

Session Meeting Agenda – September 22

Excused:

1. Opening prayer – Vickie Coffin
2. Approval of Agenda
3. Approval (or attestation of approval) of minutes from August 18 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.*
 - Personnel – *met September 18.*
 - Conversation about installing Rev. Mike as permanent DPC pastor
 - Building & History – *met September 18, see accompanying report*
 - Education & Evangelism –
 - Finance – *met September 18, see accompanying report*
 - Hospitality – *see accompanying report*
 - Outreach – *met September 19*
 - Saturday Breakfast Coordinators – *did not meet since last session meeting*
 - Worship & Art – *next meeting September 29*
 - Communications task force –
 - Nominating Committee – *still securing elder nominees*
8. Facility Manager’s report – *most FM info is in B&H report*
9. Participating in an urban ministry study through the Rev. Charlie Curb Center for Faith Leadership at Belmont School of Theology and Religion – *see accompanying report*
10. Grace on a Plate – *Some more conversation is necessary. Let’s budget 10 minutes.*
11. John Bell in Nashville September 28; Second PC and DPC as co-sponsors – *we need some DPC volunteers*
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: October 27 (fourth Sunday)
 - November 17 (third Sunday)
 - December 16 (third Sunday)
 - Presbytery: Thursday, October 17, Second Presbyterian Church
15. Closing Prayer

Pastor's Report (Mike Wilson)
August 18 – September 22, 2019

Worship services: 3 (was away for 2-week vacation)

Sermons: 3

Visits, including hospital, coffee, breakfasts and lunches: 5
(2 specifically were "Meetups with Mike")

Tuesday Bible Study: 0

(Tuesday Bible lunch is on hiatus until September 24
to accommodate "Meetups with Mike")

Saturday breakfast: 2

Meetings/Events:

- Nominating Committee meeting
- Moderated Bellevue PC session
- CPM meeting
- Cottage dinner at Bell's
- Belmont/Curb Center conversation on loneliness
- Finance and B&H meeting
- Personnel committee meeting

Pastoral expenses – approx. <\$200

Study Leave & Vacation:

- November 7 -10 (Thursday – Sunday) study leave: Awakening Soul Conference, Ashville
November 10 guest preacher TBA
- June 20 – 27, 2020 – PCUSA General Assembly. I'll be a teaching elder commissioner
from Middle TN Presbytery. One Sunday out, June 21 but also scheduling a guest
preacher for June 28.

Session Meeting for Downtown Presbyterian Church

August 18, 2019

In attendance: Rev Mike Wilson, Moderator; Jeff Koontz, Treasurer; Elders Jack Henderson, Mary Turner, Dave Coleman, David Maddox (via phone), Jim Hoobler, Vickie Coffin, and Chuck Cardona. Also in attendance: Brenda & Jonathan Hutchins and Leslie Hughes

Excused: Debra Gentry

Moderator: Rev. Wilson

Clerk: Jack Henderson

1. **Opening prayer:** Led by Jack Henderson at 12:58pm
2. **Approval of Agenda:** Whitney Pearson was taken off this meeting's membership approval due to her inability to attend. Approval for Jonathan's baptism was also added to the agenda. Agenda with additions were approved with a unanimous voice vote.
3. **Approval (or attestation of approval) of minutes from July 21st meeting:** Clerk attested that minutes have been approved before meeting.
4. **Reception of new members: Brenda & Jonathan Hutchins, Leslie Hughes:** Jonathan and Brenda shared information about themselves and why they are committing to join DPC. Discussion pertained to their personal interests in different missions of the church. Leslie Hughes, who has been attending and participating in the life of the church for years, discussed her decision to formally join. Rev. Wilson moved that Brenda, Jonathan, and Leslie be received into membership with an additional authorization for Jonathan's baptism. Motion was carried with a resounding unanimous voice vote. Liturgy for receiving them into the church and baptism was scheduled for the First of September.
5. **Approval of Baptism of Jonathan Hutchins:** Authorized during previous agenda item.
6. **Moderator's Report:** See accompanying report for information. No items for Session action.
7. **Treasurer's Report:** Reports for June, July, and a mid-year report are attached. Rachel Hayes has agreed to take over as Treasurer from Jeff Koontz in 2020. Jeff recommended committees that the budget process is upcoming so new budgets should be forthcoming.
8. **Clerk's Report:** Nothing to report and no actions needed.
9. **Committee Reports:** Oral reports should be limited to items for action only.

- a. **General:** Discussion was continued on the topic of holding all committee meetings on a given Sunday. Having meetings around worship might increase attendance and free up other nights for members. No Session action needed for this as committees can choose to meet whenever.
 - b. **Building & History** – met August 11, see accompanying report. There is a proposal for an electronic key-pad lock on the alleyway gate near the parking lot. Motion out of committee required no second and was approved with a majority.
 - c. **Education & Evangelism** – No report attached.
 - d. **Finance** – met August 11, see accompanying report. Discussion was started on fundraising efforts and a group that will focus on fundraising and grant applications. The need for a professional auditor was also brought up for possible eventual action.
 - e. **Hospitality** – met July 22, see accompanying report. No action needed.
 - f. **Outreach** – met August 8, see accompanying report. No action needed.
 - g. **Saturday Breakfast Coordinators** – did not meet since last session meeting. Open table will be hosting a training on 10/13 on guest management, de-escalation, and increasing a sense of community/ communication.
 - h. **Personnel** – did not meet since last session meeting.
 - i. **Worship & Art** – met August 11, see accompanying report. Motion to extend worship in the Chapel though 9/22/19 with move back to Sanctuary on 9/29/19 was presented and approved with a unanimous vote.
 - j. **Communications task force** – no accompanying report. No action needed.
10. **Facility Manager's report:** No separate report was added to this month's agenda. Some report was included in the B&H report.
11. **Participating in an urban ministry study through the Rev. Charlie Curb Center for Faith Leadership at Belmont School of Theology and Religion:** Nothing to report beyond moderator's report.
12. **Grace on a Plate:** We are still waiting for a new proposal and details from GoaP before any further discussion and action.
13. **John Bell in Nashville September 28; Second PC and DPC as co-sponsors:** Mike spoke about this event in Worship. A few volunteers will be needed from DPC to help out during event.
14. **Further discussion of Capital Infrastructure Investment plan (if needed):** Upstairs bathrooms and nursery moving will be next projects. There was a conversation on making the new bathrooms upstairs gender neutral.
15. **Continued Conversation around identity, mission and long-term goals, including New Beginnings material, Mike's musings, October visioning session, etc.** (No further discussion)

16. Next Meetings:

- a. Session: September 22 (fourth Sunday) – Vickie Coffin will lead opening prayer
- b. October 27 (fourth Sunday)
- c. November 17 (third Sunday)
- d. December 16 (third Sunday)
- e. Presbytery: Thursday, October 17, Second Presbyterian Church

17. Closing Prayer and Adjournment: Offered by Rev Wilson on 2:57pm

Downtown Presbyterian Church Treasurers Report

Date: September 18, 2019
 To: Downtown Presbyterian Church Session
 From: Jeff Koontz, DPC Treasurer
 RE: **Financial Report for August 2019**



Financial Summary:

Bank Balance on	August 1, 2019	\$	43,767.27	
Bank Balance ending	August 31, 2019	\$	30,103.47	
August	Deposit Totals:	\$	32,751.75	
August	Expense Totals:	\$	46,843.27	
Corporate Draw Recommended next month?				Yes

August saw a decrease of
 \$ (14,091.52) from the bank account

Monthly Summary:

Pledge offerings continue to be strong for the year with overall contributions now \$13,184 over budget. Other Revenue was low for the month.

Another Corporation draw is recommended soon. Quarterly building insurance, payroll and other planned expenses will occur in September. The current total drawn to date is below the budgeted amount for the year.

The \$2,887 draw from the Margarette Thomas Trust was made and a check will be sent to the Middle TN Presbtery's World Mission in September.

Weekly deposits for the month ranged from \$2,822 to \$10,004.49 (a double week after a missed Sunday count)

Statistics for the month:

- > Revenue for the month was below budgeted by \$17,172.17
- > Expenses for the month were above/below budgeted by \$1,686.62.
- > The follow committees had expenses this month:
- > Parking expenses this month \$1000.00

Building	X
Education	
Hospitality	X
Outreach	X
Worship & Arts	X

- > Utility expenses for the month totaled \$4,809.93 (\$4,129 electric)
- >

	Budgeted	YTD Draw	this month?		Remaining
Endowment	\$ 203,400.00	\$ 75,000.00	No	\$	128,400.00
Building/Capital Draw	\$ 89,500.00	\$ 45,000.00	No	\$	44,500.00
Margarette Thomas	\$ 2,887.00	\$ 2,887.00	Yes	\$	-

Realm Report Attachments:

- > August 1, 2019 Reconciliation Report
- > August 1, 2019 Statement of Activities

Downtown Presbyterian Church
Statement of Activities

Date Range: Aug 1st 2019 - Aug 31st 2019

Accounts	Actual (This Period)	Budget (This Period)	Budget Remaining (This Period)	Actual (This Year to Date)	Budget (This Year to Date)	Budget Remaining (This Year to Date)
Revenues						
Contributions						
410100 Pledged Offering	26,431.38	17,916.67	(8,514.71)	166,215.38	143,333.36	(22,882.02)
410200 Non-Pledged Offering	820.00	2,916.67	2,096.67	13,070.00	23,333.36	10,263.36
410300 Plate Offering (Cash & Coin)	503.00	833.33	330.33	6,424.00	6,666.64	242.64
410400 Memorials	0.00	58.33	58.33	1,275.00	466.64	(808.36)
Total Contributions	27,754.38	21,725.00	(6,029.38)	186,984.38	173,800.00	(13,184.38)
Other Revenue						
420100 Artist Utility	450.00	175.00	(275.00)	800.00	1,400.00	600.00
420150 Homeless Food Ministry	881.00	625.00	(256.00)	6,361.00	5,000.00	(1,361.00)
420200 Use of Building	114.00	1,250.00	1,136.00	15,752.30	10,000.00	(5,752.30)
420250 Weddings	0.00	166.67	166.67	900.00	1,333.36	433.36
420300 Capital Projects	0.00	0.00	0.00	200.00	0.00	(200.00)
420350 Outreach Revenue	0.00	0.00	0.00	240.00	0.00	(240.00)
420400 Worship & Arts Revenue	15.00	16.67	1.67	15.00	133.36	118.36
420450 Education Revenue	0.00	4.17	4.17	0.00	33.36	33.36
420550 Waffle Shop	0.00	666.67	666.67	100.00	5,333.36	5,233.36
420600 Flowers	0.00	20.83	20.83	370.00	166.64	(203.36)
420750 Clothes Closet	650.00	208.33	(441.67)	1,940.00	1,666.64	(273.36)
420990 Miscellaneous Grants/Income	0.37	416.67	416.30	2.59	3,333.36	3,330.77
Total Other Revenue	2,110.37	3,550.01	1,439.64	26,680.89	28,400.08	1,719.19
Endowment						
430100 Endowment Draw - Operating/Gen Fund	0.00	16,950.00	16,950.00	75,000.00	135,600.00	60,600.00
430200 Endowment Draw - Bldg/Capitol Fund	0.00	7,458.33	7,458.33	45,000.00	59,666.64	14,666.64
430300 Marguarette Thomas Trust	2,887.00	240.58	(2,646.42)	2,887.00	1,924.64	(962.36)
Total Endowment	2,887.00	24,648.91	21,761.91	122,887.00	197,191.28	74,304.28
Total Revenues	\$ 32,751.75	\$ 49,923.92	\$ 17,172.17	\$ 336,552.27	\$ 399,391.36	\$ 62,839.09
Expenses						
Personnel						
Pastor						
510100 Pastor Salary	2,102.76	2,102.75	(0.01)	16,822.08	16,822.00	(0.08)
510105 Pastor Housing	2,666.66	2,666.67	0.01	21,333.28	21,333.36	0.08
510110 Pastor Social Security/Medicare	364.84	364.83	(0.01)	2,918.72	2,918.64	(0.08)
510120 Pastor Pension/Medical Insurance	1,713.30	1,730.00	16.70	13,706.40	13,840.00	133.60
510135 Pastor Auto Allowance	0.00	50.00	50.00	0.00	400.00	400.00
510140 Pastor Professional Expenses	22.61	83.33	60.72	223.75	666.64	442.89
510170 Pastor Continuing Education	0.00	87.50	87.50	552.85	700.00	147.15
510180 Pastor Book Allowance	100.13	26.25	(73.88)	256.67	210.00	(46.67)
Total Pastor	6,970.30	7,111.33	141.03	55,813.75	56,890.64	1,076.89
Office Manager						
510300 Office Manager Salary	3,207.92	3,207.92	0.00	25,663.36	25,663.36	0.00
510310 Office Mgr Social Security/Medicare	245.46	245.42	(0.04)	1,961.11	1,963.36	2.25
510320 Office Manager Pension/Medical Ins.	824.72	773.67	(51.05)	6,597.76	6,189.36	(408.40)
510325 Office Manager Retirement Contrib.	0.00	161.67	161.67	0.00	1,293.36	1,293.36
Total Office Manager	4,278.10	4,388.68	110.58	34,222.23	35,109.44	887.21
Property Manager						
510400 Property Manager Salary	3,656.16	3,656.17	0.01	29,249.37	29,249.36	(0.01)
510410 Property Mgr Soc. Sec./Medicare	279.66	279.67	0.01	2,239.81	2,237.36	(2.45)
510420 Property Manager Pension/Med. Ins.	2,370.13	2,386.92	16.79	18,961.04	19,095.36	134.32

Accounts	Budget					
	Actual (This Period)	Budget (This Period)	Budget Remaining (This Period)	Actual (This Year to Date)	Budget (This Year to Date)	Budget Remaining (This Year to Date)
Total Property Manager	6,305.95	6,322.76	16.81	50,450.22	50,582.08	131.86
Education Director						
510500 Education Director Wages	1,404.76	1,404.75	(0.01)	11,238.08	11,238.00	(0.08)
510510 Education Dir. Soc. Sec./Medicare	107.46	107.50	0.04	859.69	860.00	0.31
510520 Education Director Pension/Med. Ins	947.94	1,641.17	693.23	7,583.52	13,129.36	5,545.84
Total Education Director	2,460.16	3,153.42	693.26	19,681.29	25,227.36	5,546.07
Music Director						
510600 Music Director Wages	2,060.42	2,060.42	0.00	16,483.40	16,483.36	(0.04)
510610 Music Dir. Social Security/Medicare	157.62	157.58	(0.04)	1,260.97	1,260.64	(0.33)
510630 Music Director Continuing Education	0.00	50.00	50.00	550.00	400.00	(150.00)
Total Music Director	2,218.04	2,268.00	49.96	18,294.37	18,144.00	(150.37)
Facilities Manager						
510700 Facilities Manager Wages	1,680.00	1,610.00	(70.00)	13,020.00	12,880.00	(140.00)
Total Facilities Manager	1,680.00	1,610.00	(70.00)	13,020.00	12,880.00	(140.00)
Musicians						
510800 Musicians	2,180.00	1,386.67	(793.33)	12,490.92	11,093.36	(1,397.56)
Total Musicians	2,180.00	1,386.67	(793.33)	12,490.92	11,093.36	(1,397.56)
Nursery Workers						
510900 Nursery Workers' Wages	262.00	333.33	71.33	2,264.00	2,666.64	402.64
Total Nursery Workers	262.00	333.33	71.33	2,264.00	2,666.64	402.64
Other Personnel Expense						
510950 Payroll Accounting Expenses	245.70	316.67	70.97	2,129.19	2,533.36	404.17
510960 Workers Comp Insurance	0.00	183.33	183.33	879.50	1,466.64	587.14
510970 Field Education Student	0.00	166.67	166.67	1,720.00	1,333.36	(386.64)
510980 Temporary Help/Event Services	0.00	125.00	125.00	1,000.00	1,000.00	0.00
510985 Training	0.00	41.67	41.67	0.00	333.36	333.36
Total Other Personnel Expense	245.70	833.34	587.64	5,728.69	6,666.72	938.03
Total Personnel	26,600.25	27,407.53	807.28	211,965.47	219,260.24	7,294.77
Building & Maintenance						
Utilities & Insurance						
520100 Natural Gas	60.54	1,000.00	939.46	14,227.36	8,000.00	(6,227.36)
520110 Electricity	4,129.02	2,666.67	(1,462.35)	20,365.04	21,333.36	968.32
520120 Water	183.61	266.67	83.06	2,858.85	2,133.36	(725.49)
520130 Waste Disposal	188.52	100.00	(88.52)	1,512.64	800.00	(712.64)
520140 Telephone Service	121.18	125.00	3.82	948.65	1,000.00	51.35
520150 Internet	42.06	50.00	7.94	335.01	400.00	64.99
520160 Alarm	85.00	141.67	56.67	1,390.00	1,133.36	(256.64)
520170 Pest Control Service	0.00	58.33	58.33	616.00	466.64	(149.36)
520185 Building Insurance	0.00	2,541.67	2,541.67	15,122.00	20,333.36	5,211.36
Total Utilities & Insurance	4,809.93	6,950.01	2,140.08	57,375.55	55,600.08	(1,775.47)
Maintenance & Grounds						
520200 Building Maintenance & Repairs	3,190.12	2,500.00	(690.12)	11,457.97	20,000.00	8,542.03
520210 Cleaning Service	1,866.00	1,000.00	(866.00)	8,637.00	8,000.00	(637.00)
520220 Capital Projects	9,673.18	6,666.67	(3,006.51)	40,137.49	53,333.36	13,195.87
520290 Miscellaneous Bldg. & Maintenance	0.00	0.00	0.00	371.61	0.00	(371.61)
Total Maintenance & Grounds	14,729.30	10,166.67	(4,562.63)	60,604.07	81,333.36	20,729.29
Total Building & Maintenance	19,539.23	17,116.68	(2,422.55)	117,979.62	136,933.44	18,953.82
Other Expenses						
Outreach						
530105 Foreign Missions	0.00	240.58	240.58	0.00	1,924.64	1,924.64
530120 Local Benevolences	1,250.00	1,166.67	(83.33)	3,500.00	9,333.36	5,833.36
530130 Community Assistant Fund	881.47	208.33	(673.14)	3,139.11	1,666.64	(1,472.47)
530140 Waffle Shop	0.00	208.33	208.33	148.58	1,666.64	1,518.06
530150 Homeless Ministry - Food	1,431.48	625.00	(806.48)	9,115.45	5,000.00	(4,115.45)
Total Outreach	3,562.95	2,448.91	(1,114.04)	15,903.14	19,591.28	3,688.14

Accounts	Actual (This Period)	Budget		Actual (This Year to Date)	Budget	
		Budget (This Period)	Remaining (This Period)		Budget (This Year to Date)	Remaining (This Year to Date)
Administration						
540100 Office Equipment	256.39	291.67	35.28	2,460.68	2,333.36	(127.32)
540110 Office Equipment Maintenance	0.00	20.83	20.83	0.00	166.64	166.64
540120 Software/Programs	131.00	166.67	35.67	1,019.00	1,333.36	314.36
540140 Office Supplies	57.96	41.67	(16.29)	311.35	333.36	22.01
540150 Postage	118.80	20.83	(97.97)	218.80	166.64	(52.16)
540160 Cell Phone	110.00	58.33	(51.67)	505.03	466.64	(38.39)
540175 Parking	1,000.00	833.33	(166.67)	5,008.00	6,666.64	1,658.64
540180 Fees	25.84	41.67	15.83	481.32	333.36	(147.96)
540185 Central Treasurer-PCUSA	0.00	412.50	412.50	0.00	3,300.00	3,300.00
540190 Miscellaneous Administration	0.00	16.67	16.67	0.00	133.36	133.36
Total Administration	1,699.99	1,904.17	204.18	10,004.18	15,233.36	5,229.18
Worship & Arts						
550100 Pulpit Supply	150.00	75.00	(75.00)	300.00	600.00	300.00
550110 Worship Aids	0.00	29.17	29.17	108.30	233.36	125.06
550115 Worship Arts Supplies	0.00	83.33	83.33	75.03	666.64	591.61
550120 Music Supplies	15.00	41.67	26.67	176.01	333.36	157.35
550130 Organ & Piano Maintenance	0.00	208.33	208.33	1,848.00	1,666.64	(181.36)
550140 Organ Supply	0.00	83.33	83.33	500.00	666.64	166.64
550150 Youth Choir	0.00	62.50	62.50	167.88	500.00	332.12
550190 Miscellaneous Worship & Arts	0.00	37.50	37.50	0.00	300.00	300.00
550200 Flowers	0.00	20.83	20.83	440.00	166.64	(273.36)
Total Worship & Arts	165.00	641.66	476.66	3,615.22	5,133.28	1,518.06
Education						
560100 Youth Ministries	0.00	16.67	16.67	30.69	133.36	102.67
560110 Jean Prueher Fund	0.00	83.33	83.33	394.00	666.64	272.64
560120 Children's Art Supplies	0.00	83.33	83.33	14.97	666.64	651.67
560130 Guest Speakers	0.00	8.33	8.33	100.00	66.64	(33.36)
560140 Educational Materials	0.00	83.33	83.33	450.00	666.64	216.64
560190 Miscellaneous Education	0.00	16.67	16.67	418.00	133.36	(284.64)
Total Education	0.00	291.66	291.66	1,407.66	2,333.28	925.62
Hospitality (CL/W&MD)						
570110 Receptions	0.00	25.00	25.00	55.57	200.00	144.43
570120 Congregational Meals	172.81	41.67	(131.14)	366.94	333.36	(33.58)
570130 Bereavement/Funerals	0.00	41.67	41.67	271.04	333.36	62.32
570150 Advertising/Brochures/Public Rel.	0.00	83.33	83.33	597.93	666.64	68.71
570160 New Member Assimilation	0.00	20.83	20.83	0.00	166.64	166.64
570190 Miscellaneous Hospitality (CL/ W&MD)	0.00	8.33	8.33	57.67	66.64	8.97
Total Hospitality (CL/W&MD)	172.81	220.83	48.02	1,349.15	1,766.64	417.49
Session Expenses						
590100 Session Development/Retreat	0.00	41.67	41.67	0.00	333.36	333.36
590190 Miscellaneous Session	32.00	12.50	(19.50)	88.31	100.00	11.69
Total Session Expenses	32.00	54.17	22.17	88.31	433.36	345.05
Total Other Expenses	5,632.75	5,561.40	(71.35)	32,367.66	44,491.20	12,123.54
Total Expenses	\$ 51,772.23	\$ 50,085.61	(\$ 1,686.62)	\$ 362,312.75	\$ 400,684.88	\$ 38,372.13
Net Total	(\$ 19,020.48)	(\$ 161.69)	\$ 18,858.79	(\$ 25,760.48)	(\$ 1,293.52)	\$ 24,466.96

Downtown Presbyterian Church
Bank Reconciliation Report

Date Range: Sep 1st 2019 - Sep 2nd 2019 | General Checking - General Checking

Bank Balance

Beginning Balance	43,767.27
Cleared Transactions	(14,091.52)
Ending Balance	<u>\$ 29,675.75</u>

General Ledger Balance

Bank Ending Balance	29,675.75
Uncleared Transactions	(18,371.83)
Calculated Balance	<u>\$ 11,303.92</u>

Cleared Transactions

(\$ 14,091.52)

Deposits

32,751.75

Date	Ref	Description	Type	Amount
08/05/2019	272	Contribution Batch 1029	DEP	5,790.00
08/06/2019	265	Online Batch 229799228	DEP	120.00
08/06/2019	278	Online Pledge Transfer	DEP	1,371.89
08/06/2019	279	Online Pledge Transfer	DEP	10,004.49
08/06/2019	277	EFS NATL BRD PGM AWRD	DEP	750.00
08/12/2019	273	Contribution Batch 1030	DEP	2,822.00
08/15/2019	267	Online Batch 230860508	DEP	500.00
08/19/2019	274	Contribution Batch 1031	DEP	5,401.00
08/21/2019	268	Online Batch 231619336	DEP	25.00
08/27/2019	269	Online Batch 232276110	DEP	20.00
08/27/2019	275	Contribution Batch 1032	DEP	3,060.00
08/29/2019	6	Online Banking Transfer	DEP	2,887.00
08/30/2019	7	Suntrust Bank Interest	BKI	0.37

Withdrawals

46,843.27

Date	Ref	Payee	Description	Type	Amount
12/26/2018	41873	Mike Wilson	2018 Mileage	CHK	44.00
07/24/2019	40562	Action Security Systems	Fire Alarm and Test Inspection	CHK	745.00
07/24/2019	40564	Waste Management	Invoice#4942647-1372-3	CHK	188.96
08/01/2019	40566	Janarus - The Good Janitors	August 2019	CHK	933.00
08/01/2019	40567	Nashville Electric Service	06/21/19-07/24/19	CHK	4,129.02
08/01/2019	40569	T-Mobile	Paulino's Cellphone	CHK	55.00
08/01/2019	40568	SunTrust Bank	Suntrust CC	CHK	4,557.34
08/01/2019	40570	David Sawyer		CHK	150.00
08/01/2019	40571	Safe Haven		CHK	750.00
08/06/2019	40574	Batteries Plus LLC	LED Light Fixtures	CHK	2,338.50
08/06/2019	40575	TN Dept of Labor & Workforce	Bi Annual Inspection	CHK	120.00
08/06/2019	40576	Metro Water Services	Service from 06/28/19-07/31/19	CHK	183.61
08/08/2019	108	Vanco	Text Giving Fees	DPY	25.84
08/14/2019	40581	Modern Iron Concepts	Gate Repairs and New Locks	CHK	2,375.00
08/14/2019	40580	McWhirter Edwards Electric Company	Installing LED Lights	CHK	85.00
08/14/2019	40579	McWhirter Edwards Electric Company	Installing LED Lights	CHK	1,281.06
08/14/2019	40583	Presbyterian Outlook	Presbyterian Outlook Renewal	CHK	59.00
08/14/2019	40582	Piedmont Natural Gas	06/26/19-07/29/19	CHK	60.54
08/14/2019	40584	SP+ Parking	250 Parking Stickers	CHK	1,000.00
08/14/2019	40585	The Royal Music Guild	Choral Singers	CHK	520.00
08/14/2019	40586	Samera Zavaro	Siloam Dodgeball Fundraiser	CHK	500.00
08/14/2019	109	PayChex	Paychex Salary	DPY	8,518.52
08/15/2019	111	PayChex	Paychex Payroll Tax	DPY	1,056.34
08/15/2019	110	PayChex	Paychex Fee	DPY	124.35
08/21/2019	115	Deluxe	Suntrust Deposit Slips	DPY	57.96
08/22/2019	40594	Board of Pensions	PIN#20559 / Statement#9808508503	CHK	5,856.09
08/22/2019	40591	Presbytery of Middle Tennessee	Book of Order	CHK	32.00
08/22/2019	40587	AT&T U-Verse		CHK	163.24

Date	Ref	Payee	Description	Type	Amount
08/22/2019	40590	Koorsen Fire & Security	Inspection	CHK	275.40
08/22/2019	40588	Batteries Plus LLC	Lightbulbs	CHK	27.55
08/22/2019	40593	Waste Management	September	CHK	188.52
08/22/2019	40592	Sysco	Saturday Breakfast	CHK	820.22
08/29/2019	112	PayChex	Paychex Salary	DPY	8,444.52
08/30/2019	113	PayChex	Paychex Fee	DPY	121.35
08/30/2019	114	PayChex	Paychex Payroll Tax	DPY	1,056.34

Uncleared Transactions

(\$ 18,371.83)

Deposits

10,000.00

Date	Ref	Description	Type	Amount
07/07/2019	264	Contribution Batch 1028	DEP	10,000.00

Withdrawals

28,371.83

Date	Ref	Payee	Description	Type	Amount
07/14/2017	5152017015		DPC ER/EE Payroll Taxes Payment	JRE	262.59
07/14/2017	5152017016		DPC EE Direct Deposit Payroll Payment	JRE	6,038.34
07/17/2017	5152017017	PayChex	Payroll Service Invoice No.2017071301	DPY	750.00
07/21/2017	5152017018	SunTrust Bank	Account Analysis Fee Direct Payment	DPY	145.90
07/31/2017	5152017018		DPC ER/EE Payroll Taxes Payment	JRE	83.00
07/31/2017	5152017019		DPC EE Direct Deposit Payroll Payment	JRE	247.84
01/08/2018	41540	Lambscroft The Cookery	Saturday BF Expenses December 2017 Correction	CHK	40.36
01/08/2018	41543	Sysco	Invoice#160535096 Correction	CHK	758.61
01/08/2018	41547	SunTrust Bank	Account No. 0187 Correction	CHK	1,118.79
01/10/2018	41549	Premier Parking of TN	Account#13707/Invoice#590463 Correction	CHK	340.00
01/10/2018	41550	Premier Parking of TN	Account#13707/Invoice#580348 Correction	CHK	1,360.00
02/13/2018	41583	Lambscroft The Cookery	Saturday BF Expenses January 18 Correction	CHK	67.93
04/24/2018	41644	Lambscroft The Cookery	Saturday BF Expenses April 18 Correction	CHK	102.54
06/27/2018	41702	Lambscroft The Cookery	Saturday BF Expenses June 18 Correction	CHK	35.92
09/21/2018	41773	Sysco	Invoice#160872097	CHK	1,113.09
07/07/2019	28		Void Gift	JRE	10,000.00
08/14/2019	40578	JW Pepper	Hymns	CHK	15.00
08/14/2019	40577	Claire Armbruster	Clean-up Day & Easter Breakfast	CHK	172.81
08/22/2019	40589	Erin Bell	Clothes Closet	CHK	881.47
08/28/2019	40596	Action Security Systems	September	CHK	85.00
08/28/2019	40595	The Royal Music Guild	Choral Singers	CHK	780.00
08/28/2019	40597	Batteries Plus LLC	LED Lights	CHK	2,728.25
08/28/2019	40599	Ricoh USA, Inc		CHK	256.39
08/28/2019	40598	Janarus - The Good Janitors	September	CHK	933.00
08/28/2019	40600	T-Mobile		CHK	55.00

Joint Meeting of the Finance
and Building and History Committees
September 18, 2019 at the Downtown Presbyterian Church

I. Building and History

- a. The Flower Room:...is now empty. The Gift Shoppe stuff is now moved to another safe location.
- b. The Air Handler: ...is now fixed from the Lee Company. Mike K. is talking to Trane to see if we can replace the other side. They are also the most responsive in talking about taking the entire system conversion from pneumatic to digital. A lot of our equipment is Trane and should be cheaper than Lee Company (because they mark up the equipment).
- c. The Wall Under the Staircase: ...quotes are coming in to repair that accidental modernist art piece. This will apply to the wall in the kitchen that needs some work as well.
- d. The Empty Parking Lot: ...well, it's supposed to be empty by September 27.
- e. The Bathrooms: ...the final plans are coming soon (like next week). And we'll have soon be able to have a cost plan for that. So that means that we'll need to have our own personal dumpster to remove debris (from even the 4th floor). Should we start in October or wait until January 1st? This will come to the Session.
- f. The Light (of the Lord['s Church]): ...and Phase One is complete. Now, with dimmers! This is mainly the first floor. Phase Two for the second floor will begin soon.
- g. The Painting of the Halls: ...and quotes are coming in to paint from the Fellowship hall going back.
- h. Comcast: ...wanted us to pay to connect us to their network. And now, they will not charge us to connect it. The service will be more expensive than AT&T, but will up our speed, offer three phone lines, static IPs, and a Smart Office (essentially a security system with cameras). Perhaps we can live without the Smart Office since it's a rental cost. We think that we could actually buy our own camera system for the initial cost and then have it. We'll look at the options and make a recommendation for next month.
- i. Jimmy Cheshire: ...is an awesome gardener! Thanks, friend! And he single-handedly fixed the railing in the back. He IS awesome. And we have some renderings from a landscaper. We'd like to recommend that we call for a contribution from our church family to help pay for this beautification effort. Would you like to donate a tree? And the planting season is coming up, so we'd like to get a move on with this. We have a plan and we'll get the costs.

II. Finance

- a. Finance update: current balance as of 9/18/2019: \$15,981.48. We have some big items coming up, so we probably need to change the draw request to 10K for the building and 40K for operations.
- b. Treasurer's Report: we are under our draw amount, but with the item above, we'll get "on track" for our draw. All spendings are within parameters. Pledge

offerings are ahead of projections. Non-pledged cash offerings are down, but that's not a set number from year-to-year.

- c. **Grant Writing Committee: Thanks to David Maddox! He has recruited one person and has another one on tap. And we just got approved for a 2K food grant.**
- d. **Professional Auditing: And we'll talk to a certain, recent retiree about that (Vicki Coffin, if she's willing). Or should we get a CPA firm to do it? Dena's research led to the finding that external audits are expensive and only used when there are irregularities. Jeff and Rachel Hayes can also help with it. When we do this, we'll be able to apply for more grant opportunities!**
- e. **Budgeting meetings: And so, Jeff, Chuck, Debra Gentry and Steph Coleman met on Saturday, September 14. And lo, the news was good. We are doing ok on the budget at this point in the year. And lo, the call for budgets from the committees are out (due by the October Session meeting, please). And lo, Pastor Mike deemed it to be good. Hopefully, we'll have the initial budget ready for November and due for approval in December.**
- f. **Miscellaneous Thanks, Rachel! Our future treasurer!**

III. Next meeting? October 23, 2019

In attendance: Chuck Cardona, Mike Korak, Mary Turner, Jimmy Cheshire, Jeff Koontz, Dena Swoner, Rachel Hayes, Pastor Mike Wilson

Hospitality Meeting September 2019

Upcoming Event Dates

1. Greeters: Starting October 7th, Paulino will open and close church!
2. John Bell: Saturday, September 28: 10-3 at 2nd Pres.
3. Art Crawl: Can someone help in October? Les Kerr?
4. September 29th, Sunday, post service picnic @ Metro Parks at Mission Shelter.
5. October 20, Sunday, post service: Chili cookoff; baby shower for Chris & Dawn Leonard.
6. Waffle Shop:
 - a. Volunteer commitments from Hospitality folks – Denny
 - b. Posters – Mary; invitations to local elected officials - October
7. November/December Art Crawls

Who haven't we seen – cards?

1. Scott McGinnis
2. Cary Gibson
3. Betsy Bahn
4. Ruth & Max Butler
5. The Byls
6. David Dark
7. Betty & Dave Harkness
8. Jewly Hight

Standing Activities:

<i>Art Crawl (Michael A.; Denny, Mary regular volunteers)</i>		
<i>Date</i>	<i>Artist</i>	<i>Comments</i>
<i>Oct 5</i>		<i>Eric Near changed; Mary gone</i>
<i>Nov 2</i>	<i>William & Ann Landis Jetton</i>	
<i>Dec 7</i>	<i>The ¾ drunk Quartet</i>	

First Sunday Lunch /Sunday Meals		
<i>Date</i>	<i>Location</i>	<i>Comments</i>
<i>Sep 29</i>	<i>Shelby Bottoms</i>	<i>Annual picnic</i>
<i>Oct 6</i>	<i>Farmers' Mkt</i>	<i>Titans home game</i>
<i>Oct 20</i>	<i>Church</i>	<i>Chili Cookoff; baby shower</i>
<i>Nov 3</i>	<i>Corner Pub</i>	<i>Titans away</i>
Dec 1	Church	Decorate for Waffle Shop

Other – Potential 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. Post remodeling of chapel and bathrooms. Denny reported that at his recent homecoming, they started on Saturday evening. Perhaps we could do a Saturday afternoon/evening gig?!*

Starting Sunday, October 6, Paulino will be on site on Sunday mornings.

He will be responsible for:

- Opening the church on Sunday no later than 9:30 to accommodate Sunday School attenders
- Picking up trash outside
- Dealing with heat and A/C
- Making the coffee
- Setting up and taking down microphones, plugging in the audio recorder
 - putting batteries in handhelds and putting them on stands
 - plugging in the wired mics.
 - Removing batteries and putting them in the charger
 - returning mics to the case and vault

Note: This is the least technical but most time-consuming part of doing sound on Sundays.
- Do security patrols
- Closing and locking the church, especially the sanctuary. This would be flexible depending on after-church meetings and events.
- Helping set up for special events, meals and programs.

There are a few reasons we made this change:

- It is hard to get people to be greeters on Sundays because the list of responsibilities can be daunting. Having Paulino handle things like opening and closing, making coffee, etc. would allow more people to participate as greeters.
- Either Michael Korak or Pastor Mike usually set up the microphones on Sunday. That's not time well-spent, especially for the pastor.
- Because our greeters tend not to open the church until 10:00 a.m. or later, we make it nearly impossible for newcomers or people without a door code to come to Sunday School. The church is literally chained shut at a time when we could be encouraging more participation and fellowship.
- There are some things that need to happen regularly and consistently and that will be best accomplished by the same person doing them each week.

Paulino will take Fridays off to balance his hours.

Urban Ministry Study through The Rev. Charlie Curb Center for Faith Leadership

DPC has been asked to participate in a proposed study through the Curb Center for Faith Leadership that will be funded by a \$1 million grant from the Lilly Endowment.

The primary leaders at Belmont and the Curb Center are:

- Rev. Jon Roebuck – director of the Curb Center
- Dr. Darrell Gwaltney – dean of the College of Theology & Christian Ministry
- Dr. Bill Wilson – director of the Center for Healthy Churches

The study would initially involve 12 churches in five cities: Nashville, Philadelphia, Charlotte, Richmond and Dallas.

The study focuses on churches with traditional Christian practices that are doing innovative ministry. In our case the attraction is a small church doing a large-scale homeless feeding ministry.

The program will last 5 years and will help us develop additional practices. It will be both a “window” and a “mirror.”

Since the program will involve churches across denominations, it will also look at what’s distinctive about our traditions.

It will involve some clergy and laity retreats; DPC elders will have opportunity to participate closely.

The larger goal will be to facilitate a larger, national conversation. And ultimately create a body of work that can help churches nationally.

Growth metrics will be more missional than dollars or people.

The grant should be awarded late in 2019 and work will begin in early 2020.

The first year will be about identifying and refining five characteristics of practice and then digging in to see how those practices were effective – or not – in particular contexts.

Through conversations, demographic and process studies and with the help of consultants we will better identify our strengths and passions and do what we do more effectively.

The study recognizes that in our contemporary culture effective strategy can only be planned out 18 months to two years, not 10 or 7 or 5 years.

There is no cost to DPC for this but we will benefit by participating.