

Session Meeting  
 First Presbyterian Church  
 Davenport, Iowa  
 February 15, 2021

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, February 15, 2021. 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 7:00 PM. A quorum was present. Elder Jeff Ehrmann opened with prayer and a reading from *Jesus Calling* by Sarah Young.

	Class of 2021		Class of 2022		Class of 2023
P	<b>Paula Burnett</b> <i>Hospitality &amp; Welcoming</i>	P	<b>Heather Calvert</b> <i>Adult Christian Education</i>	P	<b>David Bowles Edwards</b> <i>Congregational Marketing &amp; Growth</i>
P	<b>Dan Ellard</b> <i>Finance</i>	P	<b>Matt Kabel</b> <i>Buildings &amp; Grounds</i>	P	<b>Jim DeReus</b> <i>Adult Christian Education</i>
P	<b>Jeffrey Gomez</b> <i>Congregational Development &amp; Fellowship</i>	P	<b>Jeanne Sherwood</b> <i>Hospitality &amp; Welcoming</i>	P	<b>Patrick Downing</b> <i>Stewardship</i>
P	<b>Pete Madden</b> <i>Buildings &amp; Grounds</i>	P	<b>Tom Spitzfaden</b> <i>Finance</i>	P	<b>Jeff Ehrmann</b> <i>Personnel, CMGC, Stewardship</i>
P	<b>Diane Roebuck</b> <i>Christian Ed. &amp; Fellowship for Youth</i>	P	<b>Vicki Stegall</b> <i>Christian Ed. &amp; Fellowship for Youth</i>	P	<b>Michael Ferris</b> <i>Worship &amp; Music</i>
P	<b>Karla Ruitter</b> <i>Congregational Development Fellowship</i>			P	<b>RuthAnn Tobey-Brown</b> <i>Personnel</i>
P	<b>Don Wood</b> <i>Worship &amp; Music</i>			P	<b>James Woods</b> <i>Hospitality &amp; Welcoming</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>Matthew Bishop</b> <i>Director of Music</i>	E	<b>Darren Long</b> <i>Facilities &amp; Custodial Supervisor</i>
P	<b>Rev. Pat Halverson</b> <i>Parish Associate</i>	P	<b>Kristine Olson</b> <i>Finance Manager</i>		

Guests:

- Deacon Ted Brown
- Nancy Chapman
- John Gere
- Pam Paulson

**On motion**, the agenda was approved as presented with the addition of reports from the Personnel Committee and the Pandemic Task Force and deleting the PEIA meeting report (done last month).

## **DEACONS' REPORT: Ted Brown**

Ted Brown reported the following items from the Deacons:

- A thank you was received from the Freedom Trail Riders for our support of their program.
  - The decision was made to begin a Clothes Closet at the church.
    - It will be housed in one of the rooms vacated by the Boys and Girls Club
    - It will be staffed, likely twice a week, by volunteers.
    - All clothes will be donated and free.
    - Opening will be Covid-19 dependent but a goal is August or September
  - A Toilet Paper Drive, on behalf of the Humility Homes and Services, will run from now through March.
  - Coleen Duenas is developing a calling list for those in the church who might benefit from contact during the pandemic and is looking for volunteers to reach out to those on the list.
  - The Deacons are going to encourage church members to provide food supplies to a Blessing Box that is located near the church (not church operated).
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## **Report on the status of FPC stained-glass window restoration: Nancy Chapman and John Gere**

- Nancy Chapman and John Gere updated the Session on the stained-glass window restoration project. They provided a history of restoration work, information on additional work that is needed, and the funding sources for that work, including the status of grant proposals.
  - The full text of their presentation is attached as an addendum to these minutes.
  - The presentation was informational. No action was requested.
  - Thanks to Nancy and John for their continuing work on this project.
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## **STAFF REPORTS**

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

- Choir work continues on-line on a regularly basis, except for in-person bell practice (with appropriate safety precautions).
- March 13, 2021 PAS concert will be done virtually. Information has been sent to PAS ticket holders.
- Working with the Music Outreach Committee on the upcoming fund raiser event for the 2022 Ireland Trip.
- Meeting regularly as staff liaison to the Pandemic Task Force.
- The Church Marketing and Growth Committee has met twice and will be reporting at next month's Session meeting.
- Has assumed management of the FPC Facebook page.

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

- 2020 Financial Annual Report (report with all funds) is nearly complete. I'm working with Finance Committee on presentation items. This will be emailed to Session this week.
- 2020 Workers Compensation Payroll Audit has been submitted.

- January financials are not complete. However, due to minimal spending & recognition of \$44k in prepaid Pledges, January will have a surplus. Once Finance has had a chance to review these, these will be forwarded to Session.

**Pat Halverson, Parish Associate**

- Working on upcoming services.
- Contacting people with pastoral care needs

**Pam Saturnia, Moderator**

- This is her last Session meeting as Moderator.
- She shared positive observations about the staff and people at FPC and will continue to pray for FPC through our transition time.

**FINANCIAL REPORT**

**Elder Tom Spitzfaden** affirmed the information presented by Kristine (Finance Manager). The focus so far this year has been to complete all of the 2020 financial reports and the 2021 budget.

January 2021 Financials were not completed in time for Session’s 2/15/2021 meeting.

**CONSENT AGENDA**

- **On motion** and second, the Session approved the following items in the Consent Agenda by a unanimous vote.
  - Clerk’s Report for the month of January 2021 (*A full copy of the January 2021 Clerk’s report presented to the Session at the February 2021 Session Meeting can be found in the Appendix of the official 2021 Session minutes.*)
  - Minutes of the January 25, 2021 Session meeting and the January 24, 2021 called Congregational Meeting.

**I. CHANGES TO THE REGISTERS:**

<u>Deaths</u>	<u>Date</u>	<u>Officiated by</u>
Jean Steffenson	January 16, 2021	Trimble Funeral Home
Dean Edwin Taylor	January 25, 2021	Weerts Funeral Home
Nicholas “Nic” Johnson	January 28, 2021	Rev. Katie Styr

**II. INSTALLATION/ORDINATION OF ELDERS AND DEACONS**

**Elders and Deacons Installed/Ordained January 17, 2021**  
 Elders Installed: Jeff Ehrmann, Michael Ferris, RuthAnn Tobey-Brown, Jim Woods  
 Elders Ordained: David Bowles Edwards, Jim DeReus, Patrick Downing  
 Deacons Installed: Ted Brown, Erin Sodawasser, Siobhan Wood  
 Deacons Ordained: John Gere, Matthew Hennes, Katrina Williams

## Other Business of the Clerk – Mark Jones, Clerk

- The following e-mail was received on February 11, 2021 from Kathy Terpstra, Synod Administrative Review Committee (ARC)

*We have very nearly completed the work of our committee. It is our goal to have a final report e-mailed on March 1st. It will be sent to your clerk of session and to your moderator. Others receiving the report will be the Stated Clerk 2020 & 2021 moderators of the East Iowa Presbytery as well as the Synod State Clerk and Executive. Please include the entire report in your session meeting minutes. It is our hope that you share it with your congregation.*

*As a way to conclude our time with you, we are planning a worship service for March 8th at 7:00 PM via Zoom. We ask that the entire session put it on their calendars now so that we can share this time together. Details with a Zoom link and worship resources will be sent closer to the date.*

- Results of E-votes
    - **Motion:** The Session approves the collection of a purse for Rev. Katie Styrts through voluntary donations made in appreciation of her ministry at First Presbyterian Church. Notices will be sent to the congregation over the next couple of weeks. Designated donations will be collected by the church. Monies collected will be given to Katie on her last day of work.
      - Conducted January 27-28, 2021
      - Votes: 19-0 in favor
    - **Motion:** The Session approves the Church Report 2020 as presented electronically.
      - Conducted February 11-12, 2021
      - Votes: 14-0 in favor
  - As requested, Clerk Mark Jones presented a 2021 schedule for Session Committee to report to Session on its goals and activities.
    - **On motion and second,** the Session approved a recommendation that the Personnel Committee report to Session quarterly.
    - A revised schedule will be distributed.
  - Ordination and installation of the Elders and Deacons, class of 2023, occurred on Sunday, January 17, 2021. Deacon Al Frohlich was ordained and installed on Sunday, February 7, 2021.
  - All new church officer completed officer training which was held on several dates: January 10, 16, 17, & 18.
  - The 2020 Church Statistical Report has been submitted to the denomination. A copy of this report can be found in the Appendix to the bound records for 2021.
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## REPORTS

### Report from the committee recommending a reconciliation facilitator

- Moderator Saturnia reported that the committee is still looking for a facilitator.
  - One person contacted is unavailable. Other names are being contacted.
  - Who will pay for the facilitator has not yet been discussed.
  - New goal is to have this task completed by the end of February.
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## OLD BUSINESS - None

## NEW BUSINESS

### Review of the Annual Meeting agenda

- The proposed agenda for the February 28, 2021 Annual Meeting was reviewed.
- Presenters were identified. The Clerk will follow-up to confirm all of the presenters.
- It was decided that no paper ballot will be needed.
- The Clerk will finalize the agenda for distribution.

### Election of commissions to the 196<sup>th</sup> Stated Meeting of PEIA, Saturday, March 13, 10AM-1PM.

- **On motion** and second, Elders Karla Ruitter, RuthAnn Tobey-Brown, and Vicki Stegall were elected as Commissioners to the 196<sup>th</sup> Stated Meeting of PEIA.

### Pandemic Task Force

- **Elder Heather Calvert**, on behalf of the Pandemic Task Force, presented the following motion.  
*Weather permitting and considering the comfort of the staff, we move to resume outdoor services any time in March. If there is drive in worship the sacrament of communion would be offered with participants bringing their own elements.*
- **The motion was unanimously approved.**

### Personnel Committee

- **Elder RuthAnn Tobey-Brown**, on behalf of the Personnel Committee, presented the following motion.  
*Recognizing that in the recent past, the staff of FPC has had to deal with a great deal of uncertainty, congregational conflict and leadership changes during a pandemic. During this time, the staff has remained committed to the work of the church and they have done an extraordinary job of keeping the congregation engaged in creative ways during the pandemic. Further recognizing that due to financial challenges, staff have not received a pay increase for 2 years (January 2018). In appreciation of the hard work, dedication and passion of our staff we recommend the following:*  
**Motion:** *The Personnel Committee recommends that pay increases will be offered to all full time and part-time non-pastoral staff up to a total amount not to exceed \$14,000 as approved at the January 25, 2021 Session meeting. All raises will go into effect on March 1, 2021.*
  - Following discussion that included confirming there was a plan for equitable distribution of the raises, **the motion was approved**, 14-0 in favor.
- **Elder RuthAnn Tobey-Brown**, on behalf of the Personnel Committee, presented the following motion.  
*The Personnel Committee recommends that we rehire Sarah Greim and Paula Hartman to fill the positions of Christian Education.*  
*Sarah Greim job description.*
  - *Organizes and presents Youth Groups 2<sup>nd</sup>-12<sup>th</sup> grade weekly*
  - *Writes and presents children's sermon on Sunday mornings*
  - *Organizes young adult group activity on Zoom*
  - *Seeking local summer mission work for the Middle School and High School Youth Groups*

- \$450.00 monthly stipend

*Paula Hartman*

- *Coordinates with the Sunday school teachers presently 2*
  - *Puts together packets (approx. 15) for the Sunday School children*
  - *Working on a plan for Vacation bible Camp this summer*
  - *\$250 monthly stipend*
  - Discussion included the need to have these people in place to carry on the current programming. When we are able to meet again at church, a dedicated staff person is needed to grow the programs. Additional discussions on a new CE staff person await Kathy Stoner-Lasala's arrival.
  - **The motion was approved, 14-0.**
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## **ADJOURNMENT**

On motion, the meeting was adjourned at 8:05 PM.

The Session expressed their appreciation for the work of Moderator Saturnia.

The meeting was closed by Moderator Saturnia with prayer.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on March 15, 2021 at 7:00 PM.

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The Rev. Dr. Pamela Saturnia  
Moderator

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Mark Jones  
Clerk of Session

## Addendum to January 2021 Session Minutes

### **Report on proposal for restoration and conservation of certain stained-glass windows in the church. By Nancy Chapman and John Gere February 15, 2021**

#### Background:

In 1996-97 as part of the Bridge Builders campaign, major restoration work was done to the church's beautiful stained-glass windows, original to the church in its construction in 1898-99. In 2015 it was discovered that some of the windows still needed repair. Some had not been restored in 1996-97 and some were restored but did not have any outside covering to protect them from the elements. A competitive bidding process led to the selection of Glass Heritage, a Davenport company with extensive credentials in this area to do the work. As the original bid for the entire process was \$125,000 to \$150,000, the project was broken into phases. The first phase of nine windows with the most critical need was approved by Session in November 2017. Work on those windows was done in 2018-19 for \$37,648. The next phase was proposed at about \$60,000 and Nancy Chapman had offered to prepare a grant application from the State Historical Society of Iowa to provide 2/3 of the funding, matched by 1/3 of the funding from the church. Nancy and John Gere had previously been successful in securing a grant in 2006 from the State Historical Society of Iowa for the reconstruction of the landing on the SE corner of the church. Session authorized the grant application for the stained-glass windows to proceed in the January 27, 2020 meeting.

The grant was submitted June 1, 2020 and on July 15 Nancy received an email that the State Historical Society of Iowa was not able to fund the project at this time. The Session was informed of this notification in the July 20, 2020 meeting and passed a motion made by Pete Madden for the resubmission of a grant application.

As a result of comments made by the reviewers of the grant application, Glass Heritage was invited to prepare a new proposal to include interior work that needed to be done on some windows (estimated to be 14 of the 57 windows already needing exterior work). These windows are in less visible areas of the church, such as storage areas. This interior work was not intended to be done at the same time as the more critical exterior wood repair and covering in the November 2019 bid but based upon a grant reviewer's comments, it was decided to add that to the proposal.

#### Recent developments:

Glass Heritage submitted the revised bid to include the interior work on November 23, 2020. They also identified other areas that had not been previously included. The revised proposal came in at over \$138,000 which is more than double the previous bid from November 2019. We also need to add about \$10,000 in sales tax. Last month John and Nancy met with the partner at Glass Heritage to discuss the changes. The most significant changes were the interior work on 21 windows and the addition of exterior work and covering for 11 pairs of windows in the balcony level of the chapel. Now what???

The State Historical Society of Iowa does not grant more than \$50,000 to a grantee in a cycle and in order to maximize the grant potential, we could make requests in more than one grant cycle but identify it as a multi-phase project. We are strongly considering that. We are also looking into other grantors. On Wednesday February 10 John and Nancy participated in a webinar for a possible grant from the Partners For Sacred Places. There were 300 participants on the webinar. At this time, we are not confident that grant is for us. They require we raise funds for our share of the project and not use funds previously raised.

We are continuing to pursue other grant possibilities. For our information, The State Historical Society of Iowa's submission deadline is May 3.

No matter how we submit for grant(s), the church will need to provide part of the funds. In the case of the State Historical Society of Iowa that amount is one-third. Using the most recent proposal from Glass Heritage, we would need to provide \$50,000 of the total. We have identified some funding sources:

- In 2020 we made a deposit of \$5,773 to hold the November 2019 pricing.
- There is \$5,758 in a custodial account designated for this purpose
- There is the Capital Preservation Fund which might be eligible if the Trustee approves the spending. We have started that dialog.
- We are looking at other possibilities in the church funds, but it is a challenge to find funds for capital projects like this.

Next steps:

We are not requesting approval for a specific proposal today but wanted to report on the status of the project and let you know once we identify likely grant sources and matching church funds, we will make a proposal to the Session for approval to proceed, probably at the March 15 or April 19 meeting. Even though the Session approved resubmission of the grant application in July, we will return to Session as the project has grown and we need to identify the funding source for our share of the grant for Session authorization.

One more thing, one of the grant reviewers commented on the fact that there is limited public access to the church. We have explained the church is open to the public at times other than weekly services and the public can schedule an appointment. In addition, we understand that grant reviewers often want to see grantees use internet and social media to share the historical asset with the public. For that reason, we have contacted Matt Bishop who has access to our social media and Jim Middleton who has access to the website and they will work with us to gather photos and narratives to place on our social media and website to share the beauty of our church building and showcase the windows.