b>Pastor's Report</b>	Jim Birchfield	10min.
Staff/Personnel Update		
<b>Clerks' Report</b>	David Calkins	10 min.
April Adaptive Conversation – Mental Health/Substance Abuse		
<b>Prayer and Praise</b>	Jim Birchfield	10 min.
<b>Communion and Doxology</b>	Jim Birchfield	10 min.
<b>Motion to Adjourn</b>		

**Important Dates:**

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**  
**February 27, 2018**

The February Stated Meeting of the Session began at 5:40 pm in the Solarium with a quorum present. Cindy Cook led a discussion on the book "40 Days of Prayer" and closed the discussion with a community prayer. Dr. Andrew Stepp 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 January 29, 2018 Stated Meeting of the Session be approved.
- Moved that the January Membership Report be approved.
- Corrective Recommendation from Permanent Funds: 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)

COMMITTEE/TASK FORCE REPORTS

Operations Committee: Chris Herbold reported that giving is behind for the year but spending is also down. The number of stewardship cards received is in excess of prior years, but total pledges are down slightly. Michael Harada offered a prayer for the church

Presbyterian School Project Update: Kim Clark gave an update on the fund raising for the building project, approximately 75% of the goal has been obtained. Mark Carleton presented a slide show illustrating views of the new school when completed.

Trustee Update: Steve Oldham reported that the trustees have been meeting with their committees and are making changes to the way the groups are meeting. The trustees will begin meeting once a month. The trustees do not make or execute plans, they only make recommendations looking for church growth opportunities. Jon Crantz offered a prayer for the school.

NEW BUSINESS

- Adaptive Discussion – Refugees/Human Trafficking: David Calkins introduced Jim Oswald who facilitated the presentations. Leigh Kohler, representing Freedom Church Alliance, shared the issues surrounding human trafficking around the world and specifically in Houston. Molly Rainey and A.K. Besancon, representing Houston Welcomes Refugees, shared that many refugees fled their home country for safety reasons. A leaflet was distributed with three ways of "How do I get involved": (1) Welcome Teams, (2) Welcome Kits and (3) Move-in-Teams. David Calkins offered a prayer for the work being done to help people in need.

- The session is encouraged to attend The State of the City March 3-4.

#### PASTOR'S REPORT

- 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.

#### CLERK'S REPORT

- April Adaptive Conversation will be about *Mental Health/Substance Abuse*.

Prayers were raised for the church, member concerns, ministry partners, the city and neighbors. Communion was served by intinction officiated by Rev. Jon Crantz and assisted by elder Cindy Marion.

The meeting was adjourned at 9:07 pm with prayer and the singing of the Doxology.

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Rev. Andrew Stepp, Moderator

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David Calkins, Clerk of Session

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

NEW CHURCH MEMBERS

Adkins, Sylvia	T/L: Church of the Good Shepherd – Durham, NC
Alexander, Aneida	Reaffirmation: Anchorage Baptist Temple – Anchorage, AK
Caramanian, Erin	Profession of Faith
Christie, Cheryl	Reaffirmation: Church of the Apostles – Houston
Doyle, Emily	Profession of Faith
Doyle, Elliot	Profession of Faith
Hansen, Shikha	Profession of Faith
Hayes, Becca	Reaffirmation: Hope City Church – Houston
Hutahayan, Ari	Profession of Faith
Lee, Hans	Reaffirmation: The Journey – St. Louis
Moppert III, Joey	T/L: Webster Groves Presbyterian – St. Louis
Myers, Jimmy	T/L: Rock Creek Presbyterian – Chattanooga, TN
Myers, Mary Lynn	T/L: Covenant Presbyterian – Monroe, LA
Ortiz, Elizabeth	Profession of Faith
Palomino, Pedro	Profession of Faith
Perry, Rachel	T/L: Independent Presbyterian – Memphis, TN
Perry, Scott	Reaffirmation: Pump Springs Baptist – Harrogate, TN
Tucci, Jeff	Profession of Faith
Tucker, Erin	T/L: Presbyterian Church of Cary – Cary, NC

RESTORED TO ACTIVE ROLL

None

DECEASED

Itz, Warren “Benny”	01/28/2018
Owsley, Alvin	02/04/2018
Koenig, Jewel	02/23/2018

DISMISSED

Moreton, Ellen	T/L: St. Luke’s Methodist – Houston, TX
Moreton, Sam	T/L: St. Luke’s Methodist – Houston, TX

REMOVED FROM ACTIVE ROLL

None

MOVED TO INACTIVE MEMBERSHIP ROLL

None

DISMISSED FROM INACTIVE ROLL

None

MEMBERSHIP AS OF January 31, 2018	3116
Gains	19
Losses	<u>- 5</u>
MEMBERSHIP AS OF February 28, 2018	3130

Worship Services 2015	Week 6	Week 7	Week 8	Week 9
	2/7/16	2/14/16	2/21/16	2/28/16
8:15 Worship	215	151	164	186
9:30 Worship	209	237	231	215
10:45 Worship	370	322	367	351
11:05 Worship	344	335	340	320
<b>Total Worship Att</b>	<b>1138</b>	<b>1045</b>	<b>1102</b>	<b>1072</b>

Superbowl                      Communion

Worship Services 2016	Week 6	Week 7	Week 8	Week 9
	2/5/17	2/12/17	2/19/17	2/26/17
8:15 Worship	147	124	145	153
9:30 Worship	171	202	199	184
10:45 Worship	281	310	283	243
11:05 Worship	250	300	215	250
<b>Total Worship Att</b>	<b>849</b>	<b>936</b>	<b>842</b>	<b>830</b>

Superbowl

Worship Services 2017	Week 6	Week 7	Week 8	Week 9
	2/4/18	2/11/18	2/18/18	2/25/18
8:15/8:30 Worship	197	190	178	215
9:30 Worship				
10:45 Worship	358	348	335	378
11:05 Worship	239	252	223	247
<b>Total Worship Att</b>	<b>794</b>	<b>790</b>	<b>736</b>	<b>840</b>

Unique Live  
Streams: 120

Pledge Sunday

Live Stream  
Data: 165  
Plays/30  
Finishes

Live Stream  
Data: 32 Plays

## February 2017

### Baptisms:

    Infant                      3  
    Adult                        1

**Weddings:**                      1

**Member Funerals:**            1

**NonMbr Funerals:**            2

**Permanent Funds Ministry Team**  
**Monday, March 5, 2018, 5:30 p.m. in FH 251**

Members: Chris Athon, Martha Barnes, Jane Champion, Susan Pokorny Egolf, Becca Herbold, Gracie McClure, David Miclette, Sam Murray and Carol Shimp. Staff: Bill Heston (Nancy Purcell for administrative support).

Discussion and action taken

- PFM Team minutes of January 22, 2018 (sent to Operations Committee) approved as written. See d).
- The committee discussed and recommends to Operations & Session the following action for Permanent Endowed Funds/Spend Rate 2018-2019:
  - a) All existing Endowed Funds (excluding the Carter Fund) be invested in the TPF Balanced Fund,
  - b) six months of the annual spend rate, calculated as of June 1, 2018, based on the most recently available statement of fund balances, be invested in the TPF Cash Fund,
  - c) the spend rate for the June 1, 2018 – May 31, 2019 fiscal year will be 4.0%, subject to the availability of the funds, and
  - d) maintain the current investment strategy of the Mary Carter Fund and allow the investment in US Treasuries and Bonds to mature until the balance of the fund is over the corpus (\$778,061.83). When the investments are generating an earning off the corpus, grant requests that fit the parameters established for the Mary Carter Fund will be considered. Motion: Chris Athon and second by Carol Shimp.
- Reviewed the 2017-2018 Commitment/Disbursement Excel sheet for available funds.
- Reviewed fifteen grants and one seminary scholarship request.
  - 1) Grants (approved or denied) and Seminary scholarship for Denver McCollister (Liberty University) approved. Motion: Martha Barnes and second by Gracie McClure. American Bible Society and Prayers of the People were tabled. Motion: Chris Athon and second by Susan Pokorny Egolf. **Grant and seminary scholarship table below.**

Open Door	Kitchen & catering equipment	\$38,731	Grant-\$26,000	Bene-Estill \$5,489 Bene-Ricks \$20,511
Amazing Place	Complete phase 1 of new website	\$13,967	Grant-\$14,000	Bene-Ricks \$14,000
American Bible Society	Construction of Faith & Liberty Discovery Center	\$25,000	Tabled	
Health Outreach to the Middle East	New bldg for HOME Medical Center (Cairo)	\$50,000	Grant-\$40,000	Bene-Ricks \$40,000
Agape Development	Classroom rebuild plus technology needs	\$50,000	Grant-\$25,000	Bonner - \$2,415 Bene-Ricks \$22,585
Ananias House	Equipment for bakery in Aleppo, Syria	\$17,300	Grant-\$12,500	Bene-Other \$4,211 Bene-Ricks \$8,289
CanCare	Workshop materials & instructor fees survivorship program	\$5,000	Grant-\$1,000	Bene-Other \$1,000
Council of Protestant Churches of Nicaragua PCUSA	Consolidate program offices in Managua	\$100,000	Denied	



Evangelical Theolo. Seminary Cairo PCUSA	Furnish 1 classroom- computer/smartboard	\$15,000	Grant-\$15,000	Bene-Other \$15,000
Freedom Place (Arrow)	Vinyl plank flooring	\$10,000	Grant-\$10,000	Bene-Other \$10,000
Plant with Purpose	Construct 25 cisterns Oaxaca & Chiapas Mexico	\$25,000	Grant-\$20,000	Bene-Other \$20,000
Restoration Community Church	Complete purchase of property	\$30,000	Denied	
Search Homeless Svc	Adding to playground	\$5,000	Grant-\$5,000	Bene-Other \$5,000
Stoney Creek Ranch	Finish interior of nursing station at camp	\$5,000	Denied	
Prayers of the People PCUSA	Parking Assistance Program	\$15,000	Tabled	
Seminary online				
Denver McCollister	Liberty University	\$2,750	Grant-\$2,750	Bene-Other \$2,750

**Consent Motions for Session (\$10,000 or more)**

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 smartboard 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.

Next Meeting, week of April 16 - email

Martha Barnes, chair

**Operations Committee Meeting Minutes**  
**Wednesday, March 7, 2018**  
**Pastors Conference Room**  
**6:45AM – 8:00AM**

**Members present:** Bob Shimp, Henry Humphries, Merry Davis, Martha Barnes, Mark Strange, Russ Schulze, and Chris Herbold.

**Members absent:** Chris Hill and Debbie Hanna

**Staff and Others present:** Jim Birchfield, Andrew Stepp, Jennifer Boubel, Steve Burns, Tom McMeans, David Barnes (Board of Trustees Representative) and Debbie Thompson

- I. **Call to Order and Prayer** - Chris Herbold called the meeting to order and opened with a prayer.
- II. **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:

**Consent Motions for Session** (\$10,000 or more)

- 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 smartboard 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.

- III. **2018-2019 Budget Review** – Andrew Stepp and Jennifer Boubel provided an overview of the budget and the budgeting process that included:

- Lead Team development of Cathedral Priorities
- Ministry Team Development of Goals based on Cathedral Priorities
- Executive Team finalizing Operating Budget Proposal for Operations Committee and Session

Jim Birchfield discussed the expedited timing for the budget process.

Chris Herbold discussed the targeted giving level of \$7.2 million based on evaluation of giving history and current year giving trends and proposed that a vote to recommend the budget to session would take place via email on Monday, March 19 to allow time for prayer and questions regarding the information presented.

The committee closed with a prayer by Andrew Stepp

## **Ministry Investment Team**

Ministry Investment Team did not meet in March at regular time.  
A special meeting to discuss ministry partner update evaluations is being held on March 20, 2018.

Mary Floye Federer

## **Advisory Council Meeting Minutes, March 12, 2018**

The meeting began at 3:00 PM. In attendance: Jim Birchfield, Andrew Stepp, David Calkins, Cindy Cook, and Robert Moore. Absent: Jennifer Boubel, Chris Herbold, and Debbie Hanna. Opening Prayer + Devotional was led by David Calkins, which was followed by a prayer walk to "circle the church".

### DISCUSSION TOPICS

**Finance/Budget report:** Jim Birchfield reported that February offerings were slightly behind budget after a strong January. Currently the church is targeting a budget of \$7.2 million for the next fiscal year. Overall pledging is similar to last year. Also, the Texas Presbyterian Foundation has discovered a donor gift fund from the 1990s with \$185,000 in accrued interest that will be available for use.

The Finance Committee and the budget working group will make a full report to Session at the upcoming March meeting with budget recommendations. The Session will then vote on the budget at a special meeting to be held at the end of March.

**Worship committee – Choir trip.** Brent Dorsey and Jeff High made a presentation on behalf of the Worship Committee regarding a proposed choir trip to the Holy Land in June, 2019. The committee would like to make a presentation to the Session at an upcoming meeting and present their fundraising and trip proposals. The Advisory Committee gave approval for the Worship Committee to proceed with assessing overall interest in the trip, and if there is sufficient interest bringing a motion before Session at a meeting later this Spring.

**Church planting initiative update.** Andrew Stepp provided an update on the church planting initiative. Matt Lee will be starting on June 1 as an Assistant Pastor and will oversee the church planting initiative. Matt has extensive experience in church planting, with both financial and coaching expertise. Jonathan Ramsey will transition into the position of church planting resident on June 1. He is planning a future launch in the 3<sup>rd</sup> Ward. Current residents, Chris and Rebecca Harrison are planning a church plant in the Oak Forest neighborhood, which an anticipated launch in January, 2019. Emmanuel Reagan Paulpeter is moving through the ordination process in ECO and initially will be part of the Harrison's launch. Conversations continue with Dr Martin Nkundeki of African Renewal Ministries and Ggaba Community Church in Uganda about a possible church plant for the Houston African community. Chris Wolfe, Matt Offenbacher, Doug Mickle, and Jonathan Ramsey are spearheading these discussions.

### PASTOR'S REPORT

Jim Birchfield's report was included in the topics above.

### 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 deciding on the next book for Session for the April and May meetings.

Jim Birchfield closed in prayer and the meeting was adjourned at 5:00 p.m. Respectfully submitted,  
Robert Moore  
Clerk, Class of 2020

**MINUTES OF THE STRATEGIC PLANNING BOARD OF TRUSTEES  
THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**

**March 6, 2018**

**Members present:** Steve Oldham, Fred Robertson, Jim Gray, David Barnes, Alan Stewart, Thomas Kennedy, Ken Humphries and Janet Lionberger

**Members absent:** Chris Derden

**Others present:**

**Staff present:** Jim Birchfield and Jennifer Boubel

- I. **Call to Order and Prayer** – Steve Oldham called the meeting to order at 11:30 and Jim Gray opened with a prayer.
- II. **Approval of prior minutes** – approved the February 6, 2018 minutes
- III. **Risk Management update** – David Barnes
  1. In response to last month’s discussion regarding the transition of the Apartment Ministry from South Main Baptist’s oversight to FPC, David reviewed the risk management implications
    1. Liability risk is covered under existing insurance
    2. Expenditures are passed through the church to the tenants
      - I. Jon Crantz’s budget
    3. The Board questioned whether there existed limits of liability on non-profits, and whether the entity that holds the Dale Ave. apartments should also be the lease signer
    4. David recommended, and the Board approved, to move forward with structure
  2. David also reviewed the risk profile for other areas of the church
    1. Other leases and their liability language
    2. Assembling a library of books on church insurance and liability
    3. Also looked into analysis of threats, such as active shooters, Presbyterian School
      - I. Training
      - II. Preparedness
      - III. Communication
- IV. **Update on Property, Partners and Facilities**

Fred Robertson – Presbyterian School

1. Presbyterian School has proposed changes to their intra-week campus use plan for space within the church. Use studies done to understand the space constraints and opportunities. Bill Merriman added to team to make recommendations.
2. Lease agreement specified space as 1) School Priority 2) Non-Priority / Shared and 3) Church Priority. The Church has priority over most areas on Sunday.
3. School would like to define a perimeter with the church campus for intra-week school activities.
4. The team is gathering input from FPC Ministry to prepare a response to the PS request and will report back to Session with recommendations

Ken Humphries - Parking

1. Walter P Moore has worked up plans for parking additions for the North Lot and Travis Lot
2. Bellows Construction is estimating the construction cost, along with coordinating additions like landscaping and lighting
3. Aiming to have estimates prepared for presentation to Session at 3/20 meeting

Fred Robertson – Museum of Fine Arts, Houston

1. Final agreement remains a work in progress. Once the contract is completed, Session will hand the document and relationship to the Trustees to manage.
2. Still in discussions with the walkway, traffic flow and drainage

#### **V. Review Finance Reports**

1. Jennifer Boubel provided an update on FPC finances
  1. February was under budget by approximately \$50,000
  2. We continue to run at a \$500,000 deficit.
  3. Expect the fiscal year revenue to approximate \$7.8 million, versus a budget of \$8.2 million.
  4. The Operations Committee meets tomorrow to prepare a budget for the next fiscal year to present to Session at the 3/20 meeting
  5. Aiming in the range of \$7.2-7.3 million
  6. Pledges during the Stewardship Campaign represented about 19% of membership, or 40% of households. Typical, but lower than hoped.
  7. Mark Strange’s leadership has been very helpful in this effort

#### **VI. Board Discussion**

1. Janet Lionberger solicited feedback regarding the role for the Committee on Church Growth.

##### Long-term Vision

1. Jim Birchfield indicated that the goal would not to generate programming, but rather to better understand changes in our current and potential congregants and the surrounding community.
2. A thoughtful update to FPC’s SWOT (Strengths, weaknesses, opportunities and threats) analysis would also be helpful
3. The new museum campus will likely be a new “magnet” to visitors – how should we respond?
4. We should look to develop a long-term vision for how to respond to

##### Internal Look at Membership

1. What is on the hearts and minds of the congregation?
2. A data-driven approach would provide a check on observations and anecdotal conversations
3. Perhaps a survey, focus groups would provide data

4. Would help us prepare for a capital campaign and the next version of the long-term vision

Respectfully submitted,

Steve Oldham