

**SESSION AGENDA**  
**Tuesday, May 17, 2022**  
**Fellowship Hall (In Person)**  
**5:30 p.m. (Includes Dinner)**

**Item**

**Presenter**

**Session Prayer**

All

**Omnibus Motion**

Stepp

Minutes

Consent Motions

**Committee Reports & Updates**

Finance Committee

Woodard/Oldham

- 22-23 FY Budget (First Look)

Stepp/Johnson

Governance Committee (SNC Update)

Benningfield

FPC/PS

Dowdle

Advisory Committee (Clerk's Report)

Meikle

PNC Update

Lionberger

Staff Reports

Stepp

- Pastor's Report
- Questions On Staff Reports
- College Ministry Update

Rhodes-Karahadian

**Action (Discussion) Items**

Vote To Receive the New Elder Class

Harada

Worship Priority

Wagner

Celebration Of Elder Class of 2022

Barnes

**Adjournment**

- Homily Reflection
- Communion
- Closing Prayer & Doxology

Stepp

**2021-22 Upcoming Session Meetings & Important Dates**

**Ordination/Installation of New Elders: Sunday, June 5**

**Special Session to Discuss the Proposed Budget: Tuesday, June 7**

June Session Meeting: Tuesday, June 21 (Final Meeting)

No Meeting in July

August Session Meeting: Tuesday, August 16 (New Session)

Session Retreat Dates: September 16-17

**September Meeting TBD**

**MINUTES OF THE SESSION**  
**THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS**  
**April 19, 2022**

The April Stated Meeting of the Session began at 6:00pm in LC181. 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. Prayer time was closed with the singing of the *Lord's 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 March 22, 2022, be approved.

COMMITTEE REPORTS AND UPDATES

Finance

Kent Woodard

There are plans to have a Stewardship Drive in the fall. It was suggested to have a luncheon to share with the congregation how gifts are being used.

Steve Oldham

The church is in good shape and well within the parameters of expected giving. The past year's audit has been completed.

Community Life Committee

Al DuPont

The purpose of the committee is to 1) to pray with and for each covenant partner, 2) to connect with covenant partners for a broader community, 3) to care for each covenant partner, 4) to build community for each covenant partner, and 5) to connect covenant partners to ministry service. The pillars of the Community Life Committee are 1) prayer, 2) care teams and 3) service connectors.

Alicia Ten Eyck

An update was given of the Care Team Pilot. Alicia Ten Eyck organized the first neighborhood gathering...that neighborhood is Alicia's zip code. Of fifty-six invites, sixteen responded and nine attended a social at an outdoor café. Those attending were very supportive and agreed to meet quarterly as a Care Team and to take turns hosting.

Advisory Council

Doug Meikle

The Lenten Series "From the Garden to the City" was very well received. There was interesting feedback but still work to be done.

Pastor Nominating Committee

Janet Lionberger

The prospective candidates have had two interviews with the Dingman Company and zoom interviews are now being scheduled with the Pastor Nominating Committee.

Staff Reports

Andrew Stepp

There are several staff position searches in process. There will be an all-staff team building time where ministries will share how they are living into their priorities. Rev. Matt Lee will be joining "Houston Church Planting Network" full time and will no longer be on staff at First Presbyterian Church.

Jim Birchfield

- A motion was made, seconded, and approved to endorse the following people as 2022 Trustees for the Presbyterian School: Dade Dowdle, Kelly Layne, Alison Loveday, and Lyndsey Knight.
- ECO withdrew Proposals 2 and 3 from the package that was presented at the last session meeting.
- The session will have a first look at the budget at the May Session Meeting and the budget will be voted on at the June Session Meeting. There will be a special meeting Tuesday, June 7 for anyone wanting to take a deep dive into the budget.
- At the June Session Meeting there will be a goodbye to the Elder Class of 2022.
- An electronic motion was made and approved April 5, 2022, to schedule a Congregational Meeting following the services on Sunday, April 24, 2022 for the purpose of electing the Standing Nominating Committee. The nominees for the Standing Nominating Committee, put forward by the Governance Committee are: Jordan Benningfield (Chair), Brent Dorsey (Vice Chair), John Going, Bob Shimp, Betsy Morris, and Hillary Reed.
- June 5 the new Class of elders for 2025 will be ordained and installed.
- In fiscal year of 2022-2023 Session Business Meetings will be held bi-monthly. In the alternate months, Session Meetings will concentrate on Prayer and Fellowship.
- There will be no July Session Meeting and the August Meeting will be Tuesday, August 16.
- A motion was made and approved to move the Worship Service in the Grand Hall to 11:05am for the Summer months.
- The possibility of a third worship service is being studied.

Caitlin Rhodes-Karahadian

The “RightNow Media” has been very well received and there is consideration for extending the subscription.

#### ACTION (DISCUSSION) ITEMS

TrueWorks Update and Proposals

Doug Meikle

- MainStreet Fellows will meet this fall on Sunday Mornings.

The following motions were presented by the Advisory Council and approved.

- That Session has reviewed the “new CFWI” (Center for Faith, Work, & Innovation) update and affirms that it is aligned with the church’s mission and priorities.
- That Session authorizes the incorporation of the “new CFWI” to be named, TrueWorks, in Texas.
- That Session requires the execution by June 15<sup>th</sup>, 2022, of a Memorandum Of Understanding or operating agreement between First Presbyterian Church and TrueWorks aligned with the December 16, 2021, scope commitments.
- That Session authorizes, after successful Texas Incorporation, application for tax-exempt status from the IRS for TrueWorks.
- That Session approve the call of Doug Meikle as “Assistant Pastor for Faith and Work” in line with the church’s mission priorities.

Transformative Community Priority Proposal

Jon Crantz

This priority will focus on building transformative community in the Name of Jesus Christ by inviting people into authentic, Christ-centered community that will foster a believer’s perpetual growth into Christlikeness.

Some of the challenges that we face are:

- Congregational Cliques
- Relational Isolation
- Neglect

- Lone Ranger Christianity
- Decline of Service
- Lack of all Church Fellowship

Personal invitations are necessary for the health of our congregation. Strategies for making this work:

- Hospitality
- Prayer
- Service
- Mental Health
- Fellowship

Communion was served by intinction by Rev. Jim Birchfield and elder Kent Woodard.

The meeting adjourned at 8:40pm with the singing of the *Doxology*.

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Rev. Jim Birchfield, Moderator

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Doug Meikle, Clerk of Session

**CALLED MEETING OF THE CONGREGATION  
FIRST PRESBYTERIAN CHURCH HOUSTON, TEXAS  
April 24, 2022**

The Called Meeting of the Congregation was called to order in the Sanctuary on April 24, 2022, at 11:38 a.m. by moderator, Rev. Jim Birchfield, and a quorum was declared present.

A motion was made and approved to elect the following people as members of the Standing Nominating Committee for a term of two years: Jordan Benningfield, Brent Dorsey, John Going, Shikha Hansen, Hilary Reed and Bob Shimp.

The meeting adjourned with prayer by Rev. Jim Birchfield at 11:40 a.m.

Respectfully submitted,

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Rev. Jim Birchfield, Moderator

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Martha C. Barnes, Clerk of Session

# Reports

## Finance

Opening Prayer: Kent

Attendees: Hunter, Jim, Andrew, Kent in person. Steve by ZOOM

Absent: Sara, Jamie, Matt, Alicia

Old Business:

Review Monthly Financials – Steve, Hunter

April contributions totaled approximately \$372,000, up from \$334,000 in March. Expenses increased \$145,000 driven primarily by changes in Ministry Support, Worship, and Communications. Notable activities in these areas include a third payroll. Liquidity remains strong with cash balances of \$3.9m and \$660,000 remaining in accrued, but unpaid construction costs.

Budget Review – Hunter

We discussed the Budget, by line item including personnel expenses. Looks good. Returning to pre Covid levels, adding new staff, reorganizing expense categories.

Presentation and approval of the FC Charter – Kent, Jim

- Attachments – FC, GCFC
- GC comments, edits
- Absent member comments:
- Sara comments - Keep – Article II, Section 2.0 8. – Yes, moving to Investment Policy
- Keep Article II 2.0 11, Article VI Section 6,01 4. Article X – all related to Gift Expenditure Team
- Chair Comment - The FC is oversight and does not manage, approve gifts. Senior Pastor responsible for all Ministry gift administration for allocation and distribution
- Alicia comments – Remove “To be Determined” – Yes, done. Should we approve something to move forward or no? Approve, if possible
- Matt comments – How visible are the eight ministry budgets in monthly reporting?
- Defining what unbudgeted are and could be challenging. How will ministry teams develop processes to monitor and elevate items for approval? Hunter to comment

We voted to approve the GC FC Policy draft (attached) - Steve, Kent approved, Sara abstained ( Sara in Europe and we had email confirmation). Also the GC approved the GCFC Charter Policy.

Update on Permanent Funds – Structure and Policy – Jamie – deferred to June Mtg.

Elected Jim as Investment Team Chair – Unanimously

Review of Asset Resource Task Force -2022 Estate Gift Summary – Hunter – Deferred to June Mtg.

Investment Policy Group – Steve, Jim - Steve, Jim to coordinate

Presentation of Intacct system – Hunter - Deferred to June Mtg.

New Business:

Session FC Presentation – will be refined to new FC Charter Policy

- Attachment

Other New Business

**Finance Committee Mission: Support and serve the ministries and people of FPC's community through financial oversight and guidance.**

**Article I: Composition of the Finance Committee ("FC")**

Section 1.01: Voting members:

1. One 3rd year Ruling Elder who will serve as the Chair;
2. One 2nd year Ruling Elder who will serve as Vice-Chair;
3. Treasurer
4. Immediate Past Treasurer; and
5. The Senior Pastor or the Senior Pastor's designee;

Section 1.02: The following persons will be invited to attend all FC meetings and deliberations but have no official responsibilities or voting authority:

1. First year Ruling Elder who has been designated to become a voting member in that person's second year as a Ruling Elder.
2. Chair of Permanent Funds
3. Chief Financial Officer (or, in the absence of a Chief Financial Officer, the Chief Operating Officer or Staff head of operations); and
4. Any Ruling Elder serving on the Investment Team (defined below).

**Article II: Responsibilities of the FC**

Section 2.01: The FC shall be responsible for the following:

1. Assist the Session in the discharge of its fiduciary responsibilities relating to financial matters and practices of FPC.
2. The appointment, compensation, retention, and oversight of the work of the independent auditor, including the proposed scope, nature, and results of the annual audit; and significant accounting policies, presentation, disclosure, and changes of policy.
3. Oversee the internal audit function of FPC, including procedures to assure that appropriate controls are in place.
4. Oversee compliance with legal and regulatory matters relating to financial matters of FPC, which have not been otherwise delegated to the Governance Committee.
5. Review and recommend to the Session for approval FPC's annual budget.
6. Conduct investigations that it deems necessary to fulfill its responsibilities. The FC shall have the authority to request a meeting with any pastor, employee, auditor, advisor, or outside legal counsel of the FPC in order to complete any investigation. The FC shall have full access to the books, records, and Facilities (defined below) of the FPC in carrying out its responsibilities. The FC shall seek approval of Session prior to committing to any expenditures related to the investigatory responsibilities herein.
7. Investment of assets, other than the Facilities of FPC, including the establishment and review annually, of the Investment Policy (defined below) to be recommended to the Session for approval. Further the FC shall review and report to the Session on the performance of the Portfolios (defined below) relative to the policy benchmarks and objectives. Establish and review

regularly the recommendations of an Investment Team (defined in Article VII) which will be responsible for creating an Investment Policy (defined in Article VII) regarding the Portfolios;

8. Review risk exposure, as reported by Staff, including safety, environmental, financial, contingent liabilities, and other risks material to FPC, as well as Staff's activities in identifying, assessing and mitigating operational, reputational and financial risks of FPC; and,
9. Provide guidance to the Chair of Permanent Funds regarding restrictions on certain gifts.

### **Article III: Limitations of the FC**

Section 3.01 The FC shall not, without the approval of Session:

1. Exercise oversight or authority over the campus or facilities which constitute the physical plant or campus of FPC at 5300 Main Street (the "Facilities").
2. Directly or indirectly influence in any manner the Permanent Funds allocation and/or granting of funds. The responsibility for the allocation and granting of funds by the Permanent Funds shall lie with the Senior Pastor and/or the Senior Pastor's designee.
3. Direct or make recommendations to the External Investment Manager (as defined in Article VII). The responsibility to direct the External Investment Manager shall lie with the Senior Pastor or the Senior Pastor's designee and in compliance with the Investment Policy.
4. Make a change to the External Investment Manager without Session approval;
5. Adopt changes to FPC's Investment Policy without the advice and consent of Session.
6. Take any other action not expressly provided for in this FC Charter. The creation of a standing team shall not expand the rights and responsibilities of the FC.

### **Article IV: Integrity of the FC**

Section 4.01: Independence. Each voting member of the FC shall have independent status and exercise independent judgment, and that member or a person in their immediate family may not have a relationship a third party vendor, contractor, or manager retained by FPC, which would interfere with the exercise of that member's independent judgment in carrying out the responsibilities as a FC member. The Senior Pastor (or the Senior Pastor's designee), who is employed by FPC, shall be exempt from this requirement as it relates to their employment status with FPC.

Section 4.02: Advisors. The FC shall have the authority to retain, at FPC's expense, independent legal, financial and other advisors it deems necessary to fulfill its responsibilities, but shall first obtain the approval of Session with a reasonably detailed estimate of the associated cost or expenses relating thereto, and such costs or expenses shall be included in the annual budget.

### **Article V: Meetings**

Section 5.01: The FC shall meet at least monthly. Special meetings shall be called from time to time, as the circumstances dictate in the judgment of Session or the FC.

Section 5.02: Minutes of each meeting of the FC shall be kept to document the discharge by the FC of its responsibilities and a copy thereof shall be sent to the members of Session.

Section 5.03: A quorum shall consist of at least a majority of the FC's voting membership. All action taken by the FC shall be deemed approved on the vote of a majority of its voting members.

Section 5.04: Prior to each annual meeting of the Congregation of FPC, the Chairman will report to Session as to the annual audit of FPC's financial statements and the other activities or recommendations of the FC. The Chairman will also report from time to time to Session on other FC actions and on the fulfillment of the FC's responsibilities under this Charter.

**Article VI: Standing Ministry Teams and Task Forces**

Section 6.01: Standing Ministry Teams with oversight by the FC shall be as follows:

1. Investment Team, as detailed below in Article VII

**Article VII: Investment Team Guidelines**

Section 7.01: Purpose. The FC will create an investment team (the "Investment Team") to discharge its responsibilities with respect to oversight of the Portfolios (defined below) through the creation of an investment policy (the "Investment Policy"). The investment assets of FPC (the "Investment Portfolios") are currently managed by the Texas Presbyterian Foundation (such manager, or its successor, the "External Investment Manager"). Portfolios shall mean, together with the Investment Portfolio, any real or tangible property of FPC, including but not limited to art, minerals, real estate and safety deposit but excluding the Facilities. The Investment Team shall be tasked with the duties more specifically set forth under "Responsibilities" below.

Section 7.02: Membership and Meetings.

1. The Investment Team will be composed of three or more Covenant Partners of FPC, with at least one member also serving as a Ruling Elder and FC member. The FC will select the members and the chair of the Investment Team. The Investment Team members shall be Independent, knowledgeable and have experience in investments.
2. Investment Team members shall serve for terms as designated by the FC. The Investment Team shall convene as and when needed, but at least two times per year. The Investment Team may invite Covenant Partners, staff, or others to attend meetings when appropriate. Meeting agendas will be prepared and provided in advance to members of the Investment Team and minutes will be maintained and included within the FC minutes, which are reported to Session.
3. A majority of the Investment Team shall constitute a quorum for the transaction of business at any meeting, and the act of a majority of the members of the FC present at any meeting at which a quorum is present shall be the act of the FC.
4. The Investment Team shall have the authority to conduct its meetings by unanimous written consent and by electronic meetings.

Section 7.03: Responsibilities. In carrying out its purpose, the Investment Team will have the following responsibilities:

1. Develop and present for approval to FC an Investment Policy. The Investment Policy shall cover the Portfolios, define FPC's risk tolerance and expected returns of the Portfolios including guidelines for amounts to be invested in different asset classes, asset allocation ranges and prohibited investments. The Investment Policy shall be reviewed annually, and an annual report shall be given to the FC as a part of the responsibilities of the Investment Team.
2. Review the investment of the Portfolios to ensure compliance with the Investment Policy. The Investment Team shall have no authority to delegate or direct investment functions to officers and employees of FPC and to External Investment Managers, but shall identify areas of non-compliance with the stated Investment Policy to the FC. The Investment Team shall review the Senior Pastors reports related to the Portfolios to ensure the Senior Pastor's actions are within the guidelines of the Investment Policy.
3. Receive and review reports from the Session that outlines the terms, including restrictions as to investments and use of the funds, of all existing gifts and any new gift during the reporting period.



4. Review and evaluate the investment performance of the Portfolios.
5. Recommend to the FC a change to the External Investment Manager and review the External Investment Manager's performance. Upon Session approval, and prior to any expenditure of funds, the Investment Team may appoint an investment consultant to advise the Investment Team and review the performance of the External Investment Manager.
6. Review the Investment Team's guidelines periodically and refer any recommended changes to the FC for Session approval.
7. Fulfill other duties and responsibilities that are consistent with the purposes of the Investment Team specifically enumerated in this Article VII or as may be delegated by the FC, as needed.

Section 7.04: Investment Team Accountability. The Investment Team Chair will report as needed, but no less than quarterly, to the FC with respect to the Portfolios' returns and FPC's compliance with the Investment Policy.

## **Governance Committee**

**May 3, 2022 via Zoom**

**Attendees:** Tanner Sykes (Chair), Senior Pastor Jim Birchfield, Jordan Benningfield, Brent Dorsey, Dade Dowdle, Houghton Hutcheson, Roby Norvell

**Absent:** Chris Wolfe (Member at-large)

### **Meeting:**

- Mr. Sykes called the meeting to order at 12:05 p.m. and opened the meeting in prayer.
- Mr. Benningfield provided an update on Standing Nominating Committee (SNC) and Officer Nominating Committee (ONC) matters. Mr. Benningfield outlined recent steps taken, including the submission of revised ONC recommendation forms, information booklets to FPC staff for posting to the FPC website. The current ONC has commenced meetings and had Marth Barnes, Clerk of Session Class of 2023 and former SNC and ONC chair, attend the ONC's upcoming May 8 meeting to answer some logistical questions. Both committees are on schedule to meet their deadline.
- The Committee then had a discussion regarding various succession items after the term of the Session Class of 2023 (Messrs. Benningfield and Sykes) ends, clarifying that (i) Session Member Class of 2025 Randy Wilson will join the Committee; (ii) Mr. Hutcheson will assume the role of Chair of this Committee; and (iii) Mr. Dorsey will assume the role of Chair of the SNC and Mr. Norvell will assume the role of Vice-Chair of the SNC.
- Mr. Sykes mentioned that enterprise risk matters are further tabled until the Committee's next scheduled meeting, to which FPC Chief Operating Officer Hunter Johnson will be invited to attend.
- Mr. Sykes then led a discussion regarding proposed changes to the Finance Committee (FC) charter with respect to the creation of an Investment Committee and other material matters. After discussion and agreement by the Committee on such items as responsibility for oversight of the FPC Conflict of Interest Policy, directing FPC staff with respect to allocation and granting of Permanent Funds, and the removal of the creation of certain "teams" as described in the FC charter, Mr. Sykes agreed to incorporate such changes into the draft FC charter and circulate to FC Chair Kent Woodard for the FC's review.

- Mr. Sykes discussed the Committee’s need to address at a future Committee meeting the delineation of legal and regulatory responsibility among the Committee and FC, to which the Committee agreed.
- The meeting was adjourned at 1:15 p.m.

**WRITTEN CONSENT OF THE FIRST PRESBYTERIAN CHURCH OF HOUSTON  
GOVERNANCE COMMITTEE**

**May 9, 2022**

Pursuant to the authority contained in Appendix B of the Governance Policies and Procedures Manual (the “*Manual*”) of First Presbyterian Church of Houston (“*FPC*”), the approvers indicated in the attached, being the requisite number of members of the Governance Committee of FPC (the “*Committee*”), hereby approve, consent to and adopt the attached resolution and the actions therein authorized as the act of the Committee by written consent, as reflected in **Annex A** attached hereto and made a part hereof.

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**ANNEX A**

WRITTEN CONSENT OF THE GOVERNANCE COMMITTEE OF FIRST PRESBYTERIAN CHURCH OF HOUSTON



Jordan Benningfield <jjsbenningfield@gmail.com>

**FW: Approved FC Charter Policy**

Jordan Benningfield <jjsbenningfield@gmail.com>

Mon, May 9, 2022 at 5:01 PM

To: Dade Dowdle <dade.dowdle@gmail.com>

Cc: Chris.Wolfe@haynesboone.com, Jim Birchfield <jbirchfield@fpchouston.org>, "Sykes, Tanner"

<TMSykes@mayerbrown.com>, bdorsey2015@outlook.com, houghton.hutcheson@gmail.com, rbnorvell@gmail.com

Approve.

On Mon, May 9, 2022 at 4:44 PM Dade Dowdle <dade.dowdle@gmail.com> wrote:

Tanner pointed out that my vote was out of order, as I am not a voting member of the committee. My apologies.

I will say, I think this draft gets us to a better place than we were before, and that I would have no problem voting for at Session.

Dade

Sent from my iPad

On May 9, 2022, at 4:35 PM, Jim Birchfield <jbirchfield@fpchouston.org> wrote:

Aye!

Sent from my iPhone

On May 9, 2022, at 4:15 PM, Dade Dowdle <dade.dowdle@gmail.com> wrote:

Aye.

Sent from my iPad

On May 9, 2022, at 3:13 PM, Sykes, Tanner <TMSykes@mayerbrown.com> wrote:

GC:

Attached is the revised draft we just received from the FC. I see no problems here and I vote to approve.

For unbudgeted expenditures, I think it's fine that any amounts in excess of 5% would first go to Session and then Session could then refer the item to the FC for consideration.

5/11/22, 1:26 PM

Gmail - FW: Approved FC Charter Policy

Please vote "aye" or "nay" for the approval of the FC Charter as drafted on the word document attached.

Tanner

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**Tanner M. Sykes**

Mayer Brown LLP

T +1-713-238-2705 | M +1-713-703-0297

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**From:** Tanner Sykes <tanner.sykes@gmail.com>  
**Sent:** Monday, May 9, 2022 3:02 PM  
**To:** Sykes, Tanner <TMSykes@mayerbrown.com>  
**Subject:** Fwd: Approved FC Charter Policy

**\*\*EXTERNAL SENDER\*\***

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**From:** bkw0805@gmail.com <bkw0805@gmail.com>  
**Sent:** Monday, May 9, 2022 2:59:36 PM  
**To:** 'Tanner Sykes' <tanner.sykes@gmail.com>  
**Cc:** 'Steve Oldham' <Steve.oldham@autumnlanelc.com>; 'Sara Robertson' <sara.k.robertson@gmail.com>  
**Subject:** Approved FC Charter Policy

Hi, Tanner.

Please find attached the FC approved Charter Policy. Steve and I voted yes, Sara has abstained at this point. She is in Italy and if her vote changes I will advise you.

We made two changes to the document, As you requested, we will drop Risk Management in order to allow for further discussions with the GC and other interested or affected areas of the Church, like personnel. The other change was to delete #9 under Article II 2.01. It was agreed that we are Oversight and not an approval authority over staff activities.

The staff and the Senior Pastor are responsible for the daily, monthly, and annual financial activities and operations of the Church.

<https://mail.google.com/mail/u/0/?ik=22a27af8e6&view=pt&search=all&permmsgid=msg-a%3Ar-2008656069402787078&dsqt=1&simpl=msg-a%3Ar-2...> 2/3

5/11/22, 1:26 PM

Gmail - FW: Approved FC Charter Policy

Please review and remove your footnotes and return to us if you approve for us to place it in our minutes for the Session meeting.

Thanks for all your and your Committee's input.

Very best,

Kent



Jordan Benningfield <jsbenningfield@gmail.com>

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**FW: Approved FC Charter Policy**

Sykes, Tanner <TMSykes@mayerbrown.com>

Mon, May 9, 2022 at 6:13 PM

To: "bdorsey2015@outlook.com" <bdorsey2015@outlook.com>, "jsbenningfield@gmail.com" <jsbenningfield@gmail.com>, "jbirchfield@fpchouston.org" <jbirchfield@fpchouston.org>, "dade.dowdle@gmail.com" <dade.dowdle@gmail.com>, "houghton.hutcheson@gmail.com" <houghton.hutcheson@gmail.com>, "rbnorvell@gmail.com" <rbnorvell@gmail.com>, "chris.wolfe@haynesboone.com" <chris.wolfe@haynesboone.com>

All:

The motion carries. All are in favor with one no response from Chris Wolfe.

I'll let Kent know and we should probably add this to our minutes, Jordan.

Thank you all.

Tanner

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**Tanner M. Sykes**

Mayer Brown LLP

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**From:** Sykes, Tanner

**Sent:** Monday, May 9, 2022 3:14 PM

**To:** bdorsey2015@outlook.com; jsbenningfield@gmail.com; jbirchfield@fpchouston.org; dade.dowdle@gmail.com; houghton.hutcheson@gmail.com; rbnorvell@gmail.com; chris.wolfe@haynesboone.com

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Tanner

-

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**Tanner M. Sykes**

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**Cc:** 'Steve Oldham' <Steve.oldham@autumnlanelc.com>; 'Sara Robertson' <sara.k.robertson@gmail.com>  
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<https://mail.google.com/mail/u/0/?ik=22a27af8e6&view=pt&search=all&permmsgid=msg-f%3A1732392260515645363&dsqt=1&simpl=msg-f%3A1732...> 2/3

5/11/22, 1:26 PM

Gmail - FW: Approved FC Charter Policy

Thanks for all your and your Committee's input.

Very best,

Kent

<https://mail.google.com/mail/u/0/?ik=22a27af8e6&view=pt&search=all&permmsgid=msg-f%3A1732392260515645363&dsqt=1&simpl=msg-f%3A1732...> 3/3



**Finance Committee Mission: Support and serve the ministries and people of FPC's community through financial oversight and guidance.**

**Article I: Composition of the Finance Committee ("FC")**

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4. Any Ruling Elder serving on the Investment Team (defined below).

**Article II: Responsibilities of the FC**

Section 2.01: The FC shall be responsible for the following:

1. Assist the Session in the discharge of its fiduciary responsibilities relating to financial matters and practices of FPC.
2. The appointment, compensation, retention, and oversight of the work of the independent auditor, including the proposed scope, nature, and results of the annual audit; and significant accounting policies, presentation, disclosure, and changes of policy.
3. Oversee the internal audit function of FPC, including procedures to assure that appropriate controls are in place.
4. Oversee compliance with legal and regulatory matters relating to financial matters of FPC, which have not been otherwise delegated to the Governance Committee.
5. Review and recommend to the Session for approval FPC's annual budget.
6. Conduct investigations that it deems necessary to fulfill its responsibilities. The FC shall have the authority to request a meeting with any pastor, employee, auditor, advisor, or outside legal counsel of the FPC in order to complete any investigation. The FC shall have full access to the books, records, and Facilities (defined below) of the FPC in carrying out its responsibilities. The FC shall seek approval of Session prior to committing to any expenditures related to the investigatory responsibilities herein.

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7. Investment of assets, other than the Facilities of FPC, including the establishment and review annually, of the Investment Policy (defined below) to be recommended to the Session for approval. Further the FC shall review and report to the Session on the performance of the Portfolios (defined below) relative to the policy benchmarks and objectives. Establish and review regularly the recommendations of an Investment Team (defined in Article VII) which will be responsible for creating an Investment Policy (defined in Article VII) regarding the Portfolios;
8. Review risk exposure, as reported by Staff, including safety, environmental, financial, contingent liabilities, and other risks material to FPC, as well as Staff's activities in identifying, assessing and mitigating operational, reputational and financial risks of FPC; and,
9. Provide guidance to the Chair of Permanent Funds regarding restrictions on certain gifts.

### **Article III: Limitations of the FC**

Section 3.01 The FC shall not, without the approval of Session:

1. Exercise oversight or authority over the campus or facilities which constitute the physical plant or campus of FPC at 5300 Main Street (the "Facilities").
2. Directly or indirectly influence in any manner the Permanent Funds allocation and/or granting of funds. The responsibility for the allocation and granting of funds by the Permanent Funds shall lie with the Senior Pastor and/or the Senior Pastor's designee.
3. Direct or make recommendations to the External Investment Manager (as defined in Article VII). The responsibility to direct the External Investment Manager shall lie with the Senior Pastor or the Senior Pastor's designee and in compliance with the Investment Policy.
4. Make a change to the External Investment Manager without Session approval;
5. Adopt changes to FPC's Investment Policy without the advice and consent of Session.
6. Take any other action not expressly provided for in this FC Charter. The creation of a standing team shall not expand the rights and responsibilities of the FC.

### **Article IV: Integrity of the FC**

Section 4.01: Independence. Each voting member of the FC shall have independent status and exercise independent judgment, and that member or a person in their immediate family may not have a relationship a third party vendor, contractor, or manager retained by FPC, which would interfere with the exercise of that member's independent judgment in carrying out the responsibilities as a FC member. The Senior Pastor (or the Senior Pastor's designee), who is employed by FPC, shall be exempt from this requirement as it relates to their employment status with FPC.

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Section 4.02: Advisors. The FC shall have the authority to retain, at FPC's expense, independent legal, financial and other advisors it deems necessary to fulfill its responsibilities, but shall first obtain the approval of Session with a reasonably detailed estimate of the associated cost or expenses relating thereto, and such costs or expenses shall be included in the annual budget.

#### **Article V: Meetings**

Section 5.01: The FC shall meet at least monthly. Special meetings shall be called from time to time, as the circumstances dictate in the judgment of Session or the FC.

Section 5.02: Minutes of each meeting of the FC shall be kept to document the discharge by the FC of its responsibilities and a copy thereof shall be sent to the members of Session.

Section 5.03: A quorum shall consist of at least a majority of the FC's voting membership. All action taken by the FC shall be deemed approved on the vote of a majority of its voting members.

Section 5.04: Prior to each annual meeting of the Congregation of FPC, the Chairman will report to Session as to the annual audit of FPC's financial statements and the other activities or recommendations of the FC. The Chairman will also report from time to time to Session on other FC actions and on the fulfillment of the FC's responsibilities under this Charter.

#### **Article VI: Standing Ministry Teams and Task Forces**

Section 6.01: Standing Ministry Teams with oversight by the FC shall be as follows:

1. Investment Team, as detailed below in Article VII

#### **Article VII: Investment Team Guidelines**

Section 7.01: Purpose. The FC will create an investment team (the "Investment Team") to discharge its responsibilities with respect to oversight of the Portfolios (defined below) through the creation of an investment policy (the "Investment Policy"). The investment assets of FPC (the "Investment Portfolios") are currently managed by the Texas Presbyterian Foundation (such manager, or its successor, the "External Investment Manager"). Portfolios shall mean, together with the Investment Portfolio, any real or tangible property of FPC, including but not limited to art, minerals, real estate and safety deposit but excluding the Facilities. The Investment Team shall be tasked with the duties more specifically set forth under "Responsibilities" below.

Section 7.02: Membership and Meetings.

1. The Investment Team will be composed of three or more Covenant Partners of FPC, with at least one member also serving as a Ruling Elder and FC member. The FC will select the

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members and the chair of the Investment Team. The Investment Team members shall be

Independent, knowledgeable and have experience in investments.

2. Investment Team members shall serve for terms as designated by the FC. The Investment Team shall convene as and when needed, but at least two times per year. The Investment Team may invite Covenant Partners, staff, or others to attend meetings when appropriate. Meeting agendas will be prepared and provided in advance to members of the Investment Team and minutes will be maintained and included within the FC minutes, which are reported to Session.
3. A majority of the Investment Team shall constitute a quorum for the transaction of business at any meeting, and the act of a majority of the members of the FC present at any meeting at which a quorum is present shall be the act of the FC.
4. The Investment Team shall have the authority to conduct its meetings by unanimous written consent and by electronic meetings.

Section 7.03: Responsibilities. In carrying out its purpose, the Investment Team will have the following responsibilities:

1. Develop and present for approval to FC an Investment Policy. The Investment Policy shall cover the Portfolios, define FPC's risk tolerance and expected returns of the Portfolios including guidelines for amounts to be invested in different asset classes, asset allocation ranges and prohibited investments. The Investment Policy shall be reviewed annually, and an annual report shall be given to the FC as a part of the responsibilities of the Investment Team.
2. Review the investment of the Portfolios to ensure compliance with the Investment Policy. The Investment Team shall have no authority to delegate or direct investment functions to officers and employees of FPC and to External Investment Managers, but shall identify areas of non-compliance with the stated Investment Policy to the FC. The Investment Team shall review the Senior Pastors reports related to the Portfolios to ensure the Senior Pastor's actions are within the guidelines of the Investment Policy.
3. Receive and review reports from the Session that outlines the terms, including restrictions as to investments and use of the funds, of all existing gifts and any new gift during the reporting period.
4. Review and evaluate the investment performance of the Portfolios.
5. Recommend to the FC a change to the External Investment Manager and review the External Investment Manager's performance. Upon Session approval, and prior to any expenditure of funds, the Investment Team may appoint an investment consultant to advise the Investment Team and review the performance of the External Investment Manager.

6. Review the Investment Team’s guidelines periodically and refer any recommended changes to the FC for Session approval.
7. Fulfill other duties and responsibilities that are consistent with the purposes of the Investment Team specifically enumerated in this Article VII or as may be delegated by the FC, as needed.

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Section 7.04: Investment Team Accountability. The Investment Team Chair will report as needed, but no less than quarterly, to the FC with respect to the Portfolios’ returns and FPC’s compliance with the Investment Policy.

## **Permanent Funds**

**May 5, 2022 – email**

Meeting was called to order by email at 11:53PM on Thursday, May 5, 2022. Members present: Jamie Hampton, Sharon Henry, JD Thomas, Chris Rhee, Jan Larsen, Matt Reed, Walther Light, Hunter Johnson and Andrew Stepp. Erin Varnell was present to represent staff.

Discussion/Review/Motions

- 1) Reviewed and approved two Seminary Applications: Motion by Sharon Henry- second by JD Thomas - all voted in favor
  - i. Sara Phillobos - \$4996 for Summer 2022 semester
  - ii. Nathan McNeeley - \$2106 for Summer 2022 semester

- 2) Discussion and approval of tabled grant request from Generation One for \$30,000 for the purchase of a new van for the facilities manager. Motion by Sharon Henry – second by JD Thomas – all voted in favor.

Meeting was adjourned at 5:00pm on Friday, May 6, 2022.

## **Personnel Committee**

May 4, 2022

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 Amy Winstead.

Jim Birchfield announced that Stephanie Fleck has been appointed to the Personnel Committee from the elder class of 2025.

Stephanie Lionberger shared information on a potential candidate for the Ad Hoc member to the Personnel Committee. The candidate will be invited to the June meeting to share insights and information on how they can best serve the committee. Discussion was had regarding the charter for the Personnel Committee and any potential adjustments that may need to be considered.

Lisa updated the committee on the following:

Additional Staff training for Pastors and Directors is being offered later this year.

The staff Policy and Procedures Handbook has been updated and is ready for the Personnel Committee to review.

Job description updates are in process and expected to be completed by June 30.

Lisa submitted to the committee a suggested outline for the Exit Interview process.

Lisa will be review Youth travel procedures with Ryan as part of his Exit Interview in early August.

Jim Birchfield closed the meeting in prayer.

The meeting was adjourned at 5:05 PM

Respectfully submitted,

Amy Winstead

**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: 4/19/2022**

Dan Wagner, Director of Worship

Ryan Bell, Director of Contemporary Worship

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

- Summer staggered worship schedule - Sanctuary 10:45, Grand Hall, 11:00 to allow pastors to preach in both services more easily.
- We celebrated an enjoyable Youth Sunday on May 1.
- At the time of this meeting we will have held Dr. Yarrington's retirement celebrations.
  - Saturday gathering at the Blackwells' - expecting 120
  - Sunday service - special music, presentations, a commissioned anthem, message of thanks from Dr. Birchfield, congregational prayer of thanks and appreciation
  - Reception after service
- Chancel Choir Director Search
  - The position is now being advertised.
  - Applications will be reviewed immediately by the committed and a cloud-based evaluation process will be created for shared notes.
- We are forming teams for vision sharing in support of the Grand Hall and Sanctuary Services (in process at the time of this meeting.)
- Staff have met to restructure to coordinate the ushering ministry. We are pleased with the outcome in which responsibilities will be shared by Operations and Worship, allowing for Cheryl Christie to fully engage in the ministry of welcoming.
- Dan Wagner will oversee the Chancel Choir in the coming weeks as the Director search continues.

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

- Ushers, Summer Choir participants

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

- Choir Summer Music Preview Rehearsal, Thursday, May 19. Summer singers are welcome!
- Night of Worship - May 22, 2022.

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

- As I (Dan) support and guide the Chancel Choir through the weeks following Dr. Yarrington's retirement, pray for unity, peace and joy. Pray that we will all calmly and patiently navigate the emotions and fears that come with a transition.
- 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.
- For wisdom as we evaluate and formulate a wise, balanced and winsome series of special worship evenings/services/events



## **Ministry: Outreach**

### **Date of Session Meeting: 5/17/2022**

Emmanuel Paulpeter, Assistant Pastor of Outreach

Mary Floye Federer, Director of Ministry Partnerships & Engagement

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

- Update on Communicating Mission Opportunities to Serve: Mission staff have been working with the Communications staff on how to more effectively communicate on-going as well as one-time opportunities to serve with our partners. We are pleased to have a link on the website that lists one time and on-going opportunities that is also promoted in E-Weekly.  
<https://fpchouston.org/serve/ways-to-serve/upcoming-opportunities/>
- Africa Renewal Ministries Partner Visit & Child Sponsorship Promotion: Dr. Martin Nkundeki, Director of ARM's Wentz Medical Center will be visiting Houston May 26 – 30 along with ARM's US Director Ben Hanna and his wife Meredith. Dr. Martin will be sharing about the Wentz Medical Center expansion and their Inspire Hope campaign as well as provide updates from Uganda during worship on Sun. There will be various get togethers for Dr. Martin during his time here. He will share with the Mission Men on Thurs. May 26.
- CFWI: As TrueWorks spin-off is underway, FPC Outreach is working on planning the details for an upcoming round of Project Flourish (PF) to start in fall of 2022. With PF we hope to position FPC as a leader in long-term, innovative, systemic solutions to ongoing problems within the Houston community and beyond as well as empower gospel minded social entrepreneurs who otherwise might never be able to bring their ideas to fruition.
- Evangelism: Alpha Evening at FPC has had 56 people in total of which 24 are non-Christians or identify as Christians but are still searching. We expect to have more people join us for week 2 of Alpha. We were successful in having more engagement from FPC covenant partners in volunteering to help Alpha this time around. Gearing up for the Alpha weekend on May 21st.

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

- Agape Development End of School Party, May 19 – volunteers and supplies needed. Contact Missions.
- Mission staff are also in discussions with Session member Roby Norvell on ways to promote our priority local partners and to help mobilize our Covenant members to serve in our city. More details to come!

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

- Africa Renewal Ministries Child Sponsorship Promotion Sun. May 29 in Palm Court & partner visit by Dr. Martin Nkundeki
- Movie Discussion Group and Taco Socials will be planned over summer as a safe space to invite non-Christians to. Contact Emmanuel Paulpeter to know more about the events and best ways to invite non-Christians.

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

- Prayers for Ukraine! Prayers for the over 4 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 that this Alpha will be the start of new journeys of faith. Prayers appreciated for the Alpha Weekend Retreat on May 21<sup>st</sup>, this is where we often find the most people coming to faith.

## **Ministry: Equipping & Sending**

### **Date of Session Meeting: 5/17/2022**

Caitlin Rhodes-Karahadian, Associate Pastor of Equipping and Sending  
Catie Smith, Director of Discipleship  
Cheryl Christie, Interim Director of Women  
Young Adult Committee

#### **ADULT DISCIPLESHIP**

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

- **Adult Sunday Schools:** Groups finished the *From the Garden to the City* series (very well-received). Choosing their own studies for the summer.
- **D-Groups:** A few moms may form D-Groups over our summer break.
- **Small Groups:** We are providing a 6-week Genesis study through RightNow Media (Charlie Dates). Most groups will take July and August off and resume in Sept.; Parenting Small Group has a consistent 20-25 people every Sunday morning. Currently going through *From the Garden to A City*, contextualized to parenting
- **Curriculum Writing Team:** Writers will have the summer off.
- **RightNow Media:** 525 active users; SG's will use RightNow Media over the summer if they decide to meet.
- **Marriage Ministry:** MarriageMatters Conference was a great success. 10 couples.
  - **Marriage Conference Feedback**
    - 100% who answered the survey enjoyed the speaker and said they would attend another conference. Everyone appreciated Sam John and thought every topic was applicable and helpful. Participants are hopeful there will be more conferences like this and would appreciate a focus on sex, intimacy, and a more Biblical focus.
    - *My favorite part of the conference was getting to spend time with my husband and focus on us instead of the demands that call on our time.*
    - *"My favorite part of the conference was the time to discuss what we learned with my spouse. Also, the date night was set up really nice. I liked when we shared what we appreciated about our spouse in front of the group."*
    - *"This conference was really good- I think a lot of things really resonated for us. I think we are both trying to communicate better now."*
- **Mom's Groups:**
  - **Zoom Group:** We wrapped up our spring semester this Saturday, May 7th, with a Brunch at Sheila Heinle's house (15 women attended). Spent time fellowshiping and then Mentor Moms prayed a blessing/prayer over each woman present.
  - **Tuesday Morning Group:** Two more weeks. This has been a tremendous outreach to Pres School Moms, with consistent 12-15 women each week.
  - **Wednesday Group:** Two more weeks. Consistent 10-12 KDO mamas.
  - **Summer Plans:** Two socials and two play-dates planned. Tues. childcare will continue for infant through Elementary (9:30-11:30) so moms can meet in D-Groups, etc.
- **Churchwide Reading Plan** Six-week Genesis reading plan coordinated with RNM

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

- Curriculum team writers

- Mentor mamas for next fall
- Spread the word about reading plan; talk about it with others and share insights!

***Upcoming Ministry Events:***

- SG & SS appreciation

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

- For spiritual growth and relational connections to continue over the summer in all of our groups.

**SUMMER COLLEGE MINISTRY**

For the “Relevant Faith” strategy, we will be launching a Sunday morning gathering in Pinedale during the discipleship hour from June 5-July 31, led by dream team of youth leaders (Charles Sommer, Cheryl Tucker, Cindy Marion, and Chris & Melaney Derden, with guest appearances by Lyle Derden, former FPC Youth Summer Intern and apparent local music sensation).

These leaders would have led these college kids when they were in the youth program, so it’s a great draw to come back to FPC if they’re in town this summer. They will start by going through a RightNow Media series “Jesus in Our Generation” by Ben Stuart, the former leader of the Breakaway Bible Study at Texas A&M. The “Jesus in Our Generation” series offers a Biblical view of cultural issues like technology, money, conflict, and diversity.

We are also experimenting with advertising to reach local college students as well.

The leaders will invite college students to come to worship with them afterward, and will let them add their own social events as momentum builds, possibly adding a mid-week Bible study if there is interest. Option for them to join Mo Ranch serving with the Youth.

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

- for God to draw local and returning college students to this opportunity for transformative community, and that it would be the beginning of knitting them into the church body

**YOUNG ADULTS**

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

- Sunday School continues to see a big turnout. This seems like the highest touch point for new people who don’t have a connection to the church. They typically find the church on Google, and then make their way to the Sunday School class
  - What has been encouraging is seeing how many of them have been returning and then starting to get involved in the other young adult activities as well
  - Big thanks to Madi and Emily for their work in organizing and leading the Sunday School class
- The small group is continuing to work through *Surprised by Hope* which has prompted a lot of participation during the questions compared to other studies we have done. This has been great.
  - Small group continues to alternate between co-ed and gender-specific groups each week which is really allowing people to connect on a more personal level

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

- We will be volunteering in the Main Street Garden throughout the summer on the first Saturday of each month

- Carryovers from last month: looking for older and more experienced folks from FPC to come alongside and invest in the YA community
  - Help hosting YA events. We would love to be connected to FPC hosts who can accommodate 30-40 young adults.
  - People to mentor and disciple the Young Adult leaders, and/or members of the YA community

**Upcoming Ministry Events:**

- May 15 after church lunch
- Retreat May 20-22
- June 5th - start of Epic of Eden sunday school series

**Prayer Requests for your Ministry:**

- Prayers for the upcoming retreat that it would be a formative experience that builds community and deepens our collective faith
- That God would continue to use this new leadership team to serve the young adults of FPC and Houston
- For the search for a young adults pastor/director. That God would bring the right person at the right time to this community.

**WOMEN**

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

- Women of the Word (WOW) Tuesdays In-Person - LC080 or Online
  - We are wrapping up our Philippians study in person.
  - Our last meeting is May 17. We will have a celebratory lunch at Little Matt's.
  - We plan to study Comer's *Ruthless Elimination of Hurry* this summer.
- Salt and Light - Thursday 7:30 - 8:30 pm - Online
  - This group is wrapping up encountering Minter's Encountering God. This group also plans to study Comer's *Ruthless Elimination of Hurry* this summer.
- First Place for Health - Mondays 6:30 - 8:15 pm - Online
  - On May 2 this group started a new session studying *God My Refuge*.
- Fellowship Circles. Four circles meet monthly
  - The circle leadership decided to read *Elijah: Living Securely in an Insecure World* by Douglass Connelly for fall and winter
- Sojourn Book Group
  - The next book is *West with Giraffes* by Lynda Rutledge, and they are scheduled to meet Tuesday, May 24, at 7pm.
- WMLT
  - The team ended with an end-of-the-year celebration at Carrabba's. We finished Ruth Hailey Barton's book, entitled *Life Together in Christ*.

**Volunteer Opportunities in your Ministry:**

- We are still looking for a person to oversee the missions for Women's Ministry.

**Upcoming Ministry Events:**

- Summer Bible Studies

**Prayer Requests for your Ministry:**

- Please pray that the women will continue to feel connected this summer as many people will be traveling. I pray for opportunities to still catch up and check "the pulse" of the ladies in ministry.

# Ministry: Children and Family

## Date of Session Meeting: 5/17/22

Stacey Rockwell, Director of Children and Family

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

- Attendance Averages 9:30 Sunday School:

#### February 2022:

- 9:30 Childcare: 9
- 9:30 PreK: 12
- 9:30 K-3<sup>rd</sup>: 23
- 9:30 Preteen: 9

#### March 2022:

- 9:30 Childcare: 13
- 9:30 PreK: 16
- 9:30 K-3<sup>rd</sup>: 17
- 9:30 Preteen: 13

#### April 2022:

- 9:30 Childcare: 9
  - 9:30 PreK: 17
  - 9:30 K-3<sup>rd</sup>: 29
  - 9:30 Preteen: 15
- Children's Choir Festival: 8 FPC Youth and Children's Choir singers participated in the regional choir festival on April 3. This year's festival was hosted by Chapelwood United Methodist Church. The students rehearsed and learned all afternoon with Marianna Simpson and John Yarrington, the clinicians for this year's festival. They sang for the closing service that evening.



- Communion Workshop: Communion Workshop is one of the milestone events CFM arranges for parents and children to share. 9 families registered to attend on 4/24. CFM staff led brief presentations to teach children about Passover, The Last Supper, and The Lord's Supper. Parents were provided with table questions and an opportunity to discuss communion with their children while doing commemorative activities.



- **CFM Easter Worship**  
We had our annual Children and Family Easter Service at 9:30 on 4/17. The service was well attended. Children’s Choirs sang. The story of Jesus’s death and resurrection was told using seed and flower imagery and a reading from the Children’s Storybook Bible. Children were invited to plant seeds in planters during the service which are growing as we speak! The planters live on campus and weekly picture updates of the progress are sent in the CFM emails. The service was kept lively with appearances by “Gracie the Gardner” (Mary Alford).



- Getting ready for VBS!

***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:***

- 6/12-- VBS Set up Day
- 6/13-17—VBS

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

- Pray that we find 2 summer interns.

# **Ministry: Community Life**

## **Date of Session Meeting: 5/17/2022**

Jon Crantz, Associate Pastor of Community Life

Ryan Born, Youth Director

Cheryl Christie, Director of Connections

Lija Shah, Director of Caring Ministry

### **COMMUNITY LIFE**

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

- Mo Ranch is completely full. We are excited to hear again from speaker, James Choung. His theme this year is Life in the Spirit. He'll be looking at the person and work of the Holy Spirit and how we can partner with HIM in life and ministry.
- The monthly prayer nights are starting to gain traction. We're starting to settle into a flow of the service that incorporates music, silence, and corporate prayer. We will continue these through the summer and adjust, if needed, in the fall. We welcome any thoughts and ideas you may have. Our motto is, "More people, praying more!"
- We are excited to welcome Marty O'Rourke (New youth director) and his family to FPC sometime in July. We will set up dinners and meetings with key people in the youth ministry and broader FPC ministries.

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

- We are in the process of identifying the need for additional greeters before and after the worship services. More info to come next month.
- We are also working with the worship department to identify how many prayer partners to recruit for each worship service (either during or after).

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

- The next prayer night is May 22nd at 5pm. We will be praying through a section of scripture via the Ignatian prayer: a style of prayer that encourages the listener to image themselves in the narrative of scripture.
- We have begun to plan for the next renewal conference next winter. Topic and speaker TBD.

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

- Please pray for more people to attend the prayer night May 22nd. Pray for our new youth director and his family as they begin their plan to make the transition to Houston.
- Prayer for Kate and Ryan Born as they get ready for the last summer at FPC. Pray for health, energy, wisdom, housing in Chicago, and a healthy baby!

### **YOUTH**

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

- We are gearing up for the summer. We head off for our intern retreat this coming Monday-Thursday and will spend time in prayer and preparation. Marty O'Rourke, the new Youth Director will also be joining us. We have 6 college interns helping with both high school and middle school this summer.
- We have changed locations of our HS mission trip from Mexico to San Francisco due to border safety issues.
- We have also hired a MS Guys Director- William McMullin! Will worked in the past as our HS Guys director and he is now back!

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

- We are looking for a couple of houses to host dives this summer for HS and Middle School. Looking for someone with a pool and backyard for kids to hang out in!

***Upcoming Ministry Events:***

- Summer Kickback | May 22nd | Youth House – Live music from some of our current and former students and grilling out. This will be a way to kick off the summer and let kids meet the interns!
- Summer Trips (HS Mission & Adventure) and (MS Mission and Adventure)

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

- We need people to pray that God would fill the trips and those students would be born again into a relationship with him! Would also appreciate safety for the summer as well.

**CONNECTIONS**

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

- Recruited seventy-eight people to serve as ushers and greeters on Easter Sunday.
- Thank-you notes were sent to all who served on that special day.
- Cheryl presented Walk Thru the Bible (OTLive) to 20 members of FPC. Hopefully, we will offer this program in the future to new covenant partners as well as others.
- Provided Mother's Day guests welcome bags.
- Hosted Evening of Prayer and Worship in Sanctuary with 38 attendance.
- Hosted a special Joining Day for 3 new covenant partners.
- Added and opened a new hospitality coffee station with cookies on Mother's Day at OAK COURT. We will continue to offer cookies and coffee in this new space.
- Added cookies starting Mother's Day at PALM COURT hospitality coffee station.
- Obtained 100 FPC umbrellas for Sunday rainy days.

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

- Expanding greeter ministry in the months ahead.

***Upcoming Ministry Events:***

- Worship and Prayer Night - May 22

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

- Please pray for the upcoming meetings/lunches that Cheryl has with those interested in FPC. There are several people with whom she is working who are interested in making FPC their new church home.
- Please pray for a positive response as we look to recruit greeters.

**CARING**

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

- We are promoting Mental Health awareness month during May. Throughout this month, Lija Shah, the director of Caring Ministry is teaching the topic: Holistic Discipleship: God Cares about our Emotional and Mental Health. The teaching will be covered in the core SS classes (Young Adults, Boomers and Cornerstone). The Intersections class will hear the topic in the fall. In addition, we are doing lunch and book discussion on Sunday, May 22nd from 12-2pm. We will discuss the book Blessed are the Crazy by Sarah Griffith Lund. The goal is to begin a mental health ministry at FPC so that we can encourage folks to find help and to raise awareness.



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

- We would love to build a team of Stephen Leaders to help the Stephen Ministry expand and grow. We are looking to send potential participants to learn how to train future Stephen Ministers and help run the ministry. There is no requirement that you must 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 or at least a male facilitator) 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 expand and build more of a mental health ministry, we need lay leaders to be trained in the following areas:
  - To train as a Mental Health Coach by taking the self-guided training offered by the Hope and Healing Center Institute (HHCI). The training takes 40 hours to complete.
  - To bring 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). The first support group we hope to launch would be for parents of teens and/or elementary age kids who have been diagnosed with ADHD, Anxiety or Depression.

***Upcoming Ministry Events:***

- 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. The event will be on Sunday, 5/22 from 12-2 pm in the Living Room with lunch included. 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 the Lord to bring those at FPC in need of a Stephen Minister to come forward. Our Stephen Ministers are ready for care receivers and to minister to them.
- Pray for more leaders to be trained within the 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 parents/caregivers of a loved one with a mental health challenge).

# Ministry: Communications and Media

## Date of Session Meeting: 05/17/22

Celeste Lanier, Director of Communications & Media

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

#### **Key Activities / Projects:**

##### **COMMUNICATIONS**

- **Key Announcements** - a number of key communications (and supporting materials) are in the works for May
  - New Youth Director
  - CFWI transition to TrueWorks
  - Church Plant Strategy/HCPN
  - Worship time change
  - Summer at FPC - worship and discipleship opportunities
- **Elder and ONC nominations**
- **E-weekly Refresh** - Working on a redesign of our current weekly email to streamline content and make it more engaging — current volume of content exceeds best practices. [Update from April: The new template has launched, but continuing to monitor metrics and tweak to ensure it is effective.](#)
- **Campus Signage (Comm):**
  - Recommendations for signage in new Children and Pre-teen ministry spaces
- **Consolidation of photos** - Continue the process of migrating and tagging our existing image files in the new system.

##### **MEDIA**

- **Projects**
  - New Elder photos
  - Mo-Ranch Support
  - Vision video for the homepage (target completion Aug 2022)

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

- None at this time

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

- n/a

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

- Currently searching for an experienced Audio Engineer with both expertise and a heart for the traditional worship service. It's a difficult role to fill because of the unique skills needed to be successful in the room and we have been searching for several months.

## **Ministry: Ministry Support**

### **Date of Session Meeting: 5/17/22**

Hunter Johnson, Chief Operating Officer

Edith Price, Director of Events

Patrick Matthews; Director of IT

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

- Renovation of the Porte Cochere area outside of the Children's area scheduled to begin by the end of May. The bulk of the cost will come out of remaining contingency in the multi floor project.
- The next phase of restroom renovation will begin in early summer.
- The ramp from Glassell to our west entrance that was installed in April has been replaced, at no additional cost to the church. The original ramp was unsatisfactory.
- The proposed budget for FY22-23 has been completed and reviewed by the Finance Committee. Session will receive the proposed FY2023 budget in May for approval in June.
- To reduce the time involved in processing staff reimbursements and to improve internal controls, a number of staff have received Visa credit cards issued by Divvy. The charges are uploaded to our A/P system and our general ledger. Credit limits are tailored to individual ministry needs.
- Our Line of Credit has been renewed for another year, at \$5m.
- We are collaborating with multiple vendors on a proposal to add additional cameras, environmental monitors in several key areas, as well as card access on several doors.
- Scheduled events on our campus are rapidly approaching pre covid levels.

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

- Continuing support in organizing-and scanning---all documents and materials relating to our endowment funds.

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

- None

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

- For continued progress in completing the construction, and continued safety of contractors and our staff in these areas.
- Two team members with broken toes---not job related.

## ADVISORY COUNCIL MINUTES

Tuesday, May 10, 2022

3:00 p.m.

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

### **Opening Prayer (Meikle)**

The devotional concerned the mantle of healing spoken of in Luke and Acts – specifically Acts 3:2-11. Our purpose is to make things better not worse.

### **Discussion Topics**

#### A. Finance Report (Oldham)

Steve shared that giving was up over last month. We did not have the report, but it will be ready for review by the time of Session meeting. The Finance Committee charter is ready for Session approval.

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

Michael shared that the training is complete and the class ready for installation. Jim asked for a motion to be made at Session to approve the class.

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

Sabrina shared that they are working well and making progress. She believes that they will complete their work on schedule.

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

A. Jim presented the proposed May agenda and discussed the transition to the new schedule of discussing business every other month with the alternate month being development and worship based. Martha brought up that we may need to look closely at the schedule so that we may ensure that business that is calendar related is completed in a timely manner. She and Jim will discuss this in greater depth.

B. Jim said that the June meeting will be an opportunity for committees to report progress and August will be an update of ministry priorities advancement.

C. Andrew said that the new youth director, Marty O'Rourke, will be joining us in August and have a few weeks of overlap with Ryan Borne.

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

Doug shared that he has been concentrating on the development of Truetworks initiative. He asked that we bring AC member at large nominations to the next meeting.

### **Closing Prayer (Birchfield)**

Adjourned 4:30 pm

Respectfully submitted,

Michael Harada, Clerk 2024