

Session Meeting  
 First Presbyterian Church  
 Davenport, Iowa  
 June 21, 2021

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, June 21, 2021. We continue to meet remotely due to the COVID-19 pandemic.

Moderator Rev. Dr. Kathy Stoner-Lasala called the meeting to order at 7:00 PM. A quorum was present. Elder Heather Calvert opened with prayer and a reading from a Presbyterian Outlook article, *The Fruit of Patience*, by Aaron Neff.

	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>	E	<b>Matt Kabel</b> <i>Buildings &amp; Grounds</i>	P	<b>Jim DeReus</b> <i>Adult Christian Education</i>
E	<b>Jeffrey Gomez</b> <i>Congregational Development &amp; Fellowship</i>	P	<b>Jeanne Sherwood</b> <i>Hospitality &amp; Welcoming</i>	E	<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</i>
P	<b>Diane Roebuck</b> <i>Christian Ed. &amp; Fellowship for Youth</i>	E	<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. Kathy Stoner-Lasala</b> <i>Moderator</i>	E	<b>Matthew Bishop</b> <i>Director of Music</i>	P	<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
- Liz Terrill, Board of Trustees, Foundation of First Presbyterian Church

**On motion**, the agenda was approved as presented with the only change being to move the Finance Committee Report to follow the Foundation Meeting.

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

Ted Brown reported the following items from the Deacons:

- The church picnic is being planned for the end of August; exact date to be determined.
- The neighborhood garden has been planted and eaten by rabbits twice. Fencing will be needed. The garden will not be replanted a third time this year. It was also suggested we plant some milkweed in the garden to help the Monarch butterflies.
- Mission Connection has been reviewing documents from prior groups the church has supported. The committee is evaluating what groups they would like to support going forward.
- Quad City Interfaith dues are \$600 a year. This is not a budgeted item. A motion was made and passed to pay the \$600 Quad City Interfaith dues for 2021 from a restricted fund. A motion was made and passed to make Quad City Interfaith dues a budgeted line item going forward.
- Pastoral Care is planning for Homecoming, October 2021. There is no budget for Homecoming and it was suggested the funds can come from the Wiebener Fund.
- Pastoral Care also has several other events they would like to support including a Men's breakfast, a craft fair, Christmas treat swap, Women's Tea Spring 2022, puzzle corner.
- A Deacon will need to be found for the Endowment Fund. The fund currently has \$4,500 in checking for the endowment.
- The Clothing Closet is up and running. Ted relayed a story of a young woman who came to the clothing closet. She was getting ready to leave for job training and needed clothes. She really had nothing appropriate and was able to obtain what she needed.
- Deacon's will not meet in July. The next meeting is in August.

**A motion** was made to approve the payment of \$600 from the Sesquicentennial Fund for the 2021 dues for membership in Quad City Interfaith. The motion received a second. No discussion. The motion was approved.

**On motion and second**, the Deacon's Report was accepted as presented.

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**On motion** and second, the Session approved suspension of the Session meeting at 7:20 PM to convene a meeting of the Foundation of First Presbyterian Church.

**On motion** and second, the Session approved re-opening the Session meeting at 7:50 PM.

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## **Finance Committee Report, Elder Tom Spitzfaden**

- YTD income over expenses continues to look good.
- Continued reminder that while the finances for this year look to be positive, the 2021 budget is around 30% lower than previous years' budgets. This needs to be in our minds going forward.
- Catching up on financial reporting to meet our agreed upon procedures is happening but it is still not where it needs to be. The Finance Committee continues to work on this issue.

	May 2021		May 2020	
	Actual	Budget	Actual	Budget
General Fund Income	44,990	43,380	47,645	57,470
Custodial Accounts Income	613	-	21,426	-
Compensation Expenses	39,809	40,036	46,671	47,558
Non Compensation General Fund Expenses	12,190	14,218	12,295	18,550
Custodial Accounts Expenses	612	-	21,426	-
<b>Surplus (Deficit)</b>	<b>(7,008)</b>	<b>(10,874)</b>	<b>(11,321)</b>	<b>(8,638)</b>
	2021 Year-To-Date		2020 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	338,526	326,134	420,976	443,318
Custodial Accounts Income	8,167	-	91,621	-
Compensation Expenses	197,588	208,205	246,270	252,536
Non Compensation General Fund Expenses	80,146	91,073	72,891	98,485
Custodial Accounts Expenses	8,167	-	91,621	-
<b>Surplus (Deficit)</b>	<b>60,792</b>	<b>26,856</b>	<b>101,815</b>	<b>92,297</b>
All numbers are rounded.				

**On motion**, the Session approved the Finance Committee Report.

## STAFF REPORTS

Matt Bishop, Director of Music

- Matt was excused from this meeting, but his written comments were presented as follows.
- Rehearsals for our PAS production of Guys and Dolls resumed June 3. As a result of your e-vote, the show has been moved back into the sanctuary out of concern for the safety of our audience outdoors: Friday, July 23 at 8PM, and Sunday, July 24 at 4PM. Rehearsals continue several nights per week until the performances.
- I am planning on having the Sanctuary Choir sing on July 4th (“Battle Hymn Sunday”) and August 8th (Bix Sunday); for the latter date, a jazz quartet has been secured for the 8:30am service.
- I am feeling cautiously hopeful that the choir can hold some version of its annual Fall Retreat on September 4th and will continue monitoring the COVID-19 guidance from the various choral associations on best practices to accomplish that goal.
- I expect to have a proposal for the 2021-2022 season of the Performing Arts Series for your next meeting.
- I continue to meet with the Pandemic Task Force, Worship & Music Committee, and Congregational Marketing & Growth Committee as staff liaisons to those groups. I am also continuing to serve as social media manager and am always happy to receive shareable content from your committees.

Darren Long, Facilities & Custodial Supervisor

- Continues to meet with the Pandemic Task Force.
- Parking lot replacement LED lights are on order; should be here in about 4 weeks.
- Plexiglass was installed in the sanctuary.
- A bid on the Chapel plaster repairs is coming soon for signatures.
- An estimate on repairs for the Donaldson Room overhang is expected soon.
- The staff work has increased as gradual opening up of the church building continues.

Kristine Olson, Finance Manager

- May financials showed expenses over income by \$7K but YTD income exceeds expenses by \$60K.
- Income from Easter offering was higher than anticipated. Non-pledge income is higher than anticipated perhaps from regular givers who did not send in a pledge card.
- Expenses continue to be lower than budgeted.

Rev. Pat Halverson, Parish Associate

- Continues to preach occasionally and attending staff meetings.
- Making some pastoral care contacts. As facilities open up for visitors, in-person pastoral care may be possible soon.

Rev. Kathy Stoner-Lasala

- Explained efforts to utilize a program called the Listening Campaign offered by Quad City Interfaith to assist several church groups in forwarding their efforts. People from CEFY, Deacon's Outreach Committee, and individuals interested in a social justice group within FPC have been invited to participate. There has been some initial confusion on how this program works but that is being worked through.

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

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## CONSENT AGENDA

- **On motion and second**, the Session approved the following item in the Consent Agenda
  - Minutes of the May 17, 2021 Session meeting.
  - Clerk's Report for the month of May 2021 (*A full copy of the May 2021 Clerk's report presented to the Session at the June 2021 Session Meeting can be found in the Appendix of the official 2021 Session minutes.*)

## **I. COMMUNION RECORD:**

### **In Church Communion**

On Sunday, May 2, communion was served at the 9:00 AM parking lot and online service by Rev. Dr. Kathy Stoner-Lasala  
On Sunday, May 9, communion was served at the 9:00 AM parking lot and online service by Rev. Dr. Kathy Stoner-Lasala  
On Sunday, May 16, communion was served at the 9:00 AM parking lot and online service by Rev. Dr. Kathy Stoner-Lasala  
On Sunday, May 23, communion was served at the 9:00 AM parking lot and online service by Rev. Pat Halverson  
On Sunday, May 30, communion was served at the 9:00 AM parking lot and online service by Rev. Pat Halverson

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

- E-vote on a motion from the Congregational Development & Fellowship Committee on a special offering for Blessing of the Animal Sunday.

- **The Congregational Development and Fellowship Committee moves that FPC has a separate offering at the Blessing of the Animals worship service on June 27, 2021 (and at the Blessing of the Animals service every year hereafter) for donations to support the Kings Harvest Pet Rescue No Kill Shelter in Davenport, IA. This offering will be in addition to the weekly offering made at each worship service.**
- Background: The shelter is currently in great need of cat food, litter, and other supplies. The offering for the shelter will allow church members to show their support for local animals in need in the spirit of St. Francis of Assisi, the Patron Saint of Animals.
- The vote was conducted on June 9-10, 2021.
- The motion was approved: Yes – 14; No – 0; 1 abstaining; 4 not voting.
  
- E-vote on a motion from the Pandemic Task Force on building use guidelines.
  - **Pandemic Task Force moves that groups be able to begin meeting in the church with no limitation to number or time limit with the following guidelines. Masks will continue to be required.**
  - Additional Guidelines to be followed:
    - The standard Building Use Form will be used going forward which currently asks for 3 weeks’ notice.
    - Food or drink will be considered on a case-by-case basis (notate on building use form).
    - If technology for a hybrid meeting is needed, please make note on the building use form. There is currently limited availability for hybrid meetings to occur at the same time.
    - Guidelines for Food and Drink:
      - Notate that food or drinks are desired on the building use form. Requests for food or drink will be reviewed by Pandemic Task Force for the time being.
      - Formal Events with food: Servers and guests would be masked unless they’re eating. Servers will also need to wear gloves.
      - Food and Drink for committees/or informal meetings: Groups can request to bring in their own refreshments. Any food should be individually wrapped for the time being.
    - As we open back up, the Pandemic Task Force would like to reiterate guidelines that Session set up in early 2020. Groups will clean up after themselves. Church equipment may be used, but going forward it will be the responsibility of chair/requester to ensure anything used is cleaned up.
  - The E-vote was conducted June 11-12, 2021.
  - The motion was approved: Yes - 16; No – 0; 3 -not voting
  
- E-vote on a motion from the Pandemic Task Force on building use for a Scott County Health Department vaccine clinic.
  - **The Pandemic Task Force, including the Moderator and three active Elders, moves the Session approve the use of the church facility for a “pop-up” vaccine site in cooperation with the Scott County Health Department. The use would be for distribution of the Covid 19 approved vaccines. The proposed date/time is June 21, 4:00-6:00 p.m.**
  - Background: To provide better/easier access to Covid 19 vaccines the Health Department is seeking locations in the County. They will provide the personnel to administer the paperwork and the vaccines, possible grant money for mailings, and creation of the mailings. First Pres will provide the inside location and host volunteers to help.

- The E-vote was conducted June 11-12, 2021.
- The motion was approved: Yes vote – 16; No – 0; 3 – not voting.
- E-vote on a motion from Worship & Music on changes to *Guys and Dolls* PAS concert.
  - **The Worship and Music Committee, on advice from the Pandemic Task Force and a representative of the Davenport Police Department, move that the PAS production of *Guys and Dolls* take place in the sanctuary on Friday, July 23 (8pm) and Saturday, July 24 (4pm). Face coverings are still required for audience, cast, and crew.**
  - BACKGROUND: After an uptick in shootings in our immediate vicinity, several members of the PTF raised concerns over the security of an outdoor performance. After seeing that the congregation complied with the mask requirement for attendance at indoor worship, the PTF felt that the safer option would be to hold the performance indoors; the cast, crew, and W&M committee concurred with that guidance. A PTF member contacted Officer Dave Turner of the DPD, and his advice was to move the show indoors due to the fact that many of the gun violence incidents are occurring early in the evening, when the show is scheduled to occur. Officer Turner indicated that these are gang-related incidents, and that two rival gangs have members who live within a few blocks of the church campus.

Moving the show indoors means that we can no longer benefit from the general admission seating plan that the staff had worked out for the parking lot; it also necessitates moving back to two performances, in an effort to limit the size of the crowd and allow for some distancing if audience members request it. Three of the main characters in the show are now unavailable for a Sunday performance; thus, those who currently hold Saturday evening tickets will be shifted to the Friday evening show, and those who hold Sunday afternoon tickets will be shifted to the Saturday afternoon show. Anyone who requests a transfer or refund will receive one. Our license agreement will not be impacted; it is still impossible for us to record or stream the performance or any rehearsal.

- The E-vote was conducted June 15-16, 2021
- The motion was approved: Yes – 13; No – 0; 6 not voting.

**On motion and second**, the Session ratified the four (4) E-votes shown above.

**On motion and second**, the Session approved a change in the date of the vaccine clinic approved by E-vote to June 30, 2021 at the request of the Scott County Health Department.

- The Clerk was asked last month to provide a report to Session on the status of the Heritage Committee. Here are some of the details provided.
  - The Heritage Committee status as a Session committee ended with revisions to the Operations Manual approved in August 2019.
  - The activity of the Heritage Committee decreased as members moved away, left membership at FPC, or chose not to participate at some point. The pandemic stopped almost all activity beginning in March 2020.
  - Current activity appears limited to responding to request for archival information from within the church or from external sources. One of the members from the Heritage Committee comes in to assist in locating this information.
  - No active projects are left undone.

- On-going needs include documenting and storing new material. This includes bulletins, Broadcaster, and any material donated, such as old photographs.
- The committee had begun discussions of increasing the use of digital storage for some material but no decision was made prior to the group disbanding.
- The Heritage Center does have some funding sources.
- Recommendation: The Heritage Center would benefit from on-going supervision. Attempts should be made to re-institute the Heritage Committee including the recruitment of new members, if necessary. Archival training for new members should be encouraged. The Heritage Committee may function well as a sub-committee with minimal oversight.

Following discussion of the Heritage Committee report, **on motion and second**, the report was referred to the Nominating Committee, which offered to consider which Session Committee might best serve to oversee the Heritage Committee and consider names for that Committee.

- The Session requested the Clerk determine what communications may have occurred between the Session and the former CG&P Committee members. Per prior Clerk: communication between Session and the former CG&P Committee members was limited at the direction of the Administrative Commission of PEIA. Some personal communications likely occurred.

Following discussion of this report, **on motion and second**, the Clerk was directed to provide former members of the former CG&P Committee a written update on the progress of our response to the Synod ARC report and the reconciliation process, supporting their full participation in the life and ministry of FPC.

- The next Presbytery meeting has been announced for July 17. **On motion and second**, Elders Heather Calvert, Karla Ruitter, and Paula Burnett were elected Commissioners to the 197<sup>th</sup> Stated Meeting of the Presbytery of East Iowa to be held on Saturday, July 17, 10 AM – 1 PM, via Zoom.

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

## OTHER COMMITTEE REPORTS

### Personnel Committee, Elder RuthAnn Tobey-Brown

- **Elder Tobey-Brown**, on behalf of the Personnel Committee **moved** the approval of the Bridging Pastor Contract and Job Description as electronically distributed to the Session.
  - The motion was approved.
  - *A copy of the contract can be found in the appendix to the bound records for 2021.*
- **Elder Tobey-Brown**, on behalf of the Personnel Committee, **moved** the approval of the Personnel Policies and Procedures Manual, as Amended and Restated July 1, 2021.
  - The manual was presented in detail at the May 2021 Session meeting.
  - The motion was approved.
  - *The approved manual can be found in the appendix to the bound records for 2021.*

### **Welcoming and Hospitality, Elder Paula Burnett**

- The primary functions of this committee include worship hosts and welcoming of new members.
- Finding and training worship hosts has been the recent focus as in-person worship has restarted.
- On-line worship has made identifying visitors almost impossible. It is hoped that we will be able to restart using the friendship pads in church to make the committee aware of visitors.

### **Congregational Development & Fellowship, Elder Karla Ruiter**

- **Elder Ruiter**, on behalf of the CDF Committee presented the following **motion**:
  - The CDF Committee moves the approval of the following church sponsored event: A 1 ½ hour Riverboat Twilight (LeClaire) river cruise on Saturday Sept 18, 2021 at 11:00 AM. Tickets are \$20 per adult, \$12 per child (14 years and younger; free for 3 years and under). Tickets will be sold through the church office, online, and/or in Fellowship Hall through Labor Day. After the cut-off date people will be able to call Twilight and order their tickets direct as space is available.
  - Following discussion, the motion was approved.
- Elder Ruiter reported the CDF Committee was planning on offering refreshments in front of the church on Bix 7 race day as in the past with appropriate adjustments for the pandemic.

**On motion and second**, all of the Committee reports were approved as presented.

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### **OLD BUSINESS**

**Report from the committee recommending a reconciliation facilitator:** Elder Diane Roebuck, Elder Tom Spitzfaden, Moderator Stoner-Lasala

- **Elder Diane Roebuck moved** approval of the following motion, which had been distributed electronically prior to the meeting:

WHEREAS, The Synod of Lakes and Prairies (Synod) has ordered the congregation to participate in a Reconciliation Process with Presbytery of East Iowa (PEI), and

WHEREAS, PEI and First Presbyterian Church of Davenport, IA (FPC-D) have identified an individual to facilitate that reconciliation process (the Facilitator), and

WHEREAS, the Synod and the PEI have expressed a desire for a contract between the Facilitator, FPC-D, PEI and the Synod, and

WHEREAS, the Session of First Presbyterian Church of Davenport wishes to proceed immediately upon such reconciliation process while acknowledging the monthly and summer meeting schedule of the Session,

RESOLVED, the Session authorizes the Moderator, the Clerk of Session, and any corporate officer (Authorized Individuals) to engage the Facilitator and sign a contract with the Facilitator (and PEI and Synod) and all other actions necessary to engage the Facilitator and begin the Reconciliation Process immediately. Such contract will be similar in all material aspects, content and intent to the Principles of Contract listed below. The Authorized Individuals will report to Session at a regularly scheduled Session meeting when such contract has been executed, or other outcome as may occur.

### **Principles of Contract for Reconciliation Facilitator**



**Parties:** First Presbyterian Church – Davenport (FPC-D), Presbytery of East Iowa (PEI), Synod of Lakes & Prairies (Synod), Rev. Dr. Beth McCaw (McCaw or Facilitator)

**Purpose:** Facilitate a reconciliation process between PEI, FPC-D and within FPC-D

**Statement of Work:** Reconciliation is a process, not an outcome. Facilitator will (i) create a sequence of events (including learning the background of the situation), (ii) prepare and send progress reports to the Synod's Stated Clerk on August 15, 2021 and December 15, 2021 and a final report (if different than December 15, 2021 report), and (iii) create, organize and lead reconciliation activities and events. The process of reconciliation will require the active participation of all parties and all parties agree to such active participation, including identifying specific individuals to be invited to participate. Work is expected to be conducted via phone, Zoom, and other electronic means with limited in-person meetings or events.

**Duration:** Begin June 2021, and complete by January 15, 2022.

**Compensation:** McCaw will be compensated at a rate of \$60 per hour. Estimated total cost of \$12,000 to \$15,000 including expenses. It is anticipated that up to 10 hours per week will be devoted to this work by the Facilitator, but not every week. Variation in hours per week (from zero to 10) is expected.

**Expenses:** Mileage at rate of \$ 0.56 per mile will be reimbursed. (Round trip Dubuque to Davenport is about \$100.) Out-of-pocket expenses will be reimbursed. Total mileage and out of pocket expenses should not exceed \$750.

**Total Cost:** It is anticipated that the total cost will be no more than \$15,000. When the total cost incurred exceeds \$10,000 FPC-D and McCaw will confer to determine the likely outcome for total cost in order not to exceed a total cost of \$15,000.

**Payment:** Compensation and expenses will be invoiced by McCaw to FPC-D. Payment will be made within 30 days, although there will be no penalty for late payment. Payment will be by check sent via physical mail to address provided by McCaw.

**Cost sharing:** Each of FPC-D, PEI and Synod will share equally in the compensation and expenses incurred. McCaw will provide invoices to FPC-D who will pay them in full and then request reimbursement from PEI and Synod. Reimbursement back to FPC-D shall be within 30 days of request. Request for reimbursement will be by e-mail notification.

**Governing law:** Iowa law.

**Independent contractor:** McCaw is not an employee but independent contractor.

**Other:** Multiple signature pages and severability if any clause found to be unenforceable.

Notifications and contact info: Individual, e-mail and phone for each of the 4 parties. Parties agree to provide necessary Tax ID numbers.

- The motion received a second. Discussion: All parties involved in the committee to recommend a facilitator have verbally agreed on proceeding with hiring Rev. Dr. Beth McCaw as a facilitator. She has agreed to serve in this capacity. This motion will allow FPC representatives to sign a finalized contract if it meets the criteria presented.
- The motion was approved.
- **Elder Roebuck** made the approval of the following **motion:** Whereas it was recommended by a facilitator candidate recommended by the Synod ARC, who was not able to accept the position, that FPC do some internal work prior to entering into a reconciliation process with PEIA, that FPC begin this internal process under the direction of Rev. Dr. McCaw as soon as she is able to begin. **The motion was approved.**

## **Review of the annotated Synod ARC report**

- The Moderator reported that the annotated report was being redone into a timeline format. It is thought this will be easier to understand.
- **On motion** and second, further action was tabled until the timeline version of the annotated Synod ARC report is completed.

#### **Response to Synod ARC Report – Next Steps**

- **Elder Diane Roebuck moved** that all Session Committees complete their review of the Committee description in the Operations Manual and submit the updated descriptions to the Clerk prior to the August 2021 meeting and that the July Session meeting would be cancelled to provide adequate meeting time for this review. The motion was seconded and approved.
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#### **NEW BUSINESS**

- **Elder Heather Calvert**, on behalf of the Nominating Committee requested the Session Committees submit to the Nominating Committee any particular needs they have for next year and to recommend persons to be contacted to serve as Elders or Deacons.
  - **Elder Jeff Ehrmann** requested that because the July meeting will not be held that the Session receive an e-mail regarding any significant developments in regard to the Synod ARC Report or the reconciliation process.
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#### **ADJOURNMENT**

**On motion and second**, the meeting was adjourned at 9:20 PM. Rev. Pat Halverson closed the meeting with prayer.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on August 16, 2021 at 7:00 PM.

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The Rev. Dr. Kathy Stoner-Lasala  
Moderator

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Mark Jones  
Clerk of Session