

Session Meeting
First Presbyterian Church
Davenport, Iowa
February 19, 2024

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, February 19, 2024. The meeting was held in Von Maur Hall at FPC with Zoom available.

Session members gathered at 6:30 PM for devotions and study prior to the start of the meeting, reviewing and discussing an episode of *Chuck Knows Church: Committees*

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 7:20 PM and opened with prayer. A quorum was present. A Land Acknowledgement was read.

	Class of 2024		Class of 2025		Class of 2025
P	Paula Burnett <i>Hospitality & Welcoming</i>	P	Dan Breinich <i>Personnel</i>	P	Dianna Darland <i>Hospitality & Welcoming</i>
P	Kirk Christie <i>Adult Christian Education</i>	P	Nancy Chapman <i>Finance</i>	P	Rachel Frohlich <i>Worship & Music</i>
P	Nancy Foster <i>Finance</i>	P	Bonnie Johnson <i>Stewardship</i>	P	Denny Jorgenson <i>Cong Development & Fellowship</i>
P	Bev Koos <i>Worship and Music</i>	P	Nathan Kabel <i>Building Grounds & Safety</i>	P	Kathy Knox <i>Christian Ed & Fellowship with Youth</i>
P	Diane Roebuck <i>Christian Ed & Fellowship with Youth</i>	P	Kristine Oswald <i>Worship & Music</i>	P	Diana Miller-Bur <i>Worship & Music</i>
P	Karla Ruiter <i>Building Grounds & Safety</i>	P	Mark Ruebling <i>Congregational Marketing & Growth</i>	P	Cathy Pratscher-Woods <i>Stewardship</i>
P	RuthAnn Tobey-Brown <i>Personnel</i>	P	Vicki Stegall <i>Personnel</i>	P	Jed Steckel <i>Adult Christian Education</i>
P	Jay Williams <i>Adult Christian Education</i>				
P	Mark Jones <i>Co-Clerk of Session, non-voting</i>	E	Marty Bowles-Edwards <i>Co-Clerk of Session, non-voting</i>	<i>P- present E-Excused A-Absent</i>	

Staff members:

P	Rev. Dr. Kristopher Schondelmeyer <i>Pastor / Head of Staff</i>	P	Kristine Olson <i>Director of Financial and Business Administration</i>	P	Darren Long <i>Director of Building and Grounds</i>
P	Rev. Pat Halverson <i>Parish Associate</i>	P	Kristy Woodrow <i>Director Christian Education</i>	P	Matthew Bishop <i>Director of Music and Arts</i>
P	Jim Middleton <i>Director of Office Administration</i>				

Guests: Deacon Moderator Glen Roebuck, Theresa Jacobsmeier from Scout Troup 7/1107, and FPC Staff Members.

On motion and second, the agenda was approved with the addition of a request from Scout Troup 7.

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

CONSENT AGENDA

The following items were presented on the Consent Agenda

- Approve the January 22, 2024 Session Meeting minutes
- Approve the January 2024 Income and Expense Report
- Approve the January 2024 Custodial and Pass-Through Report
- Affirm the E-vote to approve the 2023 Statistical Report
 - Voting period: February 14-15, 2024
 - Results: 18 yes, 0 no, 4 not voting
- Affirm the E-vote: The Worship & Music Committee moves that Session approve a fundraising event for the Sanctuary Choir's 2025 Italy tour. The event - Leap Day Party - is to be hosted by Ruth Ann Tobey-Brown and Ted Brown on Friday, March 1, 2024. There is a recommended donation of \$25-\$35, and there may be a silent auction.
 - Voting period: February 14-15, 2024
 - Results: 18 yes, 0 no, 4 not voting

Elder Nancy Chapman, Finance Committee offered the following comments on the Income & Expense Report for January 2024.

- January reports do not show the budget YTD. The budget approved in January has not been entered into the software. It will show-up next month.
- Income and expenses are very close to those in 2023.

	January 2024		January 2023	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 99,540	\$ 99,540	\$ 96,799	\$ 96,799
Custodial Accounts Income	1,172	-	823	-
Compensation Expenses	(54,015)	(54,015)	(55,027)	(55,027)
Non Compensation General Fund Expenses	(17,121)	(17,122)	(13,932)	(13,932)
Custodial Accounts Expenses	(1,172)	-	(823)	-
Operating Surplus (Deficit)	\$28,404	\$28,403	\$27,840	\$27,840
Birdies Donor Challenge	-	-	-	-
Pandemic Relief Funds	-	-	-	-
Net Surplus (Deficit)	\$28,404	\$28,403	\$27,840	\$27,840
	2024 Year-To-Date		2023 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 99,540	\$ 99,540	\$ 96,799	\$ 96,799
Custodial Accounts Income	1,172	-	823	-
Compensation Expenses	(54,015)	(54,015)	(55,027)	(55,027)
Non Compensation General Fund Expenses	(17,121)	(17,122)	(13,932)	(13,932)
Custodial Accounts Expenses	(1,172)	-	(823)	-
Operating Surplus (Deficit)	\$28,404	\$28,403	\$27,840	\$27,840
Birdies Donor Challenge	-	-	-	-
Pandemic Relief Funds	-	-	-	-
Net Surplus (Deficit)	\$28,404	\$28,403	\$27,840	\$27,840

All numbers are rounded.

On motion and second, the Consent Agenda was approved.

CLERK'S REPORT

- The January 2024 Clerk's Report documenting membership changes, communion, and worship attendance is appended to these minutes.
- Reminder of the new clerks' e-mail: clerk@fpcdavenport.org.
- The Annual Meeting agenda was shared as FYI. Deacon Moderator Glen Roebuck asked the Session to reconsider the changes in the By-Laws that lifted term restrictions to the voting congregational members serving on Session committees. The Moderator asked that this item be moved to New Business.
- **Action items:**
 - Theresa Jacobsmeier, COR Delegate Troops 7/1107, made a request that the Scout Troop be allowed to sell donuts in Fellowship Hall following morning worship on the 4th Sunday of each month. Money raised will help scouts with scout fees and summer camps costs.
 - **A motion and second was made to support this request. Following discussion, the motion was approved.**
 - **A motion and second was made to approve the 2024 Polling Place Agreement** between FPC and Scott County which establishes FPC as a polling place on March 5, June 4, September 10, and November 5, 2024. Discussion: FPC has been a long-standing polling place. It is a long day for the custodial staff. Following discussion the **motion was approved.**

DEACONS' REPORT: Glen Roebuck, Deacon Moderator

Moderator Glen Roebuck presented the following report from the Deacons:

- About half the Deacons' meeting time is related to member care. Still working on the best procedures and practices.
- Members of FPC participated in the Blessing Box Drive today.
- Deacons are planning on restarting Farthest Pew Communion. A list of Elders and Deacons willing to participate is being generated. Training will be provided.

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

SESSION COMMITTEE REPORTS

- Written Session committee reports are appended to these minutes.
- **A motion and second** to receive the Session Committee Reports as presented was made.
 - Discussion included a review of the December 2023 Managed Restricted Fund Report and the December 2023 Restricted Fund Report by Elder Nancy Chapman and introduction to new communion and liturgist sign-up procedures from Elder Diana Miller-Bur.
 - Following discussion, **the motion was approved.**
- **Action items from Session Committee**
 - **On a motion** presented by Elder Diana Miller-Bur on behalf of Worship & Music Committee, the Session approved two fund-raising events for the Sanctuary Choir's 2025 Italy tour. One is to be an Italian Wine Tasting Class and the second is to be a Silent Auction (similar to the one that occurred during the pandemic). Further details and dates to be determined.

Note: FPC Staff, except for the Moderator, were excused during the consideration of the following motions.

- **On a motion from the Personnel Committee, the Session approved the Director of Christian Education job description as presented.** (A copy is appended to these minutes).
 - **On a motion from the Personnel Committee, the Session approved a Visitor and Volunteer Coordinator job description as presented.** (A copy is appended to these minutes).
 - **On a motion from the Personnel Committee, the Session approved an updated job description for the Director of Music and Arts.** (A copy is appended to these minutes.). The major change is the addition of the responsibility to develop an intentional youth-focused (grades 6-12) performing and visual arts ministry.
 - **On a motion from the Personnel Committee, the Session approved forwarding the 2024 Terms of Call for Pastor Kristopher Schondelmeyer to the congregation with their recommendation for approval.**
-

STAFF REPORTS

Pat Halverson, Parish Associate

- Preached this past month at FPC.
- Has been doing visits and sending cards.

Kristine Olson, Director of Finance and Business Administration

- Completing year-end work and entering the 2024 budget into the budget software.
- Working to catch-up now that year-end reports are near completion.

Kristy Woodrow, Director of Christian Education

- Working with Marty Bowles-Edwards and Abby Schondelmeyer on the transition plan.
- Planning Sunday School lessons through the summer.
- Made visits to homebound members to deliver Valentine's Day cards made at Manna & More.

Jim Middleton, Director of Office Administration

- 2023 Annual Report is being completed.
- Documents have been prepared for the Annual Meeting.

Darren Long, Director of Building and Grounds

- Had our quarterly heating & air conditioning check.
- Davenport Electric repaired a gymnasium light and evaluated some other lighting issues found while putting in LED lights.
- Estimates being received on stump removal off the Iowa Street lot.
- Elevator landing sump pump repairs done.

Matt Bishop, Director of Music and Arts

- Attended the Midwest Regional Conference of the American Choral Directors Association.
- March will be busy
 - Fundraising events for the trip to Italy.
 - Chamber Chorale Evensong service moved to March 17, 4PM.
 - Karen Bergreen will do a comedy show on March 15.

- Will be away from 4th-11th.
- Close to having the 2024-2025 PAS program put together.
- On the planning team for the Covenant Conversation – working on music for a mass choir.

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

- Attending lots of meetings; too many meetings; will be working to be more selective as to what meetings he really needs to attend.
 - Funeral today.
 - Staff reviews have been prepared and will be scheduled in the coming weeks.
-

OTHER BUSINESS

Report from PEIA Meeting Planning Team

- A team has been organizing hosts for the meeting, a lunch, and tech needs.
- An adequate number of volunteers have been recruited.
- Elders encouraged to attend as guest to the meeting and forum in the afternoon that will discuss the future mission of the presbytery.

On motion and second, approved the collection of a purse for DCE Kristy Woodrow and a reception following the congregation meeting on February 25, 2024.

Discussion of By-Law changes regarding term limits for voting congregational members serving on Session committees.

- **A motion was made and seconded** to reconsider action taken at the January 2024 Session meeting that approved a recommendation to the congregation to revise the By-Laws regarding congregational members serving on Session committees.
 - The motion was made by an Elder who voted for the motion in January.
 - The motion approved in January is as follows: **Delete:** “Each congregational member will serve no more than six consecutive years and a person who has served six consecutive years shall be ineligible for service to the same committee for at least one year, unless they become an active elder.” (lines 146-148)

Replace with: “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.” This is the language that existed before the August 2019 revision.
 - Following discussion, the motion to reconsider was approved.
- The original motion from January 2024 (shown above) was placed on the floor. This motion would eliminate the six-year term limit of congregational members serving on Session committees. Following additional discussion, the motion failed (2 votes in favor, 19 votes against). The Session will not recommend any changes to this section of the By-Laws to the congregation.

Evaluation of the Meeting

- A little shorter than many recent meetings with adequate time given to discussion when needed.

ADJOURNMENT

The agenda was completed. No new business was brought to the floor. The meeting was adjourned by the Moderator at 9:27 PM. The Moderator closed the meeting with prayer.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on March 18, 2024, at 7:00 PM, in Von Maur Hall. Study and devotions will start at 6:30 PM. Zoom will be available.

The Rev. Dr. Kristopher D. Schondelmeyer
Moderator

Mark Jones
Clerk of Session

Appendix 1: Clerk's Report for February 2024

REPORT OF THE CLERK OF SESSION February 2024

I. Membership Changes

Deaths:

Phyllis Ann Affre, Davenport, IA, died on January 23, 2024. No service will be held.

Former member death

Paul Renaud, Davenport, IA, died on Sunday, February 4, 2024. A service was held on February 10, 2024 at Trimble Funeral Home, Moline, IL

II. Communion

Communion was served on Feb 4 officiated by Rev. Dr. Kristopher Schondelmeyer.

III. Ordination and Installation of Officers

The following church leaders were ordained and/or installed on Sunday, January 21, 2024

- Ordained and installed as Elder: Denny Jorgenson, Dianna Darland, Rachel Frohlich, Kathy Knox.
- Installed as Elder: Cathy Pratscher-Woods, Diana Miller-Bur, Jed Steckel.
- Ordained and installed as Deacon: Connie Connolly, Amy Saskowski, Sarah Soenksen.
- Installed as Deacon: Lois Boyer, Al Frohlich, Bob Lehnerr, Katrina Williams.

The following church leaders were ordained and/or installed on Sunday, February 4, 2024

- Installed as Deacon: Phyllis Pecoraro and Andrew Bowles Edwards.

IV. Session Retreat

A Session retreat was held from 9AM-3PM on Saturday, February 3, 2024 led by Rev. Dr. Kris Schondelmeyer.

V. Worship Attendance, January 2024

January 2023	Time	Cong. Count	Choir/ Clergy	Total
1	9:30 AM	60	2	62
	On-line views	29		29
Total:				91
8	9:30 AM	109	3	112
	On-line views	43		43
Total:				155
15	9:30 AM	124	43	167
	FB Watch	36		36
Total:				203
22	9:30 AM	109	33	142
	On-line views	62		62
Total:				204
29	Sanctuary	82	39	121
	On-line views	54		54
Total:				175
Monthly Total				828
Weekly Average				165

January 2024	Time	Cong. Count	Choir/ Clergy	Total
7	9:30 AM	85	3	88
	On-line views	62		62
Total:				150
14	9:30 AM	No church		-
	On-line views	Blizzard warning		-
Total:				-
21	9:30 AM	92	42	134
	On-line views	107		107
Total:				241
28	9:30 AM	89	43	132
	On-line views	79		79
Total:				211
Monthly Total				602
Weekly Average				201

Video counts are based on views on FB and Vimeo within 2 weeks of service date.
Weekly counts are based on sanctuary attendance plus watches on FB and Vimeo

Video counts are based on views on FB and Vimeo watches at least 2 weeks following the service date. Weekly counts are based on sanctuary attendance plus on-line watches.

Appendix 2: Session Committee Reports, February 2024

Session Committee Notes: February 2024



Building, Grounds and Safety

Monday February 12, 2024

Room 306 5:30 PM

Present: Pete Madden, Matt Kabel, Nathan Kabel, Karla Ruiter, Darren Long, Pastor Kris

1. Tabulated individual rankings on future priorities and projects from all the information gathered during the December buildings and grounds tour.
2. Matt is getting a name for a structural engineer to assess the structure and foundation of the buildings.
3. Discussed the building use forms and fees project and how to proceed with Pastor Kris.
4. Pete and his grandson removed and hauled away the tree between CE building and Sanctuary building. The trees on the north side of CE building have been removed as well.
5. A bad control valve actuator was replaced to prevent the gym from overheating.
6. The committee will review the ops manual and make any necessary changes in the near future.
7. Looking into coordinating a landscaping and grounds clean-up day with the Foundation BOT and the Landscaping Task Force.

Respectfully submitted,
Karla Ruiter Co-chair



First Presbyterian Church, Davenport

Finance Committee Minutes

January 16, 2024 on Zoom

Attendees: Tom Spitzfaden, Nancy Chapman, Nancy Foster, Pam Paulsen, Chris Pitcher, Karen Moore, Director of Financial and Business Administration Kristine Olson

Note taker: Nancy C. agreed to be note taker.

Minutes of December 12, 2023 meeting were approved. Kristine will forward them to Mark Jones with the monthly financials for December 2023.

December financial report: Kristine reported on operations which were: income about \$4K under budget due to members submitting pledges earlier in the year when the Birdies challenge was in place. Expenses were \$80K over budget of which \$60K was the addition to the building reserve, authorized by Session in November (\$40-60K) and approved by Finance Committee as \$60K in this meeting. In addition, departments were authorized to spend \$2-3K more than budgeted in December for consumables and they did so and expenses for the Caring Closet were approved in November to be spent against the budget instead of using the Wiebener Mission Fund. All of this resulted in the 2023 financial results to be \$81K better than budget from operations, and \$251K contribution from the Birdies donor challenge and pandemic relief funds which resulted in a bottom line of \$60,453 at the time of the meeting. Note: by the next morning the bottom line

changed slightly to \$61,185 compared to a budget of \$271,000 deficit. This was communicated to the Finance Committee by email on January 19.

Insurance coverage: Tom forwarded materials re: our property and liability insurance (Memorandum of Insurance) from Kristine on January 14. The only concern Tom has is if/how the church organ is covered. That needs to be confirmed with the insurance company by Kristine.

Long term sustainable compensation: Tom reviewed the spreadsheet he prepared and sent to FC members in advance of the meeting. Tom walked the members through the calculations and there was a discussion, including the use of more volunteers, definition of “active members” and “other income”, using part-time employees when possible/practicable. Next steps: Tom to discuss with Pastor Kris; Nancy F. suggested using graphs to illustrate the assumptions; how to explain this to Session members Feb 3.

Request from Pastor Kris for agreement for PEIA to rent space from FPC: Pastor Kris sent a request to the Finance Committee November 13 and December 20 asking if the Finance Committee would comment on two contract proposals for this agreement to rent space to PEIA. The Session has already approved the rental but there needs to be a rental agreement. Nancy F. led the conversation and the Finance committee agreed to use the contract form from the Insurance Board also favored by Pastor Kris and a representative of the PEIA. Nancy F. will communicate this to Pastor Kris.

Committee membership for 2024 to be sent to the Clerk: The following names will be submitted: Nancy Foster, Karen Moore, Chris Pitcher, Nancy Chapman, Pam Paulsen, Tom Spitzfaden. Chris Pitcher will provide contact information for a new church member to join the committee.

2024 Budget: The Finance Committee discussed moving the 2024 Budget to the Session for approval on January 22, pending the approval of the Personnel Committee for a compensation budget of \$643,415 including the assumptions that support that number. The next day Nancy C. sent a request to RuthAnn Tobey Brown to confirm that statement and received confirmation on January 20

Items to be completed in January and February: Nancy C. had prepared an email on December 22 with many tasks to be completed in Jan and Feb, mostly by Kristine, Tom, Nancy F. and Nancy C. It was shared with the whole committee to be aware of activity in Jan and Feb.

Committee description: Committees were asked to report or revise their committee description in the December Session meeting. The Finance Committee revised our description in May 2023 and it was submitted to Session at that time. Nancy C. will report that to the Clerk.

Church bylaws revisions: There was a discussion item on the agenda which changed to a potential action item. Nancy C. shared this in the meeting:

Tom Spitzfaden and I would like to propose a change to a section of the bylaws and return it to what it was before August 2019. It addresses **congregational committee members:**

It now reads: “Each congregational member will serve no more than six consecutive years and a person who has served six consecutive years shall be ineligible for service to the same committee for at least one year, unless they become an active elder.”

Before the August 2019 revision it read: “Each congregational member will serve a one-year term but may be nominated and approved for subsequent one year terms with no limit to the number of terms.”

Tom and I, as co-chairs of the Finance Committee, think we should return to the language before August 2019. It allows for institutional history which can be a great advantage for the committee, Session and church and it promotes inclusiveness for those wanting to serve. As the proposed bylaws read, “congregational members must be approved by Session at least annually” (line 141). There was discussion at the FC meeting and the FC voted to support the language above. Nancy C. will place this motion from the FC on the Session agenda.

First Press article: was completed by Nancy C. and Nancy F. and will be submitted to Jim Middleton to include in the publication. It addressed the Memorial Fund which will be presented to the congregation at the annual meeting Feb 25.



First Presbyterian Church, Davenport
Finance Committee Minutes
January 18, 2024 on Zoom

Attendees: Tom Spitzfaden, Nancy Chapman, Nancy Foster, Pam Paulsen, Chris Pitcher, Karen Moore, Director of Financial and Business Administration Kristine Olson

Note taker: Nancy C. agreed to be note taker.

Purpose: The purpose of this special meeting of the Finance Committee was to review updated financial results for 2023. The bottom line is now \$61,185. (On Tuesday January 16, it was \$60,453.

Two other topics were discussed:

- ☐ Is there any interest in increasing the addition to the building reserve from \$60,000 booked? If so, session would need to approve it. After discussion, we decided to leave it at \$60,000.
- ☐ Discussion of how to report three special offerings in 2023: each for \$10,000 for Easter, Thanksgiving and Christmas. In 2023 Budget, there is a new breakout line for “Additional Gifts from Donors”. A decision was reached to include this \$30,000 along with \$46,955 which is the amount from members in addition to their 2023 pledge paid through Birdies for Charity.

Closing prayer: Pam closed the meeting with an inspiring message.

Submitted by Nancy Chapman
January 27, 2024



February FC meeting: Tuesday Feb 13 7pm via zoom. There was also a reminder of the Session Retreat on Feb 3 9am to 3pm. All members of the Finance Committee are invited.

Carry over Topics for future meetings

Changing banks- Including credit card situation

Memorial gifts policy

Pre-approval of expenses process

Building Use Policy

Church promotional items: Kristine researching Unrelated business income if we start selling swag.

Submitted by Nancy Chapman

January 27, 2024



Hospitality and Welcome Committee (HW)

January 31, 2024

In Attendance: Pastor Kris, Paula Burnett, and Dianna Darland (Session members); Andy Edwards (Congregational member). Kristine Oswald (Session Member) was an excused absence. Phyllis Pecoraro congregational member will help with thank you notes, but will not be present at meetings.

1. "Dear Neighbor" letter will be sent to people that have visited the church. Included will be: Thank you for attending, information about the church, and information on how to become members.
2. Feb 18 Name tags and extended passing of the Peace will be initiated in the Worship Service – A moment for Hospitality will introduce both.
3. Name Tags will be hung in the back of the Sanctuary in somewhat alphabetical order. Baskets will be placed around the church for dropping off name tags before leaving the building.
4. New Member inquiry is scheduled for April 7. Two people interested thus far. April 15 will be the Session meeting. April 21 or 27 will be introduced to and welcomed by the Congregation.
5. Jim Middleton will email new member packets if only an electronic address is provided.



Worship and Music Committee

January 29th 7:00 p.m.

Present: Bev Koos, Rachel Frohlich, Patrick Downing, Pastor Kris, Matt Bishop, Diana Miller-Bur, Kristine Oswald,

Communion Volunteers:

Sign-up sheet will be passed during Session and Deacon meetings. Five people, in addition to Pastor Kris will be needed. Heidi Pedersen will continue to prepare the bread and wine.

Liturgist Sign-up

People are not using the Sign-up Genius. Jim Middleton will start and administrate a master EXCEL spreadsheet. This will start on March 3rd and a notice be put in the bulletin. People will be encouraged to call the church office.

Performing Arts Series (PAS)

Matt is working on the PAS season for 24-25:

- Alex will provide a concert in February of 2025.
- End of Year concert in the Spring to have a Mental Health focus, and perhaps partnering with NAMI or Vera French Mental Health Center. (free)

- Ring of Kerry- an Irish group who we hosted in the past, and were very well received, would be available in February of 2025. (\$3,175)
- Ho Etsu Taiko- Japanese percussion group-November 9, 2024 (\$4,750)
- A Comedian, and Pastor Kris will think about possibilities from his contacts.

This Easter Sunday we will have a brass quintet, who have requested a breakfast be provided. Members of the Sanctuary Choir will provide them breakfast before Worship.

Pastor Kris recommended extending the Passing of the Peace to 5 minutes. If there is a choir benediction response the third hymn will be omitted from the service.

Covenant Conversations- April 27th- One Day Summit

This will be a day of workshops to help us be a Matthew 25 church.

The day will include a Mass Choir Event and Matt will select the music for this.

A motion was made to do the following three fund raisers for Italy:

1. A Leap Year party at Ted and Ruth Ann Brown's on Feb 29th
2. Italian wine-tasting class hosted by Irene Date TBD
3. Silent auction like we had during the pandemic.

This motion was approved.

Matt is looking into scheduling the next Beer or Wine Choir.

Matt brought up the question of How to do Church Differently? Using adults and children in the choir.

Diana and Kris will strive to integrate the Matthew 25 initiative into Sanctuary decorations for Easter.



Personnel Committee

Feb 5, 2024

The committee discussed new Terms of Call for Pastor Kris. We also discussed Job Descriptions for two new positions:

1. Director of Christian Education-----Part-time, paid
2. Visitor & Volunteer Coordinator-----Volunteer, non-paid

All annual Staff Performance Reviews will be completed before March

Appendix 3: Deacon Notes, February 2024

Deacon's Meeting February 12, 2024

Attending:

Kristy Woodward, Paula Hartmann, Tom Vaccaro, Kris Schondelmeyer, Glen Roebuck, Katrina Williams, Julia Meyer, Colleen Duenas, Pat Halverson, Sherry Williams, John Gere, Terri Sheetz, Connie Connolly, Sarah Soenksen, Amy Saskowski, Tom Vaccaro, Andy Bowles-Edwards.

Glen will present to Session that we will need to train Deacons to serve communion to the homebound.

Punch Easter Egg Hunt is March 30.

Deacon Picnic is scheduled for September 8.

Appendix 4: Job Description: Director of Christian Education, Part-Time

FIRST PRESBYTERIAN CHURCH
1702 Iowa St.
Davenport, IA 52803
Approved February 2024

Position Title: Director of Christian Education

Classification: Lay Professional Program Staff, Part-Time (20-hours/week)

Primary Concentration: Children's, Youth, and Family Ministries.

Reports to: Head of Staff

Summary of Position: The Director of Christian Education has primary responsibility to facilitate an innovative program of education and fellowship that is grounded in the Christian faith, centered on relationship-building, and engages children, youth and their families.

I. Primary Responsibilities

A. Children's and Youth Christian Education

- a. Serve on the hiring team to recruit, supervise, and support the Nursery staff.
- b. Bring recommendations for curriculum and other resources for programs for Pre-K through high school, as well as special occasion multi-generational church fellowship activities and events, to the Children's Christian Education and Fellowship with Youth Committee (CEFY) for the Committee's review, selection and recommendation to the Session.
- c. Recruit, train, support and provide resources for volunteer teachers for church school.
- d. Facilitate special church activities for all ages and families throughout the year, such as Compassion Camp, an Easter Celebration, children and youth led worship, and other special events as needed and/or developed. In consultation with the Church Marketing and Growth Committee of Session, make it a point to encourage community youth (non-church members) involvement.
- e. Coordinate and implement youth, family, and intergenerational mission trips, including fundraising for trips.
- f. In coordination with the Pastor/Head of Staff, facilitate the confirmation program.

- g. Serve as a staff resource to other staff members and CEFY.

B. Children and Youth Fellowship Ministry

- a. Facilitate children's (grades 3-5) and youth (grades 6-12) fellowship programs in conjunction with CEFY and the Pastor/Head of Staff.
- b. In coordination with the Pastor/Head of Staff, organize and facilitate youth activities [PC(USA) Youth Triennium, retreats, trips and events], and encourage youth to serve as volunteers at such special events.
- c. Train and equip lay volunteers involved in youth ministries.
- d. In coordination with the Pastor/Head of Staff and CEFY, support a vision for future growth of the youth ministries and further development of opportunities for youth in church activities, including through work and support of other committees within the church.
- e. Engage the youth relationally, spiritually, and socially such that each young person feels known and is involved to the level that they choose to be, demonstrating proficiency with technology and communication modalities utilized by children, youth, parents, and young adults in accordance with the church's Child Protection Policy; examples (which will change over time) include Facebook, Instagram, Twitter, Snapchat, Spotify, Texting.

II. Administrative Responsibilities

- a. Collaborate with CEFY in the ministry of Christian Education.
- b. Attend Session and report at Session meetings as needed.
- c. Assist assigned committee(s) in developing a program budget.
- d. Administer program budgets as directed by CEFY; includes purchasing (with approval by CEFY) of equipment, curriculum and supplies.
- e. Maintain program supplies and supply rooms.
 - 1. Keep an inventory of needed Christian Education supplies and curriculum.
 - 2. Respond to volunteers' supply and curriculum needs in a timely manner.
 - i. Place Christian Education supply and curriculum orders with approval of Head of Staff and CEFY Committee.
 - ii. Verify accuracy and cost of Christian Education supplies and curriculum received.
 - 3. Maintain Christian Education supply and curriculum order files.
- f. In partnership with CEFY, design, maintain, nurture Christian Education spaces.

III. Qualifications

This is a Christian Education position. The candidate will have a degree in a relevant field. Graduate degree in a relevant field is preferred. Undergraduate degree in a relevant field with experience a possibility.

Compliance with church's Child Protection Policy

Additional required qualifications include:

Creative problem-solving skills

Clear communication skills in writing, in person, zoom and telephone

IV. General Terms of Employment and Benefits

- a. Market competitive minimum salary; currently \$25,000.
- b. 4-weeks off in the summer.

Benefits as outlined in the Personnel Policies and Procedures Manual of FPC including work related cell phone reimbursement.

V. Contact Information

Rev. Dr. Kris Schondelmeyer, Pastor/Head of Staff
schondelmeyer@fpcdavenport.org
563-326-1691

Appendix 5: Job Description, Visitor and Volunteer Coordinator

FIRST PRESBYTERIAN CHURCH
1702 IOWA ST.
DAVENPORT IA 52803

POSITION TITLE: VISITOR AND VOLUNTEER COORDINATOR

FSLA Classification: Part-time, Volunteer

Hours: 10 - 20 hrs./week

Responsible to: Head of Staff, Director of Office Administration, 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 Senior Pastor and is to help the Senior Pastor as needed. The position will help organize and supervise activities to integrate New Members into the Congregation with the help of the Welcome and Hospitality Committee. This person may help coordinate programs to attract New Members or provide orientation under moderate supervision.

Responsibilities:

A. Welcome and Hospitality

A. Visitors

- a. Coordinates Guest and New Member follow up.
- b. Helps to create a welcoming atmosphere for visitors (and members) by responding to their questions, interests, and concerns while staffing the welcome center.
- c. Helps coordinate New Member Classes 3 to 4 times a year as individuals join the church.
- d. Help coordinate Sunday morning hospitality for members and visitors, including providing nametags, coffee, etc.
- e. Works with visitor calling teams to contact and follow up with guests to help inviting them to connect in a deeper way with God through First Presbyterian Church.

- f. Work with the Welcoming Committee to help create packets for New Members and organize New Member ceremonies.

B. Volunteer Recruitment and Retention

A. Implement Best Practices for Volunteer Retention

- a. 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. Meet with new members to determine how their skills, interest 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 host training sessions for various volunteer positions in the church.
- 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 newsletter and website. Publicize, when appropriate, particular volunteer efforts and achievements.

B. Support for Members and Staff

- a. Communicate stories of church members in living out their calling in service to God.

- b. Work to support the logistics of weddings, baptism, special occasions, concerts, and church services by checking bulletins and current volunteers that have signed up for each service.
- c. Complete other duties as assigned, helping Buildings and Grounds staff as needed for certain projects.
- d. Be present at staff meetings to report on who is responsible for the coming Sunday's church service elements, and the upcoming weekly activities at church.
- e. Help coordinate activities with various departments of the church in the local community, art displays and music recitals, and work with local schools and area colleges to spawn relationships.
- f. Work with local agencies to help nurture the community.

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.

C. Qualifications

- A. Has strong spiritual grounding.
- B. Is emotionally mature and can maintain a non-anxious presence in the midst of turmoil.
- C. Not overly dependent on outside affirmation, having a healthy appreciation of self without being egotistical.
- D. Pays attention to details.
- E. Consistently attends to the many small pieces which must be assembled into an organized whole, following up on missing items and researching information needed to address a problem.
- F. Keeps the larger picture in mind while attending to the smallest of details

- G. Establishes good working relationships with all others who are relevant to the completion of work.
- H. Works well with the Congregation.
- I. Builds appropriate rapport and considers the impact of his or her actions on others.
- J. Uses diplomacy and tact, is approachable, and avoids communication triangles.
- K. Acquires and demonstrates technical skills required to proficiently execute the essential functions of the job.
- L. Understands which skills are lacking and seek to develop those skills.
- M. Is an integrated effective member of the Staff team committed to the success of all areas of congregational life.
- N. Promotes group goals ahead of personal agendas and steps up to offer self as a resource to members of the team.

D. Skills Necessary

- A.** Knowledge and experience in general office administration.
- B.** Software skills: Church Windows database, Microsoft Office Suite, etc..
- C.** Availability to meet with assigned committees upon reasonable request.

Personnel 2-5-2024

Approved by Session, February 19, 2024

Appendix 6: Job Description Update: Director of Music and Arts

FIRST PRESBYTERIAN CHURCH
1702 IOWA ST.
DAVENPORT IA 52803

POSITION TITLE: DIRECTOR OF MUSIC AND ARTS

FSLA Classification: Full-time, Exempt

Hours: This is a full-time position with the expectation of around 50 professional hrs./week

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

Supervises: Assistant Dir. of Music and Principal Organist
Assistant Choral Director and Accompanist
Assistant Children's Choral Director

Summary of Position: The Director of Music and Arts has primary responsibility for developing and directing a broad-based performing and visual arts ministry consistent with the Reformed Tradition's theology of worship. The goal of the performing and visual arts ministry is to support the worship and mission of First Presbyterian Church through performing and visual arts such as music, liturgical dance, and drama to God's Glory.

Responsibilities:

A. Administrative Responsibilities

- a. Coordinate with Head of Staff and Worship and Music Committee to develop organizational and personal goals, and participate in periodic goal reviews.
- b. Attend church staff meetings, conduct music staff meetings, attend session meetings, and serve as liaison to the Worship and Music Committee.
- c. Coordinate with other music staff to ensure absences and special needs are met, including funerals, weddings, and so forth.
- d. Manage equipment, instruments, music, and other assets assigned to the ministry, including copyrights.
- e. Collaborate with direct reports to establish their organizational and personal goals and conduct regular reviews.

- f. Develop and manage an annual departmental budget, approved by the session.
- g. Collaborate with the pastoral staff in planning Sunday and special services.
- h. Coordinate with the appropriate church staff in utilizing audio and visual techniques to enhance the ministry.
- i. In collaboration with the Head of Staff and Director of Office Administration, create content and oversee the church's digital presence.
- j. Serve as staff liaison to the Church Marketing and Growth Committee.

B. Performing and Visual Arts

- a. Recruit, train and encourage participation in the performing and visual arts ministry, and educate the congregation on the history, role and value of the performing and visual arts in worship and church life.
- i. Develop and oversee an intentionally youth-focused (6th - 12th grades) performing and visual arts ministry.
- b. Oversee the entire performing and visual arts program of the church including choirs, hand bell and instrumental groups, and individuals who participate in the ministry.
- i. Assist in providing member care for those who participate in the performing and visual arts ministry of the church.
- c. Personally direct the youth (6th - 12th grades) through adult vocal and instrumental ensembles, and recruit, support, and resource other group leadership.
- d. Integrate the music and active arts ministry with other ministries of the church, as appropriate.
- e. Represent the church within the area performing and visual arts community.
- f. Plan, organize and promote special programs to promote the performing and visual arts ministry of the church, such as dramas, pageants, concerts, choir tours, mission trips, retreats, exhibits, clinics, and so forth.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment

agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Other duties may be assigned by the Pastor/Head of Staff.

C. Qualifications

- a. Master's degree or above in a music related field, particularly choral direction.
- b. Ability to communicate with persons from all walks of life and of all personality types both in person and on the telephone in a consistent warm, positive, caring, and friendly manner; demonstrates interpersonal skills necessary to maintain cooperative relationships.
- c. Possesses the computer, grammar, attention to accuracy and detail, and time management skills necessary to produce and proofread timely, quality correspondence and publications, manage calendars, and update the website and social media.
- d. Demonstrate expert proficiency in all software suites expected of today's church professionals including Google Calendar, Outlook, Church Windows, MS Word, Microsoft Publisher, social media platforms, Mailchimp, Zoom; and possess capacity to learn quickly as software changes over time.
- e. Ability to multi-task several projects and prioritize accordingly.
- f. Willingness to attend training and/or continuing education classes as directed or approved by the Head of Staff.

D. Skills Necessary

- a. Knowledge and experience in choral direction.
- b. Knowledge and experience in digital art and communication.
- c. Software skills: Microsoft Office Suite, mail merge, social media platforms.
- d. Knowledge and experience in managing and supervising staff, or an ability to quickly learn.
- e. Availability to meet with assigned committees upon request.

Approved by Personnel: February 14, 2024

Approved by Session: February 19, 2024