

Session Meeting  
 First Presbyterian Church  
 Davenport, Iowa  
 September 21, 2020

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, September 21, 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 7:03 PM. A quorum was present. Moderator Saturnia opened with prayer, a reading from Revelation 22, and a video of the PEIA derecho disaster relief efforts in Cedar Rapids, Iowa.

	Class of 2020		Class of 2021		Class of 2022
P	<b>Samantha Crow</b> <i>Worship &amp; Music, Stewardship</i>	E	<b>Paula Burnett</b> <i>Hospitality &amp; Welcoming</i>	P	<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>
A	<b>Michael Ferris</b> <i>Worship &amp; Music</i>	P	<b>Jeffrey Gomez</b> <i>Congregational Development &amp; Fellowship</i>	E	<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 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</i>	<i>P-present E-Excused A-Absent</i>			

Staff members:

P	<b>Rev. Pam Saturnia</b> <i>Moderator FPC Muscatine</i>	E	<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: The Members of the Synod Administrative Review Committee

- April Davis Campbell – Teaching Elder from the Presbytery of Twin Cities Area
  - David Feltman – Teaching Elder from the Presbytery of North Central Iowa
  - Matthew Sauer- Teaching Elder from the Presbytery of Winnebago
  - Pat Shipley – Ruling Elder from the Presbytery of Missouri River Valley
  - Kathy Terpstra – Ruling Elder from the Presbytery of Minnesota Valleys
  - Candace Adams – Teaching Elder from the Presbytery of Northern Plains
  - Diane Wilson -Ruling Elder from the Presbytery of North Central Iowa
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**On motion**, the agenda was approved as presented electronically with the addition of a report and motion from the Pandemic Task Force and a motion from Worship and Music.

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**DEACONS' REPORT:** No report.

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## **STAFF REPORTS**

### **Pam Saturnia, Interim Moderator**

- Has been participating in staff meetings and meeting with staff individually.
- Plans to attend additional meetings as appropriate.
- Reminded the Session that she is available by telephone or email.

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

- Stump the Organist and the Harpsichord recitals continue to be well received.
- PAS packets have been mailed.
- Plans for the Ireland trip for next summer are proceeding. A final decision on whether the trip actually happens will depend on many factors and won't likely be made until March 2021.
- The Sanctuary choir had its first outdoor rehearsal on September 16. They are wearing singer's masks, spaced at least 6 feet apart, and practiced 45 minutes. Practices will continue outside as long as weather permits but no more often than every 2 weeks. It is uncertain whether indoor practices will be possible. The choir was happy to be together.

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

- August Financials show a monthly expenses over income of \$9,312 – this is the 6<sup>th</sup> consecutive monthly loss despite reduced spending and use of custodials by the Worship & Music Department
- 6 month cumulative loss is just over \$59k
- YTD shows a gain of nearly \$71k, which includes onetime special gifts of \$38k that are not expected to continue beyond 2020.
- Procedure Review was performed at end of August but review of the cash count is still open; expected to have findings by November
- A claim has been filed due to the August derecho for the Sanctuary Video Projector and lost shingles
- PPP Loan Forgiveness Application has been submitted to NWB and Finance Committee & I are confident it should be forgiven in full
- I have been working with Sam Crow and Bobette Maginas (front office) in preparation of the 2021 Stewardship Campaign
- I have been working with Personnel regarding the upcoming Open Enrollments season

### **Darren Long**

- Since the derecho, leaks have occurred in the chapel; appears the church has had some shingle damage/loss. The insurance company will be doing an assessment soon.
- Fire inspections were completed satisfactorily.
- Room air filters have arrived and ready for use.
- Some exterior door repair/repainting is in process.
- Garbage contract has been renewed. Regular garbage pick-up still on hold.

- West wall (in area of the gym) has significant mortar loss and brick separation; repairs are underway.

**Pat Halverson**

- Doing telephone calls and sending cards as part of pastoral care duties. Not able to make personal visits.
- Will be preaching twice per month.
- Maintains close communication with Rev. Styrte and Rev. Saturnia

**FINANCIAL REPORT**

**Elder Tom Spitzfaden** emphasized the point made by Kristine Olson. FPC is consistently losing about \$10K per month. As the new budget year approaches, committees will need to examine their priorities carefully anticipating fewer funds next year.

	August 2020		August 2019	
	Actual	Budget	Actual	Budget
General Fund Income	52,322	50,860	49,739	65,185
Custodial Accounts Income	4,072	-	3,117	-
Compensation Expenses	46,746	48,038	50,335	59,338
Non Compensation General Fund Expenses	14,888	26,275	19,488	23,391
Custodial Accounts Expenses	4,072	-	3,117	-
<b>Surplus (Deficit)</b>	<b>(9,312)</b>	<b>(23,453)</b>	<b>(20,084)</b>	<b>(17,544)</b>
	2020 Year-To-Date		2019 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	571,578	600,808	588,874	591,935
Custodial Accounts Income	103,604	-	62,890	-
Compensation Expenses	389,936	396,652	374,941	413,943
Non Compensation General Fund Expenses	110,690	163,180	155,854	208,116
Custodial Accounts Expenses	103,604	-	62,890	-
<b>Surplus (Deficit)</b>	<b>70,952</b>	<b>40,976</b>	<b>58,079</b>	<b>(30,124)</b>
All numbers are rounded.				

**CONSENT AGENDA**

- **Elder Tom Spitzfaden** requested the August Session meeting minutes be taken out of the consent agenda to consider changes.

## I. REQUESTS FOR ACTION:

### Requests Resulting in an Addition to the Active Roll

Jay Williams	Request to reinstate membership
Sherry Williams	Request to reinstate membership

### Requests Resulting in the Reduction of the Active Roll

Joe Jamison	Requested to be removed from Active Role
Rosemary Jamison	Requested to be removed from Active Role
Vivian Norton	Requested to be removed from Active Role, moved to Wisconsin
Sue Stoesser	Requested to be removed from Active Role
Gregory Stoesser	Requested to be removed from Active Role

### Wedding Approval

Erin Sodawasser & Patrick Hermiston\*

### Date

October 3, 2020 (offsite)

### Officiated by:

Rev. Katie Styr

\*non-member

## II. CHANGES TO THE REGISTERS:

### Deaths

Don Hultgren  
William Schelar

### Date

August 5, 2020  
August 19, 2020

### Officiated by

Rev. Katie Styr (offsite)  
Weerts Funeral Home

## III. COMMUNION RECORD:

### Drive Up Communion

Communion was served to 23 people on Wednesday, August 26, at the 7:00 PM Drive-up service by Rev. Katie Styr.

- **On motion by Elder Heather Calvert and second, the Session approved the following items in the Consent Agenda by a vote of 17-0.**
  - Clerk's Report for the month of August 2020 (*A full copy of the August 2020 Clerk's report presented to the Session at the September 2020 Session Meeting can be found in the Appendix of the official 2020 Session minutes.*)
  - Minutes of the August 23, 2020 Called Congregational Meeting
  - Reinstate Jay and Sherry Williams to the active roll of FPC.
  
- On motion and second, the Session affirmed the following E-votes by a vote of 15-0.
  - The Worship & Music Committee requested an E-Vote on the following motion: Holy Communion be shared with our congregation in a "Drive-In" style worship format in the west parking lot every Sunday at 9AM (in addition to Wednesday at 7PM), beginning September 13 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.

The voting period: Monday, August 31 – Wednesday, September 2

The motion was approved: Yes – 18; No -0

- **Elder Pam Paulsen and the Pandemic Task Force** requested an E-vote on the following motion: *Approval to purchase three air filter machines for use in the church. The funding source is the Restricted Sesquicentennial Fund. The request is for \$1700.00.*
  - Background provided: The Restricted Sesquicentennial Fund is designated to be used for unexpected costs for the mission of the church. At this time there is approximately \$6000.00 in the fund. The Session is the responsible authority for use of this fund. The estimated cost for the machines is \$1200.00. A contingency of \$500.00 is being asked for shipping, taxes and replacement u.v. lights and filters. They will be used in Sunday School rooms, Parlor, etc. as they are portable and can be moved around where needed. Note: The machines will not be used in the Sanctuary due to its size, old ventilation and the boiler heating system.

The voting period was August 21 – August 24, 2020

The motion was approved: Yes – 15; No – 0

- **Elder Tom Spitzfaden moved** to approve the Session minutes of August 17, 2020 with the following changes:
  - Under Pastor Galbraith’s staff report, it should indicate when the letter he refers to was read to the congregation “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.”
  - Under New Business The Way Forward, the first sub-bullet should use past tense: “Mark gave 30-day notice...”. The session meeting was after Aug 9.
  - The motion was seconded and the amended minutes were approved unanimously.

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

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## REPORTS

### Stewardship Committee

- **Elder Samantha Crow**, Stewardship Chair, presented a report on plans for the Stewardship Campaign.
  - Theme is “Faith in Giving”
  - Stewardship Sunday will be November 22, 2020, a little later than usual.
  - In addition to a letter to the congregation, membership will receive weekly postcards in the 5 weeks leading up to Stewardship Sunday each with a thought and bible verse based on the letters of F-A-I-T-H.
  - Leadership was encouraged to lead in pledges.

- Based on the pandemic and experience among churches and non-profits, we should anticipate up to a 30% decrease in pledges for 2021.
- Report from Commissioners to the PEIA 193<sup>rd</sup> Stated Meeting on September 19, 2020. **Elder Ruth Ann Tobey Brown** shared the following:
  - Rev. Sam Massey, FPC Iowa City, is ending his ministry there.
  - Reports were heard about the PEIA relief efforts in Cedar Rapids following the derecho.
  - Income is down for the Presbytery as it is with other church organizations.
  - The Presbyterian Church in Montrose is closing.
  - A report was given on Camp Wyoming. They are not in need for volunteers at the moment, but likely asking for volunteer help in the future when the camp reopens.
- Bridging Pastor Nominating Committee – **Elder Dick Koos**
  - The committee has been meeting regularly.
  - Has been meeting with PEIA liaison, Rev. Jennifer Jennings, FPC Wilton, to review the process.
  - Has requested church information from several FPC committees to gather information they can share with candidates.
  - Determining questions they would ask of a candidate.

## **OLD BUSINESS**

- **COVID-19 Pandemic Task Force Report**
  - Elder Pam Paulsen, on behalf of the Pandemic Task Force presented the following motion:

*The motion is to have a Sunday morning worship service in the parking lot in which the parishioners MAY chose to sit outside their vehicles. The service will start at 9:30 a.m. and will include communion. The start date will be October 4, 2020 and continue till the weather is uncomfortable.*

Background information: The purpose of this motion is to have a more “regular” service on Sunday for a feeling of togetherness. The service will last about 40 minutes. We will continue to practice social safety by requiring face masks outside the cars, six feet distancing, and no congregational singing. Bulletins will be in the E-News. Parishioners will bring their own lawn chairs and communion elements. For the six feet distancing, the parking lot will be marked to allow optional outside seating on the driver’s side of the car. A box for offering will be at the exit of the parking lot. The service will be broadcast on 88.3 FM. This service will replace the previously approved 15 minute Sunday morning communion service.

Following discussion, **the motion was approved** by a unanimous vote.

- At 8:00 PM, we were joined by the Administrative Review Committee (ARC) from the Synod of Lakes and Prairies.
  - Each introduced themselves (see list of guests on the first page of these minutes)
  - Prayer was offered to open this part of our meeting.
  - The ARC reminded the Session of the charge they were given by the GA-PJC:
    - Facilitate reconciliation between all parties involved

- Identify sources of conflict, distrust, and confusion, making sure all parties involved have an opportunity to speak
  - Facilitate conversations through an open forum, one on one and group interviews, review relevant Session and presbytery records
  - Report to each stated meeting of the Synod and Presbytery plenary through the Stated Clerk
  - Make recommendations to the Presbytery and the Session of FPC, Davenport and to the Synod
- Told us what they have done this far in their process
    - Reviewed an extensive list of documents requested from FPC and PEIA.
    - Conducted 13 individual interviews.
  - The purpose of their meeting with Session tonight was to establish a relationship and to ask a few questions that can help them understand our current situation.
  - These are the questions and a summary of Session member responses:
    - **Q1:** About 1 year ago the FPC Session forwarded 9 questions to Synod. Are they still relevant? **Responses:** Yes. Many in the congregation are still unaware of much of what happened. Were mistakes made that we need to learn from? Many on the current Session were not serving in 2018 and 2019 and are not aware of these questions.
    - **Q2:** What expectations and hopes do you have for the ARC's work? **Responses:** Specific and actionable recommendations with a focus on coming together. A process for reconciliation that involves all groups/viewpoints. Information about the past but information to help us move forward. A sense of speed and urgency.
    - **Q3:** What stands in the way of reconciliation? **Responses:** Communication. Not knowing what happened. Re-establishment of mutual respect between FPC and PEIA, Session and PEIA. Blame being assigned. Congregation thinking that Session is withholding information. Trust between Session and congregation needs repair. Understanding we have been under a strict gag order that does not allow us to talk about the issues. Members of the former CG&P Committee are not allowed to share their perspective.
    - **Q4:** What so far has been done to heal within the congregation? **Responses:** Not much. Mostly because of the understanding that we can't talk about the issues. Members of the former CG&P Committee is now able to serve in leadership.
    - **Q5:** Should we have another meeting with Session? **Responses:** Yes. Session is willing to participate in whatever the ARC requests or recommends.
  - Additional points in the discussion:
    - Several Session members expressed the desire to have additional time to consider the questions asked tonight. ARC was open to continuing the conversation.
    - Session members would also like to review the 9 questions previously sent to Synod in 2019.
    - FPC is still not sure what information can be shared freely and what cannot.
    - ARC would be open to suggestions from Session on who might be identified for additional interviews.
    - Reminder from ARC that they are not an investigative body charged with fact finding and assigning blame. They are working to identify what is needed for forgiveness and rebuilding of trust. Also, this is the first time for ARC members on a committee like this.
    - Reminder that individuals will have quite different perspective on the events involved in this conflict. We must guard against the notion that an absolute truth to the events will be agreed upon by all.

- One roll the ARC may play is to help the Session put together a timeline of events and then a plan on how to share information with the congregation.
  - What does an appropriate reconciliation process look like with many sides to the issues?
  - Closing
    - ARC will be glad to hear additional comments on the questions they posed tonight.
    - We will agree to meet again at the next regularly scheduled Session meeting of October 19, 2020.
    - Moderator Saturnia ended this section of the meeting with prayer.
    - The ARC members left the meeting with our thanks.
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- **Pandemic Task Force** – completion of their report suspended for meeting with ARC
    - Cases and deaths in our region exceed our re-opening guidelines. Services in the sanctuary are not an option at this time.
    - Darren Long reported, on behalf of the Pandemic Task Force, that the church is working with the Scott County Auditor about serving as an Election Day polling location, as the church has done on previous years. It will be staffed with volunteers through the Auditor's office. Entry to the building will be limited to 2 doors. The space will be cleaned before and after. The new air filtration units will be set up. Final procedures are in process. A question was asked about security. Elder Pam Paulson will follow-up.
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**ADJOURNMENT** – On motion, the meeting was adjourned at 9:12 PM with prayer by Moderator Saturnia.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on October 19, 2020 at 7:00 PM.

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Moderator,  
The Rev. Dr. Pamela Saturnia

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Clerk of Session  
Mark Jones