

SESSION AGENDA
Tuesday, June 21, 2022
Fellowship Hall (In Person)
5:30 p.m. (Includes Dinner)

| <u>Item</u> | <u>Presenter</u> |
|--|--|
| Session Prayer <ul style="list-style-type: none">• Special Time of Prayer for Andrew Stepp | All |
| Omnibus Motion Minutes Consent Motions | Birchfield |
| Committee Reports & Updates Finance Report Advisory Committee (Clerk's Report) <ul style="list-style-type: none">• Change to Session Retreat Date• Election of Clerk of Session For 2025• Election of 2023 Member at Large• Congregational Meeting on November 6 Pastor's Report | Oldham/Woodard Barnes Birchfield |
| Action (Discussion) Items Vote To Approve FY 23 Budget | Oldham/Johnson |
| Adjournment <ul style="list-style-type: none">• Homily Reflection• Communion• Closing Prayer & Doxology | Birchfield |

2022-23 Upcoming Session Meetings & Important Dates

No Meeting in July
August Session Meeting: Tuesday, August 16 (New Session)
Session Retreat Dates: September 23-24
No Session Meeting on September 20
October Session Meeting: Tuesday, October 18
Congregational Meeting: Sunday, November 6
November Session Meeting: Tuesday, November 15

MINUTES OF THE SESSION
THE FIRST PRESBYTERIAN CHURCH OF HOUSTON, TEXAS
May 17, 2022

The May Stated Meeting of the Session began at 6:00pm in the Fellowship Hall. Dr. Andrew Stepp 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 motions, provided to Session in advance of the meeting, were duly adopted:

- Resolved, that the submitted Session Meeting Minutes April 19, 2022, be approved.
- Resolved that the submitted Called Congregational Meeting Minutes April 24, 2022, be approved.

COMMITTEE REPORTS AND UPDATES

Finance

Kent Woodard

A motion from Permanent Funds was made and approved to grant the request from Generation One of \$30,000 for the purchase of a new van for the facilities manager.

A motion was made and passed for the approval of the Finance Committee's Charter Policy, with two dissenting votes.

Steve Oldham

April contributions totaled approximately \$372,000, up from \$334,000 in March. Cost was up a little but well within the budget.

Hunter Johnson

A first look of the proposed 2022-2023 Budget was distributed.

Governance Committee

Jordan Benningfield

The Standing Nominating Committee has been meeting on Sunday Mornings. The deadline for receiving nominations for the Elder Class of 2025 will end August 5, 2022.

First Presbyterian Church/Presbyterian School

Dade Dowdle

The Task Force has been working towards improving the relationship between First Presbyterian Church and Presbyterian School.

The Presbyterian School has been focusing on a Bible curriculum. The 5th and 6th Grades have received a *Jesus Storybook Bible*. The 7th Grade is viewing *Alpha Videos* and the 8th Grade is studying *ThinkOrange*.

Advisory Council

Doug Meikle

Doug shared a story of a convert he met at a conference who credited First Presbyterian Church with bringing him and his wife to Jesus and is now involved in working with a Christian organization.

Pastor Nominating Committee

Janet Lionberger

The committee is continuing to work and covets your prayers. They are currently in a 24-hour time of fasting and prayer.

Staff Reports

Andrew Stepp

The search for a Young Adult Pastor for Young Adults is on going.

Marty O'Rourke has been hired as the new Youth Director. A motion was made, seconded and approved to endorse Marty O'Rourke for ordination by ECO.

Caitlin Rhodes-Karahadian

The committee is creating a program for College Students. Melanie Derden is recruiting leaders to work with the college students.

ACTION (DISCUSSION) ITEMS

New Elder Class

Michael Harada

A motion was made and approved for the installation and ordination, as necessary, of the following covenant members:

For the Elder Class of 2023
Brent Dorsey

For the Elder Class of 2025
Susan Miclette
Randy Wilson
Stephanie Fleck
Tom Brents
Kristen Foxley
Jim D'Agostino

Sale of Property

Hunter Johnson

A motion was made to sell the Manvel property. An Amendment was made and approved that the money from the sale of the property will return to the Ewing Fund. The motion for the sale of the property passed.

Worship Priority

Dan Wagner

A motion was made, seconded and passed to endorse the Worship Priority presentation .

Celebration of Elder Class of 2022

Martha Barnes

Individual elders gave a scripture and thanksgiving for the outgoing Elder Class of 2022:

Tanner Sykes
Jordan Benningfield
Al DuPont
Kent Woodard
Stephanie Zamora-Lionberger
Doug Meikle
Sabrina Espinoza, Member-at-Large

Communion was served by intinction by Rev. Andrew Stepp and elder Sara Robertson.
The meeting adjourned at 9:15pm with the *Lord's Prayer* and the singing of the *Doxology*.

Rev. Andrew Stepp Moderator

Doug Meikle, Clerk of Session

Reports

Finance

June 14th 2022

Opening Prayer: Matt

Old Business:

Review Monthly Financials – Steve, Hunter

May was \$396k in contributions, \$467k in total revenue for the month. Expenses for the month were \$534k, a negative variance of \$67k. We finished May with \$4m cash on hand, with \$750k remaining in capex commitments from previous projects. We expect to finish June with \$3m, \$2m above our cash reserve.

PF Financial Review – Hunter

Our PF balance approximates \$24m, down \$2m since February, No too bad with a 20% stock market drop and the bond market under pressure from rising rates. Fortunately the Finance Committee advised the TPF to place 20% of stock and bond investments in money market in November, 2021 allowed under the 1991 investment policy.

Further discussion was held confirming that the Senior Pastor has responsibility over all financial resources especially as it comes in providing resources for the FPC budget. Under the new Governance Structure, we have charged the Senior Pastor to create and execute a plan under the Session approved Strategic Priorities. Therefore, the SP should present a budget to successfully succeed in that endeavor.

Good input from Doug and Martha was provided to the committee and Tanner to help further the discussion into the new year.

Long Range Capital Plan Update – Hunter

See Hunter's Session Report

Investment Policy Discussion

Jim D and Steve will coordinate with Jim B as they look to design an Investment Policy

PF Policy Update – Jamie

Jamie is working with several FPC members including Sara to upgrade policies and procedures PF distributions.

Resource Asset Task Force Update – Hunter

See Hunter's RATF Update in his Session report

Intacct System Presentation – Hunter

Hunter will get Jim D and other committee members individually to set them up for access.

New Business:

Sara to move to Chair as Kent finishes his Session tenure

Closing Prayer - Kent

Personnel

June 7, 2022

Members Present:

Elders: Stephanie Zamora, Amy Winstead, Evelyn Smith

Staff: Rev. Jim Birchfield, Sr. Pastor, Lisa Belus, Human Resource Liaison

Ad Hoc Member: Caroline Nakamura

The meeting was opened in prayer by Stephanie Zamora.

Beginning in August 2022, Stephanie Zamora will roll off of the committee and Stephanie Fleck will roll on. Amy Winstead will begin as chair of the committee in August of 2022.

Stephanie Zamora introduced Covenant Partner, Caroline Nakamura, Director of Benefits for Crown Castle, as the Ad Hoc Member of the committee. Carolyn shared with the committee her experience and availability to assist both the committee and Lisa Belus with HR and Personnel related issues. She shared updated information on how industry is approaching connection and relationship with direct reports. Jim Birchfield announced that beginning July 1, 2022, Lisa Belus will be the new full time Director of HR at FPC and Erin Varnell will become the Administrative Assistant to the Senior Pastor.

Lisa updated the committee on the following:

Staff training continues to be offered, included a session held on June 7, and a Diversity Training scheduled for the fall.

The staff Policy and Procedures Handbook continues to be reviewed for updates.

Job description updates are on target for completion by June 30.

Finalizing overall Youth policies for traveling overnight, as well as driving to local events, is TBD pending the onboarding of the new Youth Director.

Lisa will schedule an upcoming exit interview with Andrew Stepp.

There will be no Personnel Committee meeting in the month of July. Lisa Belus has requested that the meetings be scheduled for the morning of the second Tuesday of the month beginning in August. Amy Winstead is confirming availability of the committee for that time.

Jim Birchfield both closed the meeting in prayer and thanked Stephanie Zamora for her leadership in setting up this new committee.

The meeting was adjourned at 9:00 AM

Respectfully submitted,

Amy Winstead

Community Life

Wednesday, June 8, 2022

Attendees: Al DuPont, Melaney Derden, Jane Champion, Evelyn Smith, Jon Crantz

Absent: Roby Norvell, Dade Dowdle, Alicia Ten Eyck

The early portion of the meeting was devoted to prayer as the group lifted up our pastors, ONC, PNC, Staff, those in need of healing (Congregational Care Updates) especially for Tom Oneil & Dawn Cunningham, our politicians, and the world.

Primary discussion centered on the appropriate metrics to apply to CareTeams. Some categories for metrics emerged.

- How to rate the CareTeam Lead
- How to rate the involvement of the Covenant Partners (CP) & Shepherding Elders (SE) in CareTeam activities
- How to rate the involvement of CP & SE in FPC activities & ministries
- How to assess the inclusion of non-FPC people into CareTeam activities

Finalization of the metrics is left to the next CLC as they gather in August.

In addition, Jon Crantz will research the possibility of having coordinated activities a few times each year at designated times. For example, a one-to-two-week timeframe several times during the year when all CareTeams would schedule an event.

Discussions have been held with Emmanuel Paulpeter covering the ways this Committee might help with FPC outreach activities.

Farewell to Al DuPont who will be moving off the CLC.

Meeting adjourned with prayer.

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: 6/21/2022

Dan Wagner, Director of Worship

Ryan Bell, Director of Contemporary Worship

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

- Chancel Choir Director Search
 - Our application pool is small - one could say too small to make a wise choice.
 - The committee and director of Worship will have met on June 16 to discuss changes in advertisement, considering a full-time position, and the timing in the year.
 - We are in a strong position with the Chancel Choir on an interim basis, and we will discuss the possibility of doing a fresh search on a longer timeline.
- We are forming teams for vision sharing in support of the Grand Hall and Sanctuary Services. Scheduling has been difficult and the timing has been a challenge in the Worship Ministry. We are determined to launch this process but want to do it well.
- The Director of Worship continues to oversee the Chancel Choir for the near future as the search continues.
- We are making musical leadership decisions for the new morning service which will require financial support. We are also creating a strategy for recruiting musical leadership and communicating the new service to the congregation.
- There are subtle changes in the Sanctuary service that are derived directly from the worship strategy. The Director of Worship would enjoy opportunities to talk informally about these changes and how they begin to point us in a direction of flourishing worship.

Volunteer Opportunities in your Ministry:

- Ushers, Summer Choir participants, Wisely chosen musical leadership for the new service.

Upcoming Ministry Events:

- Summer singers are welcome in the Chancel Choir! We've had many, including good representation from our youth.
- Night of Prayer Worship - Jun 26, 2022 at 5 p.m. in the Sanctuary.
- Sunday, July 10 - Guest soloist Kayla White Griggs, soprano. A special day for those who aren't able to be at Mo Ranch - our desire is that there's always something that someone wishes they had been here for!

Prayer Requests for your Ministry:

- For discernment and wisdom in our Chancel Choir and “New Morning Service” musical leadership. We need the Spirit’s leading to be open to the options before us. We need to be released to envision paradigms we might have ruled out, if God is calling us to rethink things.
- For wisdom as we evaluate and formulate a wise, balanced and winsome series of special worship evenings/services/events
- For clarity in launching the Worship Encouragement Teams... scheduling, process and timing.
- For summer season worship - that all who are here will be refreshed and be glad they came.

Ministry: Outreach

Date of Session Meeting: 6/21/2022

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?

- **Mission Opportunities:** We have streamlined which opportunities we promote monthly (via the web page, eWeekly, and Facebook) in order to help Covenant Partners choose opportunities that align with the session priorities, AND that are "invite-friendly" to those that are outside the church. As mentioned in the previous report, Mission staff have been in conversation with Roby Norvell about ways the Session could help to encourage our congregants to serve. Missions seeks to mobilize our Covenant Partners to serve not only with our mission partners, but also to engage and serve with our FPC big events or priorities. The Session could help mobilize our Covenant Partners by spreading the word of FPC’s priority local mission partners and invite people to go with them to experience one-time opportunities/events and could hopefully lead to one finding their calling to serve.
- **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. Lyndsey Knight is working with past PF contestants, winners and participants to develop momentum for the upcoming Fall launch.
- **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 also has about 10 couples experience Alpha in the Sunday morning experience. Restarting Movie and Taco groups to develop momentum for Fall Alpha.

Volunteer Opportunities in your Ministry:

- Staff Appreciation Breakfast | Cullen Middle School | June 22 - We are saying "thank you" to the extraordinary staff at Cullen Middle School. Join us to show your gratitude as we take special breakfast treats before summer school to express our appreciation. Contact Lea Byrd at lbyrd@fpchouston.org.
- Become a Volunteer with the Summer Institute at Presbyterian School | June 20, 2022 - July 22, 2022 | Become a mentor for students interested in your profession or career, tutor students once a week during Summer study halls, sponsor and engage with students once a week during the Summer session's afternoon snack break
- We welcome volunteers to help with the Move and Taco evening events, to invite their neighbors and also help in creating a safe and friendly environment for non-Christians who attend these events, hopefully paving way for relationship building that points to the Gospel.

Upcoming Ministry Events:

- Project Flourish will open for applications on August 29, 2022. The screening phase will take place in November and accepted applicants will be paired with their navigator(s) in the first week of January 2023. Judging will occur at the end of March 2023. There will be a churchwide kickoff event on October 2 during the Sunday School hour.
- Mission and Vision Trips: After a two year hold on our global trips, we are returning to come alongside some of our amazing partners this summer and fall. Micah Project Honduras Vision Trip/June 23-26, 2022: A small team will be heading to Tecugicalpa to reconnect and encourage the staff and young men of the Micah Project.

Prayer Requests for your Ministry:

- Flooding in the Kwa-Zulu Natal and Hillcrest, South Africa: We have recently learned of disastrous flooding that occurred in eastern South Africa in April and May where two of our long-standing mission partners are serving, Hillcrest AIDS Centre Trust and Power of God Church. Hillcrest AIDS Centre has been helping many in their community including their staff, clients and artisans who do the amazing beading that we offer at the Advent Market. Power of God Church's children's small group home for the younger children was damaged beyond repair. Missions is in communication and will be discerning how to help if possible. Prayers appreciated.
- Prayer for successful launch of *TrueWorks* this Fall to be a blessing to the City of Houston. Prayers for launch of Project Flourish this Fall that we are able to successfully reconnect with past participants and build momentum.

Ministry: Equipping & Sending

Date of Session Meeting: 6/21/2022

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:** Continuing to meet over the summer. All church Sunday School will be every Sunday in August (outreach/invitation/hospitality/ALPHA focus)
- **D-Groups:** Some groups taking a break over the summer. 3 groups have formed from the mom's groups (since the mom's group isn't meeting weekly this summer).
- **Small Groups:** We just finished the Genesis curriculum through RNM and are asking groups to take a break over the summer (to give leaders a break).
- **Parenting Small Group:** The group is strong and has, on average, 20 people each week. Lunch at Mia's on Sunday, June 12th: 8 families came with their kiddos- it was a great time of laughter, fun, and mess. This summer we are studying *Family Discipleship* by Matt Chandler. Great response so far.
- **Curriculum Writing Team:** This group will take a break over the summer.
- **RightNow Media:** Continuing to add resources to library and use RNM for SG and SS
- **Marriage Ministry:** We will offer a couples night out in the fall.
- **Mom's Groups:** June Social (June 20th at Susan Miclette's home) and playdate (June 23rd at Christ the King playground) are planned for the month of June; 3 mom Dgroups have formed this summer.
- **MSF:** We currently have 11 committed to the 2022/23 cohort (9 have registered). This cohort will meet in the newly renovated space on the second floor by the comms offices and bathrooms. Meeting day and time: Sundays from 9-10:30. Goal of 15 participants so there are still spots available!

Volunteer Opportunities in your Ministry:

- Mentor moms for next year; Curriculum writers for small groups guides; small group leaders for new groups

Upcoming Ministry Events:

- Small Group Appreciation Dinner and Mom's Social and playdate

Prayer Requests for your Ministry:

- Kimberly (a mom in our Tuesday mom's group) and Cameron Byrd's daughter, Olivia, is having Open Heart surgery this month. We want to be a group of women supporting this fellow mama.

- Wisdom in vision casting and sharing that vision for equipping disciples to equip disciples.
- Prayers for wisdom in future studies for all groups in our ministry.

YOUNG ADULTS

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

- We did the young adults retreat last month and it went great! We had about 20 people attend and Doug Meikle gave compelling talks on worship and how it fits into our lives
- We have decided to keep Sunday School and Small Group going during the summer to keep people involved
- Sunday School will be covering the Sandra Richter video series on her book Epic of Eden

Volunteer Opportunities in your Ministry:

- Hosting YA events at your house
- Mentoring and discipling YAs

Upcoming Ministry Events:

- Fourth of July BBQ

Prayer Requests for your Ministry:

- Praise for the incredible retreat and that our community continues to have a desire to deepen their faith
- Praise for Bonnie Miller who has offered to be involved as a “sponsor” for the Young Adult ladies, and prayers as that relationship gets underway this summer
- Wisdom for our lay-person YA leadership team as we shepherd our ministry
- 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 - LC181 or Online**
 - The WoW In-person group ended the semester wrapping up Philippians and having lunch at Little Matt's. We had a great time of celebration and fellowship.
 - We also unveiled our studies for the summer and the fall. We are meeting three times this summer (June 7, July 12, and August 2) to discuss John Mark Comer's book entitled, *The Ruthless Elimination of Hurry*. We hope to savor its message and not *hurry* through it!
 - Furthermore, we announced that we will read Dane Ortlund's newest book entitled, *Deeper* in the fall. His last book was transformative for most of the women who read Ortlund's *Gentle and Lowly* this past year. The women are

thrilled to read his latest work. Since there isn't a study guide for *Deeper*, Karen Meikle, Becca Herbold, and [Cheryl Christie](#) will create a study guide for the book.

- The WoW Zoom Group led by Jenny Goodrick is studying the book of John this summer.
- The WoW Zoom Group led by Lynda Walsh is meeting several times this summer for prayer.
- Each group wanted to continue to meet this summer in some fashion. I think it speaks well to the communities that the Lord has created among the women.
- **Salt and Light - Thursday 7:30 - 8:30 pm - Online**
 - Salt and Light ended the semester with a fellowship at the church at the end of May. This group will continue to meet this summer and are studying *The Ruthless Elimination of Hurry*. Becca created an amazing study guide (Some of the information came from the stellar work of the Mama Bears.) geared for her group's six-week study. This group will meet in June and part of July.
- **First Place for Health - Mondays 6:30 - 8:15 pm - Online.**
 - This group is meeting a few times this summer.
- **Fellowship Circles. Four circles meet monthly.**
 - The Fellowship Circles have chosen their study for the fall. Douglas Connelly's *Elijah: Living Securely in an Insecure World* is the eight-week study that the group has selected. The Circles leaders and a few of the Circle members met for lunch on May 1 and discussed several different options for the fall. All agreed to go with this series.
- **WMLT**
 - This team had an end-of-year celebration at Carraba's on Monday, May 2.
 - This team will meet on Thursday, June 23 to discuss future plans.

Volunteer Opportunities in your Ministry:

- WoW small group leaders for the fall
- Missions volunteer

Upcoming Ministry Events:

- none

Prayer Requests for your Ministry:

- Please pray for the leadership of this ministry. May we glorify God and do what he calls us to do. Pray for wisdom and discernment as we look to our plans for the fall.
- Pray for growth in this ministry. We pray that more women will become involved in this ministry. May new women join us, feel welcomed, and find a community to call their own. May God show us the ways that we may serve him as women of the church.

- We pray that women will stay connected to each other this summer. Thank you for praying.

Ministry: Children and Family

Date of Session Meeting: 6/21/2022

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:**

March 2022:

- 9:30 Childcare: 13
- 9:30 PreK: 16
- 9:30 K-3rd: 17
- 9:30 Preteen: 13

April 2022:

- 9:30 Childcare: 9
- 9:30 PreK: 17
- 9:30 K-3rd: 29
- 9:30 Preteen: 15

May 2022:

- 9:30 Childcare: 17
- 9:30 PreK: 19
- 9:30 K-3rd: 22
- 9:30 Preteen: 11

- **VBS is happening this week!**
 - Full report will be available for next session meeting

Volunteer Opportunities in your Ministry:

- We have had a good response to our volunteer needs but always welcome new leaders.

Upcoming Ministry Events:

- Mo Ranch

Prayer Requests for your Ministry:

- Praise that we filled all 3 summer intern positions!

Ministry: Community Life

Date of Session Meeting: 6/21/2022

Jon Crantz, Associate Pastor of Community Life

Ryan Born, Youth Director

Cheryl Christie, Director of Connections

Lija Shah, Director of Caring Ministry

COMMUNITY LIFE

YOUTH

CONNECTIONS

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

- Cheryl continues to work with church attendees regarding possible membership. We are gearing up for Explore FPC, which is scheduled for August 20.
- Cheryl completed another Walk Thru the Bible presentation on June 4. Eighty-three percent (83%) of the attendees made a commitment to read the Bible and pray for the next 40 days. We hope to incorporate Walk Thru the Bible with those who become new Covenant Partners.
- The Connections ministry supplied greeters for the Praise & Worship night, which was held on May 22 in the Sanctuary.
- Cheryl Christie is meeting with people who attend Jim's "Coffee with Jim" in Oak Court. She is connecting with people who are interested in becoming more involved.
- Java Pura coffee bar reopened in Palm Court on Sunday, June 12.
- The Connections ministry is developing a plan for Fall Kick Off, which is September 11.

Volunteer Opportunities in your Ministry:

- Small Group Leaders for Explore FPC.
- Greeters for new greeting team that will be established in the fall.

Upcoming Ministry Events:

- Explore FPC- August 20
- Joining Day – August 28
- Fall Kick Off – September 11

Prayer Requests for your Ministry:

- Pray the people will feel welcomed when they visit the church this summer.
- Pray that God will show us how to demonstrate hospitality to all who enter FPC.

CARING

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

- This past month in honor of Mental Health awareness month, Lija Shah, Director of Caring Ministry taught on Holistic Discipleship: God Cares about our Emotional and Mental Health. The teaching was covered in the core Sunday School classes (Young Adults, Boomers, and Cornerstone). The Intersections class will hear the topic in the fall. In addition, we hosted a lunch and book discussion on Blessed are the Crazy by Sarah Griffith Lund on May 22nd. Both the teaching and book discussion brought about great conversations and 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 to 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 more lay leaders (ideally a couple or a least a male facilitator) to share the facilitation responsibilities with the current DivorceCare group leaders.
- We would like to train two (2) more lay leaders to help share the facilitation responsibilities of our GriefShare group on 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 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/or elementary age kids who have been diagnosed with ADHD, Anxiety or Depression.

Upcoming Ministry Events:

- Discussion on the book "It's Not Supposed to Be That Way" by Lysa Terkhurst. This 6-week book study will take place on Wednesday evenings, 8/10-9/14, over Zoom, From 7:30 – 8:30 pm.

Prayer Requests for your Ministry:

- 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 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 with FPC (i.e., support group for

parents/caregivers of a loved one with a mental health challenge).

- That the book study in August will continue to open doors to bring people who are struggling to find support and community.
- The Lord would guide us to begin a mental health ministry at FPC so that we can encourage folks to find help and raise awareness.
- Caring Ministry will meet with Jane Champion, Sue White, and Susan Miclette to talk about ways that we can provide consistent reach out and care for our Covenant Partners who have limited mobility and can no longer come to church. Pray that we would have enough volunteers to get into a regular rhythm of making visits and reaching out.

Ministry: Communications and Media

Date of Session Meeting: 06/21/22

Celeste Lanier, Director of Communications & Media

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

Key Activities / Projects:

COMMUNICATIONS

- **Support for Discipleship Pathways** - Deliverables to support Caitlin in fulfilling the Discipleship Pathways roll-out which was approved in her Discipleship priority proposal
- **Mo-Ranch Deliverables** - Booklets, emails/mailings, t-shirt
- **Stewardship Campaign** - Deliverables and communication plan to support Fall stewardship campaign (Aug kick-off)
- **TrueWorks / FPC Messaging** - Plan for communicating the launch of TrueWorks and differentiating Project Flourish and Main Street Fellowship programs

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MEDIA

- **Projects/Current Activities**
 - Photo/video projects: New Elder photos, homepage video, stewardship media
 - Mo-Ranch Support
 - VBS Support
 - Videos/photos for Stepp family celebration

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: 6/21/22

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?

- Proposed budget for 2022-2023 is \$9.5M. The budget includes funding for the four Session priorities, funding for open staff positions and an allowance for staff raises and bonuses in 2023.
- Duct cleaning throughout our building started on the June 13th and expected to take 2 weeks to complete. This was part of the Capital budget approved by Session in March 2022.
- Restroom remodeling begins 7.5.22. The first phase are the restrooms next to Choir room on the second floor and the women's room next to the chapel. Once these are completed, we will move immediately to the men's restroom next to the sanctuary and the second-floor restrooms adjacent to finance office on the second floor. Projected cost including allowances is \$631,000. This was part of the Capital budget approved by Session in March 2022.
- Construction of the outdoor play space adjacent to the children's wing is underway. This is the final part of the Children's area remodel.
- Carpet for Palm Court will be installed the week of June 20th. Palm Court will be closed all week. This completes the Palm Court renovation.
- Trees on campus will be trimmed starting the week of June 20th, once complete, sod will be installed on the east side of our campus.

Volunteer Opportunities in your Ministry:

- Additional ushers in both services

Upcoming Ministry Events:

- Active Shooter Training

Prayer Requests for your Ministry:

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

FPC Governance Committee
Minutes of Meeting 06/09/2022

The stated monthly meeting of the FPC Governance Committee was held via Zoom on Thursday, June 9, 2022. Present were Tanner Sykes (Chair), Jordan Benningfield, Houghton Hutcheson, Brent Dorsey, Dade Dowdle, and Dr. Jim Birchfield. Excused were Roby Norvell and Chris Wolfe.

The meeting opened with a discussion of the composition of the Governance Committee for the upcoming fiscal year commencing July 1, 2022. In accordance with the GC Charter and other guidance previously approved by Session, the 2022-2023 Governance Committee will be composed of the following (note: (v) indicates a voting member of the committee):

Houghton Hutcheson, Session Class of 2023, Chair (v)

Dade Dowdle, Session Class of 2024, Vice-Chair (v)

Brent Dorsey, Session Class of 2023, Chair of Standing Nominating Committee (v)

Roby Norvell, Session Class of 2024, Vice-Chair of Standing Nominating Committee (v)

Dr. Jim Birchfield, Senior Pastor (v)

Randy Wilson, Session Class of 2025 (ex officio)

Tom Brents, Session Class of 2025 (ex officio)

Chris Wolfe, Member-at-Large (ex officio)

Mr. Hutcheson thanked Mr. Sykes and Mr. Benningfield for their outstanding leadership of the Governance Committee and the Standing Nominating Committee during the first full year of our new governance model.

Given that the front-end loaded work for this committee (completion of the Governance Manual and working with the various Session Committee Chairs on the development of their committee charters) was essentially accomplished during the year just ended, a discussion ensued on what the priorities would be for the Governance Committee in the coming year and future years. It was agreed that the role of the GC would be to observe and monitor (not oversee) the other Session committees and staff-led initiatives to ensure compliance with both the letter and the spirit of the church's new governance model. That model calls for greater delegation of day-to-day management of the mission and ministries of FPC to the staff, under the leadership of the Senior Pastor. The Session is still the "sovereign body" of the church and is the ultimate authority (after Jesus Christ as Head of the Church) in all matters affecting the health, mission, and ministry of FPC. However, its role is now a more focused one that centers on strategic oversight, true governance (similarly to a Board of Directors), spiritual leadership, and prayer. As we are all – Session, staff, and congregation – still adapting to this new model, there will be times when uncertainty arises as to who exactly is responsible for a given ministry initiative or decision. The role, then, of the Governance Committee will be one of "lane enforcement" – ensuring that such initiatives and decisions are undertaken in a manner that is consistent with our new governing documents and our by-laws.

In terms of specific areas where work was begun during the year just ending but there is still work to be done, two that will be further fleshed out – in consultation with the other Session committees, the Chief Operating Officer, and the Senior Pastor – are enterprise risk management and the clear division of responsibilities associated with the church's "permanent funds."

Mr. Sykes suggested that the GC be represented at meetings of other Session committees at the discretion of the chairs of those committees, in order to be aware and informed regarding the key

ministry objectives and initiatives of each committee. Mr. Hutcheson said he would contact the incoming committee chairs to discuss this.

Finally, there was a discussion of Rev. Andrew Stepp's departure and the fact that this creates a vacancy in a rather important box in the organization chart – that of the Executive Pastor. The Governance Committee agreed that the Standing Nominating Committee would not be asked to nominate an Associate Pastor Nominating Committee right away, so that the incoming Senior Pastor, once nominated and called, can have a role in writing the job description of any new Associate for whom a search might be conducted.

Mr. Hutcheson said he was inclined to continue the current practice of meeting as a committee via Zoom, ideally on a set day and at a set time each month. Unless circumstances arise that require an earlier meeting, the next meeting of the GC will take place in August.

There being no further business, Mr. Hutcheson closed the meeting with prayer and Mr. Sykes adjourned the meeting at 12:50 P.M.

Respectfully submitted,

Houghton Hutcheson
Vice Chair

ADVISORY COUNCIL MINUTES

Monday, June 13, 2022

1:30 p.m.

Attendees: Jim Birchfield, Martha Barnes, Steve Oldham, and Doug Meikle and Michael Harada, (via Zoom)

Opening Prayer (Harada)

The devotional was taken from John 10:22-30 and revolved around staying close to the Good Shepherd and His leading.

Discussion Topics

Finance Report (Oldham)

Steve shared that we were on course to finish this period well. This is the thirteenth month as we adjust cycles. It is the Sessions responsibility to help the congregation understand and support the vision God has given us and to support it financially. We will be bringing an in-service offering time back.

Pastor's Report (Birchfield)

- A. Jim suggested that the June meeting not have committees progress reports, but rather focus completely on the budget approval.
- B. Jim presented the proposed Session agenda for August and stated that he will be working closely with the staff in the development of appropriate metrics. He also proposed that a full fiscal year calendar be developed so that we can visualize how money is to be spent.
- C. Jim stated the need to communicate stability in the light of personnel changes. He discussed his plans to utilize Pastor Crantz to a greater degree.
- D. Jim stated that he had reached out to Bill Heston, Matt Lee and others to fill in for preaching and other pastoral needs as required.
- E. Lisa Belus has moved fully into the position of HR director and Erin Varnell will become executive assistant for Jim.
- F. Jim has discussed with ECO and is planning to train and commission elders in the sacrament of communion.

Clerk's Report (Meikle)

- A. AC member at large nominations were discussed, and Martha will reach out to the proposed candidates.
- B. Schedule for AC meetings during the next year were discussed and we will move them to noon on the same day of the month.
- C. There is a Presbytery meeting the same day as the Session retreat so we will move the retreat to September 24 and 25.

- D. A date for the annual congregational meeting was suggested for November 6th.

Closing Prayer (Barnes)

Adjourned 3:00 pm

Respectfully submitted,

Michael Harada, Clerk 2024



A COVENANT ORDER OF EVANGELICAL PRESBYTERIANS

Dear First Presbyterian Church in Houston Session,

I am deeply grateful for your willingness to invest \$250,000 in scholarship funds for Flourish Institute of Theology. We have sent information to the entire denomination about the progress we are making with FIT's development and were able to announce the scholarship funds at the same time. We are receiving positive feedback and tremendous excitement from those within ECO, as well as significant interest from those outside of ECO. It appears that the classes we offer for the fall trimester, which begins September 6th, will be at capacity. In fact, we may need to add additional sections of our courses to accommodate interest!

We are utilizing your scholarship funds for those students who are in, or joining, the ECO ordination process and who will fulfill their M.Div within 3 years. This is extremely helpful because FIT can apply for accreditation as soon as we graduate our first class. We are currently receiving applications and holding interviews with those students who meet the criteria to receive scholarships. We could not be more thrilled about the caliber of students we are receiving and their enthusiasm for being trained for a lifetime of ministry through FIT.

Please know that your investment is not only helping to accelerate the development of FIT, but it is a great encouragement to our current and future students. In addition, your generous donation is proving to be a catalyst for other congregations and individuals to invest. FPC Houston continues to have a pioneering spirit within ECO and we are very appreciative of your trust in us and your partnership with Flourish Institute of Theology as well. We look forward to the months and years to come as we train leaders for the future of the church together!

In Christ,

Dana Allin