

**First Presbyterian Church of Houston**  
**Session Agenda – June 20, 2017**  
**5:30 PM LC 181**

<b>Devotional and Opening Prayer (6:05 PM)</b>	David Calkins	10 min.
<b>Omnibus Resolution</b>	Jim Birchfield	5 min.
Approve Minutes of the May Session Meeting		
Approve Membership Reports		
Additional Consent Motions (listed in packet)		
<b>Introduction of New Elders</b>	Jim Birchfield	20 min.
<b>Committee/Task Force Reports and Recommendations</b>		
Operations Committee	Chris Herbold	10 min.
Stewardship Campaign Update	Chris Herbold	5 min.
Nehemiah Center – Loan Repayment Request	Chris Herbold	10 min.
APNC for Equipping & Sending	Andrew Stepp	10 min.
<b>Old Business</b>	Jim Birchfield	5 Min.
MFAH/FPC Agreement Update	David Calkins	
<b>New Business</b>	Jim Birchfield	45 min.
Staff Goals/Values Presentation		
<b>Pastor’s Report</b>	Jim Birchfield	15 min.
Personnel Issues		
Mission Affinity Group Update		
Time Away Update		
<b>Clerks’ Report</b>	David Calkins	15 min.
July Special Session Meeting		
Session Retreat Update		
Presbytery Meeting		
<b>Prayer and Praise</b>	Jim Birchfield	10 min.
<b>Communion and Doxology</b>	Jim Birchfield	10 min.
<b>Motion to Adjourn</b>		

**Important Dates:**

July 13-16, 2017 – Mo Ranch

July 19, 2017 – Session Meeting - Adaptive Conversation

August 8, 2017 – AC Meeting

August 15, 2017 – Session Meeting

August 27, 2017 – Communion, Ordinary Time

September 10, 2017 – Windsor Village Prayer Gathering

September 12, 2017 – AC Meeting

September 19, 2017 – Session Meeting

September 22-23, 2017 – Session Retreat

September 28-29, 2017 – Presbytery Meeting, San Antonio

October 1, 2017 – Communion, World Communion

October 10, 2017 – AC Meeting

October 15, 2017 – Congregational Meeting

October 17, 2017 – Session Meeting

November 14, 2017 – AC Meeting

November 19, 2017 – Communion, Thanksgiving

November 21, 2017 – Session Meeting – Adaptive Conversation

December 12, 2017 – AC Meeting

January 9, 2018 – AC Meeting

January 16, 2018 – Session Meeting

January 23-25, 2017 – ECO National Gathering

February 13, 2018 – AC Meeting

February 20, 2018 – Session Meeting – Adaptive Conversation

March 13, 2018 – AC Meeting

March 20, 2018 – Session Meeting

April 10, 2018 – AC Meeting

April 17, 2018 – Session Meeting – Adaptive Conversation

May 8, 2018 – AC Meeting

May 15, 2018 – Session Meeting

**MINUTES OF THE SESSION**  
**THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**  
**May 16, 2017**

The May Stated Meeting of the Session began at 5:30 pm in LC181 with a quorum present. Cindy Cook led a discussion on Chapters Eight, Nine and Ten of "The Pursuit of God" by A. W. Tozer. Cindy Cook closed the discussion with prayer. Rev. Bill Heston 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 April 18, 2017 Stated Meeting of the Session be approved.
- Moved that the April Membership Report be approved.

Committee/Task Force Reports and Recommendations:

Operations Committee: Chris Champion reported that the budget has been met with two weeks yet to go, expenses are down thus there will be a surplus at the end of the year. Stewardship is ahead of this time last year. The expansion of the parking spaces in the north lot should be completed by September or October of 2017. A motion was made and unanimously approved to adopt the budget as presented.

Strategic Planning Board of Trustees: A motion was made and unanimously approved to accept the following resolutions relating to the Strategic Planning Board of Trustees.

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

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

6. Strategic development of information concerning continued member growth and participation.

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

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

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

Presbyterian School: A motion was made and approved, with Dr. Birchfield and Chris Champion abstaining, to accept the First Amendment to the Lease Agreement and to authorize any Clerk of Session to execute the First Amendment to the Lease Agreement on behalf of First Presbyterian Church.

A motion was made and approved, with two Dr. Birchfield and Chris Champion abstaining, to accept the plans and specifications as presented to Scott Reamer.

A motion was made and approved, with Dr. Birchfield and Chris Champion abstaining, to accept the Financing Plan as presented.

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 Lease Agreement on behalf of First Presbyterian Church.

Mission Innovation Team: A motion was made and approved that the Session of First Presbyterian Church extend calls to Chris and Rebecca Harrison, both with the title of Assistant Pastor for Church Planting.

#### Old Business:

Shepherding Elders: Susan Miclette reported that The Steering Team goal is to implement a plan to enlist non-session elders into continuing to use their ministry gifts in challenging and meaningful opportunities in support of the work of the Session. A letter will be sent to non-session elders explaining the initial priorities and inviting their participation

Parking Report: Jennifer Boubel reported that starting Monday, May 22, the south lot will be closed and there will be parking in the underground parking garage. There will be a validation machine for use by those attending First Presbyterian Church. Parking in the Masonic lot is available on Sunday mornings.

#### Pastor's Report:

- Bill Gutermuth complimented David McCarty for his leadership in training the last four classes of elders. This will be the first class of elders from First Presbyterian Church to be ordained and installed into the ECO denomination. A motion was made and unanimously approved to accept the six members of the Elder Class of 2020.
- A motion was made and unanimously approved to elect Robert Moore as Clerk of the Class of 2020.
- A motion was made and unanimously approved to elect Chris Herbold as Treasurer for 2018.

- A motion was made and unanimously approved to elect Debbie Hanna as Advisory Council Member-at-large to serve on the Session.
- A motion was made and unanimously approved to hold a Called Meeting of the Congregation Sunday, June 11 following the 10:45 worship service for the purpose of approving a Pastor's change of call, and to hold the Annual Congregational Meeting Sunday, October 15.
- There will be an opportunity to dialogue with Windsor Village Methodist Church on what the two churches can do for the unity of race. There will be a joint prayer gathering Sunday May 21 at 5:00 pm at Windsor Village Church.

Clerk's Report:

- As a Farewell to the Elder Class of 2017 a scripture was read in honor of each elder rotating off session. A gift, designed by Cindy Cook, was presented to each of these elders.
- David Calkins reviewed a calendar of session events for the year of 2017-2018.
- Bill Gutermuth thanked the session for their inspiring participation of the past year and reviewed their many accomplishments.

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 Susan Miclette.

The meeting was adjourned at 8:15 pm with prayer and the singing of the doxology.

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Rev. Bill Heston, Moderator

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Bill Gutermuth, Clerk of Session

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

NEW CHURCH MEMBERS

Akin, Gerald	
Bates Jr., Bill	
Cukbert, Patti	
Lewis, Catherine	Reaffirm - Vineyard Church Houston, TX
Mathis, Jamiee	Reaffirm - Kaleo Church Houston, TX
Mathis, Kyle	Reaffirm - Kaleo Church Houston, TX
Meadows, Courtney	T/L: First Presbyterian Church Midland, TX
Meadows, Joel	T/L: First Presbyterian Church Corpus Christi, TX
Springer, Art	Reaffirm – South Main Baptist Church Houston, TX
Springer, Lisa	Reaffirm – South Main Baptist Church Houston, TX

RESTORED TO ACTIVE ROLL

None

DECEASED

Lords, Laura      Deceased

DISMISSED

Faulk, Candace	T/L: Warrenton Presbyterian Church
Faulk, Rick	T/L: Warrenton Presbyterian Church

CONFIRMANDS CLASS OF 2017 (FROM THE YOUTH DEPARTMENT)

Aceves-Lewis, Marcus  
Barton, Kennedy  
Boubel, Maz  
Castleman, Trevor  
Craft, Campbell  
Dickson, McLean  
Dondlinger, Becca  
Espinoza, Brianna  
Galtney, Charles  
Gatto, Alex  
Hoover, Cameron  
Hudson, Margret  
Hulten, Philip  
Lee, Angelina  
Miller, Annelise  
Miller, Maemi  
Moak, Lauren  
Palmer, Price  
Pearson, Jack  
Petrulis, Eva  
Phegley, Brandon  
Proffitt, Henry  
Rassy, Jami  
Reeves, Taylor

Roberts, Reese  
Samples, Zane  
Severin, Sarah  
Smith, Kyle  
Smith, Sydney  
Watts, Carolyn  
Whitehead, Emma  
Whitney, McKenna

MEMBERSHIP AS OF April 30, 2017	<b>3150</b>	
Gains		43
Losses	<u>-3</u>	
MEMBERSHIP AS OF May 31, 2017	<b>3190</b>	

<b>Worship Services 2015</b>	<b>Week 18 5/3/2015</b>	<b>Week 19 5/10/2015</b>	<b>Week 20 5/17/2015</b>	<b>Week 21 5/24/2015</b>	<b>Week 22 5/31/2015</b>
8:15 Worship	137	166	0	130	130
9:30 Worship	205	238	0	176	183
10:45 Worship	309	420	0	265	315
11:05 Worship	717	329	851	328	424
<b>Total Worship Att</b>	<b>1368</b>	<b>1153</b>	<b>851</b>	<b>899</b>	<b>1052</b>

Youth Sunday      Mother's Day      Vision Sunday      Memorial Day

<b>Worship Services 2016</b>	<b>Week 18 5/1/2016</b>	<b>Week 19 5/8/2016</b>	<b>Week 20 5/15/2016</b>	<b>Week 21 5/22/2016</b>	<b>Week 22 5/29/2016</b>
8:15 Worship	178	125	129	158	103
9:30 Worship	183	312	212	192	172
10:45 Worship	319	443	255	300	232
11:05 Worship	708	312	300	310	290
<b>Total Worship Att</b>	<b>1388</b>	<b>1192</b>	<b>896</b>	<b>960</b>	<b>797</b>

Youth Sunday      Mother's Day      Memorial Day

<b>Worship Services 2017</b>	<b>Week 18 4/30/2017</b>	<b>Week 19 5/7/2017</b>	<b>Week 20 5/14/2017</b>	<b>Week 21 5/21/2017</b>	<b>Week 22 5/28/2017</b>
8:15 Worship	174	164	160	119	112
9:30 Worship	190	202	288	182	144
10:45 Worship	284	292	0	243	202
11:05 Worship	230	584	252	220	201
<b>Total Worship Att</b>	<b>878</b>	<b>1242</b>	<b>700</b>	<b>764</b>	<b>659</b>

Youth Sunday      Mothers Day      Memorial Day

## **May 2017**

### **Baptisms:**

    Infant                      7  
    Adult                        8

**Weddings:**                      1

**Member Funerals:**            1

**NonMbr Funerals:**            0



## Consent Motions

None

## Reports

### Operations

June 14, 2017

**Members present:** Debbie Hanna, Martha Barnes, Merry Davis and Chris Herbold.

**Members absent:** Mark Strange, Russ Schulze, Chris Hill

**Others present:** Debbie Thompson and Matt Malinsky

**Staff present:** Jennifer Boubel and Stephen Burns

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

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

	CY		PY	Budget	PY
	Actual	Budget	Actual	Var	Var
Income	\$ 545	\$ 600	\$ 1,120	\$ (55)	\$(575)
Expenses	(677)	(587)	(763)	(90)	86
Surplus/(Deficit)	<u>\$ (132)</u>	<u>\$ 13</u>	<u>\$ 357</u>	<u>\$ (145)</u>	<u>\$(489)</u>

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

	CY		PY	Budget	PY
	Actual	Budget	Actual	Var	Var
Income	\$ 7,888	\$ 7,500	\$ 8,215	\$ 388	\$(327)
Expenses	(7,530)	(7,500)	(8,049)	(30)	519
Surplus/(Deficit)	<u>\$ 358</u>	<u>\$ -</u>	<u>\$ 166</u>	<u>\$ 358</u>	<u>\$ 192</u>

3. **Liquidity/Cash Balance** - The general fund cash balance was \$2.6 million as of May 31, 2017. Of that balance a net amount of approximately \$1.4 million has been previously designated resulting in an unrestricted general fund cash balance of \$1.2 million. In addition, the Capital Fund Cash balance is \$0.5 million.
- B. Discussion ensued regarding the ~\$350k Operating Fund surplus for the fiscal year. It was noted that although there is a surplus in the Operating Fund there were a number of items paid during the year that did not impact the Operating Fund, but did deplete other reserves including:

- i. PC USA Settlement payments totaling \$350k funded from the Capital Fund Cash account
- ii. Bleacher Replacement payments of \$577k funded from the Building Maintenance Reserve Fund

A proposal was made to recommend to Session that the Operating Fund surplus be allocated to partially fund the other cash expenditures made during the year as follows:

PC USA Settlement Payment	\$ (106)
Bleacher Replacement	(252)
Surplus Allocation	<u>\$ (358)</u>

- C. Temporary Restricted Accounts – Jennifer Boubel provided an overview of the planned next steps in the review of the use of Temporary Restricted Accounts, which includes:
  - i. Improvement in the reporting to the Operations Committee and
  - ii. A review of the existing policy and compliance with the policy

**III. Nehemiah Center Loan** – Debbie Hanna provided an update on the \$100k loan outstanding to the Nehemiah Center. The loan was extended during FY 17 to help the Nehemiah Center work through working capital short falls associated with the timing of giving vs required expenditures. The Nehemiah Center has made recent changes associated with their middle school program that they anticipate will result in savings of \$200k+ annually, which will allow the Center to rebuild cash reserves. The Nehemiah Center has requested an extension of the due date of the loan to May 31, 2018 to provide time to realize the anticipated savings and rebuild cash reserves. A motion was made and approved to submit the following motion to session for approval:

*Move that the term of the Nehemiah Center Promissory Note be extended to May 31, 2018.*

- IV. Audit Committee Team** - Chris Herbold reported that a team is in place to oversee the audit that is scheduled to begin next month. Matt Malinksy, former Finance Chair, will serve on the team to help transition to the other team members, Craig Friou and Chris Herbold.
- V. Stewardship Campaign** –Stephen Burns provided an update on the stewardship campaign reporting that we have received pledges totaling \$4.7 million. The total number of pledges and dollars pledged was down slightly from \$4.8 million in the prior year, while the average amount per pledge increased slightly.
- VI. Facilities Ministry Report** – Debbie Hanna provided an update on facilities related matters including:
  - A search has begun to fill the Director of Operations role
  - Work continues on the bleacher replacement project with an anticipated completion by the end of July
  - A compressor on the chiller needs to be replaced for an estimated cost of \$30k, which will be funded from the FY 18 facilities budget.
- VII. Permanent Funds Report** – Martha Barnes provided an overview of the anticipated timing of Permanent Funds Ministry activities during FY 18.

The meeting was closed in a prayer by Matt Malinksy.

## Equipping and Sending

May 7, 2017

**Members present:** Mary Floye Federer, Catie Smith, Stephanie Justus, Andrew Stepp, George Mallory, Cindy Marion and Randy Schorre.

**Members absent:** None

- I. **Call to Order and Prayer** – The meeting was called to order at 12:30 and opened with a prayer.
- II. **State of the City Summary** – Mary Floye reported that there were more than 150 attendees. The speakers did a great job of presenting some difficult and challenging topics. Many opportunities for FPC member engagement were surfaced. The committee discussed approaches to increase attendance / participation in 2018. We need to thank all of the FPC Staff and volunteers that worked so hard to make the 2017 State of the City event so successful!
- III. **Mission Investment Team** – Mary Floye led a discussion on resolving the possible resource conflicts as FPC (as Covenant Partners) engage in local missions with similar charters. Developing this review process is a work in progress.
- IV. **APEST Update** – Jonathan, Austin and Daniel met with Doug Meikle to develop and implement a plan to provide training to the FPC membership using the results of the APEST survey. More to come here.
- V. **Table and Young Adult Ministry Update** - Catie gave the committee an update on The Table activities – including attending the Astros baseball game with 55 participants – 10 of which were guests. Additionally, Catie discussed the Women’s Mentoring Group which began on Sunday, April 30<sup>th</sup>. This mission activity brings together 17 mentor pairs for six months. The goal is for the pairs to meet twice per month for Bible study and spiritual guidance. Staff is preparing for another mentoring offering in August.
- VI. **Adult Small Groups and Sunday School Update** – Stephanie has surveyed Sunday School leaders to determine which classes will or will not be meeting throughout the summer. The Small Group Bible Study curriculums will be based upon the current sermon series which will be completed at the end of June. In July and August, the curriculum will cover Spiritual Disciplines. Stephanie and her team are working on the Small Group kickoff for the Fall of 2017.

## Advisory Council

May 9, 2017

The meeting began at 7:30 AM. In attendance: Jim Birchfield, Bill Heston, Jennifer Boubel, Bill Gutermuth, David Calkins, Chris Champion, and Susan Miclette.

Opening Prayer + Devotional was led by Chris Champion.

DISCUSSION TOPICS

**Finance + Budget:** Chris Champion reported that the giving goal for FY 2017 has been met and there should be a budget surplus. Current cash balance is \$1.1 million. Stewardship campaign update is that 25 fewer pledges have been received compared with last year, but the amount pledged is equal to last year. A reminder letter is to be sent to members pledging last year but not yet pledging this year. Campaign status will be announced on Sunday, and Mark Strange will be invited to the Session meeting to receive our thanks.

**Presbyterian School:** Bill Gutermuth led a discussion of the status of the ground lease. AC considers the negotiations with Presbyterian School to be complete. Four motions will be drafted to be presented at the Session meeting.

**Adaptive Conversations:** Jim Birchfield and David Calkins reported on the developing plans for several adaptive conversations that will be held during the next Session year. Jim Oswald will facilitate the conversations.

**Strategic BOT Session Delegation:** Bill Gutermuth reported that a motion regarding the delegation of authority to the Strategic Board of Trustees has been drafted and will be presented to Session at the next meeting for approval.

**Shepherding Elder Report:** Susan Miclette reported on progress in organizing the Shepherding Elders group, and will update the Session on progress at the next meeting.

**Congregational Meeting:** A called Congregational Meeting will be scheduled on June 11, 2017 to amend the Pastors' Terms of Call.

**MFAH Parking Update:** Jennifer Boubel reported on MFAH's plans to open the new below grade parking structure in May.

**Mission Affinity Groups:** Jim Birchfield provided updates on his initial efforts to establish the Mission Affinity Group with Grace Presbyterian and Memorial Drive Presbyterian. These efforts will continue, and will eventually include joint meetings of the Sessions.

**Session Class of 2020:** The group discussed plans for the election of Clerk, Treasurer, and At-Large Member at the next Session meeting, and plans for the Ordination and Installation of the Session Class of 2020 on June 4, 2017.

**Presbyterian School Capital Campaign Participation:** Participation in the PS Capital Campaign was tabled until next month.

David Calkins closed in prayer and the meeting was adjourned at 10:00 a.m. Respectfully submitted,  
David Calkins  
Clerk, Class of 2018

## Advisory Council

June 13, 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 Hannah.

Opening Prayer + Devotional was led by David Calkins.

### DISCUSSION TOPICS

**Finance + Budget:** Chris Herbold reported that the fiscal year ended with a budget surplus. It was suggested that part of the surplus be directed towards the cost of replacing the bleachers in the auditorium and part to replenish the capital reserve fund. This will result in a balanced operating budget for the fiscal year. The Operations Committee will offer a recommendation at the June Session meeting.

Chris Herbold and Jennifer Boubel provided a preliminary report on the Stewardship Campaign. A full report will be made to Session at the June meeting once the data are reviewed by the Operations Committee. Preliminary analysis indicates that the number of pledges is down but the average amount per pledge is increased over the previous year.

**Succession Planning:** Andrew Stepp discussed the ECO ordination process for calling a new Associate Pastor to fill Bill Heston's position as Associate for Equipping and Sending when he retires in August, 2018. It was recommended that the Associate Pastor Nominating Committee be comprised of seven members, including one Clerk of Session and one additional Session member. The Standing Committee on Nominations will be tasked with seating the APNC for vote at the Annual Congregational meeting in October.

**Presbyterian School Campaign:** Jim Birchfield reported on the current school capital campaign and possible ways the church might participate.

**July Adaptive Conversation Meeting:** The July session meeting will be an adaptive conversation to discuss how FPC 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.

**Session Retreat:** David Calkins and Jim Birchfield discussed plans for the Session retreat to be held September 22-23. The retreat tentatively will focus on Vision 2020, where we are and where we go from here, staff goals, and a redefining our core values as a church community. Jim Oswald also will facilitate the retreat.

**Nehemiah Center Loan Repayment:** Debbie Hannah gave an update about the Nehemiah Center and proposed that FPC extend repayment of its loan to the Nehemiah Center until June, 2018. A formal motion will come from the Operations Committee.

**Strategic Planning Board of Trustee Leadership:** David Calkins proposed possible chairpersons for the three classes of trustees. He will seek their permission for nomination to these positions.

### PASTOR'S REPORT

**Personnel issues:** Jim Birchfield provided updates on Rebecca and Chris Harrison, who were called by session in May to serve as Assistant Pastors for church planting. Chris also will develop APEST as a tool for

use by the church. Emmanuel Reagan also has been called to serve as an Assistant Pastor for church planting.

In addition, Jonathan Ramsey also plans to plant an ECO church within 3 years and the Advisory Council will make a motion to Session that Jonathan be called as an Assistant Pastor for church planting.

Finally, Doug Mickle has served as interim lead of Missions Innovations. His tenure will be ending later this summer and a search will begin for his replacement.

Andrew Stepp and Jennifer Boubel discussed several other staff positions that will need to be filled due to staff retirement (Ann Reed), leaving for further education (Stephanie Justus), or changing positions within the church. In addition the Connections director will become a full time position. Jennifer also announced that a search is underway for a new operations director.

**Soul Health Update:** Jim Birchfield provided a calendar of his planned vacation, mission trips and study leave for the next fiscal year.

**Mission Affinity Group:** Jim Birchfield announced that the first meeting with MDPC and Grace will occur at the Presbytery meeting in San Antonio, September 28-29. Further meetings with church staffs to focus on best practices and common mission opportunities will follow.

#### CLERK'S REPORT

David Calkins proposed committee assignments for the Elder class of 2020, to be presented at the June session meeting: Ministry innovation, Gordon Marcum; Congregational Life, Jenn Rustay; Worship, Jan Smith; Equipping and Sending, Paul Seifert; and Operations, Bob Shimp.

David also discussed a replacement for Merry Davis on the Standing Committee on Nominations and the AC proposed allowing Merry to remain on the committee to complete this term. Robert Moore was proposed to serve as the Clerk on the next committee.

Possible devotionals to be used for session meetings were discussed and Cindy Cook will provide a recommendation in August.

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

## Proposed Time Away 2017

Jim Birchfield

June, 2017

<b>Study Leave</b>	<b>Days</b>	
March 2-3 (DC)	2	
<i>August 28-30 (Uganda)</i>	<i>3</i>	
<i>September 25-28 (London/Alpha)</i>	<i>4</i>	
<i>November 6-7 (OC Silent Retreat)</i>	<i>2</i>	
Unscheduled	2	
<b>Total</b>	<b>13<sup>1</sup></b>	
<b>Vacation</b>	<b>Days</b>	
February 19-20 (NYC)	2	(1 Sunday)
March 5-6 (NYC)	2	(1 Sunday)
April 3-5 (NYC)	3	
May 15-17 (NYC)	3	
<i>June 29-30 (Boston)</i>	<i>2</i>	<i>(1 Sunday)</i>
<i>August 13-20 (Nantucket)</i>	<i>7</i>	<i>(2 Sunday)</i>
<i>November 8-10 (Orange County)</i>	<i>3</i>	<i>(1 Sunday)</i>
<i>December 8-10</i>	<i>3</i>	<i>(1 Sunday)</i>
Unscheduled	3	
<b>Total</b>	<b>28</b>	
<b>Mission</b>	<b>Days</b>	
March 27-April 2 (Egypt)	7	(1 Sunday)
August 21-28 (Uganda)	8	(1 Sundays)
Unscheduled	0	
<b>Total</b>	<b>15</b>	
<b>Ministry Away</b>	<b>Days</b>	
January 23-25 (ECO National Gathering)	3	
April 24-25 (Outreach Foundation Board)	2	
<i>June 26-28 (Boston/HS Mission Trip)</i>	<i>3</i>	
July 13-16 (Mo Ranch)	3	(1 Sunday)
September 29-30 (ECO Presbytery Meeting)		
<b>Total</b>	<b>11</b>	

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<sup>1</sup> Proposing to take one less Study Leave day and add one more Mission day.

**Memo: 10 Sundays Out Of Pulpit (Within range of 40-42 Sundays P**