

The Woodlands Community Presbyterian Church
Statement of Activities - WCPC
January to May 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	\$69,126.34	\$87,701.42	\$18,575.08	\$433,682.88	\$438,507.10	\$4,824.22
Miscellaneous Income	\$1,105.04	\$1,044.91	(\$60.13)	\$7,247.85	\$5,224.55	(\$2,023.30)
Other Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$70,231.38	\$88,746.33	\$18,514.95	\$440,930.73	\$443,731.65	\$2,800.92
Net assets released from restriction	\$20,740.51			\$175,080.08		
Total Unrestricted Revenues	\$90,971.89	\$88,746.33	\$18,514.95	\$616,010.81	\$443,731.65	\$2,800.92
Expenses						
Building & Grounds	\$13,000.55	\$11,730.83	(\$1,269.72)	\$66,760.56	\$58,654.15	(\$8,106.41)
Insurance	\$783.00	\$2,126.67	\$1,343.67	\$6,542.00	\$10,633.35	\$4,091.35
Mortgage	\$8,180.00	\$8,180.00	\$0.00	\$40,900.00	\$40,900.00	\$0.00
Administration	\$1,985.49	\$2,754.17	\$768.68	\$13,254.62	\$13,770.85	\$516.23
Benevolence	\$6,176.26	\$9,124.65	\$2,948.39	\$37,582.90	\$45,623.25	\$8,040.35
Christian Enrichment						
Nursery	\$2,693.35	\$2,500.01	(\$193.34)	\$14,240.31	\$12,500.05	(\$1,740.26)
Children's Education	(\$385.48)	\$750.01	\$1,135.49	(\$648.42)	\$3,750.05	\$4,398.47
Adult Education	\$144.00	\$0.00	(\$144.00)	\$690.69	\$900.00	\$209.31
Total Christian Enrichment	\$2,451.87	\$3,250.02	\$798.15	\$14,282.58	\$17,150.10	\$2,867.52
Youth	\$92.68	\$950.00	\$857.32	\$288.78	\$4,070.00	\$3,781.22
Evangelism	\$1,224.93	\$50.00	(\$1,174.93)	\$3,690.32	\$3,050.00	(\$640.32)
Deacons	\$0.00	\$25.00	\$25.00	\$177.53	\$125.00	(\$52.53)
Finance	\$394.32	\$417.00	\$22.68	\$2,375.30	\$2,085.00	(\$290.30)
Anniversary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mission Outreach	\$274.93	\$208.33	(\$66.60)	\$489.93	\$1,041.65	\$551.72
Fellowship	\$1,034.90	\$461.67	(\$573.23)	\$2,527.63	\$2,308.35	(\$219.28)
Creation Care Team	\$75.02	\$0.00	(\$75.02)	\$293.27	\$1,075.00	\$781.73
Presbyterian Women	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Stephen Ministry	(\$15.00)	\$41.67	\$56.67	(\$215.00)	\$208.35	\$423.35
Personnel						
Pastor	\$13,279.54	\$13,378.06	\$98.52	\$66,636.43	\$66,890.30	\$253.87
Associate Pastor-Pastoral Care	\$7,659.33	\$7,669.04	\$9.71	\$38,310.78	\$38,345.20	\$34.42
Associate Pastor - Youth	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursements	\$2,325.35	\$1,693.00	(\$632.35)	\$5,991.08	\$8,465.00	\$2,473.92
Staff	\$27,944.86	\$27,947.00	\$2.14	\$134,344.02	\$139,735.00	\$5,390.98
Total Personnel	\$51,209.08	\$50,687.10	(\$521.98)	\$245,282.31	\$253,435.50	\$8,153.19
Worship						
Music	\$1,000.00	\$779.17	(\$220.83)	\$4,209.36	\$3,895.85	(\$313.51)
Services	\$85.20	\$137.49	\$52.29	\$154.08	\$687.45	\$533.37
Total Worship	\$1,085.20	\$916.66	(\$168.54)	\$4,363.44	\$4,583.30	\$219.86
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	\$87,953.23	\$90,923.77	\$2,970.54	\$438,596.17	\$458,713.85	\$20,117.68
Other Expenses						
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	\$20,740.51	\$0.00	\$0.00	\$175,080.08	\$0.00	\$0.00
All Expenses	\$108,693.74	\$90,923.77	\$2,970.54	\$613,676.25	\$458,713.85	\$20,117.68
Change in unrestricted net assets	(\$17,721.85)	(\$2,177.44)	\$15,544.41	\$2,334.56	(\$14,982.20)	(\$17,316.76)
Designated Reserves						
Contributions	\$27,502.99			\$151,146.91		
Net assets released from restriction	\$20,740.51			\$175,080.08		
Change in Designated Reserves	\$6,762.48			(\$23,933.17)		
Change in Permanent Restricted Funds	\$0.00			\$620.54		

Date : 06/08/2018
Time : 9:27:15 AM

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

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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	(\$10,959.37)			(\$20,978.07)		
Net Assets at beginning of period	\$374,799.95			\$384,818.65		
Current Net Assets	\$363,840.58			\$363,840.58		

The Woodlands Community Presbyterian Church
 Summary of Restricted Accounts - WCPC Portrait
 January to May 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	\$3,133.11	\$3,133.10	\$0.01
1-802026 - FSA Plan	\$2,854.00	\$2,002.15	\$2,279.67	\$2,576.48
1-802030 - ELP Payroll Tax Clearing	\$22.04	\$34,636.17	\$38,211.43	(\$3,553.22)
1-802040 - Prof. Dev. Carryover - Pastor	\$936.24	\$0.00	\$936.24	\$0.00
1-802045 - Prof. Dev. Carryover - PC A. Pastor	\$1,742.54	\$0.00	\$0.00	\$1,742.54
1-802050 - Weekly Sanctuary Flowers	\$1,580.00	\$850.00	\$1,129.00	\$1,301.00
1-802060 - Sanctuary Guild Reserve	\$1,082.32	\$1,516.15	\$0.00	\$2,598.47
Total DG - General Operating	\$38,280.33	\$44,965.78	\$65,399.44	\$17,846.67
Reimbursements				
1-803005 - Youth Trips - Non Mission	\$0.00	\$4,090.00	\$3,890.00	\$200.00
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	\$5,010.00	(\$1,362.00)
1-803020 - Women's Retreat/Luncheon Fees	\$1,955.18	\$3,575.26	\$0.00	\$5,530.44
1-803055 - Wedding Fees	\$820.50	\$0.00	\$0.00	\$820.50
1-803065 - Curriculum & Book Fees	(\$190.09)	\$10.00	\$0.00	(\$180.09)
1-803066 - Wednesday Evening Meal	\$1,555.89	\$1,104.00	\$933.27	\$1,726.62
1-803067 - Adult Fellowship Luncheon-monthly	\$3.72	\$1,293.32	\$577.61	\$719.43
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	\$16,562.18	\$11,719.22	\$7,899.40
Designated - Special Purpose				
1-802012 - Board of Deacons Fund	\$0.00	\$0.00	\$54.00	(\$54.00)
1-802035 - Prayers & Squares	\$1,892.37	\$0.00	\$0.00	\$1,892.37
1-803045 - Children & Youth Trip Scholarships	\$4,071.59	\$8,843.76	\$1,997.80	\$10,917.55
1-804000 - Traditional/Sanctuary Choir	(\$639.16)	\$100.00	\$0.00	(\$539.16)
1-804002 - Music Reserve - Handbells	\$269.03	\$0.00	\$226.70	\$42.33
1-804008 - Vacation Bible School Reserve	\$4,065.95	\$0.00	\$0.00	\$4,065.95
1-804009 - Youth-Designated Gifts	\$500.00	\$0.00	\$0.00	\$500.00
1-804011 - Youth Music Trip Scholarships	\$6,633.16	\$122.28	\$0.00	\$6,755.44
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	\$313.30	\$0.00	\$0.00	\$313.30
1-804021 - Peru Mission Trip	\$3,185.96	\$1,350.00	\$1,500.00	\$3,035.96
1-804023 - Love Your Neighbor Day	\$102.15	\$20.15	\$102.15	\$20.15
1-804040 - Prime Timers Reserve	\$506.32	\$0.00	\$506.32	\$0.00
1-804045 - Youth Fund - Non-Mission	\$5,300.54	\$2,550.00	\$3,222.00	\$4,628.54
1-804051 - Library Reserve Fund	\$0.00	\$25.00	\$0.00	\$25.00
1-804095 - Prayer Garden Reserve-40% of Book	\$1,262.49	\$1,435.00	\$836.26	\$1,861.23
1-804096 - PROJECTS-Tween Remodel & Side Yard	\$4,081.15	\$0.00	\$0.00	\$4,081.15
1-804097 - Equipping Church Ministry	\$0.00	\$38.62	\$38.62	\$0.00
1-804099 - Miscellaneous Special Purpose	\$368.22	\$0.00	\$0.00	\$368.22
1-804100 - Memorial Gifts	\$2,824.63	\$3,577.00	\$1,700.00	\$4,701.63
1-804101 - Birthday Endowment Fund	\$487.00	\$5.00	\$0.00	\$492.00
1-804110 - BOOK - History of WCPC	\$50.00	\$0.00	\$0.00	\$50.00
1-810020 - Program/Mission/Benevolence Endow.	\$668.23	\$0.00	\$0.00	\$668.23
1-810025 - Capital Campaign Contributions	\$67,349.82	\$30,456.00	\$33,829.00	\$63,976.82
Total Designated - Special Purpose	\$108,977.49	\$48,522.81	\$44,012.85	\$113,487.45
DG - Mission Outreach				
1-805000 - Minister's Discretionary Fund	\$1,415.11	\$4,001.00	\$2,296.02	\$3,120.09
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	\$2,821.00	\$9,027.07	\$5,594.76
1-805005 - Disaster Relief	\$0.00	\$25.00	\$0.00	\$25.00
1-805006 - Pentecost Offering	\$0.00	\$1,794.00	\$0.00	\$1,794.00
1-805007 - Qtrly Presbytery Pmt Accumulation	\$0.00	\$13,728.00	\$5,800.00	\$7,928.00
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	\$3,767.75	\$0.00	\$3,767.75
1-805020 - Peace & Global Witness Offering	\$837.75	\$55.00	\$837.75	\$55.00
1-805025 - Youth Mission Trip Fees	\$948.10	\$742.25	\$2,550.00	(\$859.65)

The Woodlands Community Presbyterian Church
 Summary of Restricted Accounts - WCPC Portrait
 January to May 2018

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
1-805030 - Mission Trip Travel	\$2,585.74	\$127.00	\$0.00	\$2,712.74
1-805034 - ESL Children's Programs	\$6,440.53	\$1,534.43	\$1,643.40	\$6,331.56
1-805036 - Youth Seafarer'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	\$1,500.00	\$1,626.00	\$520.42
1-805075 - Community Clinic Fund	\$0.00	\$130.87	\$69.07	\$61.80
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	\$1,153.20	\$3,483.23
Total DG - Mission Outreach	\$55,685.34	\$41,096.14	\$53,948.57	\$42,832.91
Total Designated Reserves	\$205,999.60	\$151,146.91	\$175,080.08	\$182,066.43

The Woodlands Community Presbyterian Church
Summary of Restricted Accounts - WCPC Portrait
January to May 2018

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<u>Permanent Restricted Funds</u>				
1-810000 - General Endowment	\$157,430.81	\$1,542.14	\$0.00	\$158,972.95
1-810030 - TPF - Sanctuary Guild Endowment	\$30,047.65	\$0.00	\$988.36	\$29,059.29
1-810045 - TPF - Music Endowment	\$6,817.55	\$66.76	\$0.00	\$6,884.31
Total Permanent Restricted Funds	\$194,296.01	\$1,608.90	\$988.36	\$194,916.55

From: **Laura Grice** lgrice@wcpc-tx.org

Subject: Fwd: May 2018 Financials

Date: June 19, 2018 at 6:52 PM

To: alkeim5 alkeim5@gmail.com, AndyNon7 AndyNon7@gmail.com, lgregg1823 lgregg1823@yahoo.com, pierceburnette (pierceburnette@gmail.com) pierceburnette@gmail.com, tjmandcsm tjmandcsm@sbcglobal.net, Bowhead8 Bowhead8@yahoo.com, megateer megateer@gmail.com, sgflemi sgflemi@gmail.com, tmduncan173 tmduncan173@gmail.com, balee5068 balee5068@gmail.com, jenniferconner79 jenniferconner79@gmail.com, nancyc1254 nancyc1254@yahoo.com, ria.smit.dubruyn ria.smit.dubruyn@gmail.com

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All,
Attached you will find the May 2018 financials.

Laura

Date : 06/08/2018
Time : 9:26:33 AM

The Woodlands Community Presbyterian Church
Balance Sheet - WCPC
May 2018

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Accounts	
Assets	
Current Assets	
Cash	
Cash	
Woodforest Checking	\$66,283
Woodforest FSA Account	\$3,368
Woodforest Savings	\$100,690
Total Cash	\$170,342
Total Cash	\$170,342
Investments	
Investments	
Texas Presbyterian Foundation	\$194,917
Total Investments	\$194,917
Total Investments	\$194,917
Buildings & Equipment	
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
Total Buildings & Equipment	\$4,661,400
Total Current Assets	\$5,026,659
Total Assets	\$5,026,659
Liabilities & Equity, Fund Principal, & Restricted Funds	
Liabilities & Equity	
Long Term Liabilities	
Long Term Debt - Bank	\$833,558
Total Long Term Liabilities	\$833,558
Equity	
Equity in Assets	\$3,822,143
General Reserve	\$668
Unrealized Gain/(Loss) - Investment	\$6,448
Total Equity	\$3,829,260
Total Liabilities & Equity	\$4,662,818
Fund Principal	
WCPC General Fund Balance	(\$15,477)
Current Year Activity	\$2,335
Total Fund Principal and Current Year Activity	(\$13,142)
Restricted Funds	
Total Designated Reserves	\$182,066
Total Permanent Restricted Funds	\$194,917

Total Restricted Funds
Total Liabilities & Equity, Fund Principal, & Restricted Funds

\$376,983
\$5,026,659



2018-05 Restricted



2018-05 Rev &



Meeting Notes

Creation Care team Meeting

June 18, 2018

2:30 P.M.

Hendricks Building

Present: Cinda Hitchcock, David Hitchcock, Glee Dodson, Beverley Stockton, Tim Moore

1. Opening Prayer — Cinda
2. May 14, 2018 Meeting Notes Approved
3. Discussion of Activities
 - a. Good News Herald: W.C. Peezy quips and short articles: July will feature food waste. Members may want to submit paragraphs for future publication.
 - b. CCT Presentations, Sunday School, Nursery and ELP Staff
 - i. July 12 — VBS, Sanctuary — presenter Cinda
 - ii. August 5 — Under 18 — TBD
 - iii. August 12 or 26 — Children & Tweens — TBD
 - iv. October 1 — Early Learning Program--TBD
4. Submission and Reports, Written Policy Guidelines — CCT is working on policies regarding how WCPC teams can encourage Earth Care Congregation best practices. CCT will work with various teams to develop the policies.
 - a. Introduction — including reductions of single use plastics and disposables, reduction of purchases of environmentally impactful items, and reusing where possible
 - b. Recycling — Beverley and Glee reported on their substantial recycling guidelines and new descriptive signage distinguishing where to put recycling and where to put garbage.
 - c. Lawn and Garden Care — David presented a comprehensive list of recommended guidelines for lawn and garden care.
 - d. Energy Use — Tim is continuing to work on Energy use using the WCPC 2013 Energy audit.
5. Discussion of Earth Care Certification Goals — Cinda reviewed 2018 goals which were mostly accomplished. Several new goals for 2019 were proposed.

6. New Business — Several new charitable gifts designated for CCT have not been forwarded to the Charitable and Memorial Gifts Committee. We will check with Matthew in the Church Office to make sure that gifts are reported to the Committee for review and the Session for approval in accordance with Memorial Gift Guidelines.
7. Monthly Recycling Pickup — June: Beverley Stockton; July: Tim Moore; August: Charlotte Anderson; September: Glee Dodson and Sarah Federer; October: Hitchcock; November: Beverley Stockton; December — ?
8. Next Meeting Date: July 9, 2:30

Prepared by Tim Moore

June 2018 Youth Team Agenda – Friday, June 1, 2018, 12:00pm

Megan Hansen, Nancy Hathaway, De McNaught, Danelle Liddell, Shirley Barclay, Michele Stelter, Susan Duncan, Shelley Mathay, Laura Grice

Open with Prayer– Megan

Shelley Mathay addressed the group and said how much All Ears appreciates the use of the space. She requested that she switch offices with Susan Duncan and it was approved.

Then Shelley left and the group discussed the summer trips and last minute details etc

1. Summer Trips –

Heifer has 3 youth and 2 sponsors signed up, 1 youth spot left, Deb McNaught and Diane Lundgren are sponsors.

Mo Ranch Celebration has 10 youth and 2 sponsors signed up, Sally Bowers and David Bush and Danelle Liddell is going as a small group leader.

Mo Ranch Jubilee only has 6 youth signed up, Sally Shu and Tom Welch are the sponsors. 1 additional youth is interested in going.

Team discussed pros, cons and policies regarding rental vans. The desire to purchase one for the church was discussed and put on a wish list. The following was decided.

1. Rental mini van from Enterprise will be used for Heifer, Debi will put on her card and be the main driver. The additional insurance will be purchased.
2. A 15 passenger van is being rented from Capps for Mo Ranch Celebration. It will be put on the church credit card and the additional damage waiver will be purchased.
3. As of now we have a 15 passenger rental reserved at CAPPs for Mo Ranch Jr. High Jubilee, Shirley will try to have them change to a 12 passenger if one becomes available, otherwise will stick with the 15 passenger. It will be paid ahead on the church credit card and include the additional damage waiver.

Michele Stelter and Susan Duncan brought up the concern about the ages for Servin Safari and requested that it include the completed 6th graders. The youth team approved, so Servin Safari will be on August 6-8 and be open to students that have completed 6 through 8 grade. Youth will make cupcakes for Copperwood on July 29 and pass out bags to be brought back the following Sunday. The youth team will need to have 2 youth team leaders for check in on each morning. Servin Safari will include: Aug 6 – Copperwood Birthday party, Aug 7- Project Cure, Aug 8 Willis Parental Center & Incredible Pizza. Michele, Susan or Shirley will work on a sign up genius and put it in the newsletter.

The youth team then discussed PYCC candidates and decided that Nancy and Megan would do the interviews. Each candidate will pay a \$75 fee, there is scholarship money for 1 candidate.

MINUTES

Buildings and Grounds Team Meeting
May 16, 2018

Attendees: Bill Bray, Todd Duncan, Bruce Lee

Opening prayer

Discussion Items:

- Reviewed Work Order List – Bill Bray requested that repairs be made on the red push mower in order to have a back-up for this summer
- Reviewed 2018 expenses through April. Bruce commented that we will probably exceed our 2018 budget in several accounts
- Reviewed the April 21 Work Day. The grounds look much better due to this work day.
- Mow and Blow Report – a new riding lawn tractor was purchased to replace the non-working lawn tractor
- Discussed item from Safety and Emergency Team report regarding documenting a procedure to insure the campus buildings are secured and locked at the end of the day. Bruce will draft a proposal and provide to the B&G Team. This will involve changing the Building Use Request Form.
- Bill Bray discussed alternative energy options for WCPC. Among the options are solar panels to generate electricity and another way to get lower cost electricity. The initial bid for solar panels does not look economically promising
- All Ears request for evaluating alternatives to providing additional class room space on campus. Todd Duncan has volunteered to be the B&G representative on this committee.

Closing Prayer

Meeting was adjourned to attend the Men's Bible Study

Safety and Emergency Steering Team Minutes

June 6, 2018

Attendees: Bruce Lee, Jerry Dowling, Sheree Fleming, Matthew Jensen, Jeanne Bonnette

Bruce Lee opened with prayer.

Old Business:

Jerry confirmed that Susan Duncan believes that there are no Sunday School teachers or nursery workers that carry firearms. We plan to include a statement in the safety manual that requires children's teachers or caregivers to secure any legally-carried firearms in their vehicles or an alternate locked location while classes are in session.

Jerry has drafted procedures for handling hostile intruders and active shooters. He noted that we should define the positions authorized to summon first responders in any type of emergency. When an emergency occurs, reasonable efforts should be made to contact one of these individuals before summoning first responders. The proposed positions are:

- Pastor or Associate Pastor
- Director of Early Learning Program
- Director of Children's Ministries
- Financial Administrator
- Director of Communications
- Head Usher/Ushers

If none of these individuals can be quickly reached, meeting leaders/hosts should contact first responders. One of the pastors should be informed about any emergency on the property as soon as possible.

The team will encourage all meeting leaders to begin meetings by noting who will be responsible for calling first responders and for familiarizing attendees with the emergency exits.

Fifteen people attended the class covering CPR, AED operation, and community safety that was held on May 21. Matthew has scheduled CPR/AED training for the Gathering Place caregivers and for VBS teachers. He is available to deliver training to other WCPC groups upon request. We plan to conduct another class or demonstration sometime in the fall. On June 3, three team members hosted the Welcome Center and a table in the breezeway aimed at raising awareness of the AED and other emergency equipment on the campus.

Sheree completed the Church Security Assessment questionnaire and added several items to the Issues list for the team's consideration. Diagrams of church buildings with safety equipment marked have been completed. These have been provided to the Fire and Sheriff's Departments for loading into their systems. This makes them available on the monitors in first responders' vehicles. They are being posted on bulletin boards and at other locations, and will also be included in our training materials.

Matthew will develop instructions for using the Page feature on land-line phones. These will be posted with emergency phone numbers at these phones. We are evaluating walkie-talkie systems that would allow quick communication among all parts of the campus in an emergency. Jerry will develop proposed handset locations. He will also provide a crank or battery-powered radio for the office, which can be used to monitor the National Weather Service when the power is out.

Bruce has discussed the issue of the building lock codes with David Jones and will work with Shirley Barclay to change the master code. He will meet again with Dawson Lock to address a number of questions about options for improving building locks. He will document procedures for locking up buildings at the end of each day for inclusion on the Building Use Forms. We will also include them in the safety training materials that we plan to provide to staff and group leaders in August.

New Business:

Sheriff's Deputies Daniel Pena and Jason Henson toured the campus on May 31 and made a number of suggestions for improving security. This includes assigning someone to monitor the sanctuary narthex and parking lots during worship. We plan to invite Deputy Hanson back in the fall to undertake a formal risk assessment. This will include a review of ELP security and night visits. We will receive a written report with photos.

Safety and Emergency Steering Team Minutes

June 6, 2018

We plan to draft a Safety and Emergency Response manual over the summer and to create training materials based on the manual. These will be provided for use in August/early September during kickoff meetings for ELP and Sunday School teachers as well as group leaders. Training may include physical inspection of safety equipment and facilities.

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 been classified as high or medium priority maintenance items and building modifications. The top priority at this time is purchasing a second AED to be installed in the Hendricks Education Building. Work is underway on some of the most urgent items, including repair of a relay switch in the sanctuary HVAC ducts that prevents 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.

Work will continue on facility improvements and training development over the summer. The next meeting is planned for September.

Jeanne Bonnette closed with prayer.

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.
- Develop proposed locations for walkie-talkie units. Secure a battery or crank radio for the office.
- Review muster points. Understand back-up arrangements with Sally K Ride Elementary.
- Investigate devices that allow quick classroom door lockdowns.
- Work with Bruce and Matthew to check room labels in circuit breaker boxes.

Sheree:

- Assemble Safety and Emergency Response plan document from sections created by team members.
- Create training materials based on this plan.

Matthew:

- Complete CPR training for Sunday School and VBS teachers using child mannequin (with Susan Duncan).
- Complete CPR/AED training for WCPC staff (potentially at a staff meeting).
- Develop instructions for using the Page feature on land-line phones to announce emergencies. Post instructions with emergency numbers at these phones.
- Continue to investigate walkie-talkie systems after handset locations have been determined.

Jeanne:

- Evaluate opportunities for another CPR/AED/choking training in the fall, and develop publicity.

Bruce:

- Discuss changing the master lock code with Shirley Barclay.
- Discuss CPR/AED training for Adult Sunday School teachers with Ria duBruyn.
- Develop building lock-up procedures. Include on revised Building Use Form.
- Identify options for various lock improvements.
- **Contact Charles Looney about potential** phone system upgrades that would provide improved emergency communications capabilities.
- Establish schedule and responsibilities for regular checks on exterior and emergency exit lights, locks, and for changing lock codes.

All:

- 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 the end of June. Flag any items needing discussion with Session. Review draft sections circulated by other team members.

81 Evangelism Team Minutes - May 2018

The Evangelism Team met on May 23. Attendees were Sheree Fleming, Rev. Laura Grice, Peggy Hendricks, David Jones, Bruce Lee (Building & Grounds), and Jan Zettlemyer.

Membership

- We are planning the next new member class for four Sundays from October 7-28. Classes for 2019 will likely be in February and late April/early May.

Communications

- We are not currently planning to publish another externally-produced member directory. However, we will consider taking updated member photos on Sundays in the fall. The photos would be taken by the Evangelism team or other interested congregation members. We will upload the new photos into the Church Life app. Peggy Hendricks will work with Matthew Jensen to investigate if a photo directory can be printed from the Church Life files.
- Instagram and the new WCPC app for cell phones are up and running. Shirley Barclay plans to create an ad for the next newsletter to inform the congregation about this and to provide instructions for downloading the app.
- The WCPC listing in the Woodlands Online app has a blog feature. Increased use will elevate WCPC in online search results and provide a means to communicate to the community about WCPC's life and events. Shirley has been asked to remind staff members to submit material for the blog, and other event leaders are encouraged to do so as well.
<http://www.woodlandsonline.com/cdps/cditem.cfm?nid=1101>
- We have received permission from Trinity Presbyterian Church in Herndon, VA to modify their website wording about inclusion for use on the WCPC website. The proposed wording is: *The Woodlands Community Presbyterian Church is a caring family where ALL ARE WELCOME. We welcome seekers, doubters, as well as those sure in their faith. We are an inclusive congregation that welcomes into its membership and leadership all persons who profess faith in Jesus Christ regardless of race, age, gender, disability, sexual orientation, or economic status. We invite YOU to join with us in ministry, service and mission, and fellowship. Questions? [link to staff page with email addresses]* We are also encouraging the staff to update their biographies in the Our Staff section of the website.
- We discussed whether WCPC should pursue a rating from Churchclarity.org. This organization launched a website in October 2017 that rates the clarity of congregations' websites about their policies regarding inclusion of women and LGBTQ persons in membership and leadership. We plan to first clarify of our meaning of inclusion on the WCPC website, then consider this again in the fall.

Campus Signage

- The remaining ceiling-mounted wayfinding signs have been installed. With this, we have completed the signage additions that Evangelism has planned and budgeted for 2018.
- Building & Grounds is seeking a chairperson for a team to evaluate a new monument sign on W. Panther Creek Drive. In the meantime, the team members from Evangelism may begin surveying nearby signs for ideas. We can file Public Information Requests with the Woodlands Township to receive copies of the permits that would identify the contractors for these signs.

Kickoff Sunday

- Kickoff Sunday is planned for September 9. Evangelism will likely have the opportunity to make a short presentation, provide a display, and conduct sign-ups for the team or specific activities.

Evangelism

- We are considering an Evangelism-focused Sunday, perhaps October 14. This may include having members share about how they came to know this congregation or their faith story. Laura

Mission Outreach Team Minutes

7:00 pm June 5, 2018

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: Erin Baker, Gordy Lentz, Michele Stelter, Laura Grice, and Warren Evans.

Devotional: Laura provided the devotional with an opening prayer from “Guerillas of Grace”.

Elder Report: Gordy mentioned new elders are taking over. Gary will represent our committee to the Session. He’ll have Laura and Michele to also represent us.

Corrected minutes from Last Meeting had been emailed to all Session members and were added to the Church web page. The MOT members were sent the uncorrected copy.

- **Peru: -**
 - WCPC is actively collecting eye glasses and hygiene supplies.
 - FPCK has scheduled VBS Craft Preparation (both VBS and Medical) for June 16 and June 23 from 9:00 am to noon.
 - FPCK has scheduled the Packing Party for July 18 from 7 pm to 9 pm.
 - Jane Harding has returned from Quillabamba.
 - The travel was difficult. She was there 3 & 1/2 days.
 - It was a well-received Medical Mission. Sponsored by First Presbyterian Church Bryan.
 - They provided medical to about 300 individuals. There were just too many people needing attention. About 50 were turned away each day.
- **Family Promise -**
 - We have started with two families.
 - One of the family has technically graduated from the program but is still in the process of securing housing.
 - A member of the other family is having a two-year-old birthday tomorrow.
 - The program is working well.
- **VBS –**
 - As the theme for VBS this year is food and nutrition we’re looking for someone to present ‘Veggie Village’ and ‘The Peanut Butter Factory’.

2018

		Giving Opportunity	Sponsor	Project
January	7			
	14			
	21			
	28	Family Game Night/Camp Sch	Under 18	Camp Scholarships
February	4	Souper Bowl of Caring/Game Night/Camp Sch	Youth/Under 18	MCFB Buddy Backpack/Camp Sch
	11			
	18			
	24	Family Game Night - Cancelled	Under 18	Camp Scholarships
March	4			
	11			
	18			
	25			
April	1	OGHS	MOT	OGHS
	8			
	14	Rummage Sale	Under 18	Camp Scholarships
	22			
	29			
May	6			
	13	Just Coffee	MOT	Just Coffee
	20	Just Coffee/Pentecost Offering	MOT	Just Coffee/Youth Programs at FPCD
	27			
June	3			
	10			
	17			
	24			
2018				
		Giving Opportunity	Sponsors	Project
July	1			
	8			
	15			
	22			
	29	Cupcakes for Copperwood	Tweens/Youth	Copperwood Bday Party
August	5	Buddy Backpack Pgm	MOT	MCFB
	12	Buddy Backpack Pgm	MOT	MCFB
	19	Buddy Backpack /Noisy Offering	MOT/Children	MCFB/?
	26	Soles4Souls	MOT	Soles4Souls
September	2			
	9			
	16			
	23	Just Coffee	MOT	Just Coffee
	30	Just Coffee/Peace & Global Witness Offering	MOT	Just Coffee/?
October	7			
	14			
	21			
	28			
November	4			
	11			
	18			
	25			
December	1 & 2	Alternative Market	MOT	Various Missions
	9	Seafarers' Kits	Youth	Angel Tree
	16	Seafarer's Kits	Youth	Angel Tree
	23	Christmas Offering	MOT	

2018

		Faith in Action	Presenter(s)	Sign-up Table
January	7	communion		
	14	Love Your Neighbor Day	Louise Crider/Erin Michaelis	LYND
	21	Blood Drive	Jennifer & Elise Robinson	LYND/Blood Drive
	28	Gathering Place	Kathy Bray	Blood Drive/GP
February	4	communion/Souper Bowl of Caring	video introduced by David Jones	Blood Drive
	11	Camp Fundraiser	Stephanie Keiser	Blood Drive
	18	Single-use Plastic Bottle Fast	Peggy Hendricks	FT Food Fair
	25	Men's Retreat at Mo Ranch	Chris Liddell	FT Food Fair
March	4	communion		FT Food Fair
	11	No Minute for Mission		
	18	Peru Mission Tripp	Gary Chapman	2018 Peru Mission Trips
	25	Rummage Sale	Kaleigh Corder/McKenzie Keim	2018 Peru Mission Trips
April	1	Easter/OGHS	video introduced by David Jones	
	8	communion		Project C.U.R.E.
	15	Rummage Sale Update	Julie Jones	Project C.U.R.E.
	22	Thinners, Sinners & Gardens	David Hitchcock	
	29	Family Promise	Daneece Peck	Family Promise
May	6	communion		Family Promise
	13	CPRA/ED Training	Bruce Lee/Sally Shu	Family Promise
	20	Perfecost Offering	Maddie Petrie & Izzy Whitehead	Family Promise
	27	General Assembly & Overtures	Bill Bray	Family Promise
June	3	communion		
	10			
	17			
	24			
2018		Faith in Action	Presenter(s)	Signup Table
	July	1	communion	

Worship Team Minutes May 20, 2018

Present: David Jones, Laura Grice, Jonathan Aigner, Bruce Lee, Eleanor Stone, Nancy Castro

David Jones opened the meeting with prayer.

Summer Preaching Schedule: Laura provided the team with the summer preaching schedule for June 3- Sept. 2. She will be preaching each Sunday except for June 24, July 29, and August 12.

Laura has sent a SignUp Genius out for people to help during the worship services as a Summer Sunday Liturgist. There are available dates to serve as the Liturgist during the month of August.

A SignUp Genius blast will go out for serving communion opportunities for the months of July, Aug., and Sept. Please note that during the months of June and July our worship service will be at 11:00 am and throughout Aug. through Sept. 2nd our service will be at 10:00 am. On communion Sundays the congregation will be singing responses to the communion prayer and the far right pew section will be roped off.

Organ Update: The organ at Bethany United Methodist Church is still available and Jonathan is waiting to hear back from the organ technicians to see if they have new ideas of how the pipes might fit in our sanctuary. There is enough square footage available for the pipes, but the enclosures for two of the pipe divisions are too wide. Jonathan is still keeping his ears open for other organs that come available.

Pew Reupholstering: The pew reupholstering will begin on June 11th. The back pew in front of the east side sanctuary storage room where the hand bells are stored and the pew adjacent to the sound booth will be removed. Bruce Lee will be overseeing this work.

FCC Wireless transmitters and headsets: The Capital Campaign will be paying for the purchase of the new transmitters, headsets and hand mikes for the sanctuary. Total cost will be \$5218.

Sanctuary Guild: The Guild gathered together for a luncheon for fellowship and to thank Carol Palmquist for leading the Guild this year. Chris Duncan will be the new moderator for the upcoming year. No formal meeting was held.

Laura Grice closed the meeting with prayer.

Future Events and Dates:

Summer worship schedule begins	June 3	11:00am
Communion and Graduation	June 3	
Ordination and Installation of new officers	June 10	

Next Worship Team meeting: June 10th (if needed)

Christian Enrichment Ministry Team (Adults)

Report

June 2018

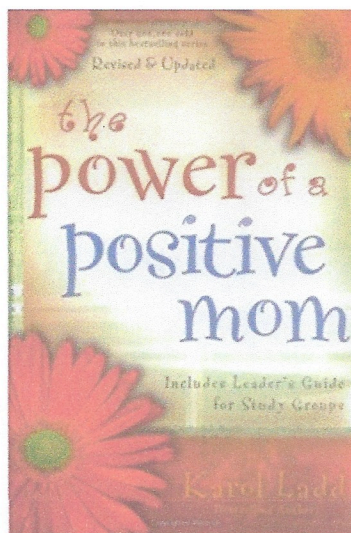
Sunday School: Summer 2018

Sunday School Program (June & July)

- *First Place 4 Health* will continue to meet during the summer.
- *Connecting through the Bible* started a new study at the beginning of June, focusing on the gospel of Mark (using N.T. Wright's *For Everyone Bible Study Guides* series). The use of N.T. Wright's *For Everyone Bible Study Guides* series was approved by the Adult CE team at a meeting on August 14, 2017.

Weekday Study Offerings

- *Moms of Young Children Group* (contact person: Marnie Bush)
With regard to the study material for the Fall, the Mom's group has decided to focus on a book they used a number of years ago, i.e., *The Power of a Positive Mom* (revised edition), by Karol Ladd. They are actively encouraging the ELP moms to join the study.



Marnie mentioned that, although the *Parenting your Teenager* class had a small following this past Spring, they decided to continue to meet on Wednesday nights in 2018/2019, since most of the moms have children who attend the youth group on Wednesday nights. In light of the fact that Marnie will be working with the junior high youth on Wednesdays in the fall, she will not be able to facilitate the *Parenting your Teenager* group discussions. The group will create a sign-up sheet for class facilitators. The group expressed an interest to study the same series used as study material this past year, i.e., *Parenting your teenagers - a biblical look at parenting*. In addition, they would like to explore the possibility of inviting some guest speakers to focus on topics of interest such as social media, and faith programs in the college years.

- A request has been made for the approval that funds may be used from the Adult CE team budget to purchase study material for weekday Bible study group facilitators. (This has not been the norm in the past.)
Action item: A motion for Session to approve the above request.

Respectfully submitted,

Ria Du Bruyn

June 2018 Youth Team Agenda – Friday, June 1, 2018, 12:00pm

Megan Hansen, Nancy Hathaway, De McNaught, Danelle Liddell, Shirley Barclay, Michele Stelter, Susan Duncan, Shelley Mathay, Laura Grice

Open with Prayer– Megan

Shelley Mathay addressed the group and said how much All Ears appreciates the use of the space. She requested that she switch offices with Susan Duncan and it was approved.

Then Shelley left and the group discussed the summer trips and last minute details etc

1. Summer Trips –

Heifer has 3 youth and 2 sponsors signed up, 1 youth spot left, Deb McNaught and Diane Lundgren are sponsors.

Mo Ranch Celebration has 10 youth and 2 sponsors signed up, Sally Bowers and David Bush and Danelle Liddell is going as a small group leader.

Mo Ranch Jubilee only has 6 youth signed up, Sally Shu and Tom Welch are the sponsors. 1 additional youth is interested in going.

Team discussed pros, cons and policies regarding rental vans. The desire to purchase one for the church was discussed and put on a wish list. The following was decided.

1. Rental mini van from Enterprise will be used for Heifer, Debi will put on her card and be the main driver. The additional insurance will be purchased.
2. A 15 passenger van is being rented from Capps for Mo Ranch Celebration. It will be put on the church credit card and the additional damage waiver will be purchased.
3. As of now we have a 15 passenger rental reserved at CAPPs for Mo Ranch Jr. High Jubilee, Shirley will try to have them change to a 12 passenger if one becomes available, otherwise will stick with the 15 passenger. It will be paid ahead on the church credit card and include the additional damage waiver.

Michele Stelter and Susan Duncan brought up the concern about the ages for Servin Safari and requested that it include the completed 6th graders. The youth team approved, so Servin Safari will be on August 6-8 and be open to students that have completed 6 through 8 grade. Youth will make cupcakes for Copperwood on July 29 and pass out bags to be brought back the following Sunday. The youth team will need to have 2 youth team leaders for check in on each morning. Servin Safari will include: Aug 6 – Copperwood Birthday party, Aug 7- Project Cure, Aug 8 Willis Parental Center & Incredible Pizza. Michele, Susan or Shirley will work on a sign-up genius and put it in the newsletter.

The youth team then discussed PYCC candidates and decided that Nancy and Megan would do the interviews. Each candidate will pay a \$75 fee, there is scholarship money for 1 candidate.

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Christian Enrichment Ministry Team (Adults)

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