

The Downtown Presbyterian Church
Session Meeting of August 21st, 2023 Minutes

A meeting of the Session of The Downtown Presbyterian Church was held at the residence of John Booth on August 21st, 2023 beginning at 4:42 p.m.

In Attendance: Samera Zavaro, Tom Wills, Denny Harris, Betty McConnell, Tara Herbert, John Booth, Erin Bell (Clerk), Rachel Hayes (treasurer), Rev. Claire Berry (moderator);

Mr. Wills led an opening prayer. Rev. Berry called the meeting to order at 6:45 p.m.

Approval of the Agenda:

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

Approval of Minutes:

Motion to approve the minutes of the Session's stated & special-called meetings in July from Mr. Harris, second by Ms. Zavaro; the motion carried.

Update from the PNC:

Rev. Claire Berry shared an update from the Pastor Nominating Committee with the Session. The Session reviewed the procedures for calling a pastor.

Insights from Interim Moderator, Rev. Claire Berry

Rev. Berry commended the Session for their excellent leadership in the past month. She offered her support for the coming month and expressed an intention to guide the Session with utmost respect for the polity of calling a new pastor.

Clerk's Report: - *none at this time*

Treasurer/Business Management Report: - *see posted report*

Ms. Hayes shared the treasurer's report and updates from the business management committee. A budgeted draw of \$9,000 was taken to cover the insurance payment in August.

Ms. Zavaro recently completed an application for a tax credit from the IRS for the ERTC program. The fees have been paid; DPC should now begin receiving the funds. The Session commended Ms. Zavaro & Ms. Hayes for their work on procuring the refund.

Committee Reports:

- Business Management - *no posted report*
 - The elevator company is still working to source parts; repairs are hopeful.
 - The committee is still negotiating terms for updating the parking lot mural.
 - The lease with The Contributor has been updated as approved in last month's Session meeting.

- Communications - *see posted report*
- Community Engagement - *see posted report*
- Faith Formation - *see posted report*
- Missions - *see posted report*

Project Thrive Update:

The church received a letter of engagement (LOE) from Wesley CDC. However, the document was returned for essential revisions. The committee is waiting for the updated LOE at this time.

Project Thrive awarded a \$15,000 grant to DPC. The church must submit documentation and designate a representative of the church to attend a PT retreat in order to receive the funds.

Noting Transitional Leadership Needs

The Session revisited plans to follow up with visitors and respond to welcome cards.

Motion from Mr. Booth to authorize Ms. Bell and Ms. Zavaro to respond to building use requests until a pastor is called; 2nd by Ms. Herbert; the motion carried.

Congregational Care & Life Issues:

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

Next meeting & Reminders:

- Next meeting: September 19th at 4:30, to be hosted by Mr. Booth
- **Reminder:** Please continue to email committee meeting details to info@dpchurch.com.

Volunteers for Promoting Trust & Connection:

- Lead the next opening prayer: Mr. Booth
- Update to the congregation: Mr. Harris

Motion to adjourn from Mr. Harris, seconded by Ms. Zavaro; the motion carried. The meeting adjourned at 6:44. Rev. Berry closed the meeting in prayer.

Rev. Claire Berry
Interim Moderator
The Downtown Presbyterian Church

Erin Bell
Clerk of Session
The Downtown Presbyterian Church