

Session Meeting Agenda, November 18, 2018

Excused: Jim Dickson, Justin Near

1. Opening prayer – Michael Korak
2. Approval of Agenda
3. Attestation of approval (or approval) of minutes of October 21 session meeting
4. Moderator's Report – *see accompanying report*
5. Treasurer's Report
6. Clerk's Report
7. Committee Reports -- *Reports should be limited to items for action only.*

Building & History – *met November 6, see report*

Finance & Administration – *met November 6, see report*

Personnel – *met November 6, see report*

Hospitality – *met October 24*

Worship & Art – *met October 22, see report*

Outreach – *met November 4*

Christian Education

Nominating Committee –

2019 Nominees: Mary Turner, David Maddox, Jim Hoobler
need to schedule congregational meeting: possible Dec. 2 after worship

8. Discussion of Contributor proposal
9. Discussion of Capital Improvement plan
10. 2019 budget discussion (this will be separate from the F&A report)
11. Continued Conversation around identity, mission and long-term goals, including review of New Beginnings material, Mike's musings, etc.
12. Examination of the roles – on hold
13. Next Meetings
Session: December 16, 2018
14. Closing Prayer

Session Meeting of The Downtown Presbyterian Church, October 21, 2018

Moderator: Rev. Mike Wilson

Present: Rev. Wilson, Moderator; Elders Cary Gibson, Vickie Coffin, Dave Coleman, Debra Gentry, Michael Korak, Chuck Cardona, Justin Near, Jack Henderson – Clerk; Jeff Koontz – Treasurer

Clerk: Elder Henderson

Excused: Elder Jim Dickson

1. **Opening prayer** – Offered by Elder Gibson at 12:46pm
2. **Approval of Agenda** – Approved with unanimous voice vote
3. **Approval of minutes from 9/16/18** – Amendment to minutes: Spelling corrections first names for Elders Gibson (Cary) and Coffin (Vickie) and approved with changes by unanimous voice vote.
4. **Moderator's Report** – Will be submitted to Clerk after meeting, was not made for meeting.
5. **Treasurer's Report** - Elder Cardona proposed that church request from the corporation to withdraw \$25,000 from General Fund and \$10,00 from Pickett Fund. Session approved with unanimous voice vote.
6. **Clerk's Report** - Nothing to report. Action on member rolls will be addressed next meeting.
7. **Committee Reports** -- Reports should be limited to items for action only.

Building & History – next meeting Oct. 24. No motions.

Finance & Administration – next meeting Oct. 24. No motions.

Personnel – next meeting Oct. 24. No motions.

Hospitality – next meeting Oct. 24. No motions.

Worship & Art – next meeting Oct. 22. No motions.

Outreach – next meeting Nov. 4. No motions.

Christian Education - Nothing to report. No motions.

Nominating Committee (Jim Dickson, chair). No motions.

8. Conversation around identity, mission and long-term goals, including review of New Beginnings material.

Conversations began focusing on looking forward to 2025 as hypothetical and arbitrary future point. Session discussed predictions and hopes for where and what the church will be in 7 years.

Topics discussed by elders:

- Fears and hopes with regards to membership and attendance growth or lack thereof.
- The larger trend of the decline in attendance in Christendom and our place in that.
- How we craft and shape and clearly communicate our identity.
- Not making decisions out of fear but out of hope.
- Keeping the Gospel central and present and urgent.
- Invest in people. Allowing creativity and failures and passion.
- Knowing that change doesn't mean destroying the past.
- Possibilities for us to be a hub and gathering place.
- Worship can be expanded beyond just Sunday morning.
- The Church is US and not the building.
- Investing in people.
- How do we truly know what the greater church community wants, and not just a vocal few?

9. **Next Meetings** Session: November 18, 2018 – Elder Korak will lead prayer to open meeting.

10. **Closing Prayer** – Offered by Rev. Wilson at 3:14pm.

Pastor's Report (Mike Wilson)
September 17 – November 16

Sermons: 6 (away 2 Sundays)

Visits, including hospital, coffee, breakfasts and lunches: 9

Tuesday Bible Study: 5

Saturday breakfast: 5

Meetings/Events:

- Worship & Arts meetings (2)
- FAPB&H meetings (2)
- CPM meeting
- Art Crawl meeting
- Hospitality meeting
- Presbytery meeting
- VDS field education supervisor meeting
- Nominating Committee meetings
- Moderated Bellevue PC session (3)
- Outreach meeting
- UKIRK dinner
- Study leave – Awakening the Soul in Ashville, NC

Pastoral expenses – approx. < \$200

Vacation & Study Leave:

- Family vacation – Dec. 27-Jan. 3. Scot Robinson preaching on December 30

Downtown Presbyterian Church Treasurers Report

Date: November 14, 2018
 To: Downtown Presbyterian Church Session
 From: Jeff Koontz, DPC Treasurer
 RE: **Financial Report for October 2018**



Financial Summary:

Bank Balance on	October 1, 2018	\$	34,449.31
Bank Balance ending	October 31, 2018	\$	27,285.90
	October	Deposit Totals: \$	47,560.60
	October	Expense Totals: \$	54,724.01
Corporate Draw Recommended next month?			No

October saw an increase of
 \$ (7,163.41) in the bank account

Monthly Summary:

October was another good month for pledges and we are currently \$16,875 ahead of budget for the year. Contributions for the year remain solid at \$12,366 ahead of budget. There were no unexpected expenses for the month.

A \$20,000 Corporation draw was made, bringing the total for the year to \$89,500 of the \$141,536 budgeted. The Marguarette Thomas Trust draw was made (\$2,887) and a check for that amount was sent to the Presbytery World Mission this month.

Weekly deposits ranged from \$2,573 to \$9,071

Statistics for the month:

- > Revenue for the month was above budgeted by \$5,341.18
- > Expenses for the month were above budgeted by \$10,884.90
- > The follow committees had expenses this month:
- > Parking expenses in October: \$ 1,000.00

Building	x
Education	x
Hospitality	x
Outreach	x
Worship & Arts	x

- > Utility expenses for the month totaled \$8,420.65 and included the quarterly Bldg Insurance but not Electric

ACS Report Attachments:

- > October 2018 Budget Analysis Report
- > October 2018 Reconciliation Report

Downtown Presbyterian Church
Analysis of Revenues & Expenses - Detail
October 2018

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)
Revenues						
Contributions						
4.100.100 - Pledged Offering	\$20,945.00	\$19,234.17	(\$1,710.83)	\$209,217.00	\$192,341.70	(\$16,875.30)
4.100.200 - Non-Pledged Offering	\$495.00	\$3,333.33	\$2,838.33	\$28,764.61	\$33,333.30	\$4,568.69
4.100.300 - Plate Offering (Cash & Coin)	\$389.00	\$833.33	\$444.33	\$7,451.70	\$8,333.30	\$881.60
4.100.400 - Memorials	\$0.00	\$8.33	\$8.33	\$1,025.00	\$83.30	(\$941.70)
Total Contributions	\$21,829.00	\$23,409.16	\$1,580.16	\$246,458.31	\$234,091.60	(\$12,366.71)
Other Revenue						
4.200.100 - Artist Utility	\$25.00	\$175.00	\$150.00	\$1,150.00	\$1,750.00	\$600.00
4.200.150 - Homeless Food Ministry	\$0.00	\$833.33	\$833.33	\$5,974.50	\$8,333.30	\$2,358.80
4.200.200 - Use of Building	\$2,569.19	\$1,000.00	(\$1,569.19)	\$13,607.86	\$10,000.00	(\$3,607.86)
4.200.250 - Weddings	\$250.00	\$333.33	\$83.33	\$350.00	\$3,333.30	\$2,983.30
4.200.350 - Outreach Revenue	\$0.00	\$0.00	\$0.00	\$235.00	\$0.00	(\$235.00)
4.200.400 - Worship & Arts Revenue	\$0.00	\$16.67	\$16.67	\$760.00	\$166.70	(\$593.30)
4.200.450 - Education Revenue	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	(\$50.00)
4.200.550 - Waffle Shop	\$0.00	\$666.67	\$666.67	(\$10,565.05)	\$6,666.70	\$17,231.75
4.200.750 - Community Discretionary Fund	\$0.00	\$416.67	\$416.67	(\$7,022.51)	\$4,166.70	\$11,189.21
4.200.800 - Fundraising	\$0.00	\$0.00	\$0.00	\$55.82	\$0.00	(\$55.82)
4.200.990 - Miscellaneous Grants/Income	\$0.41	\$1,666.67	\$1,666.26	\$2,007.06	\$16,666.70	\$14,659.64
Total Other Revenue	\$2,844.60	\$5,108.34	\$2,263.74	\$6,602.68	\$51,083.40	\$44,480.72
Endowment						
4.300.100 - Endowment Draw - Operating/Gen Fund	\$20,000.00	\$11,794.67	(\$8,205.33)	\$89,500.00	\$117,946.70	\$28,446.70
4.300.200 - Endowment Draw - Bldg/Capitol Fund	\$0.00	\$1,666.67	\$1,666.67	\$34,500.00	\$16,666.70	(\$17,833.30)
4.300.300 - Marguarette Thomas Trust	\$2,887.00	\$240.58	(\$2,646.42)	\$2,887.00	\$2,405.80	(\$481.20)
Total Endowment	\$22,887.00	\$13,701.92	(\$9,185.08)	\$126,887.00	\$137,019.20	\$10,132.20
Total Revenues	\$47,560.60	\$42,219.42	(\$5,341.18)	\$379,947.99	\$422,194.20	\$42,246.21

Downtown Presbyterian Church
Analysis of Revenues & Expenses - Detail
October 2018

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)
Expenses						
Personnel						
Pastor						
5.100.100 - Pastor Salary	\$5,903.88	\$3,935.92	(\$1,967.96)	\$39,374.49	\$39,359.20	(\$15.29)
5.100.105 - Pastor Housing	\$1,041.87	\$694.58	(\$347.29)	\$6,935.66	\$6,945.80	\$10.14
5.100.110 - Pastor Social Security/Medicare	\$531.39	\$354.25	(\$177.14)	\$3,537.37	\$3,542.50	\$5.13
5.100.120 - Pastor Pension/Medical Insurance	\$1,713.30	\$1,668.42	(\$44.88)	\$17,133.00	\$16,684.20	(\$448.80)
5.100.135 - Pastor Auto Allowance	\$0.00	\$50.00	\$50.00	\$366.15	\$500.00	\$133.85
5.100.140 - Pastor Professional Expenses	\$47.60	\$83.33	\$35.73	\$262.52	\$833.30	\$570.78
5.100.170 - Pastor Continuing Education	\$410.00	\$87.50	(\$322.50)	\$1,084.00	\$875.00	(\$209.00)
5.100.180 - Pastor Book Allowance	\$59.00	\$26.25	(\$32.75)	\$288.88	\$262.50	(\$26.38)
Total Pastor	\$9,707.04	\$6,900.25	(\$2,806.79)	\$68,982.07	\$69,002.50	\$20.43
Office Manager						
5.100.300 - Office Manager Salary	\$4,717.50	\$3,145.00	(\$1,572.50)	\$31,450.01	\$31,450.00	(\$0.01)
5.100.310 - Office Mgr Social Security/Medicare	\$360.84	\$240.58	(\$120.26)	\$2,410.93	\$2,405.80	(\$5.13)
5.100.320 - Office Manager Pension/Medical Ins.	\$1,135.64	\$732.50	(\$403.14)	\$11,356.40	\$7,325.00	(\$4,031.40)
Total Office Manager	\$6,213.98	\$4,118.08	(\$2,095.90)	\$45,217.34	\$41,180.80	(\$4,036.54)
Property Manager						
5.100.400 - Property Manager Salary	\$5,376.63	\$3,584.42	(\$1,792.21)	\$35,844.18	\$35,844.20	\$0.02
5.100.410 - Property Mgr Soc. Sec./Medicare	\$411.39	\$274.25	(\$137.14)	\$2,735.20	\$2,742.50	\$7.30
5.100.420 - Property Manager Pension/Med. Ins.	\$2,183.10	\$2,183.08	(\$0.02)	\$21,831.00	\$21,830.80	(\$0.20)
Total Property Manager	\$7,971.12	\$6,041.75	(\$1,929.37)	\$60,410.38	\$60,417.50	\$7.12
Education Director						
5.100.500 - Education Director Wages	\$2,045.76	\$1,363.83	(\$681.93)	\$13,638.38	\$13,638.30	(\$0.08)
5.100.510 - Education Dir. Soc. Sec./Medicare	\$156.51	\$104.33	(\$52.18)	\$1,043.37	\$1,043.30	(\$0.07)
5.100.520 - Education Director Pension/Med. Ins	\$1,593.56	\$1,593.58	\$0.02	\$15,935.60	\$15,935.80	\$0.20
Total Education Director	\$3,795.83	\$3,061.74	(\$734.09)	\$30,617.35	\$30,617.40	\$0.05
Music Director						
5.100.600 - Music Director Wages	\$3,030.00	\$2,020.00	(\$1,010.00)	\$20,200.01	\$20,200.00	(\$0.01)
5.100.610 - Music Dir. Social Security/Medicare	\$231.81	\$154.50	(\$77.31)	\$1,547.39	\$1,545.00	(\$2.39)
Total Music Director	\$3,261.81	\$2,174.50	(\$1,087.31)	\$21,747.40	\$21,745.00	(\$2.40)
Musicians						
5.100.800 - Musicians	\$2,384.00	\$1,386.67	(\$997.33)	\$14,889.00	\$13,866.70	(\$1,022.30)
Total Musicians	\$2,384.00	\$1,386.67	(\$997.33)	\$14,889.00	\$13,866.70	(\$1,022.30)
Nursery Workers						
5.100.900 - Nursery Workers' Wages	\$203.00	\$377.17	\$174.17	\$2,717.00	\$3,771.70	\$1,054.70
Total Nursery Workers	\$203.00	\$377.17	\$174.17	\$2,717.00	\$3,771.70	\$1,054.70
Other Personnel Expense						
5.100.950 - Payroll Accounting Expenses	\$389.68	\$250.00	(\$139.68)	\$2,924.93	\$2,500.00	(\$424.93)
5.100.960 - Workers Comp Insurance	\$439.75	\$183.33	(\$256.42)	\$1,858.00	\$1,833.30	(\$24.70)
5.100.970 - Field Education Student	\$0.00	\$83.33	\$83.33	\$0.00	\$833.30	\$833.30

Downtown Presbyterian Church
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5.100.980 - Temporary Help/Event Services	\$120.00	\$0.00	(\$120.00)	\$1,140.00	\$0.00	(\$1,140.00)
5.100.985 - Training	\$0.00	\$41.67	\$41.67	\$0.00	\$416.70	\$416.70
Total Other Personnel Expense	\$949.43	\$558.33	(\$391.10)	\$5,922.93	\$5,583.30	(\$339.63)
Total Personnel	\$34,486.21	\$24,618.49	(\$9,867.72)	\$250,503.47	\$246,184.90	(\$4,318.57)
Building & Maintenance						
Utilities & Insurance						
5.200.100 - Natural Gas	\$46.84	\$1,083.33	\$1,036.49	\$4,909.07	\$10,833.30	\$5,924.23
5.200.110 - Electricity	\$0.00	\$3,250.00	\$3,250.00	\$27,313.30	\$32,500.00	\$5,186.70
5.200.120 - Water	\$323.70	\$300.00	(\$23.70)	\$2,508.22	\$3,000.00	\$491.78
5.200.130 - Waste Disposal	\$158.35	\$83.33	(\$75.02)	\$1,335.37	\$833.30	(\$502.07)
5.200.140 - Telephone Service	\$117.17	\$166.67	\$49.50	\$1,239.27	\$1,666.70	\$427.43
5.200.150 - Internet	\$40.59	\$66.67	\$26.08	\$432.60	\$666.70	\$234.10
5.200.160 - Alarm	\$85.00	\$166.67	\$81.67	\$1,560.00	\$1,666.70	\$106.70
5.200.170 - Pest Control Service	\$88.00	\$50.00	(\$38.00)	\$864.71	\$500.00	(\$364.71)
5.200.185 - Building Insurance	\$7,561.00	\$3,112.00	(\$4,449.00)	\$25,262.25	\$31,120.00	\$5,857.75
Total Utilities & Insurance	\$8,420.65	\$8,278.67	(\$141.98)	\$65,424.79	\$82,786.70	\$17,361.91
Maintenance & Grounds						
5.200.200 - Building Maintenance & Repairs	\$873.34	\$2,933.33	\$2,059.99	\$30,561.32	\$29,333.30	(\$1,228.02)
5.200.210 - Cleaning Service	\$933.00	\$1,000.00	\$67.00	\$8,397.00	\$10,000.00	\$1,603.00
5.200.220 - Capital Projects	\$375.00	\$1,666.67	\$1,291.67	\$8,938.23	\$16,666.70	\$7,728.47
5.200.290 - Miscellaneous Bldg. & Maintenance	\$375.00	\$0.00	(\$375.00)	\$1,974.93	\$0.00	(\$1,974.93)
Total Maintenance & Grounds	\$2,556.34	\$5,600.00	\$3,043.66	\$49,871.48	\$56,000.00	\$6,128.52
Kitchen						
5.200.300 - Food/Supplies	\$0.00	\$0.00	\$0.00	\$1,113.09	\$0.00	(\$1,113.09)
Total Kitchen	\$0.00	\$0.00	\$0.00	\$1,113.09	\$0.00	(\$1,113.09)
Total Building & Maintenance	\$10,976.99	\$13,878.67	\$2,901.68	\$116,409.36	\$138,786.70	\$22,377.34
Other Expenses						
Outreach						
5.300.105 - Foreign Missions	\$2,887.00	\$240.58	(\$2,646.42)	\$0.00	\$2,405.80	\$2,405.80
5.300.120 - Local Benevolences	\$3,500.00	\$1,166.67	(\$2,333.33)	\$10,850.00	\$11,666.70	\$816.70
5.300.130 - Community Assistant Fund	\$560.21	\$416.67	(\$143.54)	\$560.21	\$4,166.70	\$3,606.49
5.300.140 - Waffle Shop	\$0.00	\$208.33	\$208.33	\$306.00	\$2,083.30	\$1,777.30
5.300.150 - Homeless Ministry - Food	\$1,132.83	\$833.33	(\$299.50)	\$5,998.97	\$8,333.30	\$2,334.33
5.300.160 - Parking - Breakfast Volunteers	\$280.00	\$158.33	(\$121.67)	\$1,391.00	\$1,583.30	\$192.30
5.300.200 - Fundraising	\$93.69	\$0.00	(\$93.69)	\$603.37	\$0.00	(\$603.37)
Total Outreach	\$8,453.73	\$3,023.91	(\$5,429.82)	\$19,709.55	\$30,239.10	\$10,529.55
Administration						
5.400.100 - Office Equipment	\$269.97	\$300.00	\$30.03	\$2,773.25	\$3,000.00	\$226.75
5.400.110 - Office Equipment Maintenance	\$0.00	\$20.83	\$20.83	\$0.00	\$208.30	\$208.30
5.400.120 - Software/Programs	\$111.00	\$100.00	(\$11.00)	\$1,626.83	\$1,000.00	(\$626.83)
5.400.140 - Office Supplies	\$0.00	\$50.00	\$50.00	\$209.03	\$500.00	\$290.97

Downtown Presbyterian Church
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5.400.150 - Postage	\$50.00	\$29.17	(\$20.83)	\$154.90	\$291.70	\$136.80
5.400.160 - Cell Phone	\$58.32	\$58.33	\$0.01	\$573.87	\$583.30	\$9.43
5.400.180 - Fees	\$0.00	\$166.67	\$166.67	\$187.11	\$1,666.70	\$1,479.59
5.400.185 - Central Treasurer-PCUSA	\$0.00	\$825.00	\$825.00	\$9,900.00	\$8,250.00	(\$1,650.00)
5.400.190 - Miscellaneous Administration	\$0.00	\$41.67	\$41.67	\$0.00	\$416.70	\$416.70
Total Administration	\$489.29	\$1,591.67	\$1,102.38	\$15,424.99	\$15,916.70	\$491.71
Worship & Arts						
5.500.100 - Pulpit Supply	\$0.00	\$75.00	\$75.00	\$900.00	\$750.00	(\$150.00)
5.500.110 - Worship Aids	\$0.00	\$29.17	\$29.17	\$166.05	\$291.70	\$125.65
5.500.115 - Worship Arts Supplies	\$0.00	\$20.83	\$20.83	\$15.86	\$208.30	\$192.44
5.500.120 - Music Supplies	\$0.00	\$41.67	\$41.67	\$456.87	\$416.70	(\$40.17)
5.500.130 - Organ & Piano Maintenance	\$0.00	\$208.33	\$208.33	\$1,906.00	\$2,083.30	\$177.30
5.500.140 - Organ Supply	\$0.00	\$83.33	\$83.33	\$250.00	\$833.30	\$583.30
5.500.150 - Youth Choir	\$450.00	\$62.50	(\$387.50)	\$450.00	\$625.00	\$175.00
5.500.170 - Parking - Musicians	\$216.00	\$150.00	(\$66.00)	\$994.60	\$1,500.00	\$505.40
5.500.190 - Miscellaneous Worship & Arts	\$0.00	\$16.67	\$16.67	\$2,244.96	\$166.70	(\$2,078.26)
Total Worship & Arts	\$666.00	\$687.50	\$21.50	\$7,384.34	\$6,875.00	(\$509.34)
Education						
5.600.100 - Youth Ministries	\$0.00	\$16.67	\$16.67	\$0.00	\$166.70	\$166.70
5.600.110 - Jean Prueher Fund	\$0.00	\$62.50	\$62.50	\$389.00	\$625.00	\$236.00
5.600.120 - Children's Art Supplies	\$0.00	\$100.00	\$100.00	\$13.98	\$1,000.00	\$986.02
5.600.130 - Guest Speakers	\$0.00	\$8.33	\$8.33	\$0.00	\$83.30	\$83.30
5.600.140 - Educational Materials	\$140.00	\$100.00	(\$40.00)	\$170.27	\$1,000.00	\$829.73
5.600.190 - Miscellaneous Education	\$0.00	\$58.33	\$58.33	\$415.00	\$583.30	\$168.30
Total Education	\$140.00	\$345.83	\$205.83	\$988.25	\$3,458.30	\$2,470.05
Hospitality (CL/W&MD)						
5.700.110 - Receptions	\$0.00	\$25.00	\$25.00	\$0.00	\$250.00	\$250.00
5.700.120 - Congregational Meals	\$102.25	\$41.67	(\$60.58)	\$207.03	\$416.70	\$209.67
5.700.130 - Bereavement/Funerals	\$0.00	\$41.67	\$41.67	\$200.00	\$416.70	\$216.70
5.700.150 - Advertising/Brochures/Public Rel.	\$0.00	\$83.33	\$83.33	\$216.00	\$833.30	\$617.30
5.700.160 - New Member Assimilation	\$0.00	\$20.83	\$20.83	\$0.00	\$208.30	\$208.30
5.700.170 - Parking - Worship	\$504.00	\$541.67	\$37.67	\$3,164.40	\$5,416.70	\$2,252.30
5.700.190 - Miscellaneous Hospitality (CL/W&MD)	\$0.00	\$0.00	\$0.00	\$56.95	\$0.00	(\$56.95)
Total Hospitality (CL/W&MD)	\$606.25	\$754.17	\$147.92	\$3,844.38	\$7,541.70	\$3,697.32
Session Expenses						
5.900.100 - Session Development/Retreat	\$0.00	\$20.83	\$20.83	\$493.41	\$208.30	(\$285.11)
5.900.190 - Miscellaneous Session	\$0.00	\$12.50	\$12.50	\$129.75	\$125.00	(\$4.75)
Total Session Expenses	\$0.00	\$33.33	\$33.33	\$623.16	\$333.30	(\$289.86)
Total Other Expenses	\$10,355.27	\$6,436.41	(\$3,918.86)	\$47,974.67	\$64,364.10	\$16,389.43
Total Expenses	\$55,818.47	\$44,933.57	(\$10,884.90)	\$414,887.50	\$449,335.70	\$34,448.20

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

Reconcile From 10/01/2018 To 11/01/2018

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

Date	Payee / Memo	Src	Status	Account Code	Withdrawal	Deposit	Ref No.	CIRD
10/02/2018	PayChex / Payroll Service Invoice No.	DPY	Open	1.000.100	\$168.00		69	Y
10/15/2018	PayChex / Payroll Service Invoice No.	DPY	Open	1.000.100	\$116.34		70	Y
10/01/2018	DPC EE Direct Deposit Payroll Payment	JRE	Open	1.000.100	\$7,548.70		71	Y
10/30/2018	PayChex / Payroll Service Invoice No.	DPY	Open	1.000.100	\$105.34		71	Y
10/12/2018	DPC EE Direct Deposit Payroll Payment	JRE	Open	1.000.100	\$7,497.70		72	Y
10/29/2018	DPC EE Direct Deposit Payroll Payment	JRE	Open	1.000.100	\$7,504.69		73	Y
10/01/2018	DPC ER/EE Payroll Taxes Payment	JRE	Open	1.000.100	\$1,033.16		74	Y
10/15/2018	DPC ER/EE Payroll Taxes Payment	JRE	Open	1.000.100	\$1,033.16		76	Y
10/30/2018	DPC ER/EE Payroll Taxes Payment	JRE	Open	1.000.100	\$1,033.17		77	Y
10/09/2018	Vanco / Text Giving Fee	DPY	Open	1.000.100	\$93.69		78	Y
10/01/2018	Sunday Morning Giving	DEP	Open	1.000.100		\$6,600.00	155	Y
10/09/2018	Sunday Morning Giving	DEP	Open	1.000.100		\$9,071.00	156	Y
10/15/2018	Sunday Morning Giving	DEP	Open	1.000.100		\$3,148.92	157	Y
10/22/2018	Sunday Morning Giving	DEP	Open	1.000.100		\$2,573.00	158	Y
10/02/2018	Text Giving	DEP	Open	1.000.100		\$640.00	159	Y
10/09/2018	Text Giving	DEP	Open	1.000.100		\$110.00	160	Y
10/10/2018	Text Giving	DEP	Open	1.000.100		\$905.00	161	Y
10/16/2018	Text Giving	DEP	Open	1.000.100		\$1,500.00	162	Y
10/23/2018	Text Giving	DEP	Open	1.000.100		\$25.00	163	Y
10/30/2018	Text Giving	DEP	Open	1.000.100		\$75.00	164	Y
10/01/2018	Online Transfer from 0175 6887295	DEP	Open	1.000.100		\$20,000.00	165	Y
10/09/2018	Margaret Thomas Trust	DEP	Open	1.000.100		\$2,887.00	166	Y
10/05/2018	Square Credit Card	DEP	Open	1.000.100		\$0.97	167	Y
10/09/2018	Square Credit Card	DEP	Open	1.000.100		\$24.30	168	Y
10/31/2018	Interest Suntrust Account	DEP	Open	1.000.100		\$0.41	169	Y
09/21/2018	Nations Ministry Center / 2018 Benevolence	CHK	Closed	1.000.100	\$1,500.00		41764	* Y
09/21/2018	Eric Near / Innovation Marbling Kit	CHK	Closed	1.000.100	\$15.86		41765	* Y
09/25/2018	Ecolab / Invoice#910319	CHK	Closed	1.000.100	\$155.07		41775	* Y
09/25/2018	Waste Management / Customer ID: 13-22339-8300	CHK	Closed	1.000.100	\$157.27		41776	* Y
09/25/2018	Wells Fargo Vendor Financial Services, LLC / Accot	CHK	Closed	1.000.100	\$227.23		41777	* Y
09/25/2018	Wells Fargo Vendor Financial Services, LLC / Checl	CHK	Closed	1.000.100	(\$227.23)		41777	* Y
09/25/2018	Sarah Jordan / Substitute Pastor 09/30/2018	CHK	Closed	1.000.100	\$150.00		41778	* Y
09/25/2018	Sarah Jordan / Check Printed Wrong	CHK	Closed	1.000.100	(\$150.00)		41778	* Y
09/25/2018	Wells Fargo Vendor Financial Services, LLC / Accot	CHK	Closed	1.000.100	\$227.23		41779	* Y
09/25/2018	Sarah Jordan / Substitute Pastor 09/30/2018	CHK	Closed	1.000.100	\$150.00		41780	* Y
09/28/2018	Nashville Electric Service / Account No. 0169561-01	CHK	Closed	1.000.100	\$3,529.46		41781	* Y
09/28/2018	The Royal Music Guild / Choir Members	CHK	Closed	1.000.100	\$610.00		41782	* Y
10/05/2018	Lee Company / Customer No. DOWN5000 Contrac	CHK	Open	1.000.100	\$310.50		41783	Y
10/05/2018	Michael Arwood / DPC Picnic Reimbursement	CHK	Open	1.000.100	\$102.25		41784	Y
10/05/2018	Mid-State Contractors / Downtown Payment - 5th A	CHK	Open	1.000.100	\$375.00		41785	Y
10/05/2018	T-Mobile / Account No. 947655377	CHK	Open	1.000.100	\$58.32		41786	Y
10/05/2018	Janarus - The Good Janitors / Customer No. 00-032	CHK	Open	1.000.100	\$933.00		41787	Y
10/05/2018	Paulino Jarquin / Netflix Custodial Work Sunday 09/	CHK	Open	1.000.100	\$120.00		41788	Y
10/05/2018	Erin Bell / Reimbursement for Clothes Closet Purch	CHK	Open	1.000.100	\$234.14		41789	Y
10/05/2018	SunTrust Bank / Account No. 0187	CHK	Open	1.000.100	\$895.88		41790	Y
10/05/2018	Presbyterian Outlook / Presbyterian Outlook Annual	CHK	Open	1.000.100	\$59.00		41791	Y
10/12/2018	Metro Water Services / Mthly:0011388300 Qtly:020	CHK	Open	1.000.100	\$113.70		41792	Y
10/12/2018	Metro Water Services / Account No. 0011388300 M	CHK	Open	1.000.100	\$210.00		41794	Y
10/12/2018	Piedmont Natural Gas / Account No. 700015513900	CHK	Open	1.000.100	\$46.84		41795	Y
10/12/2018	Erin Bell / Reimbursement for Clothes Closet	CHK	Open	1.000.100	\$326.07		41796	Y
10/12/2018	Koorsen Fire & Security / Annual Fire Inspection for	CHK	Open	1.000.100	\$244.95		41797	Y
10/12/2018	Sysco / Invoice#160913525	CHK	Open	1.000.100	\$798.79		41798	Y
10/12/2018	Brotherhood Mutual Insurance Company / Invoice#1	CHK	Open	1.000.100	\$439.75		41799	Y
10/19/2018	Ortex System, Inc. / Account No. 01-0004904	CHK	Open	1.000.100	\$88.00		41800	Y
10/19/2018	Action Security Systems, Inc. / Invoice#10439	CHK	Open	1.000.100	\$281.96		41801	Y
10/19/2018	Karen Nicolosi / Substitute Choir Director - 10/21/18	CHK	Open	1.000.100	\$150.00		41802	Y
10/19/2018	Brotherhood Mutual Insurance Company / Invoice#1	CHK	Open	1.000.100	\$7,561.00		41805	Y
10/19/2018	Board of Pensions / PIN 20559 Statement#980844	CHK	Open	1.000.100	\$6,625.60		41806	Y
10/22/2018	SP+ Parking / 250 Parking Stickers	CHK	Open	1.000.100	\$1,000.00		41807	Y
10/22/2018	Action Security Systems / Invoice#4461894	CHK	Open	1.000.100	\$85.00		41808	Y
10/22/2018	AT&T U-Verse / Account 142889501 Mthly Charge	CHK	Open	1.000.100	\$157.76		41809	Y
10/25/2018	Wells Fargo Vendor Financial Services, LLC / Accot	CHK	Open	1.000.100	\$269.97		41810	Y
10/25/2018	Lambscroft The Cookery / Saturday Breakfast Exp	CHK	Open	1.000.100	\$232.69		41813	Y
10/26/2018	Gabrielle Lewis / Pianist - 10/28/18	CHK	Open	1.000.100	\$150.00		41816	Y
10/26/2018	Mid-State Contractors / Invoice# DPCSLAB	CHK	Open	1.000.100	\$375.00		41817	Y

Total Cleared : \$54,724.01 \$47,560.60

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

Reconcile From 10/01/2018 To 11/01/2018

**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>Withdrawal</u>	<u>Deposit</u>	<u>Ref No.</u>	<u>CIRD</u>
01/08/2018	Lambscroft The Cookery / Saturday BF Expenses	CHK	Open	1.000.100	\$40.36		41540	*
01/08/2018	Sysco / Invoice#160535096 Correction	CHK	Open	1.000.100	\$758.61		41543	*
01/08/2018	SunTrust Bank / Account No. 0187 Correction	CHK	Open	1.000.100	\$1,118.79		41547	*
01/10/2018	Premier Parking of TN / Account#13707/Invoice#590	CHK	Open	1.000.100	\$340.00		41549	*
01/10/2018	Premier Parking of TN / Account#13707/Invoice#580	CHK	Open	1.000.100	\$1,360.00		41550	*
02/13/2018	Lambscroft The Cookery / Saturday BF Expenses .	CHK	Open	1.000.100	\$67.93		41583	*
04/24/2018	Lambscroft The Cookery / Saturday BF Expenses ,	CHK	Open	1.000.100	\$102.54		41644	*
06/27/2018	Lambscroft The Cookery / Saturday BF Expenses .	CHK	Open	1.000.100	\$35.92		41702	*
09/21/2018	Suzie Lane / Nursery Furniture	CHK	Closed	1.000.100	\$75.00		41774	*
10/12/2018	Presbytery of Middle Tennessee / Foreign Missions	CHK	Open	1.000.100	\$2,887.00		41793	
10/19/2018	Michael Gebhart / Substitute Organist - 10/21/18	CHK	Open	1.000.100	\$150.00		41803	
10/19/2018	UKIRK / Benevolence 2018	CHK	Open	1.000.100	\$500.00		41804	
10/25/2018	Waste Management / Customer ID: 13-22339-83002	CHK	Open	1.000.100	\$158.35		41811	
10/25/2018	The Royal Music Guild / Choral Singers	CHK	Open	1.000.100	\$744.00		41812	
10/25/2018	Siloam Clinic / 2018 Benevolence	CHK	Open	1.000.100	\$2,000.00		41814	
10/25/2018	The Next Door / 2018 Benevolence	CHK	Open	1.000.100	\$1,000.00		41815	

Total Uncleared : \$11,338.50 \$0.00

Total : \$66,062.51 \$47,560.60

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

Downtown Presbyterian Church
Bank Account Reconciliation Report
General Checking
Reconcile From 10/01/2018 To 11/01/2018

1. Enter Adjustments

Service Charges :	0.00
Interest :	0.00

2. Calculate Cleared Balance

Previous Statement Balance :	34,449.31
Service Charges :	0.00
Interest :	0.00
Cleared Deposits :	47,560.60
Cleared Withdrawals :	(54,724.01)
	<u>27,285.90</u>

3. Difference

Statement Balance :	27,285.90
Cleared Balance :	<u>27,285.90</u>
	0.00

Uncleared Deposits :	0.00
Uncleared Withdrawals :	(11,338.50)

Joint Meeting of the Finance and Administration, Personnel,
and Building and History Committees
November 6, 2018

The Cookery; 1827 12th Avenue South, Suite A; Nashville, TN 37203

- I. Building and History
- a. Sculpture: Installation next week! Additional \$750 for concrete pad (paid) **Done for 30% less than quoted!**
 - b. We are going to patch the bell tower and look at doing further repairs in the Spring
 - c. Budget **That will be forthcoming soon after one more review of possible lower costs due to weather, heating costs,**
 - d. Parking accounts
 - e. Capital Projects: 2nd floor bathrooms; Lighting; Chapel **Is it possible to redo the restroom areas? What kind of image are we projecting with them? Inquiring minds (some members) want to know. Will a shift to more LED lighting save us the money over the installation expense? Will a shift in the arrangement of the Chapel lead to a space that will be available to “small” functions? For these three things alone, a possible cost of \$50,000 comes up. Is there a possibility of a capital campaign to defray the costs of these items?**
 - f. EVENTS
 - i. NBA..11/14..Memorial **The Nashville Bar Association.**
 - ii. Hawktail..11/28..CD release event **A bluegrass band that recorded part of their album in our Sanctuary (along with photos). We get the first \$1,000 dollars with a split after that. No drinkin’ or smokin’ or cussin’.**
 - iii. Liturgists..11/30-12/1..Podcast(s) **This is gonna be cool. Ticket sales are past 400 and will cut off at 650. Thanks, Pastor Mike! Details are being worked out!**
 - iv. Intercession..2/9/19..Concert?? **This lovely group will be performing in our Sanctuary. Thanks to David and William for serving on their board and bringing them to us for a performance opportunity. It’s not definite yet, but possible.**
 - v. Choirs of America..4/5/19..day-long recitals **This organization out of California offers programs to middle-schoolers and offers workshops on performance. They will essentially take over the building this day. And we get paid, y’all!**
 - vi. Tristan Scroggins/Alyssa Rose: April 7-9 **A three-day recording session will take place. Yay!**
 - vii. 2 weddings reserved..dates?? **Dates will come up soon! And who will be the wedding coordinator?**
 - viii. Janarus..LaQuitta..baby..workload?? **She’s trained her cousin, so we thiiiiink we might have a replacement available.**
- II. Finance and Administration
- a. Finance update

- i. Current operating account balance as of 11/5/18: \$26,267.91. But we didn't deposit last week and we also have this week's deposit. There's also a little over \$50,000 in the money market. I'm assuming some of this will be transferred soon to cover the request we made at the beginning of the month. **Dave Maddox will transfer the money over soon and the deposits will be made soon!**
 - ii. Treasurer's Report: **Nothing to report! SunTrust likes to take its time with paperwork and deposits, but generally all is ok.**
 - iii. Emailing tally on Sunday: Ok, what was the solution again? **Oh, yeah. Just open the email and click on the file to send to Jeff.**
 - iv. Stewardship campaign continues! Any good people you can recommend to speak? **Ridley, Jimmy Cheshire, Tom, Jim Hoobler, Jim Dickson**
 - v. Budget-time continues! **Chuck, Jeff and Stephanie (and possibly Debra) will meet again to finalize soon. A few changes will come up later on with Pension/Healthcare expenses, not so much in 2019, but 2020. Hopefully, a draft will come in November with a finalized one in December. In the future, we are thinking about getting a draft budget to the congregation so they can see it even before the Session approval. Will presenting a deficit budget motivate/scare people into thinking "Oh! I need to pledge!" and "That's where my money goes!"**
- b. Miscellaneous

III. Personnel

- a. The benefits plan is moving forward and mostly worked out!

IV. Next meeting? January 8, 2019

In attendance: Chuck Cardona, Mike Korak, David Maddox, Jeff Koontz, Stephanie Coleman, Debra Gentry and Pastor Mike

W&A Session Report - November 2018

- Next meeting Nov 26, 6pm in Morning Brew Room at DPC
- AiR - discussed next year's gallery scheduling, advent bulletin covers, progress report on outdoor sculpture installation, and some donating to Waffle Shoppe silent auction items
- CiR - Jodie gave L&C piece update; Eric working on his piece for L&C
- Eliza name tag project on Children's Sabbath
- Approved finalized budget
- Doing an annual retreat during a meeting time (November? If not, then January)
- Advent/ L&C discussion - Nina working on art piece for sanctuary, Cary working on the first lesson

The Contributor Relaunch Proposal

The Contributor, which has officially ceased publication, is in the process of being revived by an all-volunteer group. I've spoken at length with Cathy Jennings, a Contributor board member and volunteer, about the plans for paper. And Tom Wills will be part of the revived publication. The new organization will be all-volunteer. A desire has been expressed to return to DPC as a location for editorial, vendor services and training, and bi-weekly paper distribution. This would be not unlike the arrangement we had before The Contributor moved its operations to Room in the Inn. I asked Cathy to outline the plan so that we might consider it. Below is what I received on November 5.

The Contributor has a legacy in this city. Imperfect though it may be, it does something that I've not seen other outreach programs do. The vendors make money, sure, but more importantly, I have seen relationships built between vendors and customers that give the hopeless hope and give the average person a sense of compassion. It's not a handout. Give a man a job, and he starts finding his dignity.

That's why when they ran into financial difficulties, myself and a devoted group of volunteers, including Tom Wills, stepped up to keep it alive. Since then, I've had some very interesting conversations with businessmen in Nashville. They tell me that tensions are running high downtown and they are concerned about tourism and issues with panhandlers. I don't think anyone really wants to criminalize poverty. Nor do I think that we can simply move disenfranchised people around and hope the problem gets solved. I think Nashville is at a unique juncture where the issue can be thoughtfully considered. I think The Contributor can be a part of the solution.

Butch Spyridon of Nashville Music City-the Convention Center-has offered to get all the vendor's gear to identify them-aprons, hats, thermals. Bruce Doeg of Baker Donelson, has introduced me to Nashville Downtown Partners. I am meeting with Tony Giarratano. People from all walks of life are coming to this realization: The homeless issue is not leaving. If we are going to give downtown panhandlers another way to make an income, we need the backing of all the downtown neighbors. We need to let tourists know that one part of Nashville's solution to the problem is The Contributor; our vendors get job training, a code of conduct with consequences, uniforms, and a quality product.

But I believe we need to be downtown to be more effective. Our vendor population either lives, or travels, to the center of Nashville every day. To go to Room in the Inn is an extra bus ride. Our vendor population really is not the Room in the Inn population.

We are running with a dedicated volunteer staff of 12 right now. The last board left us in debt, but we have a plan and financial backing and things are going well. RITI has waived our rent for a few months, an enormous gesture of kindness on their part.

However, we'd like to come back to our space at DPC, the old Contributor office downstairs with the side entrance. We'd also like to use the fellowship hall occasionally, once every two weeks, for paper release meetings. We'd like to keep the office on the second floor for business/journalistic endeavors, and use an empty classroom 2 hours a week for vendor training. And if possible, we'd like two parking places behind the church, as our volunteers are unpaid and downtown parking is expensive.

We are asking you to partner with us, and the city, in finding a proactive plan to deal compassionately with Nashville's growing homeless problem. I understand that it is not always an easy choice, but I believe it is one that blesses not just the homeless, but also those that give.

We obviously cannot afford to pay much in rent right now. But we would work with you and pay what we can, not as little as we can. I'm interested in your thoughts about how we might approach this to make it work.

CAPITAL INFRASTRUCTURE INVESTMENTS

Chapel renovation and re-purposing

Remove carpeting, remove pews, re-finish wood floor, re-lighting, sound equipment, tables and chairs. Est. \$17-20k

Total renovation of 2nd floor bathrooms

Sinks, toilets, plumbing, flooring, stalls, entrances. Convert both unisex. Est. \$22-25K

Upgrade facility thermostats and control valves

Replace antiquated pneumatic with digital automatic setback controls, Facility-wide HVAC modernization for energy-savings. Est. \$40-50k Target: 5yr ROI

Parlor remodel

Chairs, sofas, lighting, carpeting, sprucing-up. Est. \$5-7k

Classroom remodel

Chairs, configurable tables, large LCD TV, lighting, repaint. \$5-7k

History room repair and remodel

Repair ceiling, additional display cases, complete re-paint, re-purpose closet. Est. \$4-6K

LED lighting fitment in Fellowship Hall, first floor hallway, various rooms and offices

Replace all 1x4 fluorescent fixtures with LED low energy usage throughout first floor. Approx. 65% energy savings. Est. \$11-13K Target: 4yr ROI

Remodel 1st floor bathrooms

New stalls, add more water saving toilets, new sinks and faucets, electric handdryers, repaint/decorate. Est. \$6-8k

Eliminate water pooling and enhance alleyway green-space

Re-route sump-pump discharge, strip and re-landscape green areas, repair/replace missing or broken brickwork. Est. \$3-5K

Complete re-landscape of green space bordering alley, enhance for utilization by children

Strip/re-landscape area, replace sidewalk, picnic tables, play area. Est. \$5-7k

Improve entire facility Wi-Fi network functionality

Install network wireless repeaters and/or wiring entire as needed. Est. \$3-4k

Renovate office with outside entrance and lease space

New flooring, remodel bathroom, remove shelving, repaint. Estimated rental revenue: \$1,500-\$2,000/mo. Est. \$4-6k

Upgrade coffee and tea service

Install commercial grade direct plumbing connected hot beverage system, portable insulated dispensers, better quality coffee and tea products. Est. \$2-3k

Install guard rail on balcony edge

Safety compliant painted iron rail. Est. \$1500-2000

Facility Manager (see position terms)

3-year maximum – total \$58k

Total Estimates

Without facility manager:

\$126k to \$163k

With facility manager:

\$184k to \$221k

FACILITY MANAGER RESPONSIBILITIES

Supervise building maintenance personnel

Coordinate all maintenance and service contracts with outside vendors

Manage building supply inventory for regular operation and meal requirements

Responsible for building and premise security

Oversee property landscaping and grounds maintenance

Manage building space rentals

Organize, schedule, and be lead docent for tours of DPC

Responsibility for all public and private event coordination to include maintaining calendar of events and facility scheduling.

Manage capital infrastructure investment projects

Coordinate search, interviewing, hiring and training of new maintenance custodian

FACILITY MANAGER POSITION

Terms and Conditions

Part-time/ 3-year transitional post

TUE/WED/THU..9am-4pm (21hrs/wk)

Estimated 46 weeks per year

\$20 per hour

No FICA withholding (1099-A earnings statement)

No medical or pension benefits

No paid vacation