

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

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, November 21, 2022. We continue to meet remotely due to the COVID-19 pandemic.

Moderator Rev. Dr. Kathy Stoner-Lasala called the meeting to order at 7:00 PM. A quorum was present. Elder Jay Williams opened the meeting with prayer.

	Class of 2022		Class of 2023		Class of 2024
P	Heather Calvert <i>Adult Christian Education</i>	A	David Bowles Edwards <i>Congregational Marketing & Growth</i>	P	Paula Burnett <i>Hospitality & Welcoming</i>
P	Matt Kabel <i>Buildings & Grounds</i>	E	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>	P	RuthAnn Tobey-Brown <i>Personnel</i>	E	Dawn Hickenbottom <i>Cong Fellowship & Development</i>
		P	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>	E	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: Glen Roebuck, Deacon

On motion and second, the agenda was approved with the addition of a report and motion from the Hospitality and Welcoming Committee.

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

DEACONS' REPORT: Glen Roebuck

The minutes from the November 2022 Deacon Meeting are appended to these minutes.

Deacon Glen Roebuck highlighted the following items:

- PUNCH Thanksgiving Dinner and Angel Tree are projects currently underway.
- Successful integration with Washington School has begun.
 - Deacons provided a meal for teachers on Parent-Teacher night.
 - Church member was a DJ for recent school event.
 - Alex Gilson is supporting a chess club.
 - Deacons will provide a \$5 Starbucks gift card to teachers during the holidays.
 - Deacons have already discussed that if Davenport chooses to close Washington School (under consideration), they would move their efforts to another neighborhood school.
- Meals for homeless continuing through Church United. Meals have been grab-and-go during the pandemic but are moving inside.
- Cocoa and Caring is December 6, 2022.
- Deacons are in a period of discernment regarding its partnerships in carrying out their mission, especially in the area of housing/rental assistance. Also, in early discussions on how best to focus their efforts. Considering focus on food, clothing and shelter issues.
- Deacons request approval to use money from the Wiebener Fund to pay for two events in 2022, the Neighborhood Picnic and the Homecoming Event.
 - **On motion and second**, the Session approved using the Wiebener Local Mission Fund to pay expenses associated with the 2022 Neighborhood Picnic, \$1409.66, and the 2022 Homecoming Event, \$1,027.20.

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

Head of Staff Transition Considerations

The Moderator explained that after the PNC for our new Pastor/Head of Staff was dissolved at the November 6, 2022 congregational meeting, certain transition related issues must receive attention. The following are some of those issues.

- Start Date: Rev. Schondelmeyer hopes to begin on January 1, 2023 but dates for moving and occupying their home in QC are still not absolute. **On motion and second, the Session referred starting date issues to the Personnel Committee.**
- Pulpit supply: Rev. Schondelmeyer would like to delay his first preaching Sunday to January 22, 2023. **On motion and second, the Session referred pulpit supply arrangement to the Personnel Committee.**
- Leadership Training: The Nominating Committee has indicated they hope to complete their nominations for Elders and Deacons very soon. Several options for leadership training were discussed. This will include Elders and Deacons, both new and active. **On motion and second, the Session approved Leadership Training for December 20, 2022 and December 21, 2022 (approx. 2 hours each evening) over Zoom to be conducted by Rev. Kathy Stoner-Lasala.**

- Installation of officers: **On motion and second**, the Session approved moving the January Session meeting to Monday, January 30, 2023 and approved ordination and installation of officers for Sunday, January 29, 2023.
- Moving expenses: Estimates for moving the Schondelmeyer family have exceeded the funds provided for in the Terms of Call. The final costs may be as much as \$5-10K more than planned. The moving company expects payment on delivery which is planned for late December.
 - **On motion and second**, the Session approved authorizing Rev. Schondelmeyer to contract with the moving company for an estimated \$18,500 and the Session will hold responsibility for payment to the moving company and for travel & lodging for the family move to Davenport, if the way would be made clear by the congregation approving updated Terms of Call.
 - **On motion and second**, the Session referred the task of determining funding details for the moving company and travel expenses for the family's move to Iowa to the Personnel Committee, Finance Committee, and the Foundation of FPC with decisions to be completed within 2 weeks.
- **On motion and second**, the Session approved a Called Meeting of the Congregation for Sunday, December 18, 2022, at 10:35AM after the morning worship, for the purpose of the election of church officers for 2023 and the approval of amended Terms of Call for the Rev. Dr. Kris Schondelmeyer.

Operations Manual Review – deferred to December.

Active Membership Review – **update from Staff** – no report.

CONSENT AGENDA

The following items were removed from the consent agenda:

- Called Meetings of Session to receive new members.
- October 2022 Clerk's Report

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

- Approve the October 17, 2022 Session minutes as presented in Session packet.
- Approve the minutes for the Called Meeting of Session of October 23, 2022
- Approve the minutes of the Called Meeting of Session of November 4, 2022
- Receive the minutes of the Called Congregational Meeting of November 6, 2022

Other Business of the Clerk

- **Next meeting: December 19, 2022.**
 - **Scheduled Committee Reports:** Finance, Budget Committee, Hospitality & Welcoming, Stewardship, Personnel, Nominating Committee of the Congregation
 - **Devotions:** Cong Marketing & Growth

- **Session Meetings in 2023**

<ul style="list-style-type: none"> • January 16 (MLK Day) January 29* • Feb 20 (Presidents' Day) • March 20 • April 17 (Easter 4/9) • May 15 • June 19 (Juneteenth) <p>*Change approved 11/21/2022</p>	<ul style="list-style-type: none"> • July 17 • August 21 • September 18 • October 16 • November 20 (Thanksgiving – 11/23) • December 18
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- **Reminder:** Your annual committee reports for the 2022 Annual Report are due as early in January 2023 as possible.
- **A schedule for committee reports for 2023** was distributed in the Session packet. Please let the Clerk know if you want any changes made.
- **Correspondence**
 - The Clerk received a letter of resignation from Elder Dawn Hickenbottom.
 - An email from church member, Kathryn Middleton, was provided to the Session. The email shared a letter received by Kathryn from Long Nguyen addressed to church leadership regarding the care they received from FPC as Vietnam refugees in the 1975. A copy of this letter is appended to these minutes.
- **2023 Presbytery Meeting Schedule**
 - Thursday, January 19, 2023, 6-8 PM, Zoom
 - Saturday, March 11, 2023, 10AM-2PM, Hybrid, Host TBD
 - Thursday, June 15, 2023, 6-8 PM, Zoom
 - Saturday, September 23, 2023, 10AM-2PM, Hybrid, Host TBD
 - Thursday, November 30, 2023, 6-8PM, Zoom

On motion and second, the Session accepted, with regrets, the resignation of Dawn Hickenbottom from active service on Session. **On motion and second,** the Session directed the Clerk of Session, with others he requests, to have an in-person meeting with Dawn regarding her resignation.

On motion and second, the Session elected Elders RuthAnn Tobey Brown, Paula Burnett, and Bev Koos as Commissioners to the 205th Stated Meeting of the Presbytery of East Iowa, Thursday, January 19, 2023, 6-8 PM, on Zoom.

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

Session Committee Reports

Finance Report –Elder Tom Spitzfaden

Oversight Items

- **Insurance.** The Finance Committee reports that our insurance including property and liability is adequate. That was true in 2022. The policies for 2023 are still in process.
- **Estate gift.** Received \$10K. undesignated. Following our normal procedures Finance Committee plans to take this into General Fund Other income for 2022.

- **Our accounting assistant**, Angie, indicated she is no longer able to work as our Accounting Assistant. The Finance Committee is working on a plan to fill this important position.
- Have not paid the **other pastor candidate travel expenses** because we don't have the documentation. We would like to but need the documentation.
- Based on questions from the Moderator, small adjustments were made by Nancy Chapman and Elder Spitzfaden to the **Finance Committee Description** for the Operations Manual. This was distributed in the Session packet.
 - o **On motion from the Finance Committee**, the Session approved the modified Finance Committee Description. A copy of the document is appended to these minutes.

YTD financial outcome

- \$36k deficit through October – smaller deficit than we expected, largely due to lower compensation expenses.
- Donations for Pledges & Offerings are very close to expectation. Still need Nov/Dec to occur as expected.
- Expected deficit in 2022 of between \$65,000 and \$75,000, with some uncertainty, compared to an approved budget with a deficit of \$108,000.

Budget 2023

- A Budget Committee meeting is scheduled for early December.
 - Kristine Olson has prepared the financial information from 2022 and projected 2023 expenses ahead of the committee meeting.
 - Elder Spitzfaden, on behalf of the Finance Committee, **moved the approval of a letter to those individuals who pledged to support the Associate Pastor fund**. A copy of the letter is appended to these minutes.
 - o Background: This fund was kept separate from the General Fund and used to support the ministry of Rev. Katie Styr, former Associate Pastor.
 - o The Finance Committee would now like to use that money in the support of Kristy Woodrow, Director of Christian Education.
 - o The letter is informing them of this use of the money and allowing for them to respond.
- The motion was approved.**
- The current guess at the 2023 deficit over \$300,000. This is assuming income for 2023 to be similar to 2022. Personnel costs represent about ¾ of the budget. The next largest item is building maintenance.

	October 2022		October 2021	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 62,325	\$ 46,002	\$ 89,565	\$ 41,520
Custodial Accounts Income	5,786	-	4,070	-
Compensation Expenses	(49,146)	(55,148)	(35,343)	(51,690)
Non Compensation General Fund Expenses	(16,052)	(14,452)	(10,720)	(12,482)
Custodial Accounts Expenses	(5,786)	-	(4,070)	-
Surplus (Deficit) Before PPP2 Grant	(\$2,873)	(\$23,598)	\$43,502	(\$22,652)
PPP2 Grant	-	-	-	-
Net Surplus (Deficit)	(\$2,873)	(\$23,598)	\$43,502	(\$22,652)
	2022 Year-To-Date		2021 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 485,636	\$ 529,656	\$ 635,566	\$ 524,594
Custodial Accounts Income	90,476	-	35,276	-
Compensation Expenses	(437,753)	(498,856)	(386,797)	(438,556)
Non Compensation General Fund Expenses	(191,274)	(228,936)	(161,559)	(172,645)
Custodial Accounts Expenses	(90,474)	-	(35,276)	-
Surplus (Deficit) Before PPP2 Grant	(\$143,389)	(\$198,136)	\$87,210	(\$86,607)
PPP2 Grant	108,000	108,000	-	-
Net Surplus (Deficit)	(\$35,389)	(\$90,136)	\$87,210	(\$86,607)

All numbers are rounded.

Stewardship – Elder Patrick Downing

- Patrick thanks those took part in the November 6 worship service and have pledged for 2023.
- Patrick thanked Kristine Olson for her wonderful assistance during the campaign.
- Some current numbers
 - Total pledges-to-date are at \$405,513. The goal is \$500,000
 - These numbers are slightly ahead of last year at this point.
 - 2023 pledges have shown 51 pledges increased over 2022
 - First time pledgers – 15
 - Follow-up is planned with 31 pledgers from 2022 that have not yet pledged for 2023.

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

Report from the Nominating Committee of the Congregation

- **Elder Mike Ferris** reported that the committee has doing very well in creating a list of nominations for 2023. They are awaiting responses from a few additional people but the committee hopes to be done with their work soon. They will be prepared to present a full slate of nominations at the congregational meeting in December.

Staff Reports

Matt Bishop, Director of Music

- The first PAS concert of the season was held Sunday, November 13th presented by Hannah Holman, Cello, and Matt Bishop, Piano. Thanks to Patrick Downing for doing the welcoming and announcements. (Note: Many complimented Matt on the concert and, in particular, his contribution to the concert.)
- The Chamber Chorale will offer Advent Lessons and Carols on December 4, 2022.
- The Christmas Concerts will be presented on December 17 and 18.
- Celebration Singers will have several rehearsals in advance of the Christmas concert.
- PAS goal of \$25K in pre-season sales was surpassed.
- Sign-ups for the Twin Cities tour have been sufficient to going ahead with the plans for that trip, scheduled for July 28-30, 2023. Composer Libby Larsen is based in the Twin Cities and has indicated she will connect with the choir on their visit. The choir recently presented a commissioned work by Libby Larsen.

Kristine Olson, Finance Manager

- Stewardship, budget work and year-end planning have kept Kristine busy.
- Working with others to help fill the Accounting Assistant position.
- Financial procedures review scheduled for December has been delayed by the accounting firm.

Pat Halverson, Parish Associate

- Preaching as scheduled.
- Working with the Deacons.
- The Moderator expressed thanks to Pat for her assistance.

Kristy Woodrow, Director of Christian Education

- Nursery now has 2 staff members and ready to open; additional staff being sought.
- Youth ministry: Christmas party is planned for teens; CEFY considering a plan for a part-time person for youth work.
- Two motions were requested:
 - **On motion and second**, the Session approved using funds from the Wiebener fund to pay for some new furniture for the youth room, estimated at \$1000.
 - **On motion and second**, the Session approved the change in Sunday School curriculum to Follow Me (PC-USA).

Rev. Dr. Kathy Stoner-Lasala, Bridging Pastor

- Rev. Stoner-Lasala used her report to provide 35 minutes of Elder training.
- Topics included in this presentation were:
 - Powers and responsibilities of the Session.
 - Powers and responsibilities of the Presbytery.
 - Actions allowed at Congregational Meetings.
 - Filing complaints – council to council.
 - Freedom of Conscience.
 - Actions that can be taken if you are in disagreed with decisions made: dissent and protest.
 - Original Jurisdiction

- Basic motions in Robert's Rules

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

Welcoming and Hospitality Committee report

- **Elder Paula Burnett**, on behalf of the Welcoming and Hospitality Committee, presented the following **motion**: “On the witness of Elders Paula Burnett and Jeanne Sherwood, the sitting elders on the Welcoming and Hospitality Committee, who, on behalf of Session, examined the following people at Newcomers’ Inquiries held on September 18, 2022, October 2, 2022 and October 7, 2022, move to receive the following into membership at First Presbyterian Church, Davenport.

As Affiliate Members

- | | |
|-----------------|--|
| ▪ Lucy Wanjiru | Member of a Presbyterian Church in East Africa |
| ▪ Mary Waithira | Member of a Presbyterian Church in East Africa |

As Active Members

- | | |
|-----------------------|---------------------------------|
| ▪ Christopher Pitcher | Profession of Faith |
| ▪ Abigail Pitcher | Letter of Transfer |
| ▪ Megan Westoff | Reaffirmation of Faith |
| ▪ Ronald Myers | Baptism and Profession of Faith |
| ▪ Patricia Peters | Reaffirmation of Faith |

The Motion was approved.

Election of Commissioners to the 204th Stated Meeting of the Presbytery of East Iowa, to be held on Thursday, December 1, 2022, 6-8 PM, on Zoom only.

- **On motion and second,** Elder Craig Foster was elected to serve as a Commissioner to the Presbytery meeting on December 1, 2022.
- Elder Nancy Foster was approved as a Commissioner at the October Session meeting.

ADJOURNMENT

The agenda was completed. No new business was brought to the floor. The meeting was adjourned by the Moderator at 9:57 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 December 19, 2022 at 7 PM.

The Rev. Dr. Kathy Stoner-Lasala
Moderator

Mark Jones
Clerk of Session

Appendix 1: FPC Session Minutes, November 2022: Deacon's Minutes, 11/14/2022

Deacon's Minutes from November 14

Attending Ted Brown, Sherry Williams, Pat Halverson, Tom Vaccaro, John Gere, Andy McNeill, Colleen Duenas, Paula Hartmann, Matthew Hennes, Cathy Woods, Bob Lehnerr, Katrina Williams, Glenn Roebuck, Terri Sheetz

Carelink was scheduled to meet with the Deacons at 6:30 but called earlier in the day to say that they could not make it due to a dinner. The Deacons were considering using their service for rental assistance but wanted more information. Concerns with Carelink include their location in Bettendorf and no in person vetting of applicants. It was suggested that we check into Humility Homes and Services instead.

A motion was made and carried to sever ties with the Center for rental assistance and for Ted Brown to talk with Humility Homes and Services for the rental assistance program. Ted is to report back to the Deacons via email for a vote, if he is satisfied with their program so that the Deacons can provide Humility Homes and Services \$3,000 toward rental assistance immediately.

Kristine Olson presented the status of the financials for Deacons. Currently there is a surplus of \$6,292.23 mostly due to no longer funding rental assistance with the Center.

Colleen had been attending meetings with QC Interfaith but does not feel comfortable being apart of their group any longer. Andy also said he had interactions with them. They are a social justice group, but their approach does not appear to be inclusive if you disagree with leadership. It was determined we need more information if we want to continue to support them.

The Laundry Cards have been greatly appreciated and we will be providing another \$500 in cards this fall.

Glen asked the Deacons to consider how we want to achieve our mission. Do we want to sprinkle our resources across a lot of areas, or do we want to double down in some areas where our time and money may make more of an impact. For example, the Caring Closet has been a huge success, showing that we do clothing well. We can partner to support food and shelter with Churches United and Humility Homes and Services.

Outreach

- Punch Thanksgiving will need volunteers to provide different food items.
- Angel Tree will go up on Sunday November 20 with unwrapped gifts back to the church by December 6.
- Paula will do a Minute for Mission for both activities.
- The Washington School dinner was appreciated by the teachers and staff. It was proposed that we do something for the teachers this December. There are 42 staff members and a motion was carried to present them with a \$5 Starbucks gift card and candy canes. Glen will buy the cards and will be reimbursed from the discretionary fund.
- Bob continues to head our commitment to Churches United to provide hot meals once a month for the homeless. He served 81 meals on the first Monday of the month.

Pastoral Care

Colleen purchased Christmas gifts for the In Touch members.

Missions

John will be meeting with Kristine to review the different missions and payments that need to be made. He will also be obtaining more information on Hope at the Brickhouse, New Freedom Trailriders and ILUGUA now that Pilar is no longer there.

Tom will be presenting a special announcement to the congregation on December 4th. He will be riding his bike 16 miles to raise money for the Michael J Fox Foundation for Parkinson's research.

Appendix 2: FPC Session Minutes, November 2022: Finance Committee Description for the FPC Operations Manual, modifications noted.

FINANCE COMMITTEE

Revised September XX, 2021

Mission

To oversee the financial and secular affairs of the church enabling other committees and leadership volunteers to focus on the overall mission of the church.

Goals

To work with the Finance Manager to provide informative and accurate financial information to the Staff, Session and Congregation.

To ensure the internal controls and procedures are appropriate to safeguard the Church's assets and are being complied with.

To present the budget as developed by the ad hoc budget committee annually, for Session approval.

To analyze and understand the current and future financial condition of the church and advise the Staff, Session and Congregation on strategies to support the ministry of the church

Ex-Officio Members

Moderator of Session

Finance Manager

Other staff member assigned by the Moderator of Session, if there be one

Structure

The Finance Committee is composed of a core group of members appointed by the Moderator of Session from the current Session with Session approval. The committee may have additional members from the congregation who are not currently on the Session as described in the Church Bylaws. The committee may establish subcommittees, task forces, and ad-hoc groups as needed.

The Chair or Co-Chairs of the Finance Committee will be appointed by the Moderator of the Session with approval of Session. The Finance Committee will elect/approve the persons who have banking authorizations. Each year the Finance Committee will nominate officers of the secular church in accordance with church Bylaws. The chairperson and vice-chairperson, of the Finance Committee, the Clerk of Session, and the church treasurer shall be, ex-officio, the president, vice-president, secretary, and treasurer respectively of the church's secular corporation. These officers will be approved by Session. Additional corporate officers may also be recommended by the Committee and approved by Session if deemed appropriate. An appropriate number of the members of the Finance Committee should be knowledgeable of accounting policies and accepted good practices to ensure effective support, and monitoring of the performance of the Finance Office.

Responsibilities and Duties

Meeting Minutes

The minutes of all Finance Committee meetings shall be written in duplicate with one copy to be retained by the committee in the Finance Manager's files and the other to become a part of the committee's monthly report to the Session.

Appointment and Responsibilities of the Church Treasurer

The Finance Committee selects and nominates, for election by the Session, a member of the congregation to serve as Church Treasurer for a one-year period. This one-year term may be renewed without limit. The Church Treasurer shall be a member of the Finance Committee.

The Church Treasurer shall have signature authority on all Church bank accounts, and will be an integral part of the internal control procedures of the Church. Responsibility for clerical, accounting and financial reporting rests with the Finance Manager who reports to the Head of Staff

A representative of the Finance Committee shall make a monthly financial report to the Session, on behalf of the Finance Committee.

Responsibilities for Financial and Accounting Matters

With the Head of Staff, has oversight responsibility for timely and accurate collection, protection, disbursement and accounting of all church funds; funds raised and administered by individual organizations; and restricted and special funds that are administered by their own administrators or Trustees.

With the Head of Staff, monitors the restricted funds to ensure that all governance of the funds is being conducted as stipulated in the restricted fund document.

Account for and report on all restricted funds, and the general fund balance sheet, including activity in the custodial accounts, in addition to the church general fund revenue and expenses. It is acknowledged and expected that the Finance Manager will have direct responsibility for these items while the Finance Committee has close oversight responsibility and will provide appropriate support to the Finance Manager.

May make recommendations to the governing bodies of the restricted funds and the Foundation Board of Trustees for the expenditure of monies from these funds.

Assist the Head of Staff in supervising the financial and accounting work of Finance Manager.

Provide a linkage of cooperation and financial information to all other committees and parties with a need to know. Keep the Session and congregation informed of the church's financial condition,

In consultation with the various committees, determine what financial information they each need (such as performance to budget).

Provide the timely information in clear and succinct reports to Session and the congregation.

In conjunction with the Finance Manager, review each line item on the church's financial report in relation to the budget, analyze each account that is over or under budget, regularly report such differences to the committee and staff responsible for such accounts and the Session, and

recommend corrective action. The responsible committee/staff is then to analyze any variance and reports the cause and planned corrective action to the Session.

Train Deacons and Elders in understanding financial reports as requested and needed.

Establish appropriate internal control procedures relative to all financial and accounting matters, including the process for approving expenditures and purchases within the budget and authorizing invoices for payment, including (but not limited to) credit cards invoices, payroll, and electronic disbursements.

Report to the Session monthly the church's financial condition for the month and for the year-to-date.

Engage an audit activity that is independent of the finance function of the church. Such audit activity is typically a qualified, contracted outside vendor, but may in some instances be a independent team of individuals not part of the Finance Committee or the established internal control procedures. Such audit activity shall review the Church's financial policies and procedures and execution of such annually. This audit activity is expected to be an Agreed Upon Procedures review. However, the committee may choose an alternative audit activity if the committee deems that appropriate. The annual audit activity (normally an Agreed Upon Procedures review) may be performed biennially if the immediately prior report indicates no deficiencies. Session approval is required when moving to less often than an annual audit activity. When there is a change in staff, particularly, the Finance Manager, the review will be done annually until consecutive positive results have been established.

Report to Session annually regarding the adequacy of the church's property and liability insurance. This shall be done in consultation with the Buildings, Grounds Committee. It is acknowledged that insurance to replace the historic nature of the building is difficult to obtain at a reasonable cost.

Develop and update financial policies and procedures and present them to Session for approval as appropriate.

Fund Raising Policy

See policy contained in the Financial Policies and Procedures in Operations Manual.

Responsibilities for Budget Matters

Responsibility for developing the budget resides with the current installed Elders, Deacons, and Committee chairpersons. The Stewardship Committee and the Personnel Committee provide significant information to the budget process. In addition, the staff also provides important information to the budget process. The Finance Committee may co-ordinate the collection of information and direct the process of determining a budget. Alternatively, the ad hoc Budget Committee may co-ordinate and direct the budget development process. The Session is required to approve the budget each year; this should be done at its January meeting, or before. A deficit budget requires a 2/3 majority for approval or as stated otherwise in the Bylaws or the church's Financial Policies and Procedures

Review expense and revenue trends and report to Session monthly.

The Session-approved budget will be presented to the congregation at the congregational meeting.

The appropriate group or individual to present the budget will be determined several weeks prior to the annual meeting.

Identify variances to committees and staff for their review, explanation and recommendations for adjustments to the Committees, staff and Session.

Responsibility for Secular Matters

As a standing committee of the Session, the Finance Committee shall have general and particular oversight of all the financial and secular affairs of the church.

Officers and Agents of the Secular Corporation

Any officer or agent of the corporation shall act only in the best interest of the corporation and in accordance with its Bylaws, its Articles of Incorporation and the Constitution of the Presbyterian Church (U.S.A.) as limited or restricted by Iowa or other applicable law.

All real property held by the church is held in trust for the use and benefit of the Presbyterian Church (U.S.A.).

These Officers of the corporation: President, Vice-President, Secretary, Assistant Secretary, , of the church's secular corporation are empowered to execute all instruments whereby the church may become bound as a secular corporation, including the purchase, sale or mortgage of real property, subject to approval by the Presbytery and may affix the corporate seal to any instruments requiring it.

In addition to officers of the corporation, the Session, the individual officers, or the congregation may appoint an individual(s) it deems qualified, including any member(s) of the corporation or church staff, to act as an agent(s) of the corporation to execute all instruments whereby the church may become bound as a secular corporation, including the purchase, sale or mortgage of real property, and may affix the corporate seal to any instruments requiring it. The Finance Committee, from time to time, may wish to recommend an individual(s) for such appointment by the Session.

Purchase, Sale or Mortgage of Real Property

The corporation can be bound in the purchase, sale or mortgage of real property only upon corporate resolution adopted by the membership of the corporation at any duly called and constituted meeting of the congregation. However, the Session may receive unencumbered real property as a gift from the Development Fund of First Presbyterian Church of Davenport or from any other source without such corporate resolution. The corporation shall not sell, mortgage, or otherwise encumber any of its real property or acquire real property that is subject to an encumbrance without the written permission of the presbytery, or its authorized designee, transmitted through the Session.

Secular is defined as "of or pertaining to the world, or to things not religious, sacred or spiritual; temporal; worldly. Of, or pertaining to, the state (Federal, state and local law)." As this relates to the church, some examples are, but not limited to: bids accepted by the church from contractors, contracts between the church and others binding the church to payments for goods and services or for taking or not taking agreed upon actions; the purchase, sale and mortgage of real property, subject to approval by the Presbytery; complying with building and other local codes; taking actions or failing to take actions that would come under the jurisdiction of any court of law, not an ecclesiastical court, etc. The church's ecclesiastical and secular obligations are promulgated in the "Constitution of the Presbyterian Church (U.S.A.)." Its secular obligations are further promulgated in Federal, state and local laws.

Appendix 3: FPC Session Minutes, November 2022: Letter to those who pledged and donated to the Associate Pastor Fund.

Dear Associate Pastor Pledger,

*“For surely I know the plans I have for you, says the LORD,
plans for your welfare and not for harm, to give you a future with hope.” (Jeremiah 29:11)*

Much has changed at First Presbyterian Church since you responded to your church’s call in 2016 to fund an Associate Pastor position. Even so, God is faithful still and First Pres is now experiencing a renewed sense of passion and purpose.

During the tumult of the last several years, our church endured a cascade of membership losses and the congregation of today cannot sustain compensation for an ordained Associate Pastor. However, sustaining compensation for a Director of Christian Education is within reach.

Session’s hope is for our restoration to continue and our membership losses to be reversed. Staffing our Christian Education programs with a trained, credentialed, full-time Christian Educator is an important step in our renewal and revitalization. As you likely know, Elder Kristy Woodrow joined us on September 1st as Director, Christian Education. She is a recent graduate of Princeton Theological Seminary with a dual degree: Master of Divinity/Master of Arts in Christian Education. Already our Christian Education programs are seeing new life.

You are also likely aware that at the November 6th Congregational Meeting we called a new Pastor/Head of Staff who will join us in early 2023. At that point, we believe our staff will be right-sized, our ministries will be thriving and our missional engagement will be vital. Our journey through the turmoil times is approaching an end.

Your donation to the Associate Pastor Fund is safe and secure in a Reserved Fund. However, since the departure of Associate Pastor Rev. Katie Styrt more than two years ago, your generous contribution has been lying fallow. Please remember that when she left, her responsibilities included Christian Education.

With that in mind, I share our plans to use your prior gift to the Associate Pastor Fund. It is the Session’s and Finance Committee’s intention to utilize the Associate Pastor Fund during 2023 to fund Kristy’s compensation until the fund is exhausted. After that, Kristy’s compensation will be funded through the General Fund, i.e., pledges and offerings. We pray and hope that you support reawakening your donation by using it in this manner. Please contact any member of Session if you have questions or comments about the use of the Associate Pastor Reserve Fund during 2023.

I believe that God has set a hopeful future before us and I pray that you, also, can see our path forward. Thank you supporting the new (and yes, different) future that God has planned for First Pres.

In Jesus’ love,

Kathy
Rev. Kathy Stoner-Lasala, D.Min.
Bridging Pastor/Head of Staff

Appendix 4: FPC Session Minutes, November 2022: Thank you letter from Long Nguyen

Long Nguyen
8751 McFadden Ave.
Westminster, CA. 92683

11/19/2022

Dear Lead Pastor, Committee of all branches and Parishes of First Presbyterian Church, Davenport Iowa:

You may be surprised to receive this letter. With the Fall of Saigon in early 1975 to North Vietnam, we along with many families, have lost our way of life. We were forced to leave behind our families, our friends, and our home to find freedom elsewhere. Many people were forced to live in jungles with contaminated water and no food. And many were stranded on lifeless boats trying to get away from bombs, not knowing where they will land, hoping and praying to reach a better place.

Thanks to God for His protection and guidance, we were rescued by the United States ship. We were taken to the Philippines, and on the same day we were flown on a C130 aircraft to Guam, where we stayed for a week. There we were provided with paperwork to enter a military camp in Fort Smith, Arkansas. After 4 months in Arkansas, our family was sponsored by the First Presbyterian Church in Davenport, Iowa. My three children: Diem (age 9), Phuc (age 7), Hung (age 4) and my wife's youngest sister, Chin (age 18) were then taken to the Pink House located on the Church parking lot first. And as for me, I stayed behind to care for my wife who was sick in the military hospital since the day we arrived in Arkansas. On September 17th, 1975, God called my wife to His home in heaven. Several days later, I was reunited with my three innocent children and sister-in-law, along with my wife in her casket. We entered the Pink House for the first time with many of the Church members by our side, praying and comforting us. Mt. Calvary Cemetery is where my wife was laid to rest. We are grateful for the love and care we received during our time there. I can only look up to God and ask Him to protect everyone who has helped us and allowed us to be a part of the Church. I remembered we would meet after mass every Sunday, greeting and talking to each other while eating in the break room. After one year living in Davenport, we moved to California due to the cold weather and my children's health. Even though we were separated we still kept in touch with:

Mr. & Mrs. Tom and Donna Lindburg

Mr. & Mrs. C. J. Math

Mr. & Mrs. Merritt Milligan

Mr. & Mrs. Allan McKeever

Mr. John E. Schalk

Mr. & Mrs. W. R. Safford

Mr. Jack Wilbur

Dr. & Mrs. Erling Larson

Mr. & Mrs. James Hennings

Mr. & Mrs. Dick Gruhl

Mr. Charles Grayson

Mrs. Denhart

Mr. Paul & Dr. Dorothy Cunnick

Mr. & Mrs. Dan Breinich.

Last month, my children and I were in Davenport, Iowa, visiting my wife's grave. We came by to visit the Church, and we met the secretary who gave us a trip back to memory lane. After that we met Mrs. Kathy Middleton, and we talked to her for a bit about our time here.

With Thanksgiving and Christmas coming soon, I want to wish everyone good health and happiness this Holiday season.

Sincerely,

Long Nguyen and Family