

The Downtown Presbyterian Church  
Session Meeting Minutes - November 27th, 2023

A meeting of the Session of The Downtown Presbyterian Church was held at the residence of John Booth on November 27th, 2023 beginning at 4:30 p.m.

In Attendance: Samera Zavaro, Tom Wills, Denny Harris, Betty McConnell, Tara Herbert, John Booth, Rachel Hayes (treasurer), Erin Bell (Clerk), and Rev. Zach Sasser (Moderator)

Mr. Wills led an opening prayer. Rev. Sasser called the meeting to order in prayer at 4:44 p.m.

Approval of the Agenda:

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

Approval of Minutes:

**Motion** to approve the minutes of the Session's stated meeting and the congregational meeting in September from Ms. Zavaro, second by Mr. Harris; the motion carried.

Ratification of Session Action:

Motion from the clerk to ratify the action taken by the Session via email (to call a congregational meeting on December 10th following worship; to approve a \$10,000 draw from the Corporation to cover operating expenses), 2nd by Mr. Harris; the motion carried.

Pastoral Welcome and Introduction:

Rev. Sasser introduced himself to the Session and asked for each member's key vision for the role of a pastor. He then shared his insights on the role of Teaching Elder.

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

Ms. Hayes shared the treasurer's report and highlights of the current financial status of the church. \$9,000 was withdrawn from the endowment, but the budgeted draw was not needed at this time. The Session will consider how best to express appreciation for donations going forward.

At the start of the month, Virtual Ministry Architects (VMA) started the work of its finances deliverables. The Session is asked to email [accounting@dpchurch.com](mailto:accounting@dpchurch.com) with financial questions, instead of Ms. Hayes. Additionally, email [treasurer@dpchurch.com](mailto:treasurer@dpchurch.com) for questions of the treasurer. The initial emphasis for VMA has been to transition from paper billing, notes, receipts, and invoices to online and digital formats. Changes to the expense reimbursement processes will be communicated to the Session and leadership outside of the meeting.

Ms. Hayes envisions her role as treasurer continuing through Q1 of 2024. She has identified 2 candidates for treasurer, to begin in Q2.

### Leadership Introductions & Committee Reports:

- Personnel - *see posted report*
- Project Thrive - *see posted report*
- Business Management - *see posted report*
- Communications - *see posted report*
  - The committee hopes to begin transitioning the communications deliverables from Erin Bell to the Virtual Ministry Architects representative in the coming weeks.
  - Office management tasks are being delegated appropriately. More attention to this will be given as the new pastor arrives, and his needs are made clear.
- Community Engagement - *see posted report*
  - Plans are in place for a welcoming reception for the pastor, to be held on 12/17 after worship.
- Faith Formation - *see posted report*
  - Nursery workers are still needed; will continue to request additional volunteers
  - Agreement that high school students may be paid for nursery care, given that they have a babysitting certification or comparable documentation.
  - Announcements have been made in worship and an online signup for nursery workers has been created and shared with leadership.
  - The FF committee is now responsible for coordinating greeters for Sunday worship.
- Missions - *no posted report*

### Congregational Care & Life Issues:

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

### Next meeting & Reminders:

- Next Session meeting: January 20/21st - 27/28th, pending confirmation from prospective ruling elders
- Installation/ordination 21st or 28th, pending confirmation from prospective ruling elders
- **Reminder:** Please continue to email committee meeting details to [info@dpchurch.com](mailto:info@dpchurch.com). Alison Shearouse (virtual assistant) will be managing the church's internal calendar for meetings.
- The pastor will be out of office December 26th - January 2nd.

### Volunteers for Promoting Trust & Connection:

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

**Motion** to adjourn from Ms. Zavaro; the motion carried. The meeting adjourned at 6:41. Rev. Sasser closed the meeting in prayer.

Rev. Zach Sasser  
Moderator  
The Downtown Presbyterian Church

Erin Bell  
Clerk of Session  
The Downtown Presbyterian Church