

**Session Meeting Minutes**  
**First Presbyterian Church of San Antonio**  
**November 11, 2024**  
**Approved by session December 9, 2024**

Officers' dinner program:

Received six new Covenant Partners (see the Changes in the Church Register). The officers heard an inspiring video presentation from Lindsay Selli and many prior summer missionaries regarding summer missions—internships and other opportunities. We were all encouraged to support these efforts and prayerfully consider participating.

Session meeting: All elders were present save Don Ryan. Pastor-members present were Bob Fuller, Moderator, and Becky Prichard.

Many staff members were present. Guests present: Many covenant partners attended, including members of the Personnel Committee Eric Schluter, Bob Kilgore, Kirk Feldmann, Greg Anderson, and David Youngquist (in addition to those on the committee who are serving on session).

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|------|---|---------------|
| I.   | Call to order in Covenant Hall at 7:06 p.m.   | Bob Fuller    |
| II.  | Opening Prayer  | Bobby Mickler |
| III. | Approval of the agenda  | Bob Fuller    |
| IV.  | Introduction and seating of guests  | Bob Fuller    |
|      | a. Many covenant partners were welcomed; we are pleased to see such an interest in the work of the session and passion for the congregation.  |               |
|      | b. Members of the Personnel Committee were welcomed. By motion from the moderator and approved by acclamation, they were given voice and invited to stay for the upcoming Executive Session.  |               |
| V.   | Clerk's Report  | Nancy Cross   |
|      | a. Consent docket. The consent docket was approved with the note of two corrections to the minutes.   |               |
|      | b. Many communications have been received and distributed to the session.<br><b>Nancy Cross suggested that, to improve our communication with the congregation going forward, we post our approved session minutes on the website and return to the practice of publishing Session Notes in the bulletin. This was approved by acclamation.</b> |               |
| VI.  | Moderator's Report  | Bob Fuller    |
|      | a. Bob read aloud a letter to the session (previously sent to all session members) from our esteemed former Clerk, Tripp Stuart.  |               |
|      | b. Bob announced a prayer service for this Sunday afternoon at 3 p.m. We will begin in the sanctuary and move around all the areas of the church, posting our prayers and scriptures in every room, ending together in Westminster Hall.  |               |

- c. Officer Nominating Committee: Bill Oliver is chair. He shared with the session the names of those who will be serving on the **2025 Officer Nominating Committee:**

**Bill Oliver, Bobby Mickler, and Lynn Thompson from the session  
Phyllis Griffin from the Diaconate  
Linda DeLano from the Women of the Church  
Charlotte Miner and Jim Clouse from Adult Ed and KEYS  
Mike Meadows from the Youth Committee  
David Peeples, at Large**

Bob suggested that **the Congregational Meeting to elect the ONC be held on December 8 at all services**, as is our usual process. Agreed by acclamation.

- d. The session was reminded of the ECO National Gathering, January 27-29, 2025, at Highland Park Presbyterian Church in Dallas.

VII. Strategic Plan Activation Team Pam Ray and Morris Camp

- a. Pam, our Strategic Plan Director, gave a report on the work she has been doing and encouraged us to reflect on how God is using us today to be a part of someone else's faith story. She encouraged us to see the current situation as God refining us.

- b. Morris reported for the Activation Team

- i. A motion was made by Mike Charlton, seconded by Katie Farrimond, to give those elders on rotation present voice during this discussion. After some discussion, the motion failed.

- ii. Morris drew the session's attention to the revised job descriptions and the more comprehensive organizational chart which had previously been shared.

- iii. Morris, on behalf of the Activation Team, made the following motion:

- **Approve an Executive Director that oversees all staff, except the Senior Pastor and his or her administrative assistant.**
- **The Executive Director reports to the Senior Pastor.**
- **The Executive Director can only be hired and fired by the Session; however, the final hiring selection is subject to the Senior Pastor's approval.**

After discussion, **the question was called and the session moved to a vote on the main motion from the committee, as amended. Motion passed by a vote of 19Y, 5N, 1A.**

- iv. Morris and Martha, on behalf of the Activation team, made the following **motion regarding the process framework:**

- **Final approval of the Executive Director and Senior Pastor job descriptions by Session (attached and made a part of these minutes).**
- **Post the position opening with the summary job description on [fpcsanantonio.org](https://fpcsanantonio.org) for a minimum of 30 days.**
- **Post the position with summary job description on ECO website for a minimum of 30 days.**
- **Applicants submit cover letter/resume for review by Activation Team.**

- **Applicants deemed to be a viable candidate would be scheduled for an interview and receive a copy of the Strategic Plan and full job description prior to the interview.**
- **Begin interviewing viable candidates once the position has been posted.**
- **Preliminary telephone interview if necessary. (ex. Relocation, ECO and church membership, salary expectations, etc.)**
- **In-person interview process to be:**
  - **One-on-one interview with Bob Fuller.**
  - **Activation Team members, acting as the Search Committee, to interview candidate following Bob Fuller interview.**
  - **Pause for Activation Team and Bob Fuller to discuss their interviews.**
  - **If appropriate, conduct 3<sup>rd</sup> interview that would be Bob Fuller and Activation Team together.**
  - **Check references.**
- **Continue monitoring and discussing incoming applicants.**
- **Vote, present recommended candidate to Session.**

**Note: The search process would continue beyond 30 days if consensus cannot be reached on a candidate.**

**The question was called and passed.**

**The main motion was approved with one nay.**

A motion was made by Bill Sirakos that the Activation Team be named as the Search Committee. After discussion, the motion was withdrawn based on the fact that the Activation Team was described as the Search Committee in the previous motion.

At 9:02 p.m. the session went into recess for a break.

The session was called back to order at 9:11 p.m.

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| VIII. | Stewardship and Finance Report   | Bill Sirakos |
|       | a. Giving is \$135,000 below 2023 YTD.   |              |
|       | b. Betsy Baker's sub-committee on the 2025 Budget will have a preliminary budget for the session's December meeting.   |              |
|       | c. The Stewardship Committee is watching the trends carefully. Expenses are being held down, primarily by the unfilled positions. Security expenses have been increasing.  |              |
|       | d. The Stewardship Season is underway. The brochure has been mailed to the congregation. The first video was shown during the Sunday worship services. Bill and the session expressed thanks to the Communications Staff for their fine and creative work. |              |
|       | e. The Audit had no significant findings.  |              |
|       | f. Next month we will need to approve the final September financials.  |              |
| IX.   | Property Committee Report  | Allen Casey  |
|       | Allen Casey brought the previously postponed Braun Property purchase motion from the committee to the session. Allen emphasized this purchase as a strategic move, in line with our long-term policy of purchasing property                                |              |

near the church. Although the committee has looked at alternative uses and pricing (previously presented to session), this motion is simply to accommodate the purchase and minimal maintenance of the existing building.

**Motion: To recommend to the Congregation that it purchase the Braun Property at 407 6<sup>th</sup> St. (Site layout and other information was previously provided to session.)**

- **Purchase price: \$[redacted] (to be approved by the Congregation).**
- **Additional expenses anticipated: approximately \$45,000 for clear out and weatherization, and up to \$10,000 for security; \$2,000/year insurance; \$5-10,000/year security (as an add-on to our existing church property security arrangements). The property would be tax exempt as long as it is used for church purposes.**

An amendment was offered to buy the property but not to spend the additional funds for weatherization and security. A question was raised as to whether our insurers would agree to that, and as to security liabilities even with the City. The amendment failed.

The question was called and there was no objection.

**The motion was approved.**

**An additional motion was made and approved: That the funds come from the Unrestricted Fund. We will ask the Foundation to reimburse the church from the appropriate fund within the Foundation. Approved.**

**The purchase of the Braun Property will be added to the Congregational Meeting called for December 8, 2024. Agreed by acclamation.**

- X. Executive Session
  - a. The Session entered Executive Session at 9:47. Visitors and guests, other than members of the Personnel Committee, were thanked and excused.
  - b. A motion made in Executive Session was referred to the Personnel Committee.
- XI. Closing prayer and dismissal. After prayer offered by John Thomas, the session was dismissed at 11:59 p.m.

Respectfully submitted,

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Nancy Scott Cross, Clerk of Session

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Rev. Dr. Bob Fuller, Jr., Moderator

Attachments:

Job Descriptions for Executive Director and Senior Pastor, as approved by Session  
November 11, 2024

### Organizational Chart

<b>Session</b>		
	↑	
	<b>1A. Senior Pastor</b>	
	↑	
	<b>2A. Executive Director</b>	

#### **1A. Senior Pastor**

- The Senior Pastor serves as the spiritual leader and head of staff of FPC, responsible for providing overall leadership, direction and oversight of the congregation's worship, preaching, prayer ministries, teaching, mission-related programs and activities, and communicating and casting FPC's vision, representing FPC in the community and denomination, and executing consistent collaborative pastoral leadership of the congregation and staff.
- **Reports to Session**
- **Advised by Executive Director**
- **Provides final approval for hiring of Executive Director**

#### **2A. Executive Director**

- The Executive Director serves as the primary executive leader of the church overseeing all executive, managerial and administrative functions of the church, overseeing administration of all associate pastors, assistant pastors, program staff, and administrative staff, executing all administrative functions for the church, overseeing the church's finances, providing financial direction/vision, presiding over human resources, facilities, and IT, handling all legal matters, and providing leadership development. The Executive Director focuses on the effective implementation of FPC's strategic plan, working closely with the Session, Senior Pastor, and church leadership to ensure resources are allocated appropriately.
- **Reports to Senior Pastor**
- **Can only be hired and fired by Session**
- **Supervises:**
  - Associate and Assistant Pastors
  - Church Administrator
  - Minister of Music
  - Director of Finance

# Job Descriptions

Approved by Session 11/14/24

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## Senior Pastor

**Title:** Senior Pastor

**Location:** First Presbyterian Church, San Antonio, Texas

- **Scope:**

The Senior Pastor serves as the spiritual leader and head of staff of FPC, responsible for providing overall leadership, direction and oversight of the congregation's worship, preaching, prayer ministries, teaching, mission-related programs and activities, and communicating and casting FPC's vision, representing FPC in the community and denomination, and executing consistent collaborative pastoral leadership of the congregation and staff.

- **Reports To Session**

- **Advised by Executive Director**

### Key Responsibilities:

#### 1. Worship, Preaching, and Teaching

- Deliver biblical, relevant, and inspiring sermons aligning with the church's mission and vision.
- Oversee and guide the development of all services of worship and preaching assignments to include funerals, memorial services, baptisms and weddings.
- Oversee the development or identification of teaching materials and curricula for various ministries.
- Teach regularly scheduled classes and on other occasions as needed.

#### 2. Pastoral Leadership of Congregation and Staff

- Oversee the ministerial supervision of associate pastors.
- Mentor and support pastoral staff and ministry leaders in their spiritual growth. Final Approval of Hiring and Firing over all Ministerial and Program Positions, with the exception of Executive Director and Associate Pastors,

whose calling must be dissolved by a congregational vote per ECO Constitution.

- Provide pastoral care, counseling, and guidance to congregation members. Oversee and guide all pastoral ministries to the congregation, and assist with hospital and other visitation as needed.
- Moderate scheduled and called meetings of the session and congregation.

### **3. Vision Communication and Casting**

- Provide a clear vision so others can develop lessons plans, sermon series, etc.
- Articulate and promote the shared vision of FPC to staff, congregation, and the broader community as defined by FPC's Playbook.
- Collaborate with the Session and Strategic Planning Activation Team to implement strategic plans as defined by FPC's Playbook.

### **4. Community and Denominational Representation**

- Act as the primary representative of FPC in the San Antonio community.
- Foster relationships with the denomination and participate (as appropriate) in the higher governing bodies of Texas Presbytery and ECO.
- Foster relationships with mission partners, local organizations, other churches, and community leaders to advance the church's mission.

### **5. Collaborative Leadership**

- Work closely with the Executive Director to cultivate a positive and collaborative culture among the staff.
- Participate in senior staff meetings, providing spiritual insight and ministerial guidance.

#### **Leadership Values:**

- Model biblical leadership by upholding the purity, unity, and faith of the congregation.
- Empower lay leaders to live out the church's vision through discipleship and mentorship.

- Foster transparent and candid communication, building trust within the church community.
- Demonstrate humility and grace in all interactions, addressing conflicts with biblical principles.
- Exercise responsible stewardship over the church's spiritual resources.
- Abide by FPC's employee policies and operating manual (to be developed).
- Champion the spiritual development of staff and the broader congregation.

**Qualifications:**

- **Education:** Master of Divinity (M.Div.) or equivalent theological degree.
- **Experience:** At least 10 years of pastoral leadership experience in a church setting.
- **Spiritual Maturity:** Strong personal devotional life and meets the biblical qualifications of an elder.
- **Leadership Skills:** Proven ability to lead, mentor, and develop staff and lay leaders.
- **Communication Skills:** Exceptional preaching, teaching, and interpersonal communication abilities.
- **Commitment:** Alignment with FPC's mission, vision, and theological beliefs.
- **Community Engagement:** Passion for outreach and mission work within the local and global community.
- **Minister Member of ECO**



## **Executive Director –Job Description**

**Title:** Executive Director and Chief Financial Officer

**Location:** First Presbyterian Church, San Antonio, Texas

**Scope:**

The Executive Director serves as the primary executive leader of the church, responsible for overseeing administration of all associate pastors, assistant pastors, program staff, and administrative staff, executing all administrative functions for the church, overseeing the church's finances, providing financial direction/vision, presiding over human resources, facilities, and IT, handling all legal matters, and providing leadership development. The Executive Director focuses on the effective implementation of FPC's strategic plan, working closely with the Session, Senior Pastor, and church leadership to ensure resources are allocated appropriately.

**Reports To:** Senior Pastor

**Supervises:** Associate Pastors, Assistant Pastors, Program staff, and Administrative Personnel, HR, Finance, Facilities, IT, Communications, Church Administrator, etc.

**Advises Senior Pastor.**

**Key Responsibilities:**

**1. Strategic Plan Implementation**

- Work with Session and associated committees to develop, communicate, and implement FPC's strategic plan.

**2. Partnership with Session**

- Provide transparent and actionable financial and personnel information to Session for decision-making.
- Assist Session and Senior Pastor in identifying strategic opportunities according to FPC's pillars as identified in the Strategic Plan.

**3. Financial Oversight**

- Oversee all financial activities of the church ensuring proper internal controls, budgetary processes, and audit compliance.
- Monitor revenues and expenditures ensuring financial resources align with FPC's pillars.

**4. Human Resources Management**

- Lead and oversee HR, including but not limited to recruitment, performance reviews, and compensation planning.
- Develop, implement, and document personnel policies that promote growth and development.

- Oversee the hiring, training, and supervision of administrative staff.
- Oversee the administrative supervision of associate pastors.
- Ensure personnel resources are allocated in alignment with the FPC's pillars.
- Support the growth and development of church staff, focusing on leadership and discipleship.

#### **5. Collaborative Leadership**

- Work with the Senior Pastor to cultivate a positive and collaborative culture.
- Co-Lead with Senior Pastor regular Senior Staff meetings, prepare agendas, and ensure effective decision-making throughout church.

#### **6. Risk Management**

- Anticipate and mitigate risks to the church including but not limited to financial, legal, and personnel-related risks.
- Ensure the church has adequate insurance coverage, security measures, and compliance with applicable laws.

#### **7. Supervision of Senior Staff**

- Partner with Senior Pastor the work and ministry of Senior Staff.
  - At the time of this document, senior staff consists of the following:
    - Senior Pastor
    - Executive Director
    - Associate and Assistant Pastors
    - Church Administrator
    - Minister of Music
    - Director of Finance

#### **Leadership Values:**

- Model biblical leadership by embodying the church's mission, vision, and pillars.
- Communicate openly and candidly with staff and congregation to build trust and transparency.
- Lead with humility and grace; navigate challenges with a focus on unity and stewardship.

- Exercise responsible financial and administrative stewardship ensuring the long-term sustainability of the church.
- Abide by FPC's handbook and operating manual (to be developed).

**Qualifications:**

- **Education:** Bachelor's degree in Finance, Business Administration, or related field (Master's preferred).
- **Experience:** At least 10 years of experience in financial management, HR, and administration, preferably in a church or nonprofit context.
- **Spiritual Maturity:** Strong personal faith and commitment to Christian values.
- **Leadership Skills:** Proven ability to lead teams, manage complex organizational functions, and develop leaders.
- **Communication Skills:** Effective communicator with experience working with diverse staff and church members.
- **Organizational Skills:** Strong planning, problem-solving, and decision-making abilities.
- **Commitment:** Alignment with FPC's mission, vision, and pillars.