

Session Meeting
First Presbyterian Church
Davenport, Iowa
May 15, 2023

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, May 15, 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: Reflecting the Community*.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 7:30 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>
E	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>	P- present E-Excused A-Absent			

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>	E	Kristy Woodrow <i>Director Christian Education</i>

Guests: Deacon Glen Roebuck

The **agenda was approved** with the addition of a discussion on a FPC Leadership Retreat.

Guest, Deacon Glen Roebuck, was 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

- April 17, 2023 Session minutes
- May 8, 2023 Called Session Meeting minutes
- April 2023 Income and Expense Report
- April 2023 Custodial and Pass-Through Report

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

- To remind members of Session where we were last month, the March YTD bottom line was about \$30,000 more than budgeted, coming from both more income than budgeted and fewer expenses than budgeted. Now for April:
- **For the month of April actual compared to budget:**
 - Income was about \$5,000 less than budget.
 - Expenses were about \$7,000 less than budget, split between compensation and other expenses.
 - Bottom line: April was \$2,000 more than budget.
- **For April YTD actual compared to budget:** The results for April YTD are more income than budgeted (\$15,000) and less expenses than budgeted (\$17,000) for a bottom line of \$32,000 better than budget.
- **In comparison to last year, April 2023 vs April 2022:**
 - Income is about \$16,000 more than last April.
 - Expenses are about \$6,000 more than last April, due to compensation increase in 2023, offset by other expenses less this April than last April.
 - Bottom line: April this year is about \$10,000 better than last April.
- **April 2023 YTD vs April 2022 YTD:**
 - Bottom line, we are \$6,000 better this YTD compared to last April YTD
 - That is a result of about \$62,000 more in income and \$56,000 more in expenses, mostly compensation changes.
- Now, I need to share that we are 1/3 of the way through the year. We are doing well compared to our budget but you need to remember that our budget for 2023 is a deficit of \$271,000. We all knew this would be a challenging year. We must all do the best we can for 2023.
- Pastor Kris began months ago to start the process for next year's budget and Stewardship campaign. We all need to continue to do what we can for this year and start thinking about next year now.

Other activities the Finance Committee continues to work on:

- proposed changes to Memorial Gifts Policy,
- changes for on-line giving from our current provider to the Presbyterian Foundation which would be cheaper,
- 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.

	April 2023		April 2022	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 49,322	\$ 54,327	\$ 33,495	\$ 53,432
Custodial Accounts Income	9,884	-	2,515	-
Compensation Expenses	(57,724)	(61,222)	(41,700)	(50,058)
Non Compensation General Fund Expenses	(18,460)	(21,946)	(28,448)	(39,880)
Custodial Accounts Expenses	(9,884)	-	(2,515)	-
Surplus (Deficit) Before PPP2 Grant	(\$26,862)	(\$28,841)	(\$36,653)	(\$36,506)
PPP2 Grant	-	-	-	-
Net Surplus (Deficit)	(\$26,862)	(\$28,841)	(\$36,653)	(\$36,506)
	2023 Year-To-Date		2022 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 287,376	\$ 272,207	\$ 224,695	\$ 248,119
Custodial Accounts Income	18,418	-	8,991	-
Compensation Expenses	(232,401)	(239,967)	(168,137)	(181,505)
Non Compensation General Fund Expenses	(69,773)	(79,238)	(77,749)	(91,544)
Custodial Accounts Expenses	(18,418)	-	(8,991)	-
Surplus (Deficit) Before PPP2 Grant	(\$14,798)	(\$46,998)	(\$21,191)	(\$24,930)
PPP2 Grant	-	-	-	-
Net Surplus (Deficit)	(\$14,798)	(\$46,998)	(\$21,191)	(\$24,930)

All numbers are rounded.

CLERK'S REPORT

- The May Clerk's Report documenting membership changes, ordinations, and March and April attendance is appended to these minutes.
- Other business of the Clerk: Reminder next meeting: June 26, 2023. No Stated Session meeting will be held in July. E-votes or a Called meeting will be utilized if Session action is required between the June and August 2023 meetings.
- **Action items:**
 - **On motion and second** the Session elected Elders Kirk Christie, Bonnie Johnson, and Mark Jones as Commissioners to the 207th Stated Meeting of Presbytery, Thursday, June 15, 2023, 6-8 PM, Zoom only.

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:

- The Deacons are excited about their direction with Matthew 25 as a framework. Current decisions are all focused on the foundations of Matthew 25.
- Deacons are seeking data on all of their mission activities to understand the impact.
- Looking at custodial funds, when possible, to minimize use of the current budget funds.

- Iluga funding had been suspended pending a determination that the money could be securely transmitted to the right people. Assurances have been received and funding will be restarted this year.
- It has been decided to move food-related mission to the Café on Vine. It is associated with Humility Housing and is well run. It will also give hands-on volunteer opportunities.
- The Deacon Endowment Fund is reviewing an application from QC Interfaith that would assist in obtaining equipment and supplies to provide photo identification to those that do not have other means to obtain these. Photo ID is important in many other financial and personal transactions. The grant will be for \$3K to assist funding a \$15K project.
- Deacons are reconnecting with Joshua Ngao and the Fishers of Men.
- Deacons are providing a Taco Tuesday meal for the Compassion Camp.

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

SESSION COMMITTEE REPORTS

- Written Session committee reports are appended to these minutes.
- **Following discussion, on motion and second, the Session Committee Reports were received as presented.**

Action items from Session Committees

- **Elder Nancy Chapman moved the approval of an updated Finance Committee description dated May 2023.** The motion was seconded. A copy of the document is appended to these minutes.

Background: This update of the Finance Committee description responds to 4 items that, in a December 2022 revision, Pastor Kathy Stoner-Lasala asked be reviewed.

Following discussion, the Session approved the Finance Committee description, updated May 2023.

- **The Worship & Music Committee** moved that the summer worship service schedule be altered from two services to one single service at 9:30 AM, consistent with the rest of the year; the committee further moved that worship on the third Sunday of June, July, and August be held outdoors in the western parking lot, weather permitting.

Background: Committee consideration of this change is a result of a request from the Hospitality & Welcoming Committee. Consistency throughout the church year makes it easier for first-time and short-term visitors, provides a fuller congregation and more vibrant worship experience, and eases and simplifies the workload that a two-service schedule places on volunteers (worship hosts, sound/video tech) and staff (custodians, worship leads).

Discussion: Some members will object to the loss of all but 3 outdoor services. In general, the arguments for this change are sound. The Blessing of the Animals will be one of the outdoor services. Bix, Battle Hymn, and Compassion Camp Sundays will be indoors. Outdoor services can be livestreamed.

A friendly amendment was accepted to remove the phrase "in the western parking lot" so that the location could be moved, if necessary, to avoid uncomfortable sun.

Following discussion, the Session approved the motion.

- **The BGS Committee** along with support of the Finance Committee would like Session to support the bid of \$14,858 for concrete work on the south and west side of the church. The Funds will be taken from either of two funds. They are first: the Foundation Development Fund or second: the Capital Maintenance Endowment Fund. Work to be completed as soon as possible.

Background: Three bids were received. The work will be done by Tobin Brothers Construction, the middle bid, \$800 more than lowest bid. It was felt that Tobin Brothers had the right equipment and would be able to do the work soon. The work includes curb work required by the city.

Elder Nancy Chapman, Finance Committee, **moved an amendment** to the original motion to approve a total of \$17,086, which includes the bid of \$14,858 and a 15% contingency, per policy. **This amendment was approved.**

Following discussion, **the amended motion was approved as follows:** The Session approves \$17,086 (\$14,858 bid plus 15% contingency) for concrete work on the south and west side of the church. The Funds will be taken from either of two funds. They are first: the Foundation Development Fund or second: the Capital Maintenance Endowment Fund. Work to be completed as soon as possible.

- **The BGS Committee** recommends approval for Scout Troop 7 to put a refrigerator in the place where the Boys and Girls Club used to have a refrigerator and also approval for the installation of a solar light in the garage across the street. Scout Troop 7 will cover all costs and have the resources to do the work themselves.

The Moderator asked that this motion be separated into two motions.

Motion #1: The BGS Committee recommends approval for Scout Troop 7 to put a refrigerator in the place where the Boys and Girls Club used to have a refrigerator.

Background: The Scout Troop 7 will use this primarily for leftovers after outings. They anticipate using a dorm-style refrigerator. There is an area next to the gym where a previous refrigerator had been used with appropriate outlets.

Discussion: Might any group in church, CEFY or otherwise, that might envision activities that would also like to use a refrigerator there. Who will maintain the refrigerator and keep it clean? Would there be room in the main church kitchen refrigerators to accommodate what the Scout Troop needs? It was suggested that additional discussions would be appropriate between Scout Troop 7 and BGS Committee.

On motion and second, the Session moved to table this motion.

- **Motion #2: The BGS Committee** recommends approving the installation of a solar light in the garage across the street from the church. Scout Troop 7 will cover all costs and have the resources to do the work themselves.

The Moderator ruled the motion out-of-order. The garage is the property of the Foundation of First Presbyterian Church. This request must first go to the Foundation Board of Trustees. They will either act on the request or call of meeting of the Foundation, if necessary.

Staff Reports

Kristine Olson, Finance Manager

- Thanked the Finance Committee for help in getting the Finance office organized and cleaned up. Their efforts are appreciated.

Matt Bishop, Director of Music

- The installation for Pastor Kris was a great event. Choirs did their part.
- Beer choir event went well. Have been asked back – likely a repeat event in August.
- Hymn Fest went well. One piece sung was written by a Scottish composer, an organist in her church. She shared the video and now many in that congregation have now watched the entire service on-line.
- Tom and Zilpha Grooms have donated a piano to the church. It is currently in Von Maur Hall.
- Still working on putting the next PAS together but is planning an announcement party in July.

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

- **Sunday School** – After Easter, we returned to using the "Follow Me" curriculum. Our theme was "Do Justice".
- **Youth ministry** – We held a youth laser tag outing at TBK Bank Entertainment Center. Two youth came, but we had a fun time!
- **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 have been keeping track of our collective mileage as well. CEFY hosted a family friendly bowling outing at TBK Bank Entertainment Center, where we had about 20 individuals.
- **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. Thank you to those already signed up - we just need one more group for Monday! We also will need more volunteers to help with programming!
 - Youth, children, and family activities are being scheduled through August. 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.
 - I am working on a summer faith formation opportunity for kids that will begin after Compassion Camp ends.

Darren Long, Maintenance and Custodial Supervisor

- A tree in the memorial garden area, previously identified as at risk for falling, will be removed this next week.

Pat Halverson, Parish Associate

- Has been busy traveling and doing art shows.
- Doing some visiting and helped with the recent Women's Tea.

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

- Recent personnel issue has been addressed. Now in a transition period in the office.
 - Recent meeting conflicts have caused some concern. Pastor Kris emphasized the need for appropriate communication which includes:
 - Completing necessary building use forms and getting those to Darren.
 - Making sure that the church calendar is up-to-date – confirm your meeting is on the calendar. If not, contact appropriate committee staff liaison.
 - Please get cancelled meetings off the calendar.
 - Communicate among committees, if conflicts arise.
 - Will be attending a Board of Pensions invited meeting in Philadelphia Tues & Wed.
 - Encouraged people to volunteer to do some light office staffing – answering phone and letting people into the building.
 - Worship plan is finalized for the summer.
 - Finalizing some vacation dates while working around important summer FPC activities.
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Other Business**Leadership Retreat**

- Moderator would like to have a leadership retreat, sooner rather than later.
- Some dates in June were discussed.
- The issue was referred to the Moderator and Clerk to explore dates and poll the leadership.

Evaluation of the Meeting

- Videos continue to generate good discussion.
- Support given for the need of a retreat and the need to discuss ideas more fully.

ADJOURNMENT

The agenda was completed. No new business was brought to the floor. The meeting was adjourned by the Moderator at 9:05 PM. The Moderator closed the meeting with prayer.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on June 26, 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, May 2023: Clerk's Report

REPORT OF THE CLERK OF SESSION May 2023

I. Membership – no changes to membership

II. Communion

Communion was served on Maundy Thursday, April 6, 2023, in the sanctuary of FPC, officiated by Rev. Dr. Kristopher Schondelmeyer.

Communion was served on Saturday, April 21, 2023 in the sanctuary of FPC as part of the Presbytery of East Iowa installation service for Rev. Dr. Kristopher Schondelmeyer. Rev. Kyle Otterbein, Associate Pastor, St. Andrews Presbyterian Church, Iowa City and Rev. Elissa Bailey, Stated Clerk, PEIA, officiated.

III. Ordinations and Installations

Ordination and Installation of church officers occurred on Sunday, April 16, 2023, officiated by Rev. Dr. Kristopher Schondelmeyer, including:

Ordained and installed as Elder, Class of 2025 – Nathan Kabel

Installed as Elder, Class of 2025 – Kristine Oswald

Ordained and installed as Deacon, Class of 2025 – Mitch Doremus

Installed as Deacon, Class of 2025 – Julia Meyer

Installed as Deacon, Class of 2023 – Bob Lehnher

A service of Installation for Rev. Dr. Kristopher D. Schondelmeyer as Pastor of First Presbyterian Church was held on Saturday, April 22, 2023 at 11 AM. Presbytery of East Iowa Moderator, Ruling Elder Jeff Charis-Carlson and Vice-Moderator, Rev. Heather Hayes, officiated. Rev. Brian Ellison, Executive Director of the Covenant Network of Presbyterians delivered the Sermon. Rev. Dr. Beth McCaw, Associate Professor of Ministry, University of Dubuque Theological Seminary gave the Charge to the Congregation. Ruling Elder Shani McIlwain, Moderator of the National Capital Presbytery gave the Charge to the Pastor.

IV. Attendance, April 2023

Christian Education Attendance

April 2023	Nursery	Sunday School All Grades	Kirkwood Choir	Musik-garten*	ACE
2	3	11	18	22	17
9	2	recess	recess	recess	recess
16	2	18	17	21	6
23	1	6	7	16	8
30	1	8	8	8	23
Total	9	43	50	67	54
Weekly avg	2	11	13	17	14
				*Children & Adults	

Worship Attendance, March and April 2023

March 2022	Time	Cong. Count	Choir/ Clergy	Total
2 (Ash Wednesday)	FB Watch	5	2	7
6	9:30 AM	103	33	136
	On-line views	41		41
	Total			177
13	9:30 AM	65	2	67
	On-line views	40		40
	Total			107
20	9:30 AM	79	41	120
	On-line views	40		40
	Total			160
27	9:30 AM	59	37	96
	On-line views	38		38
	Total			134
Attendance Total				578
Weekly Average				145

Video counts 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.

April 2022	Time	Cong. Count	Choir/ Clergy	Total
3	9:30 AM	77	45	122
	Vimeo	12		12
	FB Watch	26		26
Total				160
10	9:30 AM	125	1	126
	Vimeo	13		13
	FB Watch	20		20
Total				159
14 (Maundy Thurs)	7:30 PM	11	1	12
	Vimeo			
	FB Watch	22		22
Total				34
15 (Tenebrae)	7:30 PM	62	54	116
	Vimeo			
	FB Watch			
Total				116
17 (Easter Sunday)	9:30 AM	171	39	210
	Vimeo	21		21
	FB Watch	35		35
Total				266
24	9:30 AM	66	2	68
	Vimeo	31		31
	FB Watch	27		27
Total				126
Attendance Total				711
Weekly Average				178

Video counts are based on views within 2 weeks of service date. Attendance total and weekly average is figured on the in-person attendance and views on Vimeo or FB for Sunday services only.

March 2023	Time	Cong. Count	Choir & Clergy	Totals
5	9:30 AM	96	40	136
	On-line Views	66		66
	Total			202
12	9:30 AM	81	1	82
	On-line Views	41		41
	Total			123
19	9:30 AM	97	36	133
	On-line Views	37		37
	Total			170
19	Evensong	43	21	64
26	9:30 AM	106	38	144
	On-line Views	52		52
	Total			196
Monthly Totals*				691
Weekly Average*				172

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.

April 2023	Time	Cong. Count	Choir & Clergy	Totals
2 (Palm Sun)	9:30 AM	138	63	201
	On-line Views	77		77
	Total			278
9 (Easter)	9:30 AM	241	42	283
	On-line Views	66		66
	Total			349
16	9:30 AM	151	3	154
	On-line Views	52		52
	Total			206
23	9:30 AM	109	6	115
	On-line views	60		60
	Total			175
30	9:30 AM	90	38	128
	On-line Views	43		43
	Total			171
Monthly Totals*				1179
Weekly Average*				235

6 (Maundy Thursday)	Maundy Thursday	53	19	72
	On line Views	45		45
	Total			117
7 (Good Friday)	Good Friday	95	65	160
	On line Views			
	Total			160

22 (Installation)	Rev. Dr. Shondelmeyer	100	75	175
		60		60
	Total			235

On-line views are based on livestream views and other views within 2-6 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, May 2023: Deacon Meeting Minutes, May 2023

First Presbyterian Church Board of Deacons, May 8, 2023, 7:00pm, Hybrid Meeting

Attending: Andy McNeil, Paula Hartmann, Glen Roebuck, Sherry Williams, Bob Lehnerr, Kristy Woodrow, Matt Hennes, John Gere, Colleen Duenas, Terri Sheetz, Tom, Mitch Doremus, Katrina Williams, Julia Meyers.

Agenda Item	Resp. Party/Time	Detail	
Opening Devotion	5 minutes		
Review of Minutes	Glen		
Matthew 25		Structural Racism Systemic Poverty Congregational Vitality	
Successes since we last met:	Board of Deacons	MFM Women's Tea Churches United Meals Other successes	
Update on Church Roster	Pastor Kris/Colleen	Important preparation for member care!	
Restricted Funds	Glen	Further orientation financial matters.	
Laundry support for Caring Closet	Glen to lead discussion	Additional research for other funding opportunities.	Glen to follow-up with Ted Brown concerning numbers and future funding.
Sandwich Mission	Glen/Pastor Kris		
Funding decisions in the past month	Glen	Discuss Board's comfort with decisions, future considerations.	
Mission Connection Report	John Gere		
Outreach	Paula Hartmann		Motion passed to shift support from the Center to Café on Vine
Member Care	Colleen Duenas		
Ilugua	John/Glen	Funding discussion	Motion made and passed to continue support for Ilugua in the amount of \$1800 this year.
Flip Flop and Slide into Summer	Cathy PW		
Closing Prayer			

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

FPC Session Committee Reports to Session – May 2023

Welcoming and Hospitality, April 18, 2023

The committee met to discuss ushering for Easter, Installation/Ordination, and may be asked to help provide ushers for funerals at the church.

We addressed the old new member folders from last year. We removed some pages and kept a few pages.

Kris provided some input as to which to keep and provided the new material to replace what was no longer adequate for the new member class.

He shared the agenda of a new member class and how it may look. We then talked about setting up a date for the new member class. What is needed is a date for class, a time for meeting with session members on a Sunday after church to meet and ask any questions of them and then the recognition Sunday to be presented to the church congregation. We are looking at May 21st for the new member class. Time with Session members could be tentatively scheduled for new members after that date. Recognition Sunday would be June 11.

Thank you notes were distributed to be written to visitors from the months of March and April. Our next committee meeting will be May 16 at 7:30 at church in Kris' office.

CDF 05/2023 Meeting Minutes

Present: Ralph Congdon; Denny & Marilyn Jorgenson; Dawn Hickenbottom; Bill Hawthorn; Jay Williams.

1. Opening Prayer
 2. Approved 4/2023 Minutes
 3. Upcoming
 - a. Prep Manna & More casseroles on Saturday 5/20 9-11; Sunday 8:00; Jay, Jorgenson's, Dawn, Ralph
 - b. Blessing of the Animals – Table; will ask Pastor Kris. Cite Valerie's email.
 - c. Celtic Sunday 6/4 – call for shortbread/volunteers.
 - d. Bix Race Concession – 7 a.m. setup; small, bottled water; juice; coffee; 10 doz donuts
 - e. Bix Liturgy? 8/6? – cookie reception?
 - f. Confirm all events with Pastor Kris
 - g. Submit appropriate BUFs after confirmation.
 4. New Business
 - a. CDF summer meeting schedule – off until further notice (September)
 - b. Annual Action Steps -- tabled
 - c. San Filippo Foundation --tabled
 5. Closing Prayer
-

Building, Grounds, and Safety

Meeting Monday May 8th, 2023, 5:30 PM Room 306

Members present: Pete Madden, Nathan Kabel, Matt Kabel, Karla Ruiter, Darren Long

1. All vents in the sanctuary are being pressure washed, cleaned, and repainted. Darren will complete this project before next Sunday.
2. Darren and crew have been painting the parking lot lines in the north parking lot.
3. We accepted a bid for the concrete work and submitted it to the Finance committee for their meeting Tuesday May 9th. Our hope is to have a motion for Session approval on Monday May 16th if all goes as planned.
4. We are looking at purchasing rubber mulch for the landscaping.
5. Matt K. will submit a blurb for publication in the bulletin and e- news looking for volunteers to care for and maintain the landscaping plots around the church.
6. We voted as a group to sponsor lunch for the Compassion Camp Kids on Wednesday June 7, 2023.
7. A response was sent to Sue Ervin and the Boy Scouts on their requests. The goal is to have a motion and discussion on next Monday evening's Session agenda.

Next meeting Monday June 5, 2023 in the Parlor at 5:30 PM.

Respectfully submitted,

Karla Ruiter, Co-Chair

Appendix 4: FPC Session Minutes, May 2023: Finance Committee description, May 2023

FINANCE COMMITTEE

Session approved May 2023

Mission

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

Goals

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

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

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

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

Ex-Officio Members

Moderator of Session

Finance Manager

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

Structure

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

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

Responsibilities and Duties

Meeting Minutes

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

Appointment and Responsibilities of the Church Treasurer

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

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

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

Responsibilities for Financial and Accounting Matters

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

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

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

May make recommendations to the governing bodies of the restricted funds and the Foundation Board of Trustees for the expenditure of monies from these funds.
Assist the Head of Staff in supervising the financial and accounting work of Finance Manager.

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

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

Provide timely information in clear and succinct reports to Session and the congregation. In conjunction with the Finance Manager, review each line item on the church's financial report in relation to the budget, analyze each account that is over or under budget, regularly report such differences to the committee and staff responsible for such accounts and the Session, and recommend corrective action. The responsible committee/staff is then to analyze any variance and reports the cause and planned corrective action to the Session. Train Deacons and Elders in understanding financial reports as requested and needed. Establish appropriate internal control procedures relative to all financial and accounting matters, including the process for approving expenditures and purchases within the budget

and authorizing invoices for payment, including (but not limited to) credit cards invoices, payroll, and electronic disbursements.

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

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

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

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

Fund Raising Policy

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

Responsibilities for Budget Matters

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

Review expense and revenue trends and report to Session monthly.

The Session-approved budget will be presented to the congregation at the congregational meeting. The appropriate group or individual to present the budget will be determined several weeks prior to the annual meeting.

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

Responsibility for Secular Matters

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

Officers and Agents of the Secular Corporation

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

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

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

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

Purchase, Sale or Mortgage of Real Property

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

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