

Session Meeting
First Presbyterian Church
Davenport, Iowa
April 17, 2023

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, April 17, 2023. The meeting was held in Von Maur Hall at FPC with Zoom available.

Session members gathered at 6:30 PM for devotions and study prior to the start of the meeting, reviewing and discussing an episode of *Chuck Knows Church: Hospitality*.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 7:40 PM and opened with prayer. A quorum was present.

	Class of 2023		Class of 2024		Class of 2025
P	David Bowles Edwards <i>Congregational Marketing & Growth</i>	P	Paula Burnett <i>Hospitality & Welcoming</i>	P	Dan Breinich <i>Personnel</i>
E	Jim DeReus <i>Adult Christian Education</i>	A	Peter Bawden <i>Personnel</i>	P	Nancy Chapman <i>Finance</i>
P	Patrick Downing <i>Stewardship</i>	P	Kirk Christie <i>Adult Christian Education</i>	P	Bonnie Johnson <i>Christian Ed & Fellowship for Youth</i>
P	Michael Ferris <i>Worship & Music</i>	P	Nancy Foster <i>Finance</i>	P	Nathan Kabel <i>Building, Safety and Grounds</i>
P	RuthAnn Tobey-Brown <i>Personnel</i>	P	Bev Koos <i>Worship and Music</i>	P	Kristine Oswald <i>Hospitality & Welcoming</i>
P	James Woods <i>Hospitality & Welcoming</i>	P	Diane Roebuck <i>Christian Ed & Fellowship for Youth</i>	P	Mark Ruebling <i>Congregational Marketing & Growth</i>
		P	Karla Ruiter <i>Building & Grounds</i>	P	Vicki Stegall <i>Adult Christian Education</i>
		P	Jay Williams <i>Cong Fellowship & Development</i>		
P	Mark Jones <i>Clerk of Session, non-voting</i>	<i>P- present E-Excused A-Absent</i>			

Staff members:

P	Rev. Kristopher Schondelmeyer <i>Pastor / Head of Staff</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>

Guests: Deacon Glen Roebuck

The **agenda was approved** with the following change: added a motion from Personnel Committee and a motion from Building & Grounds.

Our guests were admitted to the meeting with voice but no vote.

CONSENT AGENDA

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

- March 20, 2023 Session minutes
- March 2023 Income and Expense Report
- March 2023 Custodial and Pass-Through Report
- Affirm the E-vote on the following motion: The Session appoints Sunday, April 16, 2023, as a day for ordination and installation of new officers. These new officers are Kristine Oswald (Elder), Nathan Kabel (Elder), Bob Lehnherr (Deacon), Julia Meyer (Deacon), and Mitch Doremus (Deacon).
 - Voting period: Wednesday, April 5, 4 PM – Friday, April 7, 12N
 - The motion was approved: 15 votes yes; 0 votes no.

Elder Nancy Chapman, Chair of Finance offered the following observations on the Income & Expense Reports:

- Reminder: for Jan & Feb 2023, the Budget column on Income & Expense Reports was equal to Actual. The monthly budget as now been entered into the church software with any catchup in the March column.
- **For the month of March actual compared to budget:**
 - Income was about \$20,000 more than budget. Half of that was from Easter offering received in March.
 - Expenses were about \$10,000 less than budget, split between compensation and other expenses.
 - Bottom line: March was \$30,000 more than budget. Let's take a pause to celebrate.
- **For March YTD actual compared to budget:** The results are the same with March YTD, with the bottom line about \$30,000 more than budgeted.
- **In comparison to last year, March 2023 vs March 2022:**
 - Income is about \$29,000 more than last March (remember \$10,000 Easter offering this year helped).
 - Expenses are about \$11,000 more than last March, mostly due to compensation changes in 2023.
 - Bottom line: March this year is about \$18,000 better than March last year.
- **March 2023 YTD vs March 2022 YTD:**
 - Bottom line, we are within \$3,000 of March 2022 YTD
 - That is a result of about \$47,000 more in income and \$50,000 more in expenses, mostly compensation changes.

	March 2023		March 2022	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 79,031	\$ 58,856	\$ 49,280	\$ 52,767
Custodial Accounts Income	4,545	-	5,135	-
Compensation Expenses	(57,845)	(61,988)	(42,826)	(47,837)
Non Compensation General Fund Expenses	(15,636)	(21,615)	(19,665)	(22,024)
Custodial Accounts Expenses	(4,545)	-	(5,135)	-
Surplus (Deficit) Before PPP2 Grant	\$5,550	(\$24,747)	(\$13,211)	(\$17,094)
PPP2 Grant	-	-	-	-
Net Surplus (Deficit)	\$5,550	(\$24,747)	(\$13,211)	(\$17,094)
	2023 Year-To-Date		2022 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 238,054	\$ 217,880	\$ 191,200	\$ 194,687
Custodial Accounts Income	8,534	-	6,476	-
Compensation Expenses	(174,677)	(178,779)	(126,434)	(131,447)
Non Compensation General Fund Expenses	(51,313)	(57,292)	(49,305)	(51,664)
Custodial Accounts Expenses	(8,534)	-	(6,476)	-
Surplus (Deficit) Before PPP2 Grant	\$12,064	(\$18,191)	\$15,461	\$11,576
PPP2 Grant	-	-	-	-
Net Surplus (Deficit)	\$12,064	(\$18,191)	\$15,461	\$11,576

All numbers are rounded.

Other activities of the Finance Committee:

1. The Finance Committee continues to work on proposed changes to Memorial gifts policy.
2. We are looking into another way to do on-line giving using the Presbyterian Foundation which would be cheaper than our current system. Thanks to Pastor Kris for the recommendation.
3. We are also working on a process and policy for pre-approval of spending by staff and volunteers to improve communication prior to funds being spent and to streamline the process.
4. Committee chairs and staff responsible for budgets and spending should have received two reports from Kristine:
 - a. March report showing how much budget has been spent and how much is available in the budget
 - b. March report of custodial/designated accounts for which you are responsible.
5. I (Nancy) am working to provide narratives on the details of the purpose of those accounts.

CLERK'S REPORT

- The April Clerk's Report documenting membership changes, and January attendance is appended to these minutes
- Other business of the Clerk: Reminder next meeting: May 15, 2023.
- The Clerk reminded the Session of the Meet-and-Greet for the new Executive Presbyter, the Rev. Dr. Seth Normington, to be held at First Pres, Iowa City, on Friday, April 21, 2023, 5:30-8:00PM
- **Action items:**
 - **On motion and second** the Session approved changing the June 2023 Session meeting from June 19, 2023 (national holiday & FPC staff holiday) to June 26, 2023.

On motion and second, the Session voted to receive the Clerk's Report as presented.

DEACONS' REPORT: Glen Roebuck, Deacon

Minutes from the Deacons are attached to these minutes. Deacon Glen Roebuck provided the following highlights on Deacon activities:

- A video was used during the Sunday service that highlight PUNCH Easter Egg hunt and the paper drive for Humility Homes.
- Deacons are using the Matthew 25 initiative to help make decisions about where to put their energy and money.
- Upcoming events include:
 - Women's Tea
 - Slide into Summer – an event patterned after the winter glove/hat distribution but associated with the end of school, providing flip-flops and other items.
 - Kids-Against-Hunger

On motion and second, the Session voted to receive the Deacon's Report as presented.

SESSION COMMITTEE REPORTS

- Written Session committee reports are appended to these minutes.
- Discussion on Session Committee Reports
 - Nathan Kabel indicated the Buildings & Grounds committee was considering ways to encourage volunteers to keep up with the landscaping around the church. He was encouraging the Session to consider volunteering but also to help identify congregational members that would be interested in helping.
- **On motion and second, the Session Committee Reports were received as presented.**

Action items from Session Committees

- **CDF moved that the CMGC Technology sub-committee be promoted to a permanent Session Committee and expanded to support the information and technology needs of the congregation and committees of Session and Deacons.**
 - A copy of the motion and rationale is appended to these minutes.
 - Discussion included:
 - The Moderator would need to assign an Elder to serve on the committee. Elder Jay Williams indicated he would be willing to serve.
 - A staff liaison would also need to be assigned.
 - Collaboration with other committees, especially CMGC, will be important.
 - A committee description would need to be created and approved by Session.
 - Following discussion, **the motion was approved.**
- **CEFY requests up to \$200 from the Von Maur Fund to support the purchase of gifts for the church volunteers who have served the children and youth of the church during the 2022-2023 program year.**
 - Elder Nancy Chapman, Finance, indicated the Von Maur Fund had adequate assets for this and the expenditures are in-line with the stated purpose of the fund.
 - Following discussion, **the motion was approved.**
- **The Personnel Committee moved the approval of a modified vacation policy** as presented. A copy of the proposed vacation policy is appended to these minutes.
 - The proposed changes include:

- Vacation accrual begins on January 1 (Anniversary date for all).
 - New employees will accrue vacation pro-rated for the number of months they serve during the year of hire.
 - Vacation days for the year are all available on January 1 (as is standard for pastors).
 - If a person leaves employment, vacation used but not yet accrued will result in withholdings from their final paycheck.
 - The number of categories for vacation based on years of service is reduced.
 - 1 week of vacation can be carried over into the next year but must be used in the first quarter of the year.
 - **On motion and second**, the Session voted to amend the policy changing all uses of the designation “PTO” to “vacation.”
 - Following discussion, **the amended vacation policy proposal was approved.**
 - **Elder Karla Ruiter, Buildings, Grounds & Security Committee, requested the name of the committee be officially changed to Building, Safety, and Grounds Committee. A friendly amendment was accepted to use the name Building, Grounds and Safety.**
 - This acknowledges the work the committee does on safety work in and around the church.
 - It was recommended the committee review their committee description to determine all of the safety related work they do is included.
 - Following discussion, **the motion was approved.**
-

Staff Reports

Kristine Olson, Finance Manager

- 2022 Workers Comp audit has been submitted.
- 2022 biennial reports have been filed for the church and foundation.
- Quarterly payroll tax returns have been filed
- Working with Jim Middleton on active membership & addresses for the mapping project for the Deacons Member Care Teams.
- Birdies-for-Charity letters have been to membership sent.
- Quarterly giving statements going out tomorrow.

Matt Bishop, Director of Music

- Holy Week has been a major focus; pleased with all of the choirs.
- Thanked everyone for kind words with the death of his grandmother.
- Events ahead
 - Installation service on Saturday with special music.
 - Beer choir event, Wednesday, April 26, at the Raccoon Motel live bar – for both fellowship and choir recruitment.
 - Worship on May 7th will be a Hymn Fest.
 - Addams Family rehearsals have started.

Kristy Woodrow, Director of Christian Education, provided the following written report:

- Sunday School – Throughout March we used Seeking: Honest Questions for Deeper Faith for our Sunday School curriculum. Attendance was sporadic due to outside events and

spring break, so we continued the one-room classroom model. The children began asking some deep and meaningful questions surrounding the text, history, and meaning of what we were learning.

- Youth ministry – Alongside CEFY, we have been planning activities for youth and looking for ways to involve them more in church life.
- ACE – I am available to offer support in any way needed.
- Nursery – We have an average of three little ones in nursery during the worship hour. They are learning about Jesus, doing crafts, and having fun with all the toys! Our nursery staff adore the kids and express a desire for some babies to be brought up as well.
- Other – I worked with Pastor Kris to prepare the Walking with God challenge we kicked off on Easter Sunday. I participated in leading worship on Palm Sunday, Maundy Thursday, and Good Friday. I also prepared activities for children to work on during worship services when there was no Kirkwood Choir.
- Looking forward
 - Compassion Camp is coming up in June! We will again be offering lunch as part of the program so CEFY needs committees who are willing to volunteer to provide meals and servers. We also will need volunteers to help with programming!
 - Youth, children, and family activities are being scheduled through August. April will be family-friendly bowling at TBK Entertainment Center on Sunday, April 23 from 3-5 pm and youth-min laser tag at TBK Entertainment Center on Sunday, April 30 from 1-3 pm. May will be youth min/family-friendly serving at Kids Against Hunger on May 20 starting at 9:30 am and family-friendly baseball outing at Modern Woodmen Park on May 26 starting around 6:30pm.
 - In May we will be recognizing our graduating high school seniors on May 14 during worship and at a reception after. On May 21, we will be celebrating the end of the Sunday School year and recognizing our amazing volunteers!

Darren Long, Maintenance and Custodial Supervisor

- A washer and dryer have been donated to the church. They will be used for the Caring Closet and the custodians. These will not be for public use. They will be in the gym bathroom.

Pat Halverson, Parish Associate

- Has been concentrating her visits with our members at Ridgecrest.
- The Ridgecrest residents appreciated two visits – Pastor Kris had a Meet & Greet there and Kristy Woodrow met with a group to share the Walking with God journal.
- Has been preaching at area churches recently.

Rev. Dr. Kristopher Schondelmeyer, Senior Pastor/Head of Staff

- Working with the Deacons on the Member Care Teams – a mapping program is being used to identify the where members live.
- Working with Personnel on several policy revisions.
- Reviewing expectations for the bulletin and office materials.
- Installation is this Saturday.
- Officiating at Lorraine Sewick's funeral on May 6th.
- Has been invited to Philadelphia on May 16-17 for a Board of Pensions large church summit, expenses paid.

- Walking with God is going well, the feedback has been positive.
 - Will be on vacation the first week of May.
-

Other Business

Evaluation of the Meeting

- The video and discussion time is going well.
- Our Session meetings are more fun than ones experienced in other locations.

ADJOURNMENT

The agenda was completed. No new business was brought to the floor. The meeting was adjourned by the Moderator at 9:08 PM. Elder Jay Williams closed the meeting with prayer.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on May 15, 2023 at 7:00 PM, in Von Maur Hall. Study and devotions will start at 6:30 PM. Zoom will be available.

The Rev. Dr. Kristopher D. Schondelmeyer
Moderator

Mark Jones
Clerk of Session

Appendix 1: FPC Session Minutes, April 2023: Clerk's Report

REPORT OF THE CLERK OF SESSION April 2023

I. Membership

Death

Lorraine Marie Sewick, Davenport, IA, died on March 5, 2023 in Davenport, IA. A service will be held on May 6, 2023., Rev. Dr. Kristopher Schondelmeyer officiating.

Death of Former Member

Roger Harmelink, Newton, IA, died on March 12, 2023 in Newton, IA. A service was held on March 31, 2023 at Pence Reese Funeral Home, Newton, IA.

II. Communion

Communion was served on Maundy Thursday, 7:30 PM, April 6, 2023 in the sanctuary of FPC with Rev. Dr. Kristopher Schondelmeyer officiating.

III. Attendance, March 2023

Christian Education Attendance

March 2023	Nursery	Sunday School All Grades	Kirkwood Choir	Musik-garten*	ACE
5	3	6	6	19	21
12	2	6	not held	not held	20
19	3	12	not held	not held	23
26	3	17	15	17	21
Total	11	41	21	36	85
Weekly avg	3	10	11	12	21
*Children & Adults					

Worship Attendance (will be reported next month)

Appendix 2: FPC Session Minutes, April 2023: Deacon Meeting Minutes, April 2023

First Presbyterian Church Board of Deacons

March 13, 2023, 7:00pm

Attending: Sherry Williams; Pat Halverson; Erin Sodawasser; Mitch Doremus; Glen Roebuck; Andy McNeil; Colleen Duenas; Anna Putman; Kristy Woodrow; Paula Hartmann; Julia Meyer; John Gere; Kristy Owens; Matthew Hennes; Terri Sheetz

Agenda Item	Resp. Party/Time	Detail	Ac on Items for Follow up
Opening Devotion	5 minutes		
Welcome of new deacons!	Glen	Julia Meyer, Mitch Doremus	
Matthew 25	Glen: 5 minutes		
Successes since we last met:	Board of Deacons	PUNCH Easter Egg Hunt, Rental Assistance confirmed, Holy Week and Easter events	
Update on Church Roster	Pastor Kris/Colleen		Colleen will be working with Pastor Kris to set up list.
Meal services: Café on Vine. No update currently	Glen:		Paula to reach out to Nancy Foster to see if there are other ways we can support Cafe on Vine.
Review of Custodial and Designated Funds	Glen: 15 Minutes	Please refer to documents sent	
Laundry support for Caring Closet	Glen to lead discussion		Kristy Owens to research what other clothing places do to address the need for laundry services.

			Glen to ask Susan if there is a way to track laundry cards and the connect to the Caring Closet.
Women's Tea	Colleen: 5-10 minutes	Minute for Mission (MFM) 4/16	
Slide into Summer Event	Cathy Pratscher-Woods 5-10 minutes	MFM 4/23	
Kids Against Hunger	Anna: 5 minutes	MFM 5/7/23	
Closing Prayer	Brief		

Appendix 3: FPC Session Minutes, April 2023: Session Committee Reports, April 2023

Adult Christian Education, Chair Jim DeReus

Meeting of 3/18/2023: ACE met with Pastor Kris and Kristie to discuss scheduled programming for the balance of the current year and Pastor Kris's vision of how ACE would operate. We will next meet April 18 at 4:00 to brainstorm ideas for fall programming after developing individual ideas over the upcoming month. We also discussed potential expansion of the committee.

CDF 04/23 Meeting Minutes

Present: Ralph Condon, Bill, Hawthorne, Valerie, Horvat, Linda, Meadors, Verna, Burrichter, Marilyn Jorgenson, Denny Jorgenson, Jay Williams.

1. Opening Prayer
 2. Reports
 - a. Shared our experiences with the pastor meet and greets. Overwhelmingly positive feedback.
 - b. Manna & More menu for April will be waffles and sausage, fruit, cherry compote.
 3. Old Business
 - a. Tech motion to Session approved unanimously.
 4. Upcoming
 - a. Installation details discussed; menu finalized, questions remain about setup of food service and audio.
 5. New Business a. Tabled until May.
 6. Closing Prayer
-

Hospitality and Welcoming Minutes, March 2023

Discussion of summer worship possibilities. Ideas and suggestions were generated and shared with the Worship and Music committee. Kris presented a workable packet for new members that he has used before. Development and preparation will be made for use with prospective members. This will be addressed before the next meeting. We talked about having congregation nametags which will be shared with its development and use. Collaboration will be shared with the congregation development fellowship committee. Our next meeting will be April 18 at 7:30.

FINANCE COMMITTEE MINUTES MARCH 14, 2023

The meeting was called to order by Tom Spitzfaden at 7:00 p.m.

Present were Nancy Chapman, Nancy Foster, Karen Moore, Kristine Olson, Pam Paulsen, Chris Pitcher, Tom Spitzfaden and Pastor Kris Schondelmeyer.

Minutes will be taken by Karen Moore.

A brief critique of the annual meeting was discussed. Everyone felt that Tom did an excellent job on his presentation. Some comments from congregation members concerned building use in the future, creating a line item for income from reserves and how to handle restricted funds.

No comments were made on the January and February monthly reports.

There was a great deal of discussion on using designated accounts to reduce deficits. Nancy C is working with the Deacons to try to consolidate some of their 22 accounts and who is responsible for each account.

There is concern about who can disperse Christian Education funds.

The committee continued discussion it undesignated Memorial gifts. Pastor Kris informed us what the procedure was at his former church. If the family members of the deceased were members of the church, they would be consulted on what the monies would be used for. If they were not members, the Session would decide what the money would be spent on.

The accounting assistant position job description is ready to be posted. Nancy C will forward Kristine's and the assistant's job description to the entire committee. The committee needs to look at these and go to the Personnel Committee to change. The Session will have to approve any changes.

Pastor Kris talked about his method of performance reviews for the staff. He assesses strengths and suggests areas that need to be improved. He suggests 3 large goals, a few objectives for each and how to implement them.

Kristine will make comments on the Agreed Upon Procedures when she has time. She is currently finalizing the 2023 budget.

Nancy C and Kristine are working to create a line item for memorial gifts and will report back to the committee.

The Associate Pastor balance will be amortized over the remaining 10 months of the year.

Nancy F will follow up with Mike Bawden on pastor search expenses.

Pastor Kris was informed about the Birdies for Charity program.

Building, Safety, and Grounds

April 3, 2023 Report:

Attendees: Matt Kabel, Pete Madden,
Nathan Kabel, Darren Long, Karla Ruiter

1. The woman's restroom sink across the hall from the choir room has been repaired.
2. Discussed rerouting and extending the sump pump hose at west wheelchair elevator entrance to the north. This will alleviate the water pooling problem.
3. Darren and his team will replace all spot lights in the sanctuary with LEDs.
4. Matt will measure and weld additional bracing on the metal guarding on the East window wells for safety and support.
5. We are looking for volunteers as part of a landscaping subcommittee to assist with the landscaping plots around the church. Also would like a couple people to head up this project.
6. Darren will call an electrician and have them rewire the electric for safety in the sanctuary dome.

Respectfully submitted,
Karla Ruiter co-chair

CEFY Meeting

Wednesday, April 12, 2023

1. Gathering
2. Looking Ahead -With the new church season, Sunday School will be using the Follow Me Curriculum again.
 - a. Sunday School – Do Justice (April 16, 23, 30, May 7)
3. Old Business
 - a. Vacation Bible Camp will be renamed as Compassion Camp this summer and in future summers.
 - i. June 5-9, 9 am to 12 noon
 - ii. Sunday worship June 11
 - iii. Compassion Camp: What Every Living Thing Needs
 - b. Senior Recognition will be held on Sunday, May 14 with a cake reception. CEFY will provide some gifts to the high school seniors and have bulletin boards for each in Fellowship Hall. We will be organizing a “card shower” for each of the seniors as well.
 - c. End-of-year Sunday School party/volunteer celebration
 - i. May 21
 - d. Pentecost offering- CEFY has voted to support Hope at the Brick House this year.
 - e. April and May fellowship activities will include many fun events that are geared to entire families or specifically for youth.
4. New Business
 - a. Nursery caregiver position has been posted after a current member of the team has given notice.
 - b. Summer visioning date will be June 20th at the Roebuck house.
 - c. Church picnic – September 10- CEFY will join in with the Deacons to help plan fun activities for the children and youth participants.

First Presbyterian Church Davenport
Personnel Committee – 4/3/2023

1. Approved minutes of 3/2023
2. Devotion Ruth Ann
3. Discussion of PTO for staff:

Kristine Olsen and Pastor Kris discussed some ways to simplify and correct some items of the PTO part of the Personnel Manual. PTO accrued during the Pandemic would be lost with current policy. Minor changes to the leave accrual were suggested to prevent the loss of leave accrued during the Pandemic.

“The modified Vacation Policy was approved as presented by Pastor Kris and Kristine Olsen to extend the current accrued vacation time through December 31 of each year including 2023.” The motion will be presented to the next Session for approval

4. Further discussion included possible changes to simplify the policies for Holidays, Sick Pay, Paid Parental Leave, and Bereavement. Pastor Kris and Kristine will review and recommend changes in the next committee meeting.
 5. Kristine pointed out that the Finance Manager Job Description is in need of being updated. Pastor Kris and Kristine will work in coordination with the Finance Committee to update the Job description. The updated job description will be circulated to the committee for E-mail approval.
 6. Those who participated in the job reviews reported on how well the process had gone from the standpoint of the Employees, Head of staff, and the Personnel Committee.
 7. Pastor Kris closed the meeting with prayer.
-

End of April 2023 Committee Reports

Appendix 4: FPC Session Minutes, April 2023: Proposed Vacation Policy, 2023

VACATION

Full-time employees who work at least thirty-six (36) hours, and part-time employees who work an average of 20 hours or more per week are eligible to earn Paid Time Off (PTO) based on consecutive completed years of service as of the most recent date of hire. Employees who are regularly scheduled to work fewer than twenty (20) hours per week or whose work hours average fewer than 20 hours per week are not eligible for benefits unless otherwise specified in this Manual. Eligible employees begin to accrue PTO as of the date of hire at 10 hours for each full month worked for full-time employees, and 5 hours for each month full month worked for part-time employees. Maximum PTO accruals are as follows for all eligible employees:

EMPLOYEE GROUP	Completed Years of Service	Maximum PTO Accrual
Full-Time <i>(Regularly Scheduled for at least 36 hours/week_</i>	Less than 1 year	Up to 120 hours, prorated based on date of hire
	1 – 5 years	120 hours
	6+ years	160 hours
Part-Time <i>(Regularly Scheduled for or averaging 20 to 35 hours/week)</i>	Less than 1 year	Up to 60 hours, prorated based on date of hire
	1 – 5 years	60 hours
	6+ years	80 hours

With prior approval from the employee's supervisor, vacation time may be taken at any time during the year (not to exceed the maximum annual amount) whether or not the requested time off has yet been fully accrued. However, if employment terminates before accruing the amount of vacation time already taken, then it is understood that an employee authorizes reimbursement to the church through a deduction from the final pay. The employee shall make a direct payment to the church of any remaining amount owed.

Requests for PTO shall be made using the approved benefits processing platform and should be submitted to the employee's supervisor for approval and then forwarded to the Finance Manager no later than two weeks prior to the first day of the PTO period. This is to ensure the employee is paid appropriately during the PTO period.

Paid Time Off (PTO) will not count as hours worked for the calculation of overtime.

Employees are requested to use all their vacation time in the year that it is given. If an employee receives approval from the Pastor/Head of Staff, then one week of vacation may be carried over into the first quarter of the next year.

When an observed holiday occurs during scheduled vacation time, the holiday will not be deducted from vacation hours.

Eligible non-exempt employees may take PTO in two (2) hour increments. Exempt employees are paid for their body of work and not per hour worked. While exempt employees are not required to utilize PTO for every hour of time away from work, they must utilize paid leave for absences of four hours or more in a given workday. Therefore, eligible exempt employees may take PTO in four (4) hour increments. Modified work schedules for exempt employees must be approved in advance by the employee's supervisor.

Priority in vacation scheduling will normally be on a first-received basis. If more than one request is received for the same dates, and the absence of these employees during the same time would create a hardship to the business of the church, the first-received request will normally be granted, unless there are extenuating circumstances to be considered. Every effort will be made to schedule vacation time according to personal preference unless church needs require otherwise.

Employees must notify their immediate supervisor before their regularly scheduled return to work if they will be absent for more days than scheduled, due to emergency.

Vacation time can be used in the event of an employee's own illness or the illness of a family member. The church reserves the right to request a doctor's statement at any time when an employee is absent due to illness, in order to verify the need for the absence. A doctor's statement shall be required after 5 consecutive days of absence from work. Approval for use of vacation benefits in the event of an illness or injury resulting in absences of three or more days may be required to be substantiated by a doctor's statement.

Doctor's appointments may be scheduled during the workday only with the approval of the employee's supervisor.

Upon separation from employment, the employee is entitled to all earned, but unused PTO. PTO may not be paid out at any time or for any reason other than separation from employment. No payment for unused, accrued PTO will be made in the event of an involuntary termination, unless determined by the Personnel Team with Session approval.