

**Spiritual Formation**

**Worship and Prayer**

**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 Survey

**Family of Churches** – David Martin

**Oversight/Accountability**

**ECO** – John Walsh

**Operations Committee** – Anne Compton

- Financials – Budget Update

**Governance Coordinating Committee** – Jennifer Tollett

- Slate Making Task Force Update – Justin Eastburn
- Motion – Congregational Meeting to Elect PNC on April 28, 2024

**Closing Prayer**

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**Next Meeting** – April 22, 2024, 5:30 pm, Music Room

**Governance Resources** -

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



### **Omnibus Motion**

Motion to approve the agenda for tonight's meeting, the minutes from the the regular Session Meeting on February 26, 2025, the February 2024 Membership Reports, the Congregation Meeting on March 17, 2024, and the list Covenant Partners who took their Vows on February 25, 2024 (pages 3-28).

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



**STATED MEETING OF THE SESSION  
HIGHLAND PARK PRESBYTERIAN CHURCH  
February 26, 2024, 6:00 PM (Music Room)**

<i>Quorum</i>	Present
<i>Attendance</i>	Attached
<i>Spiritual Formation</i>	<p><b>Worship and Prayer</b> Aaron Williams , who is now full-time staff, led the Session in singing. Calum Lindsay followed with worship and prayer.</p> <p>Calum reported that a Prayer Vigil will be held again this year before Easter and urged the Session to please sign up and come. He also reported that this coming Sunday, J. John, an Anglican Minister and Evangelist from the UK would be preaching.</p> <p>Jay Lee then asked Charlie Davis and David Murray, new Governing Elders to give their faith stories.</p>
<i>Shepherding the Flock</i>	<p><b>Call to Order</b> Jay Lee called the meeting together at 6:40 p.m.</p> <p><b>Omnibus Motion</b> A motion was made to approve the agenda for tonight’s meeting, the minutes from 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 of Covenant Partners who took their Vows on November 26, 2023, December 3, 2023, and February 11, 2024.</p> <p><b>Moderator/ Executive Pastor’s Report</b> Jay checked in with Angie Vaughn and her walk since the death of her son. She stated that though this time has been hard, she and her husband Tim have been able to laugh and cry in their remembrances of their son, Anders. It was also the love of friends and the music, Bethal, that comforted her.</p> <p>Emily Scates, stated that Discipleship is another step in gaining a relationship with the new Covenant Partners that have recently joined HPPres. She will be sending out information about each new Covenant Partner before the end of April. Elders were asked to choose one or more of these members and reach out to them by email, a call, or taking them for coffee.</p>

<p><i>Discernment/Strategic Visioning</i></p>	<p><b>Vision Committee</b>          Jackie Burke stated that the Vision Committee, having been given the task of producing and implementing a Church Assessment Survey, is pleased with what the survey has shown.</p> <ol style="list-style-type: none"> <li>1. As of today, 1134 people have taken the survey. It showed:</li> <li>2. Fifty percent of those taking the survey are under the age of 50. This is not seen in many churches.</li> <li>3. Ninety percent of the people feel that HPPres is their church home and they consider themselves frequently involved.</li> <li>4. The 9:30 Worship Service in the Sanctuary is the most attended. Seventy two percent are Covenant Partners.</li> <li>5. Fifty percent of respondents have been attending HPPres for 10 years or less.</li> <li>6. Fifty percent of respondents live within 5 miles. This may have implications for future church plants.</li> </ol> <p>A real concern was that we are not doing enough to find and help new Covenant Partners. This shows a potential for improvement in our discipleship.</p> <p><b>Family of Churches Update</b>          David Martin welcomed Simon King’ori, pastor of All Nations, who gave the Session a study report.</p> <p>It is hoped in the future that their Worship Service at 11:00 would be intergenerational and transformative.</p> <p>They will be entering their 25th year as a church. All Nations 25 will be their new brand and vision.</p> <p>Discipleship Pathway is their new tool for Discipleship. Rooted Rhythms is a pathway for daily devotions, prayer repentance, sacrificial giving, serving the community, and sharing faith stories.          Next Gen is an attempt to encourage authentic faith in Jesus.</p> <p>The All Nations staff is focused on equipping new leaders and offering Lay Pastors training. In the next few years, it is hoped they will be able to grow in the DFW area.</p> <p>Simon King’ori asked the Session to please pray for All Nations leaders and volunteers, for the church’s impact in the community, and for safety and protection.</p> <p>Charlie Dunn reported that Grace Church Lake Highlands had one of the largest attendance records last week since Christmas 2023.</p>
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	<p>Next Charlie talked about the framework for a new relationship between Grace Church and the pre-school, Bethany CDC. This school has operated for 38 years and serves 153 students in their care.</p> <p>All of the necessary paperwork is ready to be filed to help the school become a non-profit corporation in the State of Texas, as well as filing to receive a religious charitable tax-exempt status. The new school's name will become "Grace Day School."</p> <p>More information on how the school will have a distinctly Christian emphasis and the Statement of Faith for Teachers was discussed and included in the agenda packet (see Appendix A).</p> <p><b>Motion</b> A motion was made asking the HPPres Session to give Grace Church Lake Highlands authority to accept governance responsibility for Bethany CDC (to be branded and renamed "Grace Day School"). The motion was seconded and carried.</p> <p>David Martin reported that the ECO Chartering Task Force was designed to support HPPres church plants. Work is being done to present a "Play Book" which is a written document that will show the steps needed to charter a church. It will give help in writing for application, suggestions about ECO, ECO requirements, the Elder process, and non-binding and mutual relationships.</p>
<p><i>Oversight/ Accountability</i></p>	<p><b>ECO Coordinator</b> John Walsh introduced Tyler Pace, who is seeking to be a candidate for ordination. Tyler gave a brief faith story and discussed his past experience. Tyler has just received his Mast of Divinity from Trinity Evangelical Divinity School in December 2023.</p> <p>Tyler was asked to leave the room. There were positive comments made about his work while at HPPres.</p> <p><b>Motion</b> A motion was made and seconded. The vote was unanimous that Tyler be affirmed to start his ordination process.</p> <p><b>Operations Committee</b> Ann Compton reported the addition of new personnel. Sterling White is now the Pastor of Connections; Kelli Harrison will be the Director of Care. Ryan Tompkins, a pastoral resident and counselor will be helping Grace Church Lake Highlands, due to the vacancy left by John Turner.</p> <p>HPPres' budget is seeing strong giving numbers. The Operations Committee reported that we had strong giving in December,</p>

followed by solid giving in January, coming in at a total of \$6.68m giving fiscal year-to-date. Giving in January was slightly under budget, but an increase over last year, and our church's expenditures are under budget by \$264,000.

Anne Compton reported that Ken Merrill, Director of Facilities, has outlined upcoming expenses for the church. The new chiller has been installed and is under budget. It was found that HPPres' roof is cracking and some stained glass windows are also cracked. Ken Merrill is working on how to pay for these long-term expenses.

Ted Munsell and Larry Glasscock both have helped the Operations Committee immeasurably.

#### **Governance Coordinating Committee**

Jennifer Tollett gave an Elder update.

The following motions requested, via email, by Reid Slaughter, ONC moderator have been approved (See Appendix B):

- To appoint Nancy Seay to fill the term left vacant by the departure of Power Zhao. This term will end on August 31, 2024
- To appoint Tom Leiser to fill the term left vacant by the departure of Andrew Campbell. This term will end on August 31, 2026.

The GCC also reported that the Charge to the Slate Making Task Force and the Charge to the Pastor Nominating Committee, along with the FAQ's from the Session's January Retreat have been included in our agenda packet (See Appendix C).

#### **Officer Nominating Committee**

Reid Slaughter reported that for various reasons, elected Elders have stepped down or moved. The ONC wanted to fill all of our vacancies. There were 94 nominations made for officers and after going through check points, 37 elders and deacons came up on the slate.

Reid read out the names of those elected. He then made a motion that the Session approves a Congregational Meeting for March 17, 2024, to bring these nominees for a vote. The motion was seconded and carried.

#### **Slate Masking Task Force Update**

Justin Eastburn reported that of the 239 Covenant Partners who were nominated for the Pastor Nominating Committee (PNC), 130 filled the requirements. The last day to send in nominations was Tuesday February 27, 2024.

The Task Force has been moving fast to contact those nominated, however, it was reported that the Congregational Meeting to announce the PNC

# Highland Park

PRESBYTERIAN CHURCH

	<p>nominees be moved from April 7 to April 28, 2024. That will be done at our next Session Meeting in March.</p> <p>John Walsh asked that Alisa Sell to report on the ECO National Gathering in South Carolina. She reported that the hosting church was very welcoming and thanked them for their prayers for the loss of our pastor Bryan Dunagan.</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 8:30 pm.</p>
<i>Upcoming Schedule</i>	<p><b>Next Session Meeting –</b> March 25, 2024</p>

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Jay Lee, Moderator

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Jennifer Tollett, Clerk of Session

## SESSION ATTENDANCE 2023-2024

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

# Highland Park

PRESBYTERIAN CHURCH

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

Others in attendance:

Cameron Beaty, Charlie Dunn, Andrew Franklin, Simon Kingori, Jay Lee, Nelson Bell, Josh Peck, Emily Scates, Calum Lindsay, Zach House, Audrey Schmit.



## **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)

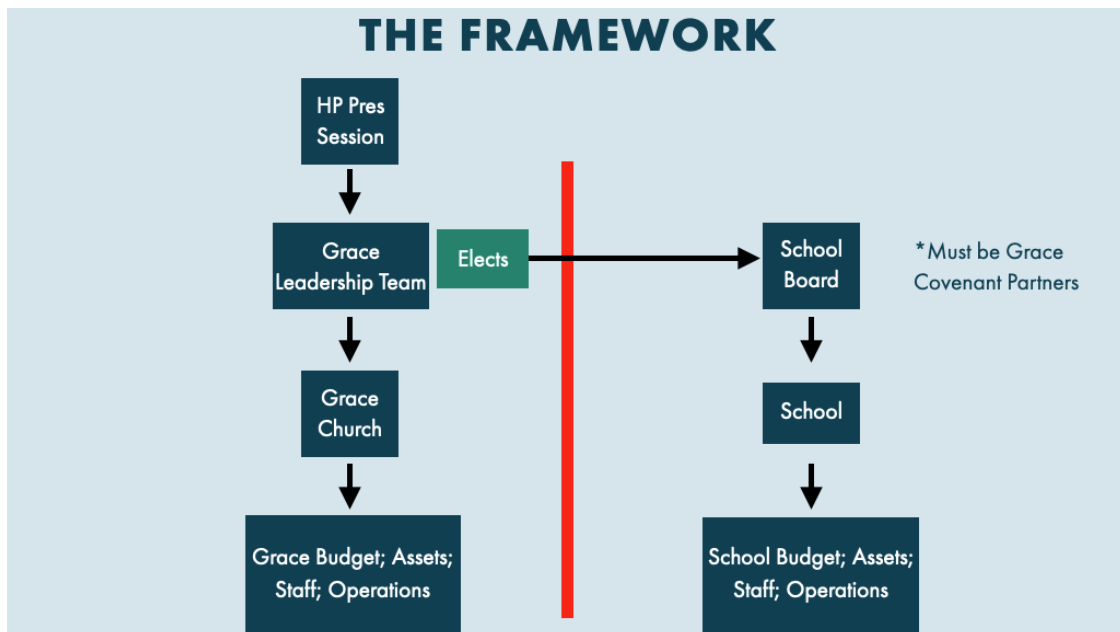
- 4) **The name of the new corporation will be *The Day School at Grace Church Lake Highlands*, which will be known and branded to the community as “Grace Day School.”** We believe it is important for the name – through the word “Grace” - to communicate the connection between the church and the school. 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.**

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Printed Name

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Signature

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Date

## Appendix B

### Email vote on a request from Reid Slaughter, ONC Moderator Wednesday, February 21, 2024

The following motions requested, via email, by Reid Slaughter, ONC moderator have been approved. We received 18 out of 22 Governing Elder responses and all of them voted "Yes, I approve".

Reid Slaughter, moderator of the Officer Nominating Committee (ONC) is requesting by email vote the Session approve the following motions to recommend the fulfillment of two vacant positions on the Session :

Motion to appoint Nancy Seay to fill the term left vacant by the departure of Power Zhao. This term will end on August 31, 2024

Motion to appoint Tom Leiser to fill the term left vacant by the departure of Andrew Campbell. This term will end on August 31, 2026.

In accordance with the E-mail Vote Policy in 6.04(c) of the Governance Manual, quoted below, please email [ginny.frye@hppres.org](mailto:ginny.frye@hppres.org) with your vote (or your objection to holding an e-mail vote) by 5:00 pm, Friday, February 23, 2024 (48 hours from email, not including weekend days). In your email to Ginny, please include one of the following choices as your vote:

“Yes, I approve” or “No, I do not approve” of the proposed actions.

If you have questions, you are welcome to contact Reid Slaughter, ONC Moderator, at [reidslaughter@mac.com](mailto:reidslaughter@mac.com) or (214) 797-1100.

In Christ,

Jennifer Tollett, Clerk of the Session, Moderator of Governance Coordinating Committee

#### *(c) E-mail Vote Policy*

*The Session may hold e-mail votes on any administrative or non-controversial matter except those required by this Manual or the Polity of ECO to be held at a regular or special meeting. An e-mail vote will be administered only by the Moderator or Clerk of Session at their discretion. Only one motion can be contained in an e-mail vote. The governing elders must be given 48 hours (not including weekend days) to respond. If more than one-third of the Session object in writing or by e-mail to the person sending the notice during the 48-hour voting period, or one-half or more of the governing elders do not vote, then an e-mail vote will not be valid. If more than one-third do not object timely, and more than one-half of the governing elders vote timely, then the motion will pass or fail based on the majority of the votes of the governing elders responding timely and may not be challenged later as a motion that should not be handled by an e-mail vote. A governing elder may object to the use of an e-mail vote and at the same time vote for or against the motion. The Session may utilize an e-mail vote for additional matters that are not administrative or are controversial, however, the vote to be valid must be unanimous and be supported by all members eligible to vote.*

# 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;

## APPENDIX C

- 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.

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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.



# 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.

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### **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>

## APPENDIX C

### **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*

## APPENDIX C

*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.

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### **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

## APPENDIX C

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.

## 2024 February Membership Report

February 1, 2024 through February 29, 2024

Session Meeting of March 25, 2024

### Covenant Partners -February 29, 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	9	0	0	273	5%
<b>19 to 35</b>	1615	34	0	0	1649	31%
<b>36 to 50</b>	928	18	0	0	946	18%
<b>51 to 65</b>	1195	10	1	0	1204	22%
<b>66 to 80</b>	751	5	0	0	756	14%
<b>81 &amp; Over</b>	356	1	0	3	354	7%
<b>Unknown</b>	165	7	0	0	172	3%
<b>Total</b>	<b>5274</b>	<b>84</b>	<b>1</b>	<b>3</b>	<b>5354</b>	<b>100%</b>

### Baptized Members (Infant to 14) - February 29, 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	2/29/2024
<b>Infants - 14</b>	847

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

February 29, 2024

Session Meeting of March 25, 2024

### **NEW COVENANT PARTNERS**

*HIGHLAND PARK PRESBYTERIAN CHURCH*

*Vows taken February 11, 2024*

Apel, Annie  
Apel, Blake  
Barnett, Becky  
Barnett, Will  
Beltran, Clay  
Beltran, Katie  
Blanton, Julie  
Bonner, Ashley  
Bonner, William  
Brandenberg, Candi  
Brandenberg, Luke  
Buchanan, Sue  
Caudle, Cindi  
Caudle, Craig  
Clarage, Andy  
Clarage, Maria  
Dowell, Allison  
Dowell, Will  
Fraser, Amanda  
Fraser, Jeremy  
Gibson, Barbara  
Gibson, Ralph  
Giese, Matthew  
Grey, Catherine  
Grey, Schuyler

Harwood, Louisa  
Henrichson, Anita  
Henrichson, Kevin  
Huddleston, Alexa  
Huddleston, Benjamin  
Hutcheson, Nate  
Hutcheson, Victoria  
Hurst, Haleigh  
Imanyara, Jane  
Ivey, Carla  
Janik, Joan  
Kiarie, Chris  
Kohler, Robert  
Lovett, Emily  
Lovett, Ross  
Marek, David  
Marek, Margie  
Martin, Brett  
Martin, Chassen  
Mercer, Chloe  
Mercer, Jack  
Meyer, Travis  
Mitcham, Sloan  
Mitcham, Taylor  
Mitford, Morgan

Muller, Sydney  
Mwirigi, Fridah  
Owens, Don  
Pitts, Sierra  
Paul, Alex  
Paul, Tinsley  
Plaxco, Kate  
Radtke, Astrid  
Rawlings, Ron  
Rawlings, Vasilia  
Ruckman, Alicia  
Ruckman, Tom  
Sahliyah, Laura  
Sieker, Justin  
Sieker, Katie  
Smith, Andrew  
Stocking, Maggie  
Stone, Andy  
Stone, Kimberly  
Voigt, Daniel  
Voigt, Paige  
Yates, Bonnie  
Yates, Peter  
Youngman, Tyler

### *Confirmation Students*

Gonzalez, Abbey  
Hardaway, Conner  
Herron, Anna Kate  
Langley, Cameron  
Leake, Patrick  
Melihercik, William  
Shull, Evelyn

### **Vows taken February 25, 2024**

Dickson, Nganga  
Dickson, Kelvin  
Dickson, Ivy



## **MILESTONES**

### **Births**

None

### **Infant Baptisms**

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

Carter, Ivy, child of Mr. and Mrs. Dodge Carter (Diane) on February 18, 2024

Firth, Monty, child of Mr. and Mrs. Richard Firth (Caroline) on February 18, 2024

Firth, William, child of Mr. and Mrs. Richard Firth (Caroline) on February 18, 2024

Hunt, Emma, child of Mr. and Mrs. Marshall Hunt (Brittany) on February 18, 2024

Isner, Chapel, child of Mr. and Mrs. John Isner (Madison) on February 18, 2024

Morgans, Mimi, child of Mr. and Mrs. John Morgans (Mary Martha) on February 18, 2024

Rome, James, child of Mr. and Mrs. Hunter Rome (Marika) on February 18, 2024

Shannon, Leila, child of Mr. and Mrs. Robert Shannon (Leila) on February 18, 2024

Youngman, Eloise, child of Mr. and Mrs. Tyler Youngman (Audrey) on February 18, 2024

### **Adult Baptisms**

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

Dao, Randi on February 18, 2024

Gould, Chloe on February 18, 2024

### **Weddings**

Jackson, Lauren Ann to Jacob Coupens on February 17, 2024

### **Deaths**

Arrington, Wayne on February 4, 2024

Bair, Jock on February 25, 2024

Turner, Tom on February 12, 2024

## **DISMISSED COVENANT PARTNERS**

Fritz, Laura on February 28, 2024 – dismissed by their request



Highland Park Presbyterian Church Congregational Meeting  
Election of Elders and Deacons  
March 17, 2024

A meeting of the Congregation was called by the Session at 11:55 a.m. for the purpose of acting upon the nomination of deacons and elders. Pastor Jay Lee served as Moderator of this meeting. Jennifer Tollett, Clerk of the Session, confirmed there was a quorum.

Reid Slaughter, Moderator of the Officer Nominating Committee, introduced himself and thanked his committee for their work on this important process. They include:

Anne Evans

Josh Ginsborg  
Elizabeth Huggins  
Lauren Langley  
John Rain  
Tana Roberts  
Audrey Schmit

Reid then declared on behalf of the Officer Nominating Committee that he nominate the following person to the office of Elder at Highland Park Presbyterian Church. They are:

Earl Blankenship  
Will Craine  
Jen Melson  
Robin Pou  
Tim Roberts  
Terese Stevenson

In addition, Reid nominated the following persons to fulfill vacancies on the Session:

Nancy Seay—term to end August 31, 2024  
Tom Leiser—term to end August 31, 2026

After a vote from the Congregation the Nominating Committee's motion passed.

Reid Slaughter then made a motion on behalf of the Officer Nominating Committee to nominate the following persons to the office of deacon at Highland Park Presbyterian Church. They are:

Dee Blakeney  
Tom Blakeney  
Laura Clift  
Stuart Cochran  
Nash Evans  
Andrew Harper

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

Bethany House  
Shanna Millican  
Lee Oden  
Rich Paterick  
Karen Pou  
Misty Quinn  
Kathy Jo Usher  
Bob White  
Brenda White

After hearing the Nominating Committee's motion for nominating new deacons, the motion passed.

A motion to adjourn was made and second at 12:15 p.m.

-----  
Jay Lee, Moderator

-----  
Jennifer Tollett, Clerk of Session



## Covenant Partner Vows

### NEW CONVENANT PARTNERS

HIGHLAND PARK PRESBYTERIAN CHURCH – All Nations

Vows taken Sunday, February 25, 2024

Dickson, Nganga

Dickson, Kelvin

Dickson, Ivy

**Highland Park Presbyterian Church  
Financial Dashboard  
As of February 29, 2024**

**YTD Narrative:**

- FY24 YTD General Fund Giving thru February 2024 was \$7.230M, which is \$68k under Budget, and is \$20k MORE than YTD Giving thru February 2023.
- YTD Total Operating Expenditures are under budget by \$363k.
- YTD Net Operating Surplus at February 2024 is \$177k.

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

Interim for Internal Use Only

	General Fund		Fav/(Unf)
	<u>Actual \$</u>	<u>Budget \$</u>	<u>Variance \$</u>
<b>Revenues</b>			
Contributions	7,229,845	7,297,838	(67,993)
Release of Rest Funds - Outreach	-	300,000	(300,000)
Release of Rest Funds - Other	-	172,114	(172,114)
<b>Total Contributions and Releases</b>	<b>7,229,845</b>	<b>7,769,953</b>	<b>(540,107)</b>
Program Revenue	48,189	38,890	9,299
Event & Other Revenue	3,097	53,410	(50,313)
Investment Return	191,861	74,712	117,149
Reimbursement from Schools	43,816	100,000	(56,184)
Ministry & Capital Subsidies - Designated	-	-	-
Ministry & Capital Subsidies - Operating	(133,126)	(323,757)	190,631
<b>Total Other Revenue &amp; Subsidies</b>	<b>153,837</b>	<b>(56,745)</b>	<b>210,581</b>
<b>Total Revenue</b>	<b>7,383,682</b>	<b>7,713,208</b>	<b>(329,526)</b>
<b>Expenditures</b>			
Family of Churches	371,996	328,385	(43,611)
Ministry	1,694,409	1,831,339	136,930
Operations	3,050,414	3,259,622	209,208
Outreach	925,742	738,405	(187,337)
Senior Leadership	485,721	664,706	178,985
Worship and Arts	678,487	747,500	69,013
<b>Total Expenditures</b>	<b>7,206,768</b>	<b>7,569,957</b>	<b>363,189</b>
<b>Operating Surplus/(Deficit) before Debt Service</b>	<b>176,914</b>	<b>143,251</b>	<b>33,663</b>
Debt Servicing (Interest Only)	63,744	63,193	(551)
<b>Net Operating Surplus/(Deficit) before Depr.</b>	<b>113,170</b>	<b>80,058</b>	<b>33,112</b>
Depreciation Expense	1,378,521	1,590,000	211,479
<b>Total Operating Surplus/(Deficit)</b>	<b>(1,265,351)</b>	<b>(1,509,942)</b>	<b>244,591</b>