

Session Meeting
 First Presbyterian Church
 Davenport, Iowa
 September 16, 2019

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held in Von Maur Hall on Monday, September 16, 2019.

Moderator Rev. Katie Styrst called the meeting to order at 7:00 pm and opened with prayer.

	Class of 2019		Class of 2020		Class 2021
P	Stephanie Arp <i>Finance</i>	E	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>	P	Michael Ferris <i>Worship & Music</i>	p	Jim Keenan <i>Adult Christian Education</i>
E	Sarah Greim <i>Christian Ed. & Fellowship for Youth</i>	P	Dick Koos <i>Personnel</i>	p	Merlyn Pete Madden <i>Buildings & Grounds</i>
E	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>	p	Karla Ruiter <i>Congregational Development and Fellowship</i>
E	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>				

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

A quorum was present.

Staff members:

E	Rev Mark Galbraith <i>Interim Head of Staff, Moderator</i>	P	Rev Katie Styrst <i>Associate Pastor</i>	E	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	Doug Wells <i>Deacons' Vice 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.

ANNOUNCEMENTS – Rev. Katie Styr

- Presbytery Meeting Sign-up sheet passed for November 21, 2019. Two Volunteers are still needed. Please contact Katie if this fits your schedule.
- Sign-up sheets were passed for New Member Sponsors and New Member Inquiry attendance.

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

- Approved the October 6, 2019 baptisms of Luke Frasier Downing and Dillon Richard Carlson.
- The minutes of the regular Session Meeting held August 19, 2019 were removed from the Consent Agenda for clarification discussion. It was requested the follow-up information regarding Presbytery Policy for Bonuses be inserted into the Old Business section of these September Minutes. You will see them addressed below.

On motion, the minutes of the August 16, 2019 Session meeting were unanimously approved as written.

- **The REPORT OF THE CLERK OF SESSION**

(A full copy of the August 2019 Clerk's report presented to the Session at the September 16, 2019 Session Meeting can be found in the Appendix of the official 2019 Session minutes. It is also attached at the end of these minutes.)

- Was removed from the consent agenda for the purpose of discussion. Stephanie Arp requested Session be aware of the attendance numbers as compared with one year ago. Rev. Katie Styr summarized an approximate drop of 12 people in attendance each month, when compared with 2018 numbers.

BUSINESS OF THE CLERK - Marty Bowles Edwards

- Received an August 26, 2019 email from Pam Prouty, Clerk of the Synod of Lakes and Prairies, stating the Synod received a copy of our letter listing Session's questions and concerns to be addressed in an Administrative Review.

DEACONS' REPORT –Doug Wells

Board of Deacons Minutes of Meeting – June 10, 2019

- Financial Report:
 - Being prepared by Financial Manager Olson and should be available for review next week.
 - Revenues from green envelopes donations are down substantially for the year.
- Standing Committee Reports
 - Outreach:
 - Homework Helpers added a link on the church's Facebook page and the church's website for individuals to sign up to act a tutor's, giving people easy access and flexibility in volunteering.
 - Food Pantry collected an unknown amount of money and 350 food items for July and August.
 - No meal was served at Church's United Dinner due to the Labor Day holiday.

- PUNCH's Hilltop Urban Garden Taste event was a success. D. Keenan and other congregation members served zucchini bread which was well received by those in attendance. We may want to expand our presence next year.
- Outreach Committee is taking over the cocoa and mitten giveaway event that staff had previously run for the last two years. The event will likely be held the first week of December from after school until 5:30. All are encouraged to participate.
- Pastoral Care and Spiritual Development:
 - Annual Homecoming event is scheduled for Sunday, October 6, 2019 immediately following second service. Bridges will be catering the event and desserts will come from Village Inn. The committee has sent out 141 invitations. Volunteers are needed.
 - A men's dinner fellowship has been scheduled for Saturday, October 12, 2019 at 5:00 p.m. at Ted Brown's home. The cost is \$10 in advance or \$20 at the door.
- Mission Connection:
 - The last budgeted payment going to AMKA has been made.
 - Neighbor to Neighbor payment is also going out soon.
 - New Kingdom Trail Riders, one of the newest causes Deacon's support, gave the ACE presentation this Sunday, September 15th between services.
 - The situation in for ILUGUA, our mission in Guatemala, is not improving since last reported. The water issue is still ramping up. Pastor Pilar is being targeted as an alleged criminal by the logging interests.
 - C. Schalk still hopes to make a mission trip to Guatemala in the Fall, but the situation is being monitored carefully. Prayers for ILUGUA members are requested.
 - The congregation of the church raised \$1020.21 in its 'One Great Hour of Sharing' campaign.
 - 'Sunday Undies' mission to collect children's underwear for children in need at the elementary school she works at. It has been a great success.
- Deacon's Endowment Fund:
 - Session has been informed of changes to the application process for grants. Grant applications may now be made twice per year: once between March 15th and April 30th (decisions to be made at May Deacon's Board meeting) and once between August 15th and September 30th (decisions to be made at October Deacon's Board meeting)
- New and Other Business:
 - Changing the time for Deacon Board meetings from 7:30 p.m. to 7:00 p.m. Committee meetings could then start at 6:30 p.m. Individual committees may still schedule their meetings at varying times as needed.

STAFF REPORTS

Matt Bishop

- Annual Sanctuary Choir Retreat on August 31, had 61 singers in attendance, two of those were new to our church and two were actively re-engaging with the choir.

On motion, unanimously approved moving the Lessons and Carols service from December 1 to December 8, 2019. This will allow for increased singer attendance.

Darren Long

- FPC Davenport is a primary and general election polling site for 2019 Fall elections.

- Application may be filed for a Grant covering 2/3 of the stained-glass window refurbishment.

Kristine Olson

- August cash outflow included 2 mission/outreach payments
- 157 FOBs have been assigned thus far. Darren Long is now the contact person for this project,
- Employee compensation budget for 2019-2020 is in the formative process.
- Budget forecast for 2020 is the same as 2019.
- Custodial accounts will continue to be used for the first couple of months but we would prefer donations to increase and cover expenses.
- 2019 budget forecast anticipates Personnel Expenses to be the greatest change.
- CEFY budget discussion is in process due to the resignation of the full-time staff person for that position.
- Pat Halverson has completed her contractual agreement with FPC and is still available as needs present.

Katie Styr

- Roll Review preparations are in process
- Working with the Technology Task Force
- Working with the Worship Task Force

FINANCIAL REPORT - Stephanie Arp

- Procedural Review was completed and there was a comment regarding the need to complete account reconciliations in a timely manner.
- Expressed the need to relate accurate information to the congregation regarding the reason for the reported budget surplus. The surplus largely resulted from being understaffed. Staff resignations have led to re-configuring job descriptions and a delay in filling the vacancies. A vigorous increase in pledge commitments is needed to provide for the ongoing staffing of the church, for both minister and office salaries.
- The Clerk was directed to state this clarification of the budget surplus in the Session Highlights for September 2019.

NEW BUSINESS/COMMITTEE REPORTS

ADMINISTRATIVE COMMISSION – Jeff Charis Carlson

- AC is contemplating concluding their work among us at the beginning of Advent.
- The Permanent Judicial Commission of the PC USA has yet to communicate a timeline for moving forward with the hearing the formal complaint filed by members of the former CG&P.

BUILDINGS AND GROUNDS & EMERGENCY TASK FORCE – Pam Paulsen

- Pet Policy proposed and discussed. Modifications were recommended and an E-vote will be used to address this policy once the concerns and wording changes are addressed.

HOSPITALITY AND WELCOMING – Jeanne Sherwood

- New Member Inquiry is scheduled for October 13, 2019. Session Member Volunteers are needed to serve as Mentors to New Members.

PERSONNEL - Ruth Ann Tobey-Brown

- **Membership / Database Coordinator job description:**
 - It was decided to replace Tammy’s position and combine with duties performed by Ginny.
 - Expertise in IT/computer troubleshooting is also desired.
 - The above “combined” job description was reviewed and revised.
 - Position will be posted as 30 hours / week. Vacation and other accruals will be pro-rated. Pay range will be \$14 - \$17 / hour.
 - Schedule will be flexible depending on the needs of the church.
 - The job opening will be posted internally at the church for one week.
- No Session action on this is required however it will be included in the Session report.
- It was asked who would be responsible for the communication strategy for FPC Davenport. There is no one assigned to this specific creative role following the resignation of Diane Pumphrey.

TECHNOLOGY TASK FORCE –

On motion, accepted the bid from Twin States for the redesign and maintenance of our church website (fpcdavenport.org), with funding to come from the line item previously allocated for the Office Manager’s salary for 2019 (maintenance fees to be included in 2020 budget).

(A full copy of the Technology Task Force Report as presented to the Session at the September 16, 2019 Session Meeting can be found in the Appendix of the official 2019 Session minutes.)

WORSHIP TASK FORCE - Mark Jones, Chair

Task Force Members: Matt Bishop, Pat Cresap, Patrick Downing*, Brock Earnhardt*, Marty Bowles Edwards, Mike Ferris, Sarah Greim, Tiffany Horvath*, Jane Magnuson, Jeanne Sherwood, Jed Steckel*, Pastor Mark Galbraith**, Pastor Katie Styrt

*did not participate in re-start August 2019

**new in August 2019

Recommendations:

- Session consider changing our current worship service schedule to include a single Sunday morning service in our current worship style.
- A Sunday morning schedule with worship starting at 9:30 AM.
- This recommendation does not include changing our summer worship schedule that includes both an 8:30 AM outdoor service and a 10 AM indoor service.
- This new schedule would begin with Advent 2019 which starts on Sunday, December 1, 2019.

Proposed Sunday Morning Schedule with a Single 9:30 AM Worship Service

	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00
Worship								
Choir Warm-up								
Cherub Choir								
Musikgarten								

C&Y Ed.																		
Adult Ed.																		
Fellowship																		

Notes: Each square represents 15 minutes;
 For example: Worship 9:30-10:30 AM (1 hour); Adult & Children Ed 10:45-11:30 (45 minutes)

Actions:

- The Task Force will report these recommendations to the Congregation.
- Feedback will be requested from the congregation.
- Session Committees are to review and report any concerns regarding the impact of this recommended schedule on the work of their committee.
- Any feedback received by Session Members is to be reported to Mark Jones, including the name of the person with the concern. This will allow for accurate follow-up on concerns and increased understanding of the breadth of any expressed concerns.
- If the way be clear, a vote on the recommended Single Service Schedule will be held at the October 21, 2019 Session Meeting.

ROLL CLEAN-UP – Katie Styr

- **On motion**, by majority vote, Roll Review process to begin.
 - Passed master list for review of those who have not been in contact with the church for the last 2 years.
 - Two sample letters were provided, which will be mailed to members.
 - A post card will be included with the mailing for ease in responding.
 - The recipients will be encouraged to designate either a desire to remain on the Active Member Role or to be moved to the Baptized Member Role.
 - Volunteers to complete follow-up phone calls were: Jim Keenan, Pam Paulsen, Jeanne Sherwood, and Marty Bowles Edwards

OLD BUSINESS

BONUS FOR REV. KATIE STYRT – Jeff Charis Carlson

Follow up research:

When it comes to giving bonuses to pastors in the Presbytery of East Iowa, below are the applicable paragraphs from Page 9 of the Compensation and Benefits Manual (<https://peia.org/wp-content/uploads/2019-Comp-Benefits-Manual.pdf>). The manual went into effect at the beginning of this year.

The manual states that bonuses “may be done on the authority of the session” and that a “bonus is not considered to be a change in the terms of call and does not require approval by the congregation as a change in the terms of call would.”

Bonuses:

Some churches may wish to provide their pastor with a bonus in lieu of or in addition to an increase in salary. This may be done on the authority of the session. This may be accomplished either by a direct payment from the church or by collecting donations from the congregation and forwarding the proceeds to the pastor. In either case the resulting bonus is taxable to the pastor (including SECA and Medicare) and should be reported on the pastor’s W2.

The bonus is considered an addition to Effective Salary and is reportable to the Board of Pensions. It is also considered an addition to salary by the Presbytery and must be reported on the annual form on Changes in the Terms of Call. This form is a convenient way of collecting the information, however, the bonus is not considered to be a change in the terms of call and does not require approval by the congregation as a change in the terms of call would.

In some cases, individual members of the congregation may gift money, or other valuables, to the pastor without involving the church. In this case the amount gifted may not be filed as a charitable donation on the member's tax return and payment of taxes, SECA and Medicare is the sole responsibility of the pastor.

REVIEW OF BYLAW CHANGES –Stephanie Arp

- Put back in the language that after 1 year off, a Deacon or Elder is eligible for active service for up to two consecutive 3-year terms.
- Leave the Board membership range from 6-39 members to avoid future changes in By-law wording as service needs fluctuate.
- Typographical errors were identified and corrected.

On motion, by majority vote of 11 to 4, Effective January 1, 2022, there will be a 1-year sabbatical required, following 6 consecutive years of service as a Congregational Member on the same committee.

On motion, unanimously approved the By-law changes as listed above, for presentation to the Congregation on September 22, 2019, with red line copies of the changes.

EMERGENCY PREPAREDNESS TASK FORCE – Pam Paulsen

Due to the length of this meeting, Pam recommended this report be moved to the October 21, 2019 agenda. This was met with approval by the Session and Moderator.

ADJOURNMENT - The meeting was adjourned at 10:00 pm and Rev. Pat Halverson closed with prayer.

The next meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on, October 21, 2019 at 7:00 pm in Von Maur Hall.

Moderator,
The Rev. Katie Styrt

Clerk of Session,
Martha Bowles Edwards