

**Pastor's Report (Mike Wilson)**  
**April 20 – May 17, 2020**

Worship services: 4 – Sunday live-streams and Good Friday Zoom

Sermons: 4

Saturday breakfast: 4

**Meetings/Events:**

All meetings have been on Zoom or other online platform and have included:

- Weekly session meetings
- Weekly staff meetings
- 3X/week all-church meetups (discontinued w/o May 11)
- Finance committee
- Weekly Middle TN Presbytery pastors' gatherings with our executive presbyters
- Project Thrive gatherings with participating pastors
- Mayor's office webinar for religious organizations
- Choral organization webinar (viewed the "short" version)
- Reopening churches webinar from Minnesota Lutherans
- CPM meeting
- Began bi-weekly individualized pastor coaching through Project Thrive and Center for Healthy Churches

I've also been calling through the DPC directory and checking in with members, especially those who haven't been in the Zoom gatherings.

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

**Study Leave & Vacation:**

- PCUSA General Assembly -- June 19, 26 27. I'll schedule a guest preacher (recorded) for Sunday, June 28
- Vacation plans are on hold but should things open up we'd likely plan some kind of time away in later summer or fall.

**Downtown Presbyterian Church**  
**Joint Building and Finance Committees**  
**Minutes (not Meeting Agenda)**

Date: May 13, 2020

Location: Zoom

Purpose: Monthly meeting

Attendees: Jake Byl (Finance chair), Jim Hoobler (Building chair), Rachel Hayes (treasurer), Chuck Cardona (minute taker), Mike Korak, Tom Wills, Denny Harris, Rachel Hayes, Pastor Mike Wilson, Mary Turner, Erin Bell, David Maddox, Jimmy Cheshire, Stephanie Coleman

---

1. Approve Minutes from April 16 Meeting (attached): **So approved.**
2. Budget report from Treasurer (attached): **There was an endowment draw of 25K, numbers were up (primarily from a one-time gift that we don't anticipate next year). Pledges are holding steady. The usual expenses (salary, building) are usual. The bigger building projects (like the second floor bathroom) are on hold for now. Smaller projects can be undertaken, like the "spiffing" of the first floor bathrooms.**
3. Update on Payroll Protection Program application: withdrawn by Session **The Session was not totally comfortable meeting the conditions/certifications required to undertake the loan (such as the necessity certification). The conditions and guidance from the administration changed since time of application. Also, the Session had other concerns that might have crossed the church/state threshold. We were approved by SunTrust, but withdrew the application.**
4. Building projects
  - a. Internet service **Comcast can support a no-cost construction of a 1 Gig line to our building. We'll have to arrange for the wiring of the church, however. Mike K. is getting bids from 2 installers. The service would include 5 SP and VOIP phone service. We would also have to rearrange our alarm services with this change. But we could even do livestreaming...**

**It would be a bit below \$400/month.**

- b. Contributor use of space, including training area **The Contributor is no longer letting vendors into the office (for social distancing). They are installing a plexiglass shield to the door to aid in safely working with the vendors. They have been rerouting how they travel through the building as well to maintain social distance, using foyer on 5th Ave.**

**This led to a discussion of how we will use the building in the future since Covid-19.**

- c. Heating in artist workspaces **How do we provide climate control to our artists in an outdated part of the building? What are the options? For the winter, oil heaters that don't use a flame could be an option. Fans seems to work pretty well with cooling in the summer. Mike will send around some suggestions, which we can then run by the insurance company and post as the only allowed heaters for artists.**

- d. Bathroom renovations / modifications for safe distancing: **Maybe some touchless fixtures, but very few relocations of current fixtures. We might have to modify the sinks if we go touchless with them. Perhaps a baby-changing table could be added. And you can kiss the old water fountains good-bye (Thanks, Covid-19!).**

- e. Other modifications for Covid-19 safety **This will be a big undertaking/project. Mike Korak shared a few tips from a guideline booklet from SFM. There are added costs (like mask requirement, admittance procedures, etc.). This will have to be discussed more extensively later because it is a very broad, deep subject that is not just about the building, but about how people interact within the building.**

5. Other business: Jake will draft letter about contributions **And that will be done soon! Thanks, Jake!**
6. Application for Emergency Food Grant **David Maddox will need to collect some numbers/stats to make this happen. This money helps us to feed our homeless brethren. Thanks, David!**
7. Schedule next meeting: tentatively June 17, 6pm

**Objectives:**

- Safe environment for members & guests.
- Minimize areas exposed so cleaning is not only easy but areas well-defined.

| <i>Area</i>        | <i>Comments/Ideas</i>   |
|--------------------|---|
| <i>Front doors</i> | <i>Greeters should be Session Members available and other volunteers.<br/>Post west front door open so no need to touch.<br/>Paulino available?</i>         |
| <i>Narthex</i>     | <i>Remove snacks, etc.<br/>Post signage noting spacing issues.<br/>Several sanitizer stands available.<br/>Kleenex available.<br/>Face masks available.</i> |
| <i>Bulletins</i>   | <i>Leave on table(s) one at each door opening.<br/>Leave on seats in pews so staggered spacing indicated.</i>   |
| <i>Offerings</i>   | <i>Regular method?<br/>Two stands in the aisle?</i>   |
| <i>Choir</i>       | <i>Perhaps solos?<br/>If upstairs would require additional cleaning.</i>  |
| <i>Homeless</i>    | <i>Greeter seats them and explains that freedom is limited.</i>   |
| <i>Bathrooms</i>   | <i>Do we need someone posted outside to watch potential homeless and let members know if someone inside?<br/>Cleaning before service?</i>                   |
| <i>Communion</i>   | <i>Presbytery Recommendations?<br/>BYOB &amp; W</i>   |
| <i>Children</i>    | <i>Special instructions?</i>  |
| <i>Cleaning</i>    | <i>Before, during, and after service<br/>High touch surfaces.</i>   |

## Time for an update

---

From: MICHAEL KORAK (mkksot@gmail.com)

To: vickcoffin@bellsouth.net; davidcmaddox@yahoo.com; dave\_four@hotmail.com;  
mikewilson@dpchurch.com; jim.hoobler@tn.gov; dlgentry53@gmail.com; mturner2614@gmail.com;  
jakebyl@gmail.com; vandygrll@gmail.com; rhayesnash@gmail.com; holly.kellar@gmail.com;  
suzielane0@gmail.com; denaswoner@dpchurch.com

Date: Friday, March 27, 2020, 09:46 AM CDT

---

While we are all dealing with the current global situation, there are some things that I have been sorting through on the DPC facility front as best I can. I have assembled this list of topics with their current status to keep all of you informed.

I have asked Trane Company to delay the meeting we had scheduled for 3/15 indefinitely. They fully understand in light of the present restrictions.

Regretfully, I received an email from Shaub Construction, the contracting firm that worked with us on the Chapel, stating that they will not be able to provide DPC with a bid for the work on the 2nd floor bathroom demolition and renovation. Their project backlog is currently overloaded and available manpower is very limited. I contacted our architect as well as Tim Johnson and asked for recommendations of other contractors that might be interested in bidding our project. I am waiting to hear back from one of the contractors that they have suggested.

I am recommending that we reduce the schedule of Janarus cleaning service to only Friday afternoon instead of Friday and Saturday. This would be for the period of time that we are unable to gather as a congregation for worship or other group activities. I would ask them to not perform any of the second floor or Sanctuary tasks that they have in the past. They would concentrate only on the first floor and do all of the tasks Friday that they would have done downstairs on Saturday, specifically clean the bathrooms. The first floor bathrooms are on their Saturday list in order to clean after the breakfast service. I assume they would reduce our monthly charge during the schedule cutback period. I will check with them today. I would like input on this recommendation before I contact Janarus.

The flagpole rust removal, painting, and re-rigging will commence "soon". Nashville Flagpole Company needs a period of consistent 60+ degree weather (and no rain) to accomplish this. I spoke with them regarding dramatic reduction of traffic during this current Covid-19 restriction. It would make it easier for them to operate their man-lift on Church Street.

Similarly, I have gone ahead and ordered the window washing service to proceed with the exterior cleaning of all the 1st and 2nd floor windows (excluding the stained glass). They will begin their work Monday, 3/30, weather permitting. I will coordinate their arrival and access to water service Monday. The job will require 3-days, but once they have access to water, I do not need to be present.

AT&T fiber internet service can install our connection, but it requires a long project schedule time. They estimate 60-90days before installation can be completed.

I have cancelled two large group tours that were scheduled over the next four weeks. The groups that were scheduled fully understand under the circumstances.

Stay safe and stay healthy,

MICHAEL