

Session Meeting
 First Presbyterian Church
 Davenport, Iowa
 June 15, 2020

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, June 15, 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 7:16 PM. A quorum was present. Moderator Galbraith opened the meeting by reading from Romans 6 and leading the Session in prayer.

| | 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> | P | 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> | | Joe Jamison <i>Stewardship</i> |
| P | Mark Jones <i>Clerk of Session</i> | | | | |

Staff members:

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|---|---|---|--|---|---|
| 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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Guests:

- Dr. Rebecca Blair, Stated Clerk for the Presbytery of East Iowa (PEI)
 - Pastor Jennifer Jennings, Wilton Presbyterian Church, Ministers and Congregations Committee (MCC) for PEI.
 - Anita Burnett, PEI
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On motion, the agenda was unanimously approved by voice vote as presented electronically with the addition of a motion request from the Deacons.

DEACONS' REPORT – Ted Brown

- Outreach: Beauty on the Blvd project has been completed.
- Churches United dinners continue to be cancelled because of the pandemic.
- 500 PUNCH Blessing Boxes have been delivered. More cleaning supplies might be needed in the future.
- The FPC Garden is planted. Volunteers are needed to help tend the garden.
- Deacons discussed the church joining QC Interfaith, a coalition of congregations and community groups that come together to build local leadership and address community issues in the Quad Cities. (qcinterfaith.org). If approved the Deacons will have a representative attend QC Interfaith meetings.
- Gifts and cards were delivered this month for the In-touch Ministry.
- Pat Cresap and Cindy Schalk have resigned from Deacons due to relocation.
- Allocated funds were sent to our mission partners in Guatemala.
- A field trip is being planned to New Kingdom Trail Riders, which is supported by the Deacons.
- The Deacon Endowment Fund is reviewing 2 proposals.
- Started discussions on how FPC could have meaningful participation in the Black Lives Matter movement.
- No meeting will be held in July.

The Deacons request that Session approve joining QC Interfaith with the funds for the first year coming from the Sesquicentennial Fund. **On motion**, the Session unanimously approved FPC joining the QC Interfaith and allocating \$600 from the Sesquicentennial Fund for the first year's membership dues.

STAFF REPORTS

Mark Galbraith, Interim Head of Staff

- Has been working with the Pandemic Response Team regularly to develop the plan being offered at the meeting tonight. Commended the Team for their hard work. Thanked Dr. Andy Edwards for offering his expertise to the Team.
- Attended in-person worship in Christ Anglican Church, Moline, and commended the safety processes they used.
- Divine Drama has been completed. A study of the parables is planned for September.
- Has been working with the Personnel Committee on his annual review.
- Called attention to a letter distributed in the Session packet from Pam Prouty, Stated Clerk for the Synod of Lakes and Prairies. The letter outlines the steps taken to-date by the Synod Administrative Review Committee. The committee requested documents from FPC and the presbytery. *(A full copy of this letter can be found in the Appendix of the official 2020 Session minutes.)*
- Has been participating with others in making contacts with congregational members.
- Is putting together the congregational presentation of the Mission Study Groups; planning for this to be a video presentation made available before summer's end.
- Has been in initial contact with Rev. Rogers Kirk, Third Missionary Baptist Church, about ways our congregations can come together or have mutual responses to local issues.

Darren Long

- Interior work in the chapel has been completed.
- An annual inspection of the kitchen was completed. Cleaning was deferred because of infrequent use.
- Exterior work underway includes pressure washing and putting downspouts back out.
- Extra hygiene supplies, including masks, gloves, and hand sanitizer have been obtained or on order.

Kristine Olson, Finance Manager

- Feb through April reconciliations were delivered for review last week.
- May reconciliations are about 80% complete, waiting on Foundation Properties May reports to finalize Foundation reconciliations & journal entries, confirming May General Fund Journal Entries all adequately supported & included in package
- Compiling all requested documentation for PPP Loan Forgiveness & working with the bank to verify timing, documentation, etc.
- Filing and getting ready for Procedure Review tentatively scheduled for 7/20-7/21
- 2019 Financial Annual Report available for review – you can request a copy by email; paper copies will be in the office later this week

Matt Bishop, Director of Music

- The PAS performance of Guys and Dolls is now scheduled for April 17 & 18, 2021. Tickets purchased this year are transferable. Refunds are offered as well as the ability to donate the tickets back to the church.
- Discussions are on-going about next seasons PAS. A program will be presented to Session next month.
- In discussions with the travel company about the Ireland trip; there is hopeful news that the trip could happen next summer.
- Continue to have good engagement with the Stump the Organist events and Harpsicord recitals.
- Still meeting with the choirs via Zoom weekly. Kathy Middleton meeting with Musikgarten children and parents, also by Zoom.
- Has been looking at the representation of black and women composers in the choir's repertoire; reports that he will look to increase these.

Katie Styr, Associate Pastor

- Working with the Pandemic Response Team on the policy being presented tonight.
- Check-ins with congregational members continue for the 3rd month; could use more volunteers as more people return to work and cannot volunteer.
- Virtual Vacation Bible School will be next week.
- ACE is considering a summer course on racism.
- Bible Basics will continue through the summer.

FINANCIAL REPORT

Elder Tom Spitzfaden, representing the Finance Committee, made the following points:

- Last month's expenses exceeded income by \$11,000.
- Revenue is down about \$40,000 since suspending in-person services.
- About 25% of the budget is being covered by savings (custodial) accounts

- Expect a shortfall at year's end.
- It is anticipated the church will meet criteria for full forgiveness of the Paycheck Protection Plan loan.
- Accounts reconciliation is an integral part of our internal control procedures and processes. Progress has been made in getting current.

| | May 2020 | | May 2019 | |
|--|-------------------|----------------|-------------------|-----------------|
| | Actual | Budget | Actual | Budget |
| General Fund Income | 47,645 | 57,470 | 60,537 | 65,185 |
| Custodial Accounts Income | 21,426 | - | 7,259 | - |
| Compensation Expenses | 46,671 | 47,558 | 48,445 | 48,797 |
| Non Compensation General Fund Expenses | 12,295 | 18,550 | 20,277 | 29,583 |
| Custodial Accounts Expenses | 21,426 | - | 7,260 | - |
| Surplus (Deficit) | (11,321) | (8,638) | (8,186) | (13,195) |
| | 2020 Year-To-Date | | 2019 Year-To-Date | |
| | Actual | Budget | Actual | Budget |
| General Fund Income | 420,976 | 446,318 | 421,674 | 396,380 |
| Custodial Accounts Income | 91,621 | - | 30,920 | - |
| Compensation Expenses | 246,270 | 252,536 | 238,843 | 247,637 |
| Non Compensation General Fund Expenses | 72,891 | 98,485 | 105,393 | 132,714 |
| Custodial Accounts Expenses | 91,621 | - | 30,920 | - |
| Surplus (Deficit) | 101,815 | 95,297 | 77,438 | 16,029 |
| All numbers are rounded. | | | | |

CONSENT AGENDA

The minutes of May 18, 2020 were taken out of the Consent Agenda.

Elder Tom Spitzfaden moved that the following be added to the minutes of May 18, 2020 in the Finance Report. “The accounts reconciliations are an integral part of our internal control procedures and processes.” The motion received a second and was passed unanimously by voice vote.

On motion and second, the Minutes of May 18, 2020 were approved as amended by a unanimous voice vote.

On motion and second the Consent Agenda was approved including the Report of the Clerk for May 2020 and the report on the E-mail Scam Reimbursement E-vote. The E-mail Scam Reimbursement vote was to reimburse a church member who was scammed of \$1200 after receiving an email from someone that used Pastor Galbraith’s identity. The funds will come from the Renwick Fund. The vote was 18-0.

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

I. REQUESTS FOR ACTION:

Requests Resulting in the Reduction of the Active Roll

Rick Willits
Pat Cresap

No Longer Attending First Presbyterian Church, Davenport
No Longer Attending First Presbyterian Church, Davenport

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

- The Clerk called attention to May Clerk's Report. "View/watch" counts for our on-line Sunday services have been collected from both Facebook and Vimeo. Although these counts are difficult to compare to in-person attendance, it seems to show that a significant number of people are following the service each week.
 - The Presbytery on East Iowa (PEI) is meeting by Zoom on July 11, 2020. FPC can elect 3 commissioners. **On motion** and second, Elders Vicki Stegall, Diane Roebuck, and Heather Calvert were elected Commissioners to the July 11, 2020 meeting of PEI.
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OLD BUSINESS

COVID-19 Pandemic Related Issues

Elder Heather Calvert, on behalf of the Pandemic Response Team, **moved the approval of the "Re-Opening Procedure for First Presbyterian Church of Davenport.** (Note: A full copy of this document is available in the Appendix of the official 2020 Session minutes.) The motion was seconded.

Elder Calvert briefly reviewed the plan pointing out the criteria to be met to advance through the 4 stages and the safety practices required in each stage. Discussion followed and Elder Calvert responded to questions.

Highlights of the discussion include the following:

- Elder Calvert acknowledged the help of Dr. Andy Edwards, Kristine Oswald, Jim Middleton, and Matt Bishop in addition to the original team members.
- We are currently in Stage 1. Criteria are outlined to move forward to stages 2-4.
- Additional planning for in-person worship
 - Extensive cleaning will be done between gatherings.
 - Traffic flow will be organized for entering and leaving.
 - People will RSVP for the service and have assigned seats.
 - The worship hosts will usher attendees to their seats.
 - Physical distancing will be followed.
 - Only members of the same household will use the elevator at the same time
 - May have more than 1 service to accommodate those who want to worship in-person.
 - On-line worship will continue.

- Worship hosts will receive extra training for the protocol.
- When able to meet, small groups will be separated by age groups as outlined in the document.
- Our insurance carrier provided the following information
 - Liability is shared between the church and those attending; attendees are making a personal choice and cannot assume any gathering is safe.
 - If we follow government recommendations and our protocols, the insurance company will stand by the church.
- Names of people attending meetings and services will be recorded to assist in contact tracing. If someone from church tests positive for COVID19, Scott County Public Health Department will do contact tracing. The health department will contact the church for names of those attending meetings or services with the infected person. The health department will contact those people, not the church.
- No current plans to do temperature checks; will ask those who are sick or with recent COVID contacts to stay home.
- High risk individuals may still be encouraged to worship on-line through all stages.

Pastor Katie Styr moved the document be amended to read in Stages 2 and 3 (addition in italics), “Masks or face shields must be worn for all gatherings *by all people over 2 years*, including entering and leaving the church property.” The motion was seconded. Following discussion the amendment was approved by unanimous voice vote.

The amended Re-Opening Procedure for First Presbyterian Church of Davenport was approved by unanimous voice vote.

Annual Congregational Meeting

The Annual Congregational Meeting is scheduled for June 28, 2020 at 10:30 AM. Some of the details of the meeting were discussed. The following was confirmed in the discussion.

- It will be conducted by video conference.
- Notification to the congregation must occur this week.
 - E-news on June 18 and 25
 - Announcement during worship on June 21 and 28
 - Letter to be mailed the week of June 15
- Voting will need to be by mail-in ballot for most issues.

On motion, the Session unanimously approved the following as the key agenda items for the June 28, 2020 Annual Meeting with a focus on 2019 reports.

- Distribution of the Annual Report
- Approval of 2019 congregational meeting minutes.
- 2019 Financial Report and presentation of the 2020 Budget approved by Session.
- Approving requested changes in terms of call for Pastor Styr.
- Other items to be added after review of prior Annual Meeting agendas.

On motion, the Session unanimously approved a specially-called Congregational Meeting for July 26, 2020 at 10:30 AM for the purpose of presentations about our present and immediate future.

Additional Old Business

Elder Jeffrey Gomez moved that the Session acknowledge that with the completion of the recent judicial appeal process the barrier is removed that limited the leadership roles for those related to the appeal and the Session welcomes them to serve in church leadership positions as they may desire. A second was received. The motion was approved by unanimous voice vote.

Elder Jeffrey Gomez moved that FPC member Hugh Stafford be allowed to serve on the Congregational Development & Fellowship committee and any other church committee except those dealing with finance and personnel. A second was received. The motion was approved by unanimous voice vote.

NEW BUSINESS

The Way Forward: Dr. Rebecca Blair and Pastor Jennifer Jennings

- Non-pastoral staff members were excused from the meeting.
- Rev. Jennifer Jennings shared follow-up information from our last meeting.
- Last month, the FPC Session approved the option of calling a Designated Pastor (DP)
- The Ministers and Congregations Committee (MCC) of the Presbytery reviewed this request. Because of unfavorable experience with the DP, it is the policy of PEI not to use this option.
- A request to make a policy exception in the case of FPC was referred to the Presbytery Coordinating Commission (PCC). The request was denied but another option was suggested.
- The alternative option, called the Bridging Pastor, can be approved by MCC without changes in PEI policy.
- Information on the Bridging Pastor
 - Similar to the Designated Pastor in many ways.
 - Candidates are identified by PEI for the gifts and skills felt necessary.
 - An elected PNC from FPC would make a recommendation to the congregation of an individual from those identified by PEI.
 - The Bridging Pastor works on a year-to-year contract.
 - One focus of this person would be to assist FPC through the reconciliation along with any consultant hired to lead the process.
- FPC could request approval to form a PNC for a regularly called and installed pastor but it would likely not get approved at this point.

Action by the Session following the Way Forward Report

- **Elder Vicki Stegall** moved that the Session approve a request to MCC for the calling of a Bridging Pastor. A second was received. The motion was approved by a roll call vote, 17-3. Elders Crow, Ehrmann, Ferris, Koos, Paulsen, Tobey-Brown, Woods, Gomez, Madden, Roebuck, Ruitter, Calvert, Sherwood, Spitzfaden, Stegall, Pastor Galbraith, Pastor Styrst voted yes. Elders Ellard, Hennes, and Kabel voted no.
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ADJOURNMENT – On motion, the Session approved adjourning the meeting at 9:50 PM. Moderator Galbraith closed the meeting by leading us in the Lord's Prayer.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on July 20, 2020 at 7:00 PM.

Moderator,
The Rev. Mark Galbraith

Clerk of Session
Mark Jones