

## Session Meeting Agenda – March 19, 2019

Excused: Justin Near, Chuck Cardona, Dave Coleman

1. Opening prayer – TBD
2. Approval of Agenda
3. Attestation of approval of minutes from March 17, 2019 meeting
4. Moderator’s Report – *see accompanying report*
5. Treasurer’s Report
6. Clerk’s Report
  - a. Membership transfer: Amy Harkness and Amelia Hahn from First PC to DPC
7. Committee Reports – *Oral reports should be limited to items for action only.*
  - Building & History – *see accompanying report*
  - Education & Evangelism – *see accompanying report*
  - Finance & Administration – *see accompanying report*
  - Hospitality – *see accompanying reports*
  - Outreach – *see accompanying report*
  - Personnel - *see accompanying report*
  - Worship & Art – *see accompanying report*
  - Communications task force – *see accompanying report*
8. Nashville Pride participation – June 22
9. John Bell in Nashville September 28; Second PC and DPC as co-sponsors
10. Grace on a Plate proposal – *more conversation*
11. Further discussion of Capital Infrastructure Investment plan (if necessary)
12. Continued Conversation around identity, mission and long-term goals, including New Beginnings material, Mike’s musings, October visioning session, etc.
13. Next Meetings
  - Session: May 16, 2019
  - Presbytery: Thursday, May 30 at Trinity PC Nashville

Pastor Mike will be on vacation on Sunday, September 15 (back on the job on Monday, Sept. 16). Hospitality would like to schedule the Cauldron Cook-off on October 20. Possible session schedules are:

  - One meeting for Sept./Oct. on Sept. 22, 29 or Oct. 6.
  - Meeting on Sept. 22 and Oct. 27
  - Meet on Sunday, Sept. 22 and Monday, Oct. 21
  - Something else
14. Closing Prayer



**Session Meeting of The Downtown Presbyterian Church,**  
**March 17, 2019**

**In Attendance:** Rev Mike Wilson; Elders Debra Gentry, Vickie Coffin, Mary Turner, Dave Coleman, Justin Near, Jack Henderson, Chuck Cardona; Michael Korak – Facility Manager; Jeff Koontz – Treasurer, Scot Robinson – VDS intern

**Clerk:** Jack Henderson

**Moderator:** Rev. Wilson

**Excused:** Elders Jim Hoobler, David Maddox

1. **Opening prayer** – Jack Henderson at 12:45pm
2. **Approval of Agenda** – Agenda approved with unanimous voice vote
3. **Attestation of approval of minutes from February 17, 2019** –The Clerk attested that majority of session previously approved minutes and were posted on DPC site.
4. **Moderator’s Report** – see accompanying report
5. **Treasurer’s Report** - Report is accompanying. There was a draw this month.
6. **Clerk’s Report** - Nothing to act on. Statistical Report submitted to PMT by deadline.
7. **Committee Reports** -- Reports should be limited to items for action only.

Building & History/ Facility Manager – see accompanying report. Michael Korak reported on the issues with the gas and HVAC system. Michael reported on repair work done by Craig to fix the water alley sump pump drainage system.

Education & Evangelism – see accompanying report. Discussion on individual members sharing personal stories and highlighting parables and acting as “teachers” through Luke’s Gospel. These would be one-off events. The

committee has had discussion on night events focused on social justice and community.

Finance – see accompanying report. No actions.

Hospitality – next meeting March 20. No actions.

Outreach – see accompanying report.

Personnel - Issues pertaining to custodial questions discussed with building conversation.

Worship & Art – see accompanying report. No actions.

Communications task force – Discussion pertained to meetings, broadcasting and networking art crawl, social network optimization, and promoting other announcements.

**8. Grace on a Plate proposal** – meeting with GoaP March 27. Meeting will be to affirm Session’s interest in this potential partnership and to hammer out issues as they go forward.

**9. Further discussion of Capital Infrastructure Investment plan** (if necessary) – Conversation was had on priority of heating system and its place on priority timeline.

10. **Continued Conversation** around identity, mission and long-term goals, including New Beginnings material, Mike’s musings, October visioning session, etc.

- Session revisited conversation had on 10/21/18 Session meeting. Mike shared notes taken from those minutes. Session imagined visioning and hopes for 2025 and what we hope to be. Conversations pertained to worship order, texture, and prayer.

11. **Next Meetings** Session: May 19th, 2019 - Dave Coleman will lead Payer

12. **Closing Prayer** – Meeting adjourned with prayer by Rev Wilson at 2:49pms

## Pastor's Report (Mike Wilson)

**March 18 – May 19, 2019**

Worship services: 8 (includes Maundy Thursday; out on April 28, May 12)

Sermons: 6 (no sermon on Palm/Passion or Maundy Th.)

CE: led 3 sessions on atonement

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

Tuesday Bible Study: 6

Saturday breakfast: 5

### **Meetings/Events:**

- Worship & Arts committee meetings
- Finance & Admin. and Building & History meeting
- Hospitality meeting
- Personnel committee meeting
- Moderated Bellevue PC session (twice)
- Bellevue Administrative Commission meeting
- CPM meetings (committee chair)
- new EP meet & greet
- Police and community meeting at DPC

**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 preachers for August 4, September 15 and November 10 TBA

## Downtown Presbyterian Church Treasurers Report

Date: May 15, 2019  
 To: Downtown Presbyterian Church Session  
 From: Jeff Koontz, DPC Treasurer  
 RE: Financial Report for April 2019



**Financial Summary:**

Bank Balance on	April 1, 2019	\$	22,886.73
Bank Balance ending	April 30, 2019	\$	11,502.27
April	Deposit Totals:	\$	28,840.67
April	Expense Totals:	\$	40,225.13
Corporate Draw Recommended next month?			Yes

April saw a drop of  
 \$ (11,384.46) from the bank account

**Monthly Summary:**

Revenue for the month remains lower than budgeted and another \$10,000 Corporation draw was approved and transferred in April to maintain an adequate balance for general operations. Year to date, we are now \$13,272.68 below budget in pledge giving and \$3,972 in non-pledge offerings.

There were no unusual or unexpected expenses for the month. All committee expenses are below or near their YTD budget.

Weekly deposits for the month ranged from \$2,199.49 to \$8,115.00.

**Statistics for the month:**

- > Revenue for the month was below budgeted by \$21,083
- > Expenses for the month were below budgeted by \$13,012.
- > The follow committees had expenses this month:
- > Parking expenses were \$1,000

Building	X
Education	X
Hospitality	X
Outreach	X
Worship & Arts	X

- > Utility expenses for the month totaled \$3,359 (\$4,424.29 below monthly budget)

	Budgeted	YTD Draw	this month?	Remaining
Endowment	\$ 203,400.00	\$ 30,000.00	Yes	\$ 173,400.00
Building/Capital Draw	\$ 89,500.00	\$ 10,000.00	No	\$ 79,500.00
Margarette Thomas	\$ 2,887.00	\$ -	No	\$ 2,887.00

**ACS Report Attachments:**

- > April 2019 Budget Analysis Report
- > April 2019 Reconciliation Report

**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**April 2019**

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)
<b>Revenues</b>						
<b>Contributions</b>						
4.100.100 - Pledged Offering	\$13,375.00	\$17,916.67	\$4,541.67	\$58,394.00	\$71,666.68	\$13,272.68
4.100.200 - Non-Pledged Offering	\$1,120.00	\$2,916.67	\$1,796.67	\$7,695.00	\$11,666.68	\$3,971.68
4.100.300 - Plate Offering (Cash & Coin)	\$1,443.49	\$833.33	(\$610.16)	\$4,017.23	\$3,333.32	(\$683.91)
4.100.400 - Memorials	\$75.00	\$58.33	(\$16.67)	\$1,075.00	\$233.32	(\$841.68)
<b>Total Contributions</b>	<b>\$16,013.49</b>	<b>\$21,725.00</b>	<b>\$5,711.51</b>	<b>\$71,181.23</b>	<b>\$86,900.00</b>	<b>\$15,718.77</b>
<b>Other Revenue</b>						
4.200.100 - Artist Utility	\$25.00	\$175.00	\$150.00	\$200.00	\$700.00	\$500.00
4.200.150 - Homeless Food Ministry	\$145.00	\$625.00	\$480.00	\$3,545.00	\$2,500.00	(\$1,045.00)
4.200.200 - Use of Building	\$2,397.00	\$1,250.00	(\$1,147.00)	\$7,561.00	\$5,000.00	(\$2,561.00)
4.200.250 - Weddings	\$0.00	\$166.67	\$166.67	\$0.00	\$666.68	\$666.68
4.200.300 - Capital Projects	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	(\$200.00)
4.200.350 - Outreach Revenue	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	(\$90.00)
4.200.400 - Worship & Arts Revenue	\$0.00	\$16.67	\$16.67	\$0.00	\$66.68	\$66.68
4.200.450 - Education Revenue	\$0.00	\$4.17	\$4.17	\$0.00	\$16.68	\$16.68
4.200.550 - Waffle Shop	\$0.00	\$666.67	\$666.67	\$100.00	\$2,666.68	\$2,566.68
4.200.600 - Flowers	\$260.00	\$20.83	(\$239.17)	\$370.00	\$83.32	(\$286.68)
4.200.750 - Community Discretionary Fund	\$0.00	\$208.33	\$208.33	\$0.00	\$833.32	\$833.32
4.200.990 - Miscellaneous Grants/Income	\$0.18	\$416.67	\$416.49	\$1.26	\$1,666.68	\$1,665.42
<b>Total Other Revenue</b>	<b>\$2,827.18</b>	<b>\$3,550.01</b>	<b>\$722.83</b>	<b>\$12,067.26</b>	<b>\$14,200.04</b>	<b>\$2,132.78</b>
<b>Endowment</b>						
4.300.100 - Endowment Draw - Operating/Gen Fund	\$10,000.00	\$16,950.00	\$6,950.00	\$30,000.00	\$67,800.00	\$37,800.00
4.300.200 - Endowment Draw - Bldg/Capitol Fund	\$0.00	\$7,458.33	\$7,458.33	\$10,000.00	\$29,833.32	\$19,833.32
4.300.300 - Marguarette Thomas Trust	\$0.00	\$240.58	\$240.58	\$0.00	\$962.32	\$962.32
<b>Total Endowment</b>	<b>\$10,000.00</b>	<b>\$24,648.91</b>	<b>\$14,648.91</b>	<b>\$40,000.00</b>	<b>\$98,595.64</b>	<b>\$58,595.64</b>
<b>Total Revenues</b>	<b>\$28,840.67</b>	<b>\$49,923.92</b>	<b>\$21,083.25</b>	<b>\$123,248.49</b>	<b>\$199,695.68</b>	<b>\$76,447.19</b>

**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**April 2019**

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)
<b>Expenses</b>						
<b>Personnel</b>						
<b>Pastor</b>						
5.100.100 - Pastor Salary	\$2,102.76	\$2,102.75	(\$0.01)	\$8,411.04	\$8,411.00	(\$0.04)
5.100.105 - Pastor Housing	\$2,666.66	\$2,666.67	\$0.01	\$10,666.64	\$10,666.68	\$0.04
5.100.110 - Pastor Social Security/Medicare	\$364.84	\$364.83	(\$0.01)	\$1,459.36	\$1,459.32	(\$0.04)
5.100.120 - Pastor Pension/Medical Insurance	\$1,713.30	\$1,730.00	\$16.70	\$6,853.20	\$6,920.00	\$66.80
5.100.135 - Pastor Auto Allowance	\$0.00	\$50.00	\$50.00	\$0.00	\$200.00	\$200.00
5.100.140 - Pastor Professional Expenses	\$21.28	\$83.33	\$62.05	\$61.02	\$333.32	\$272.30
5.100.170 - Pastor Continuing Education	\$0.00	\$87.50	\$87.50	\$135.89	\$350.00	\$214.11
5.100.180 - Pastor Book Allowance	\$0.00	\$26.25	\$26.25	\$156.54	\$105.00	(\$51.54)
<b>Total Pastor</b>	<b>\$6,868.84</b>	<b>\$7,111.33</b>	<b>\$242.49</b>	<b>\$27,743.69</b>	<b>\$28,445.32</b>	<b>\$701.63</b>
<b>Office Manager</b>						
5.100.300 - Office Manager Salary	\$3,207.92	\$3,207.92	\$0.00	\$12,831.68	\$12,831.68	\$0.00
5.100.310 - Office Mgr Social Security/Medicare	\$245.44	\$245.42	(\$0.02)	\$979.27	\$981.68	\$2.41
5.100.320 - Office Manager Pension/Medical Ins.	\$824.72	\$773.67	(\$51.05)	\$3,298.88	\$3,094.68	(\$204.20)
5.100.325 - Office Manager Retirement Contrib.	\$0.00	\$161.67	\$161.67	\$0.00	\$646.68	\$646.68
<b>Total Office Manager</b>	<b>\$4,278.08</b>	<b>\$4,388.68</b>	<b>\$110.60</b>	<b>\$17,109.83</b>	<b>\$17,554.72</b>	<b>\$444.89</b>
<b>Property Manager</b>						
5.100.400 - Property Manager Salary	\$3,656.16	\$3,656.17	\$0.01	\$14,624.73	\$14,624.68	(\$0.05)
5.100.410 - Property Mgr Soc. Sec./Medicare	\$279.68	\$279.67	(\$0.01)	\$1,121.17	\$1,118.68	(\$2.49)
5.100.420 - Property Manager Pension/Med. Ins.	\$2,370.13	\$2,386.92	\$16.79	\$9,480.52	\$9,547.68	\$67.16
<b>Total Property Manager</b>	<b>\$6,305.97</b>	<b>\$6,322.76</b>	<b>\$16.79</b>	<b>\$25,226.42</b>	<b>\$25,291.04</b>	<b>\$64.62</b>
<b>Education Director</b>						
5.100.500 - Education Director Wages	\$1,404.76	\$1,404.75	(\$0.01)	\$5,619.04	\$5,619.00	(\$0.04)
5.100.510 - Education Dir. Soc. Sec./Medicare	\$107.46	\$107.50	\$0.04	\$429.85	\$430.00	\$0.15
5.100.520 - Education Director Pension/Med. Ins.	\$947.94	\$1,641.17	\$693.23	\$3,791.76	\$6,564.68	\$2,772.92
<b>Total Education Director</b>	<b>\$2,460.16</b>	<b>\$3,153.42</b>	<b>\$693.26</b>	<b>\$9,840.65</b>	<b>\$12,613.68</b>	<b>\$2,773.03</b>
<b>Music Director</b>						
5.100.600 - Music Director Wages	\$2,060.42	\$2,060.42	\$0.00	\$8,241.72	\$8,241.68	(\$0.04)
5.100.610 - Music Dir. Social Security/Medicare	\$157.62	\$157.58	(\$0.04)	\$630.49	\$630.32	(\$0.17)
5.100.630 - Music Director Continuing Education	\$550.00	\$50.00	(\$500.00)	\$550.00	\$200.00	(\$350.00)
<b>Total Music Director</b>	<b>\$2,768.04</b>	<b>\$2,268.00</b>	<b>(\$500.04)</b>	<b>\$9,422.21</b>	<b>\$9,072.00</b>	<b>(\$350.21)</b>
<b>Facilities Manager</b>						
5.100.700 - Facilities Manager Wages	\$1,680.00	\$1,610.00	(\$70.00)	\$6,300.00	\$6,440.00	\$140.00
<b>Total Facilities Manager</b>	<b>\$1,680.00</b>	<b>\$1,610.00</b>	<b>(\$70.00)</b>	<b>\$6,300.00</b>	<b>\$6,440.00</b>	<b>\$140.00</b>
<b>Musicians</b>						
5.100.800 - Musicians	\$1,985.00	\$1,386.67	(\$598.33)	\$6,160.92	\$5,546.68	(\$614.24)
<b>Total Musicians</b>	<b>\$1,985.00</b>	<b>\$1,386.67</b>	<b>(\$598.33)</b>	<b>\$6,160.92</b>	<b>\$5,546.68</b>	<b>(\$614.24)</b>
<b>Nursery Workers</b>						
5.100.900 - Nursery Workers' Wages	\$336.00	\$333.33	(\$2.67)	\$1,267.00	\$1,333.32	\$66.32



**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**April 2019**

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)
<b>Total Nursery Workers</b>	\$336.00	\$333.33	(\$2.67)	\$1,267.00	\$1,333.32	\$66.32
<b>Other Personnel Expense</b>						
5.100.950 - Payroll Accounting Expenses	\$232.32	\$316.67	\$84.35	\$1,113.14	\$1,266.68	\$153.54
5.100.960 - Workers Comp Insurance	\$0.00	\$183.33	\$183.33	\$439.75	\$733.32	\$293.57
5.100.970 - Field Education Student	\$755.00	\$166.67	(\$588.33)	\$1,485.00	\$666.68	(\$818.32)
5.100.980 - Temporary Help/Event Services	\$720.00	\$125.00	(\$595.00)	\$800.00	\$500.00	(\$300.00)
5.100.985 - Training	\$0.00	\$41.67	\$41.67	\$0.00	\$166.68	\$166.68
<b>Total Other Personnel Expense</b>	<u>\$1,707.32</u>	<u>\$833.34</u>	<u>(\$873.98)</u>	<u>\$3,837.89</u>	<u>\$3,333.36</u>	<u>(\$504.53)</u>
<b>Total Personnel</b>	\$28,389.41	\$27,407.53	(\$981.88)	\$106,908.61	\$109,630.12	\$2,721.51
<b>Building &amp; Maintenance</b>						
<b>Utilities &amp; Insurance</b>						
5.200.100 - Natural Gas	\$2,664.57	\$1,000.00	(\$1,664.57)	\$12,972.55	\$4,000.00	(\$8,972.55)
5.200.110 - Electricity	\$0.00	\$2,666.67	\$2,666.67	\$8,474.70	\$10,666.68	\$2,191.98
5.200.120 - Water	\$361.88	\$266.67	(\$95.21)	\$1,061.87	\$1,066.68	\$4.81
5.200.130 - Waste Disposal	\$0.00	\$100.00	\$100.00	\$565.60	\$400.00	(\$165.60)
5.200.140 - Telephone Service	\$117.54	\$125.00	\$7.46	\$471.21	\$500.00	\$28.79
5.200.150 - Internet	\$42.06	\$50.00	\$7.94	\$166.77	\$200.00	\$33.23
5.200.160 - Alarm	\$85.00	\$141.67	\$56.67	\$390.00	\$566.68	\$176.68
5.200.170 - Pest Control Service	\$88.00	\$58.33	(\$29.67)	\$352.00	\$233.32	(\$118.68)
5.200.180 - Parking	\$0.00	\$833.33	\$833.33	\$0.00	\$3,333.32	\$3,333.32
5.200.185 - Building Insurance	\$0.00	\$2,541.67	\$2,541.67	\$7,561.00	\$10,166.68	\$2,605.68
<b>Total Utilities &amp; Insurance</b>	<u>\$3,359.05</u>	<u>\$7,783.34</u>	<u>\$4,424.29</u>	<u>\$32,015.70</u>	<u>\$31,133.36</u>	<u>(\$882.34)</u>
<b>Maintenance &amp; Grounds</b>						
5.200.200 - Building Maintenance & Repairs	\$2,142.47	\$2,500.00	\$357.53	\$4,685.93	\$10,000.00	\$5,314.07
5.200.210 - Cleaning Service	\$1,083.00	\$1,000.00	(\$83.00)	\$3,972.00	\$4,000.00	\$28.00
5.200.220 - Capital Projects	\$0.00	\$6,666.67	\$6,666.67	\$1,759.55	\$26,666.68	\$24,907.13
5.200.290 - Miscellaneous Bldg. & Maintenance	\$0.00	\$0.00	\$0.00	\$24.04	\$0.00	(\$24.04)
<b>Total Maintenance &amp; Grounds</b>	<u>\$3,225.47</u>	<u>\$10,166.67</u>	<u>\$6,941.20</u>	<u>\$10,441.52</u>	<u>\$40,666.68</u>	<u>\$30,225.16</u>
<b>Total Building &amp; Maintenance</b>	<u>\$6,584.52</u>	<u>\$17,950.01</u>	<u>\$11,365.49</u>	<u>\$42,457.22</u>	<u>\$71,800.04</u>	<u>\$29,342.82</u>
<b>Other Expenses</b>						
<b>Outreach</b>						
5.300.105 - Foreign Missions	\$0.00	\$240.58	\$240.58	\$0.00	\$962.32	\$962.32
5.300.120 - Local Benevolences	\$0.00	\$1,166.67	\$1,166.67	\$0.00	\$4,666.68	\$4,666.68
5.300.130 - Community Assistant Fund	\$0.00	\$208.33	\$208.33	\$1,059.05	\$833.32	(\$225.73)
5.300.140 - Waffle Shop	\$21.88	\$208.33	\$186.45	\$28.58	\$833.32	\$804.74
5.300.150 - Homeless Ministry - Food	\$1,486.71	\$625.00	(\$861.71)	\$3,807.02	\$2,500.00	(\$1,307.02)
<b>Total Outreach</b>	<u>\$1,508.59</u>	<u>\$2,448.91</u>	<u>\$940.32</u>	<u>\$4,894.65</u>	<u>\$9,795.64</u>	<u>\$4,900.99</u>
<b>Administration</b>						
5.400.100 - Office Equipment	\$0.00	\$291.67	\$291.67	\$1,110.06	\$1,166.68	\$56.62
5.400.110 - Office Equipment Maintenance	\$0.00	\$20.83	\$20.83	\$0.00	\$83.32	\$83.32
5.400.120 - Software/Programs	\$113.00	\$166.67	\$53.67	\$549.00	\$666.68	\$117.68

**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**April 2019**

<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>
5.400.140 - Office Supplies	\$42.61	\$41.67	(\$0.94)	\$152.91	\$166.68	\$13.77
5.400.150 - Postage	\$0.00	\$20.83	\$20.83	\$100.00	\$83.32	(\$16.68)
5.400.160 - Cell Phone	\$55.00	\$58.33	\$3.33	\$223.36	\$233.32	\$9.96
5.400.175 - Parking	\$1,000.00	\$833.33	(\$166.67)	\$3,008.00	\$3,333.32	\$325.32
5.400.180 - Fees	\$47.54	\$41.67	(\$5.87)	\$333.10	\$166.68	(\$166.42)
5.400.185 - Central Treasurer-PCUSA	\$0.00	\$412.50	\$412.50	\$0.00	\$1,650.00	\$1,650.00
5.400.190 - Miscellaneous Administration	\$0.00	\$16.67	\$16.67	\$0.00	\$66.68	\$66.68
<b>Total Administration</b>	<b>\$1,258.15</b>	<b>\$1,904.17</b>	<b>\$646.02</b>	<b>\$5,476.43</b>	<b>\$7,616.68</b>	<b>\$2,140.25</b>
<b>Worship &amp; Arts</b>						
5.500.100 - Pulpit Supply	\$0.00	\$75.00	\$75.00	\$0.00	\$300.00	\$300.00
5.500.110 - Worship Aids	\$0.00	\$29.17	\$29.17	\$108.30	\$116.68	\$8.38
5.500.115 - Worship Arts Supplies	\$0.00	\$83.33	\$83.33	\$75.03	\$333.32	\$258.29
5.500.120 - Music Supplies	\$55.80	\$41.67	(\$14.13)	\$55.80	\$166.68	\$110.88
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	\$167.88	\$250.00	\$82.12
5.500.190 - Miscellaneous Worship & Arts	\$0.00	\$37.50	\$37.50	\$0.00	\$150.00	\$150.00
5.500.200 - Flowers	\$0.00	\$20.83	\$20.83	\$0.00	\$83.32	\$83.32
<b>Total Worship &amp; Arts</b>	<b>\$55.80</b>	<b>\$641.66</b>	<b>\$585.86</b>	<b>\$1,225.01</b>	<b>\$2,566.64</b>	<b>\$1,341.63</b>
<b>Education</b>						
5.600.100 - Youth Ministries	\$0.00	\$16.67	\$16.67	\$30.69	\$66.68	\$35.99
5.600.110 - Jean Prueher Fund	\$0.00	\$83.33	\$83.33	\$394.00	\$333.32	(\$60.68)
5.600.120 - Children's Art Supplies	\$0.00	\$83.33	\$83.33	\$0.00	\$333.32	\$333.32
5.600.130 - Guest Speakers	\$0.00	\$8.33	\$8.33	\$100.00	\$33.32	(\$66.68)
5.600.140 - Educational Materials	\$0.00	\$83.33	\$83.33	\$450.00	\$333.32	(\$116.68)
5.600.190 - Miscellaneous Education	\$29.00	\$16.67	(\$12.33)	\$418.00	\$66.68	(\$351.32)
<b>Total Education</b>	<b>\$29.00</b>	<b>\$291.66</b>	<b>\$262.66</b>	<b>\$1,392.69</b>	<b>\$1,166.64</b>	<b>(\$226.05)</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	\$21.32	\$41.67	\$20.35	\$21.32	\$166.68	\$145.36
5.700.130 - Bereavement/Funerals	\$0.00	\$41.67	\$41.67	\$0.00	\$166.68	\$166.68
5.700.150 - Advertising/Brochures/Public Rel.	\$32.63	\$83.33	\$50.70	\$260.63	\$333.32	\$72.69
5.700.160 - New Member Assimilation	\$0.00	\$20.83	\$20.83	\$0.00	\$83.32	\$83.32
5.700.190 - Miscellaneous Hospitality (CL/W&MD)	\$27.97	\$8.33	(\$19.64)	\$52.97	\$33.32	(\$19.65)
<b>Total Hospitality (CL/W&amp;MD)</b>	<b>\$81.92</b>	<b>\$220.83</b>	<b>\$138.91</b>	<b>\$334.92</b>	<b>\$883.32</b>	<b>\$548.40</b>
<b>Session Expenses</b>						
5.900.100 - Session Development/Retreat	\$0.00	\$41.67	\$41.67	\$0.00	\$166.68	\$166.68
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>\$54.17</b>	<b>\$54.17</b>	<b>\$0.00</b>	<b>\$216.68</b>	<b>\$216.68</b>
<b>Total Other Expenses</b>	<b>\$2,933.46</b>	<b>\$5,561.40</b>	<b>\$2,627.94</b>	<b>\$13,323.70</b>	<b>\$22,245.60</b>	<b>\$8,921.90</b>
<b>Total Expenses</b>	<b>\$37,907.39</b>	<b>\$50,918.94</b>	<b>\$13,011.55</b>	<b>\$162,689.53</b>	<b>\$203,675.76</b>	<b>\$40,986.23</b>

Downtown Presbyterian Church  
Analysis of Revenues & Expenses - Detail  
April 2019

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)
<b>Net Total</b>	(\$9,066.72)	(\$995.02)	\$8,071.70	(\$39,441.04)	(\$3,980.08)	\$35,460.96

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

Reconcile From 04/01/2019 To 05/13/2019

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

Date	Payee / Memo	Src	Status	Account Code	Credits	Debits	Ref No.	Cldr
04/08/2019	Vanco / Text Giving Fee	DPY	Open	1.000.100	\$22.54		90	Y
04/15/2019	PayChex / Payroll Service Invoice No.	DPY	Open	1.000.100	\$121.66		91	Y
04/30/2019	PayChex / Payroll Service Invoice No.	DPY	Open	1.000.100	\$110.66		92	Y
04/30/2019	SunTrust Bank / Account Maintenance Fee	DPY	Open	1.000.100	\$25.00		93	Y
04/12/2019	DPC EE Direct Deposit Payroll Payment	JRE	Open	1.000.100	\$8,530.53		101	Y
04/15/2019	DPC ER/EE Payroll Taxes Payment	JRE	Open	1.000.100	\$1,056.33		102	Y
04/29/2019	DPC EE Direct Deposit Payroll Payment	JRE	Open	1.000.100	\$8,866.53		103	Y
04/30/2019	DPC ER/EE Payroll Taxes Payment	JRE	Open	1.000.100	\$1,056.33		104	Y
04/02/2019	Sunday Giving	DEP	Open	1.000.100		\$8,115.00	247	Y
04/11/2019	Sunday Giving	DEP	Open	1.000.100		\$3,171.00	248	Y
04/15/2019	Sunday Giving	DEP	Open	1.000.100		\$4,490.00	249	Y
04/22/2019	Sunday Giving	DEP	Open	1.000.100		\$2,199.49	250	Y
04/04/2019	Text Giving	DEP	Open	1.000.100		\$25.00	251	Y
04/05/2019	Text Giving	DEP	Open	1.000.100		\$50.00	252	Y
04/09/2019	Text Giving	DEP	Open	1.000.100		\$630.00	253	Y
04/16/2019	Text Giving	DEP	Open	1.000.100		\$40.00	254	Y
04/23/2019	Text Giving	DEP	Open	1.000.100		\$120.00	255	Y
04/23/2019	Transfer from 0175 6887295	DEP	Open	1.000.100		\$10,000.00	256	Y
04/30/2019	Interest from Suntrust Account	DEP	Open	1.000.100		\$0.18	257	Y
03/18/2019	Erin Bell / Clothes Closet Reimbursement	CHK	Closed	1.000.100	\$710.15		41936	* Y
03/21/2019	Great Life Resources, LLC / Invoice#SI-1115	CHK	Closed	1.000.100	\$1,759.55		41945	* Y
03/27/2019	Ortex System, Inc. / Account No. 01-0004904	CHK	Closed	1.000.100	\$88.00		41946	* Y
03/27/2019	AT&T U-Verse / Account 142889501   Mthly Charge	CHK	Closed	1.000.100	\$160.35		41947	* Y
03/27/2019	Wells Fargo Vendor Financial Services, LLC / Acco	CHK	Closed	1.000.100	\$267.40		41948	* Y
03/27/2019	Waste Management / Customer ID: 13-22339-8300	CHK	Closed	1.000.100	\$189.29		41949	* Y
03/27/2019	Lakewood Sign Shop / Art Crawl Banner	CHK	Closed	1.000.100	\$228.00		41952	* Y
04/05/2019	Janarus - The Good Janitors / Customer No. 00-032	CHK	Open	1.000.100	\$933.00		41953	Y
04/05/2019	Koorsen Fire & Security / Customer ID#10DOW015	CHK	Open	1.000.100	\$295.45		41954	Y
04/05/2019	First Presbyterian Church, Tuscaloosa / Montreat W	CHK	Open	1.000.100	\$500.00		41955	Y
04/05/2019	Mary Turner / Reimburesements	CHK	Open	1.000.100	\$103.80		41956	Y
04/05/2019	Richelieu America LTD / Invoice#FN19431	CHK	Open	1.000.100	\$37.58		41957	Y
04/05/2019	The Royal Music Guild / February 2019	CHK	Open	1.000.100	\$325.00		41958	Y
04/05/2019	Lois Fyfe Music / Invoice#58677	CHK	Open	1.000.100	\$55.80		41959	Y
04/05/2019	T-Mobile / Account No. 947655377	CHK	Open	1.000.100	\$55.00		41960	Y
04/05/2019	SunTrust Bank / Account No. 0187	CHK	Open	1.000.100	\$402.97		41961	Y
04/05/2019	First Presbyterian Church, Tuscaloosa / Montreat W	CHK	Open	1.000.100	\$50.00		41962	Y
04/15/2019	Board of Pensions / PIN 20559   Statement#980848	CHK	Open	1.000.100	\$5,856.09		41963	Y
04/15/2019	Scot Robinson / February & March 75.5 HRS	CHK	Open	1.000.100	\$755.00		41964	Y
04/15/2019	Dena Swoner / South College/Film Production/COA	CHK	Open	1.000.100	\$440.00		41965	Y
04/15/2019	The Royal Music Guild / March Choral Singers	CHK	Open	1.000.100	\$420.00		41966	Y
04/15/2019	Sysco / Customer No. 278504	CHK	Open	1.000.100	\$1,354.08		41967	Y
04/15/2019	Prolmage Facility Services / Invoice#04-19-320	CHK	Open	1.000.100	\$1,652.40		41968	Y
04/15/2019	Michael Korak / South College/Film Production/COA	CHK	Open	1.000.100	\$280.00		41969	Y
04/15/2019	Piedmont Natural Gas / Account No. 700015513900	CHK	Open	1.000.100	\$2,664.57		41970	Y
04/15/2019	Metro Water Services / Account No. 0011388300   M	CHK	Open	1.000.100	\$151.88		41971	Y
04/15/2019	Metro Water Services / Mthly:0011388300 Qty:020	CHK	Open	1.000.100	\$210.00		41972	Y
04/15/2019	Versatile Enterprise / Special Event Janitorial Servic	CHK	Open	1.000.100	\$150.00		41973	Y
04/15/2019	Pam Swoner / Harbor Freight/Home Depot/Lowes/M	CHK	Open	1.000.100	\$92.59		41974	Y
04/22/2019	AT&T U-Verse / Account 142889501   Mthly Charge	CHK	Open	1.000.100	\$159.60		41976	Y
04/22/2019	Ortex System, Inc. / Account No. 01-0004904	CHK	Open	1.000.100	\$88.00		41977	Y

**Total Cleared :**      \$40,225.13      \$28,840.67

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

Reconcile From 04/01/2019 To 05/13/2019

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

Date	Payee / Memo	Src	Status	Account Code	Credits	Debits	Ref No.	CIRD
01/08/2018	Lambscroft   The Cookery / Saturday BF Expenses	CHK	Closed	1.000.100	\$40.36		41540	*
01/08/2018	Sysco / Invoice#160535096 Correction	CHK	Closed	1.000.100	\$758.61		41543	*
01/08/2018	SunTrust Bank / Account No. 0187 Correction	CHK	Closed	1.000.100	\$1,118.79		41547	*
01/10/2018	Premier Parking of TN / Account#13707/Invoice#59	CHK	Closed	1.000.100	\$340.00		41549	*
01/10/2018	Premier Parking of TN / Account#13707/Invoice#58	CHK	Closed	1.000.100	\$1,360.00		41550	*
02/13/2018	Lambscroft   The Cookery / Saturday BF Expenses	CHK	Closed	1.000.100	\$67.93		41583	*
04/24/2018	Lambscroft   The Cookery / Saturday BF Expenses	CHK	Closed	1.000.100	\$102.54		41644	*
06/27/2018	Lambscroft   The Cookery / Saturday BF Expenses	CHK	Closed	1.000.100	\$35.92		41702	*
09/21/2018	Sysco / Invoice#160872097	CHK	Closed	1.000.100	\$1,113.09		41773	*
12/26/2018	Mike Wilson / 2018 Mileage	CHK	Closed	1.000.100	\$44.00		41873	*
04/22/2019	SP+ Parking / 250 Parking Stickers	CHK	Open	1.000.100	\$1,000.00		41975	
04/22/2019	Action Security Systems / Invoice#4954921	CHK	Open	1.000.100	\$85.00		41978	
05/01/2019	Janarus - The Good Janitors / Customer No. 00-032	CHK	Open	1.000.100	\$933.00		41979	
05/01/2019	Waste Management / Customer ID: 13-22339-8300	CHK	Open	1.000.100	\$189.74		41980	
05/01/2019	McWhirter Edwards Electric Company / Invoice#127	CHK	Open	1.000.100	\$791.17		41981	
05/01/2019	Hewitt Garden and Design Center / Easter Lilies	CHK	Open	1.000.100	\$380.25		41982	
05/01/2019	Lambscroft   The Cookery / Invoice#4366 & 4265	CHK	Open	1.000.100	\$188.10		41983	
05/01/2019	Wells Fargo Vendor Financial Services, LLC / Acco	CHK	Open	1.000.100	\$305.29		41984	
05/01/2019	T-Mobile / Account No. 947655377	CHK	Open	1.000.100	\$55.00		41985	
05/01/2019	Nashville Electric Service / Account No. 0169561-01	CHK	Open	1.000.100	\$1,715.60		41986	
05/08/2019	Metro Water Services / Account#11388300   Meter:1	CHK	Open	1.000.100	\$165.66		41987	
05/08/2019	Amy Harkness / Sunday Worship 05/12/19	CHK	Open	1.000.100	\$150.00		41988	
05/08/2019	Piedmont Natural Gas / Account No. 700015513900	CHK	Open	1.000.100	\$1,006.93		41989	
05/08/2019	Scot Robinson / April Hours	CHK	Open	1.000.100	\$235.00		41990	
05/08/2019	Claire Armbruster / Clean-up Day & Easter Breakfast	CHK	Open	1.000.100	\$172.81		41991	
05/08/2019	The Royal Music Guild / Choral Singers April	CHK	Open	1.000.100	\$540.00		41992	
05/08/2019	SunTrust Bank / Account No. 0187	CHK	Open	1.000.100	\$557.49		41993	

**Total Uncleared :**      \$13,452.28      \$0.00

**Total :**      \$53,677.41      \$28,840.67

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

Downtown Presbyterian Church  
Bank Account Reconciliation Report  
General Checking  
Reconcile From 04/01/2019 To 05/13/2019

**1. Enter Adjustments**

Service Charges :	0.00
Interest :	0.00

**2. Calculate Cleared Balance**

Previous Statement Balance :	22,886.73
Service Charges :	0.00
Interest :	0.00
Cleared Deposits :	28,840.67
Cleared Withdrawals :	(40,225.13)
	<hr/> <hr/>
	11,502.27

**3. Difference**

Statement Balance :	11,502.27
Cleared Balance :	11,502.27
	<hr/> <hr/>
	0.00

Uncleared Deposits :	0.00
Uncleared Withdrawals :	(13,452.28)

## Downtown Presbyterian Church Treasurers Report

Date: May 15, 2019  
 To: Downtown Presbyterian Church Session  
 From: Jeff Koontz, DPC Treasurer  
 RE: Financial Report for March 2019



### Financial Summary:

Bank Balance on	March 1, 2019	\$	19,317.00	
Bank Balance ending	March 31, 2019	\$	22,886.73	
March	Deposit Totals:	\$	48,700.33	
March	Expense Totals:	\$	45,130.60	
Corporate Draw Recommended next month?				Yes

March saw a increase of  
\$ 3,569.73 in the bank account

### Monthly Summary:

An approved \$30,000 draw from the Corporation was made in March. This was \$10,000 for building (Plant Fund) and \$20,000 for operating. The totals are being tracked below.

Pledge offerings continue to be low for the year to date. We were \$4,657 below budget in March and are now \$8,731 below for the year. Building Use continues to be a good source of revenue and we are currently \$1,414 above budget for the year.

There were no outstanding or unexpected expenses for the month other than the gas bill, as noted below.

Weekly deposits for the month ranged from \$2,246 to \$6,709.

### Statistics for the month:

- > Revenue for the month was below budgeted by \$1,224
- > Expenses for the month were above budgeted by \$4,016.
- > The follow committees had expenses this month:
- > No parking expenses for the month

Building	X
Education	X
Hospitality	X
Outreach	X
Worship & Arts	X

- > Utility expenses for the month totaled \$13,668 which included \$7,561 for quarterly building insurance.

The gas bill for March was \$3,400. We are currently \$7,308 over budget for the year, but this will drop in the summer months when these bills are less.

	Budgeted	YTD Draw	this month?	Remaining
Endowment	\$ 203,400.00	\$ 20,000.00	Yes	\$ 183,400.00
Building/Capital Draw	\$ 89,500.00	\$ 10,000.00	Yes	\$ 79,500.00
Margarette Thomas	\$ 2,887.00	\$ -	No	\$ 2,887.00

### ACS Report Attachments:

- > March 2019 Budget Analysis Report
- > March 2019 Reconciliation Report

**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**March 2019**

<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	\$13,260.00	\$17,916.67	\$4,656.67	\$45,019.00	\$53,750.01	\$8,731.01
4.100.200 - Non-Pledged Offering	\$575.00	\$2,916.67	\$2,341.67	\$6,575.00	\$8,750.01	\$2,175.01
4.100.300 - Plate Offering (Cash & Coin)	\$529.00	\$833.33	\$304.33	\$2,573.74	\$2,499.99	(\$73.75)
4.100.400 - Memorials	\$500.00	\$58.33	(\$441.67)	\$1,000.00	\$174.99	(\$825.01)
<b>Total Contributions</b>	<b>\$14,864.00</b>	<b>\$21,725.00</b>	<b>\$6,861.00</b>	<b>\$55,167.74</b>	<b>\$65,175.00</b>	<b>\$10,007.26</b>
<b>Other Revenue</b>						
4.200.100 - Artist Utility	\$25.00	\$175.00	\$150.00	\$175.00	\$525.00	\$350.00
4.200.150 - Homeless Food Ministry	\$0.00	\$625.00	\$625.00	\$3,400.00	\$1,875.00	(\$1,525.00)
4.200.200 - Use of Building	\$3,411.00	\$1,250.00	(\$2,161.00)	\$5,164.00	\$3,750.00	(\$1,414.00)
4.200.250 - Weddings	\$0.00	\$166.67	\$166.67	\$0.00	\$500.01	\$500.01
4.200.300 - Capital Projects	\$200.00	\$0.00	(\$200.00)	\$200.00	\$0.00	(\$200.00)
4.200.350 - Outreach Revenue	\$90.00	\$0.00	(\$90.00)	\$90.00	\$0.00	(\$90.00)
4.200.400 - Worship & Arts Revenue	\$0.00	\$16.67	\$16.67	\$0.00	\$50.01	\$50.01
4.200.450 - Education Revenue	\$0.00	\$4.17	\$4.17	\$0.00	\$12.51	\$12.51
4.200.550 - Waffle Shop	\$0.00	\$666.67	\$666.67	\$100.00	\$2,000.01	\$1,900.01
4.200.600 - Flowers	\$110.00	\$20.83	(\$89.17)	\$110.00	\$62.49	(\$47.51)
4.200.750 - Community Discretionary Fund	\$0.00	\$208.33	\$208.33	\$0.00	\$624.99	\$624.99
4.200.990 - Miscellaneous Grants/Income	\$0.33	\$416.67	\$416.34	\$1.08	\$1,250.01	\$1,248.93
<b>Total Other Revenue</b>	<b>\$3,836.33</b>	<b>\$3,550.01</b>	<b>(\$286.32)</b>	<b>\$9,240.08</b>	<b>\$10,650.03</b>	<b>\$1,409.95</b>
<b>Endowment</b>						
4.300.100 - Endowment Draw - Operating/Gen Fund	\$20,000.00	\$16,950.00	(\$3,050.00)	\$20,000.00	\$50,850.00	\$30,850.00
4.300.200 - Endowment Draw - Bldg/Capitol Fund	\$10,000.00	\$7,458.33	(\$2,541.67)	\$10,000.00	\$22,374.99	\$12,374.99
4.300.300 - Marguarette Thomas Trust	\$0.00	\$240.58	\$240.58	\$0.00	\$721.74	\$721.74
<b>Total Endowment</b>	<b>\$30,000.00</b>	<b>\$24,648.91</b>	<b>(\$5,351.09)</b>	<b>\$30,000.00</b>	<b>\$73,946.73</b>	<b>\$43,946.73</b>
<b>Total Revenues</b>	<b>\$48,700.33</b>	<b>\$49,923.92</b>	<b>\$1,223.59</b>	<b>\$94,407.82</b>	<b>\$149,771.76</b>	<b>\$55,363.94</b>



**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**March 2019**

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)
<b>Expenses</b>						
<b>Personnel</b>						
<b>Pastor</b>						
5.100.100 - Pastor Salary	\$2,102.76	\$2,102.75	(\$0.01)	\$6,308.28	\$6,308.25	(\$0.03)
5.100.105 - Pastor Housing	\$2,666.66	\$2,666.67	\$0.01	\$7,999.98	\$8,000.01	\$0.03
5.100.110 - Pastor Social Security/Medicare	\$364.84	\$364.83	(\$0.01)	\$1,094.52	\$1,094.49	(\$0.03)
5.100.120 - Pastor Pension/Medical Insurance	\$1,713.30	\$1,730.00	\$16.70	\$5,139.90	\$5,190.00	\$50.10
5.100.135 - Pastor Auto Allowance	\$0.00	\$50.00	\$50.00	\$0.00	\$150.00	\$150.00
5.100.140 - Pastor Professional Expenses	\$12.56	\$83.33	\$70.77	\$39.74	\$249.99	\$210.25
5.100.170 - Pastor Continuing Education	\$135.89	\$87.50	(\$48.39)	\$135.89	\$262.50	\$126.61
5.100.180 - Pastor Book Allowance	\$0.00	\$26.25	\$26.25	\$156.54	\$78.75	(\$77.79)
<b>Total Pastor</b>	<b>\$6,996.01</b>	<b>\$7,111.33</b>	<b>\$115.32</b>	<b>\$20,874.85</b>	<b>\$21,333.99</b>	<b>\$459.14</b>
<b>Office Manager</b>						
5.100.300 - Office Manager Salary	\$3,207.92	\$3,207.92	\$0.00	\$9,623.76	\$9,623.76	\$0.00
5.100.310 - Office Mgr Social Security/Medicare	\$245.42	\$245.42	\$0.00	\$733.83	\$736.26	\$2.43
5.100.320 - Office Manager Pension/Medical Ins.	\$824.72	\$773.67	(\$51.05)	\$2,474.16	\$2,321.01	(\$153.15)
5.100.325 - Office Manager Retirement Contrib.	\$0.00	\$161.67	\$161.67	\$0.00	\$485.01	\$485.01
<b>Total Office Manager</b>	<b>\$4,278.06</b>	<b>\$4,388.68</b>	<b>\$110.62</b>	<b>\$12,831.75</b>	<b>\$13,166.04</b>	<b>\$334.29</b>
<b>Property Manager</b>						
5.100.400 - Property Manager Salary	\$3,656.16	\$3,656.17	\$0.01	\$10,968.57	\$10,968.51	(\$0.06)
5.100.410 - Property Mgr Soc. Sec./Medicare	\$279.70	\$279.67	(\$0.03)	\$841.49	\$839.01	(\$2.48)
5.100.420 - Property Manager Pension/Med. Ins.	\$2,370.13	\$2,386.92	\$16.79	\$7,110.39	\$7,160.76	\$50.37
<b>Total Property Manager</b>	<b>\$6,305.99</b>	<b>\$6,322.76</b>	<b>\$16.77</b>	<b>\$18,920.45</b>	<b>\$18,968.28</b>	<b>\$47.83</b>
<b>Education Director</b>						
5.100.500 - Education Director Wages	\$1,404.76	\$1,404.75	(\$0.01)	\$4,214.28	\$4,214.25	(\$0.03)
5.100.510 - Education Dir. Soc. Sec./Medicare	\$107.46	\$107.50	\$0.04	\$322.39	\$322.50	\$0.11
5.100.520 - Education Director Pension/Med. Ins.	\$947.94	\$1,641.17	\$693.23	\$2,843.82	\$4,923.51	\$2,079.69
<b>Total Education Director</b>	<b>\$2,460.16</b>	<b>\$3,153.42</b>	<b>\$693.26</b>	<b>\$7,380.49</b>	<b>\$9,460.26</b>	<b>\$2,079.77</b>
<b>Music Director</b>						
5.100.600 - Music Director Wages	\$2,060.42	\$2,060.42	\$0.00	\$6,181.30	\$6,181.26	(\$0.04)
5.100.610 - Music Dir. Social Security/Medicare	\$157.62	\$157.58	(\$0.04)	\$472.87	\$472.74	(\$0.13)
5.100.630 - Music Director Continuing Education	\$0.00	\$50.00	\$50.00	\$0.00	\$150.00	\$150.00
<b>Total Music Director</b>	<b>\$2,218.04</b>	<b>\$2,268.00</b>	<b>\$49.96</b>	<b>\$6,654.17</b>	<b>\$6,804.00</b>	<b>\$149.83</b>
<b>Facilities Manager</b>						
5.100.700 - Facilities Manager Wages	\$1,680.00	\$1,610.00	(\$70.00)	\$4,620.00	\$4,830.00	\$210.00
<b>Total Facilities Manager</b>	<b>\$1,680.00</b>	<b>\$1,610.00</b>	<b>(\$70.00)</b>	<b>\$4,620.00</b>	<b>\$4,830.00</b>	<b>\$210.00</b>
<b>Musicians</b>						
5.100.800 - Musicians	\$1,059.92	\$1,386.67	\$326.75	\$4,175.92	\$4,160.01	(\$15.91)
<b>Total Musicians</b>	<b>\$1,059.92</b>	<b>\$1,386.67</b>	<b>\$326.75</b>	<b>\$4,175.92</b>	<b>\$4,160.01</b>	<b>(\$15.91)</b>
<b>Nursery Workers</b>						
5.100.900 - Nursery Workers' Wages	\$322.00	\$333.33	\$11.33	\$931.00	\$999.99	\$68.99

**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**March 2019**

<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>Total Nursery Workers</b>	\$322.00	\$333.33	\$11.33	\$931.00	\$999.99	\$68.99
<b>Other Personnel Expense</b>						
5.100.950 - Payroll Accounting Expenses	\$216.00	\$316.67	\$100.67	\$880.82	\$950.01	\$69.19
5.100.960 - Workers Comp Insurance	\$439.75	\$183.33	(\$256.42)	\$439.75	\$549.99	\$110.24
5.100.970 - Field Education Student	\$0.00	\$166.67	\$166.67	\$730.00	\$500.01	(\$229.99)
5.100.980 - Temporary Help/Event Services	\$80.00	\$125.00	\$45.00	\$80.00	\$375.00	\$295.00
5.100.985 - Training	\$0.00	\$41.67	\$41.67	\$0.00	\$125.01	\$125.01
<b>Total Other Personnel Expense</b>	<b>\$735.75</b>	<b>\$833.34</b>	<b>\$97.59</b>	<b>\$2,130.57</b>	<b>\$2,500.02</b>	<b>\$369.45</b>
<b>Total Personnel</b>	<b>\$26,055.93</b>	<b>\$27,407.53</b>	<b>\$1,351.60</b>	<b>\$78,519.20</b>	<b>\$82,222.59</b>	<b>\$3,703.39</b>
<b>Building &amp; Maintenance</b>						
<b>Utilities &amp; Insurance</b>						
5.200.100 - Natural Gas	\$3,400.82	\$1,000.00	(\$2,400.82)	\$10,307.98	\$3,000.00	(\$7,307.98)
5.200.110 - Electricity	\$2,027.64	\$2,666.67	\$639.03	\$8,474.70	\$8,000.01	(\$474.69)
5.200.120 - Water	\$156.24	\$266.67	\$110.43	\$699.99	\$800.01	\$100.02
5.200.130 - Waste Disposal	\$189.29	\$100.00	(\$89.29)	\$565.60	\$300.00	(\$265.60)
5.200.140 - Telephone Service	\$118.29	\$125.00	\$6.71	\$353.67	\$375.00	\$21.33
5.200.150 - Internet	\$42.06	\$50.00	\$7.94	\$124.71	\$150.00	\$25.29
5.200.160 - Alarm	\$85.00	\$141.67	\$56.67	\$305.00	\$425.01	\$120.01
5.200.170 - Pest Control Service	\$88.00	\$58.33	(\$29.67)	\$264.00	\$174.99	(\$89.01)
5.200.180 - Parking	\$0.00	\$833.33	\$833.33	\$0.00	\$2,499.99	\$2,499.99
5.200.185 - Building Insurance	\$7,561.00	\$2,541.67	(\$5,019.33)	\$7,561.00	\$7,625.01	\$64.01
<b>Total Utilities &amp; Insurance</b>	<b>\$13,668.34</b>	<b>\$7,783.34</b>	<b>(\$5,885.00)</b>	<b>\$28,656.65</b>	<b>\$23,350.02</b>	<b>(\$5,306.63)</b>
<b>Maintenance &amp; Grounds</b>						
5.200.200 - Building Maintenance & Repairs	\$1,047.23	\$2,500.00	\$1,452.77	\$2,543.46	\$7,500.00	\$4,956.54
5.200.210 - Cleaning Service	\$1,023.00	\$1,000.00	(\$23.00)	\$2,889.00	\$3,000.00	\$111.00
5.200.220 - Capital Projects	\$1,759.55	\$6,666.67	\$4,907.12	\$1,759.55	\$20,000.01	\$18,240.46
5.200.290 - Miscellaneous Bldg. & Maintenance	\$24.04	\$0.00	(\$24.04)	\$24.04	\$0.00	(\$24.04)
<b>Total Maintenance &amp; Grounds</b>	<b>\$3,853.82</b>	<b>\$10,166.67</b>	<b>\$6,312.85</b>	<b>\$7,216.05</b>	<b>\$30,500.01</b>	<b>\$23,283.96</b>
<b>Total Building &amp; Maintenance</b>	<b>\$17,522.16</b>	<b>\$17,950.01</b>	<b>\$427.85</b>	<b>\$35,872.70</b>	<b>\$53,850.03</b>	<b>\$17,977.33</b>
<b>Other Expenses</b>						
<b>Outreach</b>						
5.300.105 - Foreign Missions	\$0.00	\$240.58	\$240.58	\$0.00	\$721.74	\$721.74
5.300.120 - Local Benevolences	\$0.00	\$1,166.67	\$1,166.67	\$0.00	\$3,500.01	\$3,500.01
5.300.130 - Community Assistant Fund	\$710.15	\$208.33	(\$501.82)	\$1,059.05	\$624.99	(\$434.06)
5.300.140 - Waffle Shop	\$0.00	\$208.33	\$208.33	\$6.70	\$624.99	\$618.29
5.300.150 - Homeless Ministry - Food	\$350.54	\$625.00	\$274.46	\$2,320.31	\$1,875.00	(\$445.31)
<b>Total Outreach</b>	<b>\$1,060.69</b>	<b>\$2,448.91</b>	<b>\$1,388.22</b>	<b>\$3,386.06</b>	<b>\$7,346.73</b>	<b>\$3,960.67</b>
<b>Administration</b>						
5.400.100 - Office Equipment	\$267.40	\$291.67	\$24.27	\$1,110.06	\$875.01	(\$235.05)
5.400.110 - Office Equipment Maintenance	\$0.00	\$20.83	\$20.83	\$0.00	\$62.49	\$62.49
5.400.120 - Software/Programs	\$212.00	\$166.67	(\$45.33)	\$436.00	\$500.01	\$64.01

**Downtown Presbyterian Church**  
**Analysis of Revenues & Expenses - Detail**  
**March 2019**

<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>
5.400.140 - Office Supplies	\$110.30	\$41.67	(\$68.63)	\$110.30	\$125.01	\$14.71
5.400.150 - Postage	\$0.00	\$20.83	\$20.83	\$100.00	\$62.49	(\$37.51)
5.400.160 - Cell Phone	\$55.00	\$58.33	\$3.33	\$168.36	\$174.99	\$6.63
5.400.175 - Parking	\$1,008.00	\$833.33	(\$174.67)	\$2,008.00	\$2,499.99	\$491.99
5.400.180 - Fees	\$22.15	\$41.67	\$19.52	\$285.56	\$125.01	(\$160.55)
5.400.185 - Central Treasurer-PCUSA	\$0.00	\$412.50	\$412.50	\$0.00	\$1,237.50	\$1,237.50
5.400.190 - Miscellaneous Administration	\$0.00	\$16.67	\$16.67	\$0.00	\$50.01	\$50.01
<b>Total Administration</b>	<b>\$1,674.85</b>	<b>\$1,904.17</b>	<b>\$229.32</b>	<b>\$4,218.28</b>	<b>\$5,712.51</b>	<b>\$1,494.23</b>
<b>Worship &amp; Arts</b>						
5.500.100 - Pulpit Supply	\$0.00	\$75.00	\$75.00	\$0.00	\$225.00	\$225.00
5.500.110 - Worship Aids	\$0.00	\$29.17	\$29.17	\$108.30	\$87.51	(\$20.79)
5.500.115 - Worship Arts Supplies	\$75.03	\$83.33	\$8.30	\$75.03	\$249.99	\$174.96
5.500.120 - Music Supplies	\$0.00	\$41.67	\$41.67	\$0.00	\$125.01	\$125.01
5.500.130 - Organ & Piano Maintenance	\$0.00	\$208.33	\$208.33	\$818.00	\$624.99	(\$193.01)
5.500.140 - Organ Supply	\$0.00	\$83.33	\$83.33	\$0.00	\$249.99	\$249.99
5.500.150 - Youth Choir	\$0.00	\$62.50	\$62.50	\$167.88	\$187.50	\$19.62
5.500.190 - Miscellaneous Worship & Arts	\$0.00	\$37.50	\$37.50	\$0.00	\$112.50	\$112.50
<b>Total Worship &amp; Arts</b>	<b>\$75.03</b>	<b>\$620.83</b>	<b>\$545.80</b>	<b>\$1,169.21</b>	<b>\$1,862.49</b>	<b>\$693.28</b>
<b>Education</b>						
5.600.100 - Youth Ministries	\$30.69	\$16.67	(\$14.02)	\$30.69	\$50.01	\$19.32
5.600.110 - Jean Prueher Fund	\$0.00	\$83.33	\$83.33	\$394.00	\$249.99	(\$144.01)
5.600.120 - Children's Art Supplies	\$0.00	\$83.33	\$83.33	\$0.00	\$249.99	\$249.99
5.600.130 - Guest Speakers	\$100.00	\$8.33	(\$91.67)	\$100.00	\$24.99	(\$75.01)
5.600.140 - Educational Materials	\$135.00	\$83.33	(\$51.67)	\$450.00	\$249.99	(\$200.01)
5.600.190 - Miscellaneous Education	\$0.00	\$16.67	\$16.67	\$389.00	\$50.01	(\$338.99)
<b>Total Education</b>	<b>\$265.69</b>	<b>\$291.66</b>	<b>\$25.97</b>	<b>\$1,363.69</b>	<b>\$874.98</b>	<b>(\$488.71)</b>
<b>Hospitality (CL/W&amp;MD)</b>						
5.700.110 - Receptions	\$0.00	\$25.00	\$25.00	\$0.00	\$75.00	\$75.00
5.700.120 - Congregational Meals	\$0.00	\$41.67	\$41.67	\$0.00	\$125.01	\$125.01
5.700.130 - Bereavement/Funerals	\$0.00	\$41.67	\$41.67	\$0.00	\$125.01	\$125.01
5.700.150 - Advertising/Brochures/Public Rel.	\$228.00	\$83.33	(\$144.67)	\$228.00	\$249.99	\$21.99
5.700.160 - New Member Assimilation	\$0.00	\$20.83	\$20.83	\$0.00	\$62.49	\$62.49
5.700.190 - Miscellaneous Hospitality (CL/W&MD)	\$0.00	\$8.33	\$8.33	\$25.00	\$24.99	(\$0.01)
<b>Total Hospitality (CL/W&amp;MD)</b>	<b>\$228.00</b>	<b>\$220.83</b>	<b>(\$7.17)</b>	<b>\$253.00</b>	<b>\$662.49</b>	<b>\$409.49</b>
<b>Session Expenses</b>						
5.900.100 - Session Development/Retreat	\$0.00	\$41.67	\$41.67	\$0.00	\$125.01	\$125.01
5.900.190 - Miscellaneous Session	\$0.00	\$12.50	\$12.50	\$0.00	\$37.50	\$37.50
<b>Total Session Expenses</b>	<b>\$0.00</b>	<b>\$54.17</b>	<b>\$54.17</b>	<b>\$0.00</b>	<b>\$162.51</b>	<b>\$162.51</b>
<b>Total Other Expenses</b>	<b>\$3,304.26</b>	<b>\$5,540.57</b>	<b>\$2,236.31</b>	<b>\$10,390.24</b>	<b>\$16,621.71</b>	<b>\$6,231.47</b>
<b>Total Expenses</b>	<b>\$46,882.35</b>	<b>\$50,898.11</b>	<b>\$4,015.76</b>	<b>\$124,782.14</b>	<b>\$152,694.33</b>	<b>\$27,912.19</b>



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

Reconcile From 03/01/2019 To 03/31/2019

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

Date	Payee / Memo	Src	Status	Account Code	Credits	Debits	Ref No.	CIRD
03/08/2019	Vanco / Text Giving Fees	DPY	Closed	1.000.100	\$22.15		87	Y
03/15/2019	PayChex / Payroll Service Invoice No.	DPY	Closed	1.000.100	\$108.00		88	Y
03/29/2019	PayChex / Payroll Service Invoice No.	DPY	Closed	1.000.100	\$108.00		89	Y
03/14/2019	DPC EE Direct Deposit Payroll Payment	JRE	Closed	1.000.100	\$8,462.51		97	Y
03/15/2019	DPC ER/EE Payroll Taxes Payment	JRE	Closed	1.000.100	\$1,056.35		98	Y
03/28/2019	DPC EE Direct Deposit Payroll Payment	JRE	Closed	1.000.100	\$8,360.54		99	Y
03/29/2019	DPC ER/EE Payroll Taxes Payment	JRE	Closed	1.000.100	\$1,056.32		100	Y
03/05/2019	Sunday Morning Giving	DEP	Closed	1.000.100		\$6,709.00	239	Y
03/12/2019	Sunday Morning Giving	DEP	Closed	1.000.100		\$2,246.00	240	Y
03/18/2019	Sunday Morning Giving	DEP	Closed	1.000.100		\$5,134.00	241	Y
03/27/2019	Sunday Morning Giving	DEP	Closed	1.000.100		\$3,826.00	242	Y
03/05/2019	Text Giving	DEP	Closed	1.000.100		\$725.00	243	Y
03/19/2019	Text Giving	DEP	Closed	1.000.100		\$60.00	244	Y
03/01/2019	Transfer from 0175 6887295	DEP	Closed	1.000.100		\$20,000.00	245	Y
03/20/2019	Transfer from 0175 6887295	DEP	Closed	1.000.100		\$10,000.00	246	Y
03/20/2019	Suntrust Account Interest	DEP	Closed	1.000.100		\$0.33	247	Y
02/25/2019	West End Lock Co. Inc. / Rekey Pastors Study & RM	CHK	Closed	1.000.100	\$157.78		41913	* Y
02/25/2019	Waste Management / Customer ID: 13-22339-83002	CHK	Closed	1.000.100	\$188.10		41914	* Y
02/25/2019	The Royal Music Guild / January 2019	CHK	Closed	1.000.100	\$260.00		41915	* Y
02/25/2019	Action Security Systems / Invoice#4781969	CHK	Closed	1.000.100	\$85.00		41917	* Y
02/25/2019	Ortex System, Inc. / Account No. 01-0004904	CHK	Closed	1.000.100	\$88.00		41918	* Y
02/25/2019	Sysco / Customer No. 278504	CHK	Closed	1.000.100	\$661.76		41919	* Y
02/25/2019	Metropolitan Government / Account#2018015860	CHK	Closed	1.000.100	\$50.00		41920	* Y
02/25/2019	AT&T U-Verse / Account 142889501   Mthly Charge	CHK	Closed	1.000.100	\$160.35		41921	* Y
03/07/2019	SP+ Parking / Ash Wednesday Service	CHK	Closed	1.000.100	\$8.00		41923	Y
03/12/2019	Lee Company / Customer No. DOWN5000   Contract	CHK	Closed	1.000.100	\$310.50		41924	Y
03/12/2019	Lee Company / Customer No. DOWN5000   HVAC	CHK	Closed	1.000.100	\$305.00		41925	Y
03/12/2019	Paulino Jarquin / Drill and Fasteners	CHK	Closed	1.000.100	\$21.51		41926	Y
03/12/2019	Justin Near / Cottage Dinner Reservation & Art Supl	CHK	Closed	1.000.100	\$105.72		41927	Y
03/12/2019	Janarus - The Good Janitors / Customer No. 00-032	CHK	Closed	1.000.100	\$933.00		41928	Y
03/12/2019	T-Mobile / Account No. 947655377	CHK	Closed	1.000.100	\$55.00		41929	Y
03/12/2019	SunTrust Bank / Account No. 0187	CHK	Closed	1.000.100	\$905.55		41930	Y
03/12/2019	Craig Parker / Alley Drain Pipe and Kitchen Filter	CHK	Closed	1.000.100	\$350.00		41931	Y
03/12/2019	Craig Parker / Printed Wrong	CHK	Closed	1.000.100	(\$350.00)		41931	Y
03/12/2019	Craig Parker / Alley Drain Pipe & Kitchen Filter	CHK	Closed	1.000.100	\$350.00		41932	Y
03/15/2019	Piedmont Natural Gas / Account No. 700015513900	CHK	Closed	1.000.100	\$3,400.82		41933	Y
03/15/2019	Versatile Enterprise / Special Event Cleanup	CHK	Closed	1.000.100	\$90.00		41934	Y
03/18/2019	Action Security Systems / Invoice#4861116	CHK	Closed	1.000.100	\$85.00		41935	Y
03/18/2019	Brotherhood Mutual Insurance Company / Policy#41	CHK	Closed	1.000.100	\$7,561.00		41937	Y
03/18/2019	Metro Water Services / Account No. 0011388300   M	CHK	Closed	1.000.100	\$156.24		41938	Y
03/18/2019	Brotherhood Mutual Insurance Company / Policy#41	CHK	Closed	1.000.100	\$439.75		41939	Y
03/18/2019	Michael Korak / Evolve Video Shoot	CHK	Closed	1.000.100	\$80.00		41940	Y
03/18/2019	SP+ Parking / 250 Parking Stickers	CHK	Closed	1.000.100	\$1,000.00		41941	Y
03/18/2019	Presbyterian Publishing Corporation / Youth Educati	CHK	Closed	1.000.100	\$135.00		41942	Y
03/18/2019	Board of Pensions / PIN 20559   Statement 980847	CHK	Closed	1.000.100	\$5,856.09		41943	Y
03/21/2019	Sarah Jordan / Adult Education Classes - 2 Days	CHK	Closed	1.000.100	\$100.00		41944	Y
03/27/2019	Nashville Electric Service / Account No. 0169561-01	CHK	Closed	1.000.100	\$2,027.64		41950	Y
03/27/2019	William Taylor / Lunch For Visiting Choir on March 1	CHK	Closed	1.000.100	\$379.92		41951	Y

**Total Cleared :**      \$45,130.60      \$48,700.33

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

Reconcile From 03/01/2019 To 03/31/2019

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

<u>Date</u>	<u>Payee / Memo</u>	<u>Src</u>	<u>Status</u>	<u>Account Code</u>	<u>Credits</u>	<u>Debits</u>	<u>Ref No.</u>	<u>CIRD</u>
01/08/2018	Lambscroft   The Cookery / Saturday BF Expenses	CHK	Closed	1.000.100	\$40.36		41540	*
01/08/2018	Sysco / Invoice#160535096 Correction	CHK	Closed	1.000.100	\$758.61		41543	*
01/08/2018	SunTrust Bank / Account No. 0187 Correction	CHK	Closed	1.000.100	\$1,118.79		41547	*
01/10/2018	Premier Parking of TN / Account#13707/Invoice#590	CHK	Closed	1.000.100	\$340.00		41549	*
01/10/2018	Premier Parking of TN / Account#13707/Invoice#580	CHK	Closed	1.000.100	\$1,360.00		41550	*
02/13/2018	Lambscroft   The Cookery / Saturday BF Expenses .	CHK	Closed	1.000.100	\$67.93		41583	*
04/24/2018	Lambscroft   The Cookery / Saturday BF Expenses .	CHK	Closed	1.000.100	\$102.54		41644	*
06/27/2018	Lambscroft   The Cookery / Saturday BF Expenses .	CHK	Closed	1.000.100	\$35.92		41702	*
09/21/2018	Sysco / Invoice#160872097	CHK	Closed	1.000.100	\$1,113.09		41773	*
12/26/2018	Mike Wilson / 2018 Mileage	CHK	Closed	1.000.100	\$44.00		41873	*
03/18/2019	Erin Bell / Clothes Closet Reimbursement	CHK	Closed	1.000.100	\$710.15		41936	
03/21/2019	Great Life Resources, LLC / Invoice#SI-1115	CHK	Closed	1.000.100	\$1,759.55		41945	
03/27/2019	Ortex System, Inc. / Account No. 01-0004904	CHK	Closed	1.000.100	\$88.00		41946	
03/27/2019	AT&T U-Verse / Account 142889501   Mthly Charge	CHK	Closed	1.000.100	\$160.35		41947	
03/27/2019	Wells Fargo Vendor Financial Services, LLC / Accou	CHK	Closed	1.000.100	\$267.40		41948	
03/27/2019	Waste Management / Customer ID: 13-22339-83002	CHK	Closed	1.000.100	\$189.29		41949	
03/27/2019	Lakewood Sign Shop / Art Crawl Banner	CHK	Closed	1.000.100	\$228.00		41952	
<b>Total Uncleared :</b>					<u>\$8,383.98</u>	<u>\$0.00</u>		
<b>Total :</b>					<u><u>\$53,514.58</u></u>	<u><u>\$48,700.33</u></u>		

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

Downtown Presbyterian Church  
Bank Account Reconciliation Report  
General Checking  
Reconcile From 03/01/2019 To 03/31/2019

**1. Enter Adjustments**

Service Charges :	0.00
Interest :	0.00

**2. Calculate Cleared Balance**

Previous Statement Balance :	19,317.00
Service Charges :	0.00
Interest :	0.00
Cleared Deposits :	48,700.33
Cleared Withdrawals :	(45,130.60)
	<u>22,886.73</u>

**3. Difference**

Statement Balance :	22,886.73
Cleared Balance :	<u>22,886.73</u>
	0.00

Uncleared Deposits :	0.00
Uncleared Withdrawals :	(8,383.98)

Joint Meeting of the Finance  
and Building and History Committees  
April 28, 2019

Downtown Presbyterian Church

- I. Building and History
  - a. Gate locks **We are only replacing these because of vandalism to our prior locks. We'll change up the gate structure to use padlocks in place of the bicycle locks for safety.**
  - b. Balcony railing **Hey, work is beginning on that!**
  - c. Chapel work commencing **Pews are being removed and the renovation process is beginning.**
  - d. Nursery relocation **We probably can't move it because of the Metro insistence that it be located on a ground floor for fire safety.**
  - e. 2nd floor bathroom architectural plan **The architects are coming to plan out the work this week. The renovations are looking at single use, with occupied/not occupied locking mechanisms.**
  - f. Narthex stairwell wall **This is a remaining issue of downspouts draining issues. However, it hasn't gotten worse since that issue was solved, but we'll take care of it soon hopefully.**
  - g. Fellowship hall wall **This is a fairly significant repair problem that will take some effort. And you know what effort costs...**
  - h. Coffee machine! **It works and is spectacular! Mike Korak will have a couple of training, especially for the breakfast workers and greeters.**
  - i. Comcast **They have a nice business plan for us that will up our speed from what we get AT&T. It won't cost us any more than.**
  - j. Cracked Rear Pews **The three rear pews have cracks in the back. We'll have to take a look at them and try to get them fixed.**
  - k. Chains on the stairwells **We are considering this for Art Crawl because some patrons tend to over-stay their welcome.**
  - l. Upgrading the locks **Is it possible to upgrade all our locks like the one that protects the Clothes Closet? We'll investigate the cost and usage issues.**
- II. Finance and Administration
  - a. Finance update
    - i. Current operating account balance as of 4/27/19: \$22,248.21. This total reflects a \$10,000 draw on 4/23 (requested and approved by email) with a future \$30,000 draw to come as well as a \$20,000 pre-approval. **Thanks to you all, the Session, and the Corporation for the quick responses! And thanks to David Maddox for transferring the funds.**
    - ii. Treasurer's Report **Will be forthcoming!**
  - b. Miscellaneous
    - i. Do we still want to meet Sundays?
- III. Next meeting? June 9, 2019?

In attendance: Chuck Cardona, Jim Hoobler, Mike Korak, Mary Turner



## **Education & Evangelism Report - May 2019**

Dave & Justin met on April 9, 2019 to firm up plans for Sunday School and an evening series.

The Sunday School series will be called *Conversations* (#dpcconversations) and will focus on Luke's parables. Dave & Justin will lead the first class on June 16 to help provide an example of what a class might look like. We will ask two people to take the two classes after that in order to finish out the month. Then in July, Suzie will lead multi-generational Sunday School classes. Beginning with classes in August, we will ask members and friends of the church to sign up to teach one Sunday, once again following the parables. The idea is to have a host start a conversation through their own interpretation/observation/experience/testimony with the passages from Luke in the lectionary calendar. They can creatively incorporate anything they'd like as hosts - songs, stories, movies, YouTube clips, social media observations, etc. We have a budget for some class supplies and hope to be creative with that. The main goal of the classes is to dig into the scripture through personal witness, have fellowship conversation, and grow our shared connections.

The evening series will be called *The G.A.P. Series* (#thegapseries) and will be hosted by DPC once a month, the second Tuesday of the month, September through May, from 7-8:30pm. Topics and events will feature a wide range of interests spanning social justice issues, music/art/film, etc. The goal of this series is to reach a broader community audience.

## **Hospitality Committee Agenda**

Held at March 20, 2019- Frothy Monkey 6pm (bit too crowded and loud!)

**Next meeting: Wed., April 24, 6pm. Panera @ 100 Oaks Mall (2534 Powell Ave.)**

Attendees: Rev. Mike, Claire, Jim & Faye, Erin & Eliza, Rachel, Mary

### **Meeting Highlights:**

- ❖ DPC will experiment with providing **NO snacks** in the Narthex before/after service for various reasons. Snacks **will not be optional**; just done away with. As such we will:
  1. Provide coffee, juice, water (and mints – Mary's responsibility). Hopefully the new and improved coffee will soothe any unsettled masses.
  2. Let Suzie know that the youth might be super hungry (Mary per email 3/20/19);
  3. Claire will update Greeter guidelines;
  4. Mary will put up a sign to let Greeters know for this Sunday, the 24<sup>th</sup>.
  5. Mary will look into putting up a bulletin board behind coffee table in Narthex.
- ❖ Spring Clean up on schedule. Perhaps some of these activities can be done by Paulino in the future? See details below.
- ❖ DPC bike ride from Cumberland Park/Nissan Stadium side on Saturday, May 4<sup>th</sup>. 11am – 1pm. Rachel to coordinate/publicize. Gathering post ride to follow with light food and beverages.
- ❖ Jim is going to look into setting up a "Little Free Library".

### **Meeting Details:**

1. **Spring Clean Up:** Saturday, April 6: 9:00-noon
  - Denny – coordinator. Erin set up signup genius; Erin handling online DPC promotion. Dave Coleman will be available; Mary passing and will work Art Crawl.
  - Food: Megabites from RISE. Claire to handle.
  - Supplies, etc should be charged to Building NOT Hospitality? Food can be charged to Hospitality.
2. **Art Crawl**
  - April 6<sup>th</sup>: Jon Byrd. Volunteers: Jim & Faye, Denny, Michael A (?); Mary. Dave Coleman will help set up Jon Byrd (does not have to stay – worked in am).
  - Mary to do regular promo. Look for new banner for April!
  - See if Michael Arwood and Denny are working – may not due to Spring Clean Up?
3. **First Sunday Lunch:** Sunday, April 7
  - April @ Farmer's Market.
  - Return to Corner Pub in May if no major sporting event! Parking convenient! Service great.
4. **Cottage Dinner:** Friday April 19
  - Several hosts: Colemans, Jim Hubler, Debra Gentry. Justin Near at Shelby Bottoms (day time); Rev. Mike at DPC.
  - Rev. Mike will put worship materials together.
  - Mary will purchase host thank you gifts. TBD.
5. **Easter Sunday Breakfast:** Sunday, April 21
  - Claire will make up the casseroles on Saturday.
  - Mary will turn on ovens early on Sunday or coordinate with Greeters!
  - Suzie coordinates Easter Egg Hunt.

6. **Book Club:** *Did not discuss per se but going great. Next book THE Library.*
7. **Misc:** *Reverened Mike is going to follow up about the wedding liaison position.*

**Future, future Events**

- *Canoe or paddle boarding in June TBD. Coordinated by Jim Dickson.*

## Next meeting 6pm: Wednesday June 19<sup>th</sup>

### Calypso: 700 Thompsons Lane

**Great Attendance – THANKS FOR MAKING THE TIME!** Erin & Eliza Bell; Leslee Hughes; Faye Dickson; Denny Harris; Stephanie & Dave Coleman; Michael Arwood, Rachel Hayes; Mary Turner (Minutes by Mary Turner, 3 May 2019)

Person	To do
Rachel H.	Will cancel bike ride by 9am Saturday, May 4 <sup>th</sup> if weather bad.
Dave C.	Will follow-up to get signup genius on DPC website for various signups
Mary T.	Will ask Rev. Mike to change October Session Meeting from October 20 <sup>th</sup> to 13; so Hospitality can host the chili cookoff on October 20 <sup>th</sup> . <b>NOTE: There is a Titan's home game on the 20<sup>th</sup>. It is scheduled for 3pm but we should be okay.</b>
Michael A.	Will look into/coordinate Christmas carol singing on front steps for December Art Crawl. (the 7 <sup>th</sup> )
Mary T/Dave C.	Will get together with William to discuss organ concert for December: possibly during Waffle Shop and/or do an afternoon/evening non Saturday gig.
Erin B , Denny H, Rachel H & Michael A.	Will coordinate Christmas decorations and Waffle Shop set up. To be done on Sunday, December 1 <sup>st</sup> . Consider potluck. Will have budget information forth coming.
Leslee H.	Volunteered for June Art Crawl. Michael A. and Denny should be around too. Mary will be detained for the first half.
Denny H & Erin B	Will follow up progressive dinners for July? May do 2 different areas.
Denny H; Erin B.	Will consider a fall cleanup date. Should not be a first Saturday. Must be done by noon. Should work in conjunction with Michael Korak/Paulino's responsibilities.
Follow-up	Discussion should continue regarding 'recognizing' individuals such as Ilene Claremont. After various side discussions it should be noted that there are lots of folks who should be recognized and perhaps by their individual Committies and/or Session. For example, Ilene's contribution is really part of Arts & Worship. The Saturday Breakfast Coordinators are part of Outreach. Perhaps their Committees should do some recognition versus Hospitality? Food for thought?
Follow-up	Consider a 2020 Homecoming! We'll have a new chapel and bathrooms! Maybe fall of 2020!
Outstanding	Wedding Liaison: Rev Mike/Mike A./Dena discussion
Outstanding: Jim Dickson	Little Free Library
Outstanding: Jim Dickson	Canoe/paddling day

May 16, 2019

#### Downtown Presbyterian Church Outreach Committee Meeting Update

We had a meeting at the Corner Pub at 5pm on 5/14/19. In attendance: Pam Swoner, Mike Wilson, Leslee Hughes, Betty McConnell, Jim Dickson, Faye Dickson, and Samera Zavaro.

Our main discussion was to go over each of the charities that DPC supports. Agree on each amount and make plans for sharing these agencies with our congregation. We may do a mix of Minute for Missions and planned trips to agencies where members are invited to join in. We are going to attempt to promote each agency's own events through our e-votion/website/Facebook announcements.

We spoke briefly about projects for the year. We have already had the Valentine's Day gift bag project for our breakfast guests. We were about to plan for the Martha O'Bryan Ice Cream Crankin' when Mike got a text from Mary Louise stating that it wasn't happening this year!

We are going to see if any agencies need us for help with a project and/or drive.

Betty has been in contact with Westminster Presbyterian about helping them with their Habitat for Humanity build in September. We are going to provide breakfast, lunch and volunteers one Saturday in September (probably 9/7/19). More information to come!!

Our goal is to bring our benevolences to DPC and our congregation to them. We are a quarter through 2019, but will do our best to achieve that goal.

Our next scheduled meeting is after worship on 6/30/19. Our plan is to alternate between during the week meetings and after worship meetings to give people more opportunities to attend.

Thanks!!

Samera ☺ \*\*Come Join Us!!\*\*

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					Fostering Joy (5/4/19)
Nashville Opportunities Industrialization Center (OIC)	\$500	Helena Farrow					Annual fundraiser (4/18)
Safe Haven Family Shelter	\$500	Emily Rattle					Dancing for Safe Haven (4/19)
Nations Ministry	\$1,500	??					
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	??					
Nashville Community Defense (tabled until we get more info)	TBD						
<b>TOTAL</b>	<b>\$9,000</b>						

Outreach Budget	\$14,000
Earmarked Donations	\$9,250
Money for projects/meals/emergencies	\$4,750

\*\*Siloam Health Dodgeball Tournament - September @ TailGate Beer on Charlotte\*\*

Lambscroft

Half 4 the Hungry Donation

Downtown Presbyterian Church  
Committee on  
Saturday Breakfast and Clothes Closet  
March 24, 2019

The meeting was opened at 12:23.

In attendance were: Rev. Mike Wilson, Claire Armbruster, Dave Coleman, Tom Wills, Anil Kuncha, Jeff Koontz, Erin Bell, Faye Dickson, Pam Swoner, Michael Korak, Vickie Coffin, and guests Eliza Bell and Jackson Wills

Reading of Matthew 14:14-20 and words of prayer

Dollars and cents

Saturday Breakfast and Clothing Closet costs are under budget through February.

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. Holy Family Church wanted to continue, Michelle Williams especially. A group based in California had a proposal that includes growing food and building education about nutrition.

Are supplies adequate and well organized?

Michael Korak would like to share some time with the Saturday volunteer coordinators.

A coffee system is being installed in the DPC kitchen. It will be an inline filtered system. Current Saturday morning coffee use is 8 gallons. The new system will be more than adequate. See [FETCO.com](http://FETCO.com) for instructions.

Discussion:

It's not a good idea to place coffee carafes on the window sills.

Stop buying 6 oz. cups, go back to 8 oz. cups. Refill the cups for our guests instead of throwing cups away.

We have lots of supplies we need to get rid of, such as styrofoam plates and 8 oz. bowls. Also a ton of stuff such as hand sanitizers. Lots of plastic forks and knives.

We want to discourage take-out food.

Where is stuff? It's being consolidated and organized.

Our Guests: Standing in Line

Volunteer coordinators are to open the gate and put out the sign facing the street. Make sure our guests stand inside the fence, not on the sidewalk. Maintain order among the guests in line.

Keep people from going back to the DPC Sunday School building. The Lambscroft team can use the parlors instead of the chapel.

The Aggressive, Disruptive Guest

Session discussion and statement.

Open Table training will be scheduled for a Sunday (not the first or 3rd Sunday of the month) at 12:30.

#### Lambscroft Ministries Donation

Dave Coleman agreed to act as a DPC liaison with Lambscroft Ministries. A Minute for Mission will be scheduled. A donation of \$1200 will be requested from the Outreach Committee.

#### Clothes Closet Processes

Discussion around laundry service. It was agreed that laundry service will not be provided by DPC.

#### Open Discussion

Can somebody come and provide foot care to our guests?

Vickie could write thank you notes to volunteers.

Parents must keep children close by.

#### Schedule of future meetings.

Quarterly meetings are fine.

The meeting ended at 1:26 PM.



## **Personnel Committee Report**

May 1, 2019

The committee met and discussed the final two reviews that need to be done with William Taylor and Dena Sower. We are working to schedule these.

The committee is reviewing and amending the Personnel Handbook. We plan to have these changes made by the end of June, 2019.

The next meeting will be the first week of June, 2019.

Debra Gentry

Chairperson

**Downtown Presbyterian Church  
Worship & Arts Committee  
March 25, 2019**

Meeting notes

In attendance: Nina Cardona, William Taylor, Jodie O'Regan, Edward Cardona, Mike Wilson, David Maddox (and Richard Feaster briefly)

Lenten Planning

- Palm/Passion Sunday: Jodie's anthem will come after the entombment. Chris Szalaj will do a short solo cello piece for the offertory and opening music—he and William will choose something in light of everything else going on.
  - Additional note—Chris will play a version of Mozart's Ave Verum Corpus
- Rather than have the congregation hammer nails into a cross, this Mike will create a device that will allow people to experience the weight of the cross. We will assign some people to try it out first and get things going.
  - Additional note—Mike has designed a way to suspend a board from the 4<sup>th</sup> floor from two trestles that will do this.

Future worship planning

- May 5 is Scot's last day
- Pentecost and beyond—Nina will create some new hangings for the back of the sanctuary that will combine red, gold, and orange colors
- Pentecost—we may create a recording that incorporates multiple voices to use during the ceremony
- We discussed the interest in continuing to incorporate musical elements into the service that complement our steady program of choir and organ music—this can include soloists, or a congregational choir. We set a goal after Easter of doing a little something every other week—in most cases not a whole service, just one component that adds variety and finds ways for congregation members to contribute to worship. In all cases we need to consider logistics, and look for simple ways to change things up without overly complicating the ongoing preparation of music for worship.
  - An example is that we would like to reprise one of the songs from the March 24 service, but with a smaller group of musicians—perhaps 3.
- During Ordinary time we will also make us of the cloth labyrinth that Justin and Nina have created.

John Bell workshop

We have a proposal to join Second Presbyterian in sponsoring two workshops in by the composer and theologian John Bell in September (9/28). Bell is a member of the Iona Community in Scotland and the composer of several hymns in our hymnal. He has a number of topics that he can cover. Mike and Mary Louise will work to identify the topics he will cover in the workshops. The workshops would be held at

Second. DPC would split Bell's fee (probably about \$1,000 in total, so \$500 for DPC) and possibly also contribute by providing lunch since Second will be providing space and covering other logistics. We discussed that we would like to structure the sessions so there is time for fellowship between members of Second and DPC, and that we would like to take this as an opportunity to reach out to members of the downtown community and promote this event with them. This is an example of one of the ways that DPC can serve our downtown neighbors as an access point for spiritually significant experiences and conversations in addition to worship.

#### Jana Harper workshop

The current exhibit in the Browsing Room gallery features the work of Jana Harper, an art professor at Vanderbilt. As part of a project that will culminate in a performance at Oz in June 2020, Jana will be doing a series of community workshops that incorporate a practice called Contemplative Dance/Authentic Movement. She and David have discussed the possibility of doing one of those workshops at DPC this Fall, inviting the DPC congregation and the surrounding community to participate. Her project will explore the sensation of weight, "how it permeates our experience of the world and perhaps defines us." Through sound, movement, and soft sculptures she is asking people to think about how we carry weight, what weights we hold on to and which ones we let go of, when is weight a pleasure and when a burden. These themes seem strongly in tune with the themes of embodiment that we find in Luke, and with the experience of the weight of the cross that we will experience on Palm/Passion Sunday. Jana will get a proposal to us after her opening and perhaps the end of the term at Vanderbilt.

#### Directory of Worship

We began a conversation about the Directory of Worship, which we will continue at the next meeting. We looked through the first chapter, which describes the theology of Christian worship. In a section on "Time, Space, and Matter," the Directory reminds that the space set aside for worship should encourage community, and that worship should provide an opportunity for the community to offer its creative gifts. The directory also addresses the need to "use language about God that is intentionally as diverse and varied as the Bible and our theological traditions." The language used in worship should allow members of the community to "recognize themselves as equally included, addressed, and cherished by God."

#### Art Studios

We also noted that the interview committee of Nina Cardona, Edward Cardona, Tom Wills, Justin Near and David Maddox selected Carri Jobe and Sarah Hart Landolt as the new artists to join the Artist in Residency program

Next meeting will be Monday, April 29 at 6:00, at the church

**Downtown Presbyterian Church**  
**Worship & Arts Committee**  
**May 6, 2019**

Meeting notes

In attendance: Nina Cardona, William Taylor, Edward Cardona, Mike Wilson, David Maddox, Dixie Williamson, Mary Turner

Lenten recap

- Discussed opening the Sanctuary on Ash Wednesday or Good Friday for contemplation
- On Ash Wednesday, want to consider doing both an evening service and a noon service for different groups
- Do a bigger banner for the services, hang it in the front
- Also need to get the services in the Downtown Partnership's listings.

Future worship planning

- June 9, Pentecost. Nina is working on new hangings for the Sanctuary. We discussed doing Eric Near's Pentecost piece again, and lining up different readers to read scripture in different languages. Want to have music that has a more energetic tempo and tone—Mike will suggest hymns early.
  - Mike has done some work on the possible readings and come up with an alternative which is a script for a dramatic reading involving three readers. Members of the committee will consider this via email in coming days.
- June 16. William is on vacation, Mike will organize the music for that service
- We agreed to block off a few rows in the Sanctuary now that we are through Lent
- Summer. Will hold services in the chapel again.
  - Nina and Mel Beall will work on some sort of hangings, decorating the chapel as a way of re-launching it after its renovation
  - Need to get sandwich boards about the Chapel services to set out on the sidewalks
- We would like to do the congregational hymns verses project again this year.

John Bell workshop (9/28)

- Mike will come back with a proposal on this.
- There are some questions about doing an event at Second, away from Downtown. We should talk about this further at Session.
- David is going to review Bell's contributions to the hymnal and come back with some ideas about incorporating them into worship in coming weeks. There are some interesting dimensions to his pieces, including several that work with non-Western music and some that are chant-like.

### Art Studios

Sarah Shearer is leaving the studios after 11 years. We have several people interesting, but the committee decided to offer the open position to Mel Beall, whom we interviewed earlier and liked, but she came in third in our voting.

### Jana Harper workshop

David will meet with Jana and Rosie Forrest from Oz on May 23 to discuss a possible workshop at DPC.

### Directory of Worship

We did our second review of the Directory of Worship, which covered responsibilities, and the order of worship.

- This section included the roles of elders/Session, the Minister of Word and Sacrament, and the music director. Collaboration and conferral between all of them is important, and authority at different levels resides with the Minister and Session.
- We talked about the importance of engaging people actively in worship, and the variety of ways to do that.
- There was a lot of discussion about the need for worship that reflects diversity and from which no one is excluded, and that it both reflects the congregation and invites others in.

Our next meeting will be Monday, June 10 at 6:00, at the church

## **Communications Task Force Report - May 2019**

Holly Kellar and Jennifer Zehnder have agreed to join the communications task force and be a part of future discussions. We are currently trying to schedule a meeting. In the meantime, I've shared a Trello board with them, and we may try to get some conversations started remotely.

I have picked up running our Instagram account (occasionally). We still need someone to take the Twitter account. And Tom Wills, David Maddox, William, and myself have been in conversation about our Facebook pages.

A new Prayer Request form has been added to the website as well - <https://dpchurch.com/prayer-request/> - with a button link in the sidebar.

# FACILITY MANAGER'S REPORT

## APRIL/MAY 2019

Chapel renovation is progressing on schedule. Chairs must be ordered no later than 5/20/19 to meet the projected 7/1/19 completion date. Kingdom Chairs of California has provided the best price/performance/warranty for our needs. Upholstery and frame color chart has been provided to Pastor Wilson for Session sub-committee selection.

Seasonal HVAC heating to air conditioning conversion has been completed. Temperature controls not operating properly. Temperatures must be manually adjusted. Our HVAC is in desperate need of re-vamping. I am very concerned about the dramatic increase of our past gas usage and am as worried about the potential increase in our electricity usage this cooling season.

Denny Harris has submitted a proposal for the installation of stained glass above the Narthex entrance and new outer doors. Copy attached. This was not on my projects list.

Wi-Fi/telephone service change over from AT&T to Comcast has been ordered. 10x faster network speed and greater area coverage will result.

Vandalized gates and fence post hinges to be repaired and modified to allow greater locking strength and provide tighter access to our property.

A vitrine (museum speak for display case), has been ordered for the History Room. It will match the size, design, and color of the case that holds the gasolier shades. The new one will hold the circa.1828 Bible that survived the second church fire along with the antique book stand now sitting in the parlor. It is being built by the cabinet maker that constructed our kitchen counters.

Plans are underway to relocate the nursery to the second floor in order to accommodate all children's education functions in one, more secure, area. Despite previous concerns, we have found no regulations pertaining to having the nursery on the second floor.

Shaub Construction has brought an architect to DPC to begin design plans for the renovation of the 2nd floor bathrooms. I know that everyone has been waiting for this for a long time and it is has begun..YEA!

And finally:

The organization “Grace on a Plate’ that has expressed interest in providing a lunch meal at DPC has presented their concept in writing with very broad statements back in January. Since then, they have assumed the position that we are in favor of their plans and intend to proceed.

They have plans to totally renovate our kitchen for more suitable food preparation and provide two servings of about 100 persons per sitting at a lunch meal. They see the commercial kitchen as an asset to DPC and as the “in kind” rental of the space. When I say totally, I mean demolition of the existing room and equipment, opening up the wall from the kitchen to the Fellowship Hall, and possibly have a walk-in cooler constructed.

They had a kitchen designer do a walk-through of our facility two weeks ago, without notifying Pastor Mike, Dena, Paulino, or me. Now they have had another, more in-depth study of the area by the Gresham-Smith architectural firm to develop drawings.

The offerings that they have outlined in their concept paper include a “store”, pantry, clothing distribution, dry goods, bottled water, among other services to the homeless.

They are also interested in conducting meetings and spiritual gatherings plus book clubs, life skills classes and meditation groups at their lunch. They have shown interest in utilizing our parlors, clothes closet, chapel and even the “Browsing Room”.

G.O.A.P is backed by an organization named the Center for Medical Interoperability...[www.medicalinteroperability.org](http://www.medicalinteroperability.org)... Their objective can be clearly discerned from their website. C4MI is, in turn, supported by the Gary and Mary West Foundation...[www.westhealth.org](http://www.westhealth.org). A multifaceted philanthropic venture that grew out of the telecommunications industry.

All this leads me to raise the flag of concern regarding the motivation of this venture and the impact the goals of Grace on a Plate will have on the future life of our church, our facility, staff, and DPC’s relationship with our city. These combined organizations do have the resources to develop a totally independent center to address what they state as their objective. They should look into that option rather than pursue a large scale program at DPC.

Please read their initial proposal and refer back to the organizations that are supporting Grace on a Plate. I personally do not see the future of this proposal as a positive endeavor for DPC.

With sincere respect for your opinions and judgement,  
Michael





**Emmanuel Stained Glass Studio, Inc.**  
**410 Maple Avenue Nashville, TN**  
**800-326-2228**

**Quotation:**

Owner:  
Downtown Presbyterian  
154 5<sup>th</sup> Ave.  
Nashville TN 37219

Contact:  
Mr. George Harris  
615 833 3923  
EMAIL: Glenden5129@comcast.net

This contract (the "Contract") is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, between EMMANUEL STAINED GLASS STUDIO, INC. (the "Contractor") and \_\_\_\_\_ (the "Owner") for work on the Project (as stated below). The covenant agreed to are set forth below.

**The Work:** The Contractor shall execute the entire work (the "Work") described as follows:

We propose to supply all labor, glazing materials, and supervision of:

- (1) 85" x 101" (approx.) new rectangular stained glass transom window located above the new center entrance doors. The stained glass design will match the color and style of the existing stained glass as close as possible. The new stained glass will be held in place with 1/2" x 1/2" dark bronze "U" channel.
- (2) 53"x 27"(approx.) new rectangular stained glass transom windows that are located above the left and right entrance doors. The stained glass design will match the color and style of the existing stained glass as close as possible. The new stained glass will be held in place with 1/2" x 1/2" dark bronze "U" channel.
- (2) 48" x 48" (approx.) new protective aluminum sandstone painted squares glazed with new 1/4" clear safety laminate glass.

For the sum of: \$27,751.00 (Twenty –seven- thousand –seven- hundred –fifty- one dollars). Plus tax if applicable.  
**Terms:** We require a deposit in the amount of: \$9,250.34 a progress payment of: \$9,250.34 when 50% of the shop work is complete and the final payment of \$9,250.32 will be due upon installation.

*Jon Petrel* \_\_\_\_\_

Date: 4/15/19

Jon Petrel, Consultant  
Emmanuel Stained Glass Studios, Inc.  
Authorized Signature

Member: Stained Glass Association of America  
Licensed Tennessee Contractor

Owner:

\_\_\_\_\_ Date \_\_\_\_\_