

Session Meeting
 First Presbyterian Church
 Davenport, Iowa
 August 19, 2019

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held in Von Maur Hall on Monday, August 19, 2019.

Moderator Rev. Mark Galbraith called the meeting to order at 7:00 pm and opened with a devotion.

	Class of 2019		Class of 2020		Class 2021
P	Stephanie Arp <i>Finance</i>	P	Samantha Crow <i>Worship & Music</i>	p	Paula Burnett <i>Hospitality & Welcome</i>
A	Peter Bawden <i>Buildings & Grounds</i>	P	Barbara Ehrmann <i>Adult Christian Education</i>	p	Jeffrey Gomez <i>Congregational Development and Fellowship</i>
P	Marty Bowles Edwards <i>Clerk of Session</i>	E	Michael Ferris <i>Worship & Music</i>	p	Jim Keenan <i>Adult Christian Education</i>
P	Sarah Greim <i>Christian Ed. & Fellowship for Youth</i>	P	Dick Koos <i>Personnel</i>	p	Merlyn Pete Madden <i>Buildings & Grounds</i>
P	Matt Kabel <i>Buildings & Grounds</i>	P	Pamela Paulsen <i>Finance</i>	p	Diane Roebuck <i>Christian Education & Fellowship for Youth</i>
P	Jane Magnusson <i>Christian Ed. & Fellowship for Youth; Worship & Music</i>	P	RuthAnn Tobey-Brown <i>Personnel</i>	E	Karla Ruitter <i>Congregational Development and Fellowship</i>
P	Kristine Oswald <i>Worship & Music</i>	A	James Woods <i>Hospitality & Welcoming</i>	p	Don Wood <i>Worship & Music</i>
P	Jeanne Sherwood <i>Hospitality & Welcoming; Nominating</i>				

Sign-up sheet was passed for Elder-lead devotions for 2019-2020 meetings.

The Elders Roll (P=Present; E=Excused; A=Absent)

A quorum was present.

Staff members:

P	Rev Mark Galbraith <i>Interim Head of Staff, Moderator</i>	p	Rev Katie Styr <i>Associate Pastor</i>	p	Sarah Greim <i>Interim Youth Fellowship Director</i>
P	Matthew Bishop <i>Director of Music</i>	p	Kristine Olson <i>Finance Manager</i>	p	Darren Long <i>Facilities & Custodial Supervisor</i>

Deacons' Representative:

P	Ted Brown <i>Deacons' Moderator</i>
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Guests:

P	Anita Burnett <i>Administrative Commission</i>	p	Pat Halverson <i>Administrative Commission</i>
E	Sam Massey <i>Administrative Commission</i>	p	Jeff Charis Carlson <i>Administrative Commission</i>

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On motion, the agenda was unanimously approved as amended.

DEACONS' REPORT -Ted Brown

- Churches United Meal Sigh served: 55 people in July and 52 People in August
- Food Bank Donations for July: 115 items and \$235.00
- Homework Helpers resume September 3. Volunteers are needed, please contact Muffy Ellard or Deb Keenan to assist.
- Home Coming Dinner preparations are underway for October 6, 2019.
- Men's fellowship gathering, October 12, Ted and Ruth Brown's home. \$10.00 a person
- Guatemala Trip was cancelled due to unrest in the area
- Mission Connection is exploring a possible 2020 Pakistan Mission Trip.
- Crop Walk will not have official representation from FPC Davenport this year due to fading participation and support.

STAFF REPORTS

Matt Bishop

- July Milwaukee trip was a success with choir performances at the Cubs/Brewers game, a benefit concert for Hope Ministry, and participation in worship at Cross Roads Presbyterian Church.
- PAS 2019-2020 Reveal Party at Grape Life, 6:00-8:00 pm
- Annual Choir Retreat August 31, 2019 at St. Ambrose University
- 2020, three-city Sanctuary Choir Outreach Tour has been cancelled
- 2021 Outreach Trip abroad is the new goal

On motion, unanimously approved the 2019-2020 PAS Series as amended.

(A copy of the PAS 2019-202 Series presented to the Session as amended, may be found in the Appendix of the official 2019 Session minutes.)

Mark Galbraith

- Written plan for interim leadership with goals and schedule was present for independent reading.

Sarah Greim

- Blessing of the Back Packs will be August 25.
- Triennium was well received by Youth and Leaders. There will be a baptism of a Youth, an inspired response to this experience.
- Sunday School open house will be September 15.
- High School Fellowship resumes September 15
- Kirkwood Club resumes September 18.
- Sunday School classes begin September 22, please contact Traci Cracraft to volunteer.

Darren Long

- New security system is now in use.
- Exterior Concrete repairs are in progress.
- Yellow caution/warning paint will be refreshed once the concrete work is complete.

- Goal is to complete exterior projects before the snow falls.

Kristine Olson

- July Financial Report is not ready.
- Mark Galbraith is now employed as Interim Head of Staff.
- Accounting Assistant, Ginny Schuette, has resigned, effective August 30, 2019.

Katie Styr

- Wedding Season is in progress with Katie officiating at 3 this past month and 2 more upcoming. These joyful events are preceded by hours of counseling and planning.
- Temporary Head of Staff duties have ended and the HOS role has been handed off to Mark Galbraith
- Katie is returning to the Associate Pastor duties consistent with her Call to FPC Davenport. Increased pastoral care is a part of this renewed focus.
- Technology Task Force is staffed and has held their first meeting. Mark and Katie have divided staffing oversight duties for the current task forces.
- Katie is serving the Presbytery of East Iowa as the Congregational Development and Vitality Resource Person.

FINANCIAL REPORT - Stephanie Arp

- Budget season is rapidly approaching.
- Chairs are to submit committee year-end estimates to Kristine by September 15. What expenses would you foresee continuing in 2020?
- Projected budget of \$850,000 for 2020.
- This is an opportunity evaluate where we are and what we can support for 2020 regarding staffing.
- Financial data indicates income is \$18,000 more than budgeted, as there has been an increase in offering plate donations partially offsetting decreased pledges.
- Expenses are lower by approximately \$19,000 to date, due in part to Staff resignations and decreased weather-related spending.
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	July 2019		July 2018	
	Actual	Budget	Actual	Budget
General Fund Income	62,876	65,185	55,616	71,145
Custodial Accounts Income	11,786	-	2,735	-
General Fund Expenses	59,548	82,634	65,490	74,276
Custodial Accounts Expenses	11,786	-	2,735	-
Surplus (Deficit)	3,328	(17,449)	(9,874)	(3,131)
	2019 Year-To-Date		2018 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	539,135	526,750	566,847	597,856
Custodial Accounts Income	59,773	-	56,719	-
General Fund Expenses	460,972	539,330	517,503	574,112
Custodial Accounts Expenses	59,773	-	56,719	-
Surplus (Deficit)	78,163	(12,580)	49,344	23,744
All numbers are rounded.				

On motion, the following CONSENT AGENDA items were approved as presented electronically:

- The minutes of the regular Session Meeting held July 15, 2019.
(A full copy of the July 15, 2019 minutes presented to the Session electronically, can be found in the Appendix of the official 2019 Session minutes.)
- The minutes of the called Session meeting July 9, 2019.
(A full copy of the July 9, 2019 Called Session Meeting presented to the Session electronically, can be found in the Appendix of the official 2019 Session minutes.)

The REPORT OF THE CLERK OF SESSION *(A full copy of the July 2019 Clerk's report presented to the Session at the August 19, 2019 Session Meeting can be found in the Appendix of the official 2019 Session minutes.)*

I. CHANGES TO THE REGISTERS:

Deaths:

Judy Kolsrud* – Affiliate Member
Jay McQuillen

Date:

December 5, 2016
July 23, 2019

Officiated By:

Pape Funeral Home, Clinton, Iowa
Rev. Pat Halverson

*Just learned of death 8/19/19

On motion, by majority vote, approved a one-time bonus of \$5,000 be paid to Rev. Katie in recognition of the fine job she has done in this interim period.

On motion, unanimously approved collection of a purse for Rev Katie and Phillip Styr, celebrating the upcoming birth of their child. A reception will be held September 29, 2019 at 10:00 am in Fellowship Hall.

On Motion, unanimously approved disbanding the Interim Pastor Nominating Committee with our thanks.

On motion, by e-vote concluded July 31, 2019, approved the creation of a Technology Task Force.

18 - yes, 1- no, 4 no response

- Technology Task Force currently consists of Mike Bawden, Brendan Iglehart, Kathy Knox, Jim Middleton, and Tony Williams. This group will evaluate available companies and products to provide technology services for the church, such as an updated and user-friendly website, social media management, database software, and related hardware upgrades as needed. The task force will report to Session quarterly or when motions are prepared and exist for no more than two years.
- Rationale: Due to the large turnover of support staff, the Personnel Committee believes this is a good time to find more efficient software before training new staff. Personnel also encourages the Task Force to find a contracted service which could replace our need for extensive in-house tech support, decreasing our overall staffing costs. Any plans made by this task force will need to be approved by the Session, and if the costs are over \$1000 or ongoing contracts are involved, by Finance as well.

BUSINESS OF THE CLERK - Marty Bowles Edwards

- Covenant Endorsement was acknowledged by Brian Ellison. FPC Davenport will be listed in the directory with a brief description of our church. This description will be written by Katie Styr and Marty Bowles Edwards.

NEW BUSINESS/COMMITTEE REPORTS

ADMINISTRATIVE COMMISSION – Jeff Charis Carlson

- Jeff expressed appreciation for the information and ideas shared in these months of AC ministry among us. There have been ideas shared with his home congregation.
- AC will meet August 20, 2019 to author a timeline for their remaining work with FPC Davenport. This will be shared at the September 16, 2019 Session Meeting.

CHRISTIAN EDUCATION TASK FORCE – Diane Roebuck

- **On motion**, unanimously approved the job description for a new Christian Education Director or Associate Pastor of Christian Education, and to begin the search process.
(A full copy of the Director of Christian Education Job Description as presented to the Session electronically, can be found in the Appendix of the official 2019 Session minutes.)

CONGREGATIONAL DEVELOPMENT AND FELLOWSHIP – Jeffrey Gomez

- Coffee Hour will take on a fresh format for 2019-2020. Congregants may select a Sunday to serve as Celebration Hosts, sharing life's joys and simple edible treats with our FPC family. Coordinating person is Linda Meadors.
- Donut holes will no longer be provided for coffee hour or Sunday School.
- There will be one morning Worship Service September 22 with Sunday School Open House at 9:30 and Worship at 10:00. This will be followed by a 4:30 worship service and 5:30 meal entitled, "Food for the Soul."
- October Brewery Tour planned, details will follow
- Discussed need for a new Membership Directory. Jeff Charis Carlson referenced an online version which allows members to upload their own portrait photos, updating as desired. Options will be explored.
- Cleaning of the roles is needed by the end of December to maintain a current log of active members.

PERSONNEL - Ruth Ann Tobey-Brown

- Tammy Mayhew indicated in exit interview that she wants to complete current projects. Her last date has been extended to no later than September 11, 2019.
- Replacing Tammy's and Diane Pumphrey's roles is under study. Part-time office Staff are overextended at this time. There is consideration of a new, combined position.
- Staff that previously reported to Diane Pumphrey will now report to Mark Galbraith.

STEWARDSHIP – Samantha Crowe

- Stewardship Sunday will be November 3, 2019
- Campaign begins September 28, 2019
- Theme is "Abundant Life", referring to John 10:10 and Luke 6:38
- Goal is \$850,000 at this time

WORSHIP AND MUSIC -

On motion, unanimously approved to allow the Agape Ringers to collect a "love offering" at their June 15th, 2020 concert in the Sanctuary, and to sell CDs and DVDs. This offering and selling pays for their travel expenses, so that First Presbyterian Church does not have to pay them a performance fee.

On motion, unanimously approved the Communion Dates for 2020: February 2, February 26 (Ash Wednesday), April 5 (Palm Sunday), April 9 (Maundy Thursday), June 7 (Trinity Sunday), August 9, October 4, December 6, December 24 (9pm Christmas Eve Service).

DIVINE DRAMA COURSE - Pastor Mark Galbraith

On motion, unanimously approved the purchase Divine Drama resources, estimated to be up to \$400.00. September 15, 2019 is the deadline for signing up for this study course to be led by Mark. The materials will remain with FPC Davenport with the hope that this course is taught again in future years.

OLD BUSINESS

On motion, unanimously approved the revised Operations Manual as presented electronically in preparation for this meeting. Primary changes were summarized as follows:

- Reduced the number of Serving Elders from 24 to 20.
- Defined a Task Force as being commissioned for a specific purpose, reporting to Session, and lasting no longer than two years.
- Decreased the number of sub-committees to be Fellowship Groups that are overseen by their appropriate committee of Session. These do not report directly to Session.
- Conflict of interest language was added to the document.
- Nepotism wording was added to the document.

On motion, unanimously approved a Congregational Meeting for September 22, 2019 following the 10:00 am Service of Worship for the purpose of approving the updated By-laws. Mark Jones will serve as Clerk for this meeting in the absence of Marty Bowles Edwards.

ADJOURNMENT - The meeting was adjourned at 9:08 pm and Moderator Galbraith closed with prayer.

The next meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on, September 16, 2019 at 7:00 pm in Von Maur Hall.

Moderator,
The Rev. Mark Galbraith

Clerk of Session,
Martha Bowles Edwards