

Safety and Emergency Steering Team Minutes April 30, 2018

Attendees: Bruce Lee, Jerry Dowling, Sheree Fleming, Matthew Jensen, Sally Shu

Bruce Lee opened with prayer.

Old Business:

Jerry confirmed that the Texas Department of Family and Protective Services Minimum Standards for Child Care Centers §746.3707 prohibits firearms, hunting knives, and other weapons on the premises of a child-care facility. Peace officers and licensed security officers are exempt. The team recommends that ELP communicate this licensing requirement to ELP staff and parents. Jerry will discuss options for doing this, such as in a handbook or meetings, with Cindy Mountain. Jerry has opened a discussion with Susan Duncan about policies concerning securing firearms that might be legally carried by children's Sunday School teachers and nursery workers. Recommendations concerning firearms-related communications and policies will be reviewed with the Session.

Sally has completed notifications of medically-trained congregation members and ushers about the new trauma kit and other first-aid kits. She has labelled all first-aid kit locations. Sally will populate a spreadsheet that records the contact information for medically-trained staff and congregants, which will be provided to ushers, staff, and safety leaders. We have posted signage illustrating CPR and the Heimlich maneuver techniques in restrooms and other locations.

Sheree has scheduled and publicized a CPR training session to be held on May 21 at 7 pm. It will cover two-step CPR, defibrillator operation, and the Heimlich maneuver. Matthew Jensen will assist a trainer from Montgomery County with this course. This will be a short non-certification class that is expected to take about one hour. Sally will check if a Faith in Action date is still available before the class to inform the congregation about our team's work and to encourage attendance at the class. Matthew is working with Susan Duncan to plan CPR training for VBS and Sunday School teachers using a child mannequin. We will consider setting up some short-term displays of our building diagrams that show the location of emergency equipment and the CPR/choking instructions, perhaps in the Welcome Center.

Sheree completed the building diagrams that show the locations of emergency equipment. These were provided to the Woodlands Fire Department representatives who toured the campus on April 27 (Fire Prevention Officer Lt. Kenny Baumbach and Firefighter Rick Reeg). These representatives provided a number of suggestions that we have reflected in our lists of proposed maintenance and building modifications and in other follow ups. Some of the most urgent items include repair of a relay switch in the sanctuary HVAC ducts that would prevent smoke from being blown through the ducts, repair or replacement of emergency exit lights that are out, and installing a crash bar on the kitchen emergency exit door.

The Fire Department also recommended that we identify muster areas for each building that do not require crossing driveways. This is due to the number and speed of vehicles that would enter the property in an emergency. Jerry will coordinate this effort in June.

Matthew has familiarized key office and ELP staff with the Page feature that allows the phones to be used to broadcast messages to other phones. He will work with Susan Duncan to notify HEB users of this feature, which could be used to communicate with the office in an emergency. We will consult with Charles Looney about upgrading the capabilities of the phone system to provide more audible announcements throughout the buildings.

Matthew has investigated the lock system master code. The team recommends changing the master code and setting up separate codes for each building. We will consider another consultation with Dawson Lock after we have the recommendations from the Sheriff's Department visit.

New Business:

Bruce will work with the Building & Grounds team to document procedures for locking up buildings at the end of each day and communicating these to building users and staff. These will also be provided, along with clean-up instructions, when Building Use Forms are submitted.

We reviewed and updated the Issues and Next Steps spreadsheet that the team uses to track and plan our work. We also reviewed the items that have initially been classified as high priority maintenance and building modification work.

Each team member has been assigned several sections of the WCPC Emergency Response Plan document to draft. We are aiming to do this before our next meeting on June 6.

Safety and Emergency Steering Team Minutes April 30, 2018

Follow-ups are as follows:

- **Jerry:**
 - Follow up with Cindy Mountain about options for communicating with staff and parents about state licensing requirements that prohibit weapons in ELP
 - Follow up with Susan Duncan about policies concerning securing firearms that are legally carried by Sunday School teachers and nursery workers.
 - Schedule visit by the Sheriff's Department.
- **Sally:**
 - Check for a date for a Faith in Action featuring the location of key safety equipment (AED, trauma bag etc.), CPR class
- **Sheree:**
 - Compile Church Security Assessment sections as received.
 - Create separate simplified building diagrams showing fire safety equipment and tornado shelters.
 - Reserve a date for the Safety and Emergency Team to host the Welcome Center. Coordinate display materials.
- **Matthew:**
 - Complete preparations for May 21 CPR class with assigned trainer.
 - Plan CPR training for Sunday School and VBS teachers using child mannequin (with Susan Duncan).
 - Work with Susan Duncan to inform HEB users about use of Page feature on front phone to announce emergencies.
 - Post instructions since this is a two-step system.
 - Continue to investigate walkie-talkie systems. Check for potential interference from nearby systems. Potential question for Sheriff's visit.
- **Bruce:**
 - Discuss building lock codes with David Jones, including changing the master code.
 - Schedule visit by Sheriff's Department if not completed by Jerry by May 1.
 - Coordinate development of building lock-up procedures with Building & Grounds.
 - **Contact Charles Looney about potential phone system upgrades that would provide improved emergency communications capabilities.**
- **All:**
 - Complete your sections of the Church Security Assessment. Send to Sheree for compilation.
 - Continue to populate the Issues/Next Steps document.
 - Draft assigned sections of a WCPC Emergency Response Plan, based on the Baylake United Methodist document, by June 6 meeting. Circulate to team before meeting if possible.

Under 18 Meeting
Friday, April 20, 11am

Present: Sally Bowers, Jennifer Conner, Susan Duncan, Megan Hansen, Audrey Keim, Stephanie Keiser, Danelle Liddell, Debi McNaught

Megan opened the meeting with prayer.

Rummage Sale Debrief

-There will be a full debrief on the rummage sale with the planning team on Wednesday, April 25, so you should pass on any input to Julie Jones or Stephanie Keiser before that meeting.

-It was observed that Julie did an amazing job of organizing, and everything went smoothly.

-A suggestion was made to utilize Sign-up Genius for volunteer shifts next year.

-The early set-up helped everything run so smoothly.

-The youth could help with set-up the weekend before.

-Providing child-care for parents shopping during the WAM time would relieve stress on those in charge during that time (youth can also help with that).

College Students

-Leigh Cordier suggested starting with cards (vs. full care packages), which would fit within budgets.

-The biggest challenge, as always, is getting addresses for the students.

Camp Scholarship Discussion

-Information was not yet available for youth scholarships, but all the scholarships for Cho-Yeh were approved with one youth-age requester being moved to attend Mo-Ranch's Junior High Jubilee instead of Cho-Yeh, as per children and youth program guidelines.

-\$1800 total scholarships approved for Cho-Yeh participants

Graduation Sunday

-A reception will be held in the youth room during the Sunday School hour before worship. After worship, there will be a reception line in the foyer of the worship space.

Family Promise

-Megan reviewed the schedule Todd Duncan provided for set-up, which youth (and others) are invited to participate in - Saturday, June 2, 8am, and Sunday, June 3, after 11am worship, are the set-up times. We discussed the youth hosting a dinner, and observed that hosting dinner always went well, but trying to do a game night or other activities hasn't worked in the past. The youth will work with the dinner team to schedule a night to host, the better time being during the first week.

Schedule - May-December

May

4 - Tween and Youth joint event, Harry Potter night

9 - Last night of WAM

11 - Junior High Pool Party (maybe)

13 - Mother's Day/Last Day of School Year Sunday School

20 - Confirmation Sunday/Pentecost Festival

June

June Pool for Wednesdays - Ridgewood Pool

3 - Graduation Sunday (Reception before worship, receiving line after worship)

3-17 - Family Promise

6 - Pool Night, 5-7pm

10 - Teacher Appreciation Reception

10-15 - Heifer Ranch Sr High Mission Trip

10-16 - Cho-Yeh Week

13 - Pool Night, 5-7pm

24-29 - Mo-Ranch Sr High Celebration

July

July Pool - Sawdust Pool

8-12 - Mo-Ranch Jr High Jubilee

9-13 - VBS Work Week

11 - Pool Night, 5-7pm

16-20 - VBS

18 - Pool Night (?) - do we still do this during VBS?

22 - VBS Pool Party at Shadowbend Pool

25 - Pool Night

August

5 - Under 18 Meeting (planning for Sunday School orientation), possibly 9am

5 - Backpack tags blessing

6-8 - Servin' Safari

12 - Backpack Blessings (children and youth receive the tags)

15 - CISD start date

19 - Sunday School Teacher Training, Parent Orientation

24-26 - Youth Beach Retreat in Galveston

September

7 - Tween Fun Night - Pool Party at the Cassidy's

- 9 - Sunday School Kick-Off
- 16 - Youth Fellowship
- 23 - 3rd Grade Bibles

October

- 5 - Tween Fun Friday, On-campus
- 7 - Game Day (After Church)
- 21 - Youth Fellowship
- 26 - Trunk r Treat

November

- 2 - Tween Fun Friday
- 9 - Under 18 Meeting
- 11 - Presbytery Youth Rally
- 13 - Faiths Together, 7pm
- 30 - Tween Fun Night (Make Bark)

December

- 2 - Alternative Market
- 15 - PNO, Polar Express
- TBD - Youth Party

Christian Enrichment Ministry Team (Adults)
Minutes of Meeting
May 6, 2018

In attendance:

Laura Grice, Bob Campbell, Sue Watkins, Neville Walker, Dave Watkins, Tricia Knight and Ria Du Bryn
 Ria opened the meeting with prayer.

1. Finances

Year to date budget = \$900.00
 Year to date budget remaining = \$ 434.40

2. Sunday School: Summer 2018

- Summer schedule
 - June & July: Sunday School 9:45 am
 - August: No Sunday School
 - Worship 11:00 am
 - Worship 10:00 am
- Sunday School Program (June & July)
 - First Place 4 Health will continue to meet during the summer.
 - Connecting through the Bible will start a new study at the beginning of June. The specific study, which will be part of N.T. Wright's series, *New Testament for Everyone*, will be identified in the next week or so.

Everyone, who would like to attend a Sunday School class during the summer, is welcome to join the group. Extra copies of the study material will be ordered.

✚ The two weeks (June 3 – June 17) during which Family Promise will be using the CHF Building, *Connecting through the Bible* will meet in one of the rooms located in the Education Building.

- Kristen Campbell has agreed to share her experiences as a member of the Presbyterian Women's delegation to the United Nations Commission on the Status of Women in NY City (March 2018). This year the focus was on the status of rural women. The Adult CE Team was in favor of inviting Kristen to share her thoughts during one of the Sunday School hours in the summer. Date to be announced.

3. Sunday School Offerings (Current and Fall 2018 studies)

- *Lectionary Class* led by Bob Campbell.
- *First Place 4 Health* led by Patty Ahern.
 - Current study: *Make Everyday Your Best Day*
 - Upcoming study: To be announced.

- *Sunday School Group* led by Corliss Lentz, Bill McCleary & Joe Christoffel.
 - Current study: *History of the Bible: The Making of the New Testament Canon*. This study will run until July 1st.
 - Upcoming study: *The History of Christianity: From the Disciples to the Dawn of the Reformation*. [Already approved by Session]

- *Connecting through the Bible*, led by Sue Watkins, Neville Walker & Dave Watkins
 - Current study: N.T. Wright's series, *New Testament for Everyone*. (Letters of John)
 - Upcoming study: To be announced.

- *Parenting*, led by Mike or Tara Devoley.
 - Current study: *Parenting with Love and Logic*
 - Upcoming study: *Smart Money Smart Kids* by Dave Ramsey & Rachel Cruze. [Approved by Adult CE Team]
 - Action item: Once Tara has given an estimated headcount, Ria will forward the information to Laura who will then order the study material.

4. Weekday Study Offerings

Monday

- *Monday Morning Women's Bible Study* led by Tricia Knight.
 - Current study: Haggal
 - Upcoming studies: Noah (May, 7) and then possibly Malachi. Following Memorial Day, the group plans to start with a new course by Liz C. Higgs

on *The Girl's Still Got It*. [Already approved by Session]. This will see them through the summer.
Tricia will possibly take a short hiatus this summer, during which other members of the Bible study group will act as facilitators.

- *Moms of Young Children Group* (contact person: Marnie Bush)
Current study: "More Than Enough: How Jesus Meets Our Deepest Needs", by Jeff Iorg.
Upcoming study: To be announced.

Tuesday

- *Dorothy Johnson Circle*, led by Eloise Lindahl and Shirley Park.

- *Presbyterian Women Evening Circle* (contact person: Barbara Brock)
Current study: "Deeply Rooted: Knowing Self, Growing in God", by Christopher Maricle.
Upcoming study: To be announced.

Wednesday

- *The Wednesday Morning Study Group* (contact person: Sylvia Campbell).
Current study: *The Challenge of Jesus*, by John Dominic Crossan.
Upcoming studies [Already approved by Session]:

- *Reading Biblical Literature*, by Craig Koester.
- *The Ten Commandments*, by Joan Chittister.
- *Sitting in the Dark - Growing Through the Poetry of Pain*, by The Work of the People.
- *Sacred Journeys*, by Bruce Feiler.
- *If the Church Were Christian*, by Phillip Gulley.
- *Tex Mix: Stories of Earthy Mysticism*, by Tex Sample.

- *Wednesday Morning Men's Study Group* led by Rev. Dr. David Jones.

- *Wednesday Evening Men's Study Group* led by Rev. Dr. David Jones.

Thursday

- *Circle of Blessings* (contact person, Debra Martinez)
Current study: *The Bad Girls of the Bible, and What We can Learn from Them* by Liz Curtis Higgs.

- 5. **Kick-off Sunday**
Scheduled for Sunday, September 9. There will be no Sunday School that day.

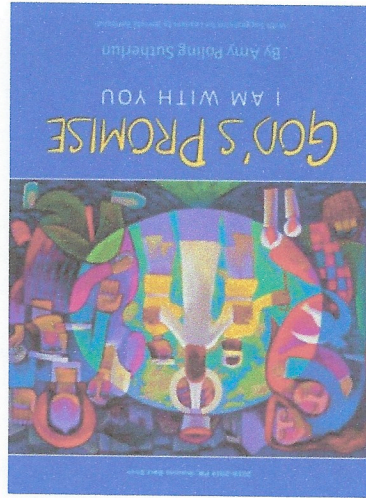
- 6. **New Business**
On Mission Sunday (September 30), Sarah Armstrong will share her thoughts, experiences, and news on mission work in Peru. This will take place during the Sunday School hour.

Laura closed the meeting with prayer.

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For Session's Approval

The following request for approval of study material was submitted since the Adult CE Team's meeting:
Circle of Blessings (contact person, Debra Martinez)
 Study material for the 2018-2019 school year:
God's Promise: I am With You, by Amy Poling Sutherland (with suggestions for leaders by Brenda Bertrand)
 This Horizons Bible study is the Presbyterian Women's suggested study for 2018-2019.
Action item: A motion for Session to approve the above-mentioned study material.



Abstract: The 2018—2019 PW/Horizons Bible study, *God's Promise: I Am with You*, takes readers on a journey through scripture to consider circumstances in which God articulated God's promise of presence. This study does not delve deeply into manifestations of God's presence but rather on God's actual articulation of God's promise. We will see anew that God offered these words of profound comfort and commitment to individuals and communities from the time of the patriarchs to that of the prophets; from the judges to the kings; before, during, and after the exile; into the New Testament and beyond, to the end of the age.

Evangelism Team Minutes - April 2018

The Evangelism Team met on March 23. Attendees were Sherree Fleming, John Haynes, Peggy Hendricks, David Jones, Lucia Queen, and Jan Zettlemoyer.

Membership

- We are offering an abbreviated two-week version of the "Welcome to WPCPC" class on April 22 and 29. Six potential members attended the first class. The Session will convene with the class on April 29 to receive new members.
- We discussed the referrals from Interfaith of new residents who indicate a Presbyterian religious preference. We receive a few names several times a year, and David sends a letter to those that he does not recognize as existing members of our congregation.

Communications

- The Session has reviewed the annual Communications Plan, which identifies communications channels that may be appropriate for each church event. We will next share the plan with the Deacons and other event leaders.
- We have developed an Event Communications Request form that shows the information that event leaders should provide to Shirley Barclay to help her in providing timely, complete, and accurate event communications.
- We looked at WPCPC's Woodlands Online listing, and specifically at our new blog feature. David will work with Shirley to let the staff know about this feature and encourage its use.
- Shirley Barclay has established a WPCPC account on Instagram and is in the process of linking it to Facebook. Instagram would be targeted to teens and individuals in their 20s-30s. It features mostly photos, so we would want to post photos of service, fellowship, and worship events. We will provide more information about Instagram use when it is fully functional.
- David has drafted some potential wording for the WPCPC website that will differentiate our congregation. We are identifying a place on the website to provide a link to PCUSA information about our denomination's beliefs. We also discussed materials that might be placed in the pews. Several team members plan to provide materials from other churches for consideration. David will pursue updates to the Our Staff section of the WPCPC website.

Campus Signage

- Tom Welch and Bruce Lee constructed the frames and posts for the two signs for the side and rear parking lot entrances off of Oak Crest Court, and they have been installed.
- We inspected the first ceiling-mounted wayfinding sign, which will be installed between the Sanctuary and Fellowship Hall. Pending agreement from Building & Grounds, we will order the other three signs.
- Building & Grounds is still seeking a leader for a team to design a new monument sign on W. Panther Creek, with representatives from Evangelism and Finance participating.

Evangelism

- We continued last month's discussion of the Market Research Findings and feedback from the Church Officers' retreat in February. Key messages include the importance of talking with others about the good news and our congregation, inviting others to worship, and providing a warm welcome to visitors. We will consider an Evangelism-focused Sunday in October. In addition to an evangelism-themed sermon, we might have members share about how they came to know this congregation. We will consider providing a brunch or some other recognition for our ushers and greeters.

Welcome Center and Greeters

- Lucia Queen is recruiting volunteers to host the Welcome Center after each worship service. We will purchase buttons to identify the hosts. John Haynes will remind Greeters to wear the Greeters' badges. Sherree will contact the Head Usher about asking the Ushers to wear badges that make them more visible to visitors as well. We have created an instruction card for the Welcome Table Greeters that is located in the basket of materials about church ministries.

Evangelism Team Minutes – April 2018

- We have purchased reusable shopping bags to give to visitors and new members, and are selling them to congregation members for \$3, which is slightly under cost.

Evangelism Team Name

- We discussed changing the name of the Evangelism team but decided to leave it as is for the time being since it is primarily used for internal administrative purposes.

We Choose Welcome – ESL Support

- Sheree reported that she attended the meeting conducted by Interfaith last week for potential ESL volunteers, along with WCP's ESL advocate, Mignon Mabry. ESL needs volunteers as lead, assistant, and substitute teachers, as well as student testers and interviewers. The current plan is to check with Interfaith in July to reassess their needs, then to present a Faith in Action topic focusing on ESL in late July or early August. In the meantime, individuals may contact Mignon, Michele Steiter, or Tracey Freyre at Interfaith for more information about volunteering.

The next Evangelism team meeting will be May 23 at 4 pm.

WCPCC Children/Tween Ministry Meeting Minutes

My 2, 2018@6pm
CHEB room 303

Members Present: Shirley Barclay, Wanie Bush, Jen Conner, Susan Duncan, Audrey Keim, Stephanie Keiser, Tricia Macdonald, Bekah Rydarowski, Robin Ward

- Cho Yeh Scholarships are going to 6 kids. Most of WCPCC children are going to Core 2. All families that requested assistance were given what they asked for. What a blessing!
- New Business:

- o Rummage Sale-April 14th Tithing donation from rummage sale went to Dickinson Youth Ministry.

- o Summer Sunday School

1. Sundays in June 3-24 3rd-6th grade in 105 for VBS skits; 2nd grade and under in 101 doing Mini-mission activities

2. Sundays in July 1-29 3rd-6th grade Mini-mission activities; 2nd grade and under using Fruit of the Spirit

3. No Sunday School in August

- o Under 18 planning Meeting-August 5th 9-10 am in Hendricks Building

- o "PrayGround" in sanctuary-CE is going to reach out to the Sanctuary Guild and get their input and help in developing this. Jen will contact Sanctuary Guild

- Children's Business:

- o VBS Information-K, 1st, and 2nd grade classes are full, waitlist opened. Pre-K 4 is filling fast. Tweens have only 2 registered.

- Tween Business

- o Fun Fridays-

- May 4th Harry Potter night

- WAM Meals-

- o May 16th Pool party at MacDonald house

- o We also discussed designating the 4th Wednesday next school year as pizza night. We are also going to contact the Fellowship Elder to maybe create a spreadsheet of meals for the semester so we get a variety of meals. Jen will contact.

- Robin Ward, ELP board member shared with the team that ELP has updated their By-Laws.

These changes were mainly formatting, they also now include the All Ears program. Also

added, Personnel for All Ears, ELP parent advisor (Iason between parents and ELP director/ELP board), and Room Mom Coordinator.

- o CE team approved these By-Laws and will ask for Session's approval as well.
- Children's Message during the summer. Susan asked for help in delivering these messages. We thought about sending out a sign up genius to Under 18 Ministry team, Adult CE team, Youth, and having the link to sign up in the newsletter and LOC. Susan will send the links to the appropriate teams. This is open to all church members.
- Marrie shared that the adult study parenting teens is going well. She would like to propose a fall study meeting every other Wednesday during the same time. She will contact Ria for approval of study. Youth parents waiting on their child is the audience.
- o Ideas for the study include: how to keep your faith in college, maybe WCPC youth alums return to chat, internet safety, feeling safe at school.
- o The team also discussed the adult study concurrent with a youth and tween study on same topic
- o Offering a homework room for kids not in youth or tween studies
- Next Meeting-August 5th in CHEB 9-10 am; child care available
- Dates

- o May 13th last regular Sunday School Sunday
- o May 20th Pentecost Sunday (activity centers for kids) Confirmation Sunday
- o May 27th Memorial Day weekend-Mission Centers/Activities (Family Promise and Art for Peace)
- o June 2-17th Family Promise, all nurseries and meetings in Children's Ed Building
- o June 4, 11, 18, 25 VBS Planning/Work Days, in 304, Childcare 101
- o June 10th Teacher Appreciation Brunch (SS teacher subs adult, youth and children)
- o July 9-13 VBS Planning/Work Days, in 304, Childcare 101
- o July 12 VBS volunteers mandatory meeting, 9:30-noon in Sanctuary. Child care in 101, 103
- o July 22nd Pool Party-Church wide. 6-8pm at Shadowbend Pool
- o August 5th Under 18 Ministries Meeting 9-10am in CHEB
- o August 12th Backpack blessing
- o August 19th Noisy Offering, Faith in Action, Sunday School Parent/Teacher Orientation
- o Brunch 8:45 brunch, 9am Orientation
- o September 9th Sunday School kick off
- o Sept 23rd 3rd grade Bible presentation
- o Sept 30th Mission Sunday

- o October 7th Game Day Fellowship after 2nd worship
- o October 14th Trunk or Treat Faith in Action
- o October 21st Creation Care Sunday
- o October 26th Trunk or Treat 6-8pm
- o October 31st NO WAM NO WND

Minutes of the Mission Outreach Team

May 1, 2018

Attending: Gary and Mary Jo Chapman, Sally Shu, Ingrid Fowler, Sally Bower, Michele Stelter, Laura Grice, Bill and Kathy Bray, Doug Cordier, Louise Crider, Sue Watkins and guest speaker: Laran Cone

Gary gave the devotional and opened the meeting with prayer.

The guest presentation was given by Laran Cone from Kids Meals of Montgomery County. Start up of the Montgomery county version is projected to be this summer. She is looking for several churches to commit to pack 50-200 shelf stable meals per month. Further discussion indicated we were in favor of providing this service which will target low income preschoolers in the HUD apartments in The Woodlands. Michele will contact her regarding logistics and Ingrid will be the advocate. The contact number for Laran is 832-585-4517.

Gary presented the Elder report. \$8,700 was raised by the rummage sale proceeds for camp scholarships. We are looking into replacing the church organ.

Project Reports:

Peru

Quillabamba: Jane Harding is going to Quillabamba with FPCB May 18-27

La Molina: July 25 - August 2

○ Signed up are Jim and Caroline Barnes Gary and MaryJo Chapman, Jane Harding, Deborah Martinez and Sally Shu

○ The optometrist Daniel Jauregui Tafur has agreed to come again this year and will be staying with us in the hotel.

○ VBS and medical will both be at the church. They have added onto the church since last year.

Ayaviri:

○ No one signed up to go to Ayaviri (WPC) from our church August 3-12.

○ Ed Tobias thanked us for our financial support.

○ \$3000 has been used for the solar hot water heater.

Sicuaní:

○ Sicuaní Bible Seminary update: 16 scholarships have been awarded.

○ The bathroom has been completed.

Africa

- Reverend Machisa at Siavonga UCZ sent us an update on the building expansion with photos.

ESL

- Interfaith expects to use all classrooms in the Hendricks building next school year for ESL. The school year has been set, beginning August 21, 2018 and ending May 14, 2019. Interfaith recently held a volunteer orientation meeting as they are looking for more ESL teachers, substitute teachers and classroom aides.

Family Promise:

- Michele reported that we need help at the sign up table this Sunday. Gary volunteered for after the first service. Signs up on the first Sunday went well.

Habitat:

- All money owed for our Habitat house has been paid, leaving a balance of just over \$1,600 in Benevolence that can be reallocated to other mission outreach projects. Bill Bray is stepping down as co-advocate. Our level of participation has dropped to the point that we are considered having 2-4 Habitat work days rather than such a large commitment.

Love Fosters Hope:

- Sue Watkins has shared that the number of foster kids going to camp this year will increase by 50. She reports the blankets for the boys were a blessing. Michele indicated we would be happy to make more blankets including girls. The material is on sale at present. Sue and Michele will communicate whether we do more blankets. A benefactor has purchased a group home for the aging out foster kids who have nowhere to go.

Mission Facilitator's Report:

- \$3,868 was received for One Great Hour of Sharing.

- Vacation Bible School is July 16-20 and this year's theme is food.

Associate Pastor's Report:

- Laura Grice is coordinating the Presbyterian conference in Galveston, February 6-9, 2019. The theme is "Come to the Waters". Friday Feb 8 is mission day and St. Phillip is sponsoring the kids against Hunger packing of rice, beans and soy. We are encouraged to attend.

Laura closed the meeting with prayer:

Megan Hansen, Nancy Hathaway, Marnie Bush, De McNaught, Danelle Liddell, Shirley Barclay

Open with Prayer and Study – Megan

Old Business:

Spring Activities

1. Fellowship
Looking into planning overnight sleepovers for boys and girls separately, in the planning phase
No other Fellowship activities planned for the summer at this time

2. Sunday School

Sunday school will continue (using Nooma) throughout the end of July. Nancy will be out June 24 and July 1 and will find a replacement for both dates.

3. Wednesdays

We will take out the advertisements for the Jam night, but continue as/if volunteers are available

4.

Summer Trips – Numbers, Scholarships, Chaperones

Heifer has 3 youth and 2 sponsors signed up, 1 youth spot left. We were able to cancel 6 spots without losing any money so we only have a total of 6 to fill. Youth team will continue to promote the trip, Deb McNaught and Diane Lundgren are sponsors (Nancy will call Kristin Campbell to ask her to be a back up sponsor)

Celebration is has 9 youth and 2 sponsors signed up. 1 additional youth is interested, sponsors are Sally Bowers and Danelle Liddell.

Jubilee only has 4 youth signed up, youth team will work on promoting the conference on the May 4th event and at Bible study and Sunday school. Whatever spots are not taken will be cancelled by the end of May, at a loss of \$75 each for an administration fee. Shirley will send an invite/reminder to sign up.

Laura will confirm with families on Monday of the scholarship need and then Shirley will send an email to the under 18 committee requesting the amount.

Shirley will research the van rental and if it may be possible to rent a smaller van for Jubilee and Heifer. Will submit findings and reserve transportation upon approval/advisement of the youth team.

5. Confirmation- is May 20. Leigh Cordier, Amy Loyacano, Ginger Fray will help with the reception.

6. Senior Sunday
June 3 is senior Sunday, there will be a reception in the youth room at 9:45 am during the Sunday school hour. Marnie is sending out a sign up genius. Wendy Searfuss, Danelle Liddell, Stephanie Martin and Amy Loyacano are helping with the reception. After the 11 am worship

service(only 1 since first day of summer worship schedule.) the seniors will have a receiving line to greet members wanting to wish them well. Shirley will send out an email to parents inviting them to the reception and giving them information regarding the details. Shirley will order keychains from lifeway.

New Business:

August 5 is the under 18 meeting at 9 am

August 19 is the Parent Orientation Meeting (adding parents to a group me was requested so they can be in on the loop of last minute plans)

Servin Safari is August 6-8 for the completed 6 thru 8th grades. Another meeting at a later date will firm up details etc with Michelle, Susan and others involved.

Marnie brought up thoughts that since we have the beach retreat which serves to help the youth leaving tweens merge with the youth group that an event at the end of the year such as the combined fellowship on May 4 would not be necessary in the future. The team agreed.

Family Promise set up is scheduled for June 2 at 8 am and then after the worship service on June 3. The tear down is scheduled for June 17th after the worship service. The youth are invited and encouraged to help.

Beach Retreat is scheduled for Aug 24-26, Shirley will contact the beach house owner to confirm that the date is available and reserved.

Meeting ended at 1pm.

The Woodlands Community Presbyterian Church
Statement of Activities - WPCPC
January to April 2018

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						
Revenues						
Contributions	\$83,543.37	\$87,701.42	\$4,158.05	\$364,556.54	\$350,805.68	(\$13,750.86)
Miscellaneous Income	\$2,733.50	\$1,044.91	(\$1,688.59)	\$6,142.81	\$4,179.64	(\$1,963.17)
Other Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$86,276.87	\$88,746.33	\$2,469.46	\$370,699.35	\$354,985.32	(\$15,714.03)
Net assets released from restriction	\$13,001.42			\$154,339.57		
Total Unrestricted Revenues	\$99,278.29	\$88,746.33	\$2,469.46	\$525,038.92	\$354,985.32	(\$15,714.03)
Expenses						
Building & Grounds	\$13,519.11	\$11,730.83	(\$1,788.28)	\$53,760.01	\$46,923.32	(\$6,836.69)
Insurance	\$0.00	\$2,126.67	\$2,126.67	\$5,759.00	\$8,506.68	\$2,747.68
Mortgage	\$8,180.00	\$8,180.00	\$0.00	\$32,720.00	\$32,720.00	\$0.00
Administration	\$1,842.70	\$2,754.17	\$911.47	\$11,269.13	\$11,016.68	(\$252.45)
Beneficence	\$9,313.85	\$9,124.65	(\$189.20)	\$31,406.64	\$36,498.60	\$5,091.96
Christian Enrichment	\$3,403.44	\$2,500.01	(\$903.43)	\$11,546.96	\$10,000.04	(\$1,546.92)
Nursery	\$81.09	\$0.00	(\$81.09)	\$546.69	\$900.00	\$353.31
Total Christian Enrichment	\$2,427.18	\$3,250.02	\$822.84	\$11,830.71	\$13,900.08	\$2,069.37
Youth	\$279.10	\$775.00	\$495.90	\$196.10	\$3,120.00	\$2,923.90
Evangelism	\$820.24	\$0.00	(\$820.24)	\$2,465.39	\$3,000.00	\$534.61
Deacons	\$62.53	\$25.00	(\$37.53)	\$177.53	\$100.00	(\$77.53)
Finance	\$557.01	\$417.00	(\$140.01)	\$1,980.98	\$1,668.00	(\$312.98)
Anniversary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mission Outreach	\$135.00	\$208.33	\$73.33	\$215.00	\$833.32	\$618.32
Fellowship	\$9.67	\$461.67	\$452.00	\$1,492.73	\$1,446.68	\$353.95
Creation Care Team	\$218.25	\$0.00	(\$218.25)	\$218.25	\$1,075.00	\$856.75
Presbyterian Women	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Stephen Ministry	\$0.00	\$41.67	\$41.67	(\$200.00)	\$166.68	\$366.68
Personnel	\$13,279.54	\$13,378.06	\$98.52	\$53,356.89	\$53,512.24	\$155.35
Associate Pastor-Pastoral Care	\$7,659.33	\$7,669.04	\$9.71	\$30,651.45	\$30,676.16	\$24.71
Associate Pastor - Youth	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursements	\$2,227.80	\$1,693.00	(\$534.80)	\$3,665.73	\$6,772.00	\$3,106.27
Staff	\$26,196.21	\$27,947.00	\$1,750.79	\$106,399.16	\$111,788.00	\$5,388.84
Total Personnel	\$49,362.88	\$50,687.10	\$1,324.22	\$194,073.23	\$202,748.40	\$8,675.17
Worship	\$682.99	\$779.17	\$96.18	\$3,209.36	\$3,116.68	(\$92.68)
Music	(\$2.04)	\$137.49	\$139.53	\$68.88	\$549.96	\$481.08
Total Worship	\$680.95	\$916.66	\$235.71	\$3,278.24	\$3,666.64	\$388.40
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
Total Expenses	\$87,408.47	\$90,698.77	\$3,290.30	\$350,642.94	\$367,790.08	\$17,147.14
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	\$13,001.42	\$0.00	\$0.00	\$154,339.57		
All Expenses	\$100,409.89	\$90,698.77	\$3,290.30	\$504,982.51	\$367,790.08	\$17,147.14
Change in unrestricted net assets	(\$1,131.60)	(\$1,952.44)	(\$820.84)	\$20,056.41	(\$12,804.76)	(\$32,861.17)
Designated Reserves						
Contributions	\$43,643.02			\$123,643.92		
Net assets released from restriction	\$13,001.42			\$154,339.57		
Change in Designated Reserves	\$30,641.60			(\$30,695.65)		
Change in Permanent Restricted Funds	\$620.54			\$620.54		

The Woodlands Community Presbyterian Church
 Statement of Activities - WCPC
 January to April 2018

Accounts

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	\$30,130.54					
Net Assets at beginning of period	\$344,669.41			\$384,818.65		
Current Net Assets	\$374,799.95			\$374,799.95		

The Woodlands Community Presbyterian Church
 Summary of Restricted Accounts - WPCPC Portrait
 January to April 2018

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
Designated Reserves				
DG - General Operating				
1-802005 - Building & Grounds Reserve	\$20,353.19	\$2,828.20	\$10,000.00	\$13,181.39
1-802020 - Prepaid Pledge Reserve	\$9,710.00	\$0.00	\$9,710.00	\$0.00
1-802025 - 403(b) Plan	\$0.00	\$0.00	\$0.00	\$0.00
1-802026 - FSA Plan	\$0.00	\$2,606.48	\$0.01	\$0.01
1-802030 - ELP Payroll Tax Clearing	\$2,854.00	\$1,610.49	\$1,317.58	\$3,146.91
1-802040 - Prof. Dev. Carryover - Pastor	\$22.04	\$31,080.71	\$31,080.71	\$0.00
1-802045 - Prof. Dev. Carryover - PC A. Pastor	\$936.24	\$0.00	\$936.24	\$0.00
1-802050 - Weekly Sanctuary Flowers	\$1,742.54	\$0.00	\$0.00	\$1,742.54
1-802060 - Sanctuary Guild Reserve	\$1,580.00	\$550.00	\$0.00	\$1,551.00
Total DG - General Operating	\$38,280.33	\$40,192.04	\$56,230.01	\$22,242.36
Reimbursements				
1-803005 - Youth Trips - Non Mission	\$0.00	\$1,920.00	\$3,890.00	(\$1,970.00)
1-803009 - Youth Non-Cash Expenses	\$0.00	\$37.60	\$0.00	\$37.60
1-803015 - Men's Retreat Fees	(\$2,352.00)	\$6,000.00	\$0.00	\$3,648.00
1-803020 - Women's Retreat/Luncheon Fees	\$1,955.18	\$0.00	\$0.00	\$1,955.18
1-803055 - Wedding Fees	\$820.50	\$0.00	\$0.00	\$820.50
1-803065 - Curriculum & Book Fees	(\$190.09)	\$0.00	\$0.00	(\$190.09)
1-803066 - Wednesday Evening Meal	\$1,555.89	\$916.00	\$553.95	\$1,917.94
1-803067 - Adult Fellowship Luncheon-monthly	\$3.72	\$787.00	\$558.19	\$232.53
1-803070 - Just Coffee	\$209.76	\$452.00	\$275.45	\$386.31
1-803099 - Miscellaneous Fees	\$1,053.48	\$0.00	\$1,032.89	\$20.59
Total Reimbursements	\$3,056.44	\$10,112.60	\$6,310.48	\$6,858.56
Designated - Special Purpose				
1-802012 - Board of Deacons Fund	\$0.00	\$0.00	\$45.00	(\$45.00)
1-802035 - Prayers & Squares	\$1,892.37	\$0.00	\$0.00	\$1,892.37
1-803045 - Children & Youth Trip Scholarships	\$4,071.59	\$8,543.76	\$0.00	\$12,615.35
1-804002 - Music Reserve - Handbells	(\$639.16)	\$100.00	\$0.00	(\$539.16)
1-804008 - Vacation Bible School Reserve	\$269.03	\$0.00	\$226.70	\$42.33
1-804009 - Youth-Designated Gifts	\$4,065.95	\$0.00	\$0.00	\$4,065.95
1-804011 - Youth Music Trip Scholarships	\$500.00	\$0.00	\$0.00	\$500.00
1-804012 - Youth Mission Trip Scholarships	\$6,633.16	\$122.28	\$0.00	\$6,755.44
1-804014 - Youth Group Meals Donations	\$5,049.25	\$0.00	\$0.00	\$5,049.25
1-804015 - Kitchen Angels Reserve	\$635.49	\$0.00	\$0.00	\$635.49
1-804021 - Peru Mission Trip	\$313.30	\$0.00	\$0.00	\$313.30
1-804023 - Love Your Neighbor Day	\$3,185.96	\$1,250.00	\$1,500.00	\$2,935.96
1-804040 - Prime Timers Reserve	\$102.15	\$20.15	\$102.15	\$0.00
1-804045 - Youth Fund - Non-Mission	\$506.32	\$0.00	\$0.00	\$506.32
1-804051 - Library Reserve Fund	\$5,300.54	\$2,550.00	\$3,222.00	\$4,628.54
1-804095 - Prayer Garden Reserve-40% of Book	\$25.00	\$25.00	\$0.00	\$25.00
1-804096 - PROJECTS-Tween Remodel & Side Yard	\$1,262.49	\$1,125.00	\$797.64	\$1,589.85
1-804097 - Equipping Church Ministry	\$4,081.15	\$0.00	\$0.00	\$4,081.15
1-804099 - Miscellaneous Special Purpose	\$0.00	\$0.00	\$38.62	(\$38.62)
1-804100 - Memorial Gifts	\$368.22	\$0.00	\$0.00	\$368.22
1-804101 - Birthday Endowment Fund	\$487.00	\$2,952.00	\$1,700.00	\$4,076.63
1-804110 - BOOK - History of WPCPC	\$50.00	\$5.00	\$0.00	\$492.00
1-810020 - Program/Mission/Benevolence Endow.	\$668.23	\$0.00	\$0.00	\$668.23
1-810025 - Capital Campaign Contributions	\$67,349.82	\$22,932.00	\$33,077.00	\$57,204.82
Total Designated - Special Purpose	\$108,977.49	\$39,625.19	\$40,709.11	\$107,893.57
DG - Mission Outreach				
1-805000 - Minister's Discretionary Fund	\$1,415.11	\$4,001.00	\$1,493.00	\$3,923.11
1-805001 - Christmas Offering	\$11,271.00	\$200.00	\$11,471.00	\$0.00
1-805002 - Alternative Christmas Market	\$9,933.18	\$115.12	\$10,048.30	\$0.00
1-805003 - 10% of Campaign Tithes	\$11,800.83	\$2,069.00	\$9,027.07	\$4,842.76
1-805005 - Disaster Relief	\$0.00	\$25.00	\$0.00	\$25.00
1-805007 - City Presbyterian Pmt Accumulation	\$0.00	\$10,296.00	\$5,800.00	\$4,496.00
1-805010 - 60% of History Book	\$3,103.94	\$0.00	\$0.00	\$3,103.94
1-805015 - One Great Hour of Sharing	\$0.00	\$0.00	\$0.00	\$0.00
1-805020 - Peace & Global Witness Offering	\$837.75	\$3,767.75	\$0.00	\$3,767.75
1-805025 - Youth Mission Trip Fees	\$948.10	\$55.00	\$837.75	\$55.00
1-805030 - Mission Trip Travel	\$2,585.74	\$127.00	\$0.00	\$2,712.74

The Woodlands Community Presbyterian Church
Summary of Restricted Accounts - WPCPC Portrait
January to April 2018

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
1-805034 - ESL Children's Programs	\$6,440.53	\$1,534.43	\$1,129.11	\$6,845.85
1-805036 - Youth Seater's Kits	\$426.72	\$307.12	\$0.00	\$733.84
1-805037 - Angel Tree	\$280.08	\$0.00	\$0.00	\$280.08
1-805040 - Sunday School Offering	\$1,268.51	\$3,925.50	\$5,000.00	\$194.01
1-805045 - Youth - Mission Funds	\$495.81	\$0.00	\$0.00	\$495.81
1-805055 - Africa Partnership Fund	\$0.00	\$810.00	\$0.00	\$810.00
1-805060 - Habitat for Humanity Fund	\$71.00	\$2,022.00	\$2,093.00	\$0.00
1-805064 - Soles4Souls	\$180.70	\$0.00	\$0.00	\$180.70
1-805065 - Gathering Place Fund	\$1,032.59	\$951.00	\$333.76	\$1,649.83
1-805070 - Refugee Assistance Fund	\$646.42	\$900.00	\$300.00	\$1,246.42
1-805075 - Community Clinic Fund	\$0.00	\$69.07	\$69.07	\$0.00
1-805085 - Education Assistance Fund	\$0.00	\$850.00	\$0.00	\$850.00
1-805099 - Miscellaneous Mission Outreach Fund	\$2,947.33	\$1,689.10	\$937.91	\$3,698.52
Total DG - Mission Outreach	\$55,685.34	\$33,714.09	\$51,089.97	\$38,309.46
Total Designated Reserves	\$205,999.60	\$123,643.92	\$154,339.57	\$175,303.95

The Woodlands Community Presbyterian Church
Summary of Restricted Accounts - WPCPC Portrait
January to April 2018

Accounts

Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
\$157,430.81	\$1,542.14	\$0.00	\$158,972.95
\$30,047.65	\$0.00	\$988.36	\$29,059.29
\$6,817.55	\$66.76	\$0.00	\$6,884.31
\$194,296.01	\$1,608.90	\$988.36	\$194,916.55

Permanent Restricted Funds
 1-810000 - General Endowment
 1-810030 - TPF - Sanctuary Guild Endowment
 1-810045 - TPF - Music Endowment
 Total Permanent Restricted Funds

Assets		Liabilities & Equity	
Current Assets		Liabilities & Equity	
Cash		Long Term Liabilities	
Woodforest Checking		Long Term Debt - Bank	
Woodforest FSA Account		Total Long Term Liabilities	\$838,768
Woodforest Savings		Equity	
Total Cash	\$181,301	Equity in Assets	
Investments		General Reserve	\$3,816,934
Investments		Unrealized Gain/(Loss) - Investment	\$6,448
Total Investments	\$194,917	Total Equity	\$3,824,050
Buildings & Equipment		Total Liabilities & Equity	\$4,662,818
Additional Land Purchase (1993)	\$72,045	Fund Principal	
Charles Hendricks Ed. Bldg. (2012)	\$925,914	WPCG General Fund Balance	
Phase 1 Building (1983)	\$635,397	Current Year Activity	
Phase 2 Building (1988)	\$888,711	Total Fund Principal and Current Year Activity	\$4,579
Sanctuary (1997)	\$2,139,334	Restricted Funds	
Total Buildings & Equipment	\$4,661,400	Total Designated Reserves	
Total Current Assets	\$5,037,618	Total Permanent Restricted Funds	\$175,304
Total Assets	\$5,037,618	Total Restricted Funds	\$194,917
		Total Liabilities & Equity, Fund Principal, & Restricted Funds	\$370,220
			\$5,037,618

The Woodlands Community Presbyterian Church
Balance Sheet - WCPC
April 2018