

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

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, March 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. Elder Jay Williams opened the meeting with prayer.

Staff members:

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

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 Glen Roebuck
- Nancy Chapman & John Gere – for report on Stained-Glass Window Restoration/Conservation
- Liz Terrill, Foundation of First Presbyterian Church

No changes to the agenda were recommended. The Moderator declared the agenda was in order as published.

On motion and second, Glen Roebuck, Liz Terrill, Nancy Chapman, and John Gere 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:

- Pastoral Care and Spiritual Development:
 - Deacon support was sought to assist with two funeral receptions: Karen Hean (March 19) and Ron Solt (May 29).
 - Crosses will be delivered to In-touch congregation members during Lent.
- Outreach
 - We will support a tree memorial at The Lincoln Center in recognition of those impacted by gun violence.
 - We are moving forward with plans to be a school community partner with Washington Elementary School (Locust and Eastern).
 - PUNCH is in the process of re-organizing following the departure of Ralph Kelly from that ministry.
 - First Pres will take part and assist with the PUNCH Easter Egg Hunt on April 16, 2022.
- Mission
 - Mission Connection continues to explore current and future mission opportunities.
 - Mission and Outreach leadership will be meeting to discuss potential division of roles for outreach to manage local mission and mission connection to manage national/international mission opportunities.
 - Triennium is not occurring this year for youth. Current thoughts are for youth to attend Synod School (Buena Vista, IA) and perhaps engage in mission work in Madison County as part of this trip. Adults are needed to attend and support this mid-July trip. Will reach out to Sarah Greim/Al Frohlich for further collaboration.

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

Report on Stained-Glass Window Restoration and Conservation: Nancy Chapman and John Gere

Nancy and John presented an update on the work that has already been completed on the windows, the work presently under contract, and the work that needs to be done. A full copy of this report is in the Appendix to these minutes.

In order to proceed on the next phase of restoration and conservation, Nancy and John requested Session grant them permission to submit a grant proposal to the State Historical Society of Iowa for \$50,000.

A motion was made and seconded, to give permission to Nancy Chapman and John Gere to submit, on behalf of FPC, a grant application to the State Historical Society of Iowa for approximately \$50,000 for the restoration and conservation of FPC's stained-glass windows.
The motion was approved.

On motion and second, the Session approved suspending the Session meeting in order to open a meeting of the Foundation of First Presbyterian Church, Davenport, Iowa. The Session meeting was suspended at 7:11 PM.

At 7:59 PM, after completing the agenda of the Foundation meeting, on motion and second, the Session approved re-opening the Session meeting.

CONSENT AGENDA

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

- Minutes of the February 21, 2022 Session meeting as presented.
- Receive the minutes of the 2022 Annual Meeting of the Congregation and Corporation.
- Affirm the following E-vote: It is moved that the Session of FPC approve the celebration of communion on Sunday, March 13, 2022 at 9:30 AM, a day on which the Rev. Dr. Beth McCaw will be a guest in the pulpit and will preside over the communion service.
 - Voting Period: Thursday, March 3 – Monday, March 7, 2022
 - Results: Yes votes: 18; No votes: 0; 3 elders not voting
- Affirm the following E-vote: It is moved that the Session approve the following two documents: "Life Giving Communication, A Covenant Between Leaders in the First Presbyterian Church, Davenport and the Presbytery of East Iowa." and "Shared Hope and Support, A Covenant Between Leaders in the First Presbyterian Church, Davenport and the Presbytery of East Iowa."
 - Voting Period: Wednesday, March 9 – Thursday, March 10
 - Results: Yes votes: 15; 6 elders not voting.
- Report of the Clerk of Session for February 2022. A copy of the February 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 [February 2022](#)**

I. CHANGES TO THE REGISTERS, February 2022

<u>Deaths</u>	<u>Date</u>	<u>Service</u>
Karen Kalshoven Hean	February 9, 2022	March 19, 2022, FPC Rev. Dr. Kathy Stoner-Lasala officiating

Other Business of the Clerk – Mark Jones, Clerk

- **Reminder:** next meeting is April 25, 2022 – a week later than usual because of Easter.
- **Scheduled Committee Reports:** Finance
- **Correspondence:** the signed contract for Rev. Dr. Kathy Stoner-Lasala approved by Session in February has been forwarded to the Presbytery of East Iowa.

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

SESSION COMMITTEE AND TASK FORCE REPORTS

Finance – Elder Tom Spitzfaden

- Ability to catch up on some things now that busy year end time is over
 - Getting current with our internal procedures
 - Filing of records
- Committee spending time on
 - Funding for Stained Glass windows
 - Reporting to session – Tom asked the Session to consider whether they want more information from the Finance Committee (ie. additional reports) or greater explanations of current reports. Periodic reporting of a balance sheet is one item being considered. Elders can provide comments to either Tom or the Clerk.
- February 2022 financial results
 - Notice that “budget” equals “actual” for Jan & Feb. Beginning in March, budgeting will reflect anticipated month to month expenses and income.
 - Month of Feb showed expenses greater than revenue.
 - YTD has a positive bottom line.
- Comments about future
 - Possible we will have a negative result for 2022; too early to tell if different than the budgeted deficit.
 - Things to watch
 - Utility costs
 - Donations – down 10% comparing actual to actual this year to last
 - Expenses up 5% over last year actual
 - Expected due to budgeted compensation increases
 - Have not yet hired a CE director
 - Continuing concern about the building costs. B&G is working on it and the amounts are very large.
- Still concluding ‘reasonably strong’ is a good descriptor of our financial situation, but must maintain awareness and make good decisions about how to spend our resources.
- Following a question, Tom explained that the Agreed Upon Procedures audit was completed in January. It was much more positive than the previous one. Kristine is preparing her response and changes in procedures will be considered, as necessary. The Session will receive more information next month.

	January 2022		January 2021	
	Actual	Budget	Actual	Budget
General Fund Income	106,807	106,807	99,473	99,472
Custodial Accounts Income	441	-	541	-
Compensation Expenses	40,862	40,862	37,728	37,037
Non Compensation General Fund Expenses	15,258	15,258	12,168	12,107
Custodial Accounts Expenses	441	-	541	-
Surplus (Deficit)	50,687	50,687	49,577	50,328
	2022 Year-To-Date		2021 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	106,807	106,807	99,473	99,472
Custodial Accounts Income	441	-	541	-
Compensation Expenses	40,862	40,862	37,728	37,037
Non Compensation General Fund Expenses	15,258	15,258	12,168	12,107
Custodial Accounts Expenses	441	-	541	-
Surplus (Deficit)	50,687	50,687	49,577	50,328

All numbers are rounded.

	February 2022		February 2021	
	Actual	Budget*	Actual	Budget
General Fund Income	35,113	35,113	72,429	62,882
Custodial Accounts Income	900	-	440	-
Compensation Expenses	42,750	42,749	39,843	45,264
Non Compensation General Fund Expenses	14,377	14,377	18,476	16,922
Custodial Accounts Expenses	900	-	440	-
Surplus (Deficit)	(22,014)	(22,013)	14,110	696
	2022 Year-To-Date		2021 Year-To-Date	
	Actual	Budget*	Actual	Budget
General Fund Income	141,920	141,920	171,902	162,354
Custodial Accounts Income	1,341	-	981	-
Compensation Expenses	83,610	83,611	77,571	82,301
Non Compensation General Fund Expenses	29,635	29,635	30,644	29,029
Custodial Accounts Expenses	1,341	-	981	-
Surplus (Deficit)	28,675	28,674	63,687	51,024

All numbers are rounded.

* 2022 Budget is equal to Actual for January and February. Beginning in March, the budget will reflect the budget for the remainder of the year.

Building & Grounds – Elder Matt Kabel

- Some of the exterior church building needs tuck pointing. Initial bids are very high. May need to consider what is crucial to do now and what can be delayed. Getting more bids.
- Investigating the availability of FEMA funds for building security which might apply to upgrading windows, doors, and security cameras.
- B&G received a comment that the push-button to open the outside door of the elevator entrance was not working. That has been fixed.
- Spring clean-up on church grounds is scheduled for May 14, 8AM-12N. All hands-on deck, please.

Personnel: Elder RuthAnn Tobey Brown

- The committee now has a membership of 5 (previously 6); the quorum was changed from 4 to 3.
- By-law review will likely be completed for next month's meeting.

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

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

STAFF REPORTS

Matt Bishop, Director of Music

- Choir sang this past weekend at the funeral for Karen Hean.
- PAS concert by *La Grande Bande* was also this past weekend.
- Virtual Trivia Night fund raiser was a great success. About \$1500 was raised.
- Choir is working on Holy Week services and the May 21st choir concert. A decision has been made to not include an orchestra for the May concert. While the choir is masked, it is hard to balance the orchestra with the choir so the voices are heard.
- Adult and children choirs rehearsing with Covid mitigations.
- Choirs from Drake University and Nebraska Wesleyan University will be performing in our sanctuary on April 7 and May 13, respectively.

Darren Long, Facilities & Custodial Supervisor

- A 2nd bidder for the tuck pointing has been scheduled.
- Estimates on church doors are being sought.

Kristine Olson, Finance Manager

- Working with Jim Middleton on updating the telephone system. The Finance Committee approved funding this through the general fund budget.
- Working on getting filing completed. Moving HR files to the Head of Staff.
- Received notice of a Worker's Compensation paper audit that will need to be done this next month.

Rev. Pat Halverson, Parish Associate

- Preaching occasionally
- Has started visiting at Ridgecrest and will begin at other facilities soon.

Rev. Kathy Stoner-Lasala, Head of Staff

- A family currently renting one of FPC properties is being moved because of legal issues with one of the adults. This would affect several children in the household. The church has a balance of \$2800 at the Center, given for housing assistance. Consideration is being given to using this money to assist the family in obtaining affordable housing and moving. Comments about doing so are welcome from the Session.

Staff report on the Broadcaster

- The staff informed Session of the difficulty in getting content submitted for the quarterly Broadcaster. Content was the task of our Director of Communications – a position currently neither filled nor funded. Our Administrative Assistant can put the Broadcaster together but cannot be expected to generate content.
- The Session discussed several aspects related to the Broadcaster
 - Is the Broadcaster necessary? Is it widely read? Has regular E-news supplanted the need for the quarterly Broadcaster?
 - Do we need to better define the content for the Broadcaster vs E-news? Is information duplicated in the E-news, bulletin, and Broadcaster? Or should the Broadcaster focus be on personal stories and highlighting mission efforts and less on announcements?
 - A greater number of people receive the Broadcaster than receive the E-news.
 - Several committees indicated a willingness to create content for the Broadcaster, including feature stories, and suggested the Deacons can be asked to do the same.
 - Communications is an important aspect of the church. Consideration may need to be given to creating a job description of what is needed and fund staff to assist in this critical work.
- No motions considered.

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

OTHER BUSINESS**Report of the Commissioners to the 201st Stated Meeting of the Presbytery of East Iowa, March 10, 2022**

- Elder Matt Kabel and Pastor Stoner-Lasala spoke to the highlights of the meeting.
- On motion and second, the report of the Commissioners was approved.

Synod ARC and Reconciliation updates

- Rev. Dr. Beth McCaw offered the sermon on Sunday, March 13, 2022 and officiated at communion. Representatives from Session and PEIA also participated. This was done to mark the end of Rev. McCaw's work with FPC and PEIA on reconciliation.
- All reports have been filed as requested.

Annual Active Membership Roll Review

Since our last meeting, elders have again reviewed the church membership list to identify those that are active in the congregation and those that may no longer be active. About 200 names remain on the list that no one could affirm that they are active in the congregation. This list needs to yet be reviewed by a Deacon from Outreach. The Moderator recommended the list be reviewed by members of the CEFY staff.

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. The Elders were instructed to consider the next steps. Specific plans will be discussed in April.

ADJOURNMENT

The agenda was completed. Moderator Stoner-Lasala requested new business items to be offered and nothing was brought to the floor. Moderator Stoner-Lasala declared the meeting adjourned and closed the meeting with prayer.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on April 25, 2022 at 7:00 PM.

The Rev. Dr. Kathy Stoner-Lasala
Moderator

Mark Jones
Clerk of Session

Appendix #1, FPC Session Minutes, March 2022: Report to Session March 21, 2022 on proposal for restoration and conservation of certain stained-glass windows in the church, presented by Nancy Chapman and John Gere

In April and July of 2021, we reviewed with you the history of major restoration and conservation of the church glorious stained-glass windows. The 1996-97 Bridge Builders Campaign focused on the repair of the glass itself, maintenance work on exterior wood framing, exterior protective cover panels and interior refinishing of many windows. In 2015 it became clear that those windows that were not covered outside needed to be protected against vandalism and to protect the glass and woodwork from the elements. Due to the costs, the work was divided into phases. The most critical phase was completed in 2018-19. A total of \$150,000 was the price tag for the remaining work. This was split into two phases of approximately \$75,000 each. We are now under contract for the first of these phases. To fund the work, we applied for and have been approved by the State Historical Society of Iowa a grant for \$30,000. To secure this grant we were encouraged by the State to create more “accessibility” to the church and the history of the stained-glass windows. Jim Middleton has inserted the history portion under the “information” tab on the church website. He also has placed a time-lapse video of the passage of sunlight through the major east sanctuary window. Linda Meadors is working on a series of videos showcasing the stained-glass windows, with narration. She is also making contact with the Visitors' Bureau and companies associated with river cruises to hopefully include our church in bus tours (when the time is right).

In addition, we have received \$20,000 from an FPC Charitable Trust, along with a \$5,000 down payment from the church budget. To round out our obligation, one church member/family has pledged \$20,000 toward the project. Work on this phase will commence in June of this year, with completion in September.

On to the final phase. We'd like to apply for another grant from the State Historical Society of Iowa. Due date for the application is May 2, 2022. Crunch time for Nancy again. We hope to be approved for \$50,000 which is the maximum grant allowed and the church needs to match that with \$25,000. We will also be requesting \$20,000 from the Charitable Trust that granted \$20,000 last year. There is \$5,000 already in a custodial account for this purpose. Work on this phase would likely be scheduled for the summer and fall of 2023. The Finance Committee has addressed and approved to solicit the \$20,000 from the Charitable Trust.

The Building and Grounds Committee was informed about this phase of the project and is on board and the Finance Committee has approved the funding sources. To proceed, we are requesting Session approval to submit a grant application to receive approximately \$50,000 to restore and conserve church-stained glass windows.

Once we hear back on the grant request in early July we will return to Session for final approval on the project with all funding sources identified.

Appendix #2, FPC Session Minutes, March 2022: Reconciliation Covenants, FPC & PEIA

Shared Hope and Support A Covenant Between Leaders In the First Presbyterian Church, Davenport and the Presbytery of East Iowa

In the fall of 2021 reconciliation activities unfolded between members of First Presbyterian Church and leaders in the Presbytery of East Iowa. Four restoration circles were held in which individuals shared directly with others points of dysfunction or injury, and constructive hopes for a healthy and more functional relationship.

In January, work groups with representatives from each body considered the restoration circle feedback, noting areas related to relationships with the pastor, and calling a new pastor. These commitments and practices were articulated to support the search and call of the next pastor of First Presbyterian Church Davenport.

Together we recognize the rich gifts of the congregation that is First Presbyterian Church and its distinctive mission to worship God and serve in the world.

Together we value as a top priority a fitting match between a healthy pastor and the congregation and staff.

To that end we commit ourselves to a relationship marked by mutual respect, encouragement, support, transparency, trust, and hope. Particular practices will serve our shared work.

- The presbytery will come alongside the PNC as a partner serving common goals. Areas of PNC work that would benefit by PEIA support:
 - Train/fully equip the members of the PNC elected by FPC to carry out the search
 - Support each party to be clear and confident in their roles
 - Map out together the search process and key mile markers
 - Maintain momentum in the PNC work with consistent PEIA liaison presence and contacts
 - Clearly identify the particular qualities needed in the next pastor to best serve FPC at this moment in history
 - Create an MIF that is detailed and honest about the congregation's mission, context, and needs in a pastor
 - Equip the PNC in the best use of the CLC, which is in transition and can be confusing
 - Identify routes other than the CLC in identifying good and fitting candidates
 - Thoroughly vet candidates not only for general red flags, but specific qualities that are helpful or harmful
- Shared commitments and offerings that will benefit the congregation:
 - Educate the congregation at the outset on the search process, describing what will and will not be shared at which points by which parties (responsibilities, boundaries)
 - Provide regularly scheduled status updates to the congregation
 - Use several means of communication to keep the congregation informed (e.g.

- newsletter reports; worship announcements; media like website or e-mail)
- Exercise patience for a journey deserving of a great call as the outcome ○ Maintain the sweet spot of momentum that is not rushed but not stalled ○ Keep communication flowing between PEIA and the PNC – respond to e-mails and phone calls in one to three days
- In the process for interviewing candidates, all parties should understand their roles and areas of representation and inquiry (coordinated, no wild cards)
- Make use of the work completed in clarifying roles of authority, communication and accountability between pastor, staff, personnel, congregation, presbytery entities so that these are understood at the outset of a new pastoral relationship
- Engage as many leaders as are willing in PEIA and FPC (and other congregations?) in refreshed boundary training offered by a third party, perhaps at a presbytery gathering
- In negotiating terms of call, put in place offerings that support clergy wellness (e.g. sabbatical, identified care resources)

These we offer for God's glory, for the strengthening of the congregation, and the furtherance of God's kingdom.

Life Giving Communication
A Covenant Between Leaders
In the First Presbyterian Church, Davenport and the Presbytery of East Iowa

In the fall of 2021 reconciliation activities unfolded between members of First Presbyterian Church and leaders in the Presbytery of East Iowa. Four restoration circles were held in which individuals shared directly with others points of dysfunction or injury, and constructive hopes for a healthy and more functional relationship.

In January 2022, a workgroup with representatives from each body reviewed the text Healthy Disclosure (Appendix I), read through sample correspondence and documents from 2018-2021, studied restoration circle feedback, and noted failures in communication that contributed to or sustained injury and dysfunction (Appendix II).

It has been observed across the reconciliation process that there have been diverse connections in which communication failed: among and between pastor, PEIA committees, congregation, staff, FPC committees/session, individual leaders, congregants. Therefore the commitments articulated below are commended for strengthening numerous circles of relationship between but also within FPC and PEIA.

The workgroup offers the following covenant for best communication practices in the relationship moving forward.

In order that God may be glorified, the body of Christ built up, and our common witness and mission to the world fruitful...

We commit ourselves to communication that is:

- *Exemplary* - “pure” (Titus)
- *Sensitive* - to the realities and needs of all parties
- *Thoughtful* – in regard to difficult topics: prepared, rehearsed, responsive
- *Loving* – “Love your neighbor as yourself,” listening deeply with sincere care
- *Gracious* – in words offered including correspondence
- *Supportive* – upbuilding to the other
- *Affirming* – of the image of God and spiritual gifts in the other

For wholeness among our leaders, we will encourage:

- Self-awareness of personal motivations and needs in sharing information with others
- Understanding of individuals’ roles - polity; committee or job description; lines of accountability
- Understanding of the body within/for which information is being handled – mission; authority; leadership roles; appropriate hiring/election and training for those roles

For healing in our relationship, we will:

- Build a culture of transparency, authenticity, trust
- Use means of communication fitting to the content (e.g. not e-mail for confidential content)
- Be clear and detailed in written records (e.g. when, who...)

- Reduce triangulation and eliminate pass-through communication (no “messengers”)
- Reject anonymous feedback and reduce use of unnamed “several/many/everyone” references
- Educate leaders and committees about information protection, accountability in handling it, and appropriate next steps if there are information breaches (see appendix I)
- Check back with the other party for feedback and care, especially in and following difficult conversations
- Be aware of power differentials in relationships and provide for accountability and protections to avoid injurious communication such as silencing, exposure, sexual harassment or hostile environment
- Teaching and Ruling Elders and Deacons lead by modeling mutual respect and regard, accounting for power and rejecting attempts at controlling behaviors
- Develop “dead enders” (those who extinguish gossip, rumors, speculation)
- Encourage speech about one another that is affirming and upbuilding and welcome by those who are mentioned
- Respond within one to three days to e-mail or phone calls, at least with an initial acknowledgement of receipt
- Spell out acronyms

For strengthening in our relationship, we will:

- Support the good work completed by the session and presbytery in response to the Synod directions (that work more policy related, and the reconciliation process more interpersonal and covenantal)
- Be truly present with one another – show up, value and protect in-person conversation, fellowship and ministry opportunities
- Share life together - include commissioners and pastors in significant presbytery events; include presbytery leaders in significant FPC events
- Ensure regular opportunities for unhurried time in conversation
- Work from common primary sources in joint conversations and ministry (provide source materials to all – this creates even footing and is empowering)
- Include all relevant people in conversations rather than exclude anyone affected and responsible (no “single point of failure”)
- Create reading groups for *Healthy Disclosure*
- Offer refreshed boundary training for PEIA leaders, leaders at FPC and other congregations

Appendix I

Useful Concepts Considered by the Work Group from *Healthy Disclosure*

Ruth and McClintock, 2007

- There are diverse reasons why people share too much information – anxiety, need for esteem; desire to control; bonding with others; filling an information void; dealing with our own or others’ pain.

- There are diverse reasons why people share too little information – preserving personal relationships; avoidance of uncomfortable truths or topics; discomfort in direct communication; thinking that we can/should handle things on our own; dealing with our own or others' pain.
- Confidentiality and secrecy are different. “Private information becomes a secret when it is withheld from others who need to know it.” (Shame, fear may be at play or generated)
- Secrets require energy to keep, lead to evasion and distraction, create insider/outsider dynamics, drain life, sap growth, seed distrust, support extremes in boundary breaking, feed anxiety.
- *Rumors* are information made up in the absence of truth and in the presence of anxiety; *gossip* has basis in truth but is distorted across tellings; *exposure* is “TMI” (too much information) shared for the relationship represented; *leaks* are breaches in confidentiality
- There are boundaried levels of information sharing that should inform disclosure practices, related to the type of information. Generally, the wider the scope of disclosure, the less detail that is shared. There is an excellent chart on page 240-241 in *Healthy Disclosure* that details “Who Has the Right to Know What Information” and is commended to all parties.
 - Private – within one individual (what I know and hold about myself)
 - Confidential – shared with one other person only
 - Limited access – shared with more than one other person but limited access
 - Open – shared openly but not published for the world
 - Public – widespread (completely accessible media)
- A Decision Making Process for Information Sharing (p. 166 ff)
 - Assess the situation: What is the dilemma, who knows what, what are the facts, is there risk of harm, are there relevant policies, laws
 - Determine a plan: Why conceal or reveal; who should do so, to whom; what details are shared or withheld; when, how and where/means
 - Act: Follow through on the plan faithfully, deliberately, accountably, responsively (feedback loops)
 - Evaluate routinely: This perfects the process, captures strengths and good tools; catches problems before they multiply; builds trust that leaders are responsive for health and strength (even when “failing forward”)
 - The cycle repeats multiple times through most events/issues

Appendix II
Communication and Disclosure Problems Between FPC and PEIA
Compiled by a Work Group of FPC and PEIA Leaders January 2022
Based on Key Documents from 2019-2021
And December 2021 Restoration Circle Summaries

Over communication:

- Lots of words in communications/documents (overwhelming – though conveys experience)
- Long e-mail chains
- Using/overusing stock phrases/insider jargon • Heavy-handedness/micromanaging
- Disclosure of protected information (reports)
- E-mail distribution list – appropriate, need to know recipients?
- “No secrecy” does not mean total access and distribution for all

Under Communication:

- Lack of response to e-mails (many times)
- Secrecy keeps people who need to know without information
- Circles too small – held by an individual or a too-small circle (assumption that the parties who need to know do – but they do not, *single point of failure*)
- Opening e-mail: Ask who else needs to know, who does/ought not know, what will you do now, and what will you do in a week?
- Not explaining – why this is interesting/problematic/relevant
- Inadequate information shared for the body to adequately understand the business for which is it responsible
- No preparation for critical conversations/meetings (e.g. get all documents several days prior; no surprises)
- Assumptions of background knowledge on the part of various parties (even what acronyms mean)

Unclear Communication:

- Lack/gaps in communication, incomplete information
- Mid-stream participants lack institutional knowledge, history; if there are differing narratives – how to know on what to act?
- Uncertainty - what can we talk about? What not? Exactly? Why?
- Roles; organization charts
- “Jurisdiction” – what does that mean, or not?

Incorrect Communication:

- Narratives/characterizations not true to the reality
- Incorrect communication sets in motion *more* incorrect understanding/communication
- Incomplete communication – e.g. understanding the time that a judicial process takes and the agency or lack of agency in that for various participants (educational)
- Incorrect use of processes; incorrect starting points
- Framing/characterizing truths in ways that become more opinion, perspective than fact

- Speculation (five people in the parking lot...indicates lack of information, unresolved issues....)
- Oversimplifying interpretation of events leads to narrow vision, shallow understanding

Hurtful Communication:

- Unprepared, blind/sided for meetings
- Harsh communication
- Brittle, belabored correspondence
- Need for preparation, sensitivity/awareness, feedback - for messenger, leaders, liaisons (perception checks; checking back – allowing for processing)
- Need for thoughtful delivery; appropriate method
- Silence (spaces filled by anxious wondering)
- Speaker credibility lost when wounding others, and the communication lacks truthfulness
- Be aware that leaders hold power to harm in individual conversation/relationship
- Conflicts of interest/dual roles – creates confusion, vulnerability for harm
- Burdening others with secrets (who should know what, when – healthy vs. dysfunctional flow)

Healthy Communication:

- The search for Kathy exemplified a good partnership, clear communication, needs openly identified and met
- Kathy's work addresses secrecy – leading and modeling open communication
- Expressed desire to learn more (about polity, roles, the other) on the part of various individuals, circles, is promising for growth toward health and strength
- In the past few months there has been new leaning into responsiveness in communicating regularly (new patterns being set down)

2/23/22

Appendix #3: Session Minutes for March 2022: Session Committee Minutes submitted ahead of the March 2022 Session Meeting: Finance and CEFY

First Presbyterian Church, Davenport
Finance Committee Minutes
January 18, 2022 on Zoom

Attendees: Tom Spitzfaden (chair), Nancy Chapman, Dan Ellard, Nancy Foster (new member), Karen Moore, Kristine Olson (Finance Manager), Pam Paulsen, Rev. Dr. Kathy Stoner-Lasala

2021 financial results: Kristine estimated 2021 bottom line (revenues over expenses) for the General Fund will be about \$7400. Included in 2021 results are:

- About \$31,000 allocation of 2021 estate gifts to the Foundation (10%) and a Building Reserve Fund (90%). The allocation expense was to be reflected in the Finance and Administration Department. (Later the Building Reserve Fund allocation was reclassified as an expense in the Maintenance as it relates to building maintenance and repair costs.)
- \$12,000 accrued as an estimate for costs related to Rev. Dr. Beth McCaw's work on Reconciliation.

Kathy recommended Tom explain "accruals" and "reserve" when presenting year end financials to Session at the January 24 meeting. Tom agreed to do so.

2022 Budget: Tom explained that the 2022 General Fund budget is currently at *negative* \$108,000 (expenses exceed revenue). Highlights include:

- Revenue:
 - Pledges of \$510,000;
 - Associate Pastor Reserve of about \$50,000;
 - Second PPP loan of \$108,000 to be forgiven;
 - Foundation will contribute with search and moving costs for new Called and Installed Pastor and CE director, once an amount is known.
- Expenses:
 - raises to staff will be provided retroactive to January 1;
 - Salary and benefits for Called and Installed Pastor budgeted at \$120,000 annually, starting July 1
 - Salary and benefits for new CE Director budgeted at \$65,000 annually, starting April 1
 - Adding back \$4500 support to PEIA, same as 2020; none in 2021
 - Music department is budgeting expenses of \$7900 in 2022; in 2021 Music dept used custodial accounts rather than a budgeted amount.
 - Property and liability insurance increased over \$7,000 (24%) as rates from our provider increased.
 - Utilities increased about \$14,000 (50%) based upon current information on gas prices.
 - Maintenance department maintenance and repair line items decreased due to creation of Building Reserve Fund to be used for building maintenance and repairs as approved.
 - Kristine noted that one Agreed Upon Procedures review is budgeted in 2022.
 - Nancy C. reminded Tom that a deficit budget must be approved by 2/3 of the voting Elders.

- Kathy mentioned there is a federal Homeland Security grant program to do “building hardening”. That may be an opportunity for the church once more is known about the program.
- Tom stated that we have historically not changed a budget once it is approved for the year by Session.

Actions for Session meeting January 24, 2022:

Corporate officers:

The proposed corporate officers for 2022 are below. All individuals have confirmed.

- | | |
|-------------------|----------------|
| a. President | Jeff Ehrmann |
| b. Vice President | Tom Spitzfaden |
| c. Treasurer | Pam Paulsen |
| d. Secretary | Mark Jones |

The Renwick Motion is:

The Finance Committee requests the Session to formally allocate \$3,000 for **2022** from the James and Elizabeth Renwick Emergency Fund to be made available for monetary requests for the elderly-in-need in our church and community per the policy set forth in **Operations Manual, pages 158-160, under paragraph called “Session Oversight.”**

Meeting schedule for Finance Committee in 2022: Meetings of the Finance Committee in 2022 will be the Tuesday preceding the Session meeting. They are listed in an email to the members of the Finance Committee on January 16, 2022.

Finance Committee members for 2022 are proposed as follows:

- Tom (sitting Elder)
- Nancy Chapman (congregational member)
- Pam P. (Treasurer and congregational member)
- Dan E. (Congregational member)
- Nancy Foster (sitting Elder)(appointed by the Moderator January 17)
- Stephanie (not a voting member, standing invitation to attend and participate due to need for her accounting expertise)
- Karen Moore (not a voting member, standing invitation to attend and participate due to being a check signer)

Kathy reminded us anyone may stay on a committee after serving six years if participating in a special project of the Finance Committee (without being a congregational member).

Boiler update: Pam stated that the water leaking was found to be from a broken attachment to the water softener. A replacement costs \$600-1000 and Matt Kabel and Darren Long can do the work. Dan asked where the water is going and the reply was it went into the sewer.

Building and Grounds list of capital needs: Pam said that the Building and Grounds Committee plans to meet next week. The next step is prioritization of the work to be done, then with dollars estimated for each project.

Agreed Upon Procedures reviews and reports:

- AUP April 2019-March 2020: Kristine is working on revising the draft she prepared and distributed to FC members in December. Nancy C. explained that in the past when there

is a Recommendation in the report, the Finding is listed, then the Recommendation and the Finance Manager's comment on if/how to follow the recommendation. Kristine will use that format.

- AUP April 2020-June 2021: the on-site work was satisfactorily completed by the auditor over two days in early January 2022 and a draft report was sent to Kristine and Tom on January 13. Kristine will work on her response to the report.
- Tom will share with Session that the review April 2020-June 2021 was completed but will not share the report until it can be reviewed by Kristine and the Finance Committee.

Hiring of part-time accounting assistant: The final reference from the candidate interviewed in December has been secured. References will be checked, a background check completed and if all of that checks out, Kathy will interview the candidate. At that time, hopefully an offer will be extended to the candidate. Kristine has communicated with the candidate who is still interested in the position.

Wells Fargo fees: Kristine reported that our fees at Wells Fargo main operating account increased in 2021. Kristine requested a schedule of the fees and will speak with the account representative.

Credit card use that exceeds limit: Kristine wanted the Finance Committee to know that in December there were \$9,000 charges on her credit card, including for the owls as part of the recent technology project. The limit on Kristine's credit card is \$3500. The solution was to pay off the card during the month so that more could be charged to her card without interruption. Tom asked that if this happens to Kristine or any other employee in the future that she should communicate that to the Finance Committee as it happens. Kristine said she understands and agreed to do so.

New general ledger accounts: Kristine shared that she added new accounts to the general ledger: two accounts for Northwest Bank (Money Market and CD), grant expense to allocate estate gifts to the Foundation and new Building Reserve and new Building Reserve Fund. Susan's job title will be changed to Administrative Assistant and a new account for a second Full Time custodian to differentiate from Georgia's position. Kristine will follow up with a list of all new accounts to the Finance Committee.

Property and liability insurance: Tom will communicate to Session that the property and liability insurance has been renewed and that we will look into ways we might reduce the cost as it increased 24%.

Matt Bishop's request for commission: The Finance Committee has approved Matt Bishop's request to commission a musical work to be premiered when the new Pastor is installed. It will be funded from a custodial account or Restricted fund.

Submitted by Nancy Chapman

January 23, 2022

Revised and submitted

February 19, 2022

First Presbyterian Church, Davenport
Finance Committee Minutes
February 15, 2022 on Zoom

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

January 18 Minutes: Kristine suggested a few changes; Nancy C will incorporate them and reissue the minutes.

Discussion of 2021 Financials:

- Per committee consensus, a change was made to wording in the finance portion of the Annual Report so as not to overstep committee authority which rightly belongs to Session. The report now “proposes” questions that the Session and congregation may wish to consider regarding future financial choices.
- Pastor Kathy suggested that more emphasis be given to the use of surplus funds in 2021 for upgrading our media technology, and the establishment of the Building Reserve.
- Nancy C will review the financial package with Kristine. Goal is to have our report completed by Friday 2-18 so it can be ready for Session.

Annual meeting:

- Tom will present remotely.
- Suggested points to make were 1) our healthy financial condition (balanced against being too rosy), 2) our PPP loan status (Kristine to follow up with latest info) and 3) the project to maintain stained glass windows. (Nancy C may provide comments to Tom.) There was discussion of budget including costs for searching/moving a new pastor, and the status of asking the Foundation to assist with those expenses.

AUP report from auditors: Tom to sign Management Representation letter; report is OK as is.

January financial reports: Almost complete; per Kristine, missing her credit card activity and some accruals. The bill for Reconciliation Facilitation expenses has now been received and will be part of February business. FPC will pay the bill and request reimbursement from PEIA, as previously agreed. This is not a final bill. The 2021 accrual for this expense appears to be larger than the final cost. There was discussion about if/how much of the accrual to release to income in February 2022.

Status of hiring accounting assistant & Becky: Preferred applicant is still interested but was called to WA regarding a family issue. Hiring is expected in early April. She is to let Kristine know this month if anything changes so that we can repost the position. Becky will continue to assist 1 day/week.

Other updates from Kristine:

- New postage meter lease contract – apparently the old one was no longer supported and a newer one was needed. Additional cost will be \$32/year
- Phone system issues including loss of voicemail for “pastor on call.” Like postage meter, phone system is no longer supported; replacement can be leased or purchased. Congregation Development Committee (the Technology subcommittee) to evaluate options.

- Potential add-on to HR application – all online, electronic signing, saves time (and paper). Would be same account as software, Office & Communications Subscriptions.
- Question was raised as to whether purchases like this are already part of approved budget lines, or if FPC has a policy that Finance needs to approve new contracts of \$1000 or more. Nancy C to look for a copy of the existing policy since it may not be in the current Operations Manual.

Other business:

- Should a summarized balance sheet info be provided to Session and/or the congregation? Per committee memory, it was the practice to share financial info with new ruling elders at their orientation, but we've gotten away from the practice. Consensus was that we should reinstate the practice of sharing with Session yet this year. Current discussion is a balance sheet for General Fund only. Details will be considered in coming months.
- Is the Foundation responsible for asset allocation changes/evaluation for all invested funds, including the restricted funds? Finance committee consensus is yes. Kristine will discuss this with Liz Terrill (Foundation).
- Pam said that the Building and Grounds Committee continues to work on the long list of building repairs, and their prioritization. It is too early to have a good list or estimate of cost. However, a very large item is the exterior walls of both buildings, mostly tuckpointing. Cost estimates seem to be in the hundreds of thousands of dollars.

Submitted by Nancy Foster
February 28, 2022

CEFY Notes

February 21, 2022

In attendance: Linda Bengfort, Sarah Greim, Paula Hartmann, Theresa Jacobsmeier, Diane Roebuck, Vicki Stegall. Al Frohlich joined at 6:38

- Linda - Sunday School/Choir alternating weeks working well
 - March 6 Kirkwood singing
- Paula - Sunday School attendance 2-3
- Sarah - Confirmation Class been "bumpy road".
 - Kids in charge of topics.
 - 7 enrolled, attendance has been down.
 - Our curriculum does not meet their needs.
 - Would like Rev. Kathy to have an answer session with them.
 - Rev. Kathy stated might do quiz on silly things. ex. How do you spell Presbyterian?
 - Maybe book study.
 - 7-9th grades.
 - TVK, Escape Room.
 - Movie April or May.
 - Triennium cancelled.
 - Still want mission trip - maybe with Bettendorf Presby.
 - Confirmation maybe Mother's Day - the 8th
- Diane - Presbyterian curriculum not been good.
- Paula - Easter Egg Hunt - will support PUNCH hunt 100%
 - Saturday before Easter
 - Rev. Kathy - hunt in sanctuary possible. Lots of eggs at church.
- 1, maybe 2 graduating from high school - Sarah will check on.
 - cake reception?
 - signs for yards?
 - May 15 or 22 - seniors
- April 24 - new member inquiry
- May 1 - new members
- When will choir/Sunday School stop?
 - Linda - Kirkwood sings Palm Sunday and then the end
- Diane - Vacation Bible School. Start thinking about.
 - Compassion Camp?
 - Jane Goodall website - members check out
- Rev. Kathy - job description? - last call on it.
 - search committee - Sarah
 - suggestions from Bethany

Notes submitted by,
Vicki H. Stegall