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FIRST PRESBYTERIAN CHURCH OF DAVENPORT, IOWA

Our Mission

The mission of First Presbyterian Church of Davenport, Iowa, is to be the light of the world and the salt of the earth. This means we...

Reach out to those not presently part of a Christian community,

Promote peace, justice and human dignity,

Offer ourselves in faithful and loving service to God and to all people,

Deepen our faith and discipleship through worship, study, prayer, stewardship, service and all means of grace.

Our Vision

To Be a Beacon....

Worshipping God through the power of the Holy Spirit, the Word made flesh in Jesus Christ, the Sacraments, prayer, and joyful song,

Affirming an inclusive faith community rooted in our Presbyterian beliefs and biblical understanding,

Learning and growing spiritually in life-long discipleship,

Serving one another, the community and the world with imagination, enthusiasm and love.

STAFF ORGANIZATION LIST
August 2019

Rev. Mark Galbraith, Interim Pastor and Head of Staff

Rev. Katie Styrt, Associate Pastor

Director of Christian Education

Kandis Cooper, Nursery Coordinator

Nursery Caregivers

Matt Bishop, Director of Music

Alex Gilson, Assistant Director of Music, Principal Organist

Linda Bengfort, Assistant Choral Director

Kathy Middleton, Assistant Choral Director for Young Children

Kristine Olson, Finance Manager

Giny Schuette, Accounting Assistant

Bobette Maginas and Michelle Mahrt, Administrative Coordinators

Darren Long, Facilities/Custodial Supervisor

Georgia Roberts, Chad Dean, and Kevin Wilson, Custodians

Chad Dean, Wedding Coordinator

ADULT CHRISTIAN EDUCATION COMMITTEE

Revised 19 August 2019

Mission

To oversee the development, promotion, coordination and execution of Christian Education programs for the adults of the church community, to reach and transform our lives and the lives of others.

Vision, Mission and Goals

To strengthen the personal relationships between individuals and God, each individual must first obtain a fuller understanding of the nature of God and of God's will. To accomplish this task, teaching must accommodate itself to the needs and abilities of those being taught. Such teaching emphasizes God's revelation through Jesus, but includes many other sources as well, since the Holy Spirit's efforts to reach humanity are unbounded.

Through this Christian Education, adults should:

- 1) understand the sacred stories of the Christian Church, the values and worldviews that various Christians draw from those stories, and the ways that various Christians translate those values and worldviews into action,
- 2) increase awareness and understanding of social issues in an open minded and tolerant environment, informed by the best and most current scholarship of the Presbyterian Church USA and the greater community of faith, and prompting individuals and groups to action.

Strategies identified through Envisioning 20/20 are:

- 1) present topics that engage the congregation in fostering personal and group spiritual development that will kindle that "fire inside" of us,
- 2) focus on selecting presentations that express spirituality that is life giving for self and others,
- 3) deepen awareness/participation in the desires of God's heart in our world.

Ex-Officio Members

Associate Pastor or other staff member as assigned by the Moderator of Session
Chair of the Library Subcommittee

Structure

The Adult Christian Education Committee is composed of at least two ruling elders, from two different nominating classes, appointed by the Moderator of Session from the current Session. The Chair or Co-Chairs are appointed by the Moderator. A member of the Library Committee may also be a member of this committee. This committee may also have additional members from the congregation who are not currently on Session as described in the section of this manual titled, "Structure and Operation of Church Committees" in the paragraph, "Membership of the Standing Committees of Session." The committee may establish subcommittees and ad-hoc groups as needed.

Program Areas

This committee is responsible for:

- 1) All Christian Educational programs for adults. This shall include Sunday morning opportunities as well as other opportunities in accordance with whatever the committee deems effective in accomplishing its mission,
- 2) Oversight of the Church's Library Committee, which is responsible for the day-to-day operations of the Church Library.

Responsibilities and Duties

- 1) Brainstorm and develop appropriate educational opportunities for adults.
- 2) Recruit leaders and hosts/hostesses to implement all educational programs.
- 3) Advertise the availability of educational opportunities as widely as possible.
- 4) Coordinate resources and supply needs for educational programs.
- 5) Maximize budgetary resources as assigned by Session.
- 6) Periodically evaluate the various standing programs for their effectiveness.
- 7) Ensure that volunteers receive adequate recognition and feedback.
- 8) Keep adequate records of all proceedings.
- 9) Report to the Session any significant decisions or developments.
- 10) Implement any educational programs that are directed by the Session.

BUILDINGS, GROUNDS AND SECURITY COMMITTEE

Revised August 6 2019

Mission

To oversee the maintenance of the church buildings, grounds and associated equipment; to ensure that the physical property poses no safety hazard; to review all proposals to make physical changes in the church; to ensure that the proposed changes will be made in such a way as to maintain the architectural integrity and historical continuity of the church while considering the needs of our modern congregation.

Vision, Mission and Goals

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and the Long Range Strategic Plan of the church. The committee's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of the Church's Long Range Strategic Plan over time.

Ex-Officio Members

Moderator of Session

Facilities and Custodial Supervisor

Other staff members assigned by the Moderator of Session

Structure

The Buildings, Grounds and Security Committee is composed of a core group of members appointed by the Moderator of Session from the current Session. The Moderator appoints the Chair or Co-Chairs. The committee may have additional members from the congregation who are not currently on the Session as described in the section of this manual titled, "Structure and Operation of Church Committees" in the paragraph, "Membership of the Standing Committees of Session." The committee may establish subcommittees and ad-hoc groups as needed.

Responsibilities and Duties

Maintenance of the Buildings and Grounds

Develop, plan and schedule preventive maintenance for all aspects of the church buildings, grounds and associated equipment.

Inspect the buildings, grounds and associated equipment to determine that all maintenance has been accomplished as specified and on schedule, and to detect any potential failure in the buildings' structural integrity or associated equipment. Inspect for any safety hazards connected with church property. Take corrective action as appropriate.

Develop and maintain attractive landscaping to enhance the appearance of the grounds.

Annually, itemize any action recommended as a result of these inspections, including an estimated cost for each project. These costs, along with the cost of scheduled preventive maintenance and an allowance for unforeseen problems and repairs, will form the basis of the committee's report to the Finance Committee, requesting budgeted funds for the coming period.

Develop proposals and consult with the Finance & Facilities Manager and the Trustees of the Capital Preservation Trust (Cunnick Trust) if there is occasion to request the use of funds from that trust.

Authorize the Finance & Facilities Manager to make purchases within the budget established by the Finance Committee and approved by the Session. Such authority may be delegated to a subcommittee of this committee.

Annually, in consultation with the Finance Committee, review the church's property and liability insurance to ensure that the property and liability insurance is adequate for the church at the time of review.

Develop and maintain the Building Use Guidelines and Procedures relating to the use of the church's facilities.

Historical Preservation

Review all proposals to make changes, including remodeling and new additions, in the buildings, grounds, fixtures and/or furnishings of the church. If the committee determines that the proposed change, if made, would be in conformance with the architectural integrity, continuity and/or the historic "look and feel" of the church, the committee will concur with the change. If not, the committee will communicate its concerns to the person or group proposing the change and work with them to bring resolution to whatever issues are raised. The goal is to preserve the building's past as we move into the future, maintaining a vision of harmony between the past, present and future.

Reports to the Session

Prepare and present an annual report to the Session detailing any concerns about the physical property of the church along with recommendations to resolve any issues.

CHILDREN'S CHRISTIAN EDUCATION AND YOUTH FELLOWSHIP COMMITTEE

Revised August 2019

Mission

To oversee the development, promotion, coordination and execution of Christian Education programs for the children and youth (anyone from birth through high school) of the church.

Vision, Mission and Goals

To strengthen the personal relationships between individuals and God, each individual must first obtain a fuller understanding of the nature of God and of God's will. Such teaching emphasizes the revelation through Jesus, but includes many other sources as well, since the Holy Spirit's efforts to reach humanity are unbounded.

Through this Christian Education, children and youth should:

- 1) Feel that they are valued,
- 2) Feel that God's love is offered to everyone including themselves,
- 3) Understand the sacred stories of the Christian Church, the values and worldviews that various Christians draw from those stories, and the ways that various Christians translate those values and worldviews into action.

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and the Long Range Strategic Plan of the church. The committee's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of the Church's Long Range Strategic Plan over time.

Ex-Officio Members

Moderator of Session

Director of Christian Education

Other staff members as assigned by the Moderator of Session

Structure

The Children's Christian Education Committee is composed of a core group of members appointed by the Moderator of Session from the current Session. The Moderator appoints the Chair or Co-Chairs. This committee may also have additional members from the congregation who are not currently on Session as described in the section of this manual titled, "Structure and Operation of Church Committees" in the paragraph, "Membership of the Standing Committees of Session." The committee may establish subcommittees and ad-hoc groups as needed.

Program Areas

This committee is responsible for:

- 1 All educational programs for ages birth through the end of high school,
- 2 Childcare needs for those of ages birth through sixth grade,
- 3 Vacation Bible Camp opportunities,
- 4 Elementary Fellowship (1st through 5th grades),
- 5 Middle School Fellowship (6th through 8th grades),
- 6 High School Fellowship (9th through 12th grades).

Responsibilities and Duties

- 1) Develop appropriate educational opportunities for children and youth.
- 2) Recruit leaders to implement all educational programs.
- 3) Organize all teacher-training events as needed.
- 4) Advertise the availability of educational opportunities as widely as possible.
- 5) Coordinate resources and supply needs for educational programs.
- 6) Periodically evaluate the standing programs for their effectiveness.
- 7) Ensure that volunteers receive adequate recognition and feedback.
- 8) Keep adequate records of all proceedings.
- 9) Report to the Session any significant decisions or developments.
- 10) Implement any educational programs that are directed by the Session.

CONGREGATIONAL DEVELOPMENT AND FELLOWSHIP COMMITTEE

Revised 15 July 2019

Mission:

To provide planning, coordination and guidance for fellowship groups within the church, to establish and discontinue fellowship groups and support groups as appropriate, to plan and execute church-wide fellowship events, to promote the groups and events to the congregation.

Vision, Mission and Goals:

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements, as well as the Long Range Strategic Plan of the church, including identifying new opportunities to connect our congregation. The committee's Action Plan should include the goals and actions steps that will lead to successful accomplishment of its Mission, achievement of its Vision, and support the Church's Long Range strategic plan over time.

Structure:

The Congregational Development and Fellowship Committee is comprised of a core group of active elders and members of the congregation at large. Committee members are appointed by the Moderator of the Session and/or the FPC Nominating Committee and are guided by the Associate Pastor or other staff member as assigned by the Moderator.

Responsibilities and Duties:

1. Fellowship Groups
 - Nurture all of the fellowship groups within the church, communicate and promote the activities of each group to the congregation, as needed, and encourage active participation.
 - Establish new fellowship groups where there appears to be sufficient interest and discontinue groups where the interest of members has reduced to the point that the group no longer serves a useful and effective purpose.
2. Congregation-Wide Fellowship
 - Plan, coordinate, host and execute fellowship events to appeal to the congregation as a whole. Examples are the Sunday morning Manna & more breakfasts, church-wide receptions and church-wide multi-generational activities.

FINANCE COMMITTEE

Revised 13 August 2019

Mission

To oversee the financial and secular affairs of the church. To administer finance function, including overall reporting for the annual stewardship drive. To develop the budget annually for Session approval. To analyze the financial condition of the church in relation to the budget and stewardship, devise strategies to remain solvent while carrying out the ministry of the church and advise departments in the church and the Session on corrective action as appropriate.

Vision, Mission and Goals

To work with the Finance Manager to provide informative and accurate financial information to the Staff, Session and Congregation. To ensure the internal controls and procedures are appropriate to safeguard the Church's assets.

Ex-Officio Members

Moderator of Session

Finance Manager

Other staff member assigned by the Moderator of Session

Structure

The Finance Committee is composed of a core group of members appointed by the Moderator of Session from the current Session with Session approval. The committee may have additional members from the congregation who are not currently on the Session as described in the section of this manual titled, "Structure and Operation of Church Committees" in the paragraph, "Membership of the Standing Committees of Session." The committee may establish subcommittees, task forces, and ad-hoc groups as needed.

The Chair or Co-Chairs of the Finance Committee will be appointed by the Moderator of the Session with approval of Session. The Finance Committee will elect/approve the persons who have banking authorizations. Each year the Finance Committee will nominate the President, Vice President, Secretary, Assistant Secretary (if there be one) and Treasurer of the church's secular corporation. These officers will be approved by Session. An appropriate number of the members should be knowledgeable of accounting policies and accepted good practices to ensure effective support, and monitoring of the performance of the Finance Office.

Responsibilities and Duties

Meeting Minutes

The minutes of all Finance Committee meetings shall be written in duplicate with one copy to be retained by the committee and the other to become a part of the committee's monthly report to the Session.

Appointment and Responsibilities of the Church Treasurer

The Finance Committee selects and nominates, for election by the Session, a member of the

congregation to serve as Church Treasurer for a one-year period. This one-year term may be renewed without limit.

The Church Treasurer shall have oversight responsibility for all funds including collections, deposits and disbursements, except that this person may delegate clerical and accounting functions to the Finance Manager. A representative of the Finance Committee shall make a monthly financial report to the Session, on behalf of the Finance Committee.

Responsibilities for Finance Matters

Assume responsibility for collection, protection, disbursement and accounting of all church funds; funds raised and administered by individual organizations; and restricted and special funds that are administered by their own administrators or Trustees.

Oversee the restricted funds to ensure that all governance of the funds is being conducted as stipulated in the restricted fund document.

Account for and report on all restricted funds, and the general fund balance sheet, including activity in the custodial accounts, in addition to the church general fund revenue and expenses.

May make recommendations to the governing bodies of the restricted funds and the Foundation Board of Trustees for the expenditure of monies from these funds.

Assist the Moderator in supervising the work of the Church Treasurer and Finance Manager.

Provide a linkage of cooperation and financial information to all other committees and parties with a need to know. Keep the Session and congregation informed of the church's financial condition, including a clear identification of all contributions to and expenditures of each church ministry as well as the church as a whole.

In consultation with the various committees, determine what financial information they each need (such as performance to budget).

Provide the information in clear and succinct reports.

Review each line item on the church's financial report in relation to the budget, analyze each account that is over or under budget, regularly report such differences to the committee and staff responsible for such accounts and the Session, and recommend corrective action. The responsible committee/staff is then to analyze any variance and reports the cause and planned corrective action to the Session.

Train Deacons and Elders in understanding financial reports as needed.

Establish the process for approving purchases within the budget and authorizing invoices for payment, including credit cards invoices.

Report to the Session monthly the church's financial condition for the month and for the year-to-date.

An audit team that is independent of the finance function of the church, or contracted outside vendor, shall review the Church's agreed upon financial policies and procedures at least annually. The annual agreed upon financial policies and procedures review may be moved to a biennial review if the reports specify no deficiencies. This requires Session approval. When there is a new Finance Manager, the review will resort to an annual review until consecutive positive results have been established.

In consultation with the Buildings, Grounds and Historical Preservation Committee, report to Session annually regarding the adequacy of the church's property and liability insurance.

Develop policies and procedures and present them to Session for approval as appropriate.

Fund Raising Policy

See General Operating Policies and Guideline section in the back of the Operations Manual.

Responsibilities for Budget Matters

Responsibility for developing the budget resides with the current installed Elder and Deacon Committee chairpersons in cooperation with the Stewardship and Finance Committees.

Review expense and revenue trends and report to Session monthly.

Consult with committees and staff who are responsible for budget items to determine the financial needs of the church and take into full consideration in preparing the budget.

Develop a budget annually and submit it to the Session for approval.

If directed by the Session, present the budget to the congregation at the congregational meeting.

Identify variances to committees and staff for their review, explanation and recommendations for corrections to the Session.

Responsibility for Secular Matters

The Finance Committee shall have general and particular oversight of all the financial and secular affairs of the church.

Officers and Agents of the Secular Corporation

Any officer or agent of the corporation shall act only in the best interest of the corporation and in accordance with its Bylaws, its Articles of Incorporation and the Constitution of the Presbyterian Church (U.S.A.) as limited or restricted by Iowa or other applicable law.

The president or vice-president and the secretary or assistant secretary of the church's secular corporation are empowered to execute all instruments whereby the church may become

bound as a secular corporation, including the purchase, sale or mortgage of real property, and may affix the corporate seal to any instruments requiring it.

In addition to officers of the corporation, the Session or the congregation may appoint an individual(s) it deems qualified, including any member(s) of the corporation or church staff, to act as an agent(s) of the corporation to execute all instruments whereby the church may become bound as a secular corporation, including the purchase, sale or mortgage of real property, and may affix the corporate seal to any instruments requiring it. The Finance Committee, from time to time, may wish to recommend an individual(s) for such appointment by the Session.

Purchase, Sale or Mortgage of Real Property

The corporation can be bound in the purchase, sale or mortgage of real property only upon corporate resolution adopted by the membership of the corporation at any duly called and constituted meeting of the congregation. However, the Session may receive unencumbered real property as a gift from the Development Fund of First Presbyterian Church of Davenport or from any other source without such corporate resolution. The corporation shall not sell, mortgage, or otherwise encumber any of its real property or acquire real property that is subject to an encumbrance without the written permission of the presbytery, or its authorized designee, transmitted through the Session.

Secular is defined as “of or pertaining to the world, or to things not religious, sacred or spiritual; temporal; worldly. Of, or pertaining to, the state (Federal, state and local law).” As this relates to the church, some examples are, but not limited to: bids accepted by the church from contractors, contracts between the church and others binding the church to payments for goods and services or for taking or not taking agreed upon actions; the purchase, sale and mortgage of real property; complying with building and other local codes; taking actions or failing to take actions that would come under the jurisdiction of any court of law, not an ecclesiastical court, etc. The church’s ecclesiastical and secular obligations are promulgated in the “Constitution of the Presbyterian Church (U.S.A.).” Its secular obligations are further promulgated in Federal, state and local laws.

Denominational Benevolence

Become well informed about the historic and current mission efforts of our church as carried out through General Assembly, Synod, Presbytery and Presbytery’s efforts locally. Keep the congregation effectively informed of this mission work to provide a broader understanding of the efforts being made and justification for our continued support, or an increase or decrease in that support. Recommend the monetary amount of that support as a part of preparing the annual budget.

HOSPITALITY AND WELCOMING COMMITTEE

Revised July 2019

Vision

The Hospitality and Welcoming Committee will play a key role in creating and maintaining a vibrant, welcoming and growing membership at First Presbyterian Church.

Mission

To create a welcoming environment for members, guests and visitors; to encourage visitors and guests to explore the path toward membership; and to help nurture and support new members through their first year of membership encouraging them to get involved with - and integrated into - the life of the church.

Ex-Officio Members

Associate Pastor or other staff member as assigned by the Moderator.

Structure

Membership should include active Session members and other members of the congregation. The committee may establish subcommittees and ad-hoc groups as needed. Members of these sub-committees do not necessarily have to be members of the committee.

Responsibilities and Duties

Oversee the Worship Host Ministry

Recruit and Train Worship Hosts, Coffee Hosts and Greeters into the Worship Host Ministry. Coordinate the Scheduling of Worship Hosts, Coffee Hosts and Greeters so that all services have optimal coverage.

Organize Training and Fellowship opportunities for Worship Hosts, Coffee Hosts and Greeters.

These training programs should include both hard skills (i.e. what to do in an emergency, how to collect the offering) and soft skills (i.e. how to recognize visitors and welcome them into the church).

Develop methods to identify visitors to church worship services. The main source for this information is currently the Fellowship Registers, but other programs should be explored and developed to increase our effectiveness in this area.

Welcome Visitors & Guests

Contact each visitor after their visit, if contact information is provided. This can be done via mail, email, or a phone call.

Conduct New Member Recruiting Events

Develop and coordinate a high quality First Church Orientation (currently New Member Inquiry) to include more information about the church.

Encourage visitors and guests to attend this First Church Orientation.

If the visitor wants to come to First Church Orientation, a person from the committee should offer the visitor encouragement.

Facilitate the Reception of New Members into the Congregation – coordinated by staff member with input and assistance from committee.

Host a reception for New Members on the weekend they are welcomed into the Church during worship services.

Follow up with New Members and Church Leaders to ensure that the proper connections were made and that the new members were able to get all their questions about programs related to their interests answered.

Provide Mentoring to New Members through their first year of Membership

Recognizing that getting New Members involved in the life of the church is critical to maintaining them as members, each New Member shall be assigned a mentor. This mentor is responsible for making regular contact with their New Member to welcome them into the life of the congregation.

PERSONNEL COMMITTEE

Revised February 2019

Mission

To support the Pastor/Head of Staff, assisted by the Associate Pastor, in his or her direction of staff employees to support Session leadership of the congregation

Vision, Mission and Goals

To work with the Pastor/HOS, assisting in the evaluation of policy and employee staff persons, as the Pastor/HOS directs the staff to align with Session's leadership of the congregation.

Members

Pastor/HOS (ex officio)

Session elders and other church members, nominated by the Pastor/HOS with the concurrence of Session

Other staff members temporarily assigned by the Pastor/HOS (ex officio)

Structure

The active ruling elders appointed by the Pastor/HOS, with Session concurrence, serve as chairperson and vice-chairperson. Their appointments are for one year, yet renewable annually for the time they are on Session. The committee may have additional members from the congregation not on Session, possessing needed expertise, as appointed by the Pastor/HOS and with Session concurrence. The Committee may create temporary task forces as needed to advance specific purposes of the committee. All members, except the Pastor/HOS for whom this policy does not apply, may serve at most a term of three-years, renewable for three years. After two full terms or six years total, a hiatus of at least one year must be taken. No terms may be renewed without the appointment of the Pastor/HOS and the concurrence of Session.

As of session approval of this committee description, this structure supersedes all other descriptions of structure for this committee previously approved for this Manual of Operations, either in general or directed specifically at this committee. Only Session may alter this committee description and the Manual of Operations.

Responsibilities and Duties

Develop policies covering compensation, career development, benefits, working conditions, promotions, vacations, holidays, evaluations, grievances, dismissals, etc., in accordance with the Constitution of the Presbyterian Church (USA) and any guidelines established by the Presbytery of East Iowa. Personnel policies require approval by the Session and are printed in a manual of Personnel Policies and Benefits provided to staff employees.

Develop and maintain position descriptions for staff employees. The development of position descriptions or any alterations to them are to be done in consultation with the Pastor/HOS, the relevant supervisory staff employees, and the chairpersons of the related session committees, with approval by Session. Any alterations in position descriptions currently occupied by employees must be done with sensitivity and adequate

communication to these employees.

After positions are approved by Session, hire employees in consultation with the Pastor/HOS, the relevant supervisors and committee chairpersons, notifying Session of the hires. Terminate employees - after consultation with the Pastor/HOS, the relevant supervisors and committee chairpersons - for cause or other circumstances, notifying Session of terminations. Typically, the Pastor/HOS shall be given veto power in the case of any hiring or firing, with Session concurrence needed to sustain the veto.

Be available to the Pastor/HOS, the Associate Pastor, and all staff employees - in consultation with the Pastor/HOS - on a confidential basis as needed for counsel, support and mediation toward the end of maintaining positive working relationships. This task includes making sure that pastors and staff employees take their vacations and study leave, and encouraging them to exercise, eat well, sleep enough, seek medical care, spend time with family and friends, etc.

Advocate for the Pastor/HOS, Associate Pastor and staff employees with the Session and congregation, as needed.

Annually review the salaries of all staff employees prior to the preparation of the final annual budget and to recommend to the Session an overall percentage increase for them, based on cost of living increases and additional considerations.

Approve specific salaries for individual exempt and non-exempt employees.

Lead the Session in its evaluation of the adequacy of the Pastor/HOS' and Associate Pastor's terms of call, including leading any conversations needed to give input regarding the leadership of these two in order to establish adequate terms, relying on presbytery guidance as needed and appropriate (Recall that neither the Pastor/HOS nor the Associate Pastor is an employee and that any pastoral communications – including sermons and worship music selections – are off-limits for formal evaluation by the Session).

Assist the Pastor/HOS, the Associate Pastor and designated supervisory employees to give input about, and to, staff employees as part of their official evaluation processes.

Complete evaluations of all staff employees, unless Session chooses to perform the evaluations. These evaluations include how the staff team operates together as a team.

Provide guidance to the Session about the roles and responsibilities of the Pastor/HOS, the Associate Pastor, the staff employees, the Personnel Committee, the Session and the presbytery, as needed. This duty includes sharing written reports to Session about policy and process issues, while keeping personnel issues (especially about individuals) verbal for the sake of confidentiality.

STEWARDSHIP COMMITTEE

Revised August 2019

Committee Mission

The Stewardship Committee is responsible for soliciting support from the congregation for the annual budget, as approved by Session, and to communicate to the congregation about the many ministries, services and mission efforts supported by the budget. The Committee shall explore and communicate a variety of ways for members and friends of the church to contribute to the mission and ministry of FPC. The committee will also track the progress of actual and anticipated income, and, when necessary, take appropriate action to help increase the church's income through special communication.

Vision, Mission and Goals

The Committee will develop an annual Fall Stewardship Campaign which includes a Theme that can easily articulate the importance of Stewardship, goals that support the mission of the church, action steps that lead the congregation to higher levels of generosity, and appropriate challenges to current leadership to assist in these efforts.

Structure and Members of the Committee

Moderator of Session – ex-officio

A Committee Chair, assigned by the Moderator

Members at Large from the congregation

A current member of Session, assigned by the Moderator

Responsibilities and Duties

- Plan, organize, and implement an annual Stewardship Campaign.
- Coordinate the stewardship theme with the pastoral staff with the expectation that they will plan liturgy and preaching in accordance with the theme.
- Provide the congregation with information that emphasizes the variety of ministries, services and mission work that is provided by the church through contributions.
- Strive to make the message personal and meaningful to members and friends of the church.
- Encourage new members to pledge.
- Develop and execute meaningful ways to interpret to the congregation the importance of responsible stewardship throughout the year.
- Coordinate with the Budget and Finance Committee communication about the church's financial condition on a periodic and as needed basis.
- Communicate with other Session committees and Deacons, and with other churches to share ideas.

Denominational Benevolences

- Keep the congregation informed about the current mission work of our church through General Assembly, Synod, and our Presbytery's efforts locally so members can be informed about broader mission efforts we support as a congregation in the PCUSA.

WORSHIP AND MUSIC COMMITTEE

Revised July 15, 2019

Committee Mission

To participate with the pastoral staff and Director of Music to develop Christian worship services that joyfully ascribe all praise and honor, glory and power to the Triune God. This is accomplished through services that:

- Incorporate inspirational music,
- Form the hub of church life,
- Provide the teachings and inspiration of Jesus Christ,
- Stimulate thought,
- Invite critical reflection,
- Inspire the love of God and humanity,
- Inspire participants to live their faith,
- Motivate people to return week after week to participate.

Vision, Mission and Goals

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and the Long Range Strategic Plan of the church. The committee's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of the Church's Long Range Strategic Plan over time.

Ex-Officio Members

Moderator of Session

Director of Music

Other staff member assigned by the Moderator of Session

Structure

The Worship and Music Committee is composed of a core group of members appointed by the Moderator of Session from the current Session and the congregation. The Moderator appoints the Chair or Co-Chairs. The committee may have additional members from the congregation who are not currently on the Session as described in the section of this manual titled, "Structure and Operation of Church Committees" in the paragraph, "Membership of the Standing Committees of Session." The committee may establish subcommittees and ad-hoc groups as needed.

Responsibilities and Duties

Worship Services

The Book of Order places final responsibility on the Pastor for the selection of sermon topic, Scripture selections, prayers, music to be sung and the use of drama, dance and other art forms.

The Director of Music recommends musical selections that will best support the lectionary, liturgical seasonal or other agreed upon worship themes.

Coordinate with the Chancel Guild any special requirements there may be for the chancel and sanctuary to support the themes for the various services.

Recommend the schedule for regular and special worship services.

Arrange for the preparation of the elements for the celebration of the sacraments.

Recruit, train and supervise Elders, Deacons and Church Members for the serving of communion in the church.

When requested to do so by the Pastor, provide recommendations on guest speakers, and on specific issues involving worship.

Music Program Other Than Worship

Provide information to the congregation that will heighten its understanding and appreciation of the high quality of our music program.

Work in conjunction with and in support of the Director of Music to organize, promote, and conduct morale-building activities for the members of the various choirs. Coordinate efforts with the appropriate committees.

Plan and promote, in conjunction with the Director of Music, the music programs for all special occasions, including but not limited to concerts and the Performing Arts Series.

Recruit new members for the various choirs when needed.

Support the Director of Music in achievement of approved goals of the Music Department.

CHURCH NOMINATING COMMITTEE

Revised August 2019

Committee Mission

The Church Nominating Committee is responsible for the nomination of individuals to the offices of Elder and Deacon; for the nomination of individuals to serve on the Board of Trustees of the Foundation of First Presbyterian Church of Davenport, Iowa; for the nomination of individuals to the Church Nominating Committee; and; for the nomination of individuals to fill any vacancies that may occur on the Session, the Board of Deacons, the Board of Trustees of the Foundation.

Ex-Officio Members

Moderator of the Session

Pastor(s) assigned by the Moderator of the Session

Structure

There are a minimum of seven members on the Nominating Committee, each serving a one-year term and representing various segments of the church. Two Elders are selected by and from the Session. One of those members is designated by the Session to chair the committee. One Deacon is selected by and from the Board of Deacons. In addition, a minimum of four members are nominated by the current Nominating Committee from the congregation-at-large with fair representation of all age groups, gender, ethnic groups, and persons with disabilities for election by the congregation at its annual meeting. No member elected from the congregation-at-large may be in active service on the Session or in active service on the Board of Deacons. No member of the committee shall serve more than three years consecutively.

Responsibilities and Duties

It shall be the duty of the committee:

- To inform itself of all vacancies which are to be filled by election at a congregational meeting.
- To study the responsibilities of the offices.
- To review the constitutional and scriptural qualifications for officers.
- To present to the congregation at a congregational meeting the name of one nominee for each of the offices to be filled by vote of the congregation.
- To present a slate of officers that gives fair representation to persons of all ages and of all racial ethnic members and persons with disabilities who are members of the congregation, and, with the hope of presenting at least one youth member of each class for the offices of elder and deacon.

JOB DESCRIPTION OF A DEACON

Revised August 2019

Each Deacon has been elected and ordained by the congregation to minister to those who are in need, to the sick, to the friendless and to any who may be in distress. Each Deacon, both as an individual and as a member of the Board of Deacons will be responsible for working within the congregation and the community to provide for the spiritual, emotional and physical needs of those within the community.

Each Deacon will be assigned to a specific committee (Outreach; Pastoral Care and Spiritual Development; or Mission Connection) by the Moderator of the Board. Each Deacon may also be assigned additional duties or to additional committees by the Moderator or the Chairperson(s) of their Committee.

Duties of each Deacon may vary depending on his or her committee and his or her particular talents. However, all Deacons are expected to:

- Regularly attend all Board and Committee Meetings
- Participate in Deacon related activities throughout the year
- Be prepared to work outside of scheduled meeting times to further the work of the Board
- Perform other duties as outlined in the descriptions of the Deacons Standing Committees; and the Book of Order.

Board of Deacon Meetings are held as publicized in church materials. The chairs of each committee will schedule their committee meetings. Attendance is required unless you can notify a member of the Deacons Executive Board (preferably the Moderator) that attendance will not be possible.

DEACONS ENDOWMENT FUND REVIEW BOARD

Revised August 2019

Committee Description

The Deacons Endowment Fund Review Board seeks to accomplish the mission of the Deacons Endowment Fund to develop new mission and outreach programs within the First Presbyterian Church community by providing seed money in the form of matching grants to help start new mission or outreach programs two times per year depending on available funding.

The Deacons Endowment Fund Review Board will review all applications to the Deacons Endowment Fund and will make funding recommendations to the Board of Deacons based on the Procedures and Guidelines, Restated, November 2011.

The Review Board will also be responsible for periodic reviews of the Procedures and Guidelines of the Deacon's Endowment Fund and may make recommendations to Board of Deacons which may then vote on proposed changes as described below.

Vision, Mission and Goals

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and the Long Range Strategic Plan of the church. The committee's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of the Church's Long Range Strategic Plan over time.

Structure

The Review Board shall consist of eight members: five Deacons (one each from the three major committees of Deacons, the Executive Committee and a member-at large), one Elder, one Foundation member, one congregational member-at-large to a three year term. The Executive Committee of Deacons is responsible for naming the chair of the Review Board annually from those serving on the Review Board.

The Review Board Chair

- The primary responsibilities of the Review Board Chair will be to ensure that the Review Board adheres to the Procedures and Guidelines of the Fund and to facilitate the discussion of the application review process within the Board.
- Call meetings of the Review Board, scheduling for the optimal participation.
- During Review Board voting on the disposition of NMO Grant applications, vote only in the event of a tie.
- Present all NMO Grant applications with recommendations to the Board of Deacons.
- Present to Session should the size of the NMO Grant require Session approval.

Review Board Responsibilities:

- The Review Board functions at the request of Deacons Executive Committee.
- The Review Board publicizes the DEF NMO Grant and has the application process open from March 15 to April 30 with a review at June Deacons meeting and from August 15 to

September 30 for a review at October Deacons meeting. This will require updating the NMO Grant Application and Information sheets.

- NMO Grant applications should be reviewed as they arrive allowing time to request additional information from the applicant as may be desired.
- Review all applications to the Deacons Endowment Fund and have recommendations on each grant application ready for the June and October meetings of the Board of Deacons.

DEACONS EXECUTIVE BOARD

Reviewed August 2019

STATEMENT OF PURPOSE

The primary purpose of the Executive Board is to provide the Board of Deacons with program direction. Therefore, the criteria established in the Operations Manual will be monitored by the Board to ensure that the needs of the church as well as the Board of Deacons are being met.

VISION, MISSION AND GOALS

Annually, develop and update a written Action Plan for the Board of Deacons in support of the Vision and Mission Statements and the Long Range Strategic Plan of the church. The Board's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of the Church's Long Range Strategic Plan over time.

The Deacons Executive Board shall raise the visibility of the Deacons' mission activities throughout the congregation by facilitating communication between the Board of Deacons and the congregation, between Board of Deacon committees, and between the Board of Deacons and Session.

STRUCTURE

Moderator	Voting Member
Vice-Moderator	Voting Member
Secretary	Voting Member
Financial Facilitator	Voting Member
Committee Chairs	Voting Members
Session Representative	Non-Voting Member
Ex-Officio Members	Non-Voting Member
Pastoral Representative	Non-Voting Member

The Moderator, Vice-Moderator, Secretary, and Financial Facilitator will serve as Communication Facilitators to the Deacon committees. The Vice-Moderator would serve as the Communications Coordinator.

Ad-hoc and special task force committee chairpersons shall be considered Ex-officio members while their committee is functioning.

RESPONSIBILITIES

- To coordinate the activities of the various standing committees, ad-hoc committees, and task forces.
- To develop the budget for each year. This proposal must be completed by August 15 for review by the Executive Board for submission to the Church Budget Committee on or before the Joint Budget meeting date, typically late August.
- To oversee and evaluate the financial support provided by the Board of Deacons to agencies outside of the church and to groups within the church. This support may be adjusted or even terminated by the Executive Board as deemed appropriate taking into

consideration the goals and mission of the Board of Deacons, as well the financial strength of the Deacons' Funds. Each outside agency and group will be evaluated using the Mission Giving Criteria.

- To prepare a slate of candidates for positions on the Deacons' Executive Board for the following year. This slate of candidates will be presented to the Board of Deacons for approval no later than the December meeting.
- To review the program and/or project requests of the Board of Deacons to determine if they remain within the standing committees' responsibilities. If the needs are outside the specific duties, the Executive Board will request for an ad-hoc or task force committee to be formed to meet the need.
- Oversee Green Envelope offerings and fundraising for a specific purpose by a specific committee for those ministries not covered as a line item in the church budget.
- Plan and coordinate the Annual Deacons' Picnic.
- To submit a written annual report summarizing the Board of Deacons' activities to the congregation at its annual meeting in February. Each committee must submit its own annual report to the Executive Board by the December meeting. All members of the Board of Deacons will receive a copy of the annual report at the January meeting.
- The Operations Manual shall be maintained and updated by the Executive Board. Upon approval of the Executive Board, revisions should be submitted to the Church Government Committee of the Session.
- Recognizing the importance of communication with the members of the congregation between Board of Deacon committees and between the Board of Deacons and Session, the Communication Facilitators, under the leadership of the Communication Coordinator, are responsible for:

Printed communications including Deacons' Corner in the bulletin and the Broadcaster.

Media communication including:

- Power point presentations promoting the work of the Deacons shown on the large screen and flat screen monitors in the sanctuary and Fellowship Hall (material supplied by Deacon Committees).
- Deacons' portion of the church's web site.

General communication activities including:

- Determining means for improving visibility of current Deacons at worship and other church functions – such as through name tags or Deacons' Corner in Fellowship Hall.
- Communicating Deacon events within the Board, with other Boards, with the church staff, and with the church office especially regarding the church calendar and building use forms.
- Attending regularly scheduled session meetings on a rotational basis to serve as communication liaisons between the Board of Deacons and the Session.

SPECIFIC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

- Moderator's duties and responsibilities:
The moderator is responsible for conducting both the Executive Board and Board of Deacons' monthly meetings. These meetings will be administered according to

the rules of order. A written formal agenda will be prepared for and followed during both meetings.

Is responsible for developing a system which would assign the following monthly duties:

Prayers at the Board of Deacons' meetings.

Deacon representation at the regular monthly session meetings.

- Vice-moderator's duties and responsibilities:
 - The vice-moderator is responsible for working with and providing direction for the ad-hoc and task force committees. When the moderator is absent, the vice-moderator will conduct the scheduled Executive Board and/or Board of Deacons' meetings. The Vice-Moderator would serve as Communication Coordinator.
- Secretary's duties and responsibilities:
 - To record attendance at each Executive Board and Board of Deacons' meetings.
 - To read/distribute any correspondence received.
- Financial Facilitator's duties and responsibilities:
 - Chair the Deacons' Endowment Fund Review Board.
 - Facilitate annual review of the Mission Giving Criteria.
 - Promote Green Envelope offerings through minute for mission and bulletin announcements
 - Monitor financial reports from the Finance office.
 - Interface with the Stewardship Committee on an annual basis, representing the Board of Deacons' interest to the church stewardship and budget or finance function.
 - Work with Deacon committees that do fundraising for a specific purpose not covered as a line item in the budget.
- Committee chairpersons' duties and responsibilities:
 - Outreach: Refer to Outreach Committee description.
 - Pastoral Care and Spiritual Development: Refer to Pastoral Care and Spiritual Development Committee description.
 - Mission Connection: Refer to Mission Connection Committee description.
 - In addition to the stated responsibilities in the aforementioned committee descriptions, these committee chairs shall be responsible for reporting on the activities and progress of their respective committees at the Executive Board Meetings as well as to the Board of Deacons prior to their monthly meetings.
- Ex-officio members' duties and responsibilities:
 - The Ex-officio members will work closely with the Vice-Moderator to develop specific goals and objectives for their committees. They will be required to update the Board of Deacons in reference to their established goals and objectives at the Board of Deacons' monthly meetings.
- Pastoral representative's duties and responsibilities:
 - One of the pastoral representatives will act as the coordinator of church staff and Deacons.
 - To attend the Board of Deacons' meetings.
 - To serve as an advisor for each committee as needed.

NOMINATING COMMITTEE

- The Executive Board will provide the church's Nominating Committee chairperson prior to the nominating Committee meeting with the following:
 - Number of Deacons needed for the coming term.
 - Length of terms open.
 - The names of those completing their first term.

OUTREACH COMMITTEE

Reviewed August 2019

Committee Mission

To oversee the hands-on mission opportunities for the congregation. The committee is to analyze research and investigate community conditions from a Christian point of view and recommend to the Board appropriate approaches and actions. To implement Board approved actions. To organize and support special activities and functions.

Vision, Mission and Goals

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and the Long Range Strategic Plan of the church. The committee's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of the Church's Long Range Strategic Plan over time.

Ex-Officio Members

Moderator of Session

Moderator of Board of Deacons

Associate Pastor or other staff member as assigned by the Moderator of Session

Structure

The Outreach Committee is composed of a core group of members appointed by the Moderator of the Board of Deacons from the current Board. The Chair or Co-Chairs are appointed by the Moderator of the Board. Both members and chairs should be selected based on their interest in reaching out to our local, domestic and international neighbors.

The committee may have additional members from the congregation who are not currently on the Board as described in the section of this manual titled, Structure and Operation of Church Committees in the paragraph, Membership of the Standing Committees of The Board of Deacons. The committee may establish subcommittees and ad-hoc groups as needed.

Responsibilities and Duties

- Present findings and progress reports to the Board of Deacons with recommendations.
- With the Board's approval, proceed to implement its recommendations which may include education of the congregation and involvement in the community.
- Organize, support and maintain the project of the Outreach Committee. The committee shall monitor the progress, success and appropriateness of each of these projects and may add, modify or eliminate certain projects with the approval of the Board of Deacons.
- Other duties and responsibilities as they are assigned by Executive Board action.
- Attend the regular meetings of the Board of Deacons.
- Attend meetings of the Outreach Committee and appropriate Sub-Committee.
- Reports shall be prepared when appropriate. Information for the Deacon's annual report for the congregation and the Session is given to the Moderator yearly.

MISSION CONNECTION COMMITTEE

Revised August 2019

Committee Mission

Mission Connection facilitates the congregation's ability to witness to, and/or carry out the compassionate love of Christ by sharing our time, talent, and resources with people beyond the local community. Mission Connection also nurtures and promotes community-wide partnerships among those involved in mission efforts.

Vision, Mission and Goals

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and the Long Range Strategic Plan of the church. The committee's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of the Church's Long Range Strategic Plan over time.

Ex-Officio Members

Moderator of Session

Moderator of the Board of Deacons

Other staff member assigned by the Moderator of Session

Structure

The Mission Connection Committee is composed of a core group of members appointed by the Moderator of the Board of Deacons from the current Board. The Chair or Co-Chairs are appointed by the Moderator of the Board.

The committee may have additional members from the congregation who are not currently on the Board of Deacons as described in the section of this manual titled, "Structure and Operation of Church Committees" in the paragraph, "Membership of the Standing Committees of The Board of Deacons." The committee may establish subcommittees and ad-hoc groups as needed.

Responsibilities and Duties

The committee has three major areas of responsibility each administered by a subcommittee of Mission Connection as summarized below.

Connections

- Engage in dialogue with other Christians throughout the world for mutual enrichment, edification, and support.
- Spotlight weekly (in worship) some aspect of church life such as mission, education, etc.
- Create and support a community-wide network which:
 - a) Develops cooperative mission education/publicity efforts within involved congregations, and
 - b) Society's involvement of the congregations and community in mission work.
- Promote opportunities for greater community-wide participation in mission work.

- Sustain the enthusiasm of returning mission participants.

Trips

- Be responsible for initiating, organizing, and/or supporting all national and international mission trips.

Fundraising

- Grow financial support for mission through the church's general budget, special collections and gifts, and possible outside funding sources such as private or government grants.

PASTORAL CARE AND SPIRITUAL DEVELOPMENT COMMITTEE

Revised August 2019

Committee Mission

Pastoral Care and Spiritual Development deacons and volunteers are the “heart” of the church. They offer Christian compassionate care to all who are ill, lonely and broken, and to all those who seek to deepen their relationship with Jesus Christ. The committee’s mission is therefore to plan, coordinate and guide the pastoral care and spiritual nurturing of the congregation; to establish programs and events for emotional and spiritual nurture of the congregation; to evaluate existing programs and discontinue programs which are not viable; to promote events and programs for the pastoral care of peoples’ spiritual and emotional needs to the congregation.

Ex-Officio Members

Moderator of Board of Deacons

Associate Pastor or other staff member assigned by the Session Moderator

Structure

The Pastoral Care and Spiritual Development Committee is composed of a core group of members appointed by the Moderator of the Board of Deacons from the current Board. The Chair or Co-Chairs are appointed by the Moderator of the Board. The committee may have additional members from the congregation who are not currently on the Board. The committee may establish subcommittees and ad-hoc groups as needed.

Responsibilities and Duties

Pastoral Care Purpose - to plan, coordinate, and guide the pastoral care and spiritual development of the congregation. The goals of the committee continue to focus on the establishment, promotion, and evaluation of programs and events that support the pastoral care and spiritual and emotional needs of the people.

InTouch- Upon request of the church member, deacons and congregational members are assigned to chronically ill, and homebound and those limited by other circumstances in order to offer Christian compassionate support through personal visits.

Health Ministries is responsible for checking the several AEDs monthly, checking and refreshing all First Aid kits throughout the church building plus working on emergency exit plans and signage within the building.

Funeral Support is provided by the PCSD committee plus volunteers, when requested by the family, to serve at the reception at church following a funeral.

Communion to the Furthest Pew is served to members unable to attend church on dates immediately following communion at church. Volunteers accompany a pastor to serve communion at the member’s residence.

Homecoming is usually the first Sunday in October and honors our elderly church members with

a luncheon following the last service. Lunch is served in Fellowship Hall by PCSD Committee and volunteers.

Love Gift is funded by designated gifts from members of the congregation. It is given to members of the congregation when either the committee or pastor becomes aware of a special need that cannot be filled with any other funding. Pastors and committee approve love gifts.

Spiritual Development develops and builds a wellness program to encourage congregational members to become more whole in body, mind and spirit. Provide avenues for people to deepen their relationship with Jesus Christ through venues such as:

Men's Fellowship enhances the men's spiritual growth and is only limited by your imagination. It could be as simple as planning and cooking a men's breakfast or as complex as planning and executing a weekend out of town retreat, typically having two events each calendar year.

Women's Fellowship Various programs are developed throughout the year for fellowship and spiritual growth including breakfasts and (in the past) retreats held within the church and other locations.

Congregational contact Annual events to include church members to share their time and talents; i.e. *Art Show*

Prayer Ministries coordinates the Prayer Chain and connects those in need of prayer with church members who are committed to a ministry of prayer. Prayer requests may be sent to the church office and we will contact the prayer chain coordinator.

Prayer Shawl Ministry provides shawls knitted by parishioners for parishioners and others in need of comfort. The shawls are given to persons who are seriously ill, have suffered a loss or are in the midst of a crisis. The intent of the shawl is to deliver a sense of God's love and peace to the recipient.

**THE BYLAWS OF
FIRST PRESBYTERIAN CHURCH OF DAVENPORT
Approved September 22, 2019**

**ARTICLE I
NAME AND CORPORATION IDENTIFICATION**

The name of this organization is “First Presbyterian Church of Davenport,” as specified by its restated Articles of Incorporation which were filed with the Secretary of State of the State of Iowa on June 29, 1999, with document number W00214506. (Check the most recent date)

**ARTICLE II
OBJECT, ALLEGIANCE, AND POWER**

The church is organized and incorporated for the purpose of conducting the usual ecclesiastical and secular affairs of a local church in accordance with and in obedience to the “Constitution of the Presbyterian Church (U.S.A.),” subject to any limitations or restrictions imposed by the Chapter 504A of the Code of Iowa or other applicable law. The secular powers of the church, to be exercised in and by its corporate name, shall be all the powers of a corporation under the provisions of Chapter 504A of the Code of Iowa, 1958, relating to corporations not for pecuniary profit, including the right to acquire (by purchase, gift, bequest, or devise), to hold and to sell, lease, convey, mortgage, or otherwise encumber real and personal property.

It is the intent of these bylaws to supplement, as applied to this particular church, the requirements of civil law, church law (as stated in the latest issue of the Constitution of the Presbyterian Church (U.S.A.)) and the Articles of Incorporation. If there be any conflict, these bylaws are subordinate.

**ARTICLE III
MEETINGS**

Section 1 - Annual

The annual meeting of the congregation shall be held in the building of the church at a specific date and time designated by the Session. At such meeting, the congregation shall be competent, without special provision in the notice, to transact any business of the church (whether Secular or ecclesiastical) properly coming before it, including the election of officers, a review of the budget adopted by Session, and the receiving of all official boards and organizations.

Section 2 - Special

Special meetings of the congregation of the church may be called by presbytery or by the Session at any time, and it shall always be the duty of the Session to convene a special meeting of the congregation promptly when petitioned in writing to do so by one-fourth of the members on the active roll. No business shall be transacted at a special meeting except the business briefly described in the notice thereof and such business may be secular and/or ecclesiastical.

Section 3 - Members

The term “member” as used in these Bylaws shall mean any person listed on the active rolls of the church records.

Section 4 - Quorum

A quorum of one-tenth of the members shall be required for the transaction of business at any meeting of the congregation, except that a lesser number may adjourn the meeting to a date and time certain.

Section 5 - Adjourned Meetings

Any meeting of the congregation may be adjourned as the circumstances may require, and without further notice, and from time to time.

Section 6 - Notices

(a) Notice of corporate meetings shall be given in accordance with the laws of the State of Iowa, the Articles of Incorporation, and the Constitution of the Presbyterian Church (U.S.A.).

(b) Notice of all other meetings shall be given to the congregation on two successive Sundays.

Section 7 - Moderator and Clerk

The pastor shall be the moderator of all meetings of the Session and of the congregation except the meetings, or portions of meetings, for the consideration of the pastoral relationship.

The pastor shall not attend meetings, or portions of meetings, during which the pastoral relationship is being considered. On such occasions and also when the pastor is absent, the moderator shall be a minister within the same presbytery invited to act as such by the pastor, with the prior concurrence of the Session, or appointed by presbytery. In the case of a meeting of the congregation, when this procedure is not expedient and when both the pastor or the moderator of the Session and the Session concur, a member of the Session may be invited by the moderator to preside. In the case of a meeting of the Session, the Session, after obtaining the approval of the pastor, may convene and elect another of its own members to preside.

When the pulpit is vacant, the moderator of Session or congregational meetings, or portions of meetings, shall be prescribed by the Constitution of the Presbyterian Church (U.S.A.).

The clerk of the Session shall be secretary of meetings of the congregation and of meetings of the Session. If the clerk is unable to serve, the congregation, and the Session respectively, shall elect a secretary.

Section 8 - Qualifications for Voting

All members present at a congregational meeting shall be entitled to vote at all such meetings on all matters affecting the ecclesiastical affairs of the church and also on all matters affecting the secular affairs, unless otherwise provided by the laws of Iowa.

Section 9 - Prayer

All meetings of the congregation shall be opened and closed with prayer.

Section 10 - Minutes

If the congregation does not approve the minutes of a congregational meeting before adjournment, the Session shall read, correct, and approve the minutes of that congregational meeting at its next scheduled meeting and shall enter them into the minute book of the Session.

ARTICLE IV **ORGANIZATIONS**

The officers of the congregation shall be elders and deacons.

A. The Session

Section 1 - Composition and General Powers

The Session shall consist of clergy and not less than six (6) nor more than thirty-nine (39) elders. All members of the Session, including clergy are entitled to vote. The powers and duties of the Session shall be those enumerated in the Scriptures and in the Constitution of the Presbyterian Church (U.S.A.) and in the Articles of Incorporation of the church. The Session shall have general supervision, management, and control over all the affairs of the church, both ecclesiastical and secular, subject only to the powers retained by the congregation, except as herein otherwise provided.

Section 2 - The Elders

Any member of the congregation may be an elder. There shall always be three classes of elders on the Session, each with elders as nearly equal in number as possible. Elders shall be elected at the annual meeting of the congregation, or at a special meeting called for that purpose. Elders are normally elected to serve a term of three years and may be elected to one succeeding term of three years. Elders may be elected for a shorter term than three years due to personal restraints, to fill an unexpired term due to a vacancy or to adjust the number of elders in each class so as to make the classes nearly equal. An elder may not serve on the Session more than six consecutive years and an elder who has served six consecutive years shall be ineligible for election to the same board for at least one year. Elders shall serve until their successors are elected and installed. Elders shall not be married to, parents of, or children of staff members or other currently serving elders for a period of more than one year.

Section 3 - The Officers

(a) The officers of the Session shall be the moderator, the clerk, the chairpersons of the standing committees and such other officers as the Session may from time to time appoint and elect.

(b) The moderator shall be the pastor, except as otherwise provided by the Constitution of the Presbyterian Church (U.S.A.).

(c) The clerk of the Session shall be an elder elected by the Session for such term as it may determine.

(d) Any Session elected officer of the Session may be removed from office by a majority vote of the members present at a properly called and constituted meeting of the Session.

Section 4 - Meetings

(a) The stated meetings of the Session shall be held as publicized in church information, unless otherwise decided by a majority vote of the Session members attending any meeting.

(b) The moderator of the Session may call a special meeting of the Session when he or she judges it necessary and shall do so when requested in writing by any two members of Session. The Session shall also meet when directed to do so by presbytery.

(c) To transact business in meetings of the Session a quorum of the Session must be present. A quorum consists of the moderator and one third of the elders.

Section 5 - Committees

The Session may establish and dissolve standing and special committees as it may deem necessary, except that the Finance Committee shall not be dissolved. The powers, duties and practices of each committee shall be as determined by and always subject to the approval of the Session, except as otherwise provided herein.

(a) Standing Committees

As soon as practicable each year, the moderator, staff, and Nominating Committee will (1) assign all members of the Session to the various standing committees of the Session such that each elder shall serve on one standing committee, but may be assigned to more than one committee if deemed appropriate by the moderator (the clerk may, or may not, serve on a standing committee), and (2) name the chairperson of each standing committee.

Each committee may also have additional members from the congregation who are not members of the Session. This is to ensure that each committee has the number of members with the requisite expertise required to effectively and completely accomplish its goals, carry out its mission and realize its vision. These members will be known as “congregational members.” The congregational members will have the same rights, privileges and responsibilities as the committee members who are serving on the current Session. The exceptions to this are that a congregational member of a committee may not perform those duties and functions that are reserved for current Session members and, if the congregational member is not an elder, he or she may not perform those duties and functions that are reserved for elders. Effective January 1, 2022, each congregational member will serve for no more than six consecutive years and a person who has served six consecutive years shall be ineligible for service to the same committee for at least one year, unless they become an active elder.

Each committee may also recruit others in the congregation who are not currently serving on the Session to provide specific services from time to time. These will not be voting members of the committee and approval by the Session will not be necessary. Each committee should have regular meetings at the call of the committee chair or co-chair.

(b) Officers and Agents of the Secular Corporation

Any officer or agent of the corporation shall act only in the best interest of the corporation and in accordance with these Bylaws, its Articles of Incorporation and the Constitution of the Presbyterian Church (U.S.A.) as limited or restricted by Iowa or other applicable law.

The chairperson and vice-chairperson, of the Finance Committee, the Clerk of Session, and the church treasurer shall be, ex-officio, the president, vice-president, secretary, and treasurer respectively of the church’s secular corporation. The president or vice-president and the secretary or assistant secretary of the church’s secular corporation are hereby empowered to execute, in the name of the church, all instruments whereby the church may become bound as a secular corporation, including the purchase, sale or mortgage of real property, and may affix the corporate seal to any of the instruments requiring it. Officers of the secular corporation may be removed from office by a majority vote of the members present at a properly called and constituted regular or special meeting of the Session.

In addition to officers of the corporation, the Session or the congregation may appoint an individual(s) it deems qualified, including any member(s) of the corporation or church staff, to

act as an agent(s) of the corporation to execute all instruments whereby the church may become bound as a secular corporation, including the purchase, sale or mortgage of real property, and may affix the corporate seal to any instruments requiring it.

(c) Purchase, Sale or Mortgage of Real Property

The corporation can be bound in the purchase, sale or mortgage of real property only upon corporate resolution adopted by the membership of the corporation at any duly called and constituted meeting of the congregation. However, the Session is hereby authorized to receive unencumbered real property as a gift from The Foundation of First Presbyterian Church of Davenport or from any other source without such corporate resolution. The corporation shall not sell, mortgage, or otherwise encumber any of its real property or acquire real property that is subject to an encumbrance without the written permission of the presbytery transmitted through the Session.

(d) Task Forces

Task forces may be approved by the Session, which will exist for a specifically stated temporary purpose. Task forces must report regularly to the Session, and shall exist for no more than two years without requiring a renewal vote from Session.

B. The Board of Deacons

Section 1 - Composition and General Powers

The Board of Deacons Board shall consist of staff liaison and not less than six (6) nor more than twenty-four (24) deacons in active service. The powers and duties of this Board shall be those enumerated in the Scriptures, and in the Constitution of the Presbyterian Church (U.S.A.) and such additional duties as may be assigned by the Session. Generally, this Board shall minister with wise tact and Christian sympathy to those who are sick or in need. .

Section 2 - The Deacons

Any member of the congregation may be a deacon. There shall always be three (3) classes of deacons on the board, each with deacons as nearly equal in number as possible. Deacons shall be elected at the annual meeting of the congregation or at a special meeting called for that purpose. Deacons are normally elected to serve a term of three years and may be elected to one succeeding term of three years. Deacons may be elected for a shorter term than three years due to personal restraints, to fill an unexpired term due to a vacancy or to adjust the number of deacons in each class so as to make the classes nearly equal. A deacon may not serve on the Board more than six consecutive years and a deacon who has served six consecutive years shall be ineligible for election to the same board for at least one year. Deacons shall serve until their successor are elected and installed.

Section 3 - The Officers

The Board of Deacons shall elect a moderator from among its members. The Board of Deacons may also elect annually from among its membership a vice-moderator, a secretary, and a treasurer of the funds of the board. Clergy shall be advisory members of the board. Any officer of the Board of Deacons, elected by the board, may be removed from office by a majority vote of the members present at a properly called and constituted meeting of the Board of Deacons.

Section 4 - Meetings

The Board shall meet upon call of its moderator or when directed to meet by the Session. To transact business in meetings of the Board of Deacons, a quorum of the Board of Deacons must be present. A quorum consists of the moderator and one third of the deacons. When the moderator is absent, the Board of Deacons may convene and elect one of their members to preside.

The Board shall keep a record of its proceedings and of all funds at its disposal and their disbursement. The Board shall submit its records to the Session within thirty (30) days of any request for such records by the Session and shall provide such records to the Session each February for the preceding year.

Section 5 - Committees

The Board of Deacons may establish and dissolve committees necessary for the fulfillment of its responsibilities. The powers, duties and practices of the committees shall always be subject to the approval of the Session.

The moderator of the Board of Deacons assigns members to the various committees of the Board of Deacons and appoints chairs for each committee in consultation with the staff resource person assigned to the Board of Deacons, at the beginning of each year.

Each committee may also have additional members from the congregation who are not members of the Board of Deacons. This is to ensure that each committee has the number of members with the requisite expertise required to effectively and completely accomplish its goals, carry out its mission and realize its vision. These members will be known as “congregational members.” The congregational members will have the same rights, privileges and responsibilities as the committee members who are serving on the current Board of Deacons. The exceptions to this are that a congregational member of a committee may not perform those duties and functions that are reserved for current members of the Board of Deacons and, if the congregational member is not a deacon, he or she may not perform those duties and functions that are reserved for deacons. Effective January 1, 2022, each congregational member may not serve more than six consecutive years and a person who has served six consecutive years shall be ineligible for service to the same committee for at least one year unless they become an active Deacon.

Each committee may also recruit others in the congregation who are not currently serving on the Board of Deacons to provide specific services from time to time. These will not be voting members of the committee and approval by the Board of Deacons will not be necessary. Each committee should have regular meetings at the call of the committee chair or co-chair.

ARTICLE V

NOMINATIONS, ELECTIONS, VACANCIES AND REMOVAL FROM OFFICE

Section 1 - Nominations

A nominating committee shall be elected by the congregation in accordance with the provisions of the Constitution of the Presbyterian Church (U.S.A). The committee shall include two members designated by and from the Session (one of whom shall be named by the Session as chairperson), one member designated by and from the Board of Deacons, and other members of the committee in sufficient number to constitute a majority thereof, to be chosen by the

congregation with fair representation of all age groups, gender, ethnic groups, and persons with disabilities. The pastor shall be a member, ex-officio. It shall be the duty of the committee: (1) to inform itself of all vacancies which are to be filled by election at a congregational meeting; (2) to study the responsibilities of the offices; (3) to review the constitutional and Scriptural qualifications for officers; and (4) to present to the congregation at a congregational meeting the name of one nominee for each of the offices to be filled by vote of the congregation. Nominations may always be made from the floor by any elector present.

The Nominating Committee shall present to the Session nominees to fill other vacancies as requested by the Session.

Section 2 - Elections

All elections shall be by ballot unless the congregation, by a two-thirds vote, otherwise decides. A majority of the votes cast by eligible voters present and voting shall be necessary to elect.

Section 3 - Vacancies

Any vacancy occurring on the Session or the Board of Deacons may be filled for the unexpired term by election at a special meeting of the congregation called for the purpose. In such cases, the nomination shall be made by the Nominating Committee. If no special election is called, the vacancy shall be filled at the next meeting of the congregation. Whenever there may be vacancies in either of said bodies amounting to more than fifteen percent of their respective full memberships, the Session shall call such special meeting and election.

Section 4 - Removal From Office

An elder or deacon may be removed from office only in accordance with the procedures described in the Constitution of the Presbyterian Church (U.S.A.).

ARTICLE VI **AMENDMENTS**

Except such as are required by the Constitution of the Presbyterian Church (U.S.A.), the Articles of Incorporation, the laws of Iowa, or other applicable law these bylaws may be amended, altered, revised, or repealed by a two-thirds vote of the qualified voters present at any meeting of the congregation, annual or special. If the meeting is a special meeting the notice of meeting shall briefly describe the purport of the amendment.

**STRUCTURE AND OPERATION OF THE
FOUNDATION OF FIRST PRESBYTERIAN CHURCH OF DAVENPORT
Revised August 2019**

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**STRUCTURE AND OPERATION OF THE
FOUNDATION OF FIRST PRESBYTERIAN CHURCH OF DAVENPORT
Restated 12 July 2004; Revised 17 March 2008; Revised 15 March 2018**

This document is meant to be a summary of the major provisions of the Articles of Incorporation and the Bylaws of the Foundation and to capture pertinent information. If any part of this summary is interpreted to be in conflict with one or more provisions of the Articles of Incorporation, the Bylaws, or adopted policies, the provisions of the current, filed and/or adopted documents shall prevail.

Background

The Foundation of First Presbyterian Church (“Foundation” or “Corporation”) was established as an extension and broadening of the provisions of the Development Fund of the First Presbyterian Church of Davenport.

The Development Fund was conceived by a group of forward looking individuals in November 1960 when it was officially formed as a not-for-profit corporation under the laws of the State of Iowa. It was conceived at a period when many churches in cities and towns across the USA were relocating from the inner cities to the suburbs. The original purpose was to provide a corporation that could raise and hold funds that could be used to finance the construction of a church building in one of the newer areas of the Iowa Quad Cities if it became apparent that such a move would be desirable. Over time it became clear that such a move would not be in the best interest of the congregation and that if First Presbyterian Church of Davenport (“Church”) was to grow it would have to do so by expanding at its Iowa Street location. The focus of the Development Fund was gradually shifted to providing funding for such expansion through the purchase of land and houses in the vicinity of the Church. An additional purpose was, and still is, to provide resources for capital needs of other churches within our Presbytery.

Establishment and Purpose

Throughout the Church’s history, in both good and difficult times, faithful members have financially supported the Church’s work. This has enabled the Church to share God’s love for more than 175 years. But long-term stability continues to be an issue. Each year during the annual Stewardship Campaign, the Church starts from zero to raise the necessary resources to sustain its work for the coming year and each year there are many unknowns which impact annual giving.

The goal of the Foundation is to provide for future needs which cannot be met through the annual campaign. The Foundation provides opportunities for members to extend their giving, perhaps for use beyond their own lifetimes. It gives today’s faithful Christians an opportunity to leave a heartfelt legacy for subsequent generations of believers.

In June 1999, the Articles of Incorporation and the Bylaws of the Development Fund were amended to form and describe the operation of the Foundation which incorporates the concept and operation of an unrestricted fund and an endowment fund that were merged into the Development Fund to substantially broaden its overall purpose. At the same time its name was changed to the Foundation of First Presbyterian Church of Davenport. The Articles of Incorporation and Bylaws have been subsequently amended.

The overall purpose of the Foundation was restated to read:

“The purpose of the Corporation is to provide the First Presbyterian Church of Davenport with adequate resources to effectively do its Christian work and assist other Presbyterian churches in the Presbytery in which the Church is a part.”

There is a major difference between the Church as a secular corporation and the Foundation. The Church

is formed as a corporation in accordance with the Constitution of the Presbyterian Church (U.S.A.) subject to the limitations and restrictions of Iowa and other applicable laws. The Book of Order, which is a part of the Constitution of the Presbyterian Church (U.S.A.), limits the Church in dealing with real property. The Church may not purchase, sell or mortgage real property without a resolution passed by the congregation. In addition, it must also have permission from the Presbytery to sell, mortgage, or purchase property that is encumbered. (See the “Structure and Operation of Church Committees” and the “Bylaws of the Church” sections of the Church’s Operations Manual for a description on purchase, sale or mortgage of real property by the Church.)

The Foundation is founded under Iowa law and is subject to other applicable local and federal law. It is not subject to the Constitution of the Presbyterian Church (U.S.A.). That distinction provides the Foundation with significantly more flexibility than the Church to purchase, sell, gift and encumber real property. The Foundation may purchase, sell, give as a gift and mortgage real property with the approval of the Members of the Foundation.

The duration of the Foundation is perpetual unless sooner dissolved by three-fourths (3/4) vote of all the Members thereof or by act of the General Assembly of the State of Iowa, or by operation of law, subject to the right of re-incorporation as provided by the laws of the State of Iowa.

Mission and Vision Statements

The Mission Statement of the Foundation is:

The mission of the Foundation of First Presbyterian Church is to glorify God by attracting and growing planned gifts (those given above and beyond an annual stewardship pledge) and bequests for the current and future needs of the Church and its mission.

The Vision Statement of the Foundation is:

The Foundation of First Presbyterian Church will carry out its mission by:

- Educating the congregation on the purpose and mission of the Foundation and seeking its involvement;
- Providing planned giving opportunities;
- Encouraging planned giving; and
- Administering, through the Foundation Board of Trustees, resources entrusted to the Foundation with the utmost prudence and integrity.

Funds

The overall purpose of the Foundation is to be accomplished through the operation of the Funds within it:

- The Development Fund;
- The Unrestricted Fund; and
- The Endowment Fund.

In addition, the Foundation may accept assets from donors on which the donor has placed restrictions that would not be satisfied under the provisions of any of the above three Funds.

A description of each Fund and pertinent information regarding each Fund follows:

The Development Fund of the Foundation of First Presbyterian Church of Davenport

The first purpose of the Development Fund is to provide the Church with adequate resources so that the Church may procure directly, or receive as a gift, property, equipment, and facilities, and make capital improvements on land and existing structures owned by the Church, when they are needed. To accomplish this purpose the Corporation may provide resources from this Fund to the

Church necessary for the Church to purchase personal or real property and take title in the Church's own corporate name or to make capital improvements (only with a resolution passed by the congregation). The Corporation may also achieve this purpose by purchasing personal or real property in its name as the "Development Fund of the Foundation of First Presbyterian Church of Davenport" and transferring ownership of that property to the Church as a gift immediately thereafter or at some later date.

The second purpose of this Fund is to assist other Presbyterian churches in the Presbytery of which the Church is a part to procure property, equipment and facilities they may need. Any portion of the Fund may be used for these purposes including principal. The entire value of the Fund may be expended to achieve the purpose of the Foundation with approval of the Members of the Corporation.

Most of the balance in the Development Fund was an estate gift from Geneva and Robert Armil. Research suggests that:

- From September 2004 to January 2006, over \$247,000 was received from the Geneva and Robert Armil estates;
- From 2004 to 2006 a total of \$162,000 was spent from the Development Fund to purchase the following houses: 1725 Pershing; 1801 Pershing; and 1705 Iowa Street; and
- In late 2007, the demolition of 1703 Iowa Street was paid from the Development Fund for about \$8,000.

Approximately \$89,000 is what made up the balance of the Development Fund at the end of 2007. There was a small balance in the fund prior to 2005, but the source is unknown.

The reference from the Trust Agreement of Geneva and Robert Armil states after other distributions, the Church is the last:

"50% of the balance remaining, after distribution of the aforementioned specific devises, to the First Presbyterian Church, 1702 Iowa Street, Davenport, Iowa Development Fund which is to be used, at the discretion of the Moderator and Session for the enlargement and/or improvement of the present parking facilities by the purchase of additional parcels of land in the immediate vicinity of the current location."

The Unrestricted Fund of the Foundation of First Presbyterian Church of Davenport

The purpose of the Unrestricted Fund is to provide resources to the Church to accomplish the purpose of the Foundation in whatever way is deemed appropriate by the Members of the Corporation. Any portion of the Fund may be used for this purpose including principal. The entire value of the Fund may be expended to achieve the purpose of the Foundation with approval of the Members of the Corporation. If a gift instrument, as defined by the "Iowa Uniform Prudent Management of Institutional Funds Act" (hereinafter referred to as the "Act" and see below for further explanation), fails to specify the fund that is to receive the assets of the gift instrument, such assets shall be received by the Unrestricted Fund upon acceptance.

The Unrestricted Fund shall be used at the discretion of the Members of the Corporation to provide the Church with adequate resources to effectively do its Christian work. In order to establish a healthy Endowment Fund, at least ten percent (10%) of all unrestricted gifts will be transferred to the Foundation Endowment Non-Expendable Fund until the principal of the Foundation Endowment Non-Expendable Fund reaches one million dollars (\$1,000,000).

The Endowment Fund of the Foundation of First Presbyterian Church of Davenport

The purpose of the Endowment Fund is to provide resources to the Church to accomplish the purpose of the Foundation in whatever way is deemed appropriate by the Members of the

Corporation. The Endowment Fund shall be managed as an endowment fund under the Act. Said Act ‘directs the “institution” to determine spending based on the total assets of the endowment fund rather than determining spending by adding a prudent amount of appreciation to trust accounting income’.

Notwithstanding the direction to comply with the above principles, if the Unrestricted Fund has been exhausted (or has no assets which have a readily realizable value) and if the Members of the Corporation determine that the financial condition of the Church is so serious that the continued existence of the Church is reasonably unlikely without the use or expenditure of the Endowment Fund assets that would otherwise not be distributed, some or all of the Endowment Fund assets may be used as security for the Church indebtedness or expended to improve the financial condition of the Church upon the approval of the Members of the Corporation.

The Members of the Foundation adopted a spending guideline policy for the Foundation Endowment Non-Expendable Fund (and other restricted non-expendable funds) on August 18, 2014 and maintain such a spending policy.

On an annual basis, the Endowment Fund’s non-expendable ending balance will be compared with the beginning balance. The amount of growth on the Endowment Fund’s non-expendable fund that is between 0% and the previous year’s Consumer Price Index (CPI) + .5% will automatically be retained in the non-expendable portion of the Endowment Fund. If growth returns are greater than the previous year’s CPI + .5%, the amount by which the return is greater is eligible for consideration of being applied to the expendable portion of the Endowment Fund. All recommendations are submitted by the Board of Trustees (“Board”) to the Members of the Foundation for approval. The expendable portion of the Endowment Fund can be considered for use, at the direction of the Members of the Foundation, to provide the Church with adequate resources to effectively do its Christian work.

Most of the funds that make up the Endowment Non-Expendable Fund have been Board-designated, with the exception of a \$10,000 gift received in December 2005. This gift was donor-designated to the Endowment Fund. Only donor-designated funds are governed by the Act; board-designated funds are not.

The Restricted Funds of the Foundation of First Presbyterian Church of Davenport

From time to time the Foundation may accept assets transferred to it under a gift instrument, as defined by the Act, in which the donor(s) has placed certain restrictions that are not commensurate with provisions of the above described Funds. However, such assets shall not be accepted if the restrictions are deemed to be contrary to the mission of the Church. Assets that are accepted will be held and accounted for separately from the assets of other Funds. Such assets will be administered in accordance with the Restated Articles of Incorporation except to the extent they are not consistent with the restrictions of such gift instrument, in which case the provisions of the gift instrument shall prevail. The donor(s) of such assets shall be strongly encouraged to state in the gift instrument that the term of any restrictions shall automatically end on a specific date and that such date be, on or before, the twenty-fifth (25th) anniversary of the first transfer of assets into such restricted fund. At the time the last applicable restriction ceases to apply to a restricted fund, the assets of such fund shall be transferred to and become a part of the Unrestricted Fund unless the applicable gift instrument designates the assets are to be transferred at that time to the Development Fund or the Endowment Fund, in which case the assets shall be transferred as specified. The assets will from that time on be managed under the provisions of the Fund to which they have been transferred.

Some of the ways that the Foundation has provided long-term resources to the Church in order to carry out its mission are:

- donation to the Church's Bridge Builder's Campaign in the mid 1990's for the sanctuary renovation in the amount of \$100,000;
- donation to the Church in 2002 for roof repairs in the amount of \$165,000 (total project cost was \$275,000);
- donation to the Church's Multimedia Campaign in 2008 in the amount of \$40,000;
- donation to the Deacons of the Church from 2010 through 2015 for the Church's mission surrounding the Selemani family's relocation from Africa and establishment in the Quad Cities in the amount of \$41,200;
- donation to the Church in 2016 for the Envision 2020 initiative in the amount of \$13,000;
- donation to the Church in 2016 for the new Music Director Search and Relocation costs in the amount of \$14,082; and
- donation to the Church in 2018 for the new Organist Search and Relocation costs in an amount up to \$13,000.

The Foundation Bylaws provide that the Board shall determine from time to time the amount of assets of the Foundation and each of its funds or any custodial accounts to be invested or kept uninvested; the nature and kind of securities or property in which such fund shall be invested; when such securities or property shall be sold, exchanged or reinvested in other securities or property; and in general shall possess all powers related to the custody and investment of such assets. The Bylaws also provide that the sole power to purchase tangible personal property or real property shall be vested in the Members of the Foundation, that the Board may make recommendations to the Members of the Foundation relative to such purchase, and that any such purchase of tangible personal property or real property from any fund shall be authorized, from time to time, by resolution or resolutions adopted by the Members of the Foundation at a duly called and constituted meeting of the Member of the Foundation. To provide guidance to the Foundation regarding investments, an Investment Policy for the Foundation was adopted by the Board in February 2008.

The Board also oversees the Church investments regarding the Restricted Funds and the Capital Maintenance Endowment Fund.

Iowa Uniform Prudent Management of Institutional Funds Act ("Act")

The Act has been adopted by a number of states to clarify a historic complaint and restriction of endowment funds: that only the interest, dividends, rents and royalties of an endowment fund may be spent. Under this restriction any increase in realized or unrealized capital appreciation of assets within the fund becomes a part of the principal and may not be spent.

The newer version of the Act recognizes that the above is too restrictive. The Act now affirms that the needs of present and future beneficiaries of an endowment fund may best be balanced by setting a spending policy that allows the principal to grow at or slightly ahead of inflation, thus preserving the purchasing power of the endowment.

The term "endowment fund" does not include assets that an institution designates as an endowment fund for its own use. Subject to the intent of the donor as expressed in the gift instrument, an institution may spend or accumulate so much of an endowment fund as the institution determines is prudent for the uses, benefits, purposes and duration for which endowment fund is established. In making a determination whether to spend or accumulate, the institution must act in good faith with the care of an ordinarily prudent person and must consider each of the following factors:

- the duration and preservation of the endowment fund;
- the purposes of the institution and the endowment fund;
- general economic conditions;
- the possible effect of inflation or deflation;
- the expected total return from income and appreciate of investments;
- other resources of the institution; and
- the investment policy of the institution.

If the gift instrument designates the gift as an endowment or gives direction to use only the “income”, “interest”, “dividends” or “rents, issues, or profits”, or to “preserve the principal intact” or similar words, such language creates an endowment fund of a permanent duration unless otherwise specified. However, such language does not limit the expenditure from the endowment fund to only income, interest, dividends or rents, issues or profits. Expenditures may also come from other assets in the endowment fund taking into consideration the itemized factors listed above.

Membership

The Members of the Foundation are the elders who are in active service on the Session. As new members come on Session, they automatically become Members of the Foundation. An elder ceases being a Member of the Foundation when he or she ceases to be a member of the Session.

Meetings

The annual meeting of the Members of the Foundation is held at the Church in February immediately following the February meeting of the Session. A notice of the meeting need not be given. Special meetings may also be held with the written petition of three (3) or more Members or Trustees and a notice describing the purpose given five (5) days prior to such a meeting. Only the items described in the notice may be transacted in a special meeting. A quorum of a majority of the Members is required to transact business at any meeting. At each annual meeting the membership elects lay persons to serve on the Board. The members may also amend or repeal the Articles of Incorporation or may adopt substitute Articles; and may also amend or repeal the Bylaws or may adopt substitute Bylaws by a vote of three fourths (3/4) of all Members at a duly called and constituted meeting of the Members for that purpose. The Secretary of the Foundation shall keep the minutes of meetings of the Members of the Foundation and of the Board and a copy shall be kept in the Church Finance Office.

Board of Trustees

The business and affairs of the Foundation are managed by the Board of Trustees. This includes responsibility for investment decisions relative to the Foundation, each of its individual Funds, and any Foundation custodial accounts. The Board may do this directly or by hiring a professional investment management entity. The Board is also responsible for maintaining a spending policy in conformance with the Act. The Board may also establish rules and procedures for keeping information confidential if requested to do so by a donor or if it would be in the best interest of the Foundation.

The Board consists of five (5) lay individuals who are listed as members of the Church, on active rolls of the Church records, and who may, but need not be, Elders of the Church. The Head Pastor and the Chairperson of the Finance Committee of the Church are ex officio, nonvoting members. Each lay Trustee is elected to serve a term of three (3) years with one to two of them being replaced each year at the annual meeting of the Members of the Foundation. The lay Trustees may be elected to serve up to three (3) terms, not to exceed nine (9) years. A person must then be off the Board for at least one (1) year before being eligible for re-election. Vacancies may be filled by the Members at any duly called and constituted meeting. Any Trustee may be removed from the Board by a majority vote of the Members present at a duly called and constituted meeting of the Members of the Foundation.

The Board holds its annual meeting in February as soon as feasible after the annual meeting of the Members of the Foundation. A notice of the time and date of the meeting is given at least two (2) days prior to the meeting. At each annual meeting of the Board, the Trustees elect officers of the Foundation from the Board to serve a one (1) year term. The officers are President, Vice President, Secretary and Treasurer (for a description of each position, consult the Foundation Bylaws). The Board may also appoint other officers, agents and committees. These appointees serve at the pleasure of the Board and need not be members of the Board. Any officer, agent or committee member elected or appointed by the Board may be removed by the Board. Special meetings may be called by the President or any two members of the Board with two (2) days' prior written notice. A quorum of a majority of the Trustees must be present to transact business at any meeting.

The President, or his or her designee, presides over meetings of the Members of the Foundation and of the Board and may bind the Foundation in such things as contracts, and purchase, sale, and mortgage of real property. The Board may also appoint an agent(s) to bind the Foundation in matters other than transactions involving real property. That may only be done by the President or Vice President and the Secretary.

The Board may accept, on behalf of the Foundation, gifts, contributions, bequests, or devises to further the purposes of the Foundation and any of its Funds. The Board is responsible for managing the investment of the assets of the Foundation, its individual Funds, and any Foundation custodial accounts.

Distribution of Assets to Accomplish the Purpose

The sole power to determine the disposition of assets of the Foundation, and any of its Funds, to accomplish the purposes of the Foundation and its Funds as specified in the Articles of Incorporation is vested in the Members of the Foundation and requires a resolution(s) approved by a majority vote of Members at a duly called and constituted meeting of the Members of the Foundation. The distribution of assets to assist other churches in our Presbytery requires a three-fourths (3/4) vote of all Members of the Foundation. The Board may make recommendations regarding any such disposition.

Kirkwood Tower Circle

Members of the Kirkwood Tower Circle are those individuals who have notified the Church, Foundation, and/or the Board of his/her plan to include the Foundation of First Presbyterian Church in his/her estate plan. To symbolize membership, a new member is honored with a Paul Norton print of the Church's Kirkwood Tower and is typically given at a recognition celebration. A gift to the Foundation is a resounding affirmation that a base of support will be there in the future to fund the programs and ministries of the Church.

Property Acquisition

In the late 1990s (prior to the Foundation being organized), the Development Fund purchased three (3) properties in accordance with its purpose to provide for expansion through the purchase of land and houses in the vicinity of the Church. Those houses were at 1703, 1804, and 1808 Iowa Street. At that time the deeds listed the property owner as the Church.

According to the Book of Order (G-4.203 from 2013-2015, with a similar section in the 1990s), "All property held by or for a congregation, a presbytery, a synod, the General Assembly, or the Presbyterian Church (U.S.A.), whether legal title is lodged in a corporation, a trustee or trustees, or an unincorporated association, and whether the property is used in programs of a congregation or of a higher council or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.)."

One of the features of the Foundation is that, as a separate corporation, the assets are not part of the church assets and therefore not held in trust for the use and benefit of the Presbyterian Church (U.S.A.). If

there were to be a dissolution of the Church, the Presbytery may direct that church property be sold. In the case of the Foundation, the Members of the Foundation make those decisions.

Since the Foundation was formed in June 1999, nine (9) properties have been purchased:

- 1703 Iowa – purchased October 1997 and later demolished and now hosts the Family Gardens;
- 1802 Iowa – purchased June 1998 and later demolished and now hosts the Church playground;
- 1808 Iowa – purchased July 1998 and is being sold on contract with the Foundation holding the note/escrow;
- 1709 Iowa – purchased September 1999 and was purchased originally for the purpose of securing our neighborhood and in anticipation of building parking close to the Iowa Street entrances of the Church;
- 1719 Pershing – purchased April 2001 as being adjacent to our existing parking lot; and later demolished;
- 1721 Pershing – purchased March 2003*;
- 1725 Pershing – purchased June 2004*;
- 1801 Pershing – purchased October 2004*; and
- 1705 Iowa – purchased November 2005 in anticipation of building additional parking close to the Iowa Street entrances of the Church.

*These properties were purchased with the goal of vacating the alley, securing our neighborhood, developing future low cost/local mission housing on an interim basis and providing for future parking for church building expansion.

In June 2006 the Members of the Foundation passed a resolution to rehabilitate the houses at 1721, 1725, and 1801 Pershing; and to hire a property manager. All properties that have houses on them are managed by a property management company and the Church's Finance Manager and Foundation property liaison works with the property management company on issues concerning the five (5) rented properties.

Priorities

Priorities Regarding Attracting, Cultivating and Managing Resources

The Foundation Members shall:

- Continue to develop, maintain and sustain the commitment and the enthusiasm of the Board toward the Foundation's mission and vision;
- Develop and enhance the leadership skills of the Board in order to empower them to carry out their individual and collective responsibilities;
- Develop an excellent system of communication between the Foundation and the congregation, including other groups and committees with whom the Foundation should interact;
- Develop a well-respected, high profile of the Foundation of the Church; and
- Identify informational resources that will assist the Foundation in carrying out its responsibilities.

Priorities for Recommendations of Expenditures

The Foundation Members shall:

- Determine what type of expenditure recommendations, if any, are the responsibility of the Board (achieve consensus);
- Develop a consensus among the Board regarding how to address unrestricted gifts (place in the Foundation Endowment Fund, place a portion in the Foundation Endowment Fund and a portion somewhere else, etc.);
- Develop a consistent vision as to what mix of current and future needs of the Church and its mission are the highest priority;
- Develop and adopt spending protocols and procedures; and
- Develop and maintain a prioritization process to include long term and short-term planning in

order to guide expenditure recommendations.

Calendar Events

The dates below are given as a guide for calendar planning:

- February
 - Annual Meeting of the Members of the Foundation to elect lay persons to serve on the Board and for the transaction of such other business (takes place immediately following the regular meeting of the Session (notice not necessary))
- February/March
 - Annual Meeting of the Board, as feasible following the annual meeting of the Members of the Foundation, namely to elect from its members a President, a Vice President, a Secretary, and a Treasurer, all at a one (1) year term or until their respective successors are duly elected (two (2) days' notice required delivered personally, or by mail)
- As Scheduled
 - Kirkwood Tower Circle Appreciation Event

INVESTMENT POLICY FOR THE FOUNDATION OF THE FIRST PRESBYTERIAN CHURCH DAVENPORT, IOWA

**Approved February 27, 2008, by the Board of Trustees of the First Presbyterian Church
Foundation**

Background

Section 4 of Article VII, of the Foundation Bylaws provides that the Board of Trustees of the Foundation shall determine from time to time the amount of assets of the Foundation and each of its Funds or any custodial accounts to be invested or kept uninvested; the nature and kind of securities or property in which such fund shall be invested; when such securities or property shall be sold, exchanged or reinvested in other securities or property; and in general shall possess all powers related to the custody and investment of such assets.

Section 6 of Article VII of such Bylaws provides that the sole power to purchase tangible personal property or real property shall be vested in the Members of the Foundation, that the Board may make recommendations to the Members of the Foundation relative to such purchase, and that any such purchase of tangible personal property or real property from any Fund shall be authorized, from time to time, by resolution or resolutions adopted by the Members of the Foundation at a duly called and constituted meeting of the Members of the Foundation.

General Investment Principles

The Funds shall be invested and managed as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the Funds. In satisfying this standard, the Foundation shall exercise reasonable care, skill, and caution. Investment and management decisions respecting individual assets and courses of action must be evaluated not in isolation but in the context of the Funds' portfolios as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the Funds.

Investment of the Funds shall be diversified so as to minimize the risk of loss, unless under the circumstances it is clearly prudent not to do so.

The Foundation may employ one or more investment managers of varying styles and philosophies to attain the Funds' objectives.

Cash is to be employed productively at all times, by investment in short-term cash equivalents to provide safety, liquidity, and return.

Investment Objectives and Strategy

The investment funds of the Foundation are maintained to provide total return through appreciation, dividends and interest income from the fund's assets. The careful management of the assets is designed to insure a return necessary at least to preserve and, it is hoped, enhance (in real dollar terms) the principal of the funds, and at the same time support the activities of First Presbyterian Church. The management philosophy of this plan should be disciplined and consistent, taking into consideration all those events and occurrences considered reasonable and probable. Extreme positions and opportunistic styles do not fit the general philosophy and tone of this fund and are not acceptable.

The overall investment direction is to maximize the return consistent with the risks that the Foundation is willing to accept as stated herein. The Foundation recognizes that risk (i.e. the potential for variability of asset values), and the potential loss in purchasing power (due to inflation) are present to some degree with all types of vehicles.

The Board may delegate certain specific responsibilities to an Investment Management Committee of the Board. Any such delegation shall be described in writing and kept in the records of the Foundation.

Investment Guidelines

From time to time the Board shall adopt various written investment guidelines which shall be kept in the records of the Foundation. Such guidelines may include descriptions of allowable and prohibited investments, transactions and practices. In addition, they may provide asset allocation guidance.

Periodic Review of Investment Policy

To ensure continued relevance of the guidelines and objectives as established in this statement of investment policy, the Board shall review the investment policy periodically and recommend such amendments as may be required to keep the policy current and effective. This investment policy and any amendments hereto shall be approved by the Board of Trustees of the Foundation.

THE FOUNDATION OF FIRST PRESBYTERIAN CHURCH
FUTURE GIFT ACKNOWLEDGEMENT PROTOCOL
Adopted September 22, 2011 by the Foundation Board of Trustees

The Board of Trustees of the Foundation of First Presbyterian Church of Davenport may accept gifts, contributions, bequests, or devises to further the purposes of the Foundation and any of its Funds. The Board is responsible for managing the investment of the assets of the Foundation and its individual Funds.

When a person makes it known that he/she intends to gift, contribute or bequeath monies to the Foundation of First Presbyterian Church, the following protocol should be followed to acknowledge the gift:

1. The President of the Board of Trustees will inform the Board at its next meeting of the new potential gift.
2. The President will acknowledge the donor(s) with a hand-written note as soon as possible.
3. The Finance Manager and Senior Pastor will send the official acknowledgment/thank you letter, including the form *Confirmation of Future Gift*.
4. Once the Confirmation of Future Gift form is received by the Finance Manager, this form will be kept in the master Foundation binder in the Finance Office.

The Foundation of First Presbyterian Church reserves the right to accept or reject any in-kind gifts, or gifts that have unrealistic strict restrictions.

Note: The Confirmation of Future Gift is on the following page.

(Confidential)
CONFIRMATION OF FUTURE GIFT TO
THE FOUNDATION OF FIRST PRESBYTERIAN CHURCH OF DAVENPORT

Name: _____ Birth Date: _____

Spouse/Partner: _____ Birth Date: _____

Address: _____

Phone: _____ E-mail Address: _____

As an indication of my support of First Presbyterian Church of Davenport, I/we are pleased to confirm that I/we have made provision(s) to benefit First Presbyterian Church/The Foundation of First Presbyterian Church in the following manner(s):

- ☐ Outright bequest payable upon my/our death(s) directly to First Presbyterian Church/The Foundation of First Presbyterian Church
- ☐ Provision in the will of surviving spouse/partner payable to First Presbyterian Church/The Foundation of First Presbyterian Church at death
- ☐ Charitable remainder trust with First Presbyterian Church/The Foundation of First Presbyterian Church names as charitable beneficiary
- ☐ Testamentary trust established at death, naming First Presbyterian Church/The Foundation of First Presbyterian Church as charitable beneficiary
- ☐ Life insurance payable to First Presbyterian Church/The Foundation of First Presbyterian Church
- ☐ Beneficiary designee on an IRA, pension plan, 401(k), 403(b), revocable living trust, or annuity
- ☐ Other deferred mechanism: _____

Today's value of my/our future gift provision to First Presbyterian Church/The Foundation of First Presbyterian Church is approximately \$ _____. However, it is understood that future fluctuations/changes in the market/economy may have an impact on its future value.

GIFT DESIGNATION(S)

Please note: Undesignated and unrestricted gifts enable First Presbyterian Church/The Foundation of First Presbyterian Church to apply your gift to the areas where it is most needed.

- ☐ Designate my/our gift(s) to the following:
 - ☐ Building Restricted Fund Percentage _____
 - ☐ Christian Education Fund Percentage _____
 - ☐ Mission Restricted Fund Percentage _____
 - ☐ Music Restricted Fund Percentage _____
 - ☐ Where it is needed the most Percentage _____

OTHER INFORMATION

- ☐ Enclosed is a copy of the estate plan document that pertains to our future gift to the church.
- ☐ I/we accept membership in The Kirkwood Tower Circle.
- ☐ First Presbyterian Church/The Foundation of First Presbyterian Church has permission to include my/our name(s) in its annual report along with other recognition of my planned gift. (No value will be printed or released without permission.)
- ☐ Information regarding this future gift should be retreated as confidential and not listed in any reports.
- ☐ Please inform the following department(s) or individual(s) of my/our future gift plans: _____
- ☐ Name of Attorney/Financial Planner: _____
- ☐ I have questions or concerns. Please have a staff member or Foundation Trustee contact me.

It is understood that this statement is not binding upon the Donor(s) or his/her/their estate as to the value or the receipt of the provision herein described.

Signature _____

Date _____

Signature _____

Date _____

Foundation of the First Presbyterian Church of Davenport

Spending Guidelines Policy for Non-Expendable Portion of Restricted Funds and Foundation Endowment Fund

Approved by the Foundation Board of Trustees on July 24, 2014

Adopted by the Members of the Foundation on August 18, 2014

PURPOSE:

The purpose of this document is to define a Spending Guidelines Policy for the management of growth that occurs on the Non-Expendable portion of an endowment fund. The necessity of this policy is indicated within the Iowa Uniform Management of Institutional Funds Act (the Act). The Act affirms that the needs of present and future beneficiaries of an endowment fund may best be balanced by setting a spending policy that allows the principal to grow at or slightly ahead of inflation, thus preserving the purchasing power of the endowment.

BACKGROUND:

There are currently five ‘church-owned’ restricted funds (*Memorial Fund, Sesquicentennial Fund, Harry & Ellen Moeller Fund, James & Elizabeth Renwick Fund, and Rebecca Renwick Fund*) that have non-expendable (endowed) portions which cannot be spent. Additionally, the Foundation has its own endowment fund with a similar restriction. These funds have never had any guidelines to establish how much of their investment growth and income should be transferred to the expendable portion of the fund and how much should be retained in the non-expendable portion to hedge against inflation and assure future growth.

A sixth “church owned” restricted fund, the Deacons’ Endowment Fund, controlled by the Board of Deacons, is not subject to this Spending Guidelines Policy. The Board of Deacons is responsible for determining spending guidelines for the Deacons’ Endowment Fund.

POLICY SYNOPSIS:

On an annual basis, each endowment fund’s non-expendable ending balance will be compared with the beginning balance. The amount of growth on the non-expendable fund that is between 0% and the previous year’s Consumer Price Index (CPI) + .5% will automatically be retained in the non-expendable portion of the endowment fund. If growth returns are greater than the previous year’s Consumer Price Index (CPI) + .5%, the amount by which the return is greater is eligible for consideration of being applied to the expendable portion of the endowment fund. The Board of Trustees is to submit its recommendations annually to the Members of the Foundation for approval.

POLICY DETAILS:

Each fund’s beginning non-expendable balance shown on the books as of April 1, 2013 shall be established as the corpus amount (or baseline principal) for each fund for the purposes of this Policy.

In April/May of each year, the Finance Office will receive a report from the investment fund management company (currently New Covenant Trust Company) for each non-expendable fund showing the one-year select period of performance rate of return, *net of fees*. The select period of performance is April 1 through the following March 31.

The Board of Trustees will examine the performance of each non-expendable fund, looking at not only the current one-year select period of performance rate of return, but at least the prior year’s select period of performance rate of return as well. A portion of the current select period of performance’s total return equal to the percent change in the previous calendar year’s Consumer Price Index plus .5% shall be

retained in the non-expendable portion of each fund to provide a hedge against inflation. The Board of Trustees will make written recommendations regarding how much of any remaining return should be transferred to the expendable portion of each fund and how much, if any, should be retained in the non-expendable portion. These recommendations would consider not only fund performance of the current select period of performance, but also preceding periods. Recommendations will be presented to the Members of the Foundation (the current sitting elders of Session) who shall act on the recommendation at a specially called meeting of the Members of the Foundation. The amount retained shall be permanently retained to provide for growth of the fund in real dollars. Once the actions approved by the Members of the Foundation have been completed, the new corpus amount (or baseline principal) for the subsequent year for each fund shall be adjusted by the approved amounts. Funds subject to transfer would be transferred prior to the beginning of the third quarter. Note that the expendable portions of any given fund are invested in a mix of equities, fixed income, and cash but in a less aggressive nature. Expendable portions of any given fund are available to the administering body; however there is no requirement that these monies be spent immediately.

If the investment fund management company report shows that a fund earned below the level of the prior calendar year's change in the Consumer Price Index plus .5%, there will be no recommendation for transfer to the expendable portion of the fund that year. Negative returns would be taken into consideration in subsequent years' determinations.

Any new restricted funds that have a non-expendable (endowed) portion are subject to this policy, unless different spending guidelines are set out for the new restricted funds in the gift instrument or other source document.

EXAMPLE:

By example, under these guidelines, if the investment fund management company report for any given fund shows an annualized seven percent (7.0%) net rate of return for the current select period of performance and the percent increase in the prior calendar year's Consumer Price Index was 3.5%, then 4% (CPI increase of 3.5% + .5% = 4%) of the 7% gain, or four-sevenths (4/7s) of the current select period of performance's gain would be retained in the non-expendable portion of the fund to hedge against inflation. The Board of Trustees of the Foundation at its May meeting would then make recommendations factoring recent periods' performance regarding how much, if any of the remaining three-sevenths (3/7s) of the gain should be transferred to expendable portion of the fund. The Members of the Foundation would review and act upon the recommendations of the Board of Trustees at the next meeting of the Members of the Foundation. Funds subject to transfer would be transferred prior to the beginning of the third quarter.

FOUNDATION OF FIRST PRESBYTERIAN CHURCH
DAVENPORT, IOWA

**FOUNDATION UNRESTRICTED FUND
CHECKING ACCOUNT BALANCE MAINTENANCE PROCEDURE
Approved by the Foundation Board of Trustees February 20, 2014**

The Foundation Board of Trustees has elected to maintain a balance of no more than \$10,000 in the Foundation Unrestricted Checking account at any given time.

The Finance Manager of First Presbyterian Church, along with the Foundation Board of Trustees, is to monitor the balance in the Foundation Unrestricted Checking account on a quarterly basis. The Finance Manager has the authority to move the excess funds over \$10,000 to the Unrestricted Fund Expendable asset, currently at New Covenant Trust Company, its successors and/or assigns, for investment in its current asset allocation

FOUNDATION OF FIRST PRESBYTERIAN CHURCH
DAVENPORT, IOWA

**FOUNDATION DEVELOPMENT FUND
CHECKING ACCOUNT BALANCE MAINTENANCE PROCEDURE**

Approved by the Foundation Board of Trustees August 27, 2015

The Foundation Board of Trustees has elected to maintain a balance of no more than \$2,500 in the Foundation Development Checking account at any given time.

The Finance Manager of First Presbyterian Church, along with the Foundation Board of Trustees, is to monitor the balance in the Foundation Development Fund Checking account on a quarterly basis. The Finance Manager has the authority to move the excess funds over \$2,500 to the Development Fund Expendable asset, currently at New Covenant Trust Company, its successors and/or assigns, for investment in its current asset allocation.

**RESTATED BYLAWS
OF
THE FOUNDATION OF
FIRST PRESBYTERIAN CHURCH OF DAVENPORT**

ARTICLE I: OFFICE

The principal office of the Foundation of First Presbyterian Church of Davenport (hereinafter referred to as the "Foundation") shall be located at the First Presbyterian Church of Davenport.

ARTICLE II: MEMBERS

The Members of the Foundation shall be the persons who from time to time shall be the Elders in active service on the Session of the First Presbyterian Church of Davenport (hereinafter referred to as the "Church"). Whenever a person shall cease to be an Elder in active service on the Session she or he shall thereupon cease to be a member of the Foundation.

ARTICLE III: MEETINGS OF MEMBERS

Section 1. **Annual Meeting.** The annual meeting of the Members of the Foundation for the election of the lay members of the Board of Trustees and for the transaction of such other business as may properly come before the meeting shall be held in February each year immediately following the February meeting of the Session of the Church.

Section 2. **Special Meetings.** Special meetings of the Members of the Foundation may be called at any time upon the petition in writing of three (3) or more of its Members or Trustees. No business shall be transacted at a special meeting of the Members of the Foundation except the business specified in the notice thereof.

Section 3. **Place of Meetings.** All meetings of the Members of the Foundation shall be held at the principal office of the Foundation. From time to time the Members of the Foundation may choose to hold one or more meetings at another location.

Section 4. **Notice of Meetings.** No notice need be given to the annual meeting of the Members of the Foundation. At least five (5) days written notice delivered personally or by mail shall be given of any special meeting of the Members of the Foundation.

Section 5. **Quorum.** A majority of the Members shall constitute a quorum for the transaction of business at any meeting of the Members of the Foundation, except that a lesser number may adjourn the meeting from time to time without further notice to a date and time certain.

Section 6. **Manner of Acting.** Unless otherwise provided in the Articles of Incorporation or the Bylaws, the act of a majority of the Members present at a meeting of the Members of the Foundation at which a quorum is present shall be the act of the Members.

Section 7. **E-Mail Motions.** The Members of the Foundation may take action via motions voted on by e-mail under the following guidelines:

- a. The President of the Board of Trustees, at her or his sole discretion, may request Members of the Foundation to take action on motions sent by e-mail.
- b. Normally, a motion will not be sent by e-mail if there is sufficient time to act on it at a regularly scheduled meeting unless it is known that a quorum will not be present.
- c. Any motion sent via e-mail should be in the formal format of a motion as if it was being presented to the Members of the Foundation at a meeting.
- d. Motions sent by e-mail should concern business that is routine in nature where the chance of controversy is small.
- e. If any Member of the Foundation feels there should be a face to face discussion or judges that action should not be taken on the motion via e-mail motion, shall state so and a meeting

shall be called.

- f. Having no objections to an e-mail vote, a quorum and majority vote of "yea" will constitute passage of said motions.
- g. All motions voted upon via e-mail will be recorded in the agenda of the following meeting of the Members of the Foundation and the subsequent minutes of that meeting.
- h. In cases of Members of the Foundation not having access to e-mail, the President of the Board of Trustees will contact those Members by phone and inform them of the contents of the motion so they can cast a vote, also, by phone. The President of the Board of Trustees will e-mail the Members of the Foundation of the outcome of the votes cast by phone.

ARTICLE IV: FUNDS OF THE FOUNDATION

The terms Fund and Funds as used in these Bylaws refer to the Funds as described in Article IV of the Articles of Incorporation of the Foundation.

ARTICLE V: BOARD OF TRUSTEES

Section 1. **General Powers.** The business and affairs of the Foundation shall be managed by its Board of Trustees (hereinafter referred to as the "Board").

Section 2. **Number and Qualification.** The Board shall consist of five (5) lay individuals who are listed as members of the Church on the active rolls of the Church records and who may, but need not, be Elders of the Church to serve as trustees ("Trustees"). Also, the Head Pastor (or Co-Pastors) of the Church, the Chairperson of the Finance Committee of the Church and the Finance Manager of the Church, shall be, *ex officio*, nonvoting members of the Board. The congregational Nominating Committee of First Presbyterian Church of Davenport will bring to the Foundation Members at its meeting in February nominations for Foundation member approval of one to two Trustees to serve for a three (3) year term and nominees to fill any trustee vacancy.

Section 3. **Classes of Members and Tenure.** Except as hereinafter provided, one to two of the lay members of the Board shall be elected each year by the Members of the Foundation at the Foundation's annual meeting. The term of each Trustee shall be for a period of three (3) years, to be limited to three (3) successive terms not to exceed nine (9) years. A person must be off the Board for one year to be eligible for re-election.

Section 4. **Removal of Members.** Any member of the Board may be removed at any time, with or without cause, by a majority vote of the members present at any duly called and constituted meeting of the Members of the Foundation called for such purpose.

Section 5. **Vacancies.** Any vacancy in the Board may be filled for the unexpired term by election at any duly called and constituted meeting of the Members of the Foundation. The Board may nominate individuals to fill any vacancy for an unexpired term. If the vacancy shall not have been filled during the year in which it occurs it shall be filled at the next annual meeting of the Members of the Foundation.

Section 6. **Annual Meeting.** The annual meeting of the Board shall be held each year as soon as feasible following the annual meeting of the Members of the Foundation. At least two (2) days written notice, delivered personally or by mail, of the date and time of the annual meeting shall be given.

Section 7. **Regular Meetings.** The Board may provide by resolution the time for the holding of regular meetings of the board without further notice than such resolution.

Section 8. **Special Meetings.** Special meetings of the Board may be called by or at the request of the President or any two (2) members of the Board. The person or persons authorized to call special meetings of the Board may fix a reasonable date and time for the holding of any special meeting called by her or him or them. At least two (2) days written notice delivered personally or by mail, shall be given of any special meeting of the Board.

Section 9. **Quorum.** A majority of the members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board, except that a lesser number may adjourn the meeting from time to time without further notice to a date and time certain.

Section 10. **Manner of Acting.** The act of a majority of the members of the Board present at a meeting at which a quorum is present shall be the act of the Board.

Section 11. **Confidentiality.** The Board may establish rules and procedures to keep information confidential if requested by a donor or if the Board determines it may be in the best interest of the Church and/or the Foundation that information be kept confidential. However, any such information that is kept confidential should be made available to any certified public accountant engaged by the Board or the Members of the Foundation to review or audit the financial records of the Foundation or any of its Funds. Such certified public accountant shall be responsible for maintaining the confidentiality of such information and may use such information only for the purposes of such review or audit.

Section 12. **Encourage Gifts and Bequests.** The Board shall take responsible steps to encourage gifts and bequests to the Foundation and shall do so in a manner that is not intended to diminish the continuing, regular giving and responsible stewardship of the Church members or other sources of revenues typically included in the annual budget of the Church.

Section 13. **Meeting By Telephone.** The Board may meet by telephone, or similar means of communication by which all persons participating in the meeting can simultaneously hear each other. Participation at a meeting pursuant to this section shall constitute presence in person at such meeting.

Section 14. **E-Mail Motions.** The Board of Trustees may take action via motions voted on by e-mail under the following guidelines:

- a. The President of the Board of Trustees, at her or his sole discretion, may request Trustees to take action on motions sent by e-mail.
- b. Normally, a motion will not be sent by e-mail if there is sufficient time to act on it at a regularly scheduled meeting unless it is known that a quorum will not be present.
- c. Any motion sent via e-mail should be in the formal format of a motion as if it was being presented to the Trustees at a meeting.
- d. Motions sent by e-mail should concern business that is routine in nature where the chance of controversy is small.
- e. If any Trustee feels there should be a face to face discussion or judges that action should not be taken on the motion via e-mail motion, shall state so and a meeting shall be called.
- f. Having no objections to an e-mail vote, a quorum and majority vote of "yea" will constitute passage of said motions.
- g. All motions voted upon via e-mail will be recorded in the agenda of the following meeting of the Trustees and the subsequent minutes of that meeting.
- h. In cases of Trustees not having access to e-mail, the President of the Board of Trustees will contact those Members by phone and inform them of the contents of the motion so they can cast a vote, also, by phone. The President of the Board of Trustees will e-mail the Trustees of the outcome of the votes cast by phone.

ARTICLE VI: OFFICERS, AGENTS AND COMMITTEES

Section 1. **Number and Term of Office.** The Board shall, at each annual meeting thereof, elect from its members a President, a Secretary and a Treasurer, all of whom shall hold office for the term of one (1) year or until their respective successors are duly elected. It may also appoint such other officers and agents as it may deem necessary in the transaction of the business and affairs of the Foundation. Such appointive officers and agents shall serve at the will of the Board and need not be members of the Board.

Section 2. **Committees.** The Board may appoint such committees as it may deem necessary in the transaction of the business affairs of the Foundation. Committee members shall serve at the will of the Board and need not be members of the Board. Committees shall have such powers and duties as shall be prescribed by the Board.

Section 3. **Removal.** Any officer or agent elected or appointed by the Board or any committee member may be removed at any time by the Board.

Section 4. **Vacancies.** The Board may fill all vacancies in any of the offices.

Section 5. **President.** The President, or her or his designee, shall preside at all meetings of the Members of the

Foundation and of the Board. The designee shall be limited to members of the Board, Members of the Foundation or Members of the Session. The President in general, shall supervise the carrying out of the business affairs of the Foundation. She or he shall sign with the Secretary of the Board of Trustees or any other proper officer of the Foundation authorized by the Board, any deeds, mortgages, bonds, contracts, releases or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board to some other officer or agent of the Foundation; and in general shall perform such other duties as may be prescribed by the Board from time to time.

Section 6. **Treasurer.** The Treasurer shall have charge and custody of and be responsible for all moneys and securities of the Foundation and all of its Funds; receive and give receipts for moneys due and payable to the Foundation from any source whatsoever and deposit all such moneys in the name of the Foundation and its Funds in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VII of these Bylaws; and in general shall perform such other duties as from time to time may be assigned to her or him by the Board.

Section 7. **Secretary.** The Secretary shall keep the minutes of meetings of the Members of the Foundation and of the Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records; and in general shall perform such other duties as from time to time may be assigned to her or him by the Board. She or he shall send letters of acknowledgment and appreciation for all gifts.

Section 8. **Appointive Officers and Agents.** The appointive officers and agents shall perform such duties as may from time to time be assigned to them by the Board.

ARTICLE VII: MANAGEMENT OF ASSETS OF THE INDIVIDUAL FUNDS

Section 1. **Gifts.** The Board may accept on behalf of the Foundation and any of its Funds, any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Foundation. The Board of Trustees may also refuse to accept any contribution, gift, bequest or devise. The Board may also accept or refuse to accept funds from others to be held by the Foundation as custodian and as to which the Foundation may provide, or cause to be provided, investment management services. The Members of the Foundation may overrule such decision in a duly called and constituted meeting of the Members.

Section 2. **Deposits.** All moneys of the Foundation and its Funds shall be deposited from time to time to the credit of the Foundation and its Funds as appropriate, in such banks, trust companies or other depositories as the Board may select.

Section 3. **Checks, Drafts, Etc.** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Foundation or any of its Funds shall be signed by such officer or officers, agent or agents of the Foundation and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and countersigned by the President of the Foundation.

Section 4. **Investment of Assets.** The Board shall determine from time to time the amount of assets of the Foundation and each of its Funds or any custodial accounts to be invested or kept uninvested; the nature and kind of securities or property in which such fund shall be invested; when such securities or property shall be sold, exchanged or reinvested in other securities or property; and in general shall possess all powers related to the custody and investment of such assets. Until the Members of the Foundation shall direct the disposition of assets of the Foundation and any its Funds for the purposes, and in compliance with the restrictions, specified in Articles III and IV of the Articles of Incorporation, the net income derived from investments shall be accumulated and added to the principal of the individual Fund from which the net income was derived. The purchase of tangible personal property and real property as an investment is subject to the provisions of Article VII Section 6.

Section 5. **Disposition of Assets.** The sole power to determine the disposition of assets of the Foundation and any of its Funds for the purposes and in compliance with the restrictions specified in Articles III and IV of the Articles of Incorporation shall be vested in the Members of the Foundation. The Board may make recommendations to the Members of the Foundation relative to such disposition. Any such disposition of assets from any Fund shall be authorized from time to time by resolution or resolutions adopted by the Members of the Foundation at a duly called and constituted meeting of the Members of the Foundation; provided, however, that

the disposition of assets for the assistance of Presbyterian churches other than the First Presbyterian Church of Davenport shall be made only upon resolution adopted by three-fourths (3/4) vote of all of the Members of the Foundation.

Section 6. **Purchase of Tangible Personal Property or Real Property.** The sole power to purchase tangible personal property or real property shall be vested in the Members of the Foundation. The Board may make recommendations to the Members of the Foundation relative to such purchase. Any such purchase of tangible personal property or real property from any Fund shall be authorized from time to time by resolution or resolutions adopted by the Members of the Foundation at a duly called and constituted meeting of the Members of the Foundation. The Foundation may achieve its purpose by purchasing tangible personal property or real property in its name or the name of one or more of its Funds or may, but is not required to, transfer ownership of that property to the Church as a gift immediately thereafter or at some later date.

Section 7. **Contracts.** The Board may authorize any officer or officers, agent or agents of the Foundation, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Foundation, and such authority may be general or confined to specific instances, so long as it is not inconsistent with Article VII, Section 4, 5 or 6 of these Bylaws and Article XII of the Articles of Incorporation.

Section 8. **Expenses.** The Board may incur and pay from the Funds of the Foundation the reasonable costs and expenses of managing the Foundation and its Funds. Each individual Fund shall pay for its own expenses. Any expense related to more than one Fund may be allocated by the Board among, and be paid for by, the Funds to which it reasonably relates in such manner as is decided by the Board. More specifically, the Board may hire, delegate to, contract with, or otherwise engage such agents, custodians, investment advisors, financial firms, trust firms, attorneys, auditors, depositories and other persons or entities, with or without discretionary powers, it deems necessary for the responsible management and administration of the Funds, and may pay them reasonable compensation for services rendered and reimburse their reasonable expenses. No officer or member of the Board shall receive or be paid compensation for his or her services on behalf of the Foundation or any of its Funds.

ARTICLE VIII: BOOKS AND RECORDS

The Foundation shall keep accurate books and records of account for the Foundation and separately for each of its Funds and shall also keep minutes of proceedings of its Members, the Board and committees. All such books, records and minutes may be inspected by any Member of the Foundation or any Trustee at any reasonable time.

ARTICLE IX: AMENDMENTS TO BYLAWS

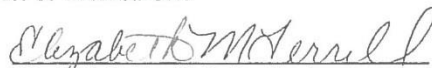
The power to amend, alter or repeal these Bylaws, in whole or in part, shall be vested exclusively in the Members of the Foundation, but shall only be effected by the vote of three-fourths (3/4) of all of the Members of the Foundation attending a special meeting designated for that purpose. A brief description of any proposed amendment shall be given in conjunction with the notice of the meeting at which such amendment is to be considered.

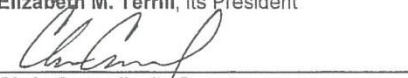
2016 

Certificate of Adoption

The undersigned hereby certifies that the Bylaws set forth above were adopted as amended and restated on **December 19, 2016**, by the Members of the Foundation of First Presbyterian Church of Davenport at a duly called and constituted meeting of the Foundation.

FOUNDATION OF FIRST PRESBYTERIAN CHURCH OF DAVENPORT

By: 
Elizabeth M. Terrill, its President

By: 
Chris Connolly, its Secretary

IOWA

No: W01097026
Date: 04/01/2017

SECRETARY OF STATE

504RDN-074085

FOUNDATION OF FIRST PRESBYTERIAN CHURCH OF DAVENPORT

ACKNOWLEDGEMENT OF DOCUMENT FILED

The Secretary of State acknowledges receipt of the following document:

Restated Articles

The document was filed on Mar 7 2017 2:12PM, to be effective as of Mar 7 2017 2:12PM.

The amount of \$20.00 was received in full payment of the filing fee.



Paul D. Pate

PAUL D. PATE SECRETARY OF STATE



74085

**RESTATED ARTICLES OF INCORPORATION
OF
FOUNDATION OF
FIRST PRESBYTERIAN CHURCH OF DAVENPORT**

\$20.00 RAWE 2 3/60/17
82553

TO THE SECRETARY OF STATE OF THE STATE OF IOWA:

Pursuant to provisions of Section 39 of the Iowa Nonprofit Corporation Act (Chapter 504A of the Code of Iowa), the membership of Foundation of First Presbyterian Church of Davenport, an Iowa Nonprofit Corporation, adopts the following restated Articles of Incorporation in substitute for its previous Articles of Incorporation and all Amendments and substitutions thereto. These Restated Articles of Incorporation correctly set forth the provisions of the Articles of Incorporation, as amended, and have been duly adopted by the Members of the Corporation as required by law.

ARTICLE I: NAME

The name of the corporation is **FOUNDATION OF FIRST PRESBYTERIAN CHURCH OF DAVENPORT** (hereinafter referred to as the "Foundation" or the "Corporation"). It was originally organized under Chapter 504 of the Code of Iowa (now repealed) and is now operating under Chapter 504A of the Code of Iowa.

ARTICLE II: PLACE OF BUSINESS

The principal office or place of business of the Corporation shall be in the City of Davenport, Scott County, Iowa.

ARTICLE III: PURPOSE

The purpose of the Corporation is to provide the First Presbyterian Church of Davenport (hereinafter referred to as the "Church") with adequate resources to effectively do its Christian work, and assist other Presbyterian Churches in the Presbytery of which the Church is a part.

Notwithstanding any other provision of these Articles, this Corporation is organized and shall be operated exclusively for religious and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding future laws).

The Corporation is irrevocably dedicated to be operated exclusively for nonprofit purposes. No part of the income or assets of the Corporation shall be distributed to, nor inure to the benefit of any individual, Member, officer, director or manager, except as may be deemed appropriate for legitimate charitable purposes, expense reimbursement or for fair compensation for services rendered or materials provided.

In order to carry out its purpose, the Corporation shall have all powers which a Corporation is authorized to have under Section 504A of the Code of Iowa (or its successor provision) provided that no powers shall be warranted to authorize any action or non-action which would be contrary to the provisions of the above paragraphs of this Article III.

ARTICLE IV: FUNDS WITHIN THE FOUNDATION

The Corporation may achieve this purpose by receiving, procuring, managing and distributing assets for, within and from each of the following Funds:

The Development Fund of the Foundation of First Presbyterian Church of Davenport: The first purpose of the Development Fund is to provide the Church with adequate resources so that the Church may procure directly, or receive as a gift, property, equipment, and facilities, and make capital improvements on land and existing structures owned by the Church, when they are needed. To accomplish this purpose the Corporation may provide resources from this Fund to the Church necessary for the Church to purchase personal or real property and take

(6)

title in the Church's own corporate name or to make capital improvements. The Corporation may also achieve this purpose by purchasing personal or real property in its name as the "Development Fund of the Foundation of First Presbyterian Church of Davenport" and transferring ownership of that property to the Church as a gift immediately thereafter or at some later date. The second purpose of this Fund is to assist other Presbyterian churches in the Presbytery of which the Church is a part to procure property, equipment and facilities they may need. Any portion of the Fund may be used for these purposes including principal. The entire value of the Fund may be expended to achieve the purpose of the Foundation with approval of the Members of the Corporation.

The Unrestricted Fund of the Foundation of First Presbyterian Church of Davenport: The purpose of the Unrestricted Fund is to provide resources to the Church to accomplish the purpose of the Corporation in whatever way is deemed appropriate by the Members of the Corporation. Any portion of the Fund may be used for this purpose including principal. The entire value of the Fund may be expended to achieve the purpose of the Corporation with approval of the Members of the Corporation. If a gift instrument, as defined by the **Iowa Uniform Prudent Management of Institutional Funds Act** (hereinafter referred to as the "Act"), fails to specify the fund that is to receive the assets of the gift instrument, such assets shall be received by the Unrestricted Fund upon acceptance.

The Unrestricted Fund shall be used at the discretion of the Members of the Corporation to provide the Church with adequate resources to effectively do its Christian work. In order to establish a healthy Endowment Fund, at least ten percent (10%) of all unrestricted gifts will be transferred to the Foundation Endowment Non-Expendable Fund until the principal of the Foundation Endowment Non-Expendable Fund reaches at least one million dollars (\$1,000,000).

The Endowment Fund of the Foundation of First Presbyterian Church of Davenport: The purpose of the Endowment Fund is to provide resources to the Church to accomplish the purpose of the Corporation in whatever way is deemed appropriate by the Members of the Corporation. The Endowment Fund shall be managed as an endowment fund under the Act. Said Act states 'Although the Act does not require that a specific amount be set aside as "principal", the Act assumes that the charity will act to preserve "principal" (i.e., to maintain the purchasing power of the amounts contributed to the fund) while spending "income" (i.e. making a distribution each year that represents a reasonable spending rate, given investment performance and general economic conditions). Thus, an institution should monitor principal in an accounting sense, identifying the original value of the fund (the historic dollar value) and the increases in value necessary to maintain the purchasing power of the fund.' The Members of the Foundation adopted a spending guideline policy for the Foundation Endowment Non-Expendable Fund (and other restricted non-expendable funds) on August 18, 2014 and this policy is in accordance with the terms of the Act.

Notwithstanding the direction to comply with the above principles, if the Unrestricted Fund has been exhausted (or has no assets which have a readily realizable value) and if the Members of the Corporation determine that the financial condition of the Church is so serious that the continued existence of the Church is reasonably unlikely without the use or expenditure of the Endowment Fund assets that would otherwise not be distributed, "board-designated" endowment funds may be used as security for the Church indebtedness or expended to improve the financial condition of the Church upon the approval of the Members of the Corporation.

If the Corporation desires to release or modify, in whole or in part, a restriction on endowment funds that are "donor-designated", the Corporation must obtain written consent from the donor or approval of the court. A release or modification may not allow a fund to be used for a purpose other than a charitable purpose of the Corporation. Please refer to the section *Release or Modification of Restrictions on Management, Investment, or Purpose* within the current Act for further understanding.

Restricted Funds: From time to time the Foundation may accept assets transferred to it under a gift instrument, as defined by the Act, in which the donor(s) has placed certain restrictions that are not commensurate with provisions of the above described Funds. However, such assets shall not be accepted if the restrictions are deemed to be contrary to the mission of the Church. Assets that are accepted will be held and accounted for separately from the assets of other Funds. Such assets will be administered in accordance with these Restated Articles of Incorporation except to the extent they are not consistent with the restrictions of such gift instrument, in which case the provisions of the gift instrument shall prevail. The donor(s) of such assets shall be strongly encouraged to state in the gift instrument that the term of any restrictions shall automatically end on a specific date and that such date be on or before the twenty-fifth (25th) anniversary of the first transfer of assets into such restricted fund. At the time the last applicable restriction ceases to apply to a restricted fund, the assets of such

fund shall be transferred to and become a part of the Unrestricted Fund unless the applicable gift instrument designates the assets are to be transferred at that time to the Development Fund or the Endowment Fund, in which case the assets shall be transferred as specified. The assets will from that time on be managed under the provisions of the Fund to which they have been transferred.

ARTICLE V: REGISTERED AGENT

The address of the Registered Office in the State of Iowa is 2322 E. Kimberly Rd., Suite 120W, Davenport, IA 52807 and the name of the Registered Agent is R. Douglas Wells.

ARTICLE VI: COMMENCEMENT DATE AND DURATION

This Corporation began to exist in November 1960. The duration of the Corporation is perpetual unless sooner dissolved by three-fourths (3/4) vote of all the Members thereof or by act of the General Assembly of the State of Iowa, or by operation of law, subject to the right of re-incorporation as provided by the laws of the State of Iowa.

ARTICLE VII: MEMBERSHIP

The Members of the Corporation shall be the persons who from time to time shall be the Elders in active service on the Session of First Presbyterian Church of Davenport. Whenever a person shall cease to be an Elder in active service on the Session she or he shall thereupon cease to be a Member of the Corporation.

ARTICLE VIII: BOARD OF TRUSTEES

The business and affairs of the Corporation shall be managed by a Board of Trustees (hereinafter referred to as the "Board") consisting of five (5) lay individuals who are listed as members of the Church on the active rolls of the Church records and who may, but need not be, Elders of the Church. Also, the Head Pastor (or Co-Pastors) of the Church and the Chairperson of the Finance Committee of the Church, shall be, ex officio, nonvoting members of the Board. The lay members of the Board of Trustees, except the Chairperson of the Finance Committee, shall normally serve a term of three (3) years. The Trustees shall be elected in classes so that one to two of the lay members of the Board shall be eligible to retire each year.

At each annual meeting of the Members of the Corporation, any new lay members of the Board shall be elected for a term of three (3) years to fill the vacancy of the Trustees whose terms shall then have expired.

Any member or members of the Board may be removed at any time, with or without cause, by a majority vote of the members present at any duly called and constituted meeting of the Members of the Corporation called for such purpose.

Any vacancy occurring in the Board may be filled for the unexpired term by election at any duly called and constituted meeting of the Members of the Corporation. If the vacancy shall not have been filled during the year in which it occurs it shall be filled at the next annual meeting of the Members of the Corporation.

The names and addresses of the incorporators and the original members of the Board of Managers (called the Board of Trustees in this document) are:

NAME	ADDRESS
Frank F. Betty	2858 East Pleasant Street Davenport, Iowa
Frank Folwell	2816 East Central Park Avenue Davenport, Iowa
Joe Lindburg	37 Crestwood Terrace Davenport, Iowa
Alfred Magnusson	46 Crestwood Terrace Davenport, Iowa

G.D. Shawver	432 West Columbia Avenue Davenport, Iowa
Roy W. Van Der Kamp	2950 Crestline Drive Davenport, Iowa

In addition Dr. Donald B. Blackstone, Head Pastor of the Church, (1702 Iowa Street, Davenport, Iowa) was, ex officio, a member of the original Board of Managers.

The current officers of the Corporation shall be listed in the *Biennial Report for an Iowa Nonprofit Corporation* and filed of record with the Iowa Secretary of State.

ARTICLE IX: MEETINGS OF THE MEMBERS OF THE CORPORATION

The annual meeting of the Members of the Corporation for the election of the lay members of the Board, except the Chairperson of the Finance Committee, and for the transaction of such other business as may properly come before the meeting shall be held at the principal place of business of the Corporation in Davenport, Iowa, in February of each year immediately following the February meeting of the Session of the Church. Special meetings of the Members of the Corporation may be called at any time upon a petition in writing of three (3) or more Members or Trustees. No business shall be transacted at a special meeting of the Members of the Corporation except the business specified in the notice thereof. No notice need be given of the annual meeting of the Members, but at least five (5) days' notice shall be given of any special meeting thereof. A majority of the Members shall constitute a quorum for the transaction of business at any meeting of the Members of the Corporation, except that a lesser number may adjourn the meeting from time to time without further notice to a date and time certain.

ARTICLE X: MEETINGS OF THE BOARD OF TRUSTEES

The annual meeting of the Board shall be held each year as soon as feasible following the annual meeting of the Members of the Corporation. The Board shall at each annual meeting thereof elect from its members a President, a Secretary and a Treasurer, all of whom shall hold office for the term of one (1) year or until their respective successors are duly elected. It may also appoint such other officers, agents and committees as it may deem necessary in the transaction of the business affairs of the Corporation. Such appointive officers, agents and committee members shall serve at the will of the Board and need not be members of the Board.

Any officer or agent elected or appointed by the Board or any other committee member may be removed at any time by the Board. The Board may fill all vacancies in any of the offices. Officers and committees shall have such powers and duties as shall be prescribed by the Bylaws.

Regular or special meetings of the Board may be called and held as provided in the Bylaws of the Corporation. A majority of the members of the Board shall constitute a quorum for the transaction of business at meetings of the Board.

ARTICLE XI: BYLAWS

The Board shall adopt Bylaws for the Corporation consistent with the provisions of these Articles of Incorporation and the laws of the State of Iowa and all other applicable local and federal laws. Such Bylaws may be amended, restated, altered or repealed or new Bylaws may be substituted therefore by the affirmative vote of three-fourths (3/4) of all of the Members of the Corporation attending a special meeting designated for that purpose. A brief description of any proposed amendment shall be given in conjunction with the notice of the meeting at which such amendment is to be considered.

ARTICLE XII: REAL ESTATE

Title to all real estate, and other assets to which title is normally taken, shall be made to the Corporation in its corporate name. Instruments affecting the real estate and other assets of the Corporation shall be executed by the President and Secretary. No corporate seal shall be required.

ARTICLE XIII: INDIVIDUAL LIABILITY

The private property of the Members of the Corporation shall be exempt from the debts of the Corporation and from all liabilities of the Corporation of any and every kind whatsoever.

ARTICLE XIV: DISPOSITION OF ASSETS IN THE EVENT OF DISSOLUTION

In the event the Corporation is dissolved, its assets shall be distributed to another organization operating under Chapter 501(c)(3) of the Internal Revenue Code as designated by the Members of the Corporation. If no such designation has been made at the time of dissolution the assets shall be distributed to The Presbytery of East Iowa.

ARTICLE XV: AMENDMENTS

These Articles, except Article III: Purpose, and Article XIII: Individual Liability, may be amended, altered or repealed or new Articles of Incorporation may be substituted therefor by the affirmative vote of three-fourths (3/4) of all of the Members of the Corporation, at any duly called and constituted meeting of the Members of the Corporation. Articles III and XIII may only be amended by unanimous vote of all Members of the Corporation.

ARTICLE XVI: NON-DISCRIMINATION

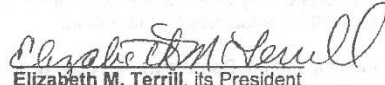
This Corporation, and all of its affairs, shall not discriminate in any way on the basis of race, religion, creed, sex, or national origin.

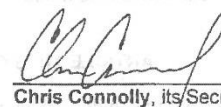
2016 ~~C~~ CERTIFICATE OF ADOPTION

The undersigned hereby certifies that the Articles of Incorporation set forth above were adopted as amended and restated on **December 19, 2016**, by the Members of the Foundation of First Presbyterian Church of Davenport at a duly called and constituted meeting of the Foundation.

Dated at Davenport, Iowa, this 9th day of February, 2017.

**FOUNDATION OF FIRST PRESBYTERIAN
CHURCH OF DAVENPORT**


Elizabeth M. Terrill, its President


Chris Connolly, its Secretary

STATE OF IOWA)
) SS.
COUNTY OF SCOTT)

On this 9th day of February, 2017, before me, a Notary Public, in and for said county, personally appeared **Elizabeth M. Terrill**, to me personally known, who being by me duly (sworn or affirmed) did say that that person is **President** of said Foundation of First Presbyterian Church of Davenport and **Chris Connolly**, to me personally known, who being by me duly (sworn or affirmed) did say that that person is

Secretary of said Foundation of First Presbyterian Church of Davenport , that said instrument was signed on behalf of the said Foundation of First Presbyterian Church of Davenport by authority of its Board of Trustees and the said **Elizabeth M. Terrill** and **Chris Connolly** acknowledged the execution of said instrument to be the voluntary act and deed of said Foundation of First Presbyterian Church of Davenport by it voluntarily executed.



Deborah A. Heberling
Notary Public
Print Name: Deborah A. Heberling
(Seal, if any)
My commission expires: 07/07/2018

FILED
IOWA
SECRETARY OF STATE
3-7-17
2:12 pm
W01097026

Major Elements	First Presbyterian Church of Davenport	Foundation
Name	First Presbyterian Church of Davenport	Foundation of First Presbyterian Church of Davenport
Basis of Incorporation and Operation	The Constitution of the Presbyterian Church (U.S.A.) subject to provisions of Iowa and other Applicable law.	Iowa law, subject to the provisions of other applicable law.
Purpose	The usual ecclesiastical and secular affairs of our local church in accordance with the Constitution of the Presbyterian Church (U.S.A.) limited by Iowa and other applicable law.	To provide the First Presbyterian Church of Davenport with adequate resources to effectively do its Christian work, and assist other Presbyterian churches in our Presbytery.
Membership	All individuals listed on the Active Rolls of the church records.	The Elders in active service on Session at any given time.
Board of Directors	Session composed of Elders and pastors.	Board of Trustees.
Number on the Board	26 Elders plus all pastors and associate pastors.	9 lay members plus the Head Pastor and the Chairperson of the Finance Committee as ex-officio, nonvoting members.
Powers of the Corporation	Powers granted to any other non-profit corporation under Iowa law limited by powers given or excluded by the Constitution of the Presbyterian Church (U.S.A.).	Powers granted to any other non-profit corporation under Iowa law.
Officer Presiding Over Meetings	The Head Pastor as Moderator presides over congregational and Session meetings to transact ecclesiastical and secular affairs of the church.	The President presides over meetings of the members of the corporation and of the Board of Trustees.
Officers of the Corporation	The Chair, Vice Chair and Secretary of the Finance Committee and the Treasurer of the church are, ex-officio, the President, Vice President, Secretary and Treasurer of the corporation.	The officers are President, Vice President, Secretary and Treasurer. They are elected by and from within the Board of Trustees at its annual meeting each year.
Purchase, Sale and Mortgage of Real Property	The corporation may purchase, sell or mortgage real property only upon the approval of a resolution to do so by the congregation. The corporation	The Foundation may purchase, sell mortgage and acquire encumbered real property as any other not for profit corporation under Iowa Law.

	may sell or mortgage real property and purchase property that is encumbered only with written approval of Presbytery given through the Session.	
Gifting of Real Property	The church may receive unencumbered real property through the Session as a gift from the Development Fund or any other source without resolution of the congregation.	The Foundation may receive real property as a gift and may transfer unencumbered real property to the church as a gift.
Providing Resources to churches other than First Presbyterian Church of Davenport	The church may provide resources to other churches by action of the Session or the congregation.	The Foundation may provide resources to other Presbyterian churches within our Presbytery by three fourth vote of the total members of the corporation.
Additional Information	See the documents in this manual pertaining to the church for further information.	The Foundation has the funds: Development Fund, Unrestricted Fund and the Endowment Fund. See the documents in this manual pertaining to the Foundation for further information.

RESTRICTED FUNDS OF THE CHURCH

Revised 14 November 2011

The seventeen funds described below are all restricted in their use and administration and are known as the restricted funds of the church. They are all managed within the corporate structure of the church and were created prior to the establishment of the Foundation of First Presbyterian Church of Davenport. (The Foundation may also accept and manage restricted funds.) Investment oversight was assigned to the Foundation in 2004 for all funds except the Capital Preservation Fund.

What follows is a brief description of each restricted fund of the church. If a fund is administered by the Session or the finance committee, that fact is noted in the description of the fund. The remaining funds are managed by the Restricted Fund Committee.

MEMORIAL FUND: This fund is made up of gifts, bequests, subscriptions, and donations. This principal is held in trust in perpetuity, whereas, the income thereof may be used in the support and maintenance of the worship, religious activities, and community service of our church. Administered by the Finance Committee of Session.

JAMES AND ELIZABETH RENWICK FUND: This fund was created under the will of Rebecca Renwick for the express purpose of benefitting the aged poor of the First Presbyterian Church of Davenport. The purpose was revised by court order on December 21, 2000 to benefit the elderly in need, without any geographic restrictions. It provided a sum of \$16,000 of which only the income can be used.

ELLEN L. MOELLER AND HARRY B. MOELLER MEMORIAL FUND: This fund was created under the will of Harry B. Moeller to benefit the aged and in need of First Presbyterian Church of Davenport. The purpose was revised by court order on December 21, 2000 to benefit the elderly in need, without any geographic restrictions. It provided a sum of \$5,000 of which only the income can be used.

REBECCA RENWICK FUND: This fund was created under the will of Rebecca Renwick (who died in 1870). The income only may be used for Sunday School and Missionary objects and purposes within the State of Iowa.

VON MAUR SUNDAY SCHOOL FUND: This fund, created by the Von Maur Family, established a trust of which the income is used to show appreciation and recognition to our Sunday School teachers and their helpers.

ORGAN FUND: This fund is comprised of monies given to the Organ Fund at the time of installation. By action of Session, the monies are now in a perpetual fund with the annual interest being used for organ maintenance. Administered by the Minister of Music with the Music and Worship Committee.

THE SESQUICENTENNIAL MISSION FUND: Established during the sesquicentennial celebration of First Church, this portion of that fund drive is set aside so that each year the interest it accumulates can be used for the work of Jesus Christ not provided for in our annual church giving. This may be Christian work either in our own congregation, our own community, or throughout the world. Its use each year will be determined by our Church Session and

reported to the congregation.

GERTRUDE MORGAN MUSIC MEMORIAL FUND: This fund was a part of the Gertrude Morgan Estate of which First Presbyterian Church became a benefactor in 1995 with funds being received in 1996. Left to the discretion of the Session, \$100,000 of this estate was set up for the Music Department as suggested in Gertrude Morgan's will "to improve the music program of First Presbyterian Church" and, in part, to specifically help with the tuning and maintenance of the church's instruments . The interest can also be used for a free "Gertrude Morgan Memorial Christmas Concert" each year. Use of this fund is determined by Session with recommendation made by the Minister of Music through the Worship & Music Committee.

MARIE HANSELL MEMORIAL SCHOLARSHIP FUND: This fund was made possible through the Marie Hansell Estate. Interest and principal may be used for scholarships with priority going to those with studies in music with a preference to returning students.

DEACON'S GRANT/ENDOWMENT FUND: This fund was established in 2001 to "provide an opportunity for groups and organizations with the First Presbyterian Church Community to develop new mission and outreach programs within that community by providing seed money in the form of matching grants to help start these new programs".

DEACON GRANT FUND: This fund was established in 2001 to issue grants according to guidelines established in affiliation with the Deacon's Endowment Fund.

WIEBENER LOCAL MISSION FUND: This fund was established in 2003 from a gift from Bernice Wiebener's estate. This portion is to be used for Local Mission work and is administered by the Deacons.

WIEBENER MUSIC FUND: This fund was established in 2003 from a gift from Bernice Wiebener's estate. This portion is to be used for the Music program, especially the Good Friday service and is administered by the Minister of Music.

DANNENFELDT: This fund was established in 2006 with a gift from the Edith N. Dannenfeldt estate and is "to be used for the less fortunate."

WILLIAM AND BARBARA HEINY PERMANENT FUND: This fund was established in 2001 at the Presbyterian Foundation as a permanent fund (Presbyterian Foundation makes all investment decisions). The income is to be used for the General Memorial Fund.

MILDRED WHIPPLE PERMANENT FUND: This fund was established in 1993 at the Presbyterian Foundation as a permanent fund (Presbyterian Foundation makes all investment decisions). The income is to be used for the Pastor's Discretionary Fund (50%) and the Board of Deacons (50%).

CAPITAL MAINTENANCE ENDOWMENT FUND: This fund was established in May 2007 "to provide the Church with adequate resources to meet the capital needs of the church's physical plant such as fixed asset repairs, replacements, improvements and acquisitions". It was funded as part of the Forward in Faith Capital Campaign (Fall 2005).

CAPITAL PRESERVATION FUND: This fund was established in January 1995 through an

irrevocable trust. It was funded by stock in April 1995 in the amount of \$215,712. The specific purpose of the fund is to “supplement the maintenance budget of the Church. None of the trust assets are to be used for the ministry of the Church. Specifically, the trust assets are to be used to maintain the architectural design and preserve the building structural integrity.”

Restricted Funds Information Sheet

FUND	USE RESTRICTIONS	INTEREST/ PRINCIPAL	ADMINISTERED BY	SOURCE DOCUMENTS
Capital Maintenance	Capital needs of church physical plant	Spending	Session action for distribution	Fund Policy adopted
Endowment Fund (CMEF)	new assests-exceed \$2,00/useful life 5 yrs or repairs/maint-exceed \$2K/useful life 2 yrs,	guideline	w/recommendation from Finance Committe	by Session May 21, 2007
#300	no consumables are eligible	currently		
		4.5%/year		
Capital Preservation Fund	Supplement Maintenance budget, but not used for budgeted expenses or loans for budgeted expenses. Maintain the building's architectural design and preserve structural integrity.	Net income only	Session with recommendation from Finance Committee	Trust doc. 1-13-1995 Amendment 5-19-2008
#400				
Memorial Fund	Support & Maintenance of Worship	Interest	Originally Board of Trustees	Restricted Fund
Year Established: 1945	Religious Activities, Community Service	Only	Finance Committee in Operations Manual	Committee Binder
#130	Upkeep of all Church-Owned Properties		Principal can be used according to circumstances	
	Minimum non-expendable amount is	\$26,577	in the trust document, including cong. approval.	
Deacon Endowment Fund	Must attain a level of \$50,000 before spending	Interest	Deacons	Fund Folder
Year Established: 2001	any interest. When the level has been met all	Only	Issue grants to groups & organizations within	
#140	interest from this fund should be transferred to the Deacon Grant Fund.		First Presbyterian to develop new mission & out-reach programs for the community. Max is \$5000	
	Minimum non-expendable amount is	\$50,000		
Wiebener Local Mission	Local Mission	Principal &	Deacons	Estate Folder
Year Established: 2003		Interest		Written Instructions
#160				
Sesquicentennial Mission	For the work of Jesus Christ not provided	Interest	Session	Restricted Fund
Year Established: 1987	for in the annual giving	Only	Session action in March 2007 prohibited Session	Committee Binder

#170	Minimum non-expendable amount is	\$53,561.78	from removing restriction on use or interest only.	
Wiebener Music-Good Friday	For Good Friday Concert Expenses	Principal &	Steve Jobman, Minister of Music	Estate Folder
Year Established: 2003		Interest		Written Instructions
#180				
Organ Fund	Monies given at the time of installation	Principal &	Minister of Music with the Music and Worship	Operations Manual
#190	Used for Organ Maintenance	Interest	Committee	
Gertrude Morgan Fund	1. Use for tuning and Maintenance of	Principal &	Session	Estate Folder
Year Established: 1995	church instruments	Interest	with recommendation made by Minister of Music through the Worship & Music Comm.	
#210	2. Use to improve the music dept			
	3. Christmas Concert expenses			
Ellen L. Moeller and Harry B.	Used for "elderly in need", as stated in 2000	Interest	Finance Committee	Restricted Fund
Moeller Memorial Fund	court documents.	Only		Committee Binder
Year Established: 1985	Minimum non-expendable amount is	\$5,000		
#220				
James & Elizabeth Renwick	Used for "elderly in need", as stated in 2000	Interest	Session	Restricted Fund
Year Established: 1932	court documents.	Only	Jane Magnusson and Diane Schroder appointed	Committee Binder
#230	Minimum non-expendable amount is	\$16,000	by Session as representatives Oct 9, 2006.	
Von Maur Sunday School	Used to support the educational programs not	Principal &	Session	Restricted Fund
Year Established: 1943	in the budget. This includes showing appreciation & recognition to our Sunday School teachers and helpers	Interest	Documentation limited. Recommends spending	Committee Binder
#240			fund on teacher appreciation	
Rebecca Renwick	Used for Sunday School & Missionary	Interest	Two named trustees or successors	Restricted Fund
Year Established: 1870	objects & purposes within the State of IA	Only	Session in Operations Manual	Committee Binder
#250	Minimum non-expendable amount is	\$3,500		
Marie Hansell Scholarship	Used for scholarships with priority going	Principal &	No source documents found. Session	Operations Manual

#260	<i>to those with studies in Music. Giving</i>	<i>Interest</i>	<i>with recommendation made by Minister of Music through the Worship & Music Comm.</i>	
	<i>preference to returning students.</i>			
WB Heiny Fund	Used for the General Memorial Fund	Interest	Session	Presbyterian Foundation
Year Established: 2001		Only	Separate Permanent Funds invested by Presbyterian Foundation, not the church	documentation
#270	Minimum non-expendable amount is	\$6,000		
Mildred Whipple Fund	Income is divided as follows:	Interest	Head Pastor & Deacons	Presbyterian Foundation
Year Established: 1993	50%-Pastors Discretionary Fund	Only	Separate Permanent Funds invested by Presbyterian Foundation, not the church	documentation
#280	50%-Board of Deacons			
	Minimum non-expendable amount is	\$2,000		
Dannenfeldt	Less Fortunate	Principal	Session	Estate Folder
Year Established: 2006		& Interest		
#290			TOTAL	

Key:
Carry/forward
information-

Exhibits:

Restricted Fund Committee Binder

(in italics) could not
locate source or
original
documentation.
Info from original
or
source
documentation.

Operations Manual

Estate Folders

Fund Folders

Presbyterian Foundation documentation

**The Foundation of
First Presbyterian
Church
is responsible for the
investments of all
Restricted Funds,
except the Capital
Preservation Fund.**

SMG 11-20-12

FIRST PRESBYTERIAN CHURCH OF DAVENPORT
RESTRICTED FUNDS EXPENDITURE POLICY
Adopted by Session June 25, 2012

Each Restricted Fund is managed within the corporate structure of the church. Each fund is restricted in their use and administration. Below is a brief description of each fund, the body who administers the funds, and its original non-expendable corpus:

Memorial Fund

- **Purpose:** Support and maintenance of worship, religious activities, community service, upkeep of all church-owned properties
- **Administered by:** Finance Committee
- **Original Non-Expendable Amount:** \$26,577

Deacon Endowment Fund

- **Purpose:** To provide an opportunity for groups and organizations within the FPC community to develop new mission and outreach programs by providing seed money in the form of matching grants
- **Administered by:** Board of Deacons
- **Original Non-Expendable Amount:** \$50,000

Wiebener Local Mission Fund

- **Purpose:** Local mission activities
- **Administered by:** Board of Deacons
- **Original Non-Expendable Amount:** None

Sesquicentennial Mission Fund

- **Purpose:** For the work of Jesus Christ not provided for in the annual giving
- **Administered by:** Session
- **Original Non-Expendable Amount:** \$53,561.78

Wiebener Music Fund

- **Purpose:** For Good Friday concert expenses
- **Administered by:** Minister of Music
- **Original Non-Expendable Amount:** None

Organ Fund

- **Purpose:** Organ maintenance
- **Administered by:** Minister of Music with the Music and Worship Committee
- **Original Non-Expendable Amount:** None

Gertrude Morgan Fund

- **Purpose:** Tuning and maintenance of church instruments, to improve music department, Christmas concert expenses
- **Administered by:** Session with recommendation from Minister of Music and Music and Worship Committee
- **Original Non-Expendable Amount:** None

Ellen & Harry Moeller Fund

- **Purpose:** For the elderly in need
- **Administered by:** Finance Committee
- **Original Non-Expendable Amount:** \$5,000

James & Elizabeth Renwick Fund

- **Purpose:** For the elderly in need
- **Administered by:** Session
- **Original Non-Expendable Amount:** \$16,000

Von Maur Fund

- **Purpose:** To support the educational programs not in the budget, including showing appreciation and recognition to Sunday School teachers and helpers
- **Administered by:** Session
- **Original Non-Expendable Amount:** None

Rebecca Renwick Fund

- **Purpose:** For Sunday School and missionary objects and purposes within the State of Iowa
- **Administered by:** Session
- **Original Non-Expendable Amount:** \$3,500

Marie Hansell Fund

- **Purpose:** For scholarships with priority going to those with studies in Music
- **Administered by:** Session with recommendation from Minister of Music and Music and Worship
- **Original Non-Expendable Amount:** None

WB Heiny Fund – Permanent Fund

- **Purpose:** Income from the Heiny Permanent Fund is transferred into the Memorial Fund, above, quarterly
- **Administered by:** Session
- **Original Non-Expendable Amount:** \$6,000

Mildred Whipple Fund – Permanent Fund

- **Purpose:** Income from the Whipple Permanent Fund is transferred quarterly into the Whipple Expendable fund and disbursed 50% to Board of Deacons for Love Gift Fund and 50% to Pastors' Discretionary Fund annually
- **Administered by:** Head Pastor/Board of Deacons
- **Original Non-Expendable Amount:** \$2,000

Edith Dannenfeldt Fund

- **Purpose:** Less Fortunate

- **Administered by:** Session
- **Original Non-Expendable Amount:** None

For a project/expense to be considered for approval from any Restricted Fund, it must meet its specified purpose as listed above.

Approval Process:

- Submit the request for funding via email, written request, or memo to the governing administrator of the Restricted Fund.
 - If Session is the governing administrator, the Senior Pastor/Moderator and Finance Manager must be notified of the request/motion prior to the next Session meeting, as soon as the committee requesting the funds has approved the request to go to Session. This enables the Senior Pastor/Moderator and the Finance Manager to research the request to ensure that funds are available in the Restricted Fund and that the request meets the criteria set forth.
 - If Session approval is not needed, the request may proceed with approval from the governing administrator with notification to the Senior Pastor/Moderator and the Finance Manager via email with instructions on funding, as soon as the administering body makes the decision.
- Unless there is an extraordinary circumstance, please obtain approval for funding prior to purchasing items/committing the funds.

**FIRST PRESBYTERIAN CHURCH OF DAVENPORT, IOWA
CAPITAL MAINTENANCE ENDOWMENT FUND POLICY AND PROCEDURES**

Adopted by Session 21 May 2007

Adopted by the Foundation Members 21 May 2007

Revised and Adopted by Session July 16, 2012

The Capital Maintenance Endowment Fund of First Presbyterian Church of Davenport, Iowa (hereinafter referred to as “the Fund”) will be a fund of the First Presbyterian Church of Davenport, Iowa (hereinafter referred to as the “Church”). The purpose of the Fund is to provide the Church with adequate resources to meet the capital needs of the church’s physical plant such as fixed asset repairs, replacements, improvements and acquisitions.

Eligible expenditures from this fund are new fixed assets that exceed \$2,000 and have an expected useful life of at least five (5) years or repairs or improvements that exceed \$2,000 and increase the useful life of an existing fixed asset by at least two (2) years. The following types of expenditures for fixed asset repairs, replacements, improvements or acquisitions are eligible for funding through the Fund:

- Office furniture and equipment
- Computer equipment
- Maintenance and cleaning equipment
- Vehicle(s)
- Heating and air conditioning systems
- Plumbing systems
- Electrical systems
- Building infrastructure or external shell
- Parking lots and sidewalks

Church employees’ compensation, taxes and benefits are not eligible for funding through this Fund.

The Foundation of First Presbyterian Church of Davenport, (hereinafter referred to as “the Foundation”) will be the custodian of the assets of the Fund and as such will be responsible for the prudent investment of the assets of the Fund in accordance with the investment policy of the Foundation, and distribution of such funds as requested by written resolution of the Session of the Church (hereinafter referred to as “the Session”), or its designee, to be used for the purposes described above.

The Fund shall be managed as an endowment fund under the “Iowa Uniform Management of Institutional Funds Act” (hereinafter referred to as the “Act”) in accordance with the principles for prudent distribution of net appreciation as stated in the Act. The specific rules for complying with these principles have been established by written resolution approved by the Session, as stated below, and may be amended by the Session. Notwithstanding the direction to comply with the above principles, if the Unrestricted Fund of the Foundation of the First Presbyterian Church of Davenport has been exhausted (or has no assets which have a readily realizable value) and if the Session determines that the financial condition of the Church is so serious that the continued existence of the Church is reasonably unlikely without the use or expenditure of the Capital

Maintenance Endowment Fund assets that would otherwise not be distributed, some or all of the Capital Maintenance Endowment Fund assets, including the Capital Maintenance Endowment Fund's "historic dollar value," as defined in Section 540A.2 of the Act, may be used as security for the Church indebtedness or expended to improve the financial condition of the Church upon the approval of the Session.

To request funding from the Fund, a Request for Capital Expenditure (RFCE) form should be completed in its entirety. Attach any supporting documentation if necessary. The Finance Committee, or its successor committee, in consultation with the Buildings and Grounds Committee and the committee and/or staff responsible for the fixed asset(s) involved, will review each funding request and examine how the funds of the Fund should be used to achieve the purposes as stated above, and make recommendations to the Session for distribution of its funds under the following spending policy:

The objective of the spending policy is to strike a balance between:

- Achieving the purpose of the Fund as described in the first two paragraphs of this document; and
- Over time, keeping the purchasing power of the Fund equal to or greater than its purchasing power in the year 2007, defined here as the year of its inception. In achieving this second part of the objective, it is understood that the value of the Fund may vary from year to year depending on the how the money in the Fund is invested and the variance in the investment markets.

A percentage of the value of the Fund will be established each year at the discretion of the Session to achieve the two part objective of the spending policy above. The percentage of the value may change year to year based on reaching the balance stated above. Each year, the Board of Trustees of the Foundation will recommend to the Session a percentage, taking into account the investments of the Fund, previous financial results of the Fund and estimated results in the future. Notwithstanding the above, any such recommendation may remain in effect until the Session requests a further review or the recommendation is otherwise changed by the Board of Trustees.

No project can begin if the expected final budget for the project combined with all other approved projects exceeds the annual spending guideline set forth by the custodian of the assets (Foundation of First Presbyterian Church).

Note: Any project expected to exceed \$5,000 is subject to a minimum of two (2) bids. Where bids are similar, preference should be given to existing church vendors.

REQUEST FOR CAPITAL EXPENDITURE (RFCE)

Project Title _____

Funding Source ☐ Capital (FIF) ☐ Capital Maintenance Endowment (CMEF) ☐ Capital Preservation

Scope of Work Attached _____

Church Project Manager _____ Phone _____

If project is expected to be \$5,000 or more, please attached a minimum of two (2) bids.

Bid #1 Attached \$ _____

Bid #2 Attached \$ _____ Recommended Contractor Bid # _____

Bid #3 Attached \$ _____ Name _____

Recommended Bid Amount \$ _____

Contingency Amount \$ _____

Total Requested Amount \$ _____

Start Date _____ Completion Date _____

Person authorized to accept work and authorize payments _____

Disbursement Schedule						
Planned Date	Amount	Actual Date	Amount	Authorized by:	Check #	Date Sent
TOTAL	-		-			

Acceptance Criteria for each scheduled disbursement attached _____

Recommends Session Approval:

Buildings & Grounds Date: _____

Finance Committee Date: _____

Session Action:

Approved Date: _____

Disapproved Date: _____

Final Project Acceptance: _____

Head of Staff

DEACONS ENDOWMENT FUND

PROCEDURES AND GUIDELINES, Revised September 2019

Part One: Procedures

I. Mission Statement

The Deacons Endowment Fund will provide an opportunity for groups and organizations within First Presbyterian Church or the church community to develop new mission and outreach programs within that community by providing seed money in the form of matching grants to help start new mission or outreach programs.

II. Overview

A. History and Initial Funding

The Deacons Endowment Fund was established in 2001 by the Board of Deacons upon the receipt of an undesignated bequest of \$54,000 to the Deacons. The Board of Deacons sought to protect and preserve the funds in order to provide for new mission and outreach over the long term. Initially \$27,000 was placed in an endowment fund with the goal of growing the fund to \$50,000. Additional gifts would add to the endowment; only earnings and growth beyond \$50,000 could be used for grants. The remaining \$27,000 was made immediately available for grants.

In 2009 the money available for grants was depleted. In 2011 the endowment fund, through additional gifts, growth and earnings, exceeded \$50,000.

B. The Deacons Endowment Fund

The Deacons Endowment Fund (DEF) shall consist of moneys donated to the DEF - the DEF endowed portion - and investment growth and income - the DEF grant portion.

The Deacons Endowment Fund has been placed as a restricted fund within the Foundation of the First Presbyterian Church of Davenport (Foundation) to be administered as follows:

- The endowed portion of the Deacons Endowment Fund (DEF) shall now consist of \$50,000 and shall be increased by additional gifts to the Deacons Endowment Fund. The DEF shall be invested for earnings and growth.
- The grant portion of the DEF shall consist of earnings and growth from the DEF endowed monies; only this portion shall be available for grants. At the discretion of the Board of Deacons Executive Committee, the DEF grant portion may remain invested or may be taken from the DEF endowed portion and placed in a DEF Grant Portion Custodial Fund where it should be invested to earn modest interest in a safe liquid form such as a money market fund.

Donors to the DEF shall be asked to read this document. Donations are considered gifts to the

DEF, administered by the Foundation, and are not gifts to the Foundation.

Money given to the DEF as repayment or refund from a previous grant shall be deemed an available part of the grant portion.

C. New Mission and Outreach Grants

Those seeking New Mission and Outreach Grants (NMO Grants) must complete a written application. This application should establish how the project or program meets the mission of the Deacons Endowment Fund. It is important that the program goals are clearly stated and explained as well as outlining how they will be achieved. An organizational structure should be part of the information provided.

A budget needs to be established for the program. A clear explanation of how the matching funds requirement of the grant process will be met is and a plan for the ongoing long term funding of the program should be presented.

Funding may be requested for up to three years but must decrease year over year. The maximum total grant is \$5,000. Grants may be awarded for as little as \$100.

D. Oversight

The Board of Deacons and its Executive Committee is ultimately responsible for the successful operation of the Deacons Endowment Fund. A bi-annual financial summary report to the Board of Deacons will be the responsibility of the Finance Manager and should be presented in March and August.

The Board of Deacons and Executive Committee will establish a Review Board that is charged with publicizing the Deacons Endowment Fund for NMO grant applications, reviewing all applications received making recommendation to the Board of Deacons on the appropriate action for each application received, and following approved grants through to the final award of funds.

The Review Board is also responsible for the periodic review of the Deacons Endowment Fund Procedures and Guidelines. Recommendation for changes to the DEF Procedures and Guidelines may come from the Review Board or Executive Committee; a 3/4 vote of the Board of Deacons at a regularly scheduled meeting with previous notice is required for modification.

The Board of Deacons reserves the privilege of dissolving the DEF at some point in the future on motion at a regularly scheduled meeting with a 3/4 vote at the following regularly scheduled meeting. The reasons may include but are not limited to: The DEF is no longer the optimal method to accomplish the goal of new mission and outreach, a new mission and outreach project requiring funding beyond the moneys available becomes a major goal of the Board of Deacons.

III. Review Board

A. Election

The Review Board shall consist of eight members: five Deacons, one Elder, one Foundation member, one congregational member-at-large.

The Moderator of the Board of Deacons is responsible for keeping the current list of Review Board members and their terms. When the Executive Committee seeks to open the grant application process following the March and August financial reports, the Moderator will notify the Foundation, the Session, Deacon Committees and Executive Committee when they need to elect a member to the Review Board.

The five ordained Deacons should be currently serving on Deacons at the time of their election. Each of the three major committees of Deacons (currently Pastoral Care and Spiritual Development, Mission Connection and Outreach) and the Executive Committee shall elect a member to serve on the Review Board. The Board of Deacons will elect the Deacon to serve as a member-at-large. The Board of Deacons will also elect the congregational member to the Review Board.

The Executive Committee of Deacons is responsible for naming the chair of the Review Board annually from those serving on the Review Board.

The term of office shall be three years as long as the Review Board member is able to report to the body from which he/she was elected should their term on that Board be concluded. If a member of the Review Board is no longer able to serve, the body that member represents shall be responsible for electing another member.

If a member of the Review Board fails to attend meetings without excuse and fails to review applications, that member will be considered to have resigned and the body that elected that member will be notified by the Review Board chair of the need to elect a new member.

B. Duties of the Review Board Chair

- Assure that the Review Board follows The Deacons Endowment Fund Procedures and Guidelines.
- Call meetings of the Review Board, scheduling for the optimal participation.
- Receive all applications for NMO Grants and see that members of the Review Board receive copies within three business days.
- Report regularly to the Executive Committee of Deacons.
- Present all NMO Grant applications with recommendations to the Board of Deacons.
- Present to Session should the size of the NMO Grant require Session approval.
- See that the Procedures and Guidelines are reviewed as necessary.
- During Review Board voting on the disposition of NMO Grant applications, vote only in the event of a tie.

C. Function

The Review Board functions at the request of Deacons Executive Committee. After the March and August bi-annual financial reports, the Executive Committee may make the request to open the grant application process when the DEF grant portion balance exceeds \$2,500 and must request function when the amount exceeds \$5,000.

The Review Board should first publicize the DEF NMO grant and have the application process open by March 15 with a deadline of April 30 for review at the June meeting of the Board of Deacons and also open by August 15 with a deadline of September 30 for review at the October

meeting of the Board of Deacons. This will require updating the NMO grant application and Information sheets. A recommendation for approval should include the amount and any conditions on the release of funds.

NMO grant applications should be reviewed as they arrive allowing time to request additional information from the applicant as may be desired.

IV. NMO Grant Approval

Six members of the Review Board must participate in the vote of recommendation on each NMO grant application. The Chair does not vote unless there is a tie.

Should the Review Board be considering an application for a second grant on a previously funded program, they must conduct a project evaluation of that program. The results of this evaluation must be presented to the Board of Deacons along with their recommendation.

The Review Board must present all NMO Grant applications received along with their recommendations on each to the Board of Deacons. The Board of Deacons serves as final authority and votes on each application; they may or may not agree with the recommendation. The Board may also request that the Review Board work with an applicant to improve the application. The Board may also vote to change the recommended amount of the NMO grant.

The Session will be asked for final approval on all grants over \$2,500. After approval by the Board of Deacons, the Chair or elder serving on the Review Board will notify the Moderator of Session to be on the agenda for a vote of Session at its next regularly scheduled meeting and will present the NMO grant for approval. Should the grant fail to gain approval, the Board of Deacons may choose to take further action related to the NMO Grant.

Upon NMO grant approval, the Elder and Foundation representative serving on the Review Board shall report to the Session and Foundation respectively to include a brief description of the program, the amount of award and a brief review of the reasons why the funding was approved.

V. Funding NMO Grants

The Review Board will, after final approval, present the grant applicant with an Award Letter showing the amount to be funded, the schedule for the release of the funds along with any expectations or conditions that need to be met for the funding. An expectation in the Award Letter should include a written report on the progress of the program to the Review Board 60 days after the funding is received.

For grants over \$500, the Review Board must require documentation that the applicant has the matching funds or commitment for those funds prior to the release of the grant. When the NMO grant represents the initial confirmed funding, the applicant shall have 30 days to confirm their additional funding.

The Review Board is responsible for finalizing the payment schedule when all conditions are met and will present the Finance Manager the funding schedule.

If the funds are not in the DEF Grant Portion Custodial Fund, transfer of funds should be requested by the Finance Manager. The Endowment Chair will work with the church Finance Manager to see that the funds are released on schedule.

The Review Board will make a courtesy report to the Board of Deacons after the 60 day progress report is received.

Part Two: Guidelines

The purpose of these guidelines is to help the Review Board and the Board of Deacons make recommendations and decisions according to the spirit of the Deacons Endowment Fund Mission Statement. Neither Board shall be constrained by these guidelines but rather shall be governed by the Procedures that proceed.

Consideration of the personal and professional experience of potential Review Board members should be considered before their election to maintain excellence in functioning.

The Review Board should consider the probability of success for each grant application.

The Review Board should not hesitate to mentor promising NMO grant applications that may be having difficulty with documentation, establishing goals, setting a budget, or outlining their program.

Should an applicant need additional funds in an ensuing year, they should go through the application process established above. The Review Board should consider their progress to becoming self-sufficient and recall that the mission is to help start new mission and outreach programs.

A NMO grant may be a completely new project or may be a new component of an existing project.

“Matching funds” need not be interpreted to be only at 50% and “matching funds” do not necessarily need to be in the form of cash.

Large grants should be disbursed only after the applicants have received the other funding necessary to their program, however, a schedule may be approved that will get a program up and running helping them establish self-sufficiency.

When a large grant is made in these times of low return on investments the Review Board and the Board of Deacons should carefully consider especially large grants because adequate grant funding dollars might not be available again for another year or two.

The Deacons Endowment Fund is not meant for one-time emergency budget needs nor is it meant to fund an entire program for its duration.

The Review Board should consider using email to facilitate their work.

Note: At times, when the initial grant fund was available, “church community” has been interpreted loosely.

The most recent NMO Grant Application Information Sheet and NMO Grant Application must be attached to this document.

**Information Sheet
Grant Funds Available
Deacons' Endowment Fund**

The Deacons' Endowment Fund (DEF) was established in 2001 to help groups and organizations within the First Presbyterian Church community that are developing new mission and outreach programs by providing seed money in the form of matching grants.

What is the Deacons' Endowment Fund?

This endowment fund was initially funded by the generous bequest made by a former member of the Board of Deacons of First Presbyterian Church of Davenport and subsequently received additional funding from other generous members of our congregation. Periodically the DEF opens the application process for awarding grants. These funds are awarded for the purpose of helping to establish new mission, outreach, pastoral care, and spiritual development programs within our church community.

What type of grant is available?

The DEF grants are designated to help defray the startup cost of new projects or programs according to guidelines established by the Board of Deacons. Generally these guidelines include:

Programs or projects need to be of an on-going nature rather than a one-time event.

Any money that is awarded is in the form of a matching grant. In other words, equal funding from other sources should be part of the initial planning process.

The maximum grant that can be awarded is \$5,000.

Who can apply?

Grants can provide funding to any organization or group within the FPC community that is trying to start a new program or project within First Presbyterian Church or the church community.

How does one go about applying for a grant?

First each group, individual, or organization should establish a projected budget for the program, create a description of the program goals as well as an outline of how those goals will be achieved, and an organizational structure. These are critical elements of the process. A grant application form must then be completed and submitted for consideration by the Board of Deacons.

The grant application process will be open for the period March 15 through May 15 and August 15 through September 30 each year.

If you have questions regarding Deacons' Endowment Fund grants or grant applications, additional information is available through the church office, at the Welcome Desk, in the Deacons' Corner, on the church's website at www.fpcdavenport.org.

**FIRST PRESBYTERIAN CHURCH
1702 IOWA ST.
DAVENPORT, IOWA 52803**

DEACONS' ENDOWMENT FUND

Mission Statement

The Mission of the Deacon's Endowment Fund is to provide seed money (grant) to groups and organizations within the First Presbyterian Church Community that are developing *new* mission and outreach programs.

- **Please note this grant is to start *new* programs within the church community, not to fund one time emergency budget needs or to fund a program for the duration.**
- **Please note this Endowment Fund is to be used for a matching fund grant.**
- **Please note a maximum of \$5000 may be requested.**

Guidelines

- Each organization or group should establish a projected budget for the *new* program
- Each organization or group should provide a description of the goals of the *new* program
- Each organization or group should include an explanation of how goals will be achieved for the *new* program

Application

Open March 15 –May 15 and August 15 – September 30 each year

Contact Information:
First Presbyterian Church
1702 Iowa St.
Davenport, Iowa 52803
Phone: 563-326-1691
Attention: Deacons Chair

Date:

Organization Name:

Program Name:

Mission Direction:

What is the need and how will it be fulfilled?

Planning and Management:

What are the measurable objectives?

What will the program's structure look like?

What is the timeline?

Principle Programs and Activities:

What will the finished product look like?

Budget:

What are the financial needs?

What are the major financial challenges?

How will these challenges be met?

Salaries:

What are the position responsibilities?

What are the hours per week?

Materials and Supplies:

List major items needed to support the program.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Requested Grant Funds:

How much money is being requested?

What is the amount and source of the matching fund?

Contact Information: Name(s)	Phone number(s)	Email address(s)
--	------------------------	-------------------------

Signature – Project Director:	Signature – Financial Officer
Date:	Date:

FIRST PRESBYTERIAN CHURCH
1702 IOWA ST.
DAVENPORT, IA 52803
Approved March 16, 2017
Revised August, 2019

Position Title: Accounting Assistant

FSLA Classification: Part-Time, Nonexempt

Responsible To: Finance Manager

Responsibilities:

- A. **General ledger:** Assist in maintaining balanced general ledgers through the posting of all accounting entries, record the cash receipts, disbursements, and the necessary journal entries required.
- B. **Weekly pledge collection:** Receive and tabulate all Church and Foundation monies.
- C. **Volunteers:** Co-supervise the volunteers in the counting and the distribution of the weekly cash and pledge collections.
- D. **Contribution Statements:** Fold and stuff quarterly contribution statements and deliver to Post Office.
- E. **Posting receipts:** Post all methods of payments (cash, checks, ACH bank transfers, credit card receipts) into givers' accounts on church accounting software.
- F. **Memorials:** Record and acknowledge memorial contributions. Mail complete listings to survivor contact person monthly.
- G. **Accounts Payable:** Enter invoices for payment as directed by the Finance Manager.
- H. **Follow up on contributions and payables:** Follow up on questions and concerns regarding contributions and/or payables and reconcile any differences.
- I. **Check Preparation:** Prepare all disbursement checks for approval and signature.
- J. **Recurring payments:** Process monthly, recurring payments to government and church organizations that are not originated by an invoice.
- K. **Supporting documentation:** Request supporting documentation for requests for payment, if needed.

- L. **Bank Reconciliations:** Reconcile bank statements for multiple accounts as designated by Finance Manager.
- M. **Communications:** Able to work well with staff and volunteers and interact well with members of the congregation.
- N. Prepare letters to members regarding in-kind donations.
- O. Other duties as assigned by the Finance Manager.

Position requires 2-3 years of accounting or banking experience. Extensive computer knowledge required.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FIRST PRESBYTERIAN CHURCH
1702 Iowa Street
Davenport, IA 52803
Approved by Session February 15, 2016

Position Title: Administrative Coordinator

Reports To: Communications and Office Manager and the session through the Personnel Committee

Summary of Position: This position is responsible for publications printing and distribution, inventory and ordering of office supplies, coordination of office volunteers, scheduling of church calendar and facilities use, mail distribution, and CareLINK, and is the general clerical coordinator to the program and administrative staff of First Presbyterian Church.

I. Office Coordination

- A. Greets public and congregational members
 - i. Answers questions pertaining to events and activities
 - ii. Directs public or congregational members to appropriate personnel if needed
- B. Coordinates the answering of the telephone and directing of calls to appropriate personnel
 - i. Answers questions of general public and members pertaining to events and activities
 - ii. Answers phone when membership assistant or volunteer is not available to do so
- C. Responsible for the maintenance of phone system and updating of main line messages.
- D. Prepares weekly staff meeting agenda and packet
- E. Maintains and Updates
 - i. Online church calendar for events & staffing
 - ii. Staff Directory
 - iii. Preaching Schedule
- F. Keeps an inventory of needed office supplies
 - i. Responds to staff office supply needs in a timely manner
 - ii. Places office supply orders with approval of Office Manager
 - iii. Verifies accuracy and cost of office supplies received
 - iv. Maintains office supply order files
- G. Monitors office equipment use and informs Office Manager if equipment needs repair
 - i. Schedules routine maintenance for office equipment
- H. Sorts and distributes mail to church staff and/or church committees
 - i. Opens mail addressed to First Presbyterian Church but not to specific personnel
 - ii. Monitors Postage expenses
 - 1. Orders postal supplies, including replenishing of postage meter

II. Publications Responsibilities

- A. Responsible for printing, folding, mailing and/or distribution of all church publications.
 - i. Coordinates, prepares, proofs, prints, and folds Sunday bulletins, announcements, and other publications in cooperation with the pastoral staff and Office Manager.

- ii. Coordinates, prepares, and mails the church bulk mailings;
 - 1. Computes postage and submits request for payment to Business Manager
 - 2. Completes necessary postal forms and takes the mailings to the post office
- B. Coordinates, revises, updates, proofs, prints large projects, i.e. Operations Manual, Personnel Policies & Procedures Manual, as assigned by Office Manager
- C. Creates, proofs and prints flyers, inserts, tickets, etc., to meet committee requirements
- D. Maintains publication files in office and heritage storage

III. Office Volunteer Coordination

- A. Recruits volunteers for mailings and other tasks as needed
 - i. Maintains list of current office volunteers
 - ii. Trains volunteers in use of telephone, equipment usage and office procedures
 - iii. Schedules volunteers and assigns and supervises skill appropriate tasks

IV. Facilities Use Coordination

- A. Schedules use of church facilities and church calendar
 - i. Maintains record of building use request forms
 - ii. Coordinates and communicates facilities use events and setup with custodial staff
 - iii. Answers questions pertaining to room usage and calendar schedule
 - iv. Explains building use policy and charges applicable fees
- B. Updates church calendar as needed and distributes information to staff

V. Carelink Responsibilities

- A. Maintains Carelink files and application spreadsheet
- B. Greets applicants for Carelink services
- C. Attends quarterly Carelink meetings

VI. Other Responsibilities

- A. General clerical assistant to the program and administrative staff
- B. Prepares and posts daily reader boards
- C. Keeps office organized and ensures that copiers are stocked with paper and toner
- D. Assists in coordinating other church events as needed

X. Relationships

- A. Possesses the interpersonal skills necessary to maintain a cooperative relationship with the staff, members of Session and its committees, and all church members and visitors
- B. Supports the pastoral staff in a manner that upholds and strengthens the congregational relationship between the pastoral staff and the members of this church and the community

XI. Qualifications

- A. Ability to communicate with all personality types both in person and on the telephone in a consistent warm, positive, caring and friendly manner
- B. Possesses the computer, grammar, attention to accuracy and detail, and time management skills necessary to produce and proofread timely, quality correspondence and publications

- C. Demonstrate proficiency in Google Calendars, Outlook, Church Windows, MS Word, Quark Xpress, and Excel.
- D. Physical ability to lift and organize office supplies, including filled mailing trays.
- E. On bulk mailing days, must have own reliable transportation to retrieve mailing supplies and take completed mailing to the post office
- F. Ability to multi-task several projects and prioritize accordingly
- G. Ability to organize, track, and manage office supply ordering responsibilities
- H. Ability to coordinate office volunteer activities, recruit volunteers and provide the training and empowerment necessary to success volunteer activity.
- I. Acts as an assistant to the pastoral staff.
- J. Education: High School graduate or equivalent
- K. Experience: Two years general office experience or two years college-level course work.

AM Position: Morning hours (generally 8:00 am to 12:00 noon, or 7:30 to 11:30am) – this position is year round

AM Staff Focuses:

Staff meeting minutes & agenda

Sunday bulletin

CareLink referrals

Welcome Neighbor & other bulk mailings

PM Position: Afternoon hours (generally 12:30 to 4:30 pm, or 12:00 to 4:00 pm) – this position reflects the school/program year (off June 5 to August 15)

PM Staff Focuses:

Reader Boards

Sunday bulletin announcements

Supply Orders

Newsletter mailings

FIRST PRESBYTERIAN CHURCH

1702 Iowa Street

Davenport, Iowa 52803

Revised: September 2016

Position Title: Assistant Choral Director

Responsible to: Director of Music

Employment Classification: Part-time, Nonexempt

Responsibilities:

A. Assistant Choral Director

- i. Select music, rehearse and conduct the Kirkwood Choir
- ii. Lead sectional rehearsals of the Cecelian Carolers and Sanctuary Choir when scheduled in advance (up to seven times for Cecelian Carolers and up to four times for Sanctuary Choir over contract period of eight months).
- iii. Conduct any of the choirs on Sunday mornings at the Director of Music's request or in his absence. (not more than 8 times). There will be additional compensation for this when it occurs.

B. Additional responsibilities

- i. Provide additional keyboard accompaniment and choral direction for the Christmas Concerts of the Performing Arts Series programs when needed.
- ii. Perform other duties as assigned by the Director of Music such as attending Music Department staff meetings, as necessary for the performance of this position or to support the music ministries at First Presbyterian Church.

FIRST PRESBYTERIAN CHURCH
1702 Iowa Street
Davenport IA
Approved: 2016

Position Title: Assistant Choral Director for Young Children

Reports to: Director of Music

Employment Classification: Part-time, Non-Exempt

Responsibilities:

- A. Musikgarten Teacher and Administrator: as certified teacher, lead the Musikgarten Infant or Toddlers Class. Serve as the overall administrator of the program.
- B. Cherub Choir Conductor: Select music, rehearse and conduct the Cherub Choir.
- C. Attend Music Department staff meetings
- D. Perform other duties as assigned by the Director of Music as necessary for the performance of this position or to support the music ministries at First Presbyterian Church.

FIRST PRESBYTERIAN CHURCH
1702 Iowa Street
Davenport, Iowa 52803
Approved by Session: August 15, 2016

Position Title: Associate Pastor for Spiritual Development, Small Group Ministry and Pastoral Care

Primary Concentration: Assist the Senior Pastor in pastoral duties, with direct responsibility for spiritual development, small group ministry and pastoral care.

Reports to: Head of Staff, and Session exercised through the Personnel Committee.

Employment Category: Exempt, Terms of Call apply

Summary of Position: The Associate Pastor for Spiritual Development, Small Group Ministry and Pastoral Care has primary responsibility for: 1) The Spiritual Development Ministry, including, but not limited to, developing, implementing and facilitating spiritual development opportunities for leaders and congregation members as staff to the Spiritual Development Committee. 2) Developing, implementing, and facilitating the small group ministry as staff to the Small Group Ministry Committee. 3) Pastoral care. 4) Strategizing and counseling with the Deacons on design of neighborhood outreach. 5) Other duties as assigned.

Primary Responsibilities

1. Spiritual Development

- a. Staff the Spiritual Development Committee.
- b. In conjunction with the Spiritual Development Committee, develop, implement and facilitate spiritual development opportunities, including promoting spiritual practices for staff and members of the congregation.
- c. Be a resource to staff and other committees and congregational members for spiritual development.
- d. Network with sources outside the church to determine what others do to promote spiritual development for possible incorporation into our programs and activities.

2. Small Group Ministry

- a. Staff the Small Group Ministry Committee and act as resource to other staff and committees concerning their participation in Small Group Ministry.
- b. Develop, implement, facilitate, and administer a small group ministry.
- b. Train and equip lay volunteers as small group leaders.
- c. Develop and coordinate small groups that may include fellowship, study, local/international mission projects, etc. for members of the congregation.

3. Pastoral Care

- a. Track the needs of congregational members in need of pastoral care.

- b. Organize staff and volunteer lay members to ensure those in need of pastoral care receive the care, including, but not limited to, regular communion to the farthest pew, nursing home and hospital visitation.
- c. Arrange for training of staff and volunteers in pastoral care.
- d. Be available for assigned “on call” nights and weekends as coordinated with the Head of Staff.

4. Neighborhood Outreach

- a. Strategize and counsel with the Deacons on design of neighborhood outreach.

5. Worship

- a. Share in the planning and leadership of worship, including preaching.
- b. Share in the administration of the sacraments.
- c. Perform weddings and funerals as requested or assigned by the head of Staff.
- d. Participate in ecumenical clergy fellowships, associations and other such events.

6. Administration

- a. Attend session meetings and moderate the session upon assignment or request by the Moderator.
- b. Report during monthly session meetings as needed.
- c. Attend meetings of session committees to which this position’s work relates.
- d. Perform the duties of Head of Staff in his/her absence when assigned.
- e. Participate weekly in church staff meeting, helping to plan seasonal and yearly events through the church calendar.
- f. Collaborate with other staff to develop programs that cross areas of responsibility and address multiple goals. (for example, small group activities that support Mission and Outreach, Christian Education or Fellowship.)
- g. Annually, develop personal and professional goals in conjunction with the Head of Staff. Also, assist the assigned committee(s) in development of program vision, mission, goals and action steps. Goals of the incumbent that relate to committee programs and goals of the committee should be mutually supportive and both should support the vision and mission of the congregation.
- h. Participate in periodic performance reviews with the Personnel Committee. This will include an appraisal of job performance and a review of results achieved on previously set goals. Annually, it will also include a review of personal and professional goals to be accomplished during the coming year.
- i. Assist assigned committee(s) in developing a program budget and submit it to the Joint Budget Committee annually.
- j. Participate in the Presbytery of East Iowa.

General Terms of Employment and Benefits

- a. General terms of employment and benefits are set forth in the *Personnel Policies and Procedures Manual* of the Personnel Committee except as specified in the terms of call.
- b. Salary is established annually by the session through the Personnel Committee through changes in the terms of call.

- c. It is anticipated that the incumbent will often work in a team environment with others to accomplish his or her mission, to help other accomplish theirs, and together, to achieve the Congregational Vision over time.

Qualifications

- a. Ordained as a Minister of Word and Sacrament in a denomination in the Reformed Tradition and will be eligible to be a minister member of the Presbytery of East Iowa, all in accordance with the Formula of Agreement.
- b. Strong knowledge and use of Microsoft software products
- c. Strong organizational and relational skills
- d. Skilled in working with a team
- e. Self-motivated
- f. Creative problem-solving skills
- g. Communicate clearly in writing, in person, and on the phone
- h. Ability to edit for content, form, grammar, spelling
- i. Maintain confidentiality of information

**First Presbyterian Church
1702 Iowa Street
Davenport, IA 52803
Approved March 16, 2017**

Position Title: Custodian

FSLA Classification: Full-Time, Nonexempt

Reports To: Finance & Facilities Manager

Directly Supervises: N/A

Summary of Position: The Full-Time Custodian I is responsible for maintaining the congregation's buildings and grounds in good physical condition with a clean and neat appearance, for maintaining proper security of church property, ensuring that the facilities are ready for scheduled use, and providing input for both preventative and long-term maintenance planning for the church. Instructions to the custodian are generally specific; however, the custodian must be able to evaluate work and make changes as needed to complete the task on a daily basis without the presence of a supervisor.

Responsibilities:

I. Maintenance of Buildings and Grounds

- A. Responsible for maintaining the facilities of the church including:
 - i. Heating (boilers) and air conditioning maintenance – adding chemicals, blowing the boilers down, etc. Repairs to be done by a licensed vendor.
 - ii. General painting.
 - iii. Snow and ice removal from sidewalks and entrances. (The parking lots are maintained by an outside contracted vendor.)
 - iv. Lawn mowing, weed control, and landscaping in cooperation with the Landscaping Committee/Buildings and Grounds Committee.
 - v. Routine inspection of the facilities' structure, roof, equipment, etc., making recommendations for repairs and improvements to the Finance & Facilities Manager.
 - vi. General custodial care of church facilities (inside and outside), including the maintenance of the buildings' floors, carpets, walls, rest rooms, kitchens, grounds, etc. in a clean, orderly and sanitary manner.
 - vii. Perform monthly and seasonal tasks based on schedules given by Finance & Facilities Manager (lighting, fire equipment, timer adjustments, water valve shut-offs, etc.).

II. Services to Church Members, Committees, and the Community

- A. Organize and review all Building Use Requests.
- B. Ensure that rooms and facilities are set up and ready as scheduled.
- C. Coordinate the clean-up and reorganization of rooms in a timely manner after special use to be ready for the normal activities of the church.

- D. Update outside signage verbiage for the church, when instructed.
- E. Work schedule includes, but not limited to, Sundays, special church services, weddings, and the Performing Arts Series events.

III. Security/Safety

- A. Ensure adequate security for all church facilities and members.
- B. Ensure the security of the church after hours.
- C. Maintain lock-up procedures for the end of each day and whenever the church is scheduled to be closed.
- D. Track allocation and inventory of all keys to the facility.
- E. Assist Finance & Facilities Manager in maintaining the entry codes and passwords for security system.
- F. Check that safety procedures in place are followed for all tasks performed.

IV. Preventative Maintenance and Long-Term Maintenance

- A. Monitor equipment for proper operation and recommend any corrective action as appropriate.
- B. Give input on a long-term maintenance plan, including a preventative maintenance schedule.

V. Other Responsibilities

- A. Prepare the weekly custodial staff schedule and present to Finance & Facilities Manager for review and approval.
- B. Order and purchase maintenance supplies and run maintenance errands.
- C. Attend staff training and meetings when requested.
- D. Annually, develop personal and professional goals in conjunction with the Finance & Facilities Manager.
- E. Participate in an annual performance review with the Finance & Facilities Manager. This will include an appraisal of job performance, a review of results achieved on previously set goals and goals created for the next period.
- F. Maintain a cooperative working relationship with the Finance & Facilities Manager and Head of Staff.
- G. Other duties as assigned.

VI. General Terms of Employment and Benefits:

- A. General terms of employment and benefits are set forth in the Personnel Policy and Procedures Manual of the Personnel Committee.
- B. Salary is established annually by the Session at the recommendation of the Personnel Committee.
- C. Must establish and maintain effective, harmonious, cooperative, and productive working relationships with staff and the public.
- D. Must have the ability to read, write, and follow oral and written instructions and possess effective communication skills. Able to respond to critical incidents and emergency situations in a quick, efficient manner. Must have the ability to lift 50-75 pounds. Able to properly set up and stand on ladders. Able to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, spray and aerosol forms and perform essential cleaning functions which may include, but are not limited

- to, the following activities: reaching, performing work overhead and at ground level, climbing, crouching, kneeling, bending, working in narrow spaces, and twisting of the waist, shoulders, and legs. Able to safely operate various cleaning equipment (both motorized and non-motorized).
- E. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and machines. The noise level in the work environment can vary from quiet to loud depending upon the tasks being completed and cleaning machinery being used. This position works in a variety of environments which can include, but are not limited to, office settings, gymnasium, and outdoors. Working conditions include, but are not limited to, possible restricted movement, dirty environments, lifting and/or carrying heavy objects; may be exposed to hot and cold temperatures, noise, and slippery surfaces.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**First Presbyterian Church
1702 Iowa Street
Davenport, IA 52803
Approved March 16, 2017**

Position Title: Custodian

FSLA Classification: Part-Time, Nonexempt

Reports To: Finance & Facilities Manager

Directly Supervises: N/A

Summary of Position: The Part-Time Custodian is responsible for maintaining the congregation's buildings and grounds in good physical condition with a clean and neat appearance, for maintaining proper security of church property, ensuring that the facilities are ready for scheduled use, and providing input for both preventative and long-term maintenance planning for the church. Instructions to the custodian are generally specific; however, the custodian must be able to evaluate work and make changes as needed to complete the task on a daily basis without the presence of a supervisor.

Responsibilities

I. Maintenance of Buildings and Grounds

- A. Responsible for maintaining the facilities of the church including:
 - i. Heating (boilers) and air conditioning maintenance – adding chemicals, blowing the boilers down, etc. Repairs to be done by a licensed vendor.
 - ii. General painting.
 - iii. Snow and ice removal from sidewalks and entrances. (The parking lots are maintained by an outside contracted vendor.)
 - iv. Lawn mowing, weed control, and landscaping in cooperation with the Landscaping Committee/Buildings and Grounds Committee.
 - v. Routine inspection of the facilities' structure, roof, equipment, etc., making recommendations for repairs and improvements to the Finance & Facilities Manager
 - vi. General custodial care of church facilities (inside and outside), including the maintenance of the buildings' floors, carpets, walls, rest rooms, kitchens, grounds, etc. in a clean, orderly and sanitary manner
 - vii. Perform monthly and seasonal tasks based on schedules given by Finance & Facilities Manager (lighting, fire equipment, timer adjustments, water valve shut-offs, etc.)

II. Services to Church Members, Committees, and the Community

- A. Review all Building Use forms to ensure that rooms and facilities are set up and ready as scheduled.
- B. Coordinate the clean-up and reorganization of rooms in a timely manner after special use to be ready for the normal activities of the church.
- C. Update outside signage verbiage for the church, when instructed.

- D. Work schedule also includes, but not limited to, Sundays, special church services, weddings, and the Performing Arts Series events.

III. Security/Safety

- A. Ensure adequate security for all church facilities and members.
- B. Ensure the security of the church after hours.
- C. Maintain lock-up procedures for the end of each day and whenever the church is scheduled to be closed.
- D. Check that safety procedures in place are followed for all tasks performed.

IV. Preventative Maintenance and Long-Term Maintenance

- A. Monitor equipment for proper operation and recommend any corrective action as appropriate.
- B. Give input on a long-term maintenance plan, including a preventative maintenance schedule.

V. Other Responsibilities

- A. Attend staff meetings as requested.
- B. Annually, develop personal and professional goals in conjunction with the Finance & Facilities Manager.
- C. Participate in an annual performance review with the Finance & Facilities Manager. This will include an appraisal of job performance, a review of results achieved on previously set goals and goals created for the next period.
- D. Maintain a cooperative working relationship with the Finance & Facilities Manager and Head of Staff.
- E. Other duties as assigned.

VI. General Terms of Employment and Benefits

- A. General terms of employment and benefits are set forth in the Personnel Policy and Procedures Manual of the Personnel Committee.
- B. Salary is established annually by the Session at the recommendation of the Personnel Committee.
- C. Must establish and maintain effective, harmonious, cooperative, and productive working relationships with staff and the public.
- D. Must have the ability to read, write, and follow oral and written instructions and possess effective communication skills. Able to respond to critical incidents and emergency situations in a quick, efficient manner. Must have the ability to lift 50-75 pounds. Able to properly set up and stand on ladders. Able to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, spray and aerosol forms and perform essential cleaning functions which may include, but are not limited to, the following activities: reaching, performing work overhead and at ground level, climbing, crouching, kneeling, bending, working in narrow spaces, and twisting of the waist, shoulders, and legs. Able to safely operate various cleaning equipment (both motorized and non-motorized).
- E. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and machines. The noise level in the work environment can vary from quiet to loud depending upon the tasks being completed and cleaning machinery being

used. This position works in a variety of environments which can include, but are not limited to, office settings, gymnasium, and outdoors. Working conditions include, but are not limited to, possible restricted movement, dirty environments, lifting and/or carrying heavy objects; may be exposed to hot and cold temperatures, noise, and slippery surfaces.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FIRST PRESBYTERIAN CHURCH

1702 Iowa St.

Davenport, IA 52803

Approved August 2019

Position Title: Director of Christian Education/ Associate Pastor of Children and Youth

Classification: Ministerial, Full-time

Primary Concentration: Children, Youth, and Family Ministries.

Reports to: Head of Staff

Summary of Position: The Director of Christian Education has primary responsibility to:

- 1) Direct a broad-based Christian education ministry that involves children, youth and their families, in the study of God's Word,
- 2) Develop, implement and facilitate programs and activities of fellowship for children, youth, their families, and young adults.
- 3) Utilize creativity and innovation in the introduction and execution of programs and events.
- 4) Create a program of education and fellowship grounded in the Christian faith that will attract children, youth and their families.

I. Primary Responsibilities

A. Children and Youth Christian Education

- b. Recruit, supervise and support the Nursery Coordinator and the nursery caregivers.
- e. Assist the Children's Christian Education and Fellowship for Youth Committee (CEFY) in review and selection of curriculum and other resources for programs for Pre-K through high school, as well as special occasion multi-generational church fellowship activities and events.
- d. Recruit, train, support and provide resources for volunteer teachers for church school.
- e. Plan and coordinate special church activities for all ages and families throughout the year; such as Vacation Bible Camp, an Easter Celebration, children and youth led worship, and other special events as needed and/or developed, making it a point to encourage community youth (non-church members) involvement.
- f. Coordinate and implement youth mission trips, including fundraising for trips.
- g. Administer the confirmation program.

- h. Preach on special occasions, 6-9 times each year, such as Confirmation Sunday, Youth Sunday, or other times as requested by the Head of Staff. (Pastor)

Lead and plan worship on special occasions, such as Confirmation Sunday, Youth Sunday, and other times as requested by the Head of Staff. (Director of Christian Education)

- h. Serve as a staff resource to other staff members and to the committee(s) for Children's Christian Education and collaborate with pastors to encourage the parents and significant adult figures of their children to be active in adult Faith formation.

B. Children and Youth Fellowship Ministry

- a. Develop, implement, facilitate and administer children (Kirkwood Club – grades 1-5), Middle School (grades 6-8) and High School (grades 9-12) fellowship programs in conjunction with the CEFY.
- b. Organize and facilitate youth activities (retreats, trips and events), and encourage middle and high school youth to serve as volunteers at such special events.
- c. Train and equip lay volunteers involved in youth ministries.
- d. Provide vision for future growth of the youth ministries and further development of opportunities for youth in church activities, including through work and support of other committees within the church.
- e. Engage the youth relationally, spiritually, and socially such that each young person feels known and is involved to the level that they choose to be.
- f. Develop a ministry of presence to children and youth, by attending activities outside the church; which may include school plays, music performances, sports activities, etc.

II. Pastoral Responsibilities

- a. Attend Session and CEFY meetings and report during Session meeting as needed.
- b. Assist assigned committee(s) in developing a program budget and submit it to the Joint Budget meeting annually.
- c. Distribute pastoral/mission discretionary fund as needed.
- d. Provide basic pastoral counseling, as needed.
- e. Officiate at weddings, funerals and baptisms, upon request.

- f. Participate in community and Presbytery committees.
- g. Serve as liaison for Boys and Girls Club.

III. Qualifications

This ministry requires that the person in this position be a teaching elder or to have successfully passed all requirements for ordination to be eligible to receive a call. (Pastor)

Education, training, or experience in Christian Education is required. Certified Christian Educator or similar degree is preferred. (Director of Christian Education)

Additional required qualifications include:

Creative problem-solving skills

Communicates clearly in writing, in person, and on the phone

Maintains confidentiality of information

IV. General Terms of Employment and Benefits

- d. \$45,000 minimum salary.
- e. Benefits as outlined in the Personnel Policies and Procedures Manual of FPC including work related cell phone reimbursement. (Director of Christian Education)

Benefits consistent with the Presbytery terms of call including work related cell phone reimbursement. (Pastor)

FIRST PRESBYTERIAN CHURCH
1702 Iowa Street
Davenport, Iowa
Approved by Session: August 15, 2016

Position Title: Director of Music

Reports to: Head of Staff, and the Session exercised through the Personnel Committee

Manages: Volunteer and paid music staff

Supervises: Principal Organist and Assistant Director of Music
Assistant Choral Director and Accompanist
Assistant Children's Choral Director

Employment Category: Full-time, Exempt, Contractual Provisions Apply

SUMMARY OF POSITION:

The Director of Music has primary responsibility for developing and directing a broad-based music ministry consistent with the Reformed Tradition's theology of worship. The goal of the music ministry is to support the worship and mission of First Presbyterian Church through music, and other active arts such as liturgical dance and drama to God's Glory.

Job Specifics:

1. Coordinate with Head of Staff and Worship and Music Committee to develop organizational and personal goals, and participate in periodic goal reviews.
2. Attend church staff meetings, conduct music staff meetings, attend session meetings, and serve as liaison to the Worship and Music Committee.
3. Coordinate with other music staff to ensure absences and special needs are met, including funerals, weddings, and so forth.
4. Manage equipment, instruments, music and other assets assigned to the ministry, including copyrights.
5. Collaborate with direct reports to establish their organizational and personal goals, and conduct regular reviews.
6. Perform other duties as assigned by the Head of Staff.
7. Develop and manage an annual departmental budget, approved by the session.

Professional Roles and Responsibilities:

1. Collaborate with the pastoral staff in planning Sunday and special services.
2. Coordinate with the appropriate church staff in utilizing audio and visual techniques to enhance the ministry.
3. Recruit, train and encourage participation in the music and active arts ministry, and educate the congregation on the history, role and value of the music and active arts in worship and church life.

4. Oversee the entire musical and active arts program of the church including choirs, hand bell and instrumental groups, and individuals who participate in the ministry.
5. Personally direct the high school through adult vocal and instrumental ensembles, and recruit, support and resource other group leadership.
6. Integrate the music and active arts ministry with other ministries of the church, as appropriate.
7. Represent the church within the area performing arts community.
8. Plan, organize and promote special programs to promote the music and active arts ministry and the church, such as dramas, pageants, concerts, choir tours, mission trips, retreats, clinics and so forth.

FIRST PRESBYTERIAN CHURCH

1702 Iowa Street

Davenport, Iowa 52803

Approved March 16, 2017

Revised August 2019

Position Title: Finance Manager

FSLA Classification: Full-Time, Managerial (to be determined by duties and salary)

Responsible to: Head of Staff;
Finance Committee/Session/Board of Deacons for church financial and accounting matters;
Personnel Committee for church personnel matters;
Foundation Board of Trustees for Foundation financial and accounting matters

Supervises: Accounting Assistant

Responsibilities:

A. Finance and Accounting:

- i. **Segregation of duties:** Maintain complete and proper segregation of duties regarding the collection, depositing, spending, and recording of all Church and Foundation monies.
- ii. **Accounts payable:** Responsible for accounts payable process. May delegate some steps to Accounting Assistant while retaining overall responsibility and proper segregation of duties.
- iii. **ACH/Credit Card Transactions:** Responsible for the recording of electronic transfers initiated by church members via bank accounts or credit cards. May delegate some steps to Accounting Assistant while retaining overall responsibility and proper segregation of duties.
- iv. **Reconcile pledge accounts:** Determine that a proper reconciliation is made of the weekly collection of pledges with the amount posted to the individual members' accounts.
- v. **Investment of funds:** Invest church monies under guidelines established by the Finance Committee. Invest Foundation monies under guidelines established by the Foundation Board of Trustees.
- vi. **Bank Reconciliations:** Oversee the preparation of monthly bank reconciliations as prepared by Accounting Assistant or outside preparer. Ensure reconciliations are signed and dated by preparer and reviewed by a member of Finance Committee within 30-45 days of the end of each month.

- vii. **Reconciling investment accounts (money market, CD's, stock, etc.):** Reconcile the total investments with the individual account or fund recorded amounts. Ensure reconciliations are signed and dated by preparer and reviewed by a member of Finance Committee within 30-45 days of the end of each month.
- viii. **Inter-fund accounts:** Determine that all inter-fund account balances reconcile monthly.
- ix. **Custodial and Pass-Through accounts:** Maintain a master spreadsheet for all custodial and pass-through accounts, identifying the responsible congregational or staff member. Send monthly printout of activity to the responsible individual/committee(s)/Finance Committee/Session for review.
- x. **Check signing:** Sign all checks for emergency accounts which have properly approved invoices or support for payment. Also, coordinate semi-monthly General Fund (or other funds, as necessary) check signing with appropriate check signers.
- xi. **Financial statements:** Close the books and prepare the necessary financial statements or schedules requested by the various boards and committees monthly and at year end.
- xii. **Payroll:** Process payroll semi-monthly and determine that all payroll deposits are made and that the federal and state payroll tax payments and reports are filed on a timely basis.
- xiii. **Budgeting:** Prepare annual and monthly budget spreadsheets for all income and expense lines using information from the general ledger system. Assist the Stewardship Committee, Finance Committee, Budget Committee and Session and staff to prepare, adopt and administer the annual budget of the Church.
- xiv. **Annual Financial Report and Agreed Upon Procedures Review:** Prepare the church financial annual report for the congregation, and ensure it is completed in time to be reviewed before being presented to the Session and congregation. Prepare or coordinate all information requested by CPA firm for the biennial review of the church's Agreed Upon Procedures. With agreement from the Finance Committee, respond to and implement recommendations made in report issued by CPA firm, if any.
- xv. **Financial analysis:** Perform financial analysis of monthly financial reports as well as research requests made by staff and empowered volunteers.
- xvi. **Executing contracts and agreements:** Assist other staff members who are responsible for procuring a good or service in negotiating contracts with outside vendors as needed.

- xvii. **Finance office files:** Maintain the necessary finance office files (contracts, agreements, etc.). In some cases, this will include a copy of contract or agreement executed by other staff members responsible for the procurement of the goods or services.
- xviii. **Filings and reports:** Submit all filings and reports required by the government, church Session, the Presbytery and General Assembly in conjunction with the Clerk of Session.
- xix. **Compliance with established accounting policies and procedures:** Ensure compliance of staff members with existing accounting policies and procedure as approved by Session and/or Finance Committee. Make recommendations to Finance Committee for additional accounting policies and procedures when need arises.
- xx. **Continuous improvement of accounting processes:** Responsible for continuous improvement of the accounting processes. Identify areas that need improvement and propose change in procedures to Finance Committee.
- xxi. **Communications:** Able to work well with staff and volunteers and interact well with members of the congregation.
- xxii. **Finance meetings:** Assist Finance Committee chair in meetings with Finance Committee, coordinating agenda items in advance with committee chair or other members, as appropriate.
- xxiii. **Online Payments:** Update and maintain the online payment portal on the church's website.
- xxiv. **General Ledger:** Maintain a balanced general ledger for all funds through the posting of all accounting entries, recording the cash receipts, disbursements, and the necessary journal entries required.
- xxv. **Memorials:** Quarterly provide the Head Pastor with a list of information for all decedents' memorials in order to contact the survivor family member to discuss use of funds.
- xxvi. **Weekly Count:** Assist the Accounting Assistant and volunteers each week with the Sunday offering count. Scan check deposits using Desktop Deposit feature and take cash deposits to bank for processing.
- xxvii. **Contribution Statements:** Review quarterly contribution statements prior to printing, correcting any errors or omissions of descriptions and print for collation by Accounting Assistant.

B. Human Resources:

- i. **Employee Records and Manual:** Responsible for all employee records relating to payroll and benefits administration and maintaining an updated Personnel Policy and Procedure Manual.
- ii. **Employee benefit programs:** Negotiate with providers and obtain the necessary employee benefit programs (health, retirement, etc.) for those employees eligible for such coverage. Process monthly benefit payments, including payroll deductions. Serve as Benefits Administrator.
- iii. **Compensation spreadsheet:** Maintain a compensation spreadsheet for the Personnel Committee showing budget and actual expenditures for each ordained and lay person on staff. Provide necessary data to the Personnel Committee to develop an annual budget of compensation and benefits.
- iv. **Performance evaluations:** Conduct periodic performance evaluations of employees reporting to this position.
- v. **Employee processing:** Conduct necessary background checks for all prospective employees. Provide new employees with forms and benefit information and otherwise perform the processing required to make them an employee of the church or of a temporary help agency providing services to the church. Perform the processing required to separate employees from employment.

C. Property Management:

- i. **Facilities management:** Work with outside property manager and Foundation property liaison volunteer to manage properties owned by the Church and the Foundation.
- ii. **Property and liability insurance:** Maintain adequate property and liability insurance coverage for the church and Foundation properties.
- iii. **Special campaigns:** Assist in any capital or building-related campaigns (transferring funds, monitoring performance to budget, submitting projects for approval, maintaining supporting documentation).

D. Goals and Appraisals:

- i. **Goals:** Annually, develop personal and professional goals in conjunction with the Head of Staff. Also, assist the assigned committees in development of program vision, mission, goals, and action steps. Goals that relate to committees' programs and goals of the committees should be mutually supportive and both should support the vision and mission of the congregation.
- ii. **Appraisals:** Participate in an annual performance review with the Personnel Committee. This will include an appraisal of job performance and a review of results achieved on previously set goals. Annually, it will also include a review of

personal and professional goals to be accomplished during the coming year.

E. Other Duties as Assigned

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Committee involvement:

- Finance Committee
- Foundation Board of Trustees
- Board of Deacons
- Session
- Personnel Committee
- Budget Committee
- Stewardship Committee
- Ad hoc task forces, as needed

**First Presbyterian Church
1702 Iowa Street
Davenport, IA 52803
Approved March. 2019**

Position Title: Facilities & Custodial Supervisor

FSLA Classification: Full-Time; Nonexempt

Reports To: Head of Staff

Directly Supervises: All full-time and/or part-time Custodians

Summary of Position: The Facilities & Custodial Supervisor is a working member of and directly supervises the custodial team. This position is responsible for maintaining the congregation's buildings and grounds ensuring they are in good physical condition with a clean and neat appearance, maintaining proper security of church property, ensuring that the facilities are ready for scheduled use, providing input for both preventative and long-term maintenance planning for the church, and executing agreed upon plans. The Facilities & Custodial Supervisor must be able to evaluate work and make changes as needed to complete tasks on a daily basis without direct supervision.

Responsibilities:

I. Facilities and Custodial Management

A. Custodial Staff Management

- i. Supervise and schedule all custodial staff and their activities directly by using both verbal and written instructions and communicate with Head of Staff when needed.
- ii. Ensure that the quality of the custodial services meets established guidelines and safety procedures are being followed.
- iii. Be certain that all custodial staff employees have the necessary equipment and supplies to perform custodial services.
- iv. Responsible for management of all custodial staff to include, but not limited to, scheduling, hiring, training, evaluating, mentoring, and performance management.

B. Safety and Security Management

- i. Serve as first-line facility emergency contact for burglar and/or fire alarms 24/7.
- ii. Maintain all aspects of security system and ensure adequate security for all facilities.
- iii. Track allocation and inventory of all keys to the facility.
- iv. Organize and maintain all chemical MDS sheets.
- v. Ensure adequate security for all church facilities.

C. Preventative Maintenance and Long-Term Maintenance

- i. Manage the monthly, long-term maintenance plans, in addition to the preventative maintenance agreement and schedule.
- ii. Schedule any outside vendors to contract for services for identified maintenance needs not able to be taken care of by custodial staff and inspect the finished work.
- iii. Ensure all identified daily, weekly, and monthly maintenance tasks are performed in a timely manner.
- iv. Regularly monitor and inspect equipment for proper operation in conjunction with the preventative maintenance vendor and provide recommendations to the Buildings and Grounds Committee for corrective action as appropriate.

D. Other Supervisory Responsibilities

- i. Process all Building Use Forms.
- ii. Ensure adequate maintenance supplies on hand.
- iii. Attend weekly staff meetings and committee meetings as required.
- iv. Responsible for the church maintenance budget.
- v. Develop proposals for the best source of funds for projects.
- vi. Any physical work performed to the church building must be coordinated with the church calendar. Consult with the Buildings and Grounds Committee on physical work and schedule, when necessary.
- vii. Coordinate with staff members and any committee for building-related issues.
- viii. Anticipate needs of staff members, committees, and upcoming activities and communicate to the custodial staff.
- ix. Annually, develop personal and professional goals and submit to the Head of Staff. Participate in an annual performance review with the Head of Staff.
- x. All other duties assigned by Head of Staff.

II. Maintenance of Buildings and Grounds

- A. Responsible for overall maintenance of the church facilities and grounds including, but not limited to:
- viii. Heating (boilers) and air conditioning maintenance.
 - ix. General painting.
 - x. Snow and ice removal from sidewalks and entrances.
 - xi. Lawn and grounds maintenance.
 - xii. Routine inspection of the facilities' structure, roof, equipment, etc.
 - xiii. General custodial care of church facilities (inside and outside) in a clean, orderly and sanitary manner.
 - xiv. Perform minor maintenance.
 - xv. Perform monthly and seasonal tasks based on preventative and long-term maintenance schedules.

III. General Terms of Employment and Benefits:

- A. Work schedule includes, but not limited to, Sundays, special church services, weddings, and the Performing Arts Series events.
- B. General terms of employment and benefits are set forth in the Personnel Policy and Procedures Manual of the Personnel Committee.
- C. Salary is established annually by the Session at the recommendation of the Personnel Committee.
- D. Must establish and maintain effective, harmonious, cooperative, and productive working relationships with staff and the public.
- E. Must possess supervisory/management skills, such as planning, organizing, and leading.
- F. Must possess strong written and oral communication skills.
- G. Must possess good computer skills (i.e. able to use email, internet). Experience with Microsoft Office Suite preferred.
- H. Must be able to respond to critical incidents and emergency situations in a quick, efficient manner. Must have the ability to lift 50-75 pounds. Able to properly set up and stand on ladders. Able to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, spray and aerosol forms and perform essential cleaning functions which may include, but are not limited to, the following activities: reaching, performing work overhead and at ground level, climbing, crouching, standing, kneeling, bending, working in narrow spaces,

and twisting of the waist, shoulders, and legs. Able to safely operate various cleaning equipment (both motorized and non-motorized).

- I. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and machines. The noise level in the work environment can vary from quiet to loud depending upon the tasks being completed and cleaning machinery being used. This position works in a variety of environments which can include, but are not limited to, office settings, gymnasium, and outdoors. Working conditions include, but are not limited to, possible restricted movement, dirty environments, lifting and/or carrying heavy objects, and may be exposed to hot and cold temperatures, noise, and slippery surfaces.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FIRST PRESBYTERIAN CHURCH
1702 Iowa Street
Davenport IA
Revised September 2018

Position Title: Membership/Database Coordinator

Reports To: Office and Communications Manager, Head of Staff, and the Session through the Personnel Committee

Summary of Position: The Membership/Database Coordinator maintains all church membership records using the computer membership database system.

I. Church Records Responsibilities

- A. Inputs and maintains the church rolls and registers through the database records of all active members, transferred members, baptisms, deceased members, etc. Prepares all certificates and correspondence required for membership transfers, baptisms, etc., including address, membership status, and membership activity changes.
- B. Maintains church membership records as permanent hard copy membership files. Biannually assists the Heritage/Historical Preservation Committee in preserving these historical archives.
- C. Manages church office volunteers in the entering of membership attendance into the database and assists them in addressing related issues as they arise.
- D. Prepares the monthly session statistical report and session agenda under the direction of the Clerk of Session. Sends the email packet to session members.
- E. Coordinates with the Clerk of Session on monthly membership information for the Clerk's Report for Session and the annual membership statistics for the Annual Report.
- F. Maintains Session office record binder, which includes Agendas, Clerk's Reports, and Session Minutes.
- G. Inputs, maintains, and updates annual Session and Deacon ordination/installation information. Assists with the creation and organization of materials for officer training.
- H. Prepares Deacon, Session, and Committee rosters.

II. Membership Responsibilities

- A. Organizes the Welcome Desk, including creation of visitor packages
- B. Identifies all visitors (from Fellowship Register) and facilitates follow-up greetings, correspondence, and information packages.
- C. Develops and maintains system of adding visitors to mailing lists and identifies potential new members.
- D. Provides specified membership data to Office/Communications Manager for various projects as needed. (example: annual church directory, annual report)

IV. General Administrative Responsibilities

- A. Serves as church phone receptionist, answers incoming calls and takes messages or transfers caller to the appropriate staff member. (Coordinated by the Office Manager & Administrative Coordinator)
- B. Prepares correspondence or performs other duties as requested by the Head of Staff, Associate Pastors, Minister of Music, Finance and Office Managers, and Personnel Committee.

V. Qualifications

- A. Computer skills and working knowledge of church and Presbyterian organizational structure to maintain accurate database system and records.
- B. Systems Administrator for the membership database, including: All Personal Information Fields, Report Status (active, baptized, inactive, visitor). Membership Gains (profession, reaffirmation, restored, certificate). Church School Enrollment, Reason for Termination (certificate, death, other losses), Groups & Classes, Skills & Interests, All programmatic profile codes. Annual update of the Performing Arts Series ticket and seating codes. Ability to create new fields and produce standard and customized reports.
- C. Ability to communicate with all personality types both in person and on the telephone in a consistent warm, positive, caring, and friendly manner.
- D. Possess grammar and time management skills necessary to produce and proofread timely, quality correspondence.
- E. Ability to perform duties with preplanning, consistency and order, while communicating the status of projects to the staff as needed.
- F. Ability to work in cooperation with other staff members, volunteers, committees, etc.
- G. Ability to be supportive to the pastoral staff and the mission of church.
- H. Willingness to attend training and/or continuing education classes as directed by supervisors. Possible examples: church database training and/or accompany the Clerk of Session to related Presbytery record keeping training.

VI. Skills Necessary

- A. Knowledge and experience in database management.
- B. Software skills: Church Windows, Microsoft Office, EXCEL, and mail merge knowledge.
- C. Ability to coordinate New Member Informationals and assimilate potential new members.
- D. Availability to meet with assigned committees.

FIRST PRESBYTERIAN CHURCH
1702 Iowa St
Davenport, IA 52803
Revised 18 November 2013

Position Title: (Little Angels and Little Saints) Nursery Caregiver

Responsible To: Nursery Coordinator & Director of Christian Education

Summary of Position: The Nursery Caregiver is responsible for the care of infants and toddlers during Sunday morning worship, the Christian education hour, as well as Thursday evening choir activities. We are seeking a mature adult to provide a consistent presence for very young children. This individual should be personable and work to provide an environment that reassures parents as they leave their children in the nursery.

I. Responsibilities

- Open and set up the church nursery at 8:30 AM on Sunday mornings; 5:45 PM on Thursday evenings, if scheduled for Thursdays. ***SUMMER SCHEDULE begins in June; the nursery opens at 8:15 AM.
- Clean up nursery and close at 12:15 PM on Sundays and 9:15 PM on Thursdays. ***SUMMER SCHEDULE begins in June; the nursery closes at 11:15 AM.
- Provide light custodial services (i.e. cleaning up spills, wiping counters) as needed.
- Check in/out all children, collecting any information needed
- Engage the children in creative play, songs, stories, and otherwise provide a happy, wholesome nursery experience
- Monitor condition of nursery equipment and supplies and alert the Director of Christian Education of any needs
- Other duties as assigned

II. Requirements

- Demonstrate excellent interpersonal skills, especially dealing with parents and children in a professional manner
- Childcare experience necessary. Please provide references.
- Candidate must have reliable transportation
- Understanding of basic first aid and be certified in child/infant CPR training (or must be willing to become certified, as cost will be paid for by First Presbyterian Church)
- Good communication skills, including fluent English
- Must be willing to provide all aspects of childcare, including changing diapers and giving bottles
- Dependability
- Flexibility and creativity in solving problems/conflicts
- Appropriate dress is expected; please wear the Staff shirt provided

III. Relationships:

The Nursery Caregiver reports to and is supervised by the Director of Christian Education; works directly with other nursery staff, volunteers, and parents; and in a cooperative relationship with facility, program and administrative staff, church leadership, and members.

IV. Other:

Hours: Sundays 8:30 AM – 10:30 AM, or to 12:15 PM as needed; Thursdays 5:45 PM – 9:15 PM as needed. ***Summer schedule is 8:15 -11:15 AM on Sundays.

Thursday evenings may occasionally begin at 6:45 PM based on parents' childcare needs for which we have a sign-up sheet circulated in the Choir. ***No choir in the summers.

Salary: \$9.00/hr

Attendance every Sunday is expected, including Easter Sunday. Your supervisor will coordinate with your school breaks and holidays to ensure a workable schedule.

Occasionally First Presbyterian Church holds special services of worship on Thanksgiving Eve, Christmas Eve, Good Friday, and as notified by the Director of Christian Education; please be advised that you will be asked to work during these services.

If on any scheduled Sunday or Thursday there are no children in the nursery, the salary will be paid.

If at any time the Nursery Caregiver is unable to work on account of a personal emergency, she/he must promptly advise the Director of Christian Education so that alternative care can be arranged. This particularly applies in the case of a cold or other transmittable infection.

The Nursery Caregiver is responsible for the comfort and well-being of the children in her/his charge; for respecting parents' wishes regarding the care of their children; and for ensuring that the nursery is tidy and clean before and after the Session. He/she will regularly report any deficiencies or need for fresh supplies to the Director of Christian Education.

Two-week's notice of vacating the position is kindly requested.

Requests for a change in schedule need to be made in writing to the Nursery Coordinator no later than two weeks in advance of the scheduled shift.

FIRST PRESBYTERIAN CHURCH
1702 Iowa St
Davenport, IA 52803
Revised 18 November 2013

Position Title: (Little Angels and Little Saints) Nursery Coordinator

Responsible To: Director of Christian Education

Summary of Position: The Nursery Coordinator is responsible for supervising the Nursery Caregivers, scheduling, procuring volunteer help as needed, managing supplies, maintaining a safe and clean nursery, and working with the Director of Christian Education to implement an age-appropriate religious education program. The Coordinator oversees the care of children aged birth to 4 years old during Sunday morning worship, the Christian education hour, as well as Thursday evening choir activities.

We are seeking a mature adult to provide a consistent presence for very young children. This individual should be personable and able to provide an environment that reassures parents as they leave their children in the nursery. The Nursery Coordinator is responsible for the comfort, well-being, and safety of the children in her/his charge; for respecting parents' wishes regarding the care of their children; and for ensuring that the nursery is a welcoming and fun environment.

The Nursery Coordinator reports to and is supervised by the Director of Christian Education. She/he works directly with other nursery staff, volunteers, and parents; and in a cooperative relationship with facility, program and administrative staff, church leadership, and congregation members.

I. Responsibilities

- Open and set up the church nursery; clean up nursery and close
- Provide light custodial services (i.e. cleaning up spills, wiping counters) as needed
- Oversee check in/out procedures for all children, collecting all information needed
- Engage the children in creative play, songs, stories, and otherwise provide a happy, wholesome nursery experience
- Care and supervision of the children with regard to their physical, emotional, intellectual, and spiritual needs
- Monitor condition of nursery equipment and supplies and alert the Director of Christian Education of any needs
- Overseeing the care, maintenance, cleanliness, security and safety of the nursery area and equipment
- Ensure facilities are aesthetically pleasing to parents and children
- Serve as point of contact for new families with nursery age children.—for example, within two weeks provide phone call or letter to welcome families and explain nursery operations or giving information about church programs to families
- Responsible for securing information from visitors with nursery-age children and notifying Director of Christian Education
- Being the lead Caregiver to supervise paid or volunteer Caregivers

- Provide staff for nursery when requested for special service or event
- Comply with Child Protection Policy and ensure nursery staff is in compliance with policy
- Provide orientation and training for new nursery Caregivers
- Provide a performance appraisal of the nursery staff
- Provide Director of Christian Education with time cards
- Coordinate volunteers to augment nursery staff as necessary
- Work with the Director of Christian Education to implement an age-appropriate religious education program
- Report any concerns to the Director of Christian Education
- Keep records of accident/incident reports and share information with Director of Christian Education on the date the report is made

II. Qualifications

- Demonstrate excellent interpersonal skills, especially dealing with parents and children in a professional manner
- Childcare experience necessary. Please provide references.
- Candidate must have reliable transportation
- Understanding of basic first aid and be certified in child/infant CPR training (or must be willing to become certified, as cost will be paid for by First Presbyterian Church)
- Good communication skills, including fluent English
- Must be willing to provide all aspects of childcare, including changing diapers, feeding, and able to engage the children in various activities
- Honesty
- Dependability
- Flexibility and creativity in solving problems/conflicts
- Appropriate dress is expected and staff shirt is required

III. Hours and Salary

- Works up to 10 hours per week combining work in the nursery, supervising workers, and Nursery Coordinator duties.
 - Up to ten hours per week would include:
 - hours Sunday morning duties (8:30AM – 12:15 PM)
 - 3.5 hours Thursday evening duties (5:45 PM – 9:15 PM) based on parents' childcare needs for which we have a sign-up sheet circulated in the Choir
 - hours cleaning toys and all surfaces in nursery
 - maintaining or establishing information on children/families which would include making contact with visiting families, contacting families who have been absent recently
 - developing nursery program
- Salary: \$11.00/hr. After an evaluation period of 90 days, salary will be adjusted based upon positive job performance up to \$12.50/hour. If for any scheduled service or event there are no children in the nursery, the salary will be paid nonetheless.

IV. Miscellaneous

Attendance every Sunday is expected, including Easter Sunday.

First Presbyterian Church holds services of worship on Thanksgiving Eve, Ash Wednesday, Maundy Thursday, and Good Friday. Please be advised that you will be asked to work during these services. Traditionally, nursery care has not been offered on Christmas Eve, however, this practice may change in the future; we hold services at 4:00 PM, 9:00 PM, and 11:00 PM.

If at any time the Nursery Coordinator is unable to work on account of a personal emergency or sickness, she/he must promptly advise the Director of Christian Education so that alternative arrangements can be arranged. This particularly applies in the case of a transmittable infection such as the flu.

Two-week's notice of vacating the position is kindly requested.

FIRST PRESBYTERIAN CHURCH
1702 Iowa Street
Davenport, Iowa 52803
Revised 18 November 2013

Position Title: Pastor and Head of Staff

Reports to: The Session through the Personnel Committee and the Presbytery of East Iowa

Directly Supervises: Associate Pastor, Parish Associate, Minister of Music, Communications and Office Manager, Finance and Facilities Manager and Director of Christian Education.

Summary of Position: The pastor is responsible for guiding First Presbyterian Church in its whole life and mission and is the spiritual leader of the congregation, generating support and enthusiasm among the members, its leaders, and staff for significant direction, projects, designs, programs, and commitments. The Pastor as Head of Staff is responsible for directing and nurturing implementation of the Long Range Strategic Plan and goal setting process of the church. The pastor is expected to lead both in envisioning new directions for ministry, and in organizing resources to accomplish church goals. The Head of Staff is responsible for the general management and leadership of the paid and voluntary staff and for Adult Christian Education.

1. **Director of Worship:** Develop a program of worship and lead the interpretation of God's Word declaring what God has done for the Church in Jesus Christ and what is the Church's appropriate response.
 - A. Preach Sunday morning and maintain high standard of Biblical work and artistic liturgical leadership. Develop a schedule of preaching and liturgical support for associate pastors.
 - B. Develop a rich worship life and educate the congregation in meaningful participation and understanding.
 - C. Administer the sacraments with support from teaching elders and officers.
 - D. Chair the seasonal meeting with the pastoral staff, the minister of music and the Worship and Music Committee. The purpose of the meetings is to plan worship services for the up-coming church season as further described in the committee description of the Worship and Music Committee.
 - E. In coordination with the minister of music, select hymns, sung responses, and guide the effort to integrate music with the season and subject of particular worship services and with various needs of the congregation, in the case where these decisions have not already been made in the seasonal meetings described in paragraph A and D above.

- F. Is responsible for constant renewal, reflection, and scholarly research. Schedule weekly times for general reading and sermon preparation, as well as attendance at conferences and research study leave.
 - G. With the congregation, seek to understand what God is doing in our time and address that perspective in worship forms and content.
 - H. Serve as staff resource, with the minister of music, to the Worship and Music Committee.
 - I. On behalf of the Session, and with the associate pastors, prepare parents to bring their children for baptism.
2. **Church Leadership:** Keep a long-range view of developing church life and share that vision with the congregation and staff.
- A. Direct and nurture the Long Range Strategic Plan and goal setting process of the professional staff, the Session and its committees and the Board of Deacons and its committees.
 - B. Take courses during study leave to gain insight, and prepare for leadership.
 - C. With the Finance and Facilities Manager, serve as staff resource to any church-wide planning task force developed.
 - D. Continually prepare and inform self on movements, insights, trends, and styles that the Church needs to understand for effective evangelism, fellowship, mission, and worship.
 - E. Moderate staff meetings, supervise staff, approve all professional absences from the church for quarterly Sabbaths, vacation, and study leave.
 - F. Moderate Session and develop its agenda with the Clerk.
 - G. Serve as staff resource to the Church Officer Nominating Committee, any professional staff nominating committee, the Personnel Committee, and the Stewardship Committee, including the annual stewardship drive.
 - H. Serve as staff resource to the Deacons Outreach Committee and the Mission Connection Committee in discovering and implementing means for the church to practice mission in our community and world.
 - I. Serve as Liaison to the community organizations the church supports.
 - J. Serve as staff resource to any building projects of the church.
 - K. Plan and organize staff and Session retreats.

- L. Annually, develop personal and professional goals in conjunction with the Personnel Committee. Also, assist the assigned committee in development of program vision, mission, goals and action steps. Goals of the incumbent that relate to committee programs and goals of the committee should be mutually supportive and both should support the vision and mission of the congregation.
 - M. Participate in an annual performance review with the Personnel Committee. The performance review of the person in this position will include an appraisal of job performance and a review of results achieved on previously set goals. Annually, it will also include a review of personal and professional goals to be accomplished during the coming year.
3. **Caregiver:** Participates in pastoral care and coordinates with the Associate Pastor, Parish Associate and the Membership and Pastoral Care Coordinator.
- A. Call at home and hospital on those in need of pastoral care and communicate visits to the Membership and Pastoral Care Coordinator.
 - B. Oversee pre-marriage and pre-baptismal counseling.
 - C. Support the confirmation process.
 - D. Provide for some crisis counseling, divorce counseling, family counseling and spiritual growth counseling.
 - E. Be available for assigned “on-call” nights and weekends.
4. **As member of Presbytery:** Accept responsibility of membership attendance and participation in the Presbytery of East Iowa, other higher judicatories, committees and commissions as assigned.
5. **As Member of the Larger Community:** With Associate Pastor, represents First Presbyterian Church in community affairs and events. With Associate Pastor, represents First Presbyterian Church in ecumenical groups.

General Terms of Employment and Benefits:

- A. General terms of employment and benefits are set forth in the Personnel Policy and Procedures Manual of the Personnel Committee, except as specified in the terms of the call.
- B. Salary is established annually by the congregation through the Session and the Personnel Committee.
- C. Work Time: This is a full-time position with the expectation of 48 - 52 professional hours.

FIRST PRESBYTERIAN CHURCH
1702 Iowa Street
Davenport, Iowa
Revised December 2017

Position Title: Principal Organist and Assistant Director of Music

Responsible To: Director of Music

I. Responsibilities:

- a. Principal Organist
 - i. Provide preludes, postludes, and service music for two weekly Sunday services as well as special services (Choral Evensong, Ash Wednesday, Maundy Thursday, Good Friday, Thanksgiving Eve, Lessons and Carols, and Christmas Eve), and any others that might be needed.
 - ii. Provide music needs for funerals/weddings and create/maintain repertoire list with appropriate music.
 - iii. Accompany rehearsals as well as services for choirs, including: Cherub Choir, Kirkwood Choir, Jubilation Singers, Celebration Singers, Cecelian Carolers, Cathedral Choir of Young Men and Boys, Sanctuary Choir, Chamber Chorale, Vesper Bells, and any additional ensembles created in the future.
 - iv. Accompany Performing Arts Series programs when needed and assist with preparation for Broadway musical productions.
 - v. Accompany choirs during choir mission outreach tours.
- b. Assistant Director of Music
 - i. May conduct choir/bell performances in Director of Music's absence.
 - ii. Conduct choir/bell rehearsals in Director of Music's absence.
 - iii. Coordinate and rehearse with all small ensemble/solo talent during summer worship and when choir is in recess.
 - iv. Assist the Director of Music, at his direction, in the many and varied administrative details required in the extensive music ministry.
 - v. Other duties as assigned by the Director of Music as necessary to the performance of this position or to support the music ministries at First Presbyterian Church.

FIRST PRESBYTERIAN CHURCH
1702 Iowa Street
Davenport, IA 52803
4 November 2010

Position Title: Wedding Coordinator

Works with: Pastors of First Presbyterian Church

Responsibilities:

- A. Responds to inquiries regarding weddings at First Presbyterian Church.
- B. Schedules an initial consultation with the couple to provide information; which includes the wedding brochure. At this consultation, the wedding coordinator will talk with the couple about the policies and fee schedules that are included in the brochure. The wedding coordinator will also show the couple the facilities, the accoutrements, and explain various possibilities available for the wedding ceremony.
- C. Collect the \$50.00 non-refundable deposit to secure the wedding date on the calendar, and inform the couple which pastor will be officiating.
- D. Collect the \$75.00 for the pre-marriage retreat and sign them up for the next available retreat.
- E. Set a schedule for receiving deposits and other fees spelled out in the wedding brochure, and send a copy of the schedule to the couple and the church business office. The schedule needs to include a letter reminding the couple about setting up a meeting with the church organist, a reminder about setting up a meeting with officiating clergy, a reminder about obtaining a marriage license, and the date for the pre-marriage retreat.

Internal Communications and on-site duties:

- F. Provide information to the Membership Assistant so that information can be placed on the church calendar and be given to the Clerk of Session for the Session report.
- G. Communicates with the custodial staff regarding what is needed for the rehearsal and wedding.
- H. Is present at the rehearsal and the wedding to make sure everything is ready, and that the wedding party is ready at the appropriate time.
- I. Checks with the photographer to make sure there is understanding regarding the church's photography policies.
- J. Make sure the marriage license is in order and ready to be signed by the officiating clergy.
- K. Send the marriage license to the correct state agency.
- L. Sends a follow-up letter of congratulations to the couple notifying them that the license has been mailed to the state.

OPERATIONS MANUAL
FINANCIAL POLICIES AND PROCEDURES
Amended
October 21, 2013

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FINANCIAL POLICIES & PROCEDURES

**Amended
October 21, 2013**

ADVANCE PAY/EMPLOYEE LOANS

Adopted by Session April 10, 2006
Amended, restated, and adopted by Session October 21, 2013

An employee may be granted an advance on their pay or loan not to exceed one-half their regular bi-weekly net pay amount. No more than two advance/loans will be granted in any one calendar year. Each of the following requirements must be satisfied:

- (1) The employee demonstrates that they have no other source of funds available.
- (2) The Head of Staff agrees with the employee's stated reason for the advance/loan.
- (3) The employee agrees to repay the amount advanced or loaned at the minimum rate of one-fourth of the principal amount over the next four pay periods.
- (4) Employee further agrees that in the event he/she leaves church employment before the loan/advance is fully repaid, the church is authorized to withhold unpaid balance from their last paycheck.
- (5) The employee signs an agreement authorizing the church to:
 - a. Withhold the agreed to repayment amounts from the next four paychecks, and
 - b. Withhold any unpaid balance from the last paycheck if he/she leaves church employment.

EMPLOYEE AGREEMENT

I request an Advance /Loan in the amount of \$ _____

I authorize the Church to withhold \$ _____ from each of my next _____
paychecks.
(Number of)

I authorize the Church to withhold any unpaid balance from my last paycheck
should I leave Church employment before the loan / advance is repaid,

Signed: _____
(Employee)

Date: _____

Head of Staff approval: _____
(Signature)

Date: _____

AGREED UPON PROCEDURES ANNUAL REPORT

f/k/a Financial Reviews (Audit)
Adopted by Session December 12, 2005
Amended, restated, and adopted by Session October 21, 2013

The church, by and through its Finance Committee, shall contract with a local CPA firm each year to assist in evaluating the church's accounting system and financial reporting.

Certain procedures are agreed upon and are performed on all church funds (General (includes Deacons), Capital (Forward in Faith), Capital Maintenance Endowment, Capital Preservation, Restricted, and Foundation) annually. Emphasis will be placed on using sampling techniques to test processes during the execution year.

The following areas will be considered: internal controls, cash receipts, disbursements, reconciliation of bank statements, securities and investments, petty cash, membership donation records, payroll, payroll tax reporting, handling restricted gifts, and employee benefits testing.

Annually, a letter will be issued by the CPA firm to the Session advising of the findings, with recommendations that will improve accounting, internal controls, and understanding of reports, and any steps that would enhance the following year's report. The Finance Manager will address each recommendation and how the recommendation will be carried out in the future or not due to mitigating procedures. After the Finance Committee's review, the Finance Manager's response will be submitted to the Clerk of Session along with the CPA's report for the Session's permanent records.

BANK ACCOUNT RECONCILIATIONS

Adopted by Session December 12, 2005
Amended, restated, and adopted by Session October 21, 2013

Bank reconciliations for the General Fund, Emergency Fund, and the Renwick Emergency Fund are performed by a church member who is independent of all disbursement and collection functions of the Finance Office. The Finance Manager, as well as the Accounting Assistant, prepares the remaining bank reconciliations. Bank accounts will be reconciled monthly with each discrepancy being fully reconciled, corrected and documented. A designated member of the Finance Committee will review all reconciliations monthly and will initial and date.

CAPITAL (FORWARD IN FAITH) EXPENDITURE POLICY

Capital Expenditure Policy (Forward in Faith) For Funding Requests Made After September 2011

Adopted by Session June 25, 2012

**For requests prior to September 2011 see Request for Expenditure Policy
Adopted by Finance Committee August 2006**

The purpose of the Forward in Faith Campaign was to sustain and maintain the structural needs of the church.

For a project/expense to be considered for approval by Session from the Capital Forward in Faith Campaign funds after September 2011, the project must:

- Fall under a guideline from the Forward in Faith Campaign brochure (page 13):
 1. To provide for the safety and security of members, staff, and the church buildings;
 2. To protect the church so it will shelter us;
 3. To improve the church to better serve members, visitors, and staff; and

- Exceed \$2,000 and have a useful life of at least two years, or increase the useful life of an existing fixed asset by at least two years.

The Buildings and Grounds Committee of Session will have primary responsibility for completing the projects in the Forward in Faith Campaign. The Session intends to complete the projects mentioned in the Campaign unless there are extra-ordinary circumstances. An individual or team of church members (and staff liaison) will have oversight over each project and will be responsible for monitoring completion of the work in accordance with the bid or contract, making all disbursements through the Finance Office and reporting monthly updates to Session and filing a final report with Session.

Approval Process:

- Complete the Request for Capital Expenditure (RFCE) form in its entirety and attach any supporting documentation. The RFCE process and forms must be completed for any project(s) before undertaking said project(s). (When it may be economically advantageous, several smaller projects may be combined or bundled when seeking bids.)
- Any project that is budgeted to exceed \$5,000 is required to have a minimum of 2 bids. Where bids are similar, preference should be given to existing Church vendors.
- Submit the RFCE to the Buildings and Grounds Committee for approval.
- Forward the RFCE approved by the Buildings and Grounds Committee to the Finance Committee for approval.
- If approved, the Buildings and Grounds Committee will present the request, with approvals, to Session for final vote.
- The Head of Staff as church CEO will sign for final acceptance of all completed projects.
- No bids or contracts subject to the RCFE process should be made solely on the basis of time payments, or time and material payments, unless there is a guaranteed maximum.
- No project can begin if the expected final budget for the project combined with all other approved projects exceeds the funds in the capital fund bank account.

(Please refer to page T-26 for the Request for Capital Expenditure (RFCE) Form.)

Request for Expenditure Policy **Adopted by Finance Committee August 2006** **(relating to capital projects from August 2006 to September 2011)**

The following policies should be followed when undertaking capital projects that are a part of the Forward in Faith Capital Campaign and when completing the RFE (request for expenditure) process.

The Buildings and Grounds Committee of Session will have primary responsibility for completing the projects in the Forward in Faith Campaign. The Session intends to complete the projects mentioned in the Campaign in less there are extra-ordinary circumstances.

All projects that are budgeted to exceed \$5,000 should complete the RFE process and forms before undertaking the project. Each project over \$5000 should have a minimum of 2 bids. Where bids are similar, preference should be given to existing Church vendors.

No bids or contracts subject to the RFE process should be made solely on the basis of time payments, or time and material payments, unless there is a guaranteed maximum.

No project can begin if the expected final budget for the project combined with all other approved projects exceeds the funds in the capital fund bank account. This means pledged money that is not received may not be used as a basis for initiating a project.

All RFE forms must be reviewed by the Building and Grounds and Finance Committees of Session and approved by Session. However, if the approval is needed more quickly than a regularly scheduled Session meeting, then a 5 member committee of Session will be appointed and will be authorized to approve the project, after B&G and Finance review. Session will then be asked to ratify the decision at its next meeting.

An individual or team or church members will have oversight over each project and will be responsible for monitoring completion of the work in accordance with the bid or contract, making all disbursements through the Church Business office and reporting monthly updates to Session and filing a final report with Session. This individual or team may utilize Church staff to assist in the management of the project.

When it may be economically advantageous, several smaller projects may be combined or bundled when seeking bids.

The Head of Staff as church CEO will sign for final acceptance of all completed projects.

Remaining Forward In Faith Campaign Funds Guideline

Adopted by Session August 2011 (via e-vote)

Approved by Congregation September 18, 2011

For a project to be considered for approval by Session from the Forward in Faith campaign funds, it must:

- Fall under a guideline from the Forward in Faith campaign brochure (page 13):
 1. Provide for the safety and security of members, staff and the church buildings. Example: repair the Kirkwood Street landing. The steps are rapidly deteriorating and the landing is separating from the church building.
 2. Protect the church so it will shelter us. Example: roofs over Christian Education building and the Chapel need to be replaced or risk damage to the ceilings.
 3. Improve the church to better serve members, visitors and staff. Example: expand restrooms by Fellowship Hall to accommodate large groups; also improve water pressure.
- Be subject to the Request for Expenditure approval process.

Exceed \$2,000 and have a useful life of at least two years or increase the useful life of an existing fixed asset by at least two years.

CAPITAL MAINTENANCE ENDOWMENT FUND POLICY AND PROCEDURES

Adopted by Session May 21, 2007

Adopted by the Foundation Members May 21, 2007

Revised and Adopted by Session July 16, 2012

The Capital Maintenance Endowment Fund of First Presbyterian Church of Davenport, Iowa (hereinafter referred to as “the Fund”) will be a fund of the First Presbyterian Church of Davenport, Iowa (hereinafter referred to as the “Church”). The purpose of the Fund is to provide the Church with adequate resources to meet the capital needs of the church’s physical plant such as fixed asset repairs, replacements, improvements and acquisitions.

Eligible expenditures from this fund are new fixed assets that exceed \$2,000 and have an expected useful life of at least five (5) years or repairs or improvements that exceed \$2,000 and increase the useful life of an existing fixed asset by at least two (2) years. The following types of expenditures for fixed asset repairs, replacements, improvements or acquisitions are eligible for funding through the Fund:

- Office furniture and equipment
- Computer equipment
- Maintenance and cleaning equipment
- Vehicle(s)
- Heating and air conditioning systems
- Plumbing systems
- Electrical systems
- Building infrastructure or external shell
- Parking lots and sidewalks

Church employees’ compensation, taxes and benefits are not eligible for funding through this Fund.

The Foundation of First Presbyterian Church of Davenport, (hereinafter referred to as “the Foundation”) will be the custodian of the assets of the Fund and as such will be responsible for the prudent investment of the assets of the Fund in accordance with the investment policy of the Foundation, and distribution of such funds as requested by written resolution of the Session of the Church (hereinafter referred to as “the Session”), or its designee, to be used for the purposes described above.

The Fund shall be managed as an endowment fund under the “Iowa Uniform Management of Institutional Funds Act” (hereinafter referred to as the “Act”) in accordance with the principles for prudent distribution of net appreciation as stated in the Act. The specific rules for complying with these principles have been established by written resolution approved by the Session, as stated below, and may be amended by the Session. Notwithstanding the direction to comply with the above principles, if the Unrestricted Fund of the Foundation of the First Presbyterian Church of Davenport has been exhausted (or has no assets which have a readily realizable value) and if

the Session determines that the financial condition of the Church is so serious that the continued existence of the Church is reasonably unlikely without the use or expenditure of the Capital Maintenance Endowment Fund assets that would otherwise not be distributed, some or all of the Capital Maintenance Endowment Fund assets, including the Capital Maintenance Endowment Fund's "historic dollar value," as defined in Section 540A.2 of the Act, may be used as security for the Church indebtedness or expended to improve the financial condition of the Church upon the approval of the Session.

To request funding from the Fund, a Request for Capital Expenditure (RFCE) form should be completed in its entirety. Attach any supporting documentation if necessary. The Finance Committee, or its successor committee, in consultation with the Buildings and Grounds Committee and the committee and/or staff responsible for the fixed asset(s) involved, will review each funding request and examine how the funds of the Fund should be used to achieve the purposes as stated above, and make recommendations to the Session for distribution of its funds under the following spending policy:

The objective of the spending policy is to strike a balance between:

- Achieving the purpose of the Fund as described in the first two paragraphs of this document; and
- Over time, keeping the purchasing power of the Fund equal to or greater than its purchasing power in the year 2007, defined here as the year of its inception. In achieving this second part of the objective, it is understood that the value of the Fund may vary from year to year depending on the how the money in the Fund is invested and the variance in the investment markets.

A percentage of the value of the Fund will be established each year at the discretion of the Session to achieve the two part objective of the spending policy above. The percentage of the value may change year to year based on reaching the balance stated above. Each year, the Board of Trustees of the Foundation will recommend to the Session a percentage, taking into account the investments of the Fund, previous financial results of the Fund and estimated results in the future. Notwithstanding the above, any such recommendation may remain in effect until the session requests a further review or the recommendation is otherwise changed by the Board of Trustees.

No project can begin if the expected final budget for the project combined with all other approved projects exceeds the annual spending guideline set forth by the custodian of the assets (Foundation of First Presbyterian Church).

Note: Any project expected to exceed \$5,000 is subject to a minimum of two (2) bids. Where bids are similar, preference should be given to existing church vendors.

(Please refer to page T-26 for the Request for Capital Expenditure (RFCE) Form.)

CAPITAL PRESERVATION TRUST FUND POLICY AND PROCEDURES

- Adopted by Session July 16, 2012

- The purpose of the Capital Preservation Trust Fund is to supplement the maintenance budget of the church. According to the Trust document dated January 13, 1995 and

amended May 19, 2008, the Trustee of the Trust shall pay to the church such amounts of net income as the Finance Committee of the Session deems necessary and advisable for the maintenance and repairs of the church property. Capital gains shall be treated as a return of principal. It is a stated goal that the trust assets should grow by a rate of one percent above the annual inflation rate. In the event that all the income is not distributed in any year, the income may be accumulated and distributed in a later year or years.

- For a project/expense to be considered for approval by Session from the Capital Preservation Trust Fund, the funds must be used to maintain the architectural design and preserve the building structural integrity. None of the trust assets are to be used for the ministry of the church.

An individual or team of church members (and staff liaison) will have oversight over each approved project and will be responsible for monitoring completion of the work in accordance with the bid or contract, making all disbursements through the church Finance Office and shall report monthly updates to Session with a final report upon completion of the project.

Approval Process:

- Complete the Request for Capital Expenditure (RFCE) form in its entirety and attach any supporting documentation.
- Submit the RFCE to the Buildings and Grounds Committee for review.
- Building and Grounds Committee submits the RFCE to the Board of Advisors, comprised of the remaining trust donor, the Senior Pastor, the Finance Committee Chair, and the Finance Manager. The Board of Advisors shall review the RCFE and determine if it meets the guidelines for approval.
- The Board of Advisors submits the RCFE to the Finance Committee for review.
- The Buildings and Grounds Committee will present the request, with approvals, to Session for final vote.
- The Board of Advisors submits the RCFE to the Trustee for final approval and funding.

No project can begin if the expected final budget for the project combined with all other approved projects exceeds the accumulated income of the Trust.

Projects that exceed \$5,000:

- Any project expected to exceed \$5,000 is subject to having a minimum of two (2) bids. Where bids are similar, preference should be given to existing church vendors.

(Please refer to page T-26 for the Request for Capital Expenditure (RFCE) Form.)

CASH COUNTING

Adopted by Session December 12, 2005
Amended, restated, and adopted by Session October 21, 2013

There must be at least two individuals involved in the counting process. A control sheet will be used to document the sequence of activities for each type of batch (Pledges, Deacons',

Miscellaneous, etc.) from counting the pledges, offerings and miscellaneous donations, posting to members' giving accounts, through transferring pledges and offerings to the accounting system. This is an integrated process from the Donations Module to the Accounting Module. The signature and date of those individuals involved in the counting process are required on the control sheet. Separate entries are required for checks and cash transactions. Pledges and offering envelopes shall be kept separately in marked boxes for at least one year. Results will be a permanent record with audit trail.

CHURCH CREDIT CARDS

Adopted by Session December 12, 2005

Amended and Adopted by Session August 19, 2013

Amended, restated, and adopted by Session October 21, 2013

Church credit cards will be obtained for the use of Head of Staff, his or her direct reports, and any other staff person(s) approved by Session. Receipts for all credit card purchases will be turned in along with a signed and approved Credit Card Expense Report, detailing information regarding the purchase. (See separate Expense Reimbursement Policy on pages T-11-18.)

COMINGLING OF FUNDS

Adopted by Session December 12, 2005

Amended, restated, and adopted by Session October 21, 2013

Separate bank accounts and checking accounts will be maintained for the General Fund, Emergency Fund, Capital (Forward in Faith) Fund, Capital Maintenance Endowment Fund, Foundation Funds, and Restricted Funds.

CUSTODIAL AND PASS-THROUGH ACCOUNTS

Adopted by Session December 12, 2005

Amended, restated, and adopted by Session October 21, 2013

A custodial account is a liability account established for funds received for a specific purpose which effort is ongoing with no predetermined end point/event.

A pass-through account is a liability account established when the church collects and disburses funds for an event or activity and the amount collected and disbursed are meant to break even. At least once per year, preferably at the end of each fiscal year, if expenses are greater than revenue received, the difference is treated as a net cost and charged to the appropriate department. If revenues are greater than expenses incurred, the difference is treated as net revenue and credited to the appropriate revenue line.

In either case, a staff member or congregant will be identified as proponent for the account with responsibility for its management.

Each month a report will be issued to the Finance Committee, Session and the Board of Deacons for each Custodial and Pass-Through Account reflecting activity including beginning balance for the month and YTD, all activity (income and expenses for the month and YTD), ending balance,

and responsible staff member or congregant. Monthly reports will be summarized and included in the Annual Report.

The Finance Committee will review and approve each monthly report and annual summary.

DISBURSEMENT OF FUNDS

Adopted by Session December 12, 2005

The Finance Committee, Deacon's Executive Board and Foundation Board of Trustees will issue policies identifying individual positions authorized to direct the distribution of their funds.

a. PROCEDURES FOR DISBURSEMENT BY CHECK OR ELECTRONIC TRANSFER

(including, but not limited to ACH, EFT, wire transfers, bank debit memo)

Adopted by Finance Committee December 9, 2010

Restated and adopted by Session October 21, 2013

NOTE: This policy does not include electronic transfers made from one church or Foundation bank account to another, except for the church Emergency Fund. A list of these bank accounts will be maintained in the Finance Office. Transfers into the church Emergency Fund must follow the normal disbursement procedures below.

1. All invoices are to be received by Finance Manager who will:
 - a. secure approval for payment and confirmation of account code with staff member/department head who committed to goods or services invoiced; and
 - b. forward all approved/coded invoices to Accounting Assistant.
2. Accounting Assistant:
 - a. will check for prior payment of all invoices; and
 - b. on the 10th and 26th of each month (depending on weekends), prepare summary sheet of pending payments by check or electronic disbursement including:
 - i. Date;
 - ii. Method of payment (check or electronic);
 - iii. Payee;
 - iv. Amount of payment;
 - v. Comments (as needed).
3. Finance Manager to review and approve list of pending payments. Finance Manager to submit the list of pending payments electronically to the members of Finance Committee for informational purposes. If there are questions and/or concerns, the committee should submit those questions and/or concerns within two (2) days prior to each payroll check drop date. Finance Manager reserves the right to add any invoices/voucher packages that arrive last minute that should be paid prior to the next check signing date. These invoices/voucher packages will be kept separate for the check signer for his/her review.

4. A list will be maintained in the Finance Office of all payees which require an electronic transfer for payment. For each individual payment (check or electronic disbursement), there must be a properly approved voucher package. Check signer will sign checks and approve electronic disbursements to be made and/or approve regularly scheduled/processed electronic disbursements when appropriate. If the approval cannot be obtained in advance of the disbursement/payment, then supporting documentation will be presented to the church treasurer or other signer when next signing checks. There must be a transmittal form or confirmation from the bank indicating the transfer (to serve as the “check stub”). The check signer will review, sign and date the transmittal form or confirmation and it will be maintained with the voucher package just as a check stub would be.
5. If applicable, the Finance Manager will send the list of all approved electronic disbursements to be sent to bank account reconciler and then included with all bank reconciliation materials maintained for reviewer and audit
6. In the case of an *emergency* electronic disbursement, the Finance Manager will send an electronic request to the check signer, requesting approval of payment with all supporting documentation as requested by the check signer. Electronic approval must be secured prior to disbursement. When the check signer next signs checks s/he will review and physically sign off on the approval request.

b. SIGNING CHECKS OVER \$5,000

Adopted by Finance Committee May 18, 2009
Restated and adopted by Session October 21, 2013

All checks that exceed \$5,000 in value will be co-signed by 2 members of the church’s authorized signers of account.

ESSENTIAL FINANCIAL INFORMATION

Adopted by Session December 12, 2005
Amended, restated, and adopted by Session October 21, 2013

A file will be established with all essential financial information, updated regularly with copy retained in a fireproof safe. Information to include: Federal ID#; State ID#; Banks, type of accounts and account numbers; investment firms, type of investments, account numbers, points of contact, and phone numbers; list of software used including version, serial numbers, secure passwords, and support phone numbers; Presbytery and Synod points of contact: and names of church representatives authorized to sign checks and/or direct financial institutions to take specific actions.

EXPENSE REIMBURSEMENT POLICY **f/k/a Fully Accountable Expense Reimbursement Plan**

Adopted by Session September 17, 2007
Implemented April 20, 2009
Amended, restated, adopted by Session December 17, 2012

This reimbursement plan is meant to be an “Accountable Plan” as defined under the paragraph titled “Employee business expense reimbursement” within Section 5 of Internal Revenue Service (IRS) Publication 15 and satisfy the requirements thereof.

First Presbyterian Church maintains a fully accountable, expense reimbursement policy for its clergy, employees and volunteers, in accordance with the rules and regulations of the Internal Revenue Service. These regulations provide that an employee “need not report on his/her tax return” expenses paid or incurred by the employee solely for the benefit of the church for which such employee is required to and does account to the church and which are charged directly or indirectly to the church. Accordingly, all property, goods and services purchased under this fully accountable, expense reimbursement policy belong to the church, not the individual.

This policy applies to all expenses incurred via out of pocket, a church-provided advance, and church-provided credit card.

In addition to the rules and regulations of the IRS, the following requirements for expense reimbursement apply:

1. Ordinary and necessary expenses solely for the benefit of the church include: On-the-job transportation; out –of-town room meals and transportation to church assemblies, conferences and for continuing education; other professional continuing education by correspondence and locally; professional materials [books, magazines, journals, papers, tapes, film, office supplies, etc]; meals for conducting church business, providing pastoral care and counseling and developing pastoral relationships; professional dues and fees for membership in religious and civic organizations to represent the church; business use of the telephone; professional equipment [communion, office, library, audio/visual, music, etc.]; and cleaning of clergy vestments.
2. All mileage expenses will be reimbursed at the IRS rate. Documentation, such as a log, must accompany the request that lists the time and place, odometer readings, identification of business and statement of business purpose. NOTE: No job commuting miles will be reimbursed.
3. A rental car will only be authorized when there is no other form of less expensive transportation available.
4. Travel expenses [transportation, meals, lodging] will be no more than the regular federal per diem rate [www.gsa.gov] for the destination and will be limited to those directly related to the most expeditious time required to accomplish the mission. Any expenses incurred for personal convenience which increase the basic cost will not be reimbursed.
5. Continuing education expenses within First Presbyterian Church, the Presbyterian Church (U.S.A.), or other approved organizations will be reimbursed if:
 - a. The education opportunity is expected to result in a higher level of performance in the present assignment or another assignment within FPC which the individual may realistically aspire to, and,

b. Requested reimbursement is within the budget approved for the individual's continuing education, and,

c. The specific education opportunity was approved by the Head of Staff and the Personnel Committee before it started.

6. Meals for conducting church business, per person, should not exceed \$7.50 for breakfast, \$12.50 for lunch and \$19.00 for dinner. Expense reports must include names and the business relationship among the parties to sufficiently explain the business purpose and why the expense was incurred on behalf of the church.

7. Expenses will be charged to a particular budget line that is associated with the reason for the expense. Professional development expenses will be charged to the appropriate personnel budget line item.

8. The church may provide credit cards to the Head of Staff, his or her direct reports, and any other staff person(s) approved by Session. Credit cards will only be used for expenses incurred in the conduct of church business. Card holders will sign the Corporate Credit Card Agreement [Attachment 1].

9. Original receipts are required to document all expenses.

10. An Expense Report will be prepared to recoup out of pocket costs and to submit credit card charges, signed by the claimant, approval obtained and submitted within ten (10) business days of incurring the expense to the Finance Office. [Attachment 2]

11. When necessary, the church may provide an advance for allowable and appropriate business expenses. By accepting an advance the recipient agrees to comply with the requirements of this Policy, will document the expenses and return any excess advance within five (5) business days. The Request for Expense Advance Part 1 [Request] will be prepared, signed by the requestor, approval obtained, and processed. Request for Expense Advance Part 2 [Settlement] will be completed, approval obtained and submitted to the Finance Office within five (5) business days of incurring the expense. [Attachment 3].

12. Expense Reports and Request for Expense Advance Part 2 [Settlement] associated with allowable and appropriate business expenses will be submitted to the Finance Office within five (5) business days after the church business has been transacted.

13. The immediate supervisor [Chair or designated member of Personnel Committee for the Head Pastor] is the approval authority for all Expense Reports and Requests for Advance. The approval authority will assure that budgeted funds are available consistent with the expense purpose, approve only those expenses consistent with this document and disallow any others.

14. The Finance Manager will accumulate all approved Expense Reports for credit card charges with supporting documentation, match to charges on the monthly VISA bill, resolve any discrepancies, and pay the vendor by the due date to avoid late charges, penalties and interest.

15. Completed Expense Reports and Requests for Expense Advance with supporting documentation [including original receipts] will be retained by the Finance Office to substantiate the expense.

16. Reimbursement for approved out of pocket expense will be made in the next check run.

17. Any credit card charges deemed to be unrelated to church business, excessive or contrary to this document shall be paid in full by the card holder within fifteen (15) days or the church will garnish salary equal to the charges.

18. Should clergy, staff or volunteers disagree with an expense being disallowed, they may present their case to the Chairs of Finance and Personnel Committees for joint resolution.

19. A member of the Finance Committee will review all credit card transactions and checks issued to ministers, employees and volunteers as part of the check signing process.

20. The current year's budget governs the overall expenditures, and this policy addresses individual expenses.

ACKNOWLEDGEMENT

I have received a copy of the Church's Expense Reimbursement Policy and understand that it provides guidelines and summary information about the church's reimbursement policy, procedures and rules of conduct. I understand that it is my responsibility to maintain adequate and accurate records and forward all Expense Reports and Requests for Advance [Parts 1 & 2] with original receipt(s) and supporting documentation to the Finance Manager after obtaining my immediate supervisor's approval.

Name: _____

Date: _____

ATTACHMENT 1

CORPORATE CREDIT CARD AGREEMENT

I hereby acknowledge receipt of credit card #_____ held by First Presbyterian Church in my name. I understand the use of this card is to be limited to ordinary and necessary expenses incurred in my position as_____ solely for the benefit of the church. I also understand and acknowledge that I am fully responsible for any misuse or loss of this card. I further agree that any misuse of this card as determined by the Head of Staff or the Personnel Committee may result in the card being revoked or in termination of employment. I also agree to provide Expense Report with original receipts, supporting documentation and my immediate supervisor's approval to the Finance Manager within five (5) business days of the date of the charge. I will also pay any charges that are deemed not to be a church expense within fifteen days or the church will garnish my salary equal to those charges.

Employee Signature _____

Date_____

Finance Manager Signature:_____

Date_____

ATTACHMENT 2 **CREDIT CARD EXPENSE REPORT**

NAME				
TRANSACTION DATE	VENDOR	PURPOSE	AMOUNT	BUDGET ACCOUNT NUMBER
		TOTAL		
Submitted by:				
Approval Signature:				

**ATTACH ORIGINAL RECEIPTS AND SUPPORTING DOCUMENTATION
AND RETAIN A COPY OF TOTAL SUBMISSION FOR YOUR RECORDS.**

Updated March 2012

Dept. Head Approval _____
Date: _____
Acct Code: _____
For Finance Use Only
G/L Cash Account: _____
Reviewed By: _____
Sent: _____

ATTACHMENT 2 – CONTINUED

OUT-OF-POCKET EXPENSE REPORT

NAME				
TRANSACTION DATE	VENDOR	PURPOSE	AMOUNT	BUDGET ACCOUNT NUMBER
		TOTAL		
Submitted by:				
Approval Signature:				

ATTACH ORIGINAL RECEIPTS AND SUPPORTING DOCUMENTATION
AND RETAIN A COPY OF TOTAL SUBMISSION FOR YOUR RECORDS.

Updated March 2012

Dept. Head Approval _____
Date: _____
Acct Code: _____
For Finance Use Only
G/L Cash Account: _____
Reviewed By: _____
Sent: _____

ATTACHMENT 3
REQUEST FOR EXPENSE ADVANCE
September 2007
Revised December 11, 2012

PART 1: REQUEST

Name: _____ Date: _____

Address: _____

Amount: \$ _____ Budget Account Number: _____

Purpose: _____

Requestor Signature: _____ Date: _____

Approved By: _____ Date: _____

Advance Issued: \$ _____ Date: _____ Finance Manager: _____

I acknowledge receipt of \$ _____ and will document expenses and submit this Form with PART 2 completed to the Finance Manager.

Signed: _____ Date: _____

PART 2: SETTLEMENT

Amount of Advance: \$ _____ Actual Expenses: \$ _____

Itemized: _____

Difference (+ or -) \$ _____ Advance & actual equal _____ ; or I am returning \$ _____ ; or I request reimbursement for \$ _____.

Submitted By: _____ Date: _____

Approved By: _____ Date: _____

I have received repayment of excess advance \$ _____

Business Manager: _____ Date: _____

Check number _____ in amount of \$ _____ issued for expenses that exceeded advance.

Finance Manager: _____ Date: _____

I have received \$ _____ as reimbursement for expenses incurred.

Signature: _____ Date: _____

ATTACH ORIGINAL RECEIPTS & SUPPORTING DOCUMENTATION.
RETAIN COPY OF TOTAL SUBMISSION.
GENERAL FUND BUDGET MANAGEMENT PROCESS
f/k/a General Fund Resource Process

Adopted by Session July 10, 2006
Amended and adopted by Session November 13, 2006
Amended, restated, and adopted by Session October 21, 2013

It is Session's intent to instill discipline and accountability into the General Fund budget management process.

Timeline for the budget management process shall be:

August – September	Prepare DRAFT budget for the following year and obtain Session authorization to initiate pledge drive
October-November	Conduct pledge drive
December	Adjust DRAFT budget to reflect pledge drive results and obtain Session approval
January-December	Control spending to approved budget levels. Account for revenue and expenditures and generate monthly, quarterly and annual reports. Maintain member giving records and issue quarterly and year-end statements.

The General Fund Budget shall include the following components:

Mission	Music
Ministry and Pastoral Care	Communications and Office Management
Children's Christian Education	Maintenance
Youth and Young Adults	Finance and Administration
Adult Christian Education	Compensation
New Member Services	

NOTE: The Compensation component includes pay of clergy and staff and all associated benefits. All other components include only "non-compensation" cost.

It shall be Session policy:

To adopt a balanced budget with expenses equal to or less than revenue. It will require a two-thirds (2/3) vote of voting Elders to adopt a deficit budget.

To adopt the budget on or prior to the start of the budget year (January-December).

The responsible Session committees/staff members will be active participants in the budget development process and will consider any other fund sources which may be available when preparing budget requirements.

The Session-approved budget authorizes the level of funds available for expenditure by each component.

Responsible Session committees/staff members may reallocate funds from one line item to another as long as they do not exceed the authorized component total.

Responsible Session committee/staff members will monitor execution for their assigned component(s). When the Year-to-Date (YTD) value in any month exceeds the budgeted value, the responsible Session Committee/Staff member will present the cause for the overage and planned adjustments for living within their annual authorization to the Session.

The total annual dollar level authorized for each component will not be exceeded without PRIOR Session approval. In the event of an anticipated overrun, the responsible Session committee/ staff member will submit a request along with justification, impact statement and suggested alternative source of funding to the Finance Committee who will make a recommendation to the Session.

In the event that church staff determines that it is in the best interest of the church to transfer a portion of the Session authorized funding level from one budget component to another, the Finance Manager is authorized to make the transfer without Session approval, provided:

1. The transfer from one budget component to another is agreed to by the staff members and responsible Session or Deacon Committee chairs associated with both sides of the transfer.
2. The transferred amount does not change the total dollar level of the current overall church budget.
3. The agreement is documented to include reason for the transfer.
4. The Session and Deacons are informed of the transfer at their next scheduled meeting by the Finance Manager.

In the event that any request intends to change the total dollar level of the current church budget, the responsible Session committee(s)/staff member(s) must submit the request along with justification to the Finance Committee who will make a recommendation to the Session. A change in the current church budget requires two-thirds (2/3) vote of voting Elders.

INDEPENDENT SYSTEMS

Adopted by Session December 12, 2005

Amended, restated, and adopted by Session October 21, 2013

One software system that integrates the membership database, attendance, donations, accounting, budgeting, check processing, bank reconciliation and accounts payable will be used. Payroll will either be integrated or stand alone with an automatic bridge.

IN-KIND GIFT POLICY

Adopted by Finance Committee May 9, 2011

Restated and adopted by Session October 21, 2013

Members and friends of our church community may donate goods or services that are used in support of the church's programs or operations. The individual may request formal acknowledgement from the church of any donation in order to support their own financial and tax record keeping. In such situations, it is the policy of the church to do the following:

- a. The Finance Manager will issue a receipt on church letterhead to the donor indicating receipt of the goods or services. The receipt from the church will not indicate any value of the goods or services, but instead shall indicate an appropriate description.
- b. A written acknowledgement from any staff member is sufficient for the Finance Manager to rely upon in determining that the goods or services were received and used by the church.
- c. The Finance Manager shall be responsible for maintaining appropriate record of all donations. All donations greater than \$5,000 and/or any donation the Finance Manager deems necessary for a secondary approval, shall be submitted to the Finance Committee for final approval.
- d. Donations will not be included on the member's church giving statement.

The church reserves the right to decline any in-kind gift.

JOURNAL ENTRY DETAIL

Adopted by Session December 12, 2005
Restated and adopted by Session October 21, 2013

Journal entries will describe the purpose of the transaction, identify accounts debited and credited and reference to backup documentation.

First Presbyterian Church of Davenport Memorial Gifts Policy Effective January 19, 2015

Adopted by Session September 17, 2012
Amended, Restated, and Adopted by Session January 19, 2015

PURPOSE

In as much as the members of First Presbyterian Church of Davenport represent a valuable part in the life of this community and upon the death of any member that person is often respectfully remembered through gifts to the Church, a Memorial Gifts Policy is hereby established. The purpose of this policy is to give due honor and celebrate the life of our passing member by following the wishes of the family and friends, while maintaining the long-term purposes of this congregation.

POLICY

It shall be the policy of First Presbyterian Church of Davenport to use a custodial account to collect all incoming memorial gifts which are not designated for another purpose. This custodial account is known as and called the *Memorial Holding Custodial* account. The amounts held in this custodial account shall not be segregated from the general fund of the congregation. Any memorials designated to a particular ministry, or directed by the donor or survivor/contact person, will be deposited directly into the designated custodial for that ministry (Music, Library,

Christian Education, etc.).

All general memorial gifts will be deposited in the *Memorial Holding Custodial* account. Within six months of the last receipt of gifts deposited in remembrance of an individual, the pastoral leadership of the congregation shall consult with the survivor/contact person in order to determine how the funds collected will be used (for example: specific project(s), designated department, or Deacons' Fund). If within a reasonable time the survivor/contact person has been unable to decide how the funds are to be used, the aggregate amount shall be transferred to the General Memorial Unrestricted Custodial account. If the total of memorial gifts given in remembrance of an individual is less than \$100.00, that amount will be transferred automatically to the General Memorial Unrestricted custodial account or to the Pastor's Discretionary Fund, which ever account has the greater need.

The undesignated monies remaining in the *Memorial Holding Custodial* account may be used for the full or partial funding of a project deemed appropriate by the Finance Committee and brought before Session for final approval.

It further shall be the policy of First Presbyterian Church to acknowledge all gifts in writing to the donor within 30 days of receipt and this will be done by the Finance Office. The Finance Office will provide a comprehensive list of donors/gifts to the survivor/contact person no later than two months after date of death and will review the list periodically for any new gifts and will provide the survivor/contact person with any updates.

Upon use of funds from the *Memorial Holding Custodial* account, the project and dollar amount shall be appropriately announced in the annual report.

MISCELLANEOUS RECEIPTS

Adopted by Session December 12, 2005

Amended, restated, and adopted by Session October 21, 2013

The Accounting Assistant or church volunteers will assist the Finance Manager in a manner so that duties may be segregated and remove any appearance of impropriety.

PAYROLL

Adopted by Session December 12, 2005

Amended, restated, and adopted by Session October 21, 2013

The payroll software program will either be part of an integrated system or a stand-alone program with an automatic bridge.

PETTY CASH

Adopted by Session December 12, 2005

Amended, restated, and adopted by Session October 21, 2013

There must be a receipt for each petty cash disbursement and the account reconciled quarterly.

PLEDGE NUMBERS

Adopted by Session December 12, 2005

Current pledge numbers assigned to pledgers will be perpetuated each subsequent year with new pledgers being assigned an unused number. Two master control lists will be generated: one in numerical sequence and the second alphabetical for use in assigning new pledge numbers and as an assist when questions arise during entry into the automated records and filing processes.

RECEIPT OF STOCK

Adopted by Session December 12, 2005

Amended, restated, and adopted by Session October 21, 2013

Upon receipt of notification that stock has been donated to the church or the Foundation, the Finance Manager will immediately direct the broker to sell the stock and send the net proceeds to the church for deposit in the General Fund and/or as directed by the donor.

RECONCILIATION OF PLEDGES & REVENUE

Adopted by Session December 12, 2005

Amended, restated, and adopted by Session October 21, 2013

One integrated system shall be used to preclude reconciling revenue and the contribution record.

RENWICK (JAMES & ELIZABETH) FUND PETTY CASH ACCOUNT

Adopted by Session December 11, 2006

Amended and adopted by Session September 19, 2011

Amended, restated, and adopted by Session October 21, 2013

Purpose: The James & Elizabeth Renwick Fund is a restricted fund created under the will of Rebecca Renwick (1889) for the express purpose of benefiting the aged poor of First Presbyterian Church of Davenport. It provided \$16,000 of which only the income may be used. On December 21, 2000 it was deemed appropriate by the Scott County District Court that the funds could be used for “elderly in need” and “without any geographical restriction”. On April 9, 2012, the Finance Committee approved that the benchmark age will be 62 years of age and older.

Intent: The Renwick Petty Cash Account is established to facilitate timely disbursement of funds. Requirements detailed below are intended to assure that internal controls are in place to satisfy the rigors of an audit and protect all individuals involved.

Session Oversight: Annually, the Session will allocate \$3,000 (\$250 monthly) for the Renwick Fund Petty Cash Account. The Session shall appoint two elders and two alternate elders (Chair of Finance Committee and Chair of Personnel) to oversee the Petty Cash Account. Alternates will be called upon when one or both of the elders are not available. Oversight elders are authorized to approve any expenditures exceeding \$200 provided that the cumulative amount of disbursements have not exceeded the \$3,000 annual allocation, reviewing and verifying quarterly the Renwick Petty Cash Account reconciliation, reviewing quarterly financial statements, and recommending increase to the Session’s annual allocation, if required.

Account Value: The Renwick Petty Cash Account will be established at \$250. At the start of each quarter, the fund will be replenished to the \$250 level after successful reconciliation. In the event the account is exhausted prior to month end, reconciliation will be completed before the fund is replenished.

Custodian: The Finance Manager is the custodian of the Renwick Petty Cash Account and authorized to make disbursements upon receipt of a fully documented request. The custodian will maintain security of the petty cash account, replenish the account, reconciles the account quarter, maintain a permanent hardcopy file supporting each disbursement, and maintain a list of recipients and cumulative amount of funds received.

Staff: Clergy is authorized to request funds from the Renwick Petty Cash Account when, in his/her judgment, the individual circumstance is consistent with the purpose of the Renwick Fund. The requestor will complete appropriate portions of the Renwick Fund Request Form, obtain approval of the Head of Staff and designated elders approval statements when required and submit request documentation to the Finance Manager. The requestor will sign the Renwick Fund Request Form indicating receipt of requested funds, deliver to the recipient and send email confirming delivery to the Finance Manager.

Reconciliation: The Finance Manager will reconcile Renwick Petty Cash Account quarterly using the Petty Cash Reconciliation Spreadsheet and Expense Report with Renwick Fund Request Forms including approval documentation and acknowledgement of receipt. Session Oversight Elders will review and verify quarterly reconciliation documentation, initial and date the Petty Cash Reconciliation Spreadsheet.

PROCEDURE:

- a. **Staff:** Complete Part I Renwick Fund Request Form upon determining an individual is in need of assistance and satisfies Renwick Fund requirements. Complete first portion of Part II for requests greater than \$200 to include Head Pastor's approval signature and attach Oversight Elders' written approval. Submit request to Finance Manager.
- b. **Finance Manager:** Review Part I for completeness. For requests greater than \$200, assure Part II has been signed by Head Pastor and Oversight Elders' approval is attached, then sign accordingly. Withdraw funds from Petty Cash Account, sign Part III acknowledging disbursement and obtain Staff signature of Part III acknowledging receipt of cash. Post transaction to Expense Report. Hold completed Renwick Request Form in suspense pending receipt of email delivery confirmation.
- c. **Staff:** Deliver cash to recipient and send email to Finance Manager confirming delivery.
- d. **Finance Manager:** Receive email delivery confirmation, attach to matching Renwick Fund Request Form and attach to Expense Report.

DISBURSEMENT BY CHECK FROM THE RENWICK EMERGENCY FUND

CHECKING ACCOUNT: A check can be issued instead of cash using the same request form. The above procedure will still apply, except the disbursement will be via check. The Renwick Emergency Fund Checking Account is reconciled monthly.

NOTE: See next page for Renwick Fund Request Form.

CONFIDENTIAL—CONFIDENTIAL—CONFIDENTIAL
RENWICK FUND REQUEST FORM

Form Updated October 21, 2013

PART I: Complete for all requests

Date: _____ Amount: \$ _____ Circle One: CASH or CHECK

Check Payable to: _____

Recipient's Name: _____ Age: _____

Circumstances Precipitating Request:

Staff Requesting Funds (Signature) _____ Date: _____
(Clergy)

PART II: Complete for requests greater than \$200

Head Pastor will indicate approval by signature or Associate Pastor must approve and sign if request is made by Head Pastor.

Signature: _____ Date: _____

I verify that this Request Form has been completed appropriately and "Oversight Elders" approval documentation is attached.

Signature: _____ Date: _____
(Finance Manager)

PART III: Complete to document disbursement

☐ I have disbursed \$ _____ to _____
(Vendor, Clergy)

Signature: _____ Date: _____
(Finance Manager)

☐ I have received \$ _____, will deliver to recipient, and send email delivery confirmation to the Finance Manager.

Signature: _____ Date: _____
(Clergy)

Email delivery confirmation received on: _____ (Attached)

REQUEST FOR CAPITAL EXPENDITURE FORM

Adopted by Session June 25, 2012

REQUEST FOR CAPITAL EXPENDITURE (RFCE)

Project Title _____

Funding Source ☐ Capital (FIF) ☐ Capital Maintenance Endowment (CMEF) ☐ Capital Preservation

Scope of Work Attached Yes

Church Project Manager _____ Phone _____

If project is expected to be \$5,000 or more, please attached a minimum of two (2) bids.

Bid #1 Attached _____ (w/o tax)

Bid #2 Attached _____ (w/o tax) Recommended Contractor Bid # _____

Bid #3 Attached _____ (w/o tax) Name _____

Recommended Bid Amount _____ with tax

Contingency Amount _____ 15.00%

Total Requested Amount

Start Date ASAP Completion Date _____

Person authorized to accept work and authorize payments _____

Disbursement Schedule						
Planned Date	Amount	Actual Date	Amount	Authorized by:	Check #	Date Sent
TOTAL	-		-			

Acceptance Criteria for each scheduled disbursement attached _____

Recommends Session Approval:

Buildings & Grounds Date: _____

Finance Committee Date: _____

Session Action:

Approved Date: _____

Disapproved Date: _____

Final Project Acceptance:

Head of Staff

RESTRICTED FUNDS EXPENDITURE POLICY

Adopted by Session June 25, 2012

Each Restricted Fund is managed within the corporate structure of the church. Each fund is restricted in their use and administration. Below is a brief description of each fund, the body who administers the funds, and its original non-expendable corpus:

Memorial Fund

- **Purpose:** Support and maintenance of worship, religious activities, community service, upkeep of all church-owned properties
- **Administered by:** Finance Committee
- **Original Non-Expendable Amount:** \$26,577

Deacon Endowment Fund

- **Purpose:** To provide an opportunity for groups and organizations within the FPC community to develop new mission and outreach programs by providing seed money in the form of matching grants
- **Administered by:** Board of Deacons
- **Original Non-Expendable Amount:** \$50,000

Wiebener Local Mission Fund

- **Purpose:** Local mission activities
- **Administered by:** Board of Deacons
- **Original Non-Expendable Amount:** None

Sesquicentennial Mission Fund

- **Purpose:** For the work of Jesus Christ not provided for in the annual giving
- **Administered by:** Session
- **Original Non-Expendable Amount:** \$53,561.78

Wiebener Music Fund

- **Purpose:** For Good Friday concert expenses
- **Administered by:** Minister of Music
- **Original Non-Expendable Amount:** None

Organ Fund

- **Purpose:** Organ maintenance
- **Administered by:** Minister of Music with the Music and Worship Committee
- **Original Non-Expendable Amount:** None

Gertrude Morgan Fund

- **Purpose:** Tuning and maintenance of church instruments, to improve music department, Christmas concert expenses
- **Administered by:** Session with recommendation from Minister of Music and Music and Worship Committee
- **Original Non-Expendable Amount:** None

Ellen & Harry Moeller Fund

- **Purpose:** For the elderly in need
- **Administered by:** Finance Committee
- **Original Non-Expendable Amount:** \$5,000

James & Elizabeth Renwick Fund

- **Purpose:** For the elderly in need
- **Administered by:** Session
- **Original Non-Expendable Amount:** \$16,000

Von Maur Fund

- **Purpose:** To support the educational programs not in the budget, including showing appreciation and recognition to Sunday School teachers and helpers
- **Administered by:** Session
- **Original Non-Expendable Amount:** None

Rebecca Renwick Fund

- **Purpose:** For Sunday School and missionary objects and purposes within the State of Iowa
- **Administered by:** Session
- **Original Non-Expendable Amount:** \$3,500

Marie Hansell Fund

- **Purpose:** For scholarships with priority going to those with studies in Music
- **Administered by:** Session with recommendation from Minister of Music and Music and Worship
- **Original Non-Expendable Amount:** None

WB Heiny Fund – Permanent Fund

- **Purpose:** Income from the Heiny Permanent Fund is transferred into the Memorial Fund, above, quarterly
- **Administered by:** Session
- **Original Non-Expendable Amount:** \$6,000

Mildred Whipple Fund – Permanent Fund

- **Purpose:** Income from the Whipple Permanent Fund is transferred quarterly into the Whipple Expendable fund and disbursed 50% to Board of Deacons for Love Gift Fund and 50% to Pastors' Discretionary Fund annually
- **Administered by:** Head Pastor/Board of Deacons
- **Original Non-Expendable Amount:** \$2,000

Edith Dannenfeldt Fund

- **Purpose:** Less Fortunate
- **Administered by:** Session
- **Original Non-Expendable Amount:** None

For a project/expense to be considered for approval from any Restricted Fund, it must meet its specified purpose as listed above.

Approval Process:

- Submit the request for funding via email, written request, or memo to the governing administrator of the Restricted Fund.
 - If Session is the governing administrator, the Senior Pastor/Moderator and Finance Manager must be notified of the request/motion prior to the next Session meeting, as soon as the committee requesting the funds has approved the request to go to Session. This enables the Senior Pastor/Moderator and the Finance Manager to research the request to ensure that funds are available in the Restricted Fund and that the request meets the criteria set forth.
 - If Session approval is not needed, the request may proceed with approval from the governing administrator with notification to the Senior Pastor/Moderator and the Finance Manager via email with instructions on funding, as soon as the administering body makes the decision.
- Unless there is an extraordinary circumstance, please obtain approval for funding prior to purchasing items/committing the funds.

SEGREGATION OF DISBURSEMENT DUTIES

Adopted by Session December 12, 2005

Amended, restated, and adopted by Session October 21, 2013

Individuals with check signing authority will not be responsible for preparing checks, recording transactions, making deposits, nor reconciling bank statements. The exception is the General Fund Emergency Fund checking account and the Renwick Emergency Fund checking account. The Finance Manager and the Communications and Office Manager have authority to prepare and sign the General Fund Emergency Fund checks and Renwick Emergency Fund checks as long as the payable has proper authorization, with any given check not to exceed \$1,000.

SPOILED & VOIDED CHECKS

f/k/a Cancelled and Voided Checks

Adopted by Session December 12, 2005

Amended, restated, and adopted by Session October 21, 2013

One central file/binder will be maintained for all spoiled and voided checks for each Fund. Each spoiled and/or voided check shall be stamped "VOID".

SUPPORTING DOCUMENTATION

Adopted by Session December 12, 2005

Amended, restated, and adopted by Session October 21, 2013

Supporting documentation for each check will include: amount to be paid, where to send check, vendor's invoice or original receipt for credit card and over the counter purchases, what the expense is for, account charged, and person authorizing payment. Absence of any of the

foregoing, will be basis for refusal to prepare and/or sign check. All checks will include vendor's invoice number, if applicable.

TOTAL FINANCIAL CONDITION

Adopted by Session December 12, 2005
Amended, restated, and adopted by Session October 21, 2013

A consolidated financial statement (General Fund (includes Deacons), all Capital Funds, Foundation, and Restricted funds) will be published annually. The annual consolidated financial statement will be included in the Annual Report.

UNRESTRICTED BEQUESTS PROCEDURE

Adopted by Session June 9, 2003

For unrestricted bequests made to the church:

- Unrestricted bequests $\leq \$10,000$ go directly into the general fund balance.
- Unrestricted bequests $> \$10,000$ and $\leq \$25,000$ are divided with 40% going to the general fund balance and 60% to the Foundation.
- Unrestricted bequests $> \$25,000$ and $\leq \$100,000$ are divided with 20% going to the general fund balance and 80% to the Foundation.
- Unrestricted bequests $> \$100,000$ are divided with 10% going to the general fund balance and 90% to the Foundation.
- In any case, maximum amount allotted to the general fund balance from an unrestricted bequest would be \$20,000.

This procedure remains in effect until the general fund balance reaches \$250,000.

First Presbyterian Church of Davenport

Fundraising Guidelines Adopted by Session May 18, 2009

A fundamental affirmation of the Church of Jesus Christ is the abundance of God's grace that is available to us. When the Church recognizes the reality of that generosity, it is then called to reflect that abundance by being generous itself and encouraging generosity on the part of others. In seeking to be consistent with our call to reflect God's goodness and generosity, and in recognition of the complexity of multiple requests for the use of facilities and financial support, the Session of First Presbyterian Church of Davenport has approved the following guidelines designed to:

- a) Encourage giving to First Presbyterian Church and its programs;
- b) Promote and encourage careful discernment by both those appealing for and those giving funds;
- c) Support the efforts of First Presbyterian Church administered programs to raise further funds in support of their mission;
- d) Respond to requests of outside organizations that have historic ties with and/or a mission that is consistent with the current programs and goals of First Presbyterian Church;
- e) Respond in a timely manner to critical incidents in the life of the community and the world.

I. Regular Appeals

Certain fund appeals/offerings are considered basic elements of First Presbyterian Church's mission and operations and are deemed approved on an ongoing basis. At present, the items include the following:

- Annual pledge and per capita campaign
- Appeals through the Board of Deacons (Go Green envelopes, Spring Silent Auction, Deacon's annual picnic, Mission Connection scholarship and project appeals)
- Performing Arts Series Ticket sales
- General Assembly Appeals, including:
 - One Great Hour of Sharing (Lent)
 - Witness Offering (Pentecost)
 - Peacemaking Offering (World Communion Sunday)
 - Christmas Joy Offering (Christmas Offering to BOP)

This list above and the items on it may be revised from time to time by the Session.

II. Special Appeals

From time to time, the need will arise for funding for special or extraordinary needs and/or special missions. These include, but are not limited to, the following:

- Funding for non-budget items, such as capital expenditures and certain mission and outreach projects
- Response to natural disasters and catastrophes

Although all members are encouraged to bring these needs to the attention of leadership, it is important for First Presbyterian Church leadership to have an opportunity to consider thoroughly all proposed special appeals in terms of, their consistency with First Presbyterian Church's mission, their likely efficacy, and their effects on other appeals.

Any staff person receiving a request for a special appeal will forward it to the Moderator of Session, with specific recommendation for Session action. The request must include the following information:

- Name of organization making the request
- Proposed method of solicitation
- Proposed extent of congregation solicitation
- Proposed timing of publicity and timing of solicitation

The Moderator may refer the request to a relevant Committee or other Session related body or staff for further research, recommendation, or other action. The special appeal must be approved by the Session prior to any solicitation of contributions. In the case of responding to natural disasters and catastrophes, the Moderator will inform the Session via e-mail before appealing to the congregation on Sunday morning, in order to act in a timely manner.

III. Other Internal Appeals/Fundraising

Under normal structures of ministry oversight, organizations within First Presbyterian Church such as Children's Ministry, Youth Ministry, Music Ministry, and Pastoral Care without prior Session approval, conduct regular and/or special appeals for donations of food, clothing, personal hygiene items, or in-kind contributions. In-kind contributions can also be refused by organizations with First Presbyterian Church oversight. In-kind contributions that are valued at \$3,000 and above must be reported and discussed with the Head of Staff before acceptance of the contribution is made. Any appeals for money will be subject to Session approval as outlined in Section II above. Any committee or organization within First Presbyterian Church which sponsors a donation drive must coordinate the collection and storage of collected items. It is the practice of First Presbyterian Church Staff to only accept donated items that are tied to a Committee or organization within First Presbyterian Church's donation drive. Any other donations must be directed to the Business office.

Any First Presbyterian Church organization wishing to offer items or services for sale must submit a proposal to the Session for its review and approval as outlined in Section II above.

Please note that neither raffles nor other games of chance will be approved or permitted, nor will the sale of any items determined by the Staff or Session to be inconsistent with our values or responsibilities as a Christian church.

IV. Foundation Development

The Foundation of First Presbyterian Church of Davenport is a unique element in the Church's efforts to fund mission and it is subject to controls and considerations that are different in some significant respects from those affecting First Presbyterian Church's other appeals and fundraising efforts. Nevertheless, the Foundation of First Presbyterian Church of Davenport is ultimately subject to the direction and control of the Members of the Foundation who are elders in active service on the Session, and so, will be mindful of these guidelines as direction and control are provided.

It is important to note that the President of the Foundation communicates directly with the Chair of the Finance Committee and the Head of Staff in order to coordinate efforts on an ongoing basis and maximize the success of all fund raising efforts of the First Presbyterian Church of Davenport.

V. Outside Organizations

From time to time, outside organizations may ask for significant support for their fundraising events from members of First Presbyterian Church, including, but not limited to, use of the First Presbyterian Church facilities for fundraising events. Such requests must follow the approval process outlined in Section II above.

CHILD PROTECTION POLICY

FORMALLY ADOPTED BY THE SESSION JANUARY 21, 2013

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**FIRST PRESBYTERIAN CHURCH
DAVENPORT, IOWA
REVISED AND RESTATED DECEMBER, 2012 AND FORMALLY ADOPTED
BY THE SESSION JANUARY 21, 2013**

CHILD PROTECTION POLICY AND PROCEDURES

Jesus clearly affirmed the great importance of children when he took a little child in his arms and said in Mark 9:37, *"Whoever welcomes one such child in my name welcomes me, and whoever welcomes me welcomes not me but the one who sent me."* And again when He said in Mark 10:14, *"Let the little children come to me; do not stop them; for it is to such as these that the kingdom of heaven belongs."*

PURPOSE

We recognize that abuse of children and youth occurs often in our society and can occur in our church. We are also aware that allegations and incidents of abuse can be devastating to the accuser, accused, their families and the congregation.

We affirm that children and youth are a gift from God and that the future of the church rests with them. We further affirm that it is our obligation to protect their physical, mental, emotional and spiritual well-being.

The purposes of the Child Protection Policy and Procedures are to:

- Provide a safe, secure and nurturing environment for our children and youth,
- Protect volunteers and paid staff from false allegations of abuse,
- Provide prompt and compassionate response to allegations of abuse,
- Protect the church from unfavorable publicity and legal action.

STATEMENT OF PROHIBITION

The abuse of children or youth will not be tolerated in any form from any individual(s). Instances of abuse will be reported and dealt with in accordance with this policy. If the instance of abuse is in violation of state or federal law the incident will be reported to law enforcement authorities for investigation and prosecution. When appropriate, sexual and physical abuse will be reported to the Iowa Department of Human Services.

Individuals who have been convicted of, or plead guilty to or no contest to sexual, mental or physical abuse to children or adults shall not be accepted to work with children or youth in any capacity.

No unscreened volunteers will be permitted to work with children or youth after September 1, 2002.

DEFINITIONS

Volunteer and Standing Committees:

The use of the word "volunteer(s)" in this document refers only to volunteers who would be working with children and/or youth and require screening as stipulated in this Child Protection Policy and Procedures. "Standing Committee(s)" refers to Committees that are responsible for programs and/or events utilizing volunteers who work with children and/or youth.

Church Leaders:

All Elders and Deacons serving an active term will be considered Church Leaders. Recognizing the importance of Church Leaders being able to serve in many capacities including stepping in to help supervise child and youth activities, all Church Leaders will be subject to the same screening process required of all Volunteers as described below.

Pastor:

"Pastor" refers to the pastor, senior pastor, solo pastor, commissioned ruling elders (formerly known as commissioned lay pastors), student pastor, or other individual who is serving in the capacity of the pastoral leader of the church.

Paid Staff:

"Paid Staff" refers to anyone, who is paid by the church, or through a contract employment agency, for specific work (i.e. administrative assistants, custodians, music staff, youth worker staff, Christian educators.).

Child and Youth:

A child is defined as any person from birth through completion of the fifth grade. A youth is defined as any person from immediately following completion of the fifth grade (usually beginning with the summer following the fifth grade) through completion of the twelfth grade or age 18 whichever comes later. During summer fellowship programs a person who has just completed fifth or twelfth grade is considered a youth.

Adult:

A person must be at least age 19, be at least five years older than the children or youth he or she is working with and have met the screening and other requirements of this policy to qualify as an adult under the two-adult rule or in any other function involving the supervision of, or working with, children or youth.

Authorized Teen Drivers:

Teenagers with valid Driver's Licenses and written permission from their parents will be permitted to drive themselves and their siblings during, to and from Church Sponsored activities. These Authorized Teen Drivers may also be permitted to drive other youth to, from and during Church Sponsored Activities provided there is written authorization from the parent of those being driven on file with the Church Administrator (Attachment G).

Child Abuse:

Child abuse as used in this policy means abuse of any child or youth to include the following:

Physical Abuse, including any physical contact intended to coerce or do harm, any hitting, spanking, or shaking. Emotional/Verbal Abuse, including insults, name calling, belittling remarks, unfavorable comparisons with other children or youth, shaming, deliberately causing fear, or using speech to hurt. Spiritual Abuse, including using Scripture or church authority to coerce, control or shame; using threats about condemnation from God or making threats about God withholding love to control behavior. Sexual Abuse, which is defined as any sexual contact with children or youth in a leader's

charge, including fondling private parts, oral, genital, or anal penetration, sexual intercourse, rape, suggestive sexual comments, showing pornography (sexually explicit material), exposing sexual organs, allowing children or youth to witness sexual activity.

Church Sponsored Activities:

For the purpose of First Presbyterian Church of Davenport Iowa's Child Protection Policy, Church Sponsored Activities shall be defined as activities that are organized and/or executed by a church staff member, church committee or church task force. Activities organized and/or executed by church members without guidance or direction by a church staff member, committee or task force will not be considered Church Sponsored Activities unless they occur in or on property owned or rented by the church. All Church Sponsored Activities are subject to this Child Protection Policy.

Church Administrator:

For the purpose of this policy the "Church Administrator" referred to in this policy shall be a paid staff member designated by the Child Protection Committee to act as the Church Administrator.

RESPONSIBILITY FOR ADMINISTRATION OF THE CHILD PROTECTION POLICY AND PROCEDURES

Summary of Responsibilities

The Child Protection Subcommittee (hereinafter referred to as the "Subcommittee" or "Screening Subcommittee") of the Personnel Committee is responsible only to the Personnel Committee for the administration of all aspects of the Child Protection Policy and Procedures, including screening of applicants, the training and education required by the policy, reporting of allegations or incidents of abuse and responding to such reports. The Subcommittee is responsible only for matters dealing with abuse. The Subcommittee can accept or decline volunteers but cannot impose recommendations or restrictions on any volunteer nor can they grant exceptions to this policy to anyone at any time.

Composition and Selection of Subcommittee Members

The Subcommittee is composed of five (5) individuals nominated by Personnel Committee and ratified by the Session. The members may be congregational members and/or Session members and appointed under the rules established in the church's Operations Manual. Congregational members are appointed annually and may be reappointed each year to an unlimited number of terms. This allows members of the Subcommittee to build up substantial experience and expertise in the volunteer jobs, the provisions of the Child Protection Policy and Procedures and the screening process. The Head of Staff is an ex-officio member of the Subcommittee.

RESPONSIBILITY FOR RECRUITING VOLUNTEERS

The Standing Committees responsible for children and youth programs will recruit volunteers. They will, also, supply volunteers with appropriate forms and request they complete them and return them to the Child Protection Subcommittee as follows:

- All volunteers complete the "Application for Volunteers Working with Children or Youth" (hereinafter referred to as the "Application" and found as Attachment A. All volunteers will read and sign the Code of Conduct (Attachment B). The Screening Subcommittee is required to check the appropriate state sex abuse registries, for every prospective volunteer, going back seven (7) years.

SCREENING PROCESS FOR PAID STAFF, CHURCH LEADERS AND VOLUNTEER POSITIONS

Screening objectives

The objectives of the screening process are to:

- Reduce the risk of abuse to our children and youth to the lowest level possible,
- Protect the paid staff, church leaders and volunteers from false accusations,
- Preserve the integrity and reputation of our church.

Six-Month Rule

Volunteers must be members or actively affiliated with the church for at least six months before being allowed to work with children and/or youth. This rule does not apply to Pastors and paid staff who are hired to work with children or youth.

All Paid Staff Positions

Screening of all applicants for paid staff positions shall include the following:

- Each applicant will complete an application form supplied by the church.
- **The application will include the listing of at least three personal references. Each reference will be contacted by the church to determine the suitability of the applicant for the position being sought.**
- Each applicant will be interviewed by the appropriate individual(s) and/or committee(s).
- The applicant's previous employer(s) covering the preceding seven years will be contacted to determine suitability for the position being sought.
- The church will contact any organization(s) where the applicant has worked with children and/or youth, also to determine suitability.
- The applicant will be requested to sign a release for the church to perform a criminal background check with state and federal authorities.
- The church will request a criminal background check be conducted by state and federal authorities.
- The church will check the state Sex Offender Registry for each state where the applicant has lived in the past seven years.
- Paid Staff who will be working with children and/or youth will also be asked to read and sign the "Code of Conduct."

Normally the information contained in the documents resulting from the process described above will be seen only by those who are charged with the responsibility for the hiring decision or making recommendations to the person or group with the final hiring authority. For example, in the case of secretaries and custodians those individuals would be the Church Administrator, the Head of Staff and the Personnel Committee. In the case of pastors that would be the Pastor Nominating Committee.

The objective of this screening process is to determine the suitability of the applicant for the position being sought and to be able to make a realistic comparison among the several candidates that may apply and thereby select the one best suited for the position. For those positions whose incumbents work with children and/or youth there are additional objectives that are the same as the ones listed below for volunteers.

Drivers Who Provide Transportation to Children and Youth

Any volunteer who provides automobile transportation as part of an event or program sponsored by the church must be an adult or Authorized Teen Driver as defined above, have completed the Vehicle Operator section of the Volunteer Application, have a valid driver's license, and have automobile liability insurance (the church's liability insurance does not cover paid staff or volunteers).

Screening

All of the above documents for church leaders and volunteers will be returned to the Subcommittee in a self-addressed envelope marked "Confidential, to be opened only by the Subcommittee" or a similar message. The Subcommittee may direct that applications and related documents for paid staff be directed to the Church Administrator or the Head of Staff as appropriate depending on the staff position for which the individual is applying.

The Subcommittee will conduct the screening of all church leaders and volunteers itself, and determine if any church leader or volunteer would not be suitable to work with children or youth as a result of information gathered through the screening process. Prior to making a final determination on suitability the Subcommittee will review all applicants with the Head of Staff. The Subcommittee will also review the volunteers for the various programs with the Associate Pastor or the Minister of Music in charge of that program. If the Head of Staff or Associate Pastor or Minister of Music knows of any reason why any of the volunteers would not be suitable for the position being sought he or she will communicate to the Subcommittee that such volunteer should not be considered. If the reason for this judgment is felt to be a confidential matter the reason need not be disclosed to the Subcommittee.

The Subcommittee will provide the Head of Staff with a list of any church leaders and volunteers who are deemed not suitable for working with children and/or youth and the reasons for this conclusion. The Head of Staff, or a pastor designated by him or her, and the chair(s) of the Subcommittee will privately discuss this conclusion with the individual. This interview will give the individual an opportunity to provide additional information he or she feels would mitigate the decision of the Subcommittee. If appropriate the Head of Staff may recommend the individual volunteer for a different position for which he or she is qualified and/or withdraw his or her application to work with children and/or youth. The Head of Staff may disclose the names of individuals who have been rejected to the chairperson of the appropriate Standing Committee(s) (usually the one recruiting the individual). In most cases this disclosure would be made so that the Standing Committee does not ask the individual to volunteer for a position working with children and/or youth in the future or as a substitute.

The responsibility for the recruiting and screening of paid staff is that of the Head of Staff and the Church Administrator as determined by the Church Government Committee.

The Screening Subcommittee should maintain a written record of all church leaders and volunteers who are not approved to work with children or youth due to the screening results. This list will be secured by the Church Administrator in a locked file and will be available only to the Subcommittee. The list will not be circulated to Christian Education, Youth or Music ministries. In addition, the Subcommittee is required to keep on file all completed paperwork used in the screening process.

Selection and Placement of Volunteers

At the conclusion of the screening process the Subcommittee will forward to the appropriate Standing Committee a list of all church leaders and volunteers found suitable to work with children and/or youth under the Child Protection Policy and Procedures.

Confidentiality of and Access to Documents Pertaining to Church Leaders and Volunteers:

The information provided by volunteers and the information gathered during the background check process will be viewed only on a need-to-know basis only, as stated in the policy. All who have access to any such information shall hold it in strict confidence. Only members of the Subcommittee and the Head of Staff will have access to documents related to the screening of volunteers.

Lead-time Required for Recruiting and Screening Volunteers:

The Subcommittee and the Standing Committees having responsibility for programs utilizing volunteers will coordinate and cooperate to ensure that sufficient time is allowed so that the recruiting performed by the Standing Committees, the completion and submission of forms by volunteers, and the screening performed by the Subcommittee will be completed well before the volunteers are needed. Likewise, the Nominating Committee responsible for nominating future Church Leaders will coordinate and cooperate with the Screening Committee to ensure that sufficient time is allowed for the completion and submission of forms by potential church leaders, and the screening completed before the formal election of those church leaders by the congregation.

SUPERVISION

Two-Adult Rule

A minimum of two adults (paid or unpaid), as defined by this policy, must be present to supervise at each church sponsored activity involving children and/or youth. Exceptions may be made during an event only in extreme circumstances where the safety and/or security of the children or youth would be compromised. Such a circumstance might be the need for one adult to tend to a sick or injured child. It is the intent of this policy that an event will be cancelled if it is known prior to the beginning of the event that at least two adults will not be present to supervise. The reason for this level of emphasis being placed on the two-adult rule is because it is seen as one of the most effective deterrents to abuse.

The two (or more) Adults responsible for supervising each church sponsored activity must complete and sign the Youth Supervision Log (Attachment F) and return it to the Church Administrator within one week of the completion of the event.

Recognizing the necessity and benefit of pastoral counseling, these one-on-one Sessions are to be permitted, but only if the room or office door is kept open, or a glass or clear panel is installed into the door that allows the pastor to be visible at all times. The same rule applies to music or voice lessons.

The Two-Adult Rule applies to all church sponsored activities both on-site at the church as well as away from the church property. An exception will apply in those cases where a pastor, staff person,

or volunteer met the child or youth at a public event and remained visible at all times. For example, eating lunch at school with a child or youth would not be a violation of the Rule. Watching a sporting event or concert from the seating area or bleachers is permissible. In no case should the adult leave the event and be alone with the child or youth.

In cases of retreats and overnight activities involving both male and female children and/or youth, there must be at least two male and two female adults supervising the event(s). In the case of retreats and overnight activities involving only one gender of children and/or youth there must be at least two adults of the same gender as the children and/or youth supervising the event(s).

In providing transportation for church sponsored events or programs there may be times when it is not practical to have more than one adult present in the vehicle, the one adult being the driver. In these instances the two adult rule may be suspended as long as two children or youth are present at all times. An exception can be made for a volunteer to transport one child or youth alone to and from a church sponsored activity or event if the volunteer has written permission from a parent of that child or youth.

Younger Helpers

Children and youth are not subject to screening and do not have to complete a volunteer application.

There may be cases where it is advantageous to provide leadership training for someone who is younger than 19 and to do so by allowing that person to work with children or youth. In such cases that person must be closely supervised by a qualified adult and there must be at least two adults supervising the activity as defined above. That individual should receive training similar to that received by adult leaders.

Supervision Before, During and After Events

Supervision by two adults will be maintained before, during and after any event involving children until the child is in the custody of his or her parent, legal guardian, or a person designated to church personnel in writing (Attachment G) by the parent or legal guardian as being authorized to accept custody of the child or youth. In the event that no such person is available to pick up a child, a parent may verbally designate someone else to pick up their child. However, that verbal designation must be confirmed directly by the event's supervising adult and recorded on the Youth Supervision Log (Attachment F). Children and youth participating in activities sponsored by the church will not be left unsupervised. Two adults must be present until no children remain at the event.

Activities in View

All activities involving children and/or youth shall be conducted in areas where the activity can be easily viewed by parents and supervisors from outside the space. This will usually be through a window in the door to the space or having the door open.

Parents Visit Activities

Parents are to be encouraged to visit any activity unannounced.

Children Remain in Area of Activity

Children and youth involved in programs should remain within the area designated for the program and not wander to other parts of the church without adult supervision. This will help prevent abuse by other children/youth and adults.

Physical Force

The only physical force that may be used by an adult on a child or youth must be reasonable force

intended to restrain the individual under the following circumstances: (1) To quell a disturbance or prevent an act that threatens to harm another person; (2) To obtain possession of a weapon or other dangerous object in the possession of the child or youth; (3) For purposes of self-defense or defense of the safety of others; (4) To protect a child or youth from self-inflicted harm.

Accompanying a Child to the Restroom

Adults who accompany a child to the restroom should position themselves such that the child has a sense of privacy but where the adults are able to recognize if the child requires assistance. If assistance is needed, the stall door must stay open to remain visible for supervision. In most cases the adults will be the same gender as the child, although this may not always be practical. Adults should always take more than one child to the rest room at a time.

PROVIDING TRANSPORTATION

Permission to Ride

Written permission must be given by the parent or legal guardian for his or her child or youth to ride in any vehicle provided for transportation to any event sponsored by the church. Such permission may be included in approval given by the parent or legal guardian for the child or youth to participate in the event itself.

Seat Belts

All occupants of the vehicle must be wearing seat belts at all times the vehicle is moving.

Route To and From an Activity

In cases where two or more vehicles begin the journey at the same place and have the same destination, all vehicles will follow the same route.

REPORTING AND RESPONDING TO REPORTS OF ABUSE

Training for Reporting and Responding to Reports of Abuse

The Subcommittee will coordinate with Standing Committees that have responsibility for children and youth programs to ensure effective training is conducted on proper procedures for reporting an incident, or alleged incident, of abuse and responding to such a report.

REPORTING ALLEGATIONS AND INSTANCES OF ABUSE

Preliminary Steps

The person reporting an incident of abuse on church property or in conjunction with a church sponsored program or event (normally an eye-witness, or the first adult informed of the abuse, usually by the alleged victim, or the victim's parents) should first:

- Secure the safety of the victim. This may include an immediate call to emergency services as deemed necessary.
- Secure the safety of others and stabilize the environment in which the incident occurred. The area should not be left unsupervised by an adult in order to report the incident. The reporting adult may have to employ the help of another adult to inform the appropriate pastor of the incident.

Initial Reporting

- The reporting adult should report the incident to the Associate Pastor in charge of the event or program where the incident took place or, if more expedient, to the Head of Staff. The pastor will inform the Subcommittee.
- The reporting adult should complete the "Allegation of Abuse Report." (See Attachment C)
- When an investigation of an incident or allegation confirms that the incident or allegation is consistent with requirements for mandatory reporting, such reports will be made. This will normally be to the local police department and/or the Iowa Department of Human Services.

RESPONDING TO REPORTS OF ABUSE

Initial Response

If the accused is an Associate Pastor or the Minister of Music the initial response should be made by the Head of Staff. If the accused is the Head of Staff the initial response should be made by the Subcommittee. Otherwise, the first Pastor or the Minister of Music on the scene should make the initial response. He or she should:

- Gather pertinent information from the victim, the accused and witnesses. Information gathered immediately after an incident or allegation can many times be the most helpful in arriving at what actually happened. Treat all involved with respect. An allegation is not a presumption of guilt.
- Preserve whatever evidence is available.
- Ensure the continued stability of the environment.
- If the accused is an adult supervisor or paid staff member, relieve that person of duties relating to children and/or youth. The individual shall remain relieved until the investigation is completed and further disposition is made by the Subcommittee. If the individual is a paid staff member and the relief of duties amounts to a suspension from all work the suspension shall be with pay.
- If the Associate Pastor or Minister of Music is the one on the scene, he or she should inform the Head of Staff.
- Inform the parents or legal guardian of the victim and of the accused if a minor.

Further Response

Primary responsibility for further response is with the Head of Staff and the Subcommittee. The Head of Staff may delegate responsibility for working with the Subcommittee on the investigation to the appropriate Associate Pastor or Minister of Music. It is anticipated that the Head of Staff, or his designee, and one or more members of the Subcommittee will work closely together on the further investigation of the allegation or incident to ensure all aspects are covered completely, accurately and with fairness and compassion shown to all parties.

- Pastoral care should be extended to the victim(s) and family(ies), if appropriate.
- Pastoral care should be extended to the accused, and family, if appropriate.
- Seek legal advice and counsel.

- Care should be taken to avoid prejudging a situation. The accused shall be afforded full due process in handling the complaint. The accused should be supported and treated with dignity.
- The Head of Staff, or his designee, and the Subcommittee continue the investigation to conclusion with recommendations to the Personnel Committee for action. If appropriate forward the recommendations to the Session.
- Cooperate with any investigations being conducted by law enforcement and/or the Iowa Department of Human Services.
- Document results of the investigation and file as confidential (See "Allegation of Abuse Investigative Checklist" in Attachment D). If law enforcement authorities or the Iowa Department of Human Services have been notified and are, or will be, investigating the allegations, some of the steps suggested in the "Investigative Checklist" may not be necessary or appropriate for the church to take.
- Inform appropriate individuals of results of the investigation and action taken. Such individuals may be the victim, accused and parents.
- Keep our insurance agent informed of the incident or allegation, investigation progress, conclusions, and actions taken, if any.

TRAINING AND EDUCATION

Training and Education of Volunteers and Staff

The Subcommittee may delegate responsibility for training and educating required by the policy to the Standing Committees responsible for children and youth programs and retains oversight. It may delegate such responsibility to the Church Administrator for paid staff, except for pastors and management positions. It may delegate such responsibility to the Head of Staff in the case of new Associate Pastors, Minister of Music and management positions, and retain the responsibility in the case a new Head of Staff.

All Other Training and Education

The Subcommittee will be responsible for on-going training and education of children, parents and the congregation in general on the provisions of the policy and the nature of child abuse, but may coordinate the actual training and education sessions with appropriate Standing Committees.

New Church Members Orientation

New church members will receive orientation of the church's Child Protection Policy and Procedures including requirements for volunteers and staff who work with children or youth.

ADMINISTRATION OF THE POLICY

Acting as a subcommittee of Personnel, the Child Protection committee will:

- 1) Review the Child Protection policy with all Clergy staff yearly.
- 2) Review the Child Protection policy with new Clergy upon their hire.
- 3) Work with the staff to verify adherence with the Child Protection policy.

Updating Records

Records of staff and volunteers will be updated as needed. Once background checks have been made, volunteers need to be re-checked every year.

Response to the Media

One person will be appointed to represent the church to respond to the media in all cases of reported child abuse. This person will normally be the Head of Staff. There may be occasions, however, when that person should be the Associate Pastor in charge of the event where the alleged abuse took place or a member of the Child Abuse Subcommittee. That person will utilize a prepared statement in his or her initial report to the media which will state the church's policy on child abuse and that the allegation is being thoroughly investigated. (See Attachment E for a sample statement.)

Maintenance of Screening Documents

The screening documents will be maintained by the Church Administrator in a secure locked cabinet on behalf of the Subcommittee.

Monitoring and Follow-up

The Subcommittee will be responsible for monitoring the operation of the policy, evaluating its effectiveness and recommending amendments to the Personnel Committee and then the Session.

Enforcement

If a violation of the Child Protection Policy occurs, the Subcommittee should contact the Committee involved privately. If violations persist, or the committee involved proves unresponsive, the Screening Subcommittee should pursue the resolution of the violation through the Church Government Committee and the Senior Pastor.

FIRST PRESBYTERIAN CHURCH DAVENPORT, IOWA

CHILD PROTECTION POLICY

Application for Volunteers Working with Children and Youth

Note: Volunteers must complete this application and be approved before
engaging in a church activity involving children or youth

Name: _____
Last First Middle

Maiden/Previous Name if changed in prior seven (7)

Address: _____
Street City State Zip Code

Contact Information:

Daytime Phone: _____

Evening Phone: _____

Mobile Phone: _____

E-mail Address: _____

Previous Addresses (last 7 years):

Street City State Zip Code

Street City State Zip Code

Street City State Zip Code

Date of Birth (MM/DD/YY): _____

Date began attending FPC (MM/YY): _____

Date became member of FPC (MM/YY): _____

Have you ever been convicted of, or plead guilty or no contest to a crime, including but not limited to, an offense against a person such as child abuse, substance abuse, related charges, other crimes of violence, or theft?

Yes: _____ No: _____

If yes, please explain:

Note: If you have been a victim of physical or sexual abuse or molestation, and you feel this experience could affect your ability to work with children or youth; you are encouraged to confidentially discuss your interest in volunteering with a pastor before accepting an assignment.

The information contained in this application is correct to the best of my knowledge. In consideration of receipt and evaluation of this application, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempt to comply with this authorization.

I give First Presbyterian Church of Davenport, Iowa permission to conduct a background check on me. Upon acceptance as a volunteer working with children and/or youth, I agree to be bound by provisions of the Child Protection Policy of this church. I further state that I have carefully read the foregoing release and know and understand its contents. I sign this release of my own free will, and I understand it is a legally binding agreement.

Signature

Date

VEHICLE OPERATOR APPLICATION

Please complete this section if you will, or possibly will, be operating a motor vehicle as a volunteer transporting children or youth to and/or from a church activity.

It is the intent of the Child Protection Policy to provide safe volunteer drivers for youth activities. If your driving record currently isn't very good, you may decide to wait until your driving record improves to apply as a driver. Many volunteers choose not to apply as a driver for a variety of reasons. The Child Protection Committee makes no assumption about an individual's driving record if that person chooses not to apply as a driver.

Do you have a current/valid driver's license? Yes _____ No _____

Has your license ever been suspended or revoked in the last 5 years? Yes _____ No _____

In the last 5 years, have you ever been convicted of, or plead guilty or no contest to:

Operating a motor vehicle under the influence of drugs or alcohol? Yes _____ No _____

Operating a motor vehicle 16 -25 mph over the speed limit? Yes _____ No _____

Reckless Driving? Yes _____ No _____

Any other moving violation? Yes _____ No _____

An at-fault accident? Yes _____ No _____

Note: hitting a deer or first winter weather related accident is excluded

If yes, please provide details and dates (MM/YY):

Do you carry automobile insurance in accordance with state law? Yes _____ No _____

Note: The church's liability insurance does not cover staff or volunteer drivers.

All passengers in any vehicle operated by me shall wear seat belts while the vehicle is moving, and I will not allow more passengers to ride in the vehicle than the capacity specified by the vehicles' manufacturer.

Signature

Date

FIRST PRESBYTERIAN CHURCH DAVENPORT, IOWA

Code of Conduct for Volunteers and Paid Staff Working with Children or Youth

I consider this a vow to God, and a covenant between me and First Presbyterian Church of Davenport, the children and youth with whom I will be working and their families.

- While working with children and youth I will conduct myself as a Christian called to service in God's Kingdom.
- I understand that I have been entrusted with the safety and welfare of all children and youth assigned to me. At all times I will guard their physical safety and mental, emotional and bodily health.
- I understand that I have been entrusted with the spiritual health of all the children and youth assigned to me.
- I will take care of my own physical and spiritual health.
- I understand that I must be careful of "suggestive" situations. I will abide by the two-adult rule. If a child or youth requests time alone with me, I will inform the other adult supervisor and will meet with the child or youth in sight of others, but not necessarily where others can hear us.
- I will never touch a child or youth in anger.
- I will use appropriate signs of affection and Christian caring. I will respect the feelings of those who do not enjoy even the slightest casual touch.
- I will guard my language. I will not swear or use inappropriate language in the presence of children and youth.
- I will set a good example of respecting the property of the church, any off-site location of a church event and of others, and will be a good steward of God's earth.
- I will immediately report any behavior toward a child or youth that seems to be abusive or otherwise inappropriate.

I have read and understand the description of the volunteer position I will fill and this Code of Conduct and agree to abide by both. By signing below I acknowledge this covenant between the church and me.

Signature _____ Date _____

FIRST PRESBYTERIAN CHURCH DAVENPORT, IOWA

Child Protection Policy and Procedures Allegation of Abuse Report

Name of Person(s) filing Report _____ Class/Group _____
Title _____

Alleged Victim(s) Name and age(s) _____

Alleged Perpetrator(s) _____

Event/Activity _____

Witness(es) _____

Date, Time and Location of Incident _____

Describe the alleged victim's demeanor and appearance _____

What action did you take, if any _____

Has the incident been resolved? ☐ No ☐ Yes Explain the resolution if any. _____

What persons or organizations have been informed of this alleged incident? _____

Description of Incident

- ☐ I choose to remain anonymous except to those authorized to investigate this incident.
☐ I have or intend to report this incident to law enforcement authorities.

The above information is freely provided and is true to the best of my knowledge.

Signature(s) _____ Date _____

Person(s) receiving this report _____ Date _____

FIRST PRESBYTERIAN CHURCH DAVENPORT, IOWA

Child Protection Policy and Procedures

Allegation of Abuse Investigative Checklist

This checklist is to be used by the Head of Staff, or designee, and the Subcommittee to guide the investigation into the facts of the allegations of abuse of a child or youth and to document the findings. If law enforcement authorities or the Iowa Department of Human Services have been notified and are or will be investigating the allegation, some of the steps below may not be necessary or appropriate for the church to take.

Name of Child or Youth _____

Address _____

Phone _____ Grade _____ Age _____

Person Reporting _____

Address _____

Phone _____ Relationship to Victim _____

Person who committed the alleged misconduct _____

Address _____

Phone _____ Title/position _____

Relationship to victim _____

What law enforcement or social service authorities have been notified, if any? _____

Date of notification _____

What other organizations have been notified, if any? _____

Date of notification _____

Has any professional examined the child or youth because of the incident? ☐ No ☐ Yes

If yes, provide details of who, when, where, treatment, if any _____

Suggestions of relevant information to obtain from the alleged victim, alleged perpetrator, reporter, witnesses, parents and others who may have pertinent information:

- Description of the abusive event.
- Date, time and location of the abuse.
- List of witnesses and observations of each.
- Is this the first time that an incident like this has occurred to the victim?
- Is this the first time such an allegation has been made against the perpetrator?

Record information obtained on the following page. Use extra pages as necessary.

Information from the alleged victim

Information from the alleged perpetrator

Information from witnesses

Information from parents

Information from the reporter other than the initial report

Information from others

Signature of person(s) making this report _____

Date _____

FIRST PRESBYTERIAN CHURCH DAVENPORT, IOWA

Child Protection Policy and Procedures

Sample Initial Statement to the Media

The following is a sample of an initial statement to be made by the church's representative immediately following an incident or allegation of abuse to a child or youth.

We are aware of the alleged incident of abuse involving a child (or youth) of First Presbyterian Church of Davenport. The appropriate authorities have been contacted and are investigating the allegation. The church has a Child Protection Policy in place to screen all people working with children and youth in our programming. This policy was implemented in January 2001. Pastoral care is being extended to those in need. For the protection of all involved, I cannot disclose any further information at this time. Thank you.

FIRST PRESBYTERIAN CHURCH DAVENPORT, IOWA

Child Protection Policy and Procedures

Youth Supervision Log

Church Sponsored Event:

Date:

Location:

Adult Supervisor

Signature_____

Print_____

Adult Supervisor

Signature_____

Print_____

****This form must be filed with the church administrator within 1 week of event date.**

Dismissal Exceptions:

I received verbal permission directly from _____ to allow his/her
child _____ to be released to _____.

I received verbal permission directly from _____ to allow his/her
child _____ to be released to _____

FIRST PRESBYTERIAN CHURCH DAVENPORT, IOWA

Child Protection Policy and Procedures

Authorized Adult/Driver Release Form

This states that my child _____

☐

may be released to the adults (or teen drivers) listed on this form after any church sponsored event.

Authorized Driver Name(s)

Phone Number(s)

1.

1.

2.

2.

3.

3.

4.

4.

-and/or-

☐

has a valid driver's license and is authorized by me to drive themselves to and from Church Sponsored Activities.

In accordance with the church's Child Protection Policy:

If the adult/teen driver is not listed on this form your child will not be released by the supervising adults. In the event that no such authorized person is available to pick up a child, a parent may verbally designate someone else to pick up their child. However, that verbal designation must be confirmed directly by the event's supervising adult and that parent must follow-up with written authorization to be filed with the Church Administrator no later than one week after completion of the event. That authorization must list the date, location, event and name of adult authorized to take custody of their child.

Parent/Legal Guardian

Signature_____

Print_____

FIRST PRESBYTERIAN CHURCH
BUILDING USE GUIDELINES AND PROCEDURES
Revised and Adopted by the Session on November 20, 2017

First Presbyterian Church of Davenport (FPC) offers the use of its facilities for a wide range of functions for non-profit groups both affiliated and not affiliated with the church. Our goal is to welcome others as we would welcome Christ.

GUIDELINES AND PROCEDURES

Building Use Eligibility

The facilities and equipment of First Presbyterian Church exist as an instrument of Christ's mission, and for the primary purpose of supporting the ministries of FPC and its members. The criteria, below, is used to determine building use:

- Activity fits with who we are and what we believe
 - Space availability
 - How use impacts other programs
 - Evaluation of safety/legal issues
 - Group demonstrates and understands respect for the facilities and property
1. A Building Use Request Form must be completed for all groups requesting facility use at any time.
 2. From time to time, outside organizations may ask for significant support for their fundraising events from members of First Presbyterian Church, including, but not limited to, use of the First Presbyterian Church facilities for fundraising events. Such requests require a sponsor from one of the church Committees, or other groups within First Presbyterian Church. Consideration will be limited to requests from organizations that have, by historical relationship or through the mission in which they are engaged, a strong connection to First Presbyterian Church, and/or its designated mission connections or mission priorities. Such requests must follow the approval process and should be submitted to the Moderator of the Session for action: a) submission of the name of the organization making the request; b) proposed method of solicitation; c) proposed extent of congregation solicitation, if any; and d) proposed timing of publicity and timing of solicitation. In addition, use of First Presbyterian Church's facility by outside organizations will be conditioned on compliance with such other requirements for use of the facilities set forth from time to time by the Session and its Trustees. Exceptions to this statement are those organizations that have been granted "grandfathered" status.
 3. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
 4. If an outside group or organization is covered by separate property and liability insurance, a Certificate of Liability and Property Damage insurance coverage naming First Presbyterian Church of Davenport as an "additional insured" shall be on file prior to the date of the event for all outside groups to First Presbyterian Church for the purpose of covering liability and property damage or accidents that might occur on church property. If an outside group or organization does not carry insurance, please communicate this clearly on the Building Use Request Form (see "Insurance" below).
 5. All outside groups and/or organizations requesting use of church facilities will be provided a copy of, and adhere to, FPC's Child Protection Policy regarding minors and a minimum of two (2) adults must be present at all times. (See Child Protection Summary.)

Priority of Use

The priority of use shall be as follows:

1. Church Functions:
 - a. Church services (i.e. worship services, Sunday school, funerals, weddings)

- b. Scheduled church activities for spiritual growth and/or administration (i.e. committee meetings, Adult Education, youth group, choirs)
 - c. Scheduled church activities for fellowship and/or service (i.e. Boys & Girls Club meal, Salvation Army meal preparation, luncheons, church-sponsored fundraisers)
- 2. Church members' individual parties and special events including, but not limited to, birthday, graduation, and anniversary parties for members and other informal requests from church member(s) (family reunions, etc.)
- 3. Outside, non-profit individuals and groups with ongoing relationships with the church (and in keeping with FPC's mission and the building use guidelines). These may be as diverse as Boy Scouts meetings, Girl Scouts meetings, etc.
- 4. Individual parties and special events with a church member sponsor.
 - a. The difference between #2 and #4 can be seen as the difference between a birthday party for church member Jane and a graduation party for church member Jane's niece.
- 5. Other meetings and/or events.

Reservations

A Building Use Request Form must be completed by all groups and submitted to the Church Office at least four (4) weeks in advance of the activity.

- The Building Use Request Form provides for every area of the church available for use. All facilities, set-ups and other service needs (i.e. kitchen items, sound, etc.) must be included on the form.
- All activities shall be approved pending availability of space and the priority schedule.
- A custodian, the Facilities Use Coordinator or Finance & Facilities Manager will be available, upon request, to meet with the user to review conditions of use, the expectations and needs for the event, and to confirm schedules for room set-up and clean-up as needed. For new, large, or unusual events, the church staff may request an in-person meeting with the user at a mutually agreeable time.
- Any fees associated for any financial commitments necessary for the event will be given to the user at the time of the reservation.
- All church and non-church activities are scheduled on the master church calendar.
- A custodian and/or staff member must be in the building at all times during the event.

First Presbyterian Church reserves the right to make changes to any/all schedules in order to accommodate church ministry or unforeseen events (such as the death of a member). This includes any contractual agreements for any group. The church may adjust or waive any/all charges on an individual basis at the direction of the Senior Pastor and/or the Buildings & Grounds Committee.

All building use will be published through the church calendar.

Fees

Typically, there are no building use fees charged. However, if table cloths are requested, the user is to pay for the rental and/or cleaning of table cloths used. These fees will be provided to the user at the time of reservation. Any group using the facility may bring in their own tablecloths or rent their own tablecloths, at its expense.

Depending on the event and time frame of the event, there may be building use fees associated with maintenance staff overtime, if applicable. The Buildings & Grounds Committee, the Session, and the supervising Pastor(s) are authorized to use discretionary judgment in making final determinations as to

building usage and fees in any and all cases.

Outside groups requesting use of the Sanctuary and use of the sanctuary audio sound system will be charged a \$75 technical services fee and will be paid to FPC at least four (4) weeks prior to the event date. This technical services fee employs a church audio technician for two (2) hours to come in and run the sound system to ensure the event runs smoothly regarding the sound and the equipment. If the need for the sound system is longer than two (2) hours, the church Finance & Facilities Manager reserves the right to adjust the fee and charge the group according to its needs.

A user or group is invited to make a monetary donation to the church to help defray the cost of utilities and maintenance, but it is not necessary.

For questions specific to weddings, please see FPC's wedding brochure, available in the church office.

All requests and arrangements for funerals will be handled through the pastoral staff and the church office.

Facility Use Guidelines

To make your event enjoyable, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. The user/group is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
4. The user/group will be held responsible for any damage done to church property.
5. If any spill should occur, please notify the Custodian on duty of the location of the spill so that it can be given immediate attention.
6. Ministry furniture and equipment (i.e. tables, chairs, projectors, laptops, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of FPC, and may not be removed from the premises.
7. Programs in the Sanctuary that require the use of the sound system must have one of the church's sound technicians on duty. This service will be included in the financial commitments necessary for the event.
8. If the group or organization is hiring a local audio/visual company, it is necessary that the hired company's sound technician meet with the church sound technician before the day of the event to discuss the sound system and to review the program's sound requirements. If the audio/visual company is an out-of-town company, it is necessary for the company to e-mail or phone the church sound technician to discuss the sound system and to review program's sound requirements prior to the event and then meet with the church sound technician before the event. Concert volume levels are at the discretion of the sound technicians of First Presbyterian Church in consultation with the Director of Music.
9. Please turn out lights and turn off appliances (fans, coffee maker, etc.) when you are finished.
10. When children attend an event, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
11. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.
12. The building will be vacated by 10:00 p.m., unless a later time is previously authorized by appropriate personnel.

Restrictions

Please make note of the following restrictions. If there are any questions, please contact the Finance & Facilities Manager.

1. No alcoholic beverages may be consumed on church property, including parking areas.
2. Smoking is not permitted in the building or within 15 feet of any entrance. If individuals smoke outside the building, please be sure that entrance doors are completely shut.
3. Controlled substances/drugs, weapons, or anything that would distract from a Christian atmosphere, are not permitted in the building or on church grounds.
4. Doors must not be “propped” open unless loading or unloading.
5. Gambling activities, such as bingo or lotteries, are not permitted.
6. No sale of merchandise or other activities for fund-raising purposes will be permitted, except for church-related programming.
7. No food is allowed in the Sanctuary, except for the communion elements.
8. The use of candles is allowed only in designated areas and must be approved by the Finance & Facilities Manager.
9. All decorations used in the facility and on the grounds of FPC must be approved by the Finance & Facilities Manager and/or Buildings & Grounds Committee. No items may be affixed to any surfaces without the consent of the Finance & Facilities Manager or Buildings & Grounds Committee.

Insurance

If an outside group or organization is covered by separate property and liability insurance, the outside group or organization will be required to provide a Certificate of Insurance to First Presbyterian Church of Davenport showing liability coverage of not less than a million dollars and First Presbyterian Church of Davenport added as an “additional insured” for the date of the event. First Presbyterian Church and/or its employees shall not be responsible for damage or loss of property on First Presbyterian Church premises sustained by applicant, a participant in a program, or anyone attending any program or event held on church property. By submitting the Building Use Request Form, the applicant (“organization”) shall indemnify and hold First Presbyterian Church harmless from any claims arising from its use. If your group or organization does not carry separate property and liability insurance, please communicate this clearly on the Building Use Request Form.

Child Protection Summary

For activities with children and youth under the age of eighteen (18), the church’s Child Protection Policy must be adhered to. The policy is available in the church office. Important to note is that all groups must maintain a minimum of two (2) adults present in supervisory roles at any time.

Church Responsibilities

Session (acting Board of Elders): The Session is responsible for general supervision, management, and control over all the affairs of the Church and exercise of specific authority to include:

- Approval of Building Use Guidelines and Procedures and implementation guidance.
- Enforcement of all provisions.
- Final decision authority for any disagreements over requested use.

Buildings & Grounds Committee: Shall act for the Session in the administration of these guidelines and procedures.

- Oversee the Finance & Facilities Manager’s performance to assure compliance.
- Consider Finance & Facilities Manager’s recommendations and render final decision.
- Report to the Session any use that may be considered to be unusual or controversial.

Other Session Committees, Deacons, FPC Foundation:

- Shall comply with these guidelines and procedures.

- Assist the Lead Custodian, Finance & Facilities Manager, and Buildings & Grounds Committee in carrying out their assigned responsibilities.

Collegial and Non-collegial Staff:

- Shall comply with these guidelines and procedures.
- Assist the Lead Custodian, Finance & Facilities Manager, and Buildings & Grounds Committee in carrying out their assigned responsibilities.
- Shall forward any difference of opinion with Finance & Facilities Manager's decision to the Session through the Buildings & Grounds Committee for final resolution.

Administrative Coordinator:

- Maintain church calendar.
- Communicate final approval with those requesting use of the facility.

Finance & Facilities Manager:

- Recommend approval or disapproval for each request taking into consideration staff input and these procedures.
- Prepare a report to the Buildings & Grounds Committee and Session on all requests judged to be unusual or controversial.

Lead Custodian:

- Coordinate requests with Finance & Facilities Manager, Maintenance Department and other staff as appropriate.
- Ensure that all requests are logged in Maintenance Department according to date.
- Be certain that all maintenance staff have current information on the Building Use Form for event and room set-ups.

First Presbyterian Church of Davenport

Memorial Gifts Policy

Reviewed August 2019

PURPOSE

In as much as the members of First Presbyterian Church of Davenport represent a valuable part in the life of this community and upon the death of any member that person is often respectfully remembered through gifts to the Church, a Memorial Gifts Policy is hereby established. The purpose of this policy is to give due honor and celebrate the life of our passing member by following the wishes of the family and friends, while maintaining the long-term purposes of this congregation.

POLICY

It shall be the policy of First Presbyterian Church of Davenport to use a custodial account to collect all incoming memorial gifts which are not designated for another purpose. This custodial account is known as and called the *Memorial Holding Custodial* account. The amounts held in this custodial account shall not be segregated from the general fund of the congregation. Any memorials designated to a particular ministry, or directed by the donor or survivor/contact person, will be deposited directly into the designated custodial for that ministry (Music, Library, Christian Education, etc.).

All general memorial gifts will be deposited in the *Memorial Holding Custodial* account. Within six months of the last receipt of gifts deposited in remembrance of an individual, the pastoral leadership of the congregation shall consult with the survivor/contact person in order to determine how the funds collected will be used (for example: specific project(s), designated department, or Deacons' Fund). If within a reasonable time the survivor/contact person has been unable to decide how the funds are to be used, the aggregate amount shall be transferred to the General Memorial Unrestricted Custodial account. If the total of memorial gifts given in remembrance of an individual is less than \$100.00, that amount will be transferred automatically to the General Memorial Unrestricted custodial account or to the Pastor's Discretionary Fund, which ever account has the greater need.

The undesignated monies remaining in the *Memorial Holding Custodial* account may be used for the full or partial funding of a project deemed appropriate by the Finance Committee and brought before Session for final approval.

It further shall be the policy of First Presbyterian Church to acknowledge all gifts in writing to the donor within 30 days of receipt and this will be done by the Finance Office. The Finance Office will provide a comprehensive list of donors/gifts to the survivor/contact person no later than two months after date of death and will review the list periodically for any new gifts and will provide the survivor/contact person with any updates.

Upon use of funds from the *Memorial Holding Custodial* account, the project and dollar amount shall be appropriately announced in the annual report.