

Session Meeting  
First Presbyterian Church  
Davenport, Iowa  
February 17, 2025

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, February 17, 2025. The meeting was held in Von Maur Hall with Zoom available.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 6:35 PM. A quorum was present. Rev. Schondelmeyer led the Session in a discussion on spirit-inspired worship using Hebrews 4:9-5:10 and opened the meeting with prayer.

A Land Acknowledgement was read.

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

Staff members:

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

**Guests:** FPC Staff Members, Deacon Moderator Terri Sheetz, Member Inquirer Sharon Mosenfelder, Church Member Glen Roebuck, FPC Foundation Board of Trustees President Jeffrey Gomez.

**On motion and second,** the agenda was approved with the addition of a motion from Elder Diana Miller-Bur.

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

## Reception of a new member

- Introductions: New member inquirer, Sharon Mosenfelder was introduced. She spoke to her faith journey and her gifts.
- Following an opportunity for questions, **a motion and second** were made to receive Sharon Mosenfelder into active membership at FPC. She will be presented to the congregation on Sunday, February 23, 2025. **The motion was approved.**

## Report from the Davenport Early Learning Project Task Force, Glen Roebuck

Church member Glen Roebuck provided an update of the Davenport Early Learning Project Task Force that was formed by Session vote in June 2024. Since its formation, the Task Force has made application as a separate 501C3, held meetings with local organizations to obtain insight into the project, and visited a site in Dubuque as a potential model. They continue to meet with community groups that may engage with the project and are looking into potential state funds available for early learning initiatives.

Mission and Vision are as follows:

- *Mission:* We invest in quality early childhood learning that is affordable and accessible to all in our community. Early childhood learning is foundational to academic success which supports healthy and vibrant communities.
- *Vision:* A community where all children and their support network have access to a safe, quality early childhood learning environment that prepares children for kindergarten on day one.

*At 7:34 PM, on motion and second, the Session approved the suspension of the Session meeting in order to open a meeting of the Foundation of First Presbyterian Church.*

*At 7:50 PM, on motion and second, the Session approved a motion to reopen the Session meeting.*

## CONSENT AGENDA

The following items were presented on the Consent Agenda:

- Approve the January 27, 2025 Session Meeting minutes
- Affirm the following E-vote
  - Motion to approve the 2024 Church Statistical Report
  - Voting period: Friday, February 7, 2025, 3PM, Monday, February 10, 2025, 10AM
  - Results: Yes – 16; No – 0; 6 not voting. Motion approved.

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

## CLERK'S REPORT

- Report of the Clerk of Session for February 2025 is appended to these minutes.
- Communications received by the Clerk:
  - Report from Glen Roebuck from the Community Health Care Outreach Meeting, February 2025. A copy was distributed to each Session member.
- 2024 Church Statistical Report was submitted to the denominational office. A copy can be found in the appendix to the 2025 annual records.
- FYI: The following documents were provided to PEIA. Copies can be found in the appendix to the 2025 annual records.
  - Annual Trustee Report and Certificates of Insurance

- 2024 Necrology Report
- 2025 Terms of Call for Pastor Schondelmeyer
- 2025 Church Contact Information Form
- Action items
  - A roster of congregational members of Session committees was presented. **On motion and second, the Session approved the 2025 Session committee congregational members as presented.**

## DEACONS' REPORT

**The Session received a report from Deacon Moderator Terri Sheetz including:**

- At Manna & More, March 9, Deacons and their member care teams will have an opportunity to meet together.
  - Deacons are working to create an Educational Mission Trip to the Texas-Mexico border the last week in October. This will be open to the congregation.
  - Sudlow Middle School has expressed appreciation for the supplies being donated by FPC.
  - Habitat for Humanity workdays went well.
  - A Women's Tea is planned for April 12, 2025.
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## SESSION COMMITTEE/COMMISSION REPORTS

- Written Session committee reports were received and appended to these minutes. Due to the work of preparing 2024 year-end reports, January financials will be presented next month.

### Action items from Session Committees

- **The Personnel Committee** moved the approval of the FPC Anti-Racism Policy as presented.
  - On motion and second, an amendment was approved, adding "Seek to welcome and be open to all people" as the first item among the bullets point near the end of the policy.
  - **The amended policy was approved.** A copy is appended to these minutes.
- **The Personnel Committee** moved the approval of a Volunteer Coordinator job description as presented. A copy is appended to these minutes.
  - Discussion: This is adapted from a previous Volunteer Coordinator job description. The position is unpaid.
  - **The motion was approved.**
- **The Personnel Committee** moved the approval of the Administrative Assistant to the Pastor job description.
  - Discussion: The funding for this position was approved in the 2025 budget. It is an updated version of job description approved in 2024. The hope is to remove some tasks from the Director of Office Administration as well as providing direct assistance to the Pastor.
  - **The motion was approved.**

- **Elder Diane Miller-Bur** moved the approval of an additional free concert to the Performing Arts Series (PAS) presented by the Grinnell College Choir, on Sunday, May 4, 2025. A second was received. Following discussion, **the motion was approved.**
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### **Staff Reports**

- Written staff reports were received and appended to these minutes.
- Matt Bishop, Director of Music and Arts
  - Music staff annual reviews are done.
  - Justice choir continues to rehearse and new members continue to join.
  - Alex Gilson's PAS concert is this week.
  - An Art Exhibition, in cooperation with Sudlow Middle School and the Creative Arts Academy, is scheduled for Friday, February 28, 2025, 6-8 PM in Fellowship Hall. 100 entries have been received. All are encouraged to attend.
  - Evensong, presented by the Chamber Chorale, is March 9, 2025.
  - Attending the American Choral Directors Association Conference in March.

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

- The transition from Church Windows to Breeze has begun.
  - Discussions have begun with the group planning the church's website update.
  - Several pastoral care concerns were shared with Session.
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### **OTHER BUSINESS**

- **2025 Membership Review**
  - The Session began a review of the Active Membership roll. A list of approximately 80 names were provided to the Session members. The Session is asked to review the list and identify people who are currently participating in the life, worship, and ministry of FPC, those that have not been active participants at FPC, and those in need of pastoral care. Please forward information to the Co-Clerks.
- Election of 3 commissioners to the next PEIA meeting was deferred until March. The 216<sup>th</sup> Stated Meeting of the Presbytery of East Iowa is scheduled for Saturday, April 5, 2025, 10AM-2PM, First Presbyterian Church, Iowa City.

**Evaluation of the meeting:** It was shorter. Use of written reports is helpful.

### **ADJOURNMENT**

The agenda was completed. No new business was brought to the floor. The Moderator closed the meeting with prayer at 8:45 PM.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held March 17, 2025, at 6:30 PM in Von Maur Hall. Zoom will be available.

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The Rev. Dr. Kristopher D. Schondelmeyer  
Moderator

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Mark Jones and Julia Meyer  
Co-Clerks of Session

## Appendix 1: Clerk's Report for February 2025

### REPORT OF THE CLERK OF SESSION February 2025

#### I. Membership Changes

None

#### II. Communion

Communion was celebrated on Sunday, February 2, 2025 at the 9:30 AM worship service with the Rev. Dr. Kristopher Schondelmeyer officiating.

#### III. Christian Education Attendance January 2025

Christian Education	Children and Youth							Adults			
January 2025	Nursery	Pray-ground	Sunday School All Grades	Kirkwood Choir	Cherub Choir	Youth Ministry*	Musik-garten*	Adult Sunday School	Women of Hope	Color of Compromise	Bible Basics
1/5 - 1/11	4	5	11	recess	1	recess	3	recess		-	8
1/12 - 1/18	5	10	13	8	3	12	3	14	5	-	6
1/19 - 1/25	4	13	Carnival	11	Carnival	17	Carnival	Carnival		10	5
1/26 - 1/31	4	10	13	9	3	9	4	21		10	6
<b>Total</b>	<b>17</b>	<b>38</b>	<b>37</b>	<b>28</b>	<b>7</b>	<b>38</b>	<b>10</b>	<b>35</b>	<b>5</b>	<b>20</b>	<b>25</b>
Weekly avg	4	10	12	9	2	13	3	18	5	10	6
*Children & Adults											

#### IV. Worship Attendance January 2025

January 2024		Cong. Count	Choir & Clergy	Totals	January 2025		Cong. Count	Choir & Clergy	Totals
	9:30 AM	85	3	88		9:30 AM	100	2	102
	On-line Views			62		On-line Views			29
7	Total			150	5	Total			131
No Church						9:30 AM	98	35	133
Winter Blizzard Warning						On-line Views			39
14	Total				12	Total			172
	9:30 AM	92	42	134		9:30 AM	96	38	134
	On-line Views			107		On-line Views			41
21	Total			241	19	Total			175
	9:30 AM	89	43	132		9:30 AM	83	40	123
	On-line Views			79		On-line Views			25
28	Total			211	26	Total			148
		Monthly Totals		602			Monthly Totals		626
		Weekly Average		201			Weekly Average		156
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.					Video counts are based on views 2 weeks after the last service of the month. Weekly average is figured on the in-person attendance plus watches on Vimeo and Facebook.				

## Appendix 2: Session Committee Reports, February 2025



### Welcoming Committee

Sunday, February 2, 2025, 10:45AM

Dianna Darland Andy Edwards were present.

Discussed upcoming new member inquiry February 16; packets are ready.  
Thought of individuals that might be good for welcome center and for ushering.  
Meeting was ended at 11:15.



First Presbyterian Church **CEFY** Meeting – Monday, Feb 3, 2025 at 7:30 pm via Zoom

Gathering and Prayer-Abby opened in prayer

Attending: Marty, Abby, Kathy Middleton, Kathy Knox, Erin, Judy, Katrina,

### Budget

update- received the budget right before the meeting. One question about the nursery budget and almost being completely used. Marty and Abby were going to look into it. A whiteboard was purchased for the CEFY office and funds were allocated to the wrong place. Kristine will reallocate the funds to the office supplies line item.

### Old Business

- Nursery (birth – 4 years old)
  - o Livestream-working well to use Abby's computer
- Sunday School (pk – 2nd; 3rd – 5th grade and 6th – 12th grade) 16 kids, yoga went really well, looking at potentially adding it 1 time a month
  - o Acolyte sign-up <https://www.signupgenius.com/go/10C0844ADAF2CA4FEC52-52339858-acolyte>
- Youth Ministry (6th – 12th grade) as low as 4 9-11 regularly attending
  - o Meal Volunteers are appreciated  
<https://www.signupgenius.com/go/10C0844ADAF2CA4FEC52-52646136-20242025#/>

### New Business

- Sunday School Lesson Plan Update
  - o Upcoming “units”
    - Animals
    - Lent / Easter (Church wide curriculum)
    - Genesis
    - Feb 23 Annual Meeting- movie and games all together instead of typical format to help as many adults as possible attend meeting after the service
  - o Feedback on Lessons- Marty will provide more detailed lessons for teachers to follow. Also will send the lessons on Tuesdays and will follow up later in the week with the teachers about lessons. Looking for their input and any questions they might have.
  - o April 13 Manna and More
    - Easter Idea- Scavenger hunt type of activity, following clues to bring back a surprise to their table at manna and more. This would replace activities on Easter Sunday
  - o End of Sunday School Party
    - May 11 (during SS hour)

- o Graduate Recognition
  - May 18
- o Family Picnic
  - June 8 (after worship – includes all MG families)
  - VBS Compassion Camp- continue with the animal lessons, Also includes Sunday after participation
- o June 16-20
  - Summer Special Events
- o 3-5 (June 28 – Pool Party)
- o Youth (August 3 – Pool Party)
  - Trunk or Treat
- o Saturday, October 25
  - o 3:00 pm – 4:30 pm
- Upcoming dates
  - February 9 – Manna and More (Valentines Day)- play the video reading of Somebody Loves You Mr. Hatch and create valentines
  - March 9 – Manna and More (Are You My Neighbor: Get to Know Your Member Care Team)
  - April 13 – Manna and More (Easter)
  - May 18 – Manna and More (Volunteer App / Grad Recognition)
- Anything we are forgetting or neglecting?
- Next Meetings: March 3 April 7 May 5 June 2 June 30 (VBS Debrief) August
- 4 First Presbyterian Church CEFY Meeting – Monday, Feb 3, 2025 at 7:30 pm via Zoom
- Closing with Prayer-Marty closed in prayer



### **Building Use Commission**

No meeting since the last report.



### **Finance Committee minutes for January 14, 2025**

All members of the committee were present and Karen Moore agreed to take the minutes.

The minutes of the December meeting were approved as corrected.

Kristine reported on the December financial reports and said that she still needs to make minor corrections for the year end reports. Tuck pointing for the Education building is complete and payments made. Water damage from June of 2024 still needs to be finalized .

The committee discussed the 2025 budget which contains a deficit of \$87,141. It was moved and seconded that the proposed budget be submitted to the Session and the motion passed.

Pastor Kris reported on new software for the church which would improve communications, especially for pastoral care, member information and Quick Books for financial reporting. It was approved the Pastor Kris take this information to the Session.

Matt Bishop requested that he be allowed to use \$2,000 from PAS funds to commission a handbell for the handbell choir. The committee approved the expenditure and recommended that it go to the Session for discussion.

Nancy Chapman proposed an amendment to the Disbursement policy. The policy states as follows: If a payment is due on a credit card, it should be paid in full no later than the due date in order to avoid an interest charge, even if there are credit card receipts and/or approval missing. The invoice should be charged to the Admin Sweep account until the payment package is complete and then charged to the appropriate accounts. It was moved, seconded and passed.

The membership of the committee will be given to the Session, with Tom Spitzfaden and Nancy Chapman as co-chairs, Craig Foster, Karen Moore, Chris Pitcher, Pam Paulsen, Eric Scholl and Edward Olsen until he moves.

Tom will communicate with the Clerks of Session that the secular officers of the Corporation to be approved by Session are Nancy Chapman as President, Tom Spitzfaden as Vice President, Pam Paulsen as Treasurer and the clerks of Session as Secretary.

It was decided that Chris Pitcher and Eric Scholl will create a plan for doing the Agreed Upon Procedures with congregational members doing the review.

The cash position of the church is adequate at this time.

Whether or not a meeting will be necessary on Jan. 21 will be determined later.

There were questions concerning Birdies for Charity and Nancy will research the guidelines for donations.

The need for cyber security was tabled for another meeting.

The next meeting of the Finance committee is February 11 and The Annual Meeting is February 23. Tom will speak for the Committee.

The meeting was adjourned with prayer by Pam.



### **Congregational Fellowship Committee**

#### **February 10, 2025 Meeting Notes**

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

Present were Pastor Kris, Denny, Marilyn, Mariann, Jay, Sherri, Carole, and Val

- Opening Prayer: Denny
- We welcomed our new committee member, Carole Scherz. Carole was a big help with Manna & More on Feb 9! Her email address is [carolescherz21@gmail.com](mailto:carolescherz21@gmail.com). Her phone number is 563-508-6319.
- Discussed Carnival Sunday held on Sunday, January 19.
  - The set-up and food prep on Saturday, Jan 18 went very well and quickly.
  - We served Jambalaya and Garlic Bread to approximately 100 people.
  - We did not have a lot of food left over, so our planning was pretty accurate.
  - The children enjoyed the alternative food of Mac & Cheese and PB&J sandwiches
  - We received free-will donations of \$380.00 and spent about \$680 on food and decorations resulting in an approximate loss of \$300 on this event.
- Discussed the February 9 Manna and More
  - We served Breakfast Pizza and Fresh Fruit to 34 adults and 9 children. This number is significantly lower than our average of 70 people and we had 3 pizzas left over.
  - We ordered 6 x Bacon (not Canadian Bacon), 6 x Sausage, and 1 Veggie Pizzas. The pizzas were cut into 12 pieces each (for future reference). We had a lot of requests for sausage and veggie, so we might want to review what we order next year.
  - We lost money on this event, also, due primarily to the small number of people in attendance.
  - We had donations of \$173.00 and spent about \$300 for the food. The pizzas were just about \$20 each.
- Discussed the Ash Wednesday Service and Soup dinner March 5<sup>th</sup>.
  - A soup and bread meal will be served from 6:30 -7:30.



- A worship service will follow dinner.
- Denny will shop for soup and tortilla chips (instead of gluten-free bread) with a budget of \$200.
- Marty Bowles has offered to bake seven loaves of bread.
- Alex Gilson has offered to make a vegan soup.
- Denny will arrive at the church by 5:30 to start heating up the soup. The rest of the volunteers should be at the church by 6:00. Current volunteers are the Jorgenson's, Jay, Sherri and Carole.
- Discussed March 9<sup>th</sup> Manna and More
  - Menu will be Biscuits and Gravy, Pancakes, Fresh Fruit, and Beverages.
  - Denny will shop for the food with a budget of \$200.
  - The Jorgenson's, Kabels's, Rebecca, Linda, Carole, Sherri and Bill have volunteered (at our Jan and Feb meetings) to help that day. Denny has asked that everyone arrive by 8:30 to start cooking and setting up.
- The April Manna & More will be on April 13, which is Palm Sunday. We are scheduled to serve egg casseroles. Because of the price of eggs, we discussed serving casseroles that don't require eggs. We are reviewing alternative recipes that we can put together on Saturday, April 12.
- The May 18 Manna & More will be an Ice Cream Social to celebrate the end of the Sunday School year. We believe that day will also be Confirmation Sunday and we will coordinate the food with CEFY.
- We discussed the issue of serving gluten free menu options at our events. There are only 1 or 2 people who require this option. We have put considerable effort to offering gluten free food only to have one person ask for it...or even none, as on this past Sunday. We are now looking into offering gluten free pancakes or waffles that can be heated with a toaster dedicated to gluten free food-only and placed at a separate table so people can help themselves.
- Discussed offering a Fellowship Hour on the Sundays where there is no Manna & More. Ruth Ann Tobey Brown has offered to coordinate this. We have concerns about a conflict with ACE. It may be a good idea to offer the ACE programs in Fellowship Hall so people can have coffee and a bite to eat while participating in the educational programs. Jay offered to contact Ruth Ann to discuss whether the church wants to offer a Fellowship Hour at all (and who will fund the refreshments), as well as the possibility of coordinating a Fellowship Hour with ACE.
- Next meeting will be March 10<sup>th</sup> at 5:00 in the Parlor
- Closing Prayer: Denny



2/11/25 5:00 PM

Adult Spiritual Growth Committee February 2025

### **Overview of Key Discussions and Decisions**

The ASGC meeting on February 11, 2025, addressed several topics, including preparations for hosting drag performer Flamy Grant, plans for a Lenten contemplative prayer group, and

fostering fellowship and spiritual growth within the congregation. Below is a summary of key discussions, lessons learned, and next steps.

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## **1. Planning for Flamy Grant's Visit: May 31 (Concert) and June 1 (Worship)**

- **Concerns Raised:**
  - Lack of congregation awareness regarding Flamy Grant's visit and potential backlash, particularly around participation in Sunday worship.
  - The need for pre-education and involvement of the session (church leadership) to ensure smoother integration.
- **Proposed Actions:**
  - **Learning from Other Churches:**
    - Engage with Rev. Marci Glass of Calvary Presbyterian to discuss their experience hosting Flamy Grant and their drag queen Bible story hour.
    - Watch Calvary Presbyterian's YouTube video of the event as a group.
  - **Gradual Introduction:**
    - Be available for one-on-one conversations with resistant members to build empathy and understanding.
    - Consider adult education sessions on the theology of drag and its place in queer theology.
    - Explore using cultural touchpoints, such as the musical *Kinky Boots*, to educate the congregation on gender identity and sexual orientation.
- **Key Takeaways:**
  - Ensure transparency and communication with the congregation, involving leadership early in planning.
  - Emphasize the distinction between drag as an art form and other LGBTQ+ identities to foster better understanding.

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## **2. Lenten Contemplative Prayer Group and Bible Study**

- **Overview:**

A contemplative prayer group is planned for Wednesday evenings during Lent, beginning at 7:15 PM, following a Bible study session. Key dates include March 5 (Ash Wednesday) and subsequent Wednesdays: March 12, 19, 26, April 2, and 9.
- **Planning Decisions:**
  - **Venue:**
    - Von Mar Hall or Fellowship Hall will be used due to their suitability for contemplative gatherings. Spaces will be decorated with candles and arranged to create a reflective atmosphere.
  - **Integration with Other Groups:**
    - Mark Jone's Bible study group will meet prior to the contemplative prayer group, creating a seamless evening of spiritual engagement.
  - **Ash Wednesday Service:**
    - The March 5 service in Fellowship Hall will include a soup and bread dinner to enhance fellowship.
- **Next Steps:**
  - Finalize venue setup and decorations in a planning meeting on March 12 at 3 PM.
  - Coordinate with Mark Jones' Bible study group to confirm timing and logistics.
  - Explore the possibility of a midweek Bible study during the daytime, focusing on the upcoming week's sermon text.

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## **3. Addressing Congregational Fellowship and Education Needs**

- **Challenges Identified:**
    - A need for greater integration of fellowship and adult education to foster community and spiritual growth.
    - Confusion among congregation members regarding gender identity and sexual orientation, highlighting the need for targeted educational resources.
  - **Proposed Solutions:**
    - Occasionally relocate adult education sessions to Fellowship Hall to combine education and fellowship activities.
    - Organize intentional fellowship after services as a way to *explicitly* encourage Spiritual Growth education and practices.
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#### **4. Additional Considerations**

- **Grief Support:**
    - The need for a grief support group was discussed but requires further planning and resources.
  - **Community Engagement:**
    - Draw inspiration from playful and inclusive events, such as Grinnell College’s “Susan B. James Day,” to encourage broader participation in church activities.
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#### **Action Items and Next Steps**

1. **For Flamy Grant’s Visit:**
    - Schedule a conversation with Rev. Marci Glass to learn from Calvary Presbyterian’s experiences.
    - Watch the Drag Queen Bible Story Hour video as a group.
    - Begin preparations for a pre-education campaign for the congregation.
  2. **For Lenten Contemplative Prayer Group:**
    - Finalize venue and decoration details before March 12.
    - Confirm Mark Jones’ group’s involvement and timing.
    - Plan a soup and bread dinner for Ash Wednesday (March 5).
  3. **For Congregational Education and Fellowship:**
    - Plan adult education sessions on the theology of drag and gender identity.
    - Explore opportunities to combine fellowship and education in intentional ways.
  4. **General Planning:**
    - Schedule additional meetings with Rev. Marci Glass to discuss both Flamy Grant’s visit and the Lenten series.
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#### **Conclusion**

This meeting emphasized the importance of intentional planning, congregational education, and fostering spiritual growth through fellowship and contemplative practices. By learning from other churches’ experiences and addressing concerns proactively, the ASGC aims to navigate potential challenges while creating meaningful and inclusive church events.

## Appendix 3: FPC Staff Reports, February 2025



### **Co- Directors of Christian Education and Fellowship with Youth, Abby Schondelmeyer and Marty Bowles Edwards**

1) Youth Fellowship has enjoyed a close and regularly attending group Youth and Adult Mentors, as they meet weekly. The February 2 lesson involved watching the sermon by The Right Reverend Mariann Edgar Budde, Bishop of the Episcopal Diocese of Washington. Rev. Budde spoke at the Inaugural Prayer Service that took place on Inauguration Day. Given the current changes that have been taking place we provided the youth an opportunity to process and share their feelings in a safe and sacred space. Parents were notified ahead of time and encouraged to reach out to Pastor Kris or Abby with any questions or concerns.

Monthly recreational activities are scheduled. January was a Bowling night. February was a Super Bowl Party.

2) 3rd to 5th Graders were invited to an ice-skating outing January 25th, to begin building their sense of group and excitement for reaching Youth Group age.

3) Sunday School is teaching animal units, introducing the children to ways God teaches us through the animals. Bible references and interactive activities have been well received by the children. Dove, Bear, and Eagle lessons have been offered. Elizabeth Breinich provided a yoga session as a part of the bear unit, focused on the way bears turn inward and hibernate for survival. From them we learn to calm ourselves, slow down, and look inwardly to talk with and listen to God.

4) Bible School, Compassion Camp planning has begun. Dates will be June 16-20. Session Committee support for lunches will be requested and greatly appreciated. Watch for more details in the coming month.

5) We have been working with the Fellowship Committee, Worship and Music Staff, and Deacons for planning Manna and More Intergenerational Sundays. The next one will be March 9th and will be focused on "Get to Know Your Neighbors" and Deacon Member Care Team leader.



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

- The shredding company came, and they were great. I highly recommend them for future use when large shredding projects arise.
- The 2025 Budget approved by Session on 1/27/2025 will be calendarized like prior years. You should receive your committee's DRAFT 2025 Calendarized Budget no later than End of Day, Tuesday (18<sup>th</sup>). Please review and let me know if these estimated monthly budgets are in line with what your committee has planned for 2025.
- DRAFT January 2025 Financials will be provided to the Finance Committee by End of Day Monday (2/17). I will provide the FINAL January Financials to Session for the March Meeting.

- I will be working with Jim and Breeze to transfer information related to giving from Church Windows. I am expecting to use both Breeze and Church Windows to ensure Breeze reporting is accurate, through March.
- As a reminder, please submit APPROVED expense reimbursements to the Finance Office by the 8<sup>th</sup> and 23<sup>rd</sup> of each month to ensure payment by the 15<sup>th</sup> and Last Day of Month, respectively. Unapproved expense reports may result in a delay in processing your reimbursement requests.
- Souper Bowl of Caring yielded \$611.21! Thank you to all who gave!!!

## Appendix 4: Antiracism Policy of FPC Davenport, Amended and Approved

Antiracism Policy of First Presbyterian Church of Davenport  
Approved by Session: 1-27-2025

Structural Racism is defined as “the normalizing of racism within institutions and structures. Once racism is structural and institutional (as it is in the United States), it creates ongoing, persistent inequality. Inequality occurs in access to money, land, housing, education, health, information, and social power. Because inequality is a part of the structures and institutions that we interact with every day, it often goes unquestioned and unchallenged by most of society or the dominant culture.”<sup>i</sup>

At this time in history in the United States structural racism not only impacts people of African descent, but any non-Caucasian ethnic group, including but not limited to those of LatinX, Asian, and Indigenous ethnicities. Although the church often affirms that structural racism is the opposite of what God intends for humanity, we admit that the structural racism and racial prejudice that has a strong history in the United States, often transfers from the secular world into the life and legacy of the church.

First Presbyterian Church of Davenport affirms the statement made by the Presbyterian Church (USA)’s document entitled *Facing Racism: A Vision of the Intercultural Community*: “Because of our biblical understanding of who God is and what God intends for humanity, the PC(USA) must stand against, and work against racism. Antiracist effort is not optional for Christians. It is an essential aspect of Christian discipleship, without which we fail to proclaim the Good News of Jesus Christ.”<sup>ii</sup>

Although work has been done to end structural racism, we acknowledge there is more work to be done. Therefore, in our efforts to create a church where “all persons are treated with respect, all gifts are valued and encouraged, knowing diversity is a gift to be valued,”<sup>iii</sup> First Presbyterian Church of Davenport commits to:

- Seek to welcome and be open to all people.
- Continue to acknowledge and repent for the harm done in past to either create or maintain structural racism;
- Provide anti-racism and equality training for our leaders and congregation to encourage education, understanding, and growth;
- Recognize the community and lands in which we serve, reside, and worship as the unceded homelands of indigenous peoples. We also acknowledge that we, as a church, have been the beneficiary of this historic reality.
- Acknowledge the wonderful diversity in God’s creation and the diversity of where we serve, reside, and worship.
- Strive to work with the Nominating Committee to ensure that our elected leadership is representative of the diversity of our body.

<sup>i</sup> What is Structural Racism? The Presbyterian Church (USA) Presbyterian Mission. Accessed April 25, 2024.

<https://www.pcusa.org/about-pcusa/agencies-entities/interim-unified-agency/ministry-areas/matthew-25/three-core-pillars>

<sup>ii</sup> Facing Racism: A Vision of the Intercultural Community, 222<sup>nd</sup> General Assembly (2016)  
<https://www.pcusa.org/sites/default/files/2024-11/facing-racism-study-guide.pdf>

<sup>iii</sup> “Racial Equity,” Presbyterian Women’s website, accessed January 30, 2024,  
[https://www.presbyterianwomen.org/what\\_we\\_do/build-community/antiracism/](https://www.presbyterianwomen.org/what_we_do/build-community/antiracism/)

## **Appendix 5: Volunteer Coordinator Job Description, Approved by Session 2/17/2025**

FIRST PRESBYTERIAN CHURCH  
1702 IOWA ST.  
DAVENPORT IA 52803

### **POSITION TITLE: VOLUNTEER COORDINATOR**

FSLA Classification: Part-time, Volunteer

**Hours:** 5 – 10 hrs./week

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

**Supervises:** N/A

**Summary of Position:** This position is responsible for assisting with maintaining a strong level of connection between First Presbyterian Church and its members, visitors, and volunteer committees. This position will be supervised by the Pastor/Head of Staff. The person will help to coordinate volunteers to assist with the mission and ministry of the church.

### **Responsibilities:**

- I. Volunteer Recruitment and Retention
  - A.** Implement Best Practices for Volunteer Retention
    - a. In coordination with the Welcome and Hospitality Committee, assist new members to ensure that they are assimilated, connected, and actively involved in the life of the church at a level they are willing to engage.
      - i. Connect with new members to determine how their skills, interests, and talents might contribute to First Presbyterian.
    - b. Conduct outreach at congregational events to recruit a diverse pool of volunteers: maintain public listings regarding volunteer opportunities.
    - c. Carry out events such as volunteer fairs to showcase volunteer opportunities.
    - d. Coordinate congregational needs for volunteer participation: motivate members, new and long-term, to volunteer in church programs and activities relevant to their interest and talents.
    - e. Facilitate the creation of adequate job descriptions for volunteer tasks.
    - f. Help coordinate training sessions for various volunteer positions in the church as needed.
    - g. Plan, in conjunction with Staff, appreciation events, such as Volunteer Sunday, volunteer appreciation, and other recognition efforts.

- h. Provide a volunteer spotlight and appropriate information for our E-News and website. Publicize, when appropriate, particular volunteer efforts and achievements.

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

## II. Qualifications

- A. Has strong spiritual grounding.
- B. Is emotionally mature and can maintain a non-anxious presence.
- C. Pays attention to details.
- D. Keeps the larger picture in mind while attending to the smallest of details.
- E. Establishes good working relationships with all others who are relevant to the completion of work.
- F. Builds appropriate rapport and considers the impact of their actions on others.
- G. Uses diplomacy and tact, is approachable, and avoids communication triangles.
- H. Acquires and demonstrates technical skills required to proficiently execute the essential functions of the job.

## III. Skills Necessary

- A.** Software skills: church database management, Microsoft Office Suite, etc.
- B.** Availability to meet with staff or assigned committees upon reasonable request.

Approved by Personnel 2-5-2025

Approved by Session: 2-17-2025



**Appendix 6: Job Description, Administrative Assistant to the Pastor/Head of Staff,  
Approved by Session 2/17/2025**

FIRST PRESBYTERIAN CHURCH  
1702 IOWA ST.  
DAVENPORT IA 52803

Position Title: ADMINISTRATIVE ASSISTANT TO THE PASTOR/HEAD OF STAFF

FSLA Classification: Part-time

Hours: 15 – 20 hrs./week

Reports To: Head of Staff, and the Session through the Personnel Committee

Summary of Position: The Administrative Assistant to the Pastor/Head of Staff will serve as the primary interface and receptionist for the Pastor/Head of Staff to the congregation, staff, and public. Day-to-day responsibilities may include managing the Pastor's schedule and correspondence, coordinating Church meetings that need the Pastor's attention, assisting with e-news/website/social media updates, and providing clerical support for the Pastor.

I. Office Administration

**A. Administrative Responsibilities:** Serve as personal administrative assistant for the Pastor/Head of Staff.

- a. Maintain the Pastor/Head of Staff's schedule including while the Pastor is away for vacation or church business.
- b. Serve as receptionist for the Pastor/Head of Staff.
- c. Interact regularly with the FPC staff and members, serving as liaison for the Pastor/Head of Staff, including while the Pastor is away for vacation or church business.
- d. Handle and screen telephone and email correspondence for the Pastor/Head of Staff.
- e. Provide secretarial and clerical support including creating/editing documents, filing, and making copies.
- f. Assist the Pastor/Head of Staff in preparation for and during meetings as assigned. This may include keeping notes for the Pastor/Head of Staff in relevant meetings.
- g. Manage and process the Pastor/Head of Staff's expense reports.

- h. Plan schedule and work-related travel arrangements for the Pastor/Head of Staff's church business trips.
- i. Provide administrative support for church staff and committees as requested by the Pastor/Head of Staff.
- j. Answer congregational members questions pertaining to church events and activities.
- k. Directs public or congregational members to appropriate personnel as necessary to guard the Pastor/Head of Staff's time.
- l. Other administrative duties may be assigned by the Pastor/Head of Staff.

## II. Qualifications

- A. Ability to communicate with persons from all walks of life and of all personality types both in person, on the telephone, and through email communications in a consistent warm, positive, caring, and friendly manner; demonstrates interpersonal skills necessary to maintain cooperative relationships.
- B. Possess the computer, grammar, attention to accuracy and detail, and time management skills necessary to produce and proofread timely, quality correspondence and publications, manage calendars, and take accurate telephone messages.
- C. Possess the skills (or ability to learn) to utilize the software suites expected of today's administrative professionals including but not limited to Google Calendar; Outlook; church management software; Microsoft Office: Word, Publisher, Excel; social media platforms; Mailchimp; Zoom; Mail Merge, and website and app management software.
- D. Physical ability to lift and organize office supplies, including filled mailing trays and office hardware.
- E. Ability to multi-task several projects and prioritize accordingly.
- F. Willingness to learn church and Presbyterian organizational structure.

Approved by Personnel 2-5-2025

Approved by Session: 2-17-2025