

Session Meeting
First Presbyterian Church
Davenport, Iowa
June 26, 2023

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, June 26, 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: Our Purpose (the Why?)*.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 7:15 PM and opened with prayer. A quorum was present.

| | Class of 2023 | | Class of 2024 | | Class of 2025 |
|---|---|-------------------------------|--|---|---|
| E | 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> | P | Bonnie Johnson <i>Christian Ed & Fellowship for Youth</i> |
| P | Michael Ferris <i>Worship & Music</i> | E | 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> |
| E | James Woods <i>Hospitality & Welcoming</i> | P | Diane Roebuck <i>Christian Ed & Fellowship for Youth</i> | P | Mark Ruebling <i>Congregational Marketing & Growth</i> |
| | | E | Karla Ruiter <i>Building & Grounds</i> | P | Vicki Stegall <i>Adult Christian Education</i> |
| | | E | 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> | P | Kristy Woodrow <i>Director Christian Education</i> |

Additional Guests: Deacon Paula Hartmann, Scout Troop 7 Liaison and FPC member Sue Ervin, Foundation of FPC Chair and church member Jeffrey Gomez, new member candidates Eric R. Scholl, Rebecca Ann Chomycia and Debra Kae Bates.

On motion and second, the agenda was approved as printed.

On motion and second, all guests were admitted to the meeting with voice but no vote.

Reception of New Members

Eric Scholl, Rebecca Chomycia, and Debra Bates were introduced. Each has attended a new members inquiry and has indicated an interest in becoming members at FPC. Each shared about themselves and responded to questions.

On motion and second, the Session suspended the examination and welcomed Eric R. Scholl, Rebecca Ann Chomycia, and Debra Kae Bates into the fellowship of FPC Davenport.

CONSENT AGENDA

The following items were presented on the Consent Agenda

- Approve the May 15, 2023 Session minutes
- Approve the May 8, 2023 Called Session Meeting minutes
- Approve the June 11, 2023 Called Session Meeting minutes
- Approve final April Income and Expense Report*
- Approve final April Custodial and Pass-Through Report*
- Approve the May Income and Expense Report
- Approve the May Custodial and Pass-Through Report

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

- For the April YTD we had more income than budgeted and fewer expenses than budgeted leading to about \$32,000 more bottom than budgeted through April.
- For the month of May actual compared to budget:
 - Income was about \$13,000 less than budget.
 - Expenses were about \$7,000 less than budget, coming mostly from compensation open positions.
 - Bottom line: May was \$6,000 less than budget.
- For May YTD actual compared to budget:
 - The results for May YTD are similar to last month with more income than budgeted and fewer expenses than budgeted for a bottom line of \$27,000 better than budget.
 - Now that we are five months into 2023, I need to remind us of our budgeted deficit of \$271,000 this year. There is still a lot of work to do.

| | May 2023 | | May 2022 | |
|--|-------------------|-------------------|-------------------|-------------------|
| | Actual | Budget | Actual | Budget |
| General Fund Income | \$ 36,316 | \$ 48,927 | \$ 50,064 | \$ 50,402 |
| Custodial Accounts Income | 5,740 | - | 1,876 | - |
| Compensation Expenses | (54,418) | (59,698) | (41,785) | (48,536) |
| Non Compensation General Fund Expenses | (16,134) | (17,881) | (15,647) | (27,657) |
| Custodial Accounts Expenses | (5,740) | - | (1,876) | - |
| Surplus (Deficit) Before PPP2 Grant | (\$34,236) | (\$28,652) | (\$7,368) | (\$25,791) |
| PPP2 Grant | 0 | 0 | 108,000 | 108,000 |
| Net Surplus (Deficit) | (\$34,236) | (\$28,652) | \$100,632 | \$82,209 |
| | | | | |
| | 2023 Year-To-Date | | 2022 Year-To-Date | |
| | Actual | Budget | Actual | Budget |
| General Fund Income | \$ 323,692 | \$ 321,134 | \$ 274,758 | \$ 298,521 |
| Custodial Accounts Income | 24,158 | - | 10,868 | - |
| Compensation Expenses | (286,823) | (299,699) | (209,919) | (230,040) |
| Non Compensation General Fund Expenses | (85,903) | (97,119) | (93,388) | (119,202) |
| Custodial Accounts Expenses | (24,158) | - | (10,867) | - |
| Surplus (Deficit) Before PPP2 Grant | (\$49,034) | (\$75,684) | (\$28,548) | (\$50,721) |
| PPP2 Grant | 0 | 0 | 108,000 | 108,000 |
| Net Surplus (Deficit) | (\$49,034) | (\$75,684) | \$79,452 | \$57,279 |
| | | | | |

All numbers are rounded.

On motion and second, the Consent Agenda was approved.

DEACONS' REPORT: Paula Hartmann, Deacon

Minutes from the Deacons are appended to these minutes. Deacon Paula Hartmann provided the following highlights on Deacon activities:

1. As the Caring Closet grows, we need to find a broader funding stream than regularly tapping the existing restricted Mission funds. Glen Roebuck said he will have more time after the 4th of July holiday to personally meet with Kristine regarding current funds and trends, as well as Ruth and Ted to project needs further out. This is a wonderful mission and the aim is to secure better funding that will not eventually deplete our funds, which is our current path.
2. The playground requires a discussion from building and grounds, with recognition that likely CEFY and Deacons can potentially play a supportive role. This may play into a larger conversation regarding our strategic direction regarding other community services and property utilization.
3. The Deacons encourage the Finance Committee to consider some policy discussion about how deeply we pull funds from restricted funds. Do we spend more than our investment income, and if so, how much more? If we choose to spend more than the investment income, which at times may be appropriate, does that decision require Finance Committee approval?
4. Deacons are all set for the community Picnic, the same day we launch the new church year this fall.
5. Partnership with Humility Homes and Services going well.
6. Our focus moving forward is on the Member Care support launch and tracking better data regarding our impact on services (people served, meals served, housing provided, members contacted, etc.)

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

REPORT FROM SCOUT TROOP 7 – Liaison Sue Ervin

Brief history

- FPC has sponsored Scout Troop 7 for 112 years.
- A new troop leader started several years ago following the death of Dave Hill, scoutmaster for 47 years.
- During Covid-19, the scoutmaster had the troop meet at United Church of Christ because of fewer restrictions. Even after Covid-19 restrictions were lifted at FPC, the scoutmaster chose to meet at the UCC church, leaving Scout Troop 7. Most of the 38 scouts left with the scoutmaster.

Dan Darland, who grew up at FPC, is the new scoutmaster. His son is the assistant scoutmaster. Scout Troop 7 currently includes 4 scouts and 10 active adult volunteers. Scout Troop 7 meets each Sunday at the church and has monthly campouts. Recruitment of more scouts is on-going.

Current projects with the church include: request to install lighting in the garage being used for storage (Foundation property), adding light to the closet at FPC used by the scouts, fixing a toilet in the gym bathroom, request to place dorm refrigerator in the gym, hanging pictures/notices of the troop activities and hanging a framed scout shirt/hat belonging to Dave Hill, and occasional use of the new church dryer for damp sleeping bags.

On motion and second, the report from Scout Troop 7 was received as presented.

At 7:55 PM, on motion and second, the Session suspended the Session meeting in order to enter into a meeting of the Foundation of First Presbyterian Church.

At 8:10 PM, on motion and second, the Session reopened of the Session meeting following the meeting of the Foundation of First Presbyterian Church.

CLERK'S REPORT

- The June Clerk's Report documenting membership changes, ordinations, and May attendance is appended to these minutes.
- Other business of the Clerk: Next meeting is August 21, 2023. No Stated Session meeting will be held in July.
- Arrangements are being made to send yearly church records to the History Society of PC(USA) in Philadelphia, PA. Should happen over the course of the summer. Duplicates will be kept at FPC.
- **Issue for discussion:** the process for determining **church building** use by outside groups or non-church functions. The Moderator spoke to this issue asking the Session to address the current process for dealing with building use requests by non-church groups or for non-church related functions (ex. Birthday parties). Responsibility for building use approvals falls to Session. Questions to answer include how our insurance views our building use and our process of approval, consideration of building use fees to cover our costs. Several spoke to the ability of groups to buy "event insurance" at a low cost. Consensus was that the Moderator can work with Finance and BGS committees to review our current Building Use Guidelines and present a proposal to Session.
- **Action item:**
 - **On motion and second** the Session approved the use of the sanctuary for the wedding of Cassie Woods and Mark Johnson on July 15, 2023 with Rev. Dr. Kristopher Schondelmeyer officiating.

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

SESSION COMMITTEE REPORTS

- Written Session committee reports are appended to these minutes.
- A motion and second were made to receive the Session committee reports as presented.
- Discussion on Session committee reports
 - Finance: Pastor Kris began months ago to start the process for next year's budget and Stewardship campaign. Attention was called to the June 1 email sent to all Session members and staff asking for information to start the budget process for 2024. These budget requests are due July 29. This is information needed by the Stewardship and Finance Committee members who will be meeting the first week of August.
 - Finance: Elder Chapman updated a capital project for boiler repairs approved by Session in October. The project was approved for \$5,728 and the funding source was the Capital Preservation Trust at NWB. During the repair work, it was determined that the project needed controls for higher temperatures than originally expected. Those change orders totaled \$1919. The good news is the Trust officers at NWB agreed to pay for the change orders and the work was completed.
- **Following discussion, the motion to receive the Session Committee Reports as presented was approved.**

Action items from Session Committees

- **Request to discuss children space in the sanctuary during worship – CEFY**

- Kristy Woodrow, DCE, on behalf of CEFY, presented the concept of having a “prayground” space in the sanctuary for children. The idea is to provide a child friendly, welcoming space for children during worship. The nursery will remain an option. Some children will leave for choir. The space may include books, quiet activities, tables and chairs. Kristy would supervise with help from parents. Two pews on the west side of the sanctuary (pulpit side) will be removed for the PAS musical this summer. The thought was to leave them out and use that area for the prayground.
- Discussion followed. No motion made. Consensus was that this could be trialed this summer with additional consideration given at a future Session meeting.
- **The Personnel Committee moved the approval of the job description: Director of Financial and Business Administration**
 - Background: changes from the previous job description include
 - Change in title to Director of Financial and Business Administration.
 - Adds back some personnel/HR functions previously removed.
 - Adds back being the contact at the church regarding Foundation properties.
 - Adds reporting to the Personnel Committee as well as Finance.
 - Job description supported by Finance Committee.
 - Following discussion, **the motion was approved.**
- **The Personnel Committee moved the approval of the job description: Director of Office Administration**
 - Background: this job description includes most of the elements of the previously approved Administrative Assistant position
 - Will not include duties related to Church Windows and membership.
 - Will include duties related to social media and publications.
 - Skills would include knowledge of office technology systems.
 - This is a salaried position.
 - Following discussion, **the motion was approved.**
- **The Personnel Committee moved the approval of the job description: Accounting and Administrative Assistant.**
 - Background: adds administrative assistant duties to previously approved job description for the Accounting Assistant.
 - Increase hours from 10 hours/week to 20 hours/week. Hourly position.
 - Would be responsible for maintaining membership records using Church Windows or other database adopted in the future.
 - Supported by the Finance Committee.
 - Following discussion, **the motion was approved.**
- **The Personnel Committee moved the approval of the following job title changes: Director of Music to Director of Music and Arts, Facilities & Custodial Supervisor to Director of Building and Grounds.**
 - Background: these changes will result in all positions administratively responsible to the Head of Staff be at the “Director” level. Adding “Arts” to the Director of Music better describes the breadth of that position.
 - Following discussion, **the title changes were approved.**
- **Worship and Music:** Matt Bishop, Director of Music, on behalf of the Worship and Music Committee moved the approval of the 2023-2024 PAS program and budget. A copy of the proposal is appended to these minutes.

- Highlights of the review include
 - For the first time, a comedian (performance art) will be included.
 - Alex Gilson's concert will be Alex playing the organ music to a silent film.
 - The first concert (Mesa-Zelek Duo) is in partnership with QCSO. QCSO will sell the tickets and receive the ticket income. PAS subscribers will receive a free ticket to the concert.
 - A musical will be included in back-to-back years because the next international choir tour is anticipated in 2025.
 - The budget, using conservative income figures, should result in a deficit of \$200. The PAS anticipates a surplus at the completion of the 2022-2023 season of \$22,000 and will easily cover any deficit.
 - Following discussion, **the PAS program/budget was approved.**
-

Staff Reports

Kristine Olson, Finance Manager – no additional report

Matt Bishop, Director of Music

- Twin City tour is scheduled for July 28-30.
- A second Beer Choir night is planned for August 2, 2023
- Bix Sunday is August 6 with Jeff Barnhart
- Taking vacation after Bix Sunday. Asking people to do some work ahead of the fall choir retreat.
- A new work is being commissioned, approved by W&M and Finance, by Saunder Choi, to be premiere in 2024

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

- **Sunday School** – Our last class of the year was May 7. On May 14th, we participated in a recognition of all the amazing volunteers in the church. We began Summer Sunday School on June 18 and will run most Sundays throughout the summer.
- **Youth ministry** – Planning is underway for the '23-'24 school year. I have also reached out to youth and their families to see what kinds of activities and discussions they would most enjoy.
- **ACE** – I am available to offer support in any way needed.
- **Nursery** – We onboarded Ruth at the end of May as a Nursery Caregiver. She has lots of experience working with children and families. We continue to average 3-4 little ones in the nursery on Sunday mornings.
- **Other** – We held Compassion Camp in person June 5 – June 9.
- **Looking forward** - We will be searching for more Sunday School and youth ministry volunteers throughout the summer. Training will take place in late August. Summer gathering opportunities for youth, children, and families are also being planned.

Darren Long, Maintenance and Custodial Supervisor

- The cross on the west lawn is down; currently stored in the shed.
- Sidewalk repairs are done
- Thanks to volunteers helping out while Kevin is recovering from his bicycle accident.

Pat Halverson, Parish Associate – will be preaching during Kris' vacation this summer; keeping in touch with those in the hospital.

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

- Kevin is progressing in his PT. Church is supporting his needs.
 - Movie nights are being planned in August. Intended audience is adults.
 - Planning to do a Sunday morning ACE series in the fall.
 - Worship planning almost complete for the year. Will begin 2024 planning during next CE leave in August.
 - Vacation is as published in the bulletin.
-

Other Business

- **Report from the commissioners to the 207th Stated Meeting of PEIA, June 15, 2023**
 - Kris was approved to become a member of the MCC (Ministers and Congregations Commission) which was renamed at this meeting to Commission on Ministry and Vitality (COMV)
 - An International Peacemaker will be a guest of the Presbytery in September. Information will be forwarded to committees for consideration of extending an invitation to FPC.
 - Funds are available through PEIA for building expansion and renovations. The maximum is \$20,000 and must represent less than 25% of the total project costs.
 - Consideration on hosting a hybrid PEIA in 2024. Discussion on hosting the March 9, 2024 meeting did not lead to a final decision. Will re-consider in August.
-

At 9:50 PM, **on motion and second**, the meeting was suspended to enter into an executive session. The purpose of the executive session was to approve minutes of an executive session meeting of May 8, 2023. The staff were excused from the meeting.

At 9:56 PM, **on motion and second**, the Session meeting was reopened.

Evaluation of the Meeting – long with much accomplished.

ADJOURNMENT

The agenda was completed. No new business was brought to the floor. The meeting was adjourned by the Moderator at 9:58 PM. The Moderator closed the meeting with prayer and thanks to the Session for their attention to the long agenda.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on August 16, 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, June 2023: Clerk's Report

REPORT OF THE CLERK OF SESSION June 2023

I. Membership

Josh Crow was welcomed into the fellowship of FPC at a called meeting on June 11, 2023. Josh will join the membership of FPC by Baptism and Profession of Faith

II. Baptism approval

At a called meeting on June 11, 2023, the Session approved the baptism of Josh Crow to be done at a date convenient for Josh.

III. Deaths

Former members

James Marlin Hennings, died in Des Moines, Iowa on May 17, 2023. Services were May 23, 2023 at Ankeny Presbyterian Church.

Erling Larson, Jr., died in St. Augustine, Florida on June 5, 2023. A memorial service will be scheduled at a later date.

IV. Communion

Communion was celebrated on Sunday, June 4, 2023, at morning worship. Rev. Dr. Kris Schondelmeyer officiated. Elder Kristy Woodrow assisted.

V. Attendance, May 2023

Christian Education Attendance

| May 2023 | Nursery | Sunday School All Grades | Kirkwood Choir | Musik-garten* | ACE |
|--------------|-----------|--------------------------|----------------|--------------------|-----------|
| 7 | 3 | 10 | 13 | 23 | 10 |
| 14 | 5 | recess | 15# | 18 | 9 |
| 21 | 4 | recess | recess | 4 | 9 |
| 28 | 3 | recess | recess | 18 | recess |
| Total | 15 | 10 | 28 | 63 | 28 |
| Weekly avg | 4 | 10 | 14 | 21 | 9 |
| | | # sang in worship | | *Children & Adults | |

Worship Attendance - May

| May 2022 | Time | Cong. Count | Choir/ Clergy | Total |
|-------------------------|----------|----------------|------------------|------------|
| 1 | 9:30 AM | 76 | 20 | 131 |
| | Vimeo | 10 | | |
| | FB Watch | 25 | | |
| 8 | 9:30 AM | 61 | 30 | 111 |
| | Vimeo | 10 | | |
| | FB Watch | 10 | | |
| 15 | 9:30 AM | 47 | 25 | 103 |
| | Vimeo | 12 | | |
| | FB Watch | 19 | | |
| 22 | 9:30 AM | 57 | 1 | 90 |
| | Vimeo | 10 | | |
| | FB Watch | 22 | | |
| 29 | 9:30 AM | 40 | 1 | 72 |
| | Vimeo | 8 | | |
| | FB Watch | 23 | | |
| Attendance Total | | | | 507 |
| Weekly Average | | | | 101 |

Video counts are based on views within 2 weeks of service date.
Weekly average is figured on the in-person attendance plus
watches on Vimeo and Facebook.

| May 2023 | Cong. Count | Choir & Clegy | Totals |
|-----------------------|----------------|------------------|------------|
| 7 | 9:30 AM | 102 | 148 |
| | On-line Views | 69 | 69 |
| | Total | | 217 |
| 14 | 9:30 AM | 149 | 170 |
| | On-line Views | 61 | 61 |
| | Total | | 231 |
| 21 | 9:30 AM | 122 | 125 |
| | On-line Views | 45 | 45 |
| | Total | | 170 |
| 28 | 9:30 AM | 155 | 160 |
| | On-line Views | 56 | 56 |
| | Total | | 216 |
| Monthly Totals | | | 834 |
| Weekly Average | | | 208 |

Video counts are based on views 2 weeks after the last service of
the month. Weekly average is figured on the in-person attendance
plus watches on Vimeo and Facebook.

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

Attending: Kris Schondelmeyer, John Gere, Kristy Woodrow, Paula Hartmann, Glen Roebuck, Sherry Williams, Colleen Duenas, Terri Sheetz, Pat Halverson, Mitch Doremus, Anna Putman, Andy McNeil, Kristy Owens, Julia Meyer.

First Presbyterian Church Board of Deacons

June 12, 2023, 7:00pm

Hybrid Meeting

AGENDA

| Agenda Item | Resp. Party/Time | Detail | Action Items for Follow up |
|-----------------------------------|-------------------------|---|--|
| Opening Devotion | 5 minutes | | |
| Review of Minutes | Glen | | |
| Matthew 25 | | Structural Racism Systemic Poverty Congregational Vitality | |
| Successes since we last met: | Board of Deacons | Kids Against Hunger Flip Flops Member Committee progress update | |
| Caring Closet Update | Glen to lead discussion | Clothing, laundry, meals How do we support and plan future growth | |
| Update on Deacon's Endowment Fund | Glen | Identification card program | |
| Fall Planning: | Glen to lead | <ul style="list-style-type: none">ACE programs to promote Deacon supported missionGreen Envelope campaignData collection for all events | Mitch to present a minute for mission on June 24 |
| Habitat for Humanity | Glen 5 min | Opportunity for congregation to take part on HFH home build sponsored by the Fosters | |
| 2024 Budget planning | Glen 5-10 minutes | Be prepared to provide list of Deacons mission activity and projected expenditures, as we are starting the 2024 budgeting process early. | |
| Playground | Glen | What are we doing with this? Who is responsible? | |
| Outreach | Paula Hartmann | | |
| Member Care | Colleen Duenas | | |
| MissionConnection | John Gere | | |
| Closing Prayer | Glen | | |

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



Hospitality and Welcoming Committee, May 2023

Hospitality and membership committee met on May 16. Paula Burnett, James Pratcher-Woods, Kristine Oswald, Andrew Edwards were present. And we talked about members that are interested in the new member inquiry for Sunday, packets were made. We will bring some snacks. We know for sure, that two people will be there. We have others that potentially could be. Then we decided where to meet in the back and who would be the person for the next month as far as the welcoming committee. We also assigned people for sending out thank you for coming to worship. Next meeting will be in June sometime. We also decided we would help out with compassion camp with helping the choir pay for pizza for Friday of compassion camp. It looks like June 11 lunch meeting after church for new member meeting with session to OK new members and, either the 18th or the 25th, they'll be welcomed in the church as new members.



Adult Christian Education

ACE met Tuesday, May 16 to discuss program ideas for the new programming year. We hope to get things programmed at our next meeting, June 20.

ACE met on Tuesday, June 20, to work on programming for the upcoming year. Topics and presenters were selected to cover the first half of the program year.



Personnel Committee - 5/30/2023

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

Absent: Kristine Oswald, Peter Bawden

1. Devotion—Pastor Kris
2. Custodial Staff reduction -
 - An unfortunate injury has us down one custodian for the foreseeable future. The following discussions were had about how to address being without one custodian:
 - Check the requirements of our part-time custodian's work grant and maximize the hours they are able to work.
 - Could hire a congregation member who has performed custodial work for the church previously. There are potential roadblocks here.
 - Have custodial supervisor audit tasks performed this summer to see where time savings can be achieved.
 - Have congregation members volunteer to help with custodial tasks. RuthAnn will write an announcement for the bulletin to ask for volunteers.
3. Office Staff Realignment – discussed the need to reimagine our office staff. Pastor Kris proposed the following personnel changes:

- Change our full time Church Administrator to a part-time position (25-30 hours) with the focus being on church publications, office management, and assisting Pastor Kris and others to plan and maintain their schedules. This position requires a candidate with computer/technical skills and strong attention to detail. This person would work mornings from opening to after lunch.
 - Increase the hours of our part-time accounting position to 20 hours and include congregational database administration using ChurchWindows as additional responsibilities. This person would work in the afternoon until office closing time.
4. Future budget concerns – Talked about how ongoing budget deficits may necessitate discussions about staffing. Pastor Kris brought up our current 403(b) benefit for full time employees versus taking advantage of retirement savings through the Presbyterian Board of Pensions. This move would require some upfront costs to the church and would provide a more stable retirement benefit.
 5. Closing Prayer – Adjourned 9:46 p.m.



Personnel Committee - 6/19/2023

Present: Brian Price, RuthAnn Tobey-Brown, Rev. Dr. Kris Schondelmeyer, Dan Breinich
 Absent: Kristine Oswald, Peter Bawden, Dick Koos

1. Devotion—Pastor Kris
2. Church Office Staff Job Descriptions -
 - Dan talked about how well delineated that each of the positions were in terms of their duties and responsibilities.
 - Suggestion of changing the title of Kristine’s position to “Director of Financial Business Administration”. Accepted by all in committee.
 - Director of Office Administration has new technology skills in computer systems, software, and maintenance. Could potentially narrow our candidate pool when searching for new hires.
 - All changes to job descriptions approved by the committee for motion to session.
3. Direct Reports to Head of Staff –
 - Darren’s position will now be known as “Director of Building and Grounds”.
 - Matt’s position will be “Director of Music and Arts”.
 - Flow chart of church staff positions ready to send to session.
 - All changes approved by the committee for motion to session.
4. Closing Prayer – Adjourned 8:17 p.m.



Building Grounds and Safety Committee

Meeting June 5, 2023 5:30PM in the Parlor

Attended by: Matt Kabel, Nathan Kabel, Karla Ruiter, and Darren Long. Excused: Pete Madden

1. Darren and Chad are looking for volunteers to help while Kevin out on medical leave.
2. Serve lunch to the kids and volunteers on Wednesday during Compassion Camp week.
3. Approved 2 electrical proposal bids:

- A. Gym water heater wiring
- B. Gym light
- 4. HVAC supply vents completed in the Sanctuary
- 5. Prepare playground area for the Musikgarten picnic June 25th

Respectfully submitted,
Karla Ruiter Ruling Elder, BGS Co-chair



CEFY Meeting June 14, 2023

The meeting had three attendees, Kristy Woodrow, Diane Roebuck and Bonnie Johnson.

We had a brief discussion of the previous week's Compassion Camp/VBC. An invitation to a zoomed debrief meeting has been sent to all the volunteers that helped with the week. That zoomed meeting will be held on June 27 at 7 PM.

Summer Sunday School started on June 18 and will continue each week during the summer.

The CEFY visioning meeting will need to be rescheduled due to a conflict with CE visioning meeting.

The outlook for fall Sunday School is looking positive. We are predicting a need to have 3-4 Sunday School groups scheduled. We will need to find sufficient volunteers to staff the classes. We are also exploring the need for starting a confirmation class this fall.



April Minutes of the Finance Committee

The meeting was called to order by Tom Spitzfaden at 7:00 p.m. on April 11, 2023. A quorum was present and Karen Moore agreed to take the minutes.

The minutes of the March minutes were approved with a correction.

The March financials were discussed. The Deacons expenditures were less than usual. It was noted that they are deciding how and when to disperse funds. Expenditures for the month were about the same as last year. It was decided that the Easter Offering will be entered at Pledges and Offerings. Mike Bawden still has not submitted his expenses and Nancy Foster will follow up with him. A concern was expressed concerning a payroll advance. Kristine Olson said that all procedures were followed. FSA contributions that were not used last year have been returned to the general fund.

The Memorial Gifts Policy was discussed. Nancy Chapman, Pastor Kris and Kristine will work on and report back to the committee prior to our May meeting.

The ERTC request is ready to be filed. Nancy Foster will sign off on it and Pam Paulsen will sign the amended papers.

The CMEF Reserve/Building Reserve will be a balance sheet item. Any expenditure will be reported to Session every month and to the congregation in the annual report.

Kristine reported the quarterly statements and information on Birdies for Charity will be mailed on Thursday.

Kristine reported on another way to do on-line giving. The Presbyterian Foundation charges 2% which would be cheaper than our current system. She will continue to research this.

We are still looking for an accounting assistant. It was suggested that we use Indeed and also look for a student from St. Ambrose. Kristine will decide how to proceed.

Pastor Kris asked about a process and policy for pre-approval of spending by staff and volunteers. The intent is to improve communication prior to funds being spent and to streamline the process.

Each committee member will send times available for the next four weeks to help Kristine.

The meeting was adjourned by prayer by Pam at 8:45 p.m.



Minutes of the Finance Committee of First Presbyterian Church, Davenport, May 9, 2023

In attendance: Nancy Chapman, Tom Spitzfaden, Nancy Foster, Kristine Olson, Rev. Dr. Kris Schondelmeyer.

Meeting minutes from the April 11, 2023, were not officially approved due to no quorum.

April financials comments/questions: CPR training of \$1300 was paid and is in the Admin sweep account; it will be booked by next month. In April, a large donation was received from someone who did not pledge so it's in Offerings. April's YTD income looks good, better than budgeted. There was a question on about how the \$17,324 YTD under budget amount on the Treasurers Report was calculated; Kristine will look into it and let us know this week. We were missing Managed Restricted Funds report due to connection issues while working from home. She'll have those to us yet this week.

PNC Expenses: Nancy F received copies from Mike Bawden of expenses he incurred during the 2022 PNC search. Mike stated that he understood if reimbursement was not provided due to the length of time that's passed. Nancy forwarded the actual copies to Kristine. One receipt was missing and a couple others had alcohol included; we agreed to reimburse Mike for the receipt provided, less the alcohol charges (per church policy).

Compassion Camp (VBS): The committee has volunteered (as requested) to furnish a lunch on June 8. A tentative menu was discussed but we have many questions time commitment, our responsibilities, how many to be fed, etc. Since we won't meet before June 8, we agreed to do further organizing via email.

Memorial Gift policy: Nancy C shared her draft the policy and comments were shared. Kristine and Nancy C will incorporate comments and bring the updated draft back next month for final review.

Pre-approval of expenses: Kristine and Pastor Kris will address this idea as time permits.

Birdies for Charity: We agreed to ask the Foundation to send the monies it committed to FPC through the Birdies, thereby receiving an additional percentage for the church. Tom will contact Jeff Gomez to make the request.

Agreed Upon Procedures: Kristine had sent out her comments but due to the few members in attendance, we decided to discuss at our June meeting, giving others time to review her notes.

Wells Fargo: The previously discussed call/meeting with the WF rep isn't a priority if the church is considering changing banks. The consensus appears to be in favor to seeking another primary bank.

Status of Accounting Assistant position: After receiving 11 (!) inquiries from qualified (!) candidates, Kristine contacted them to be sure they understood that the position is for only 10 hours. After screening them over the phone, four are definite possibilities for in-person interviews. However, due to the recent departure of FPC's Admin Assistant, the pursuit of someone for accounting will be on a short hold. Personnel and staff need time to consider how to fill both vacancies.

Status of ERTC (Employee Retention Tax Credit): Forms were filed (certified mail) 2 weeks ago. Assuming the program isn't defunded and that our application is accepted, we are hopeful.

Next Finance Comm meeting date: June Session meeting has been moved a week later to June 26. Do we want to keep our usual date or meet a week later as well? Consensus was to keep our usual date, June 13, allowing flexibility to meet again before Session, if needed.

2024 Budgeting: Kris suggested a new process for the fall – Finance Committee would meet with Stewardship (in July?) and map out an estimated budget (submit in August?) so that Stewardship has a dollar amount on which to base their fall drive. Nancy C or Nancy F will discuss with Patrick/Stewardship.

Zoom meetings or in-person? Consensus is to keep meeting by Zoom.

Bids for concrete repairs by elevator entrance: With a 15% contingency, \$17K is the estimate. Our decision for source(s) of funds is 1) Foundation Development Funds, or as an alternative (or if funds are needed immediately), 2) GMEF at Wells Fargo.

Nancy F and Kristine left the meeting at this point. Nancy C submitted the following:

Finance Committee portion of OPS Manual: Recently Mark Jones as Clerk of Session notified Nancy Chapman and Kristine Olson that there was a question about the Finance Committee portion of the Operations Manual (committee description and Financial Policies and Procedures) and whether it was final in the Operations Manual. Nancy C had reviewed both documents and found the Financial Policies and Procedures were final and Pastor Kathy had made no comments on that section. Nancy C will communicate to Mark that section is final. Regarding the committee description, Pastor Kathy made comments in four places. Nancy C and Tom had communicated prior to this meeting and had agreed on how to respond to those comments. Tonight, Pastor Kris, Tom and Nancy C reviewed Pastor Kathy's comments and agreed how they should be handled in the Operations Manual. Nancy C will communicate those changes to Mark for assistance in revising the Operations Manual to present to Session for approval.

Respectfully submitted, May 23, 2023

Nancy Foster



Stewardship Committee, First Presbyterian Church, Davenport, IA
Report for Session - Monday, June 26, 2023

Committee Members - Patrick Downing (Chair), Samantha Crow

- Anonymous Donor is willing to match, dollar-for-dollar, the total amount of money pledged from donors at First Presbyterian Church, Davenport, through the Birdies for Charity Program, up to \$100,000.
- Anonymous Donor is also willing to match the Birdies bonus that would be announced in late October/early November 2023
- Over the last five years, FPC Davenport donors have made \$151,813.29 in donations to the church through Birdies for Charity, with the highest amount coming in 2020 (\$32,530.00).
- The Bonus total amount from Birdies over the last five years is \$11,028.16, with the highest amount coming in 2021 (\$2,231.55)
- Patrick announced this exciting opportunity to the congregation during two Minute for Stewardship presentations - Sunday, May 21 and Sunday, June 4.
- **Where do we stand right now with Birdies? Kristine Olson informed us of exciting news that the church has reached \$81,435 through Birdies for Charity (as of June 19) and is aware of at least \$6,000 more coming in!** Patrick informed our anonymous donor of the church's progress, and they are absolutely thrilled and pleased with the generous response of FPC to the match!
- Stewardship Committee plans to hold collaborative meeting with the Finance Committee in the first full week of August to discuss the upcoming Stewardship Campaign - theme, goals, and execution of the campaign.

Respectfully submitted, Patrick Downing, Stewardship Chair - June 21, 2023

Appendix 4: FPC Session Minutes, June 2023: Job Descriptions

FIRST PRESBYTERIAN CHURCH
1702 IOWA ST.
DAVENPORT IA 52803

Position Title: ACCOUNTING AND ADMINISTRATIVE ASSISTANT

FSLA Classification: Part-time, Nonexempt

Hours: 20 hrs./week

Reports To: Head of Staff, Director of Business Administration, Director of Office Administration, and the Session through the Personnel Committee

Summary of Position: The Accounting & Administrative Assistant assists with general church accounting and maintains church membership records (personal and financial information) using the church's membership database system, and assists with other general administrative tasks.

I. General Accounting Responsibilities

A. General Ledger: Assist in maintaining balanced general ledgers through the posting of all accounting entries, recording cash receipts, disbursement, and necessary journal entries required. Print reports from the general ledger system as requested.

B. Weekly pledge collection: Receive and tabulate all Church and Foundation monies.

C. Volunteers: Co-supervise the volunteers in the counting and the distribution of the weekly cash and pledge collections.

D. Contribution Statements: Fold and stuff quarterly contribution statements and deliver to the Post Office.

E. Posting receipts: Post all methods of payment (for example, cash, checks, ACH bank transfers, credit card receipts, stock donations) into donors' accounts on church accounting software.

F. Memorials: Record and acknowledge memorial contributions. Mail complete listings to survivor contact person monthly.

G. Accounts Payable: Enter invoices for payment as directed by the Director of Business Administration.

- H. Follow up on contributions and payables:** Follow up on questions and concerns regarding contributions and/or payables and reconcile any differences.
- I. Check preparation:** Prepare all disbursement checks for approval and signature.
- J. Recurring payments:** Process monthly, recurring payments to organizations that are not originated by an invoice and each of which is properly approved.
- K. Supporting documentation:** Request supporting documentation for requests for payment, if needed.
- L. Account reconciliations:** Reconcile bank and investment statements for multiple accounts as designated by the Director of Business Administration. This includes preparing and posting necessary journal entries.
- M. Communications:** Able to work with staff and volunteers and interact well with members of the congregation.
- N. In-kind donations:** Prepare letters to members regarding in-kind donations.
- O. Payroll processing:** Serve as backup for payroll processing.
- P. Account reconciliations for custodial and passthrough accounts:** Prepare detailed account reconciliations for custodial and passthrough accounts quarterly as instructed by the Director of Business Administration.
- Q. Journal entries:** Copy and attach support for journal entries. Record standard journal entries.

II. Church Membership & Records Responsibilities

- A. Systems Administrator for the Membership Database:** Input All Personal Information Fields, Report Status (active, baptized, inactive, visitor), Membership Gains (profession, reaffirmation, restored, certificate), Membership Losses (certificate, death, other losses), Church School Enrollment, Groups & Classes, Skills & Interests, All programmatic profile codes. Identify and create new fields and produce standard and customized reports.
 - a.** Provides specified membership data for various projects as needed (example: annual church directory, annual report).
- B. Certificate Preparation:** Prepares all certificates and correspondence required for membership transfers, baptisms, etc., including address, membership status, and membership activity changes.

- C.** Preserving Historical Records: Maintains church membership records as permanent copy membership files. Biannually assists the Heritage/Historical Preservation Committee in preserving historical archives.
- D.** Volunteer Management: Manages church office volunteers in the entering of membership attendance into the database and assists them in addressing related issues as they arise.
- E.** Welcome Desk: Organizes the Welcome Desk, including creation of visitor packages.
- F.** Visitor Follow-Up: Identifies all visitors (from Fellowship Register) and facilitates follow-up greetings, correspondence, and information packages.
 - a.** Develops and maintains system of adding visitors to mailing lists and identifies potential new members.

III. General Administrative Responsibilities

- A.** Receptionist: Serves as church phone receptionist, answers incoming calls and takes messages or transfers calls to the appropriate staff member (coordinated by the Director of Office Administration).
- B.** Publications: Assist the Director of Office Administration with printing bulletins or other publications, folding, stuffing inserts or envelopes.
- C.** Session/Deacon Assistance: Assists the Clerk of Session (church council) and Deacon Moderator with reports and information.
 - a.** Assists the Clerk of Session in preparing the monthly session statistical report.
 - b.** May be called upon to send email packets to session members or deacons.
 - c.** Coordinates with the Clerk of Session on monthly membership information for the Clerk's Report for Session and the annual membership statistics for the Annual Report.
 - d.** Maintains Session office record binder, which includes Agendas, Clerk's Reports, and Session Minutes.
 - e.** Inputs, maintains, and updates annual Session and Deacon ordination/installation information. Assists with the creation and organization of materials for officer training.
 - f.** Prepares Deacon, Session, and Committee rosters.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Other duties may be assigned by the Pastor/Head of Staff, Director of Business Administration, or the Director of Office Administration.

IV. Qualifications

- A.** 2-3 years accounting, bookkeeping, or banking experience.
- B.** Ability to learn the organizational system of the church and Presbytery to maintain accurate membership database system and records.
- C.** Ability to learn and take ownership of member databased software application.
- D.** Ability to communicate with all personality types both in person and on the telephone in a consistent warm, positive, caring, and friendly manner.
- E.** Possess grammar and time management skills necessary to produce and proofread timely, quality correspondence.
- F.** Ability to perform duties with preplanning, consistency, and order, while communicating the status of projects to the staff as needed.
- G.** Ability to work in cooperation with other staff members, volunteers, committees, etc.
- H.** Ability to be supportive to the pastoral staff and the mission of church.
- I.** Willingness to attend training and/or continuing education classes as directed by the Head of Staff. Possible examples: church database training and/or accompany the Clerk of Session to related Presbytery record keeping training.

V. Skills Necessary

- A.** Knowledge and experience in general accounting or bookkeeping.
- B.** Knowledge and experience in database management.
- C.** Software skills: Church Windows database, Microsoft Office Suite, mail merge and basic computer application troubleshooting knowledge.
- D.** Ability to coordinate New Member Information and help assimilate potential new members.
- E.** Availability to meet with assigned committees upon request.

FIRST PRESBYTERIAN CHURCH
1702 IOWA ST.
DAVENPORT IA 52803

POSITION TITLE: DIRECTOR OF FINANCIAL AND BUSINESS ADMINISTRATION

FSLA Classification: Full-Time, Exempt

Responsible to: Head of Staff; Finance Committee, Stewardship Committee, Session, and Board of Deacons for church financial and accounting matters; Personnel Committee for church personnel matters; and Foundation Board of Trustees for Foundation financial and accounting matters.

Supervises: Accounting and Administrative Assistant

Summary of Position: This position is responsible for overseeing the financial wellbeing and accounting of funds of First Presbyterian Church and the Foundation, and administering payroll and benefits, and coordinating the onboarding process for church staff.

Responsibilities:

I. Finance and Accounting

- A. Segregation of duties:** Maintain complete and proper segregation of duties regarding the collection, depositing, spending, and recording of all Church and Foundation monies.
- B. Accounts payable:** Responsible for accounts payable process. May delegate some steps to Accounting Assistant while retaining overall responsibility and proper segregation of duties.
- C. ACH/Credit Card Transactions:** Responsible for the recording of electronic transfers initiated by church members via bank accounts or credit cards. May delegate some steps to Accounting Assistant while retaining overall responsibility and proper segregation of duties.
- D. Reconcile pledge accounts:** Determine that a proper reconciliation is made of the weekly collection of pledges with the amount posted to the individual members' accounts.
- E. Investment of funds:** Invest church monies under guidelines established by the Finance Committee. Invest Foundation monies under guidelines established by the Foundation Board of Trustees.
- F. Bank Reconciliations:** Oversee the preparation of monthly bank reconciliations as prepared by Accounting Assistant or outside preparer. Ensure reconciliations are signed and dated by preparer and reviewed by a member of Finance Committee within 30-45 days of the end of each month.

- G. Reconciling investment accounts (money market, CD's, stock, etc.):** Reconcile the total investments with the individual account or fund recorded amounts. Ensure reconciliations are signed and dated by preparer and reviewed by a member of Finance Committee within 30-45 days of the end of each month.
- H. Inter-fund accounts:** Determine that all inter-fund account balances reconcile monthly.
- I. Custodial and Pass-Through accounts:** Maintain a master spreadsheet for all custodial and pass-through accounts, identifying the responsible congregational or staff member. Send monthly printout of activity to the responsible individual/committee(s)/Finance Committee/Session for review.
- J. Check signing:** Sign all checks for General Fund and Restricted Fund emergency accounts which have properly approved invoices or support for payment. Also, coordinate semi-monthly General Fund (or other funds, as necessary) check signing with appropriate check signers.
- K. Financial statements:** Close the books and prepare the necessary financial statements or schedules requested by the various boards and committees monthly and at year end.
- L. Payroll:** Process payroll semi-monthly and determine that all payroll deposits are made and that the federal and state payroll tax payments and reports are filed on a timely basis.
- M. Budgeting:** Prepare annual and monthly budget spreadsheets for all income and expense lines using information from the general ledger system. Assist the Stewardship Committee, Finance Committee, Budget Committee and Session and staff to prepare, adopt and administer the annual budget of the Church.
- N. Annual Financial Report and Agreed Upon Procedures Review:** Prepare the church financial annual report for the congregation, and ensure it is completed in time to be reviewed before being presented to the Session and congregation. Prepare or coordinate all information requested by CPA firm for the annual review of the church's Agreed Upon Procedures. With agreement from the Finance Committee, respond to and implement recommendations made in report issued by CPA firm, if any.
- O. Financial analysis:** Perform financial analysis of monthly financial reports (variance report and cash flow report) as well as research requests made by staff and empowered volunteers.
- P. Executing contracts and agreements:** Assist other staff members who are responsible for procuring a good or service in negotiating contracts with outside vendors as needed.
- Q. Finance office files:** Maintain the necessary finance office files (contracts, agreements, etc.). In some cases, this will include a copy of a contract or

agreement executed by other staff members responsible for the procurement of the goods or services.

- R. Filings and reports:** Submit all filings and reports required by the government, church Session, the Presbytery and General Assembly in conjunction with the Clerk of Session.
- S. Compliance with established accounting policies and procedures:** Ensure compliance of staff members with existing accounting policies and procedure as approved by Session and/or Finance Committee. Make recommendations to the Finance Committee for additional accounting policies and procedures when need arises.
- T. Continuous improvement of accounting processes:** Responsible for continuous improvement of the accounting processes. Identify areas that need improvement and propose changes in procedures to the Finance Committee.
- U. Finance meetings:** Assist Finance Committee chair in meetings with Finance Committee, coordinating agenda items in advance with committee chair or other members, as appropriate.
- V. Online Payments:** Update and maintain the online payment portal on the church's website.
- W. General Ledger:** Maintain a balanced general ledger for all funds through the posting of all accounting entries, recording the cash receipts, disbursements, and the necessary journal entries required.
- X. Memorials:** Quarterly provide the Head Pastor with a list of information for all decedents' memorials in order to contact the survivor family member to discuss use of funds.
- Y. Weekly Count:** Assist the Accounting Assistant and volunteers each week with the Sunday offering count. Scan check deposits using Desktop Deposit feature and take cash deposits to bank for processing.
- Z. Contribution Statements:** Review quarterly contribution statements prior to printing, correcting any errors or omissions of descriptions and print for collation by Accounting Assistant.

II. Payroll and Benefits

- A. Employee Records and Manual:** Responsible for all employee records relating to payroll and benefits administration and maintaining an updated Personnel Policy and Procedures Manual.
- B. Employee benefit programs:** Negotiate with providers and obtain the necessary employee benefit programs (health, retirement, etc.) for those employees eligible

for such coverage. Process monthly benefit payments, including payroll deductions. Serve as Benefits Administrator.

- C. Compensation spreadsheet:** Maintain a compensation spreadsheet for the Personnel Committee showing budget and actual expenditures for each ordained and lay person on staff. Provide the necessary data to the Personnel Committee to develop an annual budget of compensation and benefits.
- D. Performance evaluations:** Conduct periodic performance evaluations of employees reporting to this position.
- E. Employee processing:** Provide new employees with forms and benefit information and otherwise perform the processing required to make them an employee of the church or of a temporary help agency providing services to the church. Perform the processing required to separate employees from employment.

III. Property Management

- A. Communication:** Communicate with outside property manager and Foundation property liaison volunteer to manage properties owned by the Church and the Foundation.
- B. Property and liability insurance:** Maintain adequate property and liability insurance coverage for the church and Foundation properties.
- C. Special campaigns:** Assist in any capital or building-related campaigns (transferring funds, monitoring performance to budget, submitting projects for approval, maintaining supporting documentation).

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Other duties may be assigned by the Pastor/Head of Staff or a related committee.

IV. Qualifications

- A.** 2-3 years accounting, bookkeeping, or banking experience.
- B.** Ability to learn the organizational system of the church and Presbytery to maintain accurate records and following required policies and procedures.
- C.** Ability to learn and take ownership of member databased software application.
- D.** Ability to communicate with all personality types both in person and on the telephone in a consistent warm, positive, caring, and friendly manner.

- E.** Possess grammar and time management skills necessary to produce and proofread timely, quality correspondence.
- F.** Ability to perform duties with preplanning, consistency, and order, while communicating the status of projects to the staff and committees as needed.
- G.** Ability to work in cooperation with other staff members, volunteers, committees, etc.
- H.** Ability to be supportive to the Head of Staff and the mission of church.
- I.** Willingness to attend training and/or continuing education classes as directed by the Head of Staff. Possible examples: church database training and/or Board of Pension training.

V. Skills Necessary

- A.** Knowledge and experience in accounting or bookkeeping.
- B.** Knowledge and experience in payroll and benefits management.
- C.** Knowledge and experience in database management.
- D.** Software skills: Church Windows database, Microsoft Office Suite, mail merge and basic computer application troubleshooting knowledge.
- E.** Availability to meet with assigned committees upon request.

Full vaccination against COVID-19 and capacity to wear a mask for the entire working day.

Approved March 16, 2017
Revised August 2019 and May 2022

FIRST PRESBYTERIAN CHURCH
1702 IOWA ST.
DAVENPORT IA 52803

POSITION TITLE: DIRECTOR OF OFFICE ADMINISTRATION

FSLA Classification: Part-time, Exempt

Hours: 25 hrs./week

Responsible to: Head of Staff and to the Session through the Personnel Committee

Supervises: Accounting and Administrative Assistant

Summary of Position: This position is responsible for publications (print and digital); office technology (equipment, hardware, and software); inventory and ordering of office supplies; coordination of office volunteers; scheduling of church calendar; mail distribution; providing general clerical support for the program and administrative staff of First Presbyterian Church; serving as church receptionist; and Administrative Assistant to the Head of Staff.

Responsibilities:

I. Office Coordination and Administration

- A. Greeting public and congregation members:** Serve as the face of First Presbyterian Church for those visiting during the week.
- a. Answer questions pertaining to church events and activities.
 - b. Directs public or congregational members to appropriate personnel.
 - c. Responsible for answering the telephone and directing calls to appropriate personnel, or taking appropriate messages.

B. Administrative Responsibilities

- a. Serves as administrative assistant to the Pastor/Head of Staff.
- b. Provides general clerical support to the program and administrative staff as assigned by the Head of Staff, and assists in coordinating other church events as needed.
- c. Maintains and Updates: Church calendar for events/staffing (including the preaching schedule), and staff directory.
- d. Staff Meetings: Prepare weekly staff meeting agenda and keep minutes.
- e. Keeps the office organized and ensures copiers are stocked with paper and toner.

- f. Regularly monitors related budgets to ensure efficient operations.

C. Supply and Budget Oversight

- a. Keeps an inventory of needed office supplies.
- b. Responds to staff office supply needs in a timely and efficient manner.
- c. Places office supply orders with approval of Pastor/Head of Staff.
- d. Verifies accuracy and cost of office supplies received, and continually monitors budgets to ensure all office expenditures are within budget.
- e. Maintains office supply order files.

D. Church Mail: Coordinate incoming and outgoing church mail.

- a. Opens mail addressed to First Presbyterian Church, but not to specific personnel.
- b. Coordinates, prepares, and mails the church bulk mailings.
 - i. Computes postage and submits requests for payment to the Director of Financial and Business Administration.
 - ii. Completes necessary postal forms and takes the mailings to the post office (aided by the Accounting and Administrative Assistant).
- c. Monitors postage expenses.
 - i. Order postal supplies, including replenishing of postage meter.
 - ii. Runs weekly postage expense reports and submits them to the Director of Financial and Business Administration.

E. Office Volunteer Coordination:

- a. Recruit and maintain a list of volunteers to assist in the church office.
- b. Train volunteers in use of telephone, door security system, office equipment usage, and office procedures.
- c. Schedule volunteers to assist with church office tasks as needed, including for times the incumbent will be absent.

II. Print and Digital Publications

- A. Print Publications:** Responsible for creating or formatting, printing, folding, mailing and/or distribution of all print publications.

- a. Coordinates, prepares, proofs, prints, and folds Sunday bulletins, announcements, and other publications in cooperation with the worship leadership staff, and aided by the Accounting and Administrative Assistant.
- b. Coordinates, creates or formats, revises, proofs, and prints large projects (i.e. Newsletters, Annual Report, etc.) as assigned by the Head of Staff.
- c. Creates or formats, proofs, and prints, flyers, inserts, tickets, etc. to meet committee requirements.
- d. Maintains publications files in office and Heritage storage.

B. Digital Publications: Responsible for creating or formatting, posting, updating church digital publications.

- a. Creates or formats, updates, proofs, and schedules posts for the website and social media accounts in coordination with the Head of Staff and program staff.
- b. Creates or formats, updates, proofs and distributes the weekly E-News and digital newsletter in coordination with the Head of Staff and program staff.
- c. Creates or formats, updates, proofs, and schedules posts for digital signage in coordination with the Head of Staff.
- d. Maintain digital publication files and ensure backups are secured.

III. Office Technology

A. Building/Office IT Operations: Responsible for hands-on, day-to-day, IT operations.

- a. In consultation with the Head of Staff and technology committee, help devise and establish IT policies and systems to support the implementation strategies set by the Head of Staff.
- b. In collaboration with the Technology Committee, oversee all office technology operations and evaluate them according to established goals to ensure efficiency and cost effectiveness in line with budget.
- c. Assist in building relationships with vendors and creating cost-efficient contracts.
- d. Coordinate with staff to provide guidance on technology needs.
- e. Phone System: Responsible for the maintenance of church phone system and updating of main line messages.
- f. Hardware: Responsible for securing computers and other office equipment (copiers, folding machine, etc.) in an efficient and cost-effective manner as needed for the operation of the church.

- i. Provide and/or schedule maintenance for hardware as needed. When appropriate, coordinate with the Director of Buildings and Grounds for maintenance needs.
- g. Software: Responsible for securing and maintaining computer software in an efficient and cost-effective manner as needed for the operation of the church (including an internal and/or cloud-based network).
 - i. In consultation with the Head of Staff, create and maintain a list of approved software.
 - ii. Secure and download approved church software on computers and smart devices as appropriate.
 - iii. Provide and/or schedule updates to software as needed.
 - iv. Maintain an updated log of passwords for church office software.
 - v. Preserve assets by implementing disaster recovery, backup procedures, information security, and control structures.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Other duties may be assigned by the Pastor/Head of Staff.

IV. Qualifications

- A.** Ability to communicate with persons from all walks of life and of all personality types both in person and on the telephone in a consistent warm, positive, caring and friendly manner; demonstrates interpersonal skills necessary to maintain cooperative relationships.
- B.** Possesses the computer, grammar, attention to accuracy and detail, and time management skills necessary to produce and proofread timely, quality correspondence and publications, manage calendars, and take accurate telephone messages.
- C.** Demonstrate expert proficiency in all software suites expected of today's administrative professionals including Google Calendar, Outlook, Church Windows, MS Word, Microsoft Publisher, Excel, social media platforms, Mailchimp, Zoom; Mail Merge; and possess capacity to learn quickly as software changes over time.
- D.** Demonstrate proficiency in computer science or related IT field.
- E.** Demonstrate proficiency in database programming and software installation.
- F.** Physical ability to lift and organize office supplies, including filled mailing trays and office hardware.

- G.** On bulk mailing days, must have own reliable transportation to retrieve mailing supplies and take completed mailing to the post office; possess valid driving license and insurance.
- H.** Ability to multi-task several projects and prioritize accordingly.
- I.** Ability to organize, track, and manage office supply ordering responsibilities.
- J.** Ability to coordinate office volunteer activities, recruit volunteers and provide the training and empowerment necessary to successful volunteer activity.
- K.** Willingness to attend training and/or continuing education classes as directed by the Head of Staff. Possible examples: church database training and/or training for other software. Working knowledge of church and Presbyterian organizational structure or capacity to acquire this knowledge with training.

V. Skills Necessary

- A.** Knowledge and experience in general office administration.
- B.** Knowledge and experience in database management.
- C.** Software skills: Church Windows database, Microsoft Office Suite, mail merge, and computer application troubleshooting knowledge.
- D.** Knowledge and experience in troubleshooting IT systems.
- E.** Availability to meet with assigned committees upon request.

The Performing Arts Series

2023-2024

Mission Statement

The Performing Arts Series of First Presbyterian Church was created in the fall of 1992 to reclaim to the church the role of curator of the arts. As the Christian guardians of God's gift of music, the series educates, enlightens and enriches church members as well as the secular community. This evangelistic outreach provides, through the church's choirs and members, as well as guest artists, performances with the highest degree of artistic excellence. The series affords the resources and opportunities for the membership of First Presbyterian Church, Davenport, to share their God-given talents in dimensions not otherwise possible.

The committee will sponsor a season announcement party at The Grape Life on Tuesday, July 25. Tickets for benefactor patrons available on or before August 1; tickets available for individual purchase (on Eventbrite or Vanco) on August 15.

At the end of the 2022-2023, the Performing Arts Series is estimated to have a surplus of \$22,000. The anticipated budget for the 2023-2024 series is as follows:

Anticipated Expenses

Saturday, September 23, 2023 - 7:30 PM

Mesa-Zelek Duo (\$25 adult/\$10 student, managed by QCSO) - partnership with QCSO-Up Close

Friday, October 20, 2023 - 7:30 PM

Alex Gilson Organ Concert: *The Passion of Joan of Arc* (\$15 adult/\$10 student)

Saturday, November 3, 2023 - 7:30 PM

Karen Bergreen, comic (\$15 adult/\$10 student)

\$1,800

Sunday, December 3, 2023 - 9:30 AM

FPC Chamber Chorale: An Advent Service of Lessons and Carols (not ticketed)

Saturday-Sunday, December 16-17, 2023 - 7:30 PM | 4:00 PM

FPC Christmas Concert 2023: "Tidings of Comfort and Joy: Carols in a Safe Space"

\$13,000 (Complimentary tickets required)

Partnership with Clock Inc.

Sunday, March 3, 2024 - 4:00pm

FPC Chamber Chorale: A Service of Choral Evensong (not ticketed)

Friday, March 29, 2024 - 7:30pm

Good Friday Tenebrae Service (not ticketed) \$2,500

Sunday, April 14, 2024 - 9:30 AM

FPC Chamber Chorale: An Eastertide Service of Lessons and Carols (not ticketed)

Saturday, April 20, 2024 - 7:30 PM

Josh Espinoza Trio (\$15 adult/\$10 student) \$2,450

Sunday, May 5, 2024 - 9:30 AM

A Festival of Hymns (not ticketed)

Friday, Saturday, Sunday, June 28-30 - 7:30pm | 7:30pm | 4:00pm

Broadway Musical: *1776* \$10,000

Additional Expenses:

Security \$600

Misc. (Advertising, Programs, etc.) \$2,500

Total Anticipated Expenses \$32,850

Anticipated Income

Full Concert Sponsor (2) \$6,000

Partial Concert Sponsor (2) \$3,100

Benefactor (4) \$4,000

Contributor (8) \$4,350

Supporter (18) \$5,100

Patrons (48) \$4,800

Series (1) \$120

Individual Ticket Sales (estimate) \$3,800

(300, 250, 250, 3000)

Program Ad Sales (June Musical) \$1,000

Christmas Concert Donations (estimate) \$400

Total Anticipated Income \$32,670