

Session Meeting
 First Presbyterian Church
 Davenport, Iowa
 September 20, 2021

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, September 20, 2021. We continue to meet remotely due to the COVID-19 pandemic.

Moderator Rev. Dr. Kathy Stoner-Lasala called the meeting to order at 7:02 PM. A quorum was present. Elder Jeff Ehrmann, opening the meeting with a modern version of the Lord’s Prayer by Father Richard Rohr.

	Class of 2021		Class of 2022		Class of 2023
P	Paula Burnett <i>Hospitality & Welcoming</i>	P	Heather Calvert <i>Adult Christian Education</i>	P	David Bowles Edwards <i>Congregational Marketing & Growth</i>
P	Dan Ellard <i>Finance</i>	E	Matt Kabel <i>Buildings & Grounds</i>	P	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</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>	E	Kristine Olson <i>Finance Manager</i>		

Guests:

- Deacon Ted Brown
- Rev. Dr. Beth McCaw, Reconciliation Facilitator
- Jo Johnson-Meineke, Personnel Committee Congregational Member

On motion and second, all guests were admitted to the meeting with voice and no vote.

On motion and second, the agenda was approved as presented with the addition of a report and motion from the Nominating Committee.

Reconciliation Facilitator

The Rev. Dr. Beth McCaw was introduced to the Session as the reconciliation facilitator. Session members introduced themselves to Rev. McCaw. A progress report from Rev. McCaw had previously been shared with the Session (see Appendix to these minutes). Rev. McCaw shared her impressions, so far, following initial discussions with church and presbytery members. She wants to meet with Session as a group and hear the Session's responses to several discussion prompts that she will forward to the Session.

DEACONS' REPORT: Ted Brown

Ted Brown reported the following items from the Deacons:

- The meeting started with Kristine Olson, Finance Manager presenting funding concern with the Neighbor-to-Neighbor group. Per our agreement with the group the church sends \$600 a month to the Center to assist three clients. It is the church's understanding if three clients are not sent in a month, the money would carry over to the next to help more people in need. The Center is limiting help to three clients even if there is money left over. In addition, as of September there is a discrepancy of \$1,000 sent in 2020. The church shows that \$5,200 was sent from late December 2020 through August 2021. The Center shows they received only \$4,200. A motion was made to postpone September's payment until these issues are resolved. The motion passed.
Deacon Brown indicated that since their meeting, the Center has started to distribute available funds no longer limiting the assistance to 3 people.
- Cost for the Church picnic was \$1,211.40. There were left over funds from the 2019 fund of \$374.80. A motion was made and passed to fund the remainder of the picnic from the Wiebener Fund - \$836.66.
- Paula Hartmann from Outreach talked about continuing the Cocoa and Mittens program on December 7 from 3 to 5.
- Outreach also discussed possibly have Trunk or Treat again this year. This will be discussed further at the October meeting.
- Colleen Duenas discussed Pastoral Care programs. Due to the continue health crisis, it was decided to forego the Homecoming Dinner and deliver bundt cakes again this year. The cost of the cakes will come from the Wiebener Fund.
- In Touch will deliver gifts to members in the In Touch program for Christmas.
- Men's Get Together will be held at Ted's home on October 1st; the cost for each attendee of \$5.
- Mission Connection is continuing to evaluate previous programs to determine which groups the Church will support going forward.
- Rev. Halvorsen looked into how church members might be invited to support disaster relief through the Presbyterian Disaster Assistance by donating through the church.
- Deacons will continue to meet by Zoom.

On motion and second, the Session approved, if the way be made clear, the use of the Wiebener Fund to pay for the balance due for the Church picnic.

On motion and second, the Session approved that the Deacons, on Sundays October 10, 17 & 24, will invite church members to donate money to the Presbyterian Disaster Assistance programs by designating gifts through FPC using the Deacon Green Envelopes or donating on-line.

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

Personnel Committee proposal: Shared Leave Policy

- The Personnel Committee presented the Shared Leave Policy for a first reading.
 - Personnel Committee member Jo Johnson-Meineke reviewed the policy and answered questions.
 - **On motion**, the Session accepted the Shared Leave Policy for its first reading.
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CONSENT AGENDA

- **On motion and second**, the Session approved the following items in the Consent Agenda
 - Minutes of the August 16, 2021 Session meeting.
 - Clerk's Report for the months of August 2021 (*A full copy of the August 2021 Clerk's report presented to the Session at the September 2021 Session Meeting can be found in the Appendix of the official 2021 Session minutes.*)
 - Affirm the following E-vote: **Be it resolved**, that the Session approve the window restoration project using Glass Heritage, LLC, with funding as indicated above and that the chair of the Finance Committee or designee and the chair of the Building and Grounds Committee or designee may execute the contract, authorize change orders, authorize payments on the contract or otherwise manage the project directly with the vendor on this phase.
 - Motion approved: Yes votes – 19; No votes – 0; all elders voting
 - Voting period: September 7 – 9, 2021

REPORT OF THE CLERK OF SESSION

For the Month of August 2021

COMMUNION RECORD

In Church Communion

- On Sunday, August 1, communion was served at the 8:30 a.m. parking lot and online service by Rev. Beth McCaw.

Other Business of the Clerk – Mark Jones, Clerk

- Communications
 - PEIA notice of Discernment Conversations: PEIA announced several sessions to be held September 7-9 on conversations that can inform a 5-year plan for the Presbytery. The notification was forwarded to Session on 9/2/2021.
 - PEIA forwarded notice that the PCC had approved the Principles of Contract for Reconciliation Facilitator and a recommendation that PEIA offer to pay half the estimated cost. This action was taken on August 26, 2021. This notice was included in the Session packet.
 - Communications regarding the Synod ARC Report: The Synod Steering Committee asked for progress reports from FPC, PEIA, and the Reconciliation Facilitator. Copies of those reports submitted to Presbytery are listed here. Full texts of these documents are attached to these minutes.
 - FPC Progress Report on Synod ARC Recommendations forwarded to the Synod Stated Clerk on September 14, 2021. This document was prepared by Moderator Stoner-Lasala and Clerk of Session Jones. See Appendix 1.

- Response from the Presbytery of East Iowa to the Recommendations contained in the Synod of Lakes and Prairies Administrative Review Committee Final Report Dated March 1, 2021. Received 8/17/2021. See Appendix 2.
- Reconciliation Facilitator Report Sept 2, 2021. See Appendix 3.
- Reminders:
 - Scheduled Committee Reports for Oct 2021: Finance, Nominating, Stewardship
 - Volunteers needed for opening devotions for October, November, December
 - FYI: PEIA 199th Stated Meeting: Thursday, November 18, 1-5PM, Cedar Rapids, Westminster Presbyterian Church: Speaker is Rev. T. Denise Anderson, Coordinator, Racial and Intercultural Justice (PC-USA) and Co-Moderator of the 222nd GA (2016-2018). Encouraged to read the book *Caste* by Isabel Wilkerson.
- The Book of Order calls on the Session to review the active membership roll on an annual basis. One purpose of the review is to identify persons that have become inactive in church activities and “seek to restore members to active participation.” It would be appropriate that the Session discuss how best this be done in 2021. Discussion was deferred.

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

COMMITTEE REPORTS

Finance – Elder Tom Spitzfaden

- The church has now received the final report from the auditors on the Agreed Upon Procedures review. The areas they found needing work are those the Finance Committee previously identified and have been working on – timeliness of completing tasks and attention to detail.
- The approved Finance Assistant position has not been filled. The temp that helped catch-up on some of the Finance office work has stayed on working 1 day a week.
- Finance Committee did not meet this month. A draft of the Finance Committee description is complete but it needs to be approved by the committee before forwarding to Session.
- Income is above budget for the year. That is good news. Remember, the budget is considerably lower than last year.

	DRAFT August 2021		August 2020	
	Actual	Budget	Actual	Budget
General Fund Income	53,921	37,360	52,322	50,860
Custodial Accounts Income	2,897	-	4,072	-
Compensation Expenses	39,216	45,421	46,746	48,038
Non Compensation General Fund Expenses	15,230	21,633	14,888	26,275
Custodial Accounts Expenses	2,897	-	4,072	-
Surplus (Deficit)	(525)	(29,694)	(9,312)	(23,453)
	DRAFT 2021 Year-To-Date		2020 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	493,642	445,059	571,578	600,808
Custodial Accounts Income	24,788	-	103,604	-
Compensation Expenses	312,699	337,764	389,936	396,652
Non Compensation General Fund Expenses	132,956	142,647	110,690	163,180
Custodial Accounts Expenses	24,788	-	103,604	-
Surplus (Deficit)	47,987	(35,352)	70,952	40,976
All numbers are rounded.				

Worship and Music Semi-Annual Update – Elder Don Wood

- The choir is practicing in person with mitigation procedures as outlined by the Pandemic Task Force. A Zoom option has been made available.
- The choir sang at outdoor services in the summer and twice indoors from the balcony.
- The PAS program has been developed and approved by Session.
- The choir has recently added 2 new members and 2 former members returned.
- Vesper Bells are practicing in-person with mitigation procedures.
- The Chamber Chorale is working on the December Advent Lessons and Carols.
- Kirkwood Choir is practicing in-person on alternating Sundays; Cherub Choir is meeting in-person on Sunday mornings. Musikgarten is still using remote gathering.

Congregational Marketing and Growth – Elder David Edwards

- One of the committee members has left the church. Have not been able to meet together lately.
- Have been working on developing a uniform “brand.”

Stewardship – Elder Patrick Downing

- As reported on Monday, August 16th, we have chosen the theme “Give, and it will be given to you.” This comes from Luke 6:38.
- We believe this verse will be an inspirational call to action for our congregation, particularly as we try to climb out of the COVID-19 pandemic.
- The initial announcement of the Stewardship Theme was announced in the Fall 2021 Broadcaster.

- Currently composing the appeal letter that will go to church membership, will be completed by next Monday, September 27th
- We're planning for Sunday, October 3rd to be the first announcement of Stewardship Season. Patrick will plan to give the Minute for Mission to address the congregation.
- By starting on October 3rd, this will give us an opportunity for members of the congregation, who are willing, to share their reflections of their own stewardship and the joy of giving back to the church.
- If we have four members of the congregation willing to share, they would speak during worship services on Oct. 10th, 17th, 24th, and 31st.
- Cathy Pratscher-Woods has been recommended for a potential speaker. Any other recommendations and/or volunteers from Session who'd be willing to give a Stewardship Minute for Mission?
- We're planning on Sunday, November 7th to be Stewardship Sunday - the day for placing the pledge cards at the communion table during Worship service.

Personnel

- **Elder Jeff Ehrmann presented the quarterly update for Session on activity since March**
 - **Completion of employee performance reviews.** Performance reviews have been completed for all but one employee. This has been due to timing and scheduling challenges. This last review will be completed in September.
 - **Bridging Pastor Job description:** The job description and list of deliverables for Rev. Kathy was finalized and signed.
 - **Employee meetings.** (ongoing) Periodically, our committee gets requests from employees who have questions about a personal or personnel matter or a performance issue. We respond to these requests and meet with the employee to address their concerns. Most of these issues are confidential and we inform the Head of Staff and involve them if necessary. We also inform employees' manager (if appropriate) and we also loop in the respective Session committees, if appropriate and work with them on any required follow up.
 - **Updated the Church Policies and Procedures manual.** Completed review of each section of manual. Changes were presented to Session in July 2021.
 - **Assisted Finance Committee in hiring a temporary accounting Associate.**
 - **Developed a Positive Discipline Policy.** The Synod ARC report referenced that FPC did not have a Positive Discipline Policy in place. These changes were discussed with Session and were / will be incorporated into the Policies and Procedures Manual.
 - **Continue to work on revising the employee performance review "form/format".** Per the Synod ARC report it was recommended that this form be revised to include goal setting and measurement for employees.
 - **Began discussions on developing a shared leave program.** When finalized, this will be presented to Session.
 - **Conducted a quarterly "check-in" meeting with Rev. Kathy.**
- **Staff Vaccination – Elder Ruth Ann Tobey Brown and Moderator Stoner-Lasala**
 - **Elder Tobey Brown from the Personnel Committee moved** that the Session approve a policy that all current and future employees be fully vaccinated for COVID including future CDC-recommended boosters. Vaccination must be initiated by November 1, 2021. Medical exclusions will be accepted.

- Discussion on the motion.
 - Almost, but not all church employees are COVID vaccinated. Federal incentive programs and donor provided funds have been used to encourage vaccination.
 - Churches are considered high risk areas. We do not limit access to the building for meetings, activities, and worship to vaccinated persons.
 - Unvaccinated employees present problems with work assignments and schedules so efforts can be made to avoid proximity to unvaccinated children and high-risk employees.
 - A case can be made that vaccinating the staff is a Christian act for the safety of all who come to our building.
 - Questions were asked as to the legality of vaccine requirements, who sets the standards for “fully-vaccinated.”
 - It was suggested that it might be good to consult an attorney who can inform us of what accommodations may be necessary to provide employees who do not choose to be vaccinated and determine what are acceptable exceptions to vaccination.
- The Session voted to approve this first reading of the policy. Before the final vote in October, an attorney’s opinion will be sought.
- **Church Administrative Assistant Job Description**
 - **Elder Tobey Brown, on behalf of the Personnel Committee**, moved that the Session approve combining two current part-time positions into a single Administrative Assistant position with the job description as distributed in the Session packet. (See Appendix 4)
 - **Background and Discussion**
 - This will combine 2 jobs that pre-pandemic totaled about 50 hours of work which during the pandemic were reduced closer to 40. One of the part-time employees worked enough hours to qualify for benefits.
 - The qualifications for this job will exceed those of one of the previous part-time jobs.
 - A request was made to include worship, fellowship, and Sunday school class attendance to the section on membership responsibilities.
 - Following discussion, **motion was approved**.

On motion and second, all Committee Reports were approved as presented.

Other Reports

Report from Commissioners to PEIA 198th Stated Meeting, September 18, 2021

- Other commitments and technical issues prevented our commissioners from attending.
- Moderator Stoner-Lasala reported that FPC provided parts of the worship service. Thanks to Jim Middleton who worked hard to provide the requested recordings in the necessary format.

Report from the Nominating Committee

- **Elder Heather Calvert moved** that the Heritage Committee report to the Clerk of Session who will act as their liaison to the Session. A second was received.
 - This was the recommendation of the Nominating Committee.
 - The Clerk has agreed to this arrangement.
 - The Heritage Committee has been mostly inactive during the Pandemic. The Clerk will also work to re-establish the Heritage Committee membership and activity.

The motion was approved.

- **Elder Heather Calvert moved** that the Session request the Nominating Committee to conduct an electronic survey of active members to help create new leads for committee membership and church leadership. Following a second and discussion, the **motion was approved**.

STAFF REPORTS

Rev. Pat Halverson, Parish Associate – continues to assist in preaching and pastoral care.

Darren Long, Facilities & Custodial Supervisor

- While getting estimates for removal of our wind-damaged trees, one of the companies thought the trees were in a location that would make the City of Davenport responsible for removal. That was confirmed and the city cleaned up the trees at no charge to the church.
- A group did a second walk-through of the church to identify potential areas needing work in the future. That list is being prepared and will be sent to Session.
- Installation of new outside LED lights has been delayed again. The wrong lights were delivered and the correct lights need to be reordered.
- Encouraged people to use the Building Use Forms (BUF) to reserve church space. Previous errors that blocked the electronic submission of the BUF have been corrected.

Matt Bishop, Director of Music

- *Performing Arts Series* brochures have been sent.
- Until new hires are made, Matt is doing the E-news, as well as social media.
- Working with the Pandemic Task Force and the Church Marketing and Growth Committee.
- Asked Elders if there was concern about putting job postings on Facebook. No one had concerns.

Kristine Olson, Finance Manager – excused from tonight's meeting. See Finance Committee Report.

Rev. Kathy Stoner-Lasala – no report other than her comments in other sections of this meeting.

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

The Moderator declared a 5-minute break at this point in the meeting.

OLD BUSINESS

Synod ARC and Reconciliation

Because of the lateness of the hour, the Moderator accepted initial comments on the following items. Action will be deferred until a later meeting.

- **Synod ARC Recommendation #4:** Committee descriptions should clearly delineate responsibilities. All discussions/actions are subject to the review and approval of the Session, methods for reporting to the Session, requirement for *written minutes* to be submitted to Session. *Would Session consider requiring written reports for scheduled committee reports?*
 - Hope would be to shorten meetings, assist the Clerk, improve documentation.
 - Session packets can sometime have many documents. This will add to reading required.

- Some committees meet close to the Session meeting and providing written reports would be difficult.
 - Written reports should work for the quarterly or semi-annual reports.
 - Monthly written reports might be a month behind – to allow time to prepare the written report.
 - Would not mean that information or action required that is more time-sensitive could not be presented verbally.

- **Synod ARC Recommendation #6:** Communication and transparency are crucial for the Session and congregational health. The Session should present monthly updates, written, and orally, to the congregation regarding its meetings and actions. *Would Session consider a virtual/hybrid listening session with the congregation starting this fall?*
 - Should include only a few Session members; Personnel Cmt, likely, plus select others.
 - Fall is a busy season to begin this.
 - The intent of these could be informational and/or to receive input.
 - The Personnel Committee held a few of these, pre-pandemic. They found them to mostly be a complaining session and stopped them after deciding the benefits were small.
 - Some value in allowing church members to be heard, even when complaining.
 - If held, may need to set boundaries, time limits on speakers, rules of conduct.
 - Could be led by the Moderator.
 - Not a place for staff complaints/input; those should go to the staff member, their supervisor or the Personnel Committee.
 - Consider other methods for input: electronic suggestion/question box with submissions being forwarded to elders; encourage e-mails to elders; make it more known that use of a suggestion box or e-mail is a good way to bring items to Session's attention.

- **Synod ARC Recommendation #2 & #3:** Training on process of call and dissolution. *Would Session consider affirming these applicable PEIA policies: Pastoral Relationships Policy & Dissolution of Pastoral Relationships Policy?*
 - These policies are fine. Can easily affirm them.
 - Policy on Pastoral Relationships does a good job of describing the 3-way interaction between church, PEIA, and pastor.

Report from Committees on Descriptions for Operations Manual

- Several committees are still working on the revisions to the Operations Manual Description.
- Committees were asked to forward those to the Clerk as soon as possible. They will be presented together in October for approval.

Child Protection Policy – On motion and second, the second reading of the Child Protection Policy was deferred.

Positive Discipline Policy

- This policy, presented by the Personnel Committee, was received for a first reading in August 2021. This is the second reading.
 - **On motion and second**, the Positive Discipline Policy was approved as presented (with the correction of some formatting errors).
 - A final copy of this policy will be placed in the FPC Operations Manual. A copy will be placed in the appendix to the 2021 bound records.
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NEW BUSINESS

- Moderator Stoner-Lasala requested the Clerk forward her Bridging Pastor contract to all members of Session.
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ADJOURNMENT

On motion and second, the meeting was adjourned at 9:52 PM. Elder Ehrmann closed the meeting with a re-reading of the Lord's Prayer used to open the meeting.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on October 18, 2021 at 7:00 PM.

The Rev. Dr. Kathy Stoner-Lasala
Moderator

Mark Jones
Clerk of Session

Appendix 1, FPC Session Minutes, September 2021: Progress Report from FPC Davenport to Synod of Lakes and Prairies.

September 14, 2021

TO: Rev. Pam Prouty, Stated Clerk, Synod of Lakes and Prairies

From: Rev. Dr. Kathy Stoner-Lasala, Bridging Pastor; Mark Jones, Clerk of Session, First Presbyterian Church, Davenport

Re: Progress Report on the recommendations of the Synod Administrative Review Committee to the Session of First Presbyterian Church, Davenport, IA.

<p>Recommendation #1: Organizational Chart that describes the interrelationship between the Session, Committees, Staff, and Pastors.</p>	<p>Plan: An updated Organizational Chart will be placed in the front of the FPC Operations Manual.</p>
<p>Progress-to-date: An Organizational Chart existed at the time of the Synod ARC review; however, it was not placed in our on-line Operations Manual. The Organizational Chart has been updated. It will be placed in the Operations Manual once all Synod ARC recommendations related to the Operations Manual are completed and the Operations Manual is re-issued.</p>	
<p>Anticipated completion date for Operations Manual update is November 1, 2021.</p>	

<p>Recommendation #2: Training on Presbyterian understanding of Call. Especially the role of Presbytery, Pastor, and Congregation in calling of pastors, caring for pastors, and dissolving pastoral calls.</p>	<p>Plan: The PEIA Administrative Commission provided training to the reconstituted Personnel Committee. Bridging Pastor Stoner-Lasala is currently providing training to the Nominating Committee and will provide this training to all elected officers. This will be part of the annual leadership training. Leadership training will include all ruling elders and deacons not just newly elected officers.</p>
<p>Progress-to-date: This plan has begun with continued training of the Personnel Committee and training provided to the Nominating Committee. The next large group leadership training will be scheduled in either December 2021 or January 2022 which will include all Elders and Deacons.</p>	
<p>Anticipated completion date: This will involve on-going annual training.</p>	

<p>Recommendation #3: Review Personnel Handbook and ensure it includes:</p> <ul style="list-style-type: none"> a. Position description of how Head of Staff relates to staff and committees. b. Role of Personnel Committee c. Process for progressive discipline (including removal of staff) d. Process for approval and dissolution of a Pastor’s Call e. Process for staff (including pastor) yearly evaluation, goal setting, and Performance Improvement Plan 	<p>Plan: The Personnel Committee will review the Personnel Handbook and the Operations Manual to update or add these items.</p> <ul style="list-style-type: none"> a. Updated Head of Staff description (Bridging Pastor). The Operations Manual and By-laws prescribe the <i>ex officio</i> relationships between the Staff, including the Head of Staff, and church committees. b. Update description of Personnel Committee role. c. Add a process for progressive/positive discipline. d. Add process for approval and dissolution of a Pastor’s call. e. Update the process for yearly evaluations, goal setting and add a Performance Improvement Plan
<p>Progress-to-date:</p> <ul style="list-style-type: none"> a. An updated Head of Staff (Bridging Pastor) job description was approved by FPC Session June 2021. b. An updated Personnel Committee description has been prepared with a vote pending September 2021. c. A Positive Discipline Policy received a first reading at the August 2021 Session meeting. Final approval is anticipated in September 2021. d. The Session will study, review, and affirm these PEIA Policies: “Dissolution of Pastoral Relationship” and “Pastoral Relationship (2015). e. Positive Discipline Policy under current review includes a Performance Improvement Plan. All but one staff evaluation scheduled for 2021 reviews have been completed. Quarterly check-ins with the Bridging Pastor are underway with the annual review due in February 2022. 	
<p>Anticipated completion date: Updated policies are all scheduled to be approved by November 1, 2021. All but one staff evaluation scheduled for 2021 have been completed.</p>	

<p>Recommendation #4: Committee descriptions should clearly delineate responsibilities. All discussions/actions are subject to the review and approval of the Session, methods for reporting to the Session, requirement for written minutes to be submitted to Session.</p>	<p>Plan: Each Session Committee will update their committee description in the Operations Manual and present them to Session for approval.</p> <p>Develop a reporting schedule for all Session committees.</p>
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Progress to Date: Each Session committee is in the process of reviewing and updating their descriptions in the Operations Manual. This was last done in 2019. About half of the committees have completed their review. All updated committee descriptions will be presented to Session in September 2021 for final approval.

A monthly schedule of Session committee reports to Session was initiated in February 2021. Oral or written reports by the committees are included in Session minutes.

Anticipated completion date: Updated Session committee descriptions should be complete in September 2021. The process for monthly schedule of committee reports has been initiated and is on-going. The updated Operations Manual should be complete by November 1, 2021

<p>Recommendation #5: The Clerk of Session should review best practices for what is included in the Session minutes, and public access to the Session minutes.</p>	<p>Plan: The Clerk will review the PEIA Handbook for Clerks of Session with an emphasis on recommendations on preparation of minutes. A supplement to the PEIA Handbook will be prepared with FPC specific details. Emphasis will include recording personnel reports to Session and the procedures for executive sessions.</p> <p>Session minutes will be reviewed by the Moderator prior to submitting them to the Session.</p>
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Progress-to-date: A first draft of a FPC-specific supplement to the PEIA Handbook for the local Clerk has been completed. All Session minutes are reviewed by the Moderator prior to submitting them to the Session for approval.

Anticipated completion date: The supplement to the PEIA Clerk’s Handbook will be completed by November 2021. Review of the minutes by the Moderator is in place and on-going. The Clerk participates in the yearly PEIA records review.

<p>Recommendation #6: Communication and transparency are crucial for the Session and congregational health. The Session should present monthly updates, written, and orally, to the congregation regarding its meetings and actions.</p>	<p>Plan: Continue the publication of Session highlights in the church bulletin and weekly electronic news. Continue the publication of Session minutes on the FPC website.</p> <p>Initiate quarterly listening sessions with the congregation.</p>
<p>Progress-to-date: Session highlights continue to be published weekly in the church bulletin and in our E-news. Session minutes are posted on the FPC website and FPC bulletin boards. Announcements before worship services include oral reports of Session actions.</p> <p>A listening session with the congregation is being considered for the fall 2021. This would likely be a Zoom or a hybrid format.</p>	
<p>Anticipated completion date: With a first congregational listening session in the fall of 2021 all aspects of this plan will be complete.</p>	

<p>Recommendation #7: All Session members should be provided and grounded in the Bible and the Constitution of the PC(USA) which includes the Book of Confession and the Book of Order.</p>	<p>Plan: Leadership training for Elders and Deacons will be provided to all current Elders and Deacons, not just the newly elected class of officers.</p>
<p>Progress-to-date: This training is planned for December 2021 or January 2022. It will include all newly elected church officers and all officers who will continue their service in 2022.</p>	
<p>Anticipated completion date: December 2021 or January 2022.</p>	

<p>Recommendation (unnumbered): Enter into a reconciliation process within the congregation and between the congregation and PEIA.</p>	<p>Plan: The Session is supportive of this step and will participate fully. This recommendation will be fulfilled upon completion of the process outlined by the facilitator.</p>
<p>Progress-to-date: FPC has participated in the process of selecting a facilitator. Communications have begun with Rev. Dr. Beth McCaw. Rev. McCaw preached at FPC on August 1, 2021. Rev. McCaw has expressed her desire to complete her process by December 2021.</p>	
<p>Anticipated completion date: December 2021</p>	

Appendix 2, FPC Session Minutes, September 2021: Response from the Presbytery of East Iowa to the Recommendations Contained in the Synod of Lakes and Prairies Administrative Review Committee Final Report Dated March 1, 2021.

**RESPONSE FROM THE PRESBYTERY OF EAST IOWA TO THE RECOMMENDATIONS CONTAINED IN THE
SYNOD OF LAKES AND PRAIRIES ADMINISTRATIVE REVIEW COMMITTEE FINAL REPORT
DATED MARCH 1, 2021**

Grace and peace to each of you! We are deeply grateful to each person who served on the Synod Administrative Review Committee for their investment of time, attention, and care in preparing this final report. As we seek to realize the ARC's vision for reconciliation filled with hope, peace, joy, and love, we offer this progress update in fulfillment of the Presbytery Recommendations contained on page 10 of the ARC Final Report.

Recommendation 1: Organizational chart that describes the interrelationship between staff, leadership, and committees

The Presbytery organizational charts were previously distributed, and thus not foregrounded, on each committee page on the website. In response to this recommendation, we have prominently placed links for these charts on the PCC page of the website and on each relevant committee page. The link to these charts is included here: <https://peia.org/wp-content/uploads/PEIA-Structural-Charts-2021-FINAL.pdf>

Recommendation 2: Review Personnel Handbook and ensure that it includes: a) functions and responsibilities of Head of Staff, b) functions and responsibilities of Personnel Committee, c) progress for progressive discipline (including removal of staff), d) process for staff and Stated Clerk yearly evaluation, goal setting, and Performance Improvement Plan, and e) develop, implement, and annually sign Conflict of Interest policy.

The Presbytery of East Iowa Employee Handbook was revised by PCC on November 14, 2019 and approved by the Presbytery at its stated meeting on January 25, 2020. A copy of this Handbook is provided to each hired staff person and is linked on the Presbytery website: <https://peia.org/wp-content/uploads/Employee-Handbook-2020.pdf>

The Head of Staff function is addressed in the Presbytery of East Iowa Bylaws, in Sections XVI and XVII on page 11. The Personnel Team provides counsel, guidance, care, and advocacy support for the continuing staff of the Presbytery. All hired staff shall be accountable to the Presbytery through the Personnel Committee and the Presbytery Coordinating Commission and shall be subject to annual performance review and periodic comprehensive review in accordance with Presbytery Personnel Policies.

To ensure that each hired staff person has a clear line of relationship with the Personnel Committee, this committee has appointed liaisons from its membership to relate to individual staff persons.

Each hired staff person must sign the statement contained at the end of the Handbook. This statement reads as follows:

Acknowledgement and Receipt

I have read the Presbytery of East Iowa Personnel Handbook dated November 14, 2019 and all supporting documents and understand the contents. I also understand:

Employment with the Presbytery of East Iowa is at-will. I have the right to end my work relationship with or without notice for any reason. The Presbytery of East Iowa has the same right.

If there is a conflict between the provisions, benefits and policies in this manual and those set forth in the terms of an offer for employment letter, the terms and conditions within the offer of employment letter will prevail. This manual is neither intended to be a contract nor is it intended to otherwise create any legally enforceable obligations on the part of the PEIA or its personnel.

The language used in this handbook and any verbal statements of representatives of the Presbytery of East Iowa are not intended to constitute a contract of employment, either expressed or implied, and they are not a guarantee of employment for a specific duration.

The handbook is not all encompassing but is intended to provide me with a summary of some of the Presbytery's guidelines.

This edition replaces all previously issued handbooks. The need may arise to change the guidelines described in the handbook, except for the at-will nature of employment. The Presbytery therefore reserves the right to interpret them or change them without prior notice.

Employee (print name)

Employee Signature

Date

For the Presbytery of East Iowa

Date

The functions and responsibilities of the Personnel Committee are detailed throughout the Employee Handbook and in the PEIA Bylaws in Section XVI.

The process for progressive discipline is outlined in the Employee Handbook in Section IV: Problem Solving. This section details processes for filing grievances as well as a process of progressive discipline that conforms to standard expectations of fair labor practice. The Theology of Employment Practices section also makes clear that employment with the Presbytery occurs in the context of Reformed theological and polity principles and practices. Hired Presbytery employees are included in accountability standards marked by the PCUSA Standards of Ethical Conduct (1998) to which all ordained presbyters, congregants, employees, and volunteers are accountable. In addition to the conflicts of interest prohibited by these Standards of Ethical Conduct, the PEIA Employee Handbook specifies a conflict of interest policy practice on page 12. The Presbytery plans to review further the need for specific Conflict of Interest language in the Bylaws and Manual of Operations.

The processes for yearly evaluation of hired staff are stated in the Performance Review and Evaluation section of the Handbook on page 12. These processes are both summative and formative in nature, reviewing how well employees have functioned in their positions and projecting forward how their taking up these functions may be improved to meet the needs of the whole Presbytery.

The processes for annual evaluation of constitutional officers (Moderator and Stated Clerk) are contained in the PEIA Bylaws. Since the constitutional officers are not continuing hired employees, the Bylaws stipulate that the Presbytery Coordinating Commission in consultation with the Finance and Budget Team shall determine the amount of any stipends for officer service to the Presbytery. The Presbytery Coordinating Commission shall annually convene an officer review task force that is representative of the Presbytery membership to review the work of the constitutional officers. This task force functions to provide information to the nominating process in those years in which officer elections occur.

Recommendation 3: Review and develop policy on maintaining and keeping Presbytery records

As part of the position responsibilities, the Stated Clerk as the chief ecclesiastical officer of the Presbytery is charged with publishing the minutes and policies of the Presbytery as well as preserving the archives of minutes and records. These records are reviewed annually by the Synod of Lakes and Prairies Administrative Review Committee and the review results published in the Synod meeting minutes. The Stated Clerk follows the guidance of the Presbyterian Historical Society in terms of records management and preservation and adheres to the PHS Retention Schedule for Mid-Councils. If the Synod has identified particular concerns through the ARC process, the Presbytery would welcome further consultation on these specific matters.

Recommendation 4: Review and ensure that the staffing model meets the needs of the Presbytery, its members, and its congregations.

After the departure of the General Presbyter in 2012, the Presbytery convened the Administrative Commission on Governance (ACOG) to review not only the staffing model, but also the Presbytery's vision, identity, core values, mission, and strategic priorities. The Presbytery structure was then developed from these foundational documents. As affirmed in these documents, this plan included at its center the intention that the Presbytery would shift its cultural focus from being a staff-driven, vertically organized entity to one in which we live together as a covenant community governed by elected groups of presbyters, a more horizontal organization in keeping with Presbyterian principles and practices. In short, we aimed to live out the central idea that we belong to one another. The link to these documents is found [here](#).

Recommendation 5: Review and develop procedures for Presbytery Committees/Commissions and how they journey with both congregations and pastors, providing support and guidance, stressing pastoral approaches over technical Book of Order responses.

An essential dimension of living in adaptive covenant community concerns the use of continual evaluation and improvement processes since the covenant community is a living entity. Such processes focus on what functions are necessary to healthy, thriving community and how these functions may be most effectively met for the well-being of the whole community. These adaptive processes also focus upon the ways in which we relate to one another within community—both individually and in ordered groups in ways that prioritize inclusive, equitable, mutually submissive and respectful relationship. The Presbytery has sought to provide a more dependable degree of support and guidance to pastors and congregations through teams such as the Congregational Development and Vitality Team and the Leadership Development Team, groups specifically focused on walking with pastors and congregations

on the ministry journey that can provide targeted support and equipping. Currently, the PCC is reviewing the comprehensive Presbytery mission strategy using the strategic questions linked [here](#).

Recommendation 6: Develop training opportunities for congregation Personnel Committees.

One important area that the Presbytery is intentionally developing concerns regular provision of training and equipping opportunities in a number of areas such as communications, financial management, personnel development, and mission outreach. To date, the Presbytery has sponsored virtual workshops on communications and SelfDevelopment of People with more plans in the works.

Recommendation 7: Review, revise, develop communication strategy within the staff, Presbytery, members, and congregations

This function within the Presbytery is currently under review since the Communications Project Manager, who is a single parent, recently resigned due to the need to be closer to her child to provide care. The Presbytery is considering two ways forward at present: engage in a contractual relationship with a communications agency such as Worship Times or hire a qualified individual to fulfill this function. The Presbytery Coordinating Commission will be deliberating further in the coming eight weeks to determine the most effective way forward. In either instance, a communications strategy will then be developed to meet the needs of the stakeholders listed above.

Appendix 3, FPC Session Minutes, September 2021: Reconciliation Facilitator Report to Synod of Lakes and Prairies – September 2, 2021.

Reconciliation Facilitator Report – September 2, 2021

To the Session of First Presbyterian Church Davenport,
the Presbytery of East Iowa, and the Synod of Lakes and Prairies
Beth McCaw

As of September 1, there was agreement between First Presbyterian Church Davenport and the Presbytery of East Iowa to my working with them in a reconciliation process, and the terms. In the two months prior, I engaged in gathering and reviewing written information, provided a Sunday of pulpit supply at FPC Davenport and engaged in casual conversation with members, and talked with a handful of congregational and presbytery leaders about the process and goals. Though there are many conversations still to have and some blind spots, below are summary points of what has seemed to emerge thus far. I would be very glad for corrections and updates in the weeks ahead.

General Observations

- There is valuable theology lifted up in some of the writing such as the Synod ARC report – pointing to Christian hope and the church's call in Christ as the body of Christ
- Thus far I have met individuals (or read their words) who have been and are acting in diverse ways with earnest good intentions for the well being of individuals and/or the church
- All parties are weary
- There are many threads going back many years that have contributed to recent problems and friction
- Activities have been offered over the past two years for addressing points of conflict and dysfunction (e.g. retreat with congregational and presbytery leaders; interim congregational focus groups for identity and mission). These are steps forward and the best of that work should be held. It would be helpful to know which recommendations of the Synod ARC have been implemented (and how those are going)
- Even with that work carried out, there remains a sense of being stuck in the relationship, and wounds being open, that can hinder moving forward in functional and fruitful way
- Imaginations are engaged more in the past than the future – experiences in the past marked by frustration or pain, rather than envisioning a helpful and healthy functioning relationship
- Trauma dynamics should be acknowledged for some individuals and circles/systems; not that clinical diagnosis or treatment is being offered, but a recognition that experiences of some helplessness and fear/defensiveness have been part of the story, and that there are some emotional, visceral, relational responses today that hinder best efforts in shared practical ministry
- A noteworthy number of points of conflict have been related to communication and information sharing among various circles (who, what, when, where, how, or not)
- There are diverse opinions on the best moment to begin forming a PNC that will be successful, and what work should attend this; this holds some symbolic as well as actual power in the relationship
- All parties desire that the process and call of the next pastor would be healthy and fruitful

Some Preliminary Suppositions

- Though there may remain some desire to put a finger on exactly what happened and exactly where things went wrong (blame), it may not be possible to do that, or necessary to do that in order to move forward
- This is a process of reconciliation, not investigation or adjudication
- Even so reconciliation requires some witnessing - that the experiences of various parties be heard and acknowledged
- It would be helpful to establish a very simple and common narrative of “what happened” that can be shared publicly (not secrecy)
- Naming this story could help to put it in its place in the past, as informing but not defining the present or future (disempower it)
- Though some of the “what happened?” and “why?” questions reflect spiritual or existential lament, it could be helpful in going forward to clarify common, foundational principles for information sharing among circles
- The sense of identity for either party (congregation, presbytery) should not be primarily defined by experiences of conflict or failure
- To this end FPC would benefit from means toward confirming its called identity in Christ and particular gifts for the mission of God (baptismal esteem vs. anxiety and existential despair). Pastoral care from staff and presbytery could deliberately attend to this.
- Agreeing to and taking steps related to a pastoral search in concert with the reconciliation process, also will be important as congregational identity and mission are both expressed and further formed.
- This formal reconciliation process will not be comprehensive. All will not be addressed by the end of the year; the hope is for enough movement in the relationships that all can move forward with hope and improved communication and functioning
- This process is the exercise of faith in what God is able to do in building up the body

Some Possible Steps in a Reconciliation Process

- September
 - Individuals in the congregation and the presbytery are invited to share conversation with Beth. This is to the end that their experiences are acknowledged, that imagination (hope) is sparked for what a more reconciled relationship might be like, and that insight emerges as to which kinds of engagement would support that. One prompt among the set is – who needs to be included (invited) at the table for reconciliation activities?
 - Similar conversations are held with various circles and Beth– particular committees, for examples, which have a corporate experience or role in the relationship
 - Several key leaders in congregation and presbytery are invited to read in full, or read and hear a summary from Beth, about concepts from *Healthy Disclosure*. This is to the end of a conversation improving clarity and agreement on how information sharing happens between parties (pastor, personnel, session, presbytery committees, PNC, congregation, etc.)
 - Beth supports Kathy in continuing to minister healing, hope and vision in the congregation
 - Enough regular communication is offered to all interested to remove any mystery about the process and to invite input, requests, participation

- October
 - Six weekly brief devotional times are offered via zoom to all who would come from congregation and presbytery. This is to the end that God’s Word can be heard in the midst of the process, that the good spiritual (gospel) truths that hold promise are centered in shared conversation; and that people practice and build experiences of gathering as God’s people with the conflict decentered. These would be led by Beth with relevant themes but no “calling out” or putting anyone on the spot to share or pray.
 - Participants are discerned who need to be part of a distinct, practical conversation(s) on how information sharing will happen in the future.
 - Several key leaders from congregation and presbytery are identified to plan “restorative circle” conversations to be held in November/December.
 - These leaders plan with Beth one or more restorative circles conversations. These are adapted from Deborah Hunsinger’s chapter on “Building a Restorative Church” in *Bearing the Unbearable*. (Some of the dynamics will remind you of the simple brilliance of “I statements” and the power of the Truth and Reconciliation process in South Africa.) The presenting need, and shape and content of the conversations, need to be owned by participating members of FPC and PEIA (i.e. not the facilitator)

- November
 - Early November – several congregational and presbytery leaders have a conversation on information sharing in ministry going forward
 - Early November – Beth works with key leaders on a simple common narrative that can be shared – naming the story
 - Later November and/or December: The restorative circle conversation(s) are held with all who are willing to engage voluntarily; these participants are informed on the nature and scope of the conversation (what it is, and is not, and to what end)
 - In these conversations, each participant is able to express how they have been impacted, what they attempted in the midst, and what they hope or need for the future
 - Close prayerfully, worshipfully, perhaps communion (or perhaps that is later)

- January
 - Regathering for key leaders and/or any who wish from the restorative circle conversation(s) to check in and express hopes and visions for relating in the shared ministry ahead
 - End worshipfully, prayerfully, with benediction – perhaps celebration of communion here

Appendix 4, FPC Session Minutes, September 2021: Administrative Assistant Job Description

FIRST PRESBYTERIAN CHURCH 1702 Iowa Street Davenport, IA 52803

Approved by Session _____

Position Title: Church Administrative Assistant

Reports To: Senior Pastor and to the session through the Personnel Committee

Hours: Full-time with benefits

Summary of Position: This position is responsible for publications, printing and distribution, inventory and ordering of office supplies, coordination of office volunteers, scheduling of church calendar and facilities use, mail distribution; maintaining all church membership records using the computer membership database system; providing general clerical support for the program and administrative staff of First Presbyterian Church; serving as church receptionist and Administrative Assistant to the Senior Pastor.

I. Office Coordination

- A. Greets public and congregational members
 - i. Answers questions pertaining to events and activities
 - ii. Directs public or congregational members to appropriate personnel if needed
- B. Responsible for answering the telephone and directing of calls to appropriate personnel
 - i. Answers questions of general public and members pertaining to events and activities
- C. Responsible for the maintenance of phone system and updating of main line messages.
- D. Prepares weekly staff meeting agenda and packet
- E. Maintains and Updates
 - i. Online church calendar for events & staffing
 - ii. Staff Directory
 - iii. Preaching Schedule
 - iv. Pastoral staff on-call Schedule
 - v. Annual Deacon, Session, and Committee rosters.
- F. Keeps an inventory of needed office supplies
 - i. Responds to staff office supply needs in a timely manner
 - ii. Places office supply orders with approval of Senior Pastor
 - iii. Verifies accuracy and cost of office supplies received
 - iv. Maintains office supply order files
- G. Monitors office equipment use and informs Facilities Manager if equipment needs repair
 - i. Schedules routine maintenance for office equipment
- H. Sorts and distributes mail to church staff and/or church committees
 - i. Opens mail addressed to First Presbyterian Church but not to specific personnel
 - ii. Monitors Postage expenses
 - 1. Orders postal supplies, including replenishing of postage meter
 - 2. Runs weekly postage expense reports and submits to Finance Manager

II. Publications Responsibilities

- A. Responsible for printing, folding, mailing and/or distribution of all church publications, print, social media and electronic media including projection and zoom projection.
 - i. Coordinates, prepares, proofs, prints, and folds Sunday bulletins, announcements, and other publications in cooperation with the worship leadership staff.
 - ii. Coordinates, prepares, and mails the church bulk mailings;
 - 1. Computes postage and submits request for payment to Business Manager
 - 2. Completes necessary postal forms and takes the mailings to the post office

- B. Coordinates, revises, updates, proofs, prints large projects, i.e. Operations Manual, Personnel Policies & Procedures Manual, as assigned by Senior Pastor
- C. Creates, proofs and prints flyers, inserts, tickets, etc., to meet committee requirements
- D. Maintains publication files in office and Heritage storage

III. Office Volunteer Coordination

- A. Recruits volunteers for mailings and other tasks as needed
- B. Maintains list of current office volunteers
- C. Trains volunteers in use of telephone, equipment usage and office procedures
- D. Schedules volunteers and assigns and supervises skill appropriate tasks

IV. Facilities Use Coordination

- A. Schedules use of church facilities and church calendar
 - i. Maintains record of building use request forms
 - ii. Coordinates and communicates facilities use events and setup with custodial staff
 - iii. Answers questions pertaining to room usage and calendar schedule
 - iv. Explains building use policy and charges applicable fees
- B. Updates church calendar and distributes information to staff

V. Church Records Responsibilities

- A. Inputs and maintains the church rolls and registers through the database records of all active members, transferred members, baptisms, deceased members, etc. Prepares all certificates and correspondence required for membership transfers, baptisms, etc., including address, membership status, and membership activity changes.
- B. Maintains church membership records as permanent hard copy membership files according to PC(USA) standards. Biannually assists the Heritage/Historical Preservation Committee in preserving these historical archives.
- D. Prepares the monthly session statistical report and session agenda under the direction of the Clerk of Session. Sends the email packet to session members.
- E. Coordinates with the Clerk of Session on monthly membership information for the Clerk's Report for Session and the annual membership statistics for the Annual Report.
- F. Maintains Session office record binder, which includes Agendas, Clerk's Reports, and Session Minutes.
- G. Inputs, maintains, and updates annual Session and Deacon ordination/installation information. Assists with the creation and organization of materials for officer training.

VI. Membership Responsibilities

- A. Organizes the Welcome Desk, including creation of visitor packages
- B. Identifies all visitors (from Fellowship Register) and facilitates follow-up greetings, correspondence, and information packages.
- C. Develops and maintains system of adding visitors to mailing lists and identifies potential new members.
- D. Provides specified membership data to staff and committee chairs for various projects as needed. (example: annual church directory, annual report)
- E. Systems Administrator for the membership database, including: All Personal Information Fields, Report Status (active, baptized, inactive, visitor). Membership Gains (profession, reaffirmation, restored, certificate). Church School Enrollment, Reason for Termination (certificate, death, other losses), Groups & Classes, Skills & Interests, All programmatic profile codes. Annual update of the Performing Arts Series ticket and seating codes. Ability to create new fields and produce standard and customized reports.

VII. Other Responsibilities

- A. Acts as administrative assistant to the Senior Pastor.

B. Provides general clerical support to the program and administrative staff as assigned by Senior Pastor

C. Prepares and posts daily reader boards

D. Keeps office organized and ensures that copiers are stocked with paper and toner

E. Assists in coordinating other church events as needed

F. Supports, upholds, and strengthens the congregational relationship between the entire church staff and the members of this church and the community. Works in cooperation with other staff members, volunteers, committees, etc.

VI. Relationships

A. Staff, members of Session and its committees, and all church members and visitors

VII. Qualifications

A. Ability to communicate with persons from all walks of life and of all personality types both in person and on the telephone in a consistent warm, positive, caring and friendly manner; demonstrates interpersonal skills necessary to maintain cooperative relationships

i. capacity to communicate by telephone (for the large numbers of church members for whom the phone is still their primary method of communication)

ii. facility with office telephone systems

B. Possesses the computer, grammar, attention to accuracy and detail, and time management skills necessary to produce and proofread timely, quality correspondence and publications, manage calendars and take accurate telephone messages

C. Demonstrate expert proficiency in all software suites expected of today's administrative professionals including Google Calendar, Outlook, Church Windows, MS Word, Microsoft Publisher, Excel, social media platforms, Mailchimp, Zoom; Mail Merge; and possess capacity to learn quickly as software changes over time

D. Physical ability to lift and organize office supplies, including filled mailing trays.

E. On bulk mailing days, must have own reliable transportation to retrieve mailing supplies and take completed mailing to the post office; possess valid driving license and insurance plus a clean driving record

F. Ability to multi-task several projects and prioritize accordingly

G. Ability to organize, track, and manage office supply ordering responsibilities

H. Ability to coordinate office volunteer activities, recruit volunteers and provide the training and empowerment necessary to success volunteer activity.

I. Willingness to attend training and/or continuing education classes as directed by supervisors. Possible examples: church database training and/or accompany the Clerk of Session to related Presbytery record keeping training. Working knowledge of church and Presbyterian organizational structure or capacity to acquire this knowledge with training

J. Ability to assimilate potential new members.

K. Ability to be supportive to the staff and the mission of church

L. Availability to meet with assigned committees; 1 evening meeting/month and 3 Sunday afternoons/year.

M. Education:

i. High School graduate or equivalent

ii. Member, or agrees to join immediately, the Presbyterian Administrative Personnel Association

iii. Has or is ready to enter the APA Certification Program

N. Experience: Two years general office experience.

O. Full vaccination against COVID-19 and capacity to wear a mask for the entire working day