

Session Meeting
First Presbyterian Church
Davenport, Iowa
September 19, 2022

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

Moderator Rev. Dr. Kathy Stoner-Lasala called the meeting to order at 7:04 PM. A quorum was present. Elder Jay Williams opened the meeting with prayer.

	Class of 2022		Class of 2023		Class of 2024
E	Heather Calvert <i>Adult Christian Education</i>	P	David Bowles Edwards <i>Congregational Marketing & Growth</i>	P	Paula Burnett <i>Hospitality & Welcoming</i>
E	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>	E	Patrick Downing <i>Stewardship</i>	E	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>	P	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>Bridging Pastor</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>	P	Kristy Woodrow <i>Director Christian Education</i>
E	Rev. Elissa Bailey <i>Temporary Pastor</i>				

Guests:

- Deacon Glen Roebuck
- Kris Ward, Ministers and Congregations Commission, Presbytery of East Iowa
- Sue Ervin, FPC Member and Scout Troop 7 Organizational Representative

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

On motion and second, Glen Roebuck, Kris Ward and Sue Ervin were admitted to the meeting with voice but no vote.

The Session welcomed Kristy Woodrow, our new Director of Christian Education.

DEACONS' REPORT: Glen Roebuck

- Kids Against Hunger project is at FPC on Saturday, September 24, 2022, at 10AM
- October 2, 2022 will be CROP Walk and the FPC Homecoming Event; donations for the CROP Walk and volunteers for the Homecoming Event are welcome.
- Washington Elementary School appears to be very excited at the offer of a partnership with FPC. They have not had help like this in some time, if ever. The school requested a chess tutor and Alex Gilson will be teaching chess. We are waiting to see what the school needs. Some ideas from Deacons include acting as lunch buddies, helping at special events and providing meals for conference nights. In addition, \$200 from the Pentecost offering went to the school. Paula Hartmann is the primary contact with the school.
- Matt Hennes proposed changing the community garden to a food forest. The forest would include fruit trees and bushes. Once established, the forest would be lower maintenance than the garden and still provide for the community. A cost-sharing state grant has been submitted. A forester will help with the plan. The Deacons are proposing the location be the area east of the church playground on Iowa St.
- John Gere, from Mission Connection, presented a list of existing and new missions, as well as other possible missions. A motion was made and passed to support:
 - Tabitha's Circle
 - Kids Against Hunger
 - Illugua (with a note to review as events are changing in Guatemala)
 - Rays of Vision
 - Hope at the Brick House
 - Bethany for Children and Families
- Caring Closet is very busy. Donations still needed. Laundry cards are now available for distribution at the Caring Closet. Each card will pay for \$20 of washing/drying.

On motion and second, the Session approved replacing the community garden project with a food forest on the church lot east of the current playground.

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

Temporary Pastor Contract Proposal from the Personnel Committee

Unfortunately, it is necessary to extend the search period for an installed Head of Staff. Therefore, **the Personnel Committee respectfully submits the following plan and moves its approval.**

The services of the Bridging Pastor Kathy Stoner-Lasala will be extended through Easter 2023.

These services will include the following until a Bridging Pastor or Head of Staff is secured; contract will have the usual 30-day notice clause on both sides:

- Moderation of the Session remotely
- Hold the Boy Scout Troop Charter
- Support Committee meetings, as needed, remotely
- Be available for consultation with congregants remotely 4 hours per day, M - F

- Hold staff meetings and supervise Staff remotely
- Continue to preach every 6 to 8 weeks on dates as agreed upon
- Compensation will be as follows: \$3553.33 per month plus usual pulpit supply rate, airfare, weekend car rental and hotel (if necessary).

Discussion:

- Additional information provided: Pulpit supply will be provided by Rev. Elissa Bailey and Rev. Pat Halverson through December 15, 2022, when Rev. Bailey's contract ends. Some of the following pulpit supply will have to be filled:
 - Dec 18: Kris Ward
 - December 24: TBD
 - December 25: TBD
 - Jan 1, 2023: Pat Halverson;
 - Sundays starting January 8: TBD
- Kris Ward, representing PEIA, indicated that Interim Pastors often available to serve in PEIA are currently serving churches. Pastor Kathy offers continuity that might be lost with a third short-term interim. MCC is aware of the proposal and will support it if approved by Session. Major issue will be pulpit supply especially starting in January 2023.
- Elder Spitzfaden asked, if passed, that information be obtained about the tax implications of the reimbursement plan so there are no surprises later for either the church or Pastor Kathy.
- Could Pastor Kathy do sermons remotely?

The motion was approved.

Scout Troop 7 Report – Sue Ervin, Organizational Representative

Sue Ervin provided a report on the status of Scout Troop 7. Highlights included:

- Scout Troop 7 is a strong troop with many scouts and adult leaders.
- Several scouts earned the rank of Eagle Scout in the past year.
- Leadership changed 3 years ago with the death of long-time Scout Master, David Hill.
- The Covid-19 pandemic led to some challenges
 - Could not meet at FPC at the start.
 - The troop met at another church.
 - Once FPC re-opened, the scout master said that our Covid-19 and Child Safety policies in place were difficult for the troop to follow with volunteers available.
 - Some concerns expressed from the Troop 7 leadership about room use at the FPC.
- Recent discussions between the Troop 7 leadership and FPC have attempted to resolve issues. Some Troop 7 leadership has indicated consideration is being given to regularly meeting at another church but keeping the charter at FPC. Alternatively, they might consider starting a new troop. FPC holds the charter for Scout Troop 7 and owns the assets of the troop (equipment & financial assets). Head of Staff, Rev. Stoner-Lasala, as indicated to the scouts that FPC has every intention to keep the Scout Troop 7 charter at FPC. If some of the troop would choose to move to another church, they would need to charter a new troop.
- Concern exists that, post-pandemic, our insurance coverage would not apply if regular meetings were held at another church.
- Some outcomes of recent discussion:
 - The Scout Troop 7 Organizational Representative will present an update to the FPC Session twice yearly.

- Regular meetings between Scout Troop 7 leadership and the FPC Head of Staff will be encouraged.

On motion and second, the Session approved keeping the Scout Troop 7 charter at FPC and that they meet at FPC and if the troop meets regularly at other locations, they could not be part of Scout Troop 7.

On motion and second, the Session endorsed the periodic meeting of the Head of Staff with the key leadership of Scout Troop 7 which include the Scout Master, the Organizational Representative and Scout Troop 7 Committee Chair and that the Organizational Representative give a report to Session semi-annually.

On motion and second, the Session approved the Scout Troop 7 report by their Organizational Representative, Sue Ervin, with thanks.

Review of the FPC Emergency Guide

The revision of the FPC Emergency Guide was presented to the Session at the August 2022 meeting. It is presented tonight for a second reading.

On motion and second, the Session approved the updated FPC Emergency Guide as presented. The approved version of the FPC Emergency Guide is appended to these minutes.

Operations Manual Review - deferred

Active Membership Review – update from Elders

This project is on-going. Little recent activity on contacting members. Elders indicated that making cold calls on people they don't know is very uncomfortable. It can seem intrusive. At the August 2022 meeting, it was discussed that emails would also be appropriate with many not answering unknown callers on cell phones. Still, this is a difficult task.

On motion and second, the Head of Staff was directed to brainstorm with church staff on modification or alternatives to the current church member contacting plan.

CONSENT AGENDA

Clerk Mark Jones requested the minutes for the Called Meeting of Session of September 1, 2022 be removed from the Consent Agenda. Some corrections need to be made and the minutes will be resubmitted in October.

Elder Tom Spitzfaden requested the minutes for the August 2022 stated meeting of the Session be removed from the Consent Agenda for discussion.

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

- Approve the Report of the Clerk of Session for August 2022
- Affirm the following E-Vote
 - **Motion:** *The Session approves serving of Lord's Supper at the Sanctuary Choir Retreat on Saturday, September 3, 2022 at 4:30PM in Christ the King Chapel at St. Ambrose University. Rev. Pat Halverson will officiate.*

- Voting period: Tuesday, August 30, 2022 – Wednesday, August 31, 2022
- Votes: Yes – 17; No – 0; 3 Elders not voting
- Motion approved

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

I. Baptism

Baptism for Charlotte Anne Hermiston, daughter of Patrick Charles Hermiston and Erin Elise Sodawasser-Hermiston, born on December 15, 2021, in Davenport Iowa, was held on Sunday, June 26, 2022, 9:30 AM at First Presbyterian Church, Davenport, IA, Rev. Dr. Kathy Stoner-Lasala officiating.

II. Communion

Communion was served on Sunday, August 21, 2022 at 8:30AM and 10:00 AM worship services. Rev. Elissa Bailey officiated.

III. Deaths and Funerals, August 2022

	<u>Date of Death</u>	<u>Service</u>	<u>Officiating</u>
Ella Macomber Johns	August 21, 2022	September 3, 2022	Rev. Pat Halverson
Gloria Wadsworth*	August 1, 2022	August 13, 2022	Rev. Pat Halverson

*Non-member

Other Business of the Clerk

A written report was distributed to the Session as follows:

- **Reminder next meeting: October 17, 2022.**
 - **Scheduled Committee Reports:** Finance, Stewardship, Nominating Committee of the Congregation
 - **Devotions:** CEFY
- **Correspondence:** Copies of the signed Temporary Pastor contracts for Rev. Dr. Stoner-Lasala and Rev. Bailey were forwarded by email to Kris Ward, member of the Ministers and Congregations Commission of PEIA.
- The Session-scheduled Informational Meeting of the Congregation was held on Sunday, September 11, 2022, at 10:35 AM in the church sanctuary. Reports were presented from the Head-of-Staff PNC, the Deacons, and the following Session Committees: ACE, CEFY, Building & Grounds, CDF, and Finance. Thank you to all of the presenters.

Elder Tom Spitzfaden asked about the August Session minutes showing communication from the Foundation of First Presbyterian Church Board of Directors to the Board Members (Session) that was contained in the Other Business of the Clerk. He wasn't sure of the intent of the communications as it relates to future communications between the Board of Directors and the Board members.

- **On motion and second**, the Session approved reconsideration the Other Business of the Clerk report made at the October 2022 Session meeting.
- **On motion and second**, the Session asked the Finance Committee to discuss with the Foundation Board of Directors the intent of the communication in the August Other Business of the Clerk report and the implications for further communications.
- **On motion and second**, consideration of the August 15, 2022 Session minutes was tabled until the October 2022 meeting.

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

Session Committee Reports

Finance Report –Elder Tom Spitzfaden

- The 2022 budget is running a deficit, as planned.
- Too many variables to know how big the deficit will be at the end of the year.
- The last 3 months of the year are often big giving months.
- August showed a slight positive in giving.
- Our Account Assistant has requested time away; the committee is trying to make a plan for keeping up with deadlines while she is away. It is her efforts that have enabled the Finance Office to catch-up on its work.

	August 2022		August 2021	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 39,215	\$ 42,382	\$ 53,921	\$ 37,360
Custodial Accounts Income	6,067	-	2,897	-
Compensation Expenses	(40,972)	(53,624)	(39,216)	(45,421)
Non Compensation General Fund Expenses	(20,049)	(24,827)	(15,230)	(21,633)
Custodial Accounts Expenses	(6,067)	-	(2,897)	-
Surplus (Deficit) Before PPP2 Grant	(\$21,806)	(\$36,069)	(\$525)	(\$29,694)
PPP2 Grant	-	-	-	-
Net Surplus (Deficit)	(\$21,806)	(\$36,069)	(\$525)	(\$29,694)
	2022 Year-To-Date		2021 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 390,896	\$ 442,682	\$ 493,642	\$ 445,059
Custodial Accounts Income	82,337	-	24,788	-
Compensation Expenses	(338,973)	(388,560)	(312,699)	(337,687)
Non Compensation General Fund Expenses	(150,037)	(194,387)	(132,956)	(142,724)
Custodial Accounts Expenses	(82,335)	-	(24,788)	-
Surplus (Deficit) Before PPP2 Grant	(\$98,112)	(\$140,265)	\$47,987	(\$35,352)
PPP2 Grant	108,000	108,000	-	-
Net Surplus (Deficit)	\$9,888	(\$32,265)	\$47,987	(\$35,352)

All numbers are rounded.

Worship and Music – Elder Bev Koos

- Choir trip to Ireland was a success with 60 travelers; raised significant funds for charities from 4 benefit concerts, including \$5000 for Ukrainian refugees.
- Bix Jazz worship also a success.
- Announcement party for PAS was held.
- Opportunities coming up:
 - Kirkwood choir (K-5) is starting up
 - Choir will premiere a new piece in November
 - December 4 is Advent Lessons and Carols
 - Choir is preparing already for the Christmas concert, December 17 & 18.
 - A long-weekend choir tour of the Twin Cities is planned for late July 2023

Worship and Music – Matt Bishop, Director of Music

- Requested a motion be made to modify the 2022-2023 PAS programming. Alpin Hong was to perform the first concert on October 23, 2022. He recently announced that he is cancelling his entire season.
- A replacement concert has been arranged with Hannah Holman, cellist, and Matt Bishop, pianist, on November 13, 2020.
- The budget has been modified to show a lower cost for the replacement concert and increase cost to reprint the season brochure (which had just been delivered).
- **On motion and second**, the Session approved the modified PAS program and budget. A copy is appended to these minutes.

Elder RuthAnn Tobey Brown presented the following motion:

- The Music Outreach Subcommittee moves that a Halloween Costume Party Fundraiser be held on Friday, October 21 at the home of Ted and Ruth Ann Brown. Admission will be a \$20 suggested donation, and the event will also include a silent auction. Funds raised will be used to offset costs related to music outreach trips, including the trip to the Twin Cities scheduled for July 2023.
- **The motion received a second and was approved.**

Congregational Marketing and Growth – Elder David Edwards

- Much of the work of this committee has greatly contributed to the Mission Study of the current PNC.
- The committee has not been able to meet in recent months because of members other commitments including work on the PNC.

Stewardship – Elder Patrick Downing submitted the following written report

- Theme of this year's Stewardship Campaign is "Great is Your Faithfulness"
- Goal is to exceed \$500,000 in Stewardship pledges
- Start of the Stewardship Campaign will be Sunday, October 9th – Patrick kindly requests that the church leadership allow him to give the Minute for Mission on that Sunday to address the congregation about this year's campaign.
- Also request that the Minute for Mission on October 16, 23, 30, and November 6 be dedicated to Stewardship. Patrick plans to line up speakers on the 16th, 23rd, and 30th, with the FPC Staff culminating (similar to last year) on Stewardship Sunday, November 6th.
- As noted in the August Session meeting, the Stewardship committee is looking to add at least two more members beginning in January 2023. Patrick hopes to train a

new committee member to eventually chair the Stewardship committee following his departure from FPC's Session in December 2023.

- Patrick is writing the Stewardship letter that will be mailed to the entire church membership.

Personnel Committee

- Staff reviews have been completed for this year.
- Recently worked with Pastor Stoner-Lasala on the contract extension discussed tonight.

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

Staff Reports

Kristine Olson, Finance Manager

- Reviewing FPC insurance policies and seeking estimates
- Working with Personnel on employee benefits for 2023.
- Financial Policies and Procedures draft review is completed and out to Finance Committee for review.

Matt Bishop, Director of Music

- Referred to the Worship & Music Committee report which reflects his recent activities.
- Offered appreciation to those that have submitted Enews and Facebook content and encouraged everyone to continue to do that.

Darren Long, Facilities Manager

- Cement work bids on sidewalks are coming in.
- An exact replacement motor for the bell tower has been found and is on its way.
- Only 1 bid has been received for boiler work that is needed.
- Roof fixed above the Donaldson Room. Bad roof tape (to prevent ice build-up) was found to be an issue and that is being replaced.
- Kitchen exhaust inspection completed. The exhaust system will be cleaned soon.

Pat Halverson, Parish Associate

- Has been traveling and presenting at art fairs recently.
- Will be preaching more the next few months.

Kristy Woodrow, Director of Christian Education

- Meeting with CEFY – first was tonight.
- Sunday School will be starting on October 2.
- Hope to open the nursery on Oct 2. Interviewing potential new staff.
- Meeting with Elder Heather Calvert about ACE later this week.
- **On motion from CEFY**, the Session approved the use of Sparkhouse *Frolic Nursery* curriculum for the nursery aged children.

Rev. Kathy Stoner-Lasala

- Updated her brother's health status.

- Grateful to have the opportunity to keep her promise to FPC to be here until the called and installed Pastor is here and keep her promise to be on her brother's care team.
- Emphasized that FPC is ready for a new called and installed pastor. The recent candidate's decision was not based on any failure of FPC to present an excellent opportunity.

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

Other Business - None

ADJOURNMENT

The agenda was completed. On motion and second, the meeting was adjourned at 9:02 PM. Elder Jay Williams closed the meeting in prayer.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on October 17, 2022 at 7 PM.

The Rev. Dr. Kathy Stoner-Lasala
Moderator

Mark Jones
Clerk of Session

The Performing Arts Series

2022-2023

Mission Statement

The Performing Arts Series of First Presbyterian Church was created in the fall of 1992 to reclaim to the church the role of curator of the arts. As the Christian guardians of God's gift of music, the series educates, enlightens and enriches church members as well as the secular community. This evangelistic outreach provides, through the church's choirs and members, as well as guest artists, performances with the highest degree of artistic excellence. The series affords the resources and opportunities for the membership of First Presbyterian Church, Davenport, to share their God-given talents in dimensions not otherwise possible.

Tickets for benefactor patrons available on or before September 6; tickets available for individual purchase (on Eventbrite) on September 19. At the end of the 2021-2022, the Performing Arts Series had a balance of \$24,172.05 The anticipated budget for the 2022-2023 series is as follows:

Anticipated Expenses

~~Sunday, October 23, 2022 - 4:00pm~~ Sunday, November 13, 2022 - 4:00pm \$5,000 \$1,500
Alpin Hong, pianist Hannah Holman, cellist; Matt Bishop, pianist (\$15 adult/\$10 student)

Sunday, December 4, 2022 - 9:30am

FPC Chamber Chorale: A Service of Advent Lessons and Carols (not ticketed)

Saturday-Sunday, December 17-18, 2022 - 7:30pm | 4:00pm

FPC Christmas Concert 2022: "Let All the World in Every Corner Sing" \$13,000

(Complimentary tickets required)

Partnership with World Relief Quad Cities

Friday, February 10, 2023 - 7:30pm

Alex Gilson, organist (\$15 adult/\$10 student)

Friday, March 3, 2023 - 7:30pm

Alla Boara (Quad City Arts) (\$15 adult/\$10 student)

\$2,500

Sunday, March 19, 2023 - 4:00pm

FPC Chamber Chorale: A Service of Choral Evensong (not ticketed)

Friday, April 7, 2023 - 7:30pm

Good Friday Tenebrae Service (not ticketed)

\$2,500

Sunday, May 7, 2023 - 9:30am

A Festival of Hymns (not ticketed)

Friday, Saturday, Sunday, July 7-9 - 7:30pm | 7:30pm | 4:00pm

Broadway Musical: "The Addams Family"

\$10,000

Additional Expenses:

Guest Artist Services

\$100

Security

\$600

Misc. (Advertising, Programs, etc.)

~~\$2,000~~ \$2,700**Total**~~\$35,700~~ **\$32,900****Anticipated Income**

Full Concert Sponsor (2)

\$6,000

Partial Concert Sponsor (1)

\$1,500

Benefactor (4)

\$4,000

Contributor (9)

\$4,500

Supporter (17)

\$4,550

Patrons (42)

\$4,200

Series (5)

\$250

Individual Ticket Sales (estimate)

\$2,300

(300, 250, 250, 2500)

Program Ad Sales (July Musical)

\$1,000

Christmas Concert Donations (estimate)

\$400

Bernice Wiebener Restricted Fund Contribution for Good Friday

\$501

Gertrude Morgan Restricted Fund Contribution for Christmas

\$194

Total**\$30,395**

First Presbyterian Church

EMERGENCY GUIDE

Church members and staff have a responsibility to understand different emergencies and how to prepare in advance for a disaster. This includes becoming familiar with the building's floor plan and know where the emergency exits, sheltering areas and assembly locations are located.

USING THIS GUIDE

Emergencies can happen at any time without warning. This guide is designed to help you respond to emergency situations and contains valuable information for staff, as well as our church members and visitors at First Presbyterian Church (FPC).

Depending on the type of emergency, the most important decision is whether you stay where you are (shelter) or get away from the danger (evacuate).

This guide will provide steps to respond safely to many different types of emergencies.

FIRE

Fire is one of the most common disasters. Fire causes more deaths and damage to more businesses than any other type of disaster. However, fire does not have to be deadly when you know your emergency procedures and act immediately when there is an alarm.

DO NOT HESITATE TO ACT:

- Call 911-First Presbyterian Church address is 1702 Iowa St., Davenport
- If alarm sounds, leave now
- If you notice smoke and no alarm:
 - Leave now and on your way out advise others to leave
 - Pull fire alarm if you pass it on way out.
- Let management know when you are safely away from the fire
- Follow planned routes or emergency exit signs
- If you reach smoke or fire, go a different way
- If caught in smoke, drop to your hands and knees and crawl. Breathe through clothing as a filter
- STOP, DROP, and ROLL, if your clothing or hair catches on fire
- Go outside to a safe assembly location and let others know you are okay. The designated evacuation assembly point is the Iowa Street Playground.
- Always follow emergency instructions and do not return until the "ALL CLEAR" has been given by authorized emergency responders.

IF YOUR EXIT IS BLOCKED:

- Find another exit, if possible
- Call 911 from a cellular phone or a landline and advise them of your situation and location-First Presbyterian Church address is 1702 Iowa St., Davenport.
- If smoke is entering room, if possible, place wet towels or clothing under door
- Breathe through your nose and use your blouse, shirt or jacket as a filter
- DO NOT break windows

EVACUATION

Evacuation is simply getting away from a dangerous situation. If asked to evacuate, or you see something dangerous, do not wait, leave immediately.

- Leave immediately when alarm and/or announcement is made
- Follow designated routes or lit EXIT signs and instructions
- Do not use elevators unless instructed by authorized first responders to do so
- Before opening any doors feel with back of hand. If hot, do not open, seek alternate exit
- Keep to right side of stairwells and hallways
- Proceed directly to the assembly location for accountability and further directions. Designated assembly evacuation location is the Iowa Street Playground area.
- Smoke:
- If you see smoke, fire or other danger, find a different way out, let others know of the danger
- If you must go through smoke, stay as low as you can (heat and dangerous smoke will rise)

Special Instructions for evacuating children from CE Wing or any other area where they are separated from their parents:

- Adults responsible for children in either nursery, church school classes, Kirkwood Club, choir, etc. will lead children to the grounds next to the playground area on the north side of the CE Building where parents will reunite with their children.

ACCESS AND FUNCTIONAL NEEDS

If you are not able to evacuate:

- Ask for help and go to an area of refuge away from immediate danger. Do not use the elevators. Use Stairway Evacuation routes to reach ground level exits. If you have access to a phone or a cell phone, call 911 and advise where you are in the building.

SHELTERING

When a danger or threat exists outside, sheltering inside is the safest option:

- If applicable, go to the inside designated shelter areas. Designated shelter areas in the church are the hallway outside the Bride's Room and the hallway outside of the Choir Room in the lower level away from windows. Additional places without windows are the mop closet outside the choir room and the women's bathroom on the first floor. For very large crowds, the 3 kitchens space also has no windows.
- Stay inside, move to inner corridor or office
- Stay away from windows and do not open them
- Do not use elevators

MEDICAL EMERGENCY

Medical emergencies can happen from accidents or medical conditions. The role of staff or parishioners in a medical emergency is to provide care to the victim until first responders arrive. Staff or parishioners should NOT provide any first aid beyond their training. Often the person experiencing the emergency does not acknowledge or denies the situation is serious. If in doubt, take immediate action.

- Before providing any assistance, staff or parishioners should survey the scene for additional hazards and ensure it is safe to render aid
- DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern
- Check victim for medical alert bracelet or necklace
- Call 911 and give:
 - Name
 - Phone Number
 - Address-First Presbyterian Church address is 1702 Iowa St., Davenport
 - Description of the problem and patient
- Send someone to meet emergency personnel and direct to location
- Staff and parishioners should comfort the victim and reassure them that medical attention is on the way
- Assist emergency personnel with pertinent information about the incident
- Remain with the victim until trained help arrives
- Report incident to management by using the Incident Report Form

AED

Automated External Defibrillators are located in three places:

1. An AED is located on back west wall of the Sanctuary next to the doorway. There is a first aid kit next to it
2. An AED is located just outside the small kitchen on the second floor of the CE building.
3. An AED is located in the hallway between Fellowship Hall and the Library on the east wall.

WORKPLACE VIOLENCE

We are dedicated to the safety of all employees, church members and visitors so FPC has developed procedures to identify potential threats and prevent violent incidents from occurring. Employees/members should report threats of violence or perceived threats and safety concerns to:

- In the event of immediate danger, call 911
First Presbyterian Church address is 1702 Iowa St., Davenport
- Their immediate supervisor or church staff
- Remember – **all threats or perceived threats should be taken seriously**

POTENTIAL SCENARIOS:

- An employee, member, visitor or staff verbally threatens or intimidates a coworker, member, visitor or staff
- An employee, member, visitor or staff makes a veiled or implied threat to a supervisor, member, visitor or staff
- A church visitor makes threatening comments or gestures to an employee, member, visitor or staff
- A family member or significant other of an employee, member, visitor or staff is a threat to the employee, coworkers, members or Church workplace
- An employee or staff receives a threatening e-mail at work from a coworker, member or family member
- A stranger calls the workplace and says that an employee, member or staff is making threats from a workplace phone or computer

SIGNS OF POTENTIAL VIOLENCE:

- An entitled or blaming view of disputes with FPC
- Unsettling references to other incidents of violence
- Regular threats to physically harm themselves or commit suicide
- Direct or indirect statements to harm or kill others
- Inappropriate outbursts, can't control impulsive behavior
- Excessive focus on firearms, weapons, or military gear
- Physical or behavioral signs of substance abuse
- Follows or watches others
- Persistent unwanted contact of others
- Gestures of violence toward self or others
- Physical aggression or intimidation
- Frequent misinterpretation of others' behaviors
- Obsessive thoughts about a person or issue
- Unrealistic fears of being mistreated by others
- Changes or losses in personal support system
- Recent loss of a primary relationship or child custody
- Financial, legal or employment troubles

HAZARDOUS MATERIALS

In the event of a natural or propane gas leak or odor – **EVACUATE IMMEDIATELY.**

In all other cases, first responders will take command of the situation and determine the steps to take regarding evacuation, shelter-in-place and ventilation systems (HVAC).

In the event of a hazardous material incident inside building:

- Evacuate immediately.
 - Call 911 – Report location and type (if known) of the hazardous material
First Presbyterian Church address is 1702 Iowa St., Davenport
- Assembly point is near the playground on the north side of the church; when safely away from the building notify management and maintenance staff

- Report any employees/members missing or injured to the first responders
- If safe, close doors to the affected area
- Render first aid as needed
- Develop an incident action plan with emergency responders (e.g., evacuation, shelter-in-place, shutdown ventilation system)

In the event of a hazardous material incident outside building:

- Call 911 – Report location and type (if known) of the hazardous material
First Presbyterian Church address is 1702 Iowa St., Davenport
- Report location and type (if known) of hazardous material
- Move anyone from the immediate vicinity of the danger
- Develop an action plan with emergency responders
- Avoid turning on and off lights

EMERGENCY CONTACT INFORMATION

PUBLIC UTILITIES

MidAmerican Energy Company:

Business: 800-329-6261

24-hr emergency number(Power outage or wires down): 800-799-4443

24-hr emergency number(Gas leaks): 800-595-5325

Iowa-American Water Company

24-hr emergency number: 563-468-9200

LOCAL EMERGENCY CONTACTS:

Scott County Emergency Management Agency: 563-484-3050

Poison Control Center: 800-222-1222

Crime Victim Services: Iowa Attorney General's Office: 800-373-5044

Scott County Human Resources (Child Protection): 563-326-8767

Scott County Community Services (Mental Health care): 563-326-8618

Crisis Line: toll free 1-844-430-0375

WORK/MEETING PLACE SAFETY/SECURITY

- Remain alert and aware to what is going on around you at all times. Be suspicious of strange or unusual individuals, situations and objects. Most importantly – TRUST YOUR INSTINCTS! Report suspicious or unusual individuals, situations or objects to your manager/church staff. If you feel threatened or if you feel that you are in imminent danger, immediately call 911-First Presbyterian Church address is 1702 Iowa St., Davenport.
- If you notice an unauthorized person in your work/meeting area, acknowledge the person and ask if s/he requires assistance. Don't take "no" for an answer; follow-up by ensuring that the person is truly authorized to be there. If you are uncomfortable approaching the person, unable to approach the person, the person acts in a suspicious or strange manner when you approach him/her, or the person runs from the work/meeting area, immediately call 911 and then report to your manager/church staff.
- Theft is often a crime of opportunity. Do not leave purses or wallets in plain view. Keep them on your person or in a locked desk at all times. Never leave them unattended, even for a few moments.
- Clear your desk of any valuable personal or church property at the end of each day and secure it in a locked desk drawer or file cabinet. Ensure you lock all of your desk drawers and file cabinets when they are unattended.
- Ensure all portable computers, DVDs, and other items of value that can be easily carried away are secured when unattended.
- Never prop open doors that normally remain secured. Do not allow "piggybacking" through secure doors or elevators. Safeguard church keys or access cards the same way you would safeguard your home or car keys.
- Develop the practice of inspecting your work area on a daily basis. This will help you identify suspicious items or other things that are out of the ordinary. Report anything suspicious.
- When arriving for work/church event or meeting, ensure you park your car in a well-lit area (if it is night, park near light poles or other sources of light). This is especially important in the winter months. When leaving the church, survey the parking area for suspicious individuals or vehicles before exiting the building. If you note something suspicious, trust your instincts and DO NOT LEAVE. When possible, walk to your car with a co-worker/church member or in groups. Keep an eye out for each other and help ensure your co-workers/church members get to their cars and leave the area safely.

SEVERE WEATHER

Watches: Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

Warnings: Indicate a hazard is imminent or the probability of occurrence is extremely high.

Thunderstorm or Tornado Watch

- Alert visitors/staff/members of weather conditions both inside and outside the church
- If safe to do so, close windows, blinds and doors to all rooms
- Limit number of phone calls to office/custodians during the tornado situation
- Watch will expire in the specified time from the National Weather Service so monitor National Weather Service (NOAA) weather radio.
- Review severe weather sheltering procedures and location of shelter areas

Thunderstorm or Tornado Warning

- Alert visitors/staff/members of weather conditions both inside and outside the church to take cover immediately inside the church until "All Clear" is announced.
- Designated shelter areas in the church are the hallway outside the Bride's Room and the hallway outside of the Choir Room in the lower level away from windows. Additional places without windows are the mop closet outside the choir room and the women's bathroom on the first floor. For very large crowds, the 3 kitchens space also has no windows.
- Custodial Team and Head of Staff check rooms throughout the church to be sure rooms are no longer occupied
- Crouch low to the floor
- Continue to monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio or television stations
- When wind strikes, cover your neck and head
- Stay away from windows until all clear is given
- In the event of building damage, evacuate to safer areas
- If evacuation does occur due to building damage, do not re-enter the building until an "All Clear" signal is issued by authorized personnel, i.e., inspectors or fire personnel
- Limit number of phone calls to office/custodians during the tornado situation

After a Destructive Tornado, Storm or Earthquake

- Call 911-First Presbyterian Church address is 1702 Iowa St., Davenport
- Be ready to give injury status to First Responders
- Beware of contaminated food, water, ruptured gas lines and wet electrical equipment

Lighting

Lightning is the deadliest weather event and can strike miles away from a thunderstorm and up to 30 minutes after.

- Stay inside

- If you feel your hair stand on end (indicator of a lightning strike)
- Squat low to the ground on the balls of your feet
- Place your hands over your ears and your head between your knees
- Make yourself the smallest target possible and minimize your contact with the ground
- DO NOT lie flat on the ground

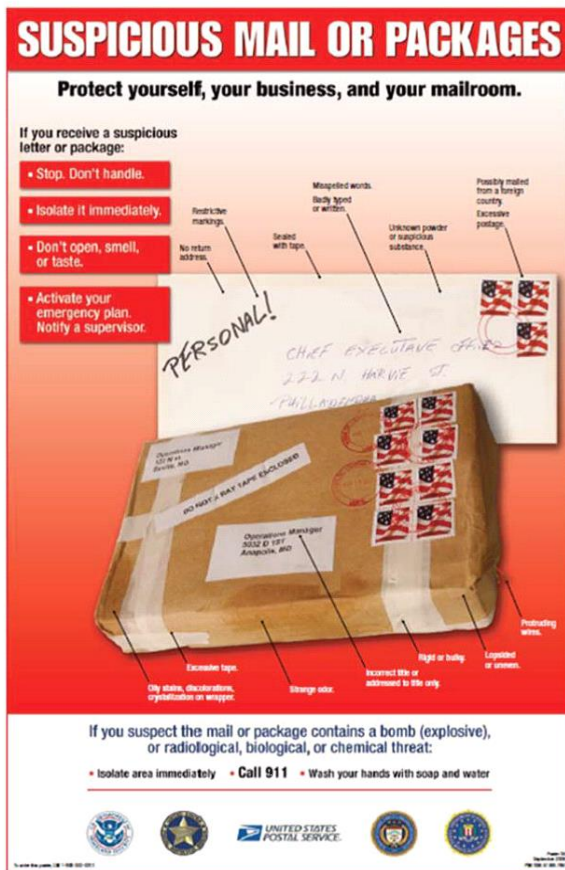
Flooding

Flooding is very dangerous and causes many deaths each year:

- DO NOT walk through moving water. Six inches of moving water can make you fall
- If you have to walk through standing water, use a stick to check the firmness of the ground in front of you
- DO NOT drive into flooded areas, a foot of water will float many vehicles
- If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away

SUSPICIOUS PACKAGES/MAIL

Characteristics of a suspicious package or letter include excessive postage or excessive weight; misspellings of common words; oily stains, discolorations, or odor; no return address or a city or state postmark that does not match the return address; or a package that is not anticipated by someone in the building or is not sent by a known vendor.



If you receive a suspicious package or letter by mail or delivery service:

- DO NOT OPEN package or letter
- Evacuate immediately
- Call 911
- First Presbyterian Church address is 1702 Iowa St., Davenport
- Preserve evidence for law enforcement, if possible
- Notify Head of Staff and Department Heads

If a letter/package contains a written threat but no suspicious substance:

- Evacuate immediately
- Call 911
- First Presbyterian Church address is 1702 Iowa St., Davenport
- Preserve evidence for law enforcement if possible
- Notify Head of Staff and Department Heads

If a letter or package is opened and contains a suspicious substance:

- Evacuate Immediately
- Call 911
- First Presbyterian Church address is 1702 Iowa St., Davenport
- Isolate the people who have been exposed to the substance to prevent or minimize contamination
- Turn the letter or package over to law enforcement
- Complete FPC Incident Report Form when this can be done safely

- Consult with emergency officials to determine next steps:
- Notify Head of Staff and Department Heads

BOMB THREATS

ALL bomb threats must be taken seriously until they are assessed. As a church/business we are responsible for assessing the threat. The decision to evacuate rests with the FPC, not emergency responders, unless a device is located.

Responding to a telephone bomb threat:

- Evacuate immediately
- Call 911 from outside the church building
First Presbyterian Church address is 1702 Iowa St., Davenport
- Consult with first responders on credibility of the threat
- Use the FPC Incident Report and Bomb Threat form to document the threat

Responding to a written bomb threat:

- Evacuate immediately
- Call 911 from outside the church building
First Presbyterian Church address is 1702 Iowa St., Davenport
- Save the threat document and all of the materials associated with the threat, including any envelopes, containers, samples of handwriting or typewriting, paper and postal marks
- Handle these items as little as possible
- If possible, place all items in an envelope or box to protect them
- Complete the FPC Incident Report Form when this can be done safely
- DO NOT touch any suspicious devices, packages, etc. Tell emergency responders the location of a device, if known.
- Limit the use of cellular phones, radios or fire alarm system

When an evacuation is initiated:

- Notify all occupants of the church of need to evacuate
- DO NOT use cell phones, radios or fire alarm system because of risk of activating a device

****When responding to a bomb threat, law enforcement and first responders generally will not search a building unless requested; request this sweep**

BOMB THREATS

- Evacuate immediately
- Call 911 from outside the church building
First Presbyterian Church address is 1702 Iowa St., Davenport

BOMB THREAT FORM

Date: _____ Time: _____

Number at which call was received: _____

Caller's Voice/demeanor:

- | | | | |
|------------|----------------|------------|-------------|
| • Calm | Normal | Despondent | Angry |
| • Distinct | Deep breathing | Excited | Slurred |
| • Cracking | Slow | Nasal | Disguised |
| • Rapid | Stutter | Accent | Soft |
| • Lisp | Familiar | Loud | Raspy |
| • Laughter | Deep | Crying | Intoxicated |

If familiar, who did it sound like? _____

Background sounds

- | | | | |
|----------|--------------------|---------|----------|
| • Street | Vehicles | Local | Airplane |
| • Office | Long distance/cell | Voices | Factory |
| • Party | PA system | Animals | Train |
| • Music | Clear/none | House | Static |

Other: _____

Caller vocabulary/language/information

- | | | | |
|-------------|------------|-------------------|------|
| • Excellent | Incoherent | Reading from note | Fair |
| • Taped | Poor | | |

Sex of caller: Male Female

Approximate age: _____

Comments/notes:
