

## **Buildings and Grounds Team Minutes Sept. 20, 2017**

**Present:** Bill Bray, Jane Chesney, Todd Duncan, David Hitchcock, Andy Ward, Bruce Lee

**Opening prayer**

**Discussion Items:**

- Roles - Discussed everyone's role for this committee:
  - Bill Bray - coordinate special work days including Bless Friday
  - Jane Chesney - coordinate storage space utilization in the Hendricks Building
  - Todd Duncan - provide guidance on long term facility maintenance and replacement plan
  - David Hitchcock - coordinate operation of sprinkler systems, liaison with Creation Care Team, facilitate tracking of utility usage and help coordinate HVAC operation
  - Andy Ward - coordinator of Mow and Blow Teams
  - This lead into a discussion of defining all the functions Buildings and Grounds is involved in and recruiting volunteer coordinators for each function.
- Reviewed the Work Order list

**Action Items:**

- Todd will create a preliminary facility plan
- Bruce will create a list of Buildings and Grounds functions for discussion at our next meeting
- Bill will send out a list of activities performed on WCPC work days
- Our next meeting will be Wednesday, Oct. 18 at 6:15 pm

Respectfully submitted,  
Bruce Lee

**The Woodlands Community Presbyterian Church**  
**Youth Team Meeting**  
Minutes for October 12, 2017

Meeting was called to order at 11:37am

In Attendance: Megan Hansen, Danelle Liddell, Susan Duncan, Debi McNaught, Marnie Bush, Shirley Barclaey, Nancy Hathaway

- Bible study from Phillipians, prayer by Megan
- Old Business
  - Kayaking postponed to Spring due to Ministry fair and Sally and Debi out of town
  - Confirmation going well; Megan will be sending info out to mentors soon
    - Megan will be out on the 22<sup>nd</sup> and 29<sup>th</sup> of October and needs some Mentors to help
    - 22<sup>nd</sup> the class will visit Spirit of Joy church for the 10am service (meet at WCPC at 9:15, leave at 9:30)
    - 29<sup>th</sup> the class heads over for coffee at Brooklyn Bagel
  - Senior High Sunday school
    - Going to resume Nooma study
    - Debi to fill in for Nancy on Sunday
  - Fall Education themes
    - Danelle and Marnie expressed concern regarding the Unity in Diversity theme and how the kids are handling the material
    - The group has agreed to discontinue discussions on “isms” (racism, ageism, sexism, etc.) and instead focus on inclusiveness
    - In our Youth Team meetings, the adult leaders will work on educating ourselves in case these conversations come up so we can help the Youth deal with adversity with these topics
    - Wednesday the 18<sup>th</sup> will be a “Reconciliation theme” to help transition from previous conversations to inclusiveness
- New Business
  - Team members are encouraged to participate in Stewardship campaign videos; contact David to get a spot
  - Sign up coming for Trunk or Treat
  - Upcoming dates:
    - November 10<sup>th</sup> Under 18 Team Meeting (will serve as our November meeting)
    - November 12<sup>th</sup> PYCC Youth Rally
    - November 14<sup>th</sup> Faith’s together at Episcopal church
    - November 30<sup>th</sup> at 11:30am Youth Team Meeting
    - Jan 4-5 Would like to schedule a winter mission project/lock in; maybe Seafarers
  - Discussion held to consider joining with Beth Shalom and Muslim faiths in one of our Heifer International mission trip; looking at Spring Break 2019
  - Need to figure out our Summer 2018 Heifer Mission trip dates and secure
  - Youth would like to have a Coffee House on December 30 and are seeking approval from Session
  - Meeting adjourned at 1:54pm

Next meeting of the Youth Team Meeting (Under 18 joint meeting) is scheduled for November 10<sup>th</sup> at 11:00am in CHEB; Youth Team Meeting on November 30 at 11:30 in the Youth Room

October 15, 2017  
Report to Session

### **Creation Care Team**

The focus for the team in the past several months has been in maintaining the Prayer Garden, the beds around the Hendricks Building, cutting overgrown shrubs and pulling weeds.

W.C. Peezy has appeared monthly in the Good News Herald along with short articles on environmental topics.

At the Ministry Fair, we recruited three new members for the team.

### **Hospitality/Fellowship/Wednesday Night Dinners**

Christmas Dinner before Choir Concert, December 17, 2017—Nancy Castro (Worship Committee) and Cinda Hitchcock are planning the event that will be catered by Republic Grille.

Richard Gonzales has been unable to cook for Wednesday Night Dinners this Fall because of damage to his house caused by Harvey. Becky Carlson and Cinda Hitchcock are splitting the responsibilities for the 2<sup>nd</sup> and 4<sup>th</sup> WND's.

At the Ministry Fair, one new volunteer signed up for the Wednesday Night Dinner Team and three signed up for the Hospitality Team.

Cinda Hitchcock

Since it take a two month vote, Finance would like to propose a motion to access the Texas Presbyterian Foundation Fund (\$185,158.00) should the need arise to meet the budget at the end of 2017. I propose we limit the amount to \$50,000.00 or less.

The Woodlands Community Presbyterian Church  
 Statement of Activities - WCPC  
 January to September 2017

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
<b>Unrestricted Net Assets</b>						
Change in Fund Principal	\$0.00			(\$15.00)		
<b>Revenues</b>						
Contributions	\$72,231.73	\$85,924.67	\$13,692.94	\$687,008.79	\$773,322.03	\$86,313.24
Miscellaneous Income	\$1,203.02	\$1,044.91	(\$158.11)	\$23,644.64	\$24,404.19	\$759.55
Other Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Revenues</b>	<u>\$73,434.75</u>	<u>\$86,969.58</u>	<u>\$13,534.83</u>	<u>\$710,653.43</u>	<u>\$797,726.22</u>	<u>\$87,072.79</u>
Net assets released from restriction	\$49,261.47			\$303,347.91		
<b>Total Unrestricted Revenues</b>	<u>\$122,696.22</u>	<u>\$86,969.58</u>	<u>\$13,534.83</u>	<u>\$1,013,986.34</u>	<u>\$797,726.22</u>	<u>\$87,072.79</u>
<b>Expenses</b>						
Building & Grounds	\$9,426.30	\$9,898.67	\$472.37	\$110,924.30	\$89,088.03	(\$21,836.27)
Insurance	\$452.00	\$2,058.33	\$1,606.33	\$18,032.50	\$18,524.97	\$492.47
Mortgage	\$8,180.00	\$8,208.33	\$28.33	\$73,620.00	\$73,874.97	\$254.97
Administration	\$1,149.62	\$2,666.67	\$1,517.05	\$22,708.66	\$24,000.03	\$1,291.37
Benevolence	\$9,589.21	\$8,938.67	(\$650.54)	\$69,033.59	\$80,448.03	\$11,414.44
<b>Christian Enrichment</b>						
Nursery	\$2,518.71	\$3,516.66	\$997.95	\$21,331.62	\$31,649.94	\$10,318.32
Children's Education	\$1,792.98	\$1,000.01	(\$792.97)	\$5,864.69	\$9,000.09	\$3,135.40
Adult Education	\$37.73	\$41.67	\$3.94	\$334.20	\$375.03	\$40.83
<b>Total Christian Enrichment</b>	<u>\$4,349.42</u>	<u>\$4,558.34</u>	<u>\$208.92</u>	<u>\$27,530.51</u>	<u>\$41,025.06</u>	<u>\$13,494.55</u>
Youth	(\$182.00)	\$666.67	\$848.67	\$2,380.90	\$6,000.03	\$3,619.13
Evangelism	\$282.00	\$374.99	\$92.99	\$2,008.00	\$3,374.91	\$1,366.91
Deacons	\$148.19	\$25.00	(\$123.19)	(\$104.94)	\$225.00	\$329.94
Finance	\$0.00	\$62.50	\$62.50	\$889.41	\$562.50	(\$326.91)
Anniversary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mission Outreach	\$0.00	\$300.00	\$300.00	\$2,269.62	\$2,700.00	\$430.38
Fellowship	\$278.40	\$416.67	\$138.27	\$3,488.07	\$3,750.03	\$261.96
Creation Care Team	\$0.00	\$6.25	\$6.25	\$75.00	\$56.25	(\$18.75)
Presbyterian Women	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Stephen Ministry	\$0.00	\$41.67	\$41.67	\$175.70	\$375.03	\$199.33
<b>Personnel</b>						
Pastor	\$13,449.00	\$13,510.50	\$61.50	\$121,525.76	\$121,594.50	\$68.74
Associate Pastor-Pastoral Care	\$7,604.82	\$7,604.83	\$0.01	\$68,443.39	\$68,443.47	\$0.08
Associate Pastor - Youth	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursements	\$420.58	\$1,491.01	\$1,070.43	\$9,482.73	\$13,419.09	\$3,936.36
Staff	\$26,170.46	\$27,369.69	\$1,199.23	\$237,152.36	\$245,077.21	\$7,924.85
<b>Total Personnel</b>	<u>\$47,644.86</u>	<u>\$49,976.03</u>	<u>\$2,331.17</u>	<u>\$436,604.24</u>	<u>\$448,534.27</u>	<u>\$11,930.03</u>
<b>Worship</b>						
Music	\$400.00	\$1,013.94	\$613.94	\$3,458.21	\$9,125.46	\$5,667.25
Services	\$18.78	\$277.74	\$258.96	\$330.78	\$2,499.66	\$2,168.88
<b>Total Worship</b>	<u>\$418.78</u>	<u>\$1,291.68</u>	<u>\$872.90</u>	<u>\$3,788.99</u>	<u>\$11,625.12</u>	<u>\$7,836.13</u>
Long Range Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt reduction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>	<u>\$81,736.78</u>	<u>\$89,490.47</u>	<u>\$7,753.69</u>	<u>\$773,424.55</u>	<u>\$804,164.23</u>	<u>\$30,739.68</u>
<b>Other Expenses</b>						
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Other Expenses</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Restricted Expense</b>	<u>\$49,261.47</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$303,347.91</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>All Expenses</b>	<u>\$130,998.25</u>	<u>\$89,490.47</u>	<u>\$7,753.69</u>	<u>\$1,076,772.46</u>	<u>\$804,164.23</u>	<u>\$30,739.68</u>
Change in unrestricted net assets	(\$8,302.03)	(\$2,520.89)	\$5,781.14	(\$62,786.12)	(\$6,438.01)	\$56,333.11
<b>Designated Reserves</b>						
Contributions	\$28,455.02			\$231,404.89		
Net assets released from restriction	\$49,261.47			\$303,347.91		
<b>Change in Designated Reserves</b>	<u>(\$20,806.45)</u>			<u>(\$71,943.02)</u>		
<b>Change in Permanent Restricted Funds</b>	\$0.00			\$11,749.88		

Date : 10/05/2017  
Time : 11:46:31 AM

The Woodlands Community Presbyterian Church  
Statement of Activities - WPCPC  
January to September 2017

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Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
Change in Net Assets	(\$29,108.48)			(\$122,979.26)		
Net Assets at beginning of period	\$307,499.36			\$401,370.14		
Current Net Assets	\$278,390.88			\$278,390.88		

The Woodlands Community Presbyterian Church  
Summary of Restricted Accounts - WCPC Portrait  
January to September 2017

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<b>Designated Reserves</b>				
<b>DG - General Operating</b>				
1-802005 - Building & Grounds Reserve	\$29,221.02	\$4,192.08	\$2,425.96	\$30,987.14
1-802020 - Prepaid Pledge Reserve	\$11,000.00	\$0.00	\$11,000.00	\$0.00
1-802025 - 403(b) Plan	\$475.00	\$4,875.00	\$5,350.00	\$0.00
1-802026 - FSA Plan	\$2,140.60	\$3,370.61	\$1,983.39	\$3,527.82
1-802030 - ELP Payroll Tax Clearing	\$22.04	\$54,506.59	\$57,929.08	(\$3,400.45)
1-802045 - Prof. Dev. Carryover - PC A. Pastor	\$1,040.24	\$0.00	\$0.00	\$1,040.24
1-802050 - Weekly Sanctuary Flowers	\$2,155.00	\$1,100.00	\$2,700.00	\$555.00
1-802060 - Sanctuary Guild Reserve	\$82.89	\$1,374.42	\$0.00	\$1,457.31
<b>Total DG - General Operating</b>	<b>\$46,136.79</b>	<b>\$69,418.70</b>	<b>\$81,388.43</b>	<b>\$34,167.06</b>
<b>Reimbursements</b>				
1-803005 - Youth Trips - Non Mission	\$0.00	\$195.00	\$1,000.00	(\$805.00)
1-803015 - Men's Retreat Fees	(\$2,202.00)	\$6,930.00	\$7,080.00	(\$2,352.00)
1-803020 - Women's Retreat/Luncheon Fees	(\$574.15)	\$12,652.28	\$10,768.95	\$1,309.18
1-803040 - Miscellaneous Retreat Fees	\$5.00	\$0.00	\$5.00	\$0.00
1-803055 - Wedding Fees	\$1,437.50	\$563.00	\$1,040.00	\$960.50
1-803065 - Curriculum & Book Fees	\$3.47	\$557.50	\$332.15	\$228.82
1-803066 - Wednesday Evening Meal	\$1,061.10	\$1,711.00	\$1,794.56	\$977.54
1-803070 - Just Coffee	\$172.45	\$670.00	\$429.23	\$413.22
<b>Total Reimbursements</b>	<b>(\$96.63)</b>	<b>\$23,278.78</b>	<b>\$22,449.89</b>	<b>\$732.26</b>
<b>Designated - Special Purpose</b>				
1-802035 - Prayers & Squares	\$2,223.93	\$0.00	\$272.56	\$1,951.37
1-803045 - Children & Youth Trip Scholarships	\$9,217.23	\$3,873.75	\$4,804.32	\$8,286.66
1-804000 - Traditional/Sanctuary Choir	\$677.54	\$9.00	\$1,421.70	(\$735.16)
1-804002 - Music Reserve - Handbells	\$121.76	\$300.00	\$157.73	\$264.03
1-804007 - Bereavement Fund	\$0.00	\$105.00	\$105.00	\$0.00
1-804008 - Vacation Bible School Reserve	\$0.00	\$4,218.94	\$152.99	\$4,065.95
1-804009 - Youth-Designated Gifts	\$500.00	\$0.00	\$0.00	\$500.00
1-804011 - Youth Music Trip Scholarships	\$6,390.83	\$181.40	\$0.00	\$6,572.23
1-804012 - Youth Mission Trip Scholarships	\$5,049.25	\$0.00	\$0.00	\$5,049.25
1-804014 - Youth Group Meals Donations	\$635.49	\$0.00	\$0.00	\$635.49
1-804015 - Kitchen Angels Reserve	\$375.20	\$0.00	\$61.90	\$313.30
1-804021 - Peru Mission Trip	\$2,354.51	\$1,373.50	\$1,559.17	\$2,168.84
1-804023 - Love Your Neighbor Day	\$327.37	\$270.00	\$495.22	\$102.15
1-804040 - Prime Timers Reserve	\$506.32	\$0.00	\$0.00	\$506.32
1-804045 - Youth Fund - Non-Mission	\$3,392.13	\$7,233.75	\$13,540.11	(\$2,914.23)
1-804095 - Prayer Garden Reserve-40% of Book	\$1,632.43	\$1,120.00	\$1,386.12	\$1,366.31
1-804096 - PROJECTS-Tween Remodel & Side Yard	\$5,566.87	\$0.00	\$1,485.72	\$4,081.15
1-804099 - Miscellaneous Special Purpose	\$368.22	\$0.00	\$0.00	\$368.22
1-804100 - Memorial Gifts	\$1,694.63	\$1,555.00	\$0.00	\$3,249.63
1-804101 - Birthday Endowment Fund	\$0.00	\$487.00	\$0.00	\$487.00
1-804110 - BOOK - History of WCPC	\$0.00	\$300.00	\$300.00	\$0.00
1-810020 - Program/Mission/Benevolence Endow.	\$668.23	\$0.00	\$0.00	\$668.23
1-810025 - Capital Campaign Contributions	\$61,176.79	\$57,065.67	\$66,466.84	\$51,775.62
<b>Total Designated - Special Purpose</b>	<b>\$102,878.73</b>	<b>\$78,093.01</b>	<b>\$92,209.38</b>	<b>\$88,762.36</b>
<b>DG - Mission Outreach</b>				
1-805000 - Minister's Discretionary Fund	\$2,125.11	\$7,010.00	\$7,066.61	\$2,068.50
1-805001 - Christmas Offering	\$7,580.00	\$25.00	\$7,605.00	\$0.00
1-805002 - Alternative Christmas Market	\$7,069.05	\$9.94	\$7,078.99	\$0.00
1-805003 - 10% of Campaign Tithes	\$30,048.83	\$3,483.00	\$22,655.00	\$10,876.83
1-805005 - Disaster Relief	\$0.00	\$13,050.00	\$11,850.00	\$1,200.00
1-805006 - Pentecost Offering	\$0.00	\$2,088.00	\$2,088.00	\$0.00
1-805007 - Qtrly Presbytery Pmt Accumulation	\$0.00	\$19,160.00	\$19,160.00	\$0.00
1-805010 - 60% of History Book	\$3,323.94	\$180.00	\$400.00	\$3,103.94
1-805015 - One Great Hour of Sharing	\$50.00	\$5,134.00	\$5,184.00	\$0.00
1-805020 - Peace & Global Witness Offering	\$0.00	\$270.00	\$0.00	\$270.00
1-805025 - Youth Mission Trip Fees	\$948.10	\$0.00	\$0.00	\$948.10
1-805030 - Mission Trip Travel	\$2,315.74	\$370.00	\$200.00	\$2,485.74
1-805034 - ESL Children's Programs	\$5,432.65	\$535.00	\$1,243.29	\$4,724.36
1-805036 - Youth Seafarer's Kits	\$156.96	\$662.00	\$0.00	\$818.96
1-805037 - Angel Tree	\$220.08	\$0.00	\$0.00	\$220.08
1-805040 - Sunday School Offering	\$494.03	\$651.50	\$20.00	\$1,125.53

The Woodlands Community Presbyterian Church  
 Summary of Restricted Accounts - WCPC Portrait  
 January to September 2017

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
1-805045 - Youth - Mission Funds	\$495.81	\$0.00	\$0.00	\$495.81
1-805055 - Africa Partnership Fund	\$0.00	\$749.00	\$749.00	\$0.00
1-805060 - Habitat for Humanity Fund	\$20.00	\$51.00	\$0.00	\$71.00
1-805064 - Soles4Souls	\$180.70	\$0.00	\$0.00	\$180.70
1-805065 - Gathering Place Fund	\$2,879.42	\$0.00	\$1,354.05	\$1,525.37
1-805070 - Refugee Assistance Fund	\$137.45	\$2,125.00	\$2,248.41	\$14.04
1-805075 - Community Clinic Fund	\$0.00	\$236.49	\$236.49	\$0.00
1-805085 - Education Assistance Fund	\$2,345.00	\$0.00	\$2,345.00	\$0.00
1-805099 - Miscellaneous Mission Outreach Fund	\$13,220.47	\$4,824.47	\$15,816.37	\$2,228.57
<b>Total DG - Mission Outreach</b>	<b>\$79,043.34</b>	<b>\$60,614.40</b>	<b>\$107,300.21</b>	<b>\$32,357.53</b>
<b>Total Designated Reserves</b>	<b>\$227,962.23</b>	<b>\$231,404.89</b>	<b>\$303,347.91</b>	<b>\$156,019.21</b>



Date : 10/05/2017  
Time : 11:47:04 AM

The Woodlands Community Presbyterian Church  
Summary of Restricted Accounts - WCPC Portrait  
January to September 2017

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Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<b><u>Permanent Restricted Funds</u></b>				
1-810000 - General Endowment	\$139,999.45	\$10,352.70	\$0.00	\$150,352.15
1-810030 - TPF - Sanctuary Guild Endowment	\$27,345.72	\$948.85	\$0.00	\$28,294.57
1-810045 - TPF - Music Endowment	\$6,062.74	\$448.33	\$0.00	\$6,511.07
<b>Total Permanent Restricted Funds</b>	<b>\$173,407.91</b>	<b>\$11,749.88</b>	<b>\$0.00</b>	<b>\$185,157.79</b>

From: David Jones djones@wpcpc-tx.org  
 Subject: September 2017 Financials  
 Date: October 6, 2017 at 9:53 AM  
 To: Bowhead8 Bowhead8@yahoo.com, balee5068 balee5068@gmail.com, liddellchris liddellchris@hotmail.com, cchtx cchtx@att.net, gordon.lentz gordon.lentz@yahoo.com, jenniferconner79 jenniferconner79@gmail.com, Laura Grice (lgrice@gmail.com) lgrice@gmail.com, megateer megateer@gmail.com, nancyc1254 nancyc1254@yahoo.com, ria.smit.dubruyn ria.smit.dubruyn@gmail.com, roger8226 roger8226@sbcglobal.net, Sara Martin sarah.anne.martin@comcast.net, sgfleml sgfleml@gmail.com, tmduncan173 tmduncan173@gmail.com, wdavis88 wdavis88@comcast.net

Date : 10/05/2017  
 Time : 11:45:51 AM

The Woodlands Community Presbyterian Church  
 Balance Sheet - WCPC  
 September 2017

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Accounts

Assets		
<b>Current Assets</b>		
<b>Cash</b>		
<b>Cash</b>		
Woodforest Checking	\$25,374	
Woodforest FSA Account	\$4,319	
Woodforest Savings	\$64,957	
<b>Total Cash</b>	<u>\$94,651</u>	
<b>Total Cash</b>	<u>\$94,651</u>	
<b>Investments</b>		
<b>Investments</b>		
Texas Presbyterian Foundation	\$185,158	
<b>Total Investments</b>	<u>\$185,158</u>	
<b>Total Investments</b>	<u>\$185,158</u>	
<b>Buildings &amp; Equipment</b>		
<b>Buildings &amp; Equipment</b>		
Additional Land Purchase (1993)	\$72,045	
Charles Hendricks Ed. Bldg. (2012)	\$925,914	
Phase 1 Building (1983)	\$635,397	
Phase 2 Building (1988)	\$888,711	
Sanctuary (1997)	\$2,139,334	
<b>Total Buildings &amp; Equipment</b>	<u>\$4,661,400</u>	
<b>Total Current Assets</b>		<u>\$4,941,209</u>
<b>Total Assets</b>		<u>\$4,941,209</u>
<b>Liabilities &amp; Equity, Fund Principal, &amp; Restricted Funds</b>		
<b>Liabilities &amp; Equity</b>		
<b>Long Term Liabilities</b>		
<b>Long Term Liabilities</b>		
Long Term Debt - Bank	\$874,520	
<b>Total Long Term Liabilities</b>		<u>\$874,520</u>
<b>Equity</b>		
<b>Equity</b>		
Equity in Assets	\$3,781,182	
General Reserve	\$668	
Unrealized Gain/(Loss) - Investment	\$6,448	
<b>Total Equity</b>		<u>\$3,788,298</u>
<b>Total Liabilities &amp; Equity</b>		<u>\$4,662,818</u>
<b>Fund Principal</b>		
<b>Fund Principal</b>		
WCPC General Fund Balance	(\$15)	
Current Year Activity	(\$62,771)	
<b>Total Fund Principal and Current Year Activity</b>		<u>(\$62,786)</u>
<b>Restricted Funds</b>		
<b>Restricted Funds</b>		
Total Designated Reserves	\$156,019	
Total Permanent Restricted Funds	\$185,158	
<b>Total Restricted Funds</b>		<u>\$341,177</u>
<b>Total Liabilities &amp; Equity, Fund Principal, &amp; Restricted Funds</b>		<u>\$4,941,209</u>

## Mission Outreach Team Minutes

7:00 pm Sept 1, 2017

### MOT Mission Statement:

*“Because God’s love knows no bounds, the Mission Outreach Team encourages the congregation of WCPC to be a servant people, witnessing to the light of Christ through actions and words so that the world might know the grace, peace and love of God.”*

**Attending:** Gordy Lentz, Michele Stelter, Louise Crider, Robert Charles Thompson, Bill & Ingrid Fowler, Bill & Kathy Bray, John Hathaway, Doug Cordier, Mike Queen, Todd Duncan, and Erin Michaelis and Laura Grice.

Gordy gave the devotional from D365 Sept 5, 2017. Gordy opened the meeting with prayer.

Minutes from the Aug 1, 2017 meeting were approved.

The Session heard a presentation on a procedure for Material Gifts. Property made a report on needed building repairs not budgeted. This was mostly trim wood repairs and trim painting on the CE building.

### **Project Reports:**

- Peru – No report. Gary is cleaning up from Harvey. Will bring his report next month.
- Habitat for Humanity -
  - Bill reported 1210 Cedar Creek will be for Maria Beverly, with Kick Off meeting 12 Sept, Plate Cutting 14 Sept, and Wall Raising 7 Oct
  - WCPC will be hosting a Kickoff Lunch 24 Oct after the 11 Service, with the Beverly family
  - A proposed split of work between WCPC & WUMC was distributed before the meeting and Doug & Michele provided comments
  - This work and Harvey Recovery work was discussed and it was agreed to proceed with both.
- Africa – John reported on the recent Africa Partnership Group (APG) Meeting.
  - Namumu is not operating well and it is suspected funding will be ended. The Outreach Foundation visited there last month. APG is waiting on the report before making any decision.
  - APG would consider supporting CCAP’s theological college in eastern Zambia. Many of our Justo Mwale students are now teaching there.
  - The U.C.Z Siavonga congregation is enlarging and strengthening their church building.

- Nancy Collins, the PCUSA Regional Liaison for East Central Africa, Kim Jurczyk, a Young Adult Volunteer will be at WCPC in Oct for a few days.
- Gordy mentioned John Luneta will be visiting USA starting tomorrow. John is Edwin's, the original Comptroller at Namumu, nephew.
- ESL
  - Adult Program – Interfaith has taking this program over. They have limited it to 120 individuals. The waiting list is 160. It started today.
  - ESL Children's program is seeing a decline in the number children, particularly preschool aged children. Carol Palmquist suggests MOT consider whether to continue the program after the 2017-18 school year. The needs of the adult ESL students have changed significantly over the past few years.
  - There are teachers for ESL who want to start an afternoon class. We felt it would be OK if approved by Interfaith.
- Montgomery County Food Bank - \$1,440 was raised for food for the backpacks. Our goal was reached.
- Sole4Souls – Because Barefoot Sunday was cancelled because of Hurricane Harvey, all the shoes received were donated to Interfaith for relief efforts.

#### **Hurricane Harvey –**

- A donation of \$1,550 was made to Presbyterian Disaster Assistance for Hurricane Harvey relief efforts. The majority of the money came from the Benevolence Budget.
- An intergenerational work hour was proposed for next Sunday morning at 9:30 to prepare kits to be used for clean ups. This wasn't considered practical due to effects of short notice for acquiring the supplies needed. It was thought just a meeting to reflect, process what's happening and pray would be more useful.
- Interfaith now only wants cash and gift cards.
- Presbyterian churches, 1<sup>st</sup> Church Dickinson and New Hope Katy suffered flood damage. We could contribute to some of their missions to keep them going as an offer of relief to these churches.

#### **Mission Facilitator's Report:**

- Told us the rummage sale has been cancelled.
- A few thank you notes were distributed.
- Mentioned Family Promise emailed requesting housing for families. Thanksgiving week was discussed. Nothing was decided.

**Associate Pastor's Report:** A lot of comments and suggestions in the body of this report.

**Devotional for Next Meeting – Louise Crider**

Next Meeting Date – Oct. 3, 2017

Laura closed meeting with prayer.

**The Woodlands Community Presbyterian Church**  
**Youth Team Meeting**  
**Minutes for September 7, 2017**

Meeting was called to order at 12:04p

In Attendance: Megan Hansen, Danelle Liddell, Susan Duncan, Debi McNaught, Sally Bowers, Nancy Hathaway

- Bible study from Isaiah, prayer by Megan
- Old Business
  - Bowling at Main Event September 17<sup>th</sup> is all set
    - Arrive at 12:45, reservation begins at 1pm for Bowling, then games and pizza
    - Paid for 12 people, but can add on; they have our tax form
  - Beach Retreat canceled
    - We should go ahead and refund money to people rather than try to keep track of who paid and who didn't; Shirley has the list of paid people so we will wait until she can assist us with this unless an immediate need arises
    - Reschedule for weekend before labor day 2018
    - Do a winter retreat (camping, lake house)
  - Fall Class needs:
    - Sept 27 both Sally and Debi gone; Megan will cover with Danelle, Marnie or Rebekah as helper
    - Oct 4 both Sally and Debi gone; Nancy will cover with Danelle, Marnie or Rebekah as helper
    - Oct 11 Sally is gone; need a second person
  - Sunday school start Sept 10
  - Rummage sale is canceled; people are encouraged to donate items to flood victims
  - MP3 player collection went well
    - Nancy will contact Nancy Larkin to determine next steps
    - Use cash donations to buy headphones
- New Business
  - Mission planning
    - MP3 players
    - Collect items on Wednesday night to bring over to Interfaith as needs arise
    - Rebuild
    - Megan will keep us apprised of opportunities as she learns of them
  - Oct 8 Open house for Sunday school
  - Oct 15 Kayak
  - Meeting adjourned at 1:20pm

**Next meeting of the Youth Team Meeting is scheduled for October 12<sup>th</sup> at 11:30am in Youth Room**

# Finance Committee Meeting Minutes

## September 7, 2017

Members Present: Virginia Breaux, Louise Crider, John Hathaway, Mike Queen, Bubba Davis, Mathew Jensen, and David Jones.

Guest Present: Ria DeBruyn

The meeting was called to order at 6:00 PM with prayer. We opened with David sharing his plans for this Fall's Stewardship Campaign. Ria DeBruyn has volunteered to head the campaign again this year. The kick off Sunday for the campaign will be November 5, and Ria will announce the kick off at the morning services. The campaign will last for three Sundays, and Commitment Sunday will be November 19. Pledge Cards will be mailed at the end of October or beginning of November. We're not planning to ask several families to speak to the congregation this year, instead we plan to ask, Brandon Martin if he would be able to video a number of families and individuals. We would have the video running before the services each Sunday morning. Families would talk about what they are thankful for at W.C.P.C. and the effects that W.C.P.C. has had on their lives. We would like to get enough members to participate so that we could have different families on the video each week. The video would also double on our website as a means to inform members, visitors, prospected new members, and guest of W.C.P.C.'s different programs, and how we utilizes the dollars collected.

Next, we discussed where we are financially this year as compared to previous years. At the end of July, we had a deficit of \$18,018, and at the end of August the deficit is \$54,469. That's an increase of \$36,451. Some of the increase may be due to the last two weeks of summer vacation, and we missed one Sunday when we cancelled due to Hurricane Harvey. Possibly members felt the need greater to contribute to hurricane relief at this time. There is no way to really determine the exact reasons. The Quarterly Statements will be mailed in early October, and members will know where their pledge stands at that time. Mike Queen shared a comparison of where we were at the end of August for the last four years:

	2014	2015	2016	2017
Income	\$640,000	\$622,000	\$632,000	\$637,000
Deficit	\$42,000	\$62,000	\$67,000	\$54,000

The last topic discussed was a suggestion from a meeting on September 3 of members from the Church with David to talk about where we go now with Hurricane Harvey relief. The suggestion was for finance to set up a relief fund to assist members after a natural disaster, such as Hurricane Harvey and to help members in case insurance and FEMA does not cover the total cost of their losses. We decided that there would be tax issues in giving money to members and individuals. If a fund is set up, the fund would probably need to be a reimbursement fund, and we would need to let contributors know their donation would not be tax deductible. Another possibility would be to set up a Go Fund Me Account at the time of a natural disaster, and dispersing the account to the families that needed help. Again, it would

not be tax deductible. Any fund that we set up would require someone to track how the funds were distributed, and insure funds were distributed equally or as needed. In case we choose to set up a Go Fund Me Account, the entire amount collected would need to be distributed. David is planning to contact other churches in the area to see if any of them have set up a similar fund. We may be able to do something similar, and David suggested that Mission Outreach might be the committee that administers and tracks the fund.

Meeting was adjourned at 7:05 PM with a prayer from David.

Bubba Davis

Finance Committee









## Children/Tween Ministry Team

We have no formal minutes, however our Trunk or Treat Festival is coming up at the end of October and we are looking for help from our church family.

Trunk or Treat is Friday, October 27, 2017. Games and food will be available from 6-7pm and trunk or treating will begin at 7 and run until approximately 7:30 or when the candy runs out!

Areas the Children/Tween Team needs help:

1. **Parking lot attendants.** We need several people to help direct cars as they arrive, some need to just park, and other cars with decorated trunks need to park in the trunk or treating area. This is a critical position as it makes the end of the evening run smoother.
2. **Supervising and Running Games.** This would be from about 5:45-7pm, or your team could break it into shifts. Prizes and actual games will be provided and we typically set up during the morning of the event so all your team would have to do is explain the game and distribute prizes.
3. **Decorated Trunks for Trunk or Treating.** This involves bringing your car/truck/van to WCPC the evening of the event and passing out candy to all the children. Trunks can be decorated simply, kids are really looking for candy. Don't be intimidated by the thought of decorating-a cute pumpkin full of candy is about all that is required.

Thank you to your teams and committees in advance for your consideration of these requests.

Jen Conner



# WCPC Personnel Team Meeting Notes – 17Sep2017

1. Todd Duncan opened the meeting with prayer.
2. Chris Liddell updated the team on staffing the sound/media position. Gavin Liddell is doing an excellent job. Gavin is being paid for 10 hours per week. Gavin will be keeping a log of hours for future reference and planning. There was some conversation on involving other WCPC Youth in the position to determine possible future sound/media staffers.
3. Todd Duncan reported that going through the WCPC Administrative Manual for orientation on WCPC Personnel practices and policies was useful. Todd noted that several job descriptions are out-of-date and he will work with Shirley Barclay to put up-to-date job descriptions in the manual.
4. The team agreed to the lead 2017 staff evaluations, to be completed by 01Dec2017, with the following pairings:
  - David Jones – Chris Liddell                      Laura Grice – Todd Duncan
  - Michele Stelter – Linda Evans                      Susan Duncan – Bill Bray
  - Jonathan Aigner – Eleanor Stone

Dave Faber has requested being evaluated every other year, because he is a part-time employee. The team agreed with his request. Dave will be evaluated again in 2018 because his last evaluation was in 2016.

We agreed to include a review of progress against 2016 evaluation action steps as part of the 2017 process.

5. David Jones and Chris Liddell reported the Under 18 Team Facilitator position job description and Shirley Barclay`s doing the job is working well.

## **WCPC Personnel Team Meeting Notes – 17Sep2017**

### **Page 2**

6. David Jones reported that Jessie Kuehner is doing well as are new son, John, and Jessie`s husband. Jessie`s Internship at WCPC will be completed in 2018, after being suspended during the last part of her pregnancy.
7. We discussed supporting WCPC staff during the aftermath of hurricane Harvey. Several ideas were discussed and David will follow up.
8. We agreed that 2018 medical/retirement/dental benefits for WCPC staff will be the same as 2017. David Jones will complete the Board of Pensions (BOP) Employer Agreement by October 13 as required and he will ask the staff to make their 2018 benefits selections by November 17 at required by the BOP. David reported that BOP has been communicating well with staff members on the upcoming process to get enrolled for 2018. David will confirm with the staff that the BOP medical/retirement/dental plans are working well for them.
9. David Jones reported that the WCPC staff is working well.
10. David Jones closed the meeting with prayer.

The next meeting will take place in December to discuss 2018 budgeting. Other matters requiring team attention will be handled by phone, e-mail or meetings, as necessary.

Attending the meeting: Bill Bray, Todd Duncan, Linda Evans, David Jones, Chris Liddell, and Eleanor Stone.

Respectfully Submitted,

Todd Duncan

Team Approval of these notes: 18Sep2017



From: **Nancy Castro** nancyc1254@yahoo.com   
Subject: New Worship minutes  
Date: September 26, 2017 at 10:28 AM  
To: Roger Richardson roger8226@sbcglobal.net

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Worship Team Minutes  
September 17, 2017

**Present:** David Jones, Jeff Keiser, Bruce Lee, Nancy Castro

Nancy Castro opened the meeting with prayer.

**Christmas Eve Services:** Due to Christmas Eve being on Sunday this year, we will have 4 Worship services. The 4 services will be the 8:30 and 11:00 morning services and the 5:00 and 7:00 evening services. The Communion service will be at 7:00 pm. The elements will be received by passing the bread and cup trays down the pew rows.

**Music:** The Sanctuary Choir will be performing *The Word Became Flesh* (with orchestra) on December 17 in the evening. A meal in the Fellowship Hall will precede the performance.

After meeting with Bob Cotton of Houston Organ Company, Jonathan Aigner and the organ committee will be meeting to consider options and recommendations for the current WCPC organ or whether to undertake a new organ project.

**Building Repairs:** Repairs were to begin Oct. 5, but due to Hurricane Harvey, the contractor says there will be a delay of 2-3 weeks.

Sanctuary lighting issues were discussed and the hanger of the right banner was discovered to be broken.

**Sanctuary Guild:** Carol Palmquist will be moderator through Christmas, but is graciously asking others to step up to become moderator for January-May.  
Next Meeting: Nov. 1, 2017.

**Future Events and Dates:**

World Wide Communion Oct. 1

Ministry Fair Oct. 15 Fellowship Hall

Faiths Together- Giving Thanks Observance Nov. 14 Trinity Episcopal Church 7:30 pm

Next Worship Team Meeting: Oct. 8