

Session Meeting
First Presbyterian Church
Davenport, Iowa
August 15, 2022

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, August 15, 2022. We continue to meet remotely due to the COVID-19 pandemic.

Moderator Rev. Dr. Kathy Stoner-Lasala called the meeting to order at 7:03 PM. A quorum was present. Elder Heather Calvert opened with prayer and a devotion from *The Lutheran* (2021) based on John 13:34-35.

| | 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 | Matt Kabel <i>Buildings & Grounds</i> | P | Jim DeReus <i>Adult Christian Education</i> | A | Peter Bawden <i>Personnel</i> |
| P | Jeanne Sherwood <i>Hospitality & Welcoming</i> | P | Patrick Downing <i>Stewardship</i> | P | Kirk Christie <i>Adult Christian Education</i> |
| P | Tom Spitzfaden <i>Finance</i> | P | Michael Ferris <i>Worship & Music</i> | P | Nancy Foster <i>Finance</i> |
| P | Vicki Stegall <i>Christian Ed. & Fellowship for Youth</i> | E | RuthAnn Tobey-Brown <i>Personnel</i> | P | Dawn Hickenbottom <i>Cong Fellowship & Development</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 | | | |

Staff members:

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

Guests:

- Deacon Glen Roebuck

No changes to the agenda were requested. The Moderator declared the agenda approved as printed.

On motion and second, Deacon Glen Roebuck was admitted to the meeting with voice but no vote.

DEACONS' REPORT: Glen Roebuck

- Many activities planned for a big start in the fall.

- The Neighborhood Picnic is scheduled for Sunday, August 28, 2022. The Deacons are requesting that there be one 10:00 AM worship service that day which will precede the picnic. Notices of the picnic have been delivered to homes near the church.

On motion and second, the Session approved a single, in-door 10 AM worship service on August 28, 2022 to be followed by the Neighborhood Picnic.

- A *Kids Against Hunger* (KAH) will be held at the church September 24, 2022. Any and all volunteers will be welcomed. The Deacon requested that the Session approve money from the Wiebener Fund to support this event.

On motion and second, the Session approved participation in the Kids Against Hunger event on September 24, 2022 and approved use of up to \$1000 from the Wiebener Fund to support the event.

- CROP Walk will be held on Sunday, October 2, 2022.
- The Homecoming Sunday will also be on October 2, 2022.
- The Deacons also plan to restart using the Minute for Mission this fall to announce their activities.

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

Review of the FPC Emergency Guide

The revision of the FPC Emergency Guide had previously been referred to the staff. The staff review has been completed. Copies of the updated Emergency Guide were distributed to the Session on the day of this meeting. It is being presented for a first read. A vote will be requested at the September 2022 Session meeting.

Operations Manual Review

Review of the section on Finance policies is still being reviewed. A vote on the Operations Manual is anticipated for the September 2022 Session meeting.

Active Membership Review – update from Elders

This project is on-going. It was discussed that many people do not answer telephone calls from unknown numbers. In these cases, a written contact may be the method needed. An updated script can include activities mentioned by the Deacons.

Agenda for Informational Meeting of the Congregation, September 11, 2022

A draft agenda for this meeting has been distributed. This is an informational meeting. No business will be conducted. No quorum is required. If the PNC has need to use this day for a called congregational meeting, the PNC will take priority. There were no additions or deletions suggested for the agenda. The Clerk will follow-up to confirm the presenters.

CONSENT AGENDA

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

- Minutes of the June 20, 2022 Session meeting as presented. (Note: there was no July 2022 Session meeting.)

- Affirm the following E-votes
 - **Motion:** *It is recommended the Session of FPC approves a special offering to be received annually on Bix Sunday to benefit the Music Department of FPC to assist in extra expenses associated with this special worship service.*
 - Voting period: Monday, July 25, 2022 – Wednesday, July 27, 2022
 - Votes: Yes – 18; No – 0; 2 Elders not voting
 - Motion approved
 - **Motion:** *"It is moved that the Session of FPC approves the Request for Capital Project, "Restoration and Conservation of Historic Stained Glass - 2022 Phase" with the scope of work described by Heritage Glass and the funding as outlined in the Request." The Request for Capital Project and the estimate from Glass Heritage are attached to these minutes.*
 - Voting period: Monday, July 25, 2022 - Wednesday, July 27, 2022
 - Votes: Yes – 18; No – 0; 2 Elders not voting
 - Motion approved
 - **Motion:** *In order to provide for continuity in pastoral services between the end of Rev. Dr. Stoner-Lasala's contract and the arrival of the called and installed Pastor/Head of Staff, Personnel moves that Session accept the attached proposal for two half-time contracts (with 30-day notice clauses) with Rev. Dr. Kathy Stoner-Lasala and Rev. Elissa Bailey beginning August 15, 2022 and ending, for Rev. Dr. Kathy Stoner-Lasala, on September 30, 2022; and for Rev. Elissa Bailey, on December 15, 2022. A copy of the Job Description is attached to these minutes. Copies of the contracts for Rev. Dr. Stoner-Lasala and Rev. Bailey can be found in the appendix to the bound 2022 church records.*
 - Voting period: Thursday, August 4, 2022 - Friday, August 5, 2022
 - Votes: Yes - 16-0; No – 0; 4 Elders not voting
 - Motion approved
- Report of the Clerk of Session for June 2022 and July 2022. A full copy of the June 2022 and July 2022 Clerk's reports can be found in the appendix to the 2022 FPC bound records.

REPORT OF THE CLERK OF SESSION

For the Month of [June 2022](#)

I. Deaths and Funerals, June 2022

| <u>Deaths</u> | <u>Date of Death</u> | <u>Service</u> |
|---------------------------|----------------------|---|
| Janis Lynn Novak | June 14, 2022 | Private |
| | | |
| <u>Funerals</u> | | |
| Sandra Sue Darland Meeks* | June 18, 2022 | First Presbyterian Church, Davenport, IA, |
| June 28, 2022 | | Rev. Pat Halverson officiating |

*Non-member

II. Communion

Communion was served on Sunday, June 5, 2022 at 8:30 and 10:00 AM services, Rev. Elissa Bailey officiated.

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

III. Deaths and Funerals, June 2022

| <u>Funerals</u> | <u>Date of Death</u> | <u>Date of Service</u> |
|-----------------|----------------------|---|
| Rick Harter* | June 14, 2022 | July 13, 2022 Graveside Service, Davenport Memorial Park Rev. Pat Halverson officiating |

*Non-member

Other Business of the Clerk

- **Correspondence:**

- **From Foundation: Written report in lieu of a Board meeting**

- Foundation Update Report – re: Spending Policy**

- On 5/12/2022, the Foundation Board of Trustees enacted the Spending Policy for the period of 4/1/2021 to 3/31/2022. This policy applies to the Foundation Endowment Fund, along with the following Church restricted funds: Memorial; Sesquicentennial; Moeller; Rebecca Renwick; James and Elizabeth Renwick; and Heritage.

- In order to consider moving funds into the expendable portion of the fund, growth must exceed the CPI plus .5% for the select measurement period. Each of the funds' growth did not meet the criteria. Therefore, there is no excess to consider moving into the non-expendable.

- A motion was made & approved that the spending policy has been enacted and no excess growth will be moved to expendable. This information will be requested to be included in a Clerk's report. In the future when there is Foundation business that requires a Foundation Members Meeting, this update will be formally made and read into the minutes.

- Respectfully submitted,
Liz Terrill

- As approved by Session in June 2022, a commendation was prepared and presented to Jim Middleton for his volunteer efforts. It was presented to him on July 26, 2022.

- Session contact with church members: Following conversations between the Moderator and the Clerk, we are recommending a small modification in how you record your conversation with the membership. Please use your judgment on what might be sensitive information. If something of confidential matter is shared or you feel that a pastoral visit would be helpful, please send that message directly to the Moderator and during our transition, the Clerk. On the Google document, just indicate that pastoral concerns were sent to the Moderator.

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

Rev. Elissa Bailey joined our meeting. Rev. Bailey is the Stated Clerk for both the Presbytery of East Iowa and the Presbytery of Great Rivers. She has agreed to serve FPC as a Temporary Pastor along with Rev. Dr. Kathy Stoner-Lasala until FPC has a new Head of Staff. Introductions were made and she remained in the meeting.

Session Committee Reports

Finance Report –Elder Tom Spitzfaden

- FPC approved a deficit budget for 2022. Both our projected 2022 income and our 2022 budget are smaller than previous years.
- YTD, the budget is better than projected. This is largely because we have not yet hired a Director of Christian Education or a Head of Staff.
- Income for the year is below projections.
- FPC has a healthy General Fund balance with the help of lower expenses and two years of PPP loans from the government.
- FPC recently moved money so it resides now in 3 financial institutions to remain fully covered by federal insurance.
- The Finance office is caught up on reports and physical filings and has stayed caught up. This has been helped by the hiring of a part-time assistant.

| | June 2022 | | June 2021 | |
|--|-------------------|-------------------|-------------------|-------------------|
| | Actual | Budget | Actual | Budget |
| General Fund Income | \$ 35,633 | \$ 53,817 | \$ 60,425 | \$ 37,335 |
| Custodial Accounts Income | 19,830 | - | 2,731 | - |
| Compensation Expenses | (42,961) | (51,272) | (42,387) | (40,947) |
| Non Compensation General Fund Expenses | (21,626) | (26,567) | (22,358) | (16,923) |
| Custodial Accounts Expenses | (19,830) | - | (2,732) | - |
| Surplus (Deficit) Before PPP2 Grant | (\$28,954) | (\$24,022) | (\$4,321) | (\$20,535) |
| PPP2 Grant | - | - | - | - |
| Net Surplus (Deficit) | (\$28,954) | (\$24,022) | (\$4,321) | (\$20,535) |
| | | | | |
| | 2022 Year-To-Date | | 2021 Year-To-Date | |
| | Actual | Budget | Actual | Budget |
| General Fund Income | \$ 310,391 | \$ 352,338 | \$ 398,951 | \$ 363,469 |
| Custodial Accounts Income | 30,698 | - | 10,898 | - |
| Compensation Expenses | (252,879) | (281,313) | (239,976) | (249,075) |
| Non Compensation General Fund Expenses | (115,025) | (145,768) | (102,502) | (108,073) |
| Custodial Accounts Expenses | (30,698) | - | (10,900) | - |
| Surplus (Deficit) Before PPP2 Grant | (\$57,513) | (\$74,743) | \$56,471 | \$6,321 |
| PPP2 Grant | 108,000 | 108,000 | - | - |
| Net Surplus (Deficit) | \$50,487 | \$33,257 | \$56,471 | \$6,321 |

All numbers are rounded.

| | July 2022 | | July 2021 | |
|--|-------------------|--------------------|-------------------|-------------------|
| | Actual | Budget | Actual | Budget |
| General Fund Income | \$ 41,289 | \$ 47,962 | \$ 40,770 | \$ 44,230 |
| Custodial Accounts Income | 45,572 | - | 10,992 | - |
| Compensation Expenses | (45,119) | (53,623) | (33,507) | (43,191) |
| Non Compensation General Fund Expenses | (14,965) | (23,792) | (15,221) | (13,018) |
| Custodial Accounts Expenses | (45,572) | - | (10,993) | - |
| Surplus (Deficit) Before PPP2 Grant | (\$18,795) | (\$29,453) | (\$7,959) | (\$11,979) |
| PPP2 Grant | - | - | - | - |
| Net Surplus (Deficit) | (\$18,795) | (\$29,453) | (\$7,959) | (\$11,979) |
| | | | | |
| | 2022 Year-To-Date | | 2021 Year-To-Date | |
| | Actual | Budget | Actual | Budget |
| General Fund Income | \$ 351,681 | \$ 400,300 | \$ 439,721 | \$ 407,699 |
| Custodial Accounts Income | 76,270 | - | 21,890 | - |
| Compensation Expenses | (298,000) | (334,936) | (273,484) | (292,266) |
| Non Compensation General Fund Expenses | (129,990) | (169,560) | (117,721) | (121,091) |
| Custodial Accounts Expenses | (76,269) | - | (21,894) | - |
| Surplus (Deficit) Before PPP2 Grant | (\$76,308) | (\$104,196) | \$48,512 | (\$5,658) |
| PPP2 Grant | 108,000 | 108,000 | - | - |
| Net Surplus (Deficit) | \$31,692 | \$3,804 | \$48,512 | (\$5,658) |
| | | | | |

All numbers are rounded.

Adult Christian Education – Elder Heather Calvert

- ACE will be kicking off on September 18th. The committee is still finalizing a few dates, but topics for the fall include:
 - Father Gregory Boyle and Homeboy Industries
 - Welcome New pastor
 - Discussion on the book *Healthy Disclosures*, which was used during our reconciliation process.
 - What it means to be a Matthew 25 Church
 - Heidelberg Catechism
 - Bible Characters in supporting roles
 - Advent series (not yet selected)
- ACE plans to be in recess November 27th (Sunday after Thanksgiving) and December 25th. The ACE program will also be in recess on the Sunday when a Head of Staff candidate is presented to the congregation.
- A decision has not been finalized as to whether ACE will continue to be offered via Zoom each week.
- ACE welcomes cooperation and communication with other committees who are planning activities following services.

Christian Education and Fellowship for Youth (CEFY) – Elder Diane Roebuck

- Fall 2022 schedule
 - From January – May this year, Sunday School and Youth Choirs alternated weeks following worship hour.
 - This fall, children will leave the worship service for choir following the Children's Message. At 10:30 AM, they will go to Sunday School.
- Fellowship programs have been intermittent, doing local trips with parents and children.
- Vacation Bible Camp has been on Sundays from 9:30 – 11:00 AM. This will end on August 21 with the Blessing of the Backpacks.
- A candidate for the Director of Christian Education visited this past week and an offer has been extended. She had one additional job interview before making her decision,

Congregational Development and Fellowship – Elder Dawn Hickenbottom

- Helped plan and carry out the Bix weekend related activities.
- Will plan to restart Manna and More on October 9.

Stewardship – Elder Patrick Downing

- Stewardship Committee met on Saturday, July 31 to discuss upcoming campaign for Fall 2022.
- We were also joined by Liz Terrill from the FPC Foundation to share insight between Stewardship Giving and Foundation Giving. There had been some questions from members of the congregation about the differences between giving for the Stewardship campaign and making gifts to the Foundation. Liz shared that a simple way to explain it would be Stewardship fundraising benefiting your “checkbook” whereas Foundation gifts are like “insurance or retirement accounts”.
- Reflecting on last year's Stewardship campaign, the church received over \$500,000. Going into Fall 2022, our goal will be to match and exceed last year's total.
- Last year's themes of “Give and it will be given to you” and “Give what you can” were aimed at recovery from the COVID-19 pandemic with hopes of a brighter future.
- This fall, we now have the great blessings, among others, of moving forward with a new Senior Pastor search and Director of Christian Education search.
- “The world seems to lower their standards whereas FPC must continue to raise ours. We have been given hope, faith, and love, and are we choosing to receive it and pursue it?”
- Considering the following Bible verse to inspire this year's campaign – ***“Yet this I call to mind and therefore I have hope: Because of the Lord's great love we are not consumed, for his compassions never fail. They are new every morning; great is your faithfulness.”***

-Lamentations 3: 21-23

- **Great is Your Faithfulness** will be the theme.
- Start of Stewardship Campaign could be Sunday, October 9th (Patrick would address the congregation following the delivery of the letter), speakers on October 16, 23, and 30, Stewardship Sunday being Sunday, November 6.

Committee is also looking to add at least two more members to the committee starting in 2023. Patrick would aim to train a new committee member to eventually chair the Stewardship committee following his departure from FPC's Session in December 2023

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

Staff Reports

Matt Bishop, Director of Music

- The Ireland choir trip was completed successfully; interesting connections were made; raised considerable money for charities, including \$5000 for Ukraine refugees; dealt with a few Covid cases on the trip and a few more positive cases once home even with mitigation plans in place, no severe cases.
- Currently planning a regional long-weekend tour for July 2023.
- Preparing for a choir retreat at St. Ambrose over Labor Day weekend; first since 2019.
- Thursday night is the PAS announcement party.
- Broadcaster deadline is Sunday this week.
- Communion planned for last Sunday (August 14) was delayed until August 21.

Kristine Olson, Finance Manager – excused from this meeting

Darren Long, Facilities Manager

- Required inspections
 - Recently passed fire extinguisher inspection.
 - Boiler tear-down was completed and will be inspected before winter.
 - Kitchen exhaust inspection coming up soon.
- Roof repair has been completed; next step in the project is plaster work in the Donaldson Room and chapel.
- Roof-to-roof ladder is ready to be installed.
- 3rd floor painting is near completion.
- Work on the light poles outside is done
- Concrete sidewalk work will be done soon now that the equipment used for window repairs has been removed.
- Still working on evaluating options for the Kildalton Cross replacement.
- Motor that rings church bell is broken; it will need replacing

Pat Halverson, Parish Associate

- Preaching as scheduled. Will be out-of-town in September.
- Will be starting to do more regular visits to care centers.
- Available for pastoral care when needed.

Rev. Kathy Stoner-Lasala

- Nursery staff (4) furloughed at the start of the pandemic have been invited back. They were notified of the changed protocols and child protection policy. None have responded to date. An advertisement for nursery positions has received a number of applicants for positions if they are not filled by returning staff.
- Announcements inviting the congregation to sign-up for small groups have run in church publications recently. This is the final action related to the E20/20 envisioning report.
- The Moderator conducted training for the Elders using the Book of Order and Robert's Rules. She reviewed the responsibilities and powers of the Session and the Congregation. She reviewed a number of motions allowed in Robert's Rules that can help the Session function properly and be a stronger church council. The training was 30 minutes long.

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

Other Business

- On motion and second, the Session elected Elders Heather Calvert, Vicki Stegall, and Karla Ruiter as commissioners to the 203rd Stated Meeting of the Presbytery of East Iowa, Saturday September 24, Hybrid, 10-2pm; First Presbyterian Church, Muscatine.

New Business - None

ADJOURNMENT

The agenda was completed. On motion and second, the meeting was adjourned at 9:05 PM. Rev. Dr. 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 September 19, 2022 at 7 PM.

The Rev. Dr. Kathy Stoner-Lasala
Moderator

Mark Jones
Clerk of Session

Appendix 1: FPC Session Minutes, August 2022: Request for Capital Project form related to Restoration and Conservation of the Art Glass Windows.

REQUEST FOR CAPITAL PROJECT

Project Title: Restoration and Conservation of Historic Stained Glass Windows-2022 Phase

Funding Source(s):

\$25,000 Family Trust held at Northwest Bank

\$25,000 Grant from Foundation Development Fund

\$8,756 Church Capital Maintenance Endowment Fund or Building Reserve Fund

\$58,756 Total

Scope of work attached (contract or bid): See attached proposal from Glass Heritage dated July 14, 2022

Project Manager: Nancy Chapman Phone: 563-650-0208

Project cost \$53,415 including sales tax

Contingency amount \$5,341

Total Project Cost \$58,756

Project Start Date on or about August 1, 2022 Project Completion Date October 1, 2022

Person(s) authorized to execute contract, make change orders, accept work and authorize payments:

Finance and Building and Grounds Committee chairs or their designee(s)

Recommending Session approval:

Building and Grounds by _____ Date_____

Finance Committee by_____ Date_____

Session Action:

Approved: Date _____ Or Not Approved: Date_____

Final Project Acceptance: _____

Clerk of Session

Head of Staff

Appendix 2: FPC Session Minutes, August 2022: Estimate from Glass Heritage for Restoration and Conservation of the Art Glass Windows.



July 14, 2022
First Presbyterian Church
1702 Iowa Street
Davenport, IA 52803

Dear Nancy,

We are so sorry to hear you did not get the grant this year. We do however understand you wanting to get the exterior completed, so per your request, please see below for the remaining exterior work. We have separated the clerestory for two separate proposals.

Proposal #1 (111,110,109,108,107,106, 55,57,58,59,60,61,62,63,68,69,70, & 26)

- Remove existing covering if applicable on remaining 18 windows listed above
- Scrape, prime and paint exterior of all windows
- Clean exterior of stained glass
- Install protective coverings using J Sussman vented aluminum framing and ¼" clear glass

\$34,913.00 + tax

Proposal #2 Clerestory (#112-122)

- Remove existing covering if applicable on remaining 11 windows listed above
- Scrape, prime and paint exterior of all windows
- Clean exterior of stained glass
- Install protective coverings using J Sussman vented aluminum framing and ¼" clear glass

\$15,008.00 + tax

This would take care of all the exterior protective coverings. The interior work can be done at any time.

Sincerely,

Adrian English
Owner
Glass Heritage LLC

3030 Hickory Grove Road Davenport, IA 52806
www.glassheritage.com 563.324.4300



Appendix 3: FPC Session Minutes, August 2022: Job Description: Temporary Supply Pastor

FIRST PRESBYTERIAN CHURCH OF DAVENPORT IOWA

POSITION TITLE: TEMPORARY SUPPLY PASTOR

SHARED BY REV. DR. KATHY STONER-LASALA AND REV. ELISSA BAILEY

APART FROM WORSHIP LEADERSHIP, REV. BAILEY WILL ADDRESS ONLY TASKS THAT CAN BE ACCOMPLISHED REMOTELY

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

Summary of Position/Statement of Congregation's Intention: The First Presbyterian Church of Davenport, Iowa is emerging from a period characterized by the impacts of the global COVID-19 pandemic its operations and ministries and on its financial circumstances. The Temporary Supply 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 Temporary Supply 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 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 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.

- i. Take courses during study leave to gain insight and prepare for leadership.
- ii. With the Finance Manager, serve as staff resource to any church-wide planning task force developed.
- iii. Continually prepare and inform self on movements, insights, trends, and styles that the Church needs to understand for effective evangelism, fellowship, mission, and worship.
- iv. Moderate staff meetings, supervise staff, approve all professional absences from the church for Director of Music and Organist quarterly Sabbaths, vacation, and study leave.
- v. Moderate Session and develop its agenda with the Clerk.
- vi. 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.
- vii. 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.
- viii. Serve as Liaison to the community organizations the church supports.
- ix. Serve as staff resource to any building projects of the church.
- x. Plan and organize staff and Session retreats.
- xi. Participate in an annual review of performance. This review will include quarterly assessments, an annual performance evaluation.

3. **Caregiver:** Participates in pastoral care and coordinates with the Associate Pastor, if any, the 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 Session and the Personnel Committee.

C. Work Time: This is a full-time professional position to be shared by Rev. Dr. Kathy Stoner-Lasala and Rev. Elissa Bailey, each of whom will provide pulpit supply for one half of the Sundays between August 21 and September 25.

Full vaccination against COVID-19 and capacity to wear a mask for the entire working day