

Session Meeting  
First Presbyterian Church  
Davenport, Iowa  
April 15, 2024

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, April 15, 2024. The meeting was held in Von Maur Hall 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: Young Leaders*.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 7:07 PM and opened with prayer. A quorum was present. A Land Acknowledgement was read.

|   | Class of 2024   |   | Class of 2025   |                                      | Class of 2025  |
|---|---|---|---|--------------------------------------|--|
| P | <b>Paula Burnett</b><br><i>Hospitality &amp; Welcoming</i>              | P | <b>Dan Breinich</b><br><i>Personnel</i>                               | P                                    | <b>Dianna Darland</b><br><i>Hospitality &amp; Welcoming</i>          |
| P | <b>Kirk Christie</b><br><i>Adult Spiritual Growth</i>                   | P | <b>Nancy Chapman</b><br><i>Finance</i>                                | E                                    | <b>Rachel Frohlich</b><br><i>Worship &amp; Music</i>                 |
| P | <b>Nancy Foster</b><br><i>Finance</i>                                   | P | <b>Bonnie Johnson</b><br><i>Stewardship</i>                           | P                                    | <b>Denny Jorgenson</b><br><i>Congregational Fellowship</i>           |
| P | <b>Bev Koos</b><br><i>Worship and Music</i>                             | P | <b>Nathan Kabel</b><br><i>Buildings Grounds &amp; Safety</i>          | P                                    | <b>Kathy Knox</b><br><i>Christian Ed &amp; Fellowship with Youth</i> |
| P | <b>Diane Roebuck</b><br><i>Christian Ed &amp; Fellowship with Youth</i> | P | <b>Kristine Oswald</b><br><i>Worship &amp; Music</i>                  | P                                    | <b>Diana Miller-Bur</b><br><i>Worship &amp; Music</i>                |
| P | <b>Karla Ruiter</b><br><i>Buildings Grounds &amp; Safety</i>            | P | <b>Mark Ruebling</b><br><i>Congregational Marketing &amp; Growth</i>  | P                                    | <b>Cathy Pratscher-Woods</b><br><i>Stewardship</i>                   |
| P | <b>RuthAnn Tobey-Brown</b><br><i>Personnel</i>                          | P | <b>Vicki Stegall</b><br><i>Personnel</i>                              | P                                    | <b>Jed Steckel</b><br><i>Adult Spiritual Growth</i>                  |
| P | <b>Jay Williams</b><br><i>Adult Spiritual Growth</i>                    |   |   |                                      |  |
| P | <b>Mark Jones</b><br><i>Co-Clerk of Session, non-voting</i>             | P | <b>Marty Bowles-Edwards</b><br><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><br><i>Pastor / Head of Staff</i> | P | <b>Kristine Olson</b><br><i>Director of Financial and Business Administration</i> | P | <b>Darren Long</b><br><i>Director of Building and Grounds</i> |
| P | <b>Rev. Pat Halverson</b><br><i>Parish Associate</i>                      | P | <b>Jim Middleton</b><br><i>Director of Office Administration</i>                  | P | <b>Matthew Bishop</b><br><i>Director of Music and Arts</i>    |

Guests: Deacon Moderator Glen Roebuck, FPC Staff Members, Members of the 2024 Confirmation Class – Zoe McCullum, Brady Knox, David Jacobsmeier, Natalynn Kabel, Aidan Price, Keian Price.

**On motion and second**, the agenda was approved with addition of a motion to approve baptism for Brady Knox.

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

## Receiving the 2024 Confirmation Class

- Introductions: The 2024 Confirmation Class included David Jacobsmeier, Natalynn Kabel, Brady Knox, Zoe McCullum, Aidan Price, and Keian Price.
- Each of the confirmands, in turn, shared their statement of faith with the Session.
- On motion and second, and following conversation, the 2024 confirmation class was received into active membership and the baptisms were approved for Zoe McCullum and Brady Knox for Sunday, May 19, 2024.
- On motion and second, Sunday, May 19, 2024 was approved for the presentation of the confirmation class to the congregation.

## CONSENT AGENDA

The following items were presented on the Consent Agenda:

- Approve the March 18, 2024 Session Meeting minutes
- Approve February 2024 Income and Expense Report
- Approve February 2024 Custodial and Pass-Throughs Report
- Approve March 2024 Income and Expense Report
- Approve March 2024 Custodial and Pass-Throughs Report

Comments on the Consent Agenda:

- Elder Nancy Foster, on behalf of the Finance Committee made the following observations on the income and expense reports.
  - March's income included 2 significant items: a \$10K special Easter gift from a church member and an \$11,300 annual distribution from the Quad City Community Foundation, which is earmarked for capital maintenance.
  - Year-to-date numbers for both income and expenses are very close to the budget, but we need to remember that a deficit budget was approved.

|  | February 2024     |                   | February 2023     |                   |
|--|-------------------|-------------------|-------------------|-------------------|
|  | Actual            | Budget            | Actual            | Budget            |
| General Fund Income                    | \$ 47,825         | \$ 58,039         | \$ 62,225         | \$ 62,225         |
| Custodial Accounts Income              | 10,816            | -                 | 3,165             | -                 |
| Compensation Expenses                  | (57,386)          | (60,856)          | (61,802)          | (61,802)          |
| Non Compensation General Fund Expenses | (18,196)          | (23,873)          | (21,747)          | (21,747)          |
| Custodial Accounts Expenses            | (10,816)          | -                 | (3,165)           | -                 |
| <b>Operating Surplus (Deficit)</b>     | <b>(\$27,757)</b> | <b>(\$26,690)</b> | <b>(\$21,324)</b> | <b>(\$21,324)</b> |
| Birdies Donor Challenge                | -                 | -                 | -                 | -                 |
| Pandemic Relief Funds                  | -                 | -                 | -                 | -                 |
| <b>Net Surplus (Deficit)</b>           | <b>(\$27,757)</b> | <b>(\$26,690)</b> | <b>(\$21,324)</b> | <b>(\$21,324)</b> |
|  |                   |                   |                   |                   |
|  | 2024 Year-To-Date |                   | 2023 Year-To-Date |                   |
|  | Actual            | Budget            | Actual            | Budget            |
| General Fund Income                    | \$ 147,365        | \$ 157,579        | \$ 159,024        | \$ 159,024        |
| Custodial Accounts Income              | 11,988            | -                 | 3,988             | -                 |
| Compensation Expenses                  | (111,401)         | (114,871)         | (116,829)         | (116,829)         |
| Non Compensation General Fund Expenses | (35,517)          | (40,995)          | (35,679)          | (35,679)          |
| Custodial Accounts Expenses            | (11,988)          | -                 | (3,988)           | -                 |
| <b>Operating Surplus (Deficit)</b>     | <b>\$447</b>      | <b>\$1,713</b>    | <b>\$6,516</b>    | <b>\$6,516</b>    |
| Birdies Donor Challenge                | -                 | -                 | -                 | -                 |
| Pandemic Relief Funds                  | -                 | -                 | -                 | -                 |
| <b>Net Surplus (Deficit)</b>           | <b>\$447</b>      | <b>\$1,713</b>    | <b>\$6,516</b>    | <b>\$6,516</b>    |

All numbers are rounded.

|  | March 2024        |                  | March 2023        |                   |
|--|-------------------|------------------|-------------------|-------------------|
|  | Actual            | Budget           | Actual            | Budget            |
| General Fund Income                    | \$ 76,298         | \$ 72,125        | \$ 79,031         | \$ 58,856         |
| Custodial Accounts Income              | 8,282             | -                | 4,545             | -                 |
| Compensation Expenses                  | (50,302)          | (53,181)         | (57,845)          | (61,988)          |
| Non Compensation General Fund Expenses | (15,935)          | (23,385)         | (15,636)          | (21,615)          |
| Custodial Accounts Expenses            | (8,282)           | -                | (4,545)           | -                 |
| <b>Operating Surplus (Deficit)</b>     | <b>\$10,061</b>   | <b>(\$4,441)</b> | <b>\$5,550</b>    | <b>(\$24,747)</b> |
| Birdies Donor Challenge                | -                 | -                | -                 | -                 |
| Pandemic Relief Funds                  | -                 | -                | -                 | -                 |
| <b>Net Surplus (Deficit)</b>           | <b>\$10,061</b>   | <b>(\$4,441)</b> | <b>\$5,550</b>    | <b>(\$24,747)</b> |
|  |                   |                  |                   |                   |
|  | 2024 Year-To-Date |                  | 2023 Year-To-Date |                   |
|  | Actual            | Budget           | Actual            | Budget            |
| General Fund Income                    | \$ 223,663        | \$ 229,704       | \$ 238,054        | \$ 217,880        |
| Custodial Accounts Income              | 20,270            | -                | 8,534             | -                 |
| Compensation Expenses                  | (161,703)         | (168,052)        | (174,677)         | (178,779)         |
| Non Compensation General Fund Expenses | (51,452)          | (64,380)         | (51,313)          | (57,292)          |
| Custodial Accounts Expenses            | (20,270)          | -                | (8,534)           | -                 |
| <b>Operating Surplus (Deficit)</b>     | <b>\$10,508</b>   | <b>(\$2,728)</b> | <b>\$12,064</b>   | <b>(\$18,191)</b> |
| Birdies Donor Challenge                | -                 | -                | -                 | -                 |
| Pandemic Relief Funds                  | -                 | -                | -                 | -                 |
| <b>Net Surplus (Deficit)</b>           | <b>\$10,508</b>   | <b>(\$2,728)</b> | <b>\$12,064</b>   | <b>(\$18,191)</b> |

All numbers are rounded.

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

## CLERK'S REPORT

- The March 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](mailto:clerk@fpcdavenport.org).
- A proposed *Standing Rules for Conducting Electronic Meetings* was distributed to the Session. A vote on these rules will be on the May agenda.
- Information regarding the Baptism Roll and the Baptism Registry and how these should be maintained was distributed to the Session. At future meetings, the Session will be asked to vote on removing names from the Baptism Roll based on what is outlined in this document.
- **Action items:**
  - Approval of congregational members of Session committees
    - **A motion and second** was made to approve the Session Committee Congregational Members for 2024 as presented.
    - Discussion: The dates of service of some individuals were not yet complete and will be completed as soon as possible.
    - Following discussion, **the 2024 Session Committee Congregational Members were approved.**
  - Approval of an updated E-vote policy
    - An updated E-vote Policy was distributed prior to the meeting. The policy was last approved in 2021. A copy of the updated E-vote Policy is appended to these minutes.
    - **A motion and second** was made to approve the policy as presented. Following discussion, **the motion was approved.**

- **Proposal for a Building Use Commission:** It is proposed that the FPC Session form an administrative commission (AC) for the purpose of acting upon building use requests for non-church functions. The AC shall include those members who are elected as the corporate officers of First Presbyterian Church and the Pastor/Head of Staff who shall serve with voice and vote. If for any reason none of the corporate officers have been ordained as a ruling elder, 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 Book of Order of the PC(USA).
  - **A motion and second** was received to approve the above motion.
  - **Discussion:** Once approved, the commission will develop a building use approval process that will include review at staff meeting. All action by the commission is reported to Session at the next meeting.
  - Following discussion, **the motion was approved.**
- **On motion and second,** the Session approved cancelling the Session meetings on July 15, 2024 and August 19, 2024 and to approve a Session meeting on August 5, 2024.

#### **DEACONS' REPORT:** Glen Roebuck, Deacon Moderator

**Moderator Glen Roebuck** presented the following report from the Deacons:

- Volunteers have been identified for Farthest Pew communion to homebound church members. Pastor Kris will provide training.
- Connections have been made with Community Health Care (CHC). Staff from CHC hope to attend the Caring Closet, perhaps monthly, to help those coming to the Caring Closet to enroll in other services they may need. The dates will be shared with PUNCH colleagues.
- The Flip-Flop give away will be done on June 15<sup>th</sup> (Juneteenth celebration) at the MLK Center.
- Café on Vine is not able to use our food donations as they don't serve as a food pantry. Requests for food donations going forward will be for specific items to support the lunch program through the Caring Closet.
- A dedication for the Habitat house is scheduled for May 9, 2024. Church members assisted on work days at this house and Craig and Nancy Foster were donors for the build.

Minutes for the April 2024 Deacon's meeting are appended to these minutes.

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

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#### **SESSION COMMITTEE REPORTS**

- Written Session committee reports are appended to these minutes.
- The Session Committee Reports was presented.
  - Discussion:
    - Clarification that tuck-pointing discussed in BGS report is brick and stone.

- Sign-up sheet circulated for committees to volunteer for Compassion Camp lunches.
    - Following discussion, the Session Committee Reports were received as presented.
  - Action items from Session Committee - None
- 

## **STAFF REPORTS**

### **Pat Halverson, Parish Associate**

- Doing visits.
- Doing pulpit supply in the area.
- Officiated the funeral for Ruth Jean Rensberger.
- Will be on call for pastoral needs when Pastor Kris is out-of-the-office.

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

- Repairs to compressor on the boiler completed; parts for additional boiler repair are on order.
- Clean-up day last Saturday successful; still some on-going work to be done.
- An estimate is being requested for work on the playground area.

### **Jim Middleton, Director of Office Administration**

- Articles for the summer First Press are due soon.
- Looking at vendors that may be able to give advice and estimates on outside digital signage.

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

- Kristine thanked Session for the kindnesses shown with her father's death and allowing her the time off.
- Now catching up on work.
- Her absence identified the need for some additional redundancies in the finance office. Working on some of that now.
- The next Policy & Procedure Review is set for mid-May. It will review financial transactions from October 1, 2022 to December 31, 2023.
- First quarter giving statements have been distributed.
- Birdies for Charity is now open for donations. Letters will be going out to members.

### **Matt Bishop, Director of Music and Arts**

- Music department was very involved in Holy Week services. Matt appreciated the efforts of all musicians.
- Chamber Chorale offered music yesterday for Eastertide Lessons and Carols
- Next PAS concert is Saturday, the Joshua Espinosa Trio.
- 1776 rehearsals have begun.
- May 5<sup>th</sup> is Festival of Hymns in worship.
- Covenant Conversation retreat (April 27) will have a mass choir.
- QC Youth Choir being formed, reaching out to area high schools and churches.

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

- Thanks to the committees that moved the day of the meetings to help Pastor Kris' meeting schedule.
  - Has been working with the Adult Spiritual Growth committee on plans.
  - Using the 2<sup>nd</sup> half of this week and next for CE/planning time.
  - Interviews for the nursery and DCE openings are on-going. No hires.
  - Busy with PEIA work.
  - Working on a few polices with Personnel on staff reviews. Hope to be ready for May.
  - Requested the Session approve a three-person task force to begin formal conversations with the other two Presbyterian churches in Davenport, Newcomb and New Hope, to discuss shared ministry possibilities. Pastor Kris would be one of the three people. Pastor Kris would like permission to select two others to join him for these conversations. It would probably be one person from Deacons (to represent our hands-on mission focus) and perhaps one of our children's ministry coordinators to discuss shared children's ministry possibilities, like Compassion Camp.
    - **A motion and second** was made to establish a three-person task force to begin formal conversations with the other two Presbyterian churches in Davenport, Newcomb and New Hope, to discuss shared ministry possibilities.
    - Discussion: Pastor Kris spoke to his plan for this group.
    - Following discussion, **the motion was approved.**
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### **OTHER BUSINESS - None**

### **Evaluation of the Meeting**

- Confirmation class meeting with Session was a highlight.

### **ADJOURNMENT**

The agenda was completed. No new business was brought to the floor. On motion and second, the meeting was adjourned at 9:05 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 May 20, 2024, at 7:00 PM, in Von Maur Hall. Study and devotions will start at 6:30 PM. Zoom will be available.

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The Rev. Dr. Kristopher D. Schondelmeyer  
Moderator

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Mark Jones and Marty Bowles-Edwards  
Co-Clerks of Session

## Appendix 1: Clerk's Report for April 2024

### REPORT OF THE CLERK OF SESSION April 2024

#### I. Membership Changes

##### Decrease in Active Membership

##### Death

Ruth Jean Rensberger, born March 2, 1925, died on March 30, 2024. A Celebration of Life Service was held on April 6, 2024 at Weerts Funeral Home, Davenport, IA. Rev. Pat Halverson officiated.

#### II. Communion

Communion was served on March 28, 2024, at the 6:30pm Maundy Thursday service in Fellowship Hall. The Rev. Dr. Kristopher Schondelmeyer officiated.

Communion was served on Sunday, April 7, 2024 during morning worship in the sanctuary. The Rev. Dr. Kristopher Schondelmeyer officiated.

#### III. Presbytery of East Iowa

First Presbyterian Church, Davenport, hosted the 211th Stated Meeting of the Presbytery of East Iowa on March 9, 2024.

#### IV. Attendance

##### Sunday School Attendance March of 2024

| March 2023   | Nursery   | Sunday School All Grades | Kirkwood Choir | Musik-garten*      | ACE       | March 2024        | Nursery   | Sunday School All Grades | Kirkwood Choir | Musik-garten*         | Cherubs   | Youth Ministry | ACE        |
|--------------|-----------|--------------------------|----------------|--------------------|-----------|-------------------|-----------|--------------------------|----------------|-----------------------|-----------|----------------|------------|
| 5            | 3         | 6                        | 6              | 19                 | 21        | 3                 | 4         | 8                        | 10             | 13                    | 3         | 2              | 13         |
| 12           | 2         | 6                        | not held       | not held           | 20        | 10                | 2         | 9                        | recess         | recess                | recess    | 4              | Intergen'l |
| 19           | 3         | 12                       | not held       | not held           | 23        | 17                | 6         | 10                       | 7              | 15                    | 5         | 1              | 16         |
| 26           | 3         | 17                       | 15             | 17                 | 21        | 24                | 6         | 11                       | 16             | 12                    | 3         | 5              | 13         |
| <b>Total</b> | <b>11</b> | <b>41</b>                | <b>21</b>      | <b>36</b>          | <b>85</b> | 31                | 3         | 20                       | recess         | recess                | recess    | recess         | recess     |
| Weekly avg   | 3         | 10                       | 11             | 12                 | 21        | <b>Total</b>      | <b>21</b> | <b>58</b>                | <b>33</b>      | <b>40</b>             | <b>11</b> | <b>12</b>      | <b>42</b>  |
|              |           |                          |                | *Children & Adults |           | <b>Weekly avg</b> | 4         | 12                       | 11             | 13                    | 4         | 4              | 14         |
|              |           |                          |                |                    |           |                   |           |                          |                | *children plus adults |           |                |            |

## Worship Attendance: February and March 2024

| March 2023    | Cong.<br>Count | Choir &<br>Clergy | Totals     |
|---------------|----------------|-------------------|------------|
| 9:30 AM       | 96             | 40                | 136        |
| On-line Views | 66             |                   | 66         |
| <b>5</b>      | <b>Total</b>   |                   | <b>202</b> |

|               |              |   |            |
|---------------|--------------|---|------------|
| 9:30 AM       | 81           | 1 | 82         |
| On-line Views | 41           |   | 41         |
| <b>12</b>     | <b>Total</b> |   | <b>123</b> |

|               |              |    |            |
|---------------|--------------|----|------------|
| 9:30 AM       | 97           | 36 | 133        |
| On-line Views | 37           |    | 37         |
| <b>19</b>     | <b>Total</b> |    | <b>170</b> |

|           |    |    |    |
|-----------|----|----|----|
| Evensong  | 43 | 21 | 64 |
| <b>19</b> |    |    |    |

|               |              |    |            |
|---------------|--------------|----|------------|
| 9:30 AM       | 106          | 38 | 144        |
| On-line Views | 52           |    | 52         |
| <b>26</b>     | <b>Total</b> |    | <b>196</b> |

**Monthly Totals\*** 691

**Weekly Average\*** 172

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

| March 2024    | Cong.<br>Count | Choir &<br>Clergy | Totals     |
|---------------|----------------|-------------------|------------|
| 9:30 AM       | 81             | 43                | 124        |
| On-line Views |                |                   | 33         |
| <b>3</b>      | <b>Total</b>   |                   | <b>157</b> |

|               |              |    |            |
|---------------|--------------|----|------------|
| 9:30 AM       | 80           | 12 | 92         |
| On-line Views |              |    | 43         |
| <b>10</b>     | <b>Total</b> |    | <b>135</b> |

|               |              |    |            |
|---------------|--------------|----|------------|
| 9:30 AM       | 81           | 36 | 117        |
| On-line Views |              |    | 39         |
| <b>17</b>     | <b>Total</b> |    | <b>156</b> |

|           |              |    |    |           |
|-----------|--------------|----|----|-----------|
| Evensong  | 7:00 PM      | 39 | 25 | 64        |
| <b>17</b> | <b>Total</b> |    |    | <b>64</b> |

|               |              |    |            |
|---------------|--------------|----|------------|
| 9:30 AM       | 96           | 58 | 154        |
| On-line Views |              |    | 55         |
| <b>24</b>     | <b>Total</b> |    | <b>209</b> |

|                 |              |  |           |
|-----------------|--------------|--|-----------|
| Maundy Thursday | 6:30PM       |  | 65        |
| <b>28</b>       | <b>Total</b> |  | <b>65</b> |

|           |               |    |    |            |
|-----------|---------------|----|----|------------|
| Good Fri  | 7:30PM        | 67 | 56 | 123        |
|           | On-line Views |    |    | 38         |
| <b>29</b> | <b>Total</b>  |    |    | <b>161</b> |

|           |               |     |    |            |
|-----------|---------------|-----|----|------------|
| Easter    | 9:30 AM       | 215 | 57 | 272        |
|           | On-line Views |     |    | 55         |
| <b>31</b> | <b>Total</b>  |     |    | <b>327</b> |

**Monthly Totals\*** 984

**Weekly Average\*** 197

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



|  |               | Cong.<br>Count | Choir &<br>Clergy | Totals |  |               |                | Cong.<br>Count | Choir &<br>Clergy | Totals |
|--|---------------|----------------|-------------------|--------|--|---------------|----------------|----------------|-------------------|--------|
| February 2023  |               |                |                   |        | February 2024  |               |                |                |                   |        |
|  | 9:30 AM       | 111            | 52                | 163    |  | 9:30 AM       | 102            | 45             | 147               |        |
|  | On-line Views | 36             |                   | 36     |  | On-line Views | 33             |                | 33                |        |
| 5  | Total         |                |                   | 199    | 4  | Total         |                |                | 180               |        |
|  | 9:30 AM       | 150            | 1                 | 151    |  | 9:30 AM       | 115            | 4              | 119               |        |
|  | On-line Views | 41             |                   | 41     |  | On-line Views | 35             |                | 35                |        |
| 12   | Total         |                |                   | 192    | 11   | Total         |                |                | 154               |        |
|  | 9:30 AM       | 105            | 35                | 140    | Ash Wed  | 7:00 PM       | 38             | 4              | 42                |        |
|  | On-line Views | 56             |                   | 56     |  | On-line Views |                |                |                   |        |
| 19   | Total         |                |                   | 196    | 14   | Total         |                |                | 42                |        |
| Ash Wed  | 7:00 PM       | 32             | 4                 | 36     |  | 9:30 AM       | 80             | 55             | 135               |        |
|  | On-line Views | 17             |                   | 17     |  | On-line Views | 32             |                | 32                |        |
| 22   | Total         |                |                   | 53     | 18   | Total         |                |                | 167               |        |
|  | 9:30 AM       | 99             | 37                | 136    |  | 9:30 AM       | 115            | 46             | 161               |        |
|  | On-line Views | 28             |                   | 28     |  | On-line Views | 53             |                | 53                |        |
| 26   | Total         |                |                   | 164    | 25   | Total         |                |                | 214               |        |
|  |               | Monthly Totals |                   | 751    |  |               | Monthly Totals |                | 715               |        |
|  |               | Weekly Average |                   | 188    |  |               | Weekly Average |                | 179               |        |
| On-line views are based on livestream views and other views within 2 weeks of service date. Weekly average is figured on the sanctuary attendance plus views on Facebook and Vimeo. Monthly totals and weekly average based on Sundays only. |               |                |                   |        | On-line views are based on livestream views and other views within 2 weeks of service date. Weekly average is figured on the sanctuary attendance plus views on Facebook and Vimeo. Monthly totals and weekly average based on Sundays only. |               |                |                |                   |        |

## Appendix 2: Session Committee Reports, April 2024

### Session Committee Notes: April 2024



#### **Building, Grounds and Safety**

Tuesday April 9th, 2024

2:30 PM in the Parlor

Present: Matt Kabel, Karla Ruiter, Pete Madden, Nathan Kabel, Andy Edwards, Darren Long

1. Matt gave everyone a copy of William Ashton's (structural engineer) report. A copy was also given to Jeff Gomez for the Foundation records and Mark Jones co-clerk of the Session.
2. The control air compressor contactor has been temporarily repaired. A new one has been ordered.
3. The Landscaping Task Force met last week and walked around the grounds. Andy will write something for the bulletin and e-news for people to "Adopt a Plot" around the church grounds.
4. Our first priority for improvements was determined to get tuck-pointing done on the church building. We are contacting companies for updated bids. More information to come.
5. Andy, Darren, and Matt met with the Eagle Scout on the playground project. The wheels are in full motion.
6. Reminder—Spring Cleanup is this Saturday April 13th 8 AM to Noon. Andy is contacting the Scouts to help with cleanup.

Next Meeting — Monday May 6th at 5:30 PM.



#### **Hospitality and Welcome Committee (HW)**

February 27, 2024

Present: Pastor Kris, Andy Bowles Edwards, Paula Burnett, Kristine Oswald, Diana Darland

1. Name tags: Need to repeat the name tags announcement and instruct ushers for assistance. Andy will change the place of name tags holders
2. Welcome Center: Coffee will continue to be provided. Andy will create list of welcome center hosts and have short orientation meeting. Andy will do personal contacts of recurrent visitors.
3. Ushers for Good Friday will be arranged by Kristine
4. Passing of the Peace: A prayer wall will be constructed by Pastor Kris and Andy. Congregation members will be invited to write prayers and place them on the wall. Parishioners will be encouraged to take a prayer home and pray for that specific request during the week. This will replace the question of the day.
5. New Members: Andy will contact the three people interested in membership and arrange for an April new member inquiry the 21st or if can't will try for evening of the April 3<sup>rd</sup>. May 20th to meet session. June date will be chosen for introductions to the Congregation.

6. Pictorial Directory: Andy is researching pictorial directory options. Deacons will have their photos posted in the back of the Sanctuary to help Congregation Members identify their care person.

Next meeting April 23 730 Tuesday by zoom.



### **Personnel Committee**

Personnel Committee Meeting

Monday April 1, 2024 via ZOOM

Present: Dan Breinich (scribe tonight), Ruth Ann Tobey-Brown, Brian Price, Dick Koos, and Pastor Kris

Absent: Vicki Stegall

Meeting opened at 7:01 pm with Devotions by Dan B.

The only items of urgency were discussions of Applicants for

1. Childcare/Nursery position
2. Part-time Christian Education opening

Also discussed was the Pastor's Goal-setting process with future Session input; not yet finalized. Meeting adjourned with prayer at 7:48 pm



### **Christian Education and Fellowship with Youth (CEFY)**

April 1, 2024, CEFY Meeting 7:30pm by Zoom

Marty Bowles-Edwards opened out meeting with a devotional.

In old business:

- 1) We discussed an irregularity in the nursery budget. Marty and Abby will work with Kristine Olsen to resolve the spending on that line item in the budget.
- 2) We also discussed the programming for Easter morning. The programming went well with larger than anticipated group of children participating in an egg hunt and crafts. The noise level in the fireplace room was a bit of a hindrance with active children.
- 3) We will continue to need volunteers in the nursery until a second nursery caregiver is hired.
- 4) With the beginning of fall programming, we will update guidelines for the Prayer ground with some age limits and expectations.

In new business:

Events scheduled April-June.

- 1) April 14 Sunday School and choirs will be in recess to allow for participation in the Manna and More fellowship and bingo.
- 2) April 22 Compassion Camp training will be held via Zoom with time for Q and A.
- 3) April 28 is the conclusion of the program year for Kirkwood and Cherub choirs.
- 4) May 6 is the CEFY meeting at 7:30 pm
- 5) May 19 The youth completing Confirmation will be confirmed during Sunday worship. That evening we will celebrate volunteers and hold a trivia night in conjunction with the Fellowship Committee. CEFY will provide cookies and Fellowship Committee will

provide ice cream. Matt Bishop and Terry Sheets will be planning the trivia portion of the evening.

- 6) The Week of May 19, Marty and Abby will follow up with Compassion Camp volunteers.
- 7) Beginning June 2, Sunday School programming will be a one room schoolhouse model and continue during the summer.
- 8) June 3 is the CEFY meeting at 7:30 pm
- 9) June 9 we will decorate for Compassion Camp
- 10) June 10-14 is Compassion Camp week! CEFY is still looking for volunteer to help with the programming for the week. Camp will be held in the mornings.
- 11) June 23 CEFY will host a Children's Picnic for all families with children ages birth through youth. We are planning on summer fun and food.
- 12) CEFY Meet on July 8 and August 5 during the summer to prepare for the programming year the begins in September.

Diane Roebuck closed the meeting with prayer



### **Finance Committee**

**First Presbyterian Church, Davenport — 3/12/24, 7pm on Zoom**

**Attendees:** Nancy Chapman, Tom Spitzfaden, Chris Pitcher, Pam Paulsen, Nancy Foster, Edward Owens, Pastor Kris Schondelmeyer and Dir of Finance & Business Admin Kristine Olson

**Minutes February 2024 meeting** were approved, to be forwarded to the Clerk before the 3/18/24 Session meeting.

**Review of 2/25/24 Congregational Meeting:** Pam reported hearing from some members who were still confused about the Memorial Fund changes. All financial reports were picked up by members; Kristine will check with Jim M about the need to set out more copies. Edward suggested it would be helpful to give more explanation of what the "per capita" is; Pastor Kris said that more info on "per capita" will be forthcoming on Matthew 25 Sunday in April.

### **Status of various items due to Kristine's bereavement absence**

- **Payables:** MidAmerican payment was missed but email has been changed for next time (and payment made). The urgent payables are completed. Reimbursement requests are running behind but underway. Will pay minimum on credit cards if payoff can't be completed by due dates.
- **Payroll:** Paid semi-monthly. February 28<sup>th</sup> was completed. Mid-March is ready to be signed.
- **Cash Count:** No one had the combination to the safe so count wasn't done until today. This caused a discussion of who besides Kristine should have the combination. A decision was not reached; Tom is going to consider the impact of our options on internal controls and come back to us with a recommendation for a new policy.
- **February financials:** Understandably, February isn't closed yet. Kristine said she can have the reports (including the 2024 budget numbers) sent out by the close of business on Friday, March 15. It was agreed that Session won't have financial next Monday, but our committee will meet again on March 19 to review them, if necessary.

- **Additional topics from Kristine:**
  - Kristine suggests that we need more redundancy/cross-training in the office, especially for the functions of Accounts Payable, Payroll and deposits. She recommends more training of our accounting assistant Tammy as well as volunteers. We are to contact Kristine if interested in learning one of these functions. Pastor Kris pointed out the need for confidentiality among any volunteers in the Finance Office, perhaps involving the signing of a confidentiality statement.
  - Kristine offered an alternative to the current “in house” payroll – use the Bamboo HR software. When considering the monthly cost of using Bamboo and the initial setup fee, the added expense to the budget would be about \$3800. Thereafter, the annual cost would be around \$2300. Consideration should also be given to Kristine’s time being freed up for other tasks. Bamboo cannot handle the Board of Pensions or Fidelity payments; those would continue as they are. No action taken.
  - Tammy will be learning payroll next week including the preparation of the quarterly tax return, shadowing Kristine. Kristine will also train her on month-end; Tammy has already started preparing monthly journal entries.
  - Kristine asked for input on how to transfer the corpus/principal dollars to expendable, now that the congregation has approved that move for the Memorial Fund, the Sesquicentennial Fund and the Deacons Fund. We are unclear as to who is responsible for allocations on Restricted Funds. Session (through Finance)? The Foundation? Tom offered to study the issue and get back to the committee.
  - Kristine asked who should be opening her mail. Answer: Tammy should do that.
  - Kristine will be out of the office June 10.
- **Status of Accounting Assistant training, goals, etc.:** Per Kristine, Tammy is capable and doing well with what she’s been trained on. Her scope of duties will be expanding as Kristine is able to train her.
- **Introductions:** Each of us gave a brief background on ourselves so that new member Edward might know us better. Nancy C agreed to give new members a brief overview of FPC financials, and others are welcome to join. Date TBD.
- **Agreed Upon Procedures review:** Someone new will be our reviewer this year as Kristy is leaving. Tom communicated with Jim Taylor but a date for the AUP review is dependent upon any changes to the scope. Tom will get back to Jim. We are still looking at a 15-month review through 12/31/23.
- **Old Business:**
  - **Memorial Gift Policy revision:** Nancy C says it’s well-developed but not final yet. What to do with dollars that are “in suspense” is still undecided.
  - **Process to pre-approve expenses:** Nothing new. No action.
  - **Building Use Policy revision:** Nancy F has met with Pastor Kris to discuss the draft. When a request is made to use the church building, someone needs to approve that request. It is agreed that this is not for Buildings, Ground & Safety. Finance doesn’t make sense either. But Session is responsible for any liability risk associated with FPC property. Therefore, a solution would be to create a new committee from Session and church officers to review requests. Nancy F to continue working on the draft.

Next Finance Committee meeting – Tuesday, April 9, 7pm via Zoom

Pam closed our meeting with prayer

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## **Adult Spiritual Growth Committee**

March 12, 2024

The group discussed plans for adult Sunday school classes during the summer season, including dates and potential guest preachers. We also brainstormed ideas for educational offerings related to pilgrimage and spirituality, such as a video series, movie night, and book study. The importance of balancing commitments with creativity and community engagement was emphasized. Additionally, the group discussed the possibility of offering a midweek book study or Bible study series, and ways to promote compassionate conversations and spiritual growth within the church. We also talked about organizing a fall retreat focused on civility and compassion and incorporating contemplative practices into Sunday morning education.

### **Action Items**

Write an article about the committee's name change and new mission for the newsletter by April 15th. Jay will do it.

Lead the "Animate: Bible" curriculum on Sunday mornings in the Fall.

Plan a potential one-day retreat followed by successive weekly meetings to introduce the congregation to Pastor Kris' Compassionate Conversations framework, likely on Wednesday evenings in early Fall.

Partner with Frank and his wife next Spring for a Lenten series on compassion practices, potentially involving an opening and closing retreat.

Offer a 2-part "Faith in Film" series on July 31 and August 7.

Offer a 4-part book study on "Poverty in America" on Wednesdays in May (May 1, 8, 15, 22).

Communicate with the Bible Basics group about the May book study plans and scheduling.

Touch base regarding a potential intergenerational trivia night in May.

### **Appendix 3: Deacon Notes, April 2024**

Deacon Minutes April 8, 2024

Attending: Kris Schondelmeyer, Pat Halverson, Connie Connolly, Sarah Soenksen, Amy Saskowski, Bob Lehnher, Paula Hartmann, Colleen Duenas, Julia Meyer, John Gere, Andy Bowles Edwards, Lois Boyer, Phylliss Pecoraro, Glen Roebuck, Katrina Williams, Sherry Williams, Anna Putman, Tom Vaccaro, Terri Sheetz

Farthest Pew training to serve communion to homebound church members will be this spring, Kris will set a date for the training.

Churches United meeting is April 18, 2024, at the Rock Island Baptist Church. Bob will be attending.

Glen will be attending the Bob Davis Outreach Community Health Care meeting on the first Friday in May at 8:30 AM. This may be an opportunity to partner with them at our Caring Closet. Sherry and Sarah will be attending the June meeting.

Andy is lining up the tent and bouncy house for the church picnic.

Juneteenth is being celebrated on June 15<sup>th</sup> this year and Paula is lining up a booth for our flip flop give away.

A motion was made and passed to purchase edging borders for the flower beds on Kirkwood that 1<sup>st</sup> Presbyterian plants and maintains.

Café on Vine is not an actual food pantry and cannot use the items we collect for a food pantry. For now, we are keeping the items at the church and Glen and Kris will talk to Ruth Ann Tobey-Brown to see if this is something that can be a part of the Caring Closet.

John Gere will be following up with Habitat for Humanity to set up work dates for church members.

## **Appendix 4: Updated E-vote Policy, Approved April 15, 2024**

### **First Presbyterian Church, Davenport ELECTRONIC MOTIONS POLICY (E-voting)**

WHEREAS, there are occasions when, to properly perform its duties in a timely manner, the Session, Board of Deacons, or a committee, task force, or commission is called upon to take action prior to the next scheduled meeting of that FPC body; and

WHEREAS, e-mail affords a convenient and timely method of communicating a motion and having the matter considered and voted upon;

THEREFORE, BE IT RESOLVED that First Presbyterian Church hereby amends the Manual of Operations of the First Presbyterian Church, Davenport by inserting the following language.

**Motions by E-mail:** The Session, Board of Deacons, and their committees, sub-committees, task forces, and commissions may take action via motions voted on by e-mail under the following guidelines:

- A. The following persons are authorized to ask members of the group to take action on motions sent by e-mail.
  - a. For Session: The Moderator of Session.
  - b. For Deacons: The Moderator or Vice-Moderator (or one of Co-Moderators) of Deacons.
  - c. For a standing committee, subcommittee, task force or commission: The Chair (or Moderator) or Vice-Chair (or Vice-Moderator) or a Co-Chair or Co-Moderator) of that body.
- B. Normally, a motion will not be sent by e-mail if there is sufficient time to act on it at a regularly scheduled meeting.
- C. Any motion sent via e-mail should be in the formal format of a motion as if it was being presented at a meeting of the group. The e-mail should also include: when voting ends, the number of responses required, and that approval requires a unanimous vote.
- D. Motions sent by e-mail should normally concern business that is routine in nature where the chance of controversy or the need for discussion is small.
- E. If any member of the group feels there should be a face-to-face discussion or judges that action should not be taken on the motion via e-mail motion, the motion will be docketed for a scheduled meeting of the group.
- F. A minimum of 24 hours must be allowed for members of the group to respond with their vote, 48 hours is preferred.
- G. In cases of committee members not having access to e-mail, the group chair (or moderator), vice-chair (or vice-moderator), or a co-chair (or co-moderator), or Clerk of Session will contact those members by telephone.



- H. In the case of a motion not coming from a standing committee of Session, the first person responding to the e-mail vote will “move the motion” and cast their vote. The second person responding to the e-mail vote will “second the motion” and cast their vote. All others will cast their vote.
- I. Motions will be approved if all of the following are true:
  - a) The number of votes cast meet the quorum required for regular meetings.
  - b) The vote is unanimous.
  - c) No concerns are expressed about the motion and no requests for discussion are made.
- J. If the motion fails, it may be placed on the agenda of the next meeting of the body.
- K. The results of all motions acted on via e-mail will be affirmed at the next regular meeting of the group and reported in the subsequent minutes of that meeting.