SESSION AGENDA
Tuesday, January 18, 2022
LC181 (In Person)
5:30 p.m. (Includes Dinner)

Item	**Presenter**
Session Prayer[1]	All
Omnibus Motion	Birchfield
Minutes	
Consent Motions	
Committee Reports & Updates[2]	
Finance Report	Woodard/Oldham
• Year End Report	
• Here To Serve Update	
• Permanent Funds Proposal Update	
Advisory Committee (Clerk's Report)	Meikle
PNC Update	Derden
FPC/PS Ad Hoc Committee	Dowdle
Staff Reports	Birchfield
• Pastor's Report[3]	
• Questions On Staff Reports[4]	
• Ministry "Deep Dive"[5]	
Action (Discussion) Items	
Theology of Worship Statement	Wagner
Church Maintenance Strategy	Johnson
Adjournment	
• Homily Reflection	
• Communion	
• Closing Prayer & Doxology	

2021-22 Upcoming Session Meetings & Important Dates
ECO National Gathering: January 31 – February 3

[1] The idea here is to begin the meeting by praying for our community, for our church and for the evening's agenda. Perhaps a staff person could compile a summary of the prayer lists and combine with a list of ministries.
[2] Committee reports to be restricted to information not shared ahead of time or something that requires further discussion and action. Committee chairs will request time on the agenda ahead of time (with a prompt from the pastor's office). Ideally, reports will be kept to five minutes.
[3] Pastor's report to focus on personnel (staffing) updates, progress on our major priorities, and trends/topics of general interest. The Senior Pastor shall also file a written report to be included with staff reports.
[4] A brief time for elders to ask questions or express concerns about submitted ministry reports.
[5] Overview and report on an individual ministry. One per month after March.

February Session Meeting: Tuesday, February 15
Renewal Conference (James Choung): February 18-20

- Session Dinner on February 18

March Session Meeting: Tuesday, March 22 (Change)
April Session Meeting: Tuesday, April 19
May Session Meeting: Tuesday, May 17
June Session Meeting: Tuesday, June 21 (To Be Explained)

MINUTES OF THE SESSION
THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS
November 16, 2021

The November Stated Meeting of the Session began at 6:00pm in LC181 Dr. Jim Birchfield called the meeting to order with a quorum present and opened the meeting with a devotion and prayer.

Omnibus Motions:
The following omnibus motions, provided to Session in advance of the meeting, were duly adopted:

Resolved, that the submitted Session Meeting Minutes October 19,2021, be approved.
The Finance Committee requests a consent motion from Session to approve the following:

Grant Applicant	NEED	GRANT	FUND
Health Outreach to the Middle East	Finishing construction and medical equipment for Medical Christian Training Center and Hospital	$30,000	Bene-Other
Serenity Retreat for Healing and Spiritual Renewal	Road repair	$10,000	Bene-Other

Committee Reports:

Finance:
Hunter Johnson

- The new software is still slow in getting reports to match. Essence is that August giving was quite good, but September and October were rather low. Early November looks a bit better due to *Here To Serve* messaging. The balance in the bank is good and we are still on track for finishing under budget.

Construction /Remodel Update:
Hunter Johnson

- A power point was presented showing pictures of various projects throughout the church. Some projects will not be completed by the end of the year due to the delayed shipment of materials.
- Pinedale will be completed when the fencing is installed and the gravel for the driveway has been delivered.

Pastor Nominating Committee:
Sabrina Espinoza

- The committee has been meeting weekly and has met with the Search Firm.
- A video of Houston is being prepared.

Governance Update:
Tanner Sykes

- The Governance Committee is meeting the first Tuesday of the month. The committee is currently reviewing the amendments and changes to the charters for the committees. The changes will then be brought to the session. A Task Force is reviewing the risk management strategy (a review of exposure) and internal /external security policies.

- A motion was made and approved to adopt the proposed changes to the Governance Committee Charter which clarifies the roles of members of the Governance Committee and their participation on the Standing Nominating Committee and corrects other minor errors to the Caring Elder Committee Charter.

Personnel Committee:

Stephanie Zamora

- A review of the Personnel Committee was given and the need for a Human Resource Director on staff was described.
- A motion was made and passed in executive session regarding salaries and Christmas bonuses.

Pastor's Report:

Jim Birchfield

- The Session Christmas Party will be Friday, December 10 at the Youth House.
- The Session Mini Retreat with Dana Allin will be Tuesday, December 7, 202.

Andrew Stepp

- Ministry Reports are due in Lisa's office the Thursday before the monthly session meeting.

Clerk's Report - none

OLD BUSINESS:

Theology of Worship Proposal

Dan Wagner

- Worship at First Presbyterian Church in Theology and Practice
    - **THEOLOGY OF WORSHIP -** Our life is centered around the worship of God who is revealed in creation and through his word. In our worship we hear and respond to the Good News that by faith we are being transformed into God's Covenant Community. God's redeeming plan shapes the way we worship, renewing us so that we may live gospel-shaped lives throughout the week.
    - **GUIDING PRINCIPLES FOR WORSHIP -** We preach, read, and sing a faith grounded in scripture with an intention and awareness that what it says and how we respond will change us.
- A vote to endorse the Theology of Worship Proposal will be taken at a later meeting.

NEW BUSINESS:

Doug Meikle

- Center for Faith, Work and Innovation Proposal
    - First Presbyterian Church's Center for Faith, Work, & Innovation (CFWI) has an established track record of the integration of faith, life, and mission through two flagship programs, "Main Street Fellows" (MSF) and "Project Flourish" (ProFlo). Main Street Fellows has trained and inspired 75 people to integrate their Christian faith, work, and life. Project Flourish has distributed $500k to ten social entrepreneur groups supporting businesses and nonprofit organizations who bring a redemptive framework to their work. The opportunity now is to expand and deepen this work to serve the broader Christian community in Houston. To achieve this goal the session is asked to authorize the following: • Session authorizes the

creation of a separate 501(c)(3) corp for the Center for Faith, Work, & Innovation • Session supports Doug Meikle as the president of the new CFWI. • Session authorizes the payment of $50k in fiscal year 21/22 from "Bonner B" fund for setup expenses. • Session authorizes, within normal & customary limitations, a 3-year "Cornerstone Sponsor" commitment from operating budget – total of $250k over the fiscal years ending June 2023, 2024, and 2025.

- A vote to endorse this initiative will be taken at a later meeting

Prayers were raised for the church, member concerns, ministry partners, the city, and neighbors. Communion was served by intinction by Rev. Andrew Stepp and elder Amy Winstead.

The meeting adjourned at 9:10pm with the singing of the Doxology.

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Rev. Jim Birchfield, Moderator Doug Meikle, Clerk of Session

MINUTES OF THE SESSION
THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS
December 7, 2021

The December Stated Meeting of the Session began at 5:45 in LC181 Dr. Jim Birchfield called the meeting to order with a quorum present and Dr. Jon Crantz opened the meeting with prayer.

Old Business:

- A motion was made and passed to adopt the revisions for the Personnel Committee Charter.
- A motion was made and passed to adopt the charter as amended for the Charter for Faith, Work, and Innovation.
- A motion was made and passed to table the approval of the Theology of Worship Proposal until the next session meeting.

Special Order:

Rev. Dr. *Dana Allin*, Synod Executive for *ECO,* led a discussion on the Next Steps for Governance and Strategy Implementation.

- Foundation Principles
- Essential Elements for Success
- Strategy and the Governance Model of Leadership
- Philosophical Strategy
- Ministry Strategy
- Tactical Strategy
- Operational Strategy

Dr. Allin led a discussion on the suggestions and feedback of the Governance Policies & Procedures Manual for First Presbyterian Church.

The meeting adjourned at 7:25pm with a prayer by Dr. Birchfield.

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Rev. Jim Birchfield, Moderator Doug Meikle, Clerk of Session

Consent Motions

The renewal conference lead team proposes that we have one combined worship service in the grand hall on February 20 at 1045am as a means of gathering the entire congregation together to conclude the renewal conference led by James Choung. Our pastoral and worship staff will ensure that this service will celebrate both our contemporary and traditional worship styles, demonstrating that we are indeed one congregation.

Reports

Finance Committee

1/13/22

Attendees:
In Person – Sara Robertson, Steve Oldham, Jamie Hampton, Hunter Johnson, Matt Malinsky, Alicia Ten Eyck, Kent Woodard
Via ZOOM – None
Absentee – Andrew Stepp
Opening Prayer: Kent Woodard
Old Business:
New accounting System Review – Hunter

- Working as expected with a few non-essential items to be tweaked

Review of Monthly Financials – Steve

- Record December giving at over $3m. HTS ended at projected $24.5m. Final numbers still being counted.

Review of PF – Jamie

- No meetings in December. Kent noted the ending PF Market Value reflects $26.3m @ 12/31/21, an approximately 6.07% return in 2021. This return for a balanced portfolio appears less than half the performance of other managed balanced portfolio. In our new investment policy procedures, we need to include a documented fiduciary review on periodic basis, to at least annually evaluate return, cost, and risk allocation against other investment managers with similar focus.
- At December 31, 2021, PF has approximately $7.7m in excess account market value over inflation adjusted original cost basis of estate gifts. Sara and Hunter will be reviewing all Estate and Gift documents, beginning with 12 session restricted gifts to provide clear insight and document what was the legal intention of the Grantor of the gifts to FPC.

Review of FPC Financial and Accounting Policies and Procedures – Hunter

- Our goal is to have the proper policies and procedures in place by end of this fiscal year

Review of Audit Procedures

- It was agreed that an audit committee outside of staff will be charged with the annual audit of FPC 's financial condition. For the 2021, this committee will be comprised of Steve Oldham, Matt Malinsky, and Chris Herbold.
- In our last meeting, the committee voted unanimously to bring Pat Johnson, CPA, as a volunteer to assist Hunter in our audit procedures. Hunter will provide specific responsibilities and controls for Pat's functions at FPC.

New Business:
Hunter will provide at the January Session meeting an estimated Capital spending plan for FPC. This is only a projected spending plan uses without sources of funds as we are currenting assessing the areas of potential funding and no definitive plan has ben approved by the Finance Committee. Beginning In February, the Finance Committee will meet on the second Tuesday of the month at 10:30 to accommodate reporting minutes to the Session Report.
Closing Prayer: Jamie Hampton

Submitted 1/15/2022
Kent Woodard, Chair

CLC

January 12, 2022

Participants: Al Dupont (Chair), Melaney Derden (Vice Chair), Alicia Ten Eyck, Roby Norvell, Jane Champion, Dade Dowdle

Absent: Evelyn Smith

- Finanilzed Committee Name - Community Life Committee
- Reviewed Committee Charter and made revisions, which will be applied, approved by committee and then submitted to the Governance Committee for approval.
- Discussed/Assigned roles/responsibilities
    - Prayer Coordinator (working with Prayer Coordinators of our church - Patsy Powell, as well as ministry heads, Caring Ministry lead, etc.) to collect prayer needs of our covenant partners and of the various ministries and mission partners; create committee prayer list/spreadsheet and facilitate prayer within the committee meetings.
    - Home-bound Care Liaison - works with Jon Crantz' Caring Coordinators to facilitate care, prayer, and communion for home-bound covenant partners; Jane Champion volunteered.
    - Neighborhood Connect Coordinator - Coordinates overall Neighborhood Connect ministry, overseeing the creation of CareTeams and facilitating data collection and reporting back to committee on CareTeam needs and progress. Alicia Ten Eyck volunteered.
    - Mission Partner Service Liaison and Lay Led Ministry Service Liaison roles will be finalized after Emmanuel presents his implementation plan for the Outreach priority; Roby Norvell and Melaney Derden volunteered for one of these roles.
- Reviewed CareTeam Process:

- Need to create a process for setting up a CareTeam with responsibilities, expectations/goals, training of CareTeam leader.
- Need to create a clear, impactful communication strategy for how this is marketed to the congregation, stressing the vision and purpose for CareTeams beyond just social gatherings.
- Need to run a new zip code query to see where committee members, ruling elders, and shepherding elders are and run that against where our covenant partners live and determine CareTeam map
- Review if there are holes where there is no elder coverage and determine if there is a covenant partner who wants to lead a CareTeam there
- Reach out to shepherding elders to explain the new CareTeam Process and expectations for them to lead a team in their geographic area.
- Are there areas of influence geographically where we want to target a CareTeam? In other words, could we use CareTeams as a targeted ministry tool for reaching specific geographical or demographic groups in efforts of expanding the church into those neighborhoods/demographics? (Example: midtown - more Young Adults and thus a target demographic we want to grow in our church)
- How do we simplify data entry, collection, searching on covenant partners with our database? An app we market to covenant partners would be ideal!

TO-DO's -

- Tie roles to Prayer, CareTeam, Home-Bound Ministry, and Service arms of committee and define responsibilities and processes for each (Melaney)
- Al and Melaney to meet with Celeste to discuss data collection/sharing; data app
- Finalize charter and submit to Governance Committee for approval, then Session for Feb. meeting (Melaney)
- Al to talk to Mike Harada about prayer and elder training.
- Run zip-code map for elders for CareTeam leadership before next meeting (Celeste)
- Melaney to work with Susan Miclette and Alicia Ten Eyck to further define a process and a checklist for starting a "test" CareTeam.
- We should discuss metrics as a team at our next meeting. How will we measure effectiveness of committee? What are our goals?

Prayer

- For committee - discernment and leading of Holy Spirit
- For Session/Staff
- For Covenant Partners, Church
- For our city

Next Committee meeting (Feb. 9, 11am, Rm. CE227)

This section of the session packet includes the following Ministry Reports:

- **Worship – Dan Wagner**
- **Outreach – Rev. Emmanuel Paulpeter**
- **Equipping – Rev. Caitlin Rhodes-Karahadian**
- **Children – Stacey Rockwell**
- **Community Life – Rev. Jon Crantz**
- **Communications & Media – Celeste Lanier**
- **Ministry Support (Finance, Facilities, and IT) – Hunter Johnson**

Each of the reports include the following information:

- **What is going on in your ministry and how is it going?**
- **Volunteer Opportunities in your Ministry**
- **Upcoming Ministry Events**
- **Prayer Requests for your Ministry**

If you have specific questions or would like to follow up on one of the ministries, feel free to reach out to the staff member responsible for that area.

Ministry: Worship

What is going on in your ministry and how is it going?

- We are grateful for all the combined gifts and faithfulness in the Chancel Choir and leaders as we adapted, supported and navigated the Advent and Christmas Season while Dr. Yarrington was recovering from his injury and surgery.
- We're entering the New Year with modifications to allow Dr. Y to ease back into his duties and reduce our rehearsal schedule in light of recent pandemic news.
- We have welcomed Dr. Jeong-Suk Bae as our new organist/accompanist.
    - **EDUCATION**
        - DMA in organ performance, University of Houston
        - MM in church music concentration in organ performance, Southwestern Baptist Theological Seminary,
        - Piano performance, Ewha Women's University, Seoul, South Korea
        - BA in piano performance, Magna cum Laude, Chong-Shin Presbyterian University, Seoul, South Korea
    - **CAREER EXPERIENCE**
        - Rehearsal Pianist (Long-term substitute), Houston Choral Society
        - Adjunct Professor of Music, Organ Performance, University of St. Thomas
- After the necessary attention required during Advent and with the Chancel Choir, the Director of Worship is now more available to spend time in the Grand Hall Service and with Ryan and the band as we reflect and discern how to strengthen and deepen our worship in both locations.
- Worship Mandate: Moving Forward
    - Study, discuss, engage and implement the Worship Theology and Practice statement with the music and worship staff through establishing a regular focused time. (Winter/Spring 2022)
    - Establish Worship Conversation and Input Group (Spring 2022)
        - Develop two small communities that converse regularly about our two primary worship services
    - Lead and Implement a time(s) for pastoral input, engagement and idea-sharing about worship.

Volunteer Opportunities in your Ministry:

- We want to grow the Chancel Choir, and will work on ways to encourage involvement.
- During Advent it became clear that we can use more ushers and readers.

Upcoming Ministry Events:

- Modified worship service with guest artist and composer Heather Sorenson on Sunday, January 30 in the Sanctuary
- Planning and worship support for the Renewal Weekend in February.

Prayer Requests for your Ministry:

- That we would continue to be open to a fresh vision and intention about worship, and that each of us who plan and contribute would increasingly coalesce around transcendent principles and values.
- That our new organist will experience a warm and gracious welcome that will inspire her to confidently and freely lead and serve through music and worship.

Ministry: Outreach

What is going on in your ministry and how is it going?

- Ministry Partnerships: The 20th Advent Missions Market was a great success. Sales totaled $21,868. The purchase of the merchandise from global partners is an immediate boost of revenue and an encouragement to them. Additionally, once we cover our costs, any additional revenue is then sent back to our partners as a double blessing. Global Mission Partners represented at the Market include Africa Renewal Ministries, Bethlehem Bible College, Hillcrest AIDS Centre/Woza Moya, The Micah Project, Rafiki, Sunbula and Treasure In Clay.
- CFWI:MSF has been continuing this semester. On the CFWI spin off, the 1st pass with mission, vision and values complete, received first donation and signed contract with marketing and brand partner. Job descriptions have been defined.
- Church Planting: The house Church Creo Christ has been continuing the rhythm of meeting on Zoom and over dinner on alternative weeks. One of the members who came to Creo Christ in 2019, has now expressed desire to want to get baptized at FPC. Back in 2019 he identified as a Buddhist and has slowly and steadily been on a journey towards faith, praise be to God!
- Evangelism: For Christmas Eve we created an invitational space for people who may be feeling alone around Christmas eve to enjoy some food and fellowship and attend the Christmas Eve service as a group. We had 24 people come to the group of which 20 were non-FPC members. We invited people who have engaged in different Evangelism related groups over the past year. This is the first time we tried this to create a space for people who may otherwise feel isolated around Christmas time.

Volunteer Opportunities in your Ministry:

- Feeding Houston's Heroes/FHH – meal delivery volunteer, cookie baker (contact Missions), especially as we plan to expand the reach of FHH to Lanier and Cullen Middle School.
- Houston Welcomes Refugees/HWR – Hold a Welcome Kit drive, Attend Orientation to participate in apartment set up and/or commit as a Welcome Team volunteer to come alongside a refugee family for 6 months (https://www.houstonwelcomesrefugees.com)

Upcoming Ministry Events:

- FPC Youth Ministry 8th graders Confirmation Service Project is collecting Welcome Kits for Houston Welcomes Refugees on February 25
- FPC has been a sponsor of the M3 Conference since the inaugural year 2016. The conference has been promoted for medical professionals and those interested in medical missions. Unfortunately, due to the rise in Covid, the will be virtual again this year on Fri. Feb. 18. https://m3missions.com/

Prayer Requests for your Ministry:

- Prayers for Janet Rowlands/missionary – Prayers for Janet as she enjoys her time with family and friends here in the US before departing for the UK to serve in leadership with Pioneers.
- Prayers for our local mission partners serving children who have faced such challenges in school during the pandemic; for staff to have great wisdom and discernment for what the individual students need and for bandwidth to do all that they are doing.
- Prayers for Doug and Karen as they manage the multiple demands while also figuring out

what the next iteration of CFWI would look like.
- Prayer for more people to come to faith through Alpha, Creo Christ and our different outreach groups.

Ministry: Equipping & Sending

ADULT DISCIPLESHIP

What is going on in your ministry and how is it going?

- **Adult Sunday Schools** are doing their own studies until Lent, when Doug Meikle will provide a 6-week Lenten series, which will be watched in each Core Sunday School Class. The focus will be on Biblical worldview and how that changes our perspective regarding how God is redeeming all of His creation.
- **D-Groups** are beginning to meet this spring, with new groups forming over the month of January.
- **Small Groups** are using RightNow Media to begin a study through the gospel of Mark. We expect to receive constructive feedback to make this transition as smooth and beneficial as possible.
- **Curriculum Writing Team** is editing the already written guides within RightNow Media (for our Mark series)
- **RightNow Media** has been gifted and continues to be promoted to the church. About 260 people have signed up for accounts as of 1/12. Small Groups begin using RightNow Media during their meeting time the week of January 10th.
- **Marriage Ministry** will host another "Couples Night Out" this spring and will possibly host a marriage conference (two-day). This is still TBD.
- **MamaBear Apologetics** had a strong close to the year, with Christmas parties for both in-person and Zoom groups (in person for the party). We continue studying our book for the next four weeks and are currently praying about next steps for Mama Bears (after the study).
- **Churchwide Reading Plan** will have the congregation reading through the gospel of Mark as we go through the sermon series. The first eleven weeks line up with the small group studies to provide an overview of the gospel of Mark, before a few highlights prepare us to shift to a daily reading plan for Holy Week.

Volunteer Opportunities in your Ministry:

- Editors for the RightNow Media Guides
- We have had requests for small groups specific to parents with small children. If you would like to host, facilitate, or help us get a group started, please contact Sara Buskirk at sbuskirk@fpchouston.org

Prayer Requests for your Ministry:

- Pray for our small groups and Sunday Schools to have meaningful community and to be shaped by God's word
- Pray for those interested in D-Groups to take action and initiative
- Pray for the ongoing RightNow Media launch; for early adopters to be joined by others
- Pray for the church to be shaped to follow Jesus more closely (or whole-heartedly) than ever before through the Gospel of Mark series

YOUNG ADULTS

Social events have been the best attended events; the team is doing a great job meeting their objective to "sustain" the community during this time without a YA director. After a great holiday break, the YA Leadership Team is meeting on 1/13 to make plans for the spring semester. We'll have more updates in the next Session report!

What is going on in your ministry and how is it going?

- Festive Christmas party on the Barnes' patio with fellowship, cookie-decorating, and caroling; others (not pictured here) came after the picture was taken
- Young Adult Sunday School is resuming 1/16; choosing between two different RightNow Media studies; planning on taking turns facilitating
- Small Groups also took a break for the holidays, starting back the week of 1/9

Volunteer Opportunities in your Ministry:

- Hosting different YA events at your house/outdoor space
- Discipling young adults in a D-Group—many have never been an intentional discipling relationship before

Upcoming Ministry Events:

- Hops & Hymns- Date TBD (There are considerations about location and date because of the current COVID surge; we're considering Pinedale)
- Planning a YA lunch at Pinedale after the Saturday morning session of the Revival conference in February to discuss and engage the content more deeply in community

Prayer Requests for your Ministry:

- Pray for the young adult community (both those who are able to connect and attend events in-person and those who are not and are less connected right now)
- Pray for the young adults who are seeking community and a relationship with God (and help us to connect with them)
- Pray for the leadership team as they continue to sustain the YA ministry/community
- Pray for our Sunday School and our small groups that they would be formative and offer deepening community

WOMEN

What is going on in your ministry and how is it going?

- **All-Women's Brunch** - Tuesday, January 11. Due to Covid, we closed registration at 115 women. Without Covid, even more would have registered. The women are longing to be in fellowship with one another. Our focus is to fellowship, worship, and celebrate God's new mercies for a new year. The Scripture focus is Lam. 3:21-23.
- **Women of the Word (WOW) Tuesdays In-Person - LC080 or Online** 10-11:30 AM - Both groups will begin the year studying Dane Ortlund's *Gentle and Lowly*. The in-person group will then study Jo Saxton's study of Philippians (utilizing RightNow Media) while the online group will study Kelly Minter's *Encountering God.* The studies begin the week of January 17. For the in-person study, JoNell Gerland, Karen Meikle, and Cheryl Christie will share the teaching responsibilities. Vickie Wagner will lead in worship.
- **Salt and Light** - Thursday 7:30 - 8:30 pm - Online This group will begin the year studying Dane Ortlund's *Gentle and Lowly*. Then this online group will study Kelly Minter's *Encountering God.*
- **First Place for Health** - Mondays 6:30 - 8:15 pm - Online. Open to new members but closes in February to enable more intimacy and deeper accountability.
- **Fellowship Circles**. Four circles meet monthly. Three of them are studying John Stott's 1 & 2 Thessalonians; the other is studying Jen Wilkin's *None Like Him.*
- **Sojourn Book Group.** This group meets online, and they have chosen their new books for the semester. They include: *The Midnight Library* by Matt Haig; *Cleo: How an Uppity Cat Helped Heal a Family* by Helen Brown; *The Book of Lost Friends* by Lisa Wingate; *Hinds' Feet on High Places* by Hannah Hurnard; and *West With Giraffes* by Lynda Rutledge.
- **Mama Bear Apologetics** had a strong close to 2021, with in-person Christmas parties for both in-person and Zoom groups. We continue studying our book for the next four weeks; currently praying about next steps after the study.
- **WMLT**. Meeting monthly. Studying Ruth Haley Barton's *Life Together in Christ*.

Volunteer Opportunities in your Ministry:

- The Women's Ministry Leadership Team is looking for a Missions Chair.

Upcoming Ministry Events:

- The start up of new Bible studies and groups for the spring.

Prayer Requests for your Ministry:

- For growing the ministry and finding ways to include people who may not be an active part of women's ministry.
- For finding ways to incorporate prayer in greater ways.
- For the women's ministry to effectively equip women to live missionally.

Ministry: Children and Family

What is going on in your ministry and how is it going?

- On Sunday Mornings we look forward to moving into our soon to be completed renovated spaces. We had a parent meeting and tour on January 2 to show them the new space and give a preview of upcoming events.
- We continue to receive feedback from parents of children in our ministry that they would like a 9:30 Sunday School class that is specific to their stage in parenting. Some have suggested they would find an 8:30 worship time slot helpful for families with young children. Almost all of them have expressed how much they value the multi generation fellowship of FPC.
- Attendance data unavailable at this time.
- 11/17 - Family Movie Night in Fellowship Hall - Families were invited to watch "The Star" on the big screen with blankets, pillows, etc. CFM provided popcorn. Childcare was available for the littles that can't sit through a movie. Roughly 50 people attended.
- 12/3 - Dodgeball with Dudes - record Attendance by PS families. Overall 120 participated.
- 12/5 - Advent Celebration ***New time*** successful and well attended.
- **Christmas Eve** was well attended given the challenge of the covid surge.
- **Children's Pastors Conference:** The CFM Team is attending CPC this week with 3000 CM leaders. We are receiving much needed encouragement from prominent CM leaders, learning new ways to do ministry from experienced colleagues, and enjoying powerful worship sessions while bonding and growing as a team.

Volunteer Opportunities in your Ministry:

- All Sunday School levels have volunteer opportunities
- Greeters for Sunday parking lot will begin recruiting soon.

Upcoming Ministry Events:

- TBA

Prayer Requests for your Ministry:

- Good solution to serve parents of younger children on Sunday mornings to increase attendance of children and growth.

Ministry: Community Life

COMMUNITY LIFE

- Renewal Conference: Invitations to go out with reservations beginning next week. Schedule is: Friday evening (Feb 18) – elder/leader dinner at the Meikle home. Saturday morning (Feb 19, 9-noon with children's programming). Saturday evening (530-7pm) worship, prayer, and speaker. Sunday morning (Feb 20) Combined Sunday school (930-1045), Combined worship service (1045-1145).
- REMINDER: Please read "Longing for Revival by James Choung (our speaker). Pray for our congregation to long for more of the Lord in their personal life and the life of our congregation.
- Prayer lead team will be created in the month of February. Multiple prayer teams will be formed. We will connect all prayer ministries of FPC under this department.
- Mo Ranch registrations will begin in March. Save the date schedule for the next couple of weeks.

CONNECTIONS

What is going on in your ministry and how is it going?

- Christmas Eve is always an important day for Connections. Covid cases really began to increase around Christmas Eve, so ushers were canceling by the minute! God was faithful and provided. However, it was quite concerning for a few days. I had many people praying for God's provision, and God answered!
- Explore FPC is February 5 with Joining Day on Feb. 13. At least 20 people have shown interest in attending.
- Volunteers will be needed for the renewal conference.

Volunteer Opportunities in your Ministry:

- Ushers for the Contemporary service are needed. I am praying for three teams. Right now we have two teams.
- Serving at the Information Desk (s). We will eventually have a desk off of the narthex.

Upcoming Ministry Events:

- Explore FPC - Feb. 5
- Joining Day - Feb. 13
- Renewal Conference - Feb. 19 and 20 - We will need greeters and ushers galore!

Prayer Requests for your Ministry:

- Please pray that our volunteer base will grow. Covid has been a challenge.
- Please pray for the people who will be joining the church in February. May they feel welcomed in this local church and may they become plugged into FPC.
- Pray for the renewal conference including the volunteers. May they be the hands and feet of Jesus that weekend.
- Thank you for praying!

CARING

What is going on in your ministry and how is it going?

- GriefShare and DivorceCare virtual support groups are currently running until Mid-Februrary. GriefShare has 9 people registered for the group and DivorceCare has 11 registered. We hosted a Surviving the Holidays in person event in December specifically focused on ministering to participants through the Holidays.
- Stephen Minister training: This training began late and September and will conclude late April. We have a class of 6 that meet virtually on Tuesday evenings.

Volunteer Opportunities in your Ministry:

- Each week we receive prayer requests from the connection cards as well as we have a Congregational Care prayer update praying for the concern of the FPC covenant partners. We are looking to build a prayer team to lift the concerns on a weekly basis.
- We would love to build a team of Stephen Leaders to help the Stephen Ministry thrive. We are looking to send potential participants to train to learn how to train future Stephen Ministers.

Upcoming Ministry Events:

- Stephen Minister Commissioning: March 27th during the 10:45 Service

Prayer Requests for your Ministry:

- Please lift up prayers for the participants of the GriefShare and DivorceCare groups. Many of these individuals have suffered so much loss. Please pray for everyone trying to heal from the multiple losses in their lives.
- That the Lord would build up a prayer team of 6-8 individuals willing to lift the needs of the congregation.

Youth

What is going on in your ministry and how is it going?

- We just finished up ski trip with our HS Students. 145 total (college and HS). Trip went very well overall! Lives were transformed and the worship was incredible We appreciated all the work that the chaperones and staff did to make this trip a success.
- We are currently preparing everything for the spring, including HS Oakdale Project (11th/12th Discipleship), Confirmation, MS Spring retreat, Small Groups and D2.

Volunteer Opportunities in your Ministry:

- Middle School Sunday morning volunteers

Upcoming Ministry Events:

- MS Retreat (Late March)
- Confirmation (Begins Feb 24th)

Prayer Requests for your Ministry:

- For 8th Grade Presbyterian School Students to join confirmation
- For our 11th and 12th grade oakdale project- that we would make disciples!

Ministry: Communications and Media

What is going on in your ministry and how is it going?
Key Activities / Projects:

- **Communication plans and promotion material for Spring activities (including but not limited to)**:
    - Women's Brunch
    - Renewal Conference
    - Spring sermon series
- **PNC recruitment deliverables** (Comm & Media):
    - Opportunity Profile: a final draft of the written document describing the Senior Pastor Opportunity Profile was approved by the PNC on 1/5/21.
    - FPC Overview Video: The script and storyboard for the overview video have been approved. Filming of b-roll and recording of the voiceover have also been completed. Media is now editing the files to create a first cut.
    - Supporting items: updates to the PNC page and business cards for distribution to potential candidates are in the works for completion the week of 1/17.
- **Campus Signage (Comm)**:
    - Awaiting direction on next set of deliverables
- **Control Room-A and Studio build (Media)** - Completion of Control Room A and the Studio has moved to February. scheduled to complete late December. Celeste and Chris continue to coordinate with Hunter's team on design and installation specs.

Volunteer Opportunities in your Ministry:

- None at this time

Upcoming Ministry Events:

- n/a

Prayer Requests for your Ministry:

- We have had 7-10 members of Media (a mix of full and part-time) out sick with Covid since the week of Christmas Eve. We have been very stretched on Sundays as a result. We ask for prayer for those who are sick (and their families) and that the remainder of the staff remains healthy.

Ministry: Ministry Support

What is going on in your ministry and how is it going?

- Working through yearend. December giving was incredible, and as of January 12th, we have received $3.2M!
- We have strong cash position, with in excess of $5M in unrestricted cash.
- Working with our Audit firm to get the FY21 audit concluded---which has gone longer than expected.
- Our new staff have onboarded well.
- The Hearing Loop has been installed in the Sanctuary.
- The restrooms near the Fellowship Hall and the single restroom next to Sanctuary are being remodeled---with an expected (and hoped for) completion the week of January 24th.
- The Narthex project was delayed in December due to asbestos---the abatement completed the week of December 27th and construction has resumed. We are optimistic that it will finish by early February at the latest.
- Elevator installation has begun, with a targeted completion date of January 31st.
- The new Children's space will be ready for use by January 30th.
- The school has asked permission to fence the large field behind the Youth House---at their expense and we have agreed.

Volunteer Opportunities in your Ministry:

- Continuing support in organizing all documents and materials relating to our endowment funds.
- Support with our GAAP conversion---my wife, Pat an audit manager has recently left her Denver firm and would like to volunteer.

Upcoming Ministry Events:

- Taking entire team to the Texas Ministry Conference in February.

Prayer Requests for your Ministry:

- Prayers of Thanksgiving that Ashley has recovered well and has returned to work!

Personnel Committee Meeting Minutes

January 13, 2022
3:00 PM via Zoom

Members Present:
Elders: Stephanie Zamora, Amy Winstead, Evelyn Smith
Staff: Rev. Jim Birchfield, Sr. Pastor, Lisa Belus, Human Resource Liaison

The meeting was opened in prayer by Stephanie Zamora. Per the Personnel Committee charter Lisa Belus is operating in the position of Human Resource Liaison.

Lisa updated the committee on the following:

Staff health insurance enrollment has been completed.

FPC staff are following the current CDC guidelines for COVID19.

"Respect In the Workplace" training workshops will be held for staff January 26 and February 9.

Lisa is working on updating the staff Policy and Procedures Handbook, targeting completion by the end of March.

Lisa Belus and Hunter Johnson are working on the staff compensation analysis.

Review of the process for documenting the performance of the Sr. pastor is in process.

Jim Birchfield, Andrew Stepp and Hunter Johnson will be working with Lisa Belus on the process and method for staff reviews

Lisa Belus will be reaching out to directors for assistance with the task of updating job descriptions for both directors and for staff.

Jim Birchfield closed the meeting in prayer.
The meeting was adjourned at 3:55 PM
Respectfully submitted,
Amy Winstead

First Presbyterian Church of Houston
Minutes of the Governance Committee Meeting
December 7, 2021, 12:00 PM – 1:00 PM via Zoom

Attendees: Tanner Sykes (Chair), Jordan Benningfield, Houghton Hutcheson, Roby Norvell, Chris Wolfe (Member at-large)

Absent: Senior Pastor Jim Birchfield, Brent Dorsey, Dade Dowdle

Meeting:

- Mr. Sykes called the meeting to order at 12:00 p.m. and Mr. Hutcheson opened the meeting in prayer.
- Mr. Sykes began the meeting by noting that Chris Wolfe was approached to join the Committee as a Member at large and accepted.
- Mr. Benningfield provided an update on proposed enterprise risk assessment matters. The Committee agreed that the FPC members involved in such risk assessment shall initially include Hunter Johnson, David Barnes, Josh Kirklin, Kent Woodard, and someone from the Session Personnel Committee. The Committee then discussed a potential scope of the enterprise risk assessment, noting the following non-exhaustive list of items for consideration: extreme weather events, COVID protocols, personal injury matters, contracting matters, internal controls, and First Amendment. Given the lack of precedent of such an endeavor at FPC, the Committee agreed that Mr. Benningfield will first consult with members of ECO on a path forward and update the Committee as applicable.
- Mr. Benningfield provided an update regarding creation of legal task force to ask as General Counsel to FPC. After recommendation from Mr. Benningfield, the Committee agreed to address this matter as an output of the enterprise risk assessment.
- Mr. Sykes led a discussion of feedback regarding the FPC Houston Governance Manual from Dana Allin at ECO. The Committee reconciled all notes from Mr. Allin and agreed to table a discussion regarding Mr. Allin's comments on the roles of the Advisory, Finance and Personnel Committees until the January 2022 meeting.
- The meeting was adjourned at 1:00 p.m.

First Presbyterian Church of Houston
Minutes of the Governance Committee Meeting
January 4, 2022 via Zoom

Attendees: Tanner Sykes (Chair), Jordan Benningfield, Brent Dorsey, Dade Dowdle, Chris Wolfe (Member at-large)

Absent: Senior Pastor Jim Birchfield, Houghton Hutcheson, Roby Norvell

Meeting:

- Mr. Sykes called the meeting to order at 12:00 p.m. and Mr. Benningfield opened the meeting in prayer.
- Mr. Benningfield provided an update on proposed enterprise risk assessment matters. Mr. Benningfield outlined discussions with ECO which will continue. The Committee also agreed that next steps will be targeted towards identifying a third party to assist with the proposed enterprise risk assessment, and in furtherance of same, for 1) Mr. Benningfield will reach out to FPC covenant partners David Barnes and Josh Kirklin to leverage their expertise in this area; 2) Mr. Dowdle will reach out to former professional colleagues who may assist; 3) Mr. Sykes will discuss with the Finance Committee Chair Kent Woodard for his input; and 4) Mr. Dorsey will discuss with FPC Chief Operating Officer Hunter Johnson.
- Mr. Sykes updated the Committee on certain amendments to the FPC Governance Manual, including the incorporation of an amendment to the Personnel Committee Charter, and an understanding that non-substantive changes to the Governance Manual will not require approval from the Session, to which the Committee agreed.
- Mr. Sykes then led a discussion of feedback regarding the FPC Houston Governance Manual from Dana Allin at ECO, specifically with respect to authority on employment decisions. The Committee continued to reconcile notes from Mr. Allin and agreed to table a discussion regarding Mr. Allin's comments on the roles of the Advisory Committee until the February 2022 meeting.
- Mr. Sykes noted the need for members of this Committee to periodically sit in on other Session Committee meetings, so as to provide informal governance guidance as to certain contemplated actions by such Committee, and to generally and informally report back to the Governance Committee.
- The meeting was adjourned at 1:10 p.m.

ADVISORY COUNCIL MINUTES

Tuesday, January 11, 2022
3:00 p.m.

Attendees: Jim Birchfield, Doug Meikle, Andrew Stepp, Steve Oldham, Michael Harada, and Sabrina Espinosa

Opening Prayer (Meikle)
Doug's devotional was drawn from Hebrews chapter 1. The throne of the Lord will last forever.
Discussion Topics
A. Finance Report (Oldham)
Steve shared that December was the best month for giving in FPC history. That said the switch of accounting packages is still a work in progress. They are awaiting the audit and are anticipating it will be complete by the end of the month. They have decided not to close the books on HTS because they are still receiving checks.
B. Review Of AC Charter & Clerk Roles (Birchfield)
Jim shared the version submitted and there was discussion concerning several areas. Amendments will be made and submitted to Session for approval.
C. Review Of AC Charter ; Clerk Roles (Birchfield)
Jim shared proposed agendas for January and February which put prayer at the beginning of the meeting. The agenda format was approved. There was a request that we submit agendas for a longer period of time for planning purposes.
D. ECO Proposal (Flourish Institute)
Jim shared the proposal made by Dana Allin of ECO. This will be submitted to Session and Dana will be invited to present the proposal in February.
E. New Elder Training (Harada)
Michael submitted the proposed training schedule for the next elder class. The schedule was approved with minor corrections. This will be sent to the new class this week.

Pastor's Report (Birchfield/Stepp)
A. Andrew reported that we are still in the midst of the search for a Young Adult pastor. There was some questions if changes needed to be made in the search to hasten a conclusion, but like the pastor search there are several other churches in similar searches.
B. Andrew discussed the implementation of the new governance model as it applies to the staff. They are working diligently to transition well.
Clerk's Report (Meikle)
Doug stated that he had nothing to report other than being pleased with the EOY finances.
Closing Prayer (Birchfield)
Adjourned 5:00 pm
Respectfully submitted,
Michael Harada, Clerk 2024