

Session Meeting  
First Presbyterian Church  
Davenport, Iowa  
January 30, 2023

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, January 30, 2023. We continue to meet remotely due to the COVID-19 pandemic.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 7:04 PM. A quorum was present. Elder Bev Koos opened the meeting with prayer.

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

Staff members:

P	<b>Rev. Kristopher Schondelmeyer</b> <i>Pastor / Head of Staff</i>	P	<b>Matthew Bishop</b> <i>Director of Music</i>	A	<b>Darren Long</b> <i>Facilities &amp; Custodial Supervisor</i>
P	<b>Rev. Pat Halverson</b> <i>Parish Associate</i>	P	<b>Kristine Olson</b> <i>Finance Manager</i>	P	<b>Kristy Woodrow</b> <i>Director Christian Education</i>

Guests: Ted Brown, Deacon; Tom Spitzfaden, Finance Committee, Pam Paulsen, Treasurer, Nathan Kabel, Elder-Elect, Abby Schondelmeyer

The Session welcomed the Elder class of 2025 to their first Session meeting and we welcomed our new Moderator, Rev. Dr. Kris Schondelmeyer.

The agenda was approved with the following changes: removing the December 18, 2022 Congregational Meeting minutes from the consent agenda, addition of a Financial Resources presentation by Elder Nancy Chapman, and motions from CEFY and W&M.

**On motion and second,** our guests were admitted to the meeting with voice but no vote:

**Presentation of the New Member Class:** Following an inquirer's meeting with several people, Abby Schondelmeyer has indicated interest in membership at FPC. Abby was presented to the Session and answered questions. **On motion and second,** Abby Schondelmeyer was approved for membership at FPC. She will be presented to the congregation on February 5, 2023.

## **DEACONS' REPORT:** Ted Brown, Deacon

Deacon Ted Brown reviewed highlights from the following minutes provided by the Deacons.

- A motion was made and passed to appoint Glen Roebuck moderator.
- A committee was formed for the Endowment Fund Board and includes Glen Roebuck, Colleen Duenas, Sherry Williams, Andy McNeil and Anna Putman. They will meet and review any proposals requesting money from the Endowment Fund.
- The Operations Manual was reviewed by the Session and forwarded to the Deacons for review. Glen asked each committee to review their portion of the manual. There is some overlap of duties/missions between the outreach committee and mission connection committee. Can each be more clearly defined? John said even when the missions are clearly defined, we need to be flexible. Needs changed and are influenced by world and local events such as natural disasters.
- Glen met with Rev. Dr. Kris Schondelmeyer right before the Deacon's meeting. He has reviewed the proposal to narrow the Deacon's focus so that we can be more effective. Kris would like to meet with Glen and the Pastoral Care Committee to see what has been done in the past and develop our vision for the future.
- There was a general discussion if the Deacons should narrow focus and how to accomplish this. What do you keep and what do you say no to? Whatever is supported by the Deacons must have the congregation's support as well. The congregation needs to be engaged. How and where is the Holy Spirit leading us?
- The church has as many as 55 members/friends/family streaming our Sunday service. How do we get more people to attend in person? Is that reasonable given the ongoing pandemic?
- The deacons reviewed the programs currently supported to see if financial support should continue and if the mission is something that engages the congregation.

Mission	Invest in	Engage Congregation
Kids Against Hunger	Yes	Yes
Churches United Meals	Yes	Yes
Crop Walk	No	No
Homecoming	Yes	Yes
Support a local school	Yes	Yes
Rental Assistance	No	No
Dresses for Africa	Yes	Yes
New Kingdom Trail Riders	Table for now until we have more information	
AED	Not a Deacon responsibility	
Orchard in place of garden	Yes	Yes
Caring Closet	Yes	Yes
Cocoa and Caring	Yes	Yes
Camp Wyoming	Yes	Yes
Ray of Vision	Table for now until we have more information	
Community Picnic	Yes	Yes
Angel Tree	Yes	Yes

Farthest Pew	Yes	Yes
Trunk or Treat	Yes	Yes
Punch Thanksgiving	Yes	Yes
Iluga	Need to speak with Pastor Pilar before deciding	

- Minute for Mission for the next few weeks:
  - January 15 Green Envelopes
  - January 22 Toilet Paper
- Events on the horizon
  - Kids Against Hunger in April
  - Women's tea end of April or beginning of March.
  - Easter Egg Hunt.

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### Operations Manual Review – Moderator

- In December the Session recommended a number of changes to the Operations Manual and referred a number of sections for updating and review.
- **Elder RuthAnn Tobey Brown, on behalf of the Personnel Committee, moved a change in the Operations Manual** to create an employee classification group for full-time installed clergy. This allows group benefits to be offered without increasing the effective salary or increase the Board of Pensions payments. **The motion was approved.**

### Active Membership Review – update from Staff

In 2022, the Session made a decision to make personal contact with members moving toward inactivity using a script provided by Rev. Stoner-Lasala. In practice, these cold calls felt uncomfortable and perhaps perceived as pleas for money and the process stalled. The staff was asked to consider other possibilities. The staff reported back with ideas on how to make the calls more comfortable.

Among the items discussed in this meeting were:

- Pastor Kris indicated the standard practice is to send a pastoral letter to those with inactivity for 2 years. If no response was received, a second letter would inquire about the person's interest in maintaining their membership.
- Some thought 2 years was too long to wait.
- Pre-pandemic, a staff member working on membership would prepare "miss you" cards to those without contact with the church for 3 months. These were signed by elders. Contact was usually determined by using the fellowship pads at worship. Some thought that consideration be given to restarting that now that fellowship pads are being used again. It is not certain how to identify those worshipping on-line. With reduced staff some of this work may now need to be done by volunteers.

Specific ideas:

- Pastor Kris offered to send a pastoral letter to our mailing list introducing himself and inviting people to full participation in the church.
- Pastor Kris is also interested in a series of "meet and greet" small groups. He will work with the CDF Committee on organizing these soon.

- The entire congregation needs to be encouraged to contact those in their circle of friendships who may have become less active in the congregation and invite them to reengage.
- The Clerk will provide Pastor Kris a copy of the membership contact list.

### **Budget Task Force Report – Tom Spitzfaden, Finance Committee**

Finance Committee Vice-Chair, Tom Spitzfaden, provided comments on the current budget proposal. These comments and the 2023 budget proposal were provided ahead of the meeting and are appended to these minutes. Following is a summary of comments he shared during the meeting.

- A draft budget was presented in December 2022 and discussed the stated meeting and two subsequent called meetings.
- The current proposed budget has been modified since December
  - The budget deficit remains large.
  - The budget continues to reflect the congregational commitment and goal of revitalization.
  - A review by the Personnel Committee recommended a higher number for the compensation line items.
  - Revenue projections have been increased by \$30,000. An evaluation of giving beyond pledges over the recent years justifies this increase.
  - Overall expense projections should be fairly accurate based on history.

**Elder Nancy Chapman moved approval of the 2023 Budget as presented.** The motion received a second.

- Discussion followed. Comments included that a one-year turnaround from a deficit budget is not realistic. A deficit budget is likely for 2024. If revenue is not increased, difficult decisions on spending will be necessary. Revitalization will need an effort by many.
- Following discussion, **the Session voted to approve the 2023 budget as presented.** There were no dissenting votes. The requirement of a 2/3 vote to approve a deficit budget was achieved.

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### **Financial Resources – Elder Nancy Chapman, Finance Chair**

Elder Chapman gave a presentation on Custodial (or Designated) Funds and Restricted Funds held by the church. These are tracked separately from the General Fund. These funds are often created for specific purposes. Committees can request use of these funds if they meet the specified purpose. Particularly during a deficit budget year, use of these funds can be helpful.

Elder Chapman encouraged committees to review these funds and request funds from them when appropriate. Some requests may need Finance Committee or Session approval. A narrative description of all Designated (Custodial) and Restricted funds was provided to the Session. The Finance Office provides regular reports on the status of these funds. Questions about using these funds can be directed to Kristine Olson, Finance Manager, or Elder Chapman.

Matt Bishop, Director of Music, shared his experience with using these types of funds. He encouraged their use. He also encouraged committees to consider fund-raising events or requesting donations to these funds to keep them replenished.

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## CONSENT AGENDA

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

- Approve the December 19, 2022 Session minutes as presented in Session packet.
- Approve the Report of the Clerk of Session for December 2022 including approval of baptisms.
- Approve December 20, 2022 called meeting of Session
- Approve December 21, 2022 called meeting of Session
- Approve December 21, 2022 called meeting of Session
- Approve the election of Mark Jones as Clerk of Session for 2023.
- Approve the 2022 Trustee Report to Presbytery – copy will be placed in 2023 Annual Records appendix
- Receive the 2022 Necrology Report submitted to Presbytery – copy appended to these minutes
- Per By-Laws, appoint the following Corporate Officers for 2023
  - President – Nancy Chapman, Finance Committee Chair
  - Vice- President – Tom Spitzfaden, Finance Committee Vice-Chair
  - Treasurer – Pam Paulsen, Treasurer
  - Secretary – Mark Jones, Clerk of Session
- Affirm the following E-votes
  - **The Worship & Music Committee moves that the Session allow for a schedule change to the Performing Arts Series production of *The Addams Family* (originally scheduled for July 7-9, 2023) to July 21-23, 2023.** This change would avoid a major scheduling conflict with several members of our production team (and potentially cast) and would also remove our production from competition with Countryside Theatre and Quad City Music Guild shows. Tickets have not yet been sold to the general public; we would simply transfer the tickets distributed to benefactor patrons to the new dates (and offer refunds if the schedule change presents a conflict).
    - E-vote conducted January 11, 2023 – January 13, 2023
    - Motion was approved: 15 yes votes; 0 no votes.
  - **The Personnel Committee moves that the Session approves collecting purses for Rev. Dr. Kathy Stoner-Lasala and Rev. Elissa Bailey to say thank you to them on Sunday, February 5, 2023 when they are back to worship with us a final time.** Donations will be requested through church publications.
  - E-vote conducted January 11, 2023- January 13, 2023
  - Motion was approved: 15 yes votes; 0 no votes.

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

#### I. [Requests to approve baptisms](#)

Lincoln Daniel Schondelmeyer, son of Kristopher Daniel Schondelmeyer and Abby Louisa (Wasylkowski) Schondelmeyer, born on September 13, 2022 in Quakertown, PA to be baptized at First Presbyterian Church, Davenport, IA on Sunday, February 5, 2023, Rev. Dr. Kathy Stoner-Lasala and Rev. Elissa Bailey officiating.

Franklin Joseph Hennes, son of Matthew W. Hennes and Sarah T (Beiwel) Hennes, born on February 5, 2022 in Davenport, IA to be baptized at First Presbyterian Church, Davenport, IA on Sunday, February 19, 2023, Rev. Dr. Kristopher Schondelmeyer officiating.

#### II. [Leadership Training](#)

Leadership Training for all newly elected and currently serving Elders and Deacons for 2023 was held on Tuesday, December 20, 2022 from 6-8PM and on Wednesday,

December 21, 2022, from 6-8 PM. The training was conducted by Rev. Dr. Kathy Stoner-Lasala.

### **Other Business of the Clerk – January 2023**

- Reminder next meeting: February 20, 2023
  - Scheduled Committee Reports: Finance, CDF
  - Devotions: Hospitality & Welcoming
- Phylis Pecoraro, elected by the congregation as an Elder (Class of 2025), has indicated she has chosen not to be installed. The 2023 Nominating Committee has been asked to identify a nominee for this position. Kristine Oswald has been nominated to fill this position. The current plan is for the congregation to vote on this nomination at the Annual Congregational Meeting in February.
- A current roster of the 2023 Session and Session Committees can be found in the Session packet. Please submit corrections and updates the committee membership to the Clerk.
- It would be appropriate for the Session to approve a date in February for the **Annual Congregational Meeting**. Sunday, February 26, 2023 is suggested.

**On motion and second**, the Session approved the **Annual Congregational Meeting** for Sunday, February 26, 2023, following morning worship, in the sanctuary and on-line.

- **Correcting an administrative error:** During 2022, it was determined that Elder Vicki Stegall's membership at FPC had been incorrectly registered as an Affiliate Member. Her intent was to join as an Active Member. It would be appropriate for the Session to approve a motion to correct this administrative error and correctly register Vicki Stegall's membership on the Active Membership Roll.

**On motion and second**, the Session approved correcting an administrative error and correctly register Vicki Stegall's membership to the Active Membership Roll.

- A Continuing Education Agreement approved by the congregation in the Terms of Call for Pastor Schondelmeyer has been drafted by the Finance Committee, reviewed and signed by Pastor Schondelmeyer and the Clerk of Session, and will be filed by the Finance Manager.
- **Correspondence**
  - Donation request letter from Stronghold – referred to Worship & Music
  - A thank you letter was received from the Presbyterian Office of Mission Engagement & Support for the following donations from FPC received on September 30, 2022.
    - One Great Hour of Sharing, \$859.81
    - Christmas Joy Offering, \$963.00
    - Peace and Global Witness Offering, \$272.25
    - Pentecost Offering, \$309.60

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### **Session Committee Reports**

#### **Finance Report –Elder Nancy Chapman**

- Finance Committee met twice in January: 17 and 24
- **There is good news.** December was a good month. Bottom line: \$35,000 better than budget.
  - Revenue \$46,000 better than budget:
    - \$4,000 pledges better than budget
    - \$16,000 offerings better than budget

- \$30,000 grants better than budget (Foundation grants for moving of Kris and Kristy)
  - Expenses \$12,000 more than budget: Kris' search and relocation costs \$18,000 in Dec; budgeted earlier in year.
- **Comments about 2022:** We budgeted a deficit of \$108,000 for the year and actual was deficit \$8,000. Giving and grants made a big difference along with delays in hiring.
  - For the year revenue was \$10,000 better than budget:
    - (\$18,000) pledges under budget
    - \$38,000 offerings better than budget
    - \$10,000 estate income better than budget
    - \$20,000 grant income better than budget
    - (\$50,000) associate pastors reserve to start in 2023
  - Expenses for the year were \$91,000 under budget:
    - Compensation for Pastor/HOS delayed from budgeted July start
    - Compensation for Director of Christian Education delayed from budgeted April start
    - Search and relocation expenses less than budgeted for the year

	December 2022		December 2021	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 118,758	\$ 71,842	\$ 85,945	\$ 67,380
Custodial Accounts Income	31,200	-	12,543	-
Compensation Expenses	(52,257)	(55,148)	(40,444)	(51,690)
Non Compensation General Fund Expenses	(39,513)	(24,447)	(90,295)	(19,047)
Custodial Accounts Expenses	(31,200)	-	(12,543)	-
<b>Surplus (Deficit) Before PPP2 Grant</b>	<b>\$26,988</b>	<b>(\$7,753)</b>	<b>(\$44,794)</b>	<b>(\$3,357)</b>
PPP2 Grant	-	-	-	-
<b>Net Surplus (Deficit)</b>	<b>\$26,988</b>	<b>(\$7,753)</b>	<b>(\$44,794)</b>	<b>(\$3,357)</b>
	2022 Year-To-Date		2021 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 672,913	\$ 664,020	\$ 756,636	\$ 659,104
Custodial Accounts Income	130,669	-	53,292	-
Compensation Expenses	(541,813)	(609,152)	(466,695)	(538,780)
Non Compensation General Fund Expenses	(247,596)	(270,885)	(276,871)	(207,089)
Custodial Accounts Expenses	(130,669)	-	(53,292)	-
<b>Surplus (Deficit) Before PPP2 Grant</b>	<b>(\$116,496)</b>	<b>(\$216,017)</b>	<b>\$13,070</b>	<b>(\$86,765)</b>
PPP2 Grant	108,000	108,000	-	-
<b>Net Surplus (Deficit)</b>	<b>(\$8,496)</b>	<b>(\$108,017)</b>	<b>\$13,070</b>	<b>(\$86,765)</b>

All numbers are rounded.

- **Agreed Upon Procedures Report:**

We are required by Book of Order to have a financial review annually by a public accountant. This year's review was performed January 4-6 for the period July 1, 2021-September 30, 2022. A report was issued by the CPA firm on January 17 with very positive results. It is our policy that the Finance Manager address how any recommendations will be carried out or not due to mitigating procedures. That report will be sent to the Finance



Committee for review and then the report from the CPA firm and the response to the report will be submitted to Session for the record. Due to the volume of work in the Finance Department, that will likely not happen until March.

- Kristine has started working on the **Annual Financial Report** that will be available at the Annual Meeting. The Finance Committee will also be working on streamlining/consolidating custodial/designated accounts and looking at restrictions for the Restricted Funds.
- Finance Committee minutes appended to these minutes.

**Adult Christian Education (ACE):** deferred because of technical issues on Zoom.

**Children's Education and Fellowship Committee (CEFY)** – Kristy Woodrow, Director of CE

- On behalf of the CEFY Committee, Kristy presented the following motion for consideration: The Session approve a CEFY fundraiser on Sunday, February 12, 2023. The fundraiser will be the **Souper Bowl of Caring**. Donations will be requested of the congregation as they leave the service. Funds raised will be given a Café on Vine. **On motion and second, this motion was approved.**
- CEFY Committee minutes appended to these minutes.

**Worship and Music – Elder Mike Ferris**

- Choirs had a successful fall term with Covid protocols relaxed and greater numbers singing on Sundays.
- Children's choirs and adult choirs feel rejuvenated.
- PAS announcement party was held in August. PAS has had record pre-season fundraising and excellent engagement in the programs, so far.
- On schedule for July 2023 tour in Twin Cities with 50 signed up to-date.
- Commissioned and premiered a work by Libby Larsen in October.
- Planning a choir event in the next few months.
- Looking forward to remainder of the PAS season.
- On behalf of the Worship and Music Committee, Elder Ferris **moved the approval of the following dates in 2023 for Communion:**

Sunday, February 5

February 22 (Ash Wednesday)

April 6 (Maundy Thursday)

Sunday, June 4

Sunday, August 13

Saturday, September 2 (Choir retreat);

Sunday, October 1

Sunday, December 10

Sunday, December 24 (Christmas Eve)

**The motion was approved.**

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## Staff Reports

**Kristy Woodrow, Director of Christian Education**

- PC-USA Go Tell curriculum was used December in Sunday school; those in attendance are interested and wanting to read stories in the bible.
- Sarah Greim and Kristy scheduled Christmas party for youth; limited attendance; another get together is planned for parents and teens in February.
- Offering support and Lenten curriculum recommendations for ACE.
- Nursery is going well.



- Preached December 11, 2022 when Pastor Bailey was ill; looking forward to other opportunities to do that.

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

- Busy time for the Finance Office
- Completed payroll/W2/Annual tax filings for the year.
- Finished December financials.
- Financial procedures review completed.
- Giving statements have been mailed.
- Now that the budget has passed, work will include determining monthly budget projections.
- Will be helping with filling the accounting assistant position that is open.

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

- The Sanctuary Choir and Vesper Bells had worship rehearsals in January.
- Chamber Chorale is in rehearsals for the Evensong service in March and Maundy Thursday service.
- Kirkwood Choir and Musikgarten are meeting and seeing strong numbers.
- Carnival Sunday, January 22<sup>nd</sup>, was successful with Jeff and Ann Barnhart. Thanks to CDF committee that helped on the Sunday.
- Addams Family auditions are underway.
- Alex Gilson's PAS concert is scheduled for Friday, February 10.
- Requested Elders and Deacons sign-up to help with communion.

#### **Pat Halverson, Parish Associate**

- Preached once.
- Doing visiting.
- Officiated at the funeral of Sally McMullen

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

- Has been busy in meetings and getting to know the congregation and slowly getting the office unpacked.
- Working with Personnel Committee
- Learning about the church's ministries and collecting ideas.
- Planning Lenten worship with Matt. Considering a devotional series during Lent that follows the worship plan.
- Planning for the time between Easter and Pentecost.
- May use a week in February of CE time for planning and getting settled – things he hoped to do the first 3 weeks of January but did not get done with all of the meetings he had and visits with congregational members.
- He is planning for his Installation service which will likely be in late April, after Easter.

#### **Other Business**

**Report from the Commissioners** to the 205<sup>th</sup> Stated Meeting of the Presbytery of East Iowa, January 19, 2023.

- The new Moderator and Vice Moderator are Ruling Elder Jeff Charis-Carlson and Rev. Heather Hayes, respectively.

- Camp Wyoming is undergoing a name change.

Election of Commissions to the **Called Meeting of Presbytery**, Thursday, February 16, 2023, 6-8 PM, Zoom only.

- The purpose of the meeting is to vote on General Assembly's proposed amendments to the Book of Order.
- **On motion and second**, Elders David Bowles Edwards, Bev Koos, and Mark Jones were elected as Commissioners to this called meeting.

#### Discussion of **Session meeting format**

- The discussion was about zoom only, hybrid, or in-person only meetings.
  - Zoom option helps with attendance, beneficial with bad weather & dark of winter.
  - In-person can assist in interactions and working together. Less tech issues.
  - Hybrid allows options for individual's schedules on meeting nights; may be more technologically clumsy than Zoom only.
- Decision
  - February will be Zoom only
  - March – Elders are asked to make an effort to attend in-person at the church but Zoom will be offered for those needing that option to attend.

#### **ADJOURNMENT**

The agenda was completed. No new business was brought to the floor. The meeting was adjourned by the Moderator at 9:40 PM. Moderator Schondelmeyer closed the meeting in prayer.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on February 20, 2023 at 7 PM, on Zoom.

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The Rev. Dr. Kristopher Schondelmeyer  
Moderator

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Mark Jones  
Clerk of Session

## **Appendix 1: FPC Session Minutes, January 2023: Updated Budget Comments from Tom Spitzfaden, Budget Task Force and Proposed Budget Summary**

Session Members,

It is our goal to approve a 2023 budget at the January meeting. As you may recall, the proposed budget we discussed at the December meeting resulted in a deficit of about \$270,000. Since the December meeting there has been considerable discussion about the 2023 budget. That discussion has focused on two areas: revenue and compensation expense.

Considering revenue, let's look at the year just ended. Actual full year 2022 results were \$497,000 for pledge donations and \$99,500 for non-pledge donations, totaling about \$600,000. (This is importantly above the budget estimate for those amounts from a year ago, which was \$565,000.) The similar amounts for 2021 were \$635,000.

The proposed budget (from December) included pledged donations of \$510,000 and non-pledge donations (also known as offerings) of \$55,000. These are the same estimates used for the 2022 budget. As of the end of December, the 2023 stewardship campaign resulted in pledges of \$453,000, below the 2023 proposed budget estimate. As suggested above, the actual non-pledge donations in 2022 were well above the 2022 budget by about \$45,000. Based on the history, the outcome of the recent stewardship drive and the discussion at the December session meeting about revenue, the Finance Committee proposes to add a line to the 2023 revenue budget. This new line might be called "Revenue from unidentified sources". The amount of this line would be \$30,000. The sum of the pledged donations, non-pledge donations and this new line would be \$595,000. That is similar to, although slightly below, the last two years actual amounts. However, please recognize that there is important risk in achieving revenue of this amount.

The other area is compensation expense. The budget task force requested a compensation budget of \$695,000. Personnel worked to meet that budget but that amount is too low given the goals of the church in 2023. Personnel suggests a revised compensation budget amount of \$726,500. Personnel may discuss the components of that amount during the Session meeting. The revised amount is an increase of \$31,500 from the December proposed budget.

The combination of these two revisions to the proposed budget is an increase in the deficit of \$1,500 for a revised total deficit of about \$271,150. As I mentioned in December approving a very large budget deficit is difficult, and is not sustainable. A deficit of this size is possible, if not desirable, for one year because in many previous years' donations exceeded expenditures. As we work to revitalize the congregation with the turmoil and pandemic largely behind us, using existing financial resources to achieve our congregational goals is appropriate for 2023. Our policy and procedures require 2/3 majority of Session to approve a deficit budget.

Tom Spitzfaden

## Appendix 2: FPC Session Minutes, January 2023: Updated 2023 Budget Summary

FIRST PRESBYTERIAN CHURCH OF DAVENPORT			
DEPARTMENT	2022 Approved Budget	2023 PROPOSED BUDGET	Notes
<b>MISSION - 1110</b>			
Total	\$ 24,780.00	24,780.00	
<b>MINISTRY - 1120</b>			
Total	\$ 38,820.00	8,800.00	
<b>CEFY - 1123</b>			
Total	\$ 16,325.00	5,000.00	
<b>ACE - 1125</b>			
Total	\$ 885.00	885.00	
<b>HOSPITALITY &amp; WELCOMING - 1127</b>			
Total	\$ 600.00	600.00	
<b>MUSIC - 1128</b>			
Total	7,900.00	7,900.00	
<b>OFFICE &amp; COMMUNICATION - 1129</b>			
Total	\$ 32,500.00	29,550.00	
<b>MAINTENANCE - 1130</b>			
Total	\$ 81,310.00	81,310.00	
<b>FINANCE &amp; ADMINISTRATION - 1133</b>			
Total	\$ 67,765.00	68,001.00	
<b>TOTAL NON COMPENSATION</b>	\$ 270,885.00	\$ 226,826.00	
Pastoral Compensation	\$ 140,644.00	\$ 188,441.00	
Full Time Staff Compensation	\$ 424,517.00	\$ 467,212.00	
Part Time Staff Compensation	\$ 43,991.00	\$ 75,824.00	
Compensation items to be removed from above	\$ -	\$ (4,977.00)	
<b>TOTAL COMPENSATION</b>	\$ 609,152.00	\$ 726,500.00	
<b>TOTAL EXPENSES</b>	\$ 880,037.00	\$ 953,326.00	
Pledges Revenue	510,000.00	510,000.00	
Non Pledge Revenue (see below)	255,820.00	167,978.00	
Deacons Revenue (see below)	6,200.00	4,200.00	
<b>TOTAL INCOME</b>	\$ 772,020.00	682,178.00	
<b>SURPLUS (DEFICIT)**</b>	<b>\$ (108,017.00)</b>	<b>\$ (271,148.00)</b>	<b>BOTTOM LINE</b>
<b>**Finance Manager and Personnel reserve the right to make minor adjustments to the final Session-approved budget bottom line due to actual/final calculations with regarding compensation, if needed and within reason, without re-approval.</b>			
	<b>2022 Approved</b>	<b>2023 Proposed</b>	
Non-Pledge Adult Offering (4.1000.3002)	\$ 55,000.00	\$ 55,000.00	
Loose Offering (4.1000.3003)	\$ 2,625.00	\$ 1,500.00	
<b>Additional Revenue from unknown sources (Tom added Jan 25)</b>		\$ 30,000.00	
Per Capita (4.1000.3011)	\$ 7,200.00	\$ 6,200.00	
L. Jean Watson Endow (4.1000.3014)	\$ 7,000.00	\$ 7,000.00	
Foundation (4.1000.3016)	\$ 7,200.00	\$ 7,200.00	
Foundation Grant	\$ 10,000.00	\$ -	
Church Building Use (4.1000.3050)	\$ 1,200.00	\$ -	
Wedding Revenue	\$ 2,595.00	\$ 2,595.00	
Other Miscellaneous Income (combined)	\$ 5,000.00	\$ 7,000.00	
Other Estate Income	\$ -	\$ -	
PPP2 Loan Forgiveness	\$ 108,000.00	\$ -	
Restricted Fund Grant Income	\$ -	\$ -	
Associate Pastor Pledge	\$ 50,000.00	\$ 51,483.00	
<b>TOTAL</b>	<b>\$ 255,820.00</b>	<b>\$ 167,978.00</b>	
	<b>DEACONS</b>		
	<b>2022 Approved</b>	<b>2023 Proposed</b>	
Deacons Green Envelopes	\$ 6,000.00	\$ 4,000.00	
Deacons/MC Miscellaneous	\$ 200.00	\$ 200.00	
<b>TOTAL</b>	<b>\$ 6,200.00</b>	<b>\$ 4,200.00</b>	

### Appendix 3: FPC Session Minutes, January 2023: 2022 Necrology Report to PEIA

#### PRESBYTERY OF EAST IOWA CLERGY & ELDER NECROLOGY REPORT

*Please take time to reflect over the year 2022 and send to the Stated Clerk the names of those Clergy and Elders who died between January 1, 2022 and December 31, 2022.*

Church City: Davenport, IA

Church Name: First Presbyterian Church

CLERGY OR ELDER NAME	DATE OF DEATH Month / Year
Lynda Jane (Coffin) Shawver	January 2022
Karen Kalshoven Hean	February 2022
James Keenan	April 2022
Carolyn Draper-Math	May 2022
Rev. James E. Clark	January 2022
Rev. Mary Sue Howes	May 2022

NOTE: This report is **not** limited to clergy or elders currently in active service.

**Please return to the Stated Clerk by February 9, 2022  
1216 Kim Dr. Bloomington, IL 61704**

If no clergy or elders passed away, please indicate by writing **NONE** on the form.

## **Appendix 4: FPC Session Minutes, January 2023: Committee Minutes Submitted: Finance and CEFY**

First Presbyterian Church, Davenport

Finance Committee Minutes

**December 13, 2022 on Zoom**

**Attendees by Zoom:** Chair Tom Spitzfaden, Nancy Chapman, Dan Ellard, Pam Paulsen, Nancy Foster, Kristine Olson (Finance Manager) and Pastor Kathy Stoner-Lasala.

**Minutes of November meeting** were approved.

**November financial report:** Custodial accounts were not yet in balance so financials were not distributed for the meeting. Kristine will email them to us in the morning.

- ✓ Moving expenses for Kris and Kristy may be less than budgeted, once the FPC Foundation contributes their agreed-to funds. The committee is unclear as to what that amount is but we believe it is \$11 for Kristy's moving and \$18 for Kris's. Tom will contact Liz Terrill for confirmation. If Foundation funds are not received by Dec 31, Kristine will accrue them.
- ✓ As of now, Pastor Kris's actual moving expenses are reportedly under what was budgeted. Kristine will cut a check to the moving company as soon as the final amount is known, so that the Schondelmeyers' household goods can be unloaded.
- ✓ Search committee expenses for HoS have not all been turned in. If more aren't received by December 31, Kristine will accrue \$1000.

**Forecast of year-end 2022:** Given that the moving expenses appear to be under the original estimate, and the foundation will be forwarding funds to help cover Kris & Kristy's moves, year-end 2022 deficit may be significantly less than budgeted, \$50-65K vs \$108K. If the foundation doesn't forward funds by December 31, Kristine will accrue this income. She will also accrue moving expenses if not paid by year end.

**2023 Budget planning:** Tom reported on his work with the 2023 Budget Taskforce. A target deficit around \$275K seems likely. There are two big unknowns – compensation (Personnel) and pledges (Stewardship). At next week's Session meeting, final budget numbers will not be available, but discussion can still take place at the meeting with the numbers we do have.

The question of whether or not to pay ancillary benefits for all staff (vs just for the HoS) was addressed. Kristine, Tom and Nancy C received differing answers from the Board of Pensions and the Presbytery as to whether or not we are *required* to pay 100% of these benefits to staff, other than Kris. Obviously, the effect of additional costs on the budget is a concern, but so is the effect on staff moral not having everyone covered similarly. Finance was not willing to commit to a final answer on this issue until we resolve the different positions from BoP and PEIA. This was left as an open item.

**Finance Committee 2023:** Tom is going off Session after 3 years but will remain as a congregational member of the committee. He and Nancy Chapman (who is coming on Session) will serve the committee as co-chairs, sharing the responsibilities. Nancy Foster will remain on the Session and the committee. Our current congregational members will remain unchanged – Karen Moore, Stephanie Arp, Dan Ellard and Pam Paulsen – but we acknowledged the need to find another member with financial background to join us. Tom will contact new member Chris Pitcher for his interest.

**For Session meeting next week:** Tom will give an overview of the 2023 budget, reminding Session of its financial oversight function. He will present our best estimate of the 2022 end-of-year deficit. And he will offer up a new slate of officers for the secular foundation: Nancy Chapman, President; Tom Spitzfaden, Vice President; Pam Paulsen, Treasurer; and Mark Jones, Secretary. These officers will be voted on at the January Session meeting.

**Status of FPC part time accounting assistant:** It is agreed that we like Becky. Per Kristine, she's good to work with, knows her FPC assignments well, is efficient and understands internal controls. If FPC were to hire her away from Robert Half, we would need to pay the penalty to buy her out of the contract AND she's asking for \$35/hr. Kathy will talk to Becky about accepting a lesser rate (\$20-25/hr) and Kristine will talk to Robert Half to determine the cost to buy out Becky's contract. We realize she may be unaffordable but also know that hiring someone else as suitable as Becky may not be likely.

**Insurance:** Kristine has not yet heard back from the insurance representative so no numbers for property and liability coverage yet; she will follow up with the rep this week. Regarding Workers Comp, it is expected to cost significantly more than the 2022 audit calculations (Kathy had her own coverage and Kris & Kristy had not been hired at the time of the audit). It was decided to revisit the calculations after Kris starts and when Kristine's schedule permits during the next couple months.

**Audit/Agreed Upon Procedures:** The auditors are expected the first week of January. Nancy C and Pam P volunteered to assist Kristine in getting ready for the audit. The period from July 1, 2021, thru September 30, 2022, will be reviewed by Carpentier, Mitchell, Goddard and Co.

**Miscellaneous:**

- ✓ Pam Paulsen has been added as a signer to the Green State accounts (along with Tom).
- ✓ On our bank deposits reaching the FDIC and/or NCUA insurance max – the committee will reassess in January.
- ✓ Moved & seconded to return the funds in the Renwick emergency checking & petty cash back to the J & E Renwick restricted account.
- ✓ The General Fund emergency account holds \$4500 currently; committee decided to have Kristine reduce the account to \$2500 and return the rest to the General Fund.

Submitted by Nancy Foster  
January 4, 2023

**Finance Meeting notes, January 17, 2023, 5:00 p.m.**

Meeting was held on Zoom; present, Nancy Chapman, Nancy Foster, Kristine Olson, Finance Manager, Tom Spitzfaden, Rev. Dr. Kris Schondelmeyer, and Pam Paulsen, temporary note taker.

These are the notes for the first meeting of January 2023. There is another meeting scheduled for the 24th of January due to the number of discussion items.

The December meeting minutes were approved by a quorum.

2022 General Fund report-Kristine reported that the year end financial status is closer to -0- than the anticipated deficient. The moving costs for Pastors Kris and Kristie have been paid. There may be costs for other candidates' visits outstanding. Contact will be made to get the bills.

Kristine will accrue \$2000 for those costs.



Other costs, the roof ladder was paid from Building expenses and the boiler repair will be taken from the NW Bank Trust.

Kristine will send out the giving statements in the next week.

The emergency checking account for the JE Renwick Fund was closed and funds deposited into the JE Restricted. The JE Renwick petty cash account was closed and added to the same account.

Kristine asked for a new custodial account to be opened for Staff Appreciation funds. The fund is used for yearly staff party and monthly birthday recognition. Approved.

As of December the General Memorial holding account was moved from a custodial account to a pass through.

The Capital Maintenance Endowment Fund receives the expendable portion of the grant money from the QC Community Foundation. The CMEF checking account will now be reported under the General Fund along with the CMEF Reserve.

The Finance Committee will be co-chaired this year by Tom and Nancy C. Primarily, Nancy C. will attend Session meetings and Tom will coordinate the FC meetings. Nancy is an elder with voting rights. Tom is a congregational member of the committee now with voting rights on the committee. Nancy Foster is, also, on Session for the Finance Committee.

Tom advised that a 2023 budget was not approved at the last Session meeting as no vote was requested or taken. He has asked for permission to attend the January Session meeting for further discussion and approval of the budget from Clerk of Session Mark Jones and has been approved. Tom has contacted both Liz Terrell, FPC Foundation, and Ruthann Tobey-Brown, Personnel Committee with information pertaining to the church budget and suggestions for their specific budgets in the upcoming discussion.

Nancy C. will do a presentation to the Session on the use of Custodial and Restricted Funds to be used by committees for budgeted expenses for 2023.

Discussion on the Associate Pastor Reserve Fund letter. In order to use the money in this fund a letter is being sent to the contributing church members for permission to use the funds. The FC in agreement suggested that Tom, FC, Mark Jones, Clerk of Session and Diane Roebuck, chair of CEFY sign the letter. As soon as it is signed the letters will be mailed.

An information request was received from the denomination via Mark Jones for our debt status and an insurance certificate from our agent. Kristine had emailed our insurance agent, Amber, today for the certificate. This will be forwarded to Mark.

The Agreed Upon Procedures audit was completed on site in early January. We have received the report which had very good remarks. Tom will sign, send to Kristine who will forward it. Thank you, Kristine, for the good job. We do appreciate your work.

Rev. Kris' Continuing Education agreement was confirmed. The account will have its own asset transaction. It needs to be signed and money sent.

For the Congregational meeting booklet (scheduled February 26, 2023) the FC financial reports for the annual report will be a spread consistent with last year, the December regular Session report, and a page specific to the Deacons missions. There will be financial packets available to interested parties/members.

Nancy C. advised that Becky will continue to be employed at this time through Robert Half. Nancy will draft an email to the Personnel Committee that we understand Becky wants \$35/hour to work directly for us (not through Robert Half agency). If so, there is no reason to contact Robert Half to discuss the conversion fee (which we understand to be \$28,000). After the year end accounting and payroll deadlines, we'd like to work with Personnel to start a search for an accounting assistant.

Nancy F. closed the meeting with prayer.

Pamela Paulsen

January 20, 2023

## **CEFY Notes**

### **Tuesday, November 8, 2022 - 7 PM**

In attendance: Kathy Middleton, Diane Roebuck, Vicki Stegall, Kathy Stoner-Lasala, Kristy Woodrow

- November 27 - Thanksgiving Leftover Potluck cancelled
- December 24 - 4 PM = Kirkwood Choir to sing, Instant Pageant or Reader's Theater - Kristy will find script. Take pics? Hanging of the Greens? Teresa - costumes need to be organized.
- Volunteer Sunday School Teacher recruitment - CEFY needs to reach out for more people
  - CEFY needs to reach out for more volunteers for sub-committee
- Nursery - spent apr. \$1000. Staff been sick.
- \$2000-2500 left in budget
  - need \$150 for curriculum
  - will need to buy 3<sup>rd</sup> grade Bibles
  - want to buy kid chairs
- Youth Ministry 7th-12<sup>th</sup> - Christmas party/get together - TBD in December
  - Teresa will help
  - Sarah will provide names and contact info.
- Young adult/College age - ask Meg Sakowski for names
  - Gifts or notes - send care packages?
- Hire Youth Minister, ½ time?
  - in budget for next year?
- Dec. 5-7 first budget pass thru
- There are some Bibles near the Library - Vicki will check on
- Next meeting = Tuesday, December 13 - 7 PM
- Closing prayer - 8:50

### **Tuesday, December 13, 2022 - 7 PM**

In attendance: Sarah Greim, Kathy Middleton, Diane Roebuck, Vicki Stegall, Kathy Stoner-Lasala, Kristy Woodrow

- Sunday School volunteer recruitment = problem
  - Diane - Minute for Mission
- Youth Group Christmas Party
  - Wednesday, December 21 - 6-7:30 PM
  - 7<sup>th</sup> - 12<sup>th</sup> graders
- Third Grade Bibles

- Confirmation Bibles
  - Spark Bible, Live Bible, Rev. Kathy suggested = NRSV or NRSV Updated
    - bring ideas next month
- Kathy M. sends attendance every week to Susan
- Put kid photos in bulletin this week
  - Celebrate coming back from covid
- Sarah - kids want Talent Show - would invite everyone

Note Taker left meeting at 8 PM.

Respectfully submitted,

Vicki H. Stegall