

Session Meeting  
First Presbyterian Church  
Davenport, Iowa  
May 16, 2022

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, May 16, 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 Bev Koos opened the meeting with a devotion based on a reading of *Holy Ground* by Ann Weems.

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

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>		

Guests:

- Deacon Glen Roebuck
- Dr. Andy Edwards, Pandemic Task Force

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**On motion and second**, the agenda was approved with the following changes: motions from Worship & Music and CEFY will be added to Other Business and a motion from the Pandemic Task Force will be added following the discussion of the Ministry Information Form (MIF).

**On motion and second,** Deacon Glen Roebuck and Dr. Andy Edwards were admitted to the meeting with voice but no vote.

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

- **Mission Outreach:**

- The Punch flower plots were planted on May 14<sup>th</sup>. The church's plots are being taken care of by a church member. Flowers are provided by the city.
- Paula is still working on setting up the program with Washington School for an FPC partnership with them. Paula visited Jefferson School to see how the program works there; the PUNCH churches are in partnership with Jefferson. We are planning to start our program in the fall.
- Bob gave an update on the Salvation Army meal site. Churches United serves meals the first Monday of the month. Last September there were 12 people taking part in the meals. The first Monday in May there were 64. Bob has three helpers but with the need growing more may be needed in the future.

**Mission Connection:**

- Mission Connection committee members presented the different missions supported by FPC and an overview of the program to ACE earlier this year. We need to determine which missions we can support and support well. They should be missions that can live past a deacon's leaving. There is a rating system that had been put in place several years ago. Ted asked each committee to look at their mission and make sure they meet the criteria set out by the rating system. The Deacons will discuss at the June meeting. Anna has met with the organizers of Kids Against Hunger and is planning a campaign. It was suggested this would be good for September to kick off the school year.

**Pastoral Care:** Plans are underway for Homecoming the first Sunday in October. Colleen is checking into the cost of various caterers.

**New Business:**

- Andy McNeil proposed a new mission. He works with the Caring Closet, and it has been discovered there is a need for help with laundry services. Sanitary Laundry which is just two blocks from the church, has a card program. To use their machines, the customer must purchase a card and use the card to start the machines. Total average cost is \$4.25 a load. (Wash is \$2.25, Dry is \$1.00, Detergent is \$1.00)

The program would entail handing out pre-loaded cards to those who need help with laundry services. A price of \$17 a card was suggested which would be four loads. A log would be kept of who requested a card so that the program is not abused. The cards can be reloaded with more money.

The program will need to be reviewed to see if it fits the criteria of a mission for Deacons and we will need to determine how the program will be funded.

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

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**Report from the Pastor Nominating Committee for Head of Staff**

The Session received the completed Ministry Information Form (MIF) and related exhibits. The Moderator implored the Session to become familiar with these documents in order to present a unified approach to pastor candidates and so they can share this vision with the congregation.

The Session is responsible for approving the pastor's compensation. The MIF requires entering the minimum and maximum cash salary approved by the Session.

**On motion and second,** the Session approved discussion of the cash salary for a new pastor. Discussion: A cash salary of \$120,000 was approved in the 2022 budget. A Pension benefit package (pension, health insurance and life/disability insurance) is set by the PC-USA and is in addition to the cash salary. Funds for the pension benefit package are in the budget, also. The Moderator gave her opinion that this salary is in our best interest and will attract excellent candidates. The salary is appropriate given the challenge presented in the MIF. Only the minimum salary is published to candidates. It is necessary to present an attractive number.

**On motion and second,** the minimum cash salary was approved at \$120,000 and the maximum cash salary approved at \$121,000 with the ability of the PNC to approach the Session for reconsideration of the maximum cash salary.

### **Report of the Pandemic Task Force**

**Elder Jeanne Sherwood**, on behalf of the Pandemic Task Force, moved the Session approve the following recommendations:

The Pandemic Task Force (PTF) met on May 9 and recommended that starting June 5th the church move to optional masks for church services and general church building use. The church will continue to provide approved masks for those who prefer to wear a one.

The Pandemic Task Force also has several additional recommendations that would be implemented on June 5th to decrease the chance of COVID transmission from visitors and for staff that are immuno-compromised and need the best protection to prevent COVID.

The PTF recommends that staff members be allowed to work remotely, if their duties permit, with the approval of the Personnel Committee.

- The PTF recommends that masks would continue to be required in the Caring Closet during public access shopping hours.
- The PTF recommends that anyone in the hall on the second floor be masked in the staff area.
- The PTF recommends that the staff area will be defined as the hallway of the second floor of the Education Building from the top of the Iowa Street stairway and the top of the West Parking Lot stairway to the entrance to Von Maur Hall, the Parlor, the Parlor Kitchen and the second-floor bathroom.
- The PTF recommends that the restroom on the second floor be designated as staff only.
- The PTF recommends that the use of masks in Von Maur be determined by the people using Von Maur Hall. If a participant feels safer with masks, the other participants to respect that decision by either (a) wearing their own masks or (b) offering a Hybrid Zoom.
- The PTF recommends that signs be placed in the staff area hallway that say; "Be COVID Safe for Staff. Use Mask in Hallway" or words to that effect.
- The PTF recommends that staff masking can be optional in their own office. But staff will need to have a mask available to wear if someone enters their office or if they will be in the second-floor staff area.

- The PTF recommends the Task Force continue to monitor COVID circumstances and if necessary, re-evaluate COVID procedures.

The motion received a second. Discussion included:

- A letter to the congregation has been drafted that will detail the changes.
- These changes coincide with the start of the outdoor summer service.
- Use of the Fellowship Pads, passing collection plates, and distribution of communion elements will also begin again.

**The motion was approved.**

### **Review of the Emergency Response Procedure**

At the last Session meeting, the Moderator indicated she would like the Emergency Response Procedure be reviewed and updated. She had some specific concerns about the procedures. There was general support for the suggestions offered. The Moderator indicated that FEMA money might be available to hire security persons. Discussion was offered on options for shelter during a tornado warning that avoids windows.

**On motion and second**, the task of reviewing the Emergency Response Procedures and recommending updates was referred to the FPC Staff.

### **Active Membership Review**

The Clerk reported that the list of members to be contacted (about 156) has been updated to include a place for Elders to indicate they will make the contact plus space to record the date and result of the contact. A membership list with telephone and e-mail contact information is also ready.

The Elders re-stated the desire to have ages of the members to better know what to share with the member. The Clerk will get the membership contact list modified to include this information.

The Moderator and Pastor Halverson will work on a script to assist the Elders, but if the Elders are comfortable, they may begin contacts any time. Some ideas to share include the updated masking policy, the efforts of the PNC, search for a new CE director, and the start of the outdoor services.

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**Motion from Elder Karla Ruiter:** Elder Ruiter moves the Session approve her hosting a Pampered Chef party with the host rewards going directly to First Presbyterian Church, Davenport designated to be used to support the Ireland church choir trip in July 2022. **The motion was seconded and approved.**

**Motion from Personnel Committee:** The Personnel Committee moves that the compensation for nursery workers be set at \$15 per hour and the compensation for the nursery coordinator be set at \$17 per hour. **The motion was approved.**

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### **CONSENT AGENDA**

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

- Minutes of the April 25, 2022 Session meeting as presented.

- Minutes of the May 1, 2022, Called Session minutes as presented.
- Accept the resignation of Elder Jeff Ehrmann from Session and Session committees.
- Affirm the following E-vote:
  - Motion from Personnel: Approve the Pastor/Head of Staff Job Description (copy appended)
  - Voting Period: April 28-29.
  - Motion approved: 19 votes yes; 0 votes no; 2 not voting
- Report of the Clerk of Session for April 2022. A copy of the April 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 [April 2022](#)**

#### **I. Request for approval:**

##### **Request for transfer resulting in a reduction in the active roll:**

Sidney Herzberg  
Phyllis Herzberg

Letter of transfer to Asbury Methodist Church, Bettendorf, IA  
Letter of transfer to Asbury Methodist Church, Bettendorf, IA

#### **II. Communion**

Communion was served on Thursday, April 14, 2022 (in person and on-line). Rev. Pat Halverson, officiating.

Communion was served on Sunday, April 24, 2022 (in-person and on-line). Rev. Dr. Monica Corsaro and Rev. Dr. Kathy Stoner-Lasala officiating.

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

<b><u>Deaths</u></b>	<b><u>Date</u></b>	<b><u>Service</u></b>
James Keenan	April 12, 2022	May 14, 2022, First Presbyterian Church, Davenport Rev. Dr. Kathy Stoner-Lasala, Officiating
Jim Hall	April 25, 2022	May 9, 2022, First Presbyterian Church Rev. Dr. Kathy Stoner-Lasala, Officiating

#### **Other Business of the Clerk**

- **Reminder:** next meeting is June 20, 2022.
- **Scheduled Committee Reports for June:** Finance, Hospitality & Welcoming, and Personnel.
- **Correspondence:** Received a letter of resignation from Session and related committees from Elder Jeff Ehrmann.

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

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#### **Finance Report – Elder Nancy Foster**

- Monthly income/revenue for April is a deficit as is the YTD. Both deficits are close to what the budget predicted.
- Even so, it is important to note the church has shrunk very significantly from prior year. Giving is down about 25% from prior year, while acknowledging that last included a significant unusual Easter gift.

- We are still struggling with catching up, following procedures and being sure bills are properly paid. The finance committee is increasingly concerned about this problem.
- A new permanent part-time accounting assistant began work the first week of May. The position is planned for 10 hours per week; cost for this is in the budget. We are hopeful that this will allow progress on the problems just mentioned.
- FPC has received notice that our PPP loan in 2021 has been forgiven. This forgiveness was anticipated and included in the 2022 budget as income.

	April 2022		April 2021	
	Actual	Budget	Actual	Budget
General Fund Income	33,495	53,432	51,048	56,600
Custodial Accounts Income	2,515	-	3,597	-
Compensation Expenses	41,700	50,058	36,759	44,378
Non Compensation General Fund Expenses	28,448	39,880	17,371	18,800
Custodial Accounts Expenses	2,515	-	3,597	-
<b>Surplus (Deficit)</b>	<b>(36,653)</b>	<b>(36,506)</b>	<b>(3,082)</b>	<b>(6,578)</b>
	2022 Year-To-Date		2021 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	224,695	248,119	293,536	282,754
Custodial Accounts Income	8,991	-	7,554	-
Compensation Expenses	168,137	181,505	157,778	168,169
Non Compensation General Fund Expenses	77,749	91,544	67,958	76,855
Custodial Accounts Expenses	8,991	-	7,554	-
<b>Surplus (Deficit)</b>	<b>(21,191)</b>	<b>(24,930)</b>	<b>67,800</b>	<b>37,730</b>

All numbers are rounded.

### Heritage Committee – Clerk Mark Jones

The COVID-19 pandemic and attrition of membership resulted in a pause in the activity of the Heritage Committee the past 2 years. No longer a standing committee of Session, in the fall of 2021, the Session requested the Clerk of Session assume duties of liaison to the Heritage Committee. This would initially include the responsibility for reactivating the committee.

Linda Meadors and Carolyn Draper-Math offered important background information on the work of the Heritage Committee. Former committee members Sue Shawver and Janet Greenlee were asked if they had interest and ability to continue in that capacity. Four additional congregational members were contacted about their interest in joining the committee.

The active members of the Heritage Committee today will be Mark Jones, Vicki Stegall, and Janet Greenlee. Janet's primary prior responsibility with the committee was cataloguing the holdings. She will continue with that work. Linda Meadors and Sue Shawver have agreed to serve as consultants.

The Heritage Committee will restart work in the Southwood Heritage Center this month.

Our work for the remainder of 2022 and into 2023 will include the following:

- Janet Greenlee will continue with cataloguing the items housed in the Heritage Center.
- Catch-up on filing material that has accumulated over the past 2 years, primarily bulletins, Broadcasters, worship service CDs, and funeral notices.
- Catalogue and store a small number of newly donated items.
- Review and update the procedure manual.
- Continue to seek additional members for the Heritage Committee.
- Explore stories from the Southwood Heritage Center to be shared with the congregation.

**On motion and second**, reports from the Finance and Heritage Committees were approved.

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## **Staff Reports**

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

- Preaching
- Doing visitations.
- Trying to identify those members currently in care facilities.

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

- Choir sang for 2 funerals this week.
- Choir sang with Nebraska Wesleyan Choir.
- Chamber Chorale led worship with the Eastertide Lessons and Carols.
- Spring Choir Concert is Saturday, May 21, 2022, 7:30 PM.
- Matt has an interview this week on WVIK about the spring concert.
- The Ireland Trip is a go – July 9-20.
- PAS program for next year is being finalized and should be presented to Session next month.

### **Darren Long, Facilities Manager**

- Roof-to-roof ladder has been ordered.
- Outside lighting work continues.
- Spring clean-up was successful; mulch could not be delivered in time. That work will be done when the mulch is available.
- The tree near the Kildalton Cross was examined and determined to be OK. However, the tree next to it (near the elevator door entrance) was found to be of concern.
- Window AC installation in the CE building has begun.
- Kildalton Cross repair work still under discussion.

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

- Sees some progress in the finance office.
- New Accounting Assistant, Angie Hook, has begun work.

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

- Planning for PEIA meeting in June
  - FMC responsible for the worship service, an educational program, and meal.
  - Meeting will be hybrid and will rely on FPC tech people.
  - Has suggested to PEIA that the theme be related to the Juneteenth holiday which is the day after the meeting. Has consulted with Mission/Social Justice group at

PEIA to partner with the educational program. Consider a catered soul food lunch.

- Welcoming & Hospitality Committee and Pastoral Care/Spiritual Development Committee of the Deacons will help.
- Will try to get help from PEIA on the number of people expected.
- **On motion and second**, the Session approved Heather Calvert and Vicki Stegall as commissioners to the June PEIA meeting and in her absence, approved RuthAnn Tobey Brown as a commission, if she agrees to serve.
- **On motion and second**, with the resignation of Jeff Ehrmann from Session and committees, the Session referred the issue of designating a new corporate president to the Finance Committee with a request for an early response followed by an E-vote by Session.

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

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### **Other Business:**

#### **CEFY – Elder Diane Roebuck**

- **Elder Diane Roebuck**, on behalf of the CEFY Committee, moved the 40% of the Pentecost Offering designated for local use be given to the church's new work as a community partner with Washington School. **The motion was approved.**
- **Elder Diane Roebuck**, on behalf of the Christian Education and Fellowship for Youth Committee, moved the approval of the following personal characteristics/skills for the CE Director to be used in the MIF submitted to the Church Leadership Connection of the denomination: Teacher, Change Agent, Communicator, Media Communicator, Culturally Proficient, Organizational Agent, Collaborator, Interpersonal Engagement, Strategy & Vision, Personal Resilience. **The motion was approved.**

#### **Worship and Music – Elder Mike Ferris**

**Elder Mike Ferris, on behalf of the Worship and Music Committee presented the following motions:**

- Communion be scheduled for June 5, 2022, and August 14, 2022 with protocols determined by the Pandemic Task Force. **The motion was approved.**
- The QC Gospel Festival (Susan Parker, Founder and CEO) be given permission to host a concert in our sanctuary on June 17, 2022 at 7:30 PM, with a designated offering to the QC Gospel Festival. **The motion was approved.**
- With support from CEFY, the time for Kirkwood Choir rehearsals in the Fall be moved to 10:00 AM. The children in the choir would leave worship with the two directors after the Children's Sermon, and then move on to Sunday School at 10:30 AM at the conclusion of worship. **The motion was approved.**

### **ADJOURNMENT**

The agenda was completed. On motion and second, the meeting was adjourned. The meeting was closed with the Lord's Prayer at 9:10 PM.



The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on June 20, 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 to FPC Session Minutes, April 2022

### FIRST PRESBYTERIAN CHURCH 1702 Iowa Street DAVENPORT IOWA April 2022

#### **Job Description**

**Position Title:** Pastor/Head of Staff

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

**Directly Supervises:** Church Administrative Assistant, Director of Music, Finance Manager, Maintenance and Custodial Supervisor, Parish Associate

**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 on its operations and ministries and on its financial circumstances, the replacement of an Associate Pastor with a full-time Director of Christian Education and possible part-time Youth Director.

The Pastor/Head of Staff 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, programs, and commitments.

The Pastor/Head of Staff is responsible for directing and nurturing implementation of the current Vision, Values and Mission statements of the church. The Pastor/Head of Staff is expected to lead both in envisioning new directions for ministry, and in organizing resources to accomplish church goals. The Pastor/Head of Staff is responsible for the general management and leadership of the paid and voluntary staff.

- I. 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 and schedule 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 ruling 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 up-coming 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 Director of Christian Education, prepare parents to bring their children for baptism.
  - J. Assist the congregation in resolving conflict.
- II. Church Leadership: Keep a long-range view of developing church life and share that vision with the congregation and staff.
- A. Direct and nurture the current Vision, Values and Mission statements with the professional staff, the Session and its committees and the Board of Deacons and its committees.
  - 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 the Mission Connection Committee in discovering and implementing means for the church to

practice mission in our community and world. Strategize and counsel with the Deacons on design of neighborhood outreach.

- 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 in conjunction with the Personnel Committee. Also, assist any assigned committee in development of program vision, mission, goals and action steps. Goals of the Pastor/Head of Staff that relate to committee programs and goals of committees 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 and annual performance evaluation of results achieved on contract deliverables.
  - N. 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.
  - O. 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.
  - P. Small Group Ministry: Act as resource to other staff and committees concerning their participation in Small Group Ministry; Develop, implement, facilitate, and, with the Church Administrative Assistant, administer a small group 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.
  - Q. With the Pastoral Care and Spiritual Development Committee of the Deacons, the Adult Christian Education Committee of the Session and the Congregational Development and Fellowship Committee of the Session, 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.
- III. Caregiver: Participates in pastoral care and coordinates with the Parish Associate and Board of Deacons.
- 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 referral to counseling because they are facing crisis, divorce and/or family issues.
  - E. Be available for-“on-call” nights and weekends in collaboration with the Parish Associate.
- IV. As member of Presbytery: Accept responsibility of membership attendance and participation in the Presbytery of East Iowa, other higher judicatories, committees and commissions as assigned. Renew and strengthen the relationship of the congregation with Presbytery, Synod, and General Assembly.
- V. As Member of the Larger Community: Represent First Presbyterian Church in community affairs and events and in ecumenical groups.

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.