

**First Presbyterian Church of Houston**  
**Session Agenda – May 16, 2017**  
**5:30 PM LC 181**

<b>Devotional and Opening Prayer (5:30 PM)</b> We will be discussing Chapters 8, 9 and 10 of “The Pursuit of God-The Human Thirst for the Divine” by A. W. Tozer	Cindy Cook	45 min.
<b>Omnibus Resolution</b>	Bill Heston	5 min.
Approve Minutes of the April Session Meeting		
Approve Membership Reports		
Additional Consent Motions (listed in packet)		
<b>Committee/Task Force Reports and Recommendations</b>		
Operations Committee	Chris Champion	10 min.
Budget	Chris Champion	10 min.
Presbyterian School Matters	Bill Gutermuth	25 min.
Motion Delegating Authority to the Strategic Planning Board of Trustees	Bill Gutermuth	5 min.
MIT	Merry Davis	10 min.
<b>Old Business</b>	Bill Heston	
Shepherding Elders		10 min.
Parking Report	Susan Miclette Jennifer Bouble	10 min.
<b>New Business</b>	Bill Heston	30 min.
Approval of the Class of 2020		
Election of Clerk of Class of 2020		
Election of Treasurer for FY 2018		
Election of AC Member-At-Large for FY 2018		
Farewell to the Class of 2017		
<b>Pastor’s Report</b>	Bill Heston	
Congregational Meeting Date		
<b>Clerks’ Report</b>	David Calkins Bill Gutermuth	15 min.
<b>Prayer and Praise</b>	Bill Heston	10 min.
<b>Communion and Doxology</b>		5 min.

## **Motion to Adjourn**

### **Important Dates:**

Windsor Village Prayer Meeting Ordination Sunday	May 21, 2017
Congregational Meeting (Proposed)	June 4, 2017
	June 11, 2017
June AC Meeting	June 13, 2017
June Session Meeting	June 20, 2017
Mo Ranch	July 13-16, 2017

**MINUTES OF THE SESSION**  
**THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**  
**April 18, 2017**

The April Stated Meeting of the Session began at 5:30 pm in LC181 with a quorum present. Cindy Cook led a discussion on Chapters Six and Seven of "The Pursuit of God" by A. W. Tozer. Cindy Cook closed the discussion with prayer. Rev. Jim Birchfield called the meeting to order and opened the meeting with prayer.

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

Omnibus Motions

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

- Moved that the minutes of the March 21, 2017 Stated Meeting of the Session be approved.
- Moved that the March Membership Report be approved.

The following omnibus motion from the Personnel Committee was pulled for discussion:

**Personnel Committee Motion – April 2017**

**Whereas** the congregation approved the Terms of Call for Pastor Birchfield at FPC-Houston's Annual Congregation Meeting on January 29, 2017. Included in those Terms of Call were additional retirement contributions to ensure Pastor Birchfield was not economically disadvantaged by FPC-Houston moving its denominational affiliation to ECO. A portion of these additional retirement contributions are in excess of the IRS limits allowed under the regulations that govern the church's 403(b) plan.

**Therefore**, it is moved, that FPC-Houston establish a non-qualified deferred compensation plan and corresponding irrevocable trust in the form and terms as set forth in the attached documents for the amount of retirement plan contributions that are in excess of the statutory limits for qualified retirement plans, and furthermore delegate the authorizations for administering the plans and trust as provided for in such documents. **Finally**, it is moved, that a separate permanent fund be established for the purpose of setting aside funds for the ultimate settlement of Pastor Birchfield's nonqualified deferred compensation plan.

A motion was made and approved to accept the Personnel Committee Motion - April 2017

Committee/Task Force Reports and Recommendations:

Operations Committee: Chris Champion reported that the first two weeks of April have been strong and expenses have been below budget. Stewardship is ahead of this time last year. Jennifer Boubel reviewed FPC 2017-2018 Proposed Budget – Personnel Split. The budget will be voted on at the May Session Meeting.

Presbyterian School: Debbie Hanna reviewed the terms of the Ground Lease between Presbyterian School and First Presbyterian Church. The approval of the Ground Lease will be voted on at the May Session Meeting. Kim reviewed the progress with the Capital Campaign and gave an update on the building project. A motion was made and approved to accept Bellows Construction Company as the contractor for the new construction and to accept the outdoor elevation design. The motion passed with one abstention due to conflict of interest. Jenn Rustay introduced the slate of candidates for the Trustees of the Presbyterian School. A motion was made and approved to accept the following nominees as Trustees of Presbyterian School: Chris Champion, Carlton Wilde, Jr, Nelson Mabry, Marilyn Winters and Kerry Sandberg. The motion passed with one abstention due to conflict of interest.

Strategic Planning Committee: There was discussion of passing authority to the Strategic Planning Committee. There was be a vote on the motion at the May Session Meeting.

Pastor's Report:

- Susan Miclette reported on the organization of the Steering Committee for the Shepherding Elders. The members are as follows: Sue White, Leslie King, Mary Lee Merrett, Christ Darden, Dorian Benn and Scott Jenkins. Jon Crantz will be organizing the neighborhood home meetings.
- State of the City will be April 21-22, 2017.
- The next ECO Presbytery Meeting will be September 29-30 at First Presbyterian Church of San Antonio, Texas.
- The Mission Affinity Group is continuing to meet.
- There will be an opportunity to dialogue with Windsor Village Methodist Church on what the two churches can do for the unity of race. There will be a joint prayer gathering Sunday May 21 at 5:00 pm at Windsor Village Church.
- The new parking structure should be ready May 8 and the south lot will be closed to parking.
- The date of the May Session Meeting is to be announced.

Clerk's Report:

- A Motion was made, seconded and approved to dismiss the Implementation Task Force with thankfulness for their good work.
- There was debriefing on the Mark Galli Presentation.

Old Business: - none

Prayers were raised for the church, particular member concerns, ministry partners, and neighbors. Communion was served by intinction officiated by Rev. Andrew Stepp and assisted by elder Michael Harada.

The meeting was adjourned at 8:50 pm with prayer and the singing of the doxology.

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Rev. Jim Birchfield, Moderator

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Bill Gutermuth, Clerk of Session

## Consent Motions

### MOTION FOR CONSIDERATION BY THE SESSION

RESOLVED, that the Session hereby delegates the following duties and responsibilities to the Strategic Planning Board of Trustees and the authority to perform such duties and to discharge such responsibilities, in each case subject to Session oversight:

1. The development of a long range Facilities Management Strategy to include a comprehensive Facilities Use Policy, a long range Parking Strategy and a long and short term Traffic Control Plan, and the management of the assets commonly referred to as the Dale Avenue property, the Manvel property and any other real property owned by First Presbyterian Church.
2. The development of a long range Risk Management Assessment for the facilities and campus of First Presbyterian Church.
3. The strategic management of the facilities and real property aspects of First Presbyterian Church's relationship with: The Museum of Fine Arts, Houston, Presbyterian School, Main Street Ministries, The Nehemiah Center and The Masonic Lodge.
4. The oversight of the real property acquisition and disposition strategy of First Presbyterian Church.
5. Collaborate with the Session on the planning and implementation of capital campaigns undertaken by First Presbyterian Church.
6. Strategic development of information concerning continued member growth and participation.

RESOLVED, that in assuming such duties and responsibilities, the Strategic Planning Board of Trustees shall be entitled to call on the staff of First Presbyterian Church in the course of discharging its responsibilities, shall keep regular minutes of its meetings and deliberations and shall report regularly to the Session.

RESOLVED, that a Clerk of Session identified by the Session shall receive notice of and be entitled to attend as an ex-officio member meetings of the Strategic Planning Board of Trustees.

RESOLVED, that an identified member of the Strategic Planning Board of Trustees shall receive notice of and be entitled to attend meetings of the Operations Committee as an ex-officio member.

# Reports

## Mission Innovation

Date: May 3, 2017 at 5:30pm

Attendees: Merry Davis  
Austin Hermann  
Matt Offenbacher  
Jonathan Ramsay  
Chris Wolfe  
Jim Birchfield  
Daniel Stidham  
Doug Meikle

Absent: Edet Okom

The meeting opened in prayer at 5:30pm.

Austin gave an update on Project Flourish, which has officially launched. He is in the process of recruiting about 100 volunteers as skills coaches, judges, navigators and screeners. He has been very encouraged by the process so far. We should not expect to get many submissions until the last week they are due. There was discussion regarding the need to work out the proper way to finance a for-profit model and a non-profit model, as we will likely receive both types of submissions.

Daniel gave an update on the Evangelism Ministry. About 170 people attended the God Where Were you seminar/discussion. Over 50 people unaffiliated with FPC came to the event. Many of those who attended were interested in attending an Alpha course. Alpha is currently going well and they are considering doing a summer Alpha course...possibly a small group that would meet in a home. They will look at doing a similar event on another topic. Also considering a prayer ministry for nurses at Memorial Hermann.

The group debriefed on visits with various candidates for our FPC Church Planting Resident positions.

The meeting adjourned at 6:55pm.

May 10, 2017

The following motion was circulated by email and unanimously approved as follows:

**The Mission Innovation Committee moves that the Session of FPC extend calls to Chris and Rebecca Harrison, both with the title of Assistant Pastor for Church Planting.**

## Operations

Wednesday, May 10, 2017

**Members present:** Chris Champion, Matt Malinsky, Debbie Hannah, Susan Miclette, Debbie Thompson, Mark Strange, Russ Schulze, Chris Hill and Chris Herbold.

**Members absent:** None

**Staff present:** Jennifer Boubel, Scott Reamer and Austin Herman.

- I. **Call to Order and Prayer** - Chris Champion called the meeting to order at 6:45AM and Debbie Hanna opened with a prayer.
- II. **Facilities Ministry Report** – Debbie Hanna and Scott Reamer provided updates on parking and provided an overview of a plan to obtain site work and construction plans to expand the North Parking lot by 70 parking spaces and to convert the Travis Street/Oakdale Street Lot to a parking lot (estimated to be approximately 38 spaces). The estimated costs are \$23.5k and \$21k, respectively. The costs associated with the plans for the North Parking lot are expected to be recouped through the final \$250k payment expected from the Museum of Fine Arts, while the costs associated with the Travis lot will be an operating expense in the 2016-2017 fiscal year

A recommendation was also made to begin monitoring of the North lot during work day/school day hours to ensure that the lot is used only for valid uses associated with the church, school and related ministries and activities. The estimated costs for monitoring and managing the lot is \$30k per year and will be added to the proposed facilities budget for the 2017-2018 fiscal year.

### III. Finance Report and other Finance and Accounting Matters

A. An overview of the April 2017 Financial Packet was given by Jennifer Boubel. Highlights of the financial report included:

#### 1. Current Year (CY) Comparison to Budget and Prior Year (PY) for April:

	CY		PY	Budget	PY
	Actual	Budget	Actual	Var	Var
Income	\$ 855	\$ 555	\$ 386	\$ 300	\$ 469
Expenses	(710)	(588)	(699)	(122)	(11)
Surplus/(Deficit)	\$ 145	\$ (33)	\$ (313)	\$ 178	\$ 458

#### 2. Current Year (CY) Comparison to Budget and Prior Year (PY) for Year-To-Date April (June 2016 – April 2017):

	CY		PY	Budget	PY
	Actual	Budget	Actual	Var	Var
Income	\$7,344	\$6,900	\$7,094	\$ 444	\$ 250
Expenses	(6,897)	(6,914)	(7,285)	17	388
Surplus/(Deficit)	\$ 447	\$ (14)	\$ (191)	\$ 461	\$ 638

3. **Liquidity/Cash Balance** - The general fund cash balance was \$2.8 million as of April 30, 2017. Of that balance approximately \$1.7 million has been previously designated

resulting in an unrestricted general fund cash balance of \$1.1 million. In addition, the Capital Fund Cash balance is \$0.5 million.

B. Chris Hill and Matt Malinsky provided an update on the ongoing Finance Initiative associated with Temporary Restricted Accounts.

**IV. Stewardship Campaign** –Jennifer Boubel and Mark Strange provided an update on the campaign. We have received pledges totaling \$4.2 million, which is in line with the Week 5 total last year. However our congregational participation is well below the targeted 100% participation. The committee discussed the need to continue communication regarding the pledge drive and a suggestion was made to add Pledge Participation % information to the weekly bulletin.

**V. Permanent Funds Report** – Susan Miclette provided an update on the recent ministry team activities. See attached Permanent Fund Ministry Team minutes for additional details.

The meeting was closed in a prayer by Susan Miclette.

Respectfully submitted, Chris Herbold

## **Ministry Investment Team**

Monday, May 8, 2017

**Staff Present:** Mary Floye Federer

**Staff Absent:** None

**Members Present:** Mary Knapp and Martha Lawler

**Members Absent:** Chris Herbold and Matt Offenbacher

Martha called the meeting to order at 11:30 am. Mary Knapp led the devotional on Dallas Willard's description of Hope and Faith.

### **First Item of Business: Minutes Approval**

The team reviewed and approved the April 2017 minutes.

### **Second Item of Business: Support Request (2)**

The team discussed a request for support from Anna Elder. Her parents are First Presbyterian members and serve in Central Asia. Anna, a college student, along with four other students is traveling to Central Asia for a 10-day trip, staying with a family, reaching out to the community, in a predominately Muslim country. Each of the five students was asked to raise \$2000. MIT approved \$1500 from the 415-63520 account (MT Sponsorship account).

The team also discussed Pastor Peter Kasirivu's request for support of the African Renewal Ministries (ARM) Renewal Summit, August 21-25, 2017 in Gaba, Uganda. ARM is one of our anchor partners in this



area of the world and FPC is sending a delegation of 14-19 to attend the summit. ARM is projecting the cost of the summit to be \$56,884. FPC's Mission Men along with Gaba Men will be funding a "faith in the workplace" type dinner with businessmen in Kampala. The Mission Men are also expected to offer a financial contribution to help towards Summit expenses. MIT approved \$10,000 from the following accounts: 1) \$1000 from the 415-51500 account (Leadership Training/Conference account); 2) \$7000 from 415-63520 account (Mission Trip Sponsorship account); and 3) \$2000 from the 415-64200 account (Vision Trips account).

### **Third Item of Business: Director's Report**

Mary-Floye relayed a past discussion among Jim Birchfield, Mary-Floye Federer, Founder of Open Table Jon Katov, and Stephanie Drew Barry, former FPC member and Director of Local Missions, and now Texas representative of Open Table. Open Table trains congregations and their members through the Open Table model to form communities to transform the vocational and life experiences of members into tools to help our brothers and sisters in poverty, in ways that allows them to work through and create positive change in their lives. FPC hosted an Open Table group in 2010. In February 2017, MIT gave Ms. Barry \$10,000 towards her goal of raising funds for her new position with Open Table. Open Table happens to be very similar to our local partner Main Street Ministries' "Family Hope". After a good discussion, the team felt that while FPC plans to assist Open Table's efforts to re-establish itself in Houston, our priority and resources for promotion will be directed towards Main Street Ministries' "Family Hope" program which is utilizing FPC for aspects of the ministry.

Mary-Floye shared about the *No Need Among You/NNAY Conference*, at Good Hope Missionary Baptist Church, October 25-27, 2017. This is hosted by Texas Christian Community Development Network and FPC is a sponsor. Kirk Craig of Agape, is on the leadership of this renewal, relief and development network. The conference will be an ideal follow up to FPC's 2<sup>nd</sup> State of the City Conference and how FPC desires to engage in local ministry. FPC's sponsorship will underwrite speaker, Robert Lupton, author of *Toxic Charity*. For more info: <http://txccdn.net/no-need-among-you-2017-in-houston/>.

Martha Lawler closed in prayer and the meeting was adjourned at 12:30 pm.

## Shepherding Elder Steering Team Charter

### Lead Team:

Susan Miclette, Dorian Benn, Chris Derden Scott Jenkins, Leslie King, Mary Lee Merrett, Sue White

Charter: The Steering Team goal is to implement a plan to enlist non-session elders in continuing to use their ministry gifts in challenging and meaningful opportunities in support of the work of the Session.

There are three areas that we feel are our highest priority and will not only support the Session but engage more of our non-Session elders.

1. Recruit Communion teams responsible for coordinating one of each of the 4 services on a quarterly basis. The sign in genius can be used but the need for phone or email follow up prior to the service by the team coordinator is essential. There will be a separate team for homebound communion. These teams serve at the will of the Session and can be altered at anytime.
2. Jon is working with the Steering Team to identify two Shepherding elders to ask to be neighborhood representatives. The membership will be divided into neighborhood zones and we will have lists of those so that personal contacts and invitations to neighborhood events can be made by the leaders. This should, over time, create stronger relationships, welcome new members and communicate Session goals and actions. For Shepherding Elders to communicate knowledgeably, we would like to see them receive a monthly bullet point summary of major Session business and a long range Save the Date of important FPC events.
3. Creating list of Shepherding Elders to review and update the MIA list. The pastors should also review the list. The team will then send personal letters and/or phone calls to each family on the list.

### Other discussion:

A social/information annual meeting of Shepherding Elders should be planned each year.

Elder training should emphasis that “once an elder, always an elder” and that they are leaders that continue to influence, encourage and communicate with members. They are needed to continue to serve as a support to the Session.

The membership data once updated needs to be available to the membership as soon as possible with easy access and hopefully more complete contact information and photos.

A brief comment but a concern that most have heard is that when contacting the church, you more often than not, you get a recording.

## **2017/2018 Session Meetings & Important Dates**

June 4, 2017 – Communion, Pentecost  
June 11, 2017 – Congregational Meeting - Proposed  
June 13, 2017 – AC Meeting  
June 20, 2017 – Session Meeting

July 11, 2017 – AC Meeting  
July 19, 2017 – Session Meeting - Adaptive Conversation (LGBTQ)

August 8, 2017 – AC Meeting  
August 15, 2017 – Session Meeting  
August 27, 2017 – Communion, Ordinary Time

September 10, 2017 – Windsor Village Prayer Gathering  
September 12, 2017 – AC Meeting  
September 19, 2017 – Session Meeting  
September 22-23, 2017 – Session Retreat  
September 28-29, 2017 – Presbytery Meeting, San Antonio

October 1, 2017 – Communion, World Communion  
October 10, 2017 – AC Meeting  
October 15, 2017 – Congregational Meeting  
October 17, 2017 – Session Meeting

November 14, 2017 – AC Meeting  
November 19, 2017 – Communion, Thanksgiving  
November 21, 2017 – Session Meeting – Adaptive Conversation

December 12, 2017 – AC Meeting

January 9, 2018 – AC Meeting  
January 16, 2018 – Session Meeting  
January 23-25, 2017 – ECO National Gathering

February 13, 2018 – AC Meeting  
February 20, 2018 – Session Meeting – Adaptive Conversation

March 13, 2018 – AC Meeting  
March 20, 2018 – Session Meeting

April 10, 2018 – AC Meeting  
April 17, 2018 – Session Meeting – Adaptive Conversation

May 8, 2018 – AC Meeting  
May 15, 2018 – Session Meeting