

**Pastor's Report (Mike Wilson)**  
**November 23 – December 20**

Worship services: 4

Sermons: 3 (no sermon on L&C Sunday)

Saturday breakfast: 2

**Meetings/Events:**

- Weekly staff meetings – in person
- CPM meeting – Zoom
- Project Thrive pastor group meeting – Zoom
- Communications Committee meeting
- Fishes & Loaves meeting – Zoom
- Finance and B&H meeting – Zoom

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

**Last Sunday: December 27**

**Last day on site: December 30**

**Downtown Presbyterian Church**  
**Joint Building and Finance Committees**  
**Meeting Minutes**

Date: December 19, 2020

Location: Zoom

Purpose: Monthly meeting

Attendees: Jake Byl (Finance chair), Rachel Hayes (treasurer), Stephanie Coleman, Mary Turner, Erin Bell, Michael Korak (except personnel discussion), Mike Wilson (at beginning to note availability as needed)

---

1. Building projects:

- a. Bathroom renovations: Hardin Group making progress

2. Budget planning for 2021: thanks to Rachel for lots of prep work

- a. **Discuss proposed budget: generally, estimate 2021 to look a lot like 2020 on assumption that we'll end up with about 3 or 4 months of "normal" activities like in-person worship, active use of the building, etc.**

**Took up personnel committee recommendation for 3% staff raises and had good conversation about pros and cons: pros—have done well during pandemic, upcoming uncertainty, people as priority in budget; cons—need to tighten belt during pandemic, lack of tie to individual performance evaluations. Voted in favor—with objections based on above cons to hopefully be taken up by personnel going forward—of 3% raises for non-pastor staff plus \$2,000 bonus to William for taking on a lot of new tasks in pandemic**

**Huge uncertainty about pastor salary items in budget: will depend on agreement among Session, Pastor Mike, and Presbytery Committee on Ministry. For now, calculated current pastor salary for 3 month contract term + \$20,000 to reflect possible additional stipend or expenses, interim pastor at \$3,000 / month starting in January, and \$1,200 extra pulpit supply.**

**Action items:**

- Rachel to email Dena about foreign charity from Thomas Trust
- Jake to email David Maddox about interim pastor rate

### **Waffle Shop Summary - 2020**

2020 gross: \$3,987.  
expenses: \$1,389.55  
Net: \$2,597.45

Last year's net was \$9,441.68, but the Waffle Shop team (Erin, Mary Skinner, & JoAnn Byl) are well-pleased to have kept it alive!

## 11/16/2020 Outreach Minutes

### Old business:

- Gideon's Army
  - Update?
    - No contact has happened
  - Keep trying or remove from future agendas?
    - Removing them from agenda for now
- Minute for Missions videos/in person
  - Stacy Rector sending one
  - Keep trying to schedule or wait for 2021
    - Erin has a video from Siloam
    - Re-send video from Safe Haven
    - Nations Ministry sending a video
    - The Next Door is sending a video
- Kitchen food delivered
  - Faye and Jim got the food to Chris Highfield with Luke 14:12
- Updating website and agency list
  - What did we forget to update?
    - Revise the "blip"

### New Business:

- Monroe Harding Christmas
  - Purchase gift cards from Outreach budget?
    - \$1500 to spend
  - Share info with congregation?
    - Yes, share MH Christmas events on DPC Facebook page
  - Other ideas?
    - Contact our MH person regarding best use of our funds
- Order items for Valentine's gift bags?
  - \$1500 gift cards – 100 @10 gift cards – Dollar General
  - Ask for congregation help?
    - Not this year. Bad year for a "drive" of any kind
  - Rely on our budget this year?
    - yes
- December meeting?
  - NO, communicate via email if needed.
- Paperback and puzzle no-contact exchange for congregation in January?
  - Anyone interested in spearheading this?
  - Betsy



## Communication Minutes 12/8

Opening Prayer: Erin Bell

### Waffle Shop Update (communication-specific)

1. WS sales & communications final update
  - a. Both very successful
2. Feedback on pickup day communications
3. Do we want to post/share the Waffle Shop video more publicly and, if so, how best to do that?
  - a. Yes, we would like to post it on the church's YouTube page.
  - b. Action Item: Erin B. will email participants to check that none mind it being posted on the church's YT page.
4. What is the best way to archive all the individual videos used for the final video? It would be nice to have them for general history purposes, but also for the 100th WS coming up in a few years.
  - a. Action Item: Erin B. will purchase an external hard drive and copy all WS2020 videos/photos and worship services from 10/11-to current.
  - b. Rev. Mike will also copy his files to the external drive to free up space on his hard drive.
5. Discussion of buying some vintage photos from the Tennessean.
  - a. Cost is \$125/image (non-profit rate, normally \$250) and would give us free usage for promotional videos, etc.
  - b. Action Item: Mary S. is going to check with Jim Hoobler to see if comparable photos might exist in the church somewhere before we buy these.
  - c. If we own something comparable, we wouldn't want to purchase these. However, if we can't find any others from this era, the committee agrees they are worth having.
  - d. We also discussed purchasing a photo of the church from 1954. General consensus was not to purchase, but again, if we have no others from that era, it's worth considering in the future. \*This photo is not Waffle Shop-specific, just of the church.
  - e. We do have 3 vintage photos from the Banner archives that Mary S. received permission to use. The 2 Waffle Shop photos were included in the video. We did not include the photo from the International event.

### Church Website

1. Follow up on action items:
  - a. Action item 1: Erin B. will continue to send a list of website updates to Dena S. & Justin N.
    - i. Dena S. & Justin N. will continue to delegate the list by what is editing and what is creating content and work on updates.
  - b. Action Item 2: Erin B. will create & email Justin N. a volunteer survey for the website. Justin will use it to create a form on the website so that interested people can sign up to help with events, committees, and more.

- i. Goal is to get all the various "email \_\_\_\_\_ if interested..." wording switched over to "If interested in getting involved, click here to sign up" (or other comparable wording) and linked to the volunteer form.
- ii. Hoping to more efficiently connect interested volunteers with committee or event leaders.

#### **Miscellaneous:**

1. Dena S. shared 2 directory options and will submit the cost for the year subscription (approx. \$120) to finance for the 2021 budget.
2. Reminder for Annual Report: Committee determined the ideal deadline to submit committee reports to Dena S. this year is January 18th.
  - a. If all are received on time, Dena has 2 weeks to edit and compile the reports.
  - b. Dena will then share a draft of the report with session and/or delegates of session.
  - c. Dena will be sending a copy of last year's annual report to members of session & committee chairs to help them plan for this year's report.
  - d. This timeline has been communicated to all members of the session.

#### **Email Marketing (Emma account)**

1. We are prepared to switch the E-Votion to the EMMA account.
  - a. Rev. Mike shared that the EMMA account allows the to/from email to be set by message sent, which is a feature Mail Chimp did not offer.
  - b. Mary S., Dena S., Rev. Mike, and Matt A. have set up various groups for messaging with success.
  - c. We had success using EMMA for: congregational meeting, single announcements, WS updates, and the video link to all ticket buyers.
2. Action Item: Erin B. will send Matt A. a list of emails related to the Fish & Loaves ministry for the purpose of creating a newsletter to communicate with active and potential volunteers.
  - iii. Hoping to send a year-end email with meal distribution statistics and updates as well as express much gratitude to volunteers.
  - iv. Early January may be a realistic goal for this vs. in the coming month due to existing commitments and would be nice to have the full year's data to include in the email.
  - v. Update: *This has been started. Both the email list and the email template/message are works in progress.*

#### **Live Streaming Worship Soon**

1. We'll be looking into paying someone to record/broadcast worship in the near future if anyone in the group knows someone who might be interested/qualified.
  - a. We need to determine a fair payment and set up a job description.
2. The general feedback online for live streaming worship with SlingStudio is to use custom RTMP with a service like Castor or Restream so we can post on FB & Youtube simultaneously.

- a. We may need to budget for this cost for 2021.
- b. Justin N. noted that Vimeo is great for using embedded videos, if we want to post them on the church website.

### **DPC Social Media**

- 1. Facebook
  - a. Stats - no significant change from last month.
  - b. We have integrated the FB & IG pages.
- 2. Instagram
  - a. Stats - no significant change from last month.
  - b. Mary T. and Mary S. are both posting great content! We look like an active congregation!
- 3. Youtube
  - a. Stats - no significant change from last month.
  - b. Justin N. has given admin privileges to Rev. Mike, Dena S., Erin B., & Mary S. so they can post on the church's YT page. They each have the login info now.
- 4. Twitter
  - a. No change since last meeting.
- 5. General Social Media
  - a. The photo sharing via Google link that Justin set up for us works great and we appreciate her help with it!
  - b. Dena S. is creating a document to log all of the account login information and adding who has admin privileges for the various accounts.

**Schedule next meeting:** Planning for 1/19/21 unless others have conflicts.

**Closing Prayer:** Rev. Mike