

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

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, November 15, 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. Mark Jones, Clerk, opened the meeting with prayer and a reading from Zephaniah 3 in which it says God will rejoice over us with singing.

	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>	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>	P	Michael Ferris <i>Worship & Music</i>
P	Karla Ruiter <i>Congregational Development Fellowship</i>			P	RuthAnn Tobey-Brown <i>Personnel</i>
P	Don Wood <i>Worship & Music</i>			P	James Woods <i>Hospitality & Welcoming</i>
P	Mark Jones <i>Clerk of Session, non-voting</i>	<i>P- present E-Excused A-Absent</i>			

Staff members:

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

Guests:

- Deacon Ted Brown
- Jim Middleton
- Mike Bawden

On motion and second, the agenda was approved as presented with a change that moves a presentation by Jim Middleton to follow the Deacons' Report.

On motion and second, Ted Brown, Jim Middleton, and Mike Bawden were admitted to the meeting with voice and no vote.

DEACONS' REPORT: Ted Brown

Ted Brown reported the following items from the Deacons:

- Mission Outreach: Paula Hartman, reported that the Angel tree project is being coordinated and they are waiting for the list of families. The PUNCH Thanksgiving dinner is on this year and Ted Brown will be giving a minute for mission on Sunday November 14th asking for volunteers to buy food and serve the meal on Thanksgiving Day.
- Pastoral Care reported that the Bundt cakes for our homecoming folks would be delivered to the church on Friday, November 12th and the Deacons will distribute them on the 12th and 13th. In-touch gifts were also discussed for the coming holiday season. Cocoa and Caring will be on December 7th under the portico. Donations of hats and gloves, especially men's gloves, are needed. See Cathy Pratcher-Woods for donations or any other Deacon.
- There is still some confusion with the book keeping of the Center and our donation to them. There seems to be \$1800.00 that we do not know if it has been used or not. Pastor Kathy has requested that she and Kristine be allowed to hold back the \$1200 for November and December until this problem is resolved. The Motion: Allow Pastor Kathy and Kristine Olson to administer \$1200 to the center for November and December donations provided that the \$1800 previously donated has been distributed. The motion was seconded and passed.

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

Presentation of a Media and Conferencing Project – Jim Middleton

Church member, Jim Middleton, on behalf of the Building and Grounds Committee, presented a project to enhance the technology in our building that can increase our ability to live-stream, participate in on-line meetings, conduct hybrid meetings, and increase media capabilities in Von Maur Hall.

The equipment needed includes a large screen TV, an Epson Ultra Short Throw Laser Projector, Meeting Owl Pro devices, and meeting conference carts. Jim explained how this equipment fits into the overall project and described their capabilities.

An equipment list and detailed costs are appended to these minutes. The total cost with tax and a 10% contingency is \$13,800. Funding for this project has been identified as follows: \$5000 from the General Fund and \$10,000 from the New Covenant Restricted Memorial Fund.

A vote on this project was deferred to later in the meeting.

CONSENT AGENDA

- **On motion and second**, the Session approved the following items in the Consent Agenda
 - Minutes of the October 18, 2021 Session meeting as printed and included in Session package.
 - Report of the Clerk of Session for October 2021
 - Affirm the following E-Vote: The Personnel Committee moves hiring Susan Parker as our new Church Administrative Assistant for a full-time, forty-hour work week,

effective November 15, 2021, at a salary of \$17/hr. through a six-month probationary period, with renegotiation of the salary at six months.

- Motion was approved on 11/8/2021: Yes votes 16; No votes 0; 3 Elders not voting
- Voting period was 11/6/2021-11/8/2021

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

I. CHANGES TO THE REGISTERS:

Deaths

Cheryl Ann McCulloh
Richard J. Wells

Date

October 9, 2021
October 24, 2021

Officiated by

Rev. Dr. Kathy Stoner-Lasala
Rev. Dr. Kathy Stoner-Lasala

Other Business of the Clerk – Mark Jones, Clerk

- Scheduled Committee Reports for December: Finance, B&G, Nominating, Stewardship
- Session meeting schedule: The Session discussed the meeting schedule for the next 5 months because of potential conflicts with holidays.
 - The Session decided to keep the December 20, 2021 meeting as scheduled.
 - **On motion and second**, the Session approved moving the January 2022 meeting from January 17 to January 24 to avoid conflicts with the Martin Luther King, Jr. holiday, which is a staff holiday.
 - The Session decided to keep the February meeting as scheduled for February 21, 2022.
 - **On motion and second**, the Session approved moving the April 18 meeting to April 25. April 18 is the day after Easter and a day-off for staff.
- **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. Having the reports as early as possible will be greatly appreciated.
- **Congregational Membership of Session Committees, 2022**
A reminder to Session about changes to the By-laws on congregational membership of Session committees for 2022 that set a limit of consecutive service to six years.
- **2022 Schedule for Session Committee Reports**
The proposed schedule for Session Committee Reports for 2022 presented in the Session packet. The instructions were updated to indicate these scheduled reports are to be submitted in writing as approved by Session in October 2022.

On motion and second, the Session approved the schedule for 2022 Session Committee Reports. A copy is appended to these minutes.

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

COMMITTEE REPORTS

Finance – Elder Tom Spitzfaden

- The financial report is indicating FPC will end the year on the positive side. This will be a result of greater than anticipated income and lower than expected expenses. The latter is largely because we did not make a CE director hire. There is money in the bank to do priority work, if needs come forward.
- Another part of the income in 2021 was from estate gifts. The Finance Committee is discussing our current policy on handling estate gifts asking whether changes might be

appropriate on how estate gifts are directed. The Finance Committee anticipates having a recommendation to Session next month.

- The expectation for the 2022 budget is that pledges will be similar to 2021 and expenses will be higher. The latter will be a combination of higher utilities, a CE director hire, and costs associated with the new Head of Staff including search costs, moving costs, and salary/benefits. A deficit spending budget is anticipated but the size is yet to be determined.
- Elder Spitzfaden, on behalf of the Finance Committee, presented the following **motion** regarding the Budget Committee for 2022.

WHEREAS, the Book of Order and good governance require a budget to be established at the beginning of each year,

It is now therefore RESOLVED THAT a temporary budget committee be establish to provide Session with a proposed budget for calendar year 2022. The budget committee shall include a representative from the Deacons and from each of the following committees: Finance, Personnel, and Building & Grounds. The budget committee shall solicit information and commentary from other committees and staff members when creating the proposed budget. A proposed budget shall be provided to Session prior to its January 2022 meeting which is scheduled for the January 24, 2022.

Following discussion, **the motion was approved.**

	October 2021		October 2020	
	Actual	Budget	Actual	Budget
General Fund Income	89,565	41,520	48,257	56,680
Custodial Accounts Income	4,070	-	242	-
Compensation Expenses	35,343	51,690	39,042	51,258
Non Compensation General Fund Expenses	10,720	12,482	10,264	17,015
Custodial Accounts Expenses	4,070	-	242	-
Surplus (Deficit)	43,502	(22,652)	(1,049)	(11,593)
	2021 Year-To-Date		2020 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	635,566	524,594	665,511	707,638
Custodial Accounts Income	35,276	-	75,813	-
Compensation Expenses	386,797	438,633	473,146	498,258
Non Compensation General Fund Expenses	161,559	172,568	132,088	201,265
Custodial Accounts Expenses	35,276	-	75,812	-
Surplus (Deficit)	87,210	(86,607)	60,278	8,115
All numbers are rounded.				

Building and Grounds Committee – Elder Pete Madden

- **Elder Madden, on behalf of the B&G Committee, moved the Session approve the Media Conferencing Project** at a total cost (with tax and a 10% contingency) of \$13,800. Funding for this project will be as follows: \$5000 from the General Fund and \$10,000 from the New Covenant Restricted Memorial Fund.

Discussion: Questions were asked about whether this project represented current needs or future needs and whether a smaller scope could be approved now with additional equipment added as needed. The staff sees immediate use for the technology but also imagines additional uses will be identified as experience with the technology is obtained. Supply chain issues and increasing costs were offered as reasons to approve the entire project now. Once the technology is installed, it should in most people's abilities to learn how to operate it.

The motion was approved.

- **Elder Madden, on behalf of the B&G Committee, moved the church pay church member Matt Kabel \$550 for his professional work on the boiler repair.** It is estimated that his work saved between \$1500 and \$2000. The motion was approved with thanks to Matt.

Nominating Committee – Elder Heather Calvert

- The committee is at work filling the positions for 2022, as follows:
 - 9 Elders for the Class of 2024, 4 are filled.
 - 6 Deacons for the Class of 2024, 3 are filled.
 - 7 2022 Nominating Committee members, 5 are filled.
 - 9-12 members for the Pastor Nominating Committee for Head of Staff: 5 are filled.
- A brief survey was created by the Nominating Committee, 3 completed surveys as of today.
- The hope is to have PNC slate ready by Thanksgiving. Other openings likely will be by the 2nd week of December.

Elder Heather Calvert moved that a Congregational Meeting be called for Sunday, December 12, 2022, immediately following the 9:30 AM worship service for the purpose of electing the Head of Staff PNC and the slate of 2022 church officers, as of that date. The motion received a second. Following discussion, the **motion was approved.**

Stewardship – Elder Patrick Downing and Samantha Crow

- Stewardship Sunday was held on Sunday, November 7th during Worship Service.
- It was humbling to see how many from our congregation came forward to turn in their pledge cards - THANK YOU!
- The Stewardship Committee would like to thank Cathy Pratscher-Woods and Dave Edwards for their outstanding testimonials during the Minute for Mission on Sunday, October 17th and October 24th, respectively.
- We'd also like to thank the entire FPC Staff for their wonderful, moving video that was broadcasted during the Sunday, November 7th service! What a way to begin such a special service!
- As of Tuesday, November 9th, FPC received \$360,190 in confirmed pledges from 105 pledgers (individuals and couples). We have raised 70% of 2021's Stewardship total in four weeks, and pledge cards are still coming in. (Note: Kristine Olson, Finance Manager, updated the pledges: As of Monday, November 15, 2021 pledges total \$391,610.)
- Patrick will plan to thank and update the congregation during the Minute for Mission on Sunday, November 28th, the First Sunday of Advent.
- HUGE thank you to Kristine Olson and Pastor Kathy for all of their help and support during this Stewardship Campaign!

- Thank you notes (and lots of them) are being written and sent! Patrick would like to thank Jane Magnusson for her assistance in writing them.

Church Marketing and Growth Committee – Committee Member Mike Bawden

- Mike Bawden presented a summary of work that the Congregational Marketing and Growth Committee has been developing this past year.
- Highlights of the presentation
 - The overall plan involves re-creating a “brand” for FPC.
 - The brand will be used to create a unified vision/mission for the church and messaging about FPC to the community.
 - Mike reviewed the process the committee took.
 - They identified several of FPC’s core values including creativity, intellectualism, tolerance, a broad world view, tradition, history, and performance.
 - It is suggested that this process can help focus our church’s discipleship and can be attractive to people seeking a church home.
 - A proposed new mission: “At First Presbyterian Church of Davenport, we’re here to serve each other and our community – helping everyone experience and celebrate the love of God through Christ.”
 - CMGC recommends that a major part of our brand or identity center around “creativity” in all its forms – in worship, fellowship, advocacy and action in the community. This would involve greater use of technology, continued emphasis on music and performance, enhancement of the visual arts, new ways of doing fellowship, and more.
- Request to Session
 - Review the material presented and provide feedback to the CMCG Committee
 - Modifications can be made and the proposal strengthened.
- The CMGC is preparing a timeline for presenting this proposal to the congregation and launching various aspects of the project in the first 6 months of 2022.

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

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

Additional committee minutes received for Hospitality & Welcoming, Finance, and Worship & Music are appended to these minutes as submitted.

STAFF REPORTS

Rev. Kathy Stoner-Lasala reported a gift of \$20,000 has been received for the art glass window project. This project is now fully funded.

Darren Long, Facilities & Custodial Supervisor reported that the boiler has been repaired and is working. Thanks again to Matt Kabel.

Matt Bishop, Director of Music

- The choir premiered an anthem on Sunday, November 14, a work commissioned in honor of Dr. Andrew Edwards on the occasion of his retirement by his family. The commissioned arrangement of “My Hope is Built on Nothing Less” was by Alfred Fedak.
- PAS patron and benefactor funding is now over \$25,000.
- Next PAS concert, a performance by *Ring of Kerry*, is Saturday, November 20, 2021.
- Christmas concert preparation is on-going for the December 18th and 19th.
- Has been working with youth and parents to find practice time, which is difficult.
- Musikgarten continues to meet remotely.
- Cherub and Kirkwood Choirs are meeting on alternate Sundays from Sunday school.
- Continues to do social media for the church and recently put together the Broadcaster.

Kristine Olson, Finance Manager

- As reported in Elder Spitzfaden’s report, the revenues are positive.
- The new HR program has been rolled out to staff
- Working today getting our new Administrative Assistant, Susan Parker, started.
- The search for a parttime Financial Assistant continues.

Rev. Pat Halverson, Parish Associate has been out-of-town recently but is catching up on calls and worship service preparation.

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

OTHER REPORTS

Elder Paula Burnett reported that PEIA held a short, called meeting on Thursday, October 21, 2021 and completed action on 2 church properties within the presbytery.

OLD BUSINESS

Annual Active Membership Roll Review – action was deferred because of the length of the meeting.

Synod ARC and Reconciliation updates

- Names of elders indicating an interest in serving on the reconciliation groups outlined by Rev. McCaw have been forwarded to Rev. McCaw, as follows:
 - Paula Burnett – communications
 - Jeanne Sherwood – communications or next steps
 - RuthAnn Tobey Brown – communications
 - Vicki Stegall – communications or next steps
 - Diane Roebuck – next steps
 - The next update report is due to Synod in December. Moderator Stoner-Lasala and Clerk Mark Jones will update the September report.
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Report from Committees on Descriptions for Operations Manual

- **On motion and second**, the Session approved changes to the Committee descriptions in the Operations Manual as presented in the Session packet for the following committees: Congregational Development and Fellowship, Finance, Adult Christian Education, and Personnel. Copies of the revised committee descriptions are appended to these minutes.
 - **On motion and second**, Session affirmed the 2019 versions of Session committee descriptions as reviewed and unchanged for the following committees: B&G, CEFY, CMGC, Stewardship, Hospitality & Welcoming, Worship and Music.
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NEW BUSINESS - none

ADJOURNMENT

On motion and second, the meeting was adjourned at 9:23 PM. Mark Jones, Clerk, closed the meeting with prayer.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on December 20, 2021 at 7:00 PM.

The Rev. Dr. Kathy Stoner-Lasala
Moderator

Mark Jones
Clerk of Session

Appendix 1, FPC Session Minutes, November 2021:

Media and Conferencing Project: Detailed Costs

Media and Conferencing Project					
				75" TV	86" TV
Project Total				13032.00	13792.50
Von Maur Hall Training and Conferencing Television		Qty	Each	Ext	Ext
Television					
TV	LG - 75" Class NanoCell 80 Series LED 4K UHD Smart webOS TV	1	1050.00	1050.00	
	or	or			
	LG - 86" Class NanoCell 75 Series LED 4K UHD Smart webOS TV	1	1700.00		1700.00
Mounting and Speakers					
TV Mount	Sanus - Elite Series Advanced Tilt TV Wall Mount	1	220.00	220.00	220.00
Sound Bar	LG - 2.0-Channel Soundbar with 40-Watt Digital Amplifier	1.00	100.00	100.00	100.00
Zoom Conferencing Equipment		Qty	Each	Ext	Ext
Camera, Mic, Speakers					
Zoom Video/Audio	Meeting Owl Pro	4	1000.00	4000.00	4000.00
Meeting Control Equipment					
Tablet - Owl Control	Samsung - Galaxy Tab A (2019) - 8" - 32GB - Black	4	100.00	400.00	400.00
	FlexView Folio Case	4	15.00	60.00	60.00
Laptop - Zoom Control	Dell	2	450.00	900.00	900.00
Meeting Kiosk					
Kiosk Cart Monitor	ASUS VP278QG 27" FHD	4	190.00	760.00	760.00
Kiosk Cart Monitor Mounts	AVF AL240Q-A	4	40.00	160.00	160.00
Cart	Luxor LPDUOE Multi-Height 16"- 42" AV Projector Cart	3	150.00	450.00	450.00
Connection Cables					
Connection Cables	DisplayPort, USB, Internet	1	350.00	350.00	350.00
Power Cords	as needed	1	150.00	150.00	150.00
Projection Equipment		Qty	Each	Ext	Ext
Short Throw Projector					
Short Throw Projector	PowerLite 800F Full HD 1080p Ultra Short-throw Laser Projector	1	2700.00	2700.00	2700.00
Misc					
Contingency	10%			1130.00	1195.00
Tax	7%			602.00	647.50

Appendix 2, FPC Session Minutes, November 2021:

Session & Congregational Committee and Task Force Reporting Schedule 2022

Committee issues and motions should be brought forward at any time they are appropriate. The reporting schedule below is to make certain that all committees share their work on a regular basis.

As approved by Session in October 2021, all quarterly and semi-annual committee reports will be written reports. Please forward your written report to the church office or the Clerk by the Wednesday prior to the Session meeting. This will allow your report to be distributed in the Session packet.

Suggestions for what to report (choose a few):

- Scope of committee
- Current goals and progress
- Successes
- Roadblocks you might be facing
- What you will be working on next?
- Areas in which you might work with other committees
- How does you live out the mission of the church?
- Needed resources (people, money, etc.)

January	February	March	April
Finance	Finance	Finance	Finance
ACE	CDF	Building & Grounds	
CEFY		Cong Market Growth	
W&M		Personnel	
May	June	July	August
Finance	Finance	No reports	Finance
Heritage Committee	Hospitality & Welcoming		ACE
	Personnel		CEFY
			CDF
			Stewardship
September	October	November	December
Finance	Finance	Finance	Finance
W&M		Building & Grounds	Hospitality & Welcoming
Cong Market Growth	Nominating	Nominating	Nominating
Stewardship	Stewardship	Stewardship	Stewardship
Personnel			Personnel

ACE	January and August
Building & Grounds	March and November
CEFY	January and August
CDF	February and August
CMGC	March and September
Finance	Monthly
Hospitality & Welcoming	June and December
Personnel	March, June, September, December
Stewardship	August, September, October, November, December
Worship & Music	January and September
Nominating Committee	October, November and December
Heritage Committee	May

Appendix 3, FPC Session Minutes, November 2021:

PERSONNEL COMMITTEE Revised July 2021

Mission

To support the Pastor/Head of Staff, assisted by the Associate Pastor, in his or her direction of staff employees to support Session leadership of the congregation.

Vision, Mission and Goals

To work with the Pastor/HOS, assisting in the evaluation of policy and employee staff persons, as the Pastor/HOS directs the staff to align with Session's leadership of the congregation.

Members

Pastor/HOS (ex officio)

Session elders and other church members, nominated by the Pastor/HOS with the concurrence of Session

Other staff members temporarily assigned by the Pastor/HOS (ex officio)

Structure

The active ruling elders appointed by the Pastor/HOS, with Session concurrence, serve as chairperson and vice-chairperson. Their appointments are for one year, yet renewable annually for the time they are on Session. The committee may have additional members from the congregation not on Session, possessing needed expertise, as appointed by the Pastor/HOS and with Session concurrence. The Committee may create temporary task forces as needed to advance specific purposes of the committee. All members, except the Pastor/HOS for whom this policy does not apply, may serve at most a term of three-years, renewable for three years. After two full terms or six years total, a hiatus of at least one year must be taken. No terms may be renewed without the appointment of the Pastor/HOS and the concurrence of Session.

As of session approval of this committee description, this structure supersedes all other descriptions of structure for this committee previously approved for this Manual of Operations, either in general or directed specifically at this committee. Only Session may alter this committee description and the Manual of Operations.

Responsibilities and Duties

Develop policies covering compensation, career development, benefits, working conditions, promotions, vacations, holidays, evaluations, grievances, dismissals, etc., in accordance with the Constitution of the Presbyterian Church (USA) and any guidelines established by the Presbytery of East Iowa. Personnel policies require approval by the Session and are printed in a manual of Personnel Policies and Benefits provided to staff employees.

Develop and maintain position descriptions for staff employees. The development of position descriptions or any alterations to them are to be done in consultation with the Pastor/HOS, the relevant supervisory staff employees, and the chairpersons of the related session committees, with approval by Session. Any alterations in position descriptions currently occupied by employees must be done with sensitivity and adequate communication to these employees.

After positions are approved by Session, hire employees in consultation with the Pastor/HOS, the relevant supervisors and committee chairpersons, notifying Session of the hires. Terminate employees - after consultation with the Pastor/HOS, the relevant supervisors and committee chairpersons - for cause or other circumstances, notifying Session of terminations. Typically, the Pastor/HOS shall be given veto power in the case of any hiring or firing, with Session concurrence needed to sustain the veto.

Be available to the Pastor/HOS, the Associate Pastor, and all staff employees - in consultation with the Pastor/HOS - on a confidential basis as needed for counsel, support and mediation toward the end of maintaining positive working relationships. This task includes making sure that pastors and staff employees take their vacations and study leave, and encouraging them to find an appropriate work-life balance.

Advocate for the Pastor/HOS, Associate Pastor and staff employees with the Session and congregation, as needed.

Annually review the salaries of all staff employees prior to the preparation of the final annual budget and to recommend to the Session any applicable changes in salaries and rates of pay.

Approve specific salaries for individual exempt and non-exempt employees.

Lead the Session in its evaluation of the adequacy of the Pastor/HOS' and Associate Pastor's terms of call, including leading any conversations needed to give input regarding the leadership of these two in order to establish adequate terms, relying on presbytery guidance as needed and appropriate (Recall that neither the Pastor/HOS nor the Associate Pastor is an employee and that any pastoral communications – including sermons and worship music selections – are off-limits for formal evaluation by the Session).

Assist the Pastor/HOS, the Associate Pastor and designated supervisory employees to give input about, and to, staff employees as part of their official evaluation processes.

Administer the process of completing evaluations of all staff employees, unless Session chooses to perform the evaluations. These evaluations should include how the staff operates together as a team.

Provide guidance to the Session about the roles and responsibilities of the Pastor/HOS, the Associate Pastor, the staff employees, the Personnel Committee, the Session and the presbytery, as needed. This duty includes sharing written reports to Session about policy and process issues, while keeping personnel issues (especially about individuals) verbal for the sake of confidentiality.

Appendix 4, FPC Session Minutes, November 2021:

ADULT CHRISTIAN EDUCATION COMMITTEE

Revised October 2021; Approved by Session November 2021

Mission: To oversee the development, promotion, coordination and execution of Christian Education programs for the adults of the church community, to reach and transform our lives and the lives of others.

Vision, Mission and Goals

To strengthen the personal relationships between individuals and God, each individual must first obtain a fuller understanding of the nature of God and of God's will. To accomplish this task, teaching must accommodate itself to the needs and abilities of those being taught. Such teaching emphasizes God's revelation through Jesus, but includes many other sources as well, since the Holy Spirit's efforts to reach humanity are unbounded. Through this Christian Education, adults should:

- 1) understand the sacred stories of the Christian Church, the values and worldviews that various Christians draw from those stories, and the ways that various Christians translate those values and worldviews into action,
- 2) increase awareness and understanding of social issues in an open minded and tolerant environment, informed by the best and most current scholarship of the Presbyterian Church USA and the greater community of faith, and prompting individuals and groups to action.

Strategies

- 1) present topics that engage the congregation in fostering personal and group spiritual development that will kindle that "fire inside" of us,
- 2) focus on selecting presentations that express spirituality that is life giving for self and others, 3) deepen awareness/participation in the desires of God's heart in our world.
- 4) pursue curricula that nurtures faith, encourages curiosity, welcomes diversity, and love all.

Ex-Officio Members

Associate Pastor or other staff member as assigned by the Moderator of Session
Chair of the Library Subcommittee

Structure

The Adult Christian Education Committee is composed of three ruling elders*, from three different nominating classes, appointed by the Moderator of Session from the current Session. The Chair or Co-Chairs are appointed by the Moderator. A member of the Library Committee may also be a member of this committee. This committee may also have additional members from the congregation who are not currently on Session as described in the section of this manual titled, "Structure and Operation of Church Committees" in the paragraph, "Membership of the Standing Committees of Session." The committee may establish subcommittees and ad-hoc groups as needed.

Program Areas This committee is responsible for:

- 1) All Christian Educational programs for adults. This shall include Sunday morning opportunities as well as other opportunities in accordance with whatever the committee deems effective in accomplishing its mission,
- 2) Oversight of the Church's Library Committee, which is responsible for the day-to-day operations of the Church Library.

Responsibilities and Duties

- 1) Brainstorm and develop appropriate educational opportunities for adults.

- 2) Recruit leaders and hosts/hostesses to implement all educational programs.
- 3) Advertise the availability of educational opportunities as widely as possible.
- 4) Coordinate resources and supply needs for educational programs.
- 5) Maximize budgetary resources as assigned by Session.
- 6) Periodically evaluate the various standing programs for their effectiveness.
- 7) Ensure that volunteers receive adequate recognition and feedback.
- 8) Keep adequate records of all proceedings.
- 9) Report to the Session any significant decisions or developments.
- 10) Implement any educational programs that are directed by the Session.

Appendix 5, FPC Session Minutes, November 2021:

CONGREGATIONAL DEVELOPMENT AND FELLOWSHIP COMMITTEE **Revised August 2021/Approved by Session November 2021**

Mission:

To provide planning, coordination and guidance for fellowship groups within the church, to establish and discontinue fellowship groups and assist groups as appropriate, to plan and execute church-wide fellowship events, to promote the groups and events to the congregation.

Vision, Mission and Goals:

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements, as well as the Long Range Strategic Plan of the church, including identifying new opportunities to connect our congregation. The committee's Action Plan should include the goals and actions steps that will lead to successful accomplishment of its Mission, achievement of its Vision, and support the Church's Long Range strategic plan over time.

Structure:

The Congregational Development and Fellowship Committee is comprised of a core group of active elders and members of the congregation at large. Committee members are appointed by the Moderator of the Session and/or the FPC Nominating Committee and are guided by the Associate Pastor or other staff member as assigned by the Moderator.

Responsibilities and Duties:

1. Fellowship Groups
 - Nurture all of the fellowship groups within the church, communicate and promote the activities of each group to the congregation, as needed, and encourage active participation.
 - Establish new fellowship groups where there appears to be sufficient interest and discontinue groups where the interest of members has reduced to the point that the group no longer serves a useful and effective purpose.
2. Congregation-Wide Fellowship
 - Plan, coordinate, host and execute fellowship events to appeal to the congregation as a whole. Examples are the Sunday morning Manna & more breakfasts, churchwide receptions and church-wide multi-generational activities.

Appendix 6, FPC Session Minutes, November 2021:

FINANCE COMMITTEE

Revised October 12, 2021

Approved by Finance Committee October 2021/ Approved by Session November 2021

Mission

To oversee the financial and secular affairs of the church enabling other committees and leadership volunteers to focus on the overall mission of the church.

Goals

To work with the Finance Manager to provide informative and accurate financial information to the Staff, Session and Congregation.

To ensure the internal controls and procedures are appropriate to safeguard the Church's assets and are being complied with.

To present the budget as developed by the ad hoc budget committee annually, for Session approval.

To analyze and understand the current and future financial condition of the church and advise the Staff, Session and Congregation on strategies to support the ministry of the church

Ex-Officio Members

Moderator of Session

Finance Manager

Other staff member assigned by the Moderator of Session, if there be one

Structure

The Finance Committee is composed of a core group of members appointed by the Moderator of Session from the current Session with Session approval. The committee may have additional members from the congregation who are not currently on the Session as described in the Church Bylaws. The committee may establish subcommittees, task forces, and ad-hoc groups as needed.

The Chair or Co-Chairs of the Finance Committee will be appointed by the Moderator of the Session with approval of Session. The Finance Committee will elect/approve the persons who have banking authorizations. Each year the Finance Committee will nominate the President, Vice President, Secretary, Assistant Secretary (if there be one), Treasurer, and Assistant Treasurer (if there be one) of the church's secular corporation. These officers will be approved by Session. An appropriate number of the members should be knowledgeable of accounting policies and accepted good practices to ensure effective support, and monitoring of the performance of the Finance Office.

Responsibilities and Duties

Meeting Minutes

The minutes of all Finance Committee meetings shall be written in duplicate with one copy to be retained by the committee in the Finance Manager's files and the other to become a part of the committee's monthly report to the Session.

Appointment and Responsibilities of the Church Treasurer

The Finance Committee selects and nominates, for election by the Session, a member of the congregation to serve as Church Treasurer for a one-year period. This one-year term may be renewed without limit. The Church Treasurer shall be a member of the Finance Committee.

The Church Treasurer shall have signature authority on all Church bank accounts, and will be an integral part of the internal control procedures of the Church. Responsibility for clerical, accounting and financial reporting rests with the Finance Manager while the Treasurer, Finance Committee and Moderator have shared oversight responsibility.

A representative of the Finance Committee shall make a monthly financial report to the Session, on behalf of the Finance Committee.

Responsibilities for Financial and Accounting Matters

Oversight responsibility for collection, protection, disbursement and accounting of all church funds; funds raised and administered by individual organizations; and restricted and special funds that are administered by their own administrators or Trustees.

Oversee the restricted funds to ensure that all governance of the funds is being conducted as stipulated in the restricted fund document.

Account for and report on all restricted funds, and the general fund balance sheet, including activity in the custodial accounts, in addition to the church general fund revenue and expenses. It is acknowledged and expected that the Finance Manager will have direct responsibility for these items while the Finance Committee has close oversight responsibility and will provide appropriate support to the Finance Manager.

May make recommendations to the governing bodies of the restricted funds and the Foundation Board of Trustees for the expenditure of monies from these funds.

Assist the Moderator in supervising the work of Finance Manager.

Provide a linkage of cooperation and financial information to all other committees and parties with a need to know. Keep the Session and congregation informed of the church's financial condition,

In consultation with the various committees, determine what financial information they each need (such as performance to budget).

Provide the timely information in clear and succinct reports to Session and the congregation.

In conjunction with the Finance Manager, review each line item on the church's financial report in relation to the budget, analyze each account that is over or under budget, regularly report such differences to the committee and staff responsible for such accounts and the Session, and recommend corrective action. The responsible committee/staff is then to analyze any variance and reports the cause and planned corrective action to the Session.

Train Deacons and Elders in understanding financial reports as requested and needed.

Establish appropriate internal control procedures relative to all financial and accounting matters, including the process for approving expenditures and purchases within the budget and authorizing invoices for payment, including (but not limited to) credit cards invoices, payroll, and electronic disbursements.

Report to the Session monthly the church's financial condition for the month and for the year-to-date.

Engage an audit activity that is independent of the finance function of the church. Such audit activity is typically a qualified, contracted outside vendor, but may in some instances be an independent team of individuals not part of the Finance Committee or the established internal control procedures. Such audit activity shall review the Church's financial policies and procedures and execution of such annually. This audit activity is expected to be an Agreed Upon Procedures review. However, the committee may choose an alternative audit activity if the committee deems that appropriate. The annual audit activity (normally an Agreed Upon Procedures review) may be performed biennially if the immediately prior report indicates no deficiencies. Session approval is required when moving to less often than an annual audit activity. When there is a change in staff, particularly, the Finance Manager, the review will be done annually until consecutive positive results have been established.

Report to Session annually regarding the adequacy of the church's property and liability insurance. This shall be done in consultation with the Buildings, Grounds Committee. It is acknowledged that insurance to replace the historic nature of the building is difficult to obtain at a reasonable cost.

Develop and update financial policies and procedures and present them to Session for approval as appropriate.

Fund Raising Policy

See General Operating Policies and Guideline section in the back of the Operations Manual.

Responsibilities for Budget Matters

Responsibility for developing the budget resides with the current installed Elders, Deacons, and Committee chairpersons. The Stewardship Committee and the Personnel Committee provide significant information to the budget process. In addition, the staff also provides important information to the budget process. The Finance Committee may co-ordinate the collection of information and direct the process of determining a budget. Alternatively, the ad hoc Budget Committee may co-ordinate and direct the budget development process. The Session is required to approve the budget each year; this should be done at its January meeting, or before. A deficit budget requires a 2/3 majority for approval.

Review expense and revenue trends and report to Session monthly.

The Session-approved budget will be presented to the congregation at the congregational meeting. The appropriate group or individual to present the budget will be determined several weeks prior to the annual meeting.

Identify variances to committees and staff for their review, explanation and recommendations for adjustments to the Committees, staff and Session.

Responsibility for Secular Matters

The Finance Committee shall have general and particular oversight of all the financial and secular affairs of the church.

Officers and Agents of the Secular Corporation

Any officer or agent of the corporation shall act only in the best interest of the corporation and in accordance with its Bylaws, its Articles of Incorporation and the Constitution of the Presbyterian Church (U.S.A.) as limited or restricted by Iowa or other applicable law.

All Officers of the corporation (President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer) of the church's secular corporation are empowered to execute all instruments whereby the church may become bound as a secular corporation, including the purchase, sale or mortgage of real property, and may affix the corporate seal to any instruments requiring it.

In addition to officers of the corporation, the Session, the individual officers, or the congregation may appoint an individual(s) it deems qualified, including any member(s) of the corporation or church staff, to act as an agent(s) of the corporation to execute all instruments whereby the church may become bound as a secular corporation, including the purchase, sale or mortgage of real property, and may affix the corporate seal to any instruments requiring it. The Finance Committee, from time to time, may wish to recommend an individual(s) for such appointment by the Session.

Purchase, Sale or Mortgage of Real Property

The corporation can be bound in the purchase, sale or mortgage of real property only upon corporate resolution adopted by the membership of the corporation at any duly called and constituted meeting of the congregation. However, the Session may receive unencumbered real property as a gift from the Development Fund of First Presbyterian Church of Davenport or from any other source without such corporate resolution. The corporation shall not sell, mortgage, or otherwise encumber any of its real property or acquire real property that is subject to an encumbrance without the written permission of the presbytery, or its authorized designee, transmitted through the Session.

Secular is defined as "of or pertaining to the world, or to things not religious, sacred or spiritual; temporal; worldly. Of, or pertaining to, the state (Federal, state and local law)." As this relates to the church, some examples are, but not limited to: bids accepted by the church from contractors, contracts between the church and others binding the church to payments for goods and services or for taking or not taking agreed upon actions; the purchase, sale and mortgage of real property; complying with building and other local codes; taking actions or failing to take actions that would come under the jurisdiction of any court of law, not an ecclesiastical court, etc. The church's ecclesiastical and secular obligations are promulgated in the "Constitution of the Presbyterian Church (U.S.A.)." Its secular obligations are further promulgated in Federal, state and local laws.

Appendix 7 FPC Session Minutes, November 2021: Session Committee Minutes submitted

Welcoming/New Member Committee: November 2021

Committee discussed details of New Member Inquiry:

- Fellowship Hall secure for Nov. 14 12:30-1:15
- Pandemic approval for activity
- Contacting new members interested
- Find mentors for each new member
- Food for activity
- Materials for new members

Update to ushering: Worship hosts will be needed at every funeral held in the church. Training for worship hosts will be reviewed.

Next committee meeting Dec. 15 4:00

First Presbyterian Church, Davenport

Finance Committee Minutes

October 12, 2021 on Zoom

Note: There was no September 2021 Finance Committee meeting

Attendees: Tom Spitzfaden (chair), Nancy Chapman, Pam Paulsen, Kristine Olson (Finance Manager), Rev. Dr. Kathy Stoner-Lasala

September financial statements: Kristine reviewed the key elements of the September financial statements. Details are in her October 11 email. The question came up about the estate gift from Barb Melby which is reported in September as Estate Income. We are ineligible for the ERTC in third quarter 2021. Kristine discussed the ERTC opportunities for 4th Quarter 2021 and 2020 and noted we may have to reopen the 2020 quarterly payroll tax returns to receive the credit. We okayed Kristine doing research on if/how to do this as long as it doesn't take more than an hour.

Status of Becky, our temporary worker from Robert Half: Becky is on vacation this week and therefore Kristine accrued some invoices and will reverse them in October. Becky will enter the invoices upon her return.

Bamboo software for employee-related processing: The Personnel Committee has approved securing the software. \$300 set up and about \$100/mo. fee. Can cancel any time with no penalty. This software does the calculation of paid time off, helps with on-boarding and offboarding employees, works with Indeed, has the capability of using DocuSign and should save 60 hours/year. The set up will be charged to Personnel and the monthly subscription will be charged to the Office and Communications department.

Finance Committee job description for Operations Manual: Nancy moved for approval of the job description as last sent by Tom to committee members. Pam seconded the motion and it passed. Tom will forward it to Session.

Status of hiring parttime Accounting Assistant: Kristine has received comments from the Personnel Committee on the process and forms for interviewing/screening and hiring any candidate for employment. Personnel Committee approved us sponsoring placing our posting at the top of the Indeed list to get increased visibility of the position. Kathy recently sent a resume to Kristine as a good candidate for the Accounting Assistant position.

Minutes of Finance Committee meetings. Kristine will forward the minutes of Finance Committee meetings to Session each month.

Agreed Upon Procedures. There has been no news from Jim Taylor about next review. Tom will follow up with Jim. We will likely go with 15-month period (April 2020-June 2021) as suggested by Kathy. Kristine and Nancy are working on proposed changes to the scope of the review.

Building and Grounds list of capital needs: Pam reported that the B&G Committee has completed a list of items needing repairs, including repairs to the sanctuary ceiling which requires scaffolding to be built. The Committee need a tuckpointing bid from E&H which may not be available until November. Pam is off B&G in January and it is not known who will proceed with this project. The question was raised if the congregation should be asked if they want to fix this building. Nancy also brought up the idea of raising 1/3 of capital needs from the congregation, matched by a grant from the Foundation and grant from the General Fund, depending on the campaign total. More discussion needs to happen.

Finance Committee members for the future: Pam will stay on Finance Committee and serve as Treasurer one more year. Also, Tom will speak with Nancy Foster about joining the Finance Committee as a congregational member. We'd really like Stephanie to stay on the Committee.

Discussion on the Budget Committee: Tom to raise this in Session for those committees with input to participate.

Personnel: Kristine reported Kevin has been tentatively hired as full-time by the Personnel Committee. Kathy said there are some good resumes for the Administrative Assistant. CEFY is working on a job description for CEFY.

Stewardship: Kristine reported she has received 12 pledges totaling approximately \$55,000.

Request for capital project: An office was built in Von Maur Hall for Jim Middleton as our tech support. There is a request for the facility to expand ability for teleconferencing with a television and conference equipment for \$3-5,000. Pam will meet with Jim to get the details of the project and will speak with B&G about bringing a request to Session. Possible sources of funds are the Memorial Fund which has an expendable balance of approximately \$31,000 or the General Fund.

Reconciliation process: Tom reported that Rev. Dr. Beth McCaw is working with the Presbytery and Session. There is no clear definition of "reconciliation" but we must find a way to work with the

Presbytery. Kristine asked who approves Beth's expenses and Tom said Kathy or he would. It is also our understanding that Presbytery will pay half of Beth's fee.

Submitted by Nancy Chapman
November 2, 2021

Worship & Music Committee
Report on Meeting, October 18, 2021

Members present: Patrick Downing, Mike Ferris, Kristine Oswald, Don Wood, Matt Bishop (staff liaison)

Meeting commenced at 6:16pm.

1. Matt reported that PAS pre-season income (so far) is at \$25,495 - this is \$1,745 over what was budgeted for income, and just \$700 away from the 2019 total, which was a record high.
2. Matt reported that the premiere of Jonathan Dove's "His face shown like the sun" was a success, and had received very positive feedback from the composer and his publishing agent. The next premiere date would be November 14 for Alfred Fedak's "My Hope Is Built on Nothing Less."
3. Matt asked the committee for guidance as to when future premieres should be scheduled (frequency). The committee agreed that a premiere to celebrate the hiring of a call-and installed pastor would ideal. Matt recommended Rosephanye Powell, a composer and vocal/choral professor from Auburn University; Powell would be the first woman and the first person of color to be commissioned by FPC. The committee gave permission for Matt to reach out to Powell to begin the conversation and gauge her schedule and interest.
4. Matt reported that conversations with youth choir parents have shown that finding time for a standard weekly rehearsal would not be possible. Matt's plan is to hold 3-4 rehearsals on Sundays or Wednesdays leading up to the concert. Mike asked if it would be feasible to incorporate the singers into the Sanctuary Choir; the committee will have further conversations before making this change.
5. Matt raised a suggestion brought by a choir member that we hire an all African American vocal quartet for the Christmas Concert to sing the movement of Margaret Bonds' *The Ballad of the Brown King* that Matt cut from the performance (due to its incorporation of the text "Maybe he was brown like me"). After some discussion, the committee agreed that while the intention of the suggestion was good, the optics would be a challenge, and we would not want to put the singers in that situation. Matt will communicate this decision to the choir member.

Meeting adjourned at 6:50pm.