

Session Meeting  
 First Presbyterian Church  
 Davenport, Iowa  
 December 15, 2025

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, December 15, 2025. The meeting was held in Fellowship Hall with Zoom available.

Session invited the Deacon Board to attend devotion time this evening. The time was devoted to fellowship with Elders and Deacons Elect and to celebrate the service of outgoing Elders and Deacons

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 7:03 PM, stated that a quorum was present and opened with prayer.

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

Staff members:

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

A Land Acknowledgement was read.

**Guests:** FPC Staff Members; Deacon Moderator, Terri Scheetz; members of the Board of Deacons; Ami Wells, Foundation President; Elders and Deacons Elect.

The Personnel Committee requested that their Executive Session be deleted. **On motion and second**, the agenda was approved as amended.

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

### **Examination of Elders and Deacons Elect**

Examination of newly elected officers by Session, having been nominated by the 2025 Congregational Nominating Committee, and approved by a vote of the Congregation on October 12, 2025, the following officers-elect were introduced and responded to questions as to their faith journey and desire to serve on Session.

- Elders Elect present; Linda Meadors, Nathan Kabel, Nancy Chapman (3-year terms) and Wendy Hammen (2-year term).
- Deacons Elect present; Bill Yingling, Gail Yingling, Carrie Braun, Scott Johnson, Cherrie Umland-Burns, Dan Breinich (3-year terms).

**On motion and second** these examined officers-elect were approved for ordination and/or installation.

**On motion and second**, Sunday, January 11, 2026, was approved for ordination and installation.

### **CONSENT AGENDA**

The following items were presented on the Consent Agenda:

- Approve the November 17, 2025, Session Meeting minutes.

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

### **MEETING of the FPC FOUNDATION**

The Session meeting was suspended at 7:23 PM to enter a meeting of the FPC Foundation. The Session meeting was restarted at 7:49 PM.

### **SESSION MEETING RESTARTED**

The Session received a recommendation from the FPC Foundation Members to approve an event to honor the Kirkwood Tower Circle members and particularly to honor Jane Magnussen's gift to the Foundation and the church, on a date to be determined in consideration of the church calendar and staff. **On motion and second**, the recommendation was approved.

The Session also received a recommendation from the FPC Foundation Members to provide the FPC Foundation access to names/addresses of pledgers and givers to FPC so that those pledgers and givers may receive appropriate FPC Foundation communications. **On motion and second**, the recommendation was approved.

### **CLERK'S REPORT**

- Reminder: Session Committee's Year-End Reports for the 2025 Annual Report can be submitted at any time but no later than January 16, 2026.
- The Report of the Clerk of Session for November 2025 is appended to these minutes.
- Communications received by the Clerk:

- PEIA letter with 2026 Per Capita Assessment and the 2026 Unified Mission Pledge form.
- New Deacon training was offered on December 6, 2025.

#### Action Items

- **On motion and second** the 2026 Session Meeting dates were approved.
- The proposed change to the election of PEIA Commissioners was discussed and **on motion and second** was approved. Elected as the 2026 PEIA Commissioners are Jay Williams, Dianna Darland and Mark Jones. The three elected Alternates are Dan Darland, Jed Steckel and Julia Meyer. **On motion and second** the 3 Commissioners and 3 Alternates were approved.
- **On motion and second** Session agreed to send the 2026 Unified Mission Pledge form to the Board of Deacons to consider funding as a mission partner. The Clerk will forward this document to the Deacon Moderator.
- **On motion and second** Session decided to send to PEIA only the Per Capita funds that are received, which reflects past policy. The Per Capita for 2026 is \$46.63.

#### **DEACONS' REPORT**

Deacon Moderator Terri Sheetz reported that the Christmas tree will be placed at the back of the Sanctuary and become the Snowflakes for Sudlow tree. The Deacon Board approved a \$500 gift to Sudlow for the purchase of Chrome Books.

Sarah Soenksen will be the Deacon representative on the Congregational Nominating Committee.

Pastor Kris requested that the Board of Deacons elect a Co-Moderator and Vice Moderator via an E-vote because of health concerns for Sue Ervin.

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#### **SESSION COMMITTEE/COMMISSION REPORTS**

- Written Session committee reports were received and are appended to these minutes.
- **On motion and second**, the reports from the Finance Committee were received as information.
- Comments from Elder Craig Foster, Finance Committee, on the November Income/Expense reports:
  - The November deficit is \$29K, YTD, the deficit is \$61K,
  - The end of year projected deficit is \$38K, which is based on a budgeted \$50K transfer. Otherwise the 2025 projected deficit would be about \$88K.
- The Finance Committee made a motion to Session to approve a transfer of up to \$50K to the church's General Fund from the Restricted Fund, specifically the Memorial Fund and/or the Sesquicentennial Fund, prior to closing the books for 2025. After discussion, **on motion and second** it was approved.
- Upon the recommendation of the Worship and Music Committee, it was moved that the Session authorize the celebration of The Lord's Supper on the following dates in 2026:
 

February 1	August 10
April 2, Maundy Thursday	September 5, Sanctuary Choir Retreat
April 5, Easter Sunday	October 4, World Communion Sunday
June 7	November 29, First Sunday of Advent

**On motion and second** the dates were approved.

	November 2025		November 2024	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 48,128	\$ 85,066	\$ 122,843	\$ 153,714
Custodial Accounts Income	2,053	-	10,232	-
Compensation Expenses	(51,054)	(53,370)	(52,074)	(53,195)
Non Compensation General Fund Expenses	(26,266)	(23,411)	(30,601)	(25,037)
Custodial Accounts Expenses	(2,053)	-	(10,232)	-
<b><i>Operating Surplus (Deficit)</i></b>	<b><i>(\$29,192)</i></b>	<b><i>\$8,285</i></b>	<b><i>\$40,168</i></b>	<b><i>\$75,482</i></b>
Net Insurance Claim Inc/(Exp)	-	-	-	-
<b><i>Net Surplus (Deficit)</i></b>	<b><i>(\$29,192)</i></b>	<b><i>\$8,285</i></b>	<b><i>\$40,168</i></b>	<b><i>\$75,482</i></b>
	2025 Year-To-Date		2024 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 722,205	\$ 711,074	\$ 749,119	\$ 714,076
Custodial Accounts Income	48,247	-	67,177	-
Compensation Expenses	(562,629)	(584,005)	(565,148)	(590,212)
Non Compensation General Fund Expenses	(218,010)	(253,108)	(216,692)	(249,653)
Custodial Accounts Expenses	(48,247)	-	(67,177)	-
<b><i>Operating Surplus (Deficit)</i></b>	<b><i>(\$58,434)</i></b>	<b><i>(\$126,039)</i></b>	<b><i>(\$32,721)</i></b>	<b><i>(\$125,789)</i></b>
Net Insurance Claim Inc/(Exp)	(2,396)	-	3,459	-
<b><i>Net Surplus (Deficit)</i></b>	<b><i>(\$60,830)</i></b>	<b><i>(\$126,039)</i></b>	<b><i>(\$29,262)</i></b>	<b><i>(\$125,789)</i></b>

All numbers are rounded.

- Buildings, Grounds & Safety Committee discussed the damage to the bell tower rectifier and estimated the cost of the materials, to repair it, at \$6060. A certified electrician would be required to complete the repairs but that cost is unknown. After discussion it was decided to table any further action until the next meeting to allow Finance to determine a possible funding source and for Dan Darland to get an estimate for the certified electrician. **On motion and second** it was approved.
- The Adult Spiritual Growth Committee requested approval for the creation of the Speaker's Program Proposal of December 2025 and the creation of the Speaker's Program Committee as a subcommittee of ASGC. **On motion and second** it was approved.
- The motion by ASGC to have the SDT review the request to discern how a dedicated Adult Education hour on Sunday mornings could be created amidst all the conflicting

programming was discussed. A motion to table this discussion until after the Associate Pastor for Adult Education was called and installed was seconded and approved.

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## STAFF REPORTS

The staff reports were received and appended to these minutes.

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

- The Staff Christmas lunch is Wednesday, December 17<sup>th</sup> and the office will be closed during that time.
- As per the Personnel Policy, that Session approved, the week from Christmas to the New Year is a staff holiday week and the office will be closed. Kristine Olson will be working that week and is available by appointment only.
- Pastor Kris asked that Session keep those members and their families dealing with health issues, or who are grieving during this holiday season in their prayers.
- Pastor Kris noted that the atmosphere at church is very different than when he first arrived 3 years ago. It is now very positive and there is a joyful energy this Christmas due in large part to the hardworking staff. He asked Session to let the staff know that they are appreciated.

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## OTHER BUSINESS

- Mark Jones, Chair of the **APNC**, reported that the committee is meeting regularly to continue working on the MDP (Ministry Discernment Profile), which has some lengthy narrative segments. The MDP gives candidates an idea of who we are, who we are looking for and what we want them to do. It is estimated that the completed MDP will be sent to Session and then to PEIA Committee on Ministry and Vitality for approval in January. It is hoped that the job will be posted in February
- **Bawden Youth Engagement Scholarship Operating Guidelines:** The taskforce moved that the church proceed with accepting the gift subject to the Guidelines as submitted. Discussion followed. Finance is concerned that if the program fails that there is no mention of how the money could otherwise be used. Also, Finance believes a decision is premature since the operating guidelines don't cover the details of implementation and it hasn't been reviewed by Finance or the Foundation, both of which are mentioned in the document. **On Motion and second it was approved** to table the matter until January giving all interested parties the opportunity to review and amend the guideline.
- **Approval of the 2026 Budget:** Finance offered an overview of some of the increases in the 2026 budget from 2025. Property/Liability Insurance increased \$8K, Office & Communications increased \$4K and Maintenance & repairs increased \$4K. 70% of the church's expenses are due to Compensation. Personnel recommends a raise of 2% for those employees that have worked for 2 or more years. There have been no staff raises for a least 3 years. A motion to approve the 2026 budget with a 2 % raise and a

\$115,410 deficit was seconded. After discussion, **an amended motion was seconded to vote on a 2026 Budget with a 3% raise and an approximate \$118,000 deficit which was approved.** Pastor Kris excluded himself from getting a raise, even though he has been with the church 3 years.

**Evaluation of the meeting:** We dealt with a lot of business.

**ADJOURNMENT**

The agenda as amended. No new business was brought to the floor. The Moderator closed the meeting with prayer at 9:40 PM.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa is January 26, 2026, at 6:30 PM in Von Maur Hall. Zoom will be available.

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Rev. Dr. Kristopher D. Schondelmeyer  
Moderator

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Julia A. Meyer  
Co-Clerk of Session

## **Appendix 1: Clerk's Report, December 2025**

### **REPORT OF THE CLERK OF SESSION** **December 2025**

#### **I. Membership Changes**

None

#### **II. Communion**

Communion on Sunday, November 30, 2025, was cancelled because of inclement weather. It was not rescheduled.

#### **III. Training of Elders and Deacons**

New Deacon training was offered on December 6, 2025. Boundary training for Staff was offered on December 1, 2025.

#### **IV. Building Use Commission**

The BUC approved, on November 17, 2025, with an E-vote (6 Yes, 0 No), the non-church program request by Alex Gilson to hold a piano recital in the Sanctuary, Saturday, December 12, 2025.

#### **V. Proposed 2026 Session Meeting Dates**

Proposed Session meeting dates for 2026 are listed below. These dates will be voted on at the December 15, 2025, Session meeting.

- January 26
- February 16 (Presidents' Day)
- March 16
- April 20 (Easter is April 5)
- May 18
- June 15
- July – no meeting
- August 3 (first Monday; Zoom only)
- September 21
- October 19
- November 16
- December 14 – Proposed joint meeting of Session & Deacons

#### **VI. Annual Approval of 3 PEIA Commissioners and Alternates**

It is proposed that Session vote once a year, in December, to elect 3 Commissioners and 3-5 alternates to attend next year's quarterly PEIA meetings. These 3 Commissioners would be responsible for faithfully attending the 4 meetings or to find a substitute amongst the alternates. One commissioner will be responsible for writing up highlights from the meeting and submitting them to the Clerk, to be included in the Session Package.

If the 3 commissioners and alternates are not available, Session has the option of electing substitute Elder(s) or voting to send fewer than 3 commissioners to the PEIA meeting.

The Quarterly PEIA meeting locations and times are:

219<sup>th</sup> Thursday, January 22, 2026  
Zoom Only, 6 PM

221<sup>st</sup> Saturday, September 19, 2026  
In-Person and Zoom, 10 AM  
Camp Bear Creek

220<sup>th</sup> Saturday, April 18, 2026  
In-Person and Zoom, 10 AM  
Iowa City, St. Andrew

222<sup>nd</sup> Saturday, November 14, 2026  
In-Person and Zoom, 10 AM-2PM  
Ely, First

## VII. CEFY and Adult CE Attendance

November 2024	Children and Youth								Adults		
	Nursery	Pray- ground	Sunday School All Grades	Kirkwood Choir	Cherub Choir	Youth Ministry*	Musik- garten*	Adult Sunday School	Women of Hope	Bible Basics	
11/3 - 11/9	6	10	13	9	1	11	5	17		6	
11/10 - 11/16	2	9	Manna & More	9	0	12	Manna & More	Manna & More	5	6	
11/17 - 11/23	4	11	14	9	3	12	4	17		recess	
11/24 - 11/30	4	14	13	10#	recess	14	recess	13		recess	
<b>Total</b>	<b>16</b>	<b>44</b>	<b>40</b>	<b>37</b>	<b>4</b>	<b>49</b>	<b>9</b>	<b>47</b>	<b>5</b>	<b>12</b>	
Weekly avg	4	11	13	9	1	12	5	16	5	6	
			#singing in worship		*Children & Adults						

November 2025	Nursery	Pray- ground	Sunday School All Grades	1st & 2nd	Tweens 3rd - 5th	Confirmation*	Musik- garten*	Kirkwood Choir	Youth Choir	Youth Ministry*	
11/2 - 11/8	4	13	14	4	6	4	4/3	9	13	10/4	
11/9 - 11/15	4	10	M&M	M&M	M&M	M&M	M&M	8	Recess*	Recess*	
11/16 - 11/22	2	13	13	4	6	3	5/4	9^	11	9/5	
11/23 - 11/29	4	7	17	9	5	3	Recess	Recess	Recess	8/4	
11/30	snow	snow	snow	snow	snow	snow	snow	snow	Recess	Recess	
<b>Total</b>	<b>14</b>	<b>55</b>	<b>41</b>	<b>15</b>	<b>17</b>	<b>9</b>	<b>7/4</b>	<b>14</b>	<b>10</b>	<b>26/16</b>	
<b>Weekly avg</b>	<b>4</b>	<b>14</b>	<b>14</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>4/2</b>	<b>7</b>	<b>10</b>	<b>9/5</b>	
^Sang in Worship			*Kids Against Hunger			11/22 Tween Event 7			children/adults		

Adult Spiritual Growth					
Nov 2025	Adult Sunday School (weekly)	Women of Hope (monthly)	Bible Basics (weekly)	Sermon Talks (weekly)	Contemplative Service (monthly)
11/2 - 11/8	8	-	8	8	-
11/9 - 11/15	recess	5	6	10	-
11/16 - 11/22	recess	-	7	recess	-
11/23 - 11/29	3	-	recess	recess	recess
<b>Total</b>	<b>11</b>	<b>5</b>	<b>21</b>	<b>18</b>	
<b>Weekly avg</b>	<b>6</b>	<b>5</b>	<b>7</b>	<b>9</b>	

### **VIII. Worship Attendance**

November 2024		Cong.	Choir &		November 2025		Cong.	Choir &	
		Count	Clergy	Totals			Count	Clergy	Totals
	9:30 AM	91	38	129		9:30 AM	95	42	137
	On-line Views			76		On-line Views			61
<b>3</b>	Total			<b>205</b>	<b>2</b>	Total			<b>198</b>
	9:30 AM	103	47	150		9:30 AM	97	46	143
	On-line Views			63		On-line Views			51
<b>10</b>	Total			<b>213</b>	<b>9</b>	Total			<b>194</b>
	9:30 AM	74	56	130		9:30 AM	85	50	135
	On-line Views			70		On-line Views			38
<b>17</b>	Total			<b>200</b>	<b>16</b>	Total			<b>173</b>
	9:30 PM	93	14	107		9:30 PM	97	3	100
	On-line Views			51		On-line Views			29
<b>24</b>	Total			<b>158</b>	<b>23</b>	Total			<b>129</b>
Thanksgiving Eve	7:30 PM	23	2	25	Cancelled Snow	7:30 PM	0	0	0
	On-line Views					On-line Views			0
<b>27</b>	Total			<b>25</b>	<b>30</b>	Total			<b>0</b>
	<b>Monthly Totals</b>			<b>776</b>		<b>Monthly Totals</b>			<b>694</b>
	<b>Weekly Average</b>			<b>194</b>		<b>Weekly Average</b>			<b>138.8</b>

On-line views are based on livestream views and other views at least 2 weeks of service date. Weekly average is figured on the sanctuary attendance plus views on Facebook and Vimeo. The total and weekly

On-line views are based on livestream views and other views at least 2 weeks of service date. Weekly average is figured on the sanctuary attendance plus views on Facebook and Vimeo. The total and weekly average does not include

Justice Choir	9:30 PM	154	57	211
	On-line Views			0
<b>23</b>	Total			<b>211</b>

## Appendix 2: Session Committee/Commission Reports, December 2025

### Session Committee/ Commission Notes: November 2025



#### CEFY

Monday, December 1, 2025 7:30 PM via Zoom

Gathering and Prayer-Abby opened in prayer

Attended: Abby S, Marty E., Kathy K., Kathy M., Matthew H.,

Budget (doing well....we are adjusting line items as needed....we are well under budget) Abby and Marty are meeting with Kristine on the 2nd to adjust a few of the budget items putting them in a better category

What have we been working on

- Rearranged 3<sup>rd</sup> floor
- 307 has been cleaned out and walls washed to create another usable room
- Held a tween game event...they had so much fun! (really fun to see relationships being established)

Children's Ministry (birth – 5<sup>th</sup> grade)

- Nursery
  - Deanna Herman has been approved to be the second nursery staff
    - Welcome and thank you! (Yay!!)
- Musikgarten
- Kirkwood Choir
  - Sings on December 24 (Christmas Eve Family Service)
- Sunday School
  - Advent / Christmas plans are in the works
  - New Teaching Schedule will be sent soon

Youth Ministry (6<sup>th</sup> – 12<sup>th</sup> grade)

- Confirmation
  - 5 students currently
- Youth Group
  - Meeting weekly and having fun

Family Ministry

- December 5: Christmas Party / Movie Night (drop off 5 PM pick-up 8 PM)

Upcoming dates:

December 5: Christmas Party / Movie Night

December 6: Elder / Deacon Training #2 (9 AM – 2 PM)

December 7: Boundary (11 AM – 12 PM) and Child Protection Training #4 (12 PM – 2 PM)

December 13: Youngish Adult Christmas Party at 6 PM – 8 PM

December 14: Manna and More: What Brings You Joy?

December 21: Christmas Concert at 4 PM

December 24: Christmas Eve (Family Service 4 PM; Candlelight 9 PM) Advent in plain sight lessons

Anything we are forgetting? Thoughts?

Marty closed us in prayer.



## **Building, Grounds and Safety**

Date: 12/1/2025

Attendance: Dan Darland, Matt Kabel, Andy Edwards, Nathan Kabel, Karla Ruiter, Darren Long

Old Business:

1. Snow contract
  - a. Contract has been signed
  - b. Thoughts from after first snowfall
    - i. Good job on parking lots
    - ii. Missed part of sidewalk, but addressed
2. Pest Control
  - a. Came on 12/1
  - b. Will be coming monthly
  - c. Will be paid quarterly
    - i. Kristine knows
    - d. Darren had previously sprayed the maintenance office
3. ReStore will need to get the chair and ottoman from Von Maur Hall
4. Matt will contact Crawford to address and point out their overlooked work regarding the boiler that was fixed last month
5. Boy scout shadow boxes are hung and complete
6. Bell does not ring because the rectifier is burned out
7. Fans above chapel are now working
  - a. New belts
  - b. New switches
8. Metal is gone from the shed and the old chairs
  - a. Almost 1 ton of scrap was dropped off
9. Memorial Fence has been put back up

New Business:

1. Replacing new rectifier
  - a. Cost for part is \$6,060
  - b. Work would need to be done by licensed electrician
2. Have identified that some of the breakers are not up to code

- a. Needs to be addressed
- b. Work can be coordinated within the B,G&S committee
- 3. Boiler #1
  - a. Fuse burned out when starting up on 11/30
  - b. Matt is going to check what is tripping it up
  - c. Will look at adjusting the modulator
- 4. N.E. corner of the sanctuary had a leak on the valve of the radiator
  - a. Water leaked out
  - b. Water went down into fellowship hall and caused ceiling tile to fall
- 5. Water sensors are being installed on upcoming Monday
- 6. Darren will be moving office back into basement
  - a. Target is to be done by April
- 7. Darren cleaned and organized the Sanctuary elevator entrance
  - a. Have gotten good feedback

Information for committee: Architects did a walk through. 1 was a no-call, no-show, 2 declined the project, 2 will provide a proposal

Next meeting: Jan. 5<sup>th</sup>



### **Ruling Elder Commissioner's Report**

218<sup>th</sup> Stated Meeting of the Presbytery of East Iowa

First Presbyterian Church, Cedar Rapids, November 20, 2025

Ruling Elders Mark Jones, Dan Breinich, and Nancy Chapman

- Rev. Bobby Outterson-Murphy, Transitional Executive Presbyter, preached at the opening worship on “Compassionate Leadership in Divided Times.”
- The Presbytery elected:
  - Rev. Elissa Bailey as Stated Clerk of the Presbytery for a 3-year term.
  - Ruling Elder Larry Petrick as Treasurer (after changing the by-laws to establish the office of treasurer).
  - Ruling Elder Marjorie Thirkettle (Ely) as Moderator for 2026
  - Teaching Elder Erin Kaye (Washington) as Vice-Moderator for 2026
- Candidate Anna Sheetz was examined and approved for ordination. She has received a call as an Associate Pastor at First Presbyterian Church, Cedar Rapids.
- Approved an updated Compensation Manual, the 2026 Budget, and the PEIA portion of the 2026 Per Capita at \$29.87. Received a revised PEIA Finance Policy (first reading).
- Unanimously approved a motion from FPC, Davenport, to endorse Rev. Dr. Kristopher Schondelmeyer to stand alongside Rev. Marta Pumroy Cordero (Tres Rios Presbytery) as candidates for Co-Moderators of the 227<sup>th</sup> General Assembly (2026) of the PC (USA).



### **Personnel Committee**

The Personnel Committee met on Monday December 15, 2025, before Session to work on Staff Evaluation Reviews and discuss staff compensations.



## Congregational Fellowship Committee

November 10, 2025

The meeting was held at 5:00pm in the church Parlor.

Committee members present were Denny, Marilyn, Verna, Carole, Ralph, Linda, Deb, Mariann, and Val.

Opening Prayer: Denny

Reviewed our November 9 Manna & More breakfast.

- 44 adults and 13 children enjoyed pumpkin and plain pancakes, gluten-free waffles, gluten-free sausage and regular sausage, fruit, apple compote and beverages.
- Ralph and Marilyn shopped for the food and spent \$153.61. We received \$223.00 in cash for a profit of \$69.39.
- Ralph, Marilyn, Carole, Deb, Marianne, Verna, Bill, Denny, Jay, Matt, Val and Bob helped prepare, serve, and clean-up.
- Pastor Kris said that we will need to enlist volunteers to do the dishes going forward. He said the dish washer(s) should be someone other than the CF Committee cooks. Mariann volunteered to give a Minute for Mission appeal for dish washer volunteers in January. She will contact Jim Middleton to schedule a date.

Reviewed “Reformation Celebration Sunday” (formerly known as Celtic Sunday) on October 26.

- The event went very well. We had several volunteers with Carole and Marilyn taking charge of the event.
- We appreciate all the volunteers who baked the Shortbread cookies served that day. Linda distributed a new recipe for the cookies which included instructions for adding a fruit topping. The fruit part of the recipe was not received by most of the bakers and we would like to have those instructions sent to us for future use,
- A new painting of Dundee Cathedral gifted to FPC by Sheila Craig and the Scottish American Society of the Quad Cities was on display at the event.
- Val purchased plaid fabric for a table runner and to drape around the Dundee Cathedral painting at a cost of \$48.00. She has submitted a reimbursement form for this expense. The fabric has been saved to be reused as needed in the future.

Discussed the next Manna & More breakfast on December 14.

- The menu will be pancakes, waffles, sausage, toppings—including strawberry compote, fruit, and beverages.
- The December M&M will be held in conjunction with a 90th

birthday celebration for Dick Koos. Bev and Dick will provide a birthday cake for 75 people.

- Deb volunteered to make the strawberry compote. Marilyn will submit the menu to the church office for publication in the Bulletin and E-News.
- All volunteers for this breakfast should arrive in the kitchen by 9:15 am.

Discussed the Christmas Lights bus trip to the Great Revivalist Brewery and Eagle Point Park in Clinton on Friday, December 12.

- The event is limited to 25 people and, as of our meeting, 20 people have registered.



## Adult Spiritual Growth

12/9/25 Meeting

The committee met to plan spring adult spiritual growth programs and review several upcoming initiatives. They discussed attendance patterns, the spring schedule, and a new proposal to launch a speakers program as a subcommittee of the Adult Spiritual Growth Committee. The group agreed that this model would streamline planning, improve coordination with adult education and give the session a clear way to approve outside speakers. Potential invitees such as Brian McLaren and Anne Lamott were mentioned, though cost concerns were noted.

Scheduling issues were a major focus: adult education events will avoid Manna and More Sundays: the Numa video series will resume January 25 after the Christmas break; and Lenten programming will center on a book study of *Love Wins* by Rob Bell. The book study will run from February 22 through Lent and be offered in multiple formats, including Sunday morning sessions that require participants to read ahead.

The group discussed broader Sunday morning schedule conflicts—especially between worship, adult education, and fellowship time—and agreed to send a motion to session asking the strategic discernment team to take up the issue early in 2026. The goal is to create a consistent adult education hour, perhaps at 9:00 AM.

Finally, they outlined plans for Lenten small groups, agreed not to meet during Holy Week, and assigned tasks related to sign-ups, marketing materials, weekly discussion questions, and the possibility of purchasing books for participants.

Respectfully, Jay Williams, Chair



## Finance Committee

12 Nov 2025, 7pm – By Zoom

Attendees: Tom Spitzfaden, Pam Paulsen, Craig Foster, Karen Moore, Kirk Christie, Stephanie Arp, Nancy Chapman, Pastor Kris Schondelmeyer, Kristine Olson

Identify note taker for this meeting. Nancy Chapman

Additions/Changes to agenda: None.

Approve minutes: October 13 meeting minutes. Approved

October Financial reports:

- October was a good month. with income \$18K more than budgeted (\$48K YTD) and expenses \$9K less than budget (\$57K YTD).
- Over \$37K was received for the Birdies match in the month.
- Kristine asked for a decision on funding source for \$800 payment to White Roofing (currently in the Admin Sweep account) to hold the contract amount for the chapel until Spring. The committee decided to move the payment to the Building Reserve account.

What does end of 2025 look at this point?

\$15,250 budgeted in 2025 for Designated Funds. As of Oct, actual is zero.

- Kristine will work with Matt for the Music designated funds (\$7900 of the total budgeted) and possibly other departments.
- There will be discussion in the December Finance Committee meeting what to do with this line item in 2025 and what should be budgeted for 2026.
- Stephanie and Kristine will discuss how the accounting for the Designated Funds is being done.
- Memorial gifts over \$12K at the end of October. Per financial policy passed by Session in 2024, the Finance Committee approved asking the Session to approve moving this amount to general fund income. Nancy will prepare the motion for the Session meeting November 17.
- Restricted funds: \$50K was budgeted for 2025. Session approval is needed to distribute from a restricted fund to the general fund as income. There will be more discussion about this at the next FC meeting for 2025 and 2026 budget.
- Kristine has estimated expenses for November and December 2025 based on information from departments and past history.

2026 budget status, including stewardship update:

- Kristine is still recording pledge cards received and will estimate any outstanding ones based upon donors' past history. This will be ready for Session Monday, along with departmental submissions and other revenue estimates.
- There was discussion about Deacons requesting \$7K budgeted for 2025. The Finance Committee expects action to be taken by the Deacons in their December meeting.
- Kristine will prepare a worksheet with 2025 Budget, 2025 Forecast, 2026 Draft Budget to be shared at Session November 17.

Capital Projects: A boiler that heats the pastor's office and three other offices was determined to be not functioning. A replacement cost was provided by a vendor for \$6,576. A second bid was over \$10,000. Matt Kabel has offered to try to fix the boiler on Nov 13. If it cannot be repaired, FC approved using the Building Reserve Fund for up to \$10K if needed for a replacement boiler.

Magnusson bequest status: Tom received a communication same day from the fund's investment manager listing the securities in the fund. Tom will forward that information to New Covenant.

Next meeting date: December 9 at 7pm via zoom

Prayer: Pam closed the meeting with prayer.

Submitted by Nancy Chapman November 28, 2025



## SDT Committee

### **Strategic Discernment Team Subcommittee Site Visit/Walkthrough**

December 1, 2025

Present from subcommittee: John Gere, Dan Darland, Pastor Kris Schondelmeyer, Nancy Chapman

Guests: Mark Miller, Project Leader, Architect, Bray Architects

John A. Mahon, Delivery Team Leader, Architect + Associate, Bray Architects

John L. Holdorf, Principal/Client Executive, IMEG

Jeffrey S. Dismer, AIA, Studio 483

After the November 11, 2025, meeting of the subcommittee of the Strategic Discernment Team, a Request for Qualifications (RFQ) was sent to six architectural/design firms in the area. The first step in their response was an invitation for a site visit/walkthrough of the church and Christian Education building. Four individuals from three firms attended. Two firms sent regrets due to other commitments.

The walkthrough (document follows) lasted about 90 minutes with John Gere leading the way. John had prepared a guide for the walkthrough which is part of these minutes. Floor plans for the three levels of the buildings were also provided.

The walkthrough gave the architects an opportunity to see the facilities and ask questions. After the walkthrough, questions were to be submitted by Dec. 8.

Submitted by Nancy Chapman December 9, 2025

### **Walkthrough (revised)**

Let's meet in the Parlor ... here are the spaces in order of the visit:

Classrooms

Electrical/computer ready

Air Conditioning

Painting

Caring Closet (currently total of approx.. 1,300 sf)

Efficiency

Accessible

Larger: Add 100 sf

Accessible to Kitchen/Gathering (accessibility route)

Choir Rehearsal

Okay to relocate to the Chapel

Kitchen (current total space approx..600 ft<sup>2</sup>)

This is not required if new fellowship hall gets built  
New appliances  
New cabinetry/countertops  
Meet Department of Health Guidelines

Fellowship Hall/Gathering Space (currently approx. 5,000 ft<sup>2</sup>)

New – same size

Storage

Shed

Performing Arts

Shown on plan, but not proposed by congregation

Air Conditioning:

Replace A/C for Sanctuary & Gathering Space (will be on the roof of the new Gathering Space if it gets built). Need to have alternate if new gathering space doesn't get built.  
Air conditioning is also to be included for Chapel and CE Building.

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **For Architectural and Design Services**

**Issued by:** First Presbyterian Church of Davenport

**Date Issued:** November 18, 2025

**Final Responses Due:** January 20, 2026

### **I. INTRODUCTION**

First Presbyterian Church of Davenport is seeking qualifications from professional architectural and design firms to provide comprehensive services for the assessment, planning, and potential renovation or redesign of our existing church facility, and potential addition/expansion, to better align with our mission and ministry for time to come.

The selected firm will partner with our leadership and congregation to help us discern, design, and deliver a space that reflects our values, enhances accessibility, and serves the needs of our members and community.

### **II. PROJECT BACKGROUND**

First Presbyterian Church of Davenport is a historic congregation located in the Hilltop area of Davenport, Iowa. As part of our strategic discernment process, we are exploring updates and expansions to our facilities—including mechanical systems, accessibility, functional space improvements, redesign and repurposing of current space, and

evaluation and recommendations related to interior finishes, including painting, flooring, lighting, and overall aesthetic design to create a cohesive and welcoming environment that reflects the character and mission of our congregation—to ensure that our building continues to support our ministry and outreach for generations to come.

### **III. SCOPE OF SERVICES**

The scope of services may include, but is not limited to:

- Site and facility assessment
- Master planning and concept design
- Project cost estimation (including architectural and design fees) and phasing recommendations
- Architectural and interior design services
- Mechanical, electrical, and plumbing evaluation (including HVAC)
- Structural assessment (as needed)
- Civil engineering and/or coordination with engineers and consultants
- Assistance in contractor selection and construction oversight

### **IV. SPACES INVOLVED**

- Sanctuary
- Fellowship Hall/Gathering Space
- Kitchen
- Caring Closet (clothing mission of the church)
- Choir Rehearsal space
- Performing Arts space
- Classrooms
- Storage
- Shed/Workshop

### **V. SUBMISSION REQUIREMENTS**

Interested firms should submit qualifications including the following:

1. **Firm Overview** – Brief history, size, and areas of specialization.
2. **Project Team** – Key personnel, resumes, and roles in this project.
3. **Relevant Experience** – Examples of similar or relevant projects (especially with churches, historic structures, or community spaces).
4. **Approach and Philosophy** – Description of your design process, engagement strategy, and how you work with clients in discernment and planning.
5. **References** – At least three client references with contact information.
6. **Insurance and Licensure** – Proof of professional licensure and liability insurance.

**7. Additional Materials** – Portfolio images, conceptual visuals, or brochures (optional).

**VI. SELECTION CRITERIA**

Submissions will be evaluated based on:

- Demonstrated experience with similar projects
- Understanding of the mission and context of the organization
- Quality and creativity of design philosophy
- Experience with stakeholder engagement
- Capacity to complete work within project timeline and agreed upon budget
- References and past client satisfaction

**VII. SUBMISSION DETAILS**

**Qualifications Deadline:** January 20, 2026

**Submit To:** Diana Miller-Bur (Email: [millerbur@fpcdavenport.org](mailto:millerbur@fpcdavenport.org))

**Contact Person:** Diana Miller-Bur

Administrative Assistant to the Pastor/Head of Staff  
Phone: 563-326-1691, ext. 235  
Email: [millerbur@fpcdavenport.org](mailto:millerbur@fpcdavenport.org)  
Address: 1702 Iowa St., Davenport, IA 52803

**All questions and qualifications must be submitted by email to Diana Miller-Bur.**

**Responses will be distributed to all interested firms via email.**

**VIII. ANTICIPATED SCHEDULE**

<b>Milestone</b>	<b>Date</b>
RFQ Issued	November 24, 2025
Site Visit/Walk Through	December 1, 2025
Questions Due	December 8, 2025
Qualifications Due	January 20, 2026
Shortlist Announced	If Needed
Interviews	March 2, 2026
Selection Announced	March 31, 2026

**IX. TERMS**

This RFQ does not commit First Presbyterian Church of Davenport to award a contract, to pay any costs incurred in the preparation of a response, or to procure or contract for any services. The organization reserves the right to accept or reject any or all submissions, to negotiate with any qualified firm, or to cancel this RFQ in part or in whole.

## Appendix 3: FPC Staff Reports, December, 2025

### FPC Staff Reports: December, 2025



#### Jim Middleton, Director of Office Administration

##### Integration and Data Management

- Notebird has updated its security group structure that will make it easier to manage Member Care Team users.

##### Office Operations

- Planning for the upcoming Christmas schedule continues.
- Currently we are printing 140 worship service bulletins.
- Daily office functions—including phone systems, building access control, document production and copying, office equipment maintenance, and software upkeep—continued without interruption.



#### Matthew Bishop, Director of Music & Arts

- On November 16, the Justice Choir of the Midwest held its fall concert benefitting Clock, Inc.
- I was on PTO from Nov. 23-27, and sick leave on Nov. 30 and the first few days of December. In my absence, the Community Organ Recital occurred on November 30.
- The Chamber Chorale held its Advent Service of Lessons and Carols on December 7, and this service will be rebroadcast on WVIK (Quad Cities NPR) on a date TBD.
- Preparations are fully underway for the annual FPC Christmas Concert on December 21, which will feature the Sanctuary Choir, Chamber Chorale, Vesper Bells, Quad City Youth Choir, orchestra, and an organ solo from Alex Gilson. This concert is a partnership with the FPC Caring Closet, and concert attendees are encouraged to bring toiletry items, blankets, or clothes as a donation.
- Christmas Eve will include the Kirkwood Choir at 4pm and the Sanctuary Choir at 9pm.
- I will be away from December 25-January 3.



#### Kristine Olson, Director of Financial and Business Administration

- November 2025 Financials were provided to the Finance Committee on Friday, December 5th. Financials will be provided to all committee chairs by their next meetings.
- As a reminder, **please submit APPROVED expense reimbursements on completed expenditure forms 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.**
- While the office is closed 12/25/2025-1/5/2026, I will be in the office working on year-end financials. If you have year-end giving questions or need assistance from me, please email me to schedule a time to meet – We do not want set off security alarms!

- **2026 Budget:** FPC's General Fund 2026 Budget is still in progress based on continued feedback from committees and stewardship progress. Please provide me with any changes to the current draft proposed budget you may have for your programs/departments 2026 spending as soon as possible.
- **2026 Stewardship Status Update** through 12/10/2025:
  - Total Pledged: \$618,901 (2025 \$617,143)
  - Total Pledgers: 154 (2025 152)

#### **Old Business/Outstanding Items/Projects:**

- Breeze Giving Implementation - Reminder: Online Giving via Breeze will replace Vanco effective 1/1/2026. I continue working with existing Vanco givers with the transition and this process is going smoothly.
- QuickBooks Online Implementation - Implementation is in the final steps. Tammy and I have historical data into QBO and are working on presentation of reports.
- The Policies & Procedures Review for the Year 2024: My responses to the review's findings will be provided to the Finance Committee on 12/10/2025.
- The Magnusson Music Fund at New Covenant has been established and is still awaiting distribution from her estate.

#### **New/Upcoming Items/Projects:**

- January will be a busy month for the Finance Office – Year-end Giving Statements; finalizing 2025 Financials; 2025 Financial Annual Report; Setting up payroll with employees' new benefits costs; etc. *Please try to schedule time to meet with me vs dropping by on Thursdays and Fridays in January. Thank you!*



#### **Darren Long, Director of Building and Grounds**

1. Took up bad floor tiles in the Sanctuary elevator lobby that were getting into the tracks of the elevator and making it get stuck.
2. Painted lobby and installed new carpet squares.
3. Cleaned out shed and shed area behind fence after we were able to scrap out all the bad chairs and scrap metal.
4. Reinstalled memorial garden fence.
5. Installed 2 new belts in the Sanctuary attic 2 exhaust fans.
6. Replaced smoke alarm battery's by Sanctuary elevator.
7. Installed new stair tread edging in Sanctuary tech booth.
8. Changed out some old water-stained ceiling panels in Fellowship and 3rd floor.
9. Added a few more LED lights in place of burned-out fluorescent lights.
10. We have received our 5 water sensors & 1 temperature sensor from Meshify for our insurance company, and we will go around and install them on December 15<sup>th</sup>.
11. The church had some clogged and very slow running sewer drains so I went around with the drain auger and opened them up, Plus I added this to the yearly check list to be done twice a year.
12. Been meeting with Crawford company for our boiler pipe leaks and drips.
13. We have had White roofing come out and look at some issues with ice in areas.
14. This coming month will start to clean and rearrange the maintenance and boiler area.
15. Took my drone and flew it around the outside of the church and checked on places we can't see from the ground looking for problems or problem areas.

I would also like to thank the clean team. Glen Roebuck and Paul Hartmann  
And a big thank you to Dr. Andy Edwards for all the help.



### **Marty Bowles-Edwards & Abby Schondelmeyer, Co-Directors of Christian Education**

Please see the CEFY report for details of dates and programming.

1. Sorted and donated duplicate and unused items from the storage room (307) to the Caring Closet and area service agencies.
2. Repurposed room 307 from a storage space to a bonus room for special CEFY programming. Worked with Ted Brown and Andy Bowles Edwards to clear a space in the attic. The Youth Group provided the labor to deliver chairs up the steps to the attic Room was washed down and light covers added to soften the fluorescent lighting.
3. Manna and more in November was an extension of the stewardship theme, of *This is Our Story*. Intergenerational activity was making a story stick from the Native American tradition, to use for family discussions at holiday feasts.
4. Sunday School Theme was service to others as an expression of our gratitude. Church member, Karla Ruiter shared her Therapy dog with the children, introducing them to the concept of service animals.
5. The children's mission project of 30 toiletry bags for the Caring Closet and contained loving greetings colored by the children.
6. Abby and Marty continued Xmas Eve Family Service planning, writing portions of the sermon script. We are planning an interactive format for the children in attendance. The service is based on the book *Advent in Plain Sight* by Jill J. Duffield.
7. Youth Group continues weekly. In November the highlight was celebrating Friendsgiving together. Confirmation continues each week with the support of Craig Foster and elders.
8. Abby and Marty coordinated the participation of children, youth, and families Kids Against Hunger sponsored by the Deacons.
9. Abby supported Alice Jacobsmeier during her dance performance at Festival of Trees. Marty supported Brighton Griem theatrical performance on October 12.

## Appendix 4: Speaker's Program, December 2025

### Proposal for FPC-Davenport Speaker's Program

#### Intent and Guiding Principles

The intent of the Speaker's Program is to enhance the discipleship of members of FPC. Invited speakers would be asked to present topics that are focused on FPC's purpose and mission. Preference would be given to those speakers that can present a contemporary program with a broader application to which the entire QC community would be invited.

Speakers can be considered local, regional, or national thought leaders.

As a Matthew 25 congregation and members of the Covenant Network of Presbyterians, these commitments should be strongly considered in the selection of speakers.

#### Operations

- The Session would approve a proposed committee with responsibility of operating the program. It is suggested that this committee be a sub-committee of Adult Spiritual Growth.
- Membership of the program committee
  - 3-6 members plus the Head of Staff or his designee, all voting members.
  - Members would be nominated by the Head of Staff. Session would approve the nominations. One member should be a current member of the Adult Spiritual Growth Committee. Once membership is approved, the Head of Staff would appoint the Chair.
  - Membership would follow the rules of Session
    - Appointments would be for a 3-year term with the option of a second 3-year term. Shorter term appointments may be considered when appropriate. This may be true for the first several years to ensure the terms are appropriately staggered.
    - Following 6-years of service, the member must be off the committee for 1 year before being considered for re-appointment.
    - No spouses or parent and their children would be allowed to serve together.
- The committee will draft its own rules for conducting their business. Session should approve these operational rules. One of the committee's early tasks would be to propose an appropriate name for this speaker's program.
- Speakers should be selected based on their ability to deliver the appropriate content to the church and, preferably, also to the broader community. Ideally, the speaker will give two or more presentations, of which at least one will be broadly advertised to the community. If appropriate, speakers can be invited to participate in Sunday worship and/or adult education classes. Workshop presentations can also be considered.
- The number of speakers per year will be the choice of the committee based on availability and funds. However, 2 per year would be a reasonable goal.

- Budgets and programming would be presented to Session for approval.

#### Financial consideration

- Seed money has been offered to initiate this program.
- A custodial fund would be created to provide accounting for monies collected and distributed.
- Additional individual donations or grants can be solicited and accepted.
- Unused portions of the fund at the end of each year are to be continued in the same custodial fund for use in subsequent years.
- It is strongly suggested that all presentations be free to church members and the public. Free-will offerings would be acceptable and be retained in the custodial fund to cover expenses. A ticketed event may be considered for extraordinary programs. These monies would also be retained by the custodial fund for expenses.
- Payment to the church to cover expenses related to the program can be considered for items such as custodial services, printing, and security, if needed.
- If the program is abandoned, the balance of funds can be used at the discretion of the FPC Session.