

Session Meeting Agenda – July 21

Excused: Vickie Coffin

1. Opening prayer – Dave Coleman
2. Approval of Agenda
3. Approval (or attestation of approval) of minutes from June 16 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 –
 - Education & Evangelism –
 - Finance & Administration –
 - Hospitality – *met June 20, see accompanying report*
 - Outreach – *met June 30, see accompanying report*
 - Saturday Breakfast Coordinators – *met June 23, see accompanying report*
 - Personnel – *met June 26 for Dena Swoner review*
 - Worship & Art – *met July 10*
 - Communications task force –
8. Facility Manager's report – *see accompanying report*
9. Participating in an urban ministry study through the Rev. Charlie Curb Center for Faith Leadership at Belmont School of Theology and Religion – *Mike will say more on Sunday*
10. Grace on a Plate – oral report from Mike on meeting with Ed Cantwell and further conversation
11. John Bell in Nashville September 28; Second PC and DPC as co-sponsors – *see attached write-up and promo*
12. Further discussion of Capital Infrastructure Investment plan (if needed)
13. Continued Conversation around identity, mission and long-term goals, including New Beginnings material, Mike's musings, October visioning session, etc.
14. Next Meetings
 - Session: August 18 (third Sunday)
 - September 22 (fourth Sunday)
 - October 27 (fourth Sunday)
 - Presbytery: Thursday, October 17, Second Presbyterian Church
15. Closing Prayer

The Session of the Downtown Presbyterian Church
Meeting of June 16, 2019

A meeting of the Session of the Downtown Presbyterian Church (DPC) was opened at 12:48 PM on June 16, 2019.

Attending were Rev. Mike Wilson, Moderator, Jack Henderson, Clerk of Session, Jeff Koontz, Treasurer, Mary Turner, Vickie Coffin, Jim Hoobler, Chuck Cardona, Dave Coleman, David Maddox, Justin Near, and guests Michael Korak, Pam Swoner, Dena Swoner, and Denny Harris.

1. Opening prayer by Rev. Wilson.
2. Approval of Agenda
Add discussion of a proposal from Raskin Company under Building & History Committee report.
Add discussion of grant writing under Finance & Administration Committee report.
Motion to approve the agenda with amendments from Mr. Coleman, second from Mr. Hoobler.
Motion carried.
3. Approval of minutes from May 19 meeting
Motion to approve the minutes from Mr. Coleman, second from Mr. Hoobler. Motion carried.
4. Office Manager report
Dena Swoner brought us up to date.
 - New tax exempt form to be approved.
 - For 501(c)3 status, we fall under Presbyterian Church (USA).
 - Keys to the church: Ms. Swoner has developed a system for organizing door keys with color coded tags. Keys are kept in the vault. People will have to sign out keys.
 - Realm accounting system has been installed. It is functional, has good-looking reports. PC backup is on external drive in the vault.
 - Security Binder: A black book was introduced for the reporting of incidents.
 - Event Binder: Organization of requests for use of the building.
5. Grace on a Plate presentation
Michelle Warren and Ed Cantwell visited to speak about the Grace on a Plate (GOP) proposal for use of the DPC building. In Nashville, we have elite hospitals, and we have those who need care. Mr. Cantwell's organization hopes to bridge the distance between the caregivers and those needing care. There is a desire to serve mind, body, and soul. There is also an urgent need for security on DPC property. These discussions will continue.
6. Moderator's Report
The Moderator's report is included in the Session packet.

7. Treasurer's Report

Motion from Mr. Coleman, second from Mr. Henderson to request a draw from the DPC endowment of up to \$30,000 for capital expenses and \$25,000 for operational expenses.
Motion carried.

The Treasurer commented on benefits of the Realm accounting system.

8. Clerk's Report

Nothing of note.

9. Committee Reports

○ Building & History

Discussion around moving the DPC nursery to rooms 215 and 216 of the Sunday School building and relocating the handbell storage and rehearsal space. We will request help from Mr. Korak to determine best-use case.

The Raskin Company is working on the remodeling of the Cohen Building at 421 Church Street. The building is east of the DPC building. The DPC parking lot is directly at the rear of the Cohen Building. The Raskin Co. has requested use of part of the DPC parking lot for a dumpster during the remodeling. Communications with members and friends of DPC will be needed. Mr. Hoobler and Mr. Korak will be responsible for negotiating and signing the agreement with the Raskin Co.

Motion from Mr. Coleman, second from Mr. Henderson to accept the Raskin Co. proposal with amendments. The motion carried.

○ Education & Evangelism

Adult Sunday School class with conversations on parables was successful.

○ Finance & Administration

A report is included in the Session packet.

Help in writing grant requests is wanted. The Session Moderator proposed forming a "Development Committee."

○ Hospitality

A report is included in the Session packet.

Motion from Ms. Turner, on behalf of the Hospitality Committee, to allow DPC to host Night Out against Crime on August 6th. The motion carried.

○ Outreach

Next meeting of Saturday Breakfast Committee June 23rd.

Next meeting of Outreach Committee June 30th.

○ Personnel

A review with William Taylor was completed.

○ Worship & Arts

Discussion of the availability of the Browsing Room/Gallery to DPC visitors.

○ Communications task force

A report is included in the Session packet.

10. Nashville Pride participation – June 22

Mr. and Ms. Coleman will take the lead in representing DPC and handing out water to parade participants.

11. John Bell, the Scottish theologian and hymnist, will speak at DPC on September 28th. Second Presbyterian Church and DPC will act as co-sponsors. Two sessions will take place in one day; lunch will be provided.
12. Next Meetings
 - Session: July 21 (third Sunday)
August 18 (third Sunday)
September 22 (fourth Sunday)
October 27 (fourth Sunday)
 - Presbytery: Saturday, July 20, Westminster Columbia
Motion from Mr. Coleman, second from Ms. Near to elect Mr. Cardona as Elder Commissioner from DPC. The motion carried.
13. Mr. Coleman will provide the opening prayer at the Session's next meeting.
14. Mr. Hoobler moved to adjourn the meeting at 4:12 PM.
15. Closing Prayer by Rev. Wilson.

Respectfully Submitted,

Vickie Coffin

Pastor's Report (Mike Wilson)

June 17, 2019 – July 21, 2019

Worship services: 5

Sermons: 5

Visits, including hospital, coffee, breakfasts and lunches: 9
(4 specifically were "Meetups with Mike")

Tuesday Bible Study: 2

(Tuesday Bible lunch is on hiatus until September 17
to accommodate "Meetups with Mike")

Saturday breakfast: 3

Meetings/Events:

- Worship & Arts committee meetings
- Personnel committee meeting & Dena Swoner evaluation)
- Small Church leader gathering at Trinity PC
- Participated in Nashville Pride parade
- Saturday breakfast coordinator meeting
- Nominating Committee meeting
- Moderated Bellevue PC session
- Presbytery meeting
- Led new member inquirer sessions

Pastoral expenses – approx. <\$200

Study Leave & Vacation:

- August 1 – 4 (Thursday – Sunday) study leave: PC(USA) Big Tent conference in Baltimore
- September 2 – 15 (2 weeks, Monday – Sunday) vacation
- November 7 -10 (Thursday – Sunday) study leave: Awakening Soul Conference, Ashville
Guest preacher for August 4: Rev. David Sawyer; September 15 and November 10 TBA

Hospitality Meeting Minutes June 20, 2019
(Calypso Café, 100 Oaks, 6pm)

Attendees: Jim & Faye Dickson; Michael Arwood; Denny Harris; Dave Coleman; Mary Turner

Next Meeting: Monday July 22, 5:30 pm. Smoking Thighs 5:30 Bingo to follow!

Meeting Highlights

1. Little Library donated by Jim & Faye Dickson. Put in Narthex. Will “advertise” to congregation in evotion and bulletin.
2. Lots of activities scheduled to work around existing church events and noted area schedules such as Titans’ home games.
3. Greeter sign-up filled through mid-July.
4. Ice Cream Crankin’ on first Sunday in August (4th) will be day before Metro school starts. Will replace lunch at Farmers’ Market. Will miss one Farmers’ Market lunch to keep alternating Corner Pub around Titans’ games.

Upcoming Event Dates (in addition to regular first Saturday Art Crawl and first Sunday lunch)

1. July 14: Sunday, 3pm. McConnell’s lakeside get together
2. August 4; Sunday, post service: Cranking Ice Cream – “court yard” alley!
3. August 6; Tuesday, possible Night Out Against Crime, DPC host community.
4. August 24th, Saturday, time TBD: summertime “cottage” dinners.
5. September 7, Saturday, Habitat for Humanity: Time & Place TBD
6. September 29th, Sunday, post service picnic @ Metro Parks
7. **October 20, Sunday, post service: Chili cookoff**

To do list

Michael Arwood

1. Ice cream cranking follow-up.

Dave Coleman

1. Follow-up with Stephanie regarding Gay Pride parade on Saturday, June 22, 10 am. Water; participation?
2. Invite Les Kerr to do Art Crawl, Saturday, September 7th.
3. Reserve picnic space for summer picnic: Sunday, September 29th.
4. Consider inserting trimmed post cards into pews.

Jim & Faye Dickson

1. Habitat for Humanity in September.

Denny Harris

1. Contact Aron Hoke Doenges regarding upcoming July 6th Art Crawl concert
2. Work on summer cottage dinners with Samera and others.
3. Develop plan with Tom Wills regarding winter movie “madness”.

Mary Turner

1. Do Little Free Library write-up for evotion and bulletin.
2. Update Greeter signup online.
3. Update marquis for “Pray with Pride”
4. Follow-up with Betty McConnell regarding lakeside get together on Sunday, July 14th, 3pm.
5. Follow-up with Night Out Against Crime.
6. Get event dates online, evotion, church bulletin boards and Sunday bulletin.

Other – Future events

1. Movie madness in the winter (January-March 2020). Denny to work up proposal with Tom Wills.

2. Homecoming 2020? Could it be Pentecost Sunday, May 31, 2020 (Memorial Day May 25); would not conflict with CMA. Evening event. Remodeling of chapel and bathrooms.
3. Consider hosting Night Out Against Crime, Tuesday, August 6th.
4. Consider hosting night with Metro Council rep Freddie O'Connell.

Budget Overview

Hospitality covers:

1. Sunday mints, juices, etc.
2. Meals for congregational events (Easter breakfast, Spring clean-up, prizes for chili cookoff, etc.)
3. Advertising for Art Crawl.

Category	Annual Budget	YTD Actual
Receptions	100	0
Congregational Meals	166.68	21.32
Bereavement	166.68	0
Advertising	333.32	260.63
New Member Assimilation	83.32	0
Misc Hospitality	33.32	52.97
Waffle Shop	833.32	28.58

Standing Activities:

Art Crawl (Michael A.; Denny, Mary regular volunteers)		
Date	Artist	Comments
July 6	Aron Hoke Doenges	Denny will meet with earlier. Michael, Dave, Mary to work event.
Aug 3	Jodie & Emlin O'Regan	Mary will ask Jodie & Emlin to help advertise to their Aussie friends!
Sep 7	Les Kerr?	Dave to follow-up with Les Kerr. Mary GONE
Oct 5	Eric Near	
Nov 2	William & Ann Landis Jetton	
Dec 7	William/Organ concert	Let's make this a big shindig!

First Sunday Lunch		
Date	Location	Comments
Jul 7	Farmer's Market	
Aug 4	Church	Ice Cream Crankin'
Sep 8	Corner Pub	Titans away
Oct 6	Farmers' Mkt	Titans home
Nov 3	Corner Pub	Titans away
Dec 8	Farmer's Mkt.	Titans away (3:25 game)

Outreach Committee Meeting Minutes 6.30.19

In attendance: Pam Swoner, Erin Bell, Brandon Bell, Dave Coleman, Jim Dickson, Faye Dickson, Joel Dark, Mary Turner, Mike Wilson, Samera Zavaro

Scheduling a minute for missions for July with Monroe Harding will be completed by Samera.

Faye is going to contact Safe Haven to schedule a tour and invite members of DPC to join in.

Joel is going to assist us in taking a tour (committee members) to Workers Dignity (NDC). Joel helped us with getting more information about the organization. It seemed like directed donations may make good sense for this group, instead of just a one-time check. We will know more once we tour.

We planned a little for Habitat (9/7). Samera is going to contact Chick-fil-a about a donation of breakfast items. Jim Dickson is going to contact Panera for the same. Pam is going to look for a pizza connection. We will also have sign-up sheets for fruit, dessert, chips, and snacks. We need food for 25-30 people.

Individual wanting to participate in the build will need to sign up on their website. Betty McConnell can also assist (btymcc@aol.com)

DPC is going to participate in a benefit for Siloam. They are having a Dodgeball tournament on 9/28 from 3-6pm. Brandon Bell is going to be the team captain. We need 7-10 participants (age 14+). The committee will pay the \$300 entry fee. If people want to just come and cheer on the team that would also be helpful!!

We decided on our next meeting: July 24 @ 5:30pm. We will meet at the Calypso Café near 100 Oaks (700 Thompson Ln, Nashville, TN 37204)

OUTREACH 2019

Benevolence Agency	Funding planned	Agency Contact	Outreach Contact	Minuite for Missions?	Visit with congregation	Visit ourselves	Annual events to promote
Tennesseans for Alternatives for the Death Penalty	\$500	Stacey Rector		Y (5/19/19)	N	N	
Monroe Harding	\$1,750	Leah Susi	Samera Zavaro	Y (hope for July)			Fostering Joy (5/4/19)
Nashville Opportunities Industrialization Center (OIC)		Helena Farrow					Annual fundraiser (4/18)
Safe Haven Family Shelter	\$750	Emily Rattle					Dancing for Safe Haven (4/19), Hike (Fall)
Nations Ministry	\$1,500	Chris Lovingood					
Siloam Health	\$2,500	Wes Harrell					**
UKIRK Nashville	\$750	Lindsey Groves	Samera Zavaro		Y (Fall meal)	Y	Soul and Spirits
The Next Door	\$1,000	Kate McKennie				Y	
Workers Dignity (NCD) <i>Possibly directed donation</i>	\$750						
	\$9,500						
Siloam Dodgeball Entry	\$300						
	\$9,800						
Outreach Budget	\$14,000						
Earmarked Donations/Expenses	\$9,800						
Money for projects/meals/emergencies	\$4,200						

Siloam Health Dodgeball Tournament - September @ TailGate Beer on Charlotte

Lambcroft	Half 4 the Hungry Donation	\$1,575.00
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Downtown Presbyterian Church
Committee on Saturday Breakfast and Clothes Closet
June 23, 2019

The meeting was opened at 12:24.

In attendance were: Rev. Mike Wilson, Claire Armbruster, Dave Coleman, Anil Kuncha, Jeff Koontz, Erin Bell, Faye Dickson, Jim Dickson, Chris Leonard, Pam Swoner, Michael Korak, and Vickie Coffin.

Reading of Genesis 1:26-31 and words of prayer.

Dollars and Cents

Expenses have been high year-to-date May 2019.

Will use up 12-oz Styrofoam cups until we run out. We will try to limit cup use.

The waiting line for coffee is slow. Self-serve sugar seems to run out faster. Suggest setting up two sugar bowls, two creamers, two coffee rows. Maybe put a bowl of sugar beside the grits, but this might cause confusion with our guests. Maybe invest in coffee containers to be put on dining tables.

We can revise the budget if needed. 12 oz. sugar dispensers are \$1.50 and can be put on tables.

Grace on a Plate

Previous partners for Wednesday Lunch wish to use DPC space for weekday lunch for the homeless and urban poor. Use of building only. Volunteers and supplies will be provided along with a hired security team. Discussions are ongoing.

Are supplies adequate and well organized?

More hot food wanted. Must request more of The Cookery. Portion control is needed. Summertime is busier than wintertime.

Dave Coleman will speak to Brett Swayn of Lambcroft Ministries/The Cookery about this.

Try to keep help in the kitchen so Anil isn't overwhelmed.

The Aggressive, Disruptive Guest

Open Table training will be scheduled for Sunday, October 13, at 12:30 PM. The Fishes and Loaves People will provide a baked potato bar for trainers and trainees. Potatoes will bake nicely in the DPC kitchen. Potato toppings will be brought in.

Is it OK to video the presentation?

Vickie Coffin to check on the date/time with Dena Swoner (DPC Office Manager), Mary Turner (Hospitality Committee), Titans game schedule, and Lindsey Krinks (Open Table).

Invite everyone who might be interested, including all friends and members of DPC as well as Saturday Breakfast volunteers from outside organizations.

In the meantime, if disruptions occur now: Don't touch angry guests, stay calm, don't escalate, say that you are calling the police (615.862.8600 in non-emergency cases).

Clothes Closet Processes

The Clothes Closet is out of space. A storage space is needed for excess and out-of-season clothes. Michael Korak suggests using space on the 4th floor.

Erin Bell suggests that donations that can't be used by the Clothes Closet should be taken to Thrift Smart on Nolensville Road for credit for DPC.

Erin is concerned about exceeding the 2019 budget. Lots of discussion about how to balance expenses with incoming donations that have been designated for Clothes Closet. According to Jeff Koontz, DPC Treasurer, when people designate donations to the Community Assistance Fund or Clothes Closet, we will honor that designation.

Erin will lead a fundraiser for the Closet.

A couple of Girl Scouts want to take on the Closet as their service project, spiff up the space.

How to draw attention to specific items we need? Shift the focus to what we've done, more than what we need.

Keep rest rooms tidy. There are showers for the homeless on Union St. Mobile showers and laundry are available.

Open Discussion

Codes limit of 150 people in Fellowship Hall. Suggestion to pause the line when 130 guests have been counted. When a few people leave, more may enter. This may help alleviate tension.

Children should not be standing at the door with ticker. It should be an adult volunteer. Mike Wilson will explain the new process on next Saturday morning. It's important that guests stay off the sidewalk.

A guest threatened to burn the church down. The Fellowship Hall is overcrowded, and people have backpacks. Guests are afraid. Erin asks for answers to address the systemic issues of the homeless.

Be aware that gates have been locked with guests still inside the gate and outside the building.

The meeting ended at 2:07 PM.

FACILITY MANAGER'S REPORT

JUNE/JULY 2019

1. The Chapel is 85% remodeled (just my approximation). Yet to be accomplished;

Balcony pews removed and chairs put in place

Lighting enhancements to provide greater flexibility in illumination

Pocket doors adjusted and lubricated to make functional again

Touch-up painting of baseboards and quarter-round

Eventual decorating elements to brighten room

2. Iron gate vandalism repair to be completed week of 7/23 Sidewalk blocking permit needed to obtain permission for truck to reach fence for welding work.

3. The 1828 fire-surviving Bible has been relocated to a display case in the History Room. It is set upon the antique adjustable mahogany/wrought iron book stand. A few assertional items will be place in the new case. Descriptive cards will relate the items' history.

4. Kitchen has been completely re-lit with no-ballast LED tube lamps. Brighter, cleaner appearance (so much so that Paulino had to scrub all the cabinet and drawer fronts because the dirt stood out so much :-)). Best of all, a 55% saving of electricity.

5. We are continuing to have significant parking problems. Not just because of the reduction of available space from the construction at the Cohen Building, but also the increase of contractor's, deliveries, visitor vans when groups come for tours. The parking lot rules and restrictions need to be reviewed and modified to reflect our current level of need. Addressing the parking regulations for AA meeting attendees, Contributor staff, volunteers, and vendors, artists and their personal guests, etc.

6. Wedding coordination needs to be addressed and a better approach to quality service should be established. Communication seems to be the biggest issue. Who is setting the schedule and organizing the elements of the event. Yes, we had a very dedicated and highly efficient individual responsible for all of the details, but Betty did not groom a successor to fully fill her shoes.

LED LIGHTING RETROFIT PROPOSAL REQUEST FOR APPROVAL TO PROCEED

As part of this year's Capital Project list it is time to address the energy-saving investment of LED fixtures to eliminate fluorescent lighting.

The replacement fixture that is most suited to replace our surface mount units has a curved diffuser and uses three LED strips inside. A sample of the unit is installed in front of the small elevator in the hallway between the offices and hallway to the entrance of the chapel. It is a warmer tone and more esthetic unit than the other sample that is installed in the hallway immediately in front of the main entrance of the chapel.

The illumination output of the fixture is considerably more than the currently installed fluorescent fixtures that you can compare in the same area. As a result, we will be able to eliminate a percentage of the fixtures overall and still gain brightness. A 2-for-1 exchange, in certain but not all areas. The LED fixtures consume 50% less energy than the old units, have a 10 year guarantee on the replaceable LED strips, and in some cases, such as offices, will be dimmable if desired. And will provide a project ROI of approximately 5 years used on current NES rates and consumption statistics.

The current plan is to replace the fluorescent fixtures in 3 Phases. First the offices, rooms and hallways on the first floor. Second phase would be the Fellowship Hall. And the third phase of this fixture exchange will be the rooms and offices on the second floor.

Together the three phases will eliminate 100 fluorescent fixture replacing them with approximately 60 LED fixtures.

The total cost for the three phases of replacement will be \$13,000 +/- 10% depending on exactly how many fixtures are replaced and how many dimmers are chosen to be installed.

This cost includes;
Existing fixture removal and disposal
Installation of outlet box cover plates where fixtures are eliminated
Cost of new fixtures
Installation of new fixtures

This cost does not include;
Altering or extending any switching legs
Dimmers as determined
Replacement or repair of any ceiling tiles

Upon approval of the project, each phase would be completed in a given month beginning in August and completing in October. This would defray the expenses over a 3-month payment period. However, the purchase commitment on the LED fixtures would be an initial 60 units for purposes of quantity pricing. Delivery of the fixtures would be scheduled over the 3-month period as well as the labor.

Submitted 7/18/2019
by
Michael Korak

For the bulletin and E-votion

On Saturday, September 28, Second Presbyterian Church and The Downtown Presbyterian Church will co-host a day with John Bell at Second Presbyterian.

John is a Scottish hymn-writer and theologian with 18 credits in our hymnal, *Glory to God*. He's also Church of Scotland minister and longtime member of the Iona Community. In addition to several volumes of hymns and songs, John has also published books on the teaching and renewal of congregational singing, collections of liturgies, and biblical studies.

His ecumenical work deeply engages issues of social justice throughout the world. Recent efforts have taken him to South Africa, New Zealand and Australia. He regularly travels to churches and conferences in the UK, US and Canada. His primary passion is the renewal of congregational worship at the grass roots level.

While in Nashville John will conduct two Saturday sessions. The first will be on congregational singing in which we'll learn by doing. Using methods honed over thousands of sessions, John will have us singing in ways we might not think possible. He'll also make a case for congregational song as an indispensable centerpiece of worship and why not only *can* everyone sing, but why we must.

The second session will be based on his book *Ten Things They Never Told Me About Jesus: A Beginners Guide to a Larger Christ*. John will explore facets of the personal life, relationships and ministry of Jesus which are seldom the stuff of preaching or conversation, but which are all rooted in the Gospels and are necessary if we are to be freed from the passive stereotypes which still dominate thinking about Christ.

The Saturday sessions will begin at 10:00 a.m. and conclude at 4:00 p.m. with lunch in between.

On Sunday, September 29, John will speak in worship at Second Presbyterian but DPC folks are more than welcome to worship there if they are so moved.

As co-sponsors of the event, DPC will be responsible for providing lunch between sessions on Saturday. For more information see Worship chairman David Maddox or Rev. Mike.

SECOND PRESBYTERIAN CHURCH &
DOWNTOWN PRESBYTERIAN CHURCH
PROUDLY PRESENT

A Day with John L. Bell

Join us for a time of music, worship, learning
and fellowship.

September 28, 2019
10 a.m. to 4 p.m.
Second Presbyterian Church
3511 Belmont Boulevard
Nashville, TN 37215

John L. Bell is a Scottish hymn-writer, Church of
Scotland minister and longtime member of the Iona
Community. His ecumenical work deeply engages
issues of social justice throughout the world. Recent
efforts have taken John to South Africa, New Zealand
and Australia. He also makes regular visits to churches
and other venues in the UK, US and Canada. His
primary focus has been the renewal of congregational
worship at the grass roots level.

