

**First Presbyterian Church of Houston
Session Agenda – August 15, 2017
5:30 PM LC 181**

Devotional and Opening Prayer	Cindy Cook	45 min.
Omnibus Resolution	Andrew Stepp	5 min.
Approve Minutes of the May Session Meeting		
Approve Membership Reports		
Additional Consent Motions (listed in packet)		
Committee/Task Force Reports and Recommendations		
Operations Committee	Chris Herbold	5 min.
Evangelism	Daniel Stidham	5 min.
MET	Austin Hermann	5 min.
Church Planting	Jonathan Ramsay	5 min.
Fellowship One	Celeste Lanier	5 min.
Board of Trustees	Steve Oldham	5 min.
Old Business	Andrew Stepp	
PS Campaign Additional Participation		
MFAH/FPC Agreement Update	Debbie Hanna	10 min.
	David Calkins	5 min.
New Business	Andrew Stepp	
Capital Campaign Feasibility Study	David Calkins	10 min.
Replacement of FPC Statement of Faith with ECO	Andrew Stepp	10 min.
Essential Tenents		
Pastor's Report	Andrew Stepp	20 min.
Open Positions Update		
Bill Heston Sabbatical Proposal		
Emmanuel Reagan Ordination Request		
Fall Events Update		
ECO National Gathering Preparations		
Clerks' Report	David Calkins	15 min.
Session Retreat Update		
Presbytery Meeting Delegates		
Shepherding Elders Update		
Session Serving Communion		

Prayer and Praise Andrew Stepp 10 min.

Communion and Doxology Andrew Stepp 10 min.

Motion to Adjourn

Important Dates:

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

September 17, 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

MINUTES OF THE SESSION
THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS
June 20, 2017

The June Stated Meeting of the Session began at 6:20 pm in LC181 with a quorum present. David Calkins opened the meeting with a devotional and 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 for 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 May 16, 2017 Stated Meeting of the Session be approved.
- Moved that the May Membership Report be approved.
- The following correction was made to a Motion in the May 16, 2017 minutes: A motion was made and approved, with Dr. Birchfield and Chris Champion abstaining, to accept the Ground Lease Agreement between Presbyterian School and First Presbyterian Church and to authorize any Clerk of Session to execute the ~~First Amendment to the~~ Ground Lease Agreement on behalf of First Presbyterian Church.

Rev. Birchfield invited the new Class of Elders for 2020 and the new junior clerk, Robert Moore to briefly introduce themselves.

Committee/Task Force Reports and Recommendations:

Operations Committee: Chris Herbold reported that the number of pledges is down but the average amount per pledge is increased over the previous year. A motion was made and approved that the term of the Nehemiah Center Promissory Note be extended to May 31, 2018. Debbie Hanna described the plans for Nehemiah Center to partner with Southwest Charter Schools.

Associate Pastor Nominating Committee: A motion was made and seconded to form an Associate Pastor Nominating Committee, for the position of Associate Pastor for Equipping and Sending, to be elected at the Annual Congregational Meeting in October. The committee will consist of a clerk, one additional session member and members of the congregation with a majority being elders and to be a total membership of no less than seven and no more than eleven.

Old Business:

MFAH/FPC: David Calkins reported that the final agreement between the Museum of Fine Arts and First Presbyterian Church of Houston will soon be presented to the Board of Trustees.

New Business:

Rev. Birchfield reviewed the Staff Goals and Values with a focus on Reset, Renew and Refresh. There will be follow up discussion at the Session Retreat.

Pastor's Report:

- A search has begun to fill the position of Director of Operations and Facilities and a replacement for Doug Mickle who has served as interim lead of Missions Innovations. A motion was made to

elect Jonathan Ramsey as Assistant Pastor for Church Planting. Jonathan plans to plant an ECO church within 3 years.

- The Mission Affinity Group comprised of First Presbyterian, Grace Presbyterian and Memorial Drive Presbyterian will meet together for breakfast with staffs to compare notes and talk of how they can partner together.
- Rev. Birchfield shared his Time Away Update for the following year.

Clerk's Report:

- David Calkins reported that the July Session Meeting will be an adaptive conversation to discuss how First Presbyterian Church can become a more welcoming church, more sensitive to the diversity of our community. The meeting (and subsequent Adaptive Conversations this year) will be facilitated by Jim Oswald.
- The ECO Presbytery Meeting will be held September 28-29, at First Presbyterian Church San Antonio, Texas.
- The next Prayer Gathering with Windsor Village Methodist Church will be held at First Presbyterian Church on September 17.
- The following Ruling Elders of the Class of 2020 were ordained and installed June 4, 2020: Jenn Rustay, Paul Seifert and Jan Smith. The following Ruling Elders of the Class of 2020 were installed: Gordon Marcum, Robert Moore and Robert Shimp. The following were installed as The Board of Trustees of First Presbyterian Church: Chris Derden (2018), Steve Oldham (2018), Alan Stewart (2018), David Barnes (2019), Jim Gray (2019), Tom Kennedy (2019), Janet Lionberger (2020), Ken Humphries (2020), and Fred Robertson (2020).

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

The meeting was adjourned at 10:08 pm with prayer and the singing of the doxology.

Rev. Jim Birchfield, Moderator

David Calkins, Clerk of Session

**FIRST PRESBYTERIAN CHURCH, HOUSTON
REPORT TO THE SESSION
MEMBERSHIP REPORT, July 2017**

NEW CHURCH MEMBERS

None

RESTORED TO ACTIVE ROLL

None

DECEASED

Burgert, David L. 7/7/2017

Goodwin, Diane D. 7/5/2017

Hall Jr., Bill 7/25/2017

Lillard, William 7/30/2017

DISMISSED

Jacobs, Clark M. T/L: Park Cities Presbyterian Church – Dallas, TX

Miller, Ashley T/L: St. Luke's Methodist Church – Houston, TX

MEMBERSHIP AS OF June 30, 2017	3141
Gains	0
Losses	<u>-6</u>
MEMBERSHIP AS OF July 31, 2017	3135

Consent Motions

- Request from Montreat Conference Center for \$15,000 for improvements to Winsborough Inn. (This grant will satisfy a 2017 Quarterly Legal Settlement payment of \$15,000.)
- Request from Outreach Foundation for \$15,000 to renovate student hostels at Gujranwala Theological Seminary in Pakistan. (This grant will satisfy a 2018 Quarterly Legal Settlement payment of \$15,000.)

Reports

Operations Committee

June 14, 2017

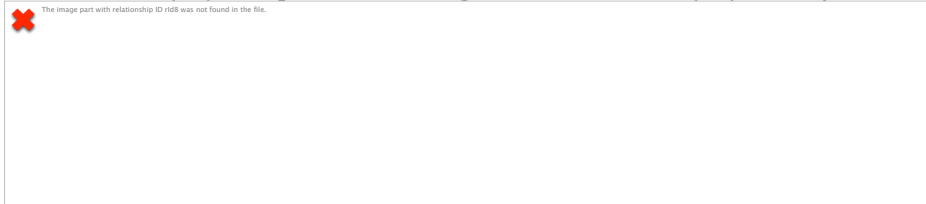
Members present: Bob Shimp, Russ Schulze, Mark Strange, Chris Hill, Debbie Hanna, Martha Barnes, Merry Davis and Chris Herbold.

Members absent: None

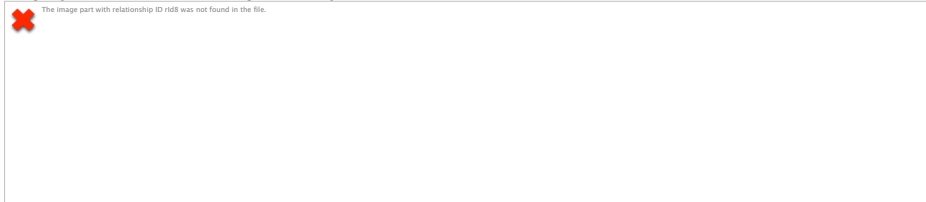
Staff present: Jennifer Boubel, Stephen Burns and Tom Mc Means

- I. **Call to Order and Prayer** - Chris Herbold called the meeting to order at 6:45AM and Chris Hill opened with a prayer.
- II. **Finance Report and other Finance and Accounting Matters**
 - A. An overview of the July 2017 Financial Packet was given by Stephen Burns. Highlights of the financial report included:

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



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



3. **Liquidity/Cash Balance** - The general fund cash balance was \$2.2 million as of July 31, 2017. Of that balance a net amount of approximately \$1.3 million has been

previously designated resulting in an unrestricted general fund cash balance of \$0.9 million. In addition, the Capital Fund Cash balance is \$0.5 million.

- B.** Chris Herbold summarized the discussion that was held during the June Operations Committee meeting and June session meeting regarding the ~\$350k Operating Fund surplus for the 2016-2017 fiscal year. Conversation ensued and the following motion was made and approved:

The Operations Committee moves that the 2016-2017 General Fund Surplus of \$358,000 be allocated as follows: (i) \$106,000 to fund the portion of the PC USA settlement payment that had previously been designated to be funded from the general fund and (ii) \$252,000 to fund a portion of the Grand Hall bleacher replacement costs.

- III. 2017 Stewardship Campaign Update** – Mark Strange provided a report on the 2017 stewardship campaign including a review of the final pledge data as compared to previous years and a list of strategic and tactical recommendations for future stewardship campaigns.
- IV. Facilities Ministry Report** – The committee welcomed the newly hired Director of Operations, Tom Mc Mean and Debbie Hanna provided an update on facilities related matters.
- V. Permanent Funds Report** – Martha Barnes provided an overview of the July Permanent Funds Ministry team meeting and the actions taken (included in the attached Permanent Funds Ministry Team meeting minutes). In addition, the following consent motion for session was made and approved:

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

- Request from Montreat Conference Center for \$15,000 for improvements to Winsborough Inn. (This grant will satisfy a 2017 Quarterly Legal Settlement payment of \$15,000.)
- Request from Outreach Foundation for \$15,000 to renovate student hostels at Gujranwala Theological Seminary in Pakistan. (This grant will satisfy a 2018 Quarterly Legal Settlement payment of \$15,000.)

The meeting was closed in a prayer by Russ Schulze.

Permanent Funds

July 10, 2017

Members present: Chris Athon, Martha Barnes, Jane Champion, Susan Pokorney Ego, Becca Herbold, Gracie McClure, Sam Murray, and Carol Shimp. Members absent: David Miclette. Staff absent: Bill Heston. Staff present: Nancy Purcell for administrative support.

Discussed:

- PFM minutes of the meeting April 19, 2017 were approved (by e-mail) during April 2017
- Committee reviewed the 2017-2018 Commitment/Disbursement/Rollover Report for available funds.
- Thirteen undergraduate scholarship requests and five seminary scholarship requests

- 1) grant request from Montreat Conference Center for \$15,000 for improvements to Winsborough Inn and 2) grant request from Outreach Foundation for \$15,000 to renovate student hostels at Gujranwala Theological Seminary in Pakistan.
- Conflict of Interest Form for 2017-2018

Action:

Undergraduate scholarships granted as a slate; motion by Carol Shimp and second by Susan Pokorney Egolf. (Permanent Funds used for undergraduate requests: Lancaster.) See table below.

Boubel, Zachry	Univ of Houston	\$5,000 req	Granted - \$4,200	Lancaster Fund
Chorley, Reilly-Hope	Texas A & M	\$5,000 req	Granted - \$4,200	Lancaster Fund
Elder, Alicia	LeTourneau Univ	\$5,000 req	Granted - \$5,000	Lancaster Fund
Elder, Anna	LeTourneau Univ	\$5,000 req	Granted - \$5,000	Lancaster Fund
Homeyer, Adam	UT Austin	\$5,000 req	Granted - \$5,000	Lancaster Fund
Homeyer, Grace	UT San Antonio	\$5,000 req	Granted - \$5,000	Lancaster Fund
Hulten, Jakob	Saint Louis Univ	\$5,000 req	Granted - \$2,250	Lancaster Fund
Mbasogo, Carlos	Houston Com College	\$5,000 req	Granted - \$5,000	Lancaster Fund
Promsaka, Shane	Univ of Houston	\$5,000 req	Granted - \$3,500	Lancaster Fund
Shipman, Micah	San Jacinto College	\$5,000 req	Granted - \$4,500	Lancaster Fund
Shipman, Sherah	NY Purchase College	\$5,000 req	Granted - \$4,500	Lancaster Fund
Ten Eyck, Katherine	Baylor Univ	\$5,000 req	Granted - \$4,750	Lancaster Fund
Tucker, Ben	Baylor Univ	\$5,000 req	Granted - \$2,500	Lancaster Fund

Seminary scholarships granted as a slate; motion by Chris Athon and second by Gracie McClure and Susan Pokorney Egolf. (Permanent Funds used for seminary requests: Bentsen - preaching students, Jordan, and King. See table below

Hebert, Andrew	Fuller Theo Seminary	\$3,000 req	Granted - \$3,000	Bentsen Fund
Justus, Stephanie	Fuller Theo Seminary	\$7,500 req	Granted - \$7,500	Jordan \$5,071/King \$2429
Lelsz, Carrie	Fuller Theo Seminary	\$7,500 req	Granted - \$7,500	King Fund
Stidham, Daniel**	Western Theo Sem	\$7,500 req	Granted - \$7,500	Bentsen Fund
Turner, John	Gordon Conwell Theo	\$7,500 req	Granted - \$7,500	Bentsen Fund

**Seminary requires travel to campus- Daniel Stidham approved to use scholarship funds for required travel contingent on receipts.

- (1) **Montreat Conference Center** grant approved for \$15,000 for improvements to Winsborough Inn from Benevolence-Other Fund; motion by Carol Shimp and second by Gracie McClure.
- (2) **Outreach Foundation** grant approved for \$15,000 from Benevolence-Other Fund to renovate student hostels at Gujranwala Theological Seminary in Pakistan; motion by Susan Pokorney Egolf and second by Becca Herbold.

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

- Request from Montreat Conference Center for \$15,000 for improvements to Winsborough Inn. (This grant will satisfy a 2017 Quarterly Legal Settlement payment of \$15,000.)
- Request from Outreach Foundation for \$15,000 to renovate student hostels at Gujranwala Theological Seminary in Pakistan. (This grant will satisfy a 2018 Quarterly Legal Settlement payment of \$15,000.)

Next Meeting, Monday, September 11, 5:30 p.m. FH251

Mission Innovation

Wednesday, August 2, 2017

Members present: Matt Offenbacher, Edet Okon, Chris Wolfe, Gordon Marcum

Members absent:

Staff present: Jonathan Ramsay, Daniel Stidham, Austin Hermann, Doug Mickle, Jim Birchfield

- VI. **Call to Order and Prayer** – The meeting was called to order at 6:04 and opened with prayer
- VII. **Motion: That the MIC approves the Ministry Empowerment Team (MET) Funding Disbursement Strategy for Project Flourish (Austin Hermann)**
 - A. Discussion of the document, explaining the nature of the language
 - B. Motion seconded by Gordon Marcum and approved with unanimous vote
 - C. To be submitted as a consent item for upcoming Session meeting
- VIII. **MET and Project Flourish Timeline (Austin Hermann)**
 - A. Discussion of slide pack with key dates for Project Flourish and Gotham Leadership Development
 - B. Primary focus on immediate needs for Project Flourish and progress towards September 10 Submission Portal Shut-Down
- IX. **Church Planting and Mission Strategy Update (Jonathan Ramsay)**
 - A. Review of APEST cohort to train early adopters (led by Chris and Rebecca Harrison). Discussion of APEST results thus far and review of trends/observations.
 - B. We will host an ECO Church Planters gathering for ECO planters and potential planters in October.
 - C. Church Pioneer Residency overview with Chris and Rebecca Harrison and Emmanuel Reagan
 - D. Church Planting Hub discussion, including potential to include Mission Affinity Group churches in partnership. Churches are being kept aware of progress.
 - E. Update on future church plants. Church planting Vision Sunday with luncheon scheduled for October 8.
- X. **Evangelism Update (Daniel Stidham)**
 - A. Update on Alpha strategy for sustainability. Agreed upon a 5 year commitment to Alpha.
 - B. Evangelism training to educate and then practice what is learned
 - C. Worship Service Connectors specifically seek out newcomers/visitors and follow up at each service
 - D. Faith and Science Evangelism workshop and community conversation. Agreed to hold Faith and Science Community Conversation at Rice University.
- XI. **Close** – the meeting closed in prayer at 7:15

Prayer Requests for ongoing initiatives

- That God would raise up Skills Coaches from within our congregation to volunteer their time to serve these budding ventures and entrepreneurs
- That God would bless the trainings for our different teams the weekend of Sept. 8-10th
- That all applicants who get selected would truly be blessed by Project Flourish: that God would not only nurture their ventures, but their hearts and minds (teams, leaders)
- That all the FPC volunteers would experience joy in this process, and find the energy and strength to serve and bless beyond what they think they can give
- For me (Austin): that any anxiety caused by all that needs to still be planned, managed, and organized would be given over to God--that I would trust in Him NOT in my own ability to control.

- That in the final push for applications until 9/10, God would stir in the hearts of individuals and teams to submit their ideas--we need more applications.

Equipping & Sending

August 9, 2017

Attending:

Cindy Marion

George Mallory

Bill Heston

Paul Seifert

Mary-Floye Federer

Reports submitted in advance by Mary-Floye and Catie Smith

REPORTS INCLUDED BELOW

The meeting opened in prayer.

There were no specific questions on staff reports submitted.

Bill outlined timing for our committee and the staff changes in process. The APNC is being selected and will hopefully have someone in the Pastor role by summer of 2018 – or somewhere thereabouts. Mary-Floye is continuing to cover the ‘Sending’ side.

Catie is working on the ‘Discipleship’ side and there are interviews taking place for the Adult Sunday School Director. The support roles have undergone some transition but are settling into place.

Discussed that we are somewhat in a transitional phase in this area do to staff changes, etc.

Questions raised for discussion: **What can the Equipping & Sending Committee best do to support the ministries, staff and pastors?**

Catie’s report asked for our prayer and support in getting the word out about the programming for the Equipping Seminars and small groups which officially kick off 9/10.

After extensive discussion, the committee landed on specific things we can do to support the goal of improving session oversight and accountability, and help shape the ministry in the area of equipping and sending:

1. Focus on collecting analytics and metrics regarding the effective utilization of equipping and sending programs. Who’s attending?
 - a. We will do this by
 - b. Better understanding Fellowship One’s capabilities to gather information and insights
 - c. Collecting anecdotal information about SS attendance and monitoring program attendance reports
2. Explore and suggest ways to improve our outreach of those outside the church memberships – how to reach others and get them plugged into E&S programming

3. Gather results of items 1 and 2 above to prepare data/information for new E&S staff members so that the E&S staff team can utilize the data to help amend/evolve/build programming for the future.

IMMEDIATE ACTION ITEMS: Cindy (chair) will schedule next monthly meeting and will invite Fellowship One expert to make presentation to team to inform/educate about ways to collect data once Fellowship One is operating fully at FPC.

NOTE – MEETINGS WILL EITHER BE FRIDAY AT LUNCH OR EVENINGS AT 6:15 (NO TO SECOND WEDNESDAY OF THE MONTH DUE TO CULLEN MIDDLE SCHOOL PRAYER WALK)

The meeting was adjourned at 7:30 p.m. after a closing prayer.

REPORT FROM CATIE SMITH

Updates from Discipleship Ministry: Upcoming Dates

- All Church Sunday School, Fellowship Hall, Aug. 6th, 13th, and 20th
 - August 6th: *"Worship & Equipping" taught by Andrew Stepp*
 - August 13th: *"Prayer & our Relationship with Jesus" taught by Michael Homan*
 - August 20th: *"Small Groups & our Relationship with the Community" taught by Jon Crantz*
 - ***Registration booths will be in the Fellowship Hall for people to register for Equipping Seminars (listed below) and Small Groups*
- Sunday, August 13th: *Connectors Training, 12:15-2pm,*
 - *Connector's training is in partnership with Evangelism and Connections. Connectors will be assigned a service and will intentionally meet new people on their assigned Sundays.*
- Thursday, August 17th: *Medical District Outreach*
 - *Evangelism and Discipleship are helping host an outreach to medical center students in partnership with a non-profit which medical students are starting.*
 - *Students will use the lawn in front of the sanctuary for a cookout and outdoor games.*
- Sunday, August 20th: *Small Group Leadership Training, 12:15-2pm, The Living Room*
- Sunday, August 27th: *Curriculum Writing Leadership Training, 12:15-2pm, the Living Room*
- Sunday, August 27th: *Registration table in Palm Court for Equipping Seminars and Small Groups*
- Sunday, September 10th: *Registration table in Palm Court for Equipping Seminars and Small Groups*
- September 10th: *Official kick-off date for Equipping Seminars*
- September 10th: *Official kick-off week for Small Groups*
- Sept (?): *Small Group training on "In-Fellowship" (The lay person use of Fellowship One)*
- Wednesday, October 18th: *Women's Intergenerational Event in partnership with Women's Ministry and Young Adults*
- Late October (?): *Small Group check-in and training*

Equipping Seminars for the Fall Semester, 2017

September 10th – November 12th

Get a Grip on the Bible

Sundays 9:30am

Fellowship Hall

This is a 10-week seminar that walks through the redemption story from creation to revelation, chronicling the themes and major events of biblical history. *Get a Grip* will help you to see how all of the teachings, stories and writings in the Bible written over hundreds of years ago tell one coherent story of how God works in the world. This class will be taught by Rev. Dr. Andrew Stepp.

Understanding your APEST

Sundays 9:30am

Solarium

You are invited to an 8-week seminar hosted by Life Together designed to help you identify who God has made you to be and how to live into that identity as a vital member of the Body of Christ. For those of you who desire to take the next step with APEST, this is it! Jonathan Ramsey, along with Pastors Rebecca and Chris Harrison, are going to lead you through the work of the Apostle, Prophet, Evangelist, Shepherd and Teacher. The goal of the class is to help you discover your five-fold identity and grow in your understanding of how to live into who you are, where you are. Together our five-fold gifts will move the city toward the Kingdom of God. We can't do it without you!

Alpha

Sundays 12:30pm

LC 181

The Alpha Course is a 6-week seminar where we eat together (free food!) and then watch a 20 minute video that explores some of life's big questions from a Christian perspective. We will then gather in small group discussions to voice ANY question/objection/concern that comes to mind. EVERYONE is welcome whether skeptic, spiritual, non-religious, de-churched, post-churched, or religious. This course is for anyone who wants to learn in a community of diverse people in order to grapple with how Christian teaching helps or hinders our life experience. This seminar will be facilitated by Daniel Stidham.

October 8th – November 12th

Center Church

Sundays 9:45am

Mini Gym

Using key concepts from Tim Keller's *Center Church* as the blueprint, this 6-week seminar will focus on the following:

(1) How the Gospel, and specifically our Reformed (ECO) worldview, shapes our lives and witness, (2) How that witness intersects with Houston: the specific needs, communities, neighbors, people, and culture here, and (3) How we as a "sent" people in Houston have a unique calling to serve and advance the Kingdom of Heaven.

This class will help integrate our understanding of doctrine, mission, and strategy, ultimately exposing the theological underpinnings of Vision 2020 and creating a space for the body of FPC to join the work of bringing our vision to fruition. This seminar will be hosted by the Intersections class.

Marriage Beginnings

Sundays 9:30am

LC267

For those planning to or recently Wed

Marriage is a gift from God and we place a high value on the importance and necessity of preparing for this relationship, before and after marriage. FPC offers a 6-week seminar that addresses the biblical meaning of marriage, common issues couples face, and provide vital tools to help navigate your relationship. The class is taught by members of FPC, pastors and family counseling professionals. The class facilitators are Alan and Claudia Stewart. Whether you are considering marriage, engaged, or have been married for only a few months or years, this class is beneficial to all as we work towards glorifying our Lord in the way we love our future or current spouse.

Register online at www.fpchouston.org or email kchassay@fpchouston.org.

REPORT FROM MARY-FLOYE FEDERER:

For partnerships and engagement opportunities, here are updates:

- * Because of calendaring conflicts and the new prioritization focus, we will not have the Global Mission Forum as original planned for Oct. 19. We will look to having the Spring Global Mission Forum.
- * Sun. Sept. 24 is Freedom Sunday which will focus on end of slavery and anti-trafficking efforts. IJM and Freedom Church Alliance representatives will share in worship. We will have ministries responding to trafficking issues including demand in Palm Court that Sunday.
- * Cullen Middle School volunteer opportunities will be communicated through emails to those on interest lists as well as through contacts. Teacher Appreciation Breakfast kick off for the new school year will be Wed. Aug. 24 at 7:30 a.m
- .
- * State of the City 2018 update - we have an invitation out to Kevin Palau to speak as keynote on Friday night to transformation in Portland, Oregon with Saturday speakers addresses opportunities and challenges here in Houston. More details to come in the Fall.
- * Uganda Medical Team just returned last week after a very successful trip, serving over 700 patients. Our Uganda Encouragement team heads to Uganda next week to participate in ARM's Renewal Summit. 17 people from FPC are going.
- * We hope to move forward on the E&S Coordinator search and interviews in September.
- * The No Need Among Us conference about holistic community development will be held Oct. 25-27 at Good Hope Missionary Baptist on N. MacGregor. It's a wonderful follow up and equipping opportunity on city transformation after this year's State of the City. See txccd.net/events/no-need-among-you/ to register.

Advisory Council August 8, 2017

The meeting began at 3:00 PM. In attendance: Jim Birchfield, Andrew Stepp, Jennifer Boubel, David Calkins, Cindy Cook, Robert Moore, Chris Herbold, and Debbie Hanna.

Opening Prayer + Devotional was led by Debbie Hanna.

DISCUSSION TOPICS

Finance + Budget: Chris Herbold reported that giving was down in the first 2 months of the fiscal year but expenses were also down. The net balance for June and July is positive.

Chris Herbold, Jennifer Boubel, and Jim Birchfield provided a report on the Stewardship Campaign. The number of pledges was down but the average amount per pledge was increased over the previous year. The bottom-line was fairly stable but no significant uptick in pledges. Discussions are underway as to how the Campaign can be modified, such as changing the date to January, increasing pastoral involvement, and adding additional payment options.

Capital/Vision Campaign: Jim Birchfield discussed plans that are being developed by the Board of Trustees for a capital campaign in 2018. The goal is to raise funds for church planting as well as for general facility maintenance. A motion will need to be brought before Session for approval of funds to engage a professional development group to work with the Board on planning the campaign. Cindy Cook requested that the Session be prayerful in considering how FPC should proceed in its efforts to plant churches.

Presbytery meetings: Jim Birchfield and David Calkins announced two upcoming Presbytery meetings, each of which will need 5 commissioners from FPC. First there is a conference call scheduled for August 16 to discuss and vote on inclusions to the Book of Confessions for ECO. The second is the scheduled Presbytery meeting to be held on September 28-29 in San Antonio.

Adaptive conversation debrief: The AC discussed the recent adaptive conversation held by the Session in July. It was agreed that this adaptive conversation was only a first step, and it will now be important for the Session to develop specific action steps about how FPC should proceed.

Session retreat: Jim Birchfield and David Calkins announced that the Session retreat will be hosted by Windsor Village Methodist Church on September 22-23 and will include the Trustees. The staff will also have their retreat on Friday before the Session retreat. The focus will be on Vision 2020, where are we and where is the Lord taking us?

Ministry updates: Andrew Stepp, Jim Birchfield, and Jennifer Boubel discussed plans/ideas for keeping the Session better updated on ministry activities and committees. The upcoming Fellowship 1 launch is an important step. There are many exciting things happening in ministries, such as evangelism training and Project Flourish. Improved communication will allow Session to better respond to ministry concerns and provide spiritual support.

Presbyterian School Campaign: Jim Birchfield reported on the current school capital campaign and possible ways the church might participate given the School's role as a strategic ministry partner. Debbie Hanna volunteered to help facilitate the discussion with Session.

Upcoming Fall Events: Andrew Stepp announced the fall schedule, starting with the all-church Sunday School in August focused on raising mature disciples prepared to go into ministries. The Fall kick-off will be held on August 27, and other key events include several equipping series (Know your APEST, Get a Grip on the Bible, and Alpha), the Unite Prayer event with Windsor Village Methodist on September 17, church-planting Sunday on October 3 with guest Dana Allin and featuring the installation of three assistant pastors (the Harrisons and Jonathan Ramsay), and a Center Church series focused around Vision 2020 to begin October 8.

FPC Statement of Faith: The AC will make a motion to Session to adopt the ECO Essential Tenets to replace the current FPC Statement of Faith.

ECO national gathering: Andrew Stepp discussed the ECO gathering to be held in Houston on January 23-25, 2018, that will be co-hosted by FPC, Grace, and MDPC. Andrew announced that Susan Miclette has agreed to serve as volunteer coordinator and Michael Homan will coordinate music and worship. All members are encouraged to register for this important event.

Staff Update: Andrew Stepp and Jennifer Boubel provided updates about staff changes. There currently are 14 staff transitions that will occur over the next few months. It was announced that the positions of director of Young Adult and Connections ministries are in the process of being filled and that new directors hopefully will be beginning soon. An APNC to search for a replacement for Bill Heston will be seated this fall. Jennifer announced the hiring of Tom McMeans as the director of operations.

PASTOR'S REPORT

Emmanuel Reagan: Jim Birchfield announced that Emmanuel Reagan desires to begin his ordination process in ECO, which will require Session approval.

Heston sabbatical: The AC endorsed Bill Heston's plans for his sabbatical this year, which will require Session approval.

Soul Health Update: Jim Birchfield provided a preliminary outline of his 3 month sabbatical next summer and presented his personal prayer requests.

CLERK'S REPORT

David Calkins discussed the role of Clerks and Elders in serving at memorial services of FPC elders and is formulating a plan for informing and scheduling the Clerks.

David provided an update from the committee led by Susan Miclette that has been developing ways to better involve our Shepherding Elders and to ensure adequate participation for the serving of communion.

David also proposed topics for the three remaining adaptive conversations: serving the homeless, immigrants and refugees, and serving those suffering from mental illness or addictions.

Andrew Stepp closed in prayer and the meeting was adjourned at 5:30 p.m. Respectfully submitted,
Robert Moore
Clerk, Class of 2020

First Presbyterian Church Houston Sabbatical Leave

(Original Approved by Session on April 21, 2015)

Session approved January 19, 2016

Purpose / Background

The stress and pressure faced by church professionals is well documented. Pastors bear the burdens, anguish, pain and hurt of their parishioners seven days a week. Consequently, many pastors experience to one degree or another symptoms of stress and burnout which negatively impact the minister's personal, family, and professional life.

Sabbatical leave provides the type of time and space required for spiritual renewal and healing. It is an opportunity for the individual to strategically disengage from regular and normal tasks so that ministry and mission may be viewed from a new perspective because of a planned time of focus.

Sabbaticals are meant to increase long-term pastorates, which in turn, are proven to strengthen congregations. Church professionals, who have been reinvigorated for ministry through the sabbatical program, should be more effective within their current church context. Sabbatical leave re-energizes pastors, renews them in their faith journey and provides an opportunity for further study and reflection.

The FPC Sabbatical is a hybrid of a corporate model that emphasizes time away for personal renewal and an academic model that has the expectation of a plan that will enhance ministry leadership at FPC. Therefore the expectation is a balance of personal and family renewal as well as focused time on increasing ministry skills and effectiveness.

Sabbatical Leave Policy

FPC called pastors will be eligible for a compensated sabbatical leave of 3 months after 7 years of service and every 7 years of service thereafter. Sabbatical Leave may be deferred up to two years following the qualifying date. Following the sabbatical leave, pastors agree to stay at the church for a minimum of 1 year.

* The Sabbatical will include the pastor’s annual two week study leave allowance. Funding for the Sabbatical will include the annual pastoral study leave (currently \$1,500) and up to \$9,100 additional funds available as invoices are approved. The additional monies are reflective of funding for the two and half extra months away that the two week study leave would not fund.

Immediate funding will be drawn from restricted gifts from individual and FPC restricted funds as appropriate and approved by session. In the future a reserve for each pastor will be provided through the annual church operating budget of \$1,300.00 per year per pastor with a maximum of \$9,100.

[NOTE: the Sabbatical reserve will require a pool to cover pastors already eligible or soon will be eligible (** see note below)]

Approval Process

Eligible pastors shall present a proposal to the Senior Pastor and Session for approval at least 6 months prior to the anticipated leave. (** please see clarification above*) While there are no specific stipulations on how pastors spend their leave time, the request for leave will detail what they intend to do during the 3 month period. Upon return from sabbatical, pastors will present to session an overview of how they spent their time off.

Eligible pastors must have satisfactory job performance and approval of the leave is at the discretion of the Senior Pastor and Session. This discretion will include resolving issues of priority as well as the timing of requests for leave. Generally, only one pastor will be on sabbatical leave at a time, and in instances of multiple requests, priority will be given to the longest serving pastor. In addition, pastors will work with the Senior Pastor and staff to coordinate the coverage of responsibilities during the sabbatical period.

****Sabbatical Funding Summary**

Sabbatical Reserve – amount to fund current needs for current pastors not accrued in past years.

Jon, Bill, Andrew:	\$9,100 X 3 = \$27,300
Jim:	\$ 7,800
Michael	<u>\$ 5,200</u>
TOTAL	\$40,300

Sabbatical Proposal
Bill Heston, Senior Associate Pastor
November 2017 – May 2018

(This sabbatical proposal is equivalent to three months away during the dates indicated. This would be equivalent to approximately two weeks off per month during this designated time period.)

Submitted for Approval
Senior Pastor and Session

Goal

The goal is to develop a healthy transition for a full-time pastor into retirement that could be helpful for future FPC pastors and pastors in other churches.

Rationale

The Sabbatical Program of FPC Houston was designed to bring emotional, spiritual and professional health to the called pastors. The intention of the sabbatical is to help pastors to serve longer and stronger. In the approximate 45 years I have served in fulltime church or related ministry, I have had many opportunities to develop ministry skills through courses, workshops and retreats. I have not had a block of time available to enhance both my professional skills and my personal wellbeing that a sabbatical provides. To be given a sabbatical at the “sunset” of my fulltime ministry offers a distinct opportunity to transition personally and the church organizationally.

Proposal

My proposal is non-traditional in light of the guidelines established by session and as previously experienced by other FPC pastors. My proposal is for the full three-month allocation to be taken in phases over a seven-month period.

My goal is to use the equivalent of three months away in meaningful intervals that will allow:

- a transition into the phase-out of a structured day/weekly schedule to one which allows me to engage “outside of the church” in meaningful experiences and encourages me to develop a broader leisure time schedule;
- the church staff to absorb the duties I conduct on a regular basis and to search for a called pastor; and
- opportunities to engage in potential “post retirement” activities, which will include site visits for potential service opportunities, formal training courses and limited “hands-on” involvement with possible future activities
 - a) site visits may include traveling to ministry headquarters in the US and others may include international travel to ministry partner sites; and
 - b) funding for site visits and training will be from the sabbatical fund and the Senior Associate Pastor Professional Development allocation and must be reviewed and approved by the Executive Pastor prior to the expenditure.

Pastoral Coverage

I propose that Dr. Andrew Stepp provide the primary supervision for the E&S ministry during the times I am away from the office. He has led this team until his new position (June 1, 2017) as Executive Pastor and is very aware of the E&S needs and structure. I will oversee the Permanent Funds work during the weeks I am in the office. Nancy Purcell will serve as Administrative contact.

The new Associate Pastor may be in place prior to the end of May and I will assist in their transition as needed.

Sabbatical Goals

Writing - enhance skill and commit time in developing writing skills through exploring:

University Continuing Education courses

Personal Coach

Writing Guilds

Counselor - explore counseling training:

Memory Care for families

Family workshops

Ministry Support - seek guidance in offering support for Christian Not for Profits:

Continuing Education in fundraising, etc.

Collaborating with mission agencies to offer care to those serving in missions
(local and/or global ministry partners)

Personal and Spiritual Development - Seek council with Christian leaders in church and

Christian ministries:

Explore Adjunct Teaching opportunities in Pastoral Care

Personal growth, spiritual renewal and family engagement

Proposed Dates for Heston Sabbatical

Nov.19 – Nov. 30, 2017

Dec. 31 – Jan. 11, 2018

Jan. 28 – Feb. 8, 2018

March 6 – 19

April 8 – 22

May 1 – 14

NOTE: Some dates are subject to change depending on scheduling study opportunities; some course schedules are not currently posted for spring 2018. Any adjustment to these dates will be approved.

Session Committee Charter for Equipping & Sending

Mission of the Church: *Compelled by the love of Jesus Christ and empowered by the Holy Spirit, we carry the gospel to Houston and to the world.*

Ministry Vision: We are a gospel-centered church seeking to encourage, equip, empower and deploy outwardly-focused disciples who desire to share the good news of Jesus Christ wherever God sends them.

How does this committee help the session fulfill the mission and vision of FPC?

Equipping & Sending is an effort to reintegrate our discipleship and our witness/service. E&S serves to prepare members to be missionaries in their communities/circles of influence, specifically in the places where congregation members spend most of their time. We do this by equipping our members to know God through studying Scripture and theology, know themselves through discovering their gifts and God-given talents, and knowing their context and how to reach them.

Former Session Committees absorbed into this one:

- Equipping & Sending (formerly Adult discipleship)
- Ministry Investment Team (formerly missions)
- Young Adults and College

Current Staff Positions:

- Pastor for E&S – Andrew Stepp
- Administrative Assistant for E&S – Erin Varnell
- Dir. of Discipleship – Stephanie Justus
- Discipleship Coordinator – Kimberly Chassay
- Dir. of Ministry Partners & Engagement – Mary Floye Federer
- Coordinator for E&S – Amy Rasplicka
- Dir. of Young Adults – Catie Smith
- Administrative Assistant for YA – Megan Stidham

Current Ministry Teams and Task Forces:

- Ministry Investment Team (will continue as developed in '15-16 with minor alterations)
- Young Adult Ministry Team (will be altered but already exists)
- Global Church Conference TF (already exists)
- Faith & Culture TF (already exists as the former E&S Team, has been dissolved)
- Adult Sunday School MT (already exists)

Potential new MT and TF's:

- Curricula MT
- Testimonies/Story Telling

2016-2017 Goals:

- Global Church Conference in the Fall, 2016 (Already has a planning team - this would be considered a task force in the new structure) – This will not be an annual offering.
- Hold a State of the City Symposium in January, 2017, focusing on hot/current issues our city is facing and a Third Ward response (education, trafficking, race and related church response of FPC and Third Ward church leaders - in Houston (this will need a TF to plan and execute it, possibly in conjunction with the Global Church Conf. TF)
- Recruit and equip members to share testimonies in worship and through website/social media. The goal is 30 testimonies, primarily from our members, but also incorporating testimonies from our mission partners and missionaries this year. (This will be a new MT)
- Establish a definition for an "equipped member of FPC" by September, 2016. Create three core curricula to support this to be implemented beginning in Jan. 2017. (We will need to discuss how to implement this one.)

- Establish a strategic bridge team to the Museum and Arts community by September 1 in order to begin diving deeper into the needs/challenges/opportunities of life with the arts/museum community. (will need a new MT)

Session Committee Charter Operations Committee

Mission of the Church: *Compelled by the love of Jesus Christ and empowered by the Holy Spirit, we carry the gospel to Houston and to the world.*

Ministry Vision: Support and serve well the ministries and people of our church community.

How does this committee help the session fulfill the mission and vision of FPC? The Operations Committee assists the Session in fulfilling their mission by efficiently and effectively managing the financial and physical resources of the Church. The Operations Committee ensures the Church's ministries have the tools, facilities and resources that are needed to serve however and wherever they need to. The Committee also oversees and reviews the appropriate policies and procedures associated with the support functions of the Church.

Former Session Committees absorbed into this one:

Facilities Committee

Finance Committee

Permanent Funds Committee

Personnel Committee of the Advisory Council

Members of the Operations Committee

- Three Ruling Elders (Most senior class Elder serves as Chair, with the next class Elder serving as Vice Chair)
- Chair of the Finance Ministry Team
- Chair of the Permanent Funds Ministry Team
- Chair of the Facilities Ministry Team
- Up to 5 at-large members (during transition period from prior governance structure)
- Executive Director
- Director of Operations
- Director of Finance

Each lay leader will serve a three-year term

FPC staff serves as non-voting members of the Committee

Current Staff Positions under the Executive Director:

Director of Operations (Maintenance Team, Custodial Team, Security Team)

Director of Communications and Media (Graphic Designer, Communications Coordinator, 2 Media Coordinators)

Director of Finance and Finance Team

Director of Human Resources

Membership Coordinator

Current Ministry Teams and Task Forces:

Finance Ministry Team (Operations Committee will serve as the Finance Ministry Team)

Permanent Funds Ministry Team

Facilities Ministry Team

Personnel Ministry Team (comprised of the three ruling elders serving on Operations Committee)

Stewardship Task Force

Audit Task Force

Dale Avenue Properties

Church/School Strategic Planning Team

Session Committee Charter

CONGREGATIONAL LIFE

REVISED, 1/8/17

Mission of the Church: *Compelled by the love of Jesus Christ and empowered by the Holy Spirit, we carry the gospel to Houston and to the world.*

Ministry Vision: We are a gospel-centered church seeking to encourage, equip, empower and deploy outwardly-focused disciples who desire to share the good news of Jesus Christ wherever God sends them.

The Congregational Life Committee provides oversight, governance, and strategic direction to its ministry teams. The work of these teams ensures that the congregation is loved, supported and encouraged as a means of equipping and sending them into the world to bear and declare the Gospel of Jesus Christ.

Our committee will develop goals, milestones, metrics and deadlines with the staff, existing (CL) ministries and task forces.

Our staff will present a monthly report to the session as determined by the committee (this may involve lay participation). These reports to the session will include:

- Budgetary status and requirements.
- Updates on constraints and or milestones reached.
- Progress on goals and objectives versus the stated timeline.

The members of staff currently working under the purview of the CL committee are:

Jon Crantz, Associate Pastor Director	Stacey Rockwell, Director	Denver McCollister,
Lija Shah, Connections	Andrew Hebert, Children's	Cheryl Tucker, Youth
Valerie Arredondo, Women's	Morgan Gilliland, Children's	Ryan Born, Youth
Ann Reed, Caring	Erica Roberts, Children's	Ben Barnes, Youth
Kathy Daly, Caring	Stephanie Fregia, CFM/KDO	Jenny Pearsall, Youth
	Heather Homan, KDO	Paris Griffin, Youth

The committee is comprised of:

- Associate Pastor for Congregational Life, Jon Crantz.
- Committee chair, Don Barber (3rd year assigned elder).
- Chair elect, Sabrina Espinoza (2nd year assigned elder).
- Incoming elder, John Going (assigned from the incoming class)
- At Large Member (will serve 2 year term)

Staff and other individuals will be invited as requested

Current CL Ministry Teams

- Children And Family Ministry
- Youth Ministry
- Women's Ministry
- Connections/New Members
- Caring
- Married Life

Role of a Ministry Team

- Manage, monitor and report on the overall area of ministry.
- Create and deploy task forces as necessary to accomplish project work inside clearly defined parameters.
- Assess the nature and fit of new endeavors in relationship to our Vision.

Current CL Task Forces

- VBS
- MO Ranch
- Youth Variety Show
- WOW Event
- Neighborhood Connect

Our task forces only remain in place for the life of their assigned project.

There will be an annual review of Ministry Team Charters in May/June.

Session Committee Charter for Worship, Music, and Prayer

Mission of the Church: *Compelled by the love of Jesus Christ and empowered by the Holy Spirit, we carry the gospel to Houston and to the world.*

Ministry Vision: We are a gospel-centered church seeking to encourage, equip, empower and deploy outwardly-focused disciples who desire to share the good news of Jesus Christ wherever God sends them.

How does this committee help the session fulfill the mission and vision of FPC? This committee provides for the support, structure, and accountability for all worship, music, and prayer ministries at FPC. The primary vehicle through which these activities happen is the weekly service of worship, offered in three different formats in two unique venues, whereby is provided the proclamation of the gospel, enactment of the sacraments, and spiritual nurture for both disciples and would-be disciples. As such, the Worship, Music, and Prayer committee fulfills the mission and vision of FPC by ensuring excellence in music, liturgy, and preaching. This committee also provides the leadership and guidance necessary for FPC to be a church that is saturated in prayer, providing for a variety of prayer initiatives, gatherings, and ministries that teach and encourage our people to pray.

Former Session Committees absorbed into this one:

Worship and Music Committee

Prayer Committee

Current Staff Positions:

Pastor of Worship and Music (Michael Homan)

Worship Coordinator (Nicole Kenley-Miller),

Director of Contemporary Worship (Carrie Lelsz)

Ministry Assistant (Stacey Franklin)
Organist (Rhonda Furr)
Chancel Choir Director (John Yarrington)
Approximately 20+ additional part-time staff (instrumentalists, choir leaders, ensembles, youth choir directors, etc)

Current Ministry Teams and Task Forces:

Prayer Ministry Team
Chancel Choir leadership team
Worship and Music Review Task force (currently inactive)
Communion Guild
Flower Guild
Ushering Teams in conjunction with Lija Shah/Connections Ministry

Session Committee Charter Mission Innovation Committee

Date of Last Revision: 10/14/2016

Mission of the Church: *Compelled by the love of Jesus Christ and empowered by the Holy Spirit, we carry the gospel to Houston and to the world.*

Ministry Vision: We are a gospel-centered church seeking to encourage, equip, empower and deploy outwardly-focused disciples who desire to share the good news of Jesus Christ wherever God sends them.

The Mission Innovation Committee serves to direct, guide, align and synthesize the prioritization of activities to progress and mature all the ministries of FPC to align fully with Vision 2020.

The Mission Innovation Committee specifically oversees, guides, approves, and endorses the strategies and decisions of the following "Forward" FPC Ministries: Church Planting, Ministry Empowerment, and Evangelism. These "forward" ministries make up the "Research and Development" Arm of First Presbyterian Church, and exist to explore the power of the Gospel to renew hearts, communities, and the world through cultivating wholesome lives of witness and service in disciples of Jesus Christ.

We want to help to equip the "Gathered" church be the "Scattered" church: seeking to join God's mission in renewing our city and world.

Responsibilities Include:

- Prayerfully counsels ministry leaders and staff
- Seeks to spiritually develop congregational leaders
- Acts as the advisory and oversight decision body for "Forward" ministry teams as authorized per authority delegated to MIC by Session
- Provides full FPC Session with Forward ministry updates and status
- Works to cascade Vision 2020 goals and objectives into all FPC ministries
- Assists and provides direction in aligning the strategies, priorities, and related activities of the church planting, ministry empowerment, and evangelism ministries
- Accountable to promote and communicate "Forward" ministry activities, expectations, and vision with congregation

Members of the Mission Innovation Committee:

Staff	Elders/Non-Staff
Jim Birchfield, <i>Senior Pastor</i>	Merry Davis, <i>Committee Chair, 1 year Assigned</i>
Jonathan Ramsay, <i>Staff Director of Missional Communities</i>	Matt Offenbacher, <i>2 year Assigned Elder</i>
Austin Hermann, <i>Staff Director of Ministry Empowerment</i>	Edet Okon, <i>3 year Assigned Elder</i>
Daniel Stidham, <i>Staff Director of Evangelism</i>	Chris Wolfe, <i>Assigned Member-at-Large</i>

Ministry Teams and their related Task Forces

Ministry Empowerment Team	Evangelism Ministry Team	CP/Missional Communities Team
TF: Project Flourish	TF: Medical Community Strategy Team	TF: --
TF:--	TF: Apartment Living Cares Team	TF:--

Goals and Metrics:

Our committee will advise and endorse the goals, milestones, metrics and deadlines which staff and existing ministry teams and task forces generate.

Our committee will present a monthly report to the session (this may involve lay participation).

These reports may include:

- Budgetary status and requirements
- Updates on constraints and/or milestones reached
- Progress on goals and objectives vs. the stated timelines