

**Session Meeting Minutes**  
**First Presbyterian Church of San Antonio**  
**Westminster Hall and Covenant Hall**  
**March 17, 2025**  
**As Amended and Approved by the Session April 14, 2025**

Officers' dinner program, Westminster Hall: One Covenant Partner was received by the Session. (See the Changes in Church Register.) As it was St. Patrick's Day, Rev. Fuller shared interesting facts about Celtic Christianity. We prayed the prayer "St. Patrick's Breastplate" together.

Session meeting: All elders were present save Bill Oliver. Rev. Dr. Bob Fuller, Jr., Moderator, was the only pastor-member present.

Staff members present: Hank Cherry, Hector Flores, Kyrenda King-Rogers, Pam Ray, Lindsay Selli, Rev. John Kaiser, and Sheila Figueroa.

Visitors and guests present: Many Covenant Partners attended the meeting. Boxy Hornberger, elder-on-rotation and Chair of the FPC Foundation, and elder-on-rotation Rich Delano were on hand to make presentations. They were given voice for their presentations by acclamation. Rev. Wayne Urbanowski, moderator of the Texas Presbytery, was in attendance representing the presbytery's Ministry Partnership Team, and was given voice by acclamation for the meeting and invited to stay during the Executive Session.

- I. Call to Order in Covenant Hall at 7:13 p.m. Rev. Fuller
- II. Opening Prayer and Devotional Elder Lynn Thompson
- III. Approval of the Agenda  
The agenda was approved with minor rearranging and consolidation.
- IV. Welcoming of Visitors and Guests Rev. Fuller  
See those present and actions noted above.
- V. Clerk's Report Elder Nancy Cross
  - a. Nancy Cross alerted the Session to the Minutes Addendum which would be presented in Executive Session for approval.
  - b. The consent agenda was moved by Nancy, seconded, and approved by acclamation.
  - c. Presbytery had sent a communication directly to the elders.
- VI. Report from the FPC Foundation Boxy Hornberger, Chair  
Boxy provided a one-page summary of the various accounts, both restricted and unrestricted, managed by the FPC Foundation. The Foundation was formed in 1962 and currently has about \$16M in it, much of it restricted. Boxy affirmed that the church was blessed and yet, given the value of our facilities and the size of our annual budget, a single disaster could easily wipe it out. The trustees recommend exercising prudence. Boxy affirmed that the Foundation trustees honor the wishes of the session.
- VII. Report from Strategic Planning Director and Strategic Plan Activation Team

Pam Ray, elder Morris Camp, and elder Tyler Burnett

a. Pam began with her monthly celebratory "shout outs": This month's were Sheila Figueroa, whom we appreciate so much for her generous help in so many areas of the church, including with Session, and Tyler Burnett, for his leadership in the Prayer and Fasting area of the Strategic Plan.

b. Progress monitoring: Pam referred to the document provided in our packet. Tyler has made great progress with Prayer and Fasting. An area of concern (gap in progress) was with the Officer Nominating Committee (ONC). While they were provided demographic information, they did not meet with Pam or Morris as the Activation Team had requested. Further discussion included information that anyone can send information to the ONC through the regular nomination process or other written communication. The policy and practice of the ONC has never included personal visits from non-committee members. The Discipleship pilots in collaboration with Adult Ed and the WOC are progressing. Unity and Worship: June 8, Pentecost Sunday, and October 5, World Communion Sunday, have been identified as the next joint worship dates. These have been renamed "One Worship" (even though we'll have services at 9:30 and 11:00). Communication: Several platforms are in the works including the monthly email bulletin, newsletter, social media, etc. There is a document on the website (Next10 area) for feedback.

c. Morris Camp confirmed that the Activation Team had, per the Session's instructions, made an offer to the Executive Director candidate. After prayer and reflection, the candidate decided not to continue in the process. An email had previously been sent to all Session members with more information. The Activation team has decided to pause the process.

d. Tyler Burnett highlighted two documents in our packets prepared by Rev. Simpson regarding Prayer and Fasting, intended to be inviting and providing resources. The Session, staff, and deacons will be encouraged to participate. A service may be offered later.

#### VIII. Moderator's Report

Rev. Fuller

a. Rev. Fuller shared a staff health concern: Tom Dooling has been in the hospital. He is recovering from emergency surgery. He requests no visitors.

b. Rev. Fuller called on Rev. Urbanowski to address the Session.

#### IX. Committee Reports

##### 1. Adult Education and Discipleship Committee

Elder Charlotte Milner

Charlotte shared some statistics for the church's adult Sunday classes indicating January and February had the highest attendance in the past six years. She highlighted two new classes taught by Scott Palmer and David Peeples, as well as the cooperative work with the Activation Team's Discipleship pilot programs.

##### 2. Officer Nominating Committee

Elder Charlotte Milner

After some discussion, **Nancy Cross moved that the report be suspended until Executive Session. Seconded by Cody Hefner and Approved.**

##### 3. Global Missions Committee

Rich Delano

The Global Missions Committee proposed a new **Policy on Mission Trips**. The report was in our packets. After describing the need for such a policy and some of the specifics, **the policy was moved. Approved unanimously and attached to these**

**minutes.** Particular policies for youth on mission trips will be handled by the Youth Committee.

4. Stewardship and Finance

Elder Bill Sirakos

a. Giving trends are concerning. We're off about 30% over last year, with the drop-off in contributions beginning in October. In addition, we have 129 fewer givers compared to this time last year. We have a revenue shortfall of \$287,000 in the first two months of the year. If this gap is not closed, we could deplete the operating reserve by the end of the year.

b. The Budget Committee will meet again April 9 to see about additional cuts for 2025; it's obvious the budget will need to be revised, and all the "fat and low-hanging fruit" has already been eliminated. Cuts in programs and/or personnel are likely. Bill proposes that the Budget Committee bring a menu of options and the Session will make decisions. It will impact the mission of the church.

c. The church needs a new accounting system; our current one has been in use since 1996 when the church first began using computers. This can wait, but patching up the system is getting more complicated. The system has many shortcomings, for instance, it's difficult to identify total personnel costs. The payroll system is problematic as well.

d. Plans are in the works to set up the Children's Center as a stand-alone entity with its own profit and loss statements.

e. In light of Tom Dooling's illness, the church needs an additional signer on its accounts. **Bill made a motion on behalf of the committee to authorize Elizabeth Zbinden Baker as an additional signatory on the church's accounts. Previously authorized, continuing as signers, are Bill Sirakos, Janet Slayden, and Tom Dooling. Approved unanimously.**

X. Executive Session

Guests and visitors, save Rev. Urbanowski of the Presbytery, were excused with thanks. The Session took a break at 9:02 p.m., returning at 9:14 p.m. for executive session. The minutes of the executive session will be recorded, approved, and stored in a way to preserve confidentiality.

XII. At the conclusion of the executive session, the Session adjourned with prayer offered by Rev. Urbanowski at 11:51 p.m.

Respectfully submitted,

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Nancy Scott Cross  
Clerk of Session

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Rev. Dr. Bob Fuller, Jr.  
Moderator

Attachment: Global Missions Trip Policy  
Approved by the Session March 17, 2025

## **Global Missions Trip Policy**

### **First Presbyterian Church, San Antonio**

**As Approved by the Session March 17, 2025**

#### REGISTRATION:

Approximately 6-8 months prior to a trip (as is possible) a trip leader should complete and submit a trip proposal form to the Director of Missions. The trip will be reviewed by Global Missions for discussion, financial commitments, and approval. Each potential team member must submit their complete trip application packet along with a copy of their travel documents to the trip leader for review and discernment. Once approved, all paperwork and required documents will be sent to the Director of Missions, who will then send a registration link to the approved team member. Team members must complete online registration with a \$50 (refundable) deposit to secure their place on the trip. Please note that this deposit must be paid online through the registration process. Team members will be responsible for the purchase of any required travel documents (i.e. passports, visas, etc.). Please note that trip participants must have a current passport, valid up to 6-months past the travel dates, prior to completing the application/registration process.

#### FINANCIAL

Team members should be prepared to contribute and fundraise at least 2/3 of the cost of their trip. The estimate cost of the trip must include 10% contingency. Any funds raised or contributed (beyond the \$50 deposit) will be considered a tax-deductible contribution and will therefore not be refundable under any circumstance. If a team member cannot participate on the trip, the money that has been contributed or fundraised for their participation will be used to support the fundraising of the remaining team.

All contributions toward the trip will be used to meet the expenses of the trip (i.e. flights, accommodations, food, project expenses, ministry fees, etc.). If the team should fundraise and contribute more than the trip costs, the overage will be given to the ongoing work of the ministry, or any upcoming trips with the same ministry partner, at the discretion of the Global Missions Committee.

If a team member has not been a Covenant Partner of First Presbyterian Church of San Antonio for six months, they may join the trip understanding that their financial responsibility is for their full individual share of the trip cost. Trip members must be sent by a church. If a team member is being sent by any other church, they will be expected, through their church and personal support, to cover the full cost of their mission trip expense.

#### TRAVEL AND ACCOMMODATIONS

Team members may opt to purchase their own airfare and accommodations if they would like to use points or personal rewards programs. If the cost of airfare and/or accommodation is purchased individually they can be deducted from the total cost of that team member's contribution/fundraising goal, and should be coordinated with the Director of Missions.

If a team member purchases their own airfare and/or accommodations, they will not be refunded by First Presbyterian Church for the purchase(s).

First Presbyterian Church will be responsible for the purchase of flights to and from the mission trip, and accommodations through the length of the mission trip. If a team member is planning for other travel before or after the mission trip, they will be responsible for their flights and accommodations outside of those needed for the mission trip. If the additional travel is arranged for ongoing mission opportunities, additional support and arrangements may be coordinated with the Director of Missions.

Per the Global Missions Committee of First Presbyterian Church, all trip expenses for Global Missions Committee Members, and a trip leader, are covered by the Global Missions Committee. Trips of more than 12 participants may have two sponsored trip leaders. While these leaders are not required to provide any contributions toward the cost of their trip, they are expected to participate in the fundraising activities of the team.

First Presbyterian Church will not be responsible for the purchase of any travel and/or health insurance for team members. All team members should ensure that they have appropriate insurance coverages in their travel destination(s).

Trip participants will be responsible for any vaccinations/preventative medications which are required/recommended in the travel destination(s).

## EXCURSIONS

Trip activities outside the defined mission of the trip are the financial responsibility of the participant. Activities under the value of \$50 may be funded through the trip budget.

## YOUTH TRIPS

Youth Trips are trips that are under the sponsorship of the Youth Committee of First Presbyterian Church San Antonio. Such trips are organized and staffed by the Youth Committee and are not subject to this policy. The Youth Committee is encouraged to work with Global Missions partners and may request a financial contribution from Global Missions.

## MINORS

Children (under 19 years) of Mission Trip participants are welcome on trips in which rooming arrangements can accommodate the Child in a room with a parent/legal guardian. In the case of a minor (under 18 years) going on a trip, all trip participants over the age of 18 must complete and pass a background check through FPC.

### THIRD PARTY YOUTH TRIPS

These trips must be organized through the Youth Committee of First Presbyterian Church.

### TOBACCO AND ALCOHOL

While serving with the mission partner, the use of tobacco and alcoholic beverages should be avoided. All underage participants will refrain from all uses of tobacco and alcohol, and prohibited substances will not be tolerated by any member of the team, at any time. First Presbyterian Church will not purchase nor reimburse for the cost of any alcohol or tobacco products.