

Session Meeting
First Presbyterian Church
Davenport, Iowa
March 20, 2023

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, March 20, 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: The Committee*.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 7:20 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>
P	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>	E	Bonnie Johnson <i>Christian Ed & Fellowship for Youth</i>
P	Michael Ferris <i>Worship & Music</i>	P	Nancy Foster <i>Finance</i>	P	Mark Ruebling <i>Congregational Marketing & Growth</i>
P	RuthAnn Tobey-Brown <i>Personnel</i>	P	Bev Koos <i>Worship and Music</i>	P	Vicki Stegall <i>Adult Christian Education</i>
P	James Woods <i>Hospitality & Welcoming</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>	<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, Elders-elect Nathan Kabel and Kristine Oswald

The agenda was approved with the following change: consider a motion for communion to be held for the installation service for Pastor Schondelmeyer.

On motion and second, 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

- February 20, 2023 Session minutes as presented in Session packet.
- January 2023 Income and Expense Report
- January 2023 Custodial and Pass-Through Report
- February 2023 Income and Expense Report
- February 2023 Custodial and Pass-Through Report

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

- In January and February, the Budget column is the same as Actual. This is done because the budget is not approved until January and it takes awhile to get the budget set up for the year. The March report will show the Budget more accurately allocated to when the income and expenses are truly anticipated.
- For January 2023, income was \$23K below January 2022 (\$10K less in pledges and offerings) and expenses were \$13K greater than January 2022. Expenses are higher largely because of staff in 2023 that were not hired yet in early 2022.
- For February 2023, income was \$1500 below February 2022 but \$26K more in pledges and offerings. Expenses were \$26K greater than January 2022.
- FPC has a strong balance sheet – over \$700,000. Our money is in 3 banks and fully insured.
- Letters were sent to those who had previously pledged to the Associate Pastor Reserve Fund informing them of the intent to use the remaining funds for the Director of Christian Education. That fund will be added as income to the general fund over the next 10 months (about \$5K per month, March-Dec). It will be completely used in 2023. Session was asked if they had received any feedback regarding the letter. No one reported receiving comments from the congregation.
- Nancy Chapman and Kristine Olson continue to meet with Session committees and staff and Deacons about the use of custodial/designated funds and restricted funds.
- Finance Committee is working on possible revisions to the Memorial Gifts policy. Pastor Kris has shared how he has experience with alternatives. Once that is drafted by the Finance Committee with Pastor Kris' input, it will be presented to Session for comment/approval.

	January 2023		January 2022	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 96,799	\$ 96,799	\$ 106,807	\$ 106,807
Custodial Accounts Income	823	-	441	-
Compensation Expenses	(55,027)	(55,027)	(40,862)	(40,862)
Non Compensation General Fund Expenses	(13,932)	(13,932)	(15,258)	(15,258)
Custodial Accounts Expenses	(823)	-	(441)	-
Surplus (Deficit) Before PPP2 Grant	\$27,840	\$27,840	\$50,687	\$50,687
PPP2 Grant	0	0	0	0
Net Surplus (Deficit)	\$27,840	\$27,840	\$50,687	\$50,687
	2023 Year-To-Date		2022 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 96,799	\$ 96,799	\$ 106,807	\$ 106,807
Custodial Accounts Income	823	-	441	-
Compensation Expenses	(55,027)	(55,027)	(40,862)	(40,862)
Non Compensation General Fund Expenses	(13,932)	(13,932)	(15,258)	(15,258)
Custodial Accounts Expenses	(823)	-	(441)	-
Surplus (Deficit) Before PPP2 Grant	\$27,840	\$27,840	\$50,687	\$50,687
PPP2 Grant	-	-	-	-
Net Surplus (Deficit)	\$27,840	\$27,840	\$50,687	\$50,687

All numbers are rounded.

	February 2023		February 2022	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 62,225	\$ 62,225	\$ 35,113	\$ 35,113
Custodial Accounts Income	3,165	-	900	-
Compensation Expenses	(61,802)	(61,802)	(42,750)	(42,749)
Non Compensation General Fund Expenses	(21,747)	(21,747)	(14,377)	(14,377)
Custodial Accounts Expenses	(3,165)	-	(900)	-
Surplus (Deficit) Before PPP2 Grant	(\$21,324)	(\$21,324)	(\$22,014)	(\$22,013)
PPP2 Grant	-	-	-	-
Net Surplus (Deficit)	(\$21,324)	(\$21,324)	(\$22,014)	(\$22,013)
	2023 Year-To-Date		2022 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 159,024	\$ 159,024	\$ 141,920	\$ 141,920
Custodial Accounts Income	3,988	-	1,341	-
Compensation Expenses	(116,829)	(116,829)	(83,610)	(83,611)
Non Compensation General Fund Expenses	(35,679)	(35,679)	(29,635)	(29,635)
Custodial Accounts Expenses	(3,988)	-	(1,341)	-
Surplus (Deficit) Before PPP2 Grant	\$6,516	\$6,516	\$28,675	\$28,674
PPP2 Grant	-	-	-	-
Net Surplus (Deficit)	\$6,516	\$6,516	\$28,675	\$28,674

All numbers are rounded.

CLERK'S REPORT

- The March Clerk's Report documenting membership changes, and January attendance is appended to these minutes
- Other business of the Clerk
 - Reminder next meeting: April 17, 2023.
 - Session was provided a list of Presbytery committees with descriptions and volunteer opportunities to serve the Presbytery.
- **Action items:**
 - **On motion and second** the Session approved a Called Meeting of the Congregation for Sunday, April 2, 2023, at approximately 10:35 AM following worship, for the purpose of the election of additional Deacons.
 - **On motion and second**, the Session approved the reactivation to membership at FPC for Richard and Melody VanOteghem.
 - **On motion and second**, the Session approved communion for the installation service for Rev. Dr. Kristopher Schondelmeyer to be held at FPC on Saturday, April 22, 2022, 11AM.

DEACONS' REPORT: Glen Roebuck, Deacon

A full report from the Deacons is attached to these minutes. Deacon Glen Roebuck provided the following highlights on Deacon activities:

- The Deacons continue to have discussions on plans for a new form of member care.
- Thanks to the Session for scheduling the vote on additional Deacons that will help in carrying out the new member care.
- Matthew 25 has become a focus for discussion among the Deacons as they explore their mission activities.
- Discussions continue with Humility Homes on providing rental assistance.
- Discussions on how FPC can assist at Café on Vine, also a part of Humility Homes

- Kids Against Hunger will be here on May 20, 2023.
- Women's Tea is being organized for April.
- The Neighborhood Picnic is set for September 10, the day of the fall kick-off.

SESSION COMMITTEE REPORTS

- Written Session committee reports are appended to these minutes.
- No action items were brought to the floor.
- Discussion on Session Committee Reports
 - Nathan Kabel reminded Session of the spring outdoor clean-up scheduled for Saturday, April 1, 2023, 8 AM until noon. Rain-out date is April 15.
 - Session members gave appreciation for having written committee reports.
 - CDF Committee has received a request for a *Meet & Greet with Pastor Kris* be held at Ridgecrest.

On motion and second, the Session approved the Clerk's Report, the Deacons' Report and the Session Committee reports.

Staff Reports

Kristine Olson, Finance Manager

- Working on catching up from the rush of year-end reports.
- Committees will be getting their up-to-date budget reports this week.

Matt Bishop, Director of Music

- Recent activities
 - Attended the National Conference of the American Choral Directors Association.
 - Table read was held for Addams Family; rehearsals start next month.
 - March 3rd PAS concert with Alla Boara when well.
 - Evensong Service was held last night; proud of the Chamber Chorale.
- Upcoming activities
 - Final preparation for Holy Week services.
 - Preparing special music for Pastor Schondelmeyer's installation service. Funds for this service are coming from the Chancel Guild custodial fund.
 - Hymn Fest will be Sunday, May 7, 2023

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

- **Sunday School** – During February, we used "Welcome All", a *Follow Me* curriculum from the PC(USA). On the 26th, we moved to using the children's curriculum found in Seeking: Honest Questions for Deeper Faith, which will be used throughout Lent.
- **Youth ministry** – On Wednesday the 15th, I joined some CEFY members in making calls to several youth families. I sent a letter out inviting our young people and their parents/guardians to a discernment dinner hosted by CEFY on Sunday the 26th. We had a fruitful discussion on the future of youth ministry here at FPC and some of the activities we plan to do together.
- **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.

- Alongside CEFY, I am planning for this year's **Vacation Bible Camp/Compassion Camp** in June. We are also planning some monthly youth-only, as well as all-age-friendly, service and fellowship opportunities. Recruiting volunteers continues to be a struggle, though. I prepared the daily meditation cards for the Lenten season and am starting to work on a post-Lent all-church program alongside Pastor Kris.

Pat Halverson, Parish Associate

- Doing regular visits to Ridgecrest.
- Officiated at the funeral of Joseph Diehl

Darren Long, Maintenance and Custodial Supervisor

- Bids are coming in for the concrete sidewalk work. Waiting to hear from the city about whether a curb is required in one section of the repair. They could greatly increase the cost.
- The Kildalton Cross is deteriorating quickly. The removal must be done soon or it will not survive.
- Passed inspection of the backflow assembly, part of the plumbing (water & sewer) of the church building.

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

- The *Meet & Greet* meetings continue. They are going well. He will continue doing these as long as people continue to sign-up. A request was made to hold one of these at Ridgecrest. That will be done. When these are complete, the focus over the summer will be to get to know the community better.
- Participated in personnel reviews. Expressed appreciation for the work the staff is doing now and has done over the past several years. Their efforts contributed greatly to helping the church get through the turmoil and the pandemic.
- Took a week of CE leave and planned worship mostly through the end of 2023.
- Will likely take some vacation in early May.

Other Business

Report from the Commissioners to 206th Stated Meeting of Presbytery held on Saturday, March 11, 2023, at United Presbyterian Church, Washington, IA.

- A call was made for more volunteers to staff the many PEIA committees. Especially needed are ruling elders. A description of PEIA committees and vacancies was distributed to the Session.
- A Transitional Executive Presbyter has been hired. Everyone is invited to meet him at a reception scheduled on Friday, April 21, 2023 at First Presbyterian Church, Iowa City.
- Pastor Schondelmeyer also encouraged the Session members to consider participation with the Presbytery Committees and indicated his interest in FPC serving PEIA to a greater extent than in the past. This is part of the healing process with PEIA.

Evaluation of the Meeting

- Having the meeting in-person was well received. Having the Zoom option was also appreciated by several who otherwise might not have been able to attend.
- 6:30 PM start worked.
- Will plan for a hybrid meeting going forward.

- Should Session documents be printed? The decision was no. If individuals would like documents printed to be picked up at the meeting, please request that from the church office and it can be provided.

ADJOURNMENT

The agenda was completed. No new business was brought to the floor. The meeting was adjourned by the Moderator at 8:40 PM. Moderator Schondelmeyer closed the meeting with prayer.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on April 17, 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 Schondelmeyer
Moderator

Mark Jones
Clerk of Session

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

REPORT OF THE CLERK OF SESSION March 2023

I. Membership

Request to reactivate active membership

Richard and Melody VanOteghem

Request to remove membership

Jeff and Barbara Ehrmann – attending Our Savior Lutheran Church, Bettendorf, IA
Siobhan Wood, Tori Wood, Taylor Wood – no longer attending FPC

Deaths

Joseph Diehl, Davenport, IA, died on February 28, 2023 in Davenport, IA. Services were held on March 4, 2023 at Weerts Funeral Home, with burial at Davenport Memorial Park Cemetery. Rev. Pat Halverson officiated.

Death of Former Member

William Adams, Davenport, IA, died on March 3, 2023 in Bettendorf, IA. Services were held on March 9, 2023 at Wheelan-Pressley, RI.

II. Attendance, February 2023

Christian Education Attendance

February 2023	Nursery	Sunday School All Grades	Kirkwood Choir	Musik-garten*	ACE
5	3	15	18	26	not held
12	3	15	20	19	9
19	2	10	16	23	not held
26	3	5	6	not held	8
Total	11	45	60	68	17
Weekly avg	3	11	15	23	9
				*children plus adults	

Worship Attendance

		Cong. Count	Choir & Clergy	Totals				Cong. Count	Choir & Clergy	Totals
February 2022						February 2023				
	9:30 AM	0	0	0			9:30 AM	111	52	163
	On-line Views	94		94			On-line Views	36		36
7	Total			94		5	Total			199
	9:30 AM	0	0	0			9:30 AM	150	1	151
	On-line Views	117		117			On-line Views	41		41
14	Total			117		12	Total			192
Ash Wed	12 Noon	38		38			9:30 AM	105	35	140
on-line	7:00 PM	17		17			On-line Views	56		56
17	Total			55		19	Total			196
	9:30 AM	0	0	0		Ash Wed	7:00 PM	32	4	36
	On-line Views	104		104			On-line Views	17		17
21	Total			104		22	Total			53
	9:30 AM						9:30 AM	99	37	136
	On-line Views	77		77			On-line Views	28		28
28	Total			77		26	Total			164
		Monthly Totals		392				Monthly Totals		751
		Weekly Average		98				Weekly Average		188
On-line views are based on livestream views and other views within 2 weeks of service date. Weekly average is figured on the sanctuary attendance plus views on Facebook and Vimeo. Monthly totals and weekly average based on Sundays only.						On-line views are based on livestream views and other views within 2 weeks of service date. Weekly average is figured on the sanctuary attendance plus views on Facebook and Vimeo. Monthly totals and weekly average based on Sundays only.				

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

First Presbyterian Church Board of Deacons
March 13, 2023, 7:00pm

AGENDA

Agenda Item	Resp. Party/Time	Action Items for Follow up
Opening Devotion	5 minutes	
Follow up from discussion re: member care	Colleen, Pastor Kris: 20 minutes:	Pastor Kris will follow up with Mark Jones concerning an updated membership list.
Deacon Recruitment	Glen: 5 minutes	
Focused initiatives for use of resources	Glen: 20-30 minutes	
Rental Assistance:	Paula: 10 Minutes	Paula is following up with Humility Homes
Meal services: Café on Vine	Glen: 5 minutes	Glen will follow up with their services and how members can be of assistance.
Kids Against Hunger	Anna: 5 minutes	Set for May 20. Anna check on age limits
Women's Tea	Colleen: 5-10 minutes	Colleen to present a Minute for Mission about the tea on April 6.
Neighborhood Picnic:	Andy: 5 minutes	Andy confirming dates with K&K Hardware.
Closing Prayer	Brief	

Attending: Glen Roebuck, Andy McNeil, Kristy Woodrow, Paula Hartmann, Katrina Williams, Kristy Owens, Rev. Dr. Kris Schondelmeyer, Rev. Pat Halverson, Colleen Duenas, Sherry Williams, Anna Putman, John Gere, Bob Lehnherr, Terri Sheetz.

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

Adult Christian Education, Chair Jim DeReus

ACE is meeting with Pastor Kris to discern his views on Adult Christian Education. We will then work to plan the schedule for at least the first half of the 2023-24 programming year, hoping to finalize it by our May meeting. The current year is scheduled, thanks to our former Chair Heather.

Personnel Committee, Chair RuthAnn Tobey-Brown

First Presbyterian Church Davenport
Personnel Committee - 3/6/2023

Present: Brian Price, RuthAnn Tobey-Brown, Rev. Dr. Kris Schondelmeyer, Dan Breinich, Kristine Oswald

Absent: Dick Koos, Peter Bawden

Agenda:

1. Approval of minutes 2/6 Dan moved, Brian 2nd, all approved.
2. Devotion—RuthAnn
3. Employee Reviews – Pastor Kris will walk us through our review process and develop expectations for all employees
 - Had a conversation as a committee about what strengths and growing edges would be shared with each staff member.
 - Noticed we are missing the job description for the part-time custodian. RuthAnn will check her files to see if she has it and we can insert into operations manual.
4. Other – Unknown person was in church this past week looking for a new coat, but wasn't informed that caring closet wasn't open on that particular day. A definite security concern.
5. Closing Prayer – Adjourned 9:46 p.m.

Building, Security, and Grounds Committee

March 13, 2023, Education Building Room 306, 5:30 PM

Attendance: Pastor Kris, Karla Ruiter Co-chair, Pete Madden, Nathan Kabel, Matt Kabel Co-chair, Darren Long

1. Darren and staff —update on work concerning the Sanctuary pews from an unsigned note left in B & G mailbox —Darren is currently purchasing and replacing the plugs for holes that are missing them. This will continue to be done as they have time.
2. Darren has a shield he will install this week on the light pole in the north parking lot. It will help cut down on the night time glare affecting the security camera.
3. Concrete repair—currently getting 3 bids and waiting on spring prices.
4. Spring grounds clean-up will be Saturday April 1st from 8 AM to Noon. An announcement was in the bulletin this past Sunday. All are welcome to come help. Bring rakes, trimmers, leaf blowers, and muscles, etc. Coffee and donuts will be provided. Rain date is April 8th.
5. Emergency exit plan from second floor in the event the elevator is not working—

Personnel committee request and concern. Discussion on chair lift vs. mobile stair lift. Consensus was to look into a mobile stair lift at this time. Darren will research further and get some prices.

6. Darren and staff to finish cleaning and repainting the grills in the Sanctuary. They want to finish in next couple weeks.

7. The boiler inspection was completed. We passed and are good for all year.

Next meeting: Monday April 3rd 5:30 PM, Education Building Room 306

Respectfully submitted,
Karla Ruiter BSG Co-chair

Congregational Development and Fellowship

CDF 03/23 Meeting Minutes

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

1. Opening Prayer
 2. Old Business
 - a. There were no financial reports for February 2023.
 - b. Discussed value of Envisioning 20/20 Report to Session as a guide for church and spiritual development.
 3. Upcoming
 - a. Reviewed plan for Manna & More 3/12.
 - b. Updated team on Meet & Greet with Pastor Kris, feeling our way forward.
Recognized request from FPC member Susan Shawver to hold one meeting at Ridgecrest Retirement Village to minimize travel for 6-8 elderly FPC members who live there.
 4. New Business
 - a. Agreed to set regular CDF in-person meetings on the first Thursday of each month beginning in April.
 - b. Passed drafting IT Task Force motion to Session.
 - c. Agreed to prepare Annual Action Steps for coming program year.
 - d. Approved spring kitchen project to document layout, deep clean, refurbish.
 - e. Tabled consideration of San Filippo Foundation Trip for late summer or fall.
 - f. Approved partnership with Bix Society Celebration Belle Jazz Cruise 8/4.
 5. Closing Prayer
-

CEFY Meeting Wednesday, March 8, 2023, Minutes

1. Gathering
2. Finances with Nancy Chapman
 - a. Nancy explained the definitions and history behind the funds that fall under CEFY. As a committee we now have a better understanding of the funds and the processes for using them.

3. Looking Ahead
 - a. Sunday School – Seeking curriculum is being used to mirror the topics during Sunday worship by the congregation during Lent.
 4. Old Business
 - a. Sunday School volunteer recruitment
 - i. We have volunteers for dividing the Sunday School into two groups. PreK-2 grade, and 3rd grade and up. Volunteer recruitment will now focus on VBC and fall programing.
 - b. Vacation Bible Camp
 - i. June 5-9, 9 am to 12 noon
 - ii. Sunday worship June 11
 - iii. Compassion Camp: What Every Living Thing Needs
 - c. Senior Recognition
 - i. May 14 will be a cake reception with displays for each of the graduating seniors.
 - ii. Youth Sunday? Will work with the music department to discuss plans
 - d. End-of-year Sunday School party/volunteer celebration
 - i. May 21 (manna and more Sunday)
 5. New Business
 - a. Holy Week and Easter! - ideas for a special craft project were discussed
 - b. Pentecost offering
 - i. Considering local organization to support children to be the recipient of the Pentecost offering.
 - c. Youth ministry activities
 - i. Dinner recap-successful taco supper and fellowship evening to discuss future plans for Youth groups activities 6th-12th grades
 - ii. Going forward
 - d. Monthly fellowship activities, days (through august)
 - i. Planning a series of activities that include either entire families or youth from March through August.
 6. Closing prayer
-

W&M Committee, March 6, 2023

Present: Patrick Downing, Bev Koos; staff - Matt Bishop, Kris Schondelmeyer

1. Matt opened the meeting with a recap of Alex's recital in February and the Alla Boara concert in March. Both were well attended, and well lauded. Alex is to be commended for an exceptional performance!

2. *The Addams Family* cast had a table read in February; Matt may ask committee members (even those not in the production) to assist with ad sales for the program book.

3. Matt is still planning to discuss a commission with Rosephanye Powell in May - this is something the committee approved a year ago.

4. Kris raised the issue of Christmas Eve falling on a Sunday this year. The committee discussed options for a service schedule, and agreed to the following: a morning service at 9:30AM would cover both Advent IV and Christmas Eve and be geared towards

families, and a single service in the evening (time TBD) would be a traditional Christmas Eve service.

5. Kris and Matt presented their plan for a third Season of Creation: Oct. 1 will be World Communion; Oct. 8 will be Indigenous Peoples/Land Acknowledgement; Oct. 15 will be Gardens; Oct. 22 will be Wilderness; Oct. 29 will be Rivers (with a tie-in for Stewardship).

6. Matt restated an older plan to file for 501(c)3 non-profit status for the Performing Arts Series - this would allow us to apply for grants and corporate sponsorship of concerts. Matt will investigate further.

7. Matt plans to meet with the Music Outreach Subcommittee soon to discuss proposals for a Summer 2025 international tour, and will also discuss hosting a trivia night onsite.

Meeting adjourned at 6:59pm.
