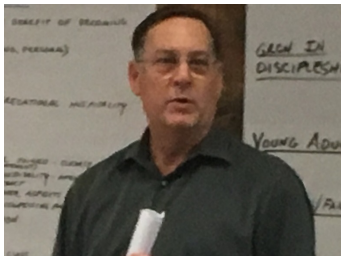




E-Packet Order of Contents for June 26, 2017 Session Meeting

- I. Docket**
- II. Minutes of Session and Congregational Meetings**
 - a. Stated Session Meeting (May 22, 2017)
 - b. Called Session Meeting (June 11, 2017)
- III. Consent Agenda**
 - a. Membership Changes for May 2017
 - b. Baptisms July 2017
- IV. Financial**
 - a. Dashboard Financial Performance (Period ending May 31, 2017)
 - b. Financial Statements (July 2016 – May 2017)
 - c. Financial Report to Session (June 26, 2017)
 - d. Proposed 2018 Budget
- V. Council/Committee Meeting Minutes and Reports**
 - a. Finance Committee Minutes (06.17.17)
 - b. Diaconate Minutes (04.27.17)
 - c. Worship Council (05.09.17)
 - d. Church Attendance Report (YTD 2017)
 - e. Discipleship Attendance Report (YTD 2017)
 - f. Membership Statistics for 2017
 - f. New member demographics for 2017
- VI. Information Documents**
 - a. Proposed Electronic Voting Procedures
 - b. Electronic Voting Email Template



STATED SESSION MEETING AGENDA
Preston Hollow Presbyterian Church
Monday, June 26, 2017
6:00 p.m., Jubilee Hall; 6:30, Sanctuary;
7:00 Conference Room

6:00	Gather and Dine	All
6:30	Worship in Sanctuary	Matthew
7:00	Call to Order Approval of Minutes Consent Agenda Correspondence	Matthew
7:10	Jeremy Demarest Young Adult Volunteer	Jeremy
7:20	Finance Report	Trey
7:30	2018 Budget	Trey
7:55	Proposed Email Voting Policy	Pat
8:05	Development of PHPC Purpose Process Overview & Next Steps	Matthew
8:20	Pastor's Report <ul style="list-style-type: none"> • Medical • Jessie Light • Sarah Are • Year of Unity • Search Committees • 5:00PM Worship 	Matthew
8:35	"For the good of the order"	All
8:45	Staff Reports	Directors / Pastors
8:55	Prayer and Adjourn	Matthew

Please put this date on your calendar
July 2017: NO SCHEDULED SESSION MEETING

**Minutes of Stated Meeting of Session
Preston Hollow Presbyterian Church**

Monday May 22, 2017 – 5:45 PM Jubilee Hall; 6:30 PM Chapel; 7:00 PM
Conference Room

THOSE PRESENT AND CONSTITUTING A QUORUM

Elders: Ruth Ann Ernst, Kevin Forbes, Rus Holloway, Sarah Kinard, Kent Stadler, Todd Owen, Lisa Centala, Janelle Crays, Jim Watkins, Marty Loman, Pat Nobles, Melanie Sumrow, Hannah Wright, Lauren Ghighi, Dan Lorimer

Elders Absent: Amy Haub

Pastors: Rev. Matthew Ruffner, Rev. Dr. Paul Seelman, Rev. Sarah Johnson, Rev. Kathy Lee-Cornell, Rev. Margaret Watkins

Staff: Trey Angel, Sara Stoltz, Linda Smith, Adrienne Nicholson

Clerk of Session: Jim Finley

CALL TO ORDER, PRAYER, EXAMINATION OF CONFIRMANDS, DEVOTIONAL

Rev. Ruffner called the meeting to order with prayer. New elders and deacons were examined by Session members and Pastors through a process of questioning and sharing of personal beliefs. Following the examination, the officers-elect were excused from the room. A MOTION was offered to accept these officers-elect. The MOTION was seconded and passed unanimously. The new officers-elect returned and were welcomed warmly.

The meeting moved to the chapel for worship.

The service opened with singing “Holy Spirit, Come to Us”. A Litany of Penitence and the Assurance of Pardon. followed. After “Take, O Take Me as I Am” was sung, the new officers offered scriptural stories interspersed with contemporary stories. “Take, O Take Me as I Am” was sung once more followed by the Lord’s Supper served by intinction. The service closed with the singing of, God, Be the Love to Search and Keep Me”, and the passing of the Peace.

The meeting moved to the conference room.

APPROVAL OF MINUTES

The Session reviewed the following minutes:

Stated Session Meeting of April 25, 2017

Covenant Meeting of April 30, 2017

Congregational Meeting of April 30, 2017

CONSENT AGENDA

MOTION was made, seconded and passed to approve the following:

- Motion of Clerk to approve membership changes for the month of April 2017
 - Motion from Worship Council to approve June 2017 Baptisms.
-

FINANCE REPORT

Trey Angel reported, in part, the following on behalf of the Finance Committee:

Financial

- Gifts and pledges for April 2017 were below forecast by \$23,557.
- Year to date revenues remain below forecast (-\$188K) and last year(-\$107K).
- Expenditures are well-managed and are 96.8% of forecast.
- Net cash reserves are sufficient for 3.5 months of church operations.
- PHPC's balance sheet is very strong

A **MOTION** to accept the Finance Report was made, seconded and passed unanimously.

2018 BUDGET PREVIEW

No action was required in this meeting. This is a preview of the budget.

This budget reduces our deficit from \$200K to \$68K. It will be brought back in June for approval.

The Finance Committee has asked each council to add narrative to their budgets. Rev. Ruffner pointed out that a budget is a theological document that prioritizes where we are headed. Jim Watkins offered that we should question now the things we are concerned about, and Marty Loman pointed out the importance of the assumptions we make about growth.

Matthew and Sarah Kinard will bring to the June meeting thoughts about what this budget assumes as our direction and priorities.

Responding to a question from Sarah Kinard as to who looks at revenue possibilities for our property, Trey answered that the Finance Committee does.

DEVELOPMENT OF THE PHPC PURPOSE / MISSION STATEMENT

With Matthew facilitating, the Session began a deeper exploration of the elements of the proposed PHPC purpose statement:

“To welcome all, grow disciples, and transform the world, by the grace of Jesus Christ.”

This evening was spent discussing what it means to transform the world. Each member reflected on the times in their lives, and in the past two weeks, when they felt they were part of this kind of transformation.

GRACE PRESBYTERY MEETING PLANNING UPDATE

Grace Presbytery meets at PHPC next Thursday. Three additional servers are needed for the meeting. All else is in readiness for the meeting.

PASTOR’S REPORT

Matthew announced that the newest Ruffner, Elliot, has arrived and expressed thanks for the many prayers and the time off. He will take two more weeks of child care leave in July.

Matthew expressed his appreciation of our pastors for their conducting new officer training.

He has met with John White, chair of the APNC for Associate Pastor – Congregational Care. Their committee will continue their work through the summer.

FOR THE GOOD OF THE ORDER

We are running out of bulletins on Sunday mornings. Referred to Sara Stoltz.

The search for our new organist continues.

STAFF UPDATES

The summer schedule has begun.

Sarah Are begins work on July 9.

ADJOURNMENT, PRAYER

It was **MOVED**, seconded and the motion carried to adjourn following prayer. Rev. Dr. Paul Seelman led the Session in prayer.

Respectfully submitted,

Jim Finley, Clerk of Session

Attest: Rev. Matthew Ruffner, Moderator

Date Approved:

Minutes of Called Meeting of Session
Preston Hollow Presbyterian Church
Sunday June 11, 2017 – 11:15 AM, PHPC

THOSE PRESENT AND CONSTITUTING A QUORUM

Elders: Kevin Forbes, Rus Holloway, Todd Owen, Janelle Crays, Jim Watkins, Marty Loman, Hannah Wright, Pat Nobles

Elders Absent: Lauren Ghighi, Sarah Kinard, Melanie Sumrow Dan Lorimer, Kent Stadler, Ruth Ann Ernst, Amy Haub, Lisa Centala

Pastors: Rev. Matthew Ruffner

Staff: Linda Smith

Guest: Paul Neubach

Clerk of Session: Jim Finley

CALL TO ORDER, PRAYER

Rev. Ruffner called the meeting to order with prayer.

Matthew shared, on Rev. Dr. Paul Seelman's behalf, his desire to dissolve his pastoral relationship with PHPC. Paul is accepting a call to become the senior minister of Huguenot Memorial Church in Pelham Manor, New York. Paul's process of discernment, in which he included Matthew, has spanned the past eight months.

MOTIONS

Dr. Paul Neubach, representing the PHPC Staff Committee, presented two motions, as follows:

MOTION 1:

"The PHPC Staff Committee moves that the Session of Preston Hollow Presbyterian Church call a congregational meeting July 16, 2017, at 11:00 AM to consent to the dissolution of the pastoral relationship with the Rev. Dr. Paul S. Seelman, effective July 23, 2017, and ask that Grace Presbytery concur."

MOTION 2:

“The PHPC Staff Committee moves that the Session of Preston Hollow Presbyterian Church approve the search for an interim Executive Pastor and that Sarah Kinard, Bob Warren, and Kay Rainey serve with Matthew Ruffner and Linda Smith as the Interim Executive Pastor Search Team. This Interim Executive Pastor Search Team will work with the Grace Presbytery Committee on Ministry.”

No seconds to these **MOTIONS** are required.

Rev. Ruffner asked for a motion the request that the CNC provide names to form an Executive Pastor Nominating Committee (EPNC). Names to be presented to the congregation on July 16.

The **MOTION** to that effect was made by Jim Watkins and seconded by Kevin Forbes.

Much discussion followed, generally centered on whether this position should continue to be filled by an ordained minister.

A **MOTION** to call the question was made, seconded, and passed unanimously.

All three **MOTIONS** passed unanimously.

The Staff Committee will forward the job description for the position for consideration by the Session in its June 26 meeting.

The purposes of the meeting being fulfilled, a **MOTION** to adjourn following prayer was seconded and passed unanimously.

Rev. Ruffner closed the meeting with prayer.

Respectfully submitted,

Jim Finley, Clerk of Session

Attest: Rev. Matthew Ruffner, Moderator

Date Approved:

**PRESTON HOLLOW PRESBYTERIAN CHURCH
CHANGES OF THE MONTH
MAY 2017**

TOTAL NEW MEMBERS RECEIVED = 19

NO MEMBERSHIP CLASS WAS HELD IN MAY.

CONFIRMATION CLASS RECEIVED ON 5/14/17 (BY PROFESSION OF FAITH) = 19

Paige Elizabeth Anderson	Evan Robert Oliai
Lauren Baker Asher	Mason Allen Raeshide
Pasquale Albino Bleggi	Anna Victoria Roberts
Elizabeth Grace Byrom	Brendan Mikel Torres Shirley
Micayla Anne Clark	Karen Elizabeth Shirley
Emma Claire Ghighi	Caroline Elizabeth Singleton
Marianna Grace Gonzalez	Skylar Alexandra Snelson
Luke William Jacobs	Aaron Edward Thorne
John Paul Noonan	Graham Hastings Wolfe
Abigail Paige O'Brien	

RENEWAL OF AFFILIATE MEMBERSHIPS = 2

Darlene Haller
Denise Kimberling

TO NON-RESIDENT = 2

David Frost (Delray Beach, FL)
Phyllis Seelman (Kenner, LA)

DISMISSED TO ANOTHER CHURCH = 3

Jenny Lehman, Covenant Presbyterian Church, Lubbock, TX
Harvey McLean, First Presbyterian Church, Austin, TX
Amy Zsohar, Oak Grove Presbyterian Church, Bloomington, MN

REMOVED FROM THE MEMBERSHIP ROLL = 1

Elizabeth Benson (joined Highland Park United Methodist Church, Dallas, TX)

DEATHS = 5

12/14/16 James Braxton "Jim" Zimmermann (service at Saint Michael and All Angels Church, 1/7/17)
4/27/17 James W. "Red" Johnson (service at Dallas-Fort Worth National Cemetery, 5/9/17)
5/5/17 Dorothy Ellen Booker McDonald (service at Restland Memorial Park, 5/12/17)
5/6/17 Martha Giok Tan (PHPC memorial service, 6/1/17, SAJ)
5/20/17 Patsy Wingate Kilpatrick Keyser (PHPC memorial service, 6/2/17, SAJ/RMP)

BIRTHS = 4

2/23/17 Clover Catherine Gibbs, daughter of Meredith and Davis Gibbs
4/4/17 Parks Patrick Smith, son of Kristin and Patrick Smith
5/3/17 Finley Thomas Bishop, son of Ann Marie and Mason Bishop
5/9/17 Bluford Walter Crain, V, son of Sarah "Babo" and Bluford "B. W." Crain, IV

THE SACRAMENT OF BAPTISM WAS ADMINISTERED TO THE FOLLOWING CONFIRMAND ON 5/14/17 AT 11:00 A.M. (SAJ, OFFICIATING MINISTER):

AARON EDWARD THORNE (DOB - 10/11/01)

Parents: Adam and Jessica Thorne

Elder/Sponsor: Todd Anderson

WEDDINGS = 1

5/27/17 Ryan Maxwell Dickey and Tenley Grace Dorrill (SAJ)
405 Bayou Vista, Southlake, TX 76092
Non-members

ldw

6/15/17

June 25, 2017 Baptisms

Officiating Pastor: **TBD**

Orientation Date/Time/Location: **Tentative, Wednesday, June 19, 6:00 p.m., Parlor**

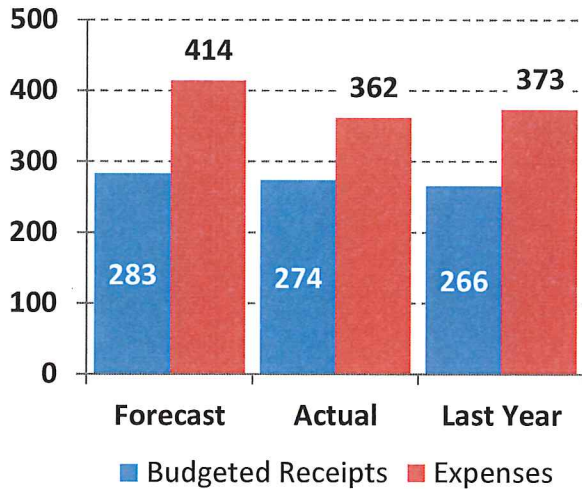
Service Time: 10:00 a.m. – Officiating Pastor: TBD	
Liturgical Elder:	
Child:	Katherine Elyse Conner b. April 8, 2017
Parents:	Michelle and Thomas Conner thomas.s.conner@gmail.com 210-413-3905
Membership:	both parents
Elder Sponsor:	

Overview of Financial Performance

Period Ending May 31, 2017

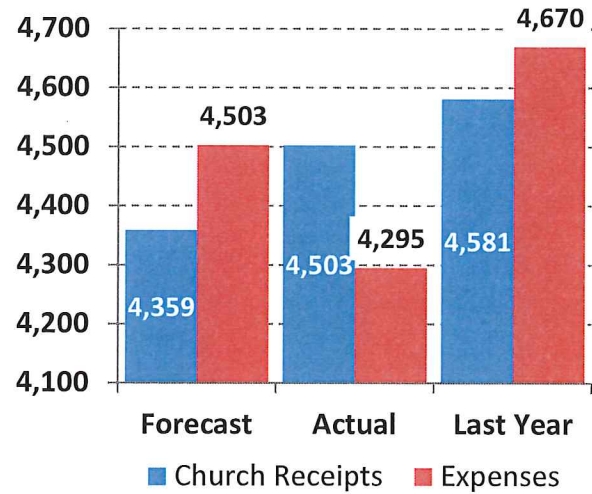
Period Performance

In \$ Thousands



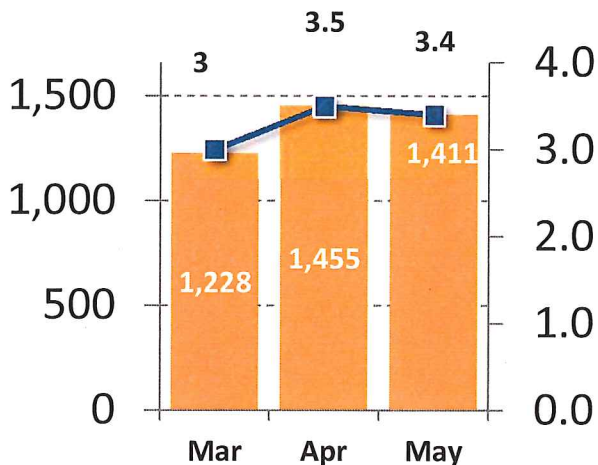
YTD Performance

In \$ Thousands



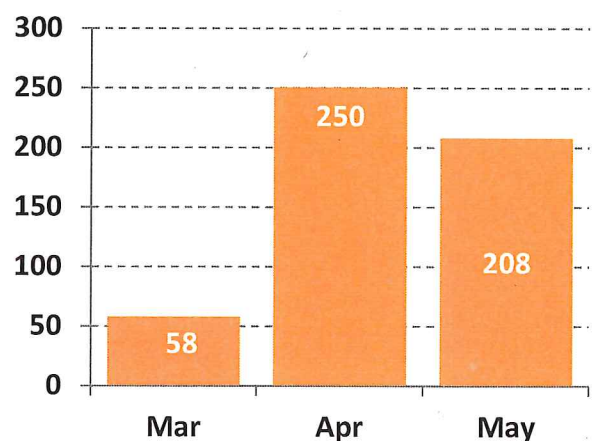
Net Cash Reserves & Months

In \$ Thousands



YTD Net Funds Flow

In \$ Thousands



Material Receipts / Underspensing

- **General Underspensing** – Total expenses are 5.4% of forecast spend rate.
- **Staff** – YTD spending is below forecast due to open positions.



Material Expenses / Overspending

- **Property** – Adjusted for the YH roof repair (insurance), property spending approximates forecast.

Date : 06/15/2017
Time : 2:57:20 PM

Preston Hollow Presbyterian Church
Analysis of Revenues & Expenses - Session
July 2016 to May 2017

Page : 1

Accounts	Annual Budget	Actual for Period	Budget YTD	YTD Actual	Variance YTD (\$)
Revenues					
Budgeted Receipts					
Gifts and Pledges	\$3,671,693	\$270,394	\$3,424,304	\$3,237,910	\$186,393
Prior Year Pledges	\$150,000	\$0	\$50,000	\$208,334	(\$158,334)
Prepaid Pledges	\$200,000	\$0	\$200,000	\$237,789	(\$37,789)
Loose Plate Offering	\$40,000	\$2,584	\$37,782	\$43,933	(\$6,151)
Other Budgeted Receipts	\$29,500	\$851	\$25,360	\$21,786	\$3,574
Total Budgeted Receipts	\$4,091,193	\$273,829	\$3,737,446	\$3,749,753	(\$12,308)
Building/Activity Receipts					
Building Receipts	\$150,500	\$15,511	\$138,154	\$167,689	(\$29,535)
Activity Receipts	\$140,060	\$18,228	\$128,617	\$123,982	\$4,634
Total Building/Activity Receipts	\$290,560	\$33,739	\$266,771	\$291,671	(\$24,900)
Special Offerings	\$18,000	\$25	\$18,000	\$13,208	\$4,792
Parents Day Out Receipts	\$295,200	\$8,620	\$291,666	\$281,940	\$9,725
Reimbursed Costs	\$46,000	\$2,577	\$45,167	\$166,188	(\$121,021)
Total Revenues	\$4,740,953	\$318,789	\$4,359,049	\$4,502,760	(\$143,712)
Expenses					
Debt Service	\$0	\$0	\$0	\$0	\$0
Depreciation/Amortization	\$0	\$0	\$0	\$0	\$0
Administrative Council					
Finance/Session	\$86,290	\$9,285	\$79,896	\$84,074	(\$4,178)
Property Committee	\$670,500	\$22,882	\$630,815	\$703,773	(\$72,958)
Office Expenditures	\$149,700	\$8,344	\$137,225	\$145,660	(\$8,435)
Hospitality	\$7,000	\$1,014	\$6,417	\$6,354	\$63
Communications	\$58,250	\$5,294	\$53,396	\$38,746	\$14,650
Columbarium Expenses	\$0	\$553	\$0	\$14,552	(\$14,552)
Staff - Administration	\$1,229,084	\$93,199	\$1,097,965	\$1,040,652	\$57,313
Total Administrative Council	\$2,200,824	\$140,571	\$2,005,713	\$2,033,810	(\$28,097)
Discipleship Council					
Adult Ministries	\$25,500	\$588	\$20,427	\$18,993	\$1,434
Children's Ministries	\$42,000	\$2,204	\$36,862	\$30,073	\$6,789
Youth Ministries	\$89,800	\$14,202	\$68,456	\$57,387	\$11,070
College Ministry	\$1,700	\$0	\$1,558	\$308	\$1,250
Discipleship Resources	\$17,750	\$555	\$16,271	\$8,632	\$7,639
Presbyterian Women					
PW - Christian Outreach	\$7,760	\$0	\$7,058	\$7,117	(\$59)
PW- Leadership & Resources	\$6,355	\$9,914	\$5,064	\$18,729	(\$13,665)
Total Presbyterian Women	\$14,115	\$9,914	\$12,122	\$25,847	(\$13,724)
Parents Day Out Expenses	\$295,200	\$30,325	\$278,579	\$266,127	\$12,452
Staff - Discipleship	\$355,585	\$20,305	\$316,825	\$241,188	\$75,637
Total Discipleship Council	\$841,650	\$78,093	\$751,100	\$648,554	\$102,546
Community Outreach Council					
Administrative	\$4,393	\$1,500	\$4,027	\$1,500	\$2,527
Local Mission Support	\$131,818	\$7,698	\$120,984	\$110,874	\$10,111
Vickery Meadow	\$119,000	\$27,097	\$107,167	\$104,444	\$2,722
Global Mission	\$66,000	\$4,764	\$62,667	\$46,469	\$16,198
Denominational Support	\$136,000	\$3,303	\$124,917	\$124,917	\$0
Scholarships	\$30,889	\$0	\$30,889	\$25,450	\$5,439
Youth & College	\$10,000	\$0	\$6,000	\$5,112	\$888
Special Offering	\$18,000	\$0	\$18,000	\$11,303	\$6,697
Staff - Outreach	\$106,271	\$6,781	\$99,682	\$64,767	\$34,915
Total Community Outreach Council	\$622,371	\$51,144	\$574,332	\$494,835	\$79,497
Care of Congregation					
Deacons	\$28,700	\$1,696	\$26,308	\$22,412	\$3,896
Care of Congregation -Other	\$18,400	\$330	\$16,867	\$10,530	\$6,336
Gerontology	\$11,200	\$1,005	\$10,267	\$8,289	\$1,978
Holy Joe's Coffee	\$2,000	\$0	\$1,833	\$1,209	\$625
Staff - Care of Cong	\$257,777	\$13,251	\$229,298	\$212,464	\$16,833

Date : 06/15/2017
Time : 2:57:20 PM

Preston Hollow Presbyterian Church
Analysis of Revenues & Expenses - Session
July 2016 to May 2017

Page : 2

Accounts	Annual Budget	Actual for Period	Budget YTD	YTD Actual	Variance YTD (\$)
Total Care of Congregation	\$318,077	\$16,282	\$284,573	\$254,904	\$29,669
Worship Council					
Music Committee	\$65,150	\$5,229	\$57,979	\$60,827	(\$2,848)
Worship Committee	\$32,100	\$5,430	\$29,675	\$35,710	(\$6,035)
Staff - Worship	\$671,041	\$47,693	\$598,083	\$569,721	\$28,362
Total Worship Council	\$768,291	\$58,352	\$685,737	\$666,258	\$19,480
Evangelism/Membership Council					
Evangelism Coordinating	\$69,675	\$7,022	\$64,192	\$63,382	\$810
New Member Outreach	\$4,000	\$314	\$3,667	\$4,026	(\$360)
Recreation and Activities	\$16,000	\$73	\$15,917	\$18,477	(\$2,560)
Staff - Membership	\$131,265	\$9,672	\$117,329	\$110,830	\$6,498
Total Evangelism/Membership Council	\$220,940	\$17,081	\$201,104	\$196,715	\$4,388
Total Expenses	\$4,972,153	\$361,523	\$4,502,560	\$4,295,077	\$207,483
Net Total	(\$231,200)	(\$42,733)	(\$143,511)	\$207,684	(\$351,195)
Other Revenues					
Benevolence Receipts	\$0	\$3,355	\$0	\$38,008	(\$38,008)
Designated Receipts	\$0	\$42	\$0	\$242	(\$242)
Restricted Receipts	\$0	\$0	\$0	\$59,395	(\$59,395)
Released from Restriction	\$0	\$0	\$0	\$0	\$0
Total Other Revenues	\$0	\$3,397	\$0	\$97,645	(\$97,645)
Other Expenses					
Gain (Loss) Sale of Securities	\$0	\$0	\$0	\$0	\$0
Benevolence Disbursements	\$0	\$5,212	\$0	\$26,841	(\$26,841)
Designated Disbursements	\$0	\$0	\$0	\$0	\$0
Restricted Fund Disbursement	\$0	\$0	\$0	\$0	\$0
Transfer to Restriction	\$0	\$0	\$0	\$0	\$0
Total Other Expenses	\$0	\$5,212	\$0	\$26,841	(\$26,841)
Net Operating Total	(\$231,200)	(\$44,548)	(\$143,511)	\$278,488	(\$422,000)

May 2017

Accounts

Assets		
Cash Assets		
100030 - Petty Cash	\$304	
100090 - Compass Bank New MMA	\$138,479	
100120 - Legacy Bank - DDA	\$312,082	
100150 - Legacy Bank - Payroll	(\$1,711)	
100180 - Legacy Bank - Special	\$1,289	
100210 - CDARS - Brokered CDs	\$750,000	
100220 - Sovereign Bank - DDA	\$269,206	
100240 - Sovereign Bank - Payroll	\$70,075	
100260 - PHPC - Early Birds Account	\$2,747	
100290 - Sovereign Bank - MMA	\$379,217	
100310 - CD - Inwood NB	\$255,046	
100560 - Charles Schwab - Brokerage	\$87,607	
Total Cash Assets		\$2,264,340
Invested Funds		
118100 - Malawi Scholarship Funds	\$0	
Total Invested Funds		\$0
Fixed Assets		
131000 - Land	\$192,001	
132000 - Buildings	\$23,024,330	
134000 - Furniture, Fixtures & Equipment	\$350,867	
134010 - Capital Equipment	\$976,762	
134500 - Vehicles	\$48,757	
134750 - Accumulated Depreciation	(\$6,727,941)	
Total Fixed Assets		\$17,864,775
Other Assets		
135010 - Columbarium Niche Inventory	\$170,965	
135060 - A/R - Employee (1)	\$5	
Total Other Assets		\$170,970
Total Assets		\$20,300,085

Liabilities, Fund Principal, & Restricted Funds

Liabilities		
Short Term Payables		
201020 - FICA Tax Withholding	\$261	
201025 - Elective FSA Payable	\$9,556	
201030 - Elective 403(b) Payable	\$3,840	
201035 - Texas Child Support SDU	\$281	
201040 - Federal Income Tax Withholding	\$603	
202000 - PHPS Due To (From)	\$6,945	
202030 - VMLC Due To (From)	(\$1,425)	
202040 - Springhill Retreat Due To (From)	(\$620)	
202050 - Accounts Payable	(\$163)	
202100 - PDO - Prepaid Tuition	\$30,130	
202210 - PHPC Foundation Due To (From)	\$25,180	
Total Short Term Payables		\$74,587
Total Liabilities		\$74,587
Fund Principal		
310000 - Net Assets - Unrestricted	\$19,091,279	
Excess Cash Received	\$280,463	
Total Fund Principal and Excess Cash Received		\$19,371,742
Restricted Funds		
Total Temporary Restricted	\$853,756	
Total Restricted Funds		\$853,756
Total Liabilities, Fund Principal, & Restricted Funds		\$20,300,085

Preston Hollow Presbyterian Church
 Summary of Restricted Accounts
 July 2016 to May 2017

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Credit Adjustments	Debit Adjustments	Ending Balance
Temporary Restricted						
861020 - Pastors Benevolence	\$49,632.12	\$0.00	\$0.00	\$16,607.38	\$16,957.77	\$49,281.73
861040 - General Memorials	\$22,112.63	\$0.00	\$0.00	\$18,045.00	\$21,223.48	\$18,934.15
861070 - Library Memorials	\$5,542.35	\$0.00	\$0.00	\$340.00	\$1,819.50	\$4,062.85
861160 - Mission - Non-Specific	\$3,411.57	\$0.00	\$0.00	\$0.00	\$0.00	\$3,411.57
861210 - Farewell Funds/Love Gifts	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
861220 - Memorial Service Activities	\$2,660.65	\$0.00	\$0.00	\$1,800.00	\$300.00	\$4,160.65
861260 - Mission - Local	\$19,918.63	\$0.00	\$0.00	\$1,603.00	\$18,674.18	\$2,847.45
861280 - Special Gifts	\$27,658.06	\$0.00	\$0.00	\$110,231.15	\$106,025.71	\$31,863.50
861290 - Friends of the Library	\$4,793.00	\$0.00	\$0.00	\$2,693.58	\$1,783.68	\$5,702.90
861300 - Media Support Funds	\$21,060.64	\$0.00	\$0.00	\$1,050.00	\$15,000.00	\$7,110.64
861310 - Grief Recovery Support	\$1,754.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,754.58
861320 - Divorce Recovery Support	\$364.00	\$0.00	\$0.00	\$0.00	\$0.00	\$364.00
861330 - Congregational Care Support	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
861500 - Christmas Baskets	\$2,325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,325.00
861630 - Recitals Fund	\$4,596.41	\$0.00	\$0.00	\$1,210.00	\$3,000.00	\$2,806.41
861640 - Handbell Funds	\$514.41	\$0.00	\$0.00	\$1,000.00	\$24.00	\$1,490.41
861650 - Music Funds	\$60,937.78	\$0.00	\$0.00	\$31,742.15	\$59,860.61	\$32,819.32
861660 - Hymnal/Bible Funds	\$1,343.57	\$0.00	\$0.00	\$136.41	\$0.00	\$1,479.98
861670 - Commissioned Music	\$7,098.56	\$0.00	\$0.00	\$400.00	\$0.00	\$7,498.56
861680 - PHPC Choir Account	\$1,564.64	\$0.00	\$0.00	\$3,432.92	\$5,067.80	(\$70.24)
861690 - Music Robe Fund	\$4,103.69	\$0.00	\$0.00	\$0.00	\$0.00	\$4,103.69
861750 - Epiphany Program Support	\$316.83	\$0.00	\$0.00	\$4,713.00	\$1,307.42	\$3,722.41
861850 - Children's Ministry Support	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
861860 - Wilcox Trust Proceeds	\$58,009.66	\$0.00	\$0.00	\$19,035.32	\$23,513.42	\$53,531.56
861870 - Founders Gift	\$45,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,850.00
861880 - Nicaragua Mission Support	\$11,349.67	\$0.00	\$0.00	\$5,778.50	\$2,286.00	\$14,842.17
861900 - Disaster Relief Funds	\$12,393.64	\$0.00	\$0.00	\$1,200.00	\$12,315.00	\$1,278.64
861920 - Malawi Mission Support	\$25,600.28	\$0.00	\$0.00	\$42,800.00	\$35,350.00	\$33,050.28
861970 - Columbarium Garden Support	\$11,630.37	\$0.00	\$0.00	\$4,625.00	\$0.00	\$16,255.37
861980 - PHPC Early Birds Account	\$1,503.82	\$0.00	\$0.00	\$1,638.00	\$518.25	\$2,623.57
862200 - Walker Estate - Capital Support	\$99,439.58	\$0.00	\$0.00	\$60,585.49	\$104,624.37	\$55,400.70
867010 - Legacy Campaign Gifts	\$1,461,518.51	\$0.00	\$0.00	\$0.00	\$1,078,225.00	\$383,293.51
Youth Gifts/Fundraising						
862020 - Youth - Sub Sandwiches	\$8,950.22	\$0.00	\$0.00	\$2,543.00	\$660.00	\$10,833.22
862100 - Youth - Car Wash	\$6,491.89	\$0.00	\$0.00	\$0.00	\$241.32	\$6,250.57
862120 - Youth - Cake Auction	\$1,921.28	\$0.00	\$0.00	\$6,594.00	\$0.00	\$8,515.28
862130 - Youth - Pansy Sale	\$3,734.79	\$0.00	\$0.00	\$0.00	\$132.47	\$3,602.32
862150 - Youth - Special Gifts	\$19,966.48	\$0.00	\$0.00	\$2,683.66	\$13,432.45	\$9,217.69
Total Youth Gifts/Fundraising	\$41,064.66	\$0.00	\$0.00	\$11,820.66	\$14,466.24	\$38,419.08

Preston Hollow Presbyterian Church
Summary of Restricted Accounts
July 2016 to May 2017

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Credit Adjustments	Debit Adjustments	Ending Balance
Church Designated Funds						
863010 - Columbarium Reserve Funds	\$23,691.31	\$0.00	\$0.00	\$0.00	\$23,691.31	\$0.00
863030 - Staff CE CarryForward	\$22,982.48	\$0.00	\$0.00	\$0.00	\$0.00	\$22,982.48
863040 - PC CapEx CarryForward	\$26,500.00	\$0.00	\$0.00	\$0.02	\$26,500.02	\$0.00
863120 - Financial Education Support	\$109.13	\$0.00	\$0.00	\$0.00	\$0.00	\$109.13
Total Church Designated Funds	\$73,282.92	\$0.00	\$0.00	\$0.02	\$50,191.33	\$23,091.61
Total Temporary Restricted	\$2,083,802.23	\$0.00	\$0.00	\$342,487.58	\$1,572,533.76	\$853,756.05

**Preston Hollow Presbyterian Church
Financial Report to Session
June 26, 2017**

Financial Statements dated May 31, 2017:

Summary:

Gifts and Pledges collected in May 2017 were above forecast. YTD member giving remains below forecast and prior year. As reported last month, overall receipts were materially improved in the month of April by Prior Year collections (payment in 2017 to satisfy a 2016 pledge) and are ahead of forecast. Expenditures appear well managed and are approximately 95.4% of forecast. Funds flow is \$207,684 for the year and cash reserves are believed ample to support the forecast deficit funds flow for the fiscal year. The financial condition of the Church remains strong.

Member Giving:

- Gift and pledges were \$270,394 in the period – \$1,938 above our forecast for the month.
- Collection of Prior Year pledges now exceed the annual forecast by \$58,334.

Cost Control:

- Spending remains well managed against forecast.
- Under-spending to budget in the Community Outreach Council is unintended and will not carry to FYE.
- Due largely to open positions, the Staff Committee budget is approximately \$220,000 below forecast.
- Spending by the church remains well managed against the budget and is overall approximately \$318,360 below target YTD (adjusted to removed \$110,877 YH roof repair paid by insurance proceeds).

Net Funds Flow:

- Funds flow YTD is \$207,684. Based on the Church's pattern of spending, it remains likely that additional funds will be spent away by FYE June 30, 2017. However, due largely to under-spending of the staff budget (several open/vacant positions in the FY), it is believed that the funds flow deficit will not approach forecast.

Available Net Cash Reserves:

- Net cash reserves at 5/31/16 are \$1,323,704 and are believed adequate to support ongoing operations of the Church. Funds held in reserve represent approximately 3.2 months of operating cost.

Other Information:

- Proposed budget information for the fiscal year to begin July 1, 2017 is included in the Session packet and has been recommended by the Finance Committee (6/19/17) for approval. Additional detail will be provided in the meeting.

Summary of Mission Budget for the FY 18 Budget
Prior Year Budget Overview for Finance Committee
19-Jun-17

	Budget 14/15	Actual 14/15	Budget 15/16	Actual 15/16	Budget 16/17	Estimate (*) 16/17	Budget 17/18	Notes
INCOME								
Budgeted Receipts								
Gifts & Pledges	\$3,671,693	\$3,500,036	\$3,671,693	\$3,576,589	\$3,671,693	\$3,481,693	\$3,671,693	
Loose Plate	\$40,000	\$40,697	\$40,000	\$44,115	\$40,000	\$45,000	\$40,000	
Interest & Misc	\$15,000	\$16,086	\$16,000	\$11,981	\$16,000	\$12,000	\$12,000	
Prepaid Pledges	\$200,000	\$219,892	\$200,000	\$182,625	\$200,000	\$237,789	\$200,000	
Prior Year Pledges	\$150,000	\$185,710	\$150,000	\$184,237	\$150,000	\$210,000	\$150,000	
Black Estate Income	\$36,000	\$32,613	\$36,000	\$35,134	\$36,000	\$35,000	\$40,000	
Total Budgeted Receipts:	\$4,112,693	\$3,995,034	\$4,113,693	\$4,034,681	\$4,113,693	\$4,021,482	\$4,113,693	<= Suggests 2.3% growth
Building Receipts	\$384,821	\$419,917	\$335,010	\$350,115	\$304,060	\$340,000	\$296,016	
Benevolence Receipts	\$18,000	\$37,228	\$18,000	\$24,487	\$18,000	\$15,000	\$18,000	
PDO/MADD Receipts	\$273,050	\$325,069	\$273,050	\$286,796	\$295,200	\$290,000	\$0	<= PDO transferred to PHPS for management
Other Reimbursements	\$10,000	\$516,278	\$10,000	\$324,078	\$10,000	\$17,000	\$11,000	
Total Church Receipts:	\$4,798,564	\$5,293,526	\$4,749,753	\$5,020,157	\$4,740,953	\$4,683,482	\$4,438,709	
EXPENDITURES								
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Administrative								
Program	\$ 941,147	\$1,519,026	\$ 932,980	\$1,285,391	\$ 956,240	\$940,000	\$ 952,490	<= Reduced copier, phone & Communication cost offset by outsourced bulletins (from Worship)
Staff	Below	\$1,120,875	Below	\$1,225,073	Below		Below	
Total Administrative:	\$941,147	\$2,639,901	\$932,980	\$2,510,464	\$956,240	\$940,000	\$952,490	
Discipleship								
Program	\$353,877	\$530,907	\$355,377	\$458,664	\$376,100	\$459,000	\$77,825	<= PDO transferred to PHPS for management Springhill day camp only 1 week
Staff	Below	\$391,212	Below	\$391,990	Below		Below	
Total Education:	\$353,877	\$922,119	\$355,377	\$850,654	\$376,100	\$459,000	\$77,825	
Community Outreach								
Program	\$516,186	\$510,584	\$516,100	\$478,333	\$516,100	\$516,100	\$516,100	<= Food/Fellowship cost to Evangelism; Reteat better budgeted
Staff	Below	\$114,807	Below	\$21,886	Below		Below	
Benevolence and Other		\$17,615		\$131,789				
Total Community Outreach:	\$516,186	\$643,006	\$516,100	\$632,008	\$516,100	\$516,100	\$516,100	
Congregational Care								<= Food/Fellowship events from Cong Care
Program	\$43,945	\$67,227	\$52,265	\$68,463	\$51,905	\$79,000	\$37,715	
Staff	Below	\$244,520	Below	\$255,718	Below		Below	
Total Congregational Care:	\$43,945	\$311,747	\$52,265	\$324,181	\$51,905	\$79,000	\$37,715	
Worship								Includes new worship; bulletins outsourced (to Admin)
Program	\$98,300	\$91,786	\$92,100	\$101,560	\$92,550	\$105,500	\$84,350	
Staff	Below	\$504,101	Below	\$619,214	Below		Below	
WRR Radio Costs								
Total Worship:	\$98,300	\$595,887	\$92,100	\$720,774	\$92,550	\$105,500	\$84,350	
Evangelism & Membership								
Program	\$8,110	\$19,851	\$9,400	\$18,273	\$9,700	\$6,800	\$16,200	
Staff	Below	\$118,247	Below	\$125,384	Below		Below	
WRR Radio Costs (Net)	\$65,100	\$64,975	\$64,975	\$59,100	\$64,975	\$63,500	\$64,975	
Total Evangelism/Membership:	\$73,210	\$203,073	\$74,375	\$202,757	\$74,675	\$70,300	\$81,175	
Other								
Expenses Offset by								
Program Receipts	\$244,821	Included Above	\$184,510		\$153,560		\$154,365	
Total Expenditures:	\$5,047,511	\$5,315,732	\$4,983,732	\$5,240,838	\$4,972,155	\$2,169,900	\$4,505,045	
Capital Campaign Receipts		\$774,455						
Transfer to (from) Restricted		\$794,425						
Total Budget Over (Under):	(\$248,948)	(\$42,176)	(\$233,980)	(\$220,681)	(\$231,203)	(\$57,443)	(\$66,337)	
NOTES:								
Total Staff Expenditures:	\$2,776,025	\$2,493,761	\$2,776,025	\$2,639,265	\$2,751,025	\$2,571,025	\$2,601,025	

(*) Estimate Adjusted to Eliminate Cost and Insurance Reimbursement of YH Roof Repair

Preston Hollow Presbyterian Church
Finance Committee Meeting
May 15, 2017
5:30 – 6:30pm

Members in attendance included: Rob Armstrong, Lisa Centala, John Hamm, Bill Johnson, Cindy Jung, Marty Loman, Randy Skattum, Kent Stadler, and Dan Winikka. Staff members included: Trey Angel and Laurie Jennings.

Randy Skattum opened the meeting with a prayer.

John Hamm made a motion to approve the April 18, 2017 minutes. Kent Stadler seconded the motion, which was approved by all.

Trey Angel presented the financial statements for the period ending April 30, 2017. The following was noted:

Receipts

1. Gifts & Pledges for the period totaled \$287,251 (\$23,557 below forecast).
2. YTD Gifts & Pledges totaled \$2,967,517 (\$188,322 below forecast).
3. A total of \$515,844 is budgeted for Gifts & Pledges for May 2017 (\$268,455) and June 2017 (\$247,389).
4. In the prior FY year (2015/16) Gifts & Pledges budget for May 2016 and June 2016 totaled \$550,753 - collected \$550,282.

Expenses

1. Disbursements for the period totaled \$368,246.
2. YTD Disbursements total \$3,933,554 – approximately \$155,000 below forecast.
3. Prior FY year (2015/16) disbursements for May 2015 totaled \$373,267 and June 2015 totaled \$571,313.

The net funds flow for the period totaled \$193,449 (Budget - \$7,959). The YTD net funds flow was \$250,417. It is anticipated that this will be reduced by June 30. Net cash at 4/30/17 was \$1,455,356 and represents approximately 3.5 months of operating costs. The funds are believed to be adequate to support the ongoing operations of the Church.

Other Business

Every Dollar Counts – Update - EDC Scheduled offerings as follows:

April – Nicaragua Mission (collected through 4/28 - \$2,283)

May – Malawi Mission

June – Stop Light Bags (general discussion concerning City of Dallas panhandling ordinances – research shows that the ordinances have been challenged and are not enforced) John Hamm moved to approve June Stop Light Bags collection. Lisa Centala seconded the motion, which was approved by all.

July & August – Meals of Hope

Sovereign Bank – CDARS - \$750,000 has been set up in \$250,000 increments @ .65 basis points (4 week roll over).

Generosity Team – Update – A Generosity Team is being formed to help with communicating what PHPC is doing with the generous donations made by its members. Randy Skattum offered to chair the committee. Other Finance Committee members interested in participating included John Hamm and Rob Armstrong. Other PHPC members suggested for the committee included Ken Crews, Stan Woodward, Rachelle Kennedy, Dawn Hall and Nina Rayburn, and Ron Gafford.

FY 2017/18 Budget – Review Draft 1 – The following was highlighted:

1. Gifts & Pledges - \$3,671,693 has not been adjusted to reflect actual YTD – would need 5% growth in actual YTD Gifts & Pledges to achieve the current budgeted amount.
2. Property Committee reduced \$1,500.
3. Discipleship has reduced due to shifting the Parent's Day Out program to Preston Hollow Presbyterian School (receipts & expenses). Children's Ministry has reduced Springhill Day Camp to 1 week (2 weeks last year). Youth Ministry has dropped the Ski Trip.
4. Care of Congregation – improved budgeting of revenue for the All Church Retreat. Food & Fellowship has been shifted to Evangelism & Membership.
5. Worship includes a new account for the additional Sunday 5pm worship time (\$4,600 budget). Bulletin costs have been shifted to the Administrative (Communications) budget.
6. Total deficit budgeted - <\$68,588>.

Trey asked that all committees review the data input for budget draft 1. If there is an error in an amount please notify Trey as soon as possible. The 2017/18 budget will be reviewed and voted on at the June Finance Meeting.

Council Representatives to Finance Committee in 2017 – Please provide Trey with any Council Representative changes.

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Worship Council MINUTES

April 4, 2017

Janelle Crays	<i>Chair</i>	P	Nancy Miller	<i>Table Guild</i>	P
[Open]	<i>Baptism</i>		Melanie Sumrow	<i>Table Guild</i>	P
Allison Lorimer	<i>Communion</i>	P	Dave Cole	<i>Ushers</i>	P
Lynn Reese	<i>Flowers</i>	A			
Sara Moseley	<i>Lay Liturgists</i>	P	Matthew Ruffner	<i>Staff</i>	A
Jim Watkins	<i>Music Ministry Rep</i>	P	Steve Jobman	<i>Staff</i>	P
Caroline Homan	<i>Outreach Communion</i>	A	Ann Halwas	<i>Staff</i>	P
Bert Colter	<i>Sound/Technology</i>	A			
Peggy Vernon	<i>Special Worship</i>	P			

The meeting was called to order at 6:00 p.m. Nancy Miller opened the meeting with prayer.

CONSENT AGENDA:

- April 4, 2017 meeting minutes were approved.
- There are no Baptisms in May.

DISCUSSION ITEMS:

Lent/Easter Debrief:

- **Palm/Passion Sunday:** Good service. Consider moving the anthem placement if program repeated. Recommend videographer attend rehearsal to identify potential pre-shots for live streaming presentation. Want to be cautious about establishing a new tradition. Communion embedded within the service fit well.
- **Maundy Thursday:**
 - Labyrinth: Well attended particularly on Maundy Thursday, both before and after the evening service.
 - Foot Washing: Poor location and low participation. If repeated, recommend a different location – perhaps the Narthex? Current recommendation is to eliminate this activity next year.
 - Music: Meditative music before the worship service was well received. Need to ensure communion set up is complete before music begins.
 - Communion: Intinction recommended for next year.
 - Stripping of the Chancel: Recommend explaining this tradition in the bulletin.
- **Tenebrae/Good Friday:** Need experienced technician to work the sound board for this service. Tenebrae continues to be the highest attended special worship service.
- **Easter – Sunrise Service:** Recommend placing worship service cross closer to the church with a second one in Jubilee Courtyard. Suggested that the set up face the church rather than the street. Flower Guild requests better direction regarding expectations for flowering the cross.
- **Easter – Sanctuary Services:** Only 9:30 service required overflow (37) and mainly families were seated there. For next year, determine whether all monitors around the church can show the service. Should return to the smaller buses for transportation to/from St. Marks.

Sunday Evening Service Update: Service plans were presented to and approved by Session on April 24. First service will be on Sept 10.

Summer Worship: Will be offered from May 28 – Sept 3 at 10am. Communion will be seated on June 4th and served by intinction on August 6.

Christmas Eve/New Year's Eve: Christmas Eve falls on a Sunday this year. Recommend one service on Christmas Eve morning at 10 am. Also discussed moving Christmas Eve services to 4 pm, 6 pm, 8 pm and 10 pm. To allow for further consideration, this item will be tabled until next meeting.

Grace Presbytery Meeting May 25: Ann Halwas has contacted Allison Lorimer, Nancy Miller and Dave Cole about needs for Elements, Servers and Ushers for the meeting. Everyone is working on their part.

COUNCIL MEMBER REPORTS: None.

STAFF REPORTS:

Steve Jobman shared that the Organist search committee will be meeting April 5. Hoping to have search complete by August 1, 2017. Creative Arts Workshop enrollment was low (7), so Jam Camp will be offered in the afternoons after VBS the week of June 12-16. Registration has been much better for Jam Camp.

Adjournment: 7:35 p.m.

Next Meeting: Tuesday, June 13, 2017

Minutes submitted by: Ann Halwas

Preston Hollow Presbyterian Church Attendance 2017

Church Attendance*										COMMENTS	
Date	8:15	9:30	11:00	Online	TOTAL		PR				
1/1/2017			339	115	454		AEN			1st Sunday after Christmas Day; Epiphany Sunday	
1/8/2017	43	267	451	181	942		MER			Baptism of the Lord; Communion (8:15)	
1/15/2017	44	262	409	153	868		MER			2nd Sunday in Ordinary Time	
1/22/2017	47	326	459	161	993		MER			3rd Sunday in Ordinary Time; Baptisms	
1/29/2017	42	212	426	153	833		PSS			4th Sunday in Ordinary Time; New Members	
	176	1,067	2,084	763	4,090					Total for JANUARY 2017	
2/5/2017	56	309	390	176	931		MER			5th Sunday in Ordinary Time; Communion (All Services)	
2/12/2017	47	266	446	150	909		MER			6th Sunday in Ordinary Time	
2/19/2017	45	268	369	146	828		MER			7th Sunday in Ordinary Time	
2/26/2017	48	252	382	147	829		Youth			Transfiguration of the Lord; Baptisms	
	196	1,095	1,587	619	3,497					Total for FEBRUARY 2017	
3/1/2017		50	229	15	294		SAJ			Ash Wednesday; Noon and 7:00	
3/5/2017	51	245	412	179	887		MER			1st Sunday in Lent; Communion (8:15)	
3/12/2017	34		534	147	715		MER			2nd Sunday in Lent; Communion (8:15); Congregational Meeting in Worship	
3/19/2017	51	244	412	134	841		MER			3rd Sunday in Lent; Communion (8:15)	
3/26/2017	47	317	460	144	968		MER			4th Sunday in Lent; Communion (8:15)	
	183	806	1,818	604	3,411					Total for MARCH 2017	
4/2/2017	60	467	378	226	1,131		MMW			5th Sunday in Lent; Communion (8:15); New Members	
4/9/2017	51	338	544	176	1,109		MER			Palm Sunday; Communion (All Services)	
4/13/2017			152	37	189		PSS			Maundy Thursday	
4/14/2017			435	36	471		MER			Good Friday; Tenebrae	
4/16/2017	261	965	781	334	2,478		MER			Easter Sunday; Easter Sunrise (137)	
4/23/2017	92	270	269	-	631		Youth			2nd Sunday of Easter; Baptisms	
4/30/2017	57	266	406	123	851		MER			3rd Sunday of Easter	
	521	2,305	2,378	859	6,200					Total for APRIL 2017	
5/7/2017	42	192	331	128	693		KLC			4th Sunday of Easter; Communion (8:15)	
5/14/2017	36	261	517	113	927		SAJ			5th Sunday of Easter; Mother's Day	
5/21/2017	41	223	372	102	738		MER			6th Sunday of Easter	
5/28/2017		434		99	533		KLC			7th Sunday of Easter; Baptisms	
	119	1,110	1,220	442	2,891					Total for MAY 2017	
6/4/2017		618		102	720		MER			Day of Pentecost; Communion (All Services)	
6/11/2017		590		130	720		SAJ			Trinity Sunday; Creative Arts	
6/18/2017		577		98	675		MER			11th Sunday in Ordinary Time; Father's Day	
6/25/2017					-		MER			12th Sunday in Ordinary Time; Baptisms; New Members	
	-	1,785	-	330	2,115					Total for JUNE 2017	
YTD Sunday Worship	1,195	8,168	9,087	3,617	22,341					Total Attendance to Date for Sunday Worship in 2017	
YTD Special Worship			866	88	954					Total Attendance to Date for Special Worship in 2017	
YTD All Services	1,195	8,168	9,953	3,705	23,295					Total Attendance to Date for All Services in 2017	

[illegible]

SUMMER 2017	
Adult Sunday	
Faith Bible Discovery	
Short-Term Class	
Epiphany	
Adult Child/Epiphany Volunteers	
Children Sunday	
Musikgarten	
Kids Art	
Adult Weekday	
Tuesday Men's Breakfast	
NE/NE 6:45 a.m.	
Wednesday Womens Fellowship	
Average Weekly Attendance	

PHPC MEMBERSHIP STATUS

6/20/17

[illegible]

2017 NEW MEMBER DEMOGRAPHICS

[illegible]

ELECTRONIC VOTING

At the May 25, 2017, Grace Presbytery meeting, the presbytery approved the addition of the following procedures for electronic voting to its Standing Rules and Manual of Administrative Operations for all entities of Grace Presbytery. Since the Session of Preston Hollow Presbyterian Church is an entity of Grace Presbytery, these are the procedures the Session will follow when voting electronically.

In accordance with Robert's Rules of Order (11th Edition, pages 97-99) and in accordance with the 216th General Assembly Authoritative Interpretation of the Book of Order, Section F-3.0205: committees, commissions, task forces, ministry teams, the Presbytery Council and all other entities of Grace Presbytery may vote electronically on motions if the following provisions have been made:

All members of the entity must have access to a compatible e-mail system. If a member does not have email, the moderator or clerk must send the motion to the member via United States Postal Service or other means of delivery.

A reasonable deadline for response must be included with the communication.

If a member wishes to raise a parliamentary question (such as a point of order), the member should communicate the question to the moderator or clerk. If the member wishes to challenge the ruling of the chair concerning the parliamentary question, the motion must be postponed until the face-to-face or telephone conference meeting.

Members should reply with one of the following:

- (1) Yes to the motion;
- (2) No to the motion;
- (3) Abstention;
- (4) A request [to] discuss the motion in a face-to-face or conference call meeting; or
- (5) (5) A request to deal with a parliamentary question at the next face-to-face or telephone conference meeting.

If a quorum of members does not reply prior to the deadline, or if a member requests discussion of the motion, or if a member requests discussion of a parliamentary question, the motion must be postponed until the next face-to-face or telephone conference meeting.

Members should reply only to the moderator or clerk (and should not reply to all members) in order for earlier voters not to influence later voters.

Dear Friends,

[INSERT BACKGROUND ON THE MATTER TO BE VOTED ON] Therefore, we need the members of the Session to vote on the following motion:

[INSERT THE MOTION HERE]

Please respond by e-mail **to me only** with one of the following **by 5:00 pm on [INSERT RESPONSE DAY], [INSERT RESPONSE DATE]:**

- (a) Yes to the motion
- (b) No to the motion
- (c) I abstain from the motion
- (d) I request that we discuss the motion in a face-to-face or conference call meeting
- (e) I wish to raise the following parliamentary question to be discussed at the next face-to-face or conference call meeting:_____.

Thanks in advance for your vote by return e-mail.