

**First Presbyterian Church of Houston  
Session Agenda – February 21, 2017  
5:30 PM LC 181**

<b>Devotional and Opening Prayer (5:30 PM)</b> We will be discussing Chapters 2 and 3 of “The Pursuit of God- The Human Thirst for the Divine” by A. W. Tozer	Cindy Cook and Julie Harris	45 min.
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<b>Omnibus Resolution</b>	Jim Birchfield	5 min.
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Approve Minutes of the January Session Meeting and Annual Congregational Meeting.  
Approve Membership Reports  
Additional Consent Motions (listed in packet)

**Committee/Task Force Reports and Recommendations**

Operations Committee	Chris Champion	10 min.
Technology Update	Matt Offenbacher, Edet Okon, Jennifer Boubel	25 min.

Mission Innovation Committee Presentation	Merry Davis, Jonathan Ramsey	30 min.
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<b>Pastor’s Report</b>		20 min.
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Vision 2020 Update-Progress on FY ’17 Goals and Objectives	Bill Heston	
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ECO National Gathering Follow Up	Jim Birchfield	
MAG Proposal	Jim Birchfield	

<b>Clerk’s Report</b>	Bill Gutermuth	15 min.
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Committee Minutes/Reports  
Presbyterian School Update  
Strategic Planning Board of Trustees  
Session Policy and Procedures Manual  
Adaptive Time at March Session Meeting

**Old Business**

**New Business**

<b>Prayer and Praise</b>	Jim Birchfield	10 min.
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<b>Communion and Doxology</b>		5 min.
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**Motion to Adjourn**

**Important Dates:**

February AC Meeting	February 14, 2017
February Prayer Gathering	February 19, 2017
February Session Meeting	February 21, 2017
March Prayer Gathering	March 5, 2017
March AC Meeting	March 14, 2017
March Session Meeting	March 21, 2017
April Prayer Gathering	April 2, 2017
April AC Meeting	April 11, 2017
April Session Meeting	April 18, 2017
State of the City	April 21-22, 2017

**MINUTES OF THE SESSION**  
**THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**  
**January 17, 2017**

The January Stated Meeting of the Session began at 5:45 pm in LC181 with a quorum present. Cindy Cook led a discussion on the Preface, Introduction and Chapter One of "The Pursuit of God-The Human Thirst for the Divine" by A. W. Tozer. Brent Dorsey closed the discussion with prayer. Rev. Jim Birchfield called the meeting to order and opened the meeting with a healing prayer for Julie Harris.

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 November 15, 2016 Stated Meeting of the Session be approved.
- Moved that the November and December Membership Report be approved.

Presbyterian School Presentation: Kim Clark reviewed the 2016-2017 Board of Trustees and introduced Mark Carleton who reviewed the history of Presbyterian school, the Mission and Vision Statement, Core Values, and Strategic Enrollment Plan for the school. Kelli Rhee discussed the building design process and announced that the general contractor will be Warren Bellows Construction Company. Sharon Henry explained the Fund Raising Process. Kim Clark discussed the Capital Campaign. Claudia Stewart described the school's requests of the Session of First Presbyterian Church.

**Committee Reports/Recommendations:**

Operations Committee: Chris Champion reported that the Year-To-Date (June – December 2016) - Income was favorable to budget, while expenses were unfavorable to budget resulting in a net surplus compared to budget of approximately \$149,000. A motion was made and approved that the Operations Committee be authorized to oversee the replacement of the Grand Hall bleachers for an estimated cost of \$750,000, utilizing funds from the Building Maintenance Reserve Fund.

A motion was made, seconded and approved for the Session to enter into executive session at 7:21 pm. The Session returned to regular order at 7:31 pm.

APEST: Randy Schorre reported that there will be a church wide spiritual gift survey entitled "APEST" which will begin with the session and later be administered to members of the church who are interested in participating. There will be a Leadership Seminar January 28.

**Pastor's Report:**

- Jim Birchfield described a Pastor's Suite which will be constructed in Wynn Lodge at Mo-Ranch in honor of Rev. and Mrs. Mike Cole.
- The Annual Congregational Meeting will be Sunday, January 29 beginning with a worship service a 10:45 in Grand Hall.
- Jim shared a brief video which reviewed the goals of FPC 2.0.
- The January 8 Fellowship and Prayer Gathering was well attended and a wonderful experience.
- The work in the south parking lot is related to utilities for the parking garage construction. Construction in the south lot has not begun.
- The Museum of Fine Arts will be hosting large events Thursday, Friday and Saturday nights before the Super Ball game. Parking could be an issue.

Clerk's Report:

- Bill Gutermuth reminded the session of the Governance/Town Hall Meeting January 18.
- A motion was made, seconded and approved that the three clerks of session will be Corporate Trustees of First Presbyterian Church.
- A motion was made, seconded and approved that the Session approves the form of Amended and Restated Bylaws and Amended and Restated Certificate of Formation for submission to the congregation for a vote at the Annual Congregational Meeting, subject to any revisions to such documents approved by the Advisory Council following the Town Hall Meeting at which the congregation will have an opportunity to comment on such documents.
- Training for the Elder Class of 2019 will begin in February.
- Work is continuing with the shepherding elders.
- There is continued effort to raise the awareness of the congregation for the opportunities of mission involvement and to encourage participation.

Old Business:

Mission Empowerment Team: Austin Hermann updated the work of the Mission Empowerment Team. A motion from the Mission Innovation Committee was made and approved that Session approve the spending of \$250,000, out of the original \$500,000 MET allocation, to fund ventures selected through the Project Flourish initiative. Of the \$250,000 designated, that Session would authorize up to \$10,000 for administrative costs associated with running "Project Flourish."

Implementation Task Force: Sabrina Espinoza encouraged the session to continue to submit their monthly minutes for the session packet.

Standing Committee on Nominations: A motion was made and approved to endorse the slate as presented for the Officer Nominating Committee for 2017: Cindy Marion – chair and current session Elder Class of 2018, Michael Harada – current session Elder Class of 2018, Mary Alford, Martha Barnes, Peter Bruell, Matt Corbett, Mikki Edwards, Mark Grady Townes Pressler, Brian Robertson and Sarah Beth Seifert.

Leadership Identification and Training: Sabrina Espinoza explained how we are now proceeding to Phase two of moving forward from a Jerusalem perspective to an exilic discipleship perspective.

New Business:

A motion was made and approved that the Women's Ministry be allowed to serve communion at the Women's Retreat Feb 10-12.

Prayers were raised for the church, particular member concerns, ministry partners, and neighbors. Communion was served by intinction officiated by Rev. Bill Heston and assisted by elder Chris Herbold.

The meeting was adjourned at 9:13 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

## Operations

February 13, 2017

**Members present:** Chris Champion, Debbie Hannah, Debbie Thompson, Chris Herbold, Julie Harris, Chris Hill, Mark Strange and Russ Schulze.

**Members absent:** Matt Malinsky, Chris Hill and Susan Miclette

**Others present:** Fred Robertson

**Staff present:** Jennifer Boubel, Scott Reamer and Stephen Burns.

- I. **Call to Order and Prayer** - Chris Champion called the meeting to order at 6:45AM and Chris Herbold opened with a prayer.
  
- II. **Finance Report and other Finance and Accounting Matters**
  - A. An overview of the January 2017 Financial Packet was given by Stephen Burns. Highlights of the financial report included:
    1. **Actual to Budget** -
      - a. Current Month - Income and expenses were favorable to budget resulting in a net surplus compared to budget of approximately \$289,000.
      - b. Year-To-Date (June 2016 – January 2017) - Income was favorable to budget, while expenses were unfavorable to budget resulting in a net surplus compared to budget of approximately \$436,000.
    2. **Actual to Prior Year:**
      - a. Current Month - Income was unfavorable, while expenses were favorable to prior year resulting in a net unfavorable variance compared to prior year of approximately \$108,000.
      - b. Year-To-Date (June 2016 – December 2017) - Income was unfavorable, while expenses were favorable to prior year resulting in a net favorable variance compared to prior year of approximately \$139,000.
    3. **Liquidity/Cash Balance** - The general fund cash balance was \$2.8 million as of January 31, 2017. Of that balance approximately \$1.9 million has been previously designated resulting in an unrestricted general fund cash balance of \$0.9 million.
  - B. Discussion ensued regarding various aspects of the monthly financial packet including:
    - i. An action item for Jennifer Boubel to coordinate summarize the financial impact and lessons learned from the youth ski trip cancelation.
    - ii. Anticipated timing of repayment of the \$100,000 loan the Nehemiah Center (due by June 1, 2017)
  
- III. **Stewardship Campaign** – Mark Strange provided an update on plans related to the stewardship campaign which will target an increase in giving. Planning on various aspects of the campaign continue.
  
- IV. **FY 2018 Budget Update** – Target of \$7.8 million of expenses has been established. Preliminary planning meetings are being held
  
- V. **Facilities Ministry Report** – Debbie Hannah and Scott Reamer provided updates on various matters:
  - A. The One Pinedale and 10 Oakdale agreement has been finalized with Presbyterian School per the previously approved terms
  - B. Sidewalk repair work is needed on Pinedale and Oakdale with an estimated costs of approximately \$15 thousand

- C. Bleacher replacement project is underway with demolition of existing bleachers planned for spring break and construction planned for summer time
- D. Breaker failure resulted in a power outage for approximately 24 hours. The committee approved disbursement for the repair costs, currently estimated to be approximately \$125 thousand, from the Capital Reserve Fund (Motion made by Chris Champion and seconded by Debbie Hannah)

**VI. Permanent Funds Report** – Chris Champion provided an overview of the operations of the Permanent Funds task force.

Respectfully submitted,  
Chris Herbold

## Mission Innovation

Date: February 1, 2017 at 5:30pm

Attendees: Merry Davis, Austin Hermann, Matt Offenbacher (via phone), Edet Okom, Jonathan Ramsay  
Chris Wolfe

Absent: Jim Birchfield, Daniel Stidham

Guest: Sabrina Espinosa

Sabrina Espinosa joined us to give an update on the Leadership Project. The project is currently in Phase 2. Technology (Fellowship One), APEST and the Gotham Program are all part of the project and they are working on the ECO Leadership piece now. Much of the leadership development will fall under our committee, but may cross over all committees.

Jonathan Ramsay presented an update and a proposal on the church planting initiative. (A copy of the presentation is attached) They had a great response at the church planting lunch with about 40 people present.

We discussed a motion to present to session. Jonathan will send out a revised motion and we will vote via email.

Austin Hermann gave an update on Project Flourish. The Screening Team and Navigating Team are in place and meeting. There are about 20 members currently engaged in the project. The Skills Leaders, Publicity Team, Judging Team and Incubation Team are still being formed. The project will be in the development phase until April 30, then will move into deployment. Some key dates are as follows:

- April 21-22 Soft launch at State of the City
- April 22 Submission Portal goes live
- April 30 Publicity Team deploys
- September 4 Submission portal shuts down
- September 5 Screening Team deploys
- September 18 Notification of Acceptance/Rejection and Navigator Team deploys
- October 14 Skills coaches deploy
- November 11-19 Judging
- November 20-22 Award Notices
- December 3 Projects are Funded
- December 10 Congregational Celebration

We discussed and approved the charter for the Mission Innovation Committee.

February 14, 2017

Updated motion was circulated and unanimously approved as follows:

The Mission Innovation Committee moves that the Session of FPC

1. Approves the creation of a church planting hub under the Mission Innovation department and support it financially through a combination of the operating budget, designated funds, and new fundraising.
2. Designates the Mission Innovation Committee and the Church planting Strategy team to oversee this project and report on its progress to the session regularly.
3. Affirms FPC leadership's continued support of church planting as a core value of the church's vision by committing to raise \$1 million for church planting in FY 2017-2018.