

Session Meeting
First Presbyterian Church
Davenport, Iowa
August 4, 2025

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, August 4, 2025. The meeting was held in Von Maur Hall with Zoom available.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 6:32 PM.

A quorum was present.

Pastor Kris spent the Devotion and Study time reviewing the new FPC Website in detail. The website is almost finished and it should be launched by September 7, 2025. An App will generate from the website.

	Class of 2025		Class of 2026		Class of 2027
P	Dan Breinich <i>Personnel</i>	P	Dianna Darland <i>Hospitality & Welcoming</i>	P	David Bowles Edwards <i>Worship & Music</i>
P	Nancy Chapman <i>Finance</i>	A	Denny Jorgenson <i>Congregational Fellowship</i>	P	Dan Darland <i>Building Grounds & Safety</i>
P	Bonnie Johnson <i>Stewardship</i>	P	Kathy Knox <i>Christian Ed & Fellowship with Youth</i>	P	Craig Foster <i>Finance</i>
P	Nathan Kabel <i>Buildings Grounds & Safety</i>	E	Cathy Pratscher-Woods <i>Stewardship</i>	P	Paula Hartmann <i>Personnel</i>
E	Zoë McCullum <i>Buildings Grounds & Safety</i>	P	Jed Steckel <i>Adult Spiritual Growth</i>	P	Sharon Simmonds <i>Adult Spiritual Growth</i>
P	Julia Meyer <i>Co-Clerk of Session</i>			P	Jay Williams <i>Adult Spiritual Growth</i>
P	Kristine Oswald <i>Worship & Music</i>			A	Erin Yingling <i>Christian Ed & Fellowship with Youth</i>
P	Mark Ruebling <i>Congregational Marketing & Growth</i>				
P	Vicki Stegall <i>Personnel</i>	P	Mark Jones <i>Co-Clerk of Session, non-voting</i>	<i>P-present E-Excused A-Absent</i>	

Staff members:

P	Rev. Dr. Kristopher Schondelmeyer <i>Pastor / Head of Staff</i>	P	Kristine Olson <i>Director of Financial and Business Administration</i>	P	Darren Long <i>Director of Building and Grounds</i>
P	Marty Bowles Edwards <i>Co-Director of CEFY</i>	P	Jim Middleton <i>Director of Office Administration</i>	P	Matthew Bishop <i>Director of Music and Arts</i>

A Land Acknowledgement was read.

At 7:32 PM, Pastor Kris started the meeting with prayer.

Guests: FPC Staff Members, Deacon Moderator Terri Sheetz, Foundation Member Heather Calvert and New Member Clare Kraklow.

A motion from Jed Steckel was added to the Bawden Scholarship Proposal discussion. A verbal report from Personnel was added to the Session Committee Reports. Three names were added to the Clerk's Report for requested removal from membership. **On motion and second**, the agenda was approved as amended.

Clare Kraklow was introduced to Session and spoke of her faith journey. After a few questions, **on motion and second**, membership was approved. She will be scheduled to be introduced to the congregation at a future Sunday.

On motion and second, the Session approved seating our guests, with voice and no vote.

CONSENT AGENDA

The following items were presented on the amended Consent Agenda:

- Approve the June 16, 2025, Session Meeting minutes.

On motion and second, the Consent Agenda was approved as presented.

CLERK'S REPORT

- Reminder: Communications to the Co-Clerks should be sent to clerk@fpcdavenport.org, not personal email addresses.
- The Report of the Clerk of Session for July/August 2025 is appended to these minutes.
- Communications received by the Clerk:
 - Letter from Covenant Network of Presbyterians asking for a \$250 donation for 2026.
 - Request to transfer membership of Diana and Ron Dalton to Bettendorf Presbyterian Church is awaiting confirmation from BPC.

- Action item:

On motion and second the names of congregational members to be removed from Active Membership status are listed below.

By Request

Patricia Peters

Chris Martin

Mackenzie Kennedy

Morgan Kennedy

Louise Hales

George Hales

Joanne Mercer

DEACONS' REPORT

The Session received a verbal report from Deacon Moderator Terri Sheetz:

- Deacon's didn't meet in July.
- The Annual Church Picnic is coming up on September 7, 2025.

On Motion and second, it was approved to suspend the Session meeting at 7:54 PM to enter a called meeting of the members of the Foundation of First Presbyterian Church. The meeting was restarted at 8:02 PM.

Discussion of the Bawden Scholarship proposal

A motion was made by Jed Steckel about the Bawden Scholarship proposal to ‘Empower this group to move forward and establish a memo of understanding and a formal operating document relating to accepting and implementing such a gift. Both these documents would then be presented to Session for their approval or further input.’

A verbal review of the Zoom meeting with Mike Bawden, Bonnie J., Nancy F., Ami Wells, Pastor Kris and Jed S., held on June 30 was presented. After much discussion it was decided that the CEFY Committee would discuss and assign a person to meet with Matt Bishop, Jed Steckel and Dan Darland to create a proposal for implementation that would be presented to Session on October 20, 2025. It is understood that the proposal would not cover the upcoming program year.

The original motion was retracted by Jed S.

SESSION COMMITTEE/COMMISSION REPORTS

- Written Session committee reports were received and are appended to these minutes.
 - Comments from Elder Craig Foster, Finance Committee, on the Income/Expense reports.
 - YTD through June, everything looks good but is not expected to continue.
 - The Agreed Upon Procedures report created three recommendations. One of them is that a form for all Capital Expenditures above \$5K, that has not been consistently used in the past, will now be required.
 - Personnel informed Session that Linda Bengfort (Assistant Music Director) had requested an unpaid leave of absence through the end of 2025. Kathy Middleton has agreed to take over Linda’s duties and will be compensated within the existing budget.
 - **Action items from Session Committees:**
 - A motion to affirm the decision by Personnel to grant unpaid leave of absence to Linda B. until the end of December and revisit whether to extend at that time. Also to create a MOU for K. Middleton describing the expanded duties and compensation.
The motion was affirmed by vote.
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STAFF REPORTS

The staff reports were received and appended to these minutes.

- Marty Bowles-Edwards, CEFY, reported that the 6th through 8th grade youth will begin a 3 year confirmation program starting this Autumn. CEFY asks Session members to participate in the classes to get to know the youth and create relationships.
- Kristine Olson asked that everyone’s proposed budget be submitted by August 29th to help build the Stewardship Campaign.

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

- Pastor Kris continues to work on the FPC Website filling in missing content. He plans to launch the finished website on Kick off Sunday.
- Pastor Kris is working with the Stewardship Committee to plan the campaign and select speakers.

- Pastor Kris is working with the Nominating Committee.
 - A motion was made to disband the Marketing and Growth Committee and let Staff manage the website and social media. **On motion and second** it was approved.
 - Pastor Kris has finished planning for 2025 and has started Spring of 2026.
 - Pastor Kris will lead a weekly Sermon Talks and a monthly Contemplative Group this Autumn.
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OTHER BUSINESS

- Commissioners for the next PEIA meeting on September 20, 2025 were elected to serve; they are Elders Jay Williams, Dianna Darland, and Vicki Stegall. After some discussion, **on motion and second** it was approved.
- **2025 Membership Review:** Mark J. reported that 26 letters to 35 members had been mailed requesting a response by July 31st. However, more time will be given to this group. Also, this work will be paused until early next year
- **Strategic Discernment Team:** Nancy Chapman reported from the minutes of the July 31, 2025 Strategic Discernment Team meeting, which were provided to Session. Dan Darland has joined the team. **On motion and second** the minutes were approved. She updated Session on the next steps to create 4 working groups with the mission of soliciting bids in four areas.
 - New HVAC for the 2 buildings
 - Plaster/paint and other cosmetic updates to the buildings.
 - Kitchen update
 - Expansion of the Caring Closet and Fellowship area.

The team will meet on August 14, 2025 to create the teams and on October 15, 2025 to discuss the bids.
- The Elders were reminded that on September 7, 2025, Kick-off Sunday/ Congregational Conversation, their committees will share updates with the congregation.
- The next outdoor service on August 17, 2025 will be the Blessing of the Animals, officiated by Rev. Pat Halverson.

Evaluation of the meeting: No comments.

ADJOURNMENT

The agenda was completed as revised. No new business was brought to the floor. The Moderator closed the meeting with prayer at 9:33 PM.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held September 15, 2025, at 6:30 PM in Von Maur Hall. Zoom will be available.

Rev. Dr. Kristopher D. Schondelmeyer
Moderator

Julia A. Meyer
Co-Clerk of Session

Appendix 1: Clerk's Report, July/August, 2025

REPORT OF THE CLERK OF SESSION **July/August 2025**

I. Membership Changes

Members removed: At the June 2025 meeting, following Session review and efforts to contact each person, the Session acted to remove the following names from Active Membership status at FPC.

On request by the member

Barnes, Kathleen Ann
Barnes, Paul Rolland
Behrer, Cynthia Sue
Blackman, John
Borth, Christopher Allen
Borth, Katie Jane
Budan, Sarah Katherine
Connolly, Aidan Patrick
Ehrmann, Timothy George
Ferrell, Jennifer Bell

Unable to contact by mail or telephone

Antonucci, Sabrina
Carr, Grace Nicole
Carr, Margaret Frances
Carr, Mia Lyn
Cracraft, Jonathan Morris
Cracraft, Traci D.
Cracraft, William Allan
Crawford, Seth Howard
Crutcher, Blake
Dillingham-Scales, Abby
Dunn, "Hu" Huston

The following Baptized Members have been moved to Baptized-Inactive as their parents are no longer active members

- | | |
|---------------------|-----------------|
| • Ruby Borth | • Ira Crawford |
| • Christopher Borth | • Josie Ferrell |
| • Ella Crawford | • Luke Ferrell |
| • Clara Crawford | |

II. Communication received by the Clerk:

- Letter Covenant Network of Presbyterians: Request for minimum annual contribution of \$250 in 2026.
- Thank you from PC(USA) Ministry Engagement and Support for donations received in May 2025 for Hurricane Response, One Great Hour of Sharing, Christmas Joy Offering, Peace & Global Witness Offering, and Pentecost Offering.
- Thank you from PC(USA) Ministry Engagement and Support for donations received in June 2025 for Disaster Relief, Middle East and Disaster Relief, USA Disasters and Emergencies. Thank you from Presbyterian Disaster Relief for the same donation to USA Disasters and Emergencies.

III. Christian Education Attendance June 2025

Children and Youth							Adults						
June	Nursery	Pray-ground	Sunday School All Grades	Pre-K to 2	Tweens	Youth	Musik-garten*	Kirkwood Choir	Youth Choir	Youth MInistry	Adult Sunday School	Women of Hope	Bible Basics
6/1 - 6/7	4	8	In	In		In	8/4	In	In	In		In	7
6/8 - 6/14	2	5	Summer	Summer		Summer	Picnic: 21/29	Summer	Summer	Summer		Summer	7
6/15 - 6/21	2	2	VBS Week+	Recess		Recess	recess	Recess	Recess	Recess		Recess	5
6/22 - 6/28	0	24#			Pool Party: 4		14/4						recess
6/29 - 6/30	4	8					4/3				5		6
#Led Worship			+ 25 children, 3 youth, 18 adults				*Child/Adult						

IV. Worship Attendance June 2025

June 2024	Cong. Count	Choir & Clergy	Totals
9:30 AM	101	51	152
On-line Views			64
2 Total			216

9:30 AM	99	4	103
On-line Views			36
9 Total			139

9:30 AM	114	4	118
On-line Views			38
16 Total			156

Outdoors 9:30 AM	83	4	87
On-line Views			66
23 Total			153

9:30 AM	95	3	98
On-line Views			37
30 Total			135

Monthly Totals 799
Weekly Average 160

June 2025	Cong. Count	Choir & Clergy	Totals
9:30 AM	91	6	97
On-line Views			78
1 Total			175

9:30 AM	107	6	113
On-line Views			69
8 Total			182

Outdoors 9:30 AM	102	4	106
On-line Views			55
15 Total			161

9:30 AM	137	3	140
On-line Views			62
22 Total			202

9:30 AM	120	49	169
On-line Views			50
29 Total			219

Monthly Totals 939
Weekly Average 188

On-line views are based on livestream views and other views 2 weeks after the last service of the month. Weekly average is figured on the sanctuary attendance plus views on Facebook and Vimeo.

On-line views are based on livestream views and other views 2 weeks after the last service of the month. Weekly average is figured on the sanctuary attendance plus views on Facebook, Vimeo, and Youtube.

Appendix 2: Session Committee Reports, August, 2025

Session Committee/ Commission Notes: August 2025



Adult Spiritual Growth

July 8, 2025, Zoom

Quick recap

The meeting was not formally opened for lack of a quorum. Jay, Bruce and Sherry explored church-related topics including committee meeting attendance, facility decisions, and a new proposal focused on small group spiritual sharing, with Jay sharing insights on learning and personal growth. The conversation concluded with discussions about AI's potential in information access, spiritual concepts and definitions.

Next steps

- Jay to continue efforts in developing and implementing a proposed church programming structure with multiple small groups.
- Jay to work on in-house training for group participants and facilitators, focusing on listening skills and effective group dynamics.
- Jay to explore ways to help congregation members improve their technology skills, particularly with smartphones and computers.

Flexible Spiritual Growth Structure Proposal

Jay and Bruce discussed a ASGC proposal that emphasizes small groups for exploring and sharing spiritual experiences and personal growth. Jay explained that life's learning path is non-linear, involving integration of knowledge over time and the need to unlearn certain beliefs, with forgiveness playing a crucial role. Jay expressed a desire for a church spiritual growth structure that is permanent yet flexible, allowing individuals to direct their own learning, progress at their own pace, and come together to share insights.

Enhancing Group Discussion Effectiveness

Jay discussed the importance of preparation and active listening in group discussions, emphasizing the need for facilitators to practice the skill of being the last to speak. He highlighted the challenges of managing diverse participation styles and suggested providing in-house training for both participants and facilitators on effective listening. Jay recognized the need to offer technological support for participants navigating digital tools, as many are unfamiliar with basic functions and advantages of their smartphones, computers and AI.

AI's Role in Church Programming

Jay and Bruce discussed the transformative potential of AI, particularly in accessing and understanding vast libraries of information, including historical and contextual knowledge about spirituality. Bruce questioned the low priority of spiritual growth in the church's programming goals. Jay opined that spiritual growth was not prioritized because people often lack a clear definition of what it is, what it entails, and why it is of vital importance. Jay defined spirituality as the awareness of spirit and the extent to which one identifies with it.



Building, Grounds, and Safety:

Meeting: July 14

Attendees: Matt Kabel, Nathan Kabel, Dan Darland

Completed work:

1. AC repairs to sanctuary
2. Fence torn down from foundation property to address the tent town that had been established (handled by foundation)

Identified issues needing correction

- I. AED need batteries replaced; fire extinguishers require monthly checks
- II. Karla was contacted by a church member regarding state of property
 - a. Concerns included
 - 1. Weeds in mulch
 - 2. Trash in landscaping
 - 3. Clothes left outside caring closet entrance
 - b. This was passed along to Darren
 - 1. These are addressed when lawn is mowed
 - 2. Actions that can be taken to address issues
 - a. Spraying weeds
 - b. Apply Preen ® to prevent germinating
 - c. Picking up trash
- III. Preventative maintenance schedule is needed
 - a. Darren should create list of what needs to be inspected
 - 1. Identify what needs to be inspected daily, weekly, monthly, semi-annually, and annually
 - 2. Some examples are gutters, fire extinguishers, AED, boilers, roofs, AC condensing units, chiller
 - 3. Who will be inspecting
 - a. Items that can be taken care of by staff
 - b. Items that need to be outsourced
 - b. List will be reviewed by BG&S
 - 1. Can assist with identifying what needs inspecting
 - 2. Can help establish time frames for inspections
- IV. Upcoming work
 - a. Bell motor – Dan and sons will be looking at motor
 - b. Help with organization of consumables in the maintenance area
 - 1. Organize
 - 2. Label



FINANCE COMMITTEE

June 11, 2025

PRESENT: Pastor Kris, Kristine Olson, Tom Spitzfadden, Nancy Chapman, Craig Foster, Pam Paulsen, Stephanie Arp , Karen Moore and Kirk Christie.

The meeting opened with prayer by Tom at 7:00 pm.

Karen Moore agreed to take notes. May minutes were approved.

The updated cash count policy will be sent to Session for approval on the agenda.

Discussion on the Bawden proposal was held. Session will have to continue the discussion and decide how to proceed. Craig ,Tom and Nancy will share ideas with the Session

Kristine reported on the May financials and pointed out a small discrepancy from Birdies for Charity.

The report on Agreed Upon Procedures will be given soon. We need to tighten up some procedures, especially related to petty cash.

The gutter repair and air conditioning repair is continuing.

Kristine is looking for feedback on the giving page on our website in addition to the format of the giving statements. Jed Steckel assisted her in setting it up and Stephanie will work with her.

Help on setting up accounts will be Craig and Jed.

A letter about the Birdies for Charity program will be mailed by Friday.

Tom informed the committee that the church has received a large estate gift. It will probably be received in early Fall.

Discussion of the Restricted Funds Spending guidelines was deferred.

Lunch for Vacation Bible School plans will be finalized by email.

Our next meeting will be July 15 at 7:00 pm via zoom.

The meeting closed with prayer by Pam.



CEFY

June 30, 2025

Gathering and Prayer

Kathy M, Marty E., Abby S., Deanna H., Sherry W., Kathy K., Matthew H.,

Marty opened in prayer

Budget

- Thru 6/20/2025, the CEFY budget is attached. We spent approximately \$1,526 on VBS CC.

Budget was 2,000, Talked briefly about potentially wanting to use a different fund versus budget?

Old Business

- Nursery (birth – K)
 - o Anna Gilson was in nursery through June
 - o Madison will be back beginning July 6
 - o Deanna Herman volunteered to potentially be a backup person for the nursery
- Sunday School (1st – 2nd and 3rd – 5th grade)
 - o Playground through summer
 - o Plans are in the works for 2025-2026 Curriculum
- Youth Ministry (6th – 12th grade)
 - o Pool Party August 3
 - o Plans are in the works for 2025-2026-Met on 6/29

New Business

- Sunday Morning
 - o Musikgarten is now birth – K
 - Will meet most Sundays during the summer
 - Older siblings are invited to attend
 - o Children's Sunday School
 - SS programming has ended but playground all summer
 - Grown-ups are encouraged to stay in the vicinity of playground

- Acolytes are on hiatus for July and August...will resume on Kick-off Sunday on September 7
- Youth Sunday School
 - 6th graders will be “helpers” for younger elementary
 - Confirmation will be held for 7th and 8th graders on Sunday mornings
 - It will be a two-year program
 - Abby will teach with Pastor Kris dropping in on occasion
 - Using the Sparkhouse Curriculum
 - They will be confirmed Pentecost Sunday 2027
 - Talked briefly about new 7th graders the second year- what do we do with them, will continue the conversation to make sure all of the children have somewhere to go during Sunday mornings
 - Will need more volunteers to have the different groups
- Children’s Sermons
 - July and August will take place on the first Sunday only
 - Marty and Abby will both be gone July 20-Prayground will be stocked with supplies for families that attend the service
- Family Picnic
 - We had 21 children and 29 adults attend
- Summer Special Events
 - 3-5: Pool Party – 4 children attended 6/28
 - Youth: August 3 – Pool Party
 - Movie night...August 1 5pm-7pm with dinner...movie TBD
- VBS Compassion Camp
 - Thank you! Thank you!
 - We had 25 children and countless volunteers
 - Feedback for next year
 - Held June 8-12- need it sooner potentially due to musical next summer
 - Split into 2-3 groups (based on age)
 - Expand to age 3 (potty trained) – rising 6th graders
 - The kids really enjoyed yoga
 - Partnering with CCA or Local Artist for shirts?
 - Your thoughts?
 - Maybe use Von Maur hall, Marty will talk to Matt Bishop about using it, to keep the same week as 2025 due to schools getting out too close to the 8th.

Upcoming dates

- August 1 – Movie Night
- August 3 – Youth (6-12 grade) Pool Party
- September 6th-Children protection training-morning (9-12)-in person
- September 7 – KICK-OFF SUNDAY 2025!!!
- September 14-Children protection training-after church-in person
- Moving August meeting to Tuesday the 5th due to session meeting on the 4th

Anything we are forgetting or neglecting?

Abby closed with Prayer

Next meetings: August 5 (Tuesday this meeting only)
September 1 October 6



Strategic Discernment Taskforce

May 7, 2025

Present: Nancy Chapman and Ted Brown (Co-Chairs), Rev. Dr. Kris Schondelmeyer, Matt Bishop, Marty Bowles-Edwards, Darren Long, Karla Ruiter, Pam Paulson, John Gere, Matt Kabel, Chris Connelly, Julia Meyer (recorded minutes). **Zoom:** Nancy Foster

Pastor Kris opened the meeting with prayer.

On motion and 2nd, the March 26, 2025, meeting minutes and the Manna and More Congregational Conversation minutes of April 13, 2025, were approved.

The purpose of this meeting was to discuss the comments of the congregation (from April 13) and to discern our priorities going forward.

Based on the congregation's comments the taskforce members suggested that;

- 'Senior' activities should be changed to 'Member Care and Fellowship'.
- 'Senior' Center should be 'Intergenerational Community' Center.
- Congregation has a legacy viewpoint not seen in the survey.
- Congregation wants more time to discuss the Assessment as many felt the April 13th conversation didn't allow enough time.
- SDT should focus on questions that would help to clarify the opinions of the congregation and have another conversation.
- Since the congregation wanted to stress programs for children, youth, and families (C, Y & F) a taskforce member questioned whether there was accurate awareness of the current programming.
- Focus on Intergenerational Ministries.
- Remove the word 'traditional' and 'at risk' from future assessment questions about C, Y & F programs.

The revised list of priorities is:

- Music ministry for all ages
- Excellence in Worship
- Ministry to C, Y & F
- Intergenerational Community Center
- Caring Closet
- Digital Presence
- Financial Management

The next step will be to schedule another Congregational Conversation and listen to the comments to the following questions.

- Do you agree with the list of revised priorities?
- What does excellence in worship mean to you?
- What do you envision the ministry of C, Y & F would look like?
 - How would you bridge the gap if our location is a hinderance to the type of ministry you envision for C, Y & F?

The next Congregational Conversation will be on June 22, 2025. A catered meal will be offered. The taskforce members will serve and cleanup to ensure others can focus on the discussion. This is also the Scout's Donut Day.

Notification of next Congregational Conversation will be published in the Sunday Bulletin starting May 18.

Submitted by Julia Meyer

Appendix 3: FPC Staff Reports, August, 2025

FPC Staff Reports: August 2025



Marty Bowles-Edwards and Abby Schondelmeyer, Directors of Christian Education

The Youth Ministry Team met at the end of June to plan the year. We will be having a pool party the beginning of August. Sunday morning, we will be holding a Confirmation Class during the Sunday School hour for 7th and 8th grade students. It will be a two-year program led by Abby Schondelmeyer with Pastor Kris assisting on occasion. They will be Confirmed Pentecost Sunday 2027.

Sunday morning plans are in the works. We have been working on curriculum for the school year and seeking volunteers. We will hold a family movie night the beginning of August. We met the end of June to debrief VBS Compassion Camp 2025. We have planned the dates for 2026.

There will be a Child and Vulnerable Adult and Protection Policy Training on Saturday, September 6 and Sunday September 14. All Elders, Deacons, Staff, and volunteers with Children and Youth are required to attend one of these trainings.



Matt Bishop, Director of Music and Arts

- My largest report item is that the Italy trip was a success! It was unseasonably hot and involved more walking than we were made to believe, but the travelers had a great time (minus one who had to come home early for health reasons and another who was hospitalized for a few days due to the heat). We made some important connections with a refugee assistance organization in Padua (Associazione Popoli Insieme), participated in two masses (the Duomo in Milan and a historic church in Venice), and sang to two VERY enthusiastic audiences in Mantua and Abano Terme.
- In mid-June I aided with the music portions of VBS Compassion Camp, leading support to Alex as he led the music.
- Following a staff Fall Planning meeting in late June, virtually all of my planning work for the fall is complete, and much of it for the spring is as well.
- I spent much of late July designing the Music at First Pres brochure, which we have received from the printers. This will be mailed next week to coincide with the Season Announcement Party at the Grape Life on Thursday, August 7 at 6pm.
- The Sanctuary Choir sang on June 29 for Battle Hymn Sunday, and sang this week for the Bix Jazz Liturgy, with a Jazz quintet fronted by Jeff Barnhart.
- July 29 was our semi-annual Beer Choir Event at the Raccoon Motel; we had a great time and possibly recruited several new choir members.

- I will be away from August 8-28 on a mix of PTO and Continuing Education.



Kristine Olson, Director of Financial & Business Administration

- June 2025 Financials were provided to the Finance Committee on Wednesday, July 9th. June financials will be provided to all committee chairs by 8/1/2025.
- I will be on vacation beginning Friday, August 15th and returning Monday, August 25th. Tammy will also be out of the office during that time.
- Breeze Giving Implementation Update
 - Breeze Giving has been shadowed for the month of July. Beginning 8/1, Church Windows' Donations module is retired.
 - Online Giving via Breeze will eventually replace Vanco when the new website is available.
- QuickBooks Online Implementation Update
 - Implementation is ongoing. I am in the process of finalizing the Chart of Accounts, the "heart & soul" of any accounting software. Historical data will be migrated to QBO by 8/14 and we will be "shadowing & testing" QBO through October, when the Church Windows license is set to expire.
- The Policies & Procedures Review for the Year 2024 was conducted in-house. Findings and recommendations have been provided to Session and my comments will be provided to Finance for their August meeting.
- I have started the 2026 budget files. I will be asking committee chairs and Deacons to **provide DRAFT 2026 budgets no later than Friday, 8/29.**
- As a reminder, **please submit APPROVED expense reimbursements** to the Finance Office **by the 8th and 23rd of each month** to ensure payment by the 15th and Last Day of each month, respectively. Unapproved expense reports may result in a delay in processing your reimbursement requests.



Jim Middleton, Director of Office Administration

07-31-2025

With the assistance of Kristine Olson, the supported max supported network speed supplied by Metronet has been increased from 256Mbps to 500Mbps at no additional cost.

Breeze implementation continues with testing and further implementation of specific permission structures and feature configuration.

The Assistant to the Pastor's office update has been completed with the addition of remote access to the security camera system and the install of a cork board/dry erase board combination to conceal the security system hardware.

Bulletin production and office routine continues as normal.