

Session Meeting Agenda, January 20, 2018

Excused: Jack Henderson

1. Opening prayer – Debra Gentry
2. Approval of Agenda
3. Approval or attestation of approval of minutes of December 16, 2018 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 January 8, see accompanying report*

Christian Education –

Finance & Administration – *met January 8, see accompanying report*

Hospitality – *next meeting January 30*

Outreach – *next meeting January 27*

Personnel – *met January 15*

Worship & Art – *next meeting January 28*

Nominating Committee – *will next meet in January or February to secure three at-large members for the 2019 NomComm. This will require the participation of elders Cary Gibson and Jim Dickson even though they have rotated off session.*

We will select elder representatives for the 2019 NomComm at a later meeting.

8. Update on The Contributor's relocation back to DPC: Michael Korak and Mike Wilson
9. Further discussion of Capital Infrastructure Investment plan (if necessary)
10. Conversation around possible committee restructuring and leadership
11. Continued Conversation around identity, mission and long-term goals, including review of New Beginnings material, Mike's musings, etc.
12. Examination of the rolls – on hold
13. Next Meetings
 - Session: February 17, 2018
 - Presbytery: February 14 at First PC, Franklin. We should elect 2 elder commissioners.
14. Closing Prayer

Downtown Presbyterian Church Session Minutes - December 16, 2018

Present: Pastor Mike Wilson; Elders: Cary Gibson, Debra Gebra, Vickie Coffin, Justin Near (*taking minutes*), Dave Coleman (*left early due to illness*), Chuck Cardona, Jim Dickson, Michael Korak; Elder-elects: David Maddox; Treasurer: Jeff Koontz

Excused: Jack Henderson

1. Opening prayer – Pastor Mike Wilson
2. Approval of agenda – carried with unanimous voice vote, no amendments
3. Attestation of approval of minutes of November 18 – carried with unanimous voice vote, no amendments
4. Moderator's report (see accompanying report)
5. Treasurer's report
6. Clerk's report (clerk out of town – no report)
7. Committee reports (items for action only)
 1. B&H – office locks changed, no items for action
 2. F&A (see #9 – 2019 budget)
 3. Personnel - no items for action
 4. Hospitality - no items for action
 5. W&A - no items for action
 6. Outreach (see accompanying report) - no items for action
 7. Christian Ed - no items for action
 8. Nominating Committee - no items for action
8. Update on Contributor Proposal (Korak & Wilson) – had meeting w/ Cathy Jennings and Tom Wills to continue conversation about Contributor's proposal to bring full operations back to DPC; pastor and facility manager to continue discussion and plan moving forward, drafting a proposed contract
9. 2019 budget presentation and discussion (combined discussion of #9 and #10) – fine-tuning and discussion of revenue and expenses; approved 2019 budget unanimously w/ minor item amounts to be checked by Jeff
10. Discussion of capital infrastructure investment plan - Justin and Cary working on written document containing the plan's importance to people and its relation to New Beginnings; the draw will nearly deplete the Plant fund; Personnel okayed hiring a Facility Manager, and the salary for that position is being split between the capital draw and the church
11. Conversation around possible committee restructuring (tabled until next meeting)
12. Continued conversation around identity, mission and long-term goals, including review of New Beginnings material, Mike's musings, etc (tabled until next meeting)
13. Examination of rolls (on hold, clerk out of town)
14. Next meeting – session: January 20, 2018; Debra Gentry opening prayer
15. Closing prayer

Pastor's Report (Mike Wilson)
December 17, 2018 – January 20, 2019

Worship services led: 6 (includes Christmas Eve and Christmas Day)

Visits, including hospital, coffee, breakfasts and lunches: 6

Tuesday Bible Study: 2

Saturday breakfast: 3

Meetings/Events:

- CPM meeting
- Finance & Admin. and Building & History meeting
- Personnel meeting
- Moderated Bellevue PC session
- Bellevue Administrative Commission meeting

Pastoral expenses – approx. >\$500

Note: This number will be significantly higher next month because I will submit some year-end expenses for study leave and milage.

Vacation & Study Leave:

- Next vacation will be after Easter, exact dates TBD

Joint Meeting of the Finance and Administration
and Building and History Committees
January 8, 2019

Downtown Presbyterian Church

- I. Building and History
 - a. Building access issues and re-keying of doors: **We've had issues with people just entering the church and not leaving (this was especially made clear this past Saturday with a person). The office has been re-keyed and three doors will be re-keyed. We need to be vigilant in not propping open doors.**
 - b. Contributor re-establishment of operations at DPC: **Mike and Pastor Mike are having discussions with the new Contributor staff ironing out rules and guidelines for their tenancy. We are looking forward to working out all the details and being a part of this valuable community service.**
 - c. Re-lighting of Fellowship Hall and the first floor: **New fixtures will be tested to change out from fluorescent to LED. 51 fixtures will initially be changed and this will cut our electricity bill greatly over the long term. We have two bids so far and will go with the best for the money.**
 - d. New Facility Manager role and responsibilities: **The Session and this committee has been looking at how we manage our building and the eventual Paulino retirement. We the hiring of Mike Korak as the FM, in a part-time position that will only pay salary and no benefits. In addition, Mike will act as a booking agent that will coordinate events and maintain contractual agreements. This will run for a period of 2-3 years. We feel that in many ways, this position will help get the DPC name out more in the community as well as provide a stream of income that will more than pay for itself.**
 - e. DPC event calendar importance: **We need to be more attentive to coordinating our activities. We don't want to cross events. Dena is our point person for this. LET HER KNOW AND SHE'LL PUT IT ON THERE.**
 - f. The Liturgists: **They loved us so much that they want to come back! We'll see them—tentatively—the Saturday before Thanksgiving!**
 - g. Spring Work Day: **Boy, we need one. There's a bunch of stuff that we can get done as a church. Denny will head up an effort to get this going. The tentative day is April 6th, 2019. Tentative name? "Spruce Up for Easter and/or Jesus!"**

- II. Finance and Administration
 - a. Finance update
 - i. Current operating account balance as of 1/6/19: \$56,543.89: **This is a great way to start the year!**
 - ii. Treasurer's Report: **Nothing big to report. The SunTrust statement will be out this week and we'll be able to close the books on the year.**
 - iii. Final tally of the stewardship campaign: **The final pledge amount for 2019, was around \$214,000. This is a little bit lower than in years past.**
 - iv. Waffle Shop Results?: **Took in over \$10,000 with a profit of over \$8,000! This is more than twice what we earned than last year! Expenses were**

reduced by over \$1,000. This is AMAZING! Thanks to Denny, Mary and so many volunteers! How about doing it again next year?

b. Miscellaneous

III. Next meeting? February 5, 2019

In attendance: Chuck Cardona, Mike Korak, Pastor Mike Wilson, David Maddox, Jeff Koontz, Denny Harris, Mary Turner

Mike's Committee Thoughts for 2019

The Book of Order says, "The session shall have responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness." (G.3-0201)

Under that general description the BOO give three primary responsibilities, the third of which is the most specific. The session is to:

Nurture the covenant community of disciples of Christ. This responsibility shall include receiving and dismissing members; reviewing the roll of active members at least annually and counseling with those who have neglected the responsibilities of membership; providing programs of nurture, education, and fellowship; training, examining, ordaining, and installing those elected by the congregation as ruling elders and deacons; encouraging the graces of generosity and faithful stewardship of personal and financial resources; managing the physical property of the congregation for the furtherance of its mission; directing the ministry of deacons, trustees, and all organizations of the congregation; employing the administrative staff of the congregation; leading the congregation in participating in the mission of the whole church; warning and bearing witness against error in doctrine and immorality in practice within the congregation and community; and serving in judicial matters in accordance with the Rules of Discipline. (G.3-0201c)

What the BOO *doesn't* say is how, specifically, the session is supposed to handle all of that. But it does say, "Councils¹ may designate by their own rule such committees and commissions as they deem necessary and helpful for the accomplishment of the mission of the church" (G.3-0109)

And indeed, most churches create committees to dispatch the responsibilities listed above. But to be clear, the BOO does not mandate committees or prescribe what committees to have, if you have them. That means we have the latitude to create, redefine, merge, split or dissolve committee as needed.

So, I'd like to outline some ideas for DPC committees for 2019.

The following committees would remain relatively unchanged for 2019:

- **Finance & Administration** – *Chair: Chuck Cardona*
- **Outreach** – *Chair: Vicki Coffin*
- **Personnel** – *Chair: Debra Gentry*

¹ The "councils" of the church include the General Assembly, presbyteries, synods and sessions.

Worship & Arts – the mandate of W&A would remain the same although we definitely need more participants given the loss of two key committee members, Cary Gibson and Justin Near. I'd also like for this committee to take up a couple of important practical matters:

- Weekly sound system setup (currently handled by the pastor)
- Communion setup (currently handled solely by Ilene Claremont)

Chair: David Maddox

Building & History – B&H will have the same responsibilities for 2019 but the chair of the committee will have a different role. This is because Michael Korak will be serving for two or three years on staff in the newly created position of Facility Manager. His responsibilities will include many of those that in recent years have been handled on site, during the day, by the B&H chair. This includes meeting and working with contractors and vendors, coordinating repairs and services, coordinating building and premise security, and more. (The personnel committee is preparing a detailed job description for the facility manager.) So the chair of B&H would serve as a liaison between the facility manager and the session and work with the larger B&H committee to prioritize and authorize projects. The chair would also be responsible for communicating with the congregation about the work of B&H, which will be substantial once the infrastructure investment plan is underway.

Suggested Chair: Jim Hoobler

Hospitality – The current hospitality committee is the result of the 2015 merger of the Congregational Life and Member Development committees. At the time that seemed like a good idea but now it may be time to divide the committee back in two.

One group would be responsible for things like church lunches and dinners, Waffle Shop, Sunday morning greeters and snacks, the Good Friday cottage dinners, and other social activities; the work formerly done by Congregational Life.

Another group would focus on evangelism, new member retention and integration, new member classes (in coordination with the pastor) and other activities and events geared toward those who are not already members (or deeply involved and integrate non-members); the work formerly assigned to the Member Development committee.

Chair: Dave Coleman -- and if we decide to split the committee we'll likely need another person to co-chair.

Christian Education – In 2019 this committee needs to focus on developing a diverse and robust adult education program. I believe that will best be accomplished by two people serving as chairs, at least for one year.

Suggested co-chairs: Mary Turner and Justin Near

Additionally, we need even greater focus on **communications**. This includes better, clearer and more affective online and social media communication *and* leveraging all realistic advertising opportunities to make ourselves known. I would suggest the formation of a standalone Communications committee.

As we consider how to execute the committee work we should remember that there are skilled and eager people in our congregation who can take on much of the heavy lifting. Committee chairs, along with Pastor Mike, need to recruit additional committee members or invite people to take on one or two clear and defined tasks. Nobody likes meetings and many people loathe them. But there will be folks who, when asked, will do a job.

We might also consider that while the session is ultimately responsible for the work of committees, not all committee chairs have to be elders actively serving on session.