

Session Meeting
 First Presbyterian Church
 Davenport, Iowa
 May 18, 2020

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, May 18, 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 7:04 PM. A quorum was present. The meeting was opened by Elder Paula Burnett sharing a devotion and prayer using Psalm 56:1-4 and Romans 5:1-5.

	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>	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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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 from the Children's Education and Fellowship Committee (CEFY) to New Business.

DEACONS' REPORT – Ted Brown

- Quarterly donations to Christian Care at the Center are being held back as evictions are currently suspended. A double payment will be made in June.
 - Donations for the Food Pantry were \$915 in March and \$495 in April – as high as any current Deacon could remember. Use of the food pantry at JB Young was up from around 250 per week to 500 per week. 35 pounds of rice, purchased for cancelled event was donated.
 - Muffy Ellard is working on “Beauty on the Blvd” and will be looking for volunteers.
 - The final delivery of toilet paper for “Paper Hearts” drive has been taken to Humility of Mary
 - Neighborhood Picnic (formerly Deacons’ Picnic) has been postponed; possible fall date.
 - Churches United dinners are suspended for now.
 - PUNCH Blessing Boxes use has increased.
 - PUNCH garden on Iowa Street is being doubled in size; compost has been delivered and ground will be tilled; volunteers will be sought.
 - Mission Connection reported that Rev. Pilar and Eduardo in Guatemala are reporting tough times due to drought and lack of government resources.
 - New Kingdom Trail Riders, supported by the Deacons, is not hosting riders currently but otherwise is doing well.
 - Packages were delivered to all In Touch church members.
 - Furthest Pew for June has been cancelled.
 - 40% of the Pentecost collection will be given to the River Bend Food Bank rather than Camp Wyoming because of the acute need for food relief.
 - The Deacon’s Endowment Fund has decreased in value because of the stock market downturn. The current expendable portion is \$247.85.
 - Anna Putman is designing a FPC car window sticker.
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STAFF REPORTS

Darren Long

- A recent leaky pipe in the Library was fixed before any significant damage.
- Some shingles are missing over the chapel; repair estimates are being requested.
- Water damage in the Donaldson Room has been repaired.
- Work in the gymnasium and in classrooms above the gym has been completed.
- Carpet cleaning and floor waxing throughout the building in almost complete.
- Upstairs classrooms have been sanitized.
- Landscaping is underway as weather permits.

Kristine Olson, Finance Manager

- April financials were provided with May Session packet
- Quarterly statements were sent in April; working with a few members with questions on their statements.
- Paycheck Protection Plan (PPP) tracking is being done; appears that the church will meet the criteria for 100% forgiveness on the loan.
- A priority will be filing and getting my office back in order in order to better stay on track.

- The next broadcaster will include photographs and screen shots of church activities so members are aware of all that is going on during the time we are apart.

Matt Bishop, Director of Music

- Sadly has announced that singing as a full choir may be delayed for some time, perhaps as late as 2021. Singing has been shown to greatly increase viral spreading.
- Working to use form virtual small groups in worship.
- Continues to meet with singers – from Musikgarten through adult choir via Zoom – for check-in.
- Weekly Stump the Organist and every 2 week harpsichord recitals continue with high viewership.
- The PAS performance of *Guys and Dolls* has been pushed back to the spring of 2021.
- Worship & Music Committee has been working on options for next season's PAS schedule and what it might look like. PAS is financially stable.
- Continues discussion with participants and planning group regarding the Ireland trip next summer to keep everyone informed of the options.

Katie Styr, Associate Pastor

- CEFY is planning a modified virtual VBS; still working on what that will look like.
- Funday Monday has been going on but with low attendance; it is scheduled to end soon.
- Continues with the Midweek Prayer at noon on Wednesdays using Facebook Live.
- Bible Basics 201 continues weekly via Zoom.
- The 3rd check-in with all congregational members is underway.
- Serves on the Church Vitality Team for PEI to check in with all congregations; responsible for contact with the QC area Presbyterian Churches, including FPC. The team prays for all congregations regularly.

Mark Galbraith, Interim Head of Staff

- Offered thanks for Jim Middleton's many hours on the technology aspect of FPC on-line offerings.
- Enjoying being part of the group calling church families for check-in.
- Reported that Church Development and Fellowship Committee is looking at neighborhood projects. This is consistent with what is coming out of the small group mission study. Interfaith group of the QC is developing a program to train interviewers – this might be something FPC will want to do in the neighborhood.
- Has received about half the responses from leadership giving their summary statements to the small group mission study lists; requests that additional submission be done ASAP.
- Extended an invitation to all: anyone who would like meet on the telephone or Zoom to get to know each other better can contact him.

FINANCIAL REPORT

Elder Tom Spitzfaden, representing the Finance Committee, referred the Session to the April financial statement included in the meeting packet. April income was below the same month in 2019. Expenses exceeded income for April. The year-to-date numbers look better largely because of prepaid pledges counted in January. The church is using savings to cover the difference between income and expenses.

Elder Spitzfaden said that in our *Review of Agreed Upon Procedures* completed last summer, it was noted that the church lags behind in accounts reconciliation and review of the reconciliations. He said the

church still lags behind by 3-4 months. He noted the Finance Committee is concerned about this issue and wanted to inform the Session. The accounts reconciliations are an integral part of our internal control procedures and processes.

Elder Spitzfaden indicated that our giving trends are of concern. The suspension of sanctuary worship likely is the cause for revenues being down about \$30K from 2019. If this continues, hard choices may be ahead for the Session including reviewing mission budgets and pastoral compensation.

	April 2020		April 2019	
	Actual	Budget	Actual	Budget
General Fund Income	50,932	63,240	75,167	65,185
Custodial Accounts Income	40,839	-	13,406	-
Compensation Expenses	48,749	55,464	46,858	50,197
Non Compensation General Fund Expenses	15,075	18,340	24,586	25,456
Custodial Accounts Expenses	40,839	-	13,407	-
Surplus (Deficit)	(12,892)	(10,564)	3,722	(10,468)
	2020 Year-To-Date		2019 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	373,331	385,848	361,137	331,195
Custodial Accounts Income	70,195	-	23,661	-
Compensation Expenses	199,599	204,978	190,395	198,840
Non Compensation General Fund Expenses	60,596	79,935	85,115	103,131
Custodial Accounts Expenses	70,195	-	23,662	-
Surplus (Deficit)	113,136	100,935	85,626	29,224
All numbers are rounded.				

CONSENT AGENDA

The minutes of April 20, 2020 and May 7, 2020 were taken out of the consent agenda.

Elder Tom Spitzfaden moved that the following be added to the minutes of April 20, 2020 in the section of the Other Business of the Clerk regarding the letter to Hugh Stafford: “No response has been received from Mr. Stafford.” The motion received a second and was passed unanimously by voice vote.

Elder Spitzfaden moved the following changes to the minutes of May 7, 2020: In the paragraph beginning “Pastor Jennings requested a motion...” Replace the last sentence with the following sentences. “It was seconded. Discussion occurred around the reasons for executive session as compared with a normal session meeting. Concern was expressed about transparency with the congregation. Rev. Galbraith indicated that the topic was sensitive. In response to a question, Dr. Blair indicated that new

information previously unavailable to the session would be presented. Following discussion, the motion was approved by a majority of the membership using a poll of the members as the voice vote was inconclusive.” The motion received a second and was passed by majority by voice vote.

Elder Dan Ellard moved that the names of Elders voting against the motion for executive session be recorded in the May 7, 2020 minutes. The motion was seconded and approved by a majority by voice vote.

Elder Jeffrey Gomez moved that the minutes of May 7, 2020 reflect names of all who voted both for and against the motion for executive session. The motion was seconded and approved unanimously by voice vote.

On motion and second, the Minutes of May 7, 2020 and April 20, 2020 were approved as amended by a unanimous voice vote.

On motion and second the final item on the Consent Agenda, the Report of the Clerk for April 2020, was approved by unanimous voice vote.

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

I. CHANGES TO THE REGISTERS:

Deaths

Gary Ewoldt

Date

April 12, 2020

Officiated by

Weerts Funeral Home

Other BUSINESS OF THE CLERK – Mark Jones, Clerk of Session - NONE

OLD BUSINESS – COVID-19 Pandemic Related Issues

Elder Heather Calvert, on behalf of the Pandemic Response Team, **moved that instead of proposing a new re-opening date, there will be no in-person church activities until further notice.** Two weeks’ notice will be given when it is decided to re-open the church. Motion was seconded. Discussion made clear the Session would need to vote to re-open the church and a specially-called meeting may be necessary to take action for re-opening. **The motion was approved by unanimous voice vote.**

NEW BUSINESS

A discussion was held regarding the **Annual Congregational Meeting**

- This has been postponed several times but needs to be done.
- Annual Report is prepared and can be sent
- Consideration should be given to do a virtual meeting as delays may continue
- Dr. Blair indicated that some congregations distribute information, hold Zoom meetings, and use mail-in ballots for issues needing a vote.
- Video following by an electronic Q&A might be possible.
- **Elder Diane Roebuck moved that the Annual Congregational Meeting be scheduled for June 28, 2020.** The motion was seconded and approved by unanimous voice vote.

Motion from Christian Education and Fellowship for Youth Committee (CEFY)

Elder Diane Roebuck, on behalf of CEFY, moved the Session approve CEFY to spend up to \$650 from the Youth Impact Fund for fleece blankets for all church children birth through 6th grade. The money would be used to purchase material. The blankets would be made by volunteers. It was recommended as a way to remind the children they are loved by our congregation. The motion was approved by unanimous voice vote.

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

- Church staff members were excused from the meeting.
- Pastor Jennings first asked if there were follow-up questions from the executive session held on May 7, 2020. There were none.
- Pastor Jennings spoke about a proposed reconciliation process among the FPC congregation, members of the former CGP committee, and the PEI.
 - An interview had been held with Laurie Ferguson, a Presbyterian pastor and clinical psychologist, about leading such a process. The interview included Dr. Blair and Pastors Jennings, Styr, and Galbraith. These were preliminary discussions. No commitments were made from either party.
- GAJPC Decision and Order: The Synod of Lakes and Prairies has recorded this decision in their minutes of May 4, 2020. Initial steps for the Administrative Review ordered by GAJPC were taken. It is anticipated that a group will be convened and begin work in June 2020. They will decide on their own process, the documentation they want to see and the people with whom to speak.
- Pastor Jennings indicated that the MCC of PEI has indicated their willingness to explore with FPC the option of a Designated Pastor.
- Dr. Blair shared with the Session the information regarding the Designated Pastor (DP). Highlights of this presentation included the following:
 - The PEI would perform a national search for a DP that would match the needs of FPC. Dr. Blair indicated they would be looking for someone with considerable experience as Head of Staff in larger churches.
 - A PNC elected by the FPC congregation would do the interviews and recommend their choice from these 3 candidates.
 - The DP can serve for up to 3 years. PEI polity does not allow for the DP to stay past this period.
 - The DP option is most often used for one or more of the following:
 - Need to take advantage of a new opportunity for church growth
 - Gain a firmer financial position before a permanent call is made.
 - Recover stability from troubled times before a permanent call is made.
 - Plan for a shift in mission or ministry
- The DP option shortens the search time; can be done concurrently with the Administrative Review and reconciliation process. Possible negatives include that the church can only select from those recruited by PEI and the DP can only stay up to 3 years.

Action by the Session following the Way Forward Report

- **Elder Jeffrey Gomez** moved that FPC move forward with the Designated Pastor option and that an electronic vote be taken by Tuesday, May 26th, to give Session members time to think about this new option. The motion was seconded. Following discussion for and against delaying the vote until May 26th, Elder Gomez withdrew his motion. The second concurred.
- **Elder Jeffrey Gomez** moved the Session pursue the path of a Designated Pastor for FPC, Davenport. Following a second, the motion carried by unanimous voice vote.

- **Elder Tom Spitzfaden** moved to direct the FPC Nominating Committee to begin forming a Designated Pastor Nominating Committee of 5-7 members once informed by the MCC that they can move forward. The motion was approved by unanimous voice vote.
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ADJOURNMENT – On motion, the Session approved adjourning the meeting at 9:15 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 June 15, 2020 at 7:00 PM.

Moderator,
The Rev. Mark Galbraith

Clerk of Session
Mark Jones