



## **Session Meeting Minutes (raw), January 20, 2018**

In attendance: Justin Near, Vickie Coffin, Chuck Cardona, David Maddox, Mary Turner, Scot Robinson, Jeff Koontz, Rev. Mike Wilson

Excused: Jack Henderson

Acting Clerk: Dave Coleman

1. **Opening prayer** – David Maddox

2. **Approval of Agenda** - approved

3. **Approval or attestation of approval of minutes of December 16, 2018 session meeting** - approved

4. **Moderator's Report** – see accompanying report

5. **Treasurer's Report** – Book of order states the need to re-elect the Treasurer, Jeff Koontz was nominated and re-elected. Jeff indicated 2019 to be his last year as treasurer.

Book closed for 2018, 2 concerns, ACS- (previously made efforts to fix w/ Reggie),

Correction issues of 2 and 3 years ago, going forward things should be more clear.

Pledge amounts 36,000 more in pledges than budgeted for. Non-pledged offerings, down for the year, overall, revenues are up ~27,000. Margaret Thomas Fund, check was placed in wrong place, it has been found and relocated. Budget approved last meeting, a few small updates. Budget remains the same though.

- **Not on Agenda** – assign dates for new session members to count Sunday Offering
  - 1<sup>st</sup> Davd (Cary), David Maddox
  - 2<sup>nd</sup> Vickie, Chuck
  - 3<sup>rd</sup> Jack, Debra
  - 4<sup>th</sup> Justin, (Jim), Mary Turner
  - 5<sup>th</sup> (Michael Korak) \_\_\_\_\_, Jim Hoobler

6. **Clerk's Report** – Absent as clerk was not in attendance.

**7. Committee Reports** – Reports on minutes limited to action and major discussions. Reports that were provided are attached.

**B & H-** no action items, thanking Mary & Denny for a wonderful Waffle Shop, AMAZING. Korak Document to be entered, Facility Manager report to be delivered to session monthly, Waffle Shop storage, Kitchen Supply back stocks, reorganize paper goods, infrastructure investment plan, coffee/tea/hot water (former bunn employee consult), video and recording coming up for Jim Lauderdale, Ann Landis, +. Digital lock for Art Gallery? Keep open on Sunday, no Saturday morning breakfast

**Christian Ed.-** no action items

**F&A-** discussion of the Book of Order requiring an Audit, add an additional statement (Bill Mullins, Vickie Coffin, pre-session), add this as an agenda item on the next session meeting. i.e. From Rev. Mike: Could be as simple as two elected auditor reps, sat w/ office administrator, and go through check book, and deliver an attestation that the numbers add up. Next finance meeting it will be discussed on how to enact

**Hospitality** – meeting Jan. 30<sup>th</sup>, 24<sup>th</sup> of February congregational meeting. Voted on and approved “pot luck situation.” Make sure Sunday mornings that Art Gallery Browsing room is open for members to view.

**Outreach-** meeting the 27<sup>th</sup> of January, Vickie is searching for nickname the outreach committee,

**Personnel** – Debra, suggestion that Session should vote on authorizing the building for some events. Voting can take place via e-mail to keep time commitment low, and awareness high among session. First personal meeting this past week, Joel, Jim, Mike, Debra, in action as a stand along functioning group.

**Worship and Arts-** meeting on the 28<sup>th</sup>, feb 2<sup>nd</sup>, first art crawl art show, Vanderbilt student group (Sarah Jordan was formerly involved) divinity students, engaged in the visual arts (Steve Stone), Lauren Peacock is in charge now, group show is coming together, HEADS UP: feminist issue art that is proposed to be on display, some have nudity, paintings (not photographs), W&A has seen and approved some of these paintings (with discernment and conversations w/ artists), a warning sign will be posted of the content, Sara Jordan has offered to have a program about the theological ideas involved. Details: two adult education sessions art/theology/ scripture using these pieces as examples. Use this potentially provocative material as an opportunity to show how art an theology come together. (Intersection)

**Nominating Committee-** no action items

**8. Update on the Contributor relocation back to DPC:** Contributor has drafted an agreement with input via Michael Korak, Mike Wilson, and Kathy Jennings. Jimmy Cheshire is reviewing it.

Some details include: “4 year lease with payment escalation. (2019 nothing, 2020 \$500 a month, escalating to reasonable rate No parking for staff, no alleyway digital door access, only staff has access to building, Room 214 staff only office, details in document Rev. Mike has possession of. Etc...” Will be presented to session to vote on soon likely via e-mail. A very “prescribed” usage agreement is being pursued in this situation, very clear lines.

**9. Further discussion of capital Infrastructure Investment plan (if necessary):** No in-depth conversation today, Justin and Cary have written a document that will “pitch/sell” it to the congregation. Justifying investments through needs from New Beginnings and desires of church members dating back as far as ~30 years.

**10. Conversation around possible committee restructuring and leadership**

Mary Turner - co-chair hospitality w/ Dave Coleman

Dave and Justin – co-chair Christian Education/Evangelism

\*Education idea (ask members to lead short term classes about their own spiritual journey in a Ted talks kind of way, start a conversation about their own life & then open it to a dialog.

Justin to chair communication – co-chair with Mary – a task force – a charge to better internal & external communication

David Maddox – Worship and Arts

Jim Hoobler – building and history

Other Committees remain unchanged.

**11. Continued Conversation around identity, mission and long term-goals, including review of New Beginnings material, Mike’s musing, etc.** – unable to get to this due to constraints of time.

**12. Examination of the rolls** – on hold. Clerk will follow up with Elders and report updates in annual report and at next session meeting

**13. Next Session meetings Feb. 17, 2019** - Debra Gentry opening Prayer

Presbytery: Feb. 14, at First PC, Franklin. Possibly both/either Mary Turner, David Maddox attending, but any ruling elder can attend as a commissioner, TBA

**14. Closing Prayer:** Rev. Mike Wilson

**Pastor's Report (Mike Wilson)**  
**January 21 – February 17, 2019**

Worship services: 4; 3 sermons (Scot Robinson preached on 1/27)  
Visits, including hospital, coffee, breakfasts and lunches: 7  
Tuesday Bible Study: 3  
Saturday breakfast: 2

**Meetings/Events:**

- Field Education supervisors' meeting
- Worship & Arts committee meeting
- Hospitality committee meeting
- DPC Corporation meeting
- Moderated Bellevue PC session
- Bellevue Administrative Commission meeting
- Presbytery meeting

**Pastoral expenses** – approx. >\$200

Since my year-end expenses (mileage, study leave) were roughly equal to my unpaid 2018 pledge, my expense reimbursements were applied directly to my pledge.

**Vacation & Study Leave:**

- Vacation – April 22 – 28 (Scot Robinson preaching on 4/28)
- Additional Sunday out – May 12 (niece's bat mitzvah in South Dakota) I'll just be gone from Friday to Sunday. Preacher TBD

## FACILITY MANAGER REPORT JANUARY 2019

I intend to provide the DPC Session with a brief report of the activities, status of projects, event calendar updates, and any other pertinent information as relates to the facility. The report will be prior to the scheduled Session meeting of the respective month. I will keep the points of discussion brief, but I gladly welcome all comments and questions. Please address all emails to me at [mkksot@gmail.com](mailto:mkksot@gmail.com)

- Plans to consolidate all Waffle Shop equipment and supplies to a dedicated room of the 4th floor commenced on Monday, 1/7. The WS items in the room were separated and moved to an adjacent area. Everything from the two closets on the 2nd floor were brought up to the new location. The room was then emptied of almost all other items to be either disposed of or relocated. This process will conclude with the storing of all WS items in clear plastic, labeled tubs rather than the variety of cardboard boxes that are currently in use. Mary Turner is heading up this “WS stuff” reorganization process.
- All kitchen supply “back-stock” currently stored on the 4th floor, in various closets around the building, on top of the high cabinets in the kitchen and elsewhere will be placed on the four large rolling racks, labeled, and kept against the front wall of the clothes closet. All of the racks will be organized by item type, i.e., paper goods, serving items, cleaning items, etc.
- The process of finding commercial equipment for beverage service (coffee, tea, hot water) has begun. Three companies in the industry will be quoting the system. It will be a direct plumbed and wired system providing both large volume insulated containers for Saturday breakfast and events, but also, smaller volumes of beverage on an immediate basis.
- A survey of our building’s weak wi-fi network and its upgrade to include full access to our network throughout our building is scheduled for next week.

- LED lighting products and installation service that has been investigated for the past three months is coming to a conclusion. A decision as to what areas should be upgraded first, what product we will use, and which contractor will do the staged installation should come in the next three weeks.
- The office door lock, 5th avenue entrance door locks and alleyway digital door manual override lock have been re-keyed. A register of key-holders is being kept.
- CALENDAR OF SCHEDULED EVENTS;
  - 1/22...Jim Lauderdale music video recording in Sanctuary
  - 2/24...Jet Set Ensemble recording...Anne Landis Jetton...Sanctuary
  - 3/6.....Mothers Demand Action..Fellowship Hall and Sanctuary
  - 3/28...South College School of Nursing graduation..F.H. & Sanctuary
  - 3/29...Oak Hill School student tour..60 people
  - 4/5.....Choirs of America..entire facility
  - 4/6.....Spring Spruce-up of Sanctuary work day
  - 4/8-10...Alisa Rose & Tristan Scroggins..CD recording..Sanctuary
  - 4/25....Mosaic Artists Convention tour..40 people
  - 5/23....Nashville Bar Association Memorial Gathering...F.H & Sanctuary
  - 7/13...Wedding..Sanctuary
  - 10/12...Wedding..Sanctuary

Submitted to Session at meeting on 1/20/2019

Michael Korak  
Facility Manager

## THE NEW CONTRIBUTOR AGREEMENT

A proposed lease agreement will be presented to The Contributor either the week of 1/21 or 1/28. The details of the DPC proposal have been summarized and will be presented to Cathy Jennings and Tom Wills before Jimmy Cheshire puts the final agreement into legal lease format. The previous lease will be used as the foundation for the new agreement with the following changes and stipulations;

4-year term of lease,  
Escalating lease rate on an annual basis;

- Year 1..\$0.00/month
- 2.. 500.00/mo
- 3.. 600.00/mo
- 4.. 700.00/mo

No parking for staff, volunteers, or vendors in DPC lot,

No alleyway digital door access for volunteers, or vendors. Staff ONLY, no use of number by more than one person. Access tracking will be monitored by computer for security of code system,

Unrestricted use of Contributor private entrance office,

Unrestricted use of Room 214 as staff-only office,

Fellowship Hall use for paper distribution, vendor intake and training, only on Wednesdays from 9:00am-1:00pm,

No smoking on church property to include alleyway, parking lot, and entrance walk to Contributor office

The Contributor to be responsible for lease-hold improvements;

- Remodeling of the private entrance office,
- Installation of a dedicated "Contributor" sign at the sidewalk entrance to their office,
- Installation of a light above the stairs to their office

Be advised that final agreement details are yet to be negotiated before lease is established.

**Hospitality Minutes: Wednesday, Jan. 30, 2019**  
**Location: Frothy Monkey 5<sup>th</sup> Avenue Downtown**

**NEXT MEETING: Wednesday, March 20<sup>th</sup>, 6:30; The Cookery (otherwise Frothy Monkey again)**

Attendees: Erin & Eliza Bell, Dave Coleman, Denny Harris,  
Faye & Jim Dickson, Rev. Mike, Mary Turner, Rachel Hayes, Claire Armbruster

**TDL**

- Mary to talk to Dena about getting parking passes for longer periods for: Congregational Meeting (2/24) and First Sunday in March lunch (3/3) and April 6<sup>th</sup> Spruce up for Easter.
- Rev. Mike to speak with Debra Gentry to create a job description for wedding Liaison.
- Denny & Michael Arwood will draft walking tour document for guides (Mary will send over her tour notes).
- Denny to work with Michael Korak, Paulino, and Erin to have assignments/signup sheets/supplies for Spruce up for Easter. Clean up to run 10-2 or 3pm.
- Dave to get Mary in the email loop with Lon Bouldin for Art Crawl (done).
- Claire to update greeter to do list. We'll drop snacks in the narthex on Sundays until the next Hospitality meeting.
- Mary to put information out on bulletin boards.

**Art Crawl**

- February 2 with George & Emily looking good.
- Let's get more information out regarding concerts we host; let's see who else we can host.
- Areas to "advertise" include church marquee, Downtown Partnership, sandwich board, bulletin boards.

**Book Club**

- March 14, 2019. Things going great. Joel had quick turnaround for March selection. Information disseminated in Sunday bulletins and bulletin boards!

**Congregation Meeting -Sunday, 24 February 2019.**

- Potluck with 4 "pots" being provided by Debra Gentry, Rachel Hayes, Denny Harris & Mary Turner; Faye Dickson will do sandwiches. We'll advertise for everyone to bring something.

**Good Friday Cottage Dinners – Friday, 19 April 2019**

- Hosts currently are Rev. Mike at DPC; and Dave & Stephanie Coleman.
- Will look for more hosts – see where we're at in March.

**Other things to get on – For March Meeting**

- When information regarding Mothers Demand Action (3/6) is available; provide to church members.
- Get a bingo night scheduled at March meeting; maybe post Easter at Smoking Thighs again.
- Get a bike ride scheduled at March meeting – thinking a May Saturday afternoon ride. (Rachel & Mary)
- Think about a progressive dinner during the summer (Denny).
- Open Table for de-escalation training. Ways to avoid combative behaviors and attitudes?
- Half Marathon Fundraiser.

**Additional things to put on calendars for bulletin board (Mary TDL)**

- Les Kerr performing at Jimmy Kelly's on Sunday, March 17<sup>th</sup>, St. Patrick's Day at 6pm.
- Country Music Half fundraiser: Saturday, April 27<sup>th</sup>.

# Downtown Presbyterian Church Greeter Guidelines

## *Greeters wanna greet!*



### **Kitchen – load a cart with:**

- 3 pitchers with milk, juice and ice water; cups & napkins
  - Glass of water for Pastor Mike.
  - Glass of water, half-filled and two spoons in for stirring coffee
  - Sugar and creamer – basket in drawer under the microwave\*
  - Coffee pot, prepped and ready, plug in - very far end of the kitchen next to the stove
- \* boxes for sugar refills on top of cabinet over microwave  
take 3-pronged adaptor w/ coffee pot.*

### **Take cart up Elevator**

- Turn elevator on - power and light switches are on the panel
- Unlock handicapped entrance (Outside door).

### **Set-up in Narthex**

- Cups, etc can be placed on corner table w/ coffee cart next to it.
- Plug in coffee maker (can stay on cart).
- Light switches other side of Narthex, on right.

### **Sanctuary**

- Pastor Mike's water to middle arm, front pew
  - Light large candles on the Prayer Table to the right of the pulpit\*
  - Light front candle.
  - Tidy up sanctuary: put away hymnals and bibles, refill Welcome Cards and pens, remove trash.
- \*lighter by pulpit stairs on right.*

### **Greeting duties**

- Get a name tag.
  - Unlock front doors between 10 & 10:30 a.m.\*
  - Unlock two front gates: passcode for locks is 7584 (last 4 digits church phone number).
  - Smile, welcome guests, hand out bulletins (find on center table in Narthex), and parking validation .
  - 10:55 a.m.: Ring bell 11x (or ask someone to).
  - Stay in the Narthex until around 11:10a to welcome late-comers.
- \*Keys to the glass doors on back of triangular cabinet door under the steps, back wall, elevator hallway.  
Parking validation—**sparkly red bag in center table drawer?? (not sure where it's kept but needs to be accessible)***

### **During the Worship Service**

- Count attendance during the Children's segment from balcony. Tally sheet on Narthex table. Count choir, children and adults separately. Place tally sheet in the offering plate.
- Two people take up the offering during worship. When choir finishes Offertory Song and during Doxology, walk to front handing offering plates to Pastor Mike.

### **After worship**

- Visit in the Narthex and hand out parking validation.
- Put your nametag back on the rack.
- Tidy up sanctuary: put away hymnals, bibles, pick up trash, distinguish candles.
- When guests are finished visiting, pack up and take cart to kitchen.
- Lock the outside door on the way down.
- Turn off Sanctuary lights (switch in history room), place locks back on the two front gates, lock the glass doors and lock wooden doors.
- Take hospitality items back to the kitchen. On the elevator ride down, stop halfway to lock the exterior door.
- Put everything in fridge. Pour any leftover milk or juice into the cartons. Coffee pot can stay on the cart with any remaining coffee; park the cart against the counter in front of the refrigerator.

*Thank you for making DPC a warm and welcoming community today!*

February 2019

Downtown Presbyterian Church  
Outreach Committee Meeting Notes  
January 27, 2019

Attending: Faye Dickson, Jim Dickson, Kelli Robinson, Scot Robinson, Betty McConnell, Conn McConnell, Erin Bell, Pam Swoner, Vickie Coffin, Rev. Mike Wilson

A devotional minute included the reading of Matthew 25:31-40 and a prayer from Scot.

The meeting was opened by Vickie at 12:39.

**Dollars and Cents:**

The expenses of Local Benevolences and Foreign Missions ended the year 2018 under budget by \$36.

**What's coming up in Minutes for Mission?**

New year, new schedule was drawn up. Scheduled benevolences total \$12,535, leaving \$1,435 in our budget for rainy days.

Martha O'Bryan has discontinued some of their programs, and there are concerns about what is being done with the funds we give them. No more day care or meals on wheels. There was no prior communication when these programs were discontinued. We support the Miss Martha's Ice Cream Crankin'. Suggest reducing our additional monetary support from \$2000 to \$1000?

UKirk will have a benefit at The Cookery February 21st.

We could consider The Cookery or Lambcroft Ministries for benevolent giving.

**Becoming a Sanctuary or Solidarity Church with Nashville Community Defense:**

We will consider at the next meeting.

**PC(USA) Special Offerings:**

Mike asked to consider greater participation in PC(USA) special offerings. Churches are feeling disconnected so here is an opportunity for connection. They include:

One Great Hour of Sharing – March 6-April 21; received on Easter Sunday

Pentecost – April 22-June 9; received on the day of Pentecost

Peace and Global Witness – September 1-October 6; received on World Communion Sunday

Christmas Joy – December 1-December 22; received on the Sunday before Christmas

**Project Meeting:**

The team will meet for dinner at The Frothy Monkey in February. Exact date and time to be determined.

**Next Meeting:**

Outreach Committee to meet the 4th Sunday in April, the 28th, the first Sunday after Easter.

The meeting ended at 1:52.

DOWNTOWN PRESBYTERIAN CHURCH

OUTREACH PARTNERSHIPS – 2019

<b>Nashville Community Defense (NCD)</b>	
Nashville Community Defense is an immigrant and refugee-led rapid response to ICE raids and abuse.	
DPC Advocate	Vickie
Minute for Mission	<u>February</u>
DPC Gift	\$750
<b>Tennesseans for Alternatives to the Death Penalty (TADP)</b>	
TADP seeks to honor life by abolishing the death penalty in Tennessee	
DPC Advocate	Vickie
Minute for Mission	<u>April</u> Stacy Rector to speak on TADP
DPC Gift	\$750
<b>Martha O'Bryan Center</b>	
On a foundation of Christian faith, the center empowers children, youth, and adults in poverty to transform their lives through work, education, employment, and fellowship	
DPC Advocate	Is Leslee willing to do this again in 2019?
Minute for Mission	<u>May</u> Miss Martha's Ice Cream Crankin' will take place on June 2 <sup>nd</sup> . ??? will talk it up at worship services and will coordinate.
DPC Gift	\$1000 (reduction from 2018, may reduce more)
<b>Monroe Harding</b>	
Meets the needs of children who are in or transitioning out of state custody. Having a celebration of their 125 <sup>th</sup> anniversary.	
DPC Advocate	Samera
Minute for Mission	<u>May</u> We will plan activities during the year such as putting together snack packs for the children, helping with foster parents' night out, adopting children at Christmas
DPC Gift	\$1750
<b>Nashville Opportunities Industrialization Center (OIC)</b>	
Mission is to provide education, training, counseling, and job placement services for citizens who are disadvantaged economically, educationally, and socially.	
DPC Advocate	Faye
Minute for Mission	<u>June</u>
DPC Gift	\$750
<b>Safe Haven Family Shelter</b>	
The only shelter-to-housing program of its kind in Middle Tennessee that accepts the entire homeless family.	
DPC Advocate	Faye
Minute for Mission	July
DPC Gift	\$750
<b>Nations Ministry</b>	
Nations Ministry Center helps legal refugee families become generally self-sufficient.	
DPC Advocate	Jim
Minute for Mission	August
DPC Gift	\$1500

<b>Siloam Health</b>	
Sharing the love of Christ by serving those in need of health care	
DPC Advocate	Jim
Minute for Mission	<u>September</u>
DPC Gift	\$2500
<b>UKirk Nashville</b>	
A campus ministry of the PC (USA) for students of Vanderbilt and Belmont. A benefit will be held at The Cookery on February 21 <sup>st</sup>	
DPC Advocate	Samera
Minute for Mission	<u>October</u>
DPC Gift	\$750
<b>The Next Door</b>	
Provides services for women and their families impacted by addiction, mental illness, trauma, and/or incarceration with Christ-centered, compassionate care.	
DPC Advocate	Pam
Minute for Mission	<u>November</u>
DPC Gift	\$1000
<b>Foreign Mission</b>	
DPC Advocate	Vickie
Minute for Mission	December
DPC Gift	\$365
<b>Gift Bags</b>	
To be given to guests of the Saturday Breakfast in February 2020	
DPC Advocate	Jim and Samera
Minute for Mission	December
DPC Gift	\$700

2019 Budget – \$14,000  
Planned Spending – 12,535  
Remaining in Budget – \$ 1,435

Saturday Breakfast Statistics 2018

	No of Guests	No of Volunteers	Clothes Closet	Volunteer Group	Vol Coord
1/6/2018	82	15	25	Liberty Bell	Byls
1/13/2018				Canceled due to Weather	
1/20/2018	72	27	36	Lipscomb Students and other	Jeff & Claire
1/27/2018	134	38	47	Vineyard & Belmont	Coleman
2/3/2018	99	23	65	Misc	Jeff & Claire
2/10/2018	52		78		Dixie
2/17/2018	106	23	40	Misc	Byls
2/24/2018	103	13	42	Misc	Coleman
3/3/2018	122				
3/10/2018	113	20	51	Holy Family Youth	Stephanie & Mike A
3/17/2018	111	19	0	Otter Creek	Jeff & Claire
3/24/2018	120	17	Closed	DPC	Dickson
3/31/2018	109	25	Closed	DPC	Coleman
4/7/2018	118	10	35		Byls
4/14/2018	140	24	75	The Movement Church/Holy Family	Arwood
4/21/2018	163	25	60	Church of the City, Sylvan Park	Coleman
4/28/2018	151	24	60	DPC	Koontz
5/5/2018	129	27	61	Born Again Church	Byls
5/12/2018	176	29	81	Holy Family; CLC	Williamson
5/19/2018	173	25	101	The Movement Church & Born Again Church	Armbruster
5/26/2018	199	20	81	Goodlettsville Cumberland Pres	Coleman
6/2/2018	160	20	75	Born Again Church / TSU	Tom & Tom
6/9/2018	147	18	62	Holy Family	Williamson
6/16/2018	163	18	75		Jeff & Claire
6/23/2018	176	30	52		Coleman
6/30/2018	168	35	52	Matthews NC UMC Youth	Dickson
7/7/2018	185	23	83	TSU / Born Again Church	Byls
7/14/2018	172	33	63	Holy Family	Williamson
7/21/2018	153	25	93	The Movement Church	Coleman
7/28/2018	172	25	73		Jeff & Claire
8/4/2018	141	22	80	Otter Creek	Wills/Chunka
8/11/2018	150	46	66		Leonard/Williamson
8/18/2018	168	26	104		Armbruster
8/25/2018	152	20	119	Holy Family	Coleman
9/1/2018	146	28	86	Born Again Church / TSU	Tom/Tom
9/8/2018	173	27	90		Williamson
9/15/2018	154	14	1		Koontz
9/22/2018	207	40	89	TSU/Posivity Group	Coleman
9/29/2018	210	35	128	Holy Family	Dickson
10/6/2018	188	20	100	TSU/Posivity Group	Tom/Anil
10/13/2018	207	36	118	FPC Franklin	Armbruster
10/20/2018	170	19	Closed	FPC Franklin/Holy Family/New Metro	
10/27/2018	210	35	96	Otter Creek	Coleman
11/3/2018	125	25	75	TSU Students	Tom & Tom
11/10/2018	148	29	60	Emmanuel Presby/Holy Family	Coleman
11/17/2018	132	25	56	Otter Creek/The Movement Ch	
11/24/2018	148	29	59		
12/1/2018	121	41	0	Pillsury Law Firm	Tom & Tom
12/8/2018	108	20	107		Leonard/Williamson
12/15/2018	131	22	4	Otter Creek	Jeff & Claire
12/22/2018	134	24	65		
12/29/2018	125	36	81	Scottsboro AL Church, Youth Choir, Scouts	Dicksons
<b>Total Recorded</b>	<b>7416</b>	<b>1250</b>	<b>3150</b>		
<b>Average</b>	<b>145</b>	<b>26</b>	<b>67</b>		
<b>High</b>	<b>210</b>	<b>46</b>	<b>128</b>		
<b>Low</b>	<b>52</b>	<b>10</b>	<b>0</b>		

The Downtown Presbyterian Church  
Job Description/Job Specific Evaluation

Job Title: Facility Manager

Reports To: Pastor

FLSA Status: Exempt

## FACILITY MANAGER RESPONSIBILITIES

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Manage capital infrastructure investment projects as approved by session on November 18, 2018.

Work with building property manager to coordinate all maintenance and service contracts with outside vendors.

Manage building supply inventory for regular operation and meal requirements .

Shared responsibility for building and premise security with Building Custodian.

Manage building space rentals and coordinate building use with Session approval.

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

Responsibility for ensuring safe and appropriate building use at session approved public and private events.

Work with office manager to coordinate and maintaining calendar of events and facility scheduling.

Work with Pastor and personnel committee interviewing, hiring and training of new maintenance custodian search.

Reports to pastor, including time reporting.

## FACILITY MANAGER POSITION

### Terms and Conditions

Part-time/ 2 to 3-year transitional post

(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

### Employee Declaration

I have reviewed and understand the job functions of this position and state that I can perform the essential functions without accommodations.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If an accommodation is needed, please describe the reasonable accommodations required for you to perform these essential job functions.

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Employee Name: Michael Korak

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_