

**SESSION AGENDA**  
**Tuesday, March 22, 2022**  
**LC181 (In Person)**  
**5:30 p.m. (Includes Dinner)**

<b><u>Item</u></b>	<b><u>Presenter</u></b>
<b>Session Prayer</b>	All
<b>Omnibus Motion</b> Minutes Consent Motions	Stepp
<b>Committee Reports &amp; Updates</b> Finance Report	Woodard/Oldham
<b>Action (Discussion) Items</b> Capital Budget Proposal (Discussion) ECO "Flourish Institute" (Discussion & Vote) Outreach Priority Proposal	Johnson Barnes Paulpeter
<b>Adjournment</b> <ul style="list-style-type: none"><li>• Homily Reflection</li><li>• Communion</li><li>• Closing Prayer &amp; Doxology</li></ul>	<b>TBD</b>
<b>2021-22 Upcoming Session Meetings &amp; Important Dates</b> April Session Meeting: Tuesday, April 19 May Session Meeting: Tuesday, May 17 June Session Meeting: Tuesday, June 21 (Final Meeting) No Meeting In July August Session Meeting: Tuesday, August 16 (New Session)	

**MINUTES OF THE SESSION**  
**THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**  
**February 15, 2022**

The February 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. The meeting was opened with the session praying around their tables for individual concerns and joys for each other, our community, and the church.

OMNIBUS MOTIONS

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

- Resolved, that the submitted Session Meeting Minutes January 18, 2022, be approved.

COMMITTEE REPORTS AND UPDATES

Finance

Steve Oldham

- The church had a strong giving in January.

Governance Committee

Tanner Sykes

- The revised *Governance Policies and Procedures Manual* was distributed for discussion. A motion was made and approved to adopt the amended *Governance Policies and Procedures Manual*.

Pastor Nominating Committee

Houghton Hutcheson

- The Opportunity Profile and the Overall Video have been completed and have been posted on the web site. The committee is now entering the Candidate Pathway phase. The Dingman Company is distributing these documents to possible candidates. There are multiple tall steeple churches currently searching for a senior pastor.

Staff Reports

- Pastors' Report

Jim Birchfield

- The March Session Meeting has been moved to Tuesday, March 22, 2022.
- Dr. and Mrs. Birchfield have placed their home for sale.
- The ECO Conference in Dallas was an incredible experience. The worship services and breakout sessions were outstanding. There will soon be a briefing of the conference to be shared with the congregation.
- The session was encouraged to read the article in the *New York Times* concerning the issues in the greater church, and *The Rise and Fall of Mars Hill*.

ACTION ITEMS

- ECO "Flourish Institute" Proposal  
Dana Allin led a discussion on the handout regarding the Flourish Institute of Theology.

- Request #1 Would First Presbyterian Church designate \$250,000 of its scholarship funds to sponsor a cohort of twelve students around the country to receive Master of Divinity degrees?
  - Request #2 Would First Presbyterian Church work together with ECO to pilot a teaching church model?
  - Request #3 Would First Presbyterian Church fund Dr. Jim Birchfield as a part time consultant to ECO?
- Missional Priority Execution Plan  
Andrew Stepp
    - Reviewed the strategic vision history of First Presbyterian Church.
    - The church should cling to the mission not the model
    - Our mission statement from Vision 2020 - *Compelled by the love of Jesus Christ and empowered by the Holy Spirit, we carry the Gospel to Houston and the world.*
    - God has placed us here to serve.
    - Priorities from the Session Retreat were reviewed.

Caitlin Rhodes-Karahadian

- A handout was distributed entitled *Executive Summary-Formation Priority*.
- This is a discipleship model that will equip our congregants to worship God with their whole lives and live out their faith “here:” where they live, work, play and worship. (Heart – Head – Hands)
- We need to know here we are.
- We need to know the existing challenges.
- We need to know where we are going.
- Foundation Strategies
- Next Steps
- What we need from you.

Communion was served by intinction by Rev. Jon Crantz and elder Jordan Benningfield.

The meeting adjourned at 8:37pm with the singing of the Doxology.

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Rev. Jim Birchfield, Moderator

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Doug Meikle, Clerk of Session

## Consent Motions

**Reviewed 10 Grant Requests.** Motion to approve recommendations below was done through email vote. Motion was made by Matt Reed and seconded by Sharon Henry. We received email votes from all members except Walter Light. Motion passed.

Grant Applicant	NEED	REQUEST	GRANT Final	FUND
Amazing Place	Funding for new West Houston facility	25,000.00	\$20,000	Ricks
Agape Development	Renovation of Haven of OST facility	23,500.00	\$23,500	Ricks
CanCare, Inc.	Recruitment and Training of volunteers	5,000.00	\$0	
ETSC (The Evangelical Theological Seminary of Cairo)	2 projects (renovation and HR consultation)	30,000.00	\$30,000	Other
Fuller Seminary's Mouw Institute of Faith and Public Life	Worship for Workers Program	40,000.00	\$30,000	Ricks
Generation One	Facilities manager van	30,000.00	Tabled*	
Kingdom Story Fellowship	Remodel and construction of newly purchased building	20,900.00	\$16,900	Ricks
Plant with Purpose	Construct 25 Cisterns in Mexico	25,000.00	\$25,000	Ricks
Search	Replenish Food Pantry	5,000.00	\$0	
WorkFaith	Job Search Accelerator Program	10,000.00	\$0	
			<b>\$149,400</b>	

*\*Clarification is needed regarding a trailer that was gifted several years ago as well as the use of the other vans that we have granted money for.*

## Finance Committee Motions

### Capital Budget:

- Request Session approval of removing the spend rate from Fund 53471, Church Maintenance Fund, balance as of 2/28/2022, \$1,014,649.32.15 and rename it to "Church Maintenance Reserve (CMR)". In addition, withdraw the amount in excess of \$1,000,000 for use to offset current capital project expenditures.
- Request Session approval to close Fund #53621 Building Reserve Fund, balance as of 2/28/2022, \$1,000.15, funds would be used to offset current capital project expenditures.
- Request Session approval to move \$3,000,000 from Fund 51215, Benevolences – Ricks, balance as of 2/28/2022, \$3,494,801.31, to fund immediate portion of proposed Capital Budget. Draws would need to be approved in FC. Vote 2-1, Sara abstained

### Property Sale:

Request Session approval of the sale of our share of an undivided interest for two tracts known as 84 acres Big Branch Tract, for \$700 per acre. We share a 63.492% (53.486 acres) interest in this property with First Presbyterian San Marcos and they are in favor of the sale. Our Board of Trustees was also in favor of the sale. The buyer would pay all closing costs and we would retain the mineral rights.

### Budget Amendment:

Request Session approval for one additional month to be added to the current budget in the amount of \$700k. This will increase the current FY budget to \$9m and will cover the 13<sup>th</sup> month period.

## ECO Flourish requests-comments and motions.

### Session Motion for March 22, 2022

Request #1. Would First Presbyterian Church Houston designate \$250,000 of its scholarship funds to sponsor a cohort of twelve students around the country to receive Master of Divinity degrees? Finance committee has determined that several funds are able to meet such a commitment.

**Motion: "First Presbyterian Church Houston designates \$250,000 of investment scholarship funds to sponsor a cohort of twelve students to enable them to study for Master of Divinity degrees through the ECO Flourish institute. Timing of gift to be determined when Flourish Institute officially begins. Funds to come from Bene-Other. "**

Request #2 Would First Presbyterian Church Houston work together with ECO to pilot a teaching church model? Discussion is generally favorable. No vote at this time as Andrew Stepp is seeking more clarity from ECO as to particular structure, requirements for students and teaching church, timing, etc. Will bring back to Session.

Request #3 Would First Presbyterian Church Houston Fund Dr. Jim Birchfield as a part time staff consultant to ECO for the Flourish Institute? Finance Committee believes that there is adequate funding to support a position of this type. It would be inappropriate for FPCH to require that Jim Birchfield be named to that position. Suggest that funding in the amount of \$60,000 for three years be made available to ECO for the Flourish Institute for such a position and let ECO choose who they would like to hire.

**Motion: "First Presbyterian Church Houston designates up to \$60,000 per year for three years to fund a part-time staff consultant to ECO for the Flourish Institute. Timing of gift to be determined when Flourish Institute officially begins. Funds to come from Bene-Other."**

# Reports

## Permanent Funds

March 7, 2022 FH 253 or zoom

Meeting was called to order at 12:17pm on Zoom and in person.

**Members in attendance:** Walter Light, Matt Reed, Jamie Hampton, Jan Larsen, Chris Rhee, JD Thomas. Sara Roberston and Steve Oldham were in attendance as guests. John Furlow from TPF was also in attendance to give the annual TPF review. Erin Varnell attended as Administrative Support.

Opening Prayer by Jamie Hampton

Annual TPF presentation by John Furlow.

**Reviewed 10 Grant Requests.** Motion to approve recommendations below was done through email vote. Motion was made by Matt Reed and seconded by Sharon Henry. We received email votes from all members except Walter Light. Motion passed.

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There was a mistake in distributing the funds to Angela's Home in November 2021. The amount of the check was cut incorrectly and not caught before it was sent out. No communication from the recipient. A note has been made on their journal.

There was also discussion about changing the grant application to include the following questions.

- Is this your first application with FPC's Permanent Funds?
  - a. Yes or no. (check one)
    - If yes, please clearly state how you heard about FPC's Permanent Funds and provide 2 references outside of your organization we could contact to learn more about your organization.
    - If no, please provide a statement on how your organization utilized FPC's previous grant.
      - a. Please include photos and a description of how the grant aided your mission and who the grant helped impact.
      - b. Failure to provide the above will harm your grant's chances of qualifying for funding.

**Next Meeting will be held in April 2022 by email if needed.**

Meeting was adjourned at 2:00pm.

*Jamie Hampton, Chair*

## **CLC Meeting Minutes (03/09/22)**

Participants: Al Dupont (Chair), Melaney Derden (Vice Chair), Alicia Ten Eyck, Roby Norvell, Jane Champion, Dade Dowdle, Evelyn Smith, Jon Crantz (Community Life Pastor)

### **Agenda:**

- Prayer
- Finalize committee roles
- Updates on data gathering
  - which fields to include on front-end app
- CareTeams: Review Alicia's intro letter and discuss next steps
- Metrics

We opened with focused prayer by the whole team for our covenant partners on the congregational care list, our church, our mission partners, and our world, especially the Russia-Ukraine conflict (including specific prayers for Putin's heart to be transformed by God's grace.)

### Role Assignment Discussion:

Question: Should we combine the Prayer/Home Bound Care Lead roles into one role?

- Discussed that the Prayer Lead role is not just to bring to the monthly committee the Congregational Care Prayer list, but also ministry and church-wide prayer needs. We



decided that Jon Crantz, as head over an existing Prayer Lead Team within his staff, should be the Prayer Lead.

- Jane talked to Lija and Patsy about the Homebound ministry and their 3 functions: flower delivery, homebound communion, and annual “call-a-thon.” Eight shepherding elders work in the Homebound Ministry. Biggest challenge of the ministry is keeping updated records of the needs of this community.
- Jane to get more information from Lija on the Homebound Ministry process, how the CLC can help, and specifically, how we connect our covenant partners to the homebound ministry’s volunteer needs.
- Dade suggested periodically having various ministry leads join our committee meeting to share with us their needs and have us pray for them.

#### Roles:

- Chair: Al Dupont
- Prayer Lead: Jon Crantz
- Neighborhood Connect Coordinators: Alicia Ten Eyck, Dade Dowdle
- Mission Partner Service Liaison: Roby Norvell, Evelyn Smith
- Lay-Led Ministry Service Liaison: Melaney Derden
- Homebound Care Liaison: Jane Champion

#### Database Discussion:

- Hunter has expressed that the data cleanup project of F1 is a top priority and has team members working on it.
- Regarding a front-end user app for F1, we need to ask Hunter about privacy rules, opt-in/out options for members, also if our committee can update data for their CareTeam members for them.
- Which data is published for the directory vs. on the app and searchable by our committee or covenant partners?
- We acknowledged it will be a challenge getting people to update their data; the team suggested coming up with a app download/data update campaign where we do it together in worship services during a particular month after the app goes live; would need to explain the purpose of the app is to connect us, allow us to search/find other members by various categories from church ministries/classes, to work/service experience, special skills, etc.

#### Suggested fields for Database App:

- Address
- Cell phone
- Other phone
- Email
- Work status (managing a household/working/retired)
- Work experience (i.e. lawyer, doctor, geologist, architect, construction, computer programmer, financial planner, event coordinator...)
- Passions (i.e. elderly, VBS, mentoring, hospitality, building things, handy man work, cooking, etc.)
- Family members (birth years of kids?)
- Sunday school class
- FPC involvement

#### CareTeams Discussion:

- We approved Alicia’s draft on CareTeam intro letter. Need to include church logo on it to make it more official.

- Next steps: Alicia will go through the procedures for CareTeams from the Procedures Manual to begin implantation of the trial CareTeam and report back to the committee next month

Metrics Discussion: How do we measure the effectiveness of this committee?

- Didn't have time for this and will table for next meeting.

**To-Do's:**

- **Al to follow up with Hunter on data cleanup project and desire for front-end app to be used by our committee and covenant partners**
- **Melaney to meet with Emmanuel to discuss how our committee can best be used to connect covenant partners to volunteer opportunities with mission partners and future lay-led ministries**
- **Before our next meeting, everyone please consider what would be effective metrics for this committee**
- **Next meeting: Apr. 13, 10:30am**

**Personnel Meeting**

**March 14, 2022**

- Present – Lisa Belus - Staff, Stephanie Lionberger-Zamora - Chair, Amy Winstead Vice-Chair, and Evelyn Smith - Member; Absent Pastor Jim Birchfield – out attending conference.
- Meeting was opened by Amy in prayer.
- Personnel Committee Ad Hoc Membership Recommendations – Discussion of potential ad-hoc members when needed for specific projects.
- Update on Training of FPC Staff - Lisa reported that 2 trainings have been completed with all staff on the topic *Respect in the Workplace*. CIA training is scheduled with Pastors and Directors - Hunter Johnson, Dan Wagner, Ryan Born, Stacey Rockwell and Celeste Lanier.
- Employee Handbook Update – On track. Needs one more review then will submit to committee for review.
- Policies for Youth – On track. Lisa gave an update on the research that has been gathered from different churches and Christian ministries. Ryan is open and she will be meeting with Ryan to discuss once information has been assembled.
- Exit Interview Process – On track. Has assembled questions and plans to schedule in person meetings with staff leaving. Will have draft questions and policy at next meeting in April.
- 360 Evaluation – Discussion about timing of this process. Doing research and will look at HR consulting firms who have specific experience in this area. Update in April.
- Next Meeting – Monday, April 11<sup>th</sup> at 3 PM
- Stephanie closed the meeting in prayer.

Respectfully Submitted by  
Evelyn Smith

## **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**

**Date of Session Meeting: 3/22/2022**

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

- **Worship for Lent**
  - Ash Wednesday services - well attended (especially Noon) and well-received.
  - I (Dan) will suggest that we revisit the time for the evening Ash Wednesday Service. We moved it early to encourage the whole congregation to attend with children. We did not see families taking advantage of that, so we might find that a later time better serves those who *will* attend.
- **Chancel Choir Director Search**
  - Committee has met twice
  - Job Description updated
  - Application form created
  - Introductory statement written
  - The materials are in the hands of communications, and the job application web-page is probably up by the date of this meeting.
  - The committee will begin sharing the application page broadly and we will place ads with a number of professional/ministry organizations.

- Elders are welcome to share the job opening with exceptional candidates, and Danis available for informal conversations about the vision and criteria for our next important team member.
- We are forming teams for vision sharing in support of the Grand Hall and Sanctuary Services (in process at the time of this meeting.)

***Volunteer Opportunities in your Ministry:***

- Ushers, team members for worship (see above - by request), music ministry participants

***Upcoming Ministry Events:***

- Holy Week Worship
  - We look forward to your presence and covet your prayers as we move into Holy Week in worship
    - Maundy Thursday Service at 7:00 p.m.
    - Good Friday Service at 7. Dr. Yarrington will conduct John Rutter's Requiem - this will be John's final major work with us. In addition to the Requiem we will engage the congregation in worship around the Passion story through a modified Tenebrae (Service of Shadows).
    - Easter Sunday
      - Sanctuary at 8:30 and 10:45
      - Grand Hall at 9:30 (Children and Family) and 11:05
      - Jim preaching at all four services
- Weekly Noon Lenten Services through the Wednesday before Palm Sunday

***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.
- For wisdom and discernment as we seek to find a new Chancel Choir Director who is strong in the areas of pastoral values, leadership qualities, worship theology, and extraordinary musical artistry.

**Ministry: Outreach**

**Date of Session Meeting: March 2022**

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

- Ministry Partnerships: With the initial Russian build up and attack on Ukraine the last weekend of February, Missions staff worked quickly reaching out to partners in the area then providing copy for Communications to upload on our FPC website's Disaster/Crisis response page. We provided information on several of our partners responding to the growing humanitarian crisis in Ukraine as well as in neighboring countries of Poland and Romania. Teen Challenge Romania and Pioneers in Poland are both longstanding global partners. Catalin Baciú with Teen Challenge Romania has been in regular contact with Pastor Jim and Mary-Floye, updating on their efforts taking supplies into Ukraine, transporting Ukraine refugees and housing them in Romania. Catalin Bacui noted that two of their vans that they are using for this emergency effort were purchased for them by FPC through Permanent Funds grants. Samaritan's Purse also was an early responder, sending a

mobile medical hospital to the Ukraine.

- CFWI: MSF has been continuing this semester. Work in progress towards solidifying the pitch to sponsor churches. Working with Hunter on space needs for CWFI. Adding more definition to how CWFI will stay connected to FPC, and what FPC can expect in the relationship with CWFI. Lenten series is completed.
- Church Planting: Jericho Road Renewal (JRR) 2021 provided plenty of obstacles to our community of residents: heightened rates of unemployment, legal problems, and trip ups in their addictions that led to having to leave the JRR homes. We also saw beautiful breakthroughs in mental health struggles, spiritual growth in many, and development in the way they interact with and support one another. Over the past year God has helped us to get the women's house [and ministry] fully up and running. Coaching our women's ministry coordinator, Ava, has provided many opportunities for growth for the Ramsays. She is from the neighborhood and now has her Masters in Social Work, and while she does have a lot of experience as a community organizer with a large, local non-profit profit. We now are looking toward adding a second women's home.



Left to Right: Javier Gonzales, Michael Miller, Chris Herbold, Ronald Baines, Rolando Flores, Quinton Miller, John Hilliard, Kevin Franklin, Arindell Hodge, Jonathan Ramsay

- Evangelism: In collaboration with Formation, we started an Alpha for parents of young kids, especially those who are in the fringes at FPC. We will evaluate the effective of this engagement to see what this could evolve into. The Alpha Leadership team has decided to have this Spring Alpha at FPC in order to increase access for FPC members, build a broader leadership team, and to see how the change of impacts our footprint.

***Volunteer Opportunities in your Ministry:***

- JRR is seeking mentors to be involved with men and women at the houses, to provide spiritual encouragement, and social connections. Please contact Jonathan Ramsay and/or Taylor Ramsay. [houstonramsays@gmail.com](mailto:houstonramsays@gmail.com)
- Alpha needs volunteers to be host/helpers at the Table and also to invite their neighbors to Alpha whether they are non-Christian or Christian-but-searching.

***Upcoming Ministry Events:***

- JRR: Every 2nd Wednesday of the month, we gather for a prayer walk at the local public middle school, Cullen, at 6pm. Every 4th Wednesday of the month, people sign up to bring various items for a grab and go breakfast for the staff at Cullen middle school at 7:45am.
- Evangelism: Alpha starts April 7<sup>th</sup>, at 7pm and will go on for 8 week.

***Prayer Requests for your Ministry:***

- Prayers for Ukraine! Prayers for the over 3 M people who have fled their homes in Ukraine. Prayers for those ministries and churches in neighboring countries who are welcoming and helping the refugees. Prayers for hearts to change within the Russian armed forces.
- JRR: The mental health struggles of many of the residents. Work opportunities for residents, particularly those with criminal records. Unity and vitality for our leadership team. Teachers and staff at Cullen middle school to finish this semester strong. Personal for Ramsays: March is always a challenging month due to the anniversary of the loss of their daughter and birthday of Taylor's mother who passed away 2 years ago.

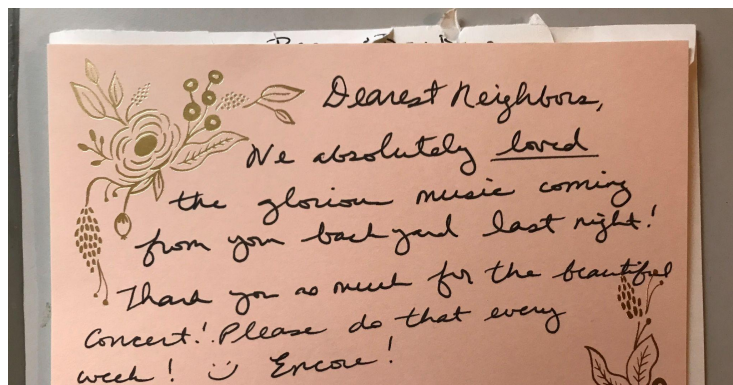
**Ministry: Equipping & Sending - March**

**Date of Session Meeting: 3/22/2022**

**YOUNG ADULTS**

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

- Sunday school continues to show stronger and more consistent turnout. Madi and Emily have been delivering solid content; people are really enjoying Doug's class.
- A number of new young adults joined Sunday School and small group over the last couple months; most are finding FPC through Googling a Presbyt. church.
- Hops & Hymnsing had a great turnout. It has morphed a bit from a young adults event to an intergenerational one, and it is always great seeing the different groups mix. A number of new people who we have met at church came and seemed to really enjoy it. This is always a great event that new folks are comfortable coming to and where they get to meet and worship with many people.
  - We even received this thank you note from the neighbors!
- We are switching up small group: now meeting on Wed. nights, which seems to be an easier night for many people to make. We are also adding in an alternating men's/women's-only group - every other Wednesday we'll meet as a mixed group, and the other Wednesday's men and women will separate and meet at different homes.



***Volunteer Opportunities in your Ministry:***

- Food bank volunteer day - April 30th
- Help hosting YA events. We would love to be connected to FPC hosts who can accommodate 30-40 young adults.

### ***Upcoming Ministry Events:***

- After-church lunch for young adults March 20th
- Retreat May 20-22

### ***Prayer Requests for your Ministry:***

- Brad and Carla Sullivan as they are preparing to welcome their new baby girl
- Praise for new leadership team members: John & Lindsay Socha, Zach Goodrick
- That God would continue to use this new leadership team to serve the young adults of FPC and Houston

## **ADULT DISCIPLESHIP**

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

- **Adult Sunday Schools**
  - Began FPC's 6-week Lenten Series, *From the Garden to the City: A Christian Worldview*, with our Sunday School classes on March 6th.
  - Combined Sunday School class on Palm Sunday with live Q&A
- **D-Groups**
  - Three new groups began in the month of February.
- **Small Groups**
  - Small Groups finish the 11-week Mark series Sunday, March 20th.
  - Small Groups begin a new series, *Surprised by Hope* (by N.T. Wright), for six weeks using RightNow media videos and study guides written by short-term FPC staff member/ECO ordination candidate Jeanmarie Tade.
  - New Parenting Small Group, led by Sykes and Dowdles. Meets Sunday mornings: Have had almost 20 parents visit the group.
- **Curriculum Writing Team**
  - Writers will begin to work on curriculum for the Genesis series.
- **RightNow Media**
  - Nearly 470 users signed up, and great feedback from the congregation.
  - The FPC channel has been a great, accessible space for people to find all of our content in one place.
- **Marriage Ministry**
  - Marriage Beginnings began Sunday, March 6th with five couples.
- **Mom's Groups**
  - Three groups going through the book, *The Ruthless Elimination of Hurry*:
    - The Wednesday Group (9:15-10:30am) began March 2nd and will continue for 6 weeks. We began this group with the purpose of **reaching out to KDO moms**. Following this study, Heather Homan will teach through *The Whole-Brained Child*.
    - The Tuesday Morning Group (8:30-9:30am) begins March 22nd. We revised the time of this group with the purpose of **reaching Pres. School moms**. Childcare provided.
    - The Tuesday Evening Zoom Group (7:45-9pm) begins March 22nd for 6 weeks (with the first and last meeting in person).
- **Churchwide Reading Plan:** We will pair another reading plan with Genesis.

### ***Volunteer Opportunities in your Ministry:***

- Curriculum Writers needed for the Genesis series.

### ***Upcoming Ministry Events:***

- Marriage Conference: April 29th and 30th
- Interested in helping start the next parenting Small Group? Contact Catie.

**Prayer Requests for your Ministry:**

- For people to make reading the Bible a priority in their lives, and that they would be transformed by the Spirit of God to become more like the Son of God as they read.

**WOMEN**

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

- For the month of February, the leadership team met in person for the first time since Covid began. Also, the group continued their book discussion of Ruth Haley Barton's *Life Together in Christ*.
- **Women of the Word (WOW) Tuesdays 10:00 am In-Person - LC080 or Online**
  - We continued our study of Dane Ortlund's book entitled, *Gently and Lowly*. Karen Meikle and JoNell Gerland taught during the month of February. In order to prepare for the Philippians study, which will begin in April, the women began memorizing the book of Philippians. Vickie Wagner has graciously put music to each week's assigned verses! It has been amazing to see her talent since Paul's words are definitely prose not poetry! Also, Vickie continues to lead us in worship each week. Several new people have joined the group.
    - A group of women from the in-person group scheduled a time to go to the **Nehemiah Center** to help put together 250 party favors for their gala and to help the afterschool program paint Jenga blocks for a super cute auction item for the gala.
    - The group is collecting reading glasses for JoNell to take to Africa with Treasure in Clay.
    - Two Zoom groups continue to meet online and continue to discuss Ortlund's book as well.
- **Salt and Light - Thursday 7:30 - 8:30 pm - Online**
  - Becca Herbold continues to lead this group studying Dane Ortlund's book, *Gently and Lowly*. The women have decided to continue their study on Zoom, since most women are working outside the home. Attendance has grown and become more consistent on Zoom.
- **First Place for Health - Mondays 6:30 - 8:15 pm - Online**
- **Fellowship Circles. Four circles meet monthly.** The leaders of the circles, Evelyn Smith, and Cheryl Christie have prepared to meet for lunch after church on Sunday, March 20. The goal is to discuss the status of the circles and the future of the circles.
- **Sojourn Book Group** This group continues to meet monthly.
- **Ministry to Moms (see Discipleship Report)**

***Volunteer Opportunities in your Ministry:***

- Missions Chair for leadership team

**Upcoming Ministry Events:**

- Prayer Time for National Day of Prayer on May 5

**Prayer Requests for your Ministry:**

- Please pray the ministry continues to grow and that the women sense support from Cheryl and the other leaders in the ministry. Also, please pray that the women would grow in their relationships with Jesus and be bold in their faith.



**Ministry: Children and Family**  
**Date of Session Meeting: 3.22.21**

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

- **Preteen Lock-in:** The overnight preteen lock-in was a huge success with 19 4th and 5th graders in attendance. It was the perfect launch of our new space, "The Wonderground", and it certainly made the students feel at home there! Andrew Stepp, Stacey Rockwell, Stacey Franklin, Allison & Taylor Parker chaperoned the event. We had a pizza picnic on the playground, enjoyed 7 wonderful guest speakers who each shared 1 or 2 Fruits of the Spirits, we did a church-wide scavenger hunt, made crafts, played games, had a big sleepover, shared breakfast and a devotional, and then attended Sunday School.
- **PS Bible Study:** Our PS Bible Study lunches have been continuing to grow in number of attendees - we are up to about 15-20 kids each week. Allison Parker was able to attend the Go West! 5th grade musical dress rehearsal on March 8th to cheer them on - it was fantastic!
- **VBS Lead Team:** We have kicked off VBS planning season and the countdown is under 100 days! The lead team met in late February for vision casting and basic logistics of their jobs. The room leaders met in early March with Katie Hill and Allison Parker to share best practices and prepare for their week. We are now in full volunteer recruitment mode and would be so touched if any session leaders would be willing to support the children of our flock by volunteering.
- **VBS Registration:** Volunteer registration for adults and youth is open. Camper registration goes live 3/23.
- **Renewal Conference:** Stacey Rockwell, Stacey Franklin, and Allison Parker provided activities for elementary students during the Saturday morning session. We had 3 kids attend and a good time was had by all.
- **Small groups for Parents of "Littles" on Sunday mornings:** Catie Smith has encouraged several key leaders to open small groups on Sunday mornings at 9:30 for parents of younger children. The intent is to always have room for visitors. New leaders will be mentored within the group to start a new group when a group is no longer small. Ideally a group will have 10-12 regular attendees maximum.

***Volunteer Opportunities in your Ministry:***

- We have had a good response to our volunteer needs but always welcome new leaders.
- Save the Date for an on-campus Mission Trip! June 13-17- VBS with the children of our church and community.

***Upcoming Ministry Events:***

- 3/20, 3/27, 4/3 Pre-teen Bible Study
- 4/25 -- Communion Workshop
- 6/12-- VBS Set up Day
- 6/13-17-- VBS

***Prayer Requests for your Ministry:***

- Please pray that the new small groups will help parents to feel welcomed and involved in the FPC community.

**Ministry: Community Life**

**Date of Session Meeting: 11.16.21**

Jon Crantz, Associate Pastor

Ryan Born, Youth Director

Cheryl Christie, Director of Connections

Lija Shah, Director of Caring Ministry

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

- Renewal Conference –it was a huge success. People are still engaged in praying daily at 3pm. We are looking for other ways in which we can continue talking and discussing this important theme.
- Mo Ranch - Signups begin in March. We are confident all spots will fill. We're encouraging new covenant partners to attend.
- Prayer Ministry - Monthly prayer meetings will continue on Sunday evenings as we work with the worship department. Thinking through educational resources (Right Now Media).

**Youth**

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

- We are gearing up for the summer trips and registrations have opened! Hoping to have all of our trips filled by May 15!
- Confirmation is underway and going great! We have 20 8th grade students in confirmation and they will become members of FPC on Youth Sunday.
- Oakdale Project- a semester long discipleship intensive for juniors and seniors. We have 30 meeting regularly in discipleship groups going deeper in their faith with a small group leader or staff member. We are reading the discipline of grace and quiet times that go with each chapter.

***Volunteer Opportunities in your Ministry:***

- MS Sunday School- we could use some parent volunteers to hang around in the basement on Sunday morning

***Upcoming Ministry Events:***

- Middle School Spring Retreat (4/1-3)- we are headed to Lake McQueeney to escape Houston. We expect 30 students!
- Youth Sunday (May 1)

***Prayer Requests for your Ministry:***

- Youth Director Search
- Middle School Guys Associate Director Search

## **Connections**

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

- On Joining Day, Sunday, Feb.13, fourteen people become Covenant Partners. Five people were not able due to attend due to illness. Those five plan to attend the next Joining Day.
- Thirty-five people attended the Joining Day luncheon, which was held for the new covenant partners, the CPs' friends and family, and the small group leaders along with Robyn LaRocca, Cheryl Christie, Holly and Jon Crantz.
- Next Explore FPC class will be held on Saturday, April 30 with Joining Day on May 8.
- The Renewal Conference went well. Two hundred and fifty attended in-person. Robyn LaRocca, Connections Coordinator, executed the logistics for the weekend along with Cheryl Christie. The Connections Ministry recruited and managed twenty-eight volunteers that weekend.
- We are in the midst of recruiting Ushers and Greeters for Easter. This task is so important to our hospitality ministry in Connections.
- Cheryl Christie participated in the last Worship and Prayer Night and has joined the newly developed prayer ministry.

### ***Volunteer Opportunities in your Ministry:***

- Greeters and Ushers are always needed.
- People are needed to Serve at the Information Desk.

### ***Upcoming Ministry Events:***

- April 30<sup>th</sup> – Explore FPC
- May 8<sup>th</sup> – Joining Day and Celebratory Luncheon

### ***Prayer Requests for your Ministry:***

- Pray that our recruiting for greeters and ushers for Easter will be fruitful. In the past we have had 65 people serve on Easter morning. Since Covid, the volunteer base is still down. We are praying that people will want to come to church in person and come to serve!
- Pray that guests will feel welcome when they attend FPC.
- Pray that people will continue to return to church, and they will come back ready to serve! Thank you for praying!

## **Caring**

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

- Stephen Minister training: Training for our current class of 6 Stephen Minister trainees continues virtually on Tuesday evenings through April 26th. We just finished our initial training modules which makes the current class eligible for commissioning on March 27. We will host a retreat for our current training class the weekend of April 1-2 in Caldwell, TX.
- As the season of Lent has begun, we try to make a special effort to reach out to our in-home covenant partners in the retirement communities by offering special services at both Holly Hall and Bayou Manor. Pastor Jim Birchfield will conduct services for the residents at Holly Hall on 3/20 and at Bayou Manor on 4/13. We also deliver flowers in this season to all in-home covenant partners to remind them that we are thinking of them in this season.

### ***Volunteer Opportunities in your Ministry:***

- Each week we receive prayer requests from the connection cards as well as we have a Congregational Care prayer 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 expand and grow. We are looking to send update praying for the concern of the FPC covenant partners. We are looking to build a potential participants to learn how to train future Stephen Ministers and help run the ministry. There is no requirement that you have to be trained as a Stephen Minister to be a Stephen Leader.
- As we look ahead to hosting DivorceCare in the fall, we would like to find and train two more lay leaders (ideally a couple) to share the facilitation responsibilities with the current DivorceCare group leaders.
- We would like to train two more lay leaders to help share the facilitation responsibilities of our GriefShare group in Fall of 2022.
- To help build meet the mental health needs of our congregation, we would like to find a lay leader willing to train as a Mental Health Coach by taking training offered by the Hope and Healing Center Institute (HHCI). The training takes 50 hours to complete. We would also like the Lord to bring two individuals willing to train as support group facilitators to help those in our church who care for loved ones with a mental health challenge or illness (also offered by HHCI).

***Upcoming Ministry Events:***

- Stephen Minister Commissioning: March 27th during the 10:45 Service for both the traditional and contemporary services.
- Discussion on the book Blessed Are the Crazy: Breaking the Silence About Mental Illness, Family and Church (The Young Clergy Women Project) written by Sarah Griffith Lund sometime in May (still figuring out the date). This event is to promote Mental Health Awareness during the month of May.

***Prayer Requests for your Ministry:***

- That the Lord would build up a prayer team of 6-8 individuals willing to lift the needs of the congregation on a weekly basis.
- Pray for our upcoming Stephen Ministers and for their future care receivers. We pray for Stephen Ministry as it begins but we ask prayers for wisdom and timing on how to expand the ministry with training new future Stephen Ministers.
- Pray for more leaders to be trained within Stephen Ministry
- To expand our offering of various support groups at FPC. We are asking the Lord to bring us lay leaders willing to help facilitate support groups such as GriefShare, DivorceCare, and future support groups within FPC (i.e.: support group for caregivers of a loved one with a mental health challenge).

**Ministry: Communications and Media**

**Date of Session Meeting: 03.22.22**

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

- **Key Activities / Projects:**
  - **Communication and Media deliverables for Lent, including**
    - Social media content for SS series, Wednesday services, and sermons

- Lent at FPC web page
- Promotion and distribution of videos for SS series
- Ads for Easter services (Chronicle and Community Impact)
- Easter service planning
- Plan for communicating invitational spaces to Easter guests
- **E-weekly Refresh** - Working on a redesign of our current weekly email to streamline content and make more engaging — current volume of content exceeds best practices. Goal is to research best performing layouts, redesign, and roll-out in June.
- **Campus Signage (Comm):**
  - Recommendations for signage in new Children and Pre-teen ministry spaces
- **Media Projects**
  - Control Room-A and Studio build - Celeste and Chris continue to coordinate on design and installation specs.
  - Video / Digital Projects
    - Lenten Discipleship Series - Videos featuring MSF-lite content (D. Meikle)

***Volunteer Opportunities in your Ministry:***

- None at this time

***Upcoming Ministry Events:***

- n/a

***Prayer Requests for your Ministry:***

- Please keep Paul Du Plessis in your prayers. His wife passed away on Sunday, March 13.

**Ministry: Ministry Support**

**Date of Session Meeting: March 22, 2022**

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

- We have completed a proposed Capital Budget through 2029. The budget is based in part on the ISES report commissioned by the church in late 2019. It is divided into 2 phases, the first addresses immediate needs, the 2<sup>nd</sup> phase is designed to be funded annually as a function of the operating budget. Copies will be available at the meeting on the 22<sup>nd</sup>.
- FY2021 Audit nearing completion. The challenge has been our conversion from modified cash to GAAP.
- Contributions (preliminary) for February were \$315K and total revenue was \$399k.
- We continue to have a strong cash position, with in excess of \$5M in unrestricted cash.
- Started the process for ECFA accreditation.
- Working with Governance committee on an enterprise risk management plan.
- Completed transition to a new security vendor.
- Children's sections opened on March 13<sup>th</sup>.
- Palm Court carpet delayed at least several weeks.
- Second floor control room/studio is expected to be complete by March 31, move scheduled for week of April 4<sup>th</sup>

***Volunteer Opportunities in your Ministry:***

- Continuing support in organizing-and scanning---all documents and materials relating to our endowment funds.
- Those with an accounting background for additional internal control support.

***Upcoming Ministry Events:***

***Prayer Requests for your Ministry:***

- For continued progress in completing the construction, and continued safety of contractors and our staff in these areas.

Finance Committee Minutes March 8, 2022

Attendees:

Members -Sara Robertson, Hunter Johnson, Andrew Stepp, Jamie Hampton, Matt Malinsky – in person,  
Steve Oldham - Phone in

Guests: Alicia Ten Eyck – incoming member, Brett Dorsey – Governance Committee member

Opening Prayer: Kent Woodard

Old Business:

Permanent Funds (PF) Review and Update:

Permanent Funds, Chair, Jamie Hampton gave overview for recommended changes to follow new FPC Strategic Priorities. Jamie, Sara, and Kent met with the Giving Ministries on March 3<sup>rd</sup> hosted by Andrew Stepp to discuss thoughts concerning enhanced management, and communication channels of information flows, to facilitate recognizing needs but also providing funds available for Mission Giving.

Thoughts were to have the Investment Committee, now voted by the FC to be separate from PF, will provide annual giving resources availability to PF and the Chair of PF, Jamie, as the gatekeeper for FPC Mission Giving distributions. Mission Giving, in coordination and control of the Senior Pastor, will coordinate with Jamie, availability and final distributions. Also, Jamie reported to the FC that ECO Request #1 for seminary scholarships could be funded by PF.

Jamie, through discussions with Mission Giving and the Senior Pastor will work up a draft policy for further review.

Hunter continues to analyze the documentation of the PF for proper allocation of investment assets to meet Church priorities and needs.

February Financial Summary:

February was a steady month for this time of year, with contributions of \$309,000. Expenses were below budget by approximately \$100,000 year to date. We are cautiously watching contributions, as normally they can trail off after a major campaign. Liquidity remains strong with \$5m in cash and only three months of operations till year end.

At this point, Matt asked whether we are looking at new pledge commitments in 2022 given our new fiscal year, and the issue of the Pastor change which historically noted Hunter, has been a reduced giving time for congregations. Matt also recommended that we consider a quick outreach to Jim Shepherd who was our financial consultant on the HTS campaign. Andrew agreed and would pursue with Pastoral leadership and Celeste.

HTS Update:

Total Final Gifts - \$24,778,126.76

88% of pledges were met, 59% completed above their original pledge, 41% under,

Total Families/households (HH) who gave 872.

Long Range Capital Plan:

Proposed Capital Budget of \$7.6m versus the previous report of \$10.5m (Please see attached). The major savings will be in the exterior and interior needs which can be efficiently done with staff and not outside contractors.

In response to Doug's request of possible resources to fund the capital projects, please see below current recommendations by Hunter to the Finance Committee which were approved as noted.

- Remove the spend rate from Fund 53471, Church Maintenance Fund and rename it to "Church Maintenance Reserve (CMR)". In addition, withdraw the amount in excess of \$1,000,000 for use to offset current capital project expenditures.
- Close Fund 53621 Building Reserve Fund, balance as of 2/28/2022, \$1,000.15 and move to CMR
- Move \$3,000,000 from Fund 51215, Benevolences – Ricks to fund immediate portion of proposed Capital Budget. Draws would need to be approved in FC. Vote 2-0, Sara abstained

We now ask Session to approve these recommendations as stated above w/ attachments noted below.

The new Investment Committee Charter (please also find attached) is provided for review and approval.

ECO request:

Request #1 – FC approved that PF has adequate funding for \$250,000 for seminary scholarships.

Request #2 – Advisory Council tabled this request, so we didn't discuss.

Request #3 – FC believes through PF there are adequate funding sources for this request.

New Business:

Approval for the sale of Big Branch Tract – approximately \$36,000 (our part) -

**Offer to buy our share, of an undivided interest for two tracts known as 84 acres Big Branch Tract, for \$700 per acre. We share a 63.492% (53.486 acres) interest in this property with First Presbyterian San Marcos and they are in favor of the sale. Our Board of Trustees was also in favor of the sale. The buyer would pay all closing costs and we would retain the mineral rights.**

Request Session approval for one additional month to be added to the current budget in the amount of \$700k. This will increase the current FY budget to \$9m and will cover the 13<sup>th</sup> month period.

Submitted by:

Kent Woodard, Chair

Attachments:

PF Report

Proposed Capital Plan

Investment Committee Charter



EndBal

EndingBalances

FullReport



TEXAS PRESBYTERIAN FOUNDATION  
 FPC Houston  
 Summary Report of Transactions  
 Period February 1, 2022 - February 28, 2022

Number	Account Name	Ending Market Value	Annual Spend	Proposed	Balance
51035	FPC Houston - Gladys B & Carroll A Lewis Fund	258,858.7			
51203	FPC Houston - M/M Junius F Estill Jr Fund	185,685.97	4%		
51205	FPC Houston - Presbyterian School Schlrsp	584,682.78	4%		
51206	FPC Houston - Music Fund	372,816.08	4%		
51207	FPC Houston - Music Equip. Maint. Fund	319,210.74			
51208	FPC Houston - Benevolences - Other	7,592,476.67	4%	430,000	7,162,476.67
51209	FPC Houston - Arts & Music Scholarship	108,733.6			
51210	FPC Houston - Benevolences - Ewing Estate	350,251.8			
51211	FPC Houston - King Scholarship - Seminary & Ce	372,380.93	4%		
51212	FPC Houston - Lancaster Scholarship Fund	1,871,505.79	4%		
51214	FPC Houston - Youth Fund	355,445.92	4%		
51215	FPC Houston - Benevolences - Ricks	3,494,801.31	4%	3,000,000	494,801.31
51217	FPC Houston - Deferred Compensation Fund	61,307.89			
51463	Young, Vernon Fund For FPC Houston	444,576.44			
51985	FPC Houston - Mr. and Mrs. Lloyd M. Bentsen, Jr. Fund	1,010,305.96	4%		
52949	FPC Houston - The John Alan Bruyere Memorial Family Fund	98,030.47			
52958	FPC Houston - Library Fund	44,645.96			
52980	FPC Houston - Mary Carter/Senior Adult Fund	771,971.13			
52984	FPC Houston - The Nehemiah Center Scholarship Fund	55,368.93	4%		
53317	FPC Houston - Mary Bonner Estate Fund	3,411,865.67	4%		
53325	FPC Houston - Chancel Choir Mission Trip Fund	27,675.15			
53471	FPC Houston - Church Facility Maintenance Fund	1,014,649.32	4%	1,000,000	14,649.32
53500	FPC Houston - Mission Partner Education Assistance Fund	200,797.53	4%		
53621	FPC Houston - Building Maintenance Reserve Fund	1,000.15		1,000	0
53635	FPC Houston - Charles Alford Memorial Fund	309,138.58			
53687	FPC Houston - Scholarship Fund for Presbyterian School	598,915.57	4%		
53699	FPC Houston - Church Plant Fund	123,063.66			
53700	FPC Houston - Julia & George Jordan Scholarship Fund	177,024.69	4%		
54380	FPC Houston - John Morrow Fund	551,694.26	4%		
54576	FPC Houston - Mineral Interest Account	288.37			
54845	FPC Houston - Birchfield Deferred Compensation	85,048.22			
54905	FPC Houston - Loraine and Luther Trammell Endowment Fund	136,644.18			
55731	FPC Houston - Mary Bonner Estate Fund "B"	354,892.82			
55732	FPC Houston - Youth Ministry General Fund	244,157.81			
<b>Total:</b>		<b>25,689,913.05</b>			

Adjusted Total 24,886,477.91

Proposed Capital Budget  
2022-2029

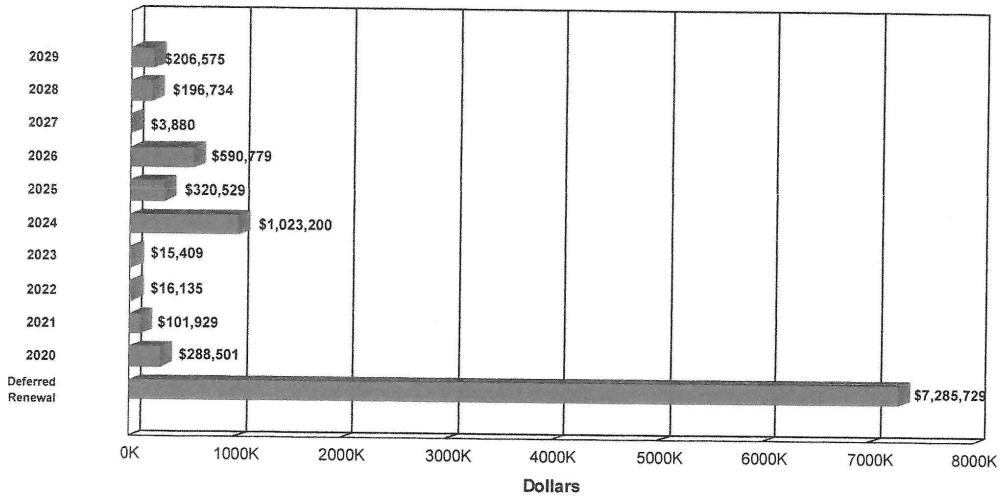
	Proposed	Report
Accessibility	260,303	260,303
Exterior	400,000	1,417,592
Interior	1,000,000	3,111,630
Plumbing	514,675	514,675
HVAC	2,238,632	2,238,632
Fire/Life	222,000	222,000
Electrical	1,897,000	1,897,000
Elevators	430,000	430,000
Health	<u>150,000</u>	<u>425,291</u>
	7,112,610	10,517,123
HVAC Duct Cleaning	200000	
Lift system (video wall)	100000	
Sidewalks	100,000	
Pumps	<u>100,000</u>	
	7,612,610	

Timetable: Approximately \$2.5M should be done over the next 18-24 months. This includes \$1.3M for HVAC equipment beyond its useful life, remodeling the remainder of the older restrooms, \$600K, dust cleaning \$200K, sidewalk repair around Pinedale Island, remainder of the pumps in the basement, \$100K, and a lift system for the video wall \$100k and replacing the Fellowship Hall floor, \$200K.

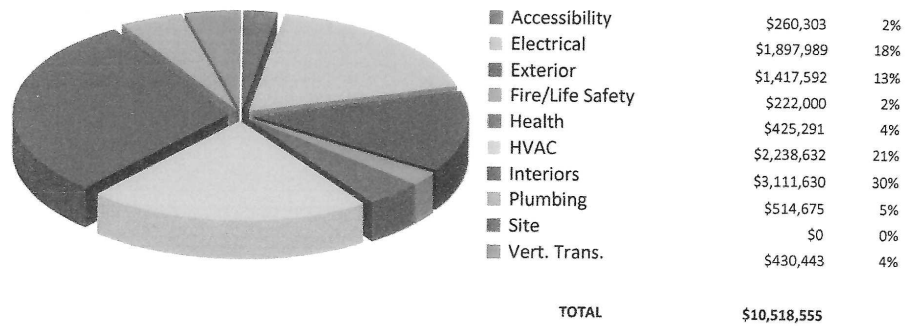
The only items not specifically addressed in the report is the duct cleaning, and it replaces a \$400K+ cost to replace all the ducts in original building.

### Recurring Costs

Component Replacement Cost by Year



### Facilities Renewal Cost by System



## ASSET SUMMARY

First Presbyterian Houston is in the Museum District, and the present building was constructed in 1947. The sanctuary is a traditional Greek revival style structure with brick and stone exterior, a pitched tile roof, and a spire steeple at the entrance. The educational and administrative buildings are similarly detailed. The original 1947 building was expanded in 1986 and again in 2000 and has undergone other interior improvements, including an extensive renovation of a portion of the interior that was substantially complete at the end of 2019. The building is reportedly 200,000 gross square feet.

Information for this report was gathered during a site visit conducted on December 12, 2019.

### Site

The relatively flat site is between Main and Oakdale Streets and is bordered on the south and west by commercial development and on the north and east by other church properties. A small service court on the west side provides service access and some staff parking. Most vehicular access is by way of drop-off areas to the north and south, and parking is provided by a church-owned parking lot northeast of the building on Main Street. The drives used as drop-off points are asphalt paved and in good condition but should be sealcoated within ten years. Pedestrian access to the various entrances to the complex is provided by city sidewalks and concrete sidewalks on the church property. These walks are in good condition, and no work is recommended. Landscaping consists of mature trees, ornamental planting, and lawns, all of which are in good condition. The fencing around the play yards should outlast the scope of this report.

### Exterior Structure

Roof systems include mineral faced asphaltic membranes, unballasted single-ply membranes, gravel surfaced multi-ply systems, tile shingles, and a small area of copper roof. The single-ply roof should last another ten or more years, as should the copper roof and the skylights. The tile shingles vary in age but all appear to be serviceable for the next ten years. Missing tiles and loose or broken fasteners should be repaired or replaced as a maintenance activity. The mineral faced roofs and gravel surfaced asphaltic roofs are believed to be beyond their normal lifecycles and are due for replacement. The gutters and downspouts vary in age and condition. The newer (1986 and 2000) installations should last another ten years. The original gutters are at the end of their lifecycle and should be replaced.

Exterior walls are brick and stone and are in good condition. The painted wood eaves, cornices, and dormers, however, are deteriorating and damaged in a number of areas. They are recommended for replacement and repainting. Windows vary in age and consist of metal clad insulating units and single-glazed wood frame units. All of the windows installed prior to 2000 are at or near the end of their lifecycle and recommended for replacement.

Doors are wood, wood and glass, and hollow metal. The hollow metal doors are in acceptable condition for continued use but should be painted to prolong their useful life. The wood doors are in fair to poor condition. The doors at the exterior chapel entrance and those around the sanctuary in particular are showing signs of water damage. The wood doors should be repaired or replaced.

### Interior Finishes/Systems

Floor finishes are carpeting, vinyl tile, ceramic tile, hardwood, parquet, and painted or sealed concrete. The carpet, vinyl tile, and ceramic tile vary in age, and all but the newest finishes are recommended for replacement. The damaged and worn parquet flooring in the fellowship hall should be sanded and refinished. Some replacement of the parquetry may be necessary. Also renew the worn applied floor coating in the kitchen area and the stair tread and landing finishes. The hardwood court floor in the Grand Hall and the sheet vinyl court floor in the mini-gym are in good condition and should outlast the scope of this report. Wall finishes are paint and ceramic tile. The painted walls should be repainted in the next ten years, and the oldest ceramic wall tile should be replaced. Ceilings are painted surfaces, suspended acoustical tile, and attached or adhered acoustical tile systems. The attached acoustical tile may contain asbestos and is due for replacement. No other ceiling upgrades are recommended at this time. Interior doors vary from original to relatively new.

Interior doors vary in age and condition. The older doors, particularly those in the educational wing of the original building, are recommended for replacement. Casework also varies in age. The 1986 welcome center reception desk is in good condition and, along with the newer casework, should outlast the scope of this report. The other 1986 and older casework is at the end of its lifecycle and is due for replacement. The pews and Grand Hall seating are not expected to require any upgrades within the next ten years.

### Accessibility

The original building had no accessible features, but subsequent renovations have provided grade-level entrances, elevators for floor-to-floor mobility, and accessible features in many of the restrooms. Small floor elevation changes between building sections are accomplished with compliant ramps with handrails. Additional upgrades are recommended to improve building accessibility.

Many of the exterior steps, including the main sanctuary entrance, side entrances along the southeast exterior, into the toddler play area from the north, east, and west sides, and in the courtyards, lack some or all ADA and code required handrails. Also, the stair to the basement mechanical rooms in the original structure has only one handrail, and it is not ADA compliant. Compliant handrails should be provided to meet current requirements.

The elevators in the welcome center lobby and at the gym are partially ADA compliant. The doors covering the emergency phones are no longer compliant. They should be removed, or compliant hands-free phones should be installed to meet the current standards.

The single-level drinking fountains are a barrier to accessibility and should be replaced with dual-level units protected by cane guards or alcove walls. Also install cane guards or alcove walls at dual-level fountains that are otherwise compliant but lacking side protection. The older dual-level fountains that lack the required knee space under the lower fountain should be replaced with compliant units.

The risers in the second floor the music room of the original structure lack supportive handrails as required by building codes and accessibility standards. It is recommended that compliant wall-mounted handrails be installed.

Accessibility legislation requires that door hardware be designed for people with little or no ability to grasp objects with their hands. To comply with the intent of this legislation, it is recommended that lever handle hardware be installed on all doors that still have knobs. In addition, ADA compliant room and directional signage is required for all permanent spaces in a building. Install signage that complies with ADA size, graphics, Braille, height, and location requirements throughout the building.

Accessibility legislation requires that stairs have graspable handrails on both sides, that the rails have a specific end geometry, and that the handrails continue horizontally at the landings. In addition, guardrails in public areas must prevent the passage of a four inch diameter sphere (six inches in the triangle formed by the lower rail and tread/riser angle). The stairs in the original Sunday School wing, the stair to the 1947 basement areas, and the stair to the chapel organ loft lack one or more handrails. Compliant handrails should be installed. Also, the wood catwalks in the sanctuary attic are not safe or code compliant. They should be replaced with properly configured catwalks with 42 inch high guardrails and intermediate rails. The catwalks to the chandelier winches should also be replaced with the same configuration of catwalk with railings.

## Health

The commercial kitchen equipment is at or beyond its expected lifecycle and recommended for replacement. The three walk-in coolers/freezers are believed to date to 2000 and appear serviceable. While the housings have substantial remaining life, the mechanical components are due for lifecycle replacement.

The adhered ceiling tiles, HVAC piping, and plumbing piping are suspected to contain asbestos. Prior to replacing these systems, they should be properly investigated and abated.

## Fire/Life Safety

Building exits are adequately placed, exit stairs appear to have adequate capacity, and interior egress paths are marked with illuminated exit signs. As previously noted, the attic catwalk above the sanctuary should be replaced.

Fall protection is required for roofs over six feet above grade to protect workers. The installation of hard looped tie-off points is recommended at intervals along the roof to support worker lifelines and harness protective equipment.

The facility has a Honeywell addressable fire alarm system, and the main panel is in the first floor corridor near room 142. There are pull stations and smoke detector for activation and audible/visual alarms for notification. The main panel is estimated to date to 2000, while the devices date from 1986 to 2019. All but the newest equipment is due for lifecycle replacement.

An automatic fire sprinkler system covers an estimated 65 percent of the facility. There are also wall-mounted manual chemical fire extinguishers throughout the facility and a wet chemical suppression system in the kitchen hood. Coverage appears appropriate, and this seems to be an adequate application. No upgrades are recommended at this time.

## HVAC

Hot water provided by gas-fired boilers is the heating media. The boilers date to 2000 and 2010 and have capacities ranging from 300 to 1,500 MBH. Expansion tanks are also present. This equipment appears to be in good condition, and no issues were observed or reported. No upgrade needs are anticipated within the report scope.

Chillers provide chilled water for cooling comfort. The three main air-cooled units serve two thirds of the facility. These were installed in 2010 and 2016 and provide an estimated 190 tons each. They appear well maintained and in good condition. The oldest unit should be replaced late in the report scope. Two Carrier chillers (compressors) and cooling towers provide cooling to a portion of the church. These are aged and have reached the end of their service life. Replacement is recommended. A third cooling tower serves two package HVAC units in the church basement. It was installed in 2010 and should be replaced midway through the report scope.

Pumps circulate the chilled water, heating hot water, and condenser water. These vary in age and are in adequate condition. Some are at or near the end of their service life and should be replaced. The newer pumps should serve beyond the next ten years.

Air handling units (AHU) with chilled water coils and hot water coils provide tempered air throughout the facility. The distribution system consists of metal ductwork, and the Andover controls were recently upgraded from pneumatic to digital. The controls compressor is no longer needed but could be utilized for utility air. This equipment was mostly installed in 1986 or 2000. Several of the aging 1986 AHUs have leaks and deterioration. The pre-2000 AHUs are recommended for near-term replacement. The AHUs dating to 2000 appear well maintained and in excellent condition. They should outlast the report scope. The older distribution system serving the church area has reached the end of its service life and should be replaced. The control system field panels and instrumentation should also be replaced within the next ten years.

In addition to the air handling units, there are three split systems, three package units, several ductless split systems, and a window air conditioning unit serving select areas. These have DX refrigerant and electric resistance heat. Reznor gas-fired unit heaters provide heating to select attic mechanical rooms. This unitary equipment varies in age and appears adequate. The package units, Reznor unit heaters, window unit, and ductless split systems are will be due for replacement within the report scope, as will the York and Carrier split system condenser units.

Facility exhaust is provided by several rooftop centrifugal fans, inline centrifugal fans, propeller fans, and a utility set fan. These serve restrooms, mechanical spaces, a kitchen hood, fume hood, and general exhaust needs. They appear to have been properly maintained, but those dating to 1986 and 2000 will be due for replacement within the report scope. An overhead hood supports the kitchen and a fume hood is present in the science classroom. These appear well maintained and have remaining life beyond the scope of this report.

## Electrical

Power is supplied at 480/277 volts via an on-site oil-filled transformer that is believed to be owned by the local utility. Power is then supplied to two switchboards in a mechanical yard on site. These have rated capacities of 2,500 and 4,000 amps. One dates to 1986 and has is near the end of its expected service life. Replacement is recommended midway through the report scope. The other dates to 2000 and has substantial remaining service life. A panelboard in the sanctuary basement receives power at 120/208 volts for distribution to that area. It is original and past due for replacement.

The distribution system consists of panelboards and dry-type transformers. Power is supplied by select panelboards at 480/277 volts or is stepped down via the dry-type transformers to 120/208 volts. Additional panelboards distribute the lower voltage power. Circuits are then energized for mechanical, lighting, and general purpose loads. This equipment is in good condition and appears properly marked. The newer portions of the system should outlast the scope of this report. The remaining original equipment in the church is past due for lifecycle replacement.

Interior lighting is provided by surface-mounted, lay-in, and suspended fixtures with acrylic, parabolic, or no lenses. These are lamped with T12 fluorescent, T8 fluorescent, or LED bulbs. Occupancy sensors are present in select rooms to conserve energy. All but the newest lighting is due for near-term lifecycle replacement.

Exterior light fixtures include wall-mounted HID, ground-mounted HID, recessed eave-mounted, and roof-mounted HID. Additional lighting is provided by bollard fixtures and from adjacent facilities. Though the inspection was performed during daylight, the fixtures appeared to provide adequate coverage. However, all but the newest fixtures are recommended for lifecycle replacement.

A Cummins diesel-fired generator provides emergency power at 480/277 volts, and it has a rated capacity of 100 KW. An automatic transfer switch (ATS) built into the Siemens switchboard is believed to supply the emergency power. The equipment dates to 2000 and is in adequate condition. It is expected to require lifecycle replacement midway through the report scope.

The variable frequency drive (VFDs) in the basement is estimated to date to 2000. It has reached the end of its expected service life and is due for replacement.



## Plumbing

Water supply piping is copper and possibly some galvanized. Several backflow preventers are present to prevent cross contamination of the system. Drain piping is hub-and-spigot and no-hub cast-iron. Some plastic drain piping is present where renovations or repairs have taken place. Where they could be viewed, the piping systems appeared to be in adequate condition and are believed to be original to the phase of construction. The piping systems in the church area are the oldest and at the end of their expected service life. Replacement is recommended. The remaining piping should last well beyond the next ten years. The older backflow preventers are also due for near-term replacement.

Domestic hot water is provided by two residential gas-fired water heaters, a residential electric water heater, and a commercial electric water heater, and pumps support some of these units. The pumps should outlast the report scope, as should the commercial water heater. The oldest gas-fired unit is past due for lifecycle replacement, and the other two should be replaced midway through the report scope. Also replace the older of the two water softener systems.

In the basement are sump pump systems and a sewage lift station of various ages, and these consist of simplex and duplex units. The older equipment has reached end of its service life and is recommended for replacement.

Also in the basement of the church is a fountain pump and filter system. The system is believed to date to 2014 and is in adequate condition. Due to the short lifecycle of this equipment, replacement is recommended within the report scope.

Plumbing fixtures include toilets, lavatories, urinals, utility sinks, stainless steel sinks, drinking fountains, and showers. The original and 1986 fixtures, along with the counter lavatories, drinking fountains, and stainless steel sinks dating to 2000, are at or near the end of their lifecycle and should be replaced. The newer fixtures will last well beyond the next ten years.

## Vertical Transportation

There are three Otis hydraulic passenger elevators. Two were installed in 2000, and the third dates to 1986. They serve either two or three floors and have car capacities of 3,000 and 5,000 pounds. They appear to be in adequate condition and were operating properly on the day of inspection. However, based on industry standards, the older unit is past due for modernization, and the other two should be modernization midway through the report scope.

**Investment Committee  
CHARTER**

**Statement of Purpose**

The Finance Committee of the Session has created the Investment Committee (the "Committee") to discharge its responsibilities with respect to oversight of the investment assets of the Church as more specifically set forth under "Duties and Powers" below.

**Membership and Meetings**

The Committee will be composed of three or more members selected from the covenant partners of the Church, with at least one member also serving as a Ruling Elder on Session. Additionally, at least one of the selected members shall possess subject matter expertise with regard to investment finance and/or have an accreditation as a CFA or CFP. With unanimous approval of the voting members of the Finance Committee, the Chairman of the Finance Committee will appoint the Committee Chair and the other members of the Committee. Only persons determined to be "independent" shall be appointed to the Committee, provided, persons who are not "independent" may serve as non-voting members of the Committee.

Members shall serve for terms as designated by Finance Committee. The Committee shall convene as and when needed, but at least four times per year. All Committee members are expected to attend each meeting. The Committee will invite covenant partners, staff, or others to attend meetings when appropriate. Meeting agendas will be prepared and provided in advance to members of the Committee and minutes will be maintained.

A majority of the Committee shall constitute a quorum for the transaction of business at any meeting, and the act of a majority of the members of the Committee present at any meeting at which a quorum is present shall be the act of the Committee.

**Duties and Powers**

In carrying out its purpose, the Committee will have the following duties and powers:

*Overall Policy:*

- Develop and present to Finance Committee of the Session for approval by the Session of an Investment Policy Statement in order to maintain an explicit understanding of the portfolio's purpose and objectives and to provide a clear definition of success in determining whether the portfolio fulfills its purposes and objectives. Review the Policy Statement on an annual basis.
- Adopt an investment strategy that defines the Church's risk tolerance and expected returns of the portfolio, including at a minimum:
  - Guidelines concerning growth, value and capitalization strategies;
  - Guidelines for amounts to be invested in each asset class, asset allocation ranges, and prohibited investments
- Monitor compliance with established investment policies.
- Oversee investment and reinvestment of the Church's funds consistent with the investment strategy approved by the Finance Committee and by the Session. The Investment Committee directs the investment advisor about the investment of funds. The Committee may delegate investment functions to officers and employees of the Church and to external investment managers. The Committee monitors that staff and the advisor are managing the portfolio within the guidelines of the Investment Policy.
- Review and evaluate the investment performance of the portfolio.
- Appoint an investment advisor and review their performance. If needed, the Investment Committee may appoint an investment consultant to advise the Committee and review the performance of the investment advisor.

*Annual Performance Review:*

- Review the Committee's CHARTER periodically and refer any recommended changes to the Finance Committee for Session approval.

*Miscellaneous:*

- Fulfill other duties and responsibilities that are consistent with the purposes of the Committee enumerated in this CHARTER or as may be delegated by the Finance

Committee of the Session as needed. One need may be evaluating and transacting real estate and mineral assets. The Committee may create an Ad Hoc subcommittee with subject matter expertise to do the work and recommend action to the Investment Committee.

**Authority**

The Committee shall have and may exercise all the powers and authority of Session with respect to the duties and responsibilities assigned to it. The Committee may create and delegate to subcommittees.

The Committee shall have the authority to act by unanimous written consent and by electronic meetings.

**Committee Accountability**

The Committee Chair will report as needed, but at least annually, to the Finance Committee of the Session.

**First Presbyterian Church of Houston  
Minutes of the Governance Committee Meeting  
March 1, 2022 via Zoom**

**Attendees:** Tanner Sykes (Chair), Jordan Benningfield, Brent Dorsey, Roby Norvell

**Absent:** Senior Pastor Jim Birchfield, Dade Dowdle, Houghton Hutcheson, Chris Wolfe (Member at-large)

**Meeting:**

- Mr. Sykes called the meeting to order at 12:05 p.m. and Mr. Dorsey opened the meeting in prayer.
- Mr. Sykes provided an update on Committee members periodically attending other Session Committee meetings. The Committee agreed that Mr. Dorsey will attend the Finance Committee meetings; Mr. Norvell will attend the Community Life Committee meetings; Pastor Birchfield will attend the Advisory Committee meetings; and Mr. Sykes will attend the Personnel Committee meetings.
- Mr. Dorsey led a discussion on proposed enterprise risk assessment matters. Mr. Dorsey summarized his recent discussions with FPC Chief Operating Officer Hunter Johnson and referred to documents previously provided to the Committee via email. The Committee agreed that Mr. Johnson will be invited to the Committee's next scheduled meeting.
- Mr. Benningfield and Mr. Dorsey provided an update on Standing Nominating Committee (SNC) matters. The SNC is in need of one more candidate to commit to be on the SNC for 2022-2024. The Committee agreed to provide candidate suggestions for consideration for the SNC. Mr. Benningfield to generate and provide a document summarizing the objectives, structure and schedule of the SNC.
- The meeting was adjourned at 12:40 p.m.

## ADVISORY COUNCIL MINUTES

Tuesday, March 8, 2022

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

### Opening Prayer (Birchfield)

Jim's devotional was drawn from Psalm 32. The forgiveness of God and our response of humble thanksgiving.

### Discussion Topics

#### A. Finance Report (Oldham)

Steve shared that giving was down over the last month, but only to the degree that was anticipated. The numbers for Here To Serve are now in the books, and encouraging: 60% met the pledge that they made, over 670 pledged and gave, another 400 made no pledge but gave. There was a question about the number of households that gave compared to the weekly attendance numbers. A report to the congregation on the numbers from HTS will be made in a few weeks, and a plan is underway to celebrate on Palm Sunday with tours of the improvements. Report submitted.

#### B. Approval of Agenda for Session Meetings March and April (Birchfield)

Jim sent the group proposed agendas. Jim will be out of town for the March meeting so Andrew will moderate. The agendas were approved.

#### C. New Elder Training (Harada)

Michael shared that the training is going well. The schedule had been changed slightly as Andrew was not available last Sunday after spending the night at the youth lock in. That space was switched with the Governance Committee when Tanner Sykes stepped up to fill in.

#### D. Pastor Nominating Committee (Espinosa)

Sabrina shared that they are working well and making progress. Jim stated that it is important to allow the congregation to see the progress being made, and would like for the committee to have someone speak at the services about once a quarter.

### Pastor's Report (Birchfield/Stepp)

A. Jim reported that the logistical issues of the ONC and SNC are being addressed and should be resolved soon.

B. Andrew stated that the search for the youth director and young adult pastor continue to move forward. They have had many applicants for the youth director and interviews are underway. Sabrina asked if we might consider applicants who have therapy degrees rather than seminary as the need is so prevalent amongst that age group. Andrew said that he will look into that.

### Clerk's Report (Meikle)

Doug shared that he has been working and making good progress on the Faith and Work transition. He attended the Redeemer conference and was pleased that they had people from all over the globe.

### Closing Prayer (Oldham)

Adjourned 4:30 pm

Respectfully submitted,

Michael Harada, Clerk 2024