

The Downtown Presbyterian Church
Session Meeting of March 20, 2023 Minutes

A meeting of the Session of The Downtown Presbyterian Church was held via Zoom on March 23rd, 2022 beginning at 6:30 p.m.

In Attendance: Erin Bell (Clerk), Samera Zavaro, Tom Wills, Denny Harris, Betty McConnell, Tara Herbert, Rachel Hayes (treasurer), and Rev. Larissa Romero (moderator)

The meeting was called to order by Rev. Larissa Romero at 6:36. An opening prayer was offered by Rev. Romero.

Approval of agenda:

Motion to approve the agenda from Ms. McConnell, second by Ms. Zavaro; the motion carried.

Approval of minutes from the previous two meetings:

Motion to approve the minutes from the February 20th session meeting from Mr. Harris, second by Ms. McConnell; the motion carried.

Moderator's Report:

Rev. Romero shared her insights on the past month's activities at DPC.

One item of particular note, the pastor has been collaborating with Rev. Handy at McKendree UMC to coordinate a combined Maundy Thursday service for DPC & McKendree UMC.

Clerk's Report:

The session reviewed & updated the church membership role.

Treasurer report: see posted report

Ms. Hayes is continuing to train and support the office manager in bookkeeping tasks as needed.

Motion from Mr. Harris to draw \$15,000 from the endowment to cover operating expenses, 2nd by Ms. Herbert; the motion carried. The draw is necessary due to two large payments (quarterly insurance payment & annual dues to the Presbytery) being paid within the same month in addition to the regular operating expenses.

We are currently seeking a treasurer for 2024. Ms. Hayes will be transitioning out of this role next year and would appreciate the opportunity to train the next person for the position.

Committee Reports:

- Business Management - *no posted report*
 - Mr. Harris shared that the gas regulators at the church need to be replaced and the parts have been ordered. In the next month's meeting, the Session will need to discuss paying for the installation.
 - **Action item:** Mr. Harris will follow up with Ms. Hayes on the amount raised for the handbells, and will confirm that a line item has been added to the budget for handbell expenses & revenue.
- Hibbs Sub-committee:
 - The committee has received a commercial appraisal.
 - DPC is engaged with Wesley CDC and McGuigan Associates to receive proposals on the Hibbs building.
- Communications - *see posted report*
- Community Engagement - *see posted report*
- Faith Formation - *see posted report*
- Missions - *see posted report*

Discerning Personnel Needs for the Coming Year:

The session devoted a significant portion of time to evaluating the church's needs for the vacant staff positions. Following this discussion, the Session offered recommendations to help guide the work of the Personnel Committee.

(Note: The office position is currently being filled using a part-time temporary contract, thus meriting the discussion of DPC's long-term office management needs. The Director of Education position has been posted in various places.)

Project Thrive:

The Project Thrive team participated in a large-group gathering of Project Thrive churches at Brook Hollow Baptist Church. This meeting centered on church finances, with the leadership recommending an open policy around church giving. The committee advocated for more transparency around financial contributions to the church.

VDS Intern Update:

Our current intern has 1 month remaining in her internship and will be preaching this Sunday (3/26).

Congregational Care & Life Issues:

Review of congregational care concerns and how best to care for our members.

Action item: The Session tasked the Business Management Committee with evaluating the church's parking lot and how we can best care for those within our church family who need accessible parking.

Next meeting & Reminders:

- Next meeting: April 17th, 2023 at 6:30 p.m, *pending confirmation a quorum of the session can attend.*
- Reminder: Please give Michelle the dates and times of upcoming committee meetings.

Volunteers for Promoting Trust & Connection:

- Lead the next opening prayer: Ms. Herbert (April)

Motion to adjourn from Ms. Zavaro, seconded by Ms. Herbert; the motion carried.

Closing Prayer led by Mr. Wills

Meeting adjourned at 8:34

Rev. Larissa Romero
Moderator
The Downtown Presbyterian Church

Erin Bell
Clerk of Session
The Downtown Presbyterian Church