

## Session Meeting Agenda, May 20, 2018

Excused:

1. Opening prayer – Cary Gibson
2. Approval of Agenda
3. Attestation of approval of minutes of April 15 18, 2018 session meeting
4. Moderator’s Report – *see accompanying report*
5. Treasurer’s Report
6. Clerk’s Report
7. Committee Reports -- *Oral reports should be limited to items for action only.*

Building & History – *see accompanying report*

Finance & Administration – *see accompanying report*

Personnel – *see accompanying report*

Hospitality – *next meeting May 23*

Worship & Art – *see accompanying report, next meeting June 4*

Outreach – *see accompanying report (on Saturday breakfast)*

Christian Education –

8. Select two outgoing elders to serve on the 2018 nominating committee
9. Conversation around new DPC directory and cleaning the membership roles (G-3.0204a)
10. Pride, June 23-24 – conversation around DPC presence and participation
11. Other possible conversations and topics:
  - membership growth (evangelism)
  - expansion of our homeless ministry
  - communication, messaging and promotion
  - identity
  - staff issues, including: expectations, possible new positions, future needs, etc.
  - lofty dreams
  - low-hanging fruit

### 12. Next Meetings

Session: Proposing no meeting in June (pastor away on 6/17 and 6/24)

Meet in July (determine date)

Meet in August on 8/26 (pastor vacation 8/12 and 8/19)

Presbytery: Saturday, July 28 – Westminster PC, Nashville (need two commissioners)

### 13. Closing Prayer

# Session Meeting Agenda, April 15, 2018

**Excused:** Jack Henderson and Debra Gentry

**Present:** Pastor Mike Wilson, Chuck Cardona (acting Clerk), Mike Korak, Jim Dickson, Jeff Koontz, Dave Coleman, Cary Gibson, Dena Swoner (in the role of church manager), Justin Near, Vicki Coffin

1. Opening prayer – Jim Dickson **So prayed! At 12:58 to kick the meeting off.**
2. Approval of Agenda **Approved by voice, unanimous.**
3. Attestation of approval of minutes of March 18, 2018 session meeting  
**A formal attestation by the clerk of session that the minutes were approved by email by a majority of the session. This allows the approval of the previous month's minutes to be officially recorded in the current meeting's minutes.**
4. Moderator's Report – see accompanying report **Mike updated us on his upcoming role at General Presbytery and his future upcoming vacation dates.**
5. Treasurer's Report: **The big bills have been paid and we are in good standing financially for the time being. Thus, our next Corporation draw can be delayed as much as possible.**
6. Clerk's Report: **Jack would convey to give his gracious thanks in crafting the statement about Mike's call in the last weeks.**
7. Committee Reports -- Oral reports should be limited to items for action only.  
Building & History – see accompanying report **There was some philosophical discussion (concerning the presentation of church culture to the outside world and the aesthetics of the building) of how to set up the Clothes Closet donation bin.**  
Finance & Administration – see accompanying report **No action items.**  
Personnel – see accompanying report **No action items.**  
Hospitality – see accompanying report **No action items. There was further discussion about how to fold in new member/evangelistic actions into this committee. For example, how do we promote who we are as a community?**  
Worship & Art – see accompanying report **No action items.**  
Outreach – see accompanying report **No action items.**  
Christian Education – **No report. "Living With Questions" started this Sunday with a very good crowd!**
8. Reassignment of congregational care list – see accompanying document **Pastor Mike will ask the Clerk to add new members' and friends' names to the current list. Also, inactive Elders will need active Elders to assume their lists; this was mostly completed with the Elders present. Also, there was discussion to reiterate the goals of why having the list is important.**

9. Conversation around Mike's 2018 Goals – see accompanying document **Standing Personnel committee has been formed. New Members goals are being met. The new budgetary process is moving forward (look for it to begin in September). Pastor Mike will be working with Finance and Administration to workout a new Stewardship timeline/process.**

**Discussion on Communication: We've been pretty good about making sure they are posted online, but is that enough? The member care list is one tool that can be utilized to connect even more. What are the other tools that we can utilize effectively? Primarily, we want to be transparent and not some "nebulous" body making mysterious decisions...and we'll keep working at it because that's what our church family and friends deserve and need.**

10. Other necessary conversations

11. Next Meetings

Session: May 20, 2018 (need opening prayer volunteer) **And the one to offer the prayer shall be Cary Gibson.**

Presbytery: Thursday, May 3 @ First PC Tullahoma (need two commissioners) **And they are Cary Gibson (possibly) and Mike Korak**

12. Closing Prayer **Meeting was adjourned at 2:50**

## Pastor's Report (Mike Wilson)

**April 16 – May 20**

Sermons: 5

Visits, including hospital, coffee, breakfasts and lunches: 6

Tuesday Bible Study: 4

Saturday breakfast: 3

### **Meetings/Events:**

- Worship & Arts meeting
- CPM meeting
- DPC Corporation meeting
- F&A and B&H meeting
- Presbytery meeting in Tullahoma
- Downtown Partnership Public Space meeting
- Prayer vigil and sign-on letter delivery to Gov. Haslam with TIRRC
- Breakfast meeting at Belmont on gentrification

**Pastoral expenses** – approx. < \$100

### **Vacation & Study Leave:**

- Study Leave: General Assembly in St. Louis, June 16 – 22. I'll be attending as an official assembly aid.
- Vacation: June 22-25. Family reunion near Pittsburgh; Great Aunt Betty's 95<sup>th</sup> birthday (she's the youngest and last surviving sibling of my maternal grandmother).  
*I'll be out on consecutive Sundays, June 17 and 24.*  
Guest preacher for both Sundays: Rev. Janet Salyer
- Vacation: August 6 – 19. Headed to Niagara-on-the-Lake, Ontario, and Lake Placid, NY.  
*I'll be out on consecutive Sundays, August 12 and 19.*  
August 12 guest preacher: Rev. Carol Tate  
August 19 guest preacher: Rev. Stacy Rector

I may need to take a couple days on short notice in the next couple months to go to Indiana to officiate at my Uncle Jim's funeral. He's asked me to lead the service.

## Downtown Presbyterian Church Treasurers Report

Date: May 12, 2018  
 To: Downtown Presbyterian Church Session  
 From: Jeff Koontz, DPC Treasurer  
**RE: Financial Report for April 2018**



**Financial Summary:**

Bank Balance on	April	1, 2018	\$	29,936.33
Bank Balance ending	April	30, 2018	\$	19,589.05
	April	Deposit Totals:	\$	26,058.52
	April	Expense Totals:	\$	36,405.80
Corporate Draw Recommended next month?				Yes

April saw a drop of  
 \$ (10,347.28) from the bank account

**Monthly Summary:**

**Pledge offerings are on budget for the month and ahead for the year by \$11,300. Non-pledge offerings are \$4,646 below budget for the year. Revenue for the year is steady but we will need another Corporation draw to maintain an adequate balance in our operating account.**

**We have a number of planned building and maintenance expenses coming up during the summer. The amount for the Corporation draw will be discussed at the next B&H/FA/P meeting.**

**Weekly deposits ranged from \$2,444-\$8,802**

**Statistics for the month:**

- > Revenue for the month was below budgeted by \$16,160 based on 1/12 of budget Corp draw for the year.
- > Expenses for the month were below budgeted by \$7,896.66.
- > The follow committees had expenses this month:
 

Building		x
Education		x
Hospitality		x
Outreach		x
Worship & Arts		x
- > Parking expenses included:
 

\$238 for Sat Breakfast (Outreach)	
\$139 for Musicians (W&A)	
\$472 for Workshop (Hospitality)	
- > Utility expenses for the month totaled \$ 2,785
- > Musician budget is currently \$418 above budget for the year.
- > Building Maintenance budget is currenty \$8663 below budget, but will have upcoming expenses

**ACS Report Attachments:**

- > April 2018 Budget Analysis Report
- > April 2018 Reconciliation Report

**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**April 2018**

<b>Accounts</b>	<b>MTD Actual (This Year)</b>	<b>MTD Budget (This Year)</b>	<b>MTD Budget Remaining (This Year)</b>	<b>YTD Actual (This Year)</b>	<b>YTD Budget (This Year)</b>	<b>YTD Budget Remaining (This Year)</b>
<b>Revenues</b>						
<b>Contributions</b>						
4.100.100 - Pledged Offering	\$20,110.00	\$19,234.17	(\$875.83)	\$88,237.00	\$76,936.68	(\$11,300.32)
4.100.200 - Non-Pledged Offering	\$2,715.00	\$3,333.33	\$618.33	\$8,687.32	\$13,333.32	\$4,646.00
4.100.300 - Plate Offering (Cash & Coin)	\$1,706.78	\$833.33	(\$873.45)	\$4,346.83	\$3,333.32	(\$1,013.51)
4.100.400 - Memorials	\$0.00	\$8.33	\$8.33	\$895.00	\$33.32	(\$861.68)
<b>Total Contributions</b>	<b>\$24,531.78</b>	<b>\$23,409.16</b>	<b>(\$1,122.62)</b>	<b>\$102,166.15</b>	<b>\$93,636.64</b>	<b>(\$8,529.51)</b>
<b>Other Revenue</b>						
4.200.100 - Artist Utility	\$225.00	\$175.00	(\$50.00)	\$725.00	\$700.00	(\$25.00)
4.200.150 - Homeless Food Ministry	\$260.00	\$833.33	\$573.33	\$1,260.00	\$3,333.32	\$2,073.32
4.200.200 - Use of Building	\$1,021.00	\$1,000.00	(\$21.00)	\$6,470.28	\$4,000.00	(\$2,470.28)
4.200.250 - Weddings	\$0.00	\$333.33	\$333.33	\$0.00	\$1,333.32	\$1,333.32
4.200.350 - Outreach Revenue	\$0.00	\$0.00	\$0.00	\$235.00	\$0.00	(\$235.00)
4.200.400 - Worship & Arts Revenue	\$20.00	\$16.67	(\$3.33)	\$760.00	\$66.68	(\$693.32)
4.200.550 - Waffle Shop	\$0.00	\$666.67	\$666.67	(\$10,565.05)	\$2,666.68	\$13,231.73
4.200.750 - Community Discretionary Fund	\$0.00	\$416.67	\$416.67	(\$7,522.51)	\$1,666.68	\$9,189.19
4.200.800 - Fundraising	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	(\$55.00)
4.200.990 - Miscellaneous Grants/Income	\$0.74	\$1,666.67	\$1,665.93	\$2,001.56	\$6,666.68	\$4,665.12
<b>Total Other Revenue</b>	<b>\$1,526.74</b>	<b>\$5,108.34</b>	<b>\$3,581.60</b>	<b>(\$6,580.72)</b>	<b>\$20,433.36</b>	<b>\$27,014.08</b>
<b>Endowment</b>						
4.300.100 - Endowment Draw - Operating/Gen Fund	\$0.00	\$11,794.67	\$11,794.67	\$24,000.00	\$47,178.68	\$23,178.68
4.300.200 - Endowment Draw - Bldg/Capitol Fund	\$0.00	\$1,666.67	\$1,666.67	\$0.00	\$6,666.68	\$6,666.68
4.300.300 - Marguarette Thomas Trust	\$0.00	\$240.58	\$240.58	\$0.00	\$962.32	\$962.32
<b>Total Endowment</b>	<b>\$0.00</b>	<b>\$13,701.92</b>	<b>\$13,701.92</b>	<b>\$24,000.00</b>	<b>\$54,807.68</b>	<b>\$30,807.68</b>
<b>Total Revenues</b>	<b>\$26,058.52</b>	<b>\$42,219.42</b>	<b>\$16,160.90</b>	<b>\$119,585.43</b>	<b>\$168,877.68</b>	<b>\$49,292.25</b>

**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**April 2018**

<b>Accounts</b>	<b>MTD Actual (This Year)</b>	<b>MTD Budget (This Year)</b>	<b>MTD Budget Remaining (This Year)</b>	<b>YTD Actual (This Year)</b>	<b>YTD Budget (This Year)</b>	<b>YTD Budget Remaining (This Year)</b>
<b>Expenses</b>						
<b>Personnel</b>						
<b>Pastor</b>						
5.100.100 - Pastor Salary	\$3,935.92	\$3,935.92	\$0.00	\$15,758.97	\$15,743.68	(\$15.29)
5.100.105 - Pastor Housing	\$694.58	\$694.58	\$0.00	\$2,768.18	\$2,778.32	\$10.14
5.100.110 - Pastor Social Security/Medicare	\$354.26	\$354.25	(\$0.01)	\$1,411.81	\$1,417.00	\$5.19
5.100.120 - Pastor Pension/Medical Insurance	\$1,713.30	\$1,668.42	(\$44.88)	\$6,853.20	\$6,673.68	(\$179.52)
5.100.135 - Pastor Auto Allowance	\$0.00	\$50.00	\$50.00	\$366.15	\$200.00	(\$166.15)
5.100.140 - Pastor Professional Expenses	\$25.48	\$83.33	\$57.85	\$182.64	\$333.32	\$150.68
5.100.170 - Pastor Continuing Education	\$0.00	\$87.50	\$87.50	\$670.00	\$350.00	(\$320.00)
5.100.180 - Pastor Book Allowance	\$0.00	\$26.25	\$26.25	\$69.76	\$105.00	\$35.24
<b>Total Pastor</b>	<b>\$6,723.54</b>	<b>\$6,900.25</b>	<b>\$176.71</b>	<b>\$28,080.71</b>	<b>\$27,601.00</b>	<b>(\$479.71)</b>
<b>Office Manager</b>						
5.100.300 - Office Manager Salary	\$3,145.00	\$3,145.00	\$0.00	\$12,580.01	\$12,580.00	(\$0.01)
5.100.310 - Office Mgr Social Security/Medicare	\$240.56	\$240.58	\$0.02	\$967.57	\$962.32	(\$5.25)
5.100.320 - Office Manager Pension/Medical Ins.	\$1,135.64	\$732.50	(\$403.14)	\$4,542.56	\$2,930.00	(\$1,612.56)
<b>Total Office Manager</b>	<b>\$4,521.20</b>	<b>\$4,118.08</b>	<b>(\$403.12)</b>	<b>\$18,090.14</b>	<b>\$16,472.32</b>	<b>(\$1,617.82)</b>
<b>Property Manager</b>						
5.100.400 - Property Manager Salary	\$3,584.42	\$3,584.42	\$0.00	\$14,337.66	\$14,337.68	\$0.02
5.100.410 - Property Mgr Soc. Sec./Medicare	\$274.26	\$274.25	(\$0.01)	\$1,089.64	\$1,097.00	\$7.36
5.100.420 - Property Manager Pension/Med. Ins.	\$2,183.10	\$2,183.08	(\$0.02)	\$8,732.40	\$8,732.32	(\$0.08)
<b>Total Property Manager</b>	<b>\$6,041.78</b>	<b>\$6,041.75</b>	<b>(\$0.03)</b>	<b>\$24,159.70</b>	<b>\$24,167.00</b>	<b>\$7.30</b>
<b>Education Director</b>						
5.100.500 - Education Director Wages	\$1,363.84	\$1,363.83	(\$0.01)	\$5,455.34	\$5,455.32	(\$0.02)
5.100.510 - Education Dir. Soc. Sec./Medicare	\$104.34	\$104.33	(\$0.01)	\$417.33	\$417.32	(\$0.01)
5.100.520 - Education Director Pension/Med. Ins	\$1,593.56	\$1,593.58	\$0.02	\$6,374.24	\$6,374.32	\$0.08
<b>Total Education Director</b>	<b>\$3,061.74</b>	<b>\$3,061.74</b>	<b>\$0.00</b>	<b>\$12,246.91</b>	<b>\$12,246.96</b>	<b>\$0.05</b>
<b>Music Director</b>						
5.100.600 - Music Director Wages	\$2,020.00	\$2,020.00	\$0.00	\$8,080.01	\$8,080.00	(\$0.01)
5.100.610 - Music Dir. Social Security/Medicare	\$154.54	\$154.50	(\$0.04)	\$620.15	\$618.00	(\$2.15)
<b>Total Music Director</b>	<b>\$2,174.54</b>	<b>\$2,174.50</b>	<b>(\$0.04)</b>	<b>\$8,700.16</b>	<b>\$8,698.00</b>	<b>(\$2.16)</b>
<b>Musicians</b>						
5.100.800 - Musicians	\$1,885.00	\$1,386.67	(\$498.33)	\$5,965.00	\$5,546.68	(\$418.32)
<b>Total Musicians</b>	<b>\$1,885.00</b>	<b>\$1,386.67</b>	<b>(\$498.33)</b>	<b>\$5,965.00</b>	<b>\$5,546.68</b>	<b>(\$418.32)</b>
<b>Nursery Workers</b>						
5.100.900 - Nursery Workers' Wages	\$364.00	\$377.17	\$13.17	\$1,288.00	\$1,508.68	\$220.68
<b>Total Nursery Workers</b>	<b>\$364.00</b>	<b>\$377.17</b>	<b>\$13.17</b>	<b>\$1,288.00</b>	<b>\$1,508.68</b>	<b>\$220.68</b>
<b>Other Personnel Expense</b>						
5.100.950 - Payroll Accounting Expenses	\$319.64	\$250.00	(\$69.64)	\$1,155.80	\$1,000.00	(\$155.80)
5.100.960 - Workers Comp Insurance	\$0.00	\$183.33	\$183.33	\$472.75	\$733.32	\$260.57
5.100.970 - Field Education Student	\$0.00	\$83.33	\$83.33	\$0.00	\$333.32	\$333.32

**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**April 2018**

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
5.100.980 - Temporary Help/Event Services	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	(\$900.00)
5.100.985 - Training	\$0.00	\$41.67	\$41.67	\$0.00	\$166.68	\$166.68
<b>Total Other Personnel Expense</b>	<b>\$319.64</b>	<b>\$558.33</b>	<b>\$238.69</b>	<b>\$2,528.55</b>	<b>\$2,233.32</b>	<b>(\$295.23)</b>
<b>Total Personnel</b>	<b>\$25,091.44</b>	<b>\$24,618.49</b>	<b>(\$472.95)</b>	<b>\$101,059.17</b>	<b>\$98,473.96</b>	<b>(\$2,585.21)</b>
<b>Building &amp; Maintenance</b>						
<b>Utilities &amp; Insurance</b>						
5.200.100 - Natural Gas	\$144.49	\$1,083.33	\$938.84	\$4,104.80	\$4,333.32	\$228.52
5.200.110 - Electricity	\$1,671.38	\$3,250.00	\$1,578.62	\$9,682.39	\$13,000.00	\$3,317.61
5.200.120 - Water	\$366.24	\$300.00	(\$66.24)	\$1,278.40	\$1,200.00	(\$78.40)
5.200.130 - Waste Disposal	\$155.75	\$83.33	(\$72.42)	\$451.60	\$333.32	(\$118.28)
5.200.140 - Telephone Service	\$125.88	\$166.67	\$40.79	\$531.60	\$666.68	\$135.08
5.200.150 - Internet	\$40.59	\$66.67	\$26.08	\$189.06	\$266.68	\$77.62
5.200.160 - Alarm	\$85.00	\$166.67	\$81.67	\$390.00	\$666.68	\$276.68
5.200.170 - Pest Control Service	\$196.00	\$50.00	(\$146.00)	\$334.00	\$200.00	(\$134.00)
5.200.180 - Parking	\$0.00	\$0.00	\$0.00	\$1,700.00	\$0.00	(\$1,700.00)
5.200.185 - Building Insurance	\$0.00	\$3,112.00	\$3,112.00	\$8,365.25	\$12,448.00	\$4,082.75
<b>Total Utilities &amp; Insurance</b>	<b>\$2,785.33</b>	<b>\$8,278.67</b>	<b>\$5,493.34</b>	<b>\$27,027.10</b>	<b>\$33,114.68</b>	<b>\$6,087.58</b>
<b>Maintenance &amp; Grounds</b>						
5.200.200 - Building Maintenance & Repairs	\$1,673.21	\$2,933.33	\$1,260.12	\$8,004.93	\$11,733.32	\$3,728.39
5.200.210 - Cleaning Service	\$1,866.00	\$1,000.00	(\$866.00)	\$3,732.00	\$4,000.00	\$268.00
5.200.220 - Capital Projects	\$500.00	\$1,666.67	\$1,166.67	\$2,000.00	\$6,666.68	\$4,666.68
<b>Total Maintenance &amp; Grounds</b>	<b>\$4,039.21</b>	<b>\$5,600.00</b>	<b>\$1,560.79</b>	<b>\$13,736.93</b>	<b>\$22,400.00</b>	<b>\$8,663.07</b>
<b>Kitchen</b>						
5.200.300 - Food/Supplies	\$102.54	\$0.00	(\$102.54)	\$990.84	\$0.00	(\$990.84)
<b>Total Kitchen</b>	<b>\$102.54</b>	<b>\$0.00</b>	<b>(\$102.54)</b>	<b>\$990.84</b>	<b>\$0.00</b>	<b>(\$990.84)</b>
<b>Total Building &amp; Maintenance</b>	<b>\$6,927.08</b>	<b>\$13,878.67</b>	<b>\$6,951.59</b>	<b>\$41,754.87</b>	<b>\$55,514.68</b>	<b>\$13,759.81</b>
<b>Other Expenses</b>						
<b>Outreach</b>						
5.300.105 - Foreign Missions	\$0.00	\$240.58	\$240.58	(\$2,887.00)	\$962.32	\$3,849.32
5.300.120 - Local Benevolences	\$1,850.00	\$1,166.67	(\$683.33)	\$2,850.00	\$4,666.68	\$1,816.68
5.300.130 - Community Assistant Fund	\$0.00	\$416.67	\$416.67	\$0.00	\$1,666.68	\$1,666.68
5.300.140 - Waffle Shop	\$0.00	\$208.33	\$208.33	\$408.67	\$833.32	\$424.65
5.300.150 - Homeless Ministry - Food	\$219.05	\$833.33	\$614.28	\$584.96	\$3,333.32	\$2,748.36
5.300.160 - Parking - Breakfast Volunteers	\$238.00	\$158.33	(\$79.67)	\$428.00	\$633.32	\$205.32
5.300.200 - Fundraising	\$24.64	\$0.00	(\$24.64)	\$236.83	\$0.00	(\$236.83)
<b>Total Outreach</b>	<b>\$2,331.69</b>	<b>\$3,023.91</b>	<b>\$692.22</b>	<b>\$1,621.46</b>	<b>\$12,095.64</b>	<b>\$10,474.18</b>
<b>Administration</b>						
5.400.100 - Office Equipment	\$261.76	\$300.00	\$38.24	\$1,313.83	\$1,200.00	(\$113.83)
5.400.110 - Office Equipment Maintenance	\$0.00	\$20.83	\$20.83	\$0.00	\$83.32	\$83.32
5.400.120 - Software/Programs	\$738.83	\$100.00	(\$638.83)	\$1,198.83	\$400.00	(\$798.83)
5.400.140 - Office Supplies	\$0.00	\$50.00	\$50.00	\$71.31	\$200.00	\$128.69



**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**April 2018**

<b>Accounts</b>	<b>MTD Actual (This Year)</b>	<b>MTD Budget (This Year)</b>	<b>MTD Budget Remaining (This Year)</b>	<b>YTD Actual (This Year)</b>	<b>YTD Budget (This Year)</b>	<b>YTD Budget Remaining (This Year)</b>
5.400.150 - Postage	\$0.00	\$29.17	\$29.17	\$54.90	\$116.68	\$61.78
5.400.160 - Cell Phone	\$55.00	\$58.33	\$3.33	\$240.10	\$233.32	(\$6.78)
5.400.180 - Fees	\$25.00	\$166.67	\$141.67	\$162.11	\$666.68	\$504.57
5.400.185 - Central Treasurer-PCUSA	\$0.00	\$825.00	\$825.00	\$9,900.00	\$3,300.00	(\$6,600.00)
5.400.190 - Miscellaneous Administration	\$0.00	\$41.67	\$41.67	\$92.75	\$166.68	\$73.93
<b>Total Administration</b>	<b>\$1,080.59</b>	<b>\$1,591.67</b>	<b>\$511.08</b>	<b>\$13,033.83</b>	<b>\$6,366.68</b>	<b>(\$6,667.15)</b>
<b>Worship &amp; Arts</b>						
5.500.100 - Pulpit Supply	\$150.00	\$75.00	(\$75.00)	\$150.00	\$300.00	\$150.00
5.500.110 - Worship Aids	\$59.75	\$29.17	(\$30.58)	\$59.75	\$116.68	\$56.93
5.500.115 - Worship Arts Supplies	\$0.00	\$20.83	\$20.83	\$0.00	\$83.32	\$83.32
5.500.120 - Music Supplies	\$0.00	\$41.67	\$41.67	\$393.37	\$166.68	(\$226.69)
5.500.130 - Organ & Piano Maintenance	\$0.00	\$208.33	\$208.33	\$818.00	\$833.32	\$15.32
5.500.140 - Organ Supply	\$0.00	\$83.33	\$83.33	\$0.00	\$333.32	\$333.32
5.500.150 - Youth Choir	\$0.00	\$62.50	\$62.50	\$0.00	\$250.00	\$250.00
5.500.170 - Parking - Musicians	\$139.40	\$150.00	\$10.60	\$255.40	\$600.00	\$344.60
5.500.190 - Miscellaneous Worship & Arts	\$244.96	\$16.67	(\$228.29)	\$2,244.96	\$66.68	(\$2,178.28)
<b>Total Worship &amp; Arts</b>	<b>\$594.11</b>	<b>\$687.50</b>	<b>\$93.39</b>	<b>\$3,921.48</b>	<b>\$2,750.00</b>	<b>(\$1,171.48)</b>
<b>Education</b>						
5.600.100 - Youth Ministries	\$0.00	\$16.67	\$16.67	\$0.00	\$66.68	\$66.68
5.600.110 - Jean Prueher Fund	\$0.00	\$62.50	\$62.50	\$389.00	\$250.00	(\$139.00)
5.600.120 - Children's Art Supplies	\$0.00	\$100.00	\$100.00	\$0.00	\$400.00	\$400.00
5.600.130 - Guest Speakers	\$0.00	\$8.33	\$8.33	\$0.00	\$33.32	\$33.32
5.600.140 - Educational Materials	\$0.00	\$100.00	\$100.00	\$0.00	\$400.00	\$400.00
5.600.190 - Miscellaneous Education	\$80.00	\$58.33	(\$21.67)	\$260.00	\$233.32	(\$26.68)
<b>Total Education</b>	<b>\$80.00</b>	<b>\$345.83</b>	<b>\$265.83</b>	<b>\$649.00</b>	<b>\$1,383.32</b>	<b>\$734.32</b>
<b>Hospitality (CL/W&amp;MD)</b>						
5.700.110 - Receptions	\$0.00	\$25.00	\$25.00	\$0.00	\$100.00	\$100.00
5.700.120 - Congregational Meals	\$43.40	\$41.67	(\$1.73)	\$43.40	\$166.68	\$123.28
5.700.130 - Bereavement/Funerals	\$200.00	\$41.67	(\$158.33)	\$200.00	\$166.68	(\$33.32)
5.700.150 - Advertising/Brochures/Public Rel.	\$216.00	\$83.33	(\$132.67)	\$216.00	\$333.32	\$117.32
5.700.160 - New Member Assimilation	\$0.00	\$20.83	\$20.83	\$0.00	\$83.32	\$83.32
5.700.170 - Parking - Worship	\$472.60	\$541.67	\$69.07	\$1,016.60	\$2,166.68	\$1,150.08
<b>Total Hospitality (CL/W&amp;MD)</b>	<b>\$932.00</b>	<b>\$754.17</b>	<b>(\$177.83)</b>	<b>\$1,476.00</b>	<b>\$3,016.68</b>	<b>\$1,540.68</b>
<b>Session Expenses</b>						
5.900.100 - Session Development/Retreat	\$0.00	\$20.83	\$20.83	\$158.41	\$83.32	(\$75.09)
5.900.190 - Miscellaneous Session	\$0.00	\$12.50	\$12.50	\$0.00	\$50.00	\$50.00
<b>Total Session Expenses</b>	<b>\$0.00</b>	<b>\$33.33</b>	<b>\$33.33</b>	<b>\$158.41</b>	<b>\$133.32</b>	<b>(\$25.09)</b>
<b>Total Other Expenses</b>	<b>\$5,018.39</b>	<b>\$6,436.41</b>	<b>\$1,418.02</b>	<b>\$20,860.18</b>	<b>\$25,745.64</b>	<b>\$4,885.46</b>
<b>Total Expenses</b>	<b>\$37,036.91</b>	<b>\$44,933.57</b>	<b>\$7,896.66</b>	<b>\$163,674.22</b>	<b>\$179,734.28</b>	<b>\$16,060.06</b>



General Checking  
 Reconcile From 04/01/2018 To 04/30/2018

Note: The Report Option to include Open Transactions is selected.  
 Cleared Transactions

Date	Payee / Memo	Src	Account Code	Withdrawal	Deposit	Ref No.	CIRD
04/02/2018	PayChex / Payroll Service Invoice	DPY	1.000.100	\$153.13		48	Y
04/16/2018	DPC EE Direct Deposit Payroll Payment	JRE	1.000.100	\$7,322.69		49	Y
04/02/2018	Vanco / Text Giving Fee	DPY	1.000.100	\$24.64		49	Y
04/30/2018	DPC EE Direct Deposit Payroll Payment	JRE	1.000.100	\$7,486.71		50	Y
04/17/2018	PayChex / Payroll Service Invoice No.	DPY	1.000.100	\$166.51		50	Y
04/16/2018	DPC ER/EE Payroll Taxes Payment	JRE	1.000.100	\$1,033.17		51	Y
04/30/2018	SunTrust Bank / Account Analysis Fee Direct Paymer	DPY	1.000.100	\$25.00		51	Y
04/30/2018	DPC ER/EE Payroll Taxes Payment	JRE	1.000.100	\$1,033.15		52	Y
04/03/2018	Sunday Giving	DEP	1.000.100		\$6,774.75	85	Y
04/11/2018	Sunday Giving	DEP	1.000.100		\$2,878.00	86	Y
04/17/2018	Sunday Giving	DEP	1.000.100		\$8,802.00	87	Y
04/24/2018	Sunday Giving	DEP	1.000.100		\$4,099.03	88	Y
04/30/2018	Sunday Giving	DEP	1.000.100		\$2,444.00	89	Y
04/03/2018	Text Giving	DEP	1.000.100		\$780.00	90	Y
04/10/2018	Text Giving	DEP	1.000.100		\$280.00	91	Y
04/30/2018	Suntrust Account Interest	DEP	1.000.100		\$0.74	92	Y
12/21/2017	Cary Gibson / Art for Reggie Hughes & Sarah Jordan	CHK	1.000.100	\$300.00		41529	* Y
03/20/2018	Metropolitan Government / 2017 Account# 201734290	CHK	1.000.100	\$50.00		41608	* Y
03/28/2018	Lee Company / Customer No. DOWN5000   Contract	CHK	1.000.100	\$154.00		41612	* Y
03/28/2018	Ortex System, Inc. / Account No. 01-0004904	CHK	1.000.100	\$46.00		41613	* Y
03/28/2018	Action Security Systems / Invoice#3915200	CHK	1.000.100	\$85.00		41614	* Y
03/28/2018	Nashville Electric Service / Account No. 0169561-016	CHK	1.000.100	\$1,479.46		41615	* Y
03/28/2018	Waste Management / Customer ID: 13-22339-83002	CHK	1.000.100	\$145.89		41616	* Y
03/28/2018	Wells Fargo Vendor Financial Services, LLC / Accoun	CHK	1.000.100	\$251.17		41617	* Y
03/28/2018	Tennesseans for Alternatives to the Death Penalty / B	CHK	1.000.100	\$500.00		41618	* Y
03/29/2018	Modern Iron Concepts / Alley Fence Downpayment	CHK	1.000.100	\$1,500.00		41620	* Y
04/03/2018	Stacy Rector / April 8 Guest Pastor	CHK	1.000.100	\$150.00		41621	Y
04/03/2018	Scott McGinnis / Easter Snacks	CHK	1.000.100	\$43.40		41623	Y
04/03/2018	Joel Dark / Refugee Family Assistance	CHK	1.000.100	\$100.00		41624	Y
04/03/2018	Janarus - The Good Janitors / Customer No. 00-03261	CHK	1.000.100	\$933.00		41625	Y
04/03/2018	T-Mobile / Account No. 947655377	CHK	1.000.100	\$55.00		41626	Y
04/03/2018	Premier Parking of TN / Account No. 13707	CHK	1.000.100	\$850.00		41627	Y
04/10/2018	Joy's Flowers / Palm Buds for Palm Sunday	CHK	1.000.100	\$59.75		41628	Y
04/10/2018	The Royal Music Guild / Feb1-Apr1 2018	CHK	1.000.100	\$1,245.00		41629	Y
04/10/2018	SunTrust Bank / Account No. 0187	CHK	1.000.100	\$1,484.88		41630	Y
04/11/2018	Lee Company / Customer No. DOWN5000   Contract	CHK	1.000.100	\$310.50		41631	Y
04/11/2018	Metro Water Services / Account No. 0011388300   Me	CHK	1.000.100	\$210.00		41632	Y
04/11/2018	Metro Water Services / Account No. 0011388300   Me	CHK	1.000.100	\$156.24		41633	Y
04/11/2018	Piedmont Natural Gas / Account No. 7000155139001	CHK	1.000.100	\$144.49		41634	Y
04/16/2018	Door Tech / Invoice#027885	CHK	1.000.100	\$500.00		41635	Y
04/18/2018	Ortex System, Inc. / Account No. 01-0004904	CHK	1.000.100	\$150.00		41637	Y
04/18/2018	Ortex System, Inc. / Account No. 01-0004904	CHK	1.000.100	\$46.00		41638	Y
04/18/2018	Ortex System, Inc. / Check Printed Wrong	CHK	1.000.100	(\$46.00)		41638	Y
04/18/2018	Ortex System, Inc. / Account No. 01-0004904	CHK	1.000.100	\$46.00		41639	Y
04/24/2018	Koorsen Fire & Security / Annual Inspection & New E	CHK	1.000.100	\$929.24		41640	Y
04/24/2018	Koorsen Fire & Security / 2018 Fire Inspection Kitcher	CHK	1.000.100	\$227.95		41641	Y
04/24/2018	Board of Pensions / PIN 20559   Statement 98084069	CHK	1.000.100	\$6,625.60		41642	Y
04/24/2018	AT&T U-Verse / Account 142889501   Mthly Charges	CHK	1.000.100	\$166.47		41645	Y
04/24/2018	Wells Fargo Vendor Financial Services, LLC / Accoun	CHK	1.000.100	\$261.76		41646	Y
05/18/2017	SunTrust Bank / Account Analysis Fee Direct Paymer	DPY	1.000.100	\$55.76		5152017005	* Y
05/18/2017	SunTrust Bank / Void	DPY	1.000.100	(\$55.76)		5152017005	* Y
<b>Total Cleared :</b>				<b>\$36,405.80</b>	<b>\$26,058.52</b>		

**Downtown Presbyterian Church  
 Bank Account Reconciliation Report  
 General Checking**

Reconcile From 04/01/2018 To 04/30/2018

**Note: The Report Option to include Open Transactions is selected.  
 Uncleared Transactions**

<u>Date</u>	<u>Payee / Memo</u>	<u>Src</u>	<u>Account Code</u>	<u>Withdrawal</u>	<u>Deposit</u>	<u>Ref No.</u>	<u>Clrd</u>
04/03/2018	Irene Wills / Easter Lilies	CHK	1.000.100	\$244.96		41622	
04/18/2018	Monroe Harding / 2018 Benevolence	CHK	1.000.100	\$1,750.00		41636	
04/24/2018	Action Security Systems / Invoice#39982923	CHK	1.000.100	\$85.00		41643	
04/24/2018	Lambcroft   The Cookery / Saturday Breakfast Exper	CHK	1.000.100	\$102.54		41644	
04/24/2018	Waste Management / Customer ID: 13-22339-83002	CHK	1.000.100	\$155.75		41647	
04/30/2018	Janarus - The Good Janitors / Invoice#0039666-IN	CHK	1.000.100	\$933.00		41648	
04/30/2018	Nashville Electric Service / Account No. 0169561-016	CHK	1.000.100	\$1,671.38		41649	
04/30/2018	Always In Bloom / Invoice#15212	CHK	1.000.100	\$200.00		41650	
<b>Total Uncleared :</b>				<u>\$5,142.63</u>	<u>\$0.00</u>		
<b>Total :</b>				<u><u>\$41,548.43</u></u>	<u><u>\$26,058.52</u></u>		

\*\*\* Indicates In Transit transactions from a previous month.

Downtown Presbyterian Church  
Bank Account Reconciliation Report  
General Checking  
Reconcile From 04/01/2018 To 04/30/2018

**1. Enter Adjustments**

Service Charges :	0.00
Interest :	0.00

**2. Calculate Cleared Balance**

Previous Statement Balance :	29,936.33
Service Charges :	0.00
Interest :	0.00
Cleared Deposits :	26,058.52
Cleared Withdrawals :	(36,405.80)
	<hr/>
	19,589.05

**3. Difference**

Statement Balance :	19,589.05
Cleared Balance :	19,589.05
	<hr/>
	0.00

Uncleared Deposits :	0.00
Uncleared Withdrawals :	(5,142.63)

Joint Meeting of the Finance and Administration, Personnel,  
and Building and History Committees  
May 15, 2018

The Cookery; 1827 12th Avenue South, Suite A; Nashville, TN 37203

I. Building and History

- a. RATS HAVE MET THEIR MATCH (we think...for now) **The population seems to be dying down. There's less evidence of their presence. Part of this also can be related to not having a garbage can next to the old Contributor office or the open dumpster.**
- b. Contributor has moved out of first floor office, now leasing just second floor office. \$175/month, new lease agreement. WIRE **IS** GONE! **And they were kind enough to repaint their space!**
- c. CHAPEL CUSHIONS **ARE** GONE! A breath of fresh air. **A three day rental of a dumpster does a world of good. A few derrière pillow will be available for those who need them upon request. A lot of old electronics were sent to recycling heaven.**
- d. ALLEYWAY GATE **IS** INSTALLED AND INVOICE PAID. **The process for opening and closing will be worked out. A sign will be attached to it to let people know that it's private property. The breakfast coordinators have been notified to close them. Janoris will close it as they leave on Saturdays.**
- e. PASSAGEWAY PLANTER **will be** INSTALLED AND INVOICE PAID **Thrill, fill and spill. Those are the horticulture buzzwords.**
- f. 5<sup>th</sup> Avenue holly trees to be mulched and trimmed this week. \$250-300
- g. HVAC system, Sanctuary section, having control issues. Lee Company to investigate. **No investigation needed. This was precipitated by the switching of the system from heating to cooling and a possible mis-setting of the thermostat. We need to be careful with the system because it moves very slowly (and expensively) to turn temperatures where we want them.**
- h. Pastor, Education Director, and Office Manager seen wearing sunglasses in their offices. Personnel Committee should check DPC Dress Code! **The windows are clean!**
- i. Now, to the future, and beyond... (see attached sheet) **For roofing work, we'll go with Don Kennedy. If it's good enough for Tootsie's roof, then it's good enough for us. The insurance appraisal is not needed. We can perhaps get a better deal on our building insurance.**

II. Finance and Administration

- a. Finance update
  - i. Current operating account balance as of 5/14/18: \$16,719. Yeah, we need a draw. Let's figure out the total for capital expenses for the Pickett Fund and add in a cushion for a total draw of: **We move for a draw of \$30,000 from the General Fund for operating expenses and \$20,000 from Pickett for capital expenses.**
  - ii. Treasurer's Report **Nothing significant has come up. Pledges are right on target. We have some events coming up that will get us some payola and help our budget.**
  - iii. Hand Bells **This is an issue that will be addressed in June.**
  - iv. Emailing tally on Sunday **"General Email Failure" Dena can send it on Monday until we can figure it out.**
- b. Miscellaneous
  - i. Senator Henry giving. Pastor Mike, what's the good word? **No update, but Mike contacted Doug Henry for permission.**
  - ii. Community Assistance Fund for clothing? **Dave Coleman is the box man!**
  - iii. We will start the budgeting process earlier this year. Like September!

III. Personnel

- a. Debra is still an army of one, but she's getting some replies soon.
- b. Review will start earlier this year.

- c. Benefits packaging will possibly lower costs with more choice for the employees.
- d. We might need to look at security options on the computer. We have the basics now, but we probably need some more strengthening. Like creating profiles with individual passwords to protect our members' financial information.
- e.

IV. Next meeting? July 10, 2018

In attendance: Chuck Cardona, Dena Swoner, Mike Korak, Mike Wilson, Jeff Koontz, Stephanie Coleman, Debra Gentry, David Maddox (by phone)

## EXPENSE PROJECTIONS NEXT 30-90 DAYS

\$4,700...Copper gutter and flashing repair

6,500...Masonry tuck pointing upon completion of above

9,300...Bell tower roofing repair

2,100...Replacement of kitchen doors

4,000...Insurance appraisal of property, windows, organ, etc.

2,000...Telephone system

6,700...Employee pension/medical insurance payment

9,400...Quarterly building insurance payment

\$44,700...Total

## PROJECT CONSIDERATIONS THROUGH END OF 2018

(very rough estimates)

\$5,000...Chapel renovation

3,000...Parlor remodel

3,000...Classroom remodel



W&A Meeting - Minutes  
Monday April 16, 2018

Present: Edward Cardona, Nina Cardona, Richard Feaster, Cary Gibson, Justin Near, Eric Near, Megan Lightell, Hans Schmitt-Matzen, David Maddox, William Taylor, Dixie Williamson, Mike Wilson

1. Composer-in-residence program - review of documents
  - The program description & application were updated for clarity (Justin making edits & will send to committee via email for final approval).
  - Program description and application form will then go up on the church website.
2. Vance Cummings sculpture update
  - payment to artist has been completed
  - Hans to contact Michael Korak to discuss the concrete
  - Budget: need to get some clarity on what budget line will cover the powder coating
3. Studio insurance -
  - The artists-in-residence are putting together a list of odorous and flammable materials and reviewing their studio processes (ventilation procedures etc) in conjunction with David Maddox and will submit to committee
4. YTD expense reviewed for accuracy of budget line allocation
5. Pentecost — May 20th
  - Music:
    - i. Eric has an anthem, which corresponds to the one from Palm/Passion Sunday
    - ii. Hand bell call to worship
    - iii. Choir piece from the loft
    - iv. Additional instrumentation or singing - with a Pentecost theme
      1. familiar hymn each verse down in different style or instrumentation
      2. Come thou font of every blessing (?)
  - Scripture passage read in different languages?
  - Prayer art - paint flame-drawn canvas?
6. Miscellaneous items
  - Dave Coleman/Hospitality committee are going to work on creating postcards/flyers for publicity and evangelism with a focus on the church's identity
  - Cary to contact Dave to see about DPC postcards for Pride March to be offered with water bottles
7. Hymnals - any ideas for the next art project incorporating them?
  - Xmas trees
8. Expressing God's immanence/eminence in worship - a conversation
  - A reminder of the Kierkegaardian understanding of worship we model in PC(USA): The congregation is not the audience in worship. The congregation performs worship, for which God is the audience & those up the front are the prompters/teachers/leaders encouraging the active participation of the congregation
  - God's eminence or, God's Being as eminent, refers to the transcendent, elevated nature of the divine - immortal/invisible/beyond us/distant. It is a term of glory, high esteem, a ruler.
  - Immanence (from the Latin for "remain") or God's being as immanent (not to be confused with imminent) - refers to the presence of God everywhere, close to us, dwells with us, stays with us, weeps with us - Immanuel.

- The psalms are full of expressions for both the distant grandeur of God (e.g. Psalm 8 or 145) and the intimate closeness of God walking with us (e.g. Psalm 23). Some psalms (e.g. Psalm 139) express both God's eminence and immanence simultaneously.
  - See also the two creation narratives in Genesis - God breathes the world into being and God is also in the garden of Eden speaking to Adam and Eve.
  - Mainline Christian worship tends toward expressions of eminence - especially in hymns. In our reception of prayers and music there is a lot of "we" language rather than "I" language.
  - How do we Emphasize and embrace the Immanence of God in our worship
  - How we use our space - where worship is lead from/performed/experienced changes the meaning and how it is both communicated and received.
  - How and **\*\*who\*\*** says our liturgy also changes that experience.
  - What elements can we explore incorporating into worship towards a transformative experience?
    - i. From W&A Nov '17 retreat - ideas for making worship a transformative experience
      - 1. Personal stories/testimony
      - 2. Physical movement
      - 3. Dialogical conversation
      - 4. Rest, breath & space
    - ii. Communion - intinction/movement is an embodied immanent experience
      - 1. Are there other "communion-esque" moments - can they be incorporated into services?
  - What we do and how we do it exposes the character of God
  - We in the mainline church are not particularly Pneumatological (i.e. spirit oriented)
  - Could we do a service prompted by the Vance Cummings sculpture with a theme of "Spirit" - with both immanence and eminence reflected/explored?
  - Recommended watching: "Nick Cave Feat." Performance at the symphony hall - very powerful experience. Click play on the embedded video here to see the whole performance: <http://fristartmuseum.org/misc/facebook-live-event>
9. Date of next meeting - (No May meeting) June 4, 2018, 6pm at DPC

DOWNTOWN PRESBYTERIAN CHURCH

OUTREACH PARTNERSHIPS – 2018

<b>Tennesseans for Alternatives to the Death Penalty (TADP)</b>	
TADP seeks to honor life by abolishing the death penalty in Tennessee	
DPC Advocate	Vickie
Minute for Mission	<u>April</u> Stacy Rector to speak on TADP on the Sunday she leads our worship service.
DPC Gift	\$500
<b>Martha O’Bryan Center</b>	
On a foundation of Christian faith, the center empowers children, youth, and adults in poverty to transform their lives through work, education, employment, and fellowship	
DPC Advocate	Leslee
Minute for Mission	<u>May</u> Miss Martha’s Ice Cream Crankin’ will take place on June 3 <sup>rd</sup> . Leslee will talk it up at worship services and will coordinate.
DPC Gift	\$2000
<b>Monroe Harding</b>	
Meets the needs of children who are in or transitioning out of state custody. Having a celebration of their 125 <sup>th</sup> anniversary.	
DPC Advocate	Samera
Minute for Mission	<u>May</u> We will plan activities during the year such as putting together snack packs for the children, helping with foster parents’ night out, adopting children at Christmas
DPC Gift	\$1750
<b>Nashville Opportunities Industrialization Center (OIC)</b>	
Mission is to provide education, training, counseling, and job placement services for citizens who are disadvantaged economically, educationally, and socially.	
DPC Advocate	Faye
Minute for Mission	<u>June</u>
DPC Gift	\$500
<b>Safe Haven Family Shelter</b>	
The only shelter-to-housing program of its kind in Middle Tennessee that accepts the entire homeless family.	
DPC Advocate	Doug
Minute for Mission	<u>July</u>
DPC Gift	\$500
<b>Nations Ministry</b>	
Nations Ministry Center helps legal refugee families become generally self-sufficient.	
DPC Advocate	Jim
Minute for Mission	<u>August</u>
DPC Gift	\$1000

<b>Siloam Health</b>	
Sharing the love of Christ by serving those in need of health care	
DPC Advocate	Jim
Minute for Mission	<u>September</u>
DPC Gift	\$2000
<b>UKirk Nashville</b>	
A campus ministry of the PC (USA) for students of Vanderbilt and Belmont.	
DPC Advocate	Samera
Minute for Mission	<u>October</u> It's possible students will participate in worship service
DPC Gift	\$500
<b>The Next Door</b>	
Provides services for women and their families impacted by addiction, mental illness, trauma, and/or incarceration with Christ-centered, compassionate care.	
DPC Advocate	Faye
Minute for Mission	<u>November</u> Activities to be organized during the year
DPC Gift	\$1000
<b>Foreign Mission</b>	
DPC Advocate	TBD
Minute for Mission	TBD
DPC Gift	\$365

Downtown Presbyterian Church  
Committee on  
Saturday Breakfast and Clothes Closet  
April 29, 2018

The meeting was opened at 12:15 following a beautiful and inspiring worship service.

In attendance were: Rev. Mike Wilson, Claire Armbruster, Faye Dickson, Jim Dickson, Betty McConnell, Conn McConnell, Dave Coleman, Chris Leonard, Dixie Williamson, Tom Wills, Stephanie Coleman, Anil Kuncha, Jeff Koontz, Vickie Coffin, Michael Korak, and guest Jackson Wills.

Inspirational Words from Matthew 14:13-21 – Feeding the Five Thousand

**Saturday Breakfast Processes**

**How are volunteers organized?**

Two DPC members/friends serve as Saturday Breakfast coordinators each Saturday. They are:

1<sup>st</sup> Saturday: Tom and Jo Ann Byl (Jo Ann wishes to be relieved of the duty; Tom Wills will take over)

2<sup>nd</sup> Saturday: Dixie Williamson and Michael Arwood (Michael wishes to be relieved of the duty; Chris Leonard will take over)

3<sup>rd</sup> Saturday: Claire Armbruster and Jeff Koontz

4<sup>th</sup> Saturday: Stephanie and Dave Coleman

5<sup>th</sup> Saturday: Jim and Faye Dickson

Claire keeps and monitors a signup site on the internet. If she doesn't see enough volunteers on the signup sheet, she has to scramble. She sends out emails.

Claire to send out directions to the @gmail email address. Jeff to update written procedures and the Saturday morning checklist and send to all coordinators. Jeff to communicate with Dena Swoner about the volunteer verification letter.

We want to recognize first-time volunteers on Saturday mornings. They are noted on the volunteer sign-in sheet (located in the kitchen).

More volunteer organizations and individuals are needed. Jeff has an idea about a church (Crosspoint) that may have people wanting to do outreach. Dave will reach out to people as he always has.

**Where is food prepared?**

The Cookery is a restaurant run and managed by Lambcroft Ministries. The Cookery does the food preparation, some at church, some in their kitchen. The Cookery is responsible for having food available in the DPC kitchen before volunteers arrive.

**Issue:** A couple of weeks ago, food ran out. Cookery needs to know how many guests to expect. Every guest may have one of each food item. Dave Coleman is to communicate with Cookery about balancing need vs. excess.

#### How is the meal set up for serving our guests?

A lot of inconsistency depending on the volunteer group. Some want to set out napkins and flatware, but it's OK to let our guests set their own places. It's good to keep volunteers busy, feeling useful; so a volunteer may set tables with flatware and napkins.

**Issue:** Stainless flatware may be thrown away with the trash. A volunteer should stand near the trash bin to make sure stainless flatware doesn't get thrown away. It's better for the environment and cheaper from Sysco to use stainless instead of plastic.

**Issue:** We want to migrate away from styrofoam cups to paper cups. Same for plates and bowls. Michael K. to talk to Paulino about this.

**Issue:** Sometimes supplies run low (or out). Jeff will make a list of the necessary supplies. It will be included with the Saturday morning sign-in and statistics sheet. The coordinators can check off those that are running low.

Paulino will order kitchen supplies. Dena can order office supplies, paper things like name tags, attendance lists. Vickie to ask Dena to look at the stats/sign-in sheet and the supply checklist on Monday.

#### How much cleanup is needed?

It goes smoothly. Janarus Services does it. There is cooperation between Janarus and volunteers. Michael will communicate Janarus duties to the Saturday Breakfast coordinators.

### **Clothes Closet Processes**

#### How is the clothes closet organized?

Erin Ball organizes the closet every Wednesday. Justin Near helps. Erin is working on written goals, vision, process.

Three volunteers are needed in and outside of the closet on Saturday mornings.

Dave is working on a printed postcard to hand out with information about Saturday Breakfast on one side and Clothes Closet on the other. The postcard can be handed out to engage volunteers.

#### How do we replenish the closet?

Solicit donations each month. Dave has created an eye-catching bin for the narthex. Church members and friends will be asked to place Clothes Closet needs into the bin. Needs will be communicated by bulletin, eVotion, Sunday announcements, etc.

### **Numbers**

Numbers of guests, volunteers' names and email addresses, expenses have been reported by Claire. The task will be taken over by Vickie.

Ask Justin to supplement Clothes Closet as needed from Community Assistance Fund.

The meeting ended at 2:23.