## 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

o Kayaking postponed to Spring due to Ministry fair and Sally and Debi out of town

o 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

o Senior High Sunday school

- Going to resume Nooma study
- Debi to fill in for Nancy on Sunday

o 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 18th will be a "Reconciliation theme" to help transition from previous conversations to inclusiveness

**New Business** 

o Team members are encouraged to participate in Stewardship campaign videos; contact David to get a spot

o Sign up coming for Trunk or Treat

o Upcoming dates:

November 10th Under 18 Team Meeting (will serve as our November meeting)

November 12th PYCC Youth Rally

 November 14<sup>th</sup> Faith's together at Episcopal church November 30th at 11:30am Youth Team Meeting

- Jan 4-5 Would like to schedule a winter mission project/lock in; maybe Seafarers
- o Discussion held to consider joining with Beth Shalom and Muslim faiths in one of our Heifer International mission trip; looking at Spring Break 2019

o Need to figure out our Summer 2018 Heifer Mission trip dates and secure

o Youth would like to have a Coffee House on December 30 and are seeking approval from Session

o Meeting adjourned at 1:54pm

Next meeting of the Youth Team Meeting (Under 18 joint meeting) is scheduled for November 10th 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  $2^{nd}$  and  $4^{th}$  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.

Date: 10/05/2017 Time: 11:46:30 AM

#### 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)
Unrestricted Net Assets						
Change in Fund Principal	\$0.00			(045.00)		
	\$0.00			(\$15.00)		
Revenues						
Contributions Miscellaneous Income	\$72,231.73	\$85,924.67	\$13,692.94	\$687,008.79	\$773,322.03	\$86,313.24
Other Revenues	\$1,203.02	\$1,044.91	(\$158.11)	\$23,644.64	\$24,404.19	\$759.55
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net assets released from restriction	\$73,434.75	\$86,969.58	\$13,534.83	\$710,653.43	\$797,726.22	\$87,072.79
Total Unrestricted Revenues	\$49,261.47			\$303,347.91		
Total Offestricted Revenues	\$122,696.22	\$86,969.58	\$13,534.83	\$1,013,986.34	\$797,726.22	\$87,072.79
Expenses						
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
Christian Enrichment						
Nursery	\$2,518.71	\$3,516.66	\$997.95	\$21,331.62	\$31,649.94	\$10,318.32
Children's Education Adult Education	\$1,792.98	\$1,000.01	(\$792.97)	\$5,864.69	\$9,000.09	\$3,135.40
	\$37.73	\$41.67	\$3.94	\$334.20	\$375.03	\$40.83
Total Christian Enrichment Youth	\$4,349.42	\$4,558.34	\$208.92	\$27,530.51	\$41,025.06	\$13,494.55
Evangelism	(\$182.00)	\$666.67	\$848.67	\$2,380.90	\$6,000.03	\$3,619.13
Deacons	\$282.00	\$374.99	\$92.99	\$2,008.00	\$3,374.91	\$1,366.91
Finance	\$148.19 \$0.00	\$25.00	(\$123.19)	(\$104.94)	\$225.00	\$329.94
Anniversary	\$0.00	\$62.50 \$0.00	\$62.50	\$889.41	\$562.50	(\$326.91)
Mission Outreach	\$0.00	\$300.00	\$0.00 \$300.00	\$0.00 \$2,269.62	\$0.00	\$0.00
Fellowship	\$278.40	\$416.67	\$138.27	\$3,488.07	\$2,700.00 \$3,750.03	\$430.38
Creation Care Team	\$0.00	\$6.25	\$6.25	\$75.00	\$56.25	\$261.96 (\$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
Personnel					40.0.00	φ100.00
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 Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff	\$420.58	\$1,491.01	\$1,070.43	\$9,482.73	\$13,419.09	\$3,936.36
Total Personnel	\$26,170.46	\$27,369.69	\$1,199.23	\$237,152.36	\$245,077.21	\$7,924.85
Worship	\$47,644.86	\$49,976.03	\$2,331.17	\$436,604.24	\$448,534.27	\$11,930.03
Music	\$400.00	\$1,013.94	\$613.94	f2 450 24	20 405 40	
Services	\$18.78	\$277.74	\$258.96	\$3,458.21 \$330.78	\$9,125.46	\$5,667.25
Total Worship	\$418.78	\$1,291.68	\$872.90	\$3,788.99	\$2,499.66 \$11,625.12	\$2,168.88
Long Range Planning	\$0.00	\$0.00	\$0.00	\$0.00		\$7,836.13
Debt reduction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00
Total Expenses	\$81,736.78	\$89,490.47	\$7,753.69	\$773,424.55	\$804,164.23	\$30,739.68
Other Expenses			4.,	ψ110,424.00	φου4, 104.25	φ30,739.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Restricted Expense	\$49,261.47	\$0.00	\$0.00	\$303,347.91	\$0.00	\$0.00
All Expenses	\$130,998.25	\$89,490.47	\$7,753.69	\$1,076,772.46	\$804,164.23	\$30,739.68
Change in unrestricted net assets	(\$8,302.03)	(\$2,520.89)	\$5,781.14	(\$62,786.12)	(\$6,438.01)	\$56,333.11
Designated Reserves						
Contributions	000 155 65					
Net assets released from restriction	\$28,455.02			\$231,404.89		
Change in Designated Reserves	\$49,261.47		113	\$303,347.91		
Change in Designated Reserves	(\$20,806.45)		81	(\$71,943.02)		
Change in Permanent Restricted Funds	\$0.00			\$11,749.88		

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

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

MTD Budget (This Year)

Page: 2

YTD Budget

Remaining

(This Year)

YTD Budget

(This Year)

Change in Net Assets Net Assets at beginning of period Current Net Assets

Accounts

(\$29,108.48) \$307,499.36 \$278,390.88

MTD Actual

(This Year)

(\$122,979.26) \$401,370.14 \$278,390.88

YTD Actual (This Year)

MTD Budget Remaining (This Year) Date: 10/05/2017 Time: 11:47:03 AM

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

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
Designated Reserves				
Designated Reserves DG - General Operating				
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 1-802050 - Weekly Sanctuary Flowers	\$1,040.24 \$2,155.00	\$0.00 \$1,100.00	\$0.00 \$2,700.00	\$1,040.24 \$555.00
1-802060 - Sanctuary Guild Reserve	\$82.89	\$1,374.42	\$0.00	\$1,457.31
Total DG - General Operating	\$46,136.79	\$69,418,70	\$81,388.43	\$34,167.06
Reimbursements	<b>\$10,100.10</b>	400,1100	401,000.10	40 11101100
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 1-803055 - Wedding Fees	\$5.00 \$1.437.50	\$0.00 \$563.00	\$5.00	\$0.00 \$960.50
1-803065 - Curriculum & Book Fees	\$1,437.50 \$3.47	\$557.50	\$1,040.00 \$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
Total Reimbursements	(\$96.63)	\$23,278.78	\$22,449.89	\$732.26
Designated - Special Purpose				
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 1-804002 - Music Reserve - Handbells	\$677.54 \$121.76	\$9.00 \$300.00	\$1,421.70 \$157.73	(\$735.16) \$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 1-804015 - Kitchen Angels Reserve	\$635.49 \$375.20	\$0.00 \$0.00	\$0.00 \$61.90	\$635.49 \$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 1-804096 - PROJECTS-Tween Remodel & Side Yard	\$1,632.43	\$1,120.00	\$1,386.12	\$1,366.31
1-804099 - Miscellaneous Special Purpose	\$5,566.87 \$368.22	\$0.00 \$0.00	\$1,485.72 \$0.00	\$4,081.15 \$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 Total Designated - Special Purpose	\$61,176.79 \$102,878.73	\$57,065.67 \$78,093.01	\$66,466.84	\$51,775.62 \$88,762.36
DG - Mission Outreach	\$102,070.73	\$70,093.01	\$92,209.38	\$00,702.30
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 1-805007 - Qtrly Presbytery Pmt Accumulation	\$0.00 \$0.00	\$2,088.00 \$19,160.00	\$2,088.00 \$19,160.00	\$0.00 \$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 1-805036 - Youth Seafarer's Kits	\$5,432.65 \$156.96	\$535.00 \$662.00	\$1,243.29 \$0.00	\$4,724.36 \$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

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

#### 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
Total DG - Mission Outreach	\$79,043.34	\$60,614.40	\$107,300.21	\$32,357.53
Total Designated Reserves	\$227,962.23	\$231,404.89	\$303,347.91	\$156,019.21

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

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

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

From: David Jones djones@wcpc-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 (Irgrice@gmail.com) Irgrice@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

\$185,158

, sgflemi sgflemi@gmail.com, tmduncan173 tmduncan173@gmail.com, wdavis88 wdavis88@comcast.net

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

Accounts

The Woodlands Community Presbyterian Church Balance Sheet - WCPC September 2017 Page:1

	Assets
Current Assets	
Cash	
Cash	

 Woodforest Checking
 \$25,374

 Woodforest FSA Account
 \$4,319

 Woodforest Savings
 \$64,957

 Total Cash
 \$94,651

 \$25,374
 \$34,957

 \$34,651
 \$34,651

Total Cash Investments

 Investments
 \$185,158

 Texas Presbyterian Foundation
 \$185,158

 Total Investments
 \$185,158

Total Investments Buildings & Equipment

 Total Buildings & Equipment
 \$4,661,400

 Total Current Assets
 \$4,941,209

 Total Assets
 \$4,941,209

Liabilities & Equity, Fund Principal, & Restricted Funds Liabilities & Equity Long Term Liabilities \$874,520 Long Term Debt - Bank \$874,520 **Total Long Term Liabilities** Equity \$3,781,182 Equity in Assets \$668 General Reserve \$6,448 Unrealized Gain/(Loss) - Investment \$3,788,298 **Total Equity** \$4,662,818 Total Liabilities & Equity **Fund Principal** (\$15)WCPC General Fund Balance (\$62,771)Current Year Activity (\$62,786) Total Fund Principal and Current Year Activity Restricted Funds \$156,019 Total Designated Reserves Total Permanent Restricted Funds \$185,158 \$341,177 **Total Restricted Funds** \$4,941,209 Total Liabilities & Equity, Fund Principal, & Restricted Funds

#### **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.
  - O 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.
- o 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.
- O 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.
- O 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
  - o Bowling at Main Event September 17th 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
  - o 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)
  - o 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
  - o Sunday school start Sept 10
  - o Rummage sale is canceled; people are encouraged to donate items to flood victims
  - o MP3 player collection went well
    - Nancy will contact Nancy Larkin to determine next steps
    - Use cash donations to buy headphones
- New Business
  - o 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
  - o Oct 8 Open house for Sunday school
  - o Oct 15 Kayak
  - o 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

#### SEPTERINE 11, 4VII

Attending: David Jones, John Haynes, Lucia Queen, Peggy Hendricks, Laura Grice, Daniece Peck (Deacon), Bruce Lee (Building and Grounds)

Bruce opened the meeting with prayer.

#### New Member Class

The next class is planned for the five Sundays in October, beginning Oct. 1, led by Peggy Hendricks and Lucia Queen. We will consider holding the next class in April and May, beginning right after Easter.

#### Ministry Fair - October 15

- If we have enough representatives available, Evangelism will stage team members in both the Welcome Center and at a table in Fellowship Hall. Sheree Fleming will develop a table display.
- We will increase the order from Sundale Donuts for this event so that the Scouts do not have to provide kolaches.
- Peggy and Lucia will decide how to expose the New Member class to the Ministry Fair.

#### Sally K Ride Elementary Outreach

- Daniece Peck is working to schedule a meeting with the principal to explore ways that WCPC might engage with school families such as mentoring, tutoring, and reading buddies. Daniece, David, Sheree, and Peggy are likely to attend this meeting.
- Daniece mentioned that parking spaces are an ongoing need for the school, and this topic might be raised at the meeting. Particular needs are for parents visiting over lunch hour and perhaps teacher parking.

#### **Campus Signs**

- The Communications Team has visited several sign companies and identified two that they
  believe are the best candidates to meet our needs, Fast Signs and Signs Now. However, rough
  designs are required in order for price quotes to be produced, and the files must ultimately be
  delivered in the Vector format.
- Diane Dolan has developed a first pass design for the campus map signs, which was shared with the team for comments. Diane also has the software needed to create the Vector files.
- The Evangelism team's input is that the next highest priority is the main entrance sign on W.
   Panther Creek. Bruce Lee will take the lead on this initiative, including securing others to assist.
- Bruce and Sheree will visit the two sign companies to obtain quotes on the major elements of the Communication Team's proposal. Some of the smaller items have already been handled or can be handled with 3D printing or purchases from office supply stores.
- A priced proposal for the major items will be presented to Session for review. As this was not
  contemplated in the Capital Campaign, we may wish to consider a separate appeal to the
  congregation, perhaps bundled with other items like the organ.

#### Sign Up Genius

- Beth North has been investigating the use of Sign Up Genius to consolidate and make church
  calendars available in one location via a link to Sign Up Genius from the church website. We
  agreed to authorize Beth to purchase a subscription that covers 15 ad-free calendars/year for
  \$249, which is pricing that expires on Sept. 15, funded from the Administration budget.
- Users will have the choice of using their personal email address or creating a new address such as wcpc-greeters@gmail.com

#### September 11, ZVII

#### Sign Up Genius, continued

- Please notify Beth North of activities that might employ Sign Up Genius. For each calendar, Beth needs to know:
  - The current sign-up process used by each group
  - The calendar owner, that person's current email, and whether they want a new email address
  - Who else needs access to each calendar
- We will extend this request to the Deacons as well. After we have a consolidated list, a more detailed plan for securing email addresses and setting up calendars will be communicated.

#### Welcome Center

- Host groups for the Welcome Center are currently scheduled through September. Please
  contact John Haynes to schedule your group as Welcome Center hosts beginning in
  October. Host groups may position representatives in the Welcome Center before and between
  services, as well as provide slides that communicate their group's mission and events on the
  monitors.
- To publicize events, you may also send slides to be shown on the campus monitors to Gavin Liddell at media@wcpc-bx.org. These should be saved in jpeg format.

#### We Choose Welcome

- The team held a brief introductory discussion of this PCUSA initiative, which is designed to convey the denomination's support for refugees. The team supports displaying signage related to this initiative on the campus monitors, as well as the entrances to ESL and ELP classrooms.
- We hope to take up a more detailed discussion of this initiative at our next meeting.

#### Materials for New Members and Visitors

Lucia will investigate refreshing the materials given to new members and visitors. This will
include checking the cost for reusable shopping bags imprinted with WCPC identification. These
could be provided to members, visitors, and potentially at Trunk or Treat.

#### Trunk or Treat

 The team will endeavor to sponsor a station at Trunk or Treat, with a focus on inviting non-members to visit our Sunday School, worship services, and children's/youth events. We will also obtain pricing for a banner advertising Trunk or Treat to be placed on W. Panther Creek Dr.

#### **Next Meeting**

Monday, October 23, 4 pm

David closed the meeting with prayer.

Dear all,

Please find attached the Adult CE Ministry Team Report for September.

Kind regards, Ria Du Bruyn

# Christian Enrichment Ministry Team (Adults) Report September, 2017

#### Sunday School Offerings

- The fall program started on September 17th. Apart from the regular offerings, two new Sunday School classes had their first meetings:
  - (a) Parenting: The Early Years, led by Mike or Tara Devoley. Mike reported that he plus 4 people (representing 3 families) attended the first class.
  - (b) Connecting Through the Bible, led by Sue and Dave Watkins and Neville Walker. There were 12 people in attendance (9 + 3 facilitators).

#### Weekday Study Offerings

A few of the weekday study groups resumed in the week of September 11, with the
rest starting their Fall program in the week of September 18.

#### Ministry Fair, October 15

Action item: Ria will contact all facilitators of Sunday School and Weekday Bible Study groups to request participation in the event. Ria will contact Shirley at the church office to arrange for the number of tables needed.

## 'Unity in Diversity: Conversations About Racism' (facilitated by Nancy Hathaway)

The first of five sessions took place on Monday, September, 11. It was well attended by both WCPC members and the community at large. These sessions provide an opportunity to look at racism through study and discussion of Old and New Testament scripture, some of the history of our denomination and our country, the origin and meaning of the term "racism," the legacy of racism, and our response to what we have learned. Meetings take place in CHEB 301 from 7:00-8:00 pm. The remaining dates are September 18 and 25, and October 2 and 9.

Respectfully submitted,

Ria Du Bruyn

#### 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:

- 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.
- 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.
- 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

## Capital Campaign Summary Report 04-01-2015 thru 09-15-2017

Acct	Actual	Budget	Difference
A1 - Contribution	543,201.13	620,000.00	(76,798.87)
A2 - Benevolent	(54,135.30)	(62,000.00)	7,864.70
B1 - Replace A/C units	(165,806.15)	(274,802.00)	108,995.85
B2 - Replace Roof & Gutters (CE, FH, SA)	(133,310.00)	(128,345.00)	(4,965.00)
B3 - Upgrade audio and video	(67,488.20)	(60,000.00)	(7,488.20)
B4 - Reupholster pews	0.00	(28,850.00)	28,850.00
B5 - Replace carpet in sanctuary	(26,999.00)	(24,113.00)	(2,886.00)
B6 - Painting sanctuary/FH	(18,060.00)	(18,410.00)	350.00
B7 - Replace CE & FH Ceiling Tile	(10,747.00)	(7,900.00)	(2,847.00)
B8 - Awning Cover on CE Bldg.	(6,150.00)	(6,150.00)	0.00
B9 - Labyrinth for Sow What Team	0.00	(6,000.00)	6,000.00
X1 - B&G operating expenses	(5,910.21)	0.00	(5,910.21)
X2 - Promotional	(603.62)	0.00	(603.62)
	(5,026.00)	0.00	(5,026.00)
X3 - Security X4 - Energy Audit	1,656.97	0.00	1,656.97
X5 - Unknown	(485.00)	0.00	(485.00)
Grand Total	50,137.62	3,430.00	46,707.62

## 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.

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

- 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

#### 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 preforming *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