

Session Meeting
 First Presbyterian Church
 Davenport, Iowa
 February 17, 2020

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held in Fellowship Hall on Monday, February 17, 2020.

Moderator Mark Galbraith called the meeting to order at 7:00 pm.
 Opening prayer was led by Pam Paulsen. A quorum was present.

	Class of 2020		Class of 2021		Class of 2022
P	Samantha Crow <i>Worship & Music, Stewardship</i>	P	Paula Burnett <i>Hospitality & Welcoming</i>	P	Heather Calvert <i>Adult Christian Education</i>
E	Barbara Ehrmann <i>Adult Christian Education</i>	P	Dan Ellard <i>Finance</i>	E	Matthew Hennes <i>Stewardship</i>
P	Michael Ferris <i>Worship & Music</i>	P	Jeffrey Gomez <i>Christian Ed. & Fellowship for Youth</i>	P	Matt Kabel <i>Buildings & Grounds</i>
P	Richard Koos <i>Personnel</i>	P	Pete Madden <i>Buildings & Grounds</i>	P	Jeanne Sherwood <i>Hospitality & Welcoming</i>
P	Pamela Paulsen <i>Finance</i>	P	Diane Roebuck <i>Christian Ed. & Fellowship for Youth</i>	P	Tom Spitzfaden <i>Finance</i>
P	RuthAnn Tobey-Brown <i>Personnel</i>	P	Karla Ruiter <i>Congregational Development Fellowship</i>	P	Vicki Stegall <i>Christian Ed. & Fellowship for Youth</i>
P	James Woods <i>Hospitality & Welcoming</i>	P	Don Wood <i>Worship & Music</i>	P	Joe Jamison
P	Mark Jones <i>Clerk of Session, Pro-Tem</i>				

(P=Present; E=Excused; A=Absent):

Staff members:

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

Deacons' Representative:

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

P	Pastor Jennifer Jennings, First Presbyterian Church, Wilton Member of MCC of PEI	P	Pastor Sam Massey, First Presbyterian Church, Iowa City Member of the Leadership Development Team of PEI
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On motion, Mark Jones was elected as Clerk Pro-Tem for the February 2020 Session meeting by a unanimous voice vote.

On motion, the agenda was unanimously approved by voice vote as amended to include a change in order of agenda items and motions by CEFY and Worship & Music.

DEACONS' REPORT – Ted Brown

- Jim Middleton provided the Deacons with an overview of the new church web site.
 - PUNCH has asked for more help with the community gardens this year but hasn't yet specified what specific help is needed.
 - 55 food items were donated this past month.
 - The Paper Hearts drive for Humility of Mary has collected 763 rolls of toilet paper, so far.
 - 67 meals were served at the Churches United meal site.
 - Pastoral Care Ladies' Tea has been moved to April 26.
 - April 19, 20, and 21 will be *Kids Against Hunger* drive. Donations of \$35 will be accepted so that some youth can participate.
 - Tabitha Circle made 13 dresses to be shipped.
 - The Deacons approved taking \$4500 budgeted for the Boys' and Girls' Club Meals, \$2500 budgeted as a B&G Club donation, and \$800 budgeted for AMKA from this year's budget to help with the current budget shortfall.
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STAFF REPORTS

Darren Long, Facilities & Custodial Supervisor – no report

Kristine Olson, Finance Manager

- December financials have been completed and reported to Session in the meeting packet.
- 1099 IRS forms have been filed.
- Giving Statements have been mailed.
- Computer upgrades are currently underway for office computers.

Matt Bishop, Director of Music

- Major effort now is with the up-coming PAS performance of *Guys and Dolls*
- Reminded the Session of Alex Gilson's organ recital on Friday evening.

Katie Styr, Associate Pastor

- Officer training was held as scheduled in January.
- Outreach is looking for appropriate projects to replace efforts with the Boys' and Girls' Club now that they have moved their facility. The effort will be for projects needing little funding but an emphasis on volunteer effort.
- Has been working with Pastor Mark to balance responsibilities as committee liaisons.

Mark Galbraith, Interim Head of Staff

- Reminded the Session of the upcoming leadership training, *Creating Healthy Congregational and Communications Culture*, scheduled for Friday, March 6, 2020 at 6 PM and continuing on Saturday, March 7, 2020, from 8:30 AM – 12 noon. Please RSVP with the church office.
 - Sign-up for Congregational Conversation study groups began yesterday, Sunday, February 16. Small groups are open starting this week and running into the middle of March. All church members are encouraged to sign up to attend 1 group session.
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COMMITTEE REPORTS

Personnel Committee and Communications Task Force

Elder Ruth Ann Tobey-Brown, representing the Personnel Committee, **moved that the Session approve Proposal #3** as presented by Elder Glen Roebuck. The Personnel Committee was charged by Session to propose staffing changes that result in about \$115,000 savings to better fit our current budget parameters.

Elder Glen Roebuck presented Proposal #3 along with a rationale for each line of the proposal. Changes were made after researching like churches in the Presbytery and beyond and in discussions with selected church staff.

Elder Roebuck also discussed some of the implications for the above changes.

Elder Roebuck also presented a plan for communicating this information to the staff impacted by these changes and communicating this information to the congregation. Job descriptions for the support staff would need to be revised after discussions on what duties would be continued.

The Session discussed all of the points above. Elder Roebuck responded to all questions.

Following discussion, **the motion on Proposal #3 was approved by a majority voice vote.**

Elder Dan Ellard made a **motion** stating that the Personnel Committee be charged with creating a plan for personnel transitions and a communications plan that would be presented to Session. The motion received a second. **The motion was approved by a unanimous voice vote.**

Elder Roebuck requested strict confidence regarding this proposal to allow appropriate notification for the staff impacted by this change and the communications plan to the congregation to be prepared.

Confidential discussions occurred to address the need for compensation and non-compensation expense reductions based upon our reduction in pledges. In order to ensure professional and compassionate communication with all those who are impacted by these changes, the details of the reductions will be announced to the congregation in April and included in later minutes.

Hospitality and Welcoming Committee

Elder Paula Burnett, on behalf of the Hospitality and Welcoming Committee, moved the approval of Andy McNeil for membership at FPC by Letter of Transfer. He will officially join the church on March 8, 2020. **The motion was approved unanimously by voice vote.**

FINANCIAL REPORT

Elder Tom Spitzfaden, representing the Finance Committee, reported that the December financials were completed and provided to the Session. The end-of-year showed a positive balance. This is largely because of budget lines for church staff that were not filled. Overall, revenues were down for 2019. He also reminded the Session that the personnel changes outlined by Elder Roebuck were not the only budget changes necessary for 2020 to balance the budget.

	December 2019		December 2018	
	Actual	Budget	Actual	Budget
General Fund Income	96,306	65,185	91,940	119,775
Custodial Accounts Income	18,050	-	13,813	-
Compensation Expenses***	48,438	61,320	152,456	87,075
Non Compensation General Fund Expenses	41,461	21,891	18,701	3,732
Custodial Accounts Expenses	18,050	-	13,813	-
Surplus (Deficit)	6,407	(18,026)	(79,217)	28,968
	2019 Year-To-Date		2018 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	901,893	852,675	955,283	997,771
Custodial Accounts Income	94,987	-	96,617	-
Compensation Expenses***	589,095	664,225	734,528	727,932
Non Compensation General Fund Expenses	245,125	290,780	256,031	268,411
Custodial Accounts Expenses	94,988	-	96,617	-
Surplus (Deficit)***	67,672	(102,330)	(35,275)	1,428

CONSENT AGENDA

Elder Tom Spitzfaden requested the January 2020 minutes be removed from the Consent Agenda.

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

- **The REPORT OF THE CLERK OF SESSION** (*A full copy of the January 2020 Clerk's report presented to the Session at the February 2020 Session Meeting can be found in the Appendix of the official 2020 Session minutes.*)

Elders and Deacons Installed/Ordained January 26, 2020

Elders Installed: Dan Ellard, Matt Kabel, Jeanne Sherwood, Tom Spitzfaden
 Elders Ordained: Heather Calvert, Matthew Hennes, Joe Jamison, Vicki Stegall
 Deacons Installed: Pat Cresap, Debbie Keenan, Cathy Pratscher-Woods, Kate Wells
 Deacons Ordained: Colleen Duenas, Terri Sheetz

- **Elder Tom Spitzfaden** moved the following changes be made to the January 2020 Minutes
 - During Moderator Galbraith's staff report and discussion of the Nominating Committee and PNC, a motion was made that was not included in the minutes. The motion was: *Session requests that the current Nominating Committee be directed to begin the process of creating a PNC. The motion was approved.*
 - During the Personnel Committee Report, a motion was made that all spending be limited to essential purchasing only. The minutes state that the motion was approved with a caveat on how this should not result in an excess of spending requests. Elder Spitzfaden felt this did not represent the full discussion and spoke for ending the sentence with the motion being approved, removing the added information about the caveat.

The motion was seconded and the amendments to the minutes were approved by a unanimous voice vote. **On motion**, the amended minutes to the January 2020 FPC Session Meeting were approved by unanimous voice vote.

BUSINESS OF THE CLERK – Mark Jones, Clerk Pro-Tem

- Report of an E-Vote on the following motion:
 - WHEREAS, the Session has approved the formation of a standing sub-committee of Worship & Music (called the Music Outreach Subcommittee) to plan an annual Outreach Tour that promotes fellowship, mission, and ministry among members of the congregation (and, specifically, those involved in the Music Department);
 - WHEREAS, activities planned by this sub-committee will carry a significant cost to participants;
 - WHEREAS, subsidizing the cost of these activities should not (in the opinion of the Worship & Music Committee) be drawn from existing funds reserved for other mission projects supported by the church and its members;
 - The Worship & Music Committee moves the Session approve a fundraiser whereby the music department will host a "Leap Day Party" Fundraiser Event at the home of Ted and Ruth Ann Brown. The event will be coordinated by Kristine Oswald, Erin Sodawasser, and Ruth Ann Tobey-Brown. Funds will be raised by charging a \$35 admission price, and from a silent auction.

The E-vote was conducted from February 6-10. The motion was approved, 12 yes votes, 0 no votes, and 9 non-responses.

- The Clerk's Report indicates the installation and ordination of officers on January 26, 2020. Training for all was held on February 5, 2020. Pastor Katie Styrt met individually on February 10th and 11th with 2 persons unable to attend the first training event.

- The 2019 Church Statistical Report, an annual denominational report, was completed by Clerk Marty-Bowles Edwards with church staff assistance. It was filed with the denomination on February 12, 2020. An electronic copy was provided in the Session packet. **On motion, the 2019 Church Statistical Report was approved by unanimous voice vote.**
- **On motion**, Elders Karla Ruiters, Paula Burnett, and Ruth Ann Tobey-Brown were elected as Commissioners to the March 14, 2020 meeting of the Presbytery of East Iowa to be held at Bettendorf Presbyterian Church from 10AM – 3PM.

NEW BUSINESS

Christian Education and Fellowship for Youth (CEFY)

Elder Diane Roebuck, on behalf of CEFY, moved the approval for the youth to sell refreshments to all ticketed 2020 PAS events with the agreement of the Worship and Music Committee.

On motion, an amendment was unanimously approved to clarify that **the money raised went to CEFY**. The **amended motion was approved** by unanimous voice vote.

Elder Diane Roebuck, on behalf of CEFY, moved the approval of monthly sales of jar cookies/muffins for the remainder of the calendar year 2020. The proceeds will be used to offset the cost of the summer youth trip. The motion was unanimously approved by voice vote.

Worship and Music

Matt Bishop, Director of Music, on behalf of the Worship & Music committee moved that Session approve the serving of the sacrament of Holy Communion to our congregation on the following dates:

- Sunday, February 2,
- Wednesday, February 26 (Ash Wednesday) at noon and 7PM,
- Sunday, April 5 (Palm Sunday)
- Thursday, April 9 (Maundy Thursday, 7:30PM)
- Sunday, June 7,
- Sunday, August 9 (2 services),
- Saturday, September 5 (Choir Retreat),
- Sunday, October 4, 9:30 AM,
- Sunday December 6, 9:30 AM,
- Thursday, December 24 (Christmas Eve), 9:00PM.

On motion, an amendment was offered to serve the sacrament of Holy Communion on the following additional dates:

- Sunday, March 1,
- Sunday, May 3, morning service and Food for the Soul evening service,
- Sunday, November 1.

The amendment was **unanimously approved** by voice vote. The amended motion was **unanimously approved** by voice vote.

OLD BUSINESS

Orientation/Discussion of Presbyterian Polity vis-à-vis call processes and reconsideration of “PNC Motion”

Pastor Jennifer Jennings, First Presbyterian Church, Wilton and Pastor Sam Massey, First Presbyterian Church, Iowa City were introduced. They attended the meeting representing the Presbytery of East Iowa’s Ministers and Congregations Commission (MCC) and the Leadership Development Team (LDT), respectively.

Pastor Jennings indicated that she will serve as PEI Liaison to FPC Davenport for the interim period and liaison to the PNC when formed. She indicated that it is necessary to have time to adjust to changes when a head of staff leaves. The congregation needs time to go through a healing process and she encouraged the congregation to engage in the process started by Pastor Galbraith for creating a new mission goals. The MCC would not approve a PNC until that process was complete. The process will create information that will be included in the documents used to identify our next head of staff. She encouraged the Session to lead in the completion of the Congregational Conversations.

This led to some discussion of the way the Congregational Conversation groups have been communicated to the congregation. They have been announced from the pulpit and in church publications numerous times, but the exact meeting times and sign-ups were only available in church on Sunday, Feb 16. It was recommended that distribution of meeting times be done via e-mail, Facebook, and other church publications. Also recommended were considerations for a survey for those living elsewhere during the winter. Sign-ups should be available electronically or by a call to the office in addition to sign-up sheets in the narthex. Consideration was given to forming a task force to assist in the communications of these events but no action was taken.

Pastor Massey indicated the denomination does offer an option to filling an open pastoral position in an uncommonly used pathway called a Designated Pastor. The process can be faster than the traditional call process. A pastor is hired for a 3-4 year period. The pastor could be considered for a permanent call. Pastor Massey said he would look into this process and provide information to the Session.

With the information that MCC would not support the formation of a PNC at this time, Moderator Galbraith asked the Session to reconsider a motion approved at the January 2020 meeting to ask the Nominating Committee to recruit members for a PNC. **On motion** by Elder Ferris, who made the original motion, and a second, the motion in question was rescinded by a majority voice vote.

Pastor Massey then spoke to the issue of contract renewals and pastor evaluations. He indicated that an evaluation of Pastor Galbraith was due. He outlined the process as follows: the Pastor meets with the Personnel Committee which then reports to the Session. The Session, with a guest moderator, discusses the Personnel Committee report. The Session or Personnel Committee then meets with the Pastor. Issues reviewed include questions on how the congregation is doing, how is the pastor contributing to the congregation, and what changes are needed, if any. Pastor Massey will meet with the Personnel Committee to outline the details of the process.

Pastor Jennings provided the following contact information and indicated a willingness to be contacted with any questions.

Rev. Jennifer Jennings (Jen)
presbyjennings@hotmail.com
563-732-2379 (church)
563-554-4424 (cell)

ADJOURNMENT – The meeting was adjourned at 10:05 PM and Moderator Galbraith closed with prayer.

The next meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on March 16, 2020 at 7:00 PM.

Moderator,
The Rev. Mark Galbraith

Clerk of Session, Pro-Tem
Mark Jones