

First Presbyterian Church of Houston
November Agenda – November 19, 2019
5:30 PM LC 181

Opening Prayer

Tanner Sykes

Omnibus Resolution

Andrew Stepp

Approve Minutes of August Session Meeting
Additional Consent Motions

Old business

Here To Serve Report

- a. HTS Update
- b. Building Committee report and motions
- c. Advisory Council motion

Andrew Stepp/
Matt Malinsky
John Gabriel
Matt Malinsky

BOT Operations Review Task Force motion

Andrew Stepp

Book Study

Discussion of *To Change the World* chapter

Robert Moore

Committee Reports

Finance Report
Committee Reports
Communion update

Matt Malinsky
Committee chairs
Jan Smith

Pastor's Report

Personnel report

Andrew Stepp

Clerk's Report

Standing Committee on Nominations - 2020-2022
ONC nominations
Called congregational meeting – January 12, 2020
Focused prayer: Vision campaign – *Gratitude*

Robert Moore

Prayer and Praise

Communion and Doxology

Motion to Adjourn

Andrew Stepp

2019-20 Session Meetings & Important Dates

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 12, 2020 – Annual called congregational meeting (pending approval)
January 21, 2020 – Session meeting
February 4-6, 2020 – ECO National Gathering, Grapevine, TX
February 18, 2020 – Session meeting
March 17, 2020 – Session meeting
April 20, 2020 – Session meeting (Monday)

MINUTES OF THE SESSION
THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS
October 15, 2019

The October Stated Meeting of the Session began at 5:45pm in the LC181 with a quorum present. Dr. Jim Birchfield called the meeting to order and Martha Lawler 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 September Stated Meeting of the Session be approved.
- Moved that the September Membership Report be approved.

BOARD OF TRUSTEE OPERATIONS TASK FORCE REPORT

Chris Wolfe presented recommendations for the session's consideration to be voted on at the November session meeting.

- 1) Elimination of the Board of Trustees in FPC's bylaws and the Certificate of Formation as it currently exists.
- 2) Elimination of the at-large-member of session (Bylaw change).
- 3) Reduce the mandatory time between session terms from three years to one year (Bylaw change).
- 4) Session create a resolution for the Officer Nominating Committee requiring a minimum of two new elders and a minimum of two elders who have served on FPC's session previously in each new class.
- 5) Session to create a sixth committee that will retain similar responsibilities as the current Board of Trustees as defined and delegated by the session.
 - a) This will consist of nine members, each making a three year commitment.
 - b) It will be named something similar to the current name "Board of Long-Term Strategic Planning and Property."
 - c) It will recruit three new members each year for Session approval to replace the three departing members.
 - d) The chair or a representative will attend the Advisory Council.
 - e) A clerk of Session will attend Board meetings.

Robert Moore led a discussion on a chapter from "Creation Regained."

COMMITTEE/TASK FORCE REPORTS

Finance/Operations Committee: Andrew Stepp reported the income is down and expenses are down so we are about even. Will Harvey is no longer on staff and the IT department is working well.

Committee Reports:

- Gordon Marcum reported for Mission Innovation Ministry. Emmanuel Paulpeter shared a five page report describing FPC's Gospel Footprint. Project Flourish is starting up in the fall. They are accepting applications for the program and need volunteers to work with the applicants.
- Paul Seifert reported for the Equipping and Sending Ministry. The ministry is exploring ways to involve Street Grace with other ministry partners and how to identify members who might be interested in the ministry. Street Grace Gala is Thursday, October 24 at 6:30 pm at

Memorial Drive Presbyterian Church. There has been a favorable response to the pod cast and a desire to see the pod cast continue after the campaign.

- Jenn Rustay reported for the Marriage and Family Ministry. Ryan Born and his new lead team are doing a wonderful job with the youth. The parents of the children are meeting monthly for prayer time.
- Jan Smith reported for the Worship and Prayer Ministry. There is a need for more ushers. Brent Dorsey and Dorian Benn are planning a prayer walk around the campus offering prayers for the upcoming "Here to Serve" campaign. The Sanctuary Singers are looking for ways to build community. The Fine Arts Policy will be sent to the Operations Committee. The committee is looking for ways to highlight and enhance prayer at FPC. Andrew Hebert gave an in-depth report on the rebooting of the 11:05 service. They are looking closely at the values and practices of communal worship. The new set up for the chairs gives a feeling of intimacy. There is attention being given to lay leadership, a call to worship, additional liturgy, a reading of scripture outside of the sermon time, a singing of the Kyrie Eleison and the Gloria Patria, saying of the Lord' Prayer, communion and singing of the doxology.

PASTOR'S REPORT:

- Jim Birchfield thanked the session for allowing him time for relationships outside of First Presbyterian Church. An opportunity for global conversations and experiencing practices with incredible people around the world.
- The Vision Campaign is progressing with a very positive response. There are programs that also include the little children.

CLERK'S REPORT

- An electronic vote was taken on the following - A motion was made and approved for an expenditure from HTS Campaign Funds for the amount of \$75,000 for the land surveyor CL Davis & Company for a boundary survey of the entire First Presbyterian Campus including all tracts, properties, facilities, easements, and right of ways. Currently there are several survey files that have changed or are out of date or modified by the recent agreements with the MFAH and various added properties. This survey will consolidate all that information along with the current utility locations into one complete updated survey file for First Presbyterian Church to use for future Campus planning and development options.
- There is a continued need for elders to serve communion.
- The following motions from the Advisory Committee were made and approved.
 1. Effective immediately, we grant authority to directors with seminary training and in the ordination process to participate in the serving of communion alongside Elders.
 2. We authorize the Worship Committee in collaboration with the Communion Guild to develop procedures for congregants to receive communion by coming forward in all four services.
 3. We authorize the Worship Committee to develop criteria for recruiting and training up to 30 lay covenant partners to serve communion alongside Elders.
- There will be five neighborhood gatherings and the elders are encouraged to attend at least one of the meetings.
- There will be a session retreat early next year on a Saturday morning at the church to follow up on the momentum from the fall Session retreat.
- A motion was made, seconded and approved to have a single Worship service in the Grand Hall on Commitment Sunday, November 10 at 9:30 am, with a lunch to follow in the Fellowship Hall.
- 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.

- A motion was made, seconded and approved for a special service of ordination for Caitlin Rhodes on Sunday, November 24, 2019.
- The April session meeting has been moved to Monday, April 20, 2020.
- The next ECO National Gathering will be in Grapevine, Texas, February 4-6. A motion was made and seconded to send Robert Moore, Chris Wolfe, Mark Potter, Martha Lawler, and Gordon Marcum as commissioners to the Gathering. A motion was made, seconded and approved to give Robert Moore the authority to approve or name any additional commissioners to attend the gathering.

Rev. Jim Birchfield led a time of silent prayer.

Prayers were raised for the church, member concerns, ministry partners, and the city and neighbors. Communion was served by intinction by elders Mark Potter and Kent Woodard.

The meeting was adjourned at 8:30pm 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**

November 13, 2019

Members Present: Tom Brents, Ken Humphries, Sean Keenan, Steve King, Janet Lionberger, Fred Robertson, Russ Schulze, Debbie Thompson, Chris Winters

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

Members and Ex-officio Absent: Doug Meikle, Andrew Stepp

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

A motion was made, seconded and passed to approve the minutes of the October 9, 2019 meeting.

Committee Updates:

- Risk Committee: Steve King reported that the insurance policies involving the building that is leased to Main Street Ministries have been reviewed. David Barnes has been asked to join the committee. It was suggested that there be an annual review of the insurance policies and to determine whether this responsibility should reside with the Trustees or the Operations Committee.
- Church Growth Committee: Janet Lionberger will meet with Andrew Stepp to coordinate the various areas and programs that are focusing on church growth.
- Building Committee: Tom Brents reported that there have been several meetings with John Gabriel to put together a budget spread sheet which will be presented at the next session meeting for review and authorization.

Reports from Members:

- Facilities Committee Representative Tom Brents reported that they are looking at deferred maintenance and renovation cost.
- One Fund Steering Committee Representative Janet Lionberger reported that the worship service Sunday was very well attended and there were requests that they have combined worship again throughout the year.
- Parking Representative Debbie Thompson requested a higher visibility for parking options on Sundays and for special events. There will be an in depth study of the usage of the parking throughout the week to see what the needs are.
- MFAH Representative Sean Keenan reported that the final agreements have been signed.
- Presbyterian School Representative Tom Brents reported that there have been meetings with Presbyterian School in regard to the construction on the second floor of the Lancaster Center. All is going well and apparently ahead of schedule.
- Main Street Ministry Representative Steve King has reviewed the agreements with Jim D'Agostino. The insurance policies have been reviewed. The policies cover the interior but not the contents.
- Dale Avenue Properties Representative Chris Winters reported that the taxes on the three properties is \$65,000 a year. The committee will investigate the procedure for protesting the taxes.
- Manvel Property Representative Sean Keenan reported that they are still in discussion as to how to move forward with the property. There are concerns of environmental

contamination and flooding. Chevron has been asked to provide additional information as to groundwater contamination. The committee is investigating filing an agricultural exemption for next year.

- Bonner Property Representative Russ Schulze reported that there is nothing new regarding the property.
- Session Representative Fred Robertson reported that changes in the By Laws and Board of Trustees will be presented at the next Session meeting.

The meeting was adjourned at 1:00pm.

Worship Services Comparison 2016	Week 41	Week 42	Week 43	Week 44
	10/8/17	10/15/17	10/22/17	10/29/17
8:15/8:30 Worship	173	201	164	220
9:30 Worship				
10:45 Worship	326	468	239	411
11:05 Worship	230		275	329
Total Worship Att	729	669	678	960

Congregational Meeting Combined 10:45 & 11:05

Unique Live Streams: 28

Worship Services Comparison 2017	Week 41	Week 42	Week 43	Week 44
	10/7/18	10/14/18	10/21/18	10/28/18
8:15/8:30 Worship	167	173	304	208
9:30 Worship	124	100	179	115
10:45 Worship	316	325	277	418
11:05 Worship	187	190	216	
Total Worship Att	794	788	976	741

No Live Stream - World Communion Sunday (Guest Preacher)

Live Stream Data:46 Plays

Live Stream Data: 38 Plays; Presbyterian School Sunday

Live Stream Data: 26 Plays; 8:30, 1st Grade Bible Sunday; 10:45 Congregational Meeting - No 11:05 Service

Worship Services Comparison 2018	Week 41	Week 42	Week 43	Week 44
	10/6/19	10/13/19	10/20/19	10/27/19
8:15/8:30 Worship	0	243	142	185
9:30 Worship	146	98	124	137
10:45 Worship	316	304	269	251
11:05 Worship	191	167	223	202
Total Worship Att	653	812	758	775

Unique Live Streams: 148

Unique Live Streams: 126

Unique Live Streams: 116

Unique Live Streams: 101

October 2019

Baptisms:

Infant	4
Adult	0

Weddings: 1

Member Memorials: 1

NonMbr Memorials: 0

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

NEW CHURCH MEMBERS

Beloin, Shawn
Carlson, Kent
Edwards, Stephanie
Patton, Emily

T/L: FPC Marietta – Marietta, GA
Reaffirm: Bayou City Fellowship – Houston, TX
T/L: FPC Goliad – Goliad, TX
Reaffirm: Redeemer Lutheran – Peoria, IL

RESTORED TO ACTIVE ROLL

Carlson, Elizabeth

DECEASED

Blair, Bonnie

10/30/2019

DISMISSED

None

REMOVED FROM ACTIVE ROLL

None

MOVED TO INACTIVE MEMBERSHIP ROLL

None

DISMISSED FROM INACTIVE ROLL

None

MEMBERSHIP AS OF September 30, 2019	2962
Gains	5
Losses	<u>- 1</u>
MEMBERSHIP AS OF October 31, 2019	2966

Consent Motions:

**Motion from the Standing Committee on Nominations for 2020 Officer Nominating Committee
Move to recommend the following slate to the congregation at the next congregational meeting:**

Elders: Callie Paterson and Kent Woodward

Susan Boone

Joe Chorley

Leo Espinoza

Becca Herbold

Claudia Stewart

Nancy Turner

Lynda Walsh

Carlton Wilde, Jr.

Alison Younger

Reports

Operations

Monday November 18, 2019

Members present: Bob Shimp, Tiffany Melchers, Al Dupont, Steve King and Andrew Stepp.

Members absent: Merry Davis, Henry Humphries, and Matt Malinsky.

Staff and Others present: None.

- I. Call to Order, Devotional and Prayer** – Bob Shimp opened.
- II. Facilities Ministry Report** – 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. Andrew Stepp provided an update on various other facilities related matters.
- III. Permanent Funds Ministry Team** – The Permanent Funds Ministry Team held a meeting on Monday, November 4, 2019 wherein various grants were awarded. A copy of the meeting minutes for such meeting are attached hereto and made a part hereof.
- IV. Finance Report and other Finance and Accounting Matters**
 - A. October 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
		Actual	Budget	Var	Actual
Income		\$ 558	\$ 651	\$ (93)	\$ 403
Expenses		(622)	(644)	22	(716)
Surplus/(Deficit)		\$ (64)	\$ 7	\$ (71)	\$ (313)

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

Current Year Comparison to Budget and Prior Year - Year-To-Date					
		CY		Budget	PY
		Actual	Budget	Var	Actual
Income		\$ 2,254	\$ 2,548	\$ (294)	\$ 2,345
Expenses		(3,062)	(3,307)	245	(3,002)
Surplus/(Deficit)		\$ (808)	\$ (759)	\$ (49)	\$ (657)

3. **Liquidity – Cash Balances –**

Liquidity - Cash Balances	
General Fund Balance	\$ 1,458
Designated/Temporarily Restricted Accounts	(1,267)
From (to) PFM	\$ (5)
Unrestricted General Fund Balance	\$ 186
Capital Fund Cash Balance	\$ 1,385

V. **Open Discussion** – None.

The Committee closed with a prayer by Andrew Stepp.

The next Operations Committee Meeting will be held on Monday, December 16th at 12:00 noon.

Equipping & Sending

Date: November 13, 2019
Time: 12:15-1:15 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:** Paul shared a passage from Nurture the Wow by Danya Ruttenberg and what God has been teaching him recently about parenting as a spiritual practice and how our kids, and sometimes the more frustrating parts of raising them, can be one of the greatest sources of awe that God offers us. Paul also connected Ruttenberg's comments on awe to the practice of standing in awe of others that Gregory Boyle writes about in Barking to the Choir.
- II. **Discussion:**
 - a. Young Adults: Jimmy shared the below and discussion followed:
 - *Main Street:* Youngs Adults' engagement with our homeless neighbors has been deepening through recent Sunday afternoon worship services. MS clients especially appreciate YAs leading music. Future of this worship service is uncertain though due to (i) new director starting in January and (ii) MS decisions around devoting resources to efforts where lives are truly being transformed (which has not been a fruit of the Sunday afternoon worship service to date).
 - *YA Direction Night:* Jimmy, Caitlin and core YA leaders met November 12 to discuss the current state of the YA community—what is flourishing v. what is broken and needs to be discarded v. what is broken and can be repaired. Overall, through the past year, the YA group has grown into a strong community identity and ethos that did not exist this time last year. Many of the core YA leaders are newer attendees of FPC. Changes may be made to The Table format to better cultivate the community that YAs have developed through other gatherings such as Hops and Hymnsing, etc.
 - b. Discipleship: Catie shared the below and discussion followed:
 - *Advent Devotional:* Catie and others have developed an Advent Devotional (printed material, podcasts) following on the Here to Serve Devotional. She encouraged the Committee to promote the devotional in our Small Groups and Discipleship Groups.
 - *Lent Devotional:* A Lent Devotional is also in the works to accompany a six week teaching series on the Servant Songs of Isaiah. The Committee discussed potential themes/focuses of the Devotional such as adding spiritual practices to your daily/weekly rhythms and/or examination of different forms of prayer.

- *Missional Pathways Booklet*: Rollout of this resource will not occur until later next year due to focus on the above initiatives among others and also the need to improve website capabilities and rethink aspects of FPC communication strategy prior to rollout.
- c. Ministry Partnerships & Engagement: Mary-Floye shared the below and discussion followed:
- *Webpage Updates*: MPE is currently revamping our ministry partners pages to more effectively communicate who we support and why. Partners will be grouped into categories such as (i) Lives in Transition, (ii) Vulnerable Children and (iii) Justice and Restoration.
 - *Vetting of Partners*: The Committee discussed the Ministry Innovation Team's current procedures around vetting of our ministry partners, criteria involved in decisions to support, etc. Procedures are strict and thoughtful. We can do a better job communicating to the congregation what goes into the selection process.
- d. Vision Campaign: The Committee discussed further feedback received from Small Groups on the Campaign. Generally positive. Helpful comments on the Here to Serve Devotional that were instructive for the Advent Devotional. Caitlin had hoped, as a result of the Campaign, people would think through whether the format/purpose of FPC Small Groups should evolve and become more service-oriented. This conversation has not spread yet. Tanner is hearing that people want our Small Groups to look more like communities.
- e. Street Grace:
- *Street Grace Gala*: FPC was represented at the Gala at Memorial Drive Presbyterian Church on October 24 by several Committee members and other FPC covenant partners. Committee was impressed with professionalism of Street Grace and the organization's success in partnering with various levels of government and non-faith based entities.
 - *Human Trafficking Awareness Night*: Plans continue to develop for FPC to host event early next year to raise awareness within FPC congregation of human trafficking in Houston.
- f. MFAH:
- *Collaboration with MFAH*: Discussed contacts to be made in connection with developing church's relationship with MFAH. Continuing to 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.

III. **Prayer**: Caitlin closed the meeting in prayer.

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

FPC Equipping & Sending Committee – Ministry Updates – November 2019

MINISTRY PARTNERSHIPS & ENGAGEMENT

1. *Here to Serve* – Mission service opportunities
 - At the Celebration Sunday Luncheon on Nov. 10, we had a display of photos from both local and global partners where people can serve. Lea Byrd, our coordinator, did a wonderful job figuring out the best way to present the photos and categories.
 - We are working on updating local partner page of the website as well as Here to Serve page service opportunities.
 - We are strategizing how to better communicate our global vision and mission trips and planning team training for Spring.
2. Cullen Middle School
 - Teacher Appreciation Breakfast on the third Wed. of the month; Dec. 18 will be a special Christmas celebration; all are invited to join!
 - Cullen Prayer Walk on the second Wed. of the month at 6 p.m.
 - Cullen Friendsgiving Nov. 23 12:00 – 2:00 p.m. Annual event. Providing time of fellowship around a meal for families of Cullen that have expressed a need/homelessness. Families will receive backpacks, school supplies, frozen turkey and water.
3. Friends of Northside
 - Gifts of Love – Northside High School Dec. 7 Annual event. A time of fellowship around a meal for families of Northside High school that have expressed a need. Each family will leave with gifts from their wish list, provided by sponsors for each student. Young Professionals Ending Poverty (YPEP) will have wrapping event 2 days prior to wrap all the gifts. FPC young adults involved.
4. Engaging the Muslim World Prayer Gatherings
 - Spread the word – third Thursday of the month from 12:00 – 12:45 p.m. in the FPC Bride's Room
5. Street Grace
 - Determining time to promote and hold the first Awareness Night; had hoped for January but likely later in the Spring.
 - Follow with establishing Street Teams
6. Middle East Partnerships
 - Bethlehem Bible College Awareness and Fundraising Dinner at FPC (March 6, 2020)
 - i. The dinner was postponed from October and is now scheduled for Friday, March 6.
 - ii. President Jack Sara will be guest speaker along with alumnae of BBC and Middle Eastern music, food and silent auction. Will promote to the church membership.
 - Holy Land Pilgrimage and Encouragement trip May 3-15, 2020 and Oct. 4-16, 2020
 - FPC Women's Ministry Vision and Encouragement trip being planned for 2020
7. Equipping and Mobilizing Opportunities:
 - State of the City (April 17-18, 2020);
 - i. Volunteers needed for the event.
 - ii. Speakers include Steve Klineberg/Fri; Dr. Spann/UH medical School confirmed for Sat., Bob Rodgers or Kathy McGibbon with Street Grace and Cindy Wu or Molly Raney with Houston Welcomes Refugees will speak; educational topic speaker tbd.

- Mobilizing Medical Missions Conference/M3 (Feb. 21-22, 2020) at Lakewood Church
 - i. An excellent mobilizing gathering for medical professionals. Several FPC doctors have engaged in medical mission trips after attending this conference. FPC is a sponsor of the conference.
8. Christmas
- 18th Annual Advent Missions Market - Sun. Dec. 1, 8, & 15 and Advent Family Night Dec. 1, and Mondays Dec. 2 & 9 from 8 – 3 p.m. for PS, FPC staff and Covenant Partners and friends. Excellent opportunity to raise awareness of our partners and provide financial support for them. Volunteers needed for pricing, set up, and on Sundays.
 - Christmas Eve offering to benefit two mission partners: Jossour – Bridges of Hope and Houston Welcomes Refugees; all loose plate and designated checks
 - The Advent Devotional booklet will highlight four of our mission partners; it was a collaborative effort with Discipleship and Missions.

DISCIPLESHIP

1. Small Groups
 - GREAT small group leader's luncheon on November 3rd
 - i. Explained Advent booklet
 - ii. Received feedback from campaign
 - Two weeks of regular study guides emailed to SG's post campaign
 - Advent series beginning week of December 1st
 - i. Booklet that includes
 1. Sermon notes page (5 weeks' worth)
 2. Small Group study guides (3 weeks' worth)
 3. Daily Devotionals (5 weeks' worth)
 4. Christmas calendar/schedule at FPC
 5. Podcast links
 - a. Jimmy will be the voice of the December podcasts
 - For January and February: Curriculum Team writers will write Small Group guides
2. Sunday School
 - Classes are continuing with their own teachers
 - Brainstorming through possible Lent rotation series for 6 weeks, like the Parable series
3. Discipleship Groups
 - Will discuss in the spring- will need to be a spring/ summer

YOUNG ADULTS

1. **Homeless gatherings:** we've had two more worship gatherings with the homeless at Main Street Ministries, with the articulated goal that this is a time to spend time with and build relationships with our homeless neighbors. Sun Oct. 13 and Nov. 10. Oct. 13 YA's led worship, Caitlin Rhodes led liturgy, Jimmy preached, Doug Meikle celebrated Eucharist, and then some of the young adults served food while others engaged the homeless in conversation and prayer if appropriate. Nov. 10, YA's led worship, Shikha Hansen led liturgy, Jake Dodson preached, Doug Meikle celebrated Eucharist, and then some young adults served dinner while others engaged homeless in conversation. Nov. 10 was especially remarkable, because middle young adults like Matt and Hilary Reed, Sarah Burkhart, and

others, did such a beautiful job being with the homeless. We are in conversation with Main Street about this worship service, because they currently don't have the staffing or vision to keep it going. Pray over this.

2. **Hops and Hymnsing:** Nov. 3. Not much to say here, except that it was simply stunning. Best one we've had yet. An explosion of sound. Lots of young adults, and also a great event where new folks were invited to join in the goodness. But also incredible because intergenerational. All in all, around 80 people or so there, 40 or so young adults.
3. **Alpha & Table:** A few young adults, including myself and Abby Macdougall, have been participating in Alpha on Tuesday nights. Really good conversation, and a lot of young adults present, which is why we (Emmanuel and I) are going to do a three week follow up series at the Table to incorporate in alpha folks into the community. We'll investigate three topics, Story, Community, and Practice, in order to round out the vision of Christianity given in the Alpha videos. Pray that this will be a hospitable moment in which lonely and despairing folks longing for close knit community might find it in the community of Jesus Christ.
4. **Young Adult Direction night:** On Tuesday, Jimmy, Abby, and Caitlin are hosting a young adult direction night with some of the long time leaders in the young adult community. We are going to assess where we are as a community, what is flourishing, what is in need of repair or rehabilitation, and what is broken and needs to be thrown out. Will update on Wednesday when we have our meeting.
5. **Overall:** I just want to say that overall I'm thrilled about the health of this community. Real Christian community is happening and real Christian practice is happening. We've got good momentum and are in a good rhythm right now; we've been living into our core practices that we've set out to live into and by and large from my vantage point the goal of knowing and loving God deeply, knowing and loving each other deeply, and knowing and loving the world deeply is taking place. Beautiful stuff. I'm thanking God for his work of shaping us in this way.

Permanent Funds November 4, 2019 - email

Meeting was called to order by email at 10:59am on Monday, November 4th. All members were present; Chris Athon, Jane Champion, Sam Murray, Julie Harris, James Melchers, Gabriel Zamora, Jamie Hampton, Sharon Henry, Josh Kirklin and Andrew Stepp. Erin Varnell was present to represent staff.

Minutes from September 9, 2019 meeting were submitted. Motion by Sam Murray- second by Josh Kirklin - All voted in favor.

Discussion/Review/Motions

- 1) Reviewed two Seminary Applications: Motion by Sam Murray- second by Josh Kirklin - All voted in favor.
 - i. Martin Nkundeki - \$7500 scholarship from the Bentsen Fund.
 - ii. Hannah Barnes - \$1779 scholarship from the King Fund.
- 2) Discussion of request of transfer of \$2278.00 from the Music Equipment Fund to the Worship Department for payment of organ repair. Motion by Sam Murray- second by Josh Kirklin - All voted in favor.

Meeting was adjourned at 1:43pm on Wednesday, November 6, 2019.

Marriage and Family Ministry

Met October 24, 2019 at 730 AM to discuss Women's Ministry

In Attendance: Melissa Carbajal, Jon Crantz, Ellen Mabry, Mark Potter, and Jenn Rustay, Valerie Larremore

- I. Status of Ministry
 - Have established programs that continue to draw new participants
 - Valerie's position is now full time

- II. Present programs
 - A. Monday – First Place for health – small group; been meeting 10 years – focus on healthy living
 - B. Tuesday – First Moms – larger group Bible study for young moms and “mentor moms”; have a Bible study time in small groups; also do outreach projects with full group
 - C. WOW – women of the word – have teachers from FPC – presently studying Ruth; have fixed small groups after larger study time together
 - D. One Tuesday night a month – Sojourn book club - Lost about half of members during discernment / move to ECO; core remained and has continued to grow; read and discuss a variety of books, including secular; discussion always about how book relates to life as a Christian woman
 - E. Thursday night women's bible study – Led by Becca Herbold; includes study by video, then small group discussions
 - F. Circles – meet once a month in homes; all gather one to two times a year; 8 circles at present and could add more
 - G. Women's prayer gatherings
 - H. Big events to reach out to all participants
 - Every other year - retreat – Camp Allen in February
 - Gathering

- III. Future needs / dreams
 - A. Getting the word out – would like to be included in Church Alive and church-wide announcements consistently; would like to be included in information given to new members – Connections
 - B. Prayers for lay leaders who are presently involved and lay leaders to come; for sensitivity on where God wants to take the ministry next

Met by teleconference November 14, 2019 at 730 AM to discuss Outreach in each of the three Marriage and Family ministries

In Attendance: Melissa Carbajal, Jon Crantz, Stephanie Lionberger, Ellen Mabry, and Jenn Rustay. Mark Potter was ready and willing to attend and was inadvertently not provided with the call in information.

- I. Who are we reaching out to
 - Want to reach out to those who used to attend and have stopped attending anywhere
 - Want to reach out to new participants to make sure they are known, encouraged, and engaged

- II. Discussed the outreach efforts in place at present in each of the three ministry groups

- A. Children –
 - 1. Discussed the attendance data we presently compile and how its uses could be optimized
 - 2. Discussed what is working now and why it works (examples: birthday cards with personalized messages, pictures after events like VBS)
 - 3. Discussed whether what is working could be expanded

 - B. Women –
 - 1. Discussed the attendance data we presently compile and how its uses could be optimized
 - 2. Discussed what is working now and why it works (examples: Bible studies with lead team members who reach out)
 - 3. Discussed whether what is working could be expanded

 - C. Youth
 - 1. Discussed need to obtain attendance data and how that might work in present programs
 - 2. Discussed what is working now and why it works (examples: small groups with known rosters)
 - 3. Discussed whether what is working could be expanded

 - D. Ideas
 - 1. Training as to how to reach out with sensitivity “I haven’t seen you” versus “I miss you”
 - 2. Establishing outreach teams / outreach plans and training
-

Worship, Music and Prayer

Date: November 19, 2019

A committee meeting was held on Sunday, November 3 after the worship services. In attendance were committee members Andrew Stepp, Jan Smith, Kent Woodard, Jane Costello, Beverly Schorre, Lija Shah, Alan Sexton, Cheryl Christie and Amy McCarty. After an opening prayer offered by Jan the following discussions took place.

Worship Updates

- Amy McCarty has joined the committee and will represent the Sanctuary Singers; she was asked to assume responsibility for contacting Celeste when publicity for choir activities is needed.
- In preparation for an assessment of the 9:40 service, similar to the one done for 11:05, Jenn Rustay submitted names of Covenant Partners who regularly attend that service and who may be interested in helping. The list was turned over to Andrew Stepp.
- The committee members were given an outline – Attachment 1 – summarizing the update that Andrew Hebert gave to Session in October on the 11:05 reboot.
 - Andrew Stepp reported that John Stepp, an experienced Worship Leader at the Family Church in Florida, speaks with Andrew Hebert on a regular basis and is available for any guidance needed.
 - There is consensus that this service is in good hands with Andrew H!

Motions from the Advisory Council concerning Communion

- Jan presented the three motions from the Advisory Council concerning Communion
- The first motion reading “Effective immediately, we grant authority to directors with seminary training and in the ordination process to participate in the serving of communion alongside Elders.” requires no action from this committee.
- The second and third motions discussed below do require action by this committee.
 - “We authorize the Worship committee in collaboration with the Communion Guild to develop procedures for congregants to receive communion by coming forward in all four services.”
 - This affects the 10:45 service only as all other services already serve Communion in this manner, one by intinction and the other 2 by serving of bread and “wine” separately at the same time.
 - The committee spent the majority of the meeting discussing this motion, and discussion has continued via email. Two Guild members and Susan Miclette were brought into the discussion via email as well.
 - Attachment 2 summarizes this discussion and how we are moving forward with implementation of the plan. The Committee and Guild will review the December 1 Communion service and make any recommendations that may be needed for the next service.
 - “We authorize the Worship Committee to recruit and train up to 30 lay covenant partners to serve communion alongside Elders for a term of three years.”
 - After a brief (due to time constraints) discussion of the need for prayerful consideration of the following points, it was decided to finalize a plan for moving forward at the next meeting.
 - Selection criteria
 - Minimum number of years in the church?
 - Evidence of spiritual maturity or growth?
 - Jan and Andrew S. will discuss a “job” description to present at that meeting.
 - Training protocol
 - Use the same materials used for Elder training?
 - Guidelines governing lay covenant partners serving of Communion?
 - Would two lay covenant partners be authorized to serve a home communion without an ordained Elder present?
 - While Session has granted this committee the authority to recruit and train, lay Covenant Partners, there will most likely be a need to bring some proposals back to Session for consideration.

Prayer Updates

- Martha Erwin was not able to attend the committee meeting as she was attending a small group luncheon focusing on prayer. We hope to have an update on this event at the next meeting.
- We discussed – again briefly due to time spent on Communion – the ongoing committee project of submitting a proposal highlighting prayer at FPC to the Advisory Council.
 - The committee was reminded of the suggestions that Callie has already made.
 - Raise visibility of the Monday evening prayer group
 - Allocate equal time during Session prayer times to Adoration (Praise), Thanksgiving, Confession and Intercession.
 - Fifth chapter of *Life Together* by Dietrich Bonhoeffer entitled Confession and Communion
 - *Developing a Powerful Praying Church* by Dr. Richard Blackaby

- Financial investment in prayer for the next fiscal year?
- Join the movement to enlist Christians to commit to pray for revival in Houston
- Additional suggestions given to the committee for consideration
 - Sermon series or Sunday School curriculum on prayer
 - Regular prayer services
 - Wednesday or Sunday evening
 - Begin with one/quarter
 - Highlight a different type of prayer each time
 - Healing prayer
 - Praise and thanksgiving
 - Intercession and petition
 - Confessional
 - Vocal prayers in form of music and words
 - Meditative prayers
 - Asking covenant partners to share a personal experience with prayer
 - Put it in eWeekly
 - Share in the Sunday morning services during the time we sometimes use for Mission partners, etc.
- Action Item: Begin summarizing a proposal that includes Biblical mandates to pray, types of prayer and current suggestions.
 - Jan will create a draft and circulate to committee for comments, ideas and details
 - Jane suggested revisiting what Vision 2020 says about prayer – this will be included in the document Jan sends out.
- Kent asked what we are doing prayer wise at FPC currently indicating a need to summarize current events in addition to proposing new ways to focus on prayer.
- Andrew S. stated that the big umbrella is Discipleship. He talked about the prayer time at the Session retreat and that every Wednesday, the staff gathers for prayer.
- Cheryl indicated that the prayer requests on the Connection cards are increasing.

Music Updates

- Cynthia Blackwell plans to take Children's Choir to Holly Hall in February
- Chancel Choir scheduled to go in March
- Amy McCarty was given the task to introduce concept to the Sanctuary Singers. Lija stated that May was open.

Date for Next Meeting

- Due to Advent beginning December 1, the next meeting was set for January 5
- The committee will continue discussions via email

Jane Costello closed the meeting in prayer.

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

Attachment 1

Outline of presentation on the 11:05 Reboot given to Session on October 15 by Andrew Hebert

Task force

- Andrew Hebert, Michael Homan, Doug Meikle, Lynn Michels, Jimmy Myers, Ryan Born

Values vs. practices

- Everything we do speaks theologically
- Identifying the values that we hold for this service (Proclamation of the Gospel, discipleship, missions, community, participation)
- Identifying existing practices that support or work against our values
- Identifying new practices

Space

- Grand Hall, chairs on the floor “in the round”
- Achieves “intimacy” that we enjoyed in Fellowship Hall
- Setting out appropriate number of seats
- Promotes participation in worship, corporate nature of worship
- Physically places proclamation of the Gospel at the center of the service/space

Songs

- Introducing new rotation of songs (more hymns, folk-style contemporary songs)

Order of service

- Recent trend toward liturgy
- Taking cues from strong 10:45 liturgy
- New elements: Call to Worship, scripture reading, Kyrie, Lord’s Prayer, doxology

Planning Team

- Caitlin Rhodes and Jimmy Myers joining in bi-weekly to monthly planning meetings

Attachment 2

Communion Procedures for the Sanctuary Services

Advisory Council Motion from October of 2019: We authorize the Worship committee in collaboration with the Communion Guild to develop procedures for congregants to receive communion by coming forward in all four services.

Background

- Currently, Covenant Partners, who are able, come forward to receive Communion in the 8:30 and 9:40 services, whereas, in the 10:45 service, the Communion plates are passed row by row to all Covenant Partners who remain seated.
- Each of the first two services typically has 6 Elders + a Clerk.
 - At least 4 Elders are stationed across the front while 2 are available to take Communion to those unable to come forward.
 - The Clerk is responsible for replacing trays as they empty.
 - Ushers may be used to hold the baskets for empty glasses.
 - The trays have both bread and juice.
- In contrast, a full 10:45 service with the balcony open really needs 24 Elders + the Clerk for the congregation and 4 Elders for the Choir.
 - Susan Miclette reports that for the past year or so, we have had 20 Elders at best to serve the congregation in the downstairs part of the Sanctuary with Mark Potter and other ushers taking care of the balcony.
 - Fewer Elders requires that 2 sections be collapsed into one requiring longer periods of time to serve Communion.
 - Elders who are choir members take care of the Choir.

- There has not been a shortage of choir member Elders to serve the choir since the smaller Chamber choir took over the 9:40 service, so the Choir is at full strength for 10:45.
 - The time to serve Communion includes first passing of the bread followed by the Elders returning to the Chancel to pick up the trays of juice. Elders then return to the front of the Sanctuary to be served by the Pastors. The Clerk in turn serves the Pastors.
 - Besides time, the Communion Guild reports a significant amount of waste of bread and juice for the 10:45 service.
- The Guild members also spend a significant amount of time on Saturday morning cutting the bread into cubes for all three services and preparing the trays.

Proposed Procedure Changes

- Communion bread in the form of “crackers” should be purchased instead of the Guild having to cut up bread, put it in plastic bags and distribute onto trays Sunday morning.
- Otherwise, no changes are needed for 8:30 and 9:40
- Proposed changes for 10:45
 - Trays containing both bread and juice will be prepared.
 - Covenant Partners, who are able, will come forward toward the Chancel to receive both the bread and juice from one of six Elders stationed across the front.
 - Two Elders will go to those who remain seated.
 - Covenant Partners seated in the balcony may come downstairs and forward to the Chancel or meet one of the roving Elders at the back of the Sanctuary.
 - Alternatively, one Elder may be assigned to go to the balcony, but this would need to be decided beforehand and may depend on the number of available Elders.
 - After all Covenant Partners have been served, Elders may serve each other while the Pastors and Clerk serve each other.
 - Elders in the Choir will continue to serve the Choir who will remain in the Chancel.
 - With the traditional method of serving, this may be accomplished in a short amount of time leaving the option open to sing while the Covenant Partners come forward.
 - Four trays with fewer glasses should be set on the side tables for the Choir Elders to pick up.
 - After all Choir members are served, the four Elders may serve each other.
 - Two Ushers or other volunteers would be needed to stand near the serving Elders to collect the glasses.

Mission Innovation Committee (MIC)

11/17/2019

Attendance: Session members: Jordan, Paula and Gordon. Staff: Rev. Matt Lee, Emmanuel Paulpeter and Austin Hermann

Ministry Reports

Austin:

Update on Project Flourish: 101 applications received, 54 moved to screening. Expect approximately 20 to 30 to make the next step. Jan 1st start labs, March 2-5 start pitching.

Lindsey Knight has joined the effort as a part time assistant and is doing a great job.

We hosted a three day annual meeting from November 6-9 for all the Main Street Fellowship leaders from around the country to share the challenges and successes of each of the programs.

Emmanuel Paulpeter:

Fall Alpha had 48 people, 14 were non-Christians and 5 were skeptical Christians. Had a great Alpha retreat to close Fall session. One person came to faith at the retreat.

Matt:

Update on Kingdom Story:

Though they are still small (around 20 core team members), they are diligently working to reach their community and grow the church. They are hoping to grow the core group to at least 40 to 50 in the coming year. They have built a strong relationship with Stevens Elementary and are reaching out to the neighborhood.

Seven Mile Road Church is also come alongside to support Kingdom Story through financial support and by sending people to visit to increase Sunday attendance.

(See Matt's attachment for updates on Jericho Road Renewal and Montrose Missional Community and general updates)

Important Changes

At Matt's request the committee granted a change in the name of our committee to **Church Planting and Innovation Committee (CPIC)** to reflect his title change to Pastor of Church Planting and Innovation. The reason for this change was confusion by congregation members and people outside of FPC with global and local missions.

Church Planting Update (11-17-19)

1. Title Changes:

- a. *Matt's title has been changed from "Pastor of Mission Innovation" to "Pastor of Church Planting and Innovation."*
- Primary reason for the change is due to the confusion that people within FPC and outside of FPC have with Global/Local missions.
- b. *Consequently, "MIC" will change to "CPIC" – Church Planting and Innovation Committee*

2. The Plants:

a. Kingdom Story Fellowship:

- Though KSF is still quite small (~20-30 adults) and still developing their core team, they are doing great outreach at Stevens Elementary, formed partnership with World Vision, and started Women's Group.
- They are doing great relational evangelism and hope to see fruits in the near future.
- Matt recommended that they scale back production to reflect the smaller size. As well, to focus on core group formation, empowering the core group to reach out to others, and to spend two of the weeks per month in an informal worship service with lunch so that members would not get burned out and more people can participate.
- 7 Mile Road is supporting Kingdom Story via financial support and by sending some of their people to visit on Sundays to increase attendance.

b. Jericho Road Renewal:

- Jericho House still is going well. They are hoping to add another house in the near future.
- Cullen Middle School outreach is also going strong.
- Jonathan and Taylor are connecting with a house church network (www.churchatnetwork.org) for mutual support and training.

c. Montrose Missional Community:

- Emmanuel continues to serve at FPC directing Alpha and is doing a great job of growing evangelism at FPC.
- He continues to meet with non-believers through coffee shop evangelism, movie and theology night, and TED talks held at FPC.
- A missional community has been started for those who have been a part of Alpha but not ready to attend a traditional church. Approximately 6-8 people attend.

3. The Future of FPC Church Planting: (Two Pathways)

a. Conventional Church Planting:

- If there is someone who has calling, character, competencies to be a planter and wants to plant through FPC, we will:
 - Send them through assessment with Stadia and HCPN
 - Have them go through HCPN residency
 - FPC will become an “Anchor” church (Provide connection to FPC and potential financial support after residency).
 - Potential Planter should be: 1) Local to Houston; 2) Have potential core team outside of FPC; 3) Some level of seminary training.
 - FPC’s financial commitment would be the 9-month residency via HCPN as well as potential 3-year support.

b. Micro-church/Micro-expressions:

- Examples include Jericho Road Renewal and Montrose house church: Do not require lots of core team from FPC or financial support.
- Other micro-expressions would be to explore industry specific lunch groups: E.g. FPC medical lunch group; FPC law lunch group; FPC drilling/oil industry lunch group
 - These groups can utilize a condensed version of Center for Faith and Work curriculum (via Doug & Austin)
 - Can be evangelistic by inviting non-believers to topically based content meetings.
 - Can provide support for people in different sectors of industry, but for those who are not connected to a church, or cannot attend a traditional church, this can become their Christian community.
 - Austin could spearhead this effort with Matt support.

ADVISORY COUNCIL MINUTES
Monday, November 11, 2019

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

Opening Prayer and Devotional were led by Marilyn MacDonald. .

Finance Report: Matt Malinsky reviewed the current financial status. Aligned with previous months actual giving remains somewhat behind planned. However, expenses are also behind planned spending levels. There will be some additional scrutiny on future spending to make sure we continue to manage expenses carefully.

Operations Task Force: The AC discussed the proposals and agreed to bring them forward to the session for vote. Task force recommendations will each be open for discussion and brought to a vote at session.

Pastor's Report:

(a). Personnel: Two openings within the staff remain open – Pastor of Worship and also operations leader. Operations leader is part of an ongoing search. Pastor of Worship is being evaluated based a short review of the job and the AC will discuss the direction to be taken at a future meeting.

(b). The “Here to serve” campaign results to date were thoroughly discussed. This discussion will be brought to the session for their information. At this time the results are mixed though encouraging.

Clerk's Report:

(a). Communion: worship committee has a proposal now for the 10.45 communion service which will be brought before the full session.

(b). Nominations committee. Standing committee now is fully staffed.

(c). Book Study. An article from James Davidson Hunter will be introduced and discussed at the session.

(d) AC meeting proposed for December 2nd on the follow up to the session retreat.

(e). Focused prayer time at the session meeting shall be on the subject of gratitude.

2019 Upcoming Session Meetings & Important Dates

November 11, 2019 – Advisory Council
November 19, 2019 – Session meeting
November 24, 2019 – Caitlin Rhodes ordination

Closing Prayer: Chris Wolfe closed the meeting in prayer.