

First Presbyterian Church of Houston
October Agenda – October 15, 2019
5:30 PM LC 181

Opening Prayer

Martha Lawler

Omnibus Resolution

Approve Minutes of August Session Meeting
Additional Consent Motions

Jim Birchfield

BOT Operations Review Task Force Report

Fred Robertson

Book Study

Discussion of *Creation Regained* chapter

Robert Moore

Committee Reports

Finance Report
Committee Reports
11o5 reboot update

Andrew Stepp
Committee chairs
Andrew Hebert

Pastor's Report

Personnel report
Vision campaign update

Andrew Stepp
Jim Birchfield

Clerk's Report

Communion
Neighborhood gatherings
Session retreat – next steps
Change to worship schedule – November 10
Approval of special worship service, November 24
Change in April Session meeting to Monday, April 20
ONC nominations
ECO Synod meeting commissioners, February 6, 2020
Focused prayer: Vision campaign – 100%

Robert Moore

Prayer and Praise

Communion and Doxology

Motion to Adjourn

Jim Birchfield

2019-20 Session Meetings & Important Dates

October 15, 2019 – Session meeting
November 3, 2019 - Communion
November 19, 2019 – Session meeting
November 24, 2019 – Ordination service for Caitlin Rhodes
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
September 17, 2019

The September Stated Meeting of the Session began at 5:45pm in the Fellowship Hall with a quorum present. Dr. Jim Birchfield called the meeting to order and Marilyn McDonald 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 August Stated Meeting of the Session be approved.
- Moved that the August Membership Report be approved.
- Moved that the September Called Meeting of the Congregation be approved
- 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)."

COMMITTEE/TASK FORCE REPORTS

Finance/Operations Committee: Andrew Stepp reviewed the current financial picture highlighting a continued shortfall in giving to date. Root causes for this shortfall possibly are related to the mixed message of the "One Fund Campaign".

Committee Reports:

- Gordon Marcum reported for Mission Innovation Ministry. Project Flourish is starting up in the fall. They are accepting applications for the program and volunteers to work with the applicants.
- Paul Seifert reported for the Equipping and Sending Ministry. The committee is finalizing the Missional Pathways Booklet. These booklets will be distributed to worshippers and Sunday School Classes. The ministry is exploring ways to be more involved with Street Grace.
- Jan Smith reported for the Worship and Prayer Ministry. Development of a comprehensive Fine Arts Policy began 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 Sanctuary Singers are looking for more volunteers. The 11:05 has a new look which is being well received.
- Bob Shimp had no report for Operations.
- John Crantz reported for the Marriage and Family Ministry. The next meeting of the ministry will be a deep dive into Vacation Bible School and how to involve the entire community.

PASTOR'S REPORT:

- Andrew Stepp reported that the worship leaders have stepped up and are filling in where needed.
- Jim Birchfield announced that Abby Macdougall will be coming on board on September 29 as Discipleship Coordinator.
- The Session was asked to take a moment to appreciate the support staff of the church – the custodial, security and media staff who serve our church with a servant's heart.
- Jim Birchfield shared the video that was shown at the preview dinners. We are now moving into the second phase of the campaign. September 25 there will be a prayer and worship service. Celeste showed a video which will be shown to the congregation on the first Sunday kick off. For five Sundays, five teachers will rotate through the Sunday School classes teaching on five parables with emphasis on the discipleship journey and generous living.
- Jim Birchfield distributed a report comparing the attendance for the first six months of 2018 and 2019. Two books were quoted as refuting the perception that there is a collapse and demise of main line churches.

CLERK'S REPORT

- Robert Moore led a brief debriefing of the Session retreat, thanked David and Martha Barnes for their accommodations and hospitality and Callie Paterson and Paula Paine for the meals.
- A focus group will meet to discuss how to follow up on ideas from the retreat after the first of the year when "One Fund" is over.

- Robert Moore shared that rather than a book study at future session meetings, that there will be a series of article length studies for each session meeting aligned with the themes developed at the session retreat.
- The Standing Committee on Nominations is asking for nominations to the Officer Nominating Committee.
- The session Christmas Party will be Thursday, December 5, 2019 at Alan and Jenn Rustay's home.

Rev. Jon Crantz led a time of prayer focused on Generosity.

Prayers were raised for the church, member concerns, ministry partners, and the city and neighbors. Communion was served by intinction by Rev. Matt Lee and elder Callie Paterson.

The meeting was adjourned at 8:00pm with a prayer by Rev. Jim Birchfield and the singing of the Doxology.

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

October 9, 2019

Members Present: Tom Brents, Sean Keenan, Steve King, Doug Meikle, Fred Robertson, Russ Schulze

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

Members and Ex-officio Absent: Ken Humphries, Janet Lionberger, Chris Winters

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

A motion was made and seconded to approve the minutes of the September 11, 2019 meeting.

Committee Updates:

- Risk Committee: Steve King reported that they are working on FPC's insurance policies involving the building that is leased to Main Street Ministries. This is being reviewed with Operations Ministry and Andrew Stepp.
- Church Growth Committee: No new report.
- Building Committee: Tom Brents reported that the financing for the Land Survey was approved by the Session. There are plans to combine all the church campus surveys into one computer file for easy access. This will include utility locations and realigned easements.

Budget issues for the building are being reviewed as to needs and priority. Committee is working very actively to report to Board and Session on proposed plans and funding requirements.

Reports from Members:

- Session Representative Fred Robertson reported that changes in the By Laws and Board will be presented to the Session.
- Facilities Committee Representative Tom Brents reported that they have been using drones to survey the condition of the roof and several areas have been identified as potential problems. Solutions and costs are being reviewed.
- One Fund Steering Committee Representative Jim Birchfield reported that the One Fund Campaign has been launched with a very positive response and we now need prayers for 100% participation.
- Parking Representative Debbie Thompson requested a higher visibility for parking options on Sundays and for special events. The usage of the Masonic Lodge lot is being reviewed.
- MFAH Representative Sean Keenan reported that they had a good meeting and all agreements have been signed. Parking, insurance requirements and easements are being reviewed.
- Presbyterian School Representative Tom Brents reported that the items stored on Oakdale are being moved back into Presbyterian School. Once a year the area being used by Presbyterian School is reviewed as the rent that is paid by the school is based on usage.
- Main Street Ministry – see above.
- Dale Avenue Properties – no new report.
- Manvel Property Representative Sean Keenan shared a power point regarding several options for subdivision of the Manvel Property. All three owners want to subdivide. There are concerns of environmental contamination and flooding. Chevron has been asked to provide additional information as to groundwater contamination.
- Bonner Property Representative Russ Schulze reported that the properties are on the border of Northern Louisiana and Southern Arkansas. This property is owned jointly with First Presbyterian Church of San Marcos, Texas and First Presbyterian Church of Houston, Texas. We still have three parcels to sell and they continue to be listed.

The next meeting will be Monday, November 13, 2019.

The meeting was adjourned with prayer by Dough Meikle at 12:45 pm.

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

NEW CHURCH MEMBERS

None

RESTORED TO ACTIVE ROLL

None

DECEASED

Michalk, Jeanne

9/28/2019

DISMISSED

None

REMOVED FROM ACTIVE ROLL

None

MOVED TO INACTIVE MEMBERSHIP ROLL

None

DISMISSED FROM INACTIVE ROLL

None

MEMBERSHIP AS OF August 31, 2019	2963
Gains	0
Losses	<u>- 1</u>
MEMBERSHIP AS OF September 30, 2019	2962

Worship Services Comparison 2016	Week 36	Week 37	Week 38	Week 39	Week 40
	9/3/17	9/10/17	9/17/17	9/24/17	10/1/17
8:15/8:30 Worship	331		178	189	186
9:30 Worship					
10:45 Worship	175	344	323	326	286
11:05 Worship		290	272	261	210
Total Worship Att	506	634	773	776	682

Modified Schedule due to Harvey
Interim Worship Schedule

Worship Services Comparison 2017	Week 36	Week 37	Week 38	Week 39	Week 40
	9/2/18	9/9/18	9/16/18	9/23/18	9/30/18
8:15/8:30 Worship	139	221	172	162	180
9:30 Worship	107		112	132	105
10:45 Worship	234	342	361	389	337
11:05 Worship	182	335	220	176	218
Total Worship Att	662	898	865	859	840

No Live Stream Data, Labor Day Weekend
No Live Stream Data, Fall Kick-off and Ministry Fair
No Live Stream Data
Live Stream Data: 30 Plays, Heston Retirement Sunday
Live Stream Data: 71 Plays

Worship Services Comparison 2018	Week 36	Week 37	Week 38	Week 39	Week 40
	9/1/19	9/8/19	9/15/19	9/22/19	9/29/19
8:15/8:30 Worship	155	201	159	183	203
9:30 Worship	106	0	142	125	145
10:45 Worship	244	313	279	270	273
11:05 Worship	187	248	215	192	262
Total Worship Att	692	762	795	770	883

Labor Day Weekend; Unique Live Streams: 138
No 9:40 Service, Fall Kick Off 2019; Unique Live Streams: 135
Unique Live Streams: 99
Unique Live Streams: 124
HTS Begins; Unique Live Streams: 125

September 2019

Baptisms:

Infant 0
Adult 0

Weddings: 1

Member Memorials: 0

NonMbr Memorials: 1

Consent Motions:

None

Reports

Equipping & Sending

Date: October 7, 2019

Time: 12:15-1:20 P.M.

Location: FPC Bride's Room S104

In attendance: Martha Adams, Mary-Floye Federer, Jimmy Myers, Caitlin Rhodes, Paul Seifert (Chair), Catie Smith, Tanner Sykes

Absent: None

MINUTES

- I. **Opening devotional and prayer:** Tanner played video clip from Amber Guyger trial (Dallas police officer) – clip of Botham Jean's brother expressing forgiving and showing compassion for Guyger. Tanner connected video to Matt Lee's teaching on the Good Samaritan and people we love v. people we keep at arm's length v. people we do not go near and how we are called to love those in all 3 categories. We are called to humble ourselves as Christ humbled himself; we have small opportunities to exhibit this kind of humility on a daily basis.
- II. **Discussion:**
 - a. Street Grace:
 - *City-Wide Prayer for Freedom Night:* Majority of Committee participated in human trafficking prayer night at Christ Evangelical Presbyterian Church on October 6 in conjunction with Freedom Church Alliance and Street Grace. Powerful, replenishing prayer service; beautiful music. Committee queried why no others from FPC attended. Likely not due to lack of interest in human trafficking but rather less promotion of event than otherwise would have occurred due to busy time at FPC with Vision Campaign. Committee discussed need to identify those at FPC who are passionate about specific ministry initiatives (e.g., human trafficking, poverty, education, etc.); need to target communication about specific ministries to specific people. Jimmy suggested leveraging leaders of Sunday School classes and other communities within church to spread word about future events.

- *Street Grace Gala*: Committee members to attend Gala at Memorial Drive Presbyterian Church on October 24 and promote event at next Session meeting.
 - *Human Trafficking Awareness Night*: Discussed plan to host event at FPC in January to raise awareness within FPC congregation of human trafficking in Houston. Will follow with neighborhood-wide awareness event in Spring and look to involve arts, medical and other neighbors.
- b. MFAH:
- *Update on Southside Improvement (HVAC sound wall)*: Building Committee continues to work towards final decision on sound abatement proposals, some of which are more beneficial to MFAH than what museum requested. MFAH has committed to contribute funds towards solution.
 - *Collaboration with MFAH*: Discussed further thoughts on developing church's relationship with MFAH. Will pursue relationship-building on multiple fronts including through (i) Presbyterian School contacts, (ii) Fred Robertson's operations contacts, (iii) Austin Hermann's contacts through Faith & Arts work and (iv) Merrill Athon's contacts. Discussed possible FPC/MFAH dinner at Paul's house.
- c. Missional Pathways:
- Missional Pathways Booklet will be printed in 2-3 weeks and distributed to Small Groups and Session; prototype is being used in meantime. Caitlin previewed Missional Pathways to several Small Groups and has received positive feedback.
- d. Vision Campaign:
- Feedback from first 2 weeks:
 1. Small Groups: Enthusiastic reaction to podcast; many have asked whether FPC can continue producing podcast post-Campaign. Committee discussed additional support Catie would need to do so. Discussed encouraging pastors to highlight podcast in sermons over next 3 Sundays.
 2. Young Adults: 55+ YAs attended Vision Night at Meikles' on September 22. Good showing at Advance Commitment Night as well. Overall response has been positive though YAs feel \$38mm is a large amount.
 3. Sunday School classes: Tanner said he is getting very basic questions from the 30s-40s demographic; people still trying to understand concept of making commitment for 2 years' of operating expenses plus vision gift.
 - Discussed necessary adjustments to web platforms: (i) link FPC app to Here to Serve website; (ii) upload Sunday School class parable series to app/websites.

- Jimmy suggested FPC install temporary sign outside church that tracks campaign participation %.
 - Discussed Committee's efforts to visit Small Groups during Campaign. Caitlin has participated in several to date. Paul, Martha and Tanner to visit Monday groups.
- e. Ministry Partnerships & Engagement: Mary-Floye highlighted several partnerships including:
- Bethlehem Bible College Awareness and Fundraising Dinner at FPC postponed from October 11 to March 6; allows BBC President Jack Sara to preach on March 8 thus broadening BBC's exposure.
 - Cullen Middle School Teacher Appreciation Breakfast third Wednesday of each month. Powerful source of encouragement for teachers; good way to support Taylor and Jonathan Ramsey's Jericho Road ministry.
 - Engaging the Muslim World Prayer Gatherings third Thursday of each month at 12 noon in FPC Bride's Room.
 - Advent Market; volunteers will be needed.
 - Gerrit Coetzee and son Julian (Agape Family Ministries partner) traveling from Grabouw, South Africa to Houston on October 13 for surgery at Texas Children's Hospital on October 16 (George Mallory assisted with arrangements). Need for activities, meals for family during stay.

III. **Action Items:**

- a. Promote Street Grace Gala at Memorial Drive Presbyterian Church on October 24.
- b. Caitlin to talk to Austin Hermann about his MFAH contacts.
- c. Jimmy to discuss participation % sign idea with Celeste.
- d. Caitlin to discuss promotion of podcast with pastors; Catie to discuss same with Celeste.
- e. Paul, Martha and Tanner to sign up for visiting Monday Small Groups during Campaign.

IV. **Prayer:** Jimmy closed the meeting in prayer.

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

FPC Equipping & Sending Committee – Ministry Updates – October 2019

MINISTRY PARTNERSHIPS & ENGAGEMENT

1. Cullen Middle School
 - Teacher Appreciation Breakfast on third Wed. of month (started Sept. 25 - rescheduled due to Imelda storm)
 - 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 – third Thursday of the month at noon in the FPC Bride's Room

3. Street Grace Opportunities
 - Street Grace Gala – Thurs. Oct. 24 at 6:30 p.m. at MDPC
 - Awareness Night at FPC; Street Teams
4. IJM Freedom Sunday Update
 - Sun. Sept 22 highlighted in worship services; Claudia Stewart and David Quan shared in services
 - Palm Court table; IJM volunteers manned table. Sold many of the Locust Effect books by Gary Haugen, some Freedom Partners completed and many brochures taken
5. Middle East Partnerships
 - World Communion Sunday Oct. 6 – offering recipient is Bethlehem Bible College
 - POSTPONED UNTIL MARCH 6, 2020 - Bethlehem Bible College Awareness and Fundraising Dinner at FPC. President Jack Sara also preach on March 8
 - 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. Micah Project Graduation Vision Trip Nov. 15-18, 2019 -- Encouragement trip for graduates /staff; excellent intro to Micah ministry for first time visitors
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
8. 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.

DISCIPLESHIP

1. Small Groups
 - GREAT feedback so far! Have even been asked if we will continue with this format
 - Podcast has been VERY well received: It is available on any podcast app (HERE. To serve)
 - Currently we have 19 small groups doing the Here to Serve materials
2. Sunday School -- Parable series in 5 Core classes; will continue to rotate the next three weeks
3. Discipleship Groups -- Still need to discuss
2. Abigail MacDougall began on Sunday- Discipleship and Young Adults Coordinator -- For Discipleship- mostly administrative at this time for Catie. Attendance, website updates, emails, coordinating SS rooms, coordinating trainings, connecting interested people to discipleship opportunities, etc.

YOUNG ADULTS

1. YA serving the homeless on Sept 15 was fantastic. 15 YA's participated. Doug Meikle preached and then celebrated Eucharist with all of us, before we ate and practiced being with our homeless brothers and sisters.

2. YA vision night on Sept 22 at Meikle's was surprisingly strong. More than 55 YA's showed up. Jim presented the vision. Then we had a conversation about it at multiple tables. Glad YA's were included in this.
3. Abby Macdougall started as YA/Discipleship coordinator on Sept 29. She is amazing and much needed addition to the team. She is working with both Catie and I, doing mostly admin stuff for Catie, mostly ministry stuff for me (meeting one on one with YA ladies, helping to cultivate YA women's group, working with college students with me).
4. Theology on Tap Oct. 3 at the Going's house. Caitlin Rhodes is theologizing on a theology of mission, training us on the story of our missional God, with the hope that people, when becoming acquainted with God's ways, will see their path clearly laid out before them. This is equipping and sending. Awesome. John Going is doing a homebrew. Double awesome. 17 YA's have RSVP'd!

OPERATIONS

October 14, 2019

Attendees: Bob Shimp, Al DuPont, Matt Malinsky, Henry Humphries, Debbie Thompson (representing Steve King), Merry Davis

Absent: Tiffany Melchers, Sam Murray, Steve King, Andrew Stepp

Opening Prayer and Devotional – Bob Shimp / We need to understand that even though we deal in facilities and finance, we are still serving the Lord.

Facility Ministry Report (Henry Humphries):

Director of Facilities -

- Dismissal of Will Harvey, Director of Facilities – Henry outlined the history and reasons behind the dismissal of Will Harvey.
- The position description for Director of Facilities is under review and may result in the need for two positions...an overall manager and an on-site technician.

IT Ministry Team –

- In progress (see David Jacobs)– ISSUE/ Current system uses Windows 7 which will not be supported after this calendar year...evaluation in process to discuss move to Windows 10...that discussion involves options to upgrade current hardware with new software or to invest in new software and new computers/servers et al.

Storage Challenge –

- Action ongoing to assess what records need to be stored, which can be scanned vs need to keep originals and where to store (note: it was discovered that not all the church's building plans are stored together nor are some actually represent what was built).
- We continue to pay for storage of several pews at a storage facility...action underway to find them a suitable home with a church/organization that needs them.

Permanent Funds Ministry Team Report: No report.

Treasurer's Report (Matt Malinsky):

- Discussion of how Here To Serve funds and accounting will be handled. Accounting will continue as fiscal reporting from June 1 to May 31 (no change) using the currently approved Operating Budget. Here To Serve funds will be separately accounted and reported annually. As Here To Serve funds are dispersed, they will be added to the existing Operating Budget for operations or for capital expenditures as appropriate.
- Current reporting through September 30...Income ~\$209K down...Expenses ~\$218 down...we are about even.

- Special email being sent to some of those who are currently giving less than last year in a plea to acquire funds in support of the Operating Budget pre-Here To Serve.
- NOTE: Several in the committee have had the experience of not being able to access their current contributions (and the relationship to their pledge) on-line.

Open Discussion:

- **COMMENT ON NEEDED ACTION:** The Committee communicated to the Treasurer that there is an urgent need to send a report to the Congregation showing their individual giving so far and how that relates to their pledge of normal giving habit. The Committee believes that this may have a positive effect on the giving during the Oct-Dec.
- **QUESTION:** How will the Here To Serve pressure for increased giving affect the normal giving surge we always experience in December?

Adjourn Meeting with Prayer (Merry Davis): Meeting adjourned ~01:05pm.

Worship, Music and Prayer

Date: October 15, 2019

A committee meeting was held on Sunday, October 6 after the worship services. In attendance were committee members Andrew Stepp, Jan Smith, Kent Woodard, Martha Erwin, Jane Costello and Cheryl Christie. Scott Williams and Mark Potter were invited to give an update on the Ushers' Guild. After an opening prayer offered by Jan the following discussions took place.

Worship Update – Ushers' Guild Report

- Scott reported that we have lost and continue to lose a substantial number of ushers through attrition without an ongoing recruitment of new ushers. Many services are therefore understaffed. Scott has been Head Usher since July and has had to step in to help take up the collection on more than one occasion. Mark also has filled in, and people have been pulled from the congregation at the last minute for collections. They have also tried closing the balcony but at least at 10:45, there always seems to be someone sitting there without ushers to accommodate that area. (Comment from Mark during proofreading: Attempts to keep the balcony closed a few years ago met with complaints from the congregation; the Worship committee at that time asks the Ushers to keep it open. This past Sunday, 8 Ushers served at 10:45 – enough for the Sanctuary but not the balcony.)
- Additional comment from Mark – each group of Ushers needs a head and he is currently serving as head for two of the 10:45 groups.
- Having enough ushers for Advent and Christmas is a major concern.
- Scott is proposing active recruitment beginning as soon as possible and is willing to go to the Sunday school classes and small groups to recruit.
 - Cheryl will talk to Catie regarding this possibility
 - A target date of November 17 was set.

- A suggestion was made that it would be good for one of the female ushers, i.e., Sheila Heinle, to go with Scott in order to emphasize that both men and women can serve as ushers.
 - Other suggestions included a word from the pulpit, eWeekly emails and possibly a Church Alive notice.
 - Martha commented that we have better results at recruiting when we ask someone directly and specifically to serve. It was suggested that each Sunday school class leader could be asked to nominate 5 people for Scott to call.
- Serving as an usher should be seen as a great way to serve and as a good way to meet people both in the congregation and within a group, i.e., the Ushers' Guild. Scott and Mark both talked about building community within the Ushers' Guild.
- A current list of Guild members with contact information is needed to give to each usher.
 - When someone cannot serve at their assigned service, he or she needs to be able to communicate that to their team and make an effort to find a replacement.
 - Cheryl said she and Julie could provide a current list
- Well defined expectations for the ushers need to be set especially with recruitment of new ushers
 - Mark has two examples of old Usher's Manuals which should be revised and distributed
- The committee thanks both Scott and Mark for this update and for their service to our congregation.

Worship Update – 11:05 Service

- This service has returned to the Grand Hall – in order to maintain the closeness of the Fellowship Hall, a new arrangement of the podium in the center of three sections of seating with the praise band remaining on the stage has been introduced.
- Andrew Hebert will provide a more comprehensive update to Session and that update will be shared with this committee at the next meeting.
- Jane commented that she thought moving the private prayer time with the prayer partners back to the usual time away from Communion was a good move; it is more conducive to being able to spend quality time with someone in great need.

Worship Update from Andrew Stepp – 8:30 and 9:40 Services

- Andrew reports that there is currently no time during which everyone involved in the 8:30 service meets together. He is creating a monthly planning meeting to include Lucy Graham, John-Alan Gourdine, Stacey Rockwell, Cheryl Christie and Cynthia Blackwell.
- Andrew also reported that the 9:40 service has grown and there is a need to take a step back and review that service. One idea under consideration is a host pastor rotation in order to get a feel for what works and what is not working for that service. Also under consideration is a lay leadership team.

Prayer Updates

- 10:45 After Service Prayer time
 - Thank you to Ann Marie Flato for filling in for Martha Erwin while she was out.
 - The sign directing people to the room has not been out recently. Andrew will check with PJS.
 - We need to highlight this service in the plan below. Martha has indicated that on average, one person a month comes by for prayer.

- FPC Prayer Walk
 - Brent Dorsey led a small group around the campus on 9/25 as a trial run. Thanks to those who made it!
 - In addition to offering prayers for the upcoming Here To Serve campaign, they walked the campus to survey possible stops and to determine the amount of time a complete walk would take.
 - The walk to cover various locations is about 15 minutes without stopping for prayers.
 - Station 1 – Welcome Center and Art Museum parking (Roseland St)
 - Station 2 – Palm Court
 - Station 3 – Presbyterian School, Main St. Ministry and Nehemiah Center
 - Station 4 – Childhood Development and Oakdale Porta Cochere
 - Station 5 – Sanctuary and Chapel
 - Estimated time to complete walk with prayer ~ 1 hour
 - Proposal includes a prayer leader at each station
 - A brief comment on the significance of the location to the Here To Serve campaign
 - A short opening prayer by leader followed by others offering their own if they are so moved
 - Possible times – Saturday morning or Sunday afternoon
 - Potential participants
 - Any Covenant Partner
 - Session
 - Leadership
 - Sunday School classes
 - Dorian Benn will reach out to Andrew re dates and times
 - Brent is working to develop a map for the walk

- The committee is working to compile a formal proposal of ways to highlight prayer at FPC.
 - Goal is to submit to Advisory Council by end of November/first of December for them to consider in January
 - Need to state the purpose(s) of proposal/initiative
 - Encourage prayer by each Covenant Partner
 - Suggestions from Callie Paterson to discuss at the next meeting.
 - Raise visibility of the prayer group that prays for the church and meets every Monday night and has done so for twenty years
 - Include information about the meeting in *Church Alive* and *eWeekly*
 - Occasionally asking the pastor giving announcements to announce it.
 - Allocate equal time during Session prayer times to Adoration (Praise), Thanksgiving, Confession and Intercession. An example of a prayer sheet from Callie's D Group is at the end of this report – please see Attachment 1. Scriptures listed for each category are read followed by the group spending time offering prayers.
 - Consider using the fifth chapter of *Life Together* by Dietrich Bonhoeffer entitled Confession and Communion, as a conversation topic at a Session meeting or retreat, etc.
 - Consider reading *Developing a Powerful Praying Church* by Dr. Richard Blackaby, part of which contains ideas on how to encourage prayer in the church.

- Consider making some financial investment in prayer for the next fiscal year.
- Join the movement that Mary Lu Campbell (sister of Carol Taylor and Claudia Stewart) is helping initiate. The purpose of the movement is to enlist Christians to commit to pray for revival in Houston for one hour a week (or month).
- Jane reminded us that prayer is a cornerstone of Vision 2020 and one way to highlight prayer is to have a regularly scheduled prayer service.
- Many have voiced the need for a dedicated prayer space in the church that can be used on a daily basis. (Space constraints continue to be an issue however.)
- All committee members should be praying about additional ways to highlight and enhance prayer at FPC.

Music Updates

- Sanctuary Singers Publicity and Recruitment
 - John-Alan Gourdine has begun a “5th Sunday Come Sing with the Sanctuary Singers” as one way to recruit new singers for the group.
 - A notice was placed in eWeekly two weeks before the 5th Sunday in September which was also the first Sunday for Here To Serve.
 - We will continue to try and get those announcements in each month in which there is a fifth Sunday.
 - Works much the same as Summer Chancel Choir – rehearse right before the service with no need to attend a week night rehearsal.
 - Several members of the group are trying to build fellowship within the choir much as the Chancel choir has. Sanctuary Singers currently do not have officers to spearhead announcements and work with the Music Ministry staff; over the next few months, Jan will work with John-Alan and various members of the group to assist them in becoming more autonomous.

Old Business

- Fine Arts Policy
 - A “final” proposal was submitted to the committee and is attached (Attachment 2).
 - The following comments were received after the meeting
 - Regarding the statement: “The AAT will provide the donor with the necessary documentation to meet the compliance requirements of the Internal Revenue Code and regulations...”
 - FPC should not be seen as providing necessary documentation and tax advice – should advise the donor to seek CPA or other counsel relating to the IRS gifting regulations.
 - FPC may be required to provide Form 8282. This committee is thus suggesting that Matt Malinsky, who is on Operations, should weigh in on this.
 - Should someone loaning art have the option not to carry replacement insurance coverage if they sign a release for FPC liability?
 - This proposal and the comments will be sent to Operations for final approval and implementation.
- Parking information and concerns have been sent to and are being addressed by Trustees.

- Problems with parking during the week for Memorial Services, etc. were raised. That is the period of time when many guests are on our campus.

Kent Woodard closed the meeting in prayer.

Respectfully submitted,

Jan Smith

Chair of Worship, Music and Prayer

ATTACHMENT 1

D Group Prayer- September 18, 2019

Adoration/Praise—Praising God for **who He is**, His attributes, His name, His character. (No answers to prayer or prayer requests during this time, please.)

Attribute: God is Sovereign

I Chronicles 29: 11-13 ¹¹“Yours, O LORD, is the greatness and the power and the glory and the victory and the majesty, indeed everything that is in the heavens and the earth; Yours is the dominion, O LORD, and You exalt Yourself as head over all. ¹²“Both riches and honor *come* from You, and You rule over all, and in Your hand is power and might; and it lies in Your hand to make great and to strengthen everyone. ¹³“Now therefore, our God, we thank You, and praise Your glorious name.

II Chronicles 20: 6 “O LORD, the God of our fathers, are You not God in the heavens? And are You not ruler over all the kingdoms of the nations? Power and might are in Your hand so that no one can stand against You.”

Job 42:2 “I know that You can do all things, and that no purpose of Yours can be thwarted.”

Romans 8:28 And we know that God causes all things to work together for good to those who love God, to those who are called according to *His* purpose.

Confession— Isaiah 53: 5-6 ⁵ But He was pierced through for our transgressions, He was crushed for our iniquities; the chastening for our well-being *fell* upon Him, and by His scourging we are healed. ⁶ All of us like sheep have gone astray, each of us has turned to his own way; but the LORD has caused the iniquity of us all to fall on Him.

I John 1:8-10 ⁸If we say that we have no sin, we are deceiving ourselves and the truth is not in us. ⁹If we confess our sins, He is faithful and righteous to forgive us our sins and to cleanse us from all unrighteousness. ¹⁰If we say that we have not sinned, we make Him a liar and His word is not in us.

Thanksgiving—Thanking God for answers to prayer & for things He has done: generally and specifically. (No prayer requests during this time, please).

Intercession- Bringing our requests before the throne of God.

ATTACHMENT 2

First Presbyterian Church- Fine Arts Policy (**DRAFT September 26, 2019**)

Purpose:

The purpose of this policy is to define the responsibilities and process associated with the acceptance of art donated to First Presbyterian Church Houston (“FPC” or the “Church”).

Policy:

The Operations Committee (“OC”) will make recommendations to Session regarding the acquisition, exhibition, care, and disposition of all art at FPC. Donated art that is accepted by the Church must be consistent with the mission statement and biblical values of FPC. In general, art may include paintings, sculptures, watercolors, prints (signed, numbered productions such as lithographs,

etchings, or photographic prints), drawings, ceramics, antique furniture, decorative arts, textiles, carpets, silver, rare manuscripts, historical memorabilia, and other similar objects.

The OC will maintain an inventory of art owned by FPC or loaned to FPC. This inventory will be submitted to the Session on an annual basis.

Process regarding Donated Art:

When a donor approaches FPC to offer a gift of art, the OC will recruit an Art Acceptance Team ("AAT") consisting of three covenant partners who will assume the responsibility to review the proposed art donation and make a recommendation concerning it. Guidelines for this process are as follows:

- No donated art will be accepted unless FPC will possess the unfettered right to dispose of the art by sale or gift. Art offered to FPC with restrictions will be considered art on loan and subject to the process detailed below. Although the AAT is encouraged to discuss with the donor the anticipated use of the art, no promises regarding future exhibition of the art should be made.
- The AAT may recruit the assistance of a professional expert, such as a curator, to review the item(s) under consideration.
- The final decision regarding acceptance of the art will be based upon consistency with FPC's mission and sensitivity to the congregation and the community we serve.
- Donor communication will be handled by the AAT.
- Once the AAT has made its determination, the recommendation will be presented to the OC for approval. If approved, the recommendation will be submitted to the Session for review and vote.
- Regardless of the decision to accept or decline the gift, the AAT will express appreciation for the donor's generosity.
- The AAT will provide the donor with the necessary documentation to meet the compliance requirements of the Internal Revenue Code and regulations regarding the gift to charity of a non-cash item.
- The appraisal and valuation of the art for tax purposes are the responsibility of the donor.
- The AAT will coordinate with the Operations Committee regarding the exhibition of the acquired art and communicate with the donor.
- The AAT in collaboration with the OC will determine the appropriate level of insurance for the donated art, if any.

Process regarding Art on Loan:

When a donor approaches FPC to offer to loan art to the Church, the OC should be notified. The OC will recruit an AAT that will assume the responsibility to review the art and make a recommendation concerning it. The relevant guidelines regarding donated art, listed above, in addition to the following guidelines will be controlling:

- Art on loan will be accepted only from covenant partners of FPC, entities controlled by covenant partners, and individuals and entities recommended by a covenant partner.
- Anyone loaning artwork must provide proof of ownership.
- Anyone loaning artwork must provide proof of liability and replacement insurance coverage and renewal
- The agreement memorializing the loan of art must include a release that absolves FPC from any and all claims related to the damage or theft of the art on loan.

Disposal of Art owned by First Presbyterian Church:

FPC retains the right to remove items owned by the Church from the collection through sale or donation. If the OC determines that continuing to care for or exhibit art on loan is no longer consistent with the Church's mission, a member of OC will approach the lender to express appreciation for the donor's generosity and FPC's desire to return the art.

Session Committee Report Marriage & Family

Date of meeting: September 24, 2019

Present: Jenn Rustay (Chair), Mark Potter (Chair elect), Stephanie Zamora, Melissa Carbajal (by phone), Jon Crantz (Staff), Ryan Born (staff)

The meeting began at 7:30am with Jenn Rustay opening in prayer. The focus of the meeting was the youth ministry and involved conversation with Ryan Born about the present status of the ministry, its needs, and its opportunities for growth.

Items discussed:

1. We discussed the present programming for middle school and high school students, from Sunday morning, to fun events, to in-depth study and accountability in small groups. We walked through weekly opportunities for students as well as the summer and winter trips. We learned the purpose and objectives for the various elements of programming. We also learned more about the sources of curriculum.
2. We discussed staffing and the numerous transitions that have occurred. Ryan shared about the changes in his leadership team, some of the lessons learned from the issues that prompted the changes, and how the ministry has adjusted in response to those concerns. Jon Crantz shared his involvement with the youth lead team. A critical issue for Session to keep in mind now and in the future is ensuring adequate funding for lead team salaries at a level that make youth leadership positions a viable option for talented leaders.
3. We discussed the need for additional volunteers, like the need for future small group leaders and homes. Discussed general need for need volunteers for larger events in the church to have adequate adult presence, like Halloween party and Christmas party.
4. We discussed the ministry's additional focus on healthy homes for teenagers, and the monthly parent dinner and prayer meetings. Identified need for additional homes for the meetings.

Action taken:

- Committee agreed to find volunteers to help with big events like Halloween and Christmas.
- Melissa Carbajal and Jenn Rustay will find ways to support youth leadership and attend some leadership meetings. Jon Crantz presently attends these meetings.
- Will keep salary and other concerns in mind as approach budget conversations.

Motions for Session consideration: None

Jon Crantz closed in prayer to end the meeting.

Advisory Council Meeting Minutes

October 8th, 2019, 3pm.

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

Opening Prayer and Devotional were led by Jim Birchfield. Jim read from the book of Hebrews and reflected on his time spent with Middle Eastern pastors at a recent conference.

Finance Report:

(a). Andrew Stepp reviewed the current financial status. Somewhat improved outlook with YTD incomes a little below budget balanced by expenses also under budget. Continued diligence required especially in this time of the One Fund campaign.

(b). The building committee continues progress related to ongoing maintenance needs and the capital improvements planned within the current campaign.

Pastor's Report:

(a). Andrew Stepp informed the committee of the release of the facilities director. Currently relying on lay leadership and help for many of the ongoing facilities related projects. Pastors recently have committed to each other for more diligence accountability around ongoing pastoral spiritual and physical health. Plans for the ordination of Caitlin Rhodes and Emmanuel Reagan continue.

(b). The "Here to serve" campaign continues with broadly positive reception reported. Certainly widespread support of the campaign goals. The committee commented positively on the high quality of the associated materials. Early pledge cards are beginning to be received.

(c). BOT/Operations task force are now preparing a series of resolutions for the session based on their ongoing work.

Clerk's Report:

(a). Communion issues – principally the need to find many elders to serve communion is an ongoing frustration. Session will be asked to consider changes which will help alleviate the issue.

(b). Nominations committee. Disappointing response so far perhaps will direct us towards a different way of staffing this committee. Options under consideration Session awaits the report out from the BOT task force.

(c). Book Study. A series of article length studies for each session meeting will be discussed – the first is the closing chapter from Al. Wolters, Creation regained.

(d) Session retreat planning. We are considering a Saturday morning retreat in the early new year.

(e). Focused prayer time at the session meeting shall be on the "Here to serve" vision campaign and "100% participation".

2019 Upcoming Session Meetings & Important Dates

October 7, 2019? – Advisory council

October 15, 2019 – Session meeting

November 11, 2019 – Advisory Council

November 19, 2019 – Session meeting

Closing Prayer: Robert Moore closed the meeting in prayer.