

The Downtown Presbyterian Church
Session Meeting of May 15th, 2023 Minutes

A meeting of the Session of The Downtown Presbyterian Church was held via Zoom on May 15th, 2023 beginning at 6:30 p.m. Session did not hold a regular meeting in April of 2023.

In Attendance: Erin Bell (Clerk), Shevy Smith, Samera Zavaro, Tom Wills, 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. Mr. Wills offered an opening prayer.

Approval of agenda:

Motion to approve the amended agenda from Ms. Zavaro, second by Mr. Wills; the motion carried.

Visit with Shevy Smith:

Shevy Smith shared information about herself and why she is committing to join The Downtown Presbyterian Church. The discussion pertained to her personal statement of faith.

Motion from Ms. Zavaro that Shevy Smith be received into membership upon a statement of her faith. Second from Mr. Booth; the motion carried with unanimous approval. Liturgy for receiving Ms. Smith into the church will be scheduled for an upcoming worship service.

Treasurer/Business Management Report: see posted report

Ms. Hayes shared the treasurer's report, along with updates from the business management committee on behalf of Mr. Harris.

Ms. Hayes shared an update on recently-paid expenses that will be due soon. **Motion** from the business management committee to draw \$21,332 from the endowment to cover operating and capital expenses. The motion carried.

In addition to the amount requested for the endowment draw, repairs are needed for the elevator to the fourth floor. The cost for the elevator repair is higher than anticipated, and previous repairs, b/c the church had to order several of the parts needed for repairs. **Motion** from Mr. Booth to authorize the business management committee to spend up to \$3,290 for repairs to the elevator in the Hibbs Building, seconded by Ms. Zavaro; the motion carried.

Noting a number of pending expenses, along with payroll, Ms. Hayes requested an additional draw of \$7,000 to meet operating expenses for the coming month. **Motion** from Mr. Wills to authorize an endowment draw of \$7,000 for operating expenses; 2nd by Mr. Booth; the motion carried.

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.

Approval of minutes from the previous two meetings:

Motion to approve the minutes from the March 20th, 2023 session meeting from Mr. Wills, seconded by Ms. Zavaro; the motion carried.

Moderator's Report:

Rev. Romero shared her insights on the upcoming pastoral transition.

Clerk's Report:

The clerk offered an update on the membership roll to the Session, and a reminder that membership is only one element of the DPC faith community.

Motion from Mr. Wills to ratify the action taken by the session on April 10th (to “approve the movement of \$14,000 from the endowment to the church's main account), and to amend the record to state that the \$14,000 was moved from the Wills fund to the church's main account. Second from Mr. Booth; the motion carried.

Committee Reports:

- Business Management - *see posted reports*
 - Previous annual budgets had underestimated revenue and overestimated expenses. This year's budget is aligned with actual revenue and expenses.
- Communications - *see posted report*
- Community Engagement - *see posted report*
 - The committee is working on plans for a successful pastoral transition for the congregation and for Rev. Romero.
 - In the coming month, the committee leaders will meet with the pastor to evaluate care circles and check to see that leaders feel properly supported.
- Faith Formation - *see posted report*
 - Ms. Herbert shared updates from the recent curriculum meeting with parents.
 - We are still short-handed in the nursery and need additional workers.
- Missions - *see posted report*
 - The meal ministry will return to the fellowship hall on June 10th. Plans are being made for this transition. The next phase of planning will center on fundraising.
 - A volunteer reception & kitchen blessing is planned for June 3rd from 10-noon.
 - The local benevolence for May is The Next Door.
- Personnel Report:
 - Mr. Booth & Ms. Zavaro shared updates on the office manager position. Their recommendation to Session is to keep the position temporary until the next called pastor is installed.
 - The Director of Education position has been posted in various places. There are no applicants to report.

Project Thrive Update:

Ms. Zavaro & Mr. Wills shared a quick update on the work of the Project Thrive committee.

Noting Transitional Leadership Needs:

Rev. Romero & Ms. Bell shared long-range plans for the upcoming pastoral leadership transition, which were formed in the community engagement meeting. Rev. Romero also described the plans in place to fill the pulpit in her absence on upcoming Sundays of note.

Congregational Care & Life Issues:

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

Next meeting & Reminders:

- Next meeting: June 26th
- The worship service on June 17th will be held at McKendree UMC, due to the absence of both Rev. Romero & Dr. Taylor.

Reminder: Please give Michelle the dates and times of upcoming committee meetings.

Volunteers for Promoting Trust & Connection:

- Lead the next opening prayer: Ms. Herbert
- Mr. Booth will offer a session update when he leads the church in worship on the 21st.

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

Closing Prayer led by Ms. Zavaro.

Meeting adjourned at 8:26

Rev. Larissa Romero
Moderator
The Downtown Presbyterian Church

Erin Bell
Clerk of Session
The Downtown Presbyterian Church