Session Meeting
First Presbyterian Church
Davenport, Iowa
October 19, 2026

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, October 19, 2026. The meeting was held in Von Maur Hall with Zoom available.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 6:37 PM with prayer and stated that a quorum was present.

Using Acts 20, Pastor Kris led a discussion during devotion time on the responsibilities of the elected Ruling Elders to keep watch over the church and to serve with wisdom, courage, humility and compassion. The work of Session is to make shared decisions which serve all and embody our reformed tradition that Jesus Christ is the head of the church.

	Class of 2026		Class of 2027		Class of 2028
P	**Dianna Darland** *Worship &Music*	E	**Dan Darland*** *Building Grounds & Safety*	P	**Nancy Chapman** *Finance*
A	**Denny Jorgenson** *Congregational Fellowship*	P	**Craig Foster** *Finance*	P	**Colleen Dueñas** *Hospitality and Welcoming*
P	**Kathy Knox** *Christian Ed & Fellowship with Youth*	P	**Wendy Hammen** *Worship & Music*	E	**Nathan Kabel** *Buildings Grounds & Safety*
P	**Cathy Pratscher-Woods** *Stewardship*	P	**Paula Hartmann** *Personnel*	P	**Linda Meadors** *Personnel*
P	**Jed Steckel** *Adult Spiritual Growth*	E	**Sharon Simmonds** *Adult Spiritual Growth*	P	**RuthAnn Tobey-Brown** *Personnel*
		P	**Jay Williams** *Adult Spiritual Growth*		
		A	**Erin Yingling** *Christian Ed & Fellowship with Youth*		
P	**Julia Meyer** *Clerk of Session, non-voting*		**resigned Sept 2026*	*P- present E-Excused A-Absent*	

Staff members:

P	**Rev. Dr. Kristopher Schondelmeyer** *Pastor / Head of Staff*	p	**Kristine Olson** *Director of Financial and Business Administration*	P	**Darren Long** *Director of Building and Grounds*
P	**Marty Bowles Edwards** *Co-Director of CEFY*	P	**Jim Middleton** *Director of Office Administration*	P	**Matthew Bishop** *Director of Music and Arts*
P	**Abby Scholdelmeyer** *Co-Director of CEFY*	P	**Diana Miller-Bur** *Admin Asst to Pastor*	P	**Kari Swanson** *Associate Pastor*

At 6:50 PM, Pastor Kris started the business portion of the meeting by asking the Clerk to read the Land Acknowledgement.

Guests: FPC Staff Members, Deacon Moderator Andy Edwards and member Sherry Williams.

The agenda was amended to add a motion from the Congregational Nominating Committee and to have a first read on the Draft Registered Sex Offender Policy. **On motion and second**, the agenda was approved as amended.

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

CONSENT AGENDA

The following item was presented on the Consent Agenda:

- Approve the September 21, 2026, Session Meeting minutes

On motion and second the consent agenda was approved.

CLERK'S REPORT

- The report from the Clerk of Session for October 2026 is appended to these minutes.
- Communications received by the Clerk:
    - Letter from the Covenant Network of Presbyterians thanking the Session for the 2026 donation. A donation of $500 was sent in September from the Deacon Board.
    - Email received on October 5, 2026, from Dan Darland, Elder/Chair of BG&S committee, resigning from Session, effective immediately.
- Action Items
    - A motion to accept the resignation of Elder Dan Darland was made and seconded. It was regretfully approved.
    - A motion to send a recommendation to the congregation to change the FPC Bylaws to reconcile inconsistencies regarding the appointment of committee chairs or co-chairs, and to add language to the bylaws on Subcommittees and Ad Hoc Groups was made and seconded. It was approved. The draft document is appended to these minutes.
    - A motion to remove Mary Shivers from active membership by her request was made and seconded. It was approved.
    - A motion to approve the FPC Operations Manual revisions for:
        - Hospitality & Welcoming Committee
        - CEFY Committee
        - Building Use Commission Policy and Fee Schedule
        - Personnel Committee
        - Finance Committee

- Congregational Fellowship Committee
- Building, Grounds and Safety Committee

was made and seconded. The documents were approved as revised. The revision/approval date will be September 21, 2026, and the Clerk will finalize the editing (i.e. remove editorial marks) of most of the documents. The Finance Committee will finalize their document after incorporating the provided template. The documents as submitted are appended.

- The Clerk reported that there are four committees that have not submitted their Operations Manual revisions. The Clerk will initiate the revisions for the Stewardship Committee.

DEACONS' REPORT – Deacon Moderator, Andy Edwards remarked that 90 people will be attending the Homecoming lunch. He created a cradle roll for entertainment. The Deacon Board report was received and is appended to these minutes.

SESSION COMMITTEE/COMMISSION REPORTS

- Written Session committee reports were received and are appended to these minutes.

- **Finance:** Finance did not provide Income/Expense and Custodial/Pass-Through Reports for the month of September.

    - Craig Foster (Finance) acknowledged that due to Kristine Olson's illness the financial reports for September had not been created. He did share that the church received about $75k from Birdies for Charity in October and that this amount was almost twice the amount received in 2025.

STAFF REPORTS

The previously submitted staff reports were received and appended to these minutes.

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

<u>Worship</u>

On September 27 we kicked off a new sermon series titled, "One Faith, Many Voices," as we preach through the Book of Confessions. This series accompanies our annual pledge drive titled, "This I Believe." During worship we have seen videos with testimonies from church members sharing what they believe God is doing through our church.

<u>Pastoral Care</u>

As mentioned, we kicked off our stewardship drive for 2027. As part of that work, I developed a narrative budget and a pledge letter that Kristine mailed out to the congregation.
I have had pastoral visits and conversations with a few members of the congregation.

One visit worth mentioning was with Elder Dan Darland. He shared a number of concerns about the general theological culture and missional direction of our church. I encouraged him to use his role as an Elder to share concerns with Session directly as I am not in a position to change the theological or missional direction of the church on my own. That's not how Presbyterian churches work. However, I reiterated that that is the prerogative of Session, and invited and encouraged him to speak up directly with Session if this is important to him.

Children's, Youth, and Family Ministry

This past month I assisted our Youth Group in building frames for sound panels that they are making for the Fireplace Room. The hope is that the panels will help dampen the echoing that occurs in that room, especially when it is full of energetic middle and high school students.
I also attended the Pride of the Wapsi event with families with children and youth.

Adult Ministry

I have also participated in multiple planning meetings for our Kirkwood Seminars on Faith and Life as we prepare for our first event featuring singer-songwriter and author David LaMotte.
In addition, I have been working with Mark Jones and Pastor Kari to develop a series focused on civil discourse and navigating difficult conversations. This will provide opportunities for people to think about how we engage disagreement faithfully, listen compassionately, and remain in relationship across differences.
Kari and I will be meeting this week to begin planning recommendations for what Advent and Lent look like.

Personnel

I completed a draft Registered Sex Offender Policy that I am offering as a first reading. I am hoping Session will approve it at the November meeting.
I am also working closely with the Personnel Committee to revise the Committee Description, and the fuller Personnel Policies and Procedures guide.

Strategic Discernment

I have continued working with the Architect Task Force as we move forward with the next phase of our Strategic Discernment Process. This remains important work as we consider how our facilities can best support the ministry God is calling us to do in the years ahead.

Where in the World is Pastor Kris

The coming weeks will include periods of travel related to my responsibilities as Co-Moderator of the General Assembly.
I will travel to Georgia for three different meetings from October 21–24.
In November, I will leave after worship on November 1 for travel to Israel and Palestine, where I will participate in a visit with Palestinian and Jewish siblings and partners. I expect to return November 14.
Then, I will lead a Moderators Conference in Louisville from November 18 – 21, where we will help train Presbytery Moderators from across the country as they prepare to step into their role serving their Mid Council.
At this point, I anticipate that being my final major travel for 2026 and being here through the end of the year.

OTHER BUSINESS

- A motion to schedule a congregational meeting on November 22, 2026, after the Sunday Service, to elect Elders, Deacons and congregational members to the Congregational Nominating Committee as well as to recommend changes to the FPC Bylaws was made and seconded. It was approved.
- The discussion of the draft Registered Sex Offender (RSO) policy resulted in a request to have Jay Williams provide a revised policy to the Clerk, no later than November 9th, to be forwarded to Session for review.
- A request to continue to list the dates when Pastor Kris is out of town to the **Dates To Remember** section of the Agenda was agreed to by the Clerk.

Evaluation of the Meeting: Jay and Sherry Williams thanked everyone for the opportunity to discuss the draft RSO policy.

ADJOURNMENT

No new business was brought to the floor. The Moderator closed the meeting with prayer at 8:51 PM.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa is November 16, 2026, at 6:30 PM in Von Maur Hall. Zoom will be available.

Rev. Dr. Kristopher D. Schondelmeyer	Julia A. Meyer
Moderator	Clerk of Session

Appendix 1: Clerk's Report October 2026

REPORT OF THE CLERK OF SESSION

October 2026

I. Membership Changes

Members Removed

By request and following Session review on September 21, 2026, Session acted to remove the names listed below from Active Membership status at FPC.

Gary Johnson	Holly Kennedy
Clare Kraklow	Dan Kennedy

II. Communion

Communion was served during Sunday morning service on October 4 , 2026, for World Communion Sunday. The Rev Dr. Kristopher Schondelmeyer officiated.

III. CEFY Christian Education Attendance

				Children and Youth						
September 2026	Nursery	Pray-ground	Sunday School All Grades	K - 2nd	Tweens 3rd - 5th	Confirmation 6th - 12th	Musik-garten*	Kirkwood Choir	Youth Choir	Youth Ministry*
9/6 - 9/12	1	13	Recess	Recess	6^	x	Recess	Recess	Recess	Recess
9/13 - 9/19	1	14	Recess#	Recess#	Recess#	x	Recess#	Recess#	Recess	Recess
9/20 - 9/26	2	16	18	7	7	4	2/2	15	Recess	9/4
9/27 - 9/30	1	13	15	7	6	2	1/2	10	9	7/4
Total	**5**	**56**	**33**	**14**	**13**	**6**	**3/4**	**25**	**9**	**16/4**
Weekly avg	**1**	**14**	**17**	**7**	**7**	**3**	**2/2**	**13**	**9**	**8/4**
^Bible Milestone		#Recess for Picnic					*Child/Adult			

Adult Spiritual Growth		
September 2026	Adult Sunday School (weekly)	Women of Hope (monthly)
Sept 6-12		5
Sept 13-19	Kick-off Picnic	
Sept 20-26	Stated Clerk Reception	
Sept 27-30	9	
Total	**9**	**5**
Weekly avg	**9**	**5**

IV. Worship Attendance

September 2025		Cong. Count	Choir & Clergy	Totals
	9:30 AM	95	48	143
	On-line Views			46
7	Total			189
	9:30 AM	99	35	134
	On-line Views			44
14	Total			178
	9:30 AM	69	40	109
	On-line Views			36
21	Total			145
Outside	9:30 AM	73	37	110
	On-line Views			35
28	Total			145
		Monthly Totals		657
		Weekly Average		164

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.

September 2026		Cong Count	Choir & Clergy	Totals
	9:30 AM	89	3	95
	On-line Views			46
6	Total			**141**
	9:30 AM	98	45	143
	On-line Views			36
13	Total			**179**
	9:30 AM	93	50	143
	On-line Views			39
20	Total			**182**
	9:30 AM	89	41	128
	On-line Views			49
27	Total			**177**
		Monthly Totals		**679**
		Weekly Average		**169.75**

On-line views are based on livestream views (Facebook and YouTube) during the morning service. Weekly average is based on the sanctuary attendance plus views on Facebook and Youtube.

Online views reporting is limited to views during the Sunday morning service.

Session Committee/Commission Reports: October 2026

CEFY

October 5th 7:30 pm on zoom

Attending: Abby S, Kathy M, Marty E, Kathy K, Sherry W,
Absent: Matthew H, Erin Y,

Marty opened in prayer

Budget update- we are doing well. Numbers are looking good.
PCUSA- Around the table cohort: 6-9 months and once complete 1,500 towards inter generational activities.

Trunk or treat- we need more trunks. Have Kris hype the event from the pulpit.
Other upcoming events were discussed briefly as a reminder.
Pumpkin patch
Manna and More

We reviewed the rewrite of our section of the manual of operations- and Marty will send it to Julia

Teachers for Sunday school are pretty well staffed, but maybe need some subs just in case. Looking at purchasing a couple of Spark bibles for teachers to check out to help prep for their week teaching.

Kathy M will send home a link with music and lyrics for the songs being practiced in Kirkwood choir.

The last thing we talked about was giving playground access to the families living in the tapestry farms homes. A decision was not reached as we came up with a list of questions to ask various groups in the church. The biggest question was liability. Abby and Marty are looking to gain more information so we can continue this discussion next meeting.
Marty closed in prayer

Adult Spiritual Growth

October 05, 2026

Attendees: Jay Williams, Jed Steckel, Bruce Bufe, Pastor Kris, Kari

Overview

The committee reviewed its operating manual, adult education programming, and how to create more trusted, participatory faith discussions.

Manual Revision

The group agreed the manual should follow the revised format and clarified language for ex officio members, library representation, responsibilities, and duties.

The detailed mission, vision, and goals material was considered too specific for the manual; further drafting was left to Kari and will be reviewed by the committee.

Program Planning

The committee discussed adult education through November, including book studies, Manna and More, and the Let's Talk program.

The group agreed that a dedicated planning discussion is needed for the adult Sunday school schedule and spring programming.

Group Culture

Members discussed the need for small-group settings that support honest questions, vulnerability, differing levels of spiritual depth, and respectful listening.

The committee distinguished between introductory studies and groups intentionally designed for deeper faith conversations.

Action Items

Edit the committee bylaws/manual language to clarify committee composition, appointments, staff roles, terms, and formatting, then circulate the recommended revision.

Revise Jay's operation manual draft into the agreed committee format and pass the revised version to Speaker 0 for review.

Lead a focused planning meeting for the adult Sunday school program with Speaker 3, including planning for upcoming programming.

Establish and communicate a definite date for the adult Sunday school planning meeting. (Jay Williams)

Speak with Mark next weekend to confirm leadership for the Let's Talk program and offer backup leadership if needed.



Personnel

Oct 5, 2026, Meeting time 3:29 pm-5:36 pm
ATTENDEES: Rev. Dr. Schondelmeyer, RuthAnn Tobey-Brown, Dan Brienach, Vicki Stegall, Paula Hartmann, Linda Meadors

OPENING WITH PRAYER
RuthAnn opened in prayer.

TOPICS & DISCUSSION POINTS
Review of Vacation and Sick Leave Polices for Administrative and Programmatic staff members

Review and clarification of church's definition of Exempt Employees in three categories Administrative, Maintenance, and Program.
Review of the 2001 Job Description of the Personnel Committee
Review of drafted Registered Sex Offender Policy

MOTIONS MADE IN COMMITTEE
None

MOTIONS FOR SESSION APPROVAL
None

CLOSING PRAYER & TIME
No closing prayer due to length of meeting.

MINUTES PREPARED BY
Linda Meadors and sent to RuthAnn for review Oct 9, 2026

Finance

September 15, 2026

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

Minutes of the August meeting were approved.

Kristine reported on the finances. The deficit is less than expected. We may need to withdraw up to $60,000 from restricted funds. Birdies for Charity will be paid on October 8th. Loans to the Foundation will be repaid when the funds are received.

The proposed budget will go to the Session on Monday. It includes no budgeted money for programming for Kari Swanson.

Changes to the bylaws will be discussed next month.

Nancy and Craig will update the Finance Committee job description.

Building and Grounds reported that the sink hole in the parking lot has been repaired. Repair to be paid by Maintenance operating budget. The Finance Committee will contact the Foundation to ask about reimbursing the Maintenance budget as the Foundation is to provide funds to the church for land and existing structures. It was moved and seconded that the cost of approximately $13,000 for the sanctuary air conditioner will be taken from the Capital Maintenance Endowment Fund. Motion carried. It was also reported that the roof repair will cost $4,000 and has not yet been done. The gutter work is still in progress.

The committee discussed the possibility of changing banks and credit cards. No action was taken.

A new spending policy for restricted fund expenditures will be discussed next month. Kristine will email us a copy of the new policy.

The policy and procedures review will take place in November and may cover 18 months.

On September 1 the committee approved the Wales Travel Fellowship contract by evote.

In response to a motion made at the last Finance Committee meeting, the Clerk of Session will include the General Fund Income and Expense Report in the Session Minutes each month.

The meeting closed with prayer by Pam.

FPC Staff Reports, October 2026

Abby Schondelmeyer, Marty Bowles-Edwards: Co-Directors of Christian Education

Sunday morning program has been active and fun.

The Prayground continues to be a lively place for the children. The children's bulletin has begun providing an accessible flow of the service and a rewarded challenge for the children. The goal is to engage the children in the worship service in a child-assessable manner.

Kirkwood choir provides a welcome space for the children to learn songs to share during periodic worship services. Abby provides CEFY support each week.

There has been lots of energy on the third floor. The children and youth are enjoying their time together that is full of learning with some fun too. Grades K-5 were introduced to famous bible stories of Sarah and Abraham, Isaac and Rebecca, Esau and Jacob, and Jacob's favorite son Joseph. They followed the faith family history through these generations and enjoyed acting out the stories together.

Youth Group has been meeting weekly. They have been working on DIY acoustic panels for the youth room. The hope is they will provide calming and warmth for the room. The youth have also decided on a new wall color. The painting project will be planned in the future.

The October Manna and More was a Breeze introduction. The children played on the playground after eating and recorded a message for a stewardship video. Staff also participated in a video message for a stewardship video.

Abby, Marty, and Kris are registered for Around the Table though the PCUSA. This course provides guidance for children, youth, and intergenerational ministry programming, development of a project, and support/sharing sessions. Those completing the course will be granted $1,500 toward an intergenerational event. This opportunity will meet over the next 6-9 months. The first meeting will take place on October 21.

Met with Kari to continue planning the Christmas Eve family service.

The annual pumpkin patch family event well held at Pride of the Wapsi on October 18. There are over 60 reservations for this year's event. The Scouts were invited to share the fun evening.

Supporting other ministries at/through FPC continues to be a focus for Abby and Marty, in the following ways:
1) Met to talk about CEFY support for the David LaMotte concert and event.

2) Abby met a fellow pastor to help them write their doctoral thesis about Next Generation Ministry.
3) Provided support for Homecoming Dinner which was planned by the Deacons.
4) Participated in the chorus for the Spotlight Theatre production of the Hunchback of Notre Dame.
5) Trunk or Treat planning and advertising is well underway. This event is supported by the Deacon's but organized by Abby. The event will be held on October 24 th from 3pm-5pm

Matt Bishop, Director of Music & Arts

At the time of writing this report, we are between the two performance weekends of The Hunchback of Notre Dame at the Spotlight Theatre. Opening weekend was a great success - the choir sounds amazing and has received rave reviews. There are a number of people in the choir and cast who have displayed interest in joining the music ministries of First Pres.

Once Hunchback closes, the Sanctuary Choir will return to its usual rehearsal schedule of Thursday evenings from 7-9pm.

All choirs are now rehearsing regularly, preparing for Sunday worship services and the Advent/Christmas season. In the next few weeks, the Vesper Bells and Kirkwood Choirs will offer music in worship.

The PAS season opens this week with a concert by Stundom on October 13. I am anticipating that we hit our goal of benefactor patron income this season.

Planning continues for the Wales Travel Fellowship in February. There are currently 21 people signed up for this trip.

I have paused planning the 2028 choir tour due to inflated airline fuel charges. I hope for a drop in those prices soon.

I will be playing in Alex's December Musical Interludes and have begun practicing that piece (Beethoven's Piano Trio No. 2).

I continue to represent FPC at regular meetings of the Affirming Congregations of the Quad Cities.

I will be on PTO October 20-21 and 26-29, and November 23-25.

Kari Swanson, Associate Pastor Elect

My first 6-weeks at FPC have been full and eventful. It has been an honor to learn the stories and rhythms of the church by fully participating in worship, committees, and events (in the midst of getting married followed by a quick honeymoon). This has included:
● Blessing of the Animals: I planned and led a 2pm service Oct. 4. About 15 people attended with their animals and were eager participants. This included a couple who "don't always come to church but make sure to come on this day." Animals were well behaved and participants relayed that it was a fulfilling worship service.

● “Meet and Greet” the Associate Pastor: At the time of writing this report, I have led three out of four “meet and greet” opportunities, in conjunction with the APNC committee. Congregants had the opportunity to hear my call story, and I listened to their “Why FPC” stories. We averaged 10- 15 people per group. Many members left surprised and delighted to have not only learned about me, but also their fellow church members.
● Adult Spiritual Growth-
○ “Let’s Talk”: Mark Jones brought forth an adult education idea that provides a space to graciously, and faithfully, talk about current socio-politic topics considering our PC(USA) tradition. As a team, Kris, Mark, and I created a Thursday night program that first creates an environment of healthy communication and empathetic covenant followed by different socio-political topics to engage with as a group. We are eager to start the program on Oct. 15th.
○ I am participating in and facilitating the Adult Sunday School discussion on David LaMotte’s book, “You are Changing the World” when Pastor Kris is out of town.
● Committees: Since starting, I have consistently attended and contributed to Deacon meetings, the Fellowship committee, Kirkwood Seminar planning committee, and the Adult Spiritual Growth committee. I have taken on various tasks throughout these committees such as setting up an EventBrite for the upcoming David LaMotte seminar and concert and offering suggestions and programming to the Adult Spiritual Growth committee.
● Weekly Worship: Since my arrival, part of my worship responsibility includes planning weekly children’s messages and additional prayers which are presented in worship (once ordained, communion will be added to this list of responsibilities). I will also be preaching monthly, the first will be on Oct 25th.
● Upcoming Ordination: On Oct. 17th, I will be ordained at First Presbyterian Church of Glen Ellyn in Glen Ellyn, IL. Per the PC(USA) tradition, I have been in the process of planning the worship service while also coordinating other teaching and ruling elders who will be attending from the Chicago Presbytery.
● Tentative Installation Date: If Eastern Iowa Presbytery approves the date, my installation will hopefully be at FPC on December 5th at 2pm. I will continue planning and coordinating this worship service in the meantime.

Jim Middleton, Director of Office Administration

Office operations remained steady throughout the past month as activity increased with the start of the new program year. A Breeze Manna & More training session was held to provide guidance for individuals seeking access to the system and to support effective use of the platform.

Routine office functions continued without interruption. Key responsibilities included managing the phone system, overseeing building access control, coordinating document production and copying requests, and maintaining office equipment and software systems. Weekly worship support also continued, including the preparation and production of approximately 140-150 worship service bulletins each week.

Overall, the month was characterized by consistent office operations, dependable administrative support, and a smooth transition into the new program year.

Kristine Olson, Dir. of Financial & Business Administration

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 delayed processing of reimbursement requests.

Darren Long, Director of Buildings and Grounds,

Yearly fire alarm testing for the city of Davenport was completed by Per Mar on Oct.2nd.

Set up outside service for the blessing of the animals on Oct. 4th

Helped Nancy Chapman look at a sump pump at the foundation property at 1725 Pershing st, Ended up opening the floor drain to drain 2' of water in the basement and setting up dehumidifier, The contractor will install a new sump pump.

Helped Nancy take stuff out of the basement of 1725 Pershing and throw away.

I cut down the remaining redbud trees by the playground.

Installed a new pressure switch on the air compressor that runs the Sanctuary A/C units in the boiler room.

Took down light outside above Porte Cochere and sanded, Repainted and rewired it and reinstalled.(Had a short in the Light wiring that DECO found.)

Replaced some of the black corrugated drain tubing with regular downspouts on the Iowa st. Side.

Rerouted the Sanctuary lobby sump pump drainage, so it doesn't flow across the alley door sidewalk.

I continue to Mow & Weed once, sometimes 2 times, a week this crazy summer.

Got security lined up for the next 3 PAS events.

I adjusted all the light times for outside security lights. (Parking lot & Light poles)

Working with Modern on taking over our yearly maintenance agreement from Crawford Co.

White roofing should be here in the next few weeks to replace the missing shingles on the bell tower & flashing on the overhang outside the Donaldson room.

I continue my regular duties of cleaning and setting up for events.

Appendix 4: Deacon Board Report, October 2026

Deacon's Minutes: October 12, 2026: 7:00 PM

Attendance: Andy Edwards, Dan Breinich, Elizabeth Breinich, Kari Swanson, Sarah Soenksen, Gail Yingling, Pat Halverson, Bill Yingling, Mason Pedersen, Heidi Pedersen, Doug Wells, Sherri Williams [zoom], Amy Saskowski, Connie Connolly, Lois Boyer, Steve Earp, Cherri Burns [zoom], Scott Johnson, Katrina Williams [zoom]

Absent: John Gere, Al Frohlich, Kris Woodard, Carrie Braun, Andrew Darland, Bob Lehnherr

1. Opening Devotion: Connie Connolly

2. Minutes and Matthew 25: Andy

- Building Congregational Vitality
- Dismantling Structural Racism
- Eradicating Systemic Poverty

3. Succession Planning: Plan for Chairs and Co-Chairs

4. Green Envelopes: Andy

- Need minute for mission last Sunday of October or in November
- Andy is making a sign that will say Green Envelopes Sunday
- We plan Green Envelopes four times a year.

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5. Member Care: Steve and Lois

- Team Care member list will go out before December
- Follow up new teams and birthday cards.
- Letter to members to be done
- Note Bird Use: Kathy Yoke follow up [Elizabeth Breinich]
- Furthest Pew: List is up to date. Someone will try again this month to get out to the homebound people. Committee was unable to reach Francis Keller
- Packets available for homebound, along with communion kit that Andy bought. The kit is in the Fellowship hall in the communion shelf.

- Need new list in order to do communion in October.
- Homecoming: So far there are 75 to 80 reservations.
  Alex will help with entertainment, hymns, and some choir members singing. Hymns [Lyrics printed out will be provided for hymns]
- The program is starting to take form with looking at who has gone to the church the longest and the longest attending families. Andy will present Cradle rolls.
- Decorations are being organized and done by Connie. The meal will be served around 11:45. Program after the meal. There is no adult Sunday School planned for that weekend. A coloring table will be set up for children.
- Food by Chefs Catering [Chicken, beans, carrots, mashed potatoes] [cake by Hy-Vee]
- Young adult outing: Do we try to continue this group? Discussion-Kari and Diana are going to come up with an outing for fall or winter.
- Funeral helper lists on breeze. Will create a template for future funerals and needs. [done]
- Andy will put a folder in the Deacons mailbox in the office.
- Men's October 10th breakfast. How did it go? Nine people attended. Monthly get together will happen the 2nd Saturday of the month. Breakfast location: at the church.

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6. Tapestry Farms: Andy: One family is in their house and the next one is pending

7. Punch: Updates October 15th at 1:00 Kari will attend.

Blessing Box: Working with the Caring Closet to hand out some of the items collected from the blessing box.

8. Outreach: Sarah

- Deacons need to prepare for the Thanksgiving volunteers on Thanksgiving Day. An announcement needs to go in the bulletin. People will need to provide food for the Punch Function
- Caring Closet: laundry cards were gone within 5 minutes: Doing well on current donations.

- Angel tree: committee started a discussion. Starting with 40 angels. Sarah will contact them this week for a time table.
- Cocoa and Caring: We always team up with Cathy P. Woods.
- Trunk or Treat: There needs to be two people at the welcome desk. Everyone is encouraged to participate and do a trunk October 24th from 3-5
- Plan a nursing home sing? Set up date? There has not been a discussion

9. Meal Site: No report

10. Mission Connection: Gail

Habitat possibly next spring, volunteer to serve a lunch at a house build.

Kids Against Hunger, opportunity to volunteer at the restore

11. Special Gift: Will use it to help decrease over all budget from church, $6000 is sitting until needed

12. Fill the trunk: Sent donation

13: Money for celebration for Pastor Kris as co-moderator of Presbyterian Church: Elizabeth: Approximately $200

14. Motion to move money to birdies fund til money comes back:

- $7000 was suggested but maybe it's too late. Perhaps make that decision next year in June or July. Deacons need to determine if they want to continue with Birdies in the future. Money will come back after birdies are finalized. The total was $70,000 for the church.
- Contact Kristine and she will make the arrangement.

15. Closing Prayer: Connie Connolly

Appendix 5: Approved FPC Operations Manual Revisions, October 2026

CONGREGATIONAL FELLOWSHIP COMMITTEE

Committee Description

The Congregational Fellowship Committee is to cultivate a welcoming and inclusive community within our church, fostering connections, friendship, and support among congregants.

Structure

The Congregational Fellowship Committee is composed of one or more session members appointed by the Moderator of Session from the current Session, together with additional members from the congregation who are approved by Session. The Moderator appoints the Chair or Co-Chairs. The committee may establish subcommittees and ad-hoc groups as needed. Members of these subcommittees or ad-hoc groups do not necessarily have to be members of the committee.

Ex-Officio Members

Moderator of Session
Associate Pastor (staff member as assigned by Head of Staff)
Other staff member(s), as assigned by the head of Staff.

Responsibilities and Duties

1. Nurture all the fellowship groups within the church, communicate and promote the activities of each group to the congregation, as needed, and encourage active participation.

2. Establish new fellowship groups where there appears to be sufficient interest and discontinue groups where the interest of members has reduced to the point that the group no longer serves a useful and effective purpose.

3. Plan, coordinate, host and execute fellowship events to appeal to the congregation. Examples are the Sunday morning Manna and More breakfasts, bus trips, churchwide receptions and intergenerational activities.

Reports to the Clerk of Session

Provide minutes of all committee meetings to the Session via the VClerk of Session in a timely manner Reports to Session should also include reports of the subcommittees and ad-hoc groups.

Provide a report on the previous year's activities for the Annual Congregational Meeting by the agreed deadline.

Revised March 2024
Revised October 2026

CHRISTIAN EDUCATION AND FELLOWSHIP WITH YOUTH COMMITTEE

Committee Description

The Christian Education for Fellowship with Youth Committee (CEFY) exists for the development, promotion, coordination and execution of Christian Education and Fellowship programs for church participants from birth through high school.

The CEFY committee reviews plans and recommendations made by the Director of Christian Education (DCE). Plans are implemented with the assistance of the committee for recruiting volunteers and leading events. Post event feedback is provided by the committee and used as guidance for future planning. Events include but are not limited to the following:

1. All educational programs for ages birth through the end of high school
2. All fellowship programs for children and youth
3. Childcare needs for those of ages birth through sixth grade
4. Vacation Bible School: Compassion Camp opportunities
5. Family Fellowship

Structure

The Christian Education and Fellowship with Youth Committee (CEFY) is composed of one or more session members appointed by the Moderator of Session from the current Session, together with additional members from the congregation who are approved by Session.
The Moderator appoints the Chair or Co-Chairs. The committee may establish subcommittees and ad-hoc groups as needed. Members of these subcommittees or ad-hoc groups do not necessarily have to be members of the committee.

Ex-Officio Members

Moderator of Session
Director(s) of Christian Education (staff member as assigned by Head of Staff)
Other staff member(s), as assigned by the Head of Staff.

Responsibilities and Duties

Programming – These tasks are to be accomplished by the Director of Christian Education under the supervision of the CEFY Committee.

1. Develop appropriate educational and fellowship opportunities for children and youth.
2. Advertise the availability of educational and fellowship opportunities as widely as possible.
3. Coordinate resources and supply needs for educational and fellowship programs.
4. Implement any educational and fellowship programs that are directed by the Session.
5. Periodically evaluate the standing programs for their effectiveness.

Volunteers – These tasks are to be accomplished by the Director of Christian Education under the supervision of the CEFY Committee.

1. Recruit leaders to implement all educational and fellowship programs.
2. Inform volunteers of background check procedure and submit names to Head of Staff/Executive Secretary for entry into the current background checking process, in compliance with the FPC Child Protection Policy
3. Review the Child Protection Policy (CPP) with volunteers annually.
4. Organize all teacher-training events as needed.

5. Ensure that volunteers receive adequate recognition and feedback

Records – Shared duties as described below.

1. Minutes of CEFY meetings will be recorded by the Committee Chair or other person as assigned, and submitted to Clerk of Session by the author, with Director of Christian Education copied on the email.
2. Minutes are stored by the Director of Christian Education and in the Clerk of Session Monthly Committee Reports
3. Attendance Records for all CEFY activities are submitted to the Clerk by the Director of Christian Education
4. Report to the Session any significant decisions or developments.
5. The Annual report will be written by the Director of Christian Education and approved by the CEFY Committee.

Reports to the Clerk of Session

Provide minutes of all committee meetings to Session via the Clerk of Session in a timely manner. Reports to session should also include reports of the subcommittees and ad-hoc groups.

Provide a report on the previous year's activities for the Annual Congregational Meeting by the agreed deadline.

Revised August 2019
Reviewed without Changes November 2021
Revised October 2026

BUILDINGS, GROUNDS AND SAFETY COMMITTEE

Committee Description

~~MIssion~~

To oversee the maintenance of the church buildings, grounds, and associated equipment; to ensure that the physical property poses no safety hazard; to review all proposals to make physical changes in the church; to ensure that the proposed changes will be made in such a way as to maintain the architectural integrity and historical continuity of the church while considering the needs of our modern congregation.

~~Mission, Vision and Goals~~

~~Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and any Long-Range Strategic Plans of the church. The committee's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of any of the Church's Long Range Strategic Plans over time.~~

Structure

The Buildings, Grounds and Safety Committee is composed of one or more session members appointed by the Moderator of Session from the current Session, together with additional members from the congregation who are approved by Session. The Moderator appoints the Chair or Co-Chairs. The committee may establish subcommittees and ad-hoc groups as needed. Members of these subcommittees or ad-hoc groups do not necessarily have to be members of the committee.

Ex-Officio Members

Moderator of Session
Director of Building and Grounds (staff member as assigned by Head of Staff)
Other staff member(s), as assigned by the Head of Staff.

Responsibilities and Duties

Maintenance of the Buildings and Grounds

Develop, plan and schedule preventive maintenance for all aspects of the church buildings, grounds and associated equipment.

Inspect the buildings, grounds and associated equipment to determine that all maintenance has been accomplished as specified and on schedule, and to detect any potential failure in the buildings' structural integrity or associated equipment. Inspect for any safety hazards connected with church property. Take corrective action as appropriate.

Check the several AEDs monthly, check and refresh all First Aid kits throughout the church building, work on emergency exit plans and signage within the building.

Develop and maintain attractive landscaping to enhance the appearance of the grounds. Annually, itemize any action recommended as a result of these inspections, including an estimated cost for each project. These costs, along with the cost of scheduled preventive maintenance and an allowance for unforeseen problems and repairs, will form the basis of the Committee's report to the Finance Committee, requesting budgeted funds for the coming

period.

Develop proposals and consult with the Director of Building and Grounds and the Trustees of the Capital Preservation Trust (Connick Trust) if there is occasion to request the use of funds from that trust.

Authorize the Director of Building and Grounds to make purchases within the budget established by the Finance Committee and approved by the Session. Such authority may be delegated to a subcommittee of this Committee.

Annually, in consultation with the Finance Committee, review the church's property and liability insurance to ensure that the property and liability insurance is adequate for the church at the time of review.

Develop and maintain the Building Use Guidelines and Procedures relating to the use of the church's facilities.

Historical Preservation

Review all proposals to make changes, including remodeling and new additions, in the buildings, grounds, fixtures and/or furnishings of the church.

If the Committee determines that the proposed change, if made, would be in conformance with the architectural integrity, continuity and/or the historic "look and feel" of the church, the Committee will concur with the change. If not, the Committee will communicate its concerns to the person or group proposing the change and work with them to bring resolution to whatever issues are raised.

The goal is to preserve the building's past as we move into the future, maintaining a vision of harmony between the past, present, and future.

~~Reports to the session~~

Reports to the Clerk of the Session

Provide minutes of all committee meetings to Session via the Clerk of Session in a timely manner. Reports to session should also include reports of the subcommittees and ad-hoc groups.

Provide a report on the previous year's activities for the Annual Congregational Meeting by the agreed deadline.

Prepare and present an annual report to the Session detailing any report to the Session detailing any concerns about the physical property of the church along with recommendations to resolve any issues.

Revised August 6, 2019
Reviewed without Changes November 2021
Revised October 2026

BUILDING USE POLICY
FIRST PRESBYTERIAN CHURCH

First Presbyterian Church of Davenport is an inclusive, caring community of faith committed to loving God, loving neighbor as self, and sharing the love of Jesus Christ with all people through worship, fellowship and service. We consider our church building and grounds to be assets to be shared – with respect and care – as part of our mission to the larger community. Our goal is to welcome others as we would welcome Christ.

Principles for Use:

First Presbyterian Church of Davenport (FPC) offers the use of its building and grounds for a wide range of functions both affiliated and not affiliated with the church. In the context of this document, hereafter, the use of the word "building" also includes the "grounds." Although the building and equipment of First Presbyterian Church exist for the primary purpose of supporting the ministries of FPC and its members, they are also an instrument of Christ's mission.

Therefore, FPC's policy is that the church building will be used to the fullest extent practical to fulfill the church's mission, recognizing the limitations of the budget and the necessity of establishing priorities for many worthwhile ministries. The following are our principles for use of our building:

• To use the building for activities which fit who we are and what we believe (as determined by Session)

• To offer our building to groups and individuals both affiliated and not affiliated with FPC

• To give due consideration to the care and protection of the property

• To charge reasonable fees for building usage and for staffing requirements

Please see separate policy and fee schedule for weddings, vow renewals and funerals.

Priority of Use Considerations:

No outside events or building use will be allowed on church holidays as defined in the Personnel Manual. On all other dates, the priority of facilities usage shall be as follows:

1. Church Functions, such as,

    a. Church services (i.e., worship, Sunday school, funerals, weddings, vow renewals)

    b. FPC Performing Arts Series

    c. Scheduled church activities for spiritual growth and/or administration (i.e.e.g., committee meetings, Adult Education, youth group, choirs)

2. The priority of all other building use requests will be judged on a case-by-case basis. In general, events which support the mission of the church, whether by outside groups/individuals or church members, are given priority.

Building Use Commission:

In 2024, Session created an administrative commission titled the "Building Use Commission" (BUC) to act upon building use requests for non-church functions. A non-church function can also be defined as a vow renewal that doesn't take place in the Sanctuary. The Commission membership shall consist of the Church Corporation officers (President, Vice President, Treasurer and Secretary) and the Pastor/Head Pastor who shall serve with voice and vote. If, for any reason, none on the corporate officers have been ordained as a ruling elder, then the Commission shall also include at least two ruling elders (who do not need to be actively serving on Session) in order to be in compliance with the PC(USA) Book of Order. The Building Use Commission will report to Session on all requests approved as well as declined.

Procedure for Requesting Building Use:

A *Building Use Request Form* (BUF) obtainable from FPC website or through the church office – must be completed by any individual or group requesting building use for non-church functions.

• The BUF should be submitted to the church office at least four (4) weeks in advance. It provides for every area of the church available for use. All rooms requested, set-ups and other service needs (i.e., kitchen items, AV, etc.) must be included on the form.

• The building use fee schedule will be provided to the user at the time of the request. *(relocated for emphasis)*

• Upon receipt, the request will be reviewed by the FPC staff. Then the appropriate reservation and additional fees will be assessed by the Pastor/Head of Staff, Office Manager and/or BUC Secretary. The request form along with the suggested fees, together with any feedback from staff, will be forwarded to the Building Use Commission for review, to be approved or declined.

Once approved, the Office Manager will contact the person and provide a copy of the proposed Building Use Agreement (BUA), fee schedule, Building Use Liability Waiver (BULW) and any other documents (e.g. Child Protection Policy) as appropriate. It will be communicated that a Certificate of Liability Insurance for $1M is required for For-Profit and Non-Profit organizations.

• The Director of B&G ~~&S~~ will be available to meet with the user to review conditions of use, the expectations and needs for the event, and to confirm schedules for room set-up and clean-up as needed. For new, large, or unusual events, the church staff may require an in-person meeting with the Requester ~~user~~ at a mutually agreeable time. Staff exception available.

• When use of church musical instruments is included in the request, a member of the music staff shall meet with the Requester ~~user~~. Staff exception available.

• Requests that include use of the sanctuary sound system require the user to meet with a sound technician. Staff exception available.

• All church and non-church activities are scheduled on the master church calendar. A reservation fee must be paid before an activity is entered onto the church calendar.

• A staff member or church volunteer must be in the building at all times during the event. Staff exception available. First Presbyterian Church reserves the right to make changes to any/all schedules in order to accommodate church ministry or unforeseen events. This includes any

contractual agreements for any group. The church may adjust or waive any/all charges on an individual basis at the direction of the BUC ~~Building Use Commission~~.

If a Staff Member fills out a building use request, a non-refundable deposit along with any additional fees will be assessed based on whether or not they are a member of FPC. The Pastor/Head of Staff along with other staff members will decide if a waiver for other requirements can be made. **The Certificate of Liability Insurance and the refundable damage fee will not be waived.**

Fundraising by Outside Organizations:

From time to time, outside organizations may ask for significant support for their fundraising events from members of First Presbyterian Church, including, but not limited to, use of the First Presbyterian Church facilities for fundraising events.

If a fundraising request does not also include the use of the building, the request should be considered under the FPC Fundraising Policy and be submitted first to the Clerk of Session and then to Session.

If a fundraising request is part of a building use request, both will be considered together by the BUC ~~Building Use Commission~~. For the fund-raising portion of the request, the BUC ~~Building Use Commission~~ will rely on the principles of the FPC Fundraising Policy for direction.

Building Use Agreement:

A formal Building Use Agreement (BUA) defines the Requester's ~~user's~~ obligations to maintain and safeguard the building, indemnify the Church and properly insure its activities. By signing, the user agrees:

• To not use the premises for any unlawful purposes, and to obey all laws, rules and regulations of all governmental authorities while using the facilities

• To abide by any rules and regulations established by FPC for use of its facilities including,

✓ No alcoholic beverages ~~consumed~~ on church properties

✓ No smoking inside the building or within 15 feet of an entrance

✓ No controlled substances, drugs or weapons on church properties

✓ No gambling activities, such as bingo or lotteries

✓ No partisan political activities or campaigns

✓ No use of candles unless approved by BUC ~~Building Use Commission~~ (requires additional fee).

✓ Receiving approval from BUC ~~Building Use Commission~~ before affixing decorations or other items to any surface.

• To not use the premises for any purpose contrary to the mission, purpose or belief of FPC

• To ensure that the conduct of all persons attending programs is respectful of the property, maintaining noise levels that respect others in adjoining spaces

• To respect ministry furniture and equipment (i.e. tables, chairs, projectors, laptops, microphones, instruments etc.) purchased and owned by the church; these may not be removed from the premises

• To be solely responsible to protect children, youth and vulnerable adults attending user's function at the building. This includes adherence to FPC's Child Protection Policy for Outside Groups, as appropriate. (A copy will be provided to the Requester ~~user~~)

• To ensure children in attendance are under the control of their parents or adults at all times and are not permitted to roam freely on church property

• **To return to the pre-use condition all areas of the premises used by the Requester ~~user~~**,

• To be held responsible for any damages done to church property by the user/group,

• To turn out lights and turn off appliances (fans, coffee maker, etc.) when you are finished,

• To vacate the church building by time specified on the agreement,

The BUA ~~Building Use Agreement~~ must be signed by both parties. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the building and loss of refunds**.**

Use of Audio/Visual Technology:

Programs in the Sanctuary that require the use of the sound system must have one of the church's sound technicians on duty. There is a fee for this service.

If the group or organization is hiring a local audio/visual company, the hired company's sound technician must arrange a meeting with the church sound technician prior to the event to discuss the sound system and to review the program's sound requirements. If the audio/visual company is an out-of-town company, the company must e-mail or phone the church sound technician to discuss the sound system and to review the program's sound requirements prior to the event. An in-person meeting of the company's technician and the church sound technician may still be required before the event.

Concert volume levels are at the discretion of the sound technicians of First Presbyterian Church in consultation with the Director of Music and Arts.

Building Use Fees: Please refer to the FPC Building Use Fee Schedule

Liability Insurance: Certificate of Liability Insurance (CLI) and Building Use Liability Waiver (BULW)

Groups or organizations requesting use of church facilities are required to provide a Certificate of Insurance showing a minimum liability coverage of $1,000,000 and naming First Presbyterian Church of Davenport added as an "additional insured" for the date of the event. Individuals will ~~are strongly encouraged to~~ have to provide their own liability insurance. Suggested insurance provider web addresses are provided on the FPC Website.

Insurance Requirements

- Requester promises and warrants that it carries General Liability insurance with a minimum per occurrence limit of $1,000,000.00, providing coverage for bodily injury and property damage.
- Requester will provide a Certificate of Insurance to the Church at least 7 days prior to the date upon which the Requester begins use of the described premises.
- The Certificate of Insurance will indicate that Requester has made FPC-Davenport (including the trustees, officers, directors, employees, representatives, volunteers and agents, as well as its successors and assigns) an "additional insured" on Requester's policy with respect to the use by Requester of the FPC, and Requester's insurance shall be "primary and non-contributory with any other insurance carried by the additional insured."
- Any waiver of this insurance provision must be in writing and signed by an authorized Church representative.

Website(s) for obtaining TULIP insurance (Tenants & Users Liability Insurance Program) are listed on the FPC Website.

The BULW is provided with the BUA and will be signed by both parties.

First Presbyterian Church and/or its employees shall not be responsible for damage or loss of property on First Presbyterian Church premises sustained by Requester ~~applicant~~, a participant in a program, or anyone attending any program or event held on church property. By submitting the BUF ~~Building Use Request Form~~, the organization shall indemnify and hold FPC ~~First Presbyterian Church~~ harmless from any claims arising from its use.

Cancellation: *(moved)*
• By Requester: If notice of cancellation is given greater than 2 weeks prior to the event, a full refund will be made. If notice of cancellation is given 2 weeks or less prior to the event, the refunding of fees will be based upon the costs to the church. The reservation fee and custodian fee will not be refunded it FPC cannot make up the lost custodian hours.

Inclement Weather/building unusable: If FPC decides to cancel due to inclement weather or the loss of AC, etc. and the event cannot be rescheduled, all fees will be refunded.
If the Requestor decides to cancel within 48 hours due to an inclement weather forecast, a full refund, minus the reservation fee, will be made.
~~To provide the Church Office with reasonable notice in the event of cancellation. The Building Use Commission will determine the refunding of fees based upon costs to the church~~

Child Protection Policy:

When the parents are not present: For activities with children and youth under the age of eighteen (18), the church's Child and Youth Protection Policy for Outside Groups must be adhered to. *A copy will be provided.* Important to note is that all groups must maintain a minimum of two background checked (2) adults present in supervisory roles at ~~any~~ all times. The church ~~can~~ will provide background checks, ~~at your request~~, at current rates prior to the event. A full 7 business days is required to obtain the background checks and must be completed 5 days before the event. ~~If background checks are done by a different source, the church must receive~~

~~copies of the reports prior to the event.~~ Background checks performed by FPC will be kept for 3 years.

Church Responsibilities:

Session (acting Board of Elders): Responsible for general supervision, management and control over all the affairs of the Church and exercise of specific authority to include:

• Approval of Building Use Guidelines and Procedures and implementation guidance, as delegated to the Building Use Commission.

• Enforcement of all provisions of this policy, as delegated to the Building Use Commission.

• Final decision authority for any disagreements over requested use.

Church Staff:

• Building Use Requests for non-church ~~related activities~~ functions are to be submitted to the Director of Office Administration. The request will be forwarded to church staff for initial review. The fees will be assessed. The request and fees will then be forwarded to the Building Use Commission with staff recommendations.

- Assessment of Fees: Fees will be determined prior to BUC review. The Pastor, Office Manager and/or BUC Secretary will determine the appropriate fees. A non-refundable reservation deposit and refundable damage fee retainer will always be required. If the use request is for multiple days (e.g. once a week), an assessment of damage must be made by the custodial staff after each use and reported immediately to the Director of Buildings and Grounds for a repair estimate. This estimate will be communicated to the Director of OA and the BUC for further action.
- The Pastor/Head of Staff may waive all additional fees.
- Shall comply with these guidelines and procedures.

Director of Office Administration:

• Receive *Building Use Request Form* for non-church functions.

• ~~With the staff, maintain church calendar.~~ Submit for staff review and tentatively place on church calendar.

~~• Communicate final approval with those requesting use of the building.~~ *(redundant)*

- Assess fees in collaboration with Pastor/Head of Staff and/or BUC Secretary.
- Submit BUR form and fees to BUC members for review.

~~• Check for completion of all requirements.~~

• Provide ~~current information~~ BUC decision to the Director of B&G, Pastor/Head of Staff and other staff, as appropriate.

• Upon approval from the BUC, shepherd the project to completion, including:

- Contact the Requestor with the decision of the BUC and required fees if approved. Obtain a non-refundable deposit to hold the date.

o Complete the *Building Use Agreement* per terms approved by the BUC.

o Forward the completed *Building Use Agreement* and *Liability Waiver form* to the Requestor. Discuss Certificate of Liability insurance and refer to Requestor to FPC website on how to obtain the insurance privately. Determine if background checks by FPC are necessary. Talk to appropriate staff as required.

o To ensure the completed *Building Use Agreement* and *Liability Waiver* forms are signed and returned along with all required fees (refundable damage fee). ~~to hold the reservation~~. Obtain Certificate of Liability insurance and background check results **5 business days before the event**.

o Provide current information to the Director of Buildings and Grounds and other staff, as appropriate.

o Contact the requesting party 5 business days ~~a week~~ before the event to confirm the details.

After the Event:

Communicate with Director of B&G and other staff to determine if any facility or equipment damage occurred. Refund all or part of the damage deposit as appropriate.

Director of Buildings and Grounds:

• Confirm that all information on the Building Use Request form is accurate and current.

• Communicate event and room set-ups with custodial staff.

• Schedule custodial staff as appropriate.

Use of FPC Parking lots for non-church functions

Short term parking (1 week or less)

Neighbors of FPC may request 1 day, daytime only parking privileges from the Director of Office Administration. Contact information from the requestor as well as the number of vehicles, the date and length of time parking is required. They will be informed that any vehicles parked outside of the agreed conditions will be towed.

If this request involves overnight short-term parking, contact information (phone, email) as well as license plate number, vehicle registration and proof of insurance is to be obtained. The requestor will be informed that any stay longer than agreed will result in towing.

The Director of Office Administration is to confer with the Director of Buildings and Grounds as well as the Pastor/Head of staff before granting permission for overnight parking.

Long term parking (More than 1 week)

A BUF form must be completed as well as a long-term parking contract. A meeting with the requestor is to be scheduled with FPC Staff and/or BUC Secretary as appropriate. Contact information (phone, email) and vehicle registration, license plate number and proof of insurance are required for any vehicle parked long-term.

Long term parking is only permitted in the north lot on Pershing Ave. Sign(s) marking designated parking spaces will be provided. The requester will be asked to donate to the cost of signage.

Any requests made and/or granted will be reported to the Clerk of Session to be reported to the Session of FPC.

List of Forms
BUC-1: Building Use Request Form (BUF) – Non-church programs

BUC-2: Building Use Fee Schedule

BUC-3: Certificate of Liability Insurance (CLI)

BUC-4: Building Use Liability Waiver (BULW)

BUC-5: Building Use Agreement (BUA)

BUC-6: Parking Contract

Approved; original Nov. 2024
1st revision October 2026

Building Use Fees for Non-Church Programming

	Sanctuary	Fellowship Hall	Von Maur Hall	Parlor	Chapel	Gym	Kitchen
Primary Use	Worship, Weddings, Concerts	Receptions, Meetings, Meals	Receptions, Meetings	Receptions, Meetings	Receptions	Activity	Meal Prep
Capacity							
If Available	AV Technology, Streaming	AV Technology	AV Technology	AV Technology	AV Technology	AV Technology	
Non-Refundable Reservation Deposit*	$50 ($25 for Members)	$50 ($25 for Members)	$50 ($25 for Members)	$50 ($25 for Members)	$50 ($25 for Members)	$50 ($25 for Members)	$50 ($25 for Members)
Cleaning, Damage Deposit**	$300 ($200 for Members)	$300 ($200 for Members)	$300 ($200 for Members)	$300 ($200 for Members)	$300 ($200 for Members)	$300 ($200 for Members)	$300 ($200 for Members)
Custodial Fee	$50/hr of Custodian Time ($25/hr for Members)	$50/hr of Custodian Time ($25/hr for Members)	$50/hr of Custodian Time ($25/hr for Members)	$50/hr of Custodian Time ($25/hr for Members)	$50/hr of Custodian Time ($25/hr for Members)	$50/hr of Custodian Time ($25/hr for Members)	$50/hr of Custodian Time ($25/hr for Members)
Audio/Tech Fee	$50/hr of Audio/Tech Time ($25/hr for Members)	$50/hr of Audio/Tech Time ($25/hr for Members)	$50/hr of Audio/Tech Time ($25/hr for Members)	$50/hr of Audio/Tech Time ($25/hr for Members)	$50/hr of Audio/Tech Time ($25/hr for Members)	$50/hr of Audio/Tech Time ($25/hr for Members)	N/A
Tablecloth Cleaning Fee	N/A	$50	$50	$50	N/A	N/A	N/A
Candle Deposit	$25	N/A	N/A	$25	$25	N/A	N/A

Background Check; $11 per adult

Insurance and Liability Waiver Requirements

	For-Profit Organization	Non-Profit Organization	Individual (Personal Use)
Certificate of Liability Insurance ($1 million)	**Yes**	**Yes**	**Not Required**
Liability Waiver	**Yes**	**Yes**	**Yes**

* To be paid toward balance owed, non-refundable
** To be paid toward balance owed with any surplus refunded
For events involving children, background checks may be reuqired and provided by the church at the current rate.

PERSONNEL COMMITTEE

Committee Description

To support the Pastor/Head of Staff, assisted by the Associate Pastor(s) and Directors, in direction of staff employees to support Session leadership of the congregation.

To work with the Pastor/Head of Staff, assisting in the evaluation of policy and employee staff persons, as the Pastor/Head of Staff directs the staff to align with Session's leadership of the congregation.

Structure

The Personnel Committee is composed of two or more session members appointed by the Moderator of Session from the current Session. The Committee may have additional members from the congregation not on Session, possessing needed expertise, as appointed by the Pastor/Head of Staff who are approved by Session. The Moderator appoints the Chair or Co-Chairs. The committee may establish subcommittees and ad-hoc groups as needed. Members of these subcommittees or ad-hoc groups shall be members of the committee.

All Session and congregational members may serve a term of three-years, renewable for up to three additional years, for a total not to exceed six years. After two full terms or six years total, a hiatus of at least one year shall be taken. No terms may be renewed without the appointment of the Pastor/Head of Staff and the approval of Session.

Ex-Officio Members

Moderator of Session
Pastor/Head of Staff
Other staff members temporarily assigned by the Pastor/Head of Staff

Responsibilities and Duties

Develop policies covering compensation, career development, benefits, working conditions, promotions, vacations, holidays, evaluations, grievances, dismissals, etc., in accordance with the Constitution of the Presbyterian Church (USA) and any guidelines established by the Presbytery of East Iowa. Personnel policies require approval by the Session and are included in the PERSONNEL POLICIES & PROCEDURES section of the Operations Manual.

Develop and maintain position descriptions for staff employees. The development of position descriptions or any alterations to them are to be done in consultation with the Pastor/Head of Staff, the relevant supervisory staff employees, and the chairpersons of the related session committees, with approval by Session. Any alterations in position descriptions currently occupied by employees must be done with sensitivity and adequate communication to these employees.

After positions are approved by Session, hire employees in compliance with the Session's Hiring Policy included in the PERSONNEL POLICIES & PROCEDURES section of the Operations Manual and in consultation with the Pastor/Head of Staff, the relevant supervisors and Committee chairpersons, notifying Session of the hires.
Terminate employees - after consultation with the Pastor/Head of Staff, the relevant supervisors and Committee chairpersons - for cause or other circumstances, notifying Session of terminations. The Pastor/Head of Staff shall be given veto power in the case of any hiring or firing, with Session concurrence needed to sustain the veto.

Be available to the Pastor/Head of Staff, Associate Pastor(s), Director(s), and all staff employees - in consultation with the Pastor/Head of Staff - on a confidential basis as needed for counsel, support, and mediation toward the end of maintaining positive working relationships. This task includes making sure that pastor(s) and staff employees take their vacations and study leave and encouraging them to find an appropriate work-life balance.

Advocate for the Pastor/Head of Staff, Associate Pastor(s), Director(s), and all staff employees with the Session and congregation, as needed.

Annually review the compensation of all staff employees prior to the preparation of the final annual budget and to recommend to the Session any applicable changes in salaries and rates of pay.

Approve specific compensation for individual exempt and non-exempt employees.
Lead the Session in its evaluation of the adequacy of the Pastor/Head of Staff's and Associate Pastor(s)' terms of call, including leading any conversations needed to give input regarding leadership in order to establish adequate terms, relying on presbytery guidance as needed and appropriate (recall that neither the Pastor/Head of Staff nor Associate Pastor(s) are employees and that any pastoral communications – including sermons and worship music selections – are off-limits for formal evaluation by the Session).

Assist the Pastor/Head of Staff, Associate Pastor(s), and designated supervisory employees to give input about, and to, staff employees as part of their official evaluation processes.
Administer the process of completing evaluations of all staff employees unless Session chooses to perform the evaluations. These evaluations should include how the staff operate together as a team.

Provide guidance to the Session about the roles and responsibilities of the Pastor/Head of Staff, Associate Pastor(s), the staff employees, the Personnel Committee, the Session and the presbytery, as needed. This duty includes sharing written reports to Session about policy and process issues, while keeping personnel issues (especially about individuals) verbal for the sake of confidentiality.

Meeting Minutes: The Committee shall ensure that minutes are taken and approved for each meeting and stored with the official committee records. Minutes provided to Session shall preserve appropriate confidentiality regarding personnel matters and individual employees.

Reports to the Clerk of Session

Provide minutes of all committee meetings to Session via the Clerk of Session in a timely manner. Reports to Session should also include reports of temporary task forces, as applicable, while maintaining appropriate confidentiality for personnel matters and individual employees.

Provide a report on the previous year's activities for the Annual Congregational Meeting by the agreed deadline.

Revised July 2021
Approved by Session November 2021
Revised October 2026

HOSPITALITY AND WELCOMING COMMITTEE

~~Vision~~ Committee Description

The Hospitality and Welcoming Committee will play a key role in creating and maintaining a vibrant, welcoming and growing membership at First Presbyterian Church. ~~**Mission**~~
To create a welcoming environment for members, guests and visitors; to encourage visitors and guests to explore the path toward membership; and to help nurture and support new members through their first year of membership by encouraging them to get involved with - and integrated into - the life of the church.

Structure

~~Membership should include active Session members and other members of the congregation. The Committee may establish subcommittees and ad-hoc groups as needed. Members of these subcommittees do not necessarily have to be members of the Committee.~~
The Hospitality and Welcoming Committee is composed of one or more session members appointed by the Moderator of Session from the current Session, together with additional members from the congregation who are approved by Session. The Moderator appoints the Chair or Co-Chairs. The committee may establish subcommittees and ad-hoc groups as needed. Members of these subcommittees or ad-hoc groups do not necessarily have to be members of the committee.

Ex-Officio Members

~~Associate Pastor or other staff member as assigned by the Moderator.~~
Moderator of Session
Associate Pastor (staff member as assigned by Head of Staff)
Other staff members as assigned by the Head of Staff.

Responsibilities and Duties

Meetings should occur monthly or as needed for events. Minutes from each meeting should be sent to clerk within one week. The chair or co-chair shall ask one committee member to take minutes. Those minutes should be reviewed by all committee members and stored in a file names Hospitality and Welcoming committee.

Oversee the Worship Host Ministry

Recruit and Train Worship Hosts, ~~Coffee Hosts~~ Fellowship hour refreshment providers and Greeters into the Worship Host Ministry.

Coordinate the scheduling of Worship Hosts, ~~Coffee Hosts~~ fellowship providers and Greeters so that all services have optimal coverage. This schedule should be put into Breeze. And a copy sent to the administrator's office.

Organize training and fellowship opportunities for Worship Hosts, ~~Coffee Hosts~~ and Greeters once a year. These training programs should include both hard skills:
1. what to do in an emergency
2. having one church member monitor the security camera if possible
3. knowing where pew pads, attendance cards are stored
4. how to collect the offering
5. how to count attendance during the worship service
6. to put the attendance sheet in the Clerks' box in the office
7. to take the offering, with another person, to the finance safe.

8. to take the fellowship pads to the office volunteer desk
and soft skills (i.e. how to recognize visitors and welcome them into the church).

Develop methods to identify visitors to church worship services. One source for this information could be the Fellowship Registers, but other programs should be explored and developed to increase our effectiveness in this area.

Committee members to learn ~~Develop comfort~~ ~~with the Breeze ap~~ to add pictures, and record attendance ~~in Breeze~~ and make schedules on Breeze. Assign this duty weekly or as needed.

Welcome Visitors & Guests
Contact each visitor after their visit if contact information is provided. This can be done via mail, email, or a phone call. ~~Collaborate with the Congregational Marketing and Growth Committee and Congregational Fellowship Committee to develop welcoming strategies.~~

Conduct New Member Recruiting Events
Develop and coordinate a high-quality Newcomer Inquiry with the Pastor to include more information about the church, the PC(USA) and our Reformed heritage.

Encourage visitors and guests to attend this Newcomer Inquiry.

If any visitor wants to come to a Newcomer Inquiry, a person from the Committee should offer the visitor encouragement.

Facilitate the Reception of New Members into the Congregation
In collaboration with church staff, attend the Session meeting at which New Members are received ~~and then host a reception for New Members on the weekend they are welcomed by the congregation during worship services~~.

Follow up with New Members and church leaders to ensure that the proper connections were made and that the new members were able to get all their questions about programs related to their interests answered. That should be done within the first two weeks after they are received into the church.

Provide Mentoring to New Members through their first year of Membership
Recognizing that getting New Members involved in the life of the church is critical to maintaining them as members, ~~each New Member shall be assigned a mentor.~~ ~~This mentor is responsible for making regular~~ Committee members should have regular contact with their New Members to welcome them into the life of the congregation.

Reports to the Clerk of Session

Provide minutes of all committee meetings to Session via the Clerk of Session in a timely manner. Reports to session should also include reports of the subcommittees and ad-hoc groups.

Provide a report on the previous year's activities for the Annual Congregational Meeting by the agreed deadline.

Revised July 2019
Reviewed without Changes November 2021
Revised October 2026

FINANCE COMMITTEE

~~Session approved October 2026~~

Committee Description

To oversee the financial and secular affairs of the church enabling Staff, other committees and leadership volunteers to focus on the overall mission of the Church.
To work with the Director of Financial and Business Administration to provide timely and accurate financial information to the Staff, other committees, Session and Congregation.
To ensure the internal controls and procedures are appropriate to safeguard the Church's assets and are being complied with.
To oversee the budget process annually, in preparation for Session approval.
To analyze and understand the current and future financial condition of the Church and advise the Staff, Session and Congregation on strategies to support the ministry of the Church.

Structure

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

The Finance Committee is composed of one or more session members appointed by the Moderator of Session from the current Session, together with additional members from the congregation who are approved by Session. The Moderator appoints the Chair or Co-Chairs. The committee may establish subcommittees and ad hoc groups as needed. Members of these subcommittees or ad hoc groups do not necessarily have to be members of the committee.

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

Ex-Officio Members

Moderator of Session
Director of Financial and Business Administration
Other staff member(s} assigned by the ~~Moderator of Session, if there be any.~~ Head of Staff.

Responsibilities and Duties

Meeting Minutes

The minutes of all Finance Committee meetings shall be written with one copy to be retained by the committee in the Director of Financial and Business Administration's files and another to become a part of the committee's monthly report to the Session via the Clerk of Session.

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

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

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

Responsibilities for Financial and Accounting Matters
Unless otherwise noted, all Finance Committee oversight responsibilities apply to the Church's general fund, restricted funds and funds of the Foundation of First Presbyterian Church, including funds raised and administered by individual organizations and restricted and special funds administered by their own administrators or Trustees.

With the Head of Staff, has oversight responsibility for timely and accurate collection, protection, disbursement and accounting of all funds.

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

Account for and report on balance sheet and income statement activity, including activity in the custodial and restricted funds. It is acknowledged and expected that the Director of Financial and Business Administration will have direct responsibility for these items while the Finance Committee has close oversight responsibility and will provide appropriate support to the Director of Financial and Business Administration.

Review account reconciliations, journal entries or similar documents prepared by the Finance Staff.

May make recommendations to the governing bodies of the restricted funds and the Foundation Board of Trustees for the expenditure of monies from these funds.

Assist the Head of Staff in supervising the financial and accounting work of the Director of Financial and Business Administration.

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

condition.

Provide timely information in clear and succinct reports to Session and the congregation.
In conjunction with the Director of Financial and Business Administration, review each line item on the general fund financial report in relation to the budget, analyze each account that is over or under budget, regularly report such differences to the committee and staff responsible for such accounts and the Session, and recommend corrective action. The responsible committee/staff is then to analyze any variance and report the cause and planned corrective action to the Session.

Train Deacons and Elders in understanding financial reports as requested and needed.

Establish appropriate internal control procedures relative to all financial and accounting matters, including the process for approving expenditures and purchases within the budget and authorizing invoices for payment, including (but not limited to) credit cards invoices, payroll, and electronic disbursements.

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

Engage a review that is independent of the finance function of the Church. Such review is typically with a qualified, contracted outside vendor, but may in some instances be an independent team of knowledgeable individuals that could be part of the Finance Committee Such review shall include the Church's financial policies and procedures and execution of such annually. This review is expected to be an Agreed Upon Procedures review. However, the committee may choose an alternative review activity if the committee deems that appropriate. The annual review activity (normally an Agreed Upon Procedures review) may be performed biennially if the immediately prior report indicates no deficiencies. Session approval is required when moving to less often than an annual review activity. When there is a change in staff, particularly the Director of Financial and Business Administration, the review will be done annually until consecutive positive results have been established.

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

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

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

Responsibilities for Budget Matters
In conjunction with staff and committees, coordinate the development of an annual budget for presentation to Session.

Review expense and revenue trends and report to Session monthly.

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

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

Responsibility for Secular Matters
As a standing committee of the Session, the Finance Committee shall have general and particular oversight of all the financial and secular affairs of the Church.

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

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

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

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

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

Secular is defined as "of or pertaining to the world, or to things not religious, sacred or spiritual; temporal; worldly. Of, or pertaining to, the state (Federal, state and local law)." As this relates to

the Church, some examples are, but not limited to: bids accepted by the Church from contractors, contracts between the Church and others binding the Church to payments for goods and services or for taking or not taking agreed upon actions; the purchase, sale and mortgage of real property, subject to approval by the Presbytery; complying with building and other local codes; taking actions or failing to take actions that would come under the jurisdiction of any court of law, not an ecclesiastical court, etc. The Church's ecclesiastical and secular obligations are promulgated in the "Constitution of the Presbyterian Church (U.S.A.)." Its secular obligations are further promulgated in Federal, state and local laws.

Reports to the Clerk of Session

Provide minutes of all committee meetings to Session via the Clerk of Session in a timely manner. Reports to session should also include reports of the subcommittees and ad hoc groups.

Provide a report on the previous year's activities for the Annual Congregational Meeting by the agreed deadline.

Approved 2023
Revised October 2026

Appendix 6: FPC Bylaws Revision Recommendation

Section 5 – Committees

The Session may establish and dissolve standing and special committees as it may deem necessary, except that the Finance Committee shall not be dissolved. The powers, duties and practices of each committee shall be as determined by and always subject to the approval of the Session, except as otherwise provided herein.

(a) Standing Committees

As soon as practicable each year, the moderator of Session~~, staff, and Congregational Nominating Committee~~ will (1) assign all members of the Session to the various standing committees of the Session such that each elder shall serve on one standing committee, but may be assigned to more than one committee if deemed appropriate by the moderator (the clerk may, or may not, serve on a standing committee), and (2) name the chair~~person~~ or co-chairs of each standing committee, one of whom shall be a current Session member. Each committee may nominate ~~also have~~ additional members from the congregation who are not members of the Session. This is to ensure that each committee has the number of members with the requisite expertise required to effectively and completely accomplish its goals, carry out its mission and realize its vision. These members will be known as "congregational members" and ~~must~~ shall be approved by Session at least annually. The congregational members will have the same rights, privileges and responsibilities as the committee members who are serving on the current Session. The exceptions to this are that a congregational member of a committee may not perform those duties and functions that are reserved for current Session members and, if the congregational member is not an elder, they may not perform those duties and functions that are reserved for elders. Each congregational member will serve with voice and vote for no more than six consecutive years and a person who has served six consecutive years shall be ineligible for service to the same committee, as a voting member, for at

least one year, unless they become an active elder. ~~Each congregational member may serve a one-year term but may be renominated and approved for subsequent one-year terms with no limit to the number of terms.~~ Each committee may also recruit others in the congregation who are not currently serving on the Session to provide specific services from time to time. These will not be voting members of the committee and approval by the Session will not be necessary. Each committee should have regular meetings at the call of the committee chair or co-chair.

(d) Task Forces

Task forces may be approved by the Session, which will exist for a specifically stated temporary purpose. Task forces must report regularly to the Session, and shall exist for no more than two years without requiring a renewal vote from Session.

(e) Subcommittees and Ad Hoc Groups

Session committees may establish subcommittees or other ad hoc groups as it deems necessary to carry out its responsibilities. The committee creating such a group shall determine its purpose, membership, leadership, scope of authority, and, when appropriate, the duration of its work.

Such groups shall be accountable to the committee that created them and shall have only the authority specifically delegated to them. Unless otherwise authorized by these Bylaws, they may study matters, develop recommendations, and carry out assigned work but may not exercise powers reserved to the committee.

Ad hoc groups shall cease to exist upon completion of their assigned work or upon action of the body that created them.

Appendix 7: Session Agenda

First Presbyterian Church

Energy • Intelligence • Imagination • Love

Session Agenda

October 19, 2026

Von Maur Hall with Zoom available

FPC is a Matthew 25 church in the PC USA. The three core pillars of the Matthew 25 initiative are:

- ❖ Building Congregational Vitality
- ❖ Eradicating Systemic Poverty
- ❖ Dismantling Structural Racism

Call to Order (6:30 PM)

Declaration of a Quorum

Devotion and Opening Prayer (6:30 – 7:00 PM)

Land Acknowledgement: First Presbyterian church gratefully acknowledges the Indigenous Peoples on whose ancestral homelands we gather, as well as the diverse and vibrant Indigenous communities who make Iowa and Illinois their home today. The communities we serve through our ministries occupy the traditional homelands of the people of the Kiikaapoi, Myaamia, Očhéthi Šakówiŋ, Peoria, Sauk, and Meskwaki nations. We honor these and numerous Indigenous tribes who first made the banks of the Mississippi River a center for arts and commerce.

Approval of the Agenda

Guests: Introductions, seating of guests with voice and no vote

Consent Agenda

All items placed under the Consent Agenda are normally considered to be routine. If any item is in question, you may contact the appropriate committee chair or staff person and make an inquiry. If further discussion is helpful, anyone may request the item be pulled off the consent agenda.

- Approve the September 21, 2026, Session Meeting minutes.

Clerk's Report

- Report from the Clerk of Session for October 2026. (see Session packet)
- Each Committee and Subcommittee are to continue to submit recommendations for any changes to their portion of the FPC Operations Manual to be discussed at the next Session meeting. [The documents should be submitted to the Clerk 1 week before the next Session meeting. The full document should be edited with strikeouts for deletion and red type for additions.]

- Communications received by the Clerk:
    - Letter from the Covenant Network of Presbyterians thanking the Session for the 2026 donation. A donation of $500 was sent in September from the Deacon Board.
    - Email received on October 5, 2026, from Dan Darland, Elder/Chair of BG&S committee, resigning from Session, effective immediately.
- Action Items:
    - Recommendation to accept resignation of Elder Dan Darland.
    - Recommendation to send a motion to the congregation to change the FPC By-laws to reconcile inconsistencies regarding the appointment of committee chairs or co-chairs, and to add language to the By-laws on Subcommittees and Ad Hoc Groups.
    - Recommendation to remove persons from active membership by their request:
        - Mary Shivers
    - Recommendation to approve the FPC Operations Manual revisions for:
        - Hospitality & Welcoming Committee
        - CEFY Committee
        - Building Use Commission Policy and Fee Schedule
        - Personnel Committee
        - Finance Committee
        - Congregational Fellowship Committee
        - Building, Grounds and Safety Committee

Deacons' Report – Deacon Moderator, Andy Edwards

Session Committee/Commission Reports:

- See Session packet for written reports. Session members can ask for discussion or pose questions on any written report. Committees may request time to comment on specific items in the report. Reports will be received as a whole unless a request is made to remove an item for discussion.

    - Discussion:
        - Finance

Staff Reports – Written staff reports have been provided. Session members may discuss or pose questions on any staff report.

Report of the Pastor/Head of Staff

Other Business

- none

Evaluation of the Meeting

Closing Prayer and Adjournment

DATES TO REMEMBER	
Pastor Kris out of town	November 1 – 14, 2026 Palestine/Israel November 18 – 21, 2026 Louisville, KY
Upcoming Session Meetings	Monday, November 16, 2026 Monday, December 14, 2026
Sermon Series	Book of Confessions, Sept 27 –Nov 15, 2026
Presbytery Meeting, 222th Presbytery Meeting, 223rd	Saturday, November 14, 2026, 10 AM In-person and Zoom Host: Ely, First Thursday, February 4, 2027 6 - 8 PM Zoom Only
Consecration (Pledge) Sunday	Sunday, October 25, 2026, 9:30 AM
Kirkwood Seminars on Faith and Life hosting David LaMotte	Saturday, November 7, 2026 10AM program for children & families 6:30 PM Keynote style address 7:45 PM Concert Sunday, November 8, 2026 9:30 AM Worship 10:30 AM Adult Sunday School