

Session Meeting
First Presbyterian Church
Davenport, Iowa
May 20, 2024

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, May 20, 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: The Vote*.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 7:04 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 Spiritual Growth</i>	P	Nancy Chapman <i>Finance</i>	E	Rachel Frohlich <i>Worship & Music</i>
P	Nancy Foster <i>Finance</i>	P	Bonnie Johnson <i>Stewardship</i>	P	Denny Jorgenson <i>Congregational Fellowship</i>
P	Bev Koos <i>Worship and Music</i>	A	Nathan Kabel <i>Buildings Grounds & Safety</i>	A	Kathy Knox <i>Christian Ed & Fellowship with Youth</i>
E	Diane Roebuck <i>Christian Ed & Fellowship with Youth</i>	E	Kristine Oswald <i>Worship & Music</i>	P	Diana Miller-Bur <i>Worship & Music</i>
P	Karla Ruitter <i>Buildings 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 Spiritual Growth</i>
P	Jay Williams <i>Adult Spiritual Growth</i>				
P	Mark Jones <i>Co-Clerk of Session, non-voting</i>	P	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	Jim Middleton <i>Director of Office Administration</i>	P	Matthew Bishop <i>Director of Music and Arts</i>

Guests: Deacon Vice-Moderator Colleen Duenas, FPC Staff Members, New member inquirers: Andrew Darland, Sean Jacobsmeier, Dan Darland, and LuAnne Campbell.

On motion and second, the agenda was approved with the addition of a request to reactivate a membership, addition of a motion to approve persons trained to serve communion to the Furthest Pew, and clarification that the Evangelism Policy will be taken up under the Session Committee Reports.

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

Reception of New Members

- Introductions: The following membership inquirers introduced themselves to the Session: Andrew Darland, Dan Darland, Sean Jacobsmeier, and LuAnne Campbell.
- Each spoke to their faith journey and gifts they can share with the church.
- Following an opportunity for questions, **a motion and second** were made to receive Andrew Darland, Dan Darland, Sean Jacobsmeier, and LuAnne Campbell into active membership at FPC. The motion was approved.
- The new members will be presented to the congregation on June 2, 2024.

CONSENT AGENDA

The following items were presented on the Consent Agenda:

- Approve the April 15, 2024 Session Meeting minutes.
- Approve April 2024 Income and Expense Report.
- Approve April 2024 Custodial and Pass-Throughs Report.
- Affirm the following E-vote:
 - Motion: Approve Elders Nancy Chapman, Kirk Christie, and Mark Jones as commissioners to the called meeting of PEIA on May 2, 2024 for the purpose of increasing the credit line for Camp Bear Creek.
 - Voting period: Thursday, April 25, 2024 – Saturday, April 27, 2024
 - Vote: 18 yes votes; 0 no votes

Comments on the Consent Agenda:

Elder Nancy Foster, Finance Committee, provided the following comments on the Income and Expense report for April.

- April was an OK month
- YTD the income is slightly over budget; expenses also slightly over budget
- Reminder that we still have a deficit budget.
- Summary of restricted funds distributed prior to the meeting needs some changes. It will be brought to Session next month

	April 2024		April 2023	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 28,999	\$ 46,214	\$ 49,322	\$ 54,327
Custodial Accounts Income	8,507	-	9,884	-
Compensation Expenses	(50,062)	(53,195)	(57,724)	(61,222)
Non Compensation General Fund Expenses	(21,625)	(24,268)	(18,460)	(21,946)
Custodial Accounts Expenses	(8,507)	-	(9,884)	-
Operating Surplus (Deficit)	(\$42,688)	(\$31,249)	(\$26,862)	(\$28,841)
Birdies Donor Challenge	-	-	-	-
Pandemic Relief Funds	-	-	-	-
Net Surplus (Deficit)	(\$42,688)	(\$31,249)	(\$26,862)	(\$28,841)
	2024 Year-To-Date		2023 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 252,663	\$ 275,918	\$ 287,376	\$ 272,207
Custodial Accounts Income	28,777	-	18,418	-
Compensation Expenses	(211,763)	(221,247)	(232,403)	(239,967)
Non Compensation General Fund Expenses	(73,081)	(88,648)	(69,771)	(79,238)
Custodial Accounts Expenses	(28,777)	-	(18,418)	-
Operating Surplus (Deficit)	(\$32,181)	(\$33,977)	(\$14,798)	(\$46,998)
Birdies Donor Challenge	-	-	-	-
Pandemic Relief Funds	-	-	-	-
Net Surplus (Deficit)	(\$32,181)	(\$33,977)	(\$14,798)	(\$46,998)

All numbers are rounded.

On motion and second, the Consent Agenda was approved.

CLERK'S REPORT

- The May 2024 Clerk's Report documenting membership changes, communion, and other items is appended to these minutes.
- Reminder of the new clerks' e-mail: clerk@fpcdavenport.org.
- Report from the Building Use Commission: The commission approved the use of FPC by the Nova Singers for a concert on April 13, 2025.
- Heritage Center Report: Co-Clerk Mark Jones reported on a recent request to locate information on a baptized member of FPC that served in WWII. The Heritage Center has quite a bit of WWII related material. Several items of interest were found and shared with the family.
- The church received a thank you from the Covenant Network for our hosting of the Covenant Conversation conference on April 27, 2024.
- Report from the commissioners to the called PEIA meeting on May 2, 2024
 - The purpose of the meeting was to extend the line of credit for Camp Bear Creek.
 - The request from Camp Bear Creek was approved.
- **Action items:**
 - **Motion and second** were made to remove a list of names prepared by Co-Clerk Mark Jones from the FPC Baptism Roll. This list is appended to these minutes.
 - Background: These individuals are adults with no local address or known participation at FPC. It has been confirmed that those on this list that were baptized at FPC are on the Baptism Registry.

- Following discussion, **the motion was approved.**
- **Motion and second** were received to approve the Standing Rules for Electronic Meetings. A copy is appended to these minutes.
 - These proposed rules were distributed in April and again prior to this meeting.
 - **The motion was approved.**
- **On motion and second**, Elders Kirk Christie, Vicki Stegall, and Bonnie Johnson were elected as commissioners to the 212th Stated Meeting of PEIA, June 13, 2024, 6PM, on Zoom.
- Information was provided on an informational meeting of the congregation (Congregational Conversation) planned for September 8, 2024 and a planning committee for the meeting to include the Moderator, Co-Clerks, Deacon Moderator, Director of Music, Co-DCEs, and Elder Nancy Chapman.
- **On motion and second**, the Session approved the reactivation to active membership for Julie Darbyshire, at her request.
- **On motion and second**, the Session approved the following persons as trained and able to serve communion as part of the Furthest Pew service to home-bound members: Lois Boyer, Marty Bowles Edwards, Andy Edwards, Karen Moore, Colleen Duenas, Karla Ruiter, Ann Schwister, Karla Jones, Jay Williams, Sherry Williams.

DEACONS' REPORT: Colleen Duenas, Vice-Moderator of Deacons

Deacon Duenas presented the following report from the Deacons:

- Encouraged everyone to read the minutes from the Deacons distributed prior to the meeting.
- Deacons are working on their budget.
- Looking for a way to financially support the Covenant Network of Presbyterians.
- Reviewing with Churches United any liability problems with using Zion Lutheran Church as a meal site when it is not open.
- The Deacons have suspended financial support for ILUGUA as both pastors involved with ILUGUA have been granted asylum in the US. The Deacons are studying other international mission opportunities aligned with Matthew 25.

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.

SESSION COMMITTEE REPORTS

- Written Session committee reports are appended to these minutes.
- The Session Committee Reports were presented. Following discussion, the Session Committee Reports were received as presented.
- Action items from Session Committee
 - CEFY Committee moved the approval of Sarah and Matthew Hennes as congregational members for 2024. The motion was approved.
 - Personnel Committee **moved the approval of the job description** for a Temporary Parttime Assistant to the Pastor/Head of Staff and the hiring of an individual to fill the position for 15 hours per week for up to 10 weeks at \$15 per hour.
 - The job description is appended to these minutes.

- Following discussion, **the motion was approved.**
 - Finance Committee moved to approve savings achieved in the CEFY compensation budget (delay in hiring DCE) to cover the compensation costs for the parttime assistant.
 - Elder Mark Ruebling **moved the approval of the Evangelism Policy for FPC.** A second was received.
 - Background: Discussed in Church Marketing and Growth. The policy is appended to these minutes. The policy clarifies the purpose of the selling of FPC merchandise is evangelism – allowing people to see our church logo and engage in discussion – and is directly connected to our mission.
 - Questions were asked about the source of the merchandise and set-up for sales. The vendor (likely Printify) will be a company that prints logo items on demand. We will not have inventory. The church has control over items that can be sold with our logo. Shipping is directly to the buyer. Links for ordering will be on our website. A bank account will be set up to deal with transactions – securely separate from regular church accounts.
 - Following discussion, **the motion was approved.**
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STAFF REPORTS

Darren Long, Director of Building and Grounds

- Parlor refrigerator died; a replacement will be delivered tomorrow.
- One more tree & stump needs to be removed.
- Estimates have been received on the tuck pointing and the playground.

Pat Halverson, Parish Associate

- Out-of-town recently but has been doing some visiting at Ridgecrest this month.
- Will be on-call when Kris is out-of-town.
- Preaching this summer for most Sundays Kris is gone.

Matt Bishop, Director of Music and Arts

- The last PAS event – Josh Espinosa Trio – went well. The trio enjoyed playing here.
- Assisted with planning for the Covenant Conversation and led the choir in worship.
- On May 12, 2024, the Sanctuary choir premiered a commissioned piece, *Message Out to Sea*, by Saunder Choi.
- Choirs now on summer recess.
- *1776* rehearsals going strong.
- Helping with Compassion Camp.
- FPC will have a booth at QC Pride event May 31-June 1. Matt is requesting volunteers from Session and the choir to join him at the booth.

Jim Middleton, Director of Office Administration

- The network storage device with our archived files was deteriorating. It has been restored.
- Received information regarding a former member, Robert Smith, who recently died. He was at one time a member of the choir and remembers singing in the 1999 PBS special performed at FPC. In an interview during hospice care, he listed singing in the FPC choir

as one of the wonderful things in his life. Jim was able to provide the family a copy of the PBS special for his memorial. His cassette copy was worn out from playing.

- A building use request for a music recital was received in the office and will be considered by the Building Use Commission at a meeting tomorrow.

Kristine Olson, Director of Financial and Business Administration

- The annual Financial Policy and Procedure Review was done last week. This is for the period of October 1, 2022 – December 31, 2023. The report is pending.
- Working on a new on-line giving service to replace our current platform.
- Tammy did the latest payroll. This is part of the design to cross-train in the finance office.
- Requested that early draft budget requests for Deacons and Session Committees be submitted by the end of July. This will assist the 2025 budget planning and the Stewardship Campaign this fall.

Marty Bowles Edwards, Co-Director of Christian Education

- Sunday (yesterday) was a great day with the start of a new nursery staff member, CEFY volunteer appreciation, and confirmation Sunday.
- Getting ready for Compassion Camp, June 10-14.
- Starting to think and plan for the fall programming.

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

- Reviewed the process used to hire Marty Bowles Edwards and Abby Schondelmeyer as Co-Directors of CEFY. Marty and Abby were clearly the most qualified for this position. Shared responsibilities were reviewed with CEFY & Personnel. To minimize appearances of conflict of interest, the Chair of Personnel will lead personnel evaluations for Abby and will approve all credit card uses by Abby.
 - A second person has been hired for the nursery staff. Brings significant experience and academic training. Another nursery staff who previously resigned has decided to remain on the job. The nursery is now fully staffed.
 - Pastor Kris reviewed his summer schedule including vacation, leading the Scotland trip, and CE time. Rev. Pat Halverson will provide most of the pulpit supply with CRE Kris Ward preaching on August 11, 2024.
 - A qualitative analysis of the dreams submitted by Session members at the Session retreat has been completed. Pastor Kris will report those at the June meeting.
 - Pastor Kris outlined his thoughts on the need for investing in our church – both the facility and the church staff. He listed a number of areas where improvements to the building are needed. The last capital campaign was 2005. Kris asked permission from Session to empanel a strategic discernment team to study the need for and the direction of a capital campaign. The campaign would most likely be in 2025.
 - **On motion and second,** the Session gave permission to Pastor Schondelmeyer to create a Strategic Discernment Team, with membership at his discretion, for the purpose of studying the need for a potential capital campaign at FPC and recommend a direction for the campaign.
 - It was announced that the Session would have a retreat on Saturday, September 28, 2024.
 - Kick-off Sunday will be September 8, 2024 and include the Congregational Conversation, an informational meeting of the congregation.
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OTHER BUSINESS – Elder Bev Koos indicated member Gloria Osborne will be moving to Pennsylvania. It was decided to announce a card writing campaign to thank Gloria for her years of service to FPC in many capacities.

Evaluation of the Meeting: Meeting went well and went by quickly. One thought it was still too long.

ADJOURNMENT

The agenda was completed. No new business was brought to the floor. The Moderator closed the meeting with prayer at 8:56 PM.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held June 17, 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 and Marty Bowles-Edwards
Co-Clerks of Session

Appendix 1: Clerk's Report for May 2024

REPORT OF THE CLERK OF SESSION May 2024

I. Membership Changes

Increase in Active Membership

Received into full voting membership, the 2024 Confirmation Class May 19, 2024, as approved at the April 15, 2024 Session Meeting:

By Profession of Faith: David Jacobsmeier, Natalynn Kabel, Aiden Price, and Keian Price.

By Baptism and Profession of Faith: Brady Knox, Zoe McCullum

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Decrease in Active Membership

Deaths

Norma Jean Blake died in Bettendorf, IA on November 19, 2022. She was born April 13, 1928. A service was held at Weerts Funeral Home, Davenport, IA. Interment was at Davenport Memorial Cemetery. She joined FPC in 1982.

Jeanette Green died in Davenport on April 28, 2023. She was born March 2, 1928. No service was announced. Interment was in Union City, PA. She joined FPC in 1991.

Merrill Lorraine "BUD" Soult, born March 7, 1933 died September 24, 2023, in Bettendorf, IA. A graveside service and burial were at Sixteen Cemetery, Thornburg, IA. He joined FPC in 2005.

Sharon Hickenbottom died in Davenport, IA on April 11, 2024. Services were held at Runge Mortuary Chapel on April 16, 2024. She joined FPC in 1956.

II. Communion

Communion was served on April 27, 2024 at the Covenant Conversations Worship service, officiated by Rev. Katie Styrt, Pastor of First Presbyterian Church, Milan, IL and Rev. TJ Remaley, Pastor of Southminster Presbyterian Church, Boise, ID.

- III. **First Presbyterian Church** Davenport hosted a *Covenant Conversation* presented by the Covenant Network of Presbyterians for the Presbytery of East Iowa and the Great Rivers Presbytery, April 27, 2024.

IV. Attendance

Sunday School Attendance April of 2024

April 2023	Nursery	Sunday School All Grades	Kirkwood Choir	Musik- garten*	ACE
2	3	11	18	22	17
9	2	recess	recess	recess	recess
16	2	18	17	21	6
23	1	6	7	16	8
30	1	8	8	8	23
Total	9	43	50	67	54
Weekly avg	2	11	13	17	14
				*Children & Adults	

April 2024	Nursery	Sunday School All Grades	Kirkwood Choir	Musik- garten*	Cherubs	Youth Ministry	ACE
7	3	11	10	4	4	6	12
14	4	Manna 'N More	12	Manna 'N More	4	7	Manna 'N More
21	4	10	11	17	4	6	10
28	2	10	12	12	2	3	18
Total	13	31	45	33	14	22	40
Weekly avg	3	10	12	11	4	6	13
				*Children plus adults			

Appendix 2: Session Committee Reports, May 2024

Session Committee Notes: May 2024



Hospitality and Welcome Committee (HW)

Tuesday, April 23, 2024 7:30 p.m. Zoom

Present: Reverend Kris, Andy Edwards, Dianna Darland, Paula Burnett, Kristine Oswald

1. Review of the Meet and Greet of our five new members this past Sunday. We all agree it went well. We will need a photo of Dan Darland for the Sunday bulletin. When will the five new people will join the church? Pastor Kris said that any Sunday in June would work. We hope to stay away from the 1st Sunday, since we will be doing Communion, and that service runs long. Andy will send out an email asking if June 9th works for everyone?
2. In the new member information, Andy will replace the picture of Kris' old church with a new one of First Presbyterian, Davenport.
3. Pictorial directory: we will be involved in putting this together. The question is: if we are getting a new database company, then we need to go in that direction. The database we have now is "clunky." Pastor Kris thinks a stand-alone digital directory might be the most cost effective, and that would come with a monthly cost. Individuals may be able to update their own photos and change information as needed. Jim Middleton thinks we may be able to get something from the old system, then import it to the new system. We may have to create a searchable field of people who want to opt into the new directory. As they sign up, we can go to their contact information and then populate only those areas. We all like the idea of having an online digital system that can be updated easily. We may also be able to download an ap to our phones. Pastor Kris wants to get Jim, Kristine Olsen, Andy and him together to talk about getting a digital directory in the hands of First Pres members, in the beginning of the program year this Fall.
4. Andy is looking at updating a "Membership Involvement Volunteer Form." It will include all the volunteer opportunities at First Presbyterian Church.
5. We talked about volunteer appreciation, and how it could look to celebrate the volunteers that are working in every committee. (Andy tells us we have plenty of chip clips and pens to give out.)
6. We talked about follow-through with members that joined since the beginning of the year. Deb Bates, Abi and Chris Pitcher, and Eric Scholl and his fiancé, Rebecca, are all showing up most Sundays, and Eric and his fiancé are getting married in the church in October. Andy will check and see if Megan is still interested in becoming active. The Brubaker's are coming, but have not expressed an interest in joining.
7. Paula reported that we are sending notes to everyone who visits.
8. The Welcome Center in the narthex is working well. Andy thinks we may want to make the Prayer Board stand out more. Pastor Kris encouraged us to use the Prayer Board so that others may see that we are using it, and follow suit. We need to make sure everyone (even the choir) has access to prayer cards. Pastor Kris suggested we keep a stack of them at the Welcome Center.

Meeting was adjourned at 8:23 p.m. Next month's meeting will be Tuesday, May 28th at 7:30 p.m



Personnel Committee

Monday May 6, 2024 via ZOOM

Subject: Personnel Committee May 6, 2024 (Zoom)

Present: Dan Breinich (recorder), RuthAnn Tobey-Brown, Dick Koos, Brian Price, and Pastor Kris

Absent: Vicki Stegall (excused)

Meeting opened at 7:03 pm with Devotions from RuthAnn. Only two items discussed during a deliberately shortened meeting: (1) upcoming in-person interviews for an opening in the Childcare department and (2) the need to "lighten the load" on Pastor Kris by providing reliable volunteer support in his office when needed.

The Personnel Committee concluded its meeting at 7:30 pm to immediately join the members of CEFY (Christian Education & Fellowship with Youth) on Zoom.

The sole purpose for this joint-committee meeting was to meet with the newly hired co-Directors of Christian Education (Marty Bowles-Edwards and Abby Schondelmeyer). Although each are hired for only 10 hours per week, they together have to be responsible for the recently Session-approved job description for CE Director. So in the presence of all gathered, the two went through that job description and identified who would take leadership in each category—some would be shared.

The members of Personnel departed the Zoom at 8:33 pm while CEFY continued with their own agenda.



Christian Education and Fellowship with Youth (CEFY)

Monday, May 8, 2024, at 7:30 pm on Zoom

Present: Diane Roebuck, Kathy Knox, Matthew and Sarah Hennes, Theresa Jacobsmeier, and Staff Kathy Middleton, Abby Schondelmeyer, and Marty Bowles Edwards

Welcome to Members of the Personnel Committee: Brian Price, RuthAnn Tobey-Brown, Dan Breinich, and Rev. Dr. Kris Schondelmeyer.

Meeting was opened by Abby with a greeting/Prayer activity.

Welcome to Matthew and Sarah Hennes to serve as Congregation Members of CEFY

7:30-8:33 Joint meeting of Personnel Committee and CEFY for the purpose of reviewing the Director of Christian Education job description and assigning responsibility roles for Abby and Marty as they share this part-time position.

Warning was expressed to honor the part-time nature of this position and work toward dividing duties to accomplish tasks within the average allotment of 20 hours per week.

CEFY meeting continued, beginning at 8:33PM.

Budget: Minimal expenditures over the past month. purchases for Compassion Camp will begin in earnest during the month of May. Budget CC week is \$2,000.

Old Business

- Sunday School:
 - o CEFY Volunteer Appreciation will be May 19, during the Children's Sermon time of the Worship Service. Children and Youth are creating Thank you notes for the Volunteers.
 - o We will be moving to a One Room Schoolhouse Model for Summer beginning June 2.
- Youth Ministry:
 - o May 19 5:00-7:00 Intergenerational Trivia Night / Appreciation of Youth Sponsors and Confirmation Teachers. Are you smarter than the FPC Youth? CEFY will serve a \$5 per person meal to include Pizza, fruits and veggies, chips, cookie, and drink. Terri Sheetz and Matt Bishop are designing and leading the Trivia Game.
- Nursery:
 - o Staff- Two Job interviews are scheduled for a second Nursery Attendant.
 - o Carpets are to be cleaned in the Nursery, MusikGarten Room, and will be requested for the area rug in the Fireplace SS room. Marty will follow up with these requests at the 5/7/24 Staff Meeting.

New Business

- Compassion Camp:
 - o Heat Press purchase was approved for ongoing use. This will allow for creating CC T-Shirts with logos, and have the ability to print on other items in the future.
- Pentecost Offering is designated by the denomination to be a Youth Mission focus with a percentage of the donations to remain with the local congregation for Youth Mission work. It was agreed to hold these funds for scholarships to be awarded at a future Juried Youth Art Show and Competition.
- Summer Sunday School Sign-up sheet will be developed and emailed to SS volunteers.
- Sunday School for Fall
 - o Build relationships between SS participants and Teachers by structuring periodic Sundays with all Teachers present for team building with students.
 - o Youth Sunday School may benefit from a coffee house format and discussion of current events through the lens of our understanding of the Christian Faith. A designated Youth space will be established.
- New Website
 - o Kicking off in August
- Events next year
 - o Focus on Trunk or Treat and Easter Egg hunt activities for intergenerational and neighborhood participation.
 - o Closet clean-up continues with the request to specifically save simple lawn party games for use with young children. Supplies are being sorted and organized with an eye for refreshing and consolidating storage spaces, turning them into usable supply resources.

Next meetings

- June 3
- July 8 (CC debrief)
- August 5

0945 Closed Meeting with Prayer



Finance Committee

April 9, 2024 7pm on Zoom

Tom called the meeting to order at 7:03 p.m. on April 9, 2023. March minutes were approved as corrected. Karen agreed to take notes. All members were present.

Tom thanked Nancy C. for the training session for committee members. She offered to do another session if there is sufficient interest.

February and March financials are ready to send to Session. Thanks in part to the annual distribution from the QC Community Foundation and a special \$10,000 Easter gift March's year to date bottom line is very close to budget.

Wells Fargo will be changing to a different credit card service soon. New Master Cards will be issued to the staff.

At the present time, Mid-American bills are paid by check. The committee decided that in the future this will change to auto pay, providing any bill exceeding \$5000 will be approved by Pam and Karen before the payment is made.

Kristine is still looking for someone to learn a little about the payroll and accounts payable programs. She will email us her goals for the year. The status of catching up on tasks will be completed by May 3.

The committee discussed the funds held by the foundation, who has the authority to spend them and is there a written policy for the disbursement of funds. Tom will work on this.

We also discussed switching our payroll from in-house to a service offered by Bamboo HR, which FPC already uses. Kristine shared the proposal with the committee. We will consider it at our May meeting.

We also talked about the building use policy and who will decide who can use the building. Session was hesitant to accept this responsibility so we propose that the Church officers and Pastor K do it. Tom, Nancy C., Pam and Mark Jones are the Church officers.

At the next congregational meeting Nancy C. will propose that the church treasurer be a voting member of the finance committee and is working on congregational members of the committee.

The committee must approve the contract for the choir trip to Italy before April 22. This will be done by email.

The Procedures review will be May 14-16 and the scope letter has been sent but no response has not yet been received.

No action has been taken on the Memorial Gift policy revision, the process to approve expenses and the building use policy revision.

Tom will not be at the May meeting but will prepare the agenda.

The meeting adjourned with prayer by Pam at 8:35 p.m.

Finance Committee

Sunday April 28, FPC Parlor, 10:45-11:50

Special Meeting Minutes

Prepared by: Edward F. Owens, III

Attendees: Nancy Chapman, Tom Spitzfaden, Pam Paulsen, Chris Pitcher, Edward Owens III

Location: First Presbyterian Church Parlor

Time and Date: 10:45 AM to 11:50 AM, Sunday, April 28, 2024

Notes

- Quorum established with 5 Finance Committee members in attendance.
- Nancy Chapman emailed before the meeting and printed a copy of the 2024 Budget line

items with their descriptions prepared by Kristine Olson. This was a per request from Edward and much appreciated.

- Discussion about the request from the Landscaping Task Force for tree timing and stump grinding.
 - A volunteer from the task force that is not a committee chair, staff person, or Deacon moderator approved a quote of \$2,983.46.
 - An email was sent by Kristine Olson requesting which account we wanted to use to pay this bill.
 - 2 processes that are part of the 2019 and 2022 First Presbyterian Church's Financial Policies and Procedures were not followed:
 - Any contract of \$1,000 or over requires review by the Finance Committee before signing.
 - Disbursement of funds from a Custodial / Restricted Account of \$1,000 or over requires review by the Finance Committee.
 - It was also noted that it is a policy of the church to obtain 2 bids for capital projects. Even though this may not qualify as a capital project (no useful life extension), it is generally a prudent practice to get two quotes before signing a proposal.
 - It was also noted that only Committee Chairs, Staff, and Deacon Moderators can spend church money. The commitment of funds came from a Task Force and not the Building and Grounds committee or Foundation. However, members of both are represented in the Landscaping Task Force.
 - Parallel to this conversation is the work Pastor Kris is doing with the Landscaping Task Force and The Foundation. Pastor Kris is working with these groups to use Foundation funds to pay for the full cost of this landscaping project.
 - It was decided by the Finance Committee that no action was needed in regards to the decision of which fund to use, however, several feedback messages need to be communicated:
 - 1) Kristine Olson should be coached about how to respond to inquiries about spending and account levels. She is empowered to request that all funding decisions follow the established procedures. Nancy will meet with Kristine.
 - 2) Nancy and Kristine to review with the volunteer who signed the quote the established procedures regarding bids, contract size review, and proper request channels.
- Request from Pastor Kris to approve the overbudget expense of \$1600 due to a buyout of some of Darren Long's vacation. The committee members in attendance approved the request unanimously.
 - It was noted that this does not set a precedent for other staff members to request payout of their vacation hours in lieu of payment. Darren's situation was approved by the Personnel Committee and it is outside of the purview of the Finance Committee.
- Compassion Camp:
 - The Finance Committee members have chosen to host the Tuesday lunch during Compassion Camp week, June 11.
 - Sloppy Joes were served last year and there were a lot of leftovers due an overestimation of kids in attendance and the bulk purchases from Sam's Club.
 - This year we hope to get a more accurate number, will consult with the Monday lunch team about their leftovers, and purchase from a non-bulk store depending on the number of people that need to be fed.

- Dietary restrictions will need to be communicated from CEFY before we can figure out an alternate meal.
- The current meal plan is Sloppy Joes with chips and fruit.
- Meeting Adjourned at 11:50 AM.

Additional action items

Nancy Chapman will send the following email:

2022 Financial Policies and Procedures to Finance Committee with references for the 2 items discussed today.



Adult Spiritual Growth Committee

ASGC 04/24 Meeting Summary

Meeting was held on 4/16/24 at 7:00 pm via Zoom. Jed Steckel, Kirk Christie, Harry Hoyt. Terri Sheetz, Jay Williams, and Kris Schondelmeyer attended.

Jay Williams opened with prayer. The following items were discussed:

1. Allowing our committee to become what we hope to see in our church and in the world; a safe place to have hard discussions, recognizing uniqueness & oneness as an important component of ASGC programming/strategies.
2. The state and role of our library, as well as how to include more relevant digital content.
3. Civility Program (3 weeks)
4. Programming services & strategies for next year.
 - a. Bible study with Pastor Kris TBA
 - b. Book study/Run up to Advent TBA.
 - c. Compassion studies.

New Business

1. Book(s) of the Quarter.
2. First Press Article(s).

Jay Williams closed with prayer.



Congregational Fellowship Committee

April 8, 2024 – FPC Parlor 5:00pm

Present: Rebecca Chomycia, Ralph Congdon, Bill Hawthorne, Val Horvat, Marilyn and Denny Jorgenson, Mariann Kabel, Linda Meadors, Jay and Sherry Williams, and Pastor Kris.

- Jay opened the meeting with a prayer.
- Reviewed current CF financial statements. Kristine Olson joined the meeting to explain some new financial reporting changes which have been initiated by Pastor Kris. The changes are being made to streamline reporting and for increased transparency regarding what our events actually cost so that we can budget for them more effectively. A quick summary of the changes being made is as follows:
 - The term “Custodial Account” will be replaced with “Designated Account”.
 - The current balance of \$82.42 designated for the Socializers Group will be rolled into the First Night Out account and the Socializers Group will be removed from the records as it has been disbanded for some time now.
 - Funds used for Carnival Sunday will be reported under the Manna & More account instead of the Travel Fellowship Account.

- All the CF designated accounts (First Night Out, Bix Race Day Fellowship Donations, Manna & More, Travel Fellowship) will be reported as part of the General Budget going forward.
 - The Ministry Department Expenses which were previously part of the CF financials have been moved to the General Budget as they are items used by multiple committees. They will not appear on the CF financial statements in 2025.
- Reviewed the March M&M which was a success.
- Reviewed the menu and logistics for the April M&M. We are serving egg casseroles, pancakes, sausages and fruit. We will serve our “regular” egg casserole recipe, as well as a gluten free/low carb option. Val will make the gluten free casseroles at home and take to the church on Sunday am. Pastor Kris asked that we wait to serve the food until a grace has been said. We will not wait a long time for everyone to be seated but hope that the majority of people attending the breakfast and intergenerational Bingo game will move to Fellowship Hall fairly quickly after the worship service has ended.
 - The “regular” casseroles will be made on Saturday morning. Those who can help put them together should meet at 9:00 am and use the Iowa St. door to enter the church.
- Discussed plans for the May 19 Ice Cream Social we are hosting in lieu of a Manna & More breakfast that day. This will also be Confirmation Sunday. Denny will contact Marty Edwards to verify whether or not CEFY will be serving a cake that morning in addition to our ice cream. This will determine how much ice cream and toppings we should purchase.
- Discussed the plans and logistics for hosting the Covenant Network event on April 27. The event will be held from 10-4 that day. Registration will open at 9:00. CF will be responsible for serving beverages and pastries during the registration period, as well as a box lunch. Denny suggested we follow the menu used for the Presbytery meeting held in March. He will find out more details as to number of attendees and other food/beverage requirements at the next Session meeting. Ralph, Jay, Denny, Marilyn and Val will be available to help on the 27th. If any other CF members can help out, please let Denny know.
- The 2024 Blessing of the Animals Worship Service will be on July 28. We will need to submit a brief announcement to the church office informing the congregation when the service will be and to ask for donations for the Kings Harvest Shelter and submit a building use form so that the Dog House prop can be set up. Rebecca volunteered to take photos of attendees and their pets. We need to see if any letters on the dog house need to be replaced.
- The concept of long-standing committee members rotating off various church committees, as well as the voting rights of committee members, has come up again. Congregational committee members are only supposed to remain on committees for 6 years. The vast majority of our committee members have been on CF for 10, 15+ years, so this presents a bit of a problem. Pastor Kris said that we can all start counting our 6 years beginning this year. The years that committee members are also Session members do not count towards the 6-year limit. Congregational members do not have voting rights if they have been on the committee for more than six years. Since we are all starting our membership longevity this year, everyone on the committee has voting rights now and for the next 6 years.
- The meeting was closed with a prayer from Linda.



Congregational Fellowship Committee

May 13, 2023

Present: Mariann Kabel, Marilyn Jorgenson, Jay & Sherry Williams, Ralph Congdon, Verna Burrichter, Denny Jorgenson, Rev. Kris Schondelmeyer

Denny opened the meeting with prayer.

- Discussed snacks & lunch for the Covenant Network. Six inch subs were popular with make your own salad. Left over sandwiches & salads were taken to Café on Vine.
- Planning for May 19th Ice Cream Social and cake reception for Confirmation continued. CEFY will have 2 half sheet cakes (chocolate & vanilla) which they will serve. Those helping from our committee should arrive about 9AM on Sunday: Ralph, Verna, Val, Jay, Marilyn & Denny
- July 27 – Bix Race Concession 7am-11am BUF-Marilyn, Marilyn & Deny will order and pick up pastries, purchase water and juice. Jay, Sherry & Verna will man the table.
- July 28- Blessing of the Animals service – outside church Rebecca-photos, Val-articles for the Bulletin & e-news, Marilyn-BUF, Denny will repair letters on the dog house if needed.
- Sunday, August 4- Bix Jazz Service. Voted to purchase cookies from Sam's for the reception. Per Kris, the Historical group will not be setting up a Bix display in Fellowship Hall since Mark Jones is currently the lone member of that group.
- Voted to dispense with a June CF Committee meeting but will meet July 8th. On September 9, as has been our custom, we will gather at Marie Frasier's bench at Vander Veer Park for our regular CF meeting. Pizza & beverages will be enjoyed.
- October 13 will be our first fall Manna & More. Menu planning will follow. The Deacons will be hosting their picnic to kick off Fall activities in September.
- The Homecoming lunch to honor members 75+ will take place October 20. (not CF's responsibility)
- The Scottish Communion Service will be October 27th. CF will host a shortbread reception.

Denny concluded our meeting with prayer.

Appendix 3: Deacon Notes, May 2024

Deacon Minutes

May 13, 2024

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

As part of the Matthew 25 initiative three deacons will be presenting an overview of the three intersectional of M25

- In June Julia presents Climate Change.
- In August Colleen presents Gender Justice and Heteropatriarchy.
- In September Amy presents Militarism.

As part of member care Colleen will be compiling a list of homebound members and Andy is working with Jim Middleton on a poster of all Deacons and Elders for the church.

Sarah, Sherry and Glen will continue to attend the Community Health Care meetings. This first meeting was an excellent opportunity to present the Caring Closet mission to other area service providers, and connect with other resources to support our Caring Closet participants.

Thursday June 13 the Deacons will be serving lunch at Compassion Camp. Volunteers include John, Glen, Tom, Pat, Bob and Terri from 10:30 to 1.

A motion was made and passed to use a portion of the Pentecost offering to support a CEFY juried art show next fall or winter.

The church will have a booth at the Juneteenth Celebration at Le Claire park from 11-4. Volunteering to help are Katrina, Kris and Terri.

There are two dates set for Habitat for Humanity: June 19 and June 22. Participants may sign up for ½ day or a full day commitment.

A motion was made and passed to suspend funding to ILUGUA since both the pastors who were our points of contact are now in the Quad Cities. Craig Foster was consulted prior to this coming to the Board of Deacons, and he is in support of this change.

Anna is looking into setting up the next Kids Against Hunger event on November 9th.

Appendix 4: Standing Rules for Electronic Meeting, Approved May 20, 2024

Standing Rules for Conducting Electronic Meetings First Presbyterian Church, Davenport, IA Approved by Session, May 20, 2024

I. Permission for Electronic Meetings

- a. Permission to conduct Congregational meetings, Session meetings and Board of Deacon meetings is given in the By-Laws of First Presbyterian Church, Davenport in Article III, Section 3, Article IVA, Section 4, and Article 4B, Section 4, respectively. The permission is also given to committees and task forces of Session and the Board of Deacons.
- b. An electronic meeting may include a meeting with one or more individuals joining electronically to an otherwise in-person meeting.
- c. Any electronic mechanism for attending a meeting is acceptable if it allows all persons to hear and be heard.

II. Notice for an Electronic Meeting

- a. Notice of an electronic meeting and log-in information should be provided more than 24 hours prior to the meeting, if possible.
- b. For a meeting that does not allow a 24-hour notice, the log-in information should be provided at the time of the meeting notice.

III. Joining a meeting electronically

- a. Members of the body are responsible for providing their own devices for joining an electronic meeting.
- b. Each member is responsible for his or her electronic connection to the meeting. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- c. Log-in should be provided at least 10 minutes prior to the start of the meeting.

IV. Signing into a meeting

- a. To be considered "present" for a quorum, anyone joining a meeting electronically must be able to hear the proceedings and be heard by others present.
- b. Persons signing in to an electronic meeting should identify themselves.
 - i. If the electronic log-in includes video, the person should ensure their name is the label shown in their video window.
 - ii. If video is not available, the person signing in should announce their name to the moderator of the meeting, while not interrupting a speaker.
- c. Members should maintain audio throughout the meeting or until their departure.
- d. Members leaving the meeting should indicate their departure verbally (while not interrupting a speaker) or by an electronic message, such as in a "chat."

V. Obtaining the floor

- a. To request the floor, a member should raise their physical hand in their video window or raise an electronic hand. Only if these methods fail to be addressed by the Moderator should the member unmute and request the floor verbally.

- b. Requests can be made to the Moderator to share screen, if appropriate to share a document to all present.

VI. Voting

- a. Voting will be conducted in a manner directed by the Moderator, which may include:
 - i. A request to unmute followed by a voice vote.
 - ii. Raising a physical hand in the video window.
 - iii. Using a designated electronic symbol (ie. thumbs up or checkmark).
 - iv. A roll call vote.
- b. If a ballot vote must be conducted, voting may include the use of electronic polls.

VII. Electronic meetings can be recorded. Persons joining the meeting should be notified of the recording. Recordings will be stopped if the body enters an executive session. In general, the recordings will be maintained until the minutes of that meeting are approved. They can then be deleted.

VIII. Guests may join FPC meetings electronically. They should identify themselves to the Moderator whether joining on their own device or sharing a device with a member. Guests may speak at the meeting if the body, by motion and vote, grants them “voice.” Guests cannot vote on any matter.

IX. Meeting etiquette

- a. Members and guests should remain muted when not speaking.
- b. The electronic chat can be used to share appropriate information for the benefit of the meeting, but should not be used for side conversations or personal business.
- c. Avoid interrupting a speaker. Request the floor as indicated in the rules.
- d. The chair may cause or direct the disconnection or muting of a member or guest if they are causing undue interference with the meeting.

Appendix 5: Names of individuals removed from the Baptism Roll, approved, May 20, 2024

<u>Adult Children of Inactive Members</u>	<u>Age</u>	<u>Parents</u>	<u>Inactive since</u>	<u>Parent's listed address</u>
Baker, Carolyn Rose	28	Dale and Deanne Baker	never members	None (Green Bay?)
Borland, Sara Ann	43	Forest and Cynthia Borland	2012	No current address
Bral, Samantha Renae	26	Wm & Susan Bral	2012	no address
Bransen, Grace Kristen	26	Bradey & Susan Bransen	2012	California
Cerda, Benjamin Elias	32	Carlos and Sharrell Cerda	2012	no address
Cerda, Philip Kain	35	Carlos and Sharrell Cerda	2012	no address
Clark, Jenna Suzanne	30	Jack & Gayle Clark	2012	Prospect, KY
Cole, Michelle Marie	22	Thomas & Lynda Cole	2012	None
Diamond, Benjamin Allen	25	Nicholas & Christine Diamond	2012	Florida
Drent, Madison Lee	23	Dean & Bethany Drent	2012	Lakeville, MN
Drent, Payton Marie	21	Dean & Bethany Drent	2012	Lakeville, MN
Duffield, Brock Barker	23	Chad & Jamie Duffield	never members	
Duffield, Jack Julius	18	Chad & Jamie Duffield	never members	
Duffield, Lillian Lyn	21	Chad & Jamie Duffield	never members	
Duffield, Peter Alan	20	Chad & Jamie Duffield	never members	
Earp, Owen Wyatt	18	James & Julie Earp	2012	Lakeville, MN
Francois, Porter Thomas	18	Valerie & Christopher	not members	Ames
Geurink, Hannah Elisabeth	27	Melissa Ann Smith	2011	Belleville, IL
Hayes, Samuel Miller	31	John Arthur & Lynn Marie Stock (Hayes)	2017	Webster Groves, MO
Hilbrant, Raegan Paige	22	Jody & Randy Hilbrant	2012	Lake of the Hills, IL
Holmes, Blake Daniel	23	Daniel & Helen Holmes	2012	St. Paul, MN
Holmes, Emma Kathleen	21	Daniel & Helen Holmes	2012	St. Paul, MN
Howell, Jacqueline Christine	32	Susan Howell	2011	Urbandale, IA
Howell, Nicholas John	26	Susan Howell	2011	Urbandale, IA
Hughes, Ethan Truesdale	21	?	non members	Chicago
Hughes, Trevor Frederick	23	?	non members	Chicago
Hutchinson, Callen Melissa	30	Eron and Robin Hutchinson	2011	no contact info
Hutchison, Seth	26	Eron and Robin Hutchinson	2011	no contact info
Jones, Frederic Thomas	23	Rebecca & Thomas Jones	2012	Mead, CO
Jones, Raechel Rebecca	26	Rebecca & Thomas Jones	2012	Mead, CO
Jones, Sophie Lyn	22	Rebecca & Thomas Jones	2012	Mead, CO
Lowry, Angellette Elizabeth	33	Michael & Sonja Lowry	2011	no contact info
Lowry, Nicholas Samuel	35	Michael & Sonja Lowry	2011	no contact info
Nelson, Jacob Thomas	21	Jeffrey & Rhonda Nelson	never members	
Nelson, Lauren Carroll	23	Robert & Erin Nelson	2011	Newton, IA
Peters, Mike Joseph	48	Self (wife is Jennifer)	2019	Cedar Falls
Pierson, Emerald Cathleen	21	Rebecca Darland & Charles Pierson	2017	
Richard, Jennefer Beth	42	Self	Never member?	
Richard, Payton Jake	23	Jennefer Richard	Never member?	
Richard, Ryan Matthew	41	Holly Beth Richard	2017	Village of Lakewood, IL
Schalk, Jay	40	Stephen & Cynthia Schalk	2011	Florida
Schneider, Ryan J	36	Gordon & Julie Schneider	2008	?
Schneider, Scott William	38	Gordon & Julie Schneider	2008	?
Schneider, Koy	25	Gordon & Julie Schneider	2008	?
Shoop, Aryana Marie	19	?	never members	last Dav address invalid
Sones, Brittany Ann	35	Carroll & Kathleen	2012	no contact info
Souhrada, Abigail Esther	30	Douglas & Elizabeth Souhrada	2012	Cranberry, PA
Souhrada, Alexandra Elizabeth	31	Douglas & Elizabeth Souhrada	2012	Cranberry, PA
Souhrada, Allison Emily	28	Douglas & Elizabeth Souhrada	2012	Cranberry, PA
Stearns, Ashlee Elizabeth (Braun)	28	Brian Stearns & Michelle Braun	2001	Pekin, IL
Strand, Maizey	21	Cary & Bridget Myer	2012	Maquoketa, IA
Woods, Jesse Dustin	27	Lynn & Julie Woods	2011	no contact info
York, Jr. Jason Lee	19	Charles & Deborah York	2017	no contact info

Appendix 6: Evangelism Policy, Approved May 20, 2024

Evangelism Policy for Selling Church Merchandise

First Presbyterian Church of Davenport

The official logos of First Presbyterian Church (FPC) act as guiding lights, providing wisdom and direction for all aspects of our ministry, including the officially sponsored church merchandise. Merchandise (merch) with the church logo may be sold so that members and friends of FPC can help evangelize, which simply means to share the good news of God's work through FPC. The selling of merchandise may also have the added blessing of raising funds for our ministry, but the primary purpose is for members and friends of FPC to show their love of the church and to share God's love with others.

1. REFLECTING OUR VALUES:

Every piece of church merch reflects the core values and beliefs of our congregation. Whether the merch simply has our logo on it, or accompanied by a simple slogan, statement, or phrase, each item shall convey our values inherent in our vision statement.

2. SUPPORTING OUR MINISTRY WITH CHURCH MERCH

The proceeds from church merch will normally support the mission and ministry of our church through our general budget. With Session approval, specific requests can be made to support designated ministry initiatives through selling specific items for a designated period of time. Any platform used for selling church merch shall be approved by the Church Marketing and Growth Committee in consultation with the Finance Committee.

3. IMPACT BEYOND THE WALLS

It cannot be overemphasized that our church merch will extend the impact of our ministry beyond the church walls. Church merch can serve as a conversation starter and an opportunity to share our church's vision with others in the community. Members should wear or share church merch with pride for all that God is doing through FPC.

4. CONSISTENCY IN MESSAGE

The Pastor/Head of Staff and the Director of Music and Arts will ensure consistency in the messaging and branding of all church merch, in consultation with the Church Marketing and Growth Committee. Other individuals/committees may request specific church merch designs. However, as the selling of church merch is for the primary purpose of evangelism (a theological messaging endeavor), the Pastor/Head of Staff shall have veto authority for any church merch designs to ensure they are consistent with the inclusive theology of the church. This not only reinforces our vision but also makes our merchandise instantly recognizable as a representation of our church in the community.

5. MARKUP TO SUPPORT CHURCH MINISTRY

FPC will assess a 50% markup for all items, which amounts to a profit margin of just over 33%. This is less than the typical markup assessed by many retail vendors.

Appendix 7: Job Description, Part-time Temporary Assistant to the Head of Staff

FIRST PRESBYTERIAN CHURCH
1702 IOWA ST.
DAVENPORT IA 52803

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

FSLA Classification: Part-time, Temporary

Hours: 15 hrs./week for up to 10 weeks (May 2024 - August 2024)

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 during their term of service. Day-to-day responsibilities may include managing the Pastor's schedule and correspondence, coordinating Church meetings that need the Pastor's attention, assisting with 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.
- 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.
- 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 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.
- i. Support church staff and committees as requested by the Pastor/Head of Staff.
- j. Answer questions pertaining to church events and activities.
- k. Directs public or congregational members to appropriate personnel as appropriate to guard the Pastor/Head of Staff's time.

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 Google Calendar; Outlook; Church Windows; Microsoft Office: Word, Publisher, Excel; social media platforms; Mailchimp; Zoom; Mail Merge.
- 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 May 20, 2024