

Session Meeting
 First Presbyterian Church
 Davenport, Iowa
 January 27, 2020, Amended 2/17/ 2020

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held in Von Maur Hall on Monday, January 27, 2020.

Moderator Rev. Mark Galbraith called the meeting to order at 7:02 pm and opened with a personal message for the new class of Elders and Deacons and prayer from Isaiah 43.

CLASS OF 2020		CLASS OF 2021		CLASS OF 2022	
E	Samantha Crow Worship & Music/Stewardship	P	Paula Burnett Hospitality & Welcoming	P	Heather Calvert Finance
P	Barbara Ehrmann Adult Christian Education	P	Dan Ellard	P	Matthew Hennes Stewardship
P	Michael Ferris Worship & Music	P	Jeff Gomez Congregational Development Fellowship	P	Matt Kabel Buildings & Grounds
P	Dick Koos Personnel	P	Pete Madden Buildings & Grounds	P	Jeanne Sherwood Hospitality & Worship
P	Pam Paulsen Finance	P	Diane Roebuck Christian Education & Fellowship for Youth	P	Tom Spitzfaden Finance
P	Ruth Ann Tobey-Brown Personnel	P	Karla Ruitter Congregational Development Fellowship	P	Vicki Stegall Christian Education & Fellowship for Youth
P	James Woods Hospitality & Welcoming	E	Don Wood Worship & Music		
P	Joe Jamison Clerk of the Session				

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

A quorum was present.

Members of Staff:

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

Deacons' Representative:

P	Ted Brown Deacons' Moderator
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On Motion, the appointment of Joe Jamison as Clerk of the Session was approved with no objections.

On Motion, the agenda was unanimously approved as presented.

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

- The minutes of the regular Session Meeting held December 16, 2019.
- **The REPORT OF THE CLERK OF SESSION** (A full copy of the December 2019 Clerk's report presented to the Session at the December 16, 2019 Session Meeting can be found in the Appendix of the official 2019 Session minutes.)

BUSINESS OF THE CLERK – Joe Jamison

On Motion, during this meeting of the Session, it was agreed to change the date of the February 23 annual Congregational Meeting to March 22, 2020.

DEACON'S REPORT – Ted Brown

Outreach:

- **Paper Hearts:** toilet paper drive set for February. C. Pratscher-Woods will present a minute for mission. Information will be published in the weekly bulletin and staff asked to announce it at the beginning of each service.
- **Blessing Box:** The drive has been going well. Four people signed up to accept donations at KWQC on Monday, January 20th!
- **Churches United Dinner:** It is believed the official count of 52 is understated. The organizers are being asked to improve on the accuracy of their counts.
- **Food Pantry:** Sixty-four items were collected in December.
- **Cocoa and Mitten Giveaway:** Success! Deacons will continue to spearhead it as well as a lemonade and flip-flop giveaway in June to help promote VBX.

Pastoral Care and Spiritual Development:

- The committee has only two members returning for 2020. New members are needed and being actively recruited.
- A ladies' tea is being planned for February 9th.

Mission Connection:

- Committee is encouraging people to take mission trips to Guatemala or Pakistan. Those who have engaged in the trips found them rewarding.
- Sarah Greim is organizing the Kids Against Hunger program to take place April 19th-21st.

STAFF REPORTS

Mark Galbraith

- The **Divine Drama** continuing on a positive note with good attendance & participation. Led ACE series on "Clear View of Jesus' birth" for Advent.
- Worked w/**Worship & Music** staff planning songs through February 2020. Will continue this practice going forward on a quarterly schedule.
- In support of **Congregations Conversations**, scheduled Jan-Apr 2020, I'll be training a group of conversation facilitators on January 29.
- As part of **Christian Education**, I've worked with CEFY in its Director Search offering consultation and conversation as needed.
- We much appreciate the **Nominating Committees** work assembling the slate of new Elders and Deacons. Ordination and installation of all took place during the Congregational Meeting, Sunday January 26, 2020. Training for these new Elders & Deacons is scheduled for February 05, 2020. Participants are reminded to RSVP regarding their attending.
- Forming a PNC and planning a retreat of Session and Staff, for the purpose of training for "Creating a Healthy Leadership and Congregation Culture", are being held in abeyance *pending approval of the Presbytery to proceed.* Further options for accelerating the process are under consideration.
- As part of discussion of Pastor Galbraith's report, **Elder Mike Ferris made the following motion:** Session requests that the current Nominating Committee begin the process of identifying members for a Pastor Nominating Committee. A second was received. The motion was approved.

- Personal planned absences:
 1. May 20-24 Daughter Monica's graduation
 2. July 20-August 08, 2020 In WA state.

Kristine Olson

- December and year-to-date 2019 financials are not yet complete but are expected by January 29, 2020.
- W2 Payroll taxes for 2019 are filed and mailed.
- 1099's are to be filed January 28 or 29, 2020.
- Donor statements for 2019 year-end will be mailed January 28, 2020.

Pastor Katie Styr

- Catching up from maternity leave.
- Elders are encouraged to share events and their personal profile photos with the office each month to support communications with the Congregation through the Broadcaster.
- "Miss You" cards will now be handled by the Hospitality & Welcoming Committee.
- Planning Lent, including noonday prayer and household devotional calendar.

NEW BUSINESS/COMMITTEE REPORTS

Worship & Music

- On motion, during his absence, the Session reviewed Matt's plan for a fundraiser modeled by the NCAA National Basketball Tournament bracket using an array of popular hymns to be chosen by Matt. Congregants will purchase a bracket for \$5 or a packet of all six brackets for \$20. The "champion hymn" is determined during Easter Sunday. The motion was carried unanimously.

Tech Task Force – Jim Middleton

- The new FPC website was reviewed in form and selected features were demonstrated as to function in detail.

- The web site can be utilized as a power point media option, on a desk PC, tablet or even via a cell phone!
- Managers will appreciate the efficiency of clicking on an event found in the Church calendar having it entered as a calendar event on their electronic calendar. Fine work done by Jim's task force!

Finance Report – Tom Spitzfaden

- Year-end financial reports are not yet available. Current estimate of bottom line position is approximately \$40,000 positive.

Building & Grounds – Pete Madden

- The cost of finishing the work to secure the stained-glass windows in their frames is approximately \$60000. However, a grant covering 2/3 of the cost is available providing; 1. the work is completed by November 20, 2022 and 2. 25% of the cost of the project must be on Heritages books to get the grant. (Pete, please, audit my numbers for correction if necessary..Joe) The Session authorizes the Committee to proceed.

CEFY – Diane Roebuck

- CEFY is proposing a "Scripture Cookie Jar" fundraiser to offset expenses for a trip to Montreal during June 13-16, 2020. On February 09 and 16, during Fellowship Hour, jars filled with ingredients will be offered for sale at \$5 each.

Personnel – Ruth Ann Tobey-Brown

- Personnel, working closely with the Finance Committee has proposed four motions focused on actions to reduce expenses while retaining the efficiency and morale of our office staff. They follow;
 - The Budget Committee moves that all spending be limited to essential purchasing only. Any questions regarding "essential spending" are to be directed to the Chair of the Finance Committee (Thomas Spitzfaden) until the FY 2020 budget is approved. This **motion was approved.**
 - The Budget Committee moves that all committees are charged to review and identify opportunities to reduce expenses in all areas, including salaries and wages. In addition, the Personnel Committee is

specifically charged to identify staffing changes to right-size our staffing to meet FY2020 budget parameters. The Personnel Committee will provide a proposal to the Budget Committee on March 12, 2020, with a presentation to Session no later than March 16, 2020. This **motion was approved** with encouragement from the Session that the committees do all they can to improve on the March 12 target.

- The Budget Committee moves to form a Communications Task Force to communicate to the Church community focusing on communicating the magnitude of the challenges related to pledging trends, budget planning, new patterns in church attendance and participation, and transitioning to our new reality to serve God and our community. “Behold, I am doing a new thing. Do you see it?” Isaiah 43:19. This **motion was approved** and encouraged to present this as a “Discovery Process”.
- The Budget Committee recommends Glen Roebuck chair the Communications Task Force and recruit members with input and approval from the Budget Committee. **Motion approved!**

The meeting was adjourned at 9:15pm and Moderator Galbraith closed with prayer.

The next meeting of the Session of first Presbyterian Church, Davenport, Iowa will be held on February 17, 2020 at 7:00pm in Von Maur Hall.

Moderator,

The Rev. Mark Galbraith

Clerk of the Session

Joe Jamison