

**First Presbyterian Church of Houston**  
**Session Agenda – May 15, 2018**  
**5:30 PM LC 181**

<b>Devotional and Opening Prayer</b>	Cindy Cook	45 min
<i>Discussion of Rediscovering Discipleship: Forward, Introduction, and Ch. 4-7</i>		
<b>Omnibus Resolution</b>	Andrew Stepp	5 min
Approve Minutes of Apr. Session Meeting		
Approve Membership Reports		
Additional Consent Motions (listed in packet)		
<b>Committee/Task Force Reports</b>		
Operations Committee/Finance Report	Chris Herbold	5 min
FY 2018-19 Goals and Operating Plan	Andrew Stepp	20 min
Generosity Update	Andrew Stepp	10 min
11:05 Service Update	Andrew Stepp	5 min
Project Flourish Update	Matt Offenbacher	5 min
<b>New Business</b>		
Review & Endorsement of Incoming Session Class of 2021	Andrew Stepp	5 min
Election of Clerk, Session Class 2021	Andrew Stepp	5 min
Election of At Large Session Member	Andrew Stepp	5 min
Session Committee Assignments	Cindy Cook	5 min
<b>Pastor's Report</b>	Andrew Stepp	10min
<b>Clerks' Report</b>	Cindy Cook	10 min
Important Dates		
Thank You to Session Class of 2018		
<b>Prayer and Praise</b>	Andrew Stepp	10 min
<b>Communion and Doxology</b>	Andrew Stepp	10 min
<b>Motion to Adjourn</b>		

**Important Dates:**

May 20, 2018 – Communion

June 11, 2018 – AC Meeting

June 19, 2018 – Session Meeting

August 13, 2018 – AC Meeting

August 21, 2018 – Session Meeting

September 10, 2018 – AC Meeting

September 14 & 15, 2018 – Session Retreat

September 18, 2018 – Session Meeting

October 21, 2018 – Annual Congregational Meeting

**FIRST PRESBYTERIAN CHURCH, HOUSTON  
REPORT TO THE SESSION  
MEMBERSHIP REPORT, April 2018**

NEW CHURCH MEMBERS

None

RESTORED TO ACTIVE ROLL

None

DECEASED

Aguero, Gregg	4/8/2018
Schwepe, Willa	4/12/2018

DISMISSED

Landrum, Hunter "Clark"	T/L: Grace Presbyterian Church - Houston, TX
Pinson, Harry TX	T/L: Christ Church Cathedral Episcopal - Houston, TX
Pinson, Karen TX	T/L: Christ Church Cathedral Episcopal - Houston, TX

REMOVED FROM ACTIVE ROLL

None

MOVED TO INACTIVE MEMBERSHIP ROLL

None

DISMISSED FROM INACTIVE ROLL

None

MEMBERSHIP AS OF March 31, 2018	3124
Gains	0
Losses	<u>- 5</u>
MEMBERSHIP AS OF April 30, 2018	3119

Worship Services 2016	Week 14	Week 15	Week 16	Week 17	Week 18
	4/3/16	4/10/16	4/17/16	4/24/16	5/1/16
8:15 Worship	191	166	238	168	178
9:30 Worship	175	186		190	183
10:45 Worship	343	326	642	335	319
11:05 Worship	310	360		310	708
<b>Total Worship Att</b>	<b>1019</b>	<b>1038</b>	<b>880</b>	<b>1003</b>	<b>1388</b>

Final Four

Only 2 Services

Youth  
Sunday

Worship Services 2017	Week 14	Week 15	Week 16	Week 17	Week 18
	4/2/17	4/9/17	4/16/17	4/23/17	4/30/17
8:15 Worship	127	154	301	148	174
9:30 Worship	181	284	558	169	190
10:45 Worship	269	313	680	264	284
11:05 Worship	242	234	304	234	230
<b>Total Worship Att</b>	<b>819</b>	<b>985</b>	<b>1843</b>	<b>815</b>	<b>878</b>

Total EASTER  
with Children &  
Family = 2292

Worship Services 2018	Week 14	Week 15	Week 16	Week 17	Week 18
	4/1/18	4/8/18	4/15/18	4/22/18	4/29/18
8:15/8:30 Worship	382	170	186	184	171
9:30 Worship	1000	120	103	97	142
10:45 Worship	639	314	328	313	326
11:05 Worship	316	202	212	275	179
<b>Total Worship Att</b>	<b>2337</b>	<b>806</b>	<b>829</b>	<b>869</b>	<b>818</b>

Easter; 9:30  
Sanctuary (599)  
Grand hall  
(401); Live  
Stream Data:  
139 Plays

Live Stream  
Data: 138 Plays

Live Stream  
Data: 82 Plays

Live Stream  
Data: 73 Plays

Live  
Stream  
Data: 70  
Plays

## April 2018

### Baptisms:

Infant 0

Adult 0

**Weddings:** 0

**Member Memorials:** 1

**NonMbr Memorials:** 0

## Consent Motions

- The Advisory Council, on behalf of the Officer Nominating Committee (ONC), moves that routine background checks of a similar nature (currently a criminal background check) to those required to work with FPC's Youth and Children Ministries, be completed for all nominees for Elder and Trustee. The background checks will include a criminal background check as a minimum and may also include personal and professional reference checks as may be required. These requirements shall become an ongoing operating policy for the ONC.
- That Session approve a gift from the Mission Men to Eternal Hope Ministry in the amount of \$100,000. This proposed gift was reviewed and endorsed by the Ministry Investment Team in their May meeting. The gift will be funded from the Restricted Account establish for the Mission Men.

## Reports

### Operations Committee

May 9, 2018

**Members present:** Henry Humphries, Merry Davis, Martha Barnes, Mark Strange, Russ Schulze, Bob Shimp, David Barnes and Chris Herbold.

**Members absent:** Debbie Hanna and Chris Hill

**Staff and Others present:** Andrew Stepp, Tom McMeans and Steve Burns

**I. Call to Order and Prayer** - Chris Herbold called the meeting to order and Russ Schulze opened with a prayer.

**II. Finance Report and other Finance and Accounting Matters**

**A. April Financials** – An overview of the Financial Packet was given by Stephen Burns. Summary financial information is included below (in 000's):

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

	CY		Budget Var	PY Actual	PY Var
	Actual	Budget			
Income	\$ 1,267	\$ 607	\$ 660	\$ 854	\$ 413
Expenses	(589)	(621)	32	(665)	76
Surplus/(Deficit)	\$ 678	\$ (14)	\$ 692	\$ 189	\$ 489

**2. Current Year (CY) Comparison to Budget and Prior Year (PY) for Year-To-Date (June 2017 – April 2018):**

	CY		Budget	PY	PY
	Actual	Budget	Var	Actual	Var
Income	\$ 7,433	\$ 7,544	\$ (111)	\$7,343	\$ 90
Expenses	(6,875)	(7,296)	421	(6,853)	(22)
Surplus/(Deficit)	\$ 558	\$ 248	\$ 310	\$ 490	\$ 68

**3. Liquidity – Cash Balances –**

General Fund Balance	\$ 3,284
Designated/Temporarily Restricted Accounts	<u>(1,567)</u>
Unrestricted General Fund Balance	<u>\$ 1,717</u>
Capital Fund Cash Balance	<u>\$ 271</u>

**III. Facilities Ministry Report** – Henry Humphries provided an update on the Facilities Working Group meeting. The working group is reviewing its function in relation to the authority delegated to the staff and in relation to the Board of Trustees. Tom McMeans provided an update on various facilities related matters.

**IV. Permanent Funds Ministry Team** – Marth Barnes provided an update on the final permanent funds meeting for the fiscal year including an update on the members that are rolling off the committee and the appointment of Sam Murray as the chair for the 2018-2019 fiscal year.

The committee closed with a prayer by Mark Strange.

# Ministry Investment Team

May 1, 2018; 11:30 am - 1 pm

## I. Attendees

- a. Mary Floye Federer
- b. Martha Lawler
- c. Mary Knapp
- d. Dade Dowdle

## II. Opening Prayer - Martha

## III. Approval of March 22, 2018 meeting minutes - all

## IV. Budget Update - Mary-Floye Federer

- a. The Committee working with Mary Floye were able to get the budget to \$805,000, a reduction of \$160,000.
- b. Bill Heston reviewed and made suggestions, and endorsed the decision. Everyone agreed that it will be important to communicate the changes to our partners and missionaries as soon as possible for their planning sake.

## V. Support Request - Mary-Floye Federer

### A. Ministry Support Applications

Pfunaname Ministries/Terwey Family - o Request for assistance with tuition - total request comes to about \$14,000 o We have about \$23,000 in General Missions Support funds remaining o Motion for \$5k from General Missions Support to Pfunaname's Sarah and

Mark Terwey - seconded and approved

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VI. Director Report – Mary-Floye Federer

Mission Men – Project Review – Eternal Hope ◦ Mission Men requested MIT review of their proposed Eternal Hope pig

farm project in Uganda ◦ Discussion of purpose of project – all ◦ Motion to endorse – seconded and unanimously approved

- a. With reduction of the 2019 budget, Mary-Floye recommended that we submit sponsorship support for the Mobilizing Medical Mission Conference 2019 at Lakewood from the current budget. Committee endorsed.
- b. MIT discussed how best to honor our commitment of \$10,000 to IJM to support the Uganda IJM office. With the budget reduction, we are short \$2,500. Discussions continue.
- c. Mary-Floye updated the team about State of the City 2019. David and Rachel Quan have expressed interest in leading. The tentative dates are 22-23 March 2019 (since the minutes were written, State of the City 2019 has been postponed)
- d. Mary-Floye reported FPC is sending a Holy Land Trip in May 15-27 with 33 people going. She also reported that In June there's a Micah Project trip – June 7-11

VII. Next meeting will be June 5 – will be a new fiscal year

VIII. Closing Prayer



## **Advisory Council Meeting May 7, 2018**

The meeting began at 3:00 PM. In attendance: Jim Birchfield, Andrew Stepp, David Calkins, Cindy Cook, Robert Moore and Debbie Hanna. Absent: Chris Herbold. Opening Prayer + Devotional was led by Cindy Cook.

### **DISCUSSION TOPICS**

**Finance/Budget report:** A brief budget report was given by Jim Birchfield and Andrew Stepp. They reported that April giving was excellent and that the budget deficit has been significantly reduced. Moving forward, the church will not base its budget on unexpected or legacy gifts. Christ Herbold will be sending a letter to the congregation about the budget this week.

The Stewardship campaign ended with pledges from about 23% of FPC households, which amounts to about 60% of the total budget for the next fiscal year. Overall, this is consistent with previous years.

**Generosity update.** Jim Birchfield announced that FPC has engaged the Generis Group, led by Jim Sheppard, to consult this summer on a possible capital campaign and to help FPC better align and coordinate all stewardship activities. An FPC committee tasked with working with the Generis Group will be chaired by Janet Lionberger and include Jim Birchfield, Andrew Stepp, Bill Heston, Alan Stewart, Fred Robertson, and Tom Reiser.

**FY 2018-2019 Goals and Operating Plan.** Andrew Stepp provided a detailed overview and led the discussion of the goals and operating plan for FY2018-2019 developed by the staff. A report will also be made to the Session at the May meeting.

**ONC guidance on background checks.** The ONC has requested guidance from the Session on background checks, similar to what is done for youth leaders, of persons being considered for Elder. This has been done informally in previous years but the ONC would like to make a motion to Session for formal approval.

**Installation/Ordination of Session Class of 2021.** Jim Birchfield announced that the Session class of 2021 will be ordained/installed on Sunday, June 3.

**11:05 Service Update.** Andrew Stepp reported that his brother John Stepp is in Houston this week to help review the current format of the 11:05 service. John has been a contemporary worship leader in South Florida for over 20 years. He will meet with staff, a multigenerational focus group, and the search team to discuss the vision for the 11:05 service and what qualities and gifts should be sought in hiring the next worship leader.

**CLERK'S REPORT:** David Calkins discussed the agenda for the May Session meeting, which will include the approval of the Class of 2021 and the election of the Session Member at large. Robert Moore, who has overseen the training and examination of the class of 2021 will make the motion for approval of the Elder class. Cindy Cook announced that the Session retreat is planned for September 14-15, and the congregational meeting will be scheduled on October 21.

David Calkins closed in prayer and the meeting was adjourned at 5:15 p.m. Respectfully submitted,  
Robert Moore  
Clerk, Class of 2020

