

**First Presbyterian Church of Houston**  
**Session Agenda – August 21, 2018**  
**5:30 PM LC 181**

**Opening Prayer**

Paul Seifert

**Omnibus Resolution**

Andrew Stepp

Approve Minutes of June Session Meeting  
Approve Membership Reports  
Additional Consent Motions  
    Fall Kickoff Date Change  
    Main Street Ministry Board Addition  
    Dale Avenue Properties

**Additional Motions**

Board of Trustees Responsibilities

**Committee/Task Force Reports**

Operations Committee/Finance Report  
FPC Budget Policy

Chris Herbold

**Book Study/Prayer**

Discussion of *The Cost of Discipleship*  
Forward, Memoir, Introduction and Chapter 1.

George Mallory  
Callie Patterson  
Jon Crantz

**New Business**

**Pastor's Report**

Staff Updates/Personnel Report  
Branding & Logo update  
Fall Kickoff Session Participation  
D-Groups  
Church Planting Ministry

Andrew Stepp

**Clerk's Report**

Elder Bios & Badges  
Session Retreat  
Presbytery Meeting Sept. 21-22  
12:12 Reporting  
Ministry Conversations

Cindy Cook

**Prayer and Praise**

Andrew Stepp

**Communion and Doxology**

**Motion to Adjourn**

**MINUTES OF THE SESSION**  
**THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**  
**June 19, 2018**

The June Stated Meeting of the Session began at 5:45pm in LC 181 with a quorum present. Dr. Andrew Stepp called the meeting to order and Jan Smith opened the meeting with prayer.

Attendance: See the attached Session Attendance Record for attendance to date 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 15, 2018 Stated Meeting of the Session be approved.
- Moved that the May Membership Report be approved.

COMMITTEE/TASK FORCE REPORTS

Operations Committee: Andrew Stepp reported that Presbyterian School will be renovating the food lunch line off the Fellowship Hall this summer. FPC ended the fiscal year May 31 with a deficit of \$79,000. George Mallory offered a prayer of thanksgiving for the budget ending so closely to budget.

Devotional Time: George Mallory and Callie Paterson led a discussion on the book “Rediscovering Discipleship”, Cindy Cook closed with a prayer for hunger to grow in us to be disciples of Christ.

NEW BUSINESS

- First Presbyterian Church Communications report: Celeste Lanier presented a power point presentation of suggestions for better communication for the First Presbyterian Church story - better ways to enable and deliver the messages of FPC.
- A motion was made, seconded and approved to change the hours of the worship services on Mo Ranch Sunday, 8:30 and 11:00 worship in the sanctuary and 9:40 Sunday school hour.
- All church Sunday school classes will be the first three Sunday in August and the fourth Sunday will be a Fall Kick - off Sunday. The topics will be “How Do We Serve One Another in the Life and Community of First Presbyterian Church?” A motion was made, seconded and approved to have three worship services – 8:30, 10:45 and 11:05. 9:40 will be a continental breakfast in Fellowship Hall with an opportunity for the parents to visit their children’s classrooms and to meet their teachers. There will be booths in Fellowship Hall for members to find ways to get involved in the life of the church.

PASTOR’S REPORT

- Committees are asked to update their charters to be presented at the next session meeting.
- Staff updates: Matt Lee is in the process of moving his family to Houston. The search continues for a Worship Leader for 11:05 service.
- Bill Henson, from “Lead Them Home”, will hold a seminar July 8 in LC 181. “Love and Care for LBGTQ”.
- VBS was an incredible experience with over 400 children participating.

CLERK’S REPORT

- Brent Dorsey reported that the officer Nominating Committee has received recommendations for elders and trustees. The committee will be holding interviews Aug 12 and 19<sup>th</sup>. A slate will be

presented to the session at the August Session Meeting and to the congregation for a vote at the Annual Congregational meeting in October.

- Sunday, June 3, 2018 at the 10:45 service the following were ordained and installed into the Elder Class of 2021: Callie Paterson, Tiffany Melchers, Martha Lawler and Paula Paine. Installed into the Elder Class of 2021: Mark Potter and Chris Wolfe. Trustees who were installed: Chris Winters (2021), Steve King (2021) and Tom Brents (2021).
- Presbytery Meeting September 21-22, in Amarillo, Texas, needs 4 ordained representatives to attend from First Presbyterian Church.
- A calendar of events was distributed including dates for communion. Elders are encouraged to sign up to serve communion at the worship services.
- Session adaptive conversations this coming year will involve the five committees for a deeper dive into what is going on in the life of each area of the church and to spotlight where God is working.
- Elders are reminded to sign the Conflict of Interest and to turn them in to Cindy.

Prayers were raised for the church, member concerns, ministry partners, the city and neighbors. Communion was served by intinction by Rev. Andrew Stepp and elder Chris Wolfe.

The meeting was adjourned at 8:35pm with the singing of the doxology and a prayer by Andrew Stepp.

---

Rev. Andrew Stepp, Moderator

---

Cindy Cook, Clerk of Session

## MEMBERSHIP REPORT, May 2018

### NEW CHURCH MEMBERS

None

### RESTORED TO ACTIVE ROLL

None

### DECEASED

Gray III, Robert "Bobby"	06/04/2018
Kilgore, Alice	06/19/2018
Robertson, Brian	06/27/2018

### DISMISSED

Dilg, Joseph "Joe"	T/L: St. Luke's UMC - Houston, TX
Dilg, Susie	T/L: St. Luke's UMC - Houston, TX
Morris Jr., David "Drew"	T/L: St. Andrew's Presbyterian - Houston, TX
Morris, Megan	T/L: St. Andrew's Presbyterian - Houston, TX
Staley, Barbara	T/L: St. Andrew's Presbyterian - Houston, TX
Staley, Mike	T/L: St. Andrew's Presbyterian - Houston, TX

### REMOVED FROM ACTIVE ROLL

None

### MOVED TO INACTIVE MEMBERSHIP ROLL

None

### DISMISSED FROM INACTIVE ROLL

Fraser, Geoffrey "Geoff"	Dismissed St. Andrew's Presbyterian
Fraser, Wellesley	Dismissed St. Andrew's Presbyterian

MEMBERSHIP AS OF May 31, 2018	2938
Gains	0
Losses	<u>- 9</u>
MEMBERSHIP AS OF June 30, 2018	2929

Worship Services Comparison 2016	Week 23	Week 24	Week 25	Week 26
	6/5/16	6/12/16	6/19/16	6/26/16
8:15/8:30 Worship	162	115	198	131
9:30 Worship	181	148	220	174
10:45 Worship	235	216	303	257
11:05 Worship	337	300	325	360
<b>Total Worship Att</b>	<b>915</b>	<b>779</b>	<b>1046</b>	<b>922</b>

Worship Services Comparison 2017	Week 23	Week 24	Week 25	Week 26
	6/4/17	6/11/17	6/18/17	6/25/17
8:15/8:30 Worship	131	140	111	108
9:30 Worship	156	169	204	162
10:45 Worship	276	275	263	259
11:05 Worship	226	200	301	218
<b>Total Worship Att</b>	<b>789</b>	<b>784</b>	<b>879</b>	<b>747</b>

Communion  
& Pentecost

Baptism &  
Father's Day

Worship Services Comparison 2018	Week 23	Week 24	Week 25	Week 26
	6/3/18	6/10/18	6/17/18	6/24/18
8:15/8:30 Worship	172	163	147	148
9:30 Worship	114	98	104	96
10:45 Worship	287	259	236	261
11:05 Worship	201	204	370	180
<b>Total Worship Att</b>	<b>774</b>	<b>724</b>	<b>857</b>	<b>685</b>

Live Stream  
Data: 16  
Plays

Live Stream  
Data:

Father's Day,  
VBS  
Celebration  
Day; Live  
Stream Data:  
128 Plays

Live Stream  
Data: 92  
Plays

**June 2018**

**Baptisms:**

Infant 1  
Adult 0

**Weddings:** 2

**Member Memorials:** 3

**NonMbr Memorials:** 0

## MEMBERSHIP REPORT, July 2018

### NEW CHURCH MEMBERS

Blakemore, Sarah

### RESTORED TO ACTIVE ROLL

Augustus, Melanie

Restored to FPC Membership

### DECEASED

Cheek, Jean

7/26/2018

Sydow, James "Jim"

7/9/2018

### DISMISSED

### REMOVED FROM ACTIVE ROLL

Bennett, Brooks

Moved Away

### MOVED TO INACTIVE MEMBERSHIP ROLL

None

### DISMISSED FROM INACTIVE ROLL

None

MEMBERSHIP AS OF June 30, 2018

2929

Gains

2

Losses

- 2

MEMBERSHIP AS OF July 31, 2018

2929

Worship Services Comparison 2016	Week 27	Week 28	Week 29	Week 30	Week 31
	7/3/16	7/10/16	7/17/16	7/24/16	7/31/16
8:15/8:30 Worship	140	152	113	134	123
9:30 Worship	157	161	163	170	157
10:45 Worship	219	262	218	275	253
11:05 Worship	200	300	275	300	350
<b>Total Worship Att</b>	<b>716</b>	<b>875</b>	<b>769</b>	<b>879</b>	<b>883</b>

July 4th

Mo Ranch

Worship Services Comparison 2017	Week 27	Week 28	Week 29	Week 30	Week 31
	7/2/17	7/9/17	7/16/17	7/23/17	7/30/17
8:15/8:30 Worship	114	149	106	129	137
9:30 Worship	164	176	136	158	164
10:45 Worship	211	242	176	204	241
11:05 Worship	142	250	135	225	275
<b>Total Worship Att</b>	<b>631</b>	<b>817</b>	<b>553</b>	<b>716</b>	<b>817</b>

July 4th  
Weekend

Mo Ranch

Worship Services Comparison 2018	Week 27	Week 28	Week 29	Week 30	Week 31
	7/1/18	7/8/18	7/15/18	7/22/18	7/29/18
8:15/8:30 Worship	157	145	151	162	161
9:30 Worship	98	102		105	87
10:45 Worship	261	263	240	232	223
11:05 Worship	217	210		182	197
<b>Total Worship Att</b>	<b>733</b>	<b>720</b>	<b>391</b>	<b>681</b>	<b>668</b>

Live Stream  
Data: 31  
Plays

Live Stream  
Data: 9 Plays

Mo Ranch -  
Services at  
8:30/11:00  
(No  
9:30/11:05)  
Live Stream  
Data: 66  
Plays

Live Stream  
Data: 47  
Plays

Live  
Stream  
Data: 55  
Plays

**July 2018**

**Baptisms:**

Infant 0  
Adult 0

**Weddings:** 3

**Member Memorials:** 1

**NonMbr Memorials:** 3

## **CONSENT MOTIONS**

### **Session Motion for CFM & Women's Ministry Open House on 8/26 and Kick Off Sunday on 9/9:**

On August 26 we have our four services at the normal times (8:30, 9:40, 10:45, and 11:05), and on September 9 we have three worship services (8:30, 10:05, 11:05) with an all church breakfast and ministry fair during the 9:40am hour.

**Session Motion** to approve Lesley Lilly to join the board of Main Street Ministries per her appointment.

### **MOTION BOARD OF TRUSTEES RESPONSIBILITIES**

RESOLVED, in furtherance of the Session's Resolutions concerning the Strategic Planning Board of Trustees (The Board) dated May 16, 2017, the Session hereby delegates the following authority and responsibilities to the Board:

1. Negotiate, conclude and execute on behalf of FPC Houston an Amended and Restated Operating and Easement Agreement with the Museum of Fine Arts Houston.
2. Negotiate, conclude and execute on behalf of FPC Houston amendments to the Lease Agreement dated July 1, 2016 between FPC Houston and Presbyterian School.
3. Plan and approve necessary or desirable facilities modifications to accommodate the above referenced agreements. Funding for such facility changes to be coordinated with Session.
4. For clarity of planning, plan and approve all necessary or desirable facilities changes or improvements (not maintenance or repair) while projects to accommodate the above referenced agreements are underway with funding for such facility changes to be coordinated with Session.

RESOLVED, The Board will report to Session semi-annually or upon request at any of Session's scheduled meetings.

RESOLVED, The Board will incorporate costs of any facility changes or improvements in its planning for a capital campaign.



# REPORTS

## Permanent Funds Ministry Team

Wednesday, July 11, 2018, FH253, 5:30 p.m.

Members present: Susan Pokorney Egolf, Gracie McClure, James Melchers, Sam Murray, Carol Shimp and Gabriel Zamora. Members absent: Chris Athon, Jane Champion and Julie Harris. Staff present: Bill Heston and Nancy Purcell for administrative support. (New members welcomed and prayer; Sam Murray/Review of orientation packet; Bill Heston.)

### Discussed:

- PFM minutes of the April 11 meeting were approved (by e-mail) during April 2018.
- Committee reviewed the 2018-2019 Commitment/Disbursement/Report for available funds.
- Reviewed wording changes to Permanent Fund Ministry Team Mission Statement & Procedures for Operations Committee to approve. PFM team now under Operations Committee not a standing committee of Session.
- Conflict of Interest Form for 2018-2019.
- Reviewed fourteen undergraduate and six seminary scholarship requests.

### Action:

**Wording changes to Mission Statement and procedures need approval from the Operations Committee (it will be their decision whether it needs to be sent to Session).** Wording changes were necessary due to Permanent Funds Ministry now being a **team** under Operations not a standing committee; Motion by Carol Shimp and second by Susan Pokorney Egolf (all in favor) to forward to Operations Committee for review/approval.

**Undergraduate scholarships** granted as a slate; motion by Gracie McClure and second by Susan Pokorney Egolf (all in favor). Permanent Fund used for undergraduate requests: Lancaster Fund. See table below.

Aceves-Lewis, Miles	Georgetown University	\$5,000 request	granted - \$5,000	Lancaster Fund
Benitez, Jason	Houston Comm College	\$1,500 request	granted - \$1,500	Lancaster Fund
Boubel, Zachry	University of Houston	\$5,000 request	granted - \$4,500	Lancaster Fund
Burns, Zachary	Texas A & M	\$5,000 request	granted - \$3,000	Lancaster Fund
Chorley, Reilly-Hope	Texas A & M	\$5,000 request	granted - \$4,500	Lancaster Fund
Elder, Alicia	LeTourneau University	\$5,000 request	granted - \$5,000	Lancaster Fund
Funez, Olvin	Texas State University	\$5,000 request	granted - \$5,000	Lancaster Fund
Homeyer, Grace	U of Texas (Austin)	\$5,000 request	granted - \$5,000	Lancaster Fund
Hulten, Jakob	Saint Louis University	\$2,500 request	granted - \$2,500	Lancaster Fund
Idika, Obinna	Houston Comm College	\$2,500 request	granted - \$2,500	Lancaster Fund
Kramer, Eva	University of North Texas	\$5,000 request	granted - \$3,500	Lancaster Fund
Mbasogo, Carlos**	Houston Comm College	\$5,000 request	granted - \$5,000	Lancaster Fund
Shipman, Micah	San Jacinto College	\$5,000 request	granted - \$4,500	Lancaster Fund
Ten Eyck, Katherine	Baylor University	\$5,000 request	granted - \$5,000	Lancaster Fund

\*\*Carlos Mbasogo will attend HCC for fall semester then U or H or TSU for spring semester.

**Five Seminary scholarships** granted; **one** denied; motion by James Melchers and second by Gracie McClure (all in favor). Permanent Funds used for seminary requests: Bentsen (preaching students), Jordan and King for others. See table below.

Stidham, Daniel **	Western Theological	\$7,048 request	granted - \$6,992	Bentsen Fund
Turner, John	Gordon Conwell Theo	\$7,500 request	granted - \$7,500	Bentsen Fund
Dombrowski, Nicholas	Northern Theological	\$4,000 request	denied	
Hermann, Austin	Reformed Theology	\$4,100 request	granted - \$4,100	King Fund
McCollister, Denver	Liberty University	\$7,500 request	granted - \$7,500	King Fund
Miller, Michael	Fuller Theo Seminary	\$5,210 request	granted - \$5,210	\$5,121 Jordan Fund \$89 King Fund

\*\*Daniel Stidham reached maximum scholarship.

Attachment: Mission Statement and Policies and Procedures

Meeting adjourned 6:45 p.m.

Sam Murray, chair

Next Meeting, Monday, September 10, 5:30 p.m., Living Room

**Permanent Fund Ministry Team  
First Presbyterian Church, Houston, Texas  
Mission Statement and Policies and Procedures**

**Mission Statement**

The Permanent Fund Ministry (PFM) of First Presbyterian Church of Houston (FPC) is responsible for the stewardship of the Church’s endowed funds. The PFM is a Ministry team under the Operations committee of the Session, and therefore operates in accordance with policies established by the Session. The PFM team oversees the investment and administration of the Church’s endowment funds and donates the real earnings therefrom to worthy causes. More specifically, the PFM team directs the investment of all funds received as endowments, overseeing fund account maintenance, awarding funds to undergraduate college and seminary students, and granting funds to organizations engaged in Christian endeavors, particularly to organizations that meet human needs. To accomplish its mission, the PFM team operates much like a foundation.

**Policies & Procedures**

**Functions of the PFM TEAM:**

- Serve the congregation of FPC as a Ministry team under the Operations committee of the Session approved by the Session for administration of the Church’s endowment funds.
- Receive and administer all funds that FPC receives from estates, trusts, foundations, memorial gifts, bequests and sources other than normal operating income.

- Direct the investment of all funds received as endowments, oversee investment account maintenance and award benevolent grant awards for scholarships and worthy Christian endeavors.
- Determine the dollar amount of grant awards. In order to preserve funds' principals, on an annual basis, PFM team will distribute no more than the *accumulated* real earnings from each fund. (Real earnings are defined as the excess in each year of income [interest, dividends and capital appreciation or depreciation] over the rate of inflation as measured by the Consumer Price Index (CPI) or other relevant published index.) The maximum amount of money to be distributed during each year will be determined annually as a percentage of the market value of the funds as of the end of the prior year plus any accumulated funds carried over from prior years. PFM team may rely on outside advisors for determination of this amount. The annual spend rate is determined by the PFM team and is reported to the Operations committee/Session.
- Invest and keep individual records of all memorial gifts.
- Receive and evaluate all requests for scholarships and other grants, approving all, or part, or disapproving. Approval actions will be reported in writing to the Session.
- Communicate the activities of the PFM team as appropriate, and as requested, to the Operations committee of Session and the Congregation.

### **Membership of the PFM TEAM**

PFM shall have at least nine (9) voting members. Each member shall serve a term of three years. The Chair shall be appointed in the manner that other ministry appointments are made and shall serve for one year alongside the staff liaison. The PFM team shall meet as called by the Chair. A quorum is five (5) voting members.

### **Grant Approval Levels, Reports to Operations Committee/Session and Timeline**

- Up to and including \$5,000—PFM team may approve and authorize disbursement of a grant up to \$5,000 without approval by the Session. PFM team will notify the Operations committee of Session of its actions in writing following each PFM meeting.
- Over \$5,000 up to and including \$10,000—PFM team may approve and authorize disbursement of a grant over \$5,000 up to and including \$10,000 which will be reported to the Operations Committee in writing for Session comment. If no adverse action is taken by the Operations Committee/Session, the grant is deemed approved for disbursement.
- Over \$10,000—any PFM team grant over \$10,000 must be approved by the Operations committee/Session before disbursement may be authorized.

## **Scholarship Grants (Note: application available online [fpchouston.org](http://fpchouston.org))**

In order to be considered for a scholarship or grant, an Application for Education Scholarship form must be completed and received by the PFM team by one of the three submittal dates below:

- June 1 for the fall school session
- November 1 for the spring school session
- April 1 for the summer school session

Scholarship grants are based on merit and need in the following monetary ranges:

- Undergraduate student scholarship grants up to \$5,000 per academic year, not to exceed \$20,000 in aggregate.
- Seminary student scholarship grants up to \$7,500 per academic year, not to exceed \$30,000 in aggregate.

The following requirements must be met in order to receive a scholarship grant:

- Completed Application for Education Scholarship form (Appendix A) supported by corresponding documentation as required by the terms of the application.
- Scholarships will normally be granted only to applicants with a history of FPC involvement. Additional criteria for awards is included in the respective applications.

Scholarship grants will be approved on an annual basis but will be funded by term or semester, dependent upon the system in effect where the applicant is enrolled. Students will be notified with each disbursement that they must write a brief summary of their

current term/semester experience and attach a transcript of related grades before further disbursement will be made. Scholarship award payments are made payable directly to the Institution; exceptions can be presented for approval to the PFM team at the next scheduled meeting.

Scholarship grants may be terminated for the following reasons:

- Unsatisfactory academic performance
- Expulsion for academic, moral or criminal offenses
- When requested by applicant
- Termination of membership at FPC
- Resignation of employment by applicant, or applicant's parent(s)

*Decisions on approval/denial of scholarship applications will be final and reasons will not be revealed due to their sensitive nature.*

**Ministry Grants (Note: application available online [fpchouston.org](http://fpchouston.org))**

Applicants for grants must complete and submit the Application for Grant (Appendix B) by August 1 or February 1 along with financial statements and/or balance sheet. Grants will not normally be made to cover operating expenses, rather being limited to investments. The following will be considered in making grant decisions:

- Highest priority will be given to FPC-sponsored projects
- Next priority will be given to Christian causes and institutions outside FPC which have effective participation and input from members of FPC
- Next priority will be given to Presbyterian causes
- Next priority will be given to Christian causes and Christian institutions outside the church that do Godly work in society

Grants will be awarded at least twice annually following the application deadline dates stated above. PFM team will consider time-sensitive grant requests, which due to their nature cannot hold to the deadline dates stated above.

## Operations

Wednesday, August 8, 2018

**Members present:** Bob Shimp, Tiffany Melchers, Henry Humphries, Merry Davis, Sam Murray, David Barnes, Ryan Castleman and Chris Herbold.

**Members absent:** None

**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 Andrew Stepp opened with a prayer.
- II. **Operations Committee Charter** – The committee charter was reviewed and approved for the 2018-2019 fiscal year. The final version is attached to these minutes.
- III. **Finance Report and other Finance and Accounting Matters**
  - A. **July 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	PY	PY
	Actual	Budget	Var	Actual	Var
Income	\$ 420	\$ 428	\$ (8)	\$ 429	\$ (9)
Expenses	(640)	(633)	(7)	(473)	(167)
Surplus/(Deficit)	\$ (220)	\$ (205)	\$ (15)	\$ (44)	\$ (176)

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

	CY		Budget	PY	PY
	Actual	Budget	Var	Actual	Var
Income	\$ 871	\$ 879	\$ (8)	\$ 875	\$ (4)
Expenses	(1,221)	(1,395)	174	(1,171)	(50)
Surplus/(Deficit)	\$ (350)	\$ (516)	\$ 166	\$ (296)	\$ (54)

### 3. Liquidity – Cash Balances –

General Fund Balance	\$ 2,133
Designated/Temporarily Restricted Accounts	(1,346)
Unrestricted General Fund Balance	<u>\$ 787</u>
Capital Fund Cash Balance	<u>\$ 269</u>

- IV. Facilities Ministry Report** – An update was provided on recent discussions regarding the delegation of authority between the Board of Trustees, the Facilities Working Group, and Session. The committee agreed that one of the goals should be to simplify decision making and ensure clear lines of responsibility.

Henry Humphries and Tom McMeans provided an update on various facilities related matters.

- V. Permanent Funds Ministry Team** – Sam Murray provided an update on the July permanent funds meeting and the actions taken, which included scholarship grants and the review and approval of the Permanent Funds Ministry Team Mission Statement and Policies and Procedures. The minutes of that meeting and the approved policies and procedures are attached to these minutes.

**VI. Miscellaneous Items**

The committee discussed the FPC Budget Policy and discussed key provisions regarding monitoring budgets and expenditures during the year. It was highlighted that each Session Committee should review actual expense versus the budgeted amounts for the specific ministry the committee is charged to oversee on a regular basis during the year.

The committee closed with a prayer by Tiffany Melchers.

## **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 wherever 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)
- The Treasurer, if not a current elder
- Chair of the Permanent Funds Ministry Team
- Chair of the Facilities Ministry Team
- Board of Trustees Representative
- Up to 2 at-large members

- Executive Pastor
- Director of Operations (non-voting)
- Director of Finance (non-voting)

*Each lay leader will serve a term of up to three-years*

*The pastor is a voting member, but the other FPC staff serves as non-voting members of the Committee.*

**Current Staff Positions under the Operations Committee:**

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

Director of Communications and Media and team

Director of Finance and Finance Team

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



## Ministry Investment July 10, 2018

- I. Participants
  - a. Mary Floye Federer
  - b. Martha Lawler
  - c. Walter Light
  - d. Matt Offenbacher
  - e. Mary Knapp
  
- II. Devotional – Martha Lawler
  
- III. Amy Delgado – Director of Global Missions for Memorial Drive Presbyterian Church MIT welcomed special guest Amy Delgado to share about an exciting new ministry. Amy and Mary Floye had talked about opportunities for our Houston ECO churches’ “Mission Affinity Groups (MAG)” to work together for service opportunities. One of the exciting and powerful new ministries coming to Houston is called *Street Grace*. Mary Floye invited Amy to share with the MIT team.
  - a. *Street Grace* was started in Atlanta to address human trafficking – especially domestic minor sex trafficking
  - b. Memorial Drive Presbyterian Church has been involved with various ministries addressing the trafficking issue, but when Amy learned about how impacting *Street Grace* was to not only respond and educate, but also address the demand issue, they wanted to find a way to get *Street Grace* working in Houston.
  - c. After looking at what is going on in the sex trafficking ministry front in Houston, Amy’s group found that there is not much done on the demand side – reducing demand that resulted in sex trafficking.
  - d. Reducing demand includes:
    - i. Legislative action to do away with deferred adjudication
    - ii. Working with law enforcement to
  - e. To establish *Street Grace* in Houston, \$150,000 is needed.
  - f. Memorial Drive Presbyterian has committed \$65,000 and is seeking to raise awareness and interest with other churches to fund the remainder.
  - g. The MIT team was supportive of FPC learning more about partnering with Street Grace, and Amy was going to take the next steps to invite the founder of Street Grace to come to Houston and meet with the senior pastors and mission staff of FPC, Memorial Drive Presbyterian Church and Grace Presbyterian.
  
- IV. Approval of May 1, 2018 meeting minutes – all – approved
  
- V. Director Report – Mary-Floye Federer
  - a. Harvey Response Update
    - i. Mission teams continue to come through from around the country – 8 teams since March of 2018. FPC has hosted the teams in the Oakdale upstairs apartment. Most teams have worked with Attack Poverty/Friends of Northside as well as with Denver McCollister’s SHERPA Harvey response.
    - ii. Harvey Benevolence Funding – As of July, FPC has received contributions totaling \$349,000 for Harvey response. The Harvey Benevolence Team had approved as of July approximately \$245,000 so there’s a balance of around \$110k. The Harvey Benevolence Team was meeting in later July to review new needs and make

additional allocations. A report will be available for the one year anniversary of Harvey, August 26, 2018.

- iii. Harvey Hospitality Teams – FPC Covenant Partners have provided hospitality to our visiting teams by providing meals for teams.
  
- b. Two upcoming Global Ministry Partner visits
  - i. Darren Kennedy from Evangelical Theological Seminary of Cairo/ETSC – Darren and his son Calvin to be in Houston for the weekend of July 22. A dinner to be held for them on Sat. July 21, and Darren will share in all services, thanking our church for the 20 years of support and giving brief update from ETSC.
  - ii. Stephen Ssettimba from Africa Renewal Ministries – Stephen is Director of Child Development for ARM will be in town August 4 & 5. Hosted by the Barnes, Stephen will share at all four services on Aug. 5, thanking FPC for the 12 years of partnership and giving people the opportunities to learn more about child sponsorship.
  
- c. Mary-Floye had lunch with Shelley & Paul Homeyer, who do not anticipate returning to Uganda and are trying to discern their next steps. They have requested that their support continue during this transition time.
  
- d. Budget update – new budget is in the system
  - i. Discussion of Dade getting budget data and putting into comps spreadsheet – Dade will sort that out

#### VI. Announcements

- a. Matt will be rolling off of MIT
- b. Becca Herbold will be rolling on MIT
- c. IJM Gathering – Liberate! – Frisco, Texas, September 28-29, 2018

#### VII. Closing Prayer - Martha

### **Dates to Remember**

August 26, 2018 – Hurricane Harvey Anniversary  
September 9, 2018 – Kickoff Sunday  
September 9, 2018 – Communion + Church Planting Sunday  
September 16, 2018 – Neighborhood Connect  
September 28-29 – IJM LIBERATE 20<sup>th</sup> Anniversary Gathering  
October 7, 2018 – Communion World Sunday  
October 21, 2018 – Congregational Meeting  
October 21 – Community Prayer Gathering with WVUMC  
November 11, 2018 – Potluck, Testimony + Prayer Night  
November 16 - 19 - Micah Project Graduation Trip  
November 2018 – Faith + Work Conference  
December 2, 9, & 16 - Advent Missions Market  
January 6, 2019 – Potluck + Prayer Night  
January 28-31, 2019 – ECO National Gathering

## **Minutes of the Advisory Council Meeting of August 13, 2018 First Presbyterian Church, Houston, Texas**

The August 13, 2018 meeting of the Advisory Council began, with prayer, at approximately 3pm. The meeting concluded, with prayer, at approximately 5:00 pm.

In attendance were the following: Cindy Cook (presiding Senior Clerk), Andrew Stepp (Executive Pastor), Chris Herbold (Treasurer), Robert Moore (Clerk), Chris Wolfe (Junior Clerk), Fred Robertson (invited member of the Board of Trustees) and Celeste Lanier (invited staff).

Celeste Lanier and Fred Robertson were present during their respective presentations and resulting discussion.

All items on the attached agenda were addressed, with the exception of the ECO National Gathering (postponed).

After delivery and discussion, the respective presentations from Celeste Lanier, Andrew Stepp, Chris Herbold, Cindy Cook and Fred Robertson were appreciatively accepted.

After review and discussion, the Council approved submission of the attached resolution, requested by the Board of Trustees, with those changes that Senior Clerk Cindy Cook might determine appropriate.

Respectfully submitted,

Chris Wolfe, Junior Clerk

**ADVISORY COUNCIL AGENDA**  
**August 13, 2018**  
**Pastor's Conference Room**  
**3:00 p.m.**

<b>Item</b>	<b>Presenter</b>
<b>Opening Prayer and Devotional</b>	Wolfe
<b>Discussion Topics</b>	
Finance Report	Herbold
Branding/Logo Update	Celeste
Board of Trustees Update	Fred Robertson
<b>Pastor's Report</b>	Stepp
Personnel Report	
Fall Kick Off	
D-Group Update	
Church Planting Ministry/Progress	
ECO National Gathering	
<b>Clerk's Report</b>	Cook
Book Study	
Elder Bios + Badges	
Session Retreat Planning	
Presbytery Meeting September 21-22	
Committee Reporting	
Adaptive Conversation August Meeting	
<b>Closing Prayer</b>	Cook
<b>2017/2018 Session Meetings &amp; Important Dates</b>	
August 13, 2018 – AC Meeting	
August 21, 2018 – Session Meeting	
August 27, 2018 – Kickoff Sunday	
September 9, 2018 – Communion + Church Planting Sunday	
September 10, 2018 – AC Meeting	
September 14-15, 2018 – Session Retreat	
September 16, 2018 – Neighborhood Connect	
September 18, 2018– Session Meeting	
September 21-22, 2018 – Presbytery Meeting, Amarillo	
October 7, 2018 – Communion, World Communion	
October 8, 2018 – AC Meeting	

October 15, 2018 – Congregational Meeting  
October 16, 2018– Session Meeting  
October 21, 2018– Community Prayer Gathering with WVUMC

November 11, 2018 – Potluck, Testimony + Prayer Night  
November 12, 2018 – AC Meeting  
November 20, 2018 – Session Meeting  
November – Faith + Work Conference

December 10, 2017 – AC Meeting  
December – no Session Meeting

January 6, 2018 – Potluck + Prayer Night  
January 7, 2018 – AC Meeting\*  
January 15, 2018 – Session Meeting  
January 28-31, 2018 – ECO National Gathering

February 11, 2018 – AC Meeting

**February 19, 2018 – Session Meeting**

**March 11, 2018 – AC Meeting**  
**March 19, 2018 – Session Meeting**  
**March 22-23, 2018 – State of the City**

**April 8, 2018 – AC Meeting**  
**April 16, 2018 – Session Meeting**

**May 13, 2018 – AC Meeting**  
**May 21, 2018 – Session Meeting**  
**\*First Monday of the month**

<b>AC</b>	<b>Devotion</b>	<b>Closing Prayer</b>
<b>June</b>	Moore	Stewart
<b>Aug</b>	Wolfe	Cook
<b>Sept</b>	Birchfield	Moore
<b>Oct</b>	Stepp	Wolfe
<b>Nov</b>	Herbold	Birchfield
<b>Dec</b>	Stewart	Stepp
<b>Jan</b>	Cook	Herbold
<b>Feb</b>	Moore	Stewart
<b>Mar</b>	Wolfe	Cook
<b>Apr</b>	Birchfield	Moore
<b>May</b>	Stepp	Wolfe

**draft**

**MOTION FOR CONSIDERATION BY THE SESSION**

RESOLVED, that to clarify the Session's Resolutions concerning the Strategic Planning Board of Trustees (The Board) dated May 16, 2017, the Session hereby delegates the following authority and responsibilities to the Board:

1. Negotiate, conclude and execute on behalf of FPC Houston an Amended and Restated Operating and Easement Agreement with the Museum of Fine Arts Houston.
5. Negotiate, conclude and execute on behalf of FPC Houston amendments to the Lease Agreement dated July 1, 2016 between FPC Houston and Presbyterian School.
6. Plan and approve necessary or desirable facilities modifications to accommodate the above referenced agreements. Funding for such facility changes to be coordinated with Session.
7. For clarity of planning, plan and approve all necessary or desirable facilities changes or improvements (not maintenance or repair) while projects to accommodate the above referenced agreements are underway. Funding for such facility changes to be coordinated with Session.

RESOLVED, The Board will report to Session semi-annually or upon request at any of Session's scheduled meetings.

RESOLVED, The Board will incorporate costs of any facility changes or improvements in its planning for a capital campaign.

**RESOLUTION OF THE SESSION OF  
FIRST PRESBYTERIAN CHURCH OF HOUSTON TEXAS**

Whereas, First Presbyterian Church of Houston Texas, ("FPC Houston") a non-profit corporation organized under the laws of the State of Texas is the sole shareholder of Dale Avenue Properties, ("D.A.P.") a non-profit corporation organized under the laws of the State of Texas;

Whereas, FPC Houston acts with respect to certain delegated activities by and through the Session of FPC Houston in accordance with the By Laws of FPC Houston;

Whereas, the Session of FPC Houston has determined it appropriate to establish certain terms and conditions related to the Board of Directors of D.A.P.;

It is therefore resolved:

- (1) There shall be up to four members of the Board of Directors of D.A.P.;
- (2) The unexpired term, if any, of any Director of D.A.P. is terminated;
- (3) Effective as the date hereof, the members of the Facility, Partners and Property Committee of the Board of Trustees of FPC Houston shall serve as the Directors of D.A.P.
- (4) The term of each Director of D.A.P. shall end on the date that the Director no longer serves as a member of the Facility, Partners and Property Committee of the Board of Trustees of FPC Houston;

(5) The Directors of D.A.P. shall elect the President, Vice President and Secretary of D.A.P. and establish the terms of such offices; and

(6) The Directors shall name a replacement of Jennifer Boubel as Registered Agent of D.A.P and file all filings necessary to effectuate the same.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2018.

The Session of First Presbyterian Church of Houston

By: \_\_\_\_\_

As Clerk of The Session