

**First Presbyterian Church of Houston**  
**Session Agenda – June 18, 2019**  
**5:30 PM LC 181**

**Opening Prayer**

Kent Woodard

**Omnibus Resolution**

Approve Minutes of May Session Meeting  
Additional Consent Motions

Jim Birchfield

**Committee Reports**

Finance Report  
Committee Reports

Andrew Stepp  
Committee chairs

**Board of Trustees Report**

Fred Robertson

**Book Study**

Discussion of *You Are What You Love*  
Chapters 1-2

Doug Meikle  
Jordan Benningfield

**New Business**

Installation of Al Dupont, Elder, Class of 2022  
Approval of Elder and BOT slates, Class of 2023

Jim Birchfield  
Robert Moore

**Pastor's Report**

Personnel Report  
Vision campaign update

Jim Birchfield

**Clerk's Report**

Book study – August, *You Are What You Love*, Chapters 3-4  
Session retreat  
Affirmation of Service  
Nondisclosure/conflict of interest forms  
Focused prayer: Worship

Robert Moore

Andrew Hebert

**Prayer and Praise**

**Communion and Doxology**

**Motion to Adjourn**

Jim Birchfield

**2019 Session Meetings & Important Dates**

July 7, 2019 – Communion

July 11-14, 2019 – Mo Ranch

August 4, 11, 18 – All Church Sunday School

August 20, 2019 – Session meeting

August 25, 2019 – Children's + Family Kick-off

September 8, 2019 – Fall Kick-off and Communion

September 13-14, 2019 – Session retreat

September 17, 2019 – Session meeting

September 20-21, 2019 – ECO Texas Gathering + MAG meeting, MDPC, Houston

October 6, 2019 - Communion

October 15, 2019 – Session meeting

November 3, 2019 - Communion

November 19, 2019 – Session meeting

December 1, 2019 - Communion

**MINUTES OF THE SESSION**  
**THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**  
**May 21, 2019**

The May Stated Meeting of the Session began at 5:55pm in LC 181 with a quorum present. Dr. Jim Birchfield called the meeting to order and Claudia Stewart 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 April Stated Meeting of the Session be approved.
- Moved that the minutes of the Called Congregational Meeting, May 19, 2019, be approved.
- Moved that the April Membership Report be approved.

COMMITTEE/TASK FORCE REPORTS

Operations Committee: Chris Herbold reported that the fiscal year will end with a deficit of \$400,000. The 2019-2020 Budget was briefly discussed. A motion was made and approved to accept the 2019-2020 Budget as presented to the session. An amendment motion was made, seconded and approved to increase the budget \$50,000 in order to cover salary adjustment for eligible staff members. Chris Herbold was thanked for his service for the past two years as Treasurer of FPC and as Chairman of the Committee.

Committee Reports:

- George Mallory reported for the Equipping and Sending Ministry. The ministry had a successful retreat at the Barnes' ranch. The session was encouraged to look for opportunities to reach out to the new associate pastor, Rev. Caitlin Rhodes, to make her feel welcome.
- Gordon Marcum reported for the Mission Innovation Ministry. Project Flourish will begin again this fall. Alpha has started a new session with a very positive response.
- John Going reported for the Congregational Life Ministry. Youth Sunday was a huge success. Thirty-one confirmands were received into the membership of FPC. Every elder has been assigned a confirmand and asked to write a note to welcome them into covenant partnership of FPC.
- Brent Dorsey reported for the Worship and Prayer Ministry. The choir will soon be leaving for their Choir Mission Trip to the Holy Land. There will be a concert Sunday, June 2 at 2:00pm in the sanctuary. Andrew Hebert was introduced as the Worship Leader for the 11o5 Worship Service.
- Andrew Stepp announced that all the vacant positions have been filled.

|                    |  |
|--------------------|--|
| Caitlin Rhodes     | Associate Pastor of Equipping and Sending    |
| John-Alan Gourdine | Director Sanctuary Singers                   |
| Lucy Giraway       | Assistant Worship leader and music selection |
| Ryan Born          | Youth Director                               |

NEW BUSINESS

- Doug Meikle shared his faith journey and desire to be ordained into the ECO Denomination. A motion was made and seconded to receive Douglas Meikle to ordination in the ECO Denomination. Michael Homan offered a prayer for Doug and his call.
- Chris Wolfe introduced the Elder Class of 2022 and announced that they have completed their training and are ready for installation and or ordination.
- The following resolution was presented to the session:

**Readiness for Installation of the Elder Elect Class of 2022**

WHEREAS, the following Covenant Partners of First Presbyterian Church of Houston were chosen and duly elected by the Congregation to serve as Ruling Elders of the Session, Class of 2022: Allan DuPont; Stephanie Zamora; Douglas Meikle; Kent Woodard; Tanner Sykes and Jordan Benningfield;

WHEREAS, a responsibility of the Session pursuant to the ECO Constitution of 2018, Chapter 1 Polity, Section 1.0603 is to "... train, examine, ordain and install those men and women chosen to serve as elders and deacons...."; and

WHEREAS, the Clerk of Session Class of 2021, Chris Wolfe, has and does certify to the Session that each of Allan DuPont; Stephanie Zamora; Douglas Meikle; Kent Woodward; Tanner Sykes and Jordan Benningfield has been trained and examined in preparation for, and is ready for ordination and installation as, a Ruling Elder of the Class of 2022;

NOW THEREFORE, BE IT RESOLVED, that each of Allan DuPont; Stephanie Zamora; Douglas Meikle; Kent Woodward; Tanner Sykes and Jordan Benningfield be ordained and installed as a Ruling Elder of the Session of First Presbyterian Church, Class of 2022, to assume their responsibilities and authorities effective June of 2019, with the Pastors and Clerks of Session authorized and directed to carry out these respective ordinations and installations on behalf of the Session.

A motion was made to elect Doug Meikle as clerk for the Elder Class of 2022.

A motion was made to elect Marilyn McDonald as Member-at-Large to serve one year on the Advisory Committee.

DISCUSSION TOPICS:

Vision Campaign: Jim Birchfield gave an update on the One Fund Campaign and the Preview Dinners which were very well attended. Jim Birchfield has invited anyone interested in discussing One Fund to meet with him. The theme is "We Are Here to Serve". The commitment time will be for two years beginning January 2020.

Cindy Cook led a community prayer time for First Presbyterian Church.

PASTOR'S REPORT

- Personnel Report – Andrew Stepp reported the following personnel updates:

|                    |  |
|--------------------|--|
| Caitlin Rhodes     | Associate Pastor of Equipping and Sending    |
| John-Alan Gourdine | Director Sanctuary Singers                   |
| Lucy Giraway       | Assistant Worship leader and music selection |
| Ryan Born          | Youth Director                               |
| Andrew Hebert      | Worship Leader 11:05 service                 |

- Andrew Hebert and Michel Homan distributed a Re-Design Proposal for the 11o5 service.

#### CLERK'S REPORT

- An e mail motion from the Associate Nominating Committee was made and approved to finalize the terms of call for Caitlin Rhodes, Associate Pastor for Equipping and Sending, to be presented at the called Congregational Meeting, May 19, 2019.

- \$84,000 salary, which includes housing allowance
- \$1800 PDA allowance
- Medical, dental, eye and life insurance

Upon completion of her ordination she will be eligible for the following:

- \$3000 auto allowance
- \$6426 social security
- FPC will contribute 12% of annual salary towards retirement fund

- The Officer and Trustee Nominating Committee has interviewed 10 of the 13 candidates and are very pleased with the quality of the candidates.
- Persons working with children are continuing to be approved by the guidelines of the Sexual Abuse and Misconduct Policy.
- Martha Lawler thanked everyone who attended the MAG meeting. There is consideration for having another meeting this fall.
- The session is to read the first two chapters in "You Are What You Love" by James K. A. Smith for the June session meeting.
- The elder retreat will be September 13-14 at the Barnes' ranch.

Robert Moore led an appreciation time for the Elder Class of 2019 and Member at Large that are rotating off the session. A session elder gave a tribute and read a Bible verse to each elder of the class of 2019 and they were presented with a gift.

Prayers were raised for the church, member concerns, ministry partners, the city and neighbors. Communion was served by intinction by Rev. Jim Birchfield and elder Cindy Cook.

The meeting was adjourned at 8:45pm with a prayer by Rev. Jim Birchfield and with the singing of the Doxology.

---

Rev. Jim Birchfield, Moderator

---

Cindy Cook, Clerk of Session

**MEMBERSHIP REPORT, May 2019**

NEW CHURCH MEMBERS

Giesen II, Bernard "Barney"  
Lazard, Randy  
Ohnstad, Bradley "Brad"  
Ohnstad, Dianne

Reaffirmation  
T/L: Christ the King Presbyterian—Houston, TX  
T/L: Christ the King Presbyterian—Houston, TX

RESTORED TO ACTIVE ROLL

None

DECEASED

Moffat, Nelda  
Steadman, Judith "Judy"

5/23/2019  
4/7/2019

DISMISSED

Latimer, Truett  
Nunez, Heather  
Yoba, Tommy "Tom"

Per Individual Request  
T/L: St. Luke's—Houston, TX  
T/L: FPC Sugar Land—Sugar Land, TX

REMOVED FROM ACTIVE ROLL

None

MOVED TO INACTIVE MEMBERSHIP ROLL

None

DISMISSED FROM INACTIVE ROLL

None

MEMBERSHIP AS OF April 30, 2019  
Gains  
Losses  
MEMBERSHIP AS OF May 31, 2019

2958  
4  
-7  
2953

| Worship Services Comparison 2016 | Week 19     | Week 20    | Week 21    | Week 22    |
|----------------------------------|-------------|------------|------------|------------|
|                                  | 5/7/17      | 5/14/17    | 5/21/17    | 5/28/17    |
| 8:15/8:30 Worship                | 164         | 160        | 119        | 112        |
| 9:30 Worship                     | 202         | 288        | 182        | 144        |
| 10:45 Worship                    | 292         | 0          | 243        | 202        |
| 11:05 Worship                    | 584         | 252        | 220        | 201        |
| <b>Total Worship Att</b>         | <b>1242</b> | <b>700</b> | <b>764</b> | <b>659</b> |

Youth Sunday      Mother's Day      Memorial Day

| Worship Services Comparison 2017 | Week 19     | Week 20    | Week 21    | Week 22    |
|----------------------------------|-------------|------------|------------|------------|
|                                  | 5/6/18      | 5/13/18    | 5/20/18    | 5/27/18    |
| 8:15/8:30 Worship                | 177         | 176        | 174        | 148        |
| 9:30 Worship                     | 124         | 175        | 132        | 67         |
| 10:45 Worship                    | 303         | 386        | 264        | 234        |
| 11:05 Worship                    | 530         | 236        | 184        | 191        |
| <b>Total Worship Att</b>         | <b>1134</b> | <b>973</b> | <b>754</b> | <b>640</b> |

Youth Sunday; Live Stream Data: 63 Plays      Mother's Day; Live Stream Data: 36 Plays      Live Stream Data: 55 Plays      Memorial Day Weekend; Live Stream Data: 56 Plays

| Worship Services Comparison 2018 | Week 19     | Week 20    | Week 21    | Week 22    |
|----------------------------------|-------------|------------|------------|------------|
|                                  | 5/5/19      | 5/12/19    | 5/19/19    | 5/26/19    |
| 8:15/8:30 Worship                | 151         | 152        | 162        | 133        |
| 9:30 Worship                     | 143         | 167        | 115        | 110        |
| 10:45 Worship                    | 306         | 381        | 304        | 254        |
| 11:05 Worship                    | 558         | 192        | 173        | 242        |
| <b>Total Worship Att</b>         | <b>1158</b> | <b>892</b> | <b>754</b> | <b>739</b> |

Youth Sunday, Unique Live Streams: 146      Mother's Day; Unique Live Streams: 104      Unique Live Streams: 132      Memorial Day Weekend; Unique Live Streams: 138

**March 2019**

**Baptisms:**

Infant      2  
Adult      0

**Weddings:**      2

**Member Memorials:**      1

**NonMbr Memorials:**      0

## Consent Motion:

Session hereby authorizes and approves Board's plans for the 2019-20 year.

## Reports

### Operations

June 17, 2019

**Members present:** Bob Shimp, Tiffany Melchers, Steve King, Matthew Malinsky, and Sam Murray.

**Members absent:** Al DuPont and Merry Davis.

**Staff and Others present:** Andrew Stepp (for open discussion only) Tom McMeans, and Henry Humphries.

- I. **Call to Order, Devotional and Prayer** – Bob Shimp opened with a prayer and a devotional on “we are what we want.”
- II. **Facilities Ministry Report** – Facilities Ministry Team further discussed the IT sub-committee potential members that may be a good fit for this new sub-committee. The RFP for the Church's IT services, three (3) responses were received and have been reviewed. The Facilities Ministry Team provided a detailed analysis of the best proposal, the costs associated with same, including an analysis of the \$30,193.00 of upfront costs for the transferring the account over, as well as updating and upgrading the infrastructure/equipment. The Facilities Ministry Team has already budgeted approximately \$9,000.00 for some of these upgrades, leaving an unbudgeted delta of \$21,000.00. Henry Humphries made a motion for the Committee to approve the proposal, and for the additional unbudgeted upfront costs of \$21,000.00 to be paid out of the Facilities Reserve Funds. This motion was unanimously approved by the Committee. The chiller being donated by the Museum will be swapped out for an older chiller this week and should be completed same day. Once the new chiller is in place, the Facilities Ministry Team will try to get a warranty for the new chiller. The renovations of the finance offices have begun and should be completed in the next few weeks. Lastly, Tom McMeans is transitioning out of his role as the Director of Facilities. A committee spearheaded by Andrew Stepp is looking for his replacement.

Henry Humphries provided an update on various other facilities related matters.

- III. **Permanent Funds Ministry Team** – No updates.
- IV. **Finance Report and other Finance and Accounting Matters**
  - A. **May Financials** – An overview of the Financial Packet was given by Matt Malinsky. A summary of the financial information is included below (in 000's):

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

| Current Year Comparison to Budget and Prior Year - Month |  |        |        |          |          |        |
|--|--|--------|--------|----------|----------|--------|
|  |  | CY     |        | Budget   | PY       | PY     |
|  |  | Actual | Budget | Var      | Actual   | Var    |
| Income   |  | \$ 485 | \$ 611 | \$ (126) | \$ 480   | \$ 5   |
| Expenses   |  | (469)  | (584)  | 115      | (1,117)  | 648    |
| Surplus/(Deficit)  |  | \$ 16  | \$ 27  | \$ (11)  | \$ (637) | \$ 653 |

**2. Current Year (CY) Comparison to Budget and Prior Year (PY) for Year-To-Date (June 2018 - May 2019):**

| Current Year Comparison to Budget and Prior Year - Year-To-Date |  |          |          |          |          |          |
|---|--|----------|----------|----------|----------|----------|
|   |  | CY       |          | Budget   | PY       | PY       |
|   |  | Actual   | Budget   | Var      | Actual   | Var      |
| Income  |  | \$ 7,202 | \$ 7,641 | \$ (439) | \$ 7,913 | \$ (711) |
| Expenses  |  | (7,318)  | (7,641)  | 323      | (7,992)  | 674      |
| Surplus/(Deficit)   |  | \$ (116) | \$ -     | \$ (116) | \$ (79)  | \$ (37)  |

**3. Liquidity - Cash Balances -**

| Liquidity - Cash Balances                  |          |
|--|----------|
| General Fund Balance                       | \$ 2,007 |
| Designated/Temporarily Restricted Accounts | (1,236)  |
| From (to) PFM                              | 239      |
| Unrestricted General Fund Balance          | \$ 1,010 |
| Capital Fund Cash Balance                  | \$ 83    |

- V. Open Discussion** - The Committee discussed the potential purchase of two projection screens: (i) a permanent portable screen for the sanctuary, and (ii) a screen for the center of the Grand Hall. This matter was tabled for further discussion once additional information is obtained.

The Committee closed with a prayer by Bob Shimp.

The next Operations Committee Meeting will be held on Monday, July 15<sup>th</sup> at 12:00 noon.



## **Marriage & Family**

Date of meeting: 6/17/2019

Present: Jenn Rustay (Chair), Mark Potter (Chair elect), Stephanie Zamora, Jon Crantz (Staff)

Absent: Melissa Carbajal

The meeting began at 8am with Jenn Rustay opening in prayer.

### **Items discussed:**

- We discussed the transition from the congregational life committee/ministry to the marriage and family committee/ministry. These changes were effective June 1 of this year. Jon gave a brief rationale for the change. A discussion of the new organizational chart also took place.
- Each member shared a bit of their story and involvement at FPC.
- We discussed a new idea for the coming year. Each individual committee member would select one (or more) of the three ministries in our area (Youth, Children & Family, or Women's) and participate in their assigned ministry department for the year. In doing so, we can get to know the ministry and also to serve, encourage, support, and advise, as needed. At present, we "check in" on the ministries twice a year. This greater support role should assist us in understanding and supporting the ministries we hope to serve.

### **Action taken:**

- Each committee member will pray about which ministry to be involved with and will email Jenn about the one (or more) he or she selects.
- We will all email Jenn with best day/time for committee meetings so we can set regular meetings.
- Next month we hope to meet with Children & Family to hear about VBS and talk about how to help more for next year, this summer, and the fall.

**Motions for Session consideration:** None

Mark Potter closed in prayer to end the meeting.

## **Equipping & Sending**

Date: June 11, 2019

Time: 12:15-1:05 P.M.

Location: Pastors' Conference Room

In attendance: Martha Adams, Paul Seifert (chair), Catie Smith, Tanner Sykes

Absent: Mary-Floye Federer, Jimmy Myers

### **MINUTES**

- I. **Opening devotional and prayer:** Paul shared a devotional on cross-cultural discipleship based on one of Richard Rohr's recent Daily Meditations and then offered a prayer. Discussion followed on

how we limit our growth in Christ when we surround ourselves with people just like us; whereas, when we engage with people who are different from us, we experience Christ more fully.

## II. Reports

### a. Catie Smith (Discipleship)

- Marriage Conference held May 31-June 1, organized by Catie and Lija Shah. Guest speaker: Sam John (LPC). 8 couples participated, ranging from newlyweds to married for 20+ years. Catie and Lija met with Jon Crantz recently to think strategically about how FPC can better support married couples. Plans are in works for a marriage-focused small group that would run for 4 weeks at a time (so that people do not have to permanently leave existing small groups). Other ideas: restart Couples' Night Out; offsite retreat.
- Small Groups: Curriculum writing for fall studies is in process. Five study guides (corresponding to five core Vision Campaign sermons) will be published in the Campaign booklet in August. Even those who are not currently in a small group will be encouraged to work through the study guides alongside the sermon series. Suggestion: make the study guides (and entire Campaign booklet) available online.
- Sunday School: All core classes will go through a Parables series during the 5 core weeks of the Campaign. One parable has been assigned to each of M. Homan, M. Lee, D. Mickle, C. Rhodes and J. Crantz. Pastors will rotate through the Sunday School classes.
- Discipleship Groups: Will maintain the "grass roots" approach through the Fall as opposed to formally promoting D-Groups on a church-wide basis so as not to distract from the Campaign. However, will communicate D-Group opportunity more directly/intentionally to and through Small Groups. Hope is that current D-Group leaders will multiple in the Fall.
- Part-time Admin Position: Catie is searching for replacement for Kimberly.

### b. Mary-Floye Federer (Ministry Partnerships and Engagement)

- MFF is currently leading the Holy Land Choir trip (June 3-18); thus, the following MP&E updates were not discussed in detail at the meeting but are included in the Minutes for reference.
- Houston Welcomes Refugees Orientation will be held at First Baptist on July 8, 7pm.
- Engaging the Muslim World Prayer Gatherings will be held June 20 and July 18, noon – 1pm in the Chapel. Focus on prayer for guidance on how best to love our Muslim neighbors.
- Freedom Sunday is scheduled for September 26 with focus on IJM. Preliminary plan to invite representatives of other justice ministries (e.g., Street Grace) to present their work in Palm Court.

### c. Jimmy Myers (Young Adults)

- Jimmy is currently leading a high school mission trip to Costa Rica (June 11-17); thus, the following YA updates were not discussed in detail at the meeting but are included in the Minutes for reference.
- Summer book study (You Are What You Love). First meeting held June 9, 6:30-8:30. 30-40 people attended.

- Young Adult and College BBQ at Myers' house occurred on June 1. Another dinner is scheduled for June 29.
- Young Adult Service: Fellowship with the Homeless, involving dinner and worship at Main Street Ministries. June 9, June 30, July 14, 3:30-5:30.
- Boomers Sunday School class hosting dinners with Young Adults every Friday this summer.

### III. **Additional Discussion:**

- a. Purpose of E&S Committee: Paul offered thoughts on the purpose of the Committee:
  - to act as a liaison between the E&S ministries and Session;
  - to keep Session informed on E&S work, including successes and challenges, enabling Session to speak intelligently and passionately to the congregation about E&S initiatives and opportunities; and
  - to provide guidance to the E&S ministries, particularly from the perspective of non-staff. Catie expressed a desire to utilize such guidance more in the coming year.
- b. Paul submitted the following questions for the Committee's consideration. Further discussion to follow at next meeting and in one-on-one lunches with Paul.
  - How can the Committee can more effectively and meaningfully support the E&S ministries?
  - How, if at all, will the Vision Campaign affect/color the work of E&S this year?

IV. **Dinner to welcome Caitlin Rhodes** is scheduled for Saturday, August 24 at the Seiferts' house. The Committee expressed a desire to plan additional social gatherings outside of meeting times this year.

V. **Closing prayer** was offered by Martha.

## **Worship, Music and Prayer**

June 18, 2019

The Committee did not meet in June due to the Combined Choir Mission Trip to the Holy Land; both Michael Homan and Jan Smith were on the trip. The first meeting is scheduled for July 9, and it will include Dr. Homan and the three Elders (Jan Smith, Callie Patterson and Kent Woodard) to discuss the committee charter, which needs to be amended to reflect the addition of the Connections and Caring Ministries. The agenda also includes discussion of the goals and plans for 2019-2020 and the make up of the committee membership. After that meeting, others will be asked to join the committee for the coming year. A meeting of the full committee will be scheduled for August.

The Combined Choirs returned last evening from the Holy Land. In the words of Andrew Homan, the trip was amazing. Others described it as "eye opening" and unbelievable; it brought the Bible to life for the many who had never been before and we all said we would look at the entire Bible but especially the Gospels in a different light. Being able to share the Word of God through music was an incredible experience. We will all remember someone from at least one of the four audiences who really touched us as we sang because it was evident from their words and actions that they were blessed by the music. Having heard our first concert, a group from California made a special effort to attend our last scheduled event at the Boat Chapel at Magdala Duc in Altum Church! We were asked to sing a dedication of the adjacent guest house/hotel currently under construction on the following

day. So, we returned for a tour of the excavation site and chapels dedicated to the Women of the Bible followed by singing "Precious God", "God of Heaven" and "I Believe". There were four construction workers in the building late on a Saturday afternoon; they stopped what they were doing and listened. At least one recorded the singing. We were told they were from Europe and had been working 24/7 on the guest house with no chance to attend church during the time they were in Magdala. Other organized concerts were held at the Notre Dame of Jerusalem Center after Mass, at Christ Church at Jaffa Square, Old City Jerusalem and at The Church of Jacob's Well in Nablus. Impromptu singing also occurred at various sites.

We had devotions and Communion at various sites including the Garden of Gethsemane, the Garden Tomb and the boat on the Sea of Galilee administered by Dr. Homan, Dr. James Furr and Elders who had made the trip. Many took advantage of the opportunity to rededicate their baptismal vows in the Jordan River. Interaction with various ministry partners, including the Palestinian Bible Society, Musalaha and Christ at the Checkpoint, gave us an up-close view of the many sides of the conflict in the land. We pray that the donations we were able to make and the conversations we had with the various partners were a blessing to them. The entire trip was definitely a blessing for us.

We would like to thank the home choir for holding down the fort the two Sundays we were away. Also, a huge thank you goes out to everyone at FPC who prayed for us during the trip and to those who made generous monetary contributions to our mission.

Respectfully submitted,  
Jan Smith  
Chair of Worship, Music and Prayer

## Advisory Council Meeting Minutes

June 10th, 2019, 3pm.

**Attending:** Jim Birchfield, Robert Moore, Chris Wolfe, Douglas Meikle, Marilyn MacDonald

**Opening Prayer and Devotional were led by Robert Moore.** Robert shared a short passage from "A Celebration of Discipline" and led a reflection on the modern "regular attendee". Do we orientate our lives around worship or do we orientate worship around our lives?

### **Discussion:**

Robert Moore gave a short summary of the 2018/2019 budget noting a shortfall in planned giving. He further noted the ability of certain designated funds to make up for much of the giving shortfall.

Jim Birchfield summarized the current state of the vision campaign. Jim is encouraged by the response so far but recognized there is much work still to be done.

### **Pastor's Report:**

(a). Jim Birchfield summarized the current outstanding hiring needs and the recent successes bringing staff up to approximately full strength. Robert Moore observed that he has seen a marked improvement in the 11.05 service since the appointment of the new worship leader and this led to a discussion of the reforming of that service with the objective of a fall kick off for any new format.

(b). There was no update for the “Balcony Report”.

(c). Jim briefly discussed his “soul care” commentating that his recent vacation had been a great blessing to him ahead of a busy and stressful season coming up in the life of the church.

**Clerk’s Report:**

(a). ONC will shortly announce the new slate of officers for the class of 2023. Robert Moore offered congratulations on the good work of the committee.

(b). Board of Trustees will offer their report to session in August. Robert Moore summarized the findings to date and early recommendations.

(c). Book study for the session will be “You are what you Love”, by James K A Smith. The book study shall be for 30 minutes led by Jordan Bedingfield and Doug Meikle. Preparation was discussed for the session retreat.

(d). Focused prayer time at the session meeting shall be on worship.

Jim Birchfield closed the meeting closed with Prayer.

**BOARD OF LONG TERM STRATEGIC PLANNING AND PROPERTY TRUSTEES  
FIRST PRESBYTERIAN CHURCH OF HOUSTON**

**Report to Session June 18, 2019**

Attached are:

- Motion from May 2017 Session Meeting establishing Roles and Responsibilities of Board
- Motion from August 2018 Session Meeting granting certain authorities to Board
- Minutes from June 11, 2019 meeting of Board with Board's Plans and Organization for June 1, 2019 to May 31, 2020 year.

**Motion for Session:**

Session hereby authorizes and approves Board's plans for the 2019-20 year.

**Motion approved by Session May 2018**

Establishing Roles and Responsibilities of Board

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  
of  
and be entitled to attend meetings of the Operations Committee as an ex-officio member.

### **Motion Approved by Session August 2018**

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.
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. 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.

**BOARD OF LONG TERM STRATEGIC PLANNING AND PROPERTY TRUSTEES  
FIRST PRESBYTERIAN CHURCH OF HOUSTON**

**Minutes of Meeting of June 11, 2019**

- I. Approved Minutes of May 14, 2018 meeting.
- II. Elected Debbie Thompson Chair of Class of 2022
- III. Established plans and organizational structure for 2019-20  
See attached.
- IV. Set meeting schedule for next year.  
Wednesday, Sept. 11, 2019  
Wednesday, Oct. 9, 2019  
Wednesday, Nov. 13, 2019  
Wednesday, Jan. 8, 2020  
Wednesday, Feb. 12, 2020  
Wednesday, Mar. 11, 2020  
Wednesday, Apr. 8, 2020  
Wednesday May 13, 2020  
  
All meetings at 11:30 am at FPC
- V. Adjourned



**BOARD OF LONG TERM STRATEGIC PLANNING AND PROPERTY TRUSTEES  
FIRST PRESBYTERIAN CHURCH OF HOUSTON**

**2019-20 Plans and Organization**

**Class of 2020**

Fred Robertson (Chair)  
Janet Lionberger  
Ken Humphries

**Ex-Officio and Guests**

Clerk of Session  
Jim Birchfield  
Andrew Stepp  
Kay Dupont - Secretary

**Class of 2021**

Chris Winters (Chair)  
Thomas Brents  
Steve King

**Class of 2022**

Debbie Thompson (Chair)  
Sean Keenan  
Russ Schulze

**Committees**

**Risk Committee**

**Steve King** (chair), **Sean Keenan**, TBA

- Identify and monitor areas of risk for FPC and assure appropriate mitigations are in place. Examples include natural or man-made disasters, disgruntled employee, succession planning, litigation, cyber-attacks, etc.
- Member sits on FPC Operations Committee

**Church Growth Committee**

**Janet Lionberger** (Chair), **Chris Winters**, **Russ Schulze**

- Development of information related to member growth and participation
- Strategic Planning
- Capital Campaigns

**Building Committee** (new)

**Tom Brents** (chair), **Ken Humphries**, **Bill Merriman**, **Fred R.**, Session member, **open**

- This committee will plan and prioritize building projects that derive from the Here-To-Serve Campaign. This includes authorizing design work, costing out projects, assessing issues that may arise, etc. Will make recommendations to Session.

**Projects / Assignments:** (report to Board as a whole)

1. Session Representative **Fred R.**
2. Facilities Committee member/rep **Tom Brents**
3. One Fund Steering Committee **Janey L., Fred R.**
4. Parking Representative **Debbie Thompson** (This position will evaluate how effectively we are utilizing our parking, recommend such things as procedures, signage and monitoring to improve usage)
5. MFAH Representative **Sean Keenan** (Coordinate our compliance with and issues that arise from our agreement with the MFAH.)
6. PS Representative **Tom Brents** (Coordinate our compliance with and issues that arise from our agreement with Presbyterian School. This may involve helping to manage transition space utilization during construction.)

7. MSM Representative **Steve King** (Review and update FPC's agreement with Main Street Ministries.)
8. Dale Ave **Chris Winters** (Review legal structure of ownership of Dale Avenue's properties and related FPC properties and ad valorem tax status. Evaluate property management firm and our agreement with them. Call annual meeting of Directors.)
9. Manvel property **Sean Keenan, Ken Humphries** (oversee the division of our approx. 35% undivided share in 105 acres in Manvel, Texas. Will require evaluation of elevation and drainage issues, environmental issues and platting. Other owners have agreed to subdivide. This will allow us to sell our property.)
10. Bonner property sales **Russ Schulze** (FPC had received 50% undivided interest (with FPC San Marcus) in eight rural parcels in Arkansas and Louisiana. All were listed and five have now been sold. The remaining three need to be sold. This requires interacting with FPC San Marcos reps and broker. We probably need to reduce asking price on remaining properties.)

**Board plans to report to Congregation via website report and to Session via Minutes after each meeting.**