

**First Presbyterian Church of Houston  
Session Agenda – November 15, 2016  
5:30PM LC 181**

<b>Devotional and Opening Prayer (5:30 PM)</b>	Randy Schorre	10 min.
<b>Omnibus</b>	Jim Birchfield	5 min.
Approve Minutes of the October Session Meeting and November 1 Called Session Meeting.		
Approve Membership Reports		
Additional Consent Motions (listed in packet)		
<b>ECO Presentation</b>	Jim Birchfield/ECO Team	45 min.
<b>Presentation by Former Clerks</b>		5 min.
<b>Committee Reports and Recommendations</b>		
Finance Committee	Chris Champion	5 min.
ONC Report	Matt Offenbacher	15 min.
Governance	Randy Wilson	20 min.
Operations Committee	Debbie Hannah	10 min.
Mission Innovations Team and MET	Merry Davis/Austin Hermann	20 min.
<b>Pastor's Report</b>	Jim Birchfield	50 min.
Called Meeting Follow-Up		
FPC 2.0		
Candidates Under Care		
Andrew Stepp Sabbatical Request		
Update on Presbyterian School Project		
Replacement Member for SCN		
<b>Clerk's Report</b>	Bill Gutermuth	10 min.
Elder Training		
Priorities for Remainder of FY 2017		
<b>Old Business</b>		
<b>New Business</b>		
<b>Prayer and Praise</b>	Jim Birchfield	10 min.

**Communion and Doxology**

5 min.

**Motion to Adjourn**

**Important Dates:**

November Session Meeting  
Presbytery Meeting

November 15, 2016  
November 19, 2016

Presbyterian School Dinner  
Session Christmas Party  
December AC Meeting

December 6, 2016  
December 8, 2016  
December 13, 2016

January Prayer Gathering  
January AC Meeting  
January Session Meeting  
ECO National Gathering (Greenville, SC)  
Annual Congregational Meeting

January 8, 2017 (Sunday Night)  
January 10, 2017  
January 17, 2017  
January 24-26, 2017  
January 29

**Consent Motions**

**Permanent Funds Requests (\$10,000 or more)**

- Request from Evangelical Theological Seminary (Cairo) Outreach Foundation for \$15,000 for finishing interior of the Center for Church and Society Services. This grant to satisfy January 2017 Quarterly Legal Settlement payment.
- Request from Presbyterian Children's Homes and Services for \$15,000 for technology updates at Houston Training Room. This grant to satisfy April 2017 Quarterly Legal Settlement payment.
- Request from Worship/Music Department (Michael Homan), to release of funds of \$10,000 for Keith and Kristyn Getty Events on April 8, 2017 from Music: Maintenance or Expansion Fund.

Session Attendance 2016-2017

A = Absence E= Excused

	June	August	Sept	Oct	Nov	Jan	Feb	March	April	May
Barber, Don										
Calkins, David										
Champion, Chris	EX									
Cook, Cindy										
Davis, Merry										
Dorsey, Brent										
Espinoza, Sabrina										
Going, John										
Gutermuth, Bill										
Harada, Michael										
Harris, Julie										
Herbold, Chris										
Mallory, George										
Marion, Cindy	EX									
Offenbacher, Matt	EX									
Okon, Edet										
Schore, Randy										
Wilson, Randy	EX									

<b>Worship Services Comparison</b>	<b>Week 34 8/24/14</b>	<b>Week 35 8/31/14</b>	<b>Week 36 9/7/14</b>	<b>Week 37 9/14/14</b>
8:15 Worship	134	124	198	0
9:30 Worship	391	0	0	0
10:45 Worship	411	243	354	0
11:05 Worship	363	305	390	893
<b>Total Worship Att</b>	<b>1299</b>	<b>672</b>	<b>942</b>	<b>893</b>

Labor Day

<b>Worship Services Comparison</b>	<b>Week 34 8/23/15</b>	<b>Week 35 8/30/15</b>	<b>Week 36 9/6/15</b>	<b>Week 37 9/13/15</b>
8:15 Worship	134	156	137	177
9:30 Worship	190	174	183	197
10:45 Worship	270	391	219	303
11:05 Worship	464	352	358	383
<b>Total Worship Att</b>	<b>1058</b>	<b>1073</b>	<b>897</b>	<b>1060</b>

Adult SS  
143

C&FM  
290

Labor  
Day

<b>Worship Services Comparison</b>	<b>Week 34 8/21/16</b>	<b>Week 35 8/28/16</b>	<b>Week 36 9/4/16</b>	<b>Week 37 9/11/16</b>
8:15 Worship	153	148	107	153
9:30 Worship	394	296	169	208
10:45 Worship	300	311	225	312
11:05 Worship	310	350	263	285
<b>Total Worship Att</b>	<b>1157</b>	<b>1105</b>	<b>764</b>	<b>958</b>

C&FM  
250

Labor  
Day

## **Septemb2016**

### **Baptisms:**

Infant 4

Adult 1

**Weddings:** 2

**Member**

**Funerals:** 0

**NonMbr**

**Funerals:** 0

**Minutes of the CALLED Session MEETING  
FIRST PRESBYTERIAN CHURCH OF HOUSTON  
November 1, 2016**

The Called Meeting of the Session was called to order, with a quorum present, in LC 181 on November 1, 2016, at 5:30 p.m. by Rev. Jim Birchfield, followed by scripture and corporate prayer led by Elder Michael Harada.

A motion was moved and seconded that it be resolved, that First Presbyterian Church of Houston shall request dismissal from the PC(USA) and affiliate with ECO: A Covenant Order of Evangelical Presbyterians.

The motion was followed by an opportunity for each member of the Session to comment on the motion.

Following comments from the session, ballots were distributed, a time of prayer, the votes were recorded and tallied. The motion passed 21 ayes and 2 nays.

Rev. Jim Birchfield led a discussion on a letter, which was distributed, regarding how to communicate the results of the motion to the congregation.

A letter requesting dismissal from PC(USA) will be presented at the November 19 Presbytery Meeting in Pasadena.

Communion was served by intinction officiated by Rev. Jim Birchfield and assisted by elder Houghton Hutcheson.

The meeting was adjourned at 7:30 p.m. with the Lord's Prayer.

Respectfully submitted,

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Rev. Jim Birchfield, Moderator

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Bill Gutermuth, Clerk of Session

**MINUTES OF THE SESSION**  
**THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**  
**October 24, 2016**

The October Stated Meeting of the Session began at 5:45 pm in LC181 with a quorum present. Cindy Cook and Julie Harris led a discussion on Chapters 11 and 12 in the Book *Humility*. Julie Harris closed the discussion with prayer and Rev. Jim Birchfield called the meeting to order.

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 September 27, 2016 Stated Meeting of the Session be approved.
- Moved that the September Membership Report be approved.

**Consent Motion for Session Approval from the Worship Committee**

- Moved that the communion and baptism dates for 2017 (dates attached) be approved.

**Committee Reports/Recommendations**

Officer Nominating Committee: Matt Offenbacher reported that a slate will be presented at the November Session Meeting.

Worship Committee: Randy Wilson reported on a suggested change of hours for worship on Christmas Day and New Year's Day. A motion was made and approved to have one service on Christmas Day at 10:45 am and two services on New Year's Day at 10:45 am and 11:05 am.

Operations Report: Debbie Hanna reported on proposed suggested expansion of classrooms for Presbyterian School and the relocation of Presbyterian School administration offices. A motion was made that The Facilities Ministry Team is authorized to negotiate an agreement with the Presbyterian School regarding the renovation and occupancy of One Pinedale and 10 Oakdale with the intention that Presbyterian School will be responsible for the costs associated with the renovation and any increase in operating costs associated with the renovation and use of the buildings. Any negotiated agreement will be submitted to the Session for review and approval.

Finance Committee: Chris Champion reported that the cash standing is good, giving is ahead of this time last year and expenses are on track.

**Pastor's Report:**

- Jim Birchfield reported that there was positive feedback on UNITE.
- Jim Birchfield reported that the trip to the Holy Land was incredible.

**Clerk's Report:**

Randy Wilson reported on the Governance Documents which are to be reviewed and voted on at the November Session Meeting. The Bylaws are also being reviewed to be presented at a later time.

Bill Gutermuth reported that the Clerk's Dinner was informative and an update was given to the former clerks as to what is going on and coming events.

**Old Business**

A motion was made, seconded and approved for the Session to enter into executive session at 7:05 p.m. The Session returned to regular order at 9:00 p.m.

## **New Business**

Sabrina Espinosa made a request from the Implementation Task Force that Committees turn in their charter that have not done so and that minutes be turned into Lisa Psillas monthly for each meeting.

Prayers were raised for the church, particular member concerns, ministry partners, and neighbors. Communion was served by intinction officiated by Jim Birchfield and assisted by elder Bill Gutermuth.

The meeting was adjourned at 9:30 p.m 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

## **Reports**

### **Operations Committee**

Wednesday, November 9, 2016

Members present: Chris Champion, Debbie Hannah, Chris Herbold, Chris Hill, Matt Malinsky, Russ Schulze, Debbie Thompson.

Staff present: Jim Birchfield, Senior Pastor (present for a portion of the meeting); Jennifer Boubel, Executive Director; Scott Reamer, Facilities Manager; Steve Burns, Business Manager.

- I. **Call to Order and Prayer** - Chris Champion called the meeting to order at 6:45AM and Matt Malinsky opened with a prayer.
- II. **Stewardship** – Rev. Birchfield provided an overview of points for the committee to consider related to goals and timing of a stewardship or other campaigns including consideration of whether a capital/special campaign would be appropriate in the coming year/s. Rev Birchfield left the meeting following conversation with the committee.
- III. **Finance Report and other Finance and Accounting Matters**
  - a. An overview of the September 2016 Financial Packet was given by Steve Burns. Highlights of the financial report included:
    1. **Actual to Budget** -
      - a. Current Month (September) - Income and expenses were favorable to budget resulting in a net surplus compared to budget of approximately \$167,000.
      - b. Year-To-Date (June – September 2016) - Income and expenses were favorable to budget resulting in a net surplus compared to budget of approximately \$404,000.
    2. **Actual to Prior Year:**
      - a. Current Month (September) - Income was favorable and expenses were unfavorable to prior year resulting in a net favorable variance compared to prior year of approximately \$9,000.
      - b. Year-To-Date (June – September 2016) - Income was favorable and expenses were unfavorable to prior year resulting in a net favorable variance compared to prior year of approximately \$550,000.

- 3. **Liquidity/Cash Balance** - The general fund cash balance was \$2.0 million as of September 30, 2016. Of that balance approximately \$1.5 million has been previously designated resulting in net undesignated cash of \$0.5 million.
- b. Discussion ensued regarding various aspects of the monthly financial packet and Steve Burns answered questions from several committee members.
- c. Matt Malinsky provided an update on various 2016 Finance Initiatives noting that each of the initiatives is underway and progressing.
- d. Chris Champion led a discussion of the budget implications related to denominational affiliation. The items expected to be impacted are:
  - 1. Annual amount payable to ECO is 1% of our operating budget which will result in an approximately \$50,000 increase from the current PCUSA payment.
  - 2. Medical, etc. Insurance and Benefits – The form of the medical plans is different (FPC currently retains self-insurance for a portion of medical claims), but a preliminary review indicates that there will not be a significant cost impact for similar coverage in the ECO plan that does not include a self-insurance retention.

**IV. The Facilities Ministry Report**

- a. Debbie Hannah presented the Proposed Use of One Pinedale Terms. A motion was made by Debbie Thomas and seconded by Russ Schulze to submit the following motion to session for approval:

*The operations committee is authorized to negotiate and execute a final use agreement with Presbyterian School regarding the renovation and occupancy of One Pinedale and 10 Oakdale based on the terms summarized in the Proposed Use of One Pinedale Terms sheet.*

- b. Jennifer Boubel and Scott Reamer led a discussion regarding the costs to replace bleachers in the Lancaster Center. Pros and Cons of incurring the costs necessary to replace the bleachers were discussed. A decision regarding determining whether the Operations Committee will recommend action to session is scheduled for January
- c. Presbyterian School coordination – The process for approving required permitting and other new school building relating administrative approvals a was discussed. It was agreed that all request should be forwarded to the church/school ministry team for review (including legal) and that approval authorities for cash disbursements requiring the authorization of 2 approvers for amounts over \$5,000 should be followed. It was also discussed that in no circumstances should FPC-Houston be financially disadvantaged by approving these types of requests if the proposed school project does not move forward.

**V. Permanent Funds Ministry Report**

Chris Champion provided an update to the committee that Bill Marshall has resigned his position as Permanent Funds chair in conjunction with the transfer of his membership to the Presbytery. Minutes from the Permanent Funds meeting that had previously been submitted were discussed.

Chris Herbold moved and Chris Hill seconded that the following Consent Motions for Session received from the Permanent Funds task force be submitted to session for approval.

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



- *Request from Evangelical Theological Seminary (Cairo) Outreach Foundation for \$15,000 for finishing interior of the Center for Church and Society Services. This grant to satisfy January 2017 Quarterly Legal Settlement payment.*
- *Request from Presbyterian Children's Homes and Services for \$15,000 for technology updates at Houston Training Room. This grant to satisfy April 2017 Quarterly Legal Settlement payment.*
- *Request from Worship/Music Department (Michael Homan), to release of funds of \$10,000 for Keith and Kristyn Getty Events on April 8, 2017 from Music: Maintenance or Expansion Fund.*

The meeting was closed in a prayer offered by Jennifer Boubel. All committee members and staff other than Chris Champion, Chris Herbold and Jennifer Boubel were excused.

#### **VI. Personnel**

Jennifer provided an update regarding the transition of medical insurance and retirement benefits from our current plans and upcoming labor law changes.

Respectfully submitted,  
Chris Herbold

## **Permanent**

November 7, 2016

Members: Martha Barnes, Susan Pokorny Egolf, Sharon Henry, Becca Herbold, Bill Marshall, Gracie McClure, Susan Miclette, John Rhem and Carol Shimp. Staff: Bill Heston, (Nancy Purcell for administrative support)

#### Items Reviewed/Discussed:

- PFM Team minutes of September 12, 2016 (sent to Operations Committee).
- One Seminary Scholarship application from John Turner to attend Dallas Theological Seminary.
- Grant application of Evangelical Theological Seminary (Cairo) Outreach Foundation for \$15,000 for finishing interior of the Center for Church and Society Services.  
(Commitment to PCUSA Mission Projects required by the property litigation settlement determined by Session to be paid by Permanent Funds accounts - \$15,000 quarterly.)
- Grant application of Presbyterian Children's Homes and Services for \$20,000.  
(Commitment to PCUSA Mission Projects required by the property litigation settlement determined by Session to be paid by Permanent Funds accounts - \$15,000 quarterly.)
- Grant request from Austin College (capital improvement Wynne Chapel for \$30,000) was tabled at the September 2016 meeting for additional information/to be contacted by Bill Heston.
- Request for release of funds from Music: Maintenance/Expansion Fund to Worship/Music Dept. for the Keith and Kristyn Getty Events on Saturday, April 8, 2017 (\$10,000).
- Available funds in the Benevolence-Other Fund currently \$147,081 before approval of November grants. Available funds in the Music: Maintenance/Expansion Fund is currently \$33,457.

Action Taken: Documents/discussion/motions handled by e-mail for this meeting

- 1) Permanent Funds Ministry Team minutes September 12, 2016 approved – motion by Bill Marshall; second by John Rhem.
- 2) (a) Seminary Scholarship award, (b) ETSC Outreach Foundation grant, (c) Presbyterian Children's Homes and Services grant, (d) Austin College grant, and (e) Release of Music: Maintenance/Expansion funds approved – motion by Bill Marshall; second by Susan Miclette.

**See table below.** Members voting: Martha Barnes, Susan Egolf, Becca Herbold, Bill Marshall, Gracie McClure, Susan Miclette, John Rhem, and Carol Shimp.

John Turner	Dallas Theological Seminary	\$7,000	Grant \$2,500*	Benevolence-Other
Evangelical Theological Seminary (Cairo) Outreach Foundation	Finish interior of the Center for Church & Society Services	\$15,000	Grant \$15,000 Jan 2017	Benevolence-Other
Presbyterian Children's Homes & Services	Technology updates at Houston Training room	\$20,000	Grant \$15,000 April 2017	Benevolence-Other
Austin College	Capital improvement Wynne Chapel	\$30,000	Denied	
Worship/Music Dept	Keith and Kristyn Getty Events 04/8/17	\$10,000	Release \$10,000	Music: Main/Expansion Fund

\*This amount to be matched by Matthews Memorial Presbyterian Church, Albany TX per e-mail from Anthony Ceder.

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

- Request from Evangelical Theological Seminary (Cairo) Outreach Foundation for \$15,000 for finishing interior of the Center for Church and Society Services. This grant to satisfy January 2017 Quarterly Legal Settlement payment.
- Request from Presbyterian Children's Homes and Services for \$15,000 for technology updates at Houston Training Room. This grant to satisfy April 2017 Quarterly Legal Settlement payment.
- Request from Worship/Music Department (Michael Homan), to release of funds of \$10,000 for Keith and Kristyn Getty Events on April 8, 2017 from Music: Maintenance or Expansion Fund.

Next Meeting, Monday, February 6, 5:30 p.m., FH 251 (subject to change)

Bill Marshall, chair

## **Worship and Prayer**

November 3, 2016 5:30pm

Attendees: Brent Dorsey, Martha Erwin, Alan Sexton, Michael Homan

Absent: Randy Wilson, Michael Harada

### Opening Prayer

- a) Committee Charter Review
  - a. What is missing?
  - b. Reviewed Ministry Teams and Task Forces of the Worship and Prayer Committee
    - i. Chancel Choir Council
    - ii. Worship Review Task Force
    - iii. Prayer Ministry Team Charter
      1. Nominations have been received and invitations sent to potential participants. Initial meeting scheduled for late November.
    - iv. Communion Guild
    - v. Flower Guild
- b) Pastors Report – Michael Homan
  - a. Sermon Series
    - i. November: Core Values

- ii. December: Advent : Lights to Guide You Home – A study of the figures of faith in Luke’s gospel that paved the way for the Messiah (Zechariah, Elizabeth, Gabriel, Mary, Simeon and Anna)
    - iii. January: The Portrait of Discipleship
    - iv. Spring 2017: Studies in the Gospel of Luke
  - b. Confirmed: An Evening with Keith and Kristin Getty: Facing a Task Unfinished
    - i. Saturday, April 8 2017, 7pm, Grand Hall
    - ii. Emphasis on Congregational Singing and Hymns for the modern life
    - iii. A ticketed event to cover costs
    - iv. Will include a Leaders Lunch with Keith Getty and a Children’s Event with Kristyn Getty
  - c. Chancel Choir Updates and Recruiting Efforts
- c) Important Dates
  - a. Nov. 6<sup>th</sup> – All Saints
  - b. Nov. 13<sup>th</sup> – Presbyterian School and Baptisms
  - c. Nov. 20<sup>th</sup> – Communion in all services
  - d. December 4<sup>th</sup> – Church-Wide Advent Night
- d) Items for Session Approval: Permission to Serve Communion on Dec. 4 at Advent Family Worship Service**
- e) Items for Awareness
  - a. **Christmas Day/New Years Day Worship Schedule Review**
    - i. **Sunday, December 25<sup>th</sup> : One unified worship service, 10:45am in the Sanctuary**
  - f) Sunday, January 1<sup>st</sup>: Two worship services - 10:45am/Sanctuary and 11:05am Grand Hall**
- g) Looking Ahead: What groups/teams of people would you like to hear from involving worship, music, and prayer in the future?
- h) New Business
  - a. Next Meeting: Thursday, January 12th, 2016 5:30pm Living Room

Closing Prayer

## Advisory Council Meeting Minutes

November 8, 2016

The meeting began at 7:40 a.m. In attendance: Jim Birchfield, Bill Heston, Bill Gutermuth, Cindy Cook, and Chris Champion. David Calkins called in via phone. Susan Miclette was absent.

Opening Prayer + Devotional was led by Chris Champion on leadership, Galatians 5:22-23.

**Finance + Budget:** Chris Champion asked that we add Debbie Hanna to the session agenda to report on term sheets for 10 Oakdale + 1 Pinedale.

Financial reporting is one month behind, but should soon be up to date with the finance department now fully staffed.

There is no discernable change in giving in October.

There will be a year-end appeal in November and December for extra giving.

Jim has requested that Jeremiah provide us with a list of the members who have joined the church plant.

The Nehemiah Center asked about further support from FPC.

**Called Session Meeting Follow Up:** Bill Gutermuth reported that his primary objective is to keep our Session united. There have been 10-12

Standing Committee on Nominations needs a session elder replacement for Don Barber.

There was a request from several former clerks for 5 minutes on the session agenda.

January 8<sup>th</sup> prayer and worship gathering will have reflection and prayer on the past and moving forward.

**Presbyterian School Presentation:** Claudia Stewart, Kim Clark and Kelli Rhee presented an update of the mission, vision, plans and timeline for the building project for Pre-K through 5<sup>th</sup> grade. Capital campaign has been revised and launched. Presbyterian School is requesting the Session to approve the ground lease at this point. They will present at a future Session meeting.

**ECO Process:** Jim Birchfield reported that Chris French from ECO will present and question the session elders at the beginning of the November 15<sup>th</sup> meeting. Once FPC is released from the PCUSA at their November 19<sup>th</sup> meeting, we will formally be approved into membership into ECO.

**MIT/MET:** Jim Birchfield reported that MIT/MET is requesting time on the session meeting agenda to give an update and proposal to release funds that will be voted on in January by the session.

**FPC 2.0:** Jim Birchfield reported that Advent night will include a missional/service component.

Phase II—working document of what we need to be intentional about. How do we approach stewardship this year? When should items that require a capital campaign be scheduled? What is the appropriate time for this? Appropriate funding for Vision 2020 needs to be looked at.

Bill Heston reported that the 3 candidates under our care have been contacted and met with to affirm what their decision is with moving to ECO or staying in the PCUSA.

**Governance:** Bill Gutermuth reported that the committee met on 11/7 to discuss the role of the operations committee and the proposed Board of Trustees. Their findings will be brought before session and then to the Congregational meeting once they are finalized.

**Pastor's Discussion:** Jim Birchfield reported that Andrew Stepp's sabbatical proposal will be presented at the session meeting for approval.

**Clerk's Report:** Bill Gutermuth reported that the senior pastor's review will take place in January, tentatively Jan. 20<sup>th</sup>. Elder training will continue to be led by David McCarty with help from Cindy Cook. Session needs to look at new ways to incorporate Shepherding Elders. Even though there is no scheduled session meeting for December, the AC will meet on 12/13.

The meeting was closed in prayer by Jim Birchfield at 11:03 a.m. and adjourned.