

Called Meeting of Session  
 First Presbyterian Church  
 Davenport, Iowa  
 November 12, 2020

A called meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Thursday, November 12, 2020. We continue to meet remotely due to statewide recommendations of social distancing and limitations on gatherings related to the COVID-19 pandemic.

Moderator Rev. Dr. Pam Saturnia, FPC Muscatine, called the meeting to order at 7:02 PM. A quorum was present. Moderator Saturnia opened the meeting with prayer.

	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>	P	<b>Heather Calvert</b> <i>Adult Christian Education</i>
E	<b>Barbara Ehrmann</b> <i>Adult Christian Education</i>	E	<b>Dan Ellard</b> <i>Finance</i>	A	<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>	A	<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 Ruitter</b> <i>Congregational Development Fellowship</i>	P	<b>Vicki Stegall</b> <i>Christian Ed. &amp; Fellowship for Youth</i>
P	<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, non-voting</i>	<i>P- present E-Excused A-Absent</i>			

Staff members:

P	<b>Rev. Pam Saturnia</b> <i>Moderator FPC Muscatine</i>	P	<b>Rev. Katie Styr</b> <i>Associate Pastor</i>	E	<b>Matthew Bishop</b> <i>Director of Music</i>
P	<b>Rev. Pat Halverson</b> <i>Parish Associate</i>	P	<b>Kristine Olson</b> <i>Finance Manager</i>	E	<b>Darren Long</b> <i>Facilities &amp; Custodial Supervisor</i>

**The purpose** of this called meeting was to consider a motion from the Personnel Committee regarding compensation for a Bridging Pastor. The motion is presented here including the Addendum to the Contract and the Proposed Compensation Package

Motion to approve the contract for the Bridging Pastor

PREFACE:

The following motion is submitted to be pre-approved as the contract that may be offered a prospective candidate for Bridging Pastor. The contract includes compensation including the range of the effective salary that may be offered, the additional benefits such as retirement, health care, vacation, continuing education, mileage etc.

It also includes a supplemental addendum that lists the activities for the pastor to engage in with the Congregation and Session. This addendum, although not a complete position description, highlights the activities which are to be carried over from the interim period just ended and the activities from the previous call, Associate Pastor for Associate for Spiritual Development Small groups and Pastoral care, which were not transferred to the new Associate for CE call when it was eliminated.

**MOTION:**

In so far as events are progressing toward engagement with prospective candidates for a Bridging Pastor the contract for such an agreement is submitted for approval for the Bridging Pastor Search Committee to continue their progress toward selection.

Respectfully submitted: The Personnel committee

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**The Addendum to the contract and the Total Compensation Package**

**Addendum to Bridging Pastor Contract  
November 3, 2020**

The Bridging Pastor will serve in the following activities:

**Head of staff:** The Bridging Pastor will Serve as Pastor to the Paid Staff, Session and Congregation while maintaining consistent but flexible office hours and will provide a presence for consultation and direction as needed.

**Follow-up from the previous interim period:**

- a. Follow-up on results of small group discussions lead by the previous Interim Pastor with Congregational Development Committee.
- b. Guide the Session and Congregation in supporting the Administrative Review being lead by the Synod and the anticipated Reconciliation Process.

**Lead Pastoral Care Activities**

- a. Track the needs of congregational members in need of pastoral care.
- b. Organize staff and volunteer lay members to ensure those in need of pastoral care receive the care, including, but not limited to, regular communion to the farthest pew, nursing home and hospital visitation.
- c. Arrange for training of staff and volunteers in pastoral care.
- d. Be available for assigned “on call” nights and weekends as coordinated with the Head of Staff.

**Lead the Small Group Ministry**

- a. Act as resource to other staff and committees concerning their participation in Small Group Ministry.
- b. Develop, implement, facilitate, and administer a small group ministry.
- c. Train and equip lay volunteers as small group leaders.
- d. Develop and coordinate small groups that may include fellowship, study, local/international mission projects, etc. for members of the congregation.

**Neighborhood Outreach**

- a. Strategize and counsel with the Deacons on design of neighborhood outreach.

**Spiritual Development**

- a. In conjunction with the Congregational Development Committee develop, implement and facilitate spiritual development opportunities, including promoting spiritual practices for staff and members of the congregation.
- b. Be a resource to staff and other committees and congregational members for spiritual development.

<b>PROPOSED TOTAL COMPENSATION PACKAGE FOR BRIDGING PASTOR</b>				
<b>Submitted on Behalf of the Personnel Committee</b>				
Recommendation is based on the Pastor Compensation Structure of the 2020 Compensation and Benefits Manual of the Presbytery of East Iowa and PCUSA with reference to worship attendance data in the FPC Statistical Report dated February 12, 2020. Reference documents attached.				
		<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Effective Salary Range</b> (includes salary and housing allowance)	\$	67,500	\$ 90,000	\$ 108,000
<b>Board of Pensions Benefits</b>				
<b>Pension (11% of Effective Salary)</b>	\$	7,425	\$ 9,900	\$ 11,880
<b>Disability and Life (1% of Effective Salary)</b>	\$	675	\$ 900	\$ 1,080
<b>Medical (25% of Effective Salary)</b>	\$	16,875	\$ 22,500	\$ 27,000
<b>Continuing Education Expenses</b>	\$	1,200	\$ 1,200	\$ 1,200
<b>Professional Expenses</b>	\$	1,000	\$ 1,000	\$ 1,000
<b>Mileage</b> <i>(reimbursed at the IRS mileage reimbursement rate)</i>	\$	1,160	\$ 1,160	\$ 1,160
<b>Total Compensation Package Range</b>	\$	<b>95,835</b>	<b>\$ 126,660</b>	<b>\$ 151,320</b>

**Moderator Saturnia** began the meeting by clarifying some aspects of the contract to be discussed:

- Most pastors participate in Social Security. Generally, employees pay 7.65% and their employer matches that payment. It works differently for pastors. The full payment is the responsibility of the pastor (7.65% x 2). Many churches, including FPC, have usually paid the “employer” half of SECA. The pastor is responsible for the “employee” half.
- Effective salary includes housing. The pastor can request the part of the salary that is designated as housing.
- Board of Pension benefits are set by the denomination and represent a percentage of the salary.
- The Presbytery sets the minimum time away for pastors as 4 weeks of vacation and 2 weeks CE.
- It is standard to pay business mileage.

In order to facilitate discussion, the motion was separated into two. The first was to approve the Addendum to the Bridging Pastor contract. The second was to approve the Compensation package.

**Elder Dick Koos**, on behalf of the Personnel Committee, moved approval of the Addendum to the Bridging Pastor contract.

- Areas of discussion included:
  - Referencing the Head of Staff job description in the Operations Manual
  - Wondering if it would be helpful to establish priorities among the many jobs assigned to the Head of Staff. This can likely happen in discussions with the new Bridging Pastor.
- **Two amendments were received:**
  - The following sentence to be added at the beginning of the Addendum: “The Bridging Pastor will serve in the following areas in addition to those outlined in the Head of Staff Job Description in the Manual of Operations.
  - “and support” inserted in the section, Follow-up from the previous interim period, subsection b. so it reads: Guide *and support* the Session and Congregation in supporting the Administrative Review being led by the Synod and the anticipated Reconciliation Process.
  - Both amendments were accepted by Elder Koos.
- **The amended Addendum to the Bridging Pastor Contract was approved 15-0.**

**Elder Dick Koos**, on behalf of the Personnel Committee, moved the approval of the proposed Total Compensation Package for the Bridging Pastor.

- Elder Koos indicated the range of compensation would be used in discussions with the candidates interviewed. The Bridging Pastor Nomination Committee anticipates working with the Personnel Committee on the final compensation package. The final approval will be Session’s responsibility.
- Discussion:
  - Moderator Saturnia reminded the Session that the final decision on hiring the Bridging Pastor will be with Session, not the Congregation.
  - The numbers submitted with the motion are slightly different from those posted by PEIA.

- The level 4 salaries from the PEIA table are: Minimum:\$69,548, Mid: \$86,935, and Max: \$104,322
- This table is for any full-time pastor (including Bridging Pastor)
- If the candidate requests a salary above the approved amounts, that can still be brought back to Session for consideration.
- Additional benefits such as moving expenses and cell phone allowance can be discussed separately from this Compensation Package.
- Discussion included looking at the salary of our recent heads of staff, concerns over 2021 budget.
- **Elder Matt Kabel moved** to change the proposed maximum salary to \$90,000. The motion received a second. The amendment was approved 12-2.
- The amended Total Compensation Package will now show a minimum salary of \$67,500. The mid-level salary column of \$90,000 will become the maximum. The proposed maximum column (\$108,000) will be deleted.
- **The amended Total Compensation Package for the Bridging Pastor was approved 15-0.**

The consensus was to delay discussions on moving expenses.

This completed the agenda.

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**ADJOURNMENT** – On motion, the meeting was adjourned at 8:16 PM with prayer by Moderator Saturnia.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on November 16, 2020 at 7:00 PM.

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Moderator,  
The Rev. Dr. Pamela Saturnia

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Clerk of Session  
Mark Jones