

First Presbyterian Church of Houston
September Agenda – September 17, 2019
5:30 PM LC 181

Opening Prayer Marilyn McDonald

Omnibus Resolution Jim Birchfield
Approve Minutes of August Session Meeting
Additional Consent Motions

Committee Reports Matt Malinsky
Finance Report Committee chairs
Committee Reports

Pastor's Report Andrew Stepp
Personnel report/worship leadership interim plan
Vision campaign update Jim Birchfield
Balcony report – Attendance trends Jim Birchfield

Clerk's Report Robert Moore
Session retreat debrief
Upcoming book studies
ONC nominations
MAG meeting update Martha Lawler
Focused prayer: Generosity Jon Crantz

Prayer and Praise Jim Birchfield
Communion and Doxology
Motion to Adjourn

2019-20 Session Meetings & Important Dates

September 20-21, 2019 – Texas Presbytery + 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
December 5, 2019 – Session Christmas party (Rustay's hosting)
January 21, 2019 – Session meeting
February 4-6, 2020 – ECO National Gathering, Grapevine, TX

**MINUTES OF THE SESSION
THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS
AUGUST 20, 2019**

The August Stated Meeting of the Session began at 5:45pm in LC 181 with a quorum present. Dr. Jim Birchfield called the meeting to order and Allan DuPont 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 June Stated Meeting of the Session be approved.
- Moved that the June and July Membership Report be approved.
- The Operations Committee moves that the Rules and Regulations for the Operation of the Memorial Garden and all supporting documents be updated to replace "The Memorial Garden Committee" with the "Operations Committee" and "PCUSA" with "The Covenant Order of Evangelical Presbyterians (ECO)."
- **Amendment to the November 2018 Minutes**
"When Kingdom Story is self-sustaining financially and firmly established, Kingdom Story will be strongly encouraged to invest in another church plant, either through FPC or their own, by contributing both financially and relationally. The amount of financial support will be determined by Kingdom Story leadership, the Executive Pastor, and Director of Church Planting once Kingdom Story is self-sustaining financially."

JERICHO ROAD RENEWAL – Jonathan and Taylor Ramsay updated the session with the progress of Jericho Road Renewal which is located in Houston's South Union. There are currently five men living in the Jericho House which is a ministry to men in transition. There are plans to open a second Jericho House with nine more men. The program is developing leaders to work with the residents of the area. They are also working with Cullen Middle School to develop programs with a focus on the whole family. Members of FPC are encouraged to adopt a teacher and to walk beside them through the year with prayer and encouragement. Matt Lee emphasized the need for volunteers and offered a prayer for the Ramsays.

COMMITTEE/TASK FORCE REPORTS

Finance/Operations Committee: Matt Malinsky reported that giving and expenses are below budget for the first two months of the fiscal year.

Committee Reports:

- Gordon Marcum reported for Mission Innovation. Emanuel Paulpeter had a successful Alpha class and is making plans for a fall class. Many of the students expressed a desire to know more. Main Street Fellows is beginning a new class with 20 members. Project Flourish is starting up in the fall.
- Paul Seifert reported for the Equipping and Sending Ministry. The committee is visiting a revision of the vision of the ministry under the leadership of Caitlin Rhodes. The ministry is exploring ways to (1) activate the neighborhood around the church and how to release the kingdom. (2) How to involve the Museum, hospitals and other neighbors into the Street Grace program with concerns for sex trafficking. A small group handbook is being written to encourage small groups to live in missional community together.
- Jan Smith reported for the Worship and Prayer Ministry. The ministry is updating their charter and exploring a possible potluck/healing prayer service. Fine Arts Ministry Vision Team is working on the vision for the ministry.

- Bob Shimp reported for Operations. All Covered has been hired as our new IT Contractor and Will Harvey was hired as Director of Operations.
- Jenn Rustay reported for the Marriage and Family Ministry. There has been a turnover in the leadership of the youth department and there is a need for volunteers.

Jordan Benningfield led a discussion based on chapters three and four of "You Are What You Love". The session broke into small groups for discussion.

PASTOR'S REPORT:

Vision Campaign Update - Jim Birchfield introduced Tom Reiser who gave an update for the "Here to Serve" Campaign. They are praying for 100% participation of minds and hearts. Jim Birchfield reported that all of the responses to the campaign have been positive and encouraging. Matt Malinsky shared the steps in how the commitments will be handled as they come in. The pledges will be accumulated and the commitments evaluated. The funds will be allocated according to plans, recommendations will be given to the advisory council and the council will present the plans to the session. The session will then pass a revised budget. Tom Brents has built a Building Committee Team. They are looking for input from the congregation as to projects that might be addressed. A handout was distributed describing the responsibilities of the Building Committee. Celeste Lanier reported that the Communications Ministry is creating a Campaign Video, a Campaign Book, a Pledge Guide, and Here to Serve Testimony videos. "We Are Here for a Reason."

A motion was made and approved for the number of worship services on September 8 be changed from 4 services to three services – 8:30, 10:45, and 11:05. The 9:40 hour will be a Fall Kick-off.

The following electronic vote was taken via e mail - The Here to Serve Campaign Lead Team moves approval of \$163,000 in order to install a center stage screen in the Grand Hall and to purchase a portable LED/video wall that can be used in the Sanctuary and other venues. This will be funded out of the Here to Serve Campaign fund. The final vote was 22 in favor and 0 opposed. There was one member of Session who did not vote.

CLERK'S REPORT

- Elders are needed to attend and share faith journeys with new members.
- Elders are needed to serve communion on Sunday, September 8.
- The session retreat will be September 13-14 at the Barnes' ranch. The book study will be completed with discussion of Chapters five through seven of "You Are What You Love".
- The ECO Texas Presbytery meeting will be at Memorial Drive Presbyterian Church, September 20-21.
- A motion was made, seconded and approved for Jan Smith, Gordon Marcum and Robert Moore to be delegates to the Presbytery Meeting.
- The Standing Committee on Nominations is asking for nominations to the Officer Nominating Committee.
- The ECO National Gathering will be February 4-6 in Grapevine, Texas.

Rev. Andrew Stepp led a time of prayer focused on Wisdom.

The session moved into executive session from 8:50pm until 9:05pm. The following resolutions were duly made and unanimously adopted: RESOLVED, that an amount not to exceed \$45,000 be authorized for expenditure in counseling and material support through December 31, 2019; RESOLVED FURTHER that the Session endorses funding these expenditures from The Ewing Fund.

The session served Communion to each other.

The meeting was adjourned at 9:22pm with a prayer by Rev. Jim Birchfield and with the singing of the Doxology.

Rev. Jim Birchfield, Moderator

Robert Moore, Clerk of Session

**CALLED MEETING OF THE CONGREGATION
FIRST PRESBYTERIAN CHURCH HOUSTON, TEXAS
September 1, 2019**

The Called Meeting of the Congregation was called to order in the Sanctuary on September 1, 2019, at 11:45 a.m., by moderator, Rev. Jim Birchfield. Following an opening prayer by Rev. Birchfield, Robert Moore, Clerk of Session, declared a quorum was present.

A motion was made, seconded and approved to dissolve the pastoral relationship between Rev. Michael Homan and First Presbyterian Church.

The meeting was adjourned with prayer by Rev. Andrew Stepp at 11:55 a.m.

Respectfully submitted,

Rev. Jim Birchfield, Moderator

Robert Moore, Clerk of Session

**MINUTES OF THE LONG TERM STRATEGIC PLANNING BOARD OF TRUSTEES
THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**

September 11, 2019

Members Present: Tom Brents, Sean Keenan, Steve King, Janet Lionberger, Fred Robertson, Russ Schultz, Chris Winters

Staff and Ex-Officio Present: Jim Birchfield, Andrew Stepp, Kay DuPont, Secretary

Members and Ex-officio Absent: Ken Humphries, , Debbie Thompson, Doug Meikle

Fred Robertson called the meeting to order at 11:40am in the Living Room and Janet Lionberger opened the meeting with prayer.

Committee Updates:

- Risk Committee: Steve King reported that there had been research with other churches as to how they address risk. The Board of Trustees role is to identify risks and assure appropriate staff and committees implement policies and procedures to mitigate those risks. . Will Harvey will review the FPC's insurance policies of FPC involving the building we lease to and our relationship with Main Street Ministries. Changes have been made in the fire arms regulations. This is being researched to confirm that FPC policies are appropriate. It was suggested that there be a web access for staff and members for church policies.
- Church Growth Committee: Janet Lionberger reported that the committee is researching what is working, what is not working and looking for new ideas for tracking membership participation. The committee is exploring the possibility of working with Jenn Rustay and the Congregational Life Committee of the Session. Concerns were expressed for how we know when someone is not still participating and how to follow up with them. What do different age groups want? Why they do not attend a Sunday School Class? How to stay in touch with the elderly? How to keep families once their children have graduated? What size do we want the church to be? Our facilities are adequate for growth. It was suggested that Andrew could set up a meeting with full staff and the Growth Committee for a full picture of where we are.
- Building Committee: Tom Brents distributed a handout describing the overall design for the One Fund Campaign and the church needs. Another handout described the overall design and the building priorities. These plans are being updated with conferences with Bellows Construction, John Gabriel and Bill Merriman. Meredith Cocke and Amy Winstead are being added to the Building Committee. The session will approve the order of the projects and approve the money to be spent.

Reports from Members:

- Session Representative Fred Robertson reported that he will begin attending the monthly Session meetings.
- Facilities Committee Representative Tom Brents reported that now that the IT issues have been resolved plans are being made to move forward with an assessment of the church facility and how the needs will be addressed with the One Fund Campaign.

- One Fund Steering Committee Representative Janet Lionberger reported that the kick off Sunday for the congregation will be September 29, 2019. Jim shared that he has met with approximately 100 households during the preview program and 69 households have returned their commitment cards. The verbal responses that he has received has been very positive. The number of people that have committed and the metric relationship to commitment and regular giving is on track. September 15 will be a presentation to the leadership of small groups and Sunday School leaders. The goal of the campaign is 100 % participation.
- Parking Representative Debbie Thompson is surveying the current parking situation and the needs of the church for usage seven days a week.
- MFAH Representative Sean Keenan reported that the agreement between FOC and the Museum of Fine Arts has been completed. The agreements are being reviewed as to who is responsible for what going forward.
- Presbyterian School Representative Tom Brents reported that the reconstruction on the second level of Lancaster Center for the Middle School is on schedule and should be ready by late November. The school building across the street is completed.
- Main Street Ministry Representative Steve King reviewed how MSM is funded. He is working with MSM to update our agreement with them.
- Dale Avenue Properties Representative Chris Winters reported that the records related to the Dale Avenue Properties are being reviewed. This involves two apartment buildings and a house. The income from these properties goes into the operating budget. The rental agreements are being reviewed.
- Manvel Property Representative Sean Keenan reported the committee will meet soon to review the property.
- Bonner Property Representative Russ Schulze reported the committee will meet soon to review the property.

Fred Robertson reported that Chris Wolfe, Randy Wilson, Andrew Stepp, Jim D'Agostino and he have reviewed and will propose updates to the By-Laws and present them to the Session . Any changes will require Congregational approval.

The meeting was adjourned with prayer by Fred Robertson at 12:45 pm.

**FIRST PRESBYTERIAN CHURCH, HOUSTON
 REPORT TO THE SESSION
 MEMBERSHIP REPORT, August 2019**

NEW CHURCH MEMBERS

Adkins, Linda	Reaffirmation
Balho, Gabriela	Profession of Faith
Bennett, Jonathan	T/L: Parkway Pres. Church – Corpus Christi, TX
Carpenter, Lynn	Reaffirmation
Douglass, Christopher	Profession of Faith
Edwards, Madison	Reaffirmation
Hancock, Lawrence	T/L: Clear Lake Pres. Church – Clear Lake, TX
Lewis, Carla	T/L: Chapelwood UMC – Houston, TX
Patton, Ross	Reaffirmation
Searles, Emily	T/L: Warsaw Pres. Church – Warsaw, NC
Sullivan, Brad	Profession of Faith
Tan, Elaine	Profession of Faith
Thomas, Catherine "Kate"	Profession of Faith
Thomas, John David "JD"	Reaffirmation

RESTORED TO ACTIVE ROLL

None

DECEASED

Luchsinger, Amelia "Amy"	8/22/2019
Reiser, Lucile	8/9/2019

DISMISSED

None

REMOVED FROM ACTIVE ROLL

None

MOVED TO INACTIVE MEMBERSHIP ROLL

None

DISMISSED FROM INACTIVE ROLL

None

MEMBERSHIP AS OF July 31, 2019	2951
Gains	14
Losses	<u>- 2</u>
MEMBERSHIP AS OF August 31, 2019	2963

Worship Services Comparison 2016	Week 32	Week 33	Week 34	Week 35
	8/6/17	8/13/17	8/20/17	8/27/17
8:15/8:30 Worship	115	134	130	
9:30 Worship	139	166	186	
10:45 Worship	198	261	222	
11:05 Worship	234	300	231	
Total Worship Att	686	861	769	0

Services
Cancelled
Hurricane Harvey

Worship Services Comparison 2017	Week 32	Week 33	Week 34	Week 35
	8/5/18	8/12/18	8/19/18	8/26/18
8:15/8:30 Worship	153	167	186	235
9:30 Worship	66	65	108	90
10:45 Worship	204	258	296	299
11:05 Worship	196	187	242	261
Total Worship Att	619	677	832	885

No 10:45 Live
Stream

Live Stream
Data: 44 Plays

Live Stream
Data: 93 Plays

Live Stream Data:
17 Plays

Worship Services Comparison 2018	Week 32	Week 33	Week 34	Week 35
	8/4/19	8/11/19	8/18/19	8/25/19
8:15/8:30 Worship	135	167	156	325
9:30 Worship	116	129	111	143
10:45 Worship	231	227	263	305
11:05 Worship	317	227	206	187
Total Worship Att	799	750	736	960

11o5 Celebration
(Ben & Hannah)
All Church
Sunday School:
210; Unique Live
Streams: 113

All Church
Sunday School:
191; Unique Live
Streams: 137

All Church
Sunday School:
184; Unique Live
Streams: 118

Children's
Promotion
Sunday; Unique
Live Streams:
119

August 2019

Baptisms:

Infant 0
Adult 0

Weddings: 1

Member Memorials: 2

NonMbr Memorials: 2

Consent Motions:

- Request from A Second Cup for \$12,500 for the purchase of a used catering van.
- Request from As Our Own for \$12,500, for Phase 2 construction costs for an additional family homes.
- Request from Bethlehem Bible College - Outreach Foundation for \$15,000 for building funds for renovations and expansion for the guest house.
- Request from Camp Cho-Yeh for \$10,000 for building of a new camper cabin.
- Request from ETSC for \$15,000 from furnishing and equipping of the new Office of Contextual and Social Studies
- Request from Generation One for \$10,000 for Classroom and Campus upgrades.
- Request from Health Outreach to the Middle East for \$15, 000 for purchasing of medical equipment for mobile clinic and stationed clinic.
- Request from Holly Hall for \$10,000 for purchase of CATIE (Communication and Access to Information Everywhere).
- Request from Musalaha Ministry of Reconciliation for \$15,000 for purchasing of a new car for transportation.
- Request from Nehemiah Center for \$15,000 for replacement of facility roof.
- Request from Palestinian Bible Society for \$25,000 for building funds for a family outreach center.
- Request from Prayers for the People for \$10,000 for travel, lodging, training and materials for 3 lay chaplains from Brazil.
- Request from Teen Challenge Romania for \$15,000 for purchasing of land for building a bed and breakfast near the facility.
- Request from Treasures in Clay for \$15,000 for building funds for a conference hall, chapel and children's park.
- Request from Presbyterian School for annual release for scholarship Funds for \$18010.
- Request from Presbyterian School for annual release of Scholarship Fund from Scholarship Fund (33) for \$17726.
- Request from Youth Dept (Ryan Born) for annual release of scholarship funds of \$11,333 from Youth Fund (10)
- Request annual release of \$33673 from Church Facility Maint. Fund (GueymardFund (27)) to Building Maint. Fund.
- Request annual release of \$17830 from Morrow Fund (35) to General Fund (Finance Committee has oversight).
- Request from Music Dept (Andrew Stepp), fifth annual release of scholarship funds of \$12,000 for university students from Music:Maintenance or Expansion Fund.
- Request to release \$80,000 from Bonner Fund (22) to Main Street Ministries.
- The Operations Committee moves that the Rules and Regulations for the Operation of the Memorial Garden and all supporting documents be updated to replace "The Memorial Garden Committee" with the "Operations Committee" and "PCUSA" with "The Covenant Order of Evangelical Presbyterians (ECO)."

Reports

Permanent Funds

Monday, September 9, 2019,

Members present:

Chris Athon, Jane Champion, Sam Murray, Julie Harris, James Melchers, Gabriel Zamora, Jamie Hampton, Andrew Stepp, Steve Burns, and Erin Varnell

Items Discussed:

- The Committee approved the PFM Team minutes of the July 8, 2019 meeting and the special email meeting from July 24, 2019 minutes. Motion by Julie Harris and second by Gabriel Zamora. All voted in favor.
- The Committee reviewed the 2019-2020 Commitment/Disbursement Excel sheet and the grant worksheet for available funds.
- Twenty grant requests were reviewed. Discussed additional information be sent to the denied grant applications for further explanation of why their request was denied.
- Ten requests for “release of permanent funds” were reviewed.

Action Taken:

All grants were approved or denied and voted as a slate; motion by Julie Harris, second by Chris Athon; all voted in favor. **See table below.**

Grant Applicant	NEED	GRANT	FUND
A Second Cup	Purchasing of used catering van	\$12,500	Ricks
As Our Own	Phase 2 construction costs for an additional family homes	\$12,500	Ricks
Bethlehem Bible College - Outreach Foundation	Building funds for renovations and expansion for the guest house	\$15,000	Ricks
Camp Cho-Yeh	Building of a new camper cabin	\$10,000	Ricks
ETSC	Furnishing and equipping of the new Office of Contextual and Social Studies	\$15,000	Ricks
Galveston Urban Ministries	Replacement of church HVAC and office roof	Grant - Denied	
Generation One	Classroom and Campus upgrades	\$10,000	Ricks
Health Outreach to the Middle East	Purchasing of medical equipment for mobile clinic and stationed clinic.	\$15,000	Ricks
Holly Hall	Purchase of CATIE (Communication and Access to Information Everywhere)	\$10,000	Ricks
Houston Pregnancy Help Center, Inc.	Expand Adoption Education Program	Grant- Denied	
Montreat	Young Adult Experience	Grant - Denied	
Musalaha Ministry of Reconciliation	Purchasing of a new car for transportation	\$15,000	Other

Nehemiah Center	Replacement of facility roof	\$15,000	Other
Palestinian Bible Society	Building funds for a family outreach center	\$25,000	Other
Prayers for the People	Travel, lodging, training and materials for 3 lay chaplains from Brazil	\$10,000	Other
Presbyterian Children's Homes and Services	New printer/copier/scanner	Grant- Denied	
Small Steps Nurturing Center	STEM Materials for Kindergarten Classes and Administrative Computers	\$4,500	Estill
Stoney Creek Ranch	Nonviolent Crisis training for one director	\$3,500	Estill (\$1272); Ricks (\$2228)
Teen Challenge Romania	Purchasing of land for building a bed and breakfast near the facility	\$15,000	Other
Treasures in Clay International	Building funds for a conference hall, chapel and children's park	\$15,000	Other

Annual requests to release funds approved as a slate; motion by Chris Athon; second by Julie Harris; all voted in favor. **See table below**

To: Presbyterian School	Scholarship Funds	Annual	Released-\$18010	Presbyterian School Fund (2)
To: Presbyterian School	Scholarship Funds	Annual	Released-\$17726	Scholarship Fund for PS (33)
To: Youth Dept	Scholarship Funds	Annual	Released-\$11,333	Youth Fund (10)
To: Nehemiah	Scholarship Funds	Annual	Released-\$1705	Nehemiah Fund (20)
To: Nehemiah	Funds	Annual	Released-\$4670	Trammell Fund (38)
To: Bldg. Maintenance	PF sets spend rate	Annual	Released-\$33673	Gueymard Fund (27) Church Facility Maint. Fund
To: General Fund	Morrow (Operations Committee)	Annual	Released-\$17830	Morrow Fund (35)
To: Music Dept	Music:Main/expansion	4th Annual	Released-\$12,000	Music:Maintenance/expansion (3)
To: Micah Project	Mission Partner	3rd Annual	Released- \$6230	Mission Partner: Micah Project (28)
To: Main Street Ministries	Bonner Task Force Annual request	7th Annual	Released-\$80,000	Bonner Fund (22)

Consent Motions for Session (\$10,000 or more)

- Request from A Second Cup for \$12,500 for the purchase of a used catering van.
- Request from As Our Own for \$12,500, for Phase 2 construction costs for an additional family homes.
- Request from Bethlehem Bible College - Outreach Foundation for \$15,000 for building funds for renovations and expansion for the guest house.
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- Request to release \$80,000 from Bonner Fund (22) to Main Street Ministries.

Next Meeting, Monday, November 4, 12:15p.m., Pastor's Conference Room

Sam Murray, chair

Operations

Monday September 16, 2019

Members present: Bob Shimp, Tiffany Melchers, Merry Davis, Henry Humphries, Al Dupont, and Andrew Stepp.

Members absent: Matt Malinsky and Steve King

Staff and Others present: Will Harvey.

- I. **Call to Order, Devotional and Prayer** – Al Dupont opened with a prayer and gave a devotional on the importance knowing what we love and how God loves us.
- II. **Facilities Ministry Report** – Henry Humphries provided an update on the Lancaster Center renovations, which are slated to be complete in November and going according to plan/schedule. Further, the Facilities Ministry Team is looking into temporary air conditioning for the guard box at the North lot as it is too hot for the security personnel to sit in all day. The Oakdale house was discussed, specifically the fact that all major printers for the church are located in that building, but the roof is leaking. Will Harvey is looking into why the roof is leaking, potential fixes for same and possibility moving the printers from that building as it is no longer utilized on a regular basis by FPC.

Andrew Stepp provided an update on the old pews removed from the Chapel and in storage. He has reached out to various church plants and other parties to see if anyone is interested in the pews and will continue to move forward with this.

III. Permanent Funds Ministry Team – The Permanent Funds Ministry Team held a meeting on Monday, September 9, 2019 wherein various grants were awarded. Some of the grants awarded were \$10,000 or more and as such are included in the consent motions for the upcoming Session meeting.

IV. Finance Report and other Finance and Accounting Matters

A. **August Financials** – An overview of the Financial Packet was given by Andrew Stepp. 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	\$ 311	\$ 445	\$ (134)	\$ 403	\$ (92)	
Expenses	(678)	(711)	33	(716)	38	
Surplus/(Deficit)	<u>\$ (367)</u>	<u>\$ (266)</u>	<u>\$ (101)</u>	<u>\$ (313)</u>	<u>\$ (54)</u>	

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

Current Year Comparison to Budget and Prior Year - Year-To-Date						
	CY		Budget		PY	PY
	Actual	Budget	Var	Actual	Var	
Income	\$ 1,074	\$ 1,405	\$ (331)	\$ 1,274	\$ (200)	
Expenses	(1,887)	(2,011)	124	(1,937)	50	
Surplus/(Deficit)	<u>\$ (813)</u>	<u>\$ (606)</u>	<u>\$ (207)</u>	<u>\$ (663)</u>	<u>\$ (150)</u>	

3. Liquidity – Cash Balances –

Liquidity - Cash Balances	
General Fund Balance	\$ 1,101
Designated/Temporarily Restricted Accounts	(1,257)
From (to) PFM	273
Unrestricted General Fund Balance	\$ 117
Capital Fund Cash Balance	<u>\$ 379</u>

- V. **Open Discussion** – Andrew Stepp provided an update on FPC’s employee benefits plan, which is currently under of ECO’s policy. ECO has notified FPC that it is no longer going to provide employee benefits, requiring the individual church’s to locate their own separate plans. As such, FPC has reached out to Bowen, Miclette & Britt to shop policies for FPC.

The Committee closed with a prayer by Bob Shimp.

The next Operations Committee Meeting will be held on Monday, October 14th at 12:00 noon.

MOTION FOR SESSION REGARDING THE MEMORIAL GARDEN

The Operations Committee moves that the Rules and Regulations for the Operation of the Memorial Garden and all supporting documents be updated to replace “The Memorial Garden Committee” with the “Operations Committee” and “PCUSA” with “The Covenant Order of Evangelical Presbyterians (ECO).”

Worship, Music and Prayer

Date: September 17, 2019

A committee meeting was held on Sunday, August 25 after the worship services. In attendance were Andrew Stepp, Jan Smith, Callie Patterson and Kent Woodard. The discussion points are listed below, but in summary, the purpose of the meeting was to determine how to go forward following the resignation of Michael Homan.

- Andrew Stepp has assumed, for the present time, the position of Pastor overseeing the Worship, Music and Prayer Committee.
- Hymn and anthem selections for the various services are being done by staff members connected to those services. John Yarrington, Director of the Chancel Choir, is selecting hymns and anthems for the traditional services. John-Alan Gourdine has joined the staff as Director of the Sanctuary Singers and is selecting anthems for the 8:30 service, while Lucy Graham is selecting hymns. Andrew Hebert, as Director of the Contemporary Service, is responsible for the music at 11:05.
- The need to consider the entire Sunday morning experience for each worship service and ways to make them more meaningful for our Covenant Partners and visitors – both first time and returning – was discussed.
 - We believe this requires input from Covenant partners who attend each service as well as various staff members; thus, we discussed the idea of putting together ministry teams composed of 5-6 members for each service.

- The Sunday morning experience involves multiple aspects in addition to the actual service itself:
 - Parking
 - Ushers
 - Greeters
 - Communications
- A summary of the style of each service will be presented at the next Committee meeting and additional plans will be made at that time.
- Development of a comprehensive Fine Arts Policy had begun last year. With the upcoming One Fund campaign, it was decided to limit this policy to one that addresses only the donation of art to FPC; thus, it will not include policies for FPC to commission or buy art at this time. The Committee and/or Session are free to develop those policies at a later date.
- The Caring ministry was discussed briefly, and Andrew indicated that he still needed to meet with Lija Shah for updates on that ministry.
- Jan will contact the other committee members regarding their interest in serving this year and discuss meeting times.

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

Equipping & Sending

Date: September 14, 2019
 Time: 7:10-8:10 A.M.
 Location: Barnes' Ranch
 In attendance: Martha Adams, Jimmy Myers, Caitlin Rhodes, Paul Seifert (Chair), Catie Smith, Tanner Sykes
 Absent: Mary-Floye Federer

MINUTES

- I. **Opening devotional and prayer:** Martha shared reflections on asking the Lord to restore to her the joy of her salvation over the past year. She read a passage from a Dallas Willard essay on the “costs of non-discipleship” published in collection put together by Renovaré Institute. Costs include abiding peace, abundance of life and rest for the soul. In contrast, following Christ gives us the opportunity to live life on the highest plane.
- II. **Discussion:**
 - a. Fall Kick-Off outcomes: Committee shared feedback, conversations, etc. from Kick-Off. E&S ministries were well-presented. Small Groups received ~10 sign-ups. Sunday School classes, ~20 sign-ups.
 - b. Presbyterian Children Home and Services (PCHAS): Following on action item from prior meeting, Committee discussed how to raise awareness within congregation of needs/opportunities re: foster parenting and adoption. Paul shared information from conversation with Travis Jones of PCHAS at Kick-Off on PCHAS’ approach of working with churches to implement ~4 week awareness campaign tailored to specific

church. Involves no material cost to church and could include informational breakfast/lunch meeting, testimonials, etc. Mary-Floye and FPC lay leader have started to discuss possibilities with Travis. Committee suggested targeting Spring 2020 for a fostering/adoption awareness campaign.

- c. Missional Pathways Section of Vision Campaign Booklet: Committee shared comments on prototype of booklet printed for the Kick-Off: well-organized, easy to quickly navigate, right amount of text generally. Critique of Small Group version embedded in SG Training Guide: too much text, harder to navigate. Jimmy shared that Young Adults have already engaged in work with Bridges International (and continue to work with Main Street Ministries on monthly basis). Committee discussed possibility of engaging with a project as a Committee and decided to invest further in Street Grace. Will plan to attend prayer night on October 6, gala on October 24 and neighborhood awareness night in January.
- d. MFAH: Caitlin shared how God has put the Museum on her mind in times of listening prayer recently. Committee discussed how we might take lead on improving FPC's relationship with Museum. Ideas: (i) organize dinner with Gary Tinterow, Jim and Marta and others to celebrate completion of MFAH/FPC contracts and construction progress; (ii) accommodate MFAH's request to install sound wall around FPC HVAC area (Tanner will discuss further with FPC Building Committee). Also discussed: (a) collaborating with MFAH, Contemporary Art Museum, Jung Center, others (e.g., Holocaust Museum, St. Paul's) on additional faith and art conversations (following on Austin Hermann's work last year); (b) partnering with neighbors to host community day (similar to what the Menil and others host in Montrose every year).
- e. Vision Campaign:
 - Discussed how Committee can begin to push the Campaign out into/through E&S ministries: (i) September 22 dinner to be held at the Meikles'; (ii) Sunday School classes (parables series); (iii) Small Groups; (iv) Theology on Tap. Caitlin encouraged Committee to speak with passion about the Campaign, using "vision" language as opposed to "capital campaign" terminology.
 - Discussed areas of prayer for the Campaign: (i) physical, mental, spiritual stamina for Jim; that God would sustain his sincere excitement and joy in conversations about this time for our church and the opportunity the Lord has placed before us; (ii) wisdom and insight for Pastors and Directors in how best to communicate and integrate the Campaign's message into their teaching and ministries; (iii) that Campaign would be an immersive experience for people and bring about spiritual counter-formation; and (iv) how can E&S capitalize on the Campaign's momentum to chart new discipleship/missional/evangelism pathways coming out of the Campaign; what big goals do we want to call people into after the Campaign.
- f. Small Groups: Discussed Committee visiting all Small Groups during Campaign.
- g. Discipleship Groups: Catie encouraged all Elder members of Committee to join a D-Group in the Spring. Caitlin shared thoughts on possible changes to the D-Group

model: lower the bar to entry; leaderless or rotating facilitator model v. single leader format. Discussed tension between goals of deep relationships v. multiplication. Idea: addition of new groups instead of splitting-up groups.

III. **Housekeeping:**

- a. New Discipleship/Young Adults Coordinator: Abby Macdougall starting September 29.
- b. Important dates: see attached Ministry Updates.
- c. Next meeting date: Paul to follow up with Committee to reschedule October meeting.

IV. **Action Items:**

- a. Committee to engage in service with Street Grace. First step: attend October 6 prayer night.
- b. Tanner to discuss with Building Committee the HVAC sound wall as a means to improve FPC relationship with MFAH.
- c. Committee members to visit all Sunday Schools and Small Groups during Campaign.
- d. Martha and Tanner to consider joining/forming D-Group in Spring.

V. **Prayer:** Paul closed the meeting in prayer.

See below Ministry Updates circulated to Committee in advance of meeting.

MINISTRY PARTNERSHIPS & ENGAGEMENT

1. Cullen Middle School
 - Teacher Appreciation Breakfast on the third Wed. of the month (starting Oct. 16)
 - Jericho Road Renewal working closely with Cullen for neighborhood outreach/engagement; coordinating volunteer opportunities at Cullen
 - Cullen Prayer Walk on the second Wed. of the month at 6 p.m.
2. Engaging the Muslim World Prayer Gatherings: Spread the word – 3rd Thursday of month at 12 in Bride's Rm
3. Street Grace
 - *City Wide Prayer for Freedom* – Street Grace and Freedom Church Alliance collaborative prayer service at Christ Evangelical Presbyterian Church on Sun. Oct. 6 from 6:00 – 7:30 p.m.
 - Street Grace Gala – Thurs. Oct. 24 at 6:30 p.m. at MDPC
 - Awareness Night at FPC; Street Teams
4. Freedom Sunday (September 22, 2019)
 - Highlighted in worship services
 - Palm Court table; Encourage individuals to become Freedom Partners
5. Middle East Partnerships
 - World Communion Sunday Oct. 6 – offering recipient is Bethlehem Bible College
 - Bethlehem Bible College Awareness and Fundraising Dinner at FPC on Fri. Oct. 11 at 6:30 p.m.; President Jack Sara to be in attendance
 - Holy Land Pilgrimage and Encouragement trip May 3-15, 2020 and Oct. 4-16, 2020

- Fayez Ishak, founder of Jossour – Bridges of Hope, based in Egypt to visit Houston Oct. 6-10
 - FPC Women’s Ministry Vision and Encouragement trip being planned for 2020
6. State of the City (April 17-18, 2020)
 - Volunteers needed for the event
 - Steve Klineberg/Fri; speakers on Sat. confirmed Dr. Spann/UH medical School, inviting Bob Rodgers/Street Grace, educational speaker tbd.
 7. 18th Annual Advent Missions Market
 - Sun. Dec. 1, 8, 15 & tentatively 22 and Advent Family Night Dec. 1
 - Excellent opportunity to raise awareness of our partners and provide financial support for them
 - Volunteers needed for pricing, set up, and on Sundays

DISCIPLESHIP

1. Small Groups
 - PDF version of training Guide – sent to Committee
 - Leadership Dinner Tuesday, August 27th, 20 people attended; over half our groups represented: Great feedback; Renewed vigor for mission
 - Catie still needs to meet with leaders who couldn’t attend to share about Vision Campaign material
2. Sunday School
 - Great Feedback so far on Church- Wide Kick-off Sept. 8th
 - All Sunday Schools will start back this Sunday, Sept. 15th
 - Rotating Parable series in five Core Classes during five weeks of Campaign (Sept. 29th – October 27th) ---Teachers: Caitlin R., Jon C., Doug M., Houghton Hutcheson, Matt L.
3. Discipleship Groups: Continuing to meet in the fall; currently getting feedback from leaders; Planning in fall with Caitlin for possible roll-out in spring
4. Curriculum Writing Team: Depending on what SG’s look like in spring, does Catie need to add to our CWT?

YOUNG ADULTS

1. Sunday School: continuing through study of Practices of Apostles; important time because many new young adults are looking for this kind of group on Sunday mornings.
2. Small groups: picking back up: Tuesday night, Wednesday night, and Sunday night groups
3. YA welcome international students --- A group of YA (8 people) served by welcoming international students into Houston on August 24th and then again by inviting them to dinner with the Myers’s on Sept. 3.
4. YA Service at Main Street --- Service day on Sept 15. Going to be a strong showing.
5. Hops and Hymnsing on August 17th great success. Next one is November 3rd.
6. Continue to meet in several weekly one-on-one discipleship groups with young men
7. Abby Macdougall coming on board on Sept. 29th
8. Young Adult Vision Campaign Night – September 22!!!

Marriage and Family Ministry

9/5/2019, 7:30am

Present: Jenn Rustay (Chair), Mark Potter (Chair-elect), Stephanie Lionberger, Melissa Carbajal (At large member), Jon Crantz (Staff)

Absent: N/A

Guests: Stacey Rockwell, Director of Children and Family Ministry

Report of 2019 VBS:

- Discussed anomalies in summer 2019 for VBS. Two traditional volunteer groups were not available: the choir was on its trip to Israel and many high school students and volunteers were on a mission trip. The weeks available for VBS to be scheduled were limited because Presbyterian School needed to begin construction throughout church.
- VBS registration limited to only allow students for whom volunteers were available. All other children placed on wait list. Wait list had to be started very quickly in the registration process. By the time of VBS, all of the children on the waitlist were able to be placed in VBS.
 - The committee discussed reactions to this process, how the process was communicated, and reactions to those communications. Discussed learnings for the future.
- The overall population of students attending VBS was down 100 students this year from previous years. There were approximately 300 total children in attendance of whom 80 were children from Nehemiah Center.
 - Discussed how VBS classrooms actually function and how the various student populations interact. Discussed how we best serve the children and families of Nehemiah Center and whether we any groups have explored each of the involved communities' preferences and reactions to VBS, and how we might do so.
 - Discussed objectives of VBS and its functions as outreach opportunity for children's ministry.
 - Discussed mechanisms to benefit from learnings of summer of 2019. We should not face similar constraints on volunteers from choir and from high school groups if we schedule VBS in cooperation with youth and choir calendars. We will begin volunteer registration earlier next year to get on volunteer and parent calendars as early as possible (plan to use multiple media – emails, announcements, save the date cards.) Will discuss limits on admission / wait lists before putting in place and will also discuss communication to ensure engagement and buy in.

Discussed children's outreach opportunities. There are presently two: dodgeball with dads and VBS. Also have parent education and Christmas Eve service. Discussed need to find ways to make children's ministry more inviting and accessible and reach out to new and unchurched families.

Action items: Committee will assist in helping sign up volunteers for VBS 2020. Will consider additional ways to communicate save the date and volunteer registration, and will begin sooner, with the goal to be January 2020. Stacey will also consider VBS task force to look at all VBS issues during the school year, and will include one member of M&F Committee.

Advisory Council Meeting Minutes

August 12th, 2019, 3pm.

Attending: Andrew Stepp, Robert Moore, Chris Wolfe, Douglas Meikle, Marilyn MacDonald

Opening Prayer and Devotional were led by Doug Meikle. Doug shared a reflection inspired by readings from St. Augustine on the nature of heaven.

Finance Report:

Andrew Stepp reviewed the current financial picture highlighting a continued shortfall in giving to date. Discussion around root causes for this shortfall focused on the mixed message of the "One Campaign". However, there remains a need to develop better ways of comparing and understanding giving data to provide context.

Andrew Stepp updated the vision campaign status. The response to the campaign remains positive. And early indicators suggest we are "on track". However, thinking again of the shortfall in giving to date there is also a need for very clear communication on the goals of the campaign aligned with the needs for regular giving in 2019.

Pastor's Report:

(a). Andrew Stepp summarized the current hiring status. Currently with the resignation of pastor Homan we are taking the opportunity of re-assessing the needs for a worship pastor comparing our practice and organization to best practice of other churches.

(b). Further discussion of staffing new administrative roles which will help overall smooth running of the pastoral leadership.

(c). Andrew also shared an issue of "ECO getting out of the healthcare business" which means ECO will no longer provide healthcare solutions for participating churches. It was agreed this decision seemed short sighted and disappointing – however the church has to make plans accordingly.

Clerk's Report:

(a). Standing committee on nominations. We continue to take nominations for members.

(b). BOT/Operations Review Task Force. Session awaits the report out from the BOT task force.

(c). Book Study. Moving towards the rest of the year the senior clerk is considering – rather than a book study – a series of article length studies for each session meeting aligned with the themes developed at the session retreat.

(d) Session retreat planning. A brief discussion agreeing on the structure of the session retreat and summarizing the desired outcomes.

(e). Focused prayer time at the session meeting shall be on generosity.

2019 Upcoming Session Meetings & Important Dates

September 9, 2019 – Advisory Council
September 13-14, 2019 – Session retreat
September 17, 2019 – Session meeting
October 7, 2019 – Advisory council
October 15, 2019 – Session meeting
November 11, 2019 – Advisory Council
November 19, 2019 – Session meeting

Closing Prayer: Andrew Stepp closed the meeting in prayer.

Respectfully submitted, Doug Meikle, Clerk, Class of 2022.