

Session Meeting
 First Presbyterian Church
 Davenport, Iowa
 April 20, 2020

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, April 20, 2020. We continue to meet remotely due to statewide recommendations of social distancing and limitations on gatherings related to the COVID-19 pandemic.

Moderator Mark Galbraith called the meeting to order at 7:00 PM. A quorum was present.

The meeting was opening by Elder Barb Ehrmann sharing a devotion and prayer using Psalm 66:8-12.

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

Staff members:

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

Deacons' Representative:

P	Ted Brown <i>Deacons' Moderator</i>
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On motion, the agenda was unanimously approved by voice vote as presented electronically with the addition of the consideration of a motion regarding resuming in-house worship and the election of a secretary for the secular corporation.

DEACONS' REPORT – Ted Brown

- One-half of the toilet paper collected during the “Paper Hearts” campaign has been delivered to Humility of Mary. Plans are being made to deliver the remaining supply.
 - The PUNCH Easter Egg Hunt and the Church’s United Dinner in April were cancelled.
 - The Ladies’ Tea planned at FPC has been postponed.
 - Mission Connection has maintained correspondence with Alice Chikomo in Zimbabwe and Rev. Jose Pilar in Guatemala to get updates on their work.
 - The Center’s Neighbor-to-Neighbor rental assistance program is inactive because of the pandemic and suspension of evictions. The Deacons will suspend their support during April, May & June with the intent to give those funds at a later date when needed.
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STAFF REPORTS

Darren Long

- A number of projects have been completed or in progress that take advantage of an empty building, including carpet cleaning, floor waxing, plaster work, and painting.
- Outdoor work is beginning as weather allows.
- Georgia has reduced her hours to 36 hours per week.
- Garbage and recycling collections have been cancelled until the building reopens.

Kristine Olson, Finance Manager

- The March financial report has been completed and forwarded to the Finance Committee for review.
- The Y-T-D numbers show a small surplus with a small deficit for the month of March.
- Quarterly giving statements have been completed and will be mailed this week.
- Restricted Funds quarterly reports have been received.

Matt Bishop, Director of Music

- Working from home except for Stump the Organist, to play the harpsichord, and the taping of services,
- Engagement in Stump the Organist has been positive.
- Musikgarten and Cherub choirs are meeting weekly via Zoom.
- Kirkwood Club and Choir started meeting this week via Zoom.
- Has been meeting via Zoom with the Sanctuary Choir by section, not to rehearse but just to check-in.
- We will be under contract in a few days with Edition Peters to commission a new work by British composer Jonathan Dove, to be premiered in February 2021. He will join us in Dublin to conduct the piece rather than travel to Iowa.
- Has been working with those that have signed up for the Ireland trip and the company arranging the trip to discuss contingencies if the trip cannot occur as planned.
- Working on the PAS season for next year.
- *Guys and Dolls* has been rescheduled for June. If that cannot happen, the performances will be pushed into next year’s schedule.
- Working on a new ticketing plan for PAS.

Katie Styr, Associate Pastor

- Volunteers have made contact via telephone or letter with all church households; a second round of contacts is underway. Requests for help have been limited.
- Developed the modified remote services offered to the congregation for Maundy Thursday and Good Friday.
- Has been working with Kirkwood Club
- Has been offering the mid-week (Wednesdays) Prayer Meeting using Facebook Live.
- Considering how to conduct summer book club planned for the summer.

Mark Galbraith, Interim Head of Staff

- Thanked the Session for their help in applying for and obtaining the loan through the Paycheck Protection Program.
- Worked with the other staff on Holy Week and Sunday services.
- Gave kudos to Jim Middleton for his efforts as the technical support for all of the services presented this past month.
- Divine Drama continues via Zoom. Attendance has been dropped some from the in-person classes but still well attended.
- A summary of comments made at the Mission Study Small Groups were sent out to the Session members and small group leaders. Encouraged everyone to complete their review of the summary and submit their key take-aways.
- The General Assembly PJC (Permanent Judicial Commission) meets this month. The results of a hearing with implications for FPC will be provided to us as soon after as possible.
- Has had conversations with Dr. Blair, Clerk of the Presbytery, about a reconciliation process for our congregation, the members of the former CG&P Committee, and the Presbytery of East Iowa. A couple of potential outside organizations that can serve in the process are being contacted.
- Questions from the Session on this report with responses:
 - How much will the reconciliation process delay a PNC and why does it need to occur before a PNC can be formed? These issues need to be resolved or in the process of being resolved before a search begins. Potential candidates will want to see that has happened or is in process. This could take several months.
 - Would local organizations that could do lead us in a reconciliation process be acceptable, possibly at a lower cost? Yes. Please forward names and contact information.
 - How would mediation occur if we are not allowed to gather together? Don't know
 - Should we consider a special meeting of Session to discuss the results of the GA PJC findings? Yes, depending on when that information is available, a specially-called meeting can be held.
 - A suggestion was made that Pastor Galbraith make plans for presenting the findings of the Mission Study Small Groups with the assumption that we will not all be able to gather together so as not to delay this presentation too much. Suggestion will be considered.

FINANCIAL REPORT

Elder Tom Spitzfaden, representing the Finance Committee, reported that church was successful in obtaining a \$50K Paycheck Protection Program loan through Northwest Bank. If the church meets certain criteria, the loan and interest will be forgiven. The tracking necessary to document that the church will meet the forgiveness criteria are being put in place.

	March 2020		March 2019	
	Actual	Budget	Actual	Budget
General Fund Income	62,002	62,211	73,749	65,176
Custodial Accounts Income	15,246	-	6,667	-
Compensation Expenses	50,815	49,479	46,463	51,567
Non Compensation General Fund Expenses	15,374	31,448	18,126	35,273
Custodial Accounts Expenses	15,246	-	6,667	-
Surplus (Deficit)	(4,187)	(18,716)	9,160	(21,664)
	2020 Year-To-Date		2019 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	322,399	322,608	285,969	266,010
Custodial Accounts Income	29,356	-	10,255	-
Compensation Expenses	150,850	149,514	143,538	148,643
Non Compensation General Fund Expenses	45,521	61,595	60,529	77,675
Custodial Accounts Expenses	29,356	-	10,255	-
Surplus (Deficit)	126,028	111,499	81,902	39,692
All numbers are rounded.				

CONSENT AGENDA

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

- Minutes of the March 16, 2020 Session meeting.
- Minutes of the specially called March 30, 2020 Session meeting.
- Report of the Clerk of Session – March report presented at the April meeting
- **The REPORT OF THE CLERK OF SESSION** (*A full copy of the February 2020 Clerk's report presented to the Session at the March 2020 Session Meeting can be found in the Appendix of the official 2020 Session minutes.*)

I. CHANGES TO THE REGISTERS:

Deaths

Mary Jean Murphy
David Gene Fairweather
Donald Lee Brookstra

Date

March 3, 2020
March 9, 2020
March 17, 2020

Officiated by

Cunnick-Collins Mortuary
Weerts Funeral Home
Cunnick-Collins Mortuary

II. INCREASES IN MEMBERSHIP:

New Member Received into Membership March 8, 2020

Andy K McNeil Letter of Transfer

III. COMMUNION RECORD:

In Church Communion

On Sunday, March 1, communion was served to 161 people at the 9:30 AM service.

Other BUSINESS OF THE CLERK – Mark Jones, Clerk of Session

- Report E-Vote on Loan Application
 - Motion from Finance Committee: The finance committee recommends that the church apply for a forgivable loan under the Paycheck Protection Program approved by the federal government. This loan will be applied for via Northwest Bank. The session's authorization to apply for and borrow up to \$50,000 under the program is requested. The loan carries 1% interest. The loan and interest will be forgiven under the federal program if we maintain our payroll as defined by the program. The personnel committee decided on Monday, April 6 that payroll would be maintained.
 - The vote was held on April 7, 2020.
 - The motion was approved as follows: 18 yes; 0 no; 1 abstaining; 4 no vote
- Report on E-vote on Loan signature authorization
 - Motion from Finance Committee: Any two of the following officers and individual member of the Finance Committee of First Presbyterian Church of Davenport are hereby empowered to execute, in the name of the church, the Small Business Administration Paycheck Protection Program Loan applied for through Northwest Bank & Trust Company:
 - President Jeff Ehrmann
 - Vice President Thomas Spitzfaden
 - Treasurer Pamela Paulsen
 - Elder Daniel Ellard
 - The vote was held April 14-15
 - The motion was approved as follows: 22 yes; 0 no; 1 no vote
 - The Clerk provided a letter documenting this authorization that can be presented to the bank.

On March 31, 2020, at the direction of Pastor Galbraith and Elders Crow, Tobey-Brown, and Madden, the Clerk e-mailed a letter to Hugh Stafford to inform him the Session regretfully removed him from all standing committees of Session, including Personnel, Congregational Development, and Stewardship. No response has been received from Mr. Stafford.

FPC bylaws indicate the Clerk of Session will serve as the secretary of the secular corporation with authorization to sign documents on behalf of the congregation. When Mark Jones was elected as Clerk of Session for 2020, the motion did not include the roll of secretary for the secular corporation.

On motion and second, Mark Jones was elected as Secretary of the church's secular corporation by a unanimous voice vote.

COMMITTEE REPORTS – no additional committee reports.

OLD BUSINESS – COVID-19 Pandemic Related Issues

Current state guidelines on public gatherings apply until April 30, 2020. It is uncertain if the current recommendation of gatherings no larger than 10 people will be extended.

The church staff requested the Session consider the following motion:

"The Session of FPC approves establishing the goal of re-starting public in-person worship services and activities on FPC campus, Pentecost Sunday, May 31, 2020, per safe practices and pending further state and national developments and guidelines. This motion will be reviewed during the May 18 Session meeting for further discussion, decisions and guidelines".

Elder Pete Madden moved the above motion. It was seconded. Discussion supported this proposal. With guidelines changing as information about the pandemic in Iowa unfolds, this is a reasonable goal knowing that it can be revisited at the May 18th meeting. Discussions on what our gatherings might look like will need to occur as recommendations from the state are received. **The motion was approved** by unanimous voice vote.

ADJOURNMENT – On motion, the Session approved adjourning the meeting at 7:45 PM. Moderator Galbraith closed the meeting with thanksgiving for the work of the Session and prayers for safety.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on May 18, 2020 at 7:00 PM.

Moderator,
The Rev. Mark Galbraith

Clerk of Session
Mark Jones