

**SESSION AGENDA**  
**Tuesday, June 17, 2021**  
**Fellowship Hall (In Person)**  
**5:30 p.m. (Includes Dinner)**

<b><u>Item</u></b>	<b><u>Presenter</u></b>
<b>Opening Devotional &amp; Prayer</b>	Harada
<b>Omnibus Motion</b> Minutes Consent Motions	Birchfield
<b>New Business I</b> Presbyterian School Proposal	Champion/Carleton
<b>Committee Reports &amp; Updates</b> Finance Report HTS 2.0 Update <ul style="list-style-type: none"><li>• Building Project Update</li><li>• Finishing Strong</li><li>• Financial Assets Audit</li></ul> Governance TF	Oldham  Brents Birchfield Barnes Sykes
<b>Old Business</b>	
<b>New Business II</b> HTS 2.0 Capital Projects Proposal	Brents/Christie
<b>Pastor's Report</b>	Birchfield
<b>Clerk's Report</b> Conflict of Interest Statement Elder Covenant Statement Change Of August Session Meeting Date	Meikle
<b>Prayer</b>	All
<b>Communion &amp; Closing Prayer</b>	Crantz
<b>2021 Upcoming Session Meetings &amp; Important Dates</b>	
<b>August Session Meeting - Tuesday, August 24 (New Date)</b>	
September Session Meeting - Tuesday, September 21	
October Session Meeting - Tuesday, October 19	
Congregational Meeting - Sunday, October 24	

**MINUTES OF THE SESSION**  
**THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**  
**May 18, 2021**

The May Stated Meeting of the Session began at 6:00pm in the Fellowship Hall. Dr. Jim Birchfield called the meeting to order with a quorum present. Doug Meikle gave a devotional and the opening prayer.

Doug Meikle shared that he has met with Presbytery and has been approved to accept a call to pastor a church. Session rejoiced at the news.

Attendance: See the attached Session Attendance Record for attendance to date this year.

Omnibus Motions:

The following omnibus motion, provided to Session in advance of the meeting, was duly adopted:

Resolved, that the submitted Session Meeting Minutes of April 20, 2021 be approved with one correction of the spelling of "Michael Harada" in the Advisory Council Minutes.

Mission Partner Update: Barbara Allen, Executive Director of Main Street Ministries, shared a power point presentation identifying various programs that are being offered to help people get a step up towards becoming independent adults and productive citizens in our community. Roby Norvell offered a prayer for Main Street Ministries and their work.

Reports:

Finance: Matt Malinsky reported that the April giving was slightly up versus budget and giving is expected to finish the fiscal year meeting budget.

Here to Serve 2.0: Jim Birchfield shared the next projects approved to resume -

- Improve Wayfinding Signage
- Use of Museum of Fine Arts of Houston "Shared" Spaces to Enhance Experiences
- Refreshed and Reassigned Entrances
- Expanded and Improved Welcoming Spaces

Ideas are being considered as to how to handle the giving gap between the end of Here to Serve on December 31, 2021 and the beginning of the next fiscal year on June 1, 2022.

Session is grateful that Martha Barnes has been researching a set of the assets of First Presbyterian Church and determining the permitted use of those assets.

Governance Task Force: Chris Wolfe, on behalf of the Governance Task Force, distributed the book "Winning on Purpose" by John E. Kaiser, charged the Elders with reading and reflecting on the book before the June 12 meeting of Session with Dana Allin and shared a video from ECO, by Dana Allin, on Implementing in Your Church the concepts from "Winning on Purpose".

OLD BUSINESS:

A motion was made, from the Operations Committee, and adopted that the Session approve the previously provided, reviewed and discussed proposed FY 21-22 Budget.

Pastor's Report: Jim Birchfield reminded the Session of the meeting with Dana Allin on Saturday, June 12, 8:30am - 3:30 pm in LC181, this meeting beginning discussions on the transition to the next

lead pastor, the transition expected in about two years. After consultation with FPC's Medical Advisory Board, and seeking to honor God with as open and joyful worship as is prudent, the Advisory Council is changing FPC's COVID protocols beginning in June by eliminating the requirement of reservations for attendance in Sunday morning worship and making the wearing of masks optional.

Clerk's Report: A motion was made and adopted to hold an Annual Congregational Meeting Sunday, October 24, 2021. A motion was made and adopted to elect Michael Harada as Clerk of the Elder Class of 2024.

Doug Meikle led a thank you to the Elder Class of 2021 as a different elder offered scripture and words of appreciation to each member of the outgoing class of 2021. Doug Meikle offered a prayer for those rotating off Session.

Jim Birchfield offered appreciation for the Elder Class of 2021 for leading FPC church through the past year including, among other events, Here to Serve and the COVID pandemic.

Prayers were raised for the Church, member concerns, ministry partners, the city and neighbors.

The meeting adjourned at 8:00 pm.

\_\_\_\_\_  
Rev. Jim Birchfield, Moderator

\_\_\_\_\_  
Chris Wolfe, Clerk of Session

# Consent Motions

## Reports

### Operations Committee Meeting

June 7, 2021

**Members present:** Al DuPont\*, Amy Winstead\*, Alicia Ten Eyck\*, Andrew Stepp\*, Merry Davis, Henry Humphries, Debbie Thompson (\* Voting members)

**Members absent:** Jamie Hampton

**Staff & Others present:** Hunter Johnson, Steve Oldham – FPC Treasurer

**Opening Prayer and Devotional:** Amy Winstead

**Facilities Ministry Team Report** (Henry Humphries)

- **Facilities meeting**
  - Work ongoing for builds/repairs:
    - Outside wood window repair/repaint project scheduled to be complete September 1
    - LED bulb replacement project is 75% complete with anticipated completion this summer.
    - MSM roof and mechanical work is complete.
    - 1 Pinedale is undergoing minor repair work, along with the addition of an outdoor deck for the youth department.
    - 10 Oakdale brick wall has been demolished.
    - New item under review is repair and replace the asphalt of the North parking lot.
- **IT Ministry Team**
  - IT is continuing to upgrade the church's Wi-Fi so as not to be on the Presbyterian School network. Existing funds will be used for this upgrade.
- **Building Committee**
  - The Multi-floor project has begun. A refresh of Palm Court and a partial expansion of the narthex hallway is to be completed this summer.
  - Amy Winstead is working on a revitalization of the north playground, between Oakdale and the north entrance to the sanctuary.
  - Basement sump pump recommendations for final steps will be made at the end of the summer.

**Permanent Funds Ministry Team Report** (Jamie Hampton)

- a. No report

### **Finance Report (Hunter Johnson)**

- b. Finalizing May's books and Fiscal Year End closing was still in process at the time of the Operations Committee meeting. Hunter reported year-end giving of 9.2 million, the strongest finish to a fiscal year in 5 years. Key metrics available:
  - o May contributions totaled \$503,528, for a total for the FY of \$9,209,188. This represents
    - an increase of 3% over FYE 2020 (\$8,933,072)
    - a 22.7% increase over FYE 2019 (\$7,122,742)
    - and a 14.9% increase over FYE 2018 (\$7,840,500)
  - o Total income for the year was \$10,118,920.
  - o Expenses for May are still being reconciled but are expected to total \$818,000. Though expense exceeded income by \$311,000 in May, the year will finish with a positive expense variance of \$628,136.
  - o Funds from Texas Presbyterian approved by Session in February 2021 and March 2021 for \$175,000 and \$511,180 respectively have not been accessed.
- c. Further details will be coming regarding an updated Stakeholder report and a Finish Strong Campaign.

### **Open Discussion**

- d. Steve Oldham was welcomed to the committee.
- e. July meeting has been canceled, with Hunter emailing the committee regarding construction updates through the summer.
- f. Al Dupont asked for members to email him within the next 3-4 weeks with suggestions on how to improve the meetings.

**Adjourn Meeting with Prayer:** Alicia Ten Eyck

**Next Meeting:** Monday, August 9, 2021, at 12:00 at First Presbyterian Church, Room FH253.

## **Worship and Music**

Summary:

Due to the end of our fiscal year, and the beginning of another, our Committee will focus during the summer to prepare for the Fall period and beyond.

Andrew and I met on June 6th to discuss the Committee's structure and responsibilities going forward. Given that it appears we are going to have a new Governance Policy and a new Worship Leader, we will focus on areas we can deliver results as we prepare for a more normal church environment in the Fall.

Those areas are:

Fully staffed Ushers and Greeters

Review Communion staffing and procedures

Senior Adult staff needs

Overall present and future staffing needs for Worship and Music

Enhanced Welcoming and Worship Experience

We plan to present new Outside signage for FPC approval to the Session on the 15th. The Outside signage concept has been presented and approved by the HTS 2.0 committee subject to budget review. We will continue to work on the overall outside and inside welcoming experience at FPC as well as MFAH interface for approval during the Summer. Further, we are working on enhancing Palm Court and the Narthex entrances. This strategy is in cooperation with HTS 2.0

We will plan a meeting in July when convenient for updates.

Please find below June updates on Connections, Caring Ministry, and the Choir.

### **Connections Report -**

#### Ushering/Covid Protocols/Services -

Sunday, June 6 was our first Sunday without implementing the registration process since May 2020. What a wonderful change of pace! People seemed so glad not to have to "check in," and they enjoyed the choice on whether or not to wear masks. A marked difference in people's energy was apparent. Also, attendance increased.

Furthermore, we are working to rebuild our usher and greeting teams as the services grow and people return. This project is ongoing.

#### Connecting With Others -

With Covid restrictions lifted, people are more open to meeting for lunch to discuss plugging into the church again. Cheryl is pleased to report that she is back "out there" meeting people for lunch and breakfast in order to check in with our covenant partners and guests. These appointments are so important as a way to encourage people to return to FPC or to continue coming to FPC (guests).

#### Change in Personnel -

Julee Chang, our connections coordinator, is leaving as of June 11, 2021.

While we are sad to see Julee go, we do have a new person ready to take on this role!

Robyn LaRocca will begin in this position on Tuesday, July 6.

#### Creating Welcoming Spaces -

This ongoing effort continues as we prepare to have the changes completed in Palm Court and outside the narthex by the fall.

We are also in the process of updating our welcome bags for the fall.

#### In-Person Attendance Numbers:

5/2 - Youth Sunday

Trad - 166

Contemp - 8:45 - 161

10:45 - 241

5/9 - Mother's Day/Baptisms

Trad - 321

Contemp -192

5/16

Trad - 186

Contemp - 207

5/23 - Rhonda Furr's Last Sunday  
Trad - 265  
Contemp - 190

5/30 - Memorial Day Weekend  
Trad - 177  
Contemp - 120

6/06 -  
Trad - 213  
Contemp - 210

Thank you,

**Cheryl Christie**  
Director of Connections

### **Caring Ministry Update: June 2021**

Stephen Ministry: Mikki Edwards and Lija Shah just completed the Stephen Ministry Leader training. This summer will be spent preparing for training a class of Stephen Ministers this fall. We will be sending an email this week to any previous FPC Stephen Minister to ask if they would like to be involved in our ministry as we restart. The Stephen Leader commissioning for Mikki and I will take place 8/1/21 during the worship service. This will be a great opportunity to introduce what Stephen ministry is to the congregation as well as provide information to those who may be interested in becoming a Stephen Minister.

In-Home Care and Reaching out to FPC Covenant Partners in retirement communities:

We are restarting in-home communion and visits as well to our covenant partners who are no longer able to attend FPC. We are hoping to have a small team of volunteers (with elders) in place who would be willing to do more consistent visits and follow-up with our covenant partners who have limited mobility. We also scheduling FPC volunteers to serve at Holly Hall and Bayou Manor for their chapel/devotional services. Both retirement communities would like to resume our presence there and have requested the help of FPC pastors, staff, or elders to provide a message and devotional for the residents there on a monthly basis.

Counseling Resources: we continue to offer to cover the cost of three sessions to those in need of counseling so please feel free to send anyone to caring ministry if you think they need assistance with finding a counselor.

Grief and Divorce Care Support Groups: We are taking a break from hosting support groups this summer. We will offer a grief support group this Fall and hope to offer divorce support again as well.

Lija Shah  
Director of Caring Ministry

Caring Ministry Update: June 2021

## **Music Report**

I am pleased to report that the Chancel Choir is back, leading in worship. We were in the choir room for the first time last Sunday. We welcome several Sanctuary Singers and continue to make contact and to encourage them to join. Looking forward to a summer of fellowship in singing

John Yarrington  
Chancel Choir Director

Submitted by  
Kent Woodard  
Chair, Worship and Music Committee, 2021-22.

## **Contemporary Worship Update**

We are (thankfully) continuing to grow in live attendance almost every week! The band played the outdoor picnic this past week and did a great job. We've had some vocal guests join us for worship to sing that have been very well received. Having communion frequently (almost every week) has been well-received, and this week we had extended prayer time. I'm meeting with Kendall McCord from Presbyterian school on Thursday of this week to discuss church integration with the "back to school" outdoor event the school does every year. Will report back about what came of that meeting.

— Ryan



## ADVISORY COUNCIL MINUTES

Tuesday, June 8, 2021

3:00 p.m.

Attendees: Martha Barnes, Michael Harada, Doug Meikle, Debbie Thompson, Andrew Stepp, Chris Wolfe, Steve Oldham, and Sabrina Espinosa (ZOOM)

### **Opening Prayer (Meikle) Acts 15:7-10**

In his book, *Dominion*, Tom Holland says that everything of value that we enjoy is attributable to the early Christian missionaries. The world was reshaped by the good news they spread. We are the custodians of the world view that was formed because of the Lord's work in and through them. The church survives and flourishes as we allow that same good news to transform our lives and this church.

### **Discussion Topics**

#### A. Role of the AC (Meikle)

Doug handed out a document on the role of the Advisory Council and asked us all to study it.

#### B. Finance Report (Oldham/Stepp)

Finance committee will meet later in the week, but do not expect much change. These numbers are tentative. May giving was under budget. (\$527/\$617). But the fiscal year standings (\$9,209,188) are up 3% over 2020, 22.7% over 2019, and 14.9% over 2018.

#### C. Trustee Update (Thompson)

Thompson reported that the Trustees are working on better understanding the rental income for the Dale Avenue properties. They are also continuing to provide the interface with MFAH. They would like to determine if they are called to act for FPC concerning properties not in direct connection to the campus.

#### D. HTS 2.0 Update (Barnes/Stepp)

Barnes, who was the Permanent Funds chair, has continued to work with the subcommittee to find available funds and clarify properties owned by FPC. They are looking at the restrictions on Permanent Funds. She sent a report that updated what they have found so far.

#### E. Governance Taskforce Update (Wolfe)

Chris presented an update. The taskforce's plan is to provide an update to Session this month, a finished proposal in August, and a recommendation for a vote in September.

#### F. Presbyterian School Proposal

There was not enough support to move forward.

### **Pastor's Report (Stepp)**

A. Celeste will present to Session a proposed campaign to encourage a strong finish to HTS.

B. The search for a new Worship Leader is down to 2 finalists. Neither are ordained, but both are strong candidates.

C. The Young Adult pastor search continues to move forward.

D. VBS will be both in-person and virtual this year. They have 225 children signed up and 52 volunteers.

Barnes noted that it would be good to try and coordinate the calendars between the youth and VBS so that the youth would not be on their summer trips at the same time as VBS.

### **Clerk's Report (Meikle)**

A. Would like to include a regular report on the Governance Taskforce progress. This is the biggest thing on the table right now.

B. Considerations for the Session Retreat are being considered.

### **Closing Prayer (Barnes)**

Adjourned 5:15 pm

Respectfully submitted,

Michael Harada, Clerk 2024

## HTS 2.0 Sub-task force on Permanent Funds and FPC Properties

April 8, 2021 5 pm, update April 29, 2021, *update May 27, 2021*

April 8: Attendees: Hunter Johnson (FPC-COO), Fred Robertson (former Trustee and PF chair), Debbie Thompson (Trustee), Jamie Hampton (current PF chair), Martha Barnes (former PF chair, current elder/clerk)

### **Permanent Funds-**

- Permanent Funds that “might” be available for HTS or maintenance use were reviewed.
- Most funds are under the 4% rule and would need Session approval for any changes.
- All but one fund-deemed unavailable for HTS capital projects due to the wording of the donor’s restrictions.
- Several funds were identified for possible maintenance use compatible with the wording of the donor’s restrictions.
- Several very small funds with no known restrictions might be re-classified for annual 4% spend for maintenance.
- Approx. \$50K could be re-designated for Maintenance by Session.*
- The Ewing property sales could only be used for “benevolence” and should return to the Ewing fund. (Manville)
- The Bonner property sales could only be used for the “urban poor” and should return to the Bonner fund. (multiple) (Both have mineral rights-need documentation.)
- Items of note: need to find original corpus for many funds. Some funds need clarification.**
- Have obtained auditor’s notes with history of funds.*

-**Item for CAUTION:** Fred brought up that we should NOT use the original corpus, we should use the “Inflation adjusted Corpus”. The spend rates should be adjusted to keep the inflation adjusted corpus whole and able to use dividends without hurting the future ability to create value. Alan Stewart confirmed. *TPF confirmed. Auditors’ notes clarified some funds. Will work with TPF to clarify Historical corpus v. Inflation Adjusted Corpus which should be protected.*

Example: For a gift of \$100,000. Inflation adjusted.

Date of Gift: 1970	Date of Gift: 2010
Inflation: 577.9%	Inflation: 20.6%
Adjusted Corpus: \$677,871	Adjusted Corpus: \$120,618
Difference: \$577,871	Difference: \$20,618

Session has recently used original corpus instead of inflation adjusted corpus for special purposes thus putting some funds well below their inflation adjusted corpus guidelines. Not sure they understood the consequences. Need to correct.

Committee is attempting to find original corpus numbers for all funds so that inflation adjusted amounts can be computed.

- Possible Maintenance use -Can discuss particular funds at the HTS 2.0 meeting for consensus.
- Mary Carter Fund may need estate tax lawyer to see if we can change the investment options.

### **FPC Properties-**

- Properties, tax assessments and title paths are being collected. *Additional properties were found listed in the PCUSA lawsuit documents. Need to be added to the list. Also found more mineral properties that are not currently being held at TPF.*
- FPC Houston properties**, maps of locations, tax assessments, history of purchase, income if any, current and possible ministry use and action items are almost finished. Most are legacy purchases or were purchased by capital campaign or Museum trade monies. They are not entangled in Permanent Funds (our current knowledge)

-**Non-Houston properties** are from estate gifts and have restrictions.

Ewing Property-Not available to HTS

Manvel, TX. Difficult to sell due to pollution and frontage roads and “undivided” language in the deed making it hard to apportion value. If sold, proceeds go to “benevolence”. Not available for HTS.

Bonner Properties-Not available to HTS

Lafayette County, AR. Recent sales proceeds returned to Bonner Fund. Proceeds go to “urban poor”.

-one set of tracts has “title issues” which we are attempting to clarify. May be tied to mineral rights. Need to clear up title. Tax market value ~\$126K, current offer at \$28.9K

-one town lot. Low value. Appraised \$1350.

Claiborne Parrish, LA-One sale proceeds were returned to the Bonner Fund.

-remaining set is actually five different smaller parcels which are not all timber. Hard to sell. Tax market value ~\$37K.

Mineral Properties-Not big enough to be of use for HTS. Probably restricted. Need to get a complete list. *TPF holds some and some are outside of TPF. Need to trace title and move to TPF.*

Get listing of all mineral rights and who is managing them for TPF. Add to properties list. Get some reasonable sense of value. Determine which estates they came from and how the royalties are to be handled according to the donor restrictions.

**For FPC Houston properties-Need a larger discussion that involves Trustees, Mission**

**Stakeholders and Session as to sell, no sell, partial sale**-short term, mid term, long term, value, strategy, etc.

Will bring current status of work to the HTS 2.0 committee before making formal recommendations. This is our current information to date.

**Update April 29, 2021**

**Permanent Funds**-received 19 files from TPF with the opening date and original cost. These are the more recent funds. The older funds original info will be coming in the near future. Will update the master spreadsheet to reflect the original historical corpus and the inflation corrected corpus. *Still waiting on documents from TPF.*

**Property Information-**

Have received 43 pages of mineral tracts from TPF. 34 pages are from Bonner, the rest from other estates. Adding tracts to the Properties list by estate and clarifying questions for Farmers National who handles the management. Found approximately \$1800 in unclaimed funds at the Texas Treasurer’s office. Mostly mineral royalties that TPF did not capture. *Spent many days going through the Bonner wells determining decline curve of wells-funds are not impressive at this late date. Need to understand how FM and TPF handle the royalties and they get to FPC (if....). Starting on the “other” properties. TPF seems to have some Bonner wells duplicated in their “other” list. Need to untangle.*

-Have received a packet of title information from Louisiana on the Bonner Funds. FPC did retain the mineral rights for the Louisiana rights. Trying to untangle the title chain. Still searching for several wills. We may need to hire a landman to complete the title chain. *Sean Keenan-Trustee- is running title on the one we have an offer for in Arkansas.*

-After compilation, will try to match the estates with the correct mineral rights and royalties. Would be good to get an estimate of the value of the non-producing minerals as well as the producing minerals. *FM says they do that in their promotional material.*

**Update May 27, 2021**

-Found additional physical and minerals properties in the PCUSA lawsuit listing. Need to add physical properties and mineral properties to appropriate lists. Need to ascertain if any of the additional properties have been sold since 2016.

-Setting up meeting with TPF regarding reporting on the mineral properties and the process that Farmer’s National uses. Have quite a few questions for them.

-Hunter rescued several enormous bins of information from the Pinedale location. Barnes & Thompson are working on an inventory of file which include wills, mineral records and physical property descriptions.

MCB suggestions....

-Recommend that the pertinent materials be scanned and stored under a rigorous records retention plan with multiple backups in the cloud and offsite from the FPC premises. These are important historical title documents.

-Permanent Funds-using auditor notes and history, can get with PF chair, Hunter, etc. realign PF into more appropriate categories according to restrictions and control. Have found opportunities for two scales (small (\$50K) & medium(\$100-200K)) of maintenance funding (Ricks, et. al.) and a larger and more creative benevolence component (Bene-other, Bonner, & some future estates) of “Here to SERVE” (not construction/ building). Discussion for a later date. (Several million dollars to talk about!). Can have a “granting group using the 4%” such as our current PF committee and a “strategic missional planning group” for larger possibilities that may align with our current Mission partners or new innovation ones.

-Suggest that we look at the larger picture of not only year-to-year expenses and the operating budget and various capital campaigns, but consider a more comprehensive look at life-long stewardship teaching and discipleship from cradle to grave as scripture teaches (Mal 3:10, Prov. 3:9, Mt. 25). Tithing of time, talents and treasures both while alive, but also an emphasis on estate planning and how we structure and use our endowment gifts to serve the Kingdom of our Lord, not just ourselves @ 5300 Main.

<u>Missional spending</u>	<u>'20-21</u>	<u>Budget est '21-</u>
<u>22</u>		
Perm funds 4% grants & Ewing of April 30	\$ 817,019	~\$1,070,991 as
Evangelism (8%>11%)	\$ 609,788	\$ 774,789
Missions (13%>11%)	<u>\$1,052,478</u>	<u>\$ 837,919</u>
	<b>\$2,479,285</b>	<b>\$2,683,699</b>

June 14, 2021

### **LONG TERM STRATEGIC PLANNING BOARD OF TRUSTEES**

The June Trustees meeting was delayed a week and will occur on June 16, 2021.

Jim Humphries will succeed Chris Winters on the Dale Avenue Properties board. The properties continue to be fully leased and have net positive cash flow.

Bonner Properties – We continue to work on confirming title to some small Bonner Properties.

Martha Barnes has been significantly involved in this issue. We have an outstanding offer on a small Bonner property in which the Trustees need to take a vote.

Tom Brents, Sean Keenan and Brock Hudson had a fruitful meeting with MFAH with regard to several issues which will be discussed at our June meeting.

Debbie Thompson and Tom Brents serve on the HTS 2.0 committee.

I would like to include some photos of the 1 Pinedale renovation which is now used for youth and young adults. In advance of our June meeting, I would like to add a huge note of gratitude and thanks to Kelli & Scott Lawless to get this project across the finish line and to Amy Winstead for their efforts.

Respectfully Submitted –  
Debbie Thompson





Brick wall removed



Ready for youth Sunday school!

