

Session Meeting  
First Presbyterian Church  
Davenport, Iowa  
February 21, 2022

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, February 21, 2022. 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. Clerk Mark Jones opened the meeting with a verse from Acts 2 saying the early church “devoted themselves to the apostles’ teaching and fellowship, to the breaking of bread the prayers” and led prayers for those in the wide circle of our community.

	Class of 2022		Class of 2023		Class of 2024
P	<b>Heather Calvert</b> <i>Adult Christian Education</i>	P	<b>David Bowles Edwards</b> <i>Congregational Marketing &amp; Growth</i>	P	<b>Paula Burnett</b> <i>Hospitality &amp; Welcoming</i>
P	<b>Matt Kabel</b> <i>Buildings &amp; Grounds</i>	P	<b>Jim DeReus</b> <i>Adult Christian Education</i>	A	<b>Peter Bawden</b> <i>Personnel</i>
P	<b>Jeanne Sherwood</b> <i>Hospitality &amp; Welcoming</i>	P	<b>Patrick Downing</b> <i>Stewardship</i>	P	<b>Kirk Christie</b> <i>Adult Christian Education</i>
P	<b>Tom Spitzfaden</b> <i>Finance</i>	P	<b>Jeff Ehrmann</b> <i>Finance, CMGC</i>	P	<b>Nancy Foster</b> <i>Finance</i>
P	<b>Vicki Stegall</b> <i>Christian Ed. &amp; Fellowship for Youth</i>	P	<b>Michael Ferris</b> <i>Worship &amp; Music</i>	P	<b>Dawn Hickenbottom</b> <i>Cong Fellowship &amp; Development</i>
		P	<b>RuthAnn Tobey-Brown</b> <i>Personnel</i>	P	<b>Bev Koos</b> <i>Worship and Music</i>
		A	<b>James Woods</b> <i>Hospitality &amp; Welcoming</i>	P	<b>Diane Roebuck</b> <i>Christian Ed &amp; Fellowship for Youth</i>
				P	<b>Karla Ruiter</b> <i>Building &amp; Grounds</i>
				A	<b>Jay Williams</b> <i>Cong Fellowship &amp; Development</i>
P	<b>Mark Jones</b> <i>Clerk of Session, non-voting</i>	<i>P- present E-Excused A-Absent</i>			

Staff members:

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

Guest:

- Deacon Glen Roebuck
  - Mike Bawden, Congregational Marketing and Growth Committee, Chair of PNC
  - Elder Kristine Ward, Newcomb Presbyterian Church, Davenport, Ministers and Congregations Commission (Presbytery of East Iowa) Liaison to FPC
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No changes to the agenda were recommended. The Moderator declared the agenda was in order as published.

**On motion and second,** Glen Roebuck, Mike Bawden, and Kristine Ward were admitted to the meeting with voice but no vote.

**DEACONS' REPORT:** Glen Roebuck, Vice-Chair of the Deacons

Glen Roebuck reported the following items from the Deacons:

- John Gere reported for Mission Connection. The committee has been reviewing the potential programs for support. At this time, we will support Tabitha's Circle and Kids Against Hunger. Five or six additional programs are being considered.
- Colleen Duenas reported for Pastoral Care. We will be delivering gifts to the homebound for Easter and will be planning for Homecoming in October.
- Paula Hartmann reported on the PUNCH Easter Egg Hunt and that the church will be helping with the PUNCH event on the Saturday before Easter.
- Ted Brown reported that Glen Roebuck has offered to be co-chair of the Deacons.
- The Caring Closet will be giving away Prom dresses/suits at the end of March and beginning of April. The congregation will be asked for donations. The closet needs spring clothing, especially dresses.
- The Center has provided the name of their bookkeeper and will be providing monthly reports to FPC.
- The Deacon's passed a motion to no longer have the heads of each committee meet prior to the Deacon's meeting. The work of this separate group has become redundant and no longer serves the Deacons' work.

The Moderator requested a **motion to remove the section in the FPC Operations Manual that calls for an Executive Committee of the Deacons.** This is being done at the request of the Deacons. A motion was received and seconded. **The motion was approved.**

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

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**Congregational Marketing and Growth Committee Report – Mike Bawden**

Mike updated the Session on the progress of this committee. They first reported the beginnings of a marketing plan to the Session in November 2021. Since then, they have received feedback from Session members and select members of the congregation. This has led to additional work on the mission statement and the strategies for implementation. They have prepared a video for the Annual Meeting that will share with the congregation what the committee has been doing and ask for their feedback.

Some points that Mike included in his report:

- The committee has attempted to distill the history and practices of FPC into a set of tangible and actionable statements.
- We need to find ways to tell and show people what we do here and invite/motivate others to join us.
- Creativity has been a part of the congregation for a long time and will continue to be.
- Marketing, servant leadership, church teachings are not incompatible.
- The updated (but not final) mission/vision statement currently reads: *"We the people of FPC share joyful stories of promise and hope found in loving relationship with God"*

*through Christ. We are a community open to all, committed to putting words into action and resolute on matters of fairness, equity, and equality.”*

- Once the mission statement is finalized, we need to find ways to live it out in the church and in the community.
- The committee will continue to seek input and listen to those in the congregation.

Mike indicated the work of this committee has been important to the work of the PNC, which he chairs. It is being used along with other recent mission studies to create the documents that will be shared with those interested in becoming our next pastor.

Some discussion followed and Mike responded to questions. One question suggested using the term “equity” and not “equality.” Another wondered about how to make the video used at the Annual Meeting available to those who do not attend the meeting.

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### **Report of the MCC Liaison to the FPC Pastor Nominating Committee – Elder Kristine Ward, Newcomb Presbyterian Church, Davenport, Iowa.**

Elder Kristine Ward is our liaison with the Ministers and Congregations Commission (MCC) of Presbytery. She will work alongside us in our pastor search process. The calling process involves FPC, the Presbytery, and the new pastor.

She outlined the different roles served by the Presbytery, the PNC, the congregation, and the Session.

Presbytery will:

- Provides training and support to the PNC.
- Helps with background checks and Presbytery-to-Presbytery reference checks.
- Examines the final applicant for admission to the Presbytery.
- Approves the final terms of call agreed upon by FPC and the pastor.
- Conducts the ordination/installation service with FPC.

The particular role of Session includes:

- Approves the final Ministry Information Form (MIF) prepared by the PNC which will include combining the various mission studies that have been completed. The Clerk confirms this approval with the denominational office.
- Budgets funds for the search (completed already).
- Determines the financial package for the new pastor.
- Calls the congregational meeting for a vote on the new pastor.
- Prepares for the arrival of the pastor.
- Works with PEIA on the ordination/installation service of the new pastor.

The PNC

- Prepares the Ministry Information Form (MIF).
- Submits the MIF to Session and MCC for approval.
- Reviews applications / interviews candidate, while maintaining candidates’ confidentiality. This includes reference checks and background checks
- Updates the Session and congregation.
- Negotiates the terms of call. Ask Session to vote on terms outside the approved budget.
- Selects the final candidate (must be by unanimous vote) and presents their final candidate to the congregation.

The congregation elects the PNC, approves the pastor and terms of call, and prepares for the pastor's arrival.

She encouraged regular communication among all of the parties.

Kris responded to questions from the Session including ways to identify candidates outside the Church Leadership Connection (CLC) – a computerized matching/referral system. Thanks to Kris for her presentation and service with us through this search process.

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## CONSENT AGENDA

**On motion and second**, the Session approved the following items in the Consent Agenda

- Minutes of the January 24, 2022 Session meeting as presented.
- 2021 Statistical Report to the denomination. A copy of this report can be found in the appendix to the 2022 FPC bound records. A copy is also appended to these minutes.
- Report of the Clerk of Session for January 2022. A copy of the January 2022 Clerk's report can be found in the appendix to the 2022 FPC bound records.

## **REPORT OF THE CLERK OF SESSION** **For the Month of [January 2022](#)**

### **I. ORDINATION and INSTALLATION of CHURCH OFFICERS**

On January 23, 2022, during the 9:30 AM worship service, the following people were ordained and/or installed as church officers.

- Ordained and installed as Elders: Kirk Christie, Dawn Hickenbottom
- Installed as Elders: Peter Bawden, Nancy Foster, Karla Ruiters, Diane Roebuck, Paula Burnett, Bev Koos, Jay Williams
- Ordained and installed as Deacons: Andy McNeil, Tom Vaccaro
- Installed as Deacons: Glen Roebuck, Sherry Williams, Paula Hartmann, Anna Putman

Leadership Training was held on Sunday, January 16, 2022, 12:30-4 PM, led by Rev. Dr. Kathy Stoner-Lasala with all newly elected officers in attendance along with 12 currently serving elders and deacons.

### **II. Increases in membership**

### **III. CHANGES TO THE REGISTERS, January 2022**

<b><u>Deaths</u></b>	<b><u>Date</u></b>	<b><u>Service</u></b>
Lynda Jayne (Coffin) Shawver	January 13, 2022	Not yet announced
<u>Friend of the congregation</u> Rev. James Clark Home, Jan 13, 2022	January 5, 2022	Weerts Funeral

### **IV. COMMUNION RECORD, January 2022**

#### **In Church Communion**

Communion scheduled for January 9, 2022 was delayed to date to be determined because of pandemic related cancellation of in-person worship.

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

- **Reminder:** next meeting is March 21, 2022. **Scheduled Committee Reports:** Finance, Building and Grounds, Congregational Marketing and Growth, Personnel.

- Correspondence: 2021 Annual Report from Churches United of the Quad City Area. Contact the Clerk if you would like to review the report.
- Representation report: The Book of Order, F-1.0403 says the church “shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than those stated in this Constitution.” The church is to record in their minutes how Session composition corresponds to composition of the congregation.
  - Congregational composition
    - Women – 330/547 (60%)
    - Non-white – 14/540 (3%)
  - Session
    - Women - 10/21 (48%)
    - Non-white – 1/21 (5%)
  - Deacons
    - Women – 9/16 (56%)
    - Non-white – 2/16 (13%)
- The Clerk reported he has accepted an appointment to the PEIA search committee for an Interim Executive Presbyter.

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

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## **SESSION COMMITTEES AND TASK FORCE REPORTS**

### **Pandemic Task Force Report – Matt Bishop**

- The PTF is meeting regularly to monitor the case counts and positivity rates.
- They are not recommending changes at the moment to our masking guidelines.

On motion and second, the Pandemic Task Force report was approved as presented.

### **Finance – Elder Nancy Foster**

- The January financials are not yet ready to publish but they are positive mostly based on pre-paid pledges for 2022.
- The 2021 Annual Report narrative and general fund revenue/expenses are ready but the supplemental financial information for the Annual Report is not done.

### **Congregational Development and Fellowship – Elder Dawn Hickenbottom**

- The committee is talking over ideas that will work with current Covid restrictions.
- Food related gathering are not possible now but may be soon as case counts drop.

### **Personnel: Elder RuthAnn Tobey Brown**

- Susan Parker’s 90-day review has been completed. She is doing an outstanding job. This completes her probational period. The committee will discuss a wage increase with her.
- Elder Toby-Brown, on behalf of the Personnel Committee, **moved to approve a 6-month contract for Rev. Dr. Kathy Stoner-Lasala as Bridging Pastor at FPC** along with approval of Addendum 1 and 2 (Job Description and Deliverables).
  - Comments: The terms of call are unchanged from last year with the exception of a 6-month rather than a 12-month contract length. Changes to Addendum 1 & 2

represent efforts to move permanently 2 of 3 items from Vision 2020 into the Head of Staff's job description; these items were orphaned by the last change in Rev. Styrt's job description.

- This contract is consistent with Rev. Stoner-Lasala's wishes.
- A copy of the contract can be found in the appendix to the 2022 FPC bound records. The addendum 1 and 2 are appended to these minutes.

**The motion was approved.**

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

Additional written minutes from Session committees are appended to these minutes.

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## **STAFF REPORTS**

### **Kristine Olson, Finance Manager**

- Working to complete the January financials and the financial report for the Annual Report.
- Payroll tax filings due in January and February have been completed.
- Completed gathering the financial data for the Statistical Report to the denomination.

### **Rev. Pat Halverson, Parish Associate**

- Has worked out the upcoming pulpit schedule with Rev. Stoner-Lasala
- Still waiting for Covid cases and test positivity to come down before doing pastoral visits. Making telephone calls and sending cards/e-mails.

### **Darren Long, Facilities & Custodial Supervisor**

- Water leak in the boiler system's water softener has been repaired along with a second smaller leak; thanks to Matt Kabel for this work.
- Fire alarm inspection for this year was recently completed; FPC passed the inspection.
- Our boiler/AC repair contract includes quarterly inspections and air filter replacement. One of the AC/heating units is on the roof above the chapel and is very difficult to access. On a recent inspection, the company refused to inspect the unit until a permanent ladder was installed for access. Darren is looking into the cost of having that done.
- Building & Grounds has made a list of short and longer-term projects. Updates that relate to building security may be eligible for government grants. Darren is looking into what projects may fall into this category and getting estimates.

### **Matt Bishop, Director of Music**

- Just returned from the American Choir Directors Association Midwest Regional Conference.
- In Matt's absence, Don Wood conducted the bell rehearsal. Linda Bengfort and Alex Gilson led sectional choir rehearsals with Patrick Downing on the piano.
- Carnival Sunday music went well.
- Adult and children's choirs are rehearsing; practices are going well with mitigation protocols.
- Kirkwood Choir is singing on March 6<sup>th</sup>.
- The adult choir is preparing for upcoming Sundays and also for Holy Week and the May 21st PAS concert.
- A virtual trivia night fundraiser is being held Friday, February 25, with proceeds going to help fund the summer choir trip to Ireland.

- Matt brought the following issue to the attention of Session during his staff report: The Session has previously approved communion for Ash Wednesday services. The staff has had some discussions about holding communion next week for Ash Wednesday with the current Covid cases and positivity rate. The cases are decreasing but they would like to delay the decision on communion until closer to the date. **The Moderator requested a motion that would grant the Pandemic Task Force the ability to make a decision on going ahead with Ash Wednesday communion or cancelling based on the prevailing Covid data. A motion was received and seconded. The motion was approved.**

#### **Rev. Kathy Stoner-Lasala**

- The Operations Manual had a significant re-write this past year as part of the Synod ARC review. The final step was to make the formatting consistent throughout the document. In the process, some internal inconsistencies were noted along with at least one section that needs to be updated to meet current PCUSA polity. The Moderator offered to review the document and provide the Session with a list of changes that were needed. The Session thanked the Moderator for offering to do this, promising to review the changes and call a congregational meeting to approve necessary changes to the By-laws.
- PEIA has accepted FPC's offer to host the hybrid PEIA meeting in June 2022.
- Our telephone system needs to be replaced. It has not been functioning well lately. A large number of missed calls and messages were found in a "mail-box" that no one knew about until recently. The phone system is no longer being supported technologically and cannot be repaired. Jim Middleton is working up a proposal for a new system. One possibility is a system supported by Zoom. It has a number of useful features and will look just like any other commercial phone system to callers. Funding sources are being reviewed.

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

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### **OTHER BUSINESS**

#### **Synod ARC and Reconciliation updates**

- Since our last meeting the FPC-PEIA group meeting on communications between the two organizations met together with Rev. Dr. Beth McCaw, the reconciliation facilitator. The elders participating reported having a good meeting. A list of communication-related items was created. The FPC-PEIA group talking about PNC support previously completed their work. Kristine Ward's presentation in this meeting echoed much of what this group had talked about.
- The Session discussed some options for appropriately concluding Rev. McCaw's reconciliation efforts with us. One suggestion was to invite Rev. McCaw to preach at FPC and provide final written reports to the congregation.

#### **Annual Active Membership Roll Review**

Since our last meeting, elders have reviewed a list of 425 church members to identify those that are active in the congregation and those that may no longer be active. The list of those either inactive or concerns they are only minimally active has been reduced now to 246. Some elders suggested having one more look through the list and ask the church staff and the Deacons to also review the list. Elders will either remove names from the list of those people they know are active or leave comments on the document regarding people they know.



Elder Calvert will share Google document access to the latest version.

The goal is to end up with a list of members that we cannot confirm are currently active in the church and reach out with pastoral care.

### **Election of Commissioners to the March 10, 2022 Meeting of the Presbytery of East Iowa**

On motion and second, Elders Matthew Kabel and Nancy Foster were approved as Commissioners to the 201<sup>st</sup> Stated Meeting of the Presbytery of East Iowa which will be held on Thursday, March 10, 2022, 6-8 PM on Zoom.

### **Agenda for the Annual Meeting being held on Sunday, February 27, 2022.**

The draft agenda for the Annual Meeting was reviewed by Session for comment. No recommendations were made to change the agenda. It will proceed as presented.

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### **ADJOURNMENT**

**On motion and second**, the meeting was adjourned at 9:10 PM. Moderator Stoner-Lasala closed the meeting with prayer.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on March 21, 2022 at 7:00 PM.

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The Rev. Dr. Kathy Stoner-Lasala  
Moderator

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Mark Jones  
Clerk of Session



**Appendix #1, FPC Session Minutes, February 2022: Contract attachments for Rev. Dr. Kathy Stoner-Lasala**

**FIRST PRESBYTERIAN CHURCH OF DAVENPORT IOWA**

**Attachment #1 to Contract between First Presbyterian Church of Davenport Iowa and the Reverend Doctor Kathy Stoner-Lasala dated March 1, 2022**

POSITION TITLE: BRIDGING PASTOR

**Reports to:** The Session through the Personnel Committee and the Presbytery of East Iowa

**Directly Supervises:** Administrative Coordinator, Director of Music, Finance Manager, Maintenance and Custodial Supervisor, Member Database Coordinator

**Summary of Position/Statement of Congregation's Intention:** The First Presbyterian Church of Davenport, Iowa will be emerging from a period characterized by the impacts of the global COVID-19 pandemic its operations and ministries and on its financial circumstances, the loss of the Associate Pastor, if any, as well as participating in an Administrative Review and Reconciliation process Presbytery of East Iowa.

In addition to the standard and traditional tasks of transitional ministry, the transitional ministry period will be a time of refocusing the Church's activities on its mission and revitalizing its staffing for the future.

The attached "Deliverables" provide a sequential plan for the Bridging Pastor's ministry.

The Bridging Pastor is responsible for guiding First Presbyterian Church in its whole life and mission and is the spiritual leader of the congregation, generating support and enthusiasm among the members, its leaders, and staff for significant direction, projects, designs, program and commitments.

The Bridging Pastor is responsible for directing and nurturing implementation of Vision 2020 and the goal setting process of the church. The Bridging Pastor is expected to lead both in envisioning new directions for ministry, and in organizing resources to accomplish church goals. The Bridging Pastor is responsible for the general management and leadership of the paid and voluntary staff.

1. **Director of Worship:** Develop a program of worship and lead the interpretation of God's Word declaring what God has done for the Church in Jesus Christ and what is the Church's appropriate response.
  - A. Preach Sunday morning and maintain high standard of Biblical work and artistic liturgical leadership. Develop a schedule of preaching and liturgical support for Associate Pastor, if any, and supplemental preaching pastors.
  - B. Develop a rich worship life and educate the congregation in meaningful participation and understanding.
  - C. Administer the sacraments with support from teaching elders and officers.
  - D. Chair the seasonal meeting with the pastoral staff, the Director of Music and the Worship and Music Committee. The purpose of the meetings is to plan worship services for the upcoming church season as further described in the committee description of the Worship and Music Committee.
  - E. In coordination with the Director of Music select hymns, sung responses, and guide the effort to integrate music with the season and subject of particular worship services and with various needs of the congregation, in the case where these decisions have not already been made in the seasonal meetings described in paragraph A and D above.
  - F. Is responsible for constant renewal reflection, and scholarly research. Schedule weekly times for general reading and sermon preparation, as well as attendance at conferences and research study leave.

- G. With the congregation seek to understand what God is doing in our time and address that perspective in worship forms and content.
  - H. Serve as staff resource, with the Director of Music, to the Worship and Music Committee.
  - I. On behalf of the Session, and with the Associate Pastor, if any, prepare parents to bring their children for baptism.
2. **Church Leadership:** Keep a long-range view of developing church life and share that vision with the congregation and staff.
- A. Direct and nurture Vision 2020 and the goal setting process of the professional staff, the Session, and its committees and the Board of Deacons and its committees.
    - a. Lead the appropriate committees in their efforts to address the following programs decided upon by the Vision 2020 strategic planning process, assigned to and then removed from the Associate Pastor's position when her terms of call changed:
      - 1. Neighborhood Outreach: Strategize and counsel with the Deacons on design of neighborhood outreach.
        - a. Serve as staff liaison to the group seeking to form a Social Justice Task Force.
      - 2. Small Group Ministry: Assume responsibility for developing a Small Group Ministry; Develop, implement, facilitate, and administer this ministry; Train and equip lay volunteers as small group leaders; Develop and coordinate small groups that may include fellowship, study, local/international mission projects, etc. for members of the congregation.
  - B. Take courses during study leave to gain insight and prepare for leadership.
  - C. With the Finance Manager, serve as staff resource to any church-wide planning task force developed.
  - D. Continually prepare and inform self on movements, insights, trends, and styles that the Church needs to understand for effective evangelism, fellowship, mission, and worship.
  - E. Moderate staff meetings, supervise staff, approve all professional absences from the church for Director of Music and Organist quarterly Sabbaths, vacation, and study leave.
  - F. Moderate Session and develop its agenda with the Clerk.
  - G. Serve as staff resource to the Church Officer Nominating Committee, any professional staff nominating committee, the Personnel Committee, the Stewardship Committee including the annual stewardship drive, and Adult Christian Education Committee. Supervise staff resources to all other Session committees.
  - H. Serve as staff resource to the Deacons Outreach Committee and Mission Connection Committees in discovering and implementing means for the church to practice mission in our community and world.
  - I. Serve as Liaison to the community organizations the church supports.
  - J. Serve as staff resource to any building projects of the church.
  - K. Plan and organize staff and Session retreats.
  - L. Develop personal and professional goals ("Deliverables") in conjunction with the Personnel Committee. Also, assist the assigned committee in development of program vision, mission, goals and action steps. Goals of the Bridging Pastor that relate to committee programs and goals of the committee should be mutually supportive and both should support the vision and mission of the congregation.
  - M. Participate in an annual review of performance associated with stated deliverables with the Personnel Committee. This review will include quarterly assessments, an annual performance evaluation of results achieved on contract deliverables.
3. **Caregiver:** Participates in pastoral care and coordinates with the Associate Pastor, if any, Board of Deacons and Pastoral Care Pastor.
- A. Call at home and hospital on those in need of pastoral care.

- B. Oversee marriage and baptismal preparation.
  - C. Support the confirmation process.
  - D. Provide for intake and referral for church members in need of spiritual direction and/or counseling because they are facing crisis, divorce and/or family issues.
  - E. Be available for assigned "on call" nights and weekends.
4. **As a member of Presbytery:** Accept responsibility of membership attendance and participation in the Presbytery of East Iowa, other higher judicatories, committees and commissions as assigned.
  5. **As Member of the Larger community:** With Associate Pastor, if any, represents First Presbyterian Church in community affairs and events. With Associate Pastor, if any, represents First Presbyterian Church in ecumenical groups.
  5. **General Terms of Employment and Benefits:** A. General terms of employment and benefits are set forth in the Personnel Policy and Procedures Manual of the Personnel Committee, except as specified in the terms of the call. B. Salary is established annually by the congregation through the Session and the Personnel Committee. C. Work Time: This is a full-time professional position.

ADDENDUM TO CONTRACT BETWEEN FIRST PRESBYTERIAN CHURCH OF DAVENPORT IOWA AND THE REVEREND DOCTOR KATHY STONER-LASALA DATED MARCH 1, 2022

### Statement of Congregation's Intention

First Presbyterian Church of Davenport Iowa will be emerging from a period characterized by the impacts of the global COVID-19 pandemic on its operations and ministries and on its financial circumstances, the loss of the associate as well as participating in an Administrative Review and Reconciliation process with the Presbytery of East Iowa. In addition to the standard and traditional tasks of transitional ministry, the transitional ministry period will be a time of refocusing the Church's activities on its mission and revitalizing its staffing for the future.

- I. Specific Deliverables for Bridging Pastor's Ministry
  - A. The Bridging Pastor will work with the Session to accomplish the standard Transitional Ministry contractual and process tasks listed under Contract's Duties and Responsibilities of the Bridging Pastor, integrated with other duties in the following sequential order.
    1. "Join the system."
    2. Fulfill the duties and responsibilities of First Presbyterian Church Davenport's position description for the Pastor and Head Staff attached to the addendum. The Head of Staff serves as Pastor to the Paid Staff, Session and Congregation while maintaining consistent but flexible office hours and providing a presence for consultation and direction, as needed.
    3. Lead the appropriate committees in their efforts to the following:
      - a. Pastoral Care
        1. Be available for "on call" nights and weekends in collaboration with the Parish Associate.
    4. Renew and strengthen the relationship of the congregation with Presbytery, Synod, and General Assemble. Assist the congregation in resolving conflict.
      - a. Guide and support the Session and Congregation in supporting the Administrative Review by the Synod and the anticipated Reconciliation.
        1. Guide and support the Session and Congregation in bringing the results of the Synod Administrative Review into the reconciliation process as led by the facilitator.

2. Join with the Session in implementing any recommendations resulting from the reconciliation.
3. Convene the team of congregational, presbytery and synod representatives that will choose the reconciliation facilitator.
5. Analyze the system
6. Focus and assume responsibility
7. Assist the congregation to review its history.
8. Assist the congregation to deal with changes of leadership.
  - a. Join with the Personnel Committee in evaluating staffing effectiveness and recommend changes to structure, responsibility assignments, appropriate use of volunteers combined with paid staff to produce an efficient and welcoming environment ready to support an incoming installed pastor.
9. Assist the congregation to discover a new identity
  - a. Follow-up on results of small group discussions lead by the previous Interim Pastor with Congregational Development Committee.
  - b. Join with the Session to determine what adjustments are to be made to the mission of First Presbyterian Church by examining the results of the previous Interim Pastor's Small Group Mission Discussions and the previous Vision2020 effort of 2016. The results will be used to bring a refocus on the mission of Presbyterian Church and possible changes to programs to be undertaken and provide a foundational direction for the next Installed Pastor.
10. Assist the congregation to explore new directions for ministry.
  - b. Lead the appropriate committees in their efforts to address the following programs which through Vision 2020 strategic planning process, assigned to and then removed from the Associate Pastor's position when her terms of call changed:
    - ~~1. Neighborhood Outreach: Strategize and counsel with the Deacons on design of neighborhood outreach.~~
    - ~~a. Serve as staff liaison to the group seeking to form a Social Justice Task Force. See item 2(A)a, above~~
    - ~~2. Small Group Ministry: Assume responsibility for developing a Small Group Ministry; Develop, implement, facilitate, and administer this ministry; Train and equip lay volunteers as small group leaders; Develop and coordinate small groups that may include fellowship, study, local/international mission projects, etc. for members of the congregation. See item 2(A)a, above~~
    3. Spiritual Development: In conjunction with the Adult Christian Education Committee of Session and the Pastoral Care and Spiritual Development Committee of the Board of Deacons, Congregational Development Committees develop, implement, and facilitate spiritual development opportunities, including promoting spiritual practices for staff and members of the congregation; Be a resource to staff and other committees and congregational members for spiritual development.
11. Prepare the congregation for the arrival of and installed pastor.
12. Exit and evaluate.

## Appendix 2, FPC Session Minutes, February 2022: 2021 Church Statistical Report

### 2021 Church Statistical Report

<b>Church</b>	<b>First</b>	<b>PIN</b>	<b>2598</b>
<b>Presbytery</b>	<b>East Iowa</b>		
<b>Address</b>	<b>1702 Iowa St, Davenport, IA 52803-4315</b>		
<b>Phone</b>	<b>563-326-1691</b>	<b>Fax</b>	<b>563-326-5416</b>
<b>Email</b>	<b><a href="mailto:info@fpcdavenport.org">info@fpcdavenport.org</a></b>		
<b>Web Site</b>	<b><a href="http://www.fpcdavenport.org">www.fpcdavenport.org</a></b>		



#### Membership

Prior Active Members	563	Adjusted membership	563
<b>Gains</b>		<b>Losses</b>	
Certificate	2	Certificate	4
Youth Professions	0	Deaths	16
Professions & Reaffirmations	5	Deleted for any Other Reason	3
<b>Total Gains</b>	<b>7</b>	<b>Total Losses</b>	<b>23</b>
<b>Total Ending Active Members</b>	<b>547</b>		

#### Baptisms

Presented by Others	3	Average Weekly Worship Attendance	129
At Confirmation	0	Female Members	330
All Other	0	Friends of the Congregation	9
		Ruling Elders on Session	19
		Do you have Deacons?	Yes

#### Age Distribution of Active Members

25 & Under	48
26 - 40	55
41 - 55	61
56 - 70	153
Over 70	216
<b>Total Age Distribution</b>	<b>533</b>

#### People with Disabilities

Hearing impairment	6
Sight impairment	4
Mobility impairment	18
Other impairment	12

#### Christian Education

Birth - 3	7	Grade 7	2
Age 4	1	Grade 8	1
Kindergarten	3	Grade 9	4
Grade 1	6	Grade 10	1
Grade 2	2	Grade 11	1
Grade 3	2	Grade 12	0
Grade 4	3	Young Adults	0
Grade 5	5	Over 25	47
Grade 6	0	Teachers/Officers	20
		<b>Total Christian Education</b>	<b>105</b>

#### Racial Ethnic

Asian/Pacific Islander/South Asian	1	Native American/Alaska Native/Indigenous	1
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Black/African American/African	10	White	526
Middle Eastern/North African	0	Multiracial	2
Hispanic/Latino-a	0		
		<b>Total Racial Ethnic</b>	<b>540</b>
<hr/>			
<b>Financial Data</b>			
Annual Income	1,132,216	Mission Expenses	46,062
Annual Expenses	836,883	Personnel Expenses	466,695
		Facilities Expenses	137,233

## **Appendix 3, FPC Session Minutes, February 2022: Session committee minutes submitted**

### **CEFY Notes**

**January 24, 2022**

Present: Diane Roebuck, Sarah Greim, Paula Hartmann, Kathy Middleton, Rev. Kathy Stoner-Lasala, Vicki Stegall

- 8 in Confirmation Class
- High School Class would like to
  - attend Triennium and do local mission project
    - Triennium in Indianapolis Hotel
    - Roots and Chutes, Jane Goodall - possible community mission project ideas
  - do one event a month
  - kids would help pay towards events
    - take trip to Snow Star - tubing
    - have bowling event
    - attend movies - cost would be around \$100 (least expensive event)
  - Earth Day, April - pick up neighborhood
- Job Description for CE Director
  - change 2.a.
    - Administrator will be *responsible to* Administrator will be *accountable to* CEFY Committee...
- Kathy M. volunteered to be on CE Director Search Committee
  - Vicki suggested one involved parent also be on the Committee
  - Paula suggested an email to parents asking for a volunteer
  - Personnel Committee member also on Committee
- Discussion (again) of expectations for part time Youth Assistant
  - attend sports, music, etc. - extra-curricular activities of students
- Kathy M. reported Darren started painting Linda's music room
- Paula reported Sunday School helpers are set - Colleen Duenas, Kristine Oswald
  - Diane Roebuck will help as needed

Submitted by Vicki H. Stegall

### **Hospitality and Welcoming Committee: February 21, 2022**

The following items were discussed and decided upon with the committee:

- April 24-New Member Inquiry, 12:00 Fellowship Hall
- May 1-New Member Sunday
- Many details will be worked out amongst the committee in arranging these activities within the schedule- mentors, photos, communication, etc.
- Ideas were presented on ways to reach new members within the congregation through various ways-such as Mini-Broadcaster, Church website, creating a welcome video. These particular ideas will be discussed at the next committee meeting scheduled for March 22 at 5:00 by Zoom.



## **Worship & Music Committee**

January 24, 2022

Present: Matt Bishop (staff liaison), Patrick Downing, Mike Ferris, Kristine Oswald, Alex Gilson (staff)

Called to order (Zoom): 6:17pm

1. Matt reported that Bev Koos had been assigned as an elder to this committee. Matt will be in touch with her about the next meeting.
2. Kristine proposed another Virtual Trivia Night fundraiser for the Ireland trip for February 25. Similar to the one held last year, we would use Crowdpurr again. The committee approved and Mike will make the motion to Session.
3. Matt reported that the Finance Committee has approved the proposal to commission Libby Larsen to compose a piece for the Sanctuary Choir in Fall 2022. Matt has a Zoom call scheduled with Ms. Larsen in a few weeks.
4. Matt reported that he will be in Chicago for the ACDA-Midwest conference from Feb. 16-19; there are plans in place to cover rehearsals on Feb. 17.
5. Mike Ferris was joyously elected chair of the committee!

Meeting adjourned: 6:40pm