

Session Meeting  
 First Presbyterian Church  
 Davenport, Iowa  
 August 17, 2020

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, August 17, 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. Moderator Galbraith opened with prayer and a reading from II Corinthians.

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

Staff members:

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

Guests:

- Dr. Rebecca Blair, Stated Clerk for the Presbytery of East Iowa (PEIA)
- Pastor Jennifer Jennings, Wilton Presbyterian Church, Ministers and Congregations Committee (MCC) for PEIA.
- Anita Burnett, PEIA

**On motion**, the agenda was approved as presented electronically with the addition of motions from Worship and Music and Buildings and Grounds.

**DEACONS' REPORT:** No report.

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## **STAFF REPORTS**

### **Mark Galbraith, Interim Head of Staff**

- Referred the Session to his letter indicating he has given his 30-day notice for ending his time with FPC. This letter was first read to the congregation on Sunday, August 9, 2020 and first provided to Session on Wednesday, August 12, 2020.
- Will continue his usual daily/weekly activities until completion of his 30 days including worship preparation, committee work, pastoral care, and on-call duties.
- Working with staff and committees on plans for the gap between his departure and the arrival of a Bridging Pastor.

### **Katie Styr, Associate Pastor**

- Providing some aid to 2 neighbors and helped with sack lunches provided to neighbors on two days of power outages from the recent derecho.
- Working with Deacons on pastoral care duties that will need to be assumed when she changes her call.
- Is assuming chair responsibilities for the Congregational Development and Vitality Committee of the Presbytery of East Iowa. This also places her on the Presbytery Coordinating Commission.

### **Darren Long**

- Storm damage at the church from derecho was limited to power outage and downed branches which have been cleared away.
- Deep cleaning inside the church is complete. Continuing with routine maintenance

### **Kristine Olson, Finance Manager**

- Procedure Review delayed to Friday 8/28 due to derecho related power outage at church
- Power outage caused some concerns re: payroll & delays for financials. Payroll was resolved and financials were delayed
- Draft Financials provided to Finance Committee today (8/17) – will email to Session by Wednesday barring any changes FC might request changing
- Draft July loss of nearly \$7k; this is the 5<sup>th</sup> consecutive month FPC has had a loss despite reduced spending, suspended events & in-person services and use of Music Custodians.

### **Matt Bishop, Director of Music**

- Stump the Organist and the Harpsichord recitals continue to be well received.
- Continues with Zoom choir meetings
- Kathy Middleton continues with Zoom meetings with Musikgarten and Cherub Choir children and parents.
- Completing final details of the 2020-2021 PAS.
- **Matt Bishop**, on behalf of the Worship and Music Committee, presented the following motion:

WHEREAS the Pandemic Task Force's Reopening Plan, passed by Session on 15 June 2020 and amended on 20 July 2020, sets strict conditions for worship service reopening that, given the rise

in cases and the looming return to in-person public school instruction for many in our area, are likely several months from being met; WHEREAS the sacrament of Holy Communion has not been shared within our church building since 2 February 2020; **The Worship & Music Committee moves that: Holy Communion be shared with our congregation in a “Drive-In” style worship format in the west parking lot every Wednesday at 7PM, beginning August 26 and recurring weekly for an indefinite period.**

The following mitigation efforts will be followed: • Congregation members will remain in their cars with other members of their household for the duration of the service; cars should be switched off, and windows should remain up; • Congregation members are expected to bring their own communion elements (i.e. bread and grape juice) to prevent contact with someone outside their vehicle; • The pastoral staff will limit the service to 15 minutes, which will be broadcast using an FM radio transmitter to broadcast the frequency in a small, defined area not to exceed 200 feet; • Volunteer ushers will direct vehicles into parking spaces such that one parking space will be maintained between vehicles; • A collection box will be set up at the exit of the parking lot for participants to make an offering; the contents of the box will be collected by the ushers and transported to the safe, to be kept in isolation for a period of time to render the money safe for counting

Following discussion, **the motion was approved.**

- **Matt Bishop**, on behalf of the Worship and Music Committee, presented the following motion:

WHEREAS the Pandemic Task Force’s Reopening Plan, passed by Session on 15 June 2020 and amended on 20 July 2020, sets strict conditions for worship service reopening, there are no explicit provisions for church-sanctioned events held off the church’s property: The Worship & Music Committee **moves that: The Reopening Plan be amended to include the following statement:** “For church-affiliated events happening off the church’s property, the group leader or staff person must ensure that at a minimum the same mitigation standards outlined in this document will apply, specifically mandatory face coverings and distancing of at least 6 feet between households. The group leader or staff person should also work to ensure that the hosting venue has good ventilation, or that the event takes place outdoors. The cap on attendance will be dependent on the regulations of the hosting venue.”

Background: This would allow the choir to meet to practice and record music for use in worship. The same policy can provide other church sanctioned activities guidance on how to plan activities.

Following discussion, **the motion was approved.**

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## FINANCIAL REPORT

**Elder Tom Spitzfaden** emphasized the point made by Kristine Olson that we have now completed 5 months during which expenses have exceeded income. He thanked Kristine Olson for her work getting payroll completed during this week in which the church experienced power outages from the derecho.

	July 2020		July 2019	
	Actual	Budget	Actual	Budget
General Fund Income	50,907	57,210	62,876	65,185
Custodial Accounts Income	5,720	-	11,786	-
Compensation Expenses	48,693	48,037	43,509	58,754
Non Compensation General Fund Expenses	9,071	17,855	16,039	23,880
Custodial Accounts Expenses	5,720	-	11,786	-
<b>Surplus (Deficit)</b>	<b>(6,857)</b>	<b>(8,682)</b>	<b>3,328</b>	<b>(17,449)</b>
	2020 Year-To-Date		2019 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	519,256	549,948	539,135	526,750
Custodial Accounts Income	99,532	-	59,773	-
Compensation Expenses	343,191	348,614	324,606	354,605
Non Compensation General Fund Expenses	95,802	136,905	136,366	184,725
Custodial Accounts Expenses	99,532	-	59,773	-
<b>Surplus (Deficit)</b>	<b>80,263</b>	<b>64,429</b>	<b>78,163</b>	<b>(12,580)</b>
All numbers are rounded.				

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### Approval of Minutes

- **On motion**, the Session approved the minutes of the July 2020 Session meeting and the July 26 Specially called Congregational Meeting, as presented.

### 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 a copy of a letter from the Presbytery of East Iowa delivered to the FPC Session on October 1, 2018. A copy was forwarded as requested.
- The Presbytery of East Iowa (PEIA) has requested information about storm damage to our church and the state of damage in the community. A response was provided on August 14, 2020.
- A PEIA e-mail will be forwarded to Session members tomorrow that provide details and contact information regarding the following requests:
  - Volunteers to serve on a Disaster Recovery Task Force.
  - Donations to the PEIA Disaster Relief Fund
  - Volunteers to assist in the recovery where needed.
  - The church is asked to consider whether it could house volunteer groups coming to the area to assist in recovery.
- A letter from read from Joe and Rosemary Jamison indicated they are leaving FPC. In doing so, Joe will no longer be serving as an Elder at FPC.

- The next meeting of the Presbytery of East Iowa (PEIA) will be Saturday, September 19, 2020 via Zoom. **On motion** and second, Elders Ruth Ann Tobey Brown, Vicki Stegall, and Karla Ruitter were elected as Commissioners to this meeting.
- **On motion, the Session approved the Report of the Clerk of Session.** (*A full copy of the July 2020 Clerk's report presented to the Session at the August 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**

Gretchen Freed

Attending Messianic Jews and Gentiles

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## **OLD BUSINESS**

### **COVID-19 Pandemic Update**

- The church is looking into air-cleaning machines that might be of some help in smaller rooms in the building. They seem impractical for the sanctuary.
- Ionization machines, which have been suggested, appear to be unproven for sanitizing.

### **July 26 Specially-called Congregational Meeting agenda items**

- Presentation of the Bridging Pastor Nominating Committee
  - Elder Samantha Crow, Co-Chair of the Nominating Committee, presented the following names who have agreed to serve on the Bridging Pastor Nominating Committee
    - Dick Koos, Co-Chair
    - Rob Lamb
    - Jo Johnson-Meineke
    - Anna Putman
    - Erin Sodawasser
    - Al Frolich
  - The Co-Chair to work with Dick Koos will selected by the PNC
  - **On motion**, the Session approved this slate of candidates for the Bridging Pastor Nominating Committee and will forward their names to the congregation.
- Discussion on nominations from the floor
  - Paper ballots will be used for voting at the Congregational Meeting. Voting on nominations from the floor would be difficult, if not impossible without delaying the process of electing the PNC. Following discussion of the options, **on motion**, the Session approved by majority vote to present the PNC without accepting nominations from the floor.
- New call for Pastor Katie Styr
  - Elder Dick Koos, on behalf of the Personnel Committee, presented the following:
    - This motion is enthusiastically presented by the Personnel Committee for approval of the new Call to 1st Presbyterian Church, Davenport for Katie Styr to be the Associate Pastor for Christian Education. This functional description of her work is to be combined with the financial aspects which have been approved by the congregation.
    - A copy of the job description for this position can be found as Appendix A attached to these minutes.

- Elder Koos indicated this job description was a merger of the one used in the most recent search for an Associate Pastor of Christian Education and some of Pastor Styr's current position. He also indicated the Personnel Committee was completing Pastor Styr's annual review and will be meeting with her soon. He indicated that the review will be very positive.
- Following discussion, the Session approved the motion and will forward the recommendation to the congregation for their approval.

### **Motion from Buildings and Grounds (B&G) Committee**

- **Elder Pete Madden**, on behalf of B&G Committee, moved to approve the bid of \$4300 by Kone to repair the CE Building elevator motor with funds coming from the Capital Maintenance Endowment Fund. Elder Madden indicated that 3 bids were received for this work. The **motion was approved**.

### **NEW BUSINESS**

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

- The following was shared by the Personnel Committee regarding the end of Pastor Galbraith's service with FPC.
  - Timeline:
    - August 9—Mark gave 30-day notice during the PowerPoint small group presentation
    - There are seven days of vacation time remaining from Mark's initial contract and an additional three days accrued from the renewed contract.
    - September 7—end date for the 30-day notice period (Mark compensated during this period)
    - September 15—end date for use of remaining vacation days (Mark compensated during this period)
    - The interim contract and ministerial relationship end, effective September 15.
  - Rev. Pat Halverson has agreed to assist FPC with worship and pastoral care.
  - Rev. Pam Saturnia, FPC Muscatine, will serve as Interim Head of Staff
- The Presbytery has had some initial discussions with potential Bridging Pastor candidates. They will be ready to work with the PNC as soon as it is approved on August 23, 2020.
- The Session, Dr. Blair, and Pastor Jennings had a discussion regarding recent letters sent by FPC member Hugh Stafford to individual Session members (not including church staff or the Clerk of Session). Possible actions by Session were considered. The decision was made to take no action at this time.

**ADJOURNMENT** – Having completed the agenda, the meeting at 9:12 PM by Moderator Galbraith. Pastor Styr closed the meeting with prayer.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on September 21, 2020 at 7:00 PM.

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Moderator,  
The Rev. Mark Galbraith

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Clerk of Session  
Mark Jones

## APPENDIX A

**FIRST PRESBYTERIAN CHURCH**  
**1702 Iowa St.**  
**Davenport, IA 52803**  
**August 2020**

**Position Title:** Associate Pastor of Christian Education

**Classification:** Ministerial, Full-time

**Primary Concentration:** Children, Youth, and Adult Family Ministries

**Reports to:** Head of Staff

**Summary of Position:** The Associate Pastor of Youth and Children and Adults has primary responsibility to:

- 1) Direct a broad-based Christian education ministry that involves children, youth, adults 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 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, adults and their families.

### **I. Primary Responsibilities**

#### **A. Children and Youth Christian Education**

- a. Recruit, supervise and support the Nursery Coordinator and the nursery caregivers.
- b. 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.
- c. Recruit, train, support and provide resources for volunteer teachers for church school.
- d. 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.
- e. Coordinate and implement youth mission trips, including fundraising for trips.
- f. Administer the confirmation program.
- g. 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 programs for children (Kirkwood Club – grades 1-5), Middle School (grades 6-8) and High School (grades 9-12) 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.

### **C. Adult and Family Christian Education**

- a. Assist the Adult Christian Education Committee (ACE) in review and selection of curriculum and other resources for programs for adults and families.
- b. Plan and conduct new membership classes and liturgy in coordination with the HOS.
- c. Plan and conduct Officer training and Liturgy in coordination with the HOS.

### **D. Community 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. Participate in community and Presbytery committees.
- d. Participate in ecumenical clergy fellowships, association and other such events such as QCI and PUNCH.

### **E. Pastoral Responsibilities**

- a. Lead and plan worship 6-9 times a year, including Confirmation Sunday, Youth Sunday, sacraments and other times as requested by the Head of Staff.
- b. Provide pastoral care and visitations in collaboration with HOS.
- c. Officiate weddings and funerals as requested.
- d. Regularly participate in Sunday worship.
- e. Participate in the Presbytery of East Iowa
- f. Distribute pastoral/mission discretionary fund as needed
- g. Liaise with Worship Planning Task Force.

## **II. Qualifications**

Ordained Minister of Word and Sacrament, CRE, or certified ready to receive a call  
Education, training, or experience in Christian Education is preferred

Additional required qualifications include:

Creative problem-solving skills

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

Maintains confidentiality of information

## **III. General Terms of Employment and Benefits**

See attached.