

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

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, December 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 7:05 PM. A quorum was present. The Moderator opened the meeting with prayer and a reading from Isaiah 11.

	Class of 2021		Class of 2022		Class of 2023
P	Paula Burnett <i>Hospitality & Welcoming</i>	P	Heather Calvert <i>Adult Christian Education</i>	A	David Bowles Edwards <i>Congregational Marketing & Growth</i>
E	Dan Ellard <i>Finance</i>	P	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>	A	Michael Ferris <i>Worship & Music</i>
P	Karla Ruiter <i>Congregational Development Fellowship</i>			P	RuthAnn Tobey-Brown <i>Personnel</i>
E	Don Wood <i>Worship & Music</i>			E	James Woods <i>Hospitality & Welcoming</i>
P	Mark Jones <i>Clerk of Session, non-voting</i>	P- present E-Excused A-Absent			

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>		

Guest:

- Deacon Ted Brown

On motion and second, the agenda was approved as presented with the addition of a motion from Personnel regarding the Wedding Coordinator position and a change in Committees reporting at this meeting to Finance, Stewardship, Hospitality & Welcoming, and Personnel.

On motion and second, Ted Brown was admitted to the meeting with voice/no vote.

DEACONS' REPORT: Ted Brown

Ted Brown reported the following items from the Deacons:

- **Outreach report**
 - Paula Hartmann reported that church members purchased 75 angel tree gifts.
 - Cathy Pratscher-Woods updated the Deacon on Cocoa and Caring. It was a cold day but a successful outreach with many hats, gloves and cocoa shared with the neighborhood. The hats and gloves that were not handed out were donated to the Caring Closet.
 - There will be a Blessing Box drive on Martin Luther King, Jr. Day January 17, 2022. Several deacons have volunteered to collect items at the KWQC office and several deacons also volunteer to help unload the donations at the Lincoln school.
 - The church will be having a toilet paper drive again in February with Cathy giving a minute for mission at the end of January.
- **Pastoral Care**
 - In Touch gifts were delivered the week of December 13th.
 - Bundt Cakes (70) were delivered in November in place of a Homecoming dinner.
- **Mission**
 - John Gere reported that money has been sent to the missions the church is currently supporting. The committee will be putting together a list of who they will be supporting in 2022.
- **Other Business**
 - A surplus of \$5,000 was recently found that has to be spent before the end of the year. A motion was approved to divide the money equally among 5 charities:
 - Kids Against Hunger
 - Humility Housing
 - Cafe on Vine
 - Christian Care Center in Rock Island
 - New Kingdom Trail Riders
 - Pastor Kathy reported there was money left in the budget in the amount of \$1,445. A motion was passed to donate the money to the Caring Closet so that coats could be purchased for this winter.
 - There is still a concern with the Center and the money the church sends to them to help clients with their rent. We have not been able to obtain a complete accounting of how the money is being spent and we have not been able to obtain the name of their bookkeeper so that this can be addressed. It was decided that Pastor Kathy and Ted would meet with the pastor of St. John's Methodist Church early in January.
 - Pastor Kathy reported that she has had success helping five or six people get set up for COVID related rent relief help.

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

CONSENT AGENDA

- **On motion and second,** the Session approved the following items in the Consent Agenda
 - Minutes of the November 15, 2021 Session meeting as printed and included in Session package.
 - Minutes of the Called Meeting of Session, December 12, 2021
 - Receive the minutes of the Called Congregational Meeting, December 12, 2021

- Approve Sunday, January 9, 2021, 12:30-4, for Officer Training (new & continuing Elders and Deacons)
- Approve Sunday, January 16, 2021 for Ordination and Installation of church officers
- Report of the Clerk of Session for November 2021

REPORT OF THE CLERK OF SESSION For the Month of November 2021

I. REQUESTS FOR ACTION:

Requests that result in a decrease in active membership

Jo Marie Bates	Letter of transfer to Bettendorf Presbyterian Church, Bettendorf, IA
Cynthia S. Schalk	Letter of transfer to Pine Shores Presbyterian Church, Sarasota, Florida

II. CHANGES TO THE REGISTERS:

Death

Marjorie "Dottie" Traver

Date

11/12/2021

Service officiated by

Rev. Dr. Kathy Stoner-Lasala

III. COMMUNION RECORD:

In Church Communion

On Sunday, November 28, 2021, communion was served in the sanctuary, officiated by Rev. Pat Halverson

On motion and second, the consent agenda was approved as presented.

Other Business of the Clerk – Mark Jones, Clerk

- Scheduled Committee Reports for January 24th: Finance, ACE, CEFY, Worship & Music
- **Correspondence:**
 - Stronghold Camp and Retreat Center, Oregon, IL has sent an update on their facilities and a request for financial support.
 - From PEIA
 - Notice of Per Capita Apportionment for 2022
 - \$38.03 per member;
 - total for FPC \$23,046.18
 - Request for UNIFIED MISSION PLEDGE for 2022
- **Presbytery meetings for 2022 are as follows:**
 - 200th Stated Meeting Sat, Jan 22, 10-1, St. Andrews, IC, Zoom Hybrid
 - 201st Stated Meeting Thurs, Mar 10, 6-8 pm, Zoom only
 - 202nd Stated Meeting Sat, Jun 18, 10-1, Hybrid (in-person location not stated)
 - 203rd Stated Meeting Sat, Sept 24, Hybrid (time, in-person location not stated)
 - 204th Stated Meeting Thurs, Dec 1, Zoom (time not stated)
- **Committee reports for the FPC Annual Report**
The Session was reminded of the need to submit their committee's 2021 report for the Annual Report as soon as possible.
- **Congregational Membership of Session Committees, 2022:** Please notify the church office of any changes in the congregational members serving on your committee for 2022.
- **Operations Manual:** A revised Operations Manual has been completed. Some formatting is being done before it will be posted on our website. Once posted, it would be a good idea for your committee to review sections that are your responsibility to make sure the document looks correct. Report changes necessary to Susan Parker or the Clerk.

- A December 2021 **Update Report to the Synod** on our progress on the recommendations from the Synod ARC was filed with Synod on December 14, 2021. Copies were provided to the Presbytery and Rev. Dr. Beth McCaw. Elders were provided a copy in the Session packet. A copy is appended to these minutes.

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

On motion and second, the Session requested the Clerk file the letter from Stronghold without action.

Annual Active Membership Roll Review

The Moderator entertained comments from the elders on how this has been done and what the current Session would like to do. The pandemic has made it more difficult to know who is active and who is not. In the past the Session has reviewed the active membership list and provided input if elders had specific information on members. Letters have been mailed to some members asking if they wished to continue to be on our active membership rolls.

Elder Heather Calvert volunteered to do a first look at the membership list because the Nominating Committee had discussions about many members while preparing a slate of nominations for leadership positions.

On motion and second, the Session approved Elder Calvert to complete a first look at the membership list to identify persons who participation at FPC is nearing inactive status.

The plan is to provide this shortened list to the Session for further review. The ultimate goal is to identify those not currently active in the church and reach out with pastoral care.

E-vote Policy

On motion and second, the Session approved a proposed E-Vote Policy for FPC. This policy is patterned after one approved by PEIA. A copy of the E-Vote Policy is appended to these minutes. The policy is to be placed in the FPC Operations Manual.

Motion from Personnel Committee on Safety Officer in Child Protection Policy

Elder RuthAnn Tobey-Brown, on behalf of the Personnel Committee, presented the following motion regarding the Safety Officer in the Child Protection Policy.

Recognizing that the Child Protection policy states that the “Safety Officer shall be a paid staff member designated by the personnel Committee” and that the “Safety Officer is responsible only to the Personnel Committee for the administration of all aspects of the Child Protection Policy and Procedures, including screening of applicants, the training and education required by the policy, reporting of allegations or incidents of abuse and responding to such reports” the Personnel Committee recommends the following:

Motion: The Personnel Committee of First Presbyterian Church recommends that the paid staff member that will serve as the Safety Officer will be the Head of Staff. The Safety Officer in conjunction with the Chair of the Personnel Committee (or designee)

will review all screening and background checks that are required for all employees, volunteers, members of Session and Board of Deacons.

Discussion of the motion: The primary reason for assigning the Safety Officer task to the Head of Staff is the level of confidentiality involved. This could be a significant time commitment for an already busy Head of Staff. That is why the Personnel Committee Chair (or designee) is included to work with the Head of Staff in this task and perhaps may need to take a lead position.

Action: Following discussion, the motion was approved.

Elder RuthAnn Tobey-Brown, on behalf of the Personnel Committee, presented the following motion regarding the Wedding Coordinator position at FPC.

Motion: The Personnel Committee of FPC recommends the position of Wedding Coordinator as currently outlined in the FPC Operations Manual be eliminated.

Discussion: Who will do the tasks currently assigned to the Wedding Coordinator? Much of this work is necessarily already done by the wedding officiant. Some of the e-mailing and completion of forms can be done by the Administrative Assistant. Custodians work on set-up. This will eliminate the Wedding Coordinator fee for a wedding at FPC.

Action: Following discussion, the motion was approved.

Election of Commissioners to 200th Stated Meeting of PEIA, January 22, 2022, 10AM-1PM.

On motion and second, Elders Diane Roebuck, RuthAnn Tobey-Brown, and Heather Calvert were elected as Commissioners to the 200th Stated Meeting of PEIA.

Election of Commissioners for the March 2022 PEIA meeting was deferred.

COMMITTEE REPORTS

Finance – Elder Tom Spitzfaden

- Comments on the 2021 year
 - FPC will end up with a positive bottom line for the year, despite an approved deficit budget. A motion to be considered next will reduce the bottom line by reserving some current funds for future building expenses but our income over expenses will still likely be \$10-20K.
 - Expenses have been lower than projected, especially in the area of compensation (not hiring a CE director).
 - Donations have been higher than expected with some estate gifts (see motion below)
- Early comments on 2022 budget currently being prepared
 - The 2022 budget will include:
 - Search and moving costs for a Head of Staff and a CE director.
 - Higher compensation costs for Head of Staff.
 - Higher utility budgets based on recent increases in market prices.
 - Restoring contributions to PEIA.

- Compensation increases for staff.
- Committee budgets will be carried forward in similar amounts
- A deficit budget is anticipated; the target for the deficit will be about \$100K.

Comment from Kristine Olson, Finance Manager: November income below budget and October results above budget were the results of receiving contributions through Birdies for Charity in October vs budgeted in November.

Elder Tom Spitzfaden, on behalf of the Finance Committee, moved the following:

WHEREAS, our church received two estate gifts totaling ~\$31,505.00 during 2021, and
WHEREAS, the General Fund balance and current operating income for 2021 are in a positive state, and

WHEREAS, the Foundation of First Presbyterian Church manages assets for the long-term sustainability of our church in all aspects, and

WHEREAS, the church buildings are old, require continuing maintenance, and there are many uncertainties about the buildings' condition and their use by the church, it is therefore
RESOLVED THAT, funds totaling \$31,505.00 (representing the estate gifts) be allocated in two parts:

- 10% (\$3,150.00) to the Foundation of First Presbyterian Church, and
- 90% (\$28,355.00) to a newly designated Building Reserve Fund.

It is **FURTHER RESOLVED THAT**: the newly designated Building Reserve Fund may be spent as directed and agreed jointly by the Building & Grounds Committee and the Finance Committee. It is further directed that these funds should be spent on major maintenance items (including, for example, but not limited to, repair and replacement of such items as roof, HVAC systems, plumbing, electrical systems, all wiring (e.g., electrical and communication), elevators, plaster, interior and exterior walls, interior and exterior doors ceilings and windows) to secure the long-term viability and use of Church building, the education building, and the grounds surrounding these buildings, similar to the use of funds from the Capital Maintenance Endowment Fund. Funds in the Building Reserve Fund may be spent in any amount, up to their entire amount, as agreed to and approved by the Building & Grounds Committee and the Finance Committee.

It is **FURTHER RESOLVED THAT**, the designation by Session of the Building Reserve Fund, may be modified, changed, or eliminated by future Session action.

	November 2021		November 2020	
	Actual	Budget	Actual	Budget
General Fund Income	35,125	67,130	111,908	74,470
Custodial Accounts Income	5,473	-	885	-
Compensation Expenses	39,452	48,534	38,124	50,348
Non Compensation General Fund Expenses	25,018	15,397	16,519	18,210
Custodial Accounts Expenses	5,473	-	885	-
Surplus (Deficit)	(29,345)	3,199	57,265	5,912
	2021 Year-To-Date		2020 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	670,691	591,724	777,419	782,108
Custodial Accounts Income	40,749	-	76,697	-
Compensation Expenses	426,251	487,167	511,267	548,606
Non Compensation General Fund Expenses	186,576	187,965	148,610	219,475
Custodial Accounts Expenses	40,749	-	76,697	-
Surplus (Deficit)	57,864	(83,408)	117,542	14,027
All numbers are rounded.				

Stewardship – Elder Patrick Downing

- Patrick addressed the congregation on Sunday, November 28th regarding an update on Stewardship totals - nearly \$400,00 received at that point
- Reminded the congregation it is not too late to send in 2022 Pledges before the end of the year
- As of Monday, December 20th: 129 pledges, total of \$450,070.04; 88% of Stewardship Season in 2021
- Thank you all who have pledged their philanthropy for the New Year!

Hospitality and Welcoming – Elder Paula Burnett

- 5 new members were welcomed to the church this month; a positive number during a pandemic which makes identifying new people worshipping with us.
- Organized worship hosts through the year, making necessary pandemic related modifications for both outdoor and indoor services.

Personnel – report deferred to January 2022.

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

Nominating Committee – Elders Heather Calvert and Karla Ruiter

The nominating committee worked diligently to get a PNC (Pastor Nominating Committee) slate filled this past month. They were able to present a full slate to the congregation at the specially

called congregational meeting on Sunday December 12, 2021. They also presented 6 candidates for the 2022 Congregational Nominating Committee, 7 candidates to serve 3-year terms as Elders, and 4 candidates for 3-year term on Deacons. There were no additional nominations presented from the floor. All slates were voted on as they were presented. Each of the 4 votes were passed unanimously.

There are still 2 open positions on Session, 2 open positions on Deacons, and 1 position of the Nominating Committee 2022 (a person has accepted this position). The nominating committee is working hard to get them filled by December 31st. If the nominating committee gets any additional candidates, they will present them at a specially called congregational meeting at which time a vote will be taken.

Elder Calvert made the following motion: The Session approve a special called meeting of the Congregation to elect officers on January 9, 2022 in the sanctuary following the service 9:30 AM worship service. The motion received a second. Following discussion, **the motion was approved.**

On motion and second, the Nominating Committee report was received as presented.

Additional committee minutes received for Hospitality & Welcoming and CEFY are appended to these minutes.

STAFF REPORTS

Matt Bishop, Director of Music

- The Chamber Chorale's Lessons and Carols and the Christmas concerts have been the primary focus this month. Donations collected at the Christmas concerts will be delivered to the Safer Foundation. Matt expressed his thanks to the many volunteers who helped with the Christmas concerts.
- The Chamber Chorale presented the Lessons and Carols service at the request of the Friendship Force of the Quad Cities as part of their Christmas event at Bettendorf Presbyterian Church.
- Matt was interviewed by Mindy Heusel at WVIK last week about the Christmas concert.
- Preparing for Christmas worship services and working on music for the winter/spring term.
- Youth choir met several times prior to the Christmas concerts. They did well.
- Cherub/Kirkwood choirs meeting in rotation with Sunday school and will sing together at the 4 PM Christmas Eve service.
- Musikgarten is meeting remotely with Kathy Middleton.

Darren Long, Facilities & Custodial Supervisor

- New parking lot lights have been installed. While being installed it was noticed the lighting fixtures did not have top caps. Installation of the top caps has been approved by B&G and will get done soon.
- Having a water leakage issue with the boiler but not sure where the water is coming from – being worked on the week after Christmas.

Kristine Olson, Finance Manager

- Requested that any receipts for 2021 budget spending (dated prior to January 1, 2022) be submitted no later than January 7, 2022.

- Susan Parker will be doing the 2021 Annual Report. Please submit reports ASAP.

Rev. Kathy Stoner-Lasala

- Reported that Susan Parker has been a delightful addition to the staff.
- Reminded the Session that 6 church families have experienced deaths in the last 2 months and to remember them in prayer and extend care to them when possible.

Rev. Pat Halverson, Parish Associate – no report

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

OTHER REPORTS

Elder RuthAnn Tobey-Brown, Moderator Stoner-Lasala, and Rev. Halverson reported on the November 18, 2021 PEIA Stated Meeting.

- The highlight was the sessions provided by Denise Anderson.
- One reminder was the need to be more welcoming; to be more inclusive with language on gender and race. Spoke about *Matthew 25* churches.

On motion and second, the report on the PEIA meeting was approved as presented.

OLD BUSINESS

Synod ARC and Reconciliation updates

- Restoration circles, led by Rev. McCaw, have been completed.
 - The FPC update report to Synod was submitted on December 14, 2021. A copy is appended to these minutes.
 - Susan Parker, Administrative Assistant, is working on the revised Operations Manual to make the formatting consistent throughout.
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NEW BUSINESS - none

ADJOURNMENT

On motion and second, the meeting was adjourned at 8:35 PM. Moderator Stoner-Lasala closed the meeting with prayer that included thanks and blessings to the Elders Dan Ellard, Jeffrey Gomez, Pete Madden and Don Wood, who are ending their active service on the Session.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on January 24, 2022 at 7:00 PM.

The Rev. Dr. Kathy Stoner-Lasala
Moderator

Mark Jones
Clerk of Session

Appendix 1 to FPC Session Minutes, December 2021: FPC December 2021 Update to Synod

December 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.

This report will be an update of the similar report dated 8-14-2021

The revised Operations Manual mentioned in several places in this report has been completed. It is being readied for printing and posting on the FPC website.

Recommendation #1: Organizational Chart that describes the interrelationship between the Session, Committees, Staff, and Pastors.	Plan: An updated Organizational Chart will be placed in the front of the FPC Operations Manual.
Progress-to-date: The FPC Organizational Chart has been updated. It can be found in the revised FPC Operations Manual	
Recommendation #1: Completed	

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.	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.
Progress-to-date: This plan has begun with training of the Personnel Committee and training provided to the Nominating Committee. The next large group leadership training is scheduled for Sunday, January 9, 2022 which will include all Elders and Deacons.	
Anticipated completion date: Following the January 9, 2022 training, this will involve on-going annual training.	

<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. It can be found in the revised FPC Operations Manual. b. An updated Personnel Committee description was approved November 15, 2021. It can be found in the revised FPC Operations Manual. c. A Positive Discipline Policy was approved on September 20, 2021. It is part of the Operations Manual. d. The Session reviewed and affirmed on October 18, 2021 these PEIA Policies: "Dissolution of Pastoral Relationship" and "Pastoral Relationship (2015)". Office of the Stated Clerk – Presbytery of East Iowa (peia.org) e. The approved Positive Discipline Policy includes a Performance Improvement Plan. All staff evaluations scheduled for 2021 have been completed. Quarterly check-ins with the Bridging Pastor are underway with the annual review due in February 2022. 	
<p>Recommendation #3 has 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>
<p>Progress to Date: Each Session committee reviewed and when, appropriate, updated their descriptions in the Operations Manual. All Session committee descriptions were approved on November 15, 2021 as “updated” or “reviewed and unchanged.”</p> <p>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. A Session Committee reporting schedule for 2022 was approved by Session on November 15, 2021. In October 2021, the Session approved that all quarterly or semi-annual reports be submitted in writing.</p> <p>Recommendation #4 has been completed.</p>	

<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.</p> <p>Session minutes will be reviewed by the Moderator prior to submitting them to the Session.</p>
<p>Progress-to-date: An FPC-specific supplement to the PEIA Handbook for the Clerk of Session has been created. It is maintained and continually updated by the Clerk.</p> <p>All Session minutes are reviewed by the Moderator prior to submitting them to the Session for approval. Approved Session minutes continue to be posted on the FPC website and on FPC bulletin boards.</p> <p>The foundation for Recommendation #5 has been completed. Review of best practices is on-going.</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.	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>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>On October 18, 2021, the Session approved two measures to increase communication with the congregation. It approved the creation of an electronic comment/suggestion “box” to be placed on the church website. Comments submitted will go to the Clerk of Session for distribution. This is currently on the to-do list for the technology support volunteer at the church.</p> <p>The Session also approved a regularly scheduled informational congregational meeting that will take place in early fall (about 6 months from the Annual Congregational Meeting) to update the congregation and receive input from the congregation.</p> <p>The foundations for Recommendation #6 have been completed. It is expected the electronic suggestion box will be operational in January 2022. The informational congregational meeting will be scheduled for August/September 2022.</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.	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>Progress-to-date: The next leadership training is scheduled for January 9, 2022. It will include all newly elected church officers and all officers who will continue their service in 2022.</p> <p>Anticipated completion date: Following the January 9, 2022 training, this will involve an on-going annual training.</p>	

Recommendation (unnumbered): Enter into a reconciliation process within the congregation and between the congregation and PEIA.	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>Progress-to-date: FPC participated in the process of selecting a facilitator. Rev. McCaw preached at FPC on August 1, 2021. Regular communications have occurred between Rev. McCaw and Bridging Pastor Stoner-Lasala. Rev. McCaw has met with a number of FPC members. Session participated in a discussion with Rev. McCaw on October 11, 2021. Several Elders have volunteered for small group discussions that Rev. McCaw anticipates will occur between FPC and PEIA.</p> <p>Anticipated completion date: December 2021</p>	

Appendix 2 to FPC Session Minutes, December 2021: E-Vote Policy

First Presbyterian Church, Davenport

ELECTRONIC MOTIONS POLICY (E-voting)

WHEREAS, the Book of Order (G-3,0105) and the Bylaws of First Presbyterian Church, Davenport stipulate that all meetings of the Session, including those of its committees, units, commissions and task forces shall be conducted according to the current Roberts' Rules of Order, Newly Revised; and

WHEREAS, Roberts' Rules of Order, Newly Revised stipulates that "efforts to conduct the deliberative process by postal or electronic mail or fax... must be expressly authorized ... and should be supported by special rules or order and standing rules as appropriate ...", and

WHEREAS, there are occasions when, to properly perform its duties in a timely manner, the Session, Board of Deacons, or a committee, task force or commission, is called upon to take action prior to the next scheduled meeting of that FPC body; and

WHEREAS, e-mail affords a convenient and timely method of communicating a motion and having the matter considered and voted upon;

THEREFORE, BE IT RESOLVED that First Presbyterian Church hereby amends the Manual of Operations of the First Presbyterian Church, Davenport by inserting the following language
Motions by E-mail: The Session, Board of Deacons, and their committees, sub-committees, task forces, and commissions may take action via motions voted on by e-mail under the following guidelines:

- A. The following persons are authorized to request an E-vote by their group to take action on motions sent by e-mail.
 1. For Session: The Moderator of Session or Clerk of Session or the majority members of a standing committee.
 2. For Deacons: The Moderator or Vice-Moderator of Deacons or the majority members of a standing committee.
 3. For a standing committee, subcommittee, task force or commission: The Chair or Vice-Chair of that body.
- B. Requests for an E-vote by Session or the Board of Deacons should be forwarded to the Clerk of Session or the Moderator of Deacons who will conduct the vote.
- C. Normally, a motion will not be authorized for an E-vote if there is sufficient time to act on it at a regularly scheduled meeting.

- D. Any motion sent via e-mail should be in the formal format of a motion as if it was being presented at a meeting of the group.
- E. Motions sent by e-mail should normally concern business that is routine in nature where the chance of controversy is small.
- F. A minimum of 24 hours must be allowed for members of the body to respond with their vote. Forty-eight (48) hours is preferred, if time allows.
- G. If any group member responds that action should not be taken on the motion via e-vote without face-to-face discussion, the e-vote will be suspended and the motion will be placed on the agenda for a scheduled meeting of the group. Any group member's response other than a yes or no vote will indicate that it is the member's opinion that there should be a face-to-face discussion and the e-vote will be suspended and the motion will be placed on the agenda for a scheduled meeting of the group.
- H. In cases of members not having access to e-mail, the group moderator or vice-moderator, chair, or vice-chair, or the Clerk of Session will contact those members by phone to inform them of the motion and request their vote.
- I. To be adopted, the number of members casting a vote must equal or exceed the number of that body that is needed for a quorum at regular meetings. A majority vote of those entering a vote is required for the motion to be approved.
- J. All motions acted on via e-mail will be recorded in the agenda of the following meeting of the group and the subsequent minutes of that meeting.

Draft/Based on E-vote Policy of PEIA

Prepared by Mark Jones with recommendations from Pastors Katie Styrt and Kathy Stoner-Lasala

November 2021

Appendix 3 to FPC Session Minutes: FPC Session Committee Minutes Submitted in December 2021

Welcome and New Member Committee Minutes, December 15, 2021

New Member Sunday welcomed 5 new members. We discussed the timeline of events getting to this point of recognizing new members to congregation. We have created a checklist that will assist us with the next New Member groups. We have scheduled our next New Member Inquiry for Feb. 20.

Plans are being developed for a possible worship host training in the spring. Visitor bags filled with church information will be addressed after the annual congregation meeting. We discussed the budget and feel good about what we can do with this in the next year.

The pandemic regulations were discussed and shared so that holiday services will be handled appropriately. Our next committee meeting is tentatively set for January 12 at 4:00.

Christian Education and Fellowship for Youth (CEFY) Minutes

September 20, 2021

In attendance: Linda Bengfort, Heather Calvert, Al Frohlich, Theresa Jacobsmeier, Sarah Greim, Paula Hartmann, Rev. Kathy Stoner-Lasala, Kathy Middleton, Diane Roebuck, Vicki Stegall

- Kathy believes the best way to contact parents is through email messages
 - there was some discussion about ways of messaging
- Diane reported on the intergenerational Sunday School - older participants could not hear well and a mic would have helped
 - she said they would see how the next couple of weeks went
 - Paula, Sarah, Heather all agreed - they "might try to McGiver"
- Kathy - look at not just #s, but ages of kids
 - 5 kids registered
- Sarah will send registration form to Kathy
- December 12 play - Best Christmas Pageant Ever - would take the place of Youth Group
- Crop Walk - Paula requested help = no takers. maybe not this year.
- Triennium - 8-12th graders. idea to send emails to parents and kids.
- Rev. Kathy - progression of Youth Minister - 1 1/2 staff - have to convince Session this is needed.
 - person would have to rebuild from scratch
 - need MA for full time person
 - not minister
 - Association of Presbyterian Church Educators
 - "steal" from another church - what bigger churches do
 - Find a successful person and offer them more than they have

October 18, 2021

In attendance: Linda Bengfort, Al Frohlich, Theresa Jacobsmeier, Sarah Greim, Paula Hartmann, Rev. Kathy Stoner-Lasala, Kathy Middleton, Diane Roebuck, Vicki Stegall

- Rev. Kathy - need full time C.E. Director with strong credentials and to attend games, support kids like attending proms, etc.
 - she is willing to work on job description, figure out market rates
 - not ordained will save tons of money
 - someone from Personnel Committee has to be on Search Committee
 - one or 2 from CEFY on Search Committee
- Sarah suggested looking at Camp Wyoming interns who would like CE position
- Kathy M. volunteered to work with Rev. Kathy on a job description and be on the Search Committee
- Paula reported 8 in attendance last week at Sunday School
- Confirmation - 6 in attendance last week
- Attendance should be turned in to Mark Jones
- Kathy M. needs second adult for choir
- Sarah - this Saturday pumpkin carving and trunk or treat bags. 9 plan on coming.
- Meeting adjourned 6:40

November 15, 2021

In attendance: Linda Bengfort, Al Frohlich, Paula Hartmann, Theresa Jacobsmeier, Sarah Greim, Rev. Kathy Stoner-Lasala, Diane Roebuck, Vicki Stegall

- Paula - slow, but steady Sunday School growth
- Linda - 2-4 attendees at first two choir Sundays. only 3 more choir Sundays till Christmas.
- Sarah, Paula, Diane - Sunday School attendance not good. after Thanksgiving maybe consider alternative?
- Confirmation - only 3 in attendance. 7 on roster. will have meeting to get kids involved.
- Kathy M. - updating, decorating 3rd floor.
 - Rev. Kathy - will take photos of kid's Bible verses to archive.
 - Diane - painting to B. and Gr. for permission to repaint.
- Sarah - December happenings
 - Polar Express- 3rd to 6th - show movie; pajama party
 - Ugly Sweater Party - December 17 - all adults
 - White Elephant Party - kids
 - Christmas Eve. - Illustrated Ministries - scripted play - 4:00 Family Service
 - Best Christmas Pageant Ever - script arrived too late for this year - will do next year
- Rev. Kathy and Kathy M. beginning to work on CE Director job description.
 - clean up of CE office needs to be done
 - Halloween, Christmas candy items being thrown away
- Linda - are we still doing the alternating week plan for choir and Sunday School spring semester?
- Rev. Kathy - financial line item = \$11,000 custodial account.
 - 175th anniversary of Youth Impact
 - can this be used for 1/2 time person?
 - will check with Kristine

CEFY Notes submitted by Elder Vicki Stegall