

Session Meeting
 First Presbyterian Church
 Davenport, Iowa
 March 16, 2020

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held in Von Maur Hall on Monday, March 16, 2020.

Moderator Mark Galbraith called the meeting to order at 7:01 pm. He opened with prayer and a reading from Colossians 3:12-17.

This meeting was held during the COVID19 pandemic. Containment recommendations included social distancing and limiting the number of persons gathered together. Many Elders met remotely through Zoom. Some reports were deferred because of the focus on pandemic related issues.

	Class of 2020		Class of 2021		Class of 2022
Z	Samantha Crow <i>Worship & Music, Stewardship</i>	Z	Paula Burnett <i>Hospitality & Welcoming</i>	Z	Heather Calvert <i>Adult Christian Education</i>
E	Barbara Ehrmann <i>Adult Christian Education</i>	Z	Dan Ellard <i>Finance</i>		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>
Z	Richard Koos <i>Personnel</i>	P	Pete Madden <i>Buildings & Grounds</i>	Z	Jeanne Sherwood <i>Hospitality & Welcoming</i>
P	Pamela Paulsen <i>Finance</i>	Z	Diane Roebuck <i>Christian Ed. & Fellowship for Youth</i>	E	Tom Spitzfaden <i>Finance</i>
Z	RuthAnn Tobey-Brown <i>Personnel</i>	Z	Karla Ruitter <i>Congregational Development Fellowship</i>		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 <i>Stewardship</i>
P	Mark Jones <i>Clerk of Session</i>				

(P=Present in Von Maur Hall; Z=Attended remotely via Zoom; E=Excused)

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>
E	Darren Long <i>Facilities & Custodial Supervisor</i>		Sarah Greim <i>Interim Youth Fellowship Director</i>

Deacons' Representative:

Z	Ted Brown <i>Deacons' Moderator</i>
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On motion, the agenda as presented electronically was unanimously approved by voice vote.

On motion from the Nominating Committee, Mark Jones was elected as Clerk for the remainder of 2020 by a unanimous hand count. He will not serve as a voting member of Session.

The Finance Committee moved the approval of the **2020 Budget**. The 2020 Budget was provided to Session prior to the meeting. The complete 2020 Budget is can be found in the Appendix of the Official 2020 Session Minutes. Following discussion, the 2020 Budget was **approved by majority vote**.

Communications Task Force

At the February Session meeting, Elder Glen Roebuck was asked to prepare a communication plan for informing the church of changes related to this year's budget and for communicating in the future.

He presented the following plan to be considered by Session. It would be Session's responsibility to carry out the plan. Elder Roebuck offered his assistance, if requested.

Proposed Communication Plan

1. Large scale presentation
 - a. Offered within sanctuary
 - b. Consider repeating presentation
 - c. Record on Vimeo and send to all membership
2. Quarterly update presentations
3. Monthly listening sessions re-established
 - a. Led by Session
 - b. Questions and Answers posted
4. Weekly Presence at the Communion Table
 - a. Questions addressed every week after services
 - b. Get your answer
 - c. Elders need help? Answered received within 48 hours
5. Broadcaster delivered via email
6. Weekly E-News continues
7. Bulletin information continues
8. Revised Sunday morning announcements
 - a. Led by Session members or Session designees
 - b. Focus on the positive life of the church
9. New church website
 - a. Encourage members to utilize website
 - b. Links from E newsletter take members to website
10. "Hey Session!" question format
11. Name tags for Session and Deacons

On motion and second, the plan outlined above was approved by unanimous hand vote.

DEACONS' REPORT – Ted Brown

- The paper hearts project resulted in 1237 rolls of toilet paper donated by church members being delivered to Humility of Mary.
 - 64 people were served at the Church's United meal site.
 - Plans are underway for the Easter Egg Hunt through PUNCH. It is scheduled for Saturday, April 11, 2020, 11:30am-1:00pm. Under present circumstances, it is not certain whether this event will be held. FPC is cooking hotdogs and providing servers. James Froelich will wear the bunny costume for the event. Two bicycles will be donated to the event.
 - The PCSD committee will display information at the Deacon's Corner about their various activities. The Ladies Tea is now scheduled for Sunday, April 26, 2020 in Von Maur Hall.
 - Kids Against Hunger is currently scheduled for April 19-21.
 - The Deacon Endowment Fund has money for proposals and is requesting submissions.
 - The Deacons are discussing ways to better inform the congregation of their work and invite participation by the congregation in their activities.
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STAFF REPORTS

Matt Bishop, Director of Music

Matt announced the following changes as a result of the containment recommendations related to the COVID19 pandemic:

- All children, youth, and adult choir rehearsals have been cancelled until further notice.
- The PAS musical, Guys and Dolls, is postponed. It is hoped it can be rescheduled.
- Good Friday Tenebrae Service was cancelled. The orchestra members have been notified.

Kristine Olson, Finance Manager

- February financials are done and under review. It is hoped they will be available to Session later this week.
- She noted that the financials will be somewhat distorted as all donations given in the calendar year 2019 toward 2020 pledges will be shown in this report.

Katie Styr, Associate Pastor

- Doing premarital counseling for a couple planning a fall wedding at FPC.
- Pastoral care directed at home bound, especially persons in hospice care.
- Working some with CEFY.
- Reaching out to other churches for mutual study group opportunities – look for announcements soon.
- Putting together a way to identify people needing help during the COVID19 pandemic and people able to help those in need.

Mark Galbraith, Interim Head of Staff

- Working with Pastor Katie to shift committee responsibilities.
- Reported on the Session retreat; thanked those who attended; felt the Q&A with Dr. Blair (PEI) was positive.
- Noted that he is encouraging a reconciliation process between FPC and PEI.
- Divine Drama is continuing

- Congregational Conversation groups have been going well; the responses are exciting and are collating them now. The pandemic may delay the presentation of the responses but still hopes it will be no later than Mother's Day.
- Thanked those who participated in the video worship service for Sunday, March 15.

COMMITTEE REPORTS

Personnel Committee

Elder Ruth Ann Tobey-Brown, representing the Personnel Committee, reported that performance reviews for the office and maintenance staff were in progress and a report should be available at the April Session meeting. Pastoral reviews, which are more involved, are in the early stages.

Elder Tobey-Brown reported that the commission of 3 elders met with Elder Hugh Stafford on March 2, 2020 to inform him of the decision by Session at the specially-called meeting of March 1, 2020. Elder Stafford requested a letter be provided with the details. This was followed by an e-mail to Elder Stafford to clarify questions he asked. He asked for time to consider the issue. The Session has not received a response from Elder Stafford. Some discussion about next steps did not lead to a specific action.

Other Committee reports were deferred.

FINANCIAL REPORT

The February financial report will be made available electronically to the Session later this week.

	February 2020		February 2019	
	Actual	Budget	Actual	Budget
General Fund Income	73,355	73,355	73,902	62,516
Custodial Accounts Income	9,090	-	740	-
Compensation Expenses	49,603	49,603	47,067	47,067
Non Compensation General Fund Expenses	16,668	16,668	25,927	25,926
Custodial Accounts Expenses	9,090	-	740	-
Surplus (Deficit)	7,084	7,084	908	(10,477)
	2020 Year-To-Date		2019 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	260,397	260,397	212,220	200,834
Custodial Accounts Income	14,110	-	3,588	-
Compensation Expenses	100,115	100,115	97,077	97,077
Non Compensation General Fund Expenses	30,067	30,067	42,403	42,402
Custodial Accounts Expenses	14,110	-	3,588	-
Surplus (Deficit)	130,215	130,215	72,741	61,356

CONSENT AGENDA

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

- Minutes of the February 17, 2020 Session meeting.
- Minutes of the specially called March 1, 2020 Session meeting.
- Report of the Clerk of Session – February report presented at the March meeting
- **The REPORT OF THE CLERK OF SESSION** (*A full copy of the February 2020 Clerk's report presented to the Session at the March 2020 Session Meeting can be found in the Appendix of the official 2020 Session minutes.*)

I. **REQUESTS FOR ACTION:**

Requests Resulting in the Reduction of the Active Roll

Billie Rindsig	Transferred to St. Andrews Presbyterian Church, Iowa City, IA
Champlin, Brandon	Attending Sacred City Church, Davenport, IA
Champlin, Angie	Attending Sacred City Church, Davenport, IA
Champlin, Jay	Attending Sacred City Church, Davenport, IA
Champlin, LilyAnna	Attending Sacred City Church, Davenport, IA

II. **CHANGES TO THE REGISTERS:**

Deaths

Cecelia Powell

Date

February 15, 2020

Officiated by

Rev. Katie Styr

III. **INCREASES IN MEMBERSHIP:**

New Member Received into Membership February 2, 2020

Katrina Williams

Baptism & Profession of Faith

IV. **COMMUNION RECORD:**

In Church Communion

On Sunday, Feb. 2, communion was served to 169 people at the 9:30 AM service.

Farthest Pew Communion

Communion was served to 10 people on Monday morning, February 3, by Rev. Mark Galbraith and Deacon Bob Lehnerr.
Communion was served to 8 people on Monday afternoon, February 3, by Rev. Katie Styr and Deacon Bev Koos.

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

- Report of an E-Vote
 - **Motion from Personnel Committee:** In light of growing concerns over COVID19, the Session is asked to approve cancelling services and programs on Sunday, March 15, 2020. If approved, Pastor Mark and Pastor Katie would write a letter to the congregation. A video service would be created and placed on our website.
 - The vote was held March 12 and March 13.
 - Vote: 16 yes; 1 no; 4 no response.
 - The Commissioner's report from the March 2020 PEI meeting was deferred.
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OLD BUSINESS - none

NEW BUSINESS – COVID19 Pandemic Related Issues

The staff requested the Session consider several changes in church functions during the next month because of the COVID19 pandemic. These changes are consistent with current public health recommendations.

- Suspension of in-person worship services through Holy Week with resumption of in-person worship on Easter Sunday. This will include cancelling Maundy Thursday and Good Friday services.
 - This recommendation is based on current national recommendations to limit gathering of 50 people (subsequently reduced to 10).
 - This is consistent with public school dismissal until the day after Easter
 - As time goes forward, this may need to be revisited.
 - Alternatives are already being discussed for Easter – an outside service, if weather allows, multiple services with smaller numbers in attendance, services with attendees spaced apart in the Sanctuary, Fellowship Hall, and Von Maur Hall.
 - This recommendation will effectively cancel the sacrament of communion for April.
 - **On motion from Elder Mike Ferris** and second, the Session unanimously approved suspending in-person worship services through Holy Week with a resumption of in-person worship on Easter Sunday.

- Commission a Pandemic Response Team.
 - This recommendation asks the Session to appoint a small group who can monitor the on-going information on the pandemic and make recommendations to the Session. The initial work would focus on what needs to be done now and in the next few months. They would be prepared to report later this month to inform decisions that need to be made for April and the few months to follow. The commission could then focus on a policy that could be used in future circumstances.
 - Areas on particular interest are policy on staff, building use, and worship services.
 - **On motion by Elder Jeffrey Gomez** and second, the Session unanimously approved the creation of the Pandemic Response Team with the charge as outlined above.
 - Pastor Galbraith will lead the group. Elders Heather Calvert and Pam Paulsen agreed to be on the team. It was suggested that Jeff Ehrmann be asked to be on the team. If he is unable, Elder Ruth Ann Tobey-Brown agreed to serve.

- Staff payroll during self-isolation or quarantine be treated like the current snow-day policy.
 - This will allow staff to be paid during hours scheduled.
 - Some may be able to work from home.
 - Staff has a list of projects that can be done while the building use is low. Hours can be rescheduled to best fit current building use.
 - The special commission on Pandemic Response may propose an alternative policy, but this recommendation will serve until then.
 - **On motion by Elder Jeffrey Gomez** and second, the Session unanimously approved that the staff payroll during self-isolation or quarantine be treated like the current snow-day policy.

- Postponement of the Congregational Annual Meeting scheduled for March 22, 2020.
 - This meeting is during the period that large gatherings are not recommended.
 - Rescheduling will be delayed until it is clearly when large gatherings will be permitted.
 - **On motion by Elder Jeffrey Gomez** and second, the Session unanimously approved postponing the 2020 Congregational Annual Meeting indefinitely.

- Scheduling a specially-called meeting of Session for Monday, March 30, 200
 - National and local recommendations regarding the COVID19 pandemic change almost daily. This meeting will be needed to reassess action taken at tonight’s meeting and possibly make additional decisions going forward.
 - The purpose of this meeting is to hear the initial report from the special commission on Pandemic Response Policy and to take any necessary action regarding church staffing, building use, worship services, and any other church activities.
 - **On motion by Elder Jeffrey Gomez** and second, the Session unanimously approved the specially-called meeting for Monday, March 30, 2020 to take necessary action related to the COVID19 pandemic. Remote participation will be encouraged.

ADJOURNMENT – On motion, the Session approved adjourning the meeting at 8:25 PM. Moderator Galbraith closed the meeting with the Lord’s Prayer.

The next specially-called meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on Monday, March 30, 2020 at 7:00 PM.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on April 19, 2020 at 7:00 PM.

Moderator,
The Rev. Mark Galbraith

Clerk of Session
Mark Jones