

**Spiritual Formation**

**Worship and Prayer** – Elder Faith Sharing: Charlie Davis and David Murray

**Shepherding the Flock**

**Call to Order/Omnibus Motion** (page 2)

**Moderator/ Executive Pastor’s Report** – Jay Lee

**Discernment/Strategic Visioning**

**Vision Committee** – Jackie Burke

- Update on Congregational Health Survey

**Family of Churches** – David Martin

- All Nations – Simon Kingori
- Grace Lake Highlands – Charlie Dunn
- ECO Particularization (Chartering) Task Force:  
(David Martin, Craig Murray, John Walsh, Simon Kingori, Pete Townsend)

**Oversight/Accountability**

**ECO** – John Walsh

- Tyler Pace – Motion to recommend as an ordination candidate

**Operations Committee** – Anne Compton

- Financials – Budget Update
- HR Update

**Governance Coordinating Committee** – Jennifer Tollett

- Elder Update
  - Andrew Campbell
- Officer Nominating Committee – Reid Slaughter
- Slate Making Task Force Update – Justin Eastburn
  - Charge to PNC – Craig Murray, Karl Rathjen, GCC
- Motions
  - Congregational Meeting to Elect ONC on March 17, 2024
  - Congregational Meeting to Elect PNC on April 7, 2024

*Leading all generations to find and follow Jesus for the flourishing of our city and beyond*

Closing Prayer

---

**Next Meeting** – March 25, 2024, 5:30 pm, Music Room

**Governance Resources** -

- [hppres.org/governanceresources](https://hppres.org/governanceresources)



### **Omnibus Motion**

Motion to approve the agenda for tonight's meeting, the minutes from the the regular Session Meeting on November 27, 2023, the minutes from the Session Retreat Business Meeting on January 20, 2024, the November 2023 Membership reports, the December 2023 Membership Reports, the January 2024 Membership Reports and the list Covenant Partners who took their Vows on November 26, 2023, December 3, 2023, and February 11, 2024 (pages 3-19).

# Highland Park

PRESBYTERIAN CHURCH

## STATED MEETING OF THE SESSION HIGHLAND PARK PRESBYTERIAN CHURCH November 27, 2023, 6:00 PM

<i>Quorum</i>	Present
<i>Attendance</i>	Attached
<i>Spiritual Formation</i>	<p>Aaron Williams, Artist in Residence, played a song of lament he wrote following the loss of Bryan.</p> <p><b>Worship and Prayer</b> Jay read Psalm 146 and David Martin opened us in prayer.</p> <p>Ryan Tompkins, a pastor and Licensed Professional Counselor, was invited to speak to the Session on grief. He talked about how people grieve differently and at different times.</p> <p>Ryan read Philippians 3:10. We are to put high value on Christ's resurrection, which helps us experience the abundance of life.</p> <p>He passed out a diagram of the Broken Heart Cycle, and discussed how human's lives move in a cycle. It's when we have chaos in our lives that we can choose to desert Christ and run or choose to turn to Him and be changed.</p> <p><b>Call to Order</b> Jay Lee called the business meeting to order at 6:30 p.m. An omnibus motion was made to approve the agenda for tonight's meeting, the Minutes and Attendance Records of the regular Session meeting of October 23, 2023, and the October 2023 Membership Report. The motion passed unanimously.</p>
<i>Shepherding the Flock</i>	<p><b>Executive Pastor's Report</b> Jay thanked the Session and reported that he is surrounded by a great group of leaders. Jay spoke about how he is doing. He has been blessed with deep peace and incredible staff members. Yet tension points run fast. He expressed need to slow down. and pause.</p> <p>He shared the definition of the spiritual practice of discretion:</p> <p>"Discretion is the ability to wait to see what unfolds, to not act. It involves the humility and patience to know when to leave things alone, knowing when our interference will only complicate things. Flowing from a space of silence, stillness, and waiting, it breaks the illusion of our self-importance and omnipotence."</p> <p>Next, he asked if Session members would like to share any remembrances of Bryan. Various session members shared their memories.</p>
<i>Discernment/Strategic Visioning</i>	<b>Vision Committee</b>

	<p>Jackie Burke stated that the committee has concluded that our Vision 100 has not changed and is moving forward.</p> <p>Jackie referred to 1 Corinthians, that every member of the church is a unique part of the body of Christ. The same holds true for us on the Session. As a Session we must be united; a fractured Session cannot lead effectively. He reiterated that the Session must always speak with one voice.</p> <p>Jackie then asked Jay to lead the Session in an exercise to gain clarity on where we are today and where we need to be headed in the future.</p> <p>Jay stated that at times like this we need a high level of listening skills. There is importance in gaining insights from elders because we are all at different ages in the church.</p> <p>In the first exercise Jay gave us Four Helpful Questions to consider from the framework of the “Church’s Perspective,” since Bryan’s death: What is right? What is Wrong? What is Confusing? And What is Missing?</p> <p>The second exercise used the same four questions but framed with focus on the “Session’s Perspective.”</p> <p>All answers were written down and will be used by the Vision Committee at the January Retreat.</p> <p><b>Family of Churches:</b> No Report</p> <p><b>ECO Coordinator</b> John Walsh reported that the next ECO National Gathering, January 19-February 1, 2024 will be held in Greenville S.C. Next year HPPres will be hosting the National Gathering.</p> <p>John then asked if he might present a motion that all 5 Elders who are planning on attending the Meeting be submitted to the Presbytery as Commissioners for the Synod Meeting in 2024.</p> <p>The motion was made, seconded, and passed. The names to be presented to the Presbytery are: John Walsh, Alisa Sell, Neil Rambin, Reid Slaughter, and Angie Vaughn.</p>
<p><i>Oversight/ Accountability</i></p>	<p><b>Operations Committee</b> Anne Compton gave the Operations Committee’s Budget update. The YTD Narrative shows that the General Fund Giving through October 2023 was \$987k, which is \$147k under Budget, and is 23% less than YTD Giving thru October 2022.</p> <p>At present time the church is only \$249k under budget. The Committee will be watching December giving. Usually December is a large giving month.</p> <p>Historically when we loose a Sr. Pastor giving goes down. They will be looking for ways to save, saving but not budget cutting. These issues are paramount.</p> <p>Larry Glasscock is putting in 20 hours a week. He is working with staff and members of the Operations Committee.</p>

	<p>There have been questions about the Dunagan Family Fund. The Family Fund is a non-tax deductible donation, which goes straight to Ali Dunagan and the children. The Bryan Dunagan Memorial Fund is tax-deductible as it goes to the church.</p> <p>It was recommended that money collected for the Dunagan Family Fund will no longer be held with the church but will be given directly to the family.</p> <p>The Bryan Dunagan Memorial Fund will be held within the church’s finances. This is a part of our ministries. The Session/Ops. Committee need to communicate about both funds.</p> <p>Anne Compton commented that the church is looking into Key Person Life Insurance for our pastors.</p> <p>Cameron prayed for the process we are going through and for continued generosity.</p> <p><b>Governance Coordinating Committee:</b> Jennifer Tollett reported the date and time of the Session Christmas Party to be held at The McKenzie.</p> <p>She further reported the dates of the January Session Retreat, January 19-20, 2024 at the Circle T Ranch and reminded Elders to make their reservations for the Marriott Hotel.</p> <p>Craig Murray reported that the All Elder/Active Deacon Gathering (and spouses) will be on Thursday, December 7, which will include lunch. This will be a time for sharing the future plans going forward.</p> <p>In addition, Craig outlined plans for optional elder meetings in the coming weeks to learn from Dana Allin (December 3) and Jim Singleton (December 10) of ECO on principles for transition planning in our unique circumstances. These are learning opportunities that we believe will hold valuable information for anticipated discussions on transition planning in the January Session Retreat.</p> <p><b>Closing Prayer</b> The session formed a circle and held hands to close in prayer.</p> <p>The meeting was adjourned at 8:15 pm.</p>
<i>Upcoming Schedule</i>	<p><b>Next Session Meeting –</b> January Session Retreat on January 19-20, 2023</p>

---

Jay Lee,  
Moderator

---

Jennifer Tollett,  
Clerk of Session

### SESSION ATTENDANCE 2023-2024

Elder	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Lana Adams	x	x	x									
Jackie Burke	x	x	x									
Andrew Campbell												
Anne Compton	x	A	x									
Charlie Davis	x	x	x									
Justin Eastburn	x	x	x									
Cole Evans	x	x	x									
Larry Glasscock	x	x	x									
Brett Krause	x	x	x									
Lauren Langley	x	x	x									
David Martin	x	x	x									
Craig Murray	x	A	x									
David Murray	x	x	x									
Margaret Nderitu	x	x	x									
Kelsey Phillips	x	x	x									
John Rain	A	x	x									
Karl Rathjen	x	x	A									
Alisa Sell	x	x	x									
Reid Slaughter	x	x	x									
Jennifer Tollett, Clerk	x	x	x									
Angie Vaughan	x	x	x									
John Walsh	A	x	x									
Madeline Wilkins	x	x	x									

Others in attendance:

Jay Lee, Andrew Franklin, Josh Peck, Theresa Guerra, Calum Lindsay, Zach House, Audrey Schmit, Nelson Bell, Simon Kingori, Cameron Beaty



**STATED MEETING OF THE SESSION  
HIGHLAND PARK PRESBYTERIAN CHURCH  
January 20, 2024**

<b><i>Quorum</i></b>	Present
<b><i>Attendance</i></b>	Attached
<b><i>Spiritual Formation</i></b>	<p><b>Worship and Prayer</b> This meeting was preceded by the Session Retreat at the Circle T Ranch, starting on January 19, 2024, through January 20, 2024. Our time together included periods of worship, prayer, singing hymns, study, conversation and fellowship. During this time the members of the Session remembered the Past and Bryan Dunagan. Dana Alin, commented on how well HPPres is doing and gave ideas on church assessments. On Saturday, January 20, 2024, the Vision Committee and GCC continued discussion on the work of the Church at the Present time, and into the Future with specific emphasis on the Slate Making Task Force and Pastor Nominating Committee</p> <p><b>Call to Order</b> Jay Lee called the meeting to order on Saturday, January 20, 2024 at 12:10 p.m.</p> <p>Pastor Charlie Dunn also gave an update regarding the developments at Grace Church Lake Highlands. At present the pre-school, operated by Central Lutheran wishes to disengage their operation of the school as of May 2024. School leadership as well as Grace Church wishes to continue the operation on Grace campus. This opportunity would be a blessing to Lake Highlands, sharing Jesus with the Kids in the School, be an outreach to parents at the school, and together the school and Grace Church would thrive.</p>
<b><i>Motion and Discussion</i></b>	<p>John Walsh, the Session’s ECO Coordinator, presented the question before the Session, describing the many ways Sterling White has served HPPres over the last several years.</p> <p>Sterling now serves as the Director of Connections. Her sense of call to ordination has evolved during her years, while previously working at HPPres in Children’s Ministry and has evolved to be a significant part of our staff. At each point of the evolution, Sterling has stepped up as a willing and faithful servant while achieving her academic goals to best equip her for the Lord’s plan. As she felt called to ordained ministry, Sterling began the ECO Ordination journey under our Texas Presbytery and has also followed and completed the process set forth by the Synod. The next step to be eligible for ordination is the call from our Session. With gratitude for the Lord’s call and her faithful response, we the Session of HPPres joyously endorse and confirm Sterling’s calling to serve through HPPres and ECO as an ordained Pastor, following her heart for the church, where she seeks to be part of all the environments where people may encounter the Lord, be mobilized and sent forth.</p> <p>A motion was made for the Session to confirm the call to the position of Assistant Pastor, Highland Park Presbyterian Church, to Sterling White.</p>



# Highland Park

PRESBYTERIAN CHURCH

	<p>The motion was seconded, a brief discussion followed, and the motion was unanimously and enthusiastically approved. John Walsh and Kelsey Phillips prayed for and blessed Sterling.</p> <p>There being no further business to come before the Session, the meeting was adjourned at 1:30 p.m, January 20, 2024.</p>
--	--

---

Jay Lee, Moderator

---

Jennifer Tollett, Clerk of Session

# Highland Park

PRESBYTERIAN CHURCH

## SESSION ATTENDANCE 2023-2024

Elder	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Lana Adams	x	x	x		x							
Jackie Burke	x	x	x		x							
Andrew Campbell	x	A	x		x							
Anne Compton	x	x	x		x							
Charlie Davis	x	x	x		x							
Justin Eastburn	x	x	x		x							
Cole Evans	x	x	x		x							
Larry Glasscock	x	x	x		x							
Brett Krause	x	x	x		x							
Lauren Langley	x	x	x		x							
David Martin	x	A	x		x							
Craig Murray	x	x	x		A							
David Murray	x	x	x		x							
Margaret Nderitu	x	x	x		x							
Kelsey Phillips	A	x	x		x							
John Rain	x	x	A		x							
Karl Rathjen	x	x	x		x							
Alisa Sell												
Reid Slaughter												
Jennifer Tollett, Clerk												
Angie Vaughan												
John Walsh												
Madeline Wilkins												

Others in attendance:

Jay Lee, Andrew Franklin, Josh Peck, Calum Lindsay, Nelson Bell, Zach House, Simon Kingori, Cameron Beaty, Mark Story

## 2023 November Membership Report

November 1, 2023 - November 20, 2023

Session Meeting of February 26, 2024

### Covenant Partners - November 30, 2023

AGE	Total: Beginning of the Month	New Covenant Partners	Dismissed Covenant Partners	Deceased Covenant Partners	Total: End of the Month	Percent of Total
<b>18 &amp; Under*</b>	264	0	0	0	264	5%
<b>19 to 35</b>	1604	13	0	0	1617	31%
<b>36 to 50</b>	924	5	0	1	928	18%
<b>51 to 65</b>	1189	6	0	0	1195	23%
<b>66 to 80</b>	753	0	0	1	752	14%
<b>81 &amp; Over</b>	366	0	0	4	362	7%
<b>Unknown</b>	163	2	0	0	165	3%
<b>Total</b>	<b>5263</b>	26	0	6	<b>5283</b>	100%

### Baptized Members (Infant to 14) - November 30, 2023

*According to ECO, a 'baptized member' has been baptized but has not yet made a public profession of faith in Christ, through, for example, our Confirmation experience (7th grade).*

AGE	11/30/2023
<b>Infants - 14</b>	832

# 2023-2024 MEMBERSHIP REPORT

November 30, 2023

Session Meeting of February 26, 2023

## NEW COVENANT PARTNERS

Baker, Bill	Figari, Michael
Baker, Donna	Hamner, David
Brennan, Cameron	Hamner, Georgia
Brennan, Catherine	Harding, Abbigail
Carriger, Arthur	Mitchell, Jenny
Chen, Jason	O'Brien, Austin
Chen, Michelle	Prieto, Douglas
Chengery, Derrick	Prieto, Natalie
Coe, Marcy	Rivard, Monica
Coe, Ward	Rivard, Steve
DeGroat, Ryken	Rome, Hunter
Eagle, Mary Madison	Rome, Marika
Figari, Blair	Smith, David

## MILESTONES

### Births

Dunn, Hayden, child of Rev. Dr. and Mrs. Charlie Dunn (Brandi) on November 29, 2023  
Enzo, Timothe, child of Andres Sanches and Samantha Mariss, on November 21, 2023

### Infant Baptisms

#### Highland Park Presbyterian Church

Beecher, Hayes, child of Mr. and Mrs. Ben Beecherl (Caroline) on November 19, 2023  
Connell, James, child of Mr. and Mrs. Scott Connell (Forrest) on November 19, 2023  
Duffy, Shepherd, child of Mr. and Mrs. Ian Shepherd (Hayden) on November 19, 2023  
Jenkins, Cooper, child of Mr. and Mrs. Andrew Cooper (Allison) on November 19, 2023  
Kaume, Ethan, child of Moses Eringo and Faith Kiunga on November 19, 2023  
Loftis, Margaret, child of Mr. and Mrs. Teal Loftis (Lauren) on November 19, 2023  
Mwirigi, Elsie, child of Mr. and Mrs. Geoffrey Maingi (Fridah) on November 19, 2023

### Adult Baptisms

#### Highland Park Presbyterian Church

Kaume, Eliana on November 19, 2023  
Maingi, Aiden on November 19, 2023

### Weddings

Massa, Kate to Powell, Griffin on November 19, 2023  
Orr, Renson Susan to Vandermeer, Marshall on November 4, 2023  
Sillers, Rebecca to Brent Brooks on November 11, 2023

### Deaths

Addington, Suegene on November 13, 2023  
Dzina, Dick on November 21, 2023

Gibbons, Jack, November 19, 2023  
Slaughter, Lee on November 20, 2023  
Smith, Doug on November 15, 2023  
Stoltz, Janet on November 8, 2023

**DISMISSED COVENANT PARTNERS**

*Highland Park Presbyterian Church*

Aston, Dan on November 15, 2023

## 2023 December Membership Report

December 1, 2023 through December 31, 2023

Session Meeting of February 26, 2024

### Covenant Partners -December 31, 2023

AGE	Total: Beginning of the Month	New Covenant Partners	Dismissed Covenant Partners	Deceased Covenant Partners	Total: End of the Month	Percent of Total
<b>18 &amp; Under*</b>	264	0	0	0	264	5%
<b>19 to 35</b>	1617	0	0	1	1616	31%
<b>36 to 50</b>	928	0	0	0	928	18%
<b>51 to 65</b>	1195	0	0	0	1195	23%
<b>66 to 80</b>	752	0	0	0	752	14%
<b>81 &amp; Over</b>	362	0	0	3	359	7%
<b>Unknown</b>	165	0	0	0	165	3%
<b>Total</b>	<b>5283</b>	0	0	4	<b>5279</b>	100%

### Baptized Members (Infant to 14) - December 31, 2023

*According to ECO, a 'baptized member' has been baptized but has not yet made a public profession of faith in Christ, through, for example, our Confirmation experience (7th grade).*

AGE	12/31/2023
<b>Infants - 14</b>	840

# ***2023-2024 MEMBERSHIP REPORT***

December 31, 2023

Session Meeting of February 26, 2023

## **NEW COVENANT PARTNERS**

Andrews, Kaleab

Andrews, Kennah

## **MILESTONES**

### **Births**

None

### **Infant Baptisms**

#### **Highland Park Presbyterian Church**

Francis, Annie, child of Mr. and Mrs. Josh Francis (Meagan) on December 10, 2023

Hardaway, Hogan, child of Mr. and Mrs. Zack Hardaway (Channing) on December 10, 2023

Hubbard, Lillian, child of Mr. and Mrs. John Hubbard (Mallory) on December 10, 2023

Kershaw, Cooper, child of Mr. and Mrs. Clayton Kershaw (Ellen) on December 10, 2023

Kershaw, Chance, child of Mr. and Mrs. Clayton Kershaw (Ellen) on December 10, 2023

Stevens, Graham, child of Mr. and Mrs. Chris Graham (Ashley) on December 10, 2023

Watson, Emma, child of Mr. and Mrs. Jeff Watson (Kathryn) on December 10, 2023

### **Adult Baptisms**

#### **Highland Park Presbyterian Church**

None

### **Weddings**

Jones, Jordan to Welsh, Blake on December 16, 2023

Todd, Hayley to Melcher, Tripp on December 2, 2023

### **Deaths**

Clark, Mildred on December 3, 2023

Goodson, Molly on December 15, 2023

Paulson, Susan on December 16, 2023

Shirley, Bill on December 7, 2023

Thompson, Jim on December 28, 2023

Vaughan, Anderson on December 3, 2023

## **DISMISSED COVENANT PARTNERS**

None

## 2024 January Membership Report

January 1, 2024 through January 31, 2024

Session Meeting of February 26, 2024

### Covenant Partners -January 31, 2024

AGE	Total: Beginning of the Month	New Covenant Partners	Dismissed Covenant Partners	Deceased Covenant Partners	Total: End of the Month	Percent of Total
<b>18 &amp; Under*</b>	264	0	0	0	264	5%
<b>19 to 35</b>	1616	0	0	1	1615	31%
<b>36 to 50</b>	928	0	0	0	928	18%
<b>51 to 65</b>	1195	0	0	0	1195	23%
<b>66 to 80</b>	752	0	0	1	751	14%
<b>81 &amp; Over</b>	359	0	0	3	356	7%
<b>Unknown</b>	165	0	0	0	165	3%
<b>Total</b>	<b>5279</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5274</b>	<b>100%</b>

### Baptized Members (Infant to 14) - January 31, 2024

*According to ECO, a 'baptized member' has been baptized but has not yet made a public profession of faith in Christ, through, for example, our Confirmation experience (7th grade).*

AGE	1/31/2024
<b>Infants - 14</b>	840



# ***2023-2024 MEMBERSHIP REPORT***

January 31, 2024

Session Meeting of February 26, 2023

## **NEW COVENANT PARTNERS**

### **MILESTONES**

#### *Births*

Powell, Isabelle, child of Mr. and Mrs. Luke Powell (Jamie) on January 6, 2024

#### *Infant Baptisms*

##### *Highland Park Presbyterian Church*

Brown, Ellison Louise, child of Lindsay Wolcott-Brown and Tim Brown on January 21, 2024

Ewing, Lucy Elizabeth, child of Mr. and Mrs. Finley Ewing on January 21, 2024

Hamlin, James Philip, child of Mr. and Mrs. Brett Hamlin (Catherine) on January 21, 2024

Lang, Sutton Scott, child of Mr. and Mrs. Joseph Lang (Peyton ) on January 21, 2024

Malloy, John August, child of Mr. and Mrs. William Malloy (Sarah) on January 21, 2024

Miller, Lainey Anne, child of Mr. and Mrs. Ryan Miller (Blythe) on January 21, 2024

Mills, Claire Click, child of Mr. and Mrs. Charlie Click on January 21, 2024

Mulherin, Claude Harbert, child of Mr. and Mrs. Harbert Mulherin III (Margaret) on January 21, 2024

Pearce, Carlson Edward, child of Mr. and Mrs. Taylor Pearce (Marianne) on January 21, 2024

Rivard, Remington Rose, child of Mr. and Mrs. Steve Rivard (Monica) on January 21, 2024

#### *Adult Baptisms*

##### *Highland Park Presbyterian Church*

None

#### *Weddings*

Cheng, Abby to Han, Yi on January 6, 2024

#### *Deaths*

Bedell, Karen on January 21, 2024

Dickinson, Bette on January 3, 2024

Glasgow, Ben on January 19, 2024

Haren, Virginia on January 8, 2024

Hooten, Margaret on January 11, 2024

Hopkins, Morten on January 30, 2024

Jackson, Betsy on January 30, 202

## **DISMISSED COVENANT PARTNERS**

None



## Covenant Partner Vows

### NEW CONVENANT PARTNERS

#### HIGHLAND PARK PRESBYTERIAN CHURCH

#### Vows taken Sunday, November 26, 2023

Baker, Bill	Figari, Michael
Baker, Donna	Hamner, David
Brennan, Cameron	Hamner, Georgia
Brennan, Catherine	Harding, Abbigail
Carriger, Arthur	Mitchell, Jenny
Chen, Jason	O'Brien, Austin
Chen, Michelle	Prieto, Douglas
Chengery, Derrick	Prieto, Natalie
Coe, Marcy	Rivard, Monica
Coe, Ward	Rivard, Steve
DeGroat, Ryken	Rome, Hunter
Eagle, Mary Madison	Rome, Marika
Figari, Blair	Smith, David

#### Vows taken Sunday, December 3, 2023 - All Nations Service

Kaleab Andrews  
Kennah Andrews

#### Vows taken Sunday, February 11, 2024

Apel, Annie	Fraser, Jeremy	Kiarie, Chris
Apel, Annie	Gibson, Barbara	Kohler, Robert
Apel, Blake	Gibson, Ralph	Langley, Cameron
Barnett, Becky	Giese, Matthew	Leake, Patrick
Barnett, Will	Gonzalez, Abbey	Lovett, Emily
Beltran, Clay	Grey, Catherine	Lovett, Ross
Beltran, Katie	Grey, Schuyler	Marek, David
Blanton, Julie	Hardaway, Conner	Marek, Margie
Bonner, Ashley	Harwood, Louisa	Martin, Brett
Bonner, William	Henrichson, Anita	Martin, Chassen
Brandenberg, Candi	Henrichson, Kevin	Melihercik, William
Brandenberg, Luke	Herron, Anna Kate	Mercer, Chloe
Buchanan, Sue	Huddleston, Alexa	Mercer, Jack
Caudle, Cindi	Huddleston, Benjamin	Meyer, Travis
Caudle, Craig	Hutcheson, Nate	Mitcham, Sloan
Clarage, Andy	Hutcheson, Victoria	Mitcham, Taylor
Clarage, Maria	Hurst, Haleigh	Mitford, Morgan
Dowell, Allison	Imanyara, Jane	Muller, Sydney
Dowell, Will	Ivey, Carla	Mwirigi, Fridah
Fraser, Amanda	Janik, Joan	Owens, Don



**Vows taken Sunday, February 11, 2024**

Pitts, Sierra  
Paul, Alex  
Paul, Tinsley  
Plaxco, Kate  
Radtke, Astrid  
Rawlings, Ron  
Rawlings, Vasilia  
Ruckman, Alicia

Ruckman, Tom  
Sahliyah, Laura  
Shull, Evelyn  
Sieker, Justin  
Sieker, Katie  
Smith, Andrew  
Stocking, Maggie  
Stone, Andy

Stone, Kimberly  
Voigt, Daniel  
Voigt, Paige  
Yates, Bonnie  
Yates, Peter  
Youngman, Tyler

## **FRAMEWORK FOR NEW RELATIONSHIP BETWEEN GRACE CHURCH LAKE HIGHLANDS AND THE BETHANY CDC**

Grace Church Lake Highlands is very excited about the possibility of being directly connected with the school, which meets on its campus and has operated for 38 years under the name of Bethany CDC (proposed name change below). We believe that churches and schools are very natural partners, and we love the way that the staff and teachers of the school lovingly serve the 153 students in their care. The school is a gift to the Lake Highlands community and has a wonderful reputation within it!

We would be glad to pursue this connection between the church and the school and for both organizations to operate on the campus at 10101 Walnut Hill within the following framework:

- 1) **Grace Church Lake Highlands will help the school to file to become a non-profit corporation in the State of Texas, as well as to file to receive a religious, charitable tax-exempt status.** We will utilize an experienced non-profit lawyer named Darren B. Moore, with Bourland, Wall & Wenzel to file all of the necessary paperwork. Janna Hopkins will ensure that continuity of licensing is maintained through the change in school ownership (from being a ministry of Central Lutheran to becoming its own non-profit corporation). We applaud that the school has had zero licensing violations over the past five years!
  
- 2) **As a non-profit corporation, the school will be a distinct legal entity from Grace Church Lake Highlands.** It will therefore continue handling its own operations, and its finances will not be mingled with those of the church. The school, which is financially self-sufficient, will continue to have a facilities rental agreement with the church, licensing the use of the space at the monthly rates previously agreed upon with Central Lutheran Church. These rates are as follows:

<b>YEAR</b>	<b>MONTHLY FEE</b>
<b>2023</b>	<b>\$3400</b>
<b>2024</b>	<b>\$3500</b>
<b>2025</b>	<b>\$3600</b>
<b>2026</b>	<b>\$3700</b>
<b>2027</b>	<b>\$3800</b>
<b>2028</b>	<b>\$3900</b>

This new licensing agreement will contain the current indemnification language (drafted by Kent Krause), and it will include additional provisions related to child safety (single point of entry, raptor badge screenings, child protection policies).

- 3) **The church will ensure the alignment of the school with the church through appointing the school’s board members, who must be covenant partners of Grace Church Lake Highlands.** The initial trustees of the corporation and its ongoing board of directors (serving defined term limits) will be (5). At least one of these board members (ideally more) would have a child who attends the school or who has attended within the last 2 years. Additionally, a Grace pastor will participate in board meetings as a non-voting member. The school’s Executive Director, Janna Hopkins, would also participate in board meetings as a non-voting member. She would be, as the board’s employee, the primary linkage between the board and the school. The initial board members/trustees we’d appoint are as follows, each bringing uniquely relevant experience and expertise to this new board:

**McCall Bickham, President** (parent of child at the school with great relationships with its teachers)

**Wilson Neely, Treasurer** (parent of children at the school and VP of Finance at Solo Brands with financial expertise)

**Amanda Costello, Secretary** (Grace Church Leadership Team member, parent of young kids at LHCCEC, employment lawyer at Raising Cane’s)

**Jimmy Hopper** (parent of young kids at CCDC, former teacher & charter school founder, commercial litigation lawyer at Vinson and Elkins)

**Mollye Noack** (Former HP Pres Day School Board member/Parent Council President, and former staff member in HP Pres Kids Ministry)

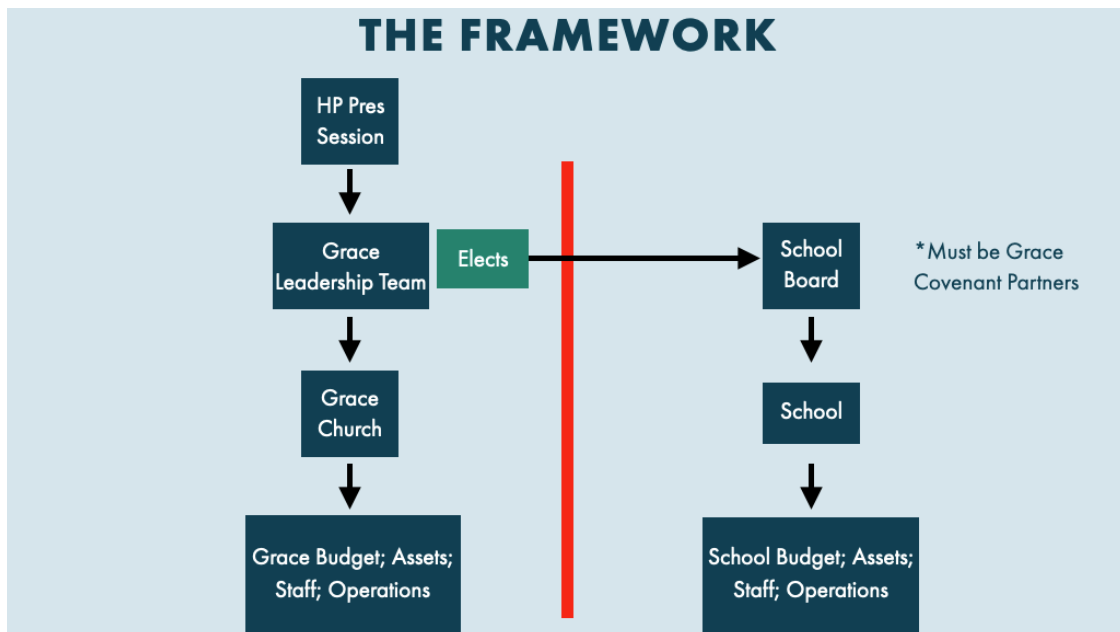
- 4) **The name of the new corporation will be *The Day School at Grace Church Lake Highlands*, which will be known and branded to the community as “Grace Day School.”** We believe it is important for the name – through the word “Grace” - to communicate the connection between the church and the school. We believe that “Day School” is a more accurate reflection of the school’s programming than the current name “CDC.” CDC typically conveys full-time childcare, inclusive of infants, as a service to parents who work full-time. To instead refer to the school as a school is a) reflective of the way the staff/teachers refer to themselves (as a school, not a daycare); b) it more accurately reflects the part-time schedule (Mon-Thurs, 9-2) and the ages served (18 mos-5 yrs). Further, Day School is a common way to refer to other pre-schools in the surrounding area, especially those connected to a church, e.g. (PCBC Day School; Northpark Presbyterian Day School; Ascension Day School; Highland Park Pres Day School; Northway Christian Day School).

5) **We expect for the school to resume some distinctly Christian emphases in its programming in the 2024/2025 school year including:**

- Teacher Faith Statements: Beginning with the contracts signed in spring 2024, teachers will be required to affirm a basic statement of Christian faith.
- Chapel will be resumed as a “special” in which all kids participate. The chapel teacher would be directly approved by the new board.

6) **The school will pursue a culture of excellence, constantly improving and innovating to provide the best possible early childhood education to the glory of God.** With this new relationship, the reputation of the church and the school will be inextricably connected in the community. More importantly, we want to do everything to the best of our ability to the glory of God. Toward that end, the new board will work with the Executive Director, Janna Hopkins, to ensure that the school is utilizing best practices related to:

- Christ-centered child formation
- Parent communication and involvement
- Safety and security
- Operations, including non-profit financial controls and accountability



## STATEMENT OF FAITH FOR TEACHERS

The new relationship between Grace Church Lake Highlands and the School means our reputations in the community will be linked. Though two separate and distinct organizations, we will be perceived as connected. Moreover, we long for the School to be a loving, Christian environment in which the truths affirmed by the teachers are consistent with those affirmed by the church. Toward that end, we are asking each teacher to affirm this Statement of Faith before committing to teach in the School.

**God** - I affirm that God is the creator and sustainer of everyone and everything. He is a God of love, holiness, and righteousness.

**The Trinity** - I affirm that there are three persons in the one true and living God: the Father, the Son, and the Holy Spirit. They are the same in substance, equal in power and glory.

**Scripture** - I affirm that the Bible is the infallible Word of God, the first and final authority for faith and life.

**The Fall and Sin** - I affirm that because of human sin, we have fallen from our perfect relationship with our Creator; as a result, our desires cannot be fully trusted to lead us to what is good; human beings are subject to death, the consequences of rebellion, and the holy judgment of God.

**Jesus Christ** - I affirm that Jesus Christ is Lord, fully God and fully human, and the only way to eternal life.

**The Cross** - I affirm that Jesus Christ, the innocent Son of God, died in the place of fallen, rebellious humanity to satisfy the holy judgment of God and was raised bodily from the dead in the power of the Spirit.

**Reconciliation** - I affirm that by grace alone through faith alone in Christ alone, a person is reconciled with God, adopted into God's family, guided and comforted by the Holy Spirit, and assured of eternal life.

**Return of Christ** - I affirm that when Jesus returns to earth, he will perfect his Kingdom and renew all that is broken in our world.

**I affirm that my personal faith in Jesus Christ is consistent with this Statement of Faith. In my teaching in the School, I will be guided by and will support the truths outlined in this Statement of Faith.**

---

Printed Name

---

Signature

---

Date

# Tyler Pace

[tyler.pace@hppres.org](mailto:tyler.pace@hppres.org) 402.881.1327

## EDUCATION

---

**B.A. Christian Education and Ministry**                      Wheaton College, Wheaton, IL                      December 2018  
*Bible and Theology Minor*

**Master of Divinity**    Trinity Evangelical Divinity School                      December 2024

## EXPERIENCE

---

*Highland Park Presbyterian Church*

**Director of College and Young Adults**    August 2022 – Present

- Shepherd young adults in their relationship with Jesus
- Facilitate a weekly Sunday class of 40+ young adults by engaging Scripture and its application for daily life
- Lead, equip, and empower the Associate Director of College and Young Adults
- Equip and encourage young adult leaders to take ownership of ministry initiatives
- Model winsome engagement with non-Christians, bearing witness to Jesus in those relationships
- Build small and large group communities that are engaging for single and married young adults
- Coordinate efforts for young adults to serve the church, the city, and the world

**Director of College**    May 2021 - August 2022

- Shepherd a community of new disciples, rebuilding and visioning creative ways to reach college students
- Disciple, teach, and lead Bible studies for undergraduate students throughout the week
- Create an environment on the HP Pres campus that welcomes college-aged students on Sunday mornings
- Identify, guide, and empower lay-volunteers to disciples college students
- Maintain a strong, personal connection with students away at college

**High School Ministry Resident**    May 2019 - May 2021

- Collaborate on a 6-person student team to innovate, plan, and prepare programs, trips, and events for a student ministry of 200+ 7-12 grade students
- Independently responsible for the development and implementation of all high school male student curriculum and ministry coordination
- Study, write, and teach curriculum for weekly small groups, for Sunday morning classes, and for various other ministries on an as-needed basis
- Recruit, equip, encourage and communicate with 16 young adult small group leaders
- Engage high school students through mentorship, social media, and attending student extracurriculars

*Glen Ellyn Bible Church*

**Youth Ministry Intern**    June 2018 - August 2018

- Strategize and execute communication for all summer events and outreach trips
- Contribute to the development of student ministry philosophy
- Maintain volunteer and student activity database; tracking and maintaining inventory of supplies too

*Fellowship of Christian Athletes*

**Volunteer and Summer Intern** *Chicago, IL*    September 2016- December 2018

- Connect with interns through weekly bible study and engage other students through sports and events
- Network and connect students to resources according to their diverse needs
- Create and support the scheduling of weekly activities

Proficient in Microsoft Office Suite; StrengthsFinder: Harmony, Achiever, Competition, Belief, Analytical



### *Narrative Questions*

1. Please explain your sense of call to Ordained Pastoral Ministry. Please reference both the inner call of the Holy Spirit and the outer call of the Church.

My call to ministry has been less like picking up a phone and more like reading a story as the drama unfolds. I have not heard an audible voice, nor was there one moment in time where I knew I should be a pastor. However, I have constantly sensed God's guidance toward pastoral ministry. For example, I remember one of my first times leading a Bible study when I was a junior in high school. It was a small Bible study, and I had prepared diligently. I will never forget the work it took and the joy I had in both preparing for and facilitating this Bible study. This began my discerning process, and I have continued to be drawn to studying and communicating God's word faithfully for the benefit of his people. Along with this inner draw toward ministry, I began to be affirmed for particular giftings of mine which helped cement my sense of calling. Whether it was the encouragement of a youth pastor at a church I was interning with or the current support at my church to continue leading, teaching, and discipling, I have constantly felt affirmed by my community in my journey toward Ordained Pastoral Ministry.

2. What gifts for ministry do you see in yourself, and how are you faithfully exercising and developing those gifts? Name a few areas of needed growth.

Through various tests I have taken in the past and my own experience, I have learned that I am extremely driven, am single-minded in purpose, and am a creative synthesizer. Some specific skills that I have are moderating groups and communicating to crowds of people. I am visionary and like to observe details, so that I can synthesize information for myself and others to see the big picture. In my current role as the Director of College and Young Adults, I specifically see my gifts being used in leading/facilitating small to large Bible studies. Further, while only working with 1 other person on my team, I do believe I lead with clarity and a captivating vision. Lastly, I have multiple opportunities to lead our congregation in worship, whether that be by welcoming, praying, or even preaching.

Because of the high standards I set for myself, I can be too demanding of others and can become critical if they do not "measure up." Further, because of the high standard on myself, I am also somewhat restless and struggle to slow down. Another weakness of mine, primarily due to my personality and various experiences growing up, I am afraid to fail. This occasionally inhibits me from engaging in activities and ideas outside of my comfort zone.

3. How have you served in your local church and what ministries have you led in the past?

While I served sporadically with my family growing up, my first time investing in a ministry was in college. I served in the inner-city of Chicago with Fellowship of Christian Athletes (FCA). My focus was life on life discipleship, where I built relationships with students and led small group Bible studies. Further, I also served and interned with the student ministry at the church I attended in college. While I gained more practical ministry skills there, there was also a focus on

discipleship and relationship building. I currently serve my church in a variety of ways. As mentioned above, I lead both our college and young adult ministry. I have also worked on our student team and have helped lead our Marriage Prep course. Lastly, I serve the church at wide by leading in a variety of ways on Sunday mornings.

4. Describe your relationship with the Lord and the spiritual practices that keep you grounded in Christ.

My relationship with the Lord has always been what has grounded me. I am beyond grateful for how my mom specifically showed me what abiding in Jesus looks like. Growing up, no matter how early I woke up, she was up before me reading Scripture and praying. While my walk with God has looked differently in different seasons, I have nevertheless sought to deepen my relationship with God through certain practices, situating me to be transformed by his loving presence. I believe I grow when I choose to show up, open God's word, or go to church, and ask God to change me. Whether I can see or feel it in the moment or even near future, I trust that God is working in me. Currently, due to the demands of my job, seminary classes, and a young baby, I have been trying to find ways to engage with God outside the studying of Scripture. While I may begin with a Psalm reading, I have tried to spend more time in silence, meditating on a verse or two, or simply being present with God. While difficult at times, silence has grounded me in Christ during this demanding season of my life.

**Highland Park Presbyterian Church  
Financial Dashboard  
As of January 31, 2024**

**YTD Narrative:**

- FY24 YTD General Fund Giving thru January 2024 was \$6.680M, which is \$58k under Budget, and is \$6k MORE than YTD Giving thru January 2023.
- YTD Total Operating Expenditures are under budget by \$264k.
- YTD Net Operating Deficit at January 2024 is just under \$180k.

**Highland Park Presbyterian Church**  
**Summary Statement of Financial Position**  
**As of January 31, 2024**

	<u>Without Restriction \$</u>	<u>With Restriction Temporary \$</u>	<u>With Restriction Permanent \$</u>	<u>Total All Funds \$</u>
<b>Assets</b>				
Cash and Cash Equivalents	9,451,567	7,217,682	-	16,669,249
Accounts Receivable, Net	42,497	-	-	42,497
Pledges Receivable	-	1,881,802	-	1,881,802
Other Current Assets	731,281	-	-	731,281
<b>Total Current Assets</b>	<b>10,225,345</b>	<b>9,099,484</b>	<b>-</b>	<b>19,324,830</b>
Property & Equipment	105,354,533	3,191,462	-	108,545,995
Other Long-term Assets	23,110	-	-	23,110
<b>Total Long-term Assets</b>	<b>105,377,643</b>	<b>3,191,462</b>	<b>-</b>	<b>108,569,105</b>
Long Term Investments	402,686	2,876,712	1,883,302	5,162,700
<b>Total Investments</b>	<b>402,686</b>	<b>2,876,712</b>	<b>1,883,302</b>	<b>5,162,700</b>
<b>Loans Receivable</b>	<b>59,896</b>	<b>-</b>	<b>-</b>	<b>59,896</b>
<b>Total Assets</b>	<b>116,065,570</b>	<b>15,167,658</b>	<b>1,883,302</b>	<b>133,116,530</b>
<b>Liabilities and Net Assets</b>				
Accounts Payable	316,767	-	-	316,767
Accrued Liabilities	(105,615)	1,475	-	(104,140)
Other Short-term Liabilities	27,292	285,654	-	312,945
<b>Total Short-term Liabilities</b>	<b>238,444</b>	<b>287,129</b>	<b>-</b>	<b>525,573</b>
Notes Payable - Long Term	104,680	3,391,259	-	3,495,940
Other Long-term Liabilities	97,696	-	-	97,696
<b>Total Long Term Liabilities</b>	<b>202,377</b>	<b>3,391,259</b>	<b>-</b>	<b>3,593,636</b>
<b>Total Liabilities</b>	<b>440,821</b>	<b>3,678,388</b>	<b>-</b>	<b>4,119,209</b>
<b>Net Assets</b>	<b>115,624,749</b>	<b>11,489,270</b>	<b>1,883,302</b>	<b>128,997,321</b>
<b>Total Liabilities and Net Assets</b>	<b>116,065,570</b>	<b>15,167,658</b>	<b>1,883,302</b>	<b>133,116,530</b>

**Highland Park Presbyterian Church**  
**Statement of Activities - Operating Fund Only - Actual vs Budget**  
**FY24 YTD Through January 2024**

	<b>General Fund</b>		<b>Fav/(Unf)</b>
	<b><u>Actual \$</u></b>	<b><u>Budget \$</u></b>	<b><u>Variance \$</u></b>
<b>Revenues</b>			
Contributions	6,680,274	6,739,006	(58,732)
Release of Rest Funds - Outreach	-	250,000	(250,000)
Release of Rest Funds - Other	-	143,429	(143,429)
<b>Total Contributions and Releases</b>	<b>6,680,274</b>	<b>7,132,434</b>	<b>(452,161)</b>
Program Revenue	41,548	32,408	9,140
Event & Other Revenue	26,380	44,508	(18,129)
Investment Return	148,539	62,260	86,279
Reimbursement from Schools	25,000	83,333	(58,333)
Ministry & Capital Subsidies - Designated	-	-	-
Ministry & Capital Subsidies - Operating	(280,264)	(269,797)	(10,467)
<b>Total Other Revenue &amp; Subsidies</b>	<b>(38,798)</b>	<b>(47,287)</b>	<b>8,489</b>
<b>Total Revenue</b>	<b>6,641,475</b>	<b>7,085,147</b>	<b>(443,671)</b>
<b>Expenditures</b>			
Family of Churches	317,821	273,654	(44,167)
Ministry	1,386,412	1,526,116	139,704
Operations	2,512,189	2,716,352	204,163
Outreach	817,930	615,338	(202,592)
Senior Leadership	414,542	553,921	139,380
Worship and Arts	595,043	622,916	27,873
<b>Total Expenditures</b>	<b>6,043,936</b>	<b>6,308,297</b>	<b>264,362</b>
<b>Operating Surplus/(Deficit) before Debt Service</b>	<b>597,540</b>	<b>776,849</b>	<b>(179,310)</b>
Debt Servicing (Interest Only)	63,744	52,661	(11,083)
<b>Net Operating Surplus/(Deficit) before Depr.</b>	<b>533,796</b>	<b>724,188</b>	<b>(190,392)</b>
Depreciation Expense	1,148,768	1,325,000	176,232
<b>Total Operating Surplus/(Deficit)</b>	<b>(614,972)</b>	<b>(600,812)</b>	<b>(14,160)</b>

# Charge to Slate Making Task Force (SMTF)

Approved by the Session Governance Coordinating Committee on February 13, 2024

The Governance Coordinating Committee of Highland Park Presbyterian Church charges the Slate Making Task Force with the authority and responsibility of nominating a slate of 9-11 covenant partners to serve on the Pastor Nominating Committee (PNC). Once affirmed by the congregation, the PNC will be called to identify who God is calling to serve as the church's next senior pastor.

1. **SMTF Members.** The GCC appoints the following covenant partners to serve on the Slate Making Task Force.
  - Laurie Connell
  - *Justin Eastburn – Moderator*
  - Cole Evans
  - Carrie Green
  - Anne Lindsey Hunt
  - Guy Kerr
  - Michael Miller
  - Tim Roberts
  - Angie Vaughan
2. **PNC Nominations.** The SMTF will select nominees for the PNC only from persons recommended by the congregation of HP Pres. Nominations will not be considered for covenant partners that have served on a previous Senior Pastor PNC, are current staff of HP Pres, or are members of the SMTF or their immediate family.
3. **Composition of the PNC.** The SMTF will assure the following characteristics are accounted for in the PNC slate:
  - At least 3 and no more than 4 members of the PNC should be current governing elders and the remaining members should be a mix of other officers (non-governing elders and deacons) and non-officer covenant partners.
  - It is expected that the PNC will be comprised of a diverse team of adult men and women representing the breadth of ages, ministries, and worship gatherings within our church.
  - It is expected that the PNC will be comprised only of Covenant Partners that regularly attend worship and serve at Highland Park Presbyterian Church. Exceptions may be considered for Covenant Partners who regularly attend one of the churches within the HP Pres family of churches if an extraordinary candidate stands out that exhibits qualitative characteristics desired in a nominee.
4. **Criteria for PNC Membership.** Candidates for the PNC must:
  - Agree to affirm and adhere to ECO's Essential Tenets. This necessitates committee members that believe and champion our egalitarian commitments and will objectively and equally consider all qualified pastoral candidates whether they be male or female.
  - Be Covenant Partners for at least three years;
  - Are deeply committed to pray and are willing to accept their service as a task of spiritual discernment, not being easily influenced by personal desires or congregational politics, but rather listening for the voice of God;
  - Be active and spiritually invested in the ministries of the church;

- Be sufficiently knowledgeable about the church, its community, and Presbyterian theology and government;
  - Work effectively on a team;
  - Provide diverse and complementary spiritual gifts;
  - Be able to make a significant commitment of their time, energy, and wisdom for the period of time required to complete the search for a new senior pastor.
5. **Staff Advisor.** The SMTF may request that Rev. Jay Lee, Executive Pastor, appoint a Staff Advisor as their point person for accessing the resources needed for their activities. Resources such as: communicating with the congregation, accessing relevant information from the Church Hub, reserving rooms for meetings, initiating background checks, and for answering questions about HP Pres governance or ECO polity requirements. The Staff Advisor would only attend meetings upon request, would not need to be briefed on their deliberations, but would always be available to answer questions or provide logistical assistance.
6. **Additional Recommendations.** The GCC makes the following recommendations to the SMTF to guide the process of completing its charge.
- Meet with members of previous Slate Making Task Forces and PNC’s to receive counsel of experienced voices;
  - Refrain from nominating individuals to the PNC;
  - Interview all viable nominations;
  - Consider using a candidate matrix like the one used by GCC to insure a diverse representative committee;
  - Develop a questionnaire for every nominated covenant partner to complete. It should include a statement affirming the candidate’s agreement and commitment to adhere and abide by ECO’s Essential Tenets;
  - Consider gathering information from the Church Hub to “prescreen” covenant partners who complete applications.
  - Implement background checks on
7. **Orienting Potential Nominees.** The SMTF will share with all persons who are interviewed a copy of the “Charge to the PNC.”
8. **Timeline.** The SMTF will complete its slate of nominees and present it to the Session at the called Session meeting on March 25 and will request at the meeting that the Session call a congregational meeting to vote on the slate and the PNC Motion as soon as practical. The date for the meeting should be a date that the Moderator of the SMTF and the majority of the SMTF can attend.
9. **Commissioning of the PNC.** The Moderator of the SMTF will coordinate with Rev. Jay Lee to ensure that the elected members of the PNC are commissioned at each of the church worship services.

10. **Dissolving of the Task Force.** After the commissioning of the PNC has been completed, the task of the SMTF is complete and it will be deemed to be dissolved without any further action needed by the Session.



# Charge to the Pastor Nominating Committee (PNC)

Approved by the Session Governance Coordinating Committee on February 12, 2024

The Governance Coordinating Committee of Highland Park Presbyterian Church presents this charge to guide the Pastor Nominating Committee toward its goal of identifying the person God is calling to serve as the church's next senior pastor.

1. **Governance.** The PNC is a committee of the Congregation and will be empowered to discharge its responsibilities without further approval of the Session or the Congregation. The PNC will be bound only by the requirements of ECO Polity and this Charge.
2. **Membership.** The Congregation has received the recommendations of the Slate Making Task Force and affirmed the following Covenant Partners to serve as the PNC:
  - TBD
  - TBD
  - TBD
  - TBD
  - TBD
  - TBD
  - TBD
  - TBD
  - TBD
  - TBD
3. **Authority.** The Pastor Nominating Committee (PNC) will have the exclusive authority and responsibility for the process that will bring the next Senior Pastor to Highland Park Presbyterian Church (HP Pres). This includes authority to contact and interview candidates for the position, to obtain the approval of the offer/call for the final candidate from the ECO Presbytery of Texas, to make an offer to its final candidate conditioned upon the approval of the HP Pres congregation, and to nominate its final candidate for consideration by the congregation.
4. **First Meeting.** At its initial meeting, the PNC will:
  - Elect two of its members to serve as Co-Moderators of the Committee of which one should be a governing elder.
  - Receive orientation from a member of the Ministry Partnership Team of the ECO Presbytery of Texas (MPT) regarding the requirements and best practices for the search process.
  - Receive feedback from one or more members of the prior PNC as to their experience and lessons learned.
  - Determine the committee requirements for consensus on decisions.
5. **Staff Advisor and Budget.** The PNC may request that Rev. Jay Lee, Executive Pastor, appoint a Staff Advisor as their point person for accessing the resources needed for their activities. Resources such as: communicating with the congregation, accessing relevant information from the Church Hub, reserving rooms for meetings, initiating background checks, and for answering questions about HP Pres governance or ECO polity requirements. The Staff

Advisor would only attend meetings upon request, would not need to be briefed on their deliberations, but would always be available to answer questions or provide logistical assistance. The Session will provide funds for the reasonable activities of the PNC.

6. **Church Profile.** The PNC will receive a report from the Vision Committee of the Session, including the results of the Church Health Assessment conducted by the Vision Committee and a “Church Profile” prepared by the Vision Committee. The “Church Profile” is the primary document that the PNC will provide to candidates describing HP Pres. The “Church Profile” prepared by the Vision Committee must be approved by the Session and the Presbytery MPT before it is posted on the ECO job board.
7. **Pastor Profile and Pastor Position Description:** The PNC will develop a Pastor Profile for its internal use and a Pastor Position Description to be shared with candidates. The Vision Committee’s report can provide insight into the formation of these documents. The Pastor Profile and Position Description will be shared with the Session for input, but Session approval is not required. The Pastor Position Description, like the “Church Profile,” must be approved by the Presbytery MPT before it is posted on the ECO job board.
8. **Terms of Call.** The terms of call include the entire compensation and benefits package, including housing, for the final candidate. Prior to making an offer to a candidate, the PNC Moderator must receive from the Operations Committee of the Session the terms of call for the initial offer. All counter-offers and the final terms of call must be approved by the Operations Committee of the Session and are not shared with the full Session or the Congregation. The terms of call must remain confidential.
9. **Approval from the MPT.** Once the PNC narrows its search to a group of finalists, it should arrange interviews between the finalists and members of the Presbytery MPT (the Ministry Partnership Team of the ECO Texas of Presbytery) and the finalists. The approval of the MPT is required by ECO Polity for a call to be made to a pastor. Any offer made to a candidate should be conditional on approval by the MPT and by the Congregation.
10. **Transition Support Team.** Upon approval of the call by the congregation, the PNC will form a Transition Support Team, which should contain members of the PNC who are willing, to aid the new Senior Pastor and family in their transition to HP Pres and their new home.
11. **Dissolution of Committee.** Upon formation of the Transition Support Team, the PNC will be deemed dissolved.

# HP Pres Session FAQ's

## Re: Senior Pastor Search Process

During the January 2024 Session Retreat, the Governance Coordinating Committee (GCC) invited feedback and questions from the Session regarding the process for selecting the next Senior Pastor of Highland Park Presbyterian Church. During the retreat, it was shared that the Vision Committee would conduct a church health assessment survey of the congregation. The GCC would be appointing a Slate Making Task Force (SMTF) to nominate a team of covenant partners to serve on the Pastor Nominating Committee (PNC).

The following is summary of the questions received during the table discussion and feedback sessions with answers we have to date.

Elders are welcome to direct additional questions to the Governance Coordinating Committee (GCC) – Jennifer Tollett, Karl Rathjen, or Craig Murray.

## **GENERAL PROCESS QUESTIONS**

**Why are we choosing to use the past process to guide us now? Is it necessary to have a Slate Making Task Force? Seems like a committee to make a committee. Is it to get more involvement? Gain trust of congregation?**

The decision to follow past precedent for developing a Slate Making Task Force to select the PNC was made for three reasons:

- 1) It is a process that the church is familiar with and one that has led to the formation of strong PNC's in the past.
- 2) Utilizing a SMTF allows for broader congregational engagement in the search process.
- 3) Given the size of our church and the number of potential candidates, the process of receiving nominations, evaluating candidates, conducting interviews, and forming a diverse and effective team is a sizable task. While our governance policies and ECO would permit the GCC or Session to directly nominate the PNC, it was determined that it was better to have a task force give greater focus to this task so as to allow the GCC and Session to give their focus to shepherding the congregation through the season of transition.

### **Are the committees made public?**

Yes. The SMTF was announced to the congregation. The PNC will be a committee of the congregation. As such, nominees put forward by the SMTF are to be presented and approved by the congregation in called congregational meeting.

### **What involvement do ordained pastors and staff have in the process?**

Pastors and staff do not serve on the SMTF or the PNC but can provide advisory roles. Jay Lee, as Executive Pastor, can designate staff to assist the SMTF and PNC as needed.

### **How much are church plants involved? Do planting pastors and elders from church plants have equal votes?**

Until church plants charter as independent churches, their pastors, covenant partners, and any elders attending the churches remain as called pastors, covenant partners and elders (governing or non-governing) of Highland Park Presbyterian Church. As such, they hold all the same voice and vote as anyone that worships and serves at HP Pres. That said, most of the covenant partners in the church plants do not have a vested connection in the day-to-day decisions at Highland Park Presbyterian and most will probably not be involved in the voting to affirm the PNC or the eventual Senior Pastor candidate.

### **Are family of churches members eligible to be included on the SMTF or PNC?**

No members attending Peak Street, Grace Church Lake Highlands, or Good Shepherd were selected for the SMTF. In the Charge to the SMTF, the GCC did not exclude the possibility of someone from one of those churches serving on the PNC but did suggest that it should be a special circumstance in which a particular person offered unique gifts that would be of compelling value to the PNC.

### **Does the PNC get affirmed by the session prior to the congregation? Should the congregation vote on the PNC? Is there really value in having congregation vote a “shallow vote” on PNC?**

These were questions that we did not have clarity on at the time of the Session retreat. However, with help from Mark Story, we have confirmed that a PNC is a committee of the congregation. As such, the congregation’s affirmation of the nominees is not a rubber stamp, but a governing responsibility. Furthermore, as a committee of the congregation, the PNC is responsible to the congregation and Presbytery, not the Session. It is expected that the Session will receive the names of the nominees to the PNC prior to them being announced publicly, but the Session does not approve the slate before it is presented to the congregation.

### **Will there be a moment in church to explain the process, especially for those from different traditions?**

Yes. Jay Lee and staff have been working diligently to include updates and descriptions of the process and its steps through written communications, the website, and upfront messages during worship services. A timeline of steps and the progress for each are available at <https://hppres.org/search>

## **Are we seeking another Bryan?**

Bryan was a beloved and gifted pastor and one that left an indelible imprint on our church. However, each pastor is uniquely equipped by the Lord with different gifts and our needs as a church now may be different than before. The Session, through the Vision Committee and the Church Health Assessment, will be identifying more clearly where our church is at and the characteristics most needed in our new Senior Pastor.

## **What is the age group of the next senior pastor? Spiritual gifts? How about a female?**

There is no age requirement for the next senior pastor or specific spiritual gifts that have been identified at the present time. The profile preferences will be set by the PNC with input from the Session and the Church Health Assessment. And yes, women can be candidates for senior pastor. Our ECO Essential Tenets clearly state that we believe both men and women can serve equally in any ministry or office of the church, including Senior Pastor. In fact, to this end, we have charged the SMTF to assure that all PNC candidates not only ascribe intellectually to this Essential Tenet but can also confidently affirm that they will consider qualified candidates equally without regard to gender.

## **What is the day-to-day, week-to-week plan for this “season of preparation” look like? August seems late to make a decision on transitional leadership.**

Jay Lee, Executive Pastor was appointed as the acting Head of Staff by the Session on October 30th. Since then, Calum Lindsey (Pastor of Prayer and Worship) and Zack House (Creative Director) have been invited by Jay to operate as the transitional leadership team. They meet on a weekly basis to guide the staff team. Larry Glascock has been volunteering his time as the acting Director of Operations. The continuity of ministry plan (Business Continuity) has been in place since November 2023.

## **What do the next months of sermons look like?**

### **What does the preaching rotation look like?**

We aim to have a teaching team of our pastors that rotate through our Sanctuary and Elliott Hall worship services on 50% of the Sundays each month. The other 50% of the time, we have the privilege to host guest preachers who have connections to HP Pres and promise to encourage and spiritually form our congregation.

### **How do we identify guest pastors?**

These guest pastors have a pastoral heart for our congregation and an affinity towards the ECO Essential Tenets. In addition, we'll invite pastors who can address specific themes like biblical justice, global missions, and evangelism in a post-Christian world.

### **What are our future sermon series?**

In the first six months of 2024, our heartfelt desire has been to point people to see the beauty of our Trinitarian God. Since the start of the year, we've been in *The Heart of the*

*Father*, and we will begin *Life of the Son* on Sunday, Feb. 18, for Lent. We'll move into *The Hope of the Resurrection* on March 31, for Pentecost, followed by *Power of the Spirit*, beginning May 19, and taking us through the end of June.

## **SLATE MAKING TASK FORCE**

### **Who makes the criteria for the SMTF?**

The GCC set the criteria for the SMTF with input from the Session and various pastors.

### **Is there a connection between ONC and SMTF as they are choosing candidates?**

The moderator of the Slate Making Task Force has been encouraged to communicate with the ONC regarding any nominees the ONC plans to make for new governing elders. It is projected that the ONC will present their nominees for the Session prior to the SMTF finalizing their candidates for the PNC, so that the SMTF will be able to avoid any unintended overlap of candidates.

### **Can people on the ONC be considered for either SMTF or PNC?**

Yes. ONC members could be asked to serve on either group.

### **Will the congregation be able to make nominations to the PNC?**

Yes. The congregation was invited to make nominations through February 20.

### **Will there be a “filter” for SMTF taking nominations from the congregation?**

Yes. The Charge to the SMTF provides the criteria to screen nominees to the PNC. Likewise, we are forwarding to the moderator of the SMTF a list of recommendations from governing elders received during the Session Retreat.

### **Will SMTF develop criteria for PNC?**

The SMTF will develop criteria for the PNC within the parameters and guidelines set by the Session through the Charge to the SMTF prepared by the GCC.

## **PASTOR NOMINATING COMMITTEE (PNC)**

### **What will the makeup of the PNC be in terms of governing elders, elders, non-officers?**

The SMTF has been charged to have the PNC include at least 3 and no more than 4 governing elders with additional instructions that the remaining slots should be filled by a mix of non-governing elders, deacons, and non-officers.

## **What does healthy diversity look like on the PNC?**

We believe healthy diversity on the PNC is a mix of both men and women of various generations, worship communities, church ministry involvement, and spiritual gifts.

## **Is giving a requirement to be on PNC?**

A giving requirement to serve on the PNC was not made a mandate in the charge to the SMTF. As such, if this is a criteria, it will be one made so at the discretion of the SMTF.

## **Who steers the PNC?**

The PNC is a committee of the congregation and will be empowered to discharge its responsibilities without further approval of the Session or the congregation. The PNC will be bound only by the requirements of ECO Polity and the Charge it receives from the Session. The draft of the PNC Charge has been presented by the GCC for feedback by the full Session in its February 2024 Session Meeting. In that charge, the GCC is recommending co-moderators of the PNC and requiring that at least one of the moderators be a governing elder.

## **What foundations are the PNC given to go on?**

ECO provides resources and recommendations for the pastoral search process and experienced people from the Synod and Presbytery are available to help provide coaching and assistance. The GCC provides the Charge to the PNC that provides the essential guidance from the Session regarding how it is to discharge its duties.

## **What other oversight does the Session have on the PNC?**

The charge to the SMTF states that at least 3 and no more than 4 governing elders should be selected as part of the 9-11 members of PNC. In addition, the Session will work with the PNC to provide the Church Profile and give input into the development of the new Senior Pastor Job Description. Likewise, the Session (through the GCC) establishes the Charge to the PNC that sets its authority and limitations. Beyond that, the PNC is a committee of the congregation and reports only to the congregation and to the Presbytery.

## **What is the orientation plan for PNC?**

Once the PNC is confirmed, it is anticipated that the GCC will meet with the PNC to review and clarify elements of the Charge. Likewise, the ECO Presbytery of Texas MPT (Ministry Partnership Team) will conduct an orientation regarding PNC function, responsibilities, and best practices. In addition, we anticipate the new PNC will meet with prior PNC members to share past experience, helpful resources, and recommendations for best practices.

## **How long does the PNC process take?**

It is difficult to project exactly. We anticipate that the SMTF will complete its work and have a PNC elected by early April. From that point, the search for the new senior pastor will be

influenced heavily by the number of qualified candidates that are found. This could take as little as 6 months, but if a search beyond ECO-ordained pastors proves necessary, it could take more time in order to properly identify and vet candidates that align with the beliefs, values, and vision of HP Pres and ECO.

**What if the PNC wants to hire a search firm, does the Session have input into that?**

The PNC will work with the Operations Committee to formulate a budget for conducting the Senior Pastor search. The approval of this budget would be under the purview of the Session through the Operations Committee. However, unless the Session chooses to decide this issue and include it in the Charge to the PNC, the PNC will have full discretion to determine if a search firm is needed.

**CONGREGATIONAL SURVEY AND PROFILES**

**Where does the congregational survey fit in the timeline? Who prepares the job profile using the survey?**

The church health survey is conducted in February. The Vision Committee will compile the results and use it to inform Church Profile. Results and recommendations will be shared with the PNC. The PNC will be responsible for drafting the job profile with input from the Session.

**Why does it take so long to complete the assessment and job description?**

Aligning a large number of people and voices inevitably takes time. Our governing model reflects our belief that the Holy Spirit speaks through the consensus of voices. The processes we have set in place are designed to allow for the contributions of many and the time to listen and discern the Holy Spirit's leading.

**Will congregation assessment be completed quickly enough to help PNC?**

The church health assessment has already started and should be completed before the PNC is finalized. We hope to seat the PNC by early April and it is anticipated that results of the assessment will be ready for their use by the time it is needed.