

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

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, July 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 7:02 PM. A quorum was present. Pastor Katie Styrts opening the meeting with prayer and sharing a video called “Wrapping Our Kids in Hugs” that showed our youth with a blanket given to them on behalf of the congregation. This effort was led by Kathy Middleton. Music on the video was courtesy of Alex Gilson.

	Class of 2020		Class of 2021		Class of 2022
E	Samantha Crow <i>Worship & Music, Stewardship</i>	P	Paula Burnett <i>Hospitality & Welcoming</i>	P	Heather Calvert <i>Adult Christian Education</i>
E	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 Styrts <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>		

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 approved as presented electronically with the addition of motions from Worship and Music, CEFY, and Buildings and Grounds.

Tech Task Force Update: Jim Middleton

Jim Middleton, on behalf of the Tech Task Force, reported that components of the video recording computer died. A new video capture computer is being built. Work is being done that will allow live streaming capabilities.

DEACONS' REPORT: No report. The Deacons have not met since the last Session meeting.

STAFF REPORTS

Mark Galbraith, Interim Head of Staff

- Mission study group report will be presented to the congregation following worship on August 9, 2020 at 10:45 AM.
- Meeting with the Pandemic Response Team weekly.
- Attended a communion service at St. Paul's. Talked with their staff on opening choices they have made. Learned about ionization equipment they have purchased for cleaning purposes and forwarded that information to the custodial staff and the Building and Grounds Committee.
- Working with staff and PEI about the up-coming congregational meeting.
- Worked with the Nominating Committee on generating a list of candidates for the Bridging Pastor search committee.
- Completed his annual review with the Personnel Committee.
- Continuing to work with staff on preparing worship.

Katie Styr, Associate Pastor

- Working with Deacons on a meal train to assist congregation members.
- Community garden is growing abundantly. Making contacts to make sure all of the produce gets used.
- FPC now officially a member of QC Interfaith and have representatives attending meetings.
- Has been working with some changes in how worship will be presented the next few weeks that will provide the tech support team some rest.

Darren Long

- Elevator in CE building is in need of repairs. Estimates are being received.
- Plaster work is on-going.
- Garbage and recycling still on hold. A lower price is being negotiated for when that service is restarted.
- Working with the Pandemic Task Force.
- Continuing on maintenance tasks inside and outside.

Kristine Olson, Finance Manager

- Procedure Audit originally scheduled for 7/20 – 7/21 was rescheduled to 8/11 – 8/12 due to a personal scheduling conflict. I have reached out to auditor and am compiling pre-work data to send next week
- PPP Loan Forgiveness Application: FPC Davenport has been directed by Northwest Bank to delay submitting application due to potential bill that will make the forgiveness process easier for loans less than \$150k. Still Expecting full \$50k of loan to be forgiven
- 2nd Quarter 2020 Giving Statements were mailed last week
- Received Board of Pensions 2021 Medical Plan options & costs on 7/20 & will be providing Personnel cost & plan information for their annual benefits as requested
- All Journal Entries (J/Es) & Recons reviewed by Nancy Chapman through May 2020; June General Fund J/Es & Recons are pending receipt of monthly Foundation Property Statements and quarterly Investment Fund Statements typically received at the end of the month
- Reminder to all Committee Chairs, Broadcaster articles due by Wednesday 8/12 for September – November Broadcaster.

Matt Bishop, Director of Music

- Harpsichord recitals and Stump the Organist events are on-going.
- Completed a 3 week adult education series on underrepresentation of Blacks in music, art and literature.
- Continues to be in contact with the travelers and the travel company regarding next summer's proposed trip to Ireland.
- Continues with weekly Zoom meetings with choir members. Kathy Middleton is doing the same with Cherub Choir and Musikgarten families.
- Attending Pandemic Task Force meetings.
- On behalf of the Worship and Music Committee, **Matt Bishop presented the following motion:**
The Worship and Music Committee propose to amend to the Pandemic Task Force's Reopening Plan, that Session passed in June: amend step 2 to read "Consistently <5 cases and <1 death per day for 3 consecutive weeks."

The rationale is that our area is meeting criteria for Step 2 based on the deaths per day but is also experiencing a sharp increase in the number of new cases. Current wording does not account for a surge in Covid-19 cases. Adding the number of cases to Step 2 better addresses this situation.

Following discussion, **the motion was approved** with 21 yes votes; 0 no votes.

- **Matt Bishop**, on behalf of the Worship and Music Committee, presented the proposed Performing Arts Series for 2020-2021 and the budget for the Series.
 - The proposal includes a half-season beginning in March 2021 and ending May 1.
 - The events include a solo concert by Hannah Holman, principal cellist with the QCSO, the Good Friday Tenebrae Service, Guys and Dolls, and a concert by Alex Gilson, Organist/Assistant Director of Music at FPC.
 - As previously stated, Guys and Dolls tickets purchased this year will honored next year.
 - No Christmas concert will be scheduled this year.
 - Because of the current strength of the PAS custodial fund balance, it was announced that half the pre-season income for this year will be donated to the FPC General Fund. Matt estimated this at about \$10,000.
 - Matt, on behalf of the Worship & Music Committee, **moved approval of the 2020-2021 PAS program and budget.** The motion was approved with 21 yes votes; 0 no votes.

FINANCIAL REPORT

Kristine Olson, Finance Manager, commented on the June income/expense statement

- Income was below expenses by nearly \$15,000.
- The Y-T-D surplus is the result of 2020 pledges pre-paid in 2019 which are recorded in January 2020, reduced expenses from cancelled events and responsible spending.
- Variables going forward include when events will be held on campus again and the maintenance of pledged giving.

Elder Tom Spitzfaden reiterated comments from prior months that our income is about one-half expected since in-person worship was suspended. Unless giving is increased, the financial projections are not good.

[KRISTINE INSERTS FINANCIAL REPORT INFO HERE]

CONSENT AGENDA

- **On motion**, the Session approved the Consent Agenda which included the minutes of the June 2020 Session meeting and the June Clerk's Report.
- **The REPORT OF THE CLERK OF SESSION** (*A full copy of the June 2020 Clerk's report presented to the Session at the July 2020 Session Meeting can be found in the Appendix of the official 2020 Session minutes.*)

[MICHELLE INSERTS CLERK'S REPORT INFO HERE]

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

- In an e-mail on June 12, 2020, the Synod of Lakes and Prairies requested several documents from FPC in support of the work of their Administrative Review Committee. The documents included Session minutes for 2018-2019 and Session rosters with contact information for 2018-2020. All documents were forwarded by e-mail by June 22, 2020.
- The Synod also requested pertinent notes from the Session Personnel Committee. It has been confirmed with both members of that committee and the Synod that these records will be forwarded from the former members of the Personnel Committee.
- **Report on E-vote** on Motion from the Worship & Music Committee.
 - WHEREAS the Pandemic Task Force's Reopening Plan, passed by Session on 15 June 2020, sets strict parameters for worship services but does not provide a recommended schedule for multiple worship services, and WHEREAS the parameters for those worship services involve in-depth cleaning and distanced transitions in and out of the building and necessitate flexibility for worship times between the described reopening stages;

The Worship & Music Committee moves that the Pandemic Task Force be given temporary authority to set a worship schedule that reflects both the above mentioned

parameters and the congregation's desire to return to in-person worship. It is understood that the task force will continue to meet regularly to constantly reevaluate both the reopening plan, how the worship schedule(s) flows with the cleaning responsibilities of the janitorial staff, and how many people are attending week to week. This temporary authority lasts until the church can exit Stage 4 of the reopening plan.

- The voting was open on June 25 & 26. The motion was approved: 19 yes, 1 no
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Additional Reports

Worship Task Force: Mark Jones, Chair

- The Worship Task Force requests the Session dismiss the Task Force at this time
- The Worship Task Force was created in February 2018 and started its work in May 2018.
- It identified 3 tasks
 - Make a recommendation on moving to a single Sunday morning worship service or continue with the 2 services.
 - Make recommendations on how we might increase the sense of community through worship.
 - Make a recommendation on whether to create worship experiences in addition to our tradition Sunday morning service.
- The Task Force completed the first task and was working on the second task when the current pandemic suspended in-person meetings. Some work was completed on-line.
- With the uncertainty of when we can worship in-person and with the greatest emphasis needing to be on safety, much of what the Task Force had been discussing must be considered secondary. It is not certain when some currently considered recommendations might be possible to do.
- Session rules indicate that after 2 years in service, any Task Force must either seek approval to continue or end their service.
- The Task Force was happy to serve but feel it best at this time to end their service. All work done by the Task Force has been shared with Worship & Music.
- **On motion** from Elder Mike Ferris and a second, the Session approved a motion to dismiss the Worship Task Force.

OLD BUSINESS

COVID-19 Pandemic Update – An amendment to the re-opening policy was approved earlier in this meeting. No additional report from the team.

July 26 Specially-called Congregational Meeting – Discussion of this item was moved to the section on the Way Forward.

Report from July 11, 2020 meeting of 192nd Stated Meeting of the Presbytery of East Iowa (PEI)

- Several commissions spoke for this report.
- Moderator Galbraith
 - The GA-PJC report in which members of FPC were involved was received by PEI.

- The terms for Tiffany McClure's contact with Our Savior Presbyterian Church, LeClaire, were approved.
- Diane Roebuck
 - The PEI Mission & Social Justice Team is accepting grant proposals up to \$500 for Anti-racism initiatives.
 - Camp Wyoming is closed for the summer. Many of their expenses occurred early in the year while preparing for the summer and now they have no income. PEI made donations to Camp Wyoming.
- Katie Styr
 - Echo Hill Presbyterian Church, Cedar Rapids moved to a new building. The former building was sold to a Presbyterian home retirement community.
 - The MCC report did not include information about FPC's approval for a Bridging Pastor but that information will be shared with PCC at the next available time.

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

- Elder Diane Roebuck, on behalf of CEFY, moved that \$2900 in custodial funds normally used for Camp Wyoming scholarships which cannot be used this year be contributed to Camp Wyoming. The **motion approved** with 19 yes votes and 0 no votes.

Motion from Buildings and Grounds (B&G) Committee

- The Session has previously approved an application to the State Historical Society for funds to help with the maintenance and repair costs for FPC art glass windows. Nancy Chapman recently reported that FPC was not awarded a grant but following discussions with the State Historical Society was encouraged to resubmit.
- **Elder Pete Madden**, on behalf of B&G Committee, moved that the Session grant Nancy Chapman permission to resubmit a grant application for the costs of maintenance and repair of FPC art glass windows. The **motion was approved** with 20 yes votes and 0 no votes.

NEW BUSINESS

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

Dr. Rebecca Blair shared two items related to our Way Forward.

- Dr. Blair reviewed the letter received from the Synod of Lakes and Prairies on June 12, 2020 regarding the Administrative Review Committee (ARC). She reviewed the members of the Committee and the duties and responsibilities given the Committee. As a point of polity, it was mentioned that as a Committee not a Commission, the ARC does not have the authority to act on behalf of Synod. The start of the process involves the request for documents from FPC and Presbytery of East Iowa (PEI). The duties of the ARC include facilitating conversations among the parties that may include open forum, group and one-on-one discussions. Reports will be made through the Stated Clerks of the Synod and PEI. Recommendations will be made to PEI, the Session of FPC and the Synod. PEI and FPC will await word from the ARC on the next steps.
- Dr. Blair also reviewed the process for the call of a Bridging Pastor. This is a Temporary Pastoral Relationship with an experienced pastor with particular skill sets, used to serve a complex or conflicted transitional ministry situation. PEI will create a pool of candidates from experienced pastors with the needed skills. PEI will work with a FPC search committee to interview and select the best person. This person's responsibilities will be to assist in working through the latter part of our interim period including reconciliation processes. A Bridging

Pastor works under a year-to-year contract. FPC has been given to go-ahead to select and elect a Bridging Pastor Search Committee.

- Dr. Blair responded to questions.

Action by the Session following the Way Forward presentation

- **Elder Tom Spitzfaden** moved the Session approve a Specially-called Meeting of the Congregation for Sunday, August 30, 2020 for the purpose of electing Bridging Pastor search committee. A second was received. Following discussion Elder Jeffrey Gomez offered an amendment to move the meeting to August 23, 2020. Elder Spitzfaden accepted the change. The **motion received a second and was approved** by unanimous vote.
- **Elder Spitzfaden** asked about the document “Moving Towards Reconciliation” that is currently posted on the FPC website. This is a communications piece prepared by Glen Roebuck and Rev. Jennifer Jennings describing the history leading to and including the spring 2020 decision by the General Assembly Permanent Judicial Commission. The questions were related to authorship of the document and why the Session did not see the document to approve posting it to the website.
- **Elder Jeffrey Gomez** moved the document “Moving Towards Reconciliation” be removed from the website. A second was received. The **motion was approved** with 17 yes votes and 0 no votes.
- The content of the **July 26, 2020 Specially-called Congregational Meeting** was discussed. Rev. Pat Halvorson will be Moderator. The meeting will be informational. No formal action will be taken. Dr. Blair and Rev. Jennings will present the Way Forward information similar to what was presented at the meeting tonight. The information from the “Moving Toward Reconciliation” document may also be considered. Information about Pastor Katie Styr’s change in call may be introduced but steps have not been completed to allow for a vote. Moderator Galbraith indicated the information to be presented will be finalized this upcoming week with discussions between staff and PEI and published in the E-news on Thursday.
- The steps required to approve a change in call for Pastor Styr were reviewed. Steps include articulation of the new call (job description), confirmation with donors funding the position that the change is acceptable, and PEI approval of the change. PEI is willing to help expedite the process. It was offered that the congregation could vote on the change in call prior to PEI approval if the action was “if the way be clear.” This means the congregational decision would be effective only following PEI’s approval at a later date.
- **Elder Diane Roebuck** moved that the proposed change in call for Pastor Katie Styr be added to the agenda for the Specially-called Congregational Meeting of August 23, 2020 and the action be “if the way be clear.” This would allow FPC approval ahead of PEI approval, effective only after PEI approval. A second was received and the **motion was approved** by unanimous vote.

A 5-minute recess was called at 8:57 p.m. The meeting resumed at 9:02 p.m.

Personnel Committee Report

Moderator Galbraith asked Rev. Jennifer Jennings to assume the duties of Moderator for the following Personnel Committee Report.

Elders Ruth Ann Tobey Brown and Dick Koos, on behalf of the Personnel Committee, presented the results of their annual review for Pastor Mark Galbraith. They discussed their process and provided highlights for Pastor Galbraith's accomplishments this past year including conducting The Divine Drama, organizing the Mission small group discussions, leading the Pandemic Task Force, and along with the other staff, stepped up to keep meaningful worship and programming going during the Pandemic.

Discussions with Pastor Galbraith on expectations for the next year led to the inclusion of an addendum to his new contract.

Pastor Galbraith gave a report on his perspective of the past year and the challenges faced. He provided some ideas of what he yet hopes to accomplish.

Pastor Galbraith was excused from the meeting.

Elder Tobey Brown reviewed the proposed 2020-2021 contract for Pastor Galbraith which included the addendum on expectations. Compensation did not change from the previous year.

On motion, the Session voted by majority to sustain the review.

On motion, the Session voted by majority to approve the 2020-2021 contract for Pastor Galbraith as interim pastor at FPC. (A copy of the 2020-2021 Contract with Pastor Mark Galbraith including the addendum can be found in the appendix to the 2020 official minutes.)

Pastor Galbraith re-entered the meeting and assumed duties of the Moderator.

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 August 17, 2020 at 7:00 PM.

Moderator,
The Rev. Mark Galbraith

Clerk of Session
Mark Jones