

Session Meeting
 First Presbyterian Church
 Davenport, Iowa
 April 19, 2021

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, April 19, 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. Kathy Stoner-Lasala called the meeting to order at 7:02 PM. A quorum was present. Elder Jeanne Sherwood opened with prayer and a reading from Romans 12.

	Class of 2021		Class of 2022		Class of 2023
P	Paula Burnett <i>Hospitality & Welcoming</i>	E	Heather Calvert <i>Adult Christian Education</i>	P	David Bowles Edwards <i>Congregational Marketing & Growth</i>
P	Dan Ellard <i>Finance</i>	P	Matt Kabel <i>Buildings & Grounds</i>	E	Jim DeReus <i>Adult Christian Education</i>
P	Jeffrey Gomez <i>Congregational Development & Fellowship</i>	P	Jeanne Sherwood <i>Hospitality & Welcoming</i>	P	Patrick Downing <i>Stewardship</i>
P	Pete Madden <i>Buildings & Grounds</i>	P	Tom Spitzfaden <i>Finance</i>	P	Jeff Ehrmann <i>Personnel, CMGC, Stewardship</i>
P	Diane Roebuck <i>Christian Ed. & Fellowship for Youth</i>	P	Vicki Stegall <i>Christian Ed. & Fellowship for Youth</i>	P	Michael Ferris <i>Worship & Music</i>
P	Karla Ruitter <i>Congregational Development Fellowship</i>			P	RuthAnn Tobey-Brown <i>Personnel</i>
P	Don Wood <i>Worship & Music</i>			P	James Woods <i>Hospitality & Welcoming</i>
P	Mark Jones <i>Clerk of Session, non-voting</i>	<i>P- present E-Excused A-Absent</i>			

Staff members:

P	Rev. Kathy Stoner-Lasala <i>Moderator</i>	P	Matthew Bishop <i>Director of Music</i>	P	Darren Long <i>Facilities & Custodial Supervisor</i>
P	Rev. Pat Halverson <i>Parish Associate</i>	P	Kristine Olson <i>Finance Manager</i>		

Guests:

- Deacon Ted Brown
- John Gere and Nancy Chapman, to report on the stained-glass window project
- Liz Terrill, Chair of the Foundation of FPC

On motion, the agenda was approved as presented with the addition of reports from the Personnel Committee, the Pandemic Task Force, and to hear correspondence to the Session by the Clerk.

DEACONS' REPORT: Ted Brown

Ted Brown reported the following items from the Deacons:

- The Deacons had a discussion regarding the recent unrest in Minneapolis. The Deacons expressed concern over the continued violence and raised questions about our response. Several ideas were discussed:
 - We could resume the T-shirt campaign
 - We can reach out to Quad City Interfaith
 - We can address gun violence and gun control. We would need to have a clear focus and state our intention prior to going public so that the situation does not deteriorate into an argument on differing positions.
 - We could hold vigils at the church like we have done in the past.
 - OUTREACH COMMITTEE reported
 - The church received \$2,800 in monetary donations for the food pantry and canned goods.
 - The toilet paper campaign was a success (550 rolls) and donations will be delivered to Humility of Mary this month.
 - The community garden has been composted. Volunteers will finish preparing the beds soon.
 - PASTORAL CARE reported that Easter gifts were delivered to the In Touch participants. A number of thank you notes and a thank you telephone call were received. Announcements will be put in church publications letting members know about the In Touch program and reaching out to those who might enjoy regular contact.
 - MISSION CONNECTION: Deacon Cassie Woods has taken over the leadership of this committee. It was also decided the mission group should meet to discuss the direction of the committee and map a path forward.
 - Ted Brown and Mike Jones have been setting up the clothing pantry. The Deacons would like to send out postcards to those living within a one-mile radius of the church with information about the clothing pantry. It was also suggested a Banner could be put up on days the pantry is open.
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Update on the stained-glass window project: Nancy Chapman and John Gere

Church members Nancy Chapman and John Gere presented an update on the restoration and conservation of the stained-glass windows in the church. Their written report can be found as Addendum 1 to these minutes.

Action: A motion was made and seconded to approve the submission of a grant to the Iowa State Historical Preservation Office for up to \$50,000. Background: The total project for the restoration and conservation is about \$150,000. This has been divided into 2 projects. With a grant of \$50,000, the church must fund a match of \$25,000. The \$25,000 has been secured from a charitable trust created by church members.

The motion was approved.

On motion and second, at 7:21 PM, the Session approved suspending the Session meeting in order to enter into a meeting of the Foundation of First Presbyterian Church.

On motion and second, at 7:28 PM, the Session approved unsuspending the Session meeting.

STAFF REPORTS

Kristine Olson

- Financials are caught up.
- March YTD of a +\$70k includes \$44k prepaid pledges recognized as income in January.
- Compensation increases previously approved by Session were implemented in March.
- The PPP Loan of \$108k is NOT included as income as the amount of forgiveness will not be known until Q3 2021 at the earliest.
- Account Reconciliations: Working with the reviewer to get caught up with these – this is the #1 priority and am expecting to have all items to reviewer within 2-3 weeks (March is being reconciled now by Michelle).
- FPC and Foundation Iowa Biennial Reports have been filed with the Iowa Secretary of State.
- Q1 2021 Giving Statements will be mailed on Tuesday, 4/20.

Matt Bishop, Director of Music

- The silent auction for the Ireland trip raised \$5200.
- Musikgarten, Cherub and Kirkwood Choirs continue remotely.
- Bell choir is practicing in-person with precautions.
- The adult choir has sung at 2 services outside.
- PAS update
 - Alex Gilson's organ recital will be recorded and provided on-line
 - Pianist Julianna Han has been rescheduled to next season.
 - Working on how best to do Guys and Dolls this summer.
- Matt is participating tomorrow in a Presbytery wide seminar on social media communications.

Darren Long, Facilities & Custodial Supervisor

- Plaster work bids are coming in for interior damages from roof leaks.
- Roof overhang above the Donaldson room needs repair.
- Parking lot light changes to LED bulbs will result in \$1700/year savings. Payback of the upgrade will be slightly less than 4 years.
- Need for future: air conditioners in the education building are 9 years old and likely will need replacing soon; more plaster work throughout the building; exterior brick wall on CE building may need repairs.
- Lawn mower needs replacement now. Darren and the B&G Committee has been working with a dealer willing to provide a 15% discount which would put the purchase of a new riding mower at about \$3400. The Finance Committee has indicated that this could be purchased using money from restricted funds with some coming from the general fund.
- **ACTION: On motion and second**, the Session approved a motion that authorizes the Building & Grounds committee to continue to negotiate price and the purchase of a new lawn mower up to a maximum expenditure of \$3400.

Pat Halverson, Parish Associate

- Preaching once a month
- Meeting with the Deacons and attending Staff meetings.
- Pastoral care as asked.

Rev. Kathy Stoner-Lasala

- Signed up for a PEIA book study; unfortunately, it was postponed for low sign-up.

- Met with the members of the former CG&P Committee and the Clerk to review the Synod ARC report. Their comments have been included in an annotated version of the ARC report. This will be forwarded to the Session in the next few days.
- Met with the committee tasked with recommending to Synod a facilitator for the FPC-PEIA reconciliation process. They have crafted a set of questions to ask 3 potential candidates. The draft is going around now. Interviews should be done soon.

On motion and second, the Staff Reports were approved as presented.

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 March 2021 (*A full copy of the March 2021 Clerk's report presented to the Session at the April 2021 Session Meeting can be found in the Appendix of the official 2021 Session minutes.*)
 - Minutes of the March 15, 2021 Session meeting

[MICHELLE INSERTS CLERK'S REPORT INFO HERE]

Other Business of the Clerk – Mark Jones, Clerk

- Correspondence:
 - On 3/25/2021, the Clerk received an email from Pam Prouty, Stated Clerk of the Synod of Lakes and Prairies. It requested that the attachment be forwarded to the Moderator of FPC. This was done. It also requested that contact information for the Moderator and the Elders involved in the search for a reconciliation facilitator be forwarded to Sue Rutford from the Synod Steering Committee. That was done. The e-mail also contained an attachment which outlined recent action of the Synod Steering Committee regarding the Synod ARC report, FPC Davenport, and PEIA. The attachment is included at the end of these minutes as Addendum 2.
 - Donation request from Stronghold Camp and Retreat Center, Oregon, Illinois, now financially separated from Presbytery of Blackhawk and experiencing pandemic related revenue losses.
 - Donation request from Pittsburgh Theological Seminary to support student aid.
 - A report was received from the Pandemic Task Force on 3/24/2021 and forwarded to the Session. The report is attached to these minutes as Addendum 3.
 - A letter received from church member Jed Steckel was read. The letter asked that consideration be given for an alternative name for the Congregational Marketing & Growth Committee.
- Reminders:
 - Scheduled Committee Reports for May 2021: Finance Committee
 - Devotions for May 2021: Patrick Downing

On motion and second, the report of Other Business of the Clerk was approved as presented.

On motion and second, the Session approved referring the correspondence from Stronghold Camp and Retreat Center to the Worship and Music Committee.

On motion and second, the Session approved referring the correspondence from Jed Steckel to the Congregational Marketing and Growth Committee.

COMMITTEE REPORTS

Finance – Elder Tom Spitzfaden

- Making progress on catching up with financials, reconciliations, and office filing.
- Discussions ongoing with Head of Staff as the adequate staffing of the finance department.
- The results of the Audit on Agreed Upon Procedures have been anticipated but have not yet been received.
- Financial outcome so far this year is positive. While things change, I do not see financial issues being of significant concern this year.
- Building maintenance issues as reported by Darren are a looming concern.

[KRISTINE INSERTS FINANCIAL REPORT INFO HERE]

On motion and second, the Finance Committee Report was approved as presented.

Tech Task Force – Matt Bishop

- Matt Bishop, on behalf of the Tech Task Force, presented the following items.
 - Referred the elders to the 2020 Annual Report which outlines most of what the Tech Task Force has been doing.
 - Equipment for live-streaming has been the most recent purchase and has been in use. Some recent technical issues are being worked through.
 - The Tech Task Force was approved almost 2 years ago. It is anticipated that the Tech Task Force will recommend dissolving the task force soon. They are working now on recommendations for assigning their tasks to current Session committees.

On motion and second, the Tech Task Force report was approved.

OLD BUSINESS

Pandemic Task Force

Elder RuthAnn Tobey-Brown, on behalf of the Pandemic Task Force, **presented the following motion:**

- Pandemic Task Force moves that in-person indoor worship in the sanctuary or Fellowship Hall begin on June 1, 2021 at 10 AM. An initial maximum attendance will be 25 persons including

pastors, musicians, and technical support persons. Reservations will be required. Masks will be required. Outdoor worship will be at 8:30 AM.

- The motion received a second.
- Discussion included the following items:
 - After the March 2021 Session meeting the Pandemic Task Force affirmed their decision to recommend a limit of 25 person for in-door worship. This number can be changed as the pandemic circumstances change.
 - This 8:30AM outdoor worship and 10:00AM indoor worship follows our usual summer worship schedule.
 - The intent is to begin indoor worship in Fellowship Hall. The Pastor, musicians, and technical support will likely be in the sanctuary. This will place those speaking and singing in a separate space and will increase the number of people that can be in Fellowship Hall for worship. Because Fellowship Hall is a smaller space than the sanctuary, air purifiers can be used.
 - Church staff supports this proposal.
- The **motion was approved** by a 13-4 vote.

Report from the committee recommending a reconciliation facilitator: please see information provided by Moderator Stoner-Lasala in Staff Reports.

Meeting of the Moderator with former committee members of CG&P: please see information provided by Moderator Stoner-Lasala in Staff Reports.

Response to Synod ARC Report – Next Steps

The Session continued discussion of the Synod ARC Report. The Moderator opened the floor for general discussion of what our response to the report should be. The following items were part of that discussion.

- In general, efforts should be made to shorten the time-table for completing the recommendations of the Synod ARC Report and the reconciliation process.
- Turnover with the Presbytery leadership may be an issue with identifying people who have a broad perspective on the issues.
- Session will need to take the time to carefully read the annotated report that the Moderator will share in the next few days.
- The annotated report will be important for the facilitator's work.
- Should the annotated report be forwarded to the Synod ARC? That has the potential to slow the process.

The 7 recommendations for FPC Session in the Synod ARC Report were reviewed and consideration given on who should be designated to work on each.

#1: Organization chart: An organizational chart exists. Staff can work on updating.

#2: Training on the understanding of Call: The Moderator indicated that she can provide this.

#3: Personnel Handbook

- a) Position description of how Head of Staff relates to staff and committees – the Head of Staff job description is in progress.

- b) Role of Personnel Committee: that committee can review the committee description in the Operations Manual and update.
- c) Process for progressive discipline: The Moderator indicated she had information on this that she can share with the Personnel Committee for review and presentation to Session.
- d) Process for approval/dissolution of a Pastor's call: The Moderator can review this with Session; need to consult PEIA policy on this; review our process used in seeking dissolutions.
- e) Process for staff yearly evaluation, goal setting and Performance Improvement Plan: Personnel Committee can review this; it is partly covered in the Progressive Discipline mentioned above.

#4: Committee Descriptions: these exist in the Operations Manual. Each Committee is charged with reviewing/updating these and present to Session. We have reinstated scheduled reports of each committee to Session.

#5: Clerk of Session training: on-going; review PEIA information for the clerk.

#6: Communication and transparency: some work on this is already being done.

#7: Session members grounded in the bible and constitution of the PC-USA. The Moderator indicated it is her responsibility to do this. Her preference is to do this in a weekend retreat setting. One idea is to have all Elders and Deacons attend the training offered to new officers each year.

On motion and second, on request from the Personnel Committee, the Session approved moving to executive session at 9:18 PM to discuss a confidential personnel issue. All staff left the meeting. The Zoom recording was paused. Guests at the meeting had already left the meeting. The Clerk was requested to attend the executive session.

At 9:27 PM. On motion and second, the Session approved moving out of executive session to continue with its meeting.

On motion and second, the Session approved referring the personnel issue discussed in executive session to the Personnel Committee.

ADJOURNMENT

On motion and second, the meeting was adjourned at 9:28 PM. The meeting was closed with the Lord's Prayer.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on May 17, 2021 at 7:00 PM.

The Rev. Dr. Kathy Stoner-Lasala
Moderator

Mark Jones
Clerk of Session

Addendum 1 to April 19, 2021 Session Minutes

Report to Session April 19, 2021 on proposal for restoration and conservation of certain stained-glass windows in the church. By Nancy Chapman and John Gere

In February we reviewed with you the history of major restoration and conservation of the church glorious stained glass windows. The Bridge Builders Campaign in 1996-97 focused on the repair of the glass itself, maintenance work on exterior wood framing, exterior covering and interior refinishing of many windows. In 2015 it became clear that those windows that were not covered outside needed to be protected against vandalism and to protect the glass and woodwork from the elements. Due to the costs, the work was divided into phases. The most critical phase was completed in 2018-19. In February we shared with you that to complete the work on all the remaining windows would cost about \$150,000. To assist us in funding this project, we shared with you in February that we were pursuing a grant.

Last year, we applied for a grant from the State Historical Preservation Office. We were unsuccessful. But, they encouraged us to re-apply this year. They also provided us with some suggestions from the review committee. Among those suggestions was "more public exposure" to the church and its history (particularly our stained glass windows). In recent months we have accomplished some of that task, and are working on more "projects". Nancy and I have been drawing on our in-house expertise. Matt Bishop is our source for Facebook. And Jim Middleton is our source for the church website. Many of you are aware of a book that Gay Hoyt produced several years ago about our Lamb Studio windows. Jim Middleton has created a link on our website to that book, and provided a few photo "teasers" featuring both interior and exterior images of the windows. We encourage you to look at the website. You'll find the window photos and link under the "Information" tab. Jim has also taken advantage of some new technology ... time-lapse photography to demonstrate a day's worth of views of the east sanctuary windows showing how the sunlight dances and changes ... condensed into just a few seconds. Church member Linda Meadors has been in contact with St. Luke's Methodist Church in Dubuque, which was built within a couple of years of our own church's construction, and has over 100 Louis Tiffany stained glass windows. They have created a video focusing on the windows and church history. A group of us are in the beginning stage of doing something similar here (probably several short video pieces). Linda and I are leading the charge with Nancy Chapman, Rev. Kathy, Matt Bishop, Jim Middleton, Kent Marcek and Carolyn Draper-Math. Linda is also making contact with the Visitors' Bureau and companies associated with river cruises to hopefully include our church in bus tours (when the time is right).

Because the State Historical Society of Iowa does not grant more than \$50,000 to any grantee in a cycle and because the church would need to fund 1/3 of the project costs, we have divided the \$150,000 total project cost into two groups of \$75,000 each with the hope of securing a \$50,000 grant from the State Historical Society of Iowa this spring, matched by \$25,000 from the church. We already made a deposit of over \$5,000 with the vendor and we are very pleased to say we have recently secured a \$20,000 distribution from a charitable trust to complete the church's match. This charitable trust was established by a couple in our church to be used as specified by them. The trustee makes sure any request from the fund meets the donor restrictions and the trustee agreed it met the donor specifications.

The Building and Grounds Committee was informed that funding had been secured and the Finance Committee has approved the funding source. To proceed, we are requesting Session approval to submit a grant application to receive approximately \$50,000 to restore and conserve church stained glass windows.

Addendum 2 to April 19, 2021 Session Minutes

The following report was received by Email from Pam Prouty, Stated Clerk of the Synod of Lakes and Prairies to Mark Jones, Clerk, FPC Davenport. 3/25/2021

Report to Steering Committee regarding Administrative Review Committee (ARC) Report related to the Presbytery of East Iowa and First, Davenport.

Additional information: The Presbytery of East Iowa requested the ARC to give them the report by the end of 2020 so that they could get started on it. The Interim Report was shared on December 7, 2020 and no action has been taken in the past three months. In fact, the person who was to convene the reconciliation process has left the congregation and the ARC was not notified. No mediator was hired by the January 15 as requested.

It is the Synod's responsibility to make the recommendations from the ARC happen. The report requested a timeline be developed and the following is proposed to the Steering Committee for approval. When approved it will be sent to the Moderator and Clerk of Session of First Presbyterian, Davenport, the PEIA Stated Clerk, PEIA current and most recent co-Moderators, and members of the ARC.

Timeline for responding to ARC report:

1. Convene a Reconciliation Team as spelled out in the December 7, 2020 Interim Report of the ARC by **April 15, 2021**. Three Session members, current Moderator of the Session, the two 2020 co-Moderators of Presbytery (Lori Wonder, Dan Jessop), and Sue Rutford from the Synod as the convener.
2. Select a Reconciliation Facilitator to continue the reconciliation work between the Presbytery and First, Davenport, by **May 15, 2021** as spelled out in the Interim Report of the ARC. The Reconciliation Team will send copy of signed contract to Synod Stated Clerk by May 30, 2021. The contract must include a final written report from the Reconciliation Facilitator to the Synod Stated Clerk. The costs of the Reconciliation Facilitator will be shared by the Presbytery of East Iowa, First Presbyterian Church, Davenport, and the Synod of Lakes and Prairies. A progress report from the Reconciliation Facilitator will be sent to the Synod Stated Clerk by August 1, 2021 and December 15, 2021.
3. Require updates by September 15, 2021, December 15, 2021, and March 15, 2022 from both the Session and the Presbytery documenting progress made toward addressing recommendations and irregularities. Send updates and supporting documents to the Synod Stated Clerk.
4. In March 2022, the Synod Steering Committee will assess progress made and determine what, if any, additional steps are needed.
5. The Synod Steering Committee will review all updates as received and consider additional timely actions, including the possibility of appointing an Administrative Commission.

Additional actions

The Administrative Review Committee will be dismissed with thanks after meeting with the Reconciliation Facilitator to discuss report and answer questions. The Synod Stated Clerk will be notified when this meeting has occurred to have the official date of dismissal. (Of note: the cost of this review was \$0 due to the use of Zoom for all meetings.)

Follow up with report to the national office that requested Synod Review.

Addendum 3 to April 19, 2021 Session Minutes

March 24, 2021

Dear Fellow Members of Session,

Concerns brought forth regarding the Pandemic Task Force's motion to hold indoor services limited to 25 participants were brought back to the Pandemic Task Force during their March 18th meeting. I have outlined discussion regarding the four main concerns I took away from our Session Meeting.

Can we use proof of vaccination to allow more than 25?

We encourage congregation members to get their vaccination as soon as they are able, but we also are unable to use vaccination status as a way to allow more participants to indoor service at this time. While health privacy is a concern, PTF is more concerned about research not yet having proved out whether vaccinated individuals can be infectious to those who are not vaccinated. This leaves vulnerable individuals who have not yet been able to get their vaccine for a variety of reasons. Asking congregants to identify their vaccination status would be setting up a scenario for discrimination against those who are not yet vaccinated and those who will choose not to be vaccinated.

Can we improve Air Circulation on our HVAC to allow more than 25?

As mentioned in the Session meeting, the Pandemic Task Force did inquire with HVAC professionals regarding the potential of upgrading the church's system to allow more air turnover. At the meeting, Elder Matt Kabel volunteered to take a look at the system. Attached is a letter of Matt's findings, which provide more detail about our inability to ensure 6-8 air changes (minimum) per hour-as recommended for meeting indoors.

We have a large sanctuary- We should be able to allow more than 25 with 6' spacing between groups

Square footage alone would allow physically for more than 25 people. Our initial calculations on square footage alone, would allow for 49 on the main floor and 45 in the balcony. These numbers include the staff and volunteers for the service. Research has indicated that congregational singing increases viral spread. When considering this along with the air circulation limitations, 25 is the number with which the Pandemic Task force was most comfortable.

Other Churches are Meeting in Person-we should be able to as well

While we recognize that there are many churches who have started meeting indoors in person, we hope that the above information helps inform our rationale for why First Presbyterian Church of Davenport is taking the cautious path. We know similar churches who are not meeting in person in our area- or with very brief services. In addition to the physical consideration of our church building- we also must consider the spread within our community- which may be different from smaller churches in outlying areas.

After further discussing Session's concerns, and the approval to move forward with the purchase of live streaming technology for outdoor service, the Pandemic Task Force will not move forward with another motion recommending indoor service at this time. We believe the best quality of service we can provide to the most people will be outdoors and we will focus efforts on carrying those out in the best possible way.

Respectfully Submitted,
Heather Calvert
Elder, Pandemic Task Force Member