

Session Meeting
First Presbyterian Church
Davenport, Iowa
June 17, 2024

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, June 17, 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 the final episode of *Chuck Knows Church: Resurrection*.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 7:05 PM and opened with prayer. A quorum was present. A Land Acknowledgement was read.

	Class of 2024		Class of 2025		Class of 2025
E	Paula Burnett <i>Hospitality & Welcoming</i>	P	Dan Breinich <i>Personnel</i>	E	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>
E	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>	P	Nathan Kabel <i>Buildings Grounds & Safety</i>	P	Kathy Knox <i>Christian Ed & Fellowship with Youth</i>
P	Diane Roebuck <i>Christian Ed & Fellowship with Youth</i>	P	Kristine Oswald <i>Worship & Music</i>	P	Diana Miller-Bur <i>Worship & Music</i>
P	Karla Ruitter <i>Buildings Grounds & Safety</i>	E	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>
E	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>	E	Matthew Bishop <i>Director of Music and Arts</i>

Guests: FPC Staff Members, Deacon Moderator Glen Roebuck.

On motion and second, the agenda was approved with the addition of the 1st Quarter Restricted Funds report to the Consent Agenda.

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

CONSENT AGENDA

The following items were presented on the Consent Agenda:

- Approve the May 20, 2024 Session Meeting minutes.
- Approve May 2024 Income and Expense Report.
- Approve May 2024 Custodial and Pass-Throughs Report.
- Quarter 1 2024 Restricted Funds Report
- Affirm the action of the Building Use Commission to approve the request by Noah Droessler to use the sanctuary for a bassoon recital on Tuesday, June 18, 2024, 4:30-6:30 PM.

Comments on the Consent Agenda:

Elder Nancy Chapman, Finance Committee, provided the following comments on the Income and Expense report for May and the Restricted Funds report.

- May income was below budget by about \$11K and expenses were also below budget.
- YTD doing better than budget; income is lower than budget but so are expenses.
- Still projecting a deficit budget.
- To-date, Birdies for Charity reports \$65K in donations designated for FPC.
- Restricted funds report: Restrictions on 3 funds have been removed by action of Session and congregation this past year. Those monies are now expendable. The report still shows expendable and nonexpendable. This is due to a delay in completing the necessary paperwork. Restricted funds include \$350K expendable funds.

	May 2024		May 2023	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 35,836	\$ 47,024	\$ 36,316	\$ 48,927
Custodial Accounts Income	3,182	-	5,740	-
Compensation Expenses	(50,754)	(51,671)	(54,418)	(59,698)
Non Compensation General Fund Expenses	(19,177)	(20,538)	(16,134)	(17,881)
Custodial Accounts Expenses	(3,182)	-	(5,740)	-
Operating Surplus (Deficit)	(\$34,095)	(\$25,185)	(\$34,236)	(\$28,652)
Birdies Donor Challenge	-	-	-	-
Pandemic Relief Funds	-	-	-	-
Net Surplus (Deficit)	(\$34,095)	(\$25,185)	(\$34,236)	(\$28,652)
	2024 Year-To-Date		2023 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 288,498	\$ 311,942	\$ 323,692	\$ 321,134
Custodial Accounts Income	\$ 31,960	-	24,158	-
Compensation Expenses	\$ (262,518)	(272,918)	(286,823)	(299,699)
Non Compensation General Fund Expenses	\$ (92,255)	(109,186)	(85,903)	(97,119)
Custodial Accounts Expenses	(31,960)	-	(24,158)	-
Operating Surplus (Deficit)	(\$66,275)	(\$70,162)	(\$49,034)	(\$75,684)
Birdies Donor Challenge	-	-	-	-
Pandemic Relief Funds	-	-	-	-
Net Surplus (Deficit)	(\$66,275)	(\$70,162)	(\$49,034)	(\$75,684)

All numbers are rounded.

On motion and second, the Consent Agenda was approved.

CLERK'S REPORT

- The June 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: A Building Use Fees schedule was approved. A copy is appended to these minutes. Pastor Schondelmeyer reviewed the fees, entertained discussion, and answered questions. A couple of suggestions were made that will be incorporated: rename to make it clear that this is for non-church functions; match the member reservation deposit with the one-hour custodial fee (\$25).
- The Building Use Commission asked for input on whether the Session would like to retain the responsibility for approving use of the church for weddings (traditionally a Session action) or allow the Building Use Commission to act of these requests.
 - Discussion: Consensus is that the Building Use Commission may act on wedding requests.
- Report from the commissioners to the PEIA stated meeting on June, 2024.
 - Action taken on sale of church property
 - RuthAnn Tobey-Brown was approved as a member to serve on the PEIA Committee on the Preparation for Ministry.
 - Through the work of the Peacemaking Task Force, PEIA will be hosting Peter Yien from South Sudan, October 3-7.
- **Action items:**
 - Consider a motion 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 limited contact information and no known participation with FPC. It has been confirmed that those on this list that were baptized at FPC are on the Baptism Registry.
 - Consider a motion to reactivate the membership for Pat Umland and Cherri Umland-Burns, per their request.

Following discussion of the Clerk's Report and Action Items, **a motion and second** were made to receive the Clerk's Report, receive the report from the PEIA commissioners, approve the changes in the baptism roll and reactivate the membership of Pat Umland and Cherri Umland-Burns. **The motion was approved.**

DEACONS' REPORT: Glen Roebuck, Moderator of Deacons

Moderator Roebuck presented the following report from the Deacons:

- Deacons held a discussion at their last meeting on the connection between Matthew 25 initiative and climate change.
- Participated in the QC Juneteenth celebration. Happy with how that went.
- Prepared a draft budget for 2025.
- Partnerships developing between community agencies and the Caring Closet.
- Looking into working with Sudlow Intermediate School this fall. One issue that was brought to the Deacons' attention is significant homelessness among students. Watching this issue to see if there are roles the church might serve.
- Working on succession plan as key members will be leaving Deacons in December.
- Kids-Against-Hunger will be November 7.
- Homecoming is planned for October 21.

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

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

SESSION COMMITTEE REPORTS

- Written Session committee reports are appended to these minutes.
 - The Session Committee Reports were presented.
 - Discussion: Elder Chapman, on behalf of the Finance Committee, made comments related to a 2024 budget item: The line item is labeled "Grants from restricted funds." These funds were not designated for any particular use. This is a reminder that any one on Session can recommend how these funds might be used.
 - Following discussion, the Session Committee Reports were received as presented.
 - Action items from Session Committee
 - A motion and second were received to affirm the decision to engage professional services for remediation of water leakage which occurred this past weekend and to give permission of the Finance Committee to work with our insurance company, if necessary.
 - Background: A 3rd floor toilet seal broke allowing continuous running of the toilet starting either Friday or Saturday. The 3rd floor bathroom was flooded. Damage occurred on the 2nd floor and ground floor beneath the bathroom. Service Pro was engaged for immediate abatement. The church has a \$10K deductible which applies in this case.
 - Following discussion, **the motion was approved.**
 - Any decision on repairs will await further clarification on what work needs to be done.
 - Buildings Grounds & Safety committee has identified tuck-pointing (CE building) and stone sealing needs (Sanctuary building). Bids have been received. The Finance Committee was asked to look into funding the work. The Finance Committee has submitted a number of questions for Session to consider.
 - Discussion followed. The issues to balance are the relatively immediate need of the tuck pointing, the high cost, and the longer-term vision of the church and its buildings.
 - No motions were considered.
 - A motion from the Buildings Grounds and Safety Committee and Finance Committee was presented to approve expenditure for an outdoor playground project.
 - Background: A RFCE (Request for Capital Expenditure) form and an explanation of the project was distributed prior to the meeting. Copies can be found in the appendix to the bound records for 2024.
 - Discussion: A donation for \$14,000 has been received for the project. Cost estimations exceed the \$14,000 by \$909.92. This overage will be paid for from the building equipment budget. Additional costs for concrete removal are not known. The source to pay for that is unknown. A scout is doing some of the playground work as part of his Eagle Scout project.
 - Following discussion, **the motion was approved.**
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STAFF REPORTS

Darren Long, Director of Building and Grounds

- Nothing more than has been discussed elsewhere in the meeting.

Pat Halverson, Parish Associate

- Volunteering in Caring Closet
- Preaching in July, August & September

Matt Bishop, Director of Music and Arts (via Elder Oswald)

- Time and effort right now directed toward 1776.
- Thanks to choir members who helped with the booth at Pride Fest.
- Worked at Compassion Camp.
- Planning for the fall.
- Working on the Italy trip in 2025.
- PAS season reveal is July 25th at Grape Life.

Jim Middleton, Director of Office Administration

- Had a power supply issue for a while today. Everything up and running in an hour.

Kristine Olson, Director of Financial and Business Administration

- Request made for 2025 budget drafts from Session committees.
- Re: Custodial reports – there are over 50 funds; would committees consider consolidation and/or changing descriptions to reduce the number of funds and simplify reporting. Ask Kristine or Finance Committee for help, if interested.
- An initial draft of the Policy & Procedure review will be available from the auditors later this week. It will be reviewed by then Finance Committee and then shared with Session.

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

- Meeting with 2 couples planning weddings in October.
 - Laney is working well as Administrative Assistant; has been a blessing.
 - Helped with Compassion Camp.
 - Shared a qualitative analysis of the dreams submitted at the Session retreat early this year. A copy of the report will be distributed to the elders. This report will be taken up again at the fall retreat.
 - Sexual abuse training is planned on August 24, 2024 for CEFY staff and volunteers. The PC(USA) Book of Order now indicates that church leaders are to receive boundary training which includes the topic of sexual misconduct, and child sexual abuse prevention training. Therefore, Session members are also invited to this August training. Other opportunities for this training will be scheduled.
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OTHER BUSINESS

On motion and second, the following motion was presented: That First Presbyterian Church form a task force to address the following:

1. How can the church most effectively use land under church and/or Foundation ownership to support the construction of a 21st century education center on the church campus; and
2. Develop a process to identify a partner to lead early education operations, and initiate the selection process.

Background was presented by Diane and Glen Roebuck:

- Information was presented that outlined the need for additional child care/preschool options, particularly in central Davenport. The benefits of early childhood education were outlined.
- The proposal is that the church be a partner in the development of an early education center but neither own it nor operate it. The vision aligns with the Matthew 25 initiative.
- The vision is that this will be supported by private and public funding but not be part of the church's financial responsibility.

Following discussion, **the motion passed.**

The members of the task force will be presented to Session for approval once all have agreed to serve.

ADJOURNMENT

The agenda was completed. No new business was brought to the floor. The Moderator closed the meeting with prayer at 9:35 PM.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held August 5, 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 June 2024

I. Membership Changes

Increase in Active Membership

Session received the following new members on May 20, 2024

- Andrew Darland, Profession of Faith
- Dan Darland, Reaffirmation of Faith
- Sean Jacobsmeier, Reaffirmation of Faith
- LuAnn Campbell, Reaffirmation of Faith
- Julia Darbyshire, Reactivation to Active Roll

II. Death of former member

Robert Walston Smith died on May 4, 2024. Services were held on May 26, 2024 at Bettendorf Presbyterian Church.

III. Communion

Communion was served on June 2, 2024 in the Worship service, officiated by Rev. Dr, Kristopher Schondelmeyer.

IV. **The following persons completed training to serve communion to the FPC Furthest Pew. Training was provided by Rev. Dr. Kristopher Schondelmeyer on May 19, 2024. Their service was affirmed by Session on May 20, 2024.**

- Lois Boyer
- Marty Bowles Edwards
- Andy Edwards
- Karen Moore
- Colleen Duenas
- Karla Ruiter
- Ann Schwister
- Karla Jones
- Jay Williams
- Sherry Williams.

V. Attendance

Sunday School Attendance May of 2024

May 2023	Nursery	Sunday School All Grades	Kirkwood Choir	Musik-garten*	ACE
7	3	10	13	23	10
14	5	recess	15#	18	9
21	4	recess	recess	4	9
28	3	recess	recess	18	recess
Total	15	10	28	63	28
Weekly avg	4	10	14	21	9
		# sang in worship	*Children & Adults		

May 2024	Nursery	Sunday School All Grades	Kirkwood Choir	Musik-garten*	Cherubs	Youth Ministry	ACE
5	4	11	Recess	3	Recess	5	12
12	5	10**	for	0	for	Mother's Day	Manna 'N More
19	3	12**	summer	recess	summer	Trivia Night	Recess
26	2	7**		recess		Recess	Recess
Total	14	40		3		5	12
Weekly avg	4	10		2		5	12
** Playground only				*Children plus adults			

Worship Attendance April of 2023 and April of 2024

April 2023		Cong. Count	Choir & Clergy	Totals	April 2024		Cong. Count	Choir & Clergy	Totals
Palm Sun	9:30 AM	138	63	201		9:30 AM	118	9	127
	On-line Views	77		77		On-line Views			55
2	Total			278	7	Total			182
Easter	9:30 AM	241	42	283		9:30 AM	109	23	132
	On-line Views	66		66		On-line Views			32
9	Total			349	14	Total			164
	9:30 AM	151	3	154		9:30 AM	107	39	146
	On-line Views	52		52		On-line Views			39
16	Total			206	21	Total			185
	9:30 AM	109	6	115		9:30 AM	103	34	137
	On-line views	60		60		On-line Views			46
23	Total			175	28	Total			183
	9:30 AM	90	38	128	Monthly Totals				714
	On-line Views	43		43					Weekly Average
30	Total			171	On-line views are based on livestream views and other views 2 weeks after the last service date. Weekly average is figured on the sanctuary attendance plus views on Facebook and Vimeo. Monthly				
Monthly Totals*				1179					
Weekly Average*				235					
Maundy Thursday		53	19	72					
	On line Views	45		45					
6	Total			117					
	Good Friday	95	65	160					
	On line Views								
7	Total			160					
Installation	Rev. Dr.	100	75	175					
Shondelmeyer		60		60					
22	Total			235					

On-line views are based on livestream views and other views within 2-6 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 2 weeks after the last service date. Weekly average is figured on the sanctuary attendance plus views on Facebook and Vimeo. Monthly

Worship Attendance May of 2023 and May of 2024

May 2023	Cong. Count	Choir & Clegy	Totals
9:30 AM	102	46	148
On-line Views	69		69
7 Total			217

9:30 AM	149	21	170
On-line Views	61		61
14 Total			231

9:30 AM	122	3	125
On-line Views	45		45
21 Total			170

9:30 AM	155	5	160
On-line Views	56		56
28 Total			216

Monthly Totals 834
Weekly Average 208

Video counts are based on views 2 weeks after the last service of the month. Weekly average is figured on the in-person attendance plus watches on Vimeo and Facebook.

May 2024	Cong. Count	Choir & Clegy	Totals
9:30 AM	105	28	133
On-line Views			44
5 Total			177

9:30 AM	114	42	156
On-line Views			44
12 Total			200

9:30 AM	131	6	137
On-line Views			39
19 Total			176

9:30 AM	92	5	97
On-line Views			44
26 Total			141

Monthly Totals 694
Weekly Average 173

Video counts are based on views 2 weeks after the last service of the month. Weekly average is figured on the in-person attendance plus watches on Vimeo and Facebook.

Appendix 2: Session Committee Reports, June 2024



Buildings and Grounds Committee

May 6th, 2024 5:30 PM

Present: Andy Bowles-Edwards, Matt Kabel, Nathan Kabel, Darren Long

1. Spring grounds clean up. Thanks to troop 7 & 1107 for their help. Small trees and overgrown bushes were removed. 50 bags of mulch were spread. An additional 280 bags were donated by Andy Bowles-Edwards and also spread by him and Marty.
2. Stumps that were left were ground out and the trees along Kirkwood Blvd were pruned to remove the dead wood. The Foundation paid for this.
3. The bids for the tuck pointing are in.
4. Discussed the playground project—a \$14,000 donation has been secured to buy the new equipment. The Eagle Scout project must be completed by July 1st.

Respectfully submitted,
Matt Kabel Co-chair

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June 3, 2024 in the Parlor 5:30 PM

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

1. Reviewed and discussed briefly the previous year's budgets. All members to come up with a budget plan and we will discuss in more detail during the next meeting. Finance needs a complete budget by the end of July.
  2. We looked over the 3 different bids for tuck pointing received from E & H Restoration, Otto Baum Company Inc, and TnT Tuck-pointing and Building Restoration, LLC. Our homework for this next month is to review and compare in-depth so we can make our proposal to session. This is a top priority and needs to be done sooner rather than later.
  3. A list of several updates for all areas of the church, buildings, and grounds was compiled as we continue to move forward on our discussion and plans for the 125th year anniversary of the church and our "capital campaign."
- I have one addition for June meeting:
4. We will be providing lunch at Compassion Camp on Wednesday June 12th.

Respectfully submitted,  
Karla Ruiter Co-chair



### **Personnel Committee**

6-3-2024 via ZOOM

Present: Pastor Kris, RuthAnn Tobey-Brown, Dan Breinich (notetaker), Vicki Stegall, Kristine Olson (Director of Finance) and Nancy Chapman (Finance Committee)

Absent: Dick Koos and Brian Price

Pastor Kris notified the committee that he had received a letter of resignation from Nursery Caregiver **Ruth Yarian** effective immediately. He requested that Kristine Olson put out a search for replacement applications.

Pastor Kris notified all that **Laney Dunker** (Temporary Administrative Assistant to the Pastor/Head of Staff) started on May 28, 2024. She will be available for 10 weeks for up to 15 hours per week. Her first week of work has been a huge help to Pastor Kris. During his summer absence (vacation) Laney will be monitoring Pastor Kris' emails, etc. and keeping him informed and keep necessary correspondence flowing.

Part-time custodian (**Olivia Orabutt**) is a full-time college student and is gone from the Quad Cities for the summer. That position will not be refilled and likely eliminated. The "cleaning void" caused by her absence will need to be filled with extra effort from remaining staff (Darren Long and Chad Dean) *AND* from congregant members setting up/cleaning up used spaces. And creative non-paid custodial production will have to be explored (volunteers ??).

A major portion of the agenda focused on a new Federal Government rule change from the Department of Labor that goes into effect July 1, 2024. Essentially it impacts three current employees (Darren Long, Jim Middleton, and Kristine Olson), Exempt vs. Non-exempt employees with regard to overtime pay, and how job descriptions' duties can be considered as having "ministerial exemptions" from the new rule.

Board of Pensions changes are upcoming for ordained staff (Pastor Kris). To keep his benefits to the level of his January 2023 "Call", it will impact our budget by \$3,380.

The savings of expenses by the summer/permanent loss of the part-time custodian could be a funding source for continuation of the "Temporary Administrative Assistant"; that would allow for continued administrative support for Pastor Kris and the removal from Jim Middleton's long list of time-consuming tasks: updating to the FPC website (currently woefully outdated), weekly e-news, and other electronic communications. This topic will require Pastor Kris to generate a complete recommended staffing model and more Personnel/Finance discussions. That work is in progress.

The meeting was closed with prayer by Dan at 8:47 pm.



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

June 3, 2024 on Zoom

Present: Diane Roebuck, Kathy Knox, Kathy Middleton, Abby Schondelmeyer, Marty Bowles Edwards,

The committee began the meeting with a prayer.

The first item on the agenda was a discussion of the budget for next year. As part of the discussion, we looked at the spending for the current year. Abby and Marty will be collecting some more information about curriculum costs and nursery supply costs to make sure that we make any necessary adjustments.

In review of the current programing, we discussed that the one-room schoolhouse Sunday school programing would continue through the month of June and then be in recess for the rest of the summer. This will allow Marty and Abby to focus on the budget and planning for the program year.

Summer programing will include:

Compassion Camp June 10-14. We are expecting a small group of students and will work on setting the schedule and advertising farther in advance before next summer. (The attendance this week has been between 12-14 campers.)

Family picnic (birth-5<sup>th</sup> graders and their families) is scheduled for June 23

A youth ministry event is planned for Aug. 4 at the Bowles-Edwards pool.

A new website with updated information is scheduled to be up and running by August.

Child Abuse and Prevention Training is scheduled for Aug. 24 for all volunteers working with children and youth. This training is aligned with the new training standards of the denomination.

The fall program year will start with Sunday School Kick-off on Sept. 15.

CEFY will have one more summer meeting on July 22.



### **Finance Committee**

May 14, 2024 – on Zoom

**Attendees:** Nancy Chapman, Edward Owens III, Chris Pitcher, Pam Paulsen, Nancy Foster, Kristine Olson and Pastor Kris Schondelmeyer.

**Approval of minutes:** Minutes from two prior meetings – April 9<sup>th</sup> and April 28<sup>th</sup> – were approved.

**Review of April financials:** The error with Darren's pay (duplicate payment) has been corrected without issues. As is common at this time of year, Kristine notes a slump in income but she doesn't consider it worrisome – just something to watch. She anticipates seeing an increase in lump sum pledge payments from RMDs and some pledges being paid through Birdies, both of which will affect giving later in the year.

The 2024 budget includes an amount of about \$57K for Restricted Fund grants. Discussion has begun but postponed until our next meeting re: what recommendation Finance Committee might make to Session in 2024 to utilize funds from a Restricted Fund. The entire \$57K budget for Restricted Funds grants was deferred to December. Likewise, about \$36K was budgeted in 2024 for use of Designated/Custodial accounts. How to address this will be discussed at the next meeting including a review of the draft Memorial Gifts policy.

### **Topics from Kristine:**

- The AUP review will be completed tomorrow. We await the report.
- Her desk got all cleared off and papers filed. Woo Hoo!
- Tammy is trained and completed the last payroll.
- A discussion of Kristine's payroll software proposal was deferred to our next meeting.
- Vanco: Kristine distributed information on updates to the Vanco site that will make it much easier to use and will allow donors to voluntarily cover FPC's processing

costs. She requested moving to the new format on June 1 using PAS musical tickets as a “soft launch”. The committee provided feedback and approved her request.

**Building Use Policy:** With Session’s creation of a commission for matters of building use, Nancy F was asked to forward her policy drafts to the church officers who will serve as the commission. They meet May 21<sup>st</sup> and will assume responsibility for the policy. The Building Use Commission will seek the Finance Committee’s recommendation for setting/approving any fees. (The approval of fees needs to be acted upon by the Commission since they are acting on behalf of Session.)

**New federal regulations on overtime:** Effective 1-1-25 (and to a lesser extent on 7-1-24), certain “exempt” positions will be eligible for overtime. Ministry positions are not affected but FPC has multiple positions that will be included in the new rules. We have two choices: 1) change those positions to “non-exempt” or 2) pay overtime. In one case, the costs of option 2 are significant, but choosing option #1 will likely cause more admin duties to fall to Pastor Kris. More information on the changes to the law, along with compensation details will be emailed to the committee to aid us in comparing the costs of increasing salaries vs. paying overtime. The discussion will continue next month.

**Compassion Camp lunch:** Finance Committee is responsible for lunch on June 11<sup>th</sup>. Our menu is sloppy joes, fruit, chips and cookies. We will meet at 10AM on that date to prepare the meal; the Nancys and Pam volunteered to shop for ingredients ahead of time.

**New Admin Assistant position:** Due to Pastor Kris’s already-long work hours, and the fact that our office admin Jim is working more than his scheduled hours, the need exists for a new position to allow the pastor to catch up on admin tasks. The proposed position will be temporary (10 weeks max) for 15 hours per week at \$15 per hour (estimated at \$2500 including PR taxes). Personnel has approved the position and job description. Finance discussed how it could be funded. Coincidentally, there are unspent funds (around \$5000) from the CEFY part-time position not being filled as budgeted. The committee voted to approve the use of these funds for the new admin assistant.

**Custodial/Designated funds:** Concern was raised regarding the use of any of these funds whose purpose has expired and are unlikely to be used for their original intent. Nancy C will meet with Kristine to review these, and will propose guidelines to “collapse” each department’s funds where appropriate.

**Future committee meeting dates:** Session voted to combine their July & August meetings into an August 5<sup>th</sup> meeting, thus shaking up our meeting dates. It was decided that the Finance Committee will meet July 16<sup>th</sup> (instead of the 9<sup>th</sup>). We will NOT meet in August due to Pastor Kris and Nancy C being on the Scotland trip.

**Stewardship prep:** Related to summer meetings, Pastor Kris reminded us of the Stewardship campaign kickoff date of the 1<sup>st</sup> Sunday in October. Ahead of this, we/Kristine need to solicit spending requests for 2025 from all departments/committees during June & July. Then in August, Finance needs to inform Stewardship of the proposed total requested so that Stewardship can put together a narrative budget to use in its “ask” for 2025.

**Probable 2025 Capital Campaign:** Pastor Kris reported that our aging building’s repair needs necessitate a capital campaign. The tuck-pointing alone is estimated over \$250,000, but there are other needs as well. After approval by Session, a task force will be named to organize the campaign effort. Nancy C volunteered to serve on the task force.

**Sale of church promotional swag:** Church Marketing & Growth committee is moving forward with an evangelism effort that includes the sales of FPC-logoed shirts and other promotional items. This affects Finance in that the website where purchases will be made must be connected to a bank account. It was agreed that the account should be dedicated exclusively to this use (don’t use the regular checking account).

Our next meeting will be June 11<sup>th</sup>. Pam P closed the meeting with prayer.

Respectfully submitted,  
Nancy Foster, 5-26-24



### **Adult Spiritual Growth Committee** **05/21/24**

Present: Pastor Kris, Jay Williams, Sharon Williams, Kirk Christie, Terri Sheetz, Jed Steckel. Jay opened the meeting with prayer. During the meeting, the group discussed their plans and concerns for the summer months and the fall. They also discussed the status of church library and outreach programs, such as creating a more accessible library and publicizing outreach programs. Additionally, they discussed the planning and communication for the Homecoming event, including scheduling conflicts and committee collaboration. Finally, they addressed security concerns and discussed the need for a developing new church website.

#### **Action Items**

- Meet with Fellowship and Deacons about rescheduling Homecoming for 10/13/24.  
NOTE: Done. Homecoming will be intergenerational on 10/13/24. Jay will coordinate planning with Fellowship & Deacons.
- Continue writing book reports from the library for the new church website.
- Have a budget proposal ready by August 1 for 2025
- Train facilitators for the Compassion Zoom curriculum in September.
- Create content for new website.

#### **Summer plans**

- Pastor Kris and the Christian Education team will take time off in July and August to plan for the fall.
- Pastor Kris is unsure if he'll lead a Bible study in June due to upcoming vacation.
- Caring Closet is excited about Compassion Camp and encourages patrons to sign up.
- Jed suggested implementing a book study program during summer months next year.
- Jay plans to spark spiritual discussions at after-service fellowship.
- ASGC will not meet in June. Next meeting 7/16/25.

#### **Fall Plans**

- Leading a Compassion Camp in September and October.
- Pastor Kris will finalize sermon time and facilitators for Compassion Camp study via Zoom in September and October.
- Planning midweek services for Advent and Lent.
- Rev. Dr. Kris Schondelmeyer proposes a weekly Advent devotional on Wednesdays at 7pm.
- Planning for upcoming events, around the holidays and after the new year, with a focus on structure and organization.
- Rev. Dr. Kris Schondelmeyer plans midweek Lenten series with Dr. Frank Rogers' help.
- The Rev. Dr. Kris Schondelmeyer will be out of the church from July to August, and a budget proposal is needed by August 1.

## **Library & Publications**

- The church will purchase copies of books for a new library shelf, starting with the "Poverty by America" series.
- Library inventory, book reports, and website content.
- Kirk and Kris discuss updating the church library with new books, focusing on children's titles.
- Kirk Christie and The Rev. Dr. Kris Schondelmeyer discussed launching a new website and needing content, with members suggesting articles and publishing them once a month.
- Sharon and Jay have unpublished articles that could be easily tweaked and used as content for the new website.
- Kirk Christie expresses security concerns about the website. Kris Schondelmeyer assured him that security is a priority.

Jay closed the meeting with prayer.



## **FPC Building Use Commission**

Tuesday May 21, 2023 4:00PM on Zoom

Present: Rev. Dr. Kris Schondelmeyer, Mark Jones, Pam Paulsen, Tom Spitzfaden, Nancy Chapman, and Marty Bowles Edwards

Pastor Kris opened the meeting was opened with prayer.

Review of the Building Use Commission's process:

- 1) Building Use request comes in through the front office.
- 2) Office Administrator brings the request to the next Staff Meeting, for discussion and recommendations.
- 3) Office Administrator sends the Building Use request and the Staff recommendations to the BUC
- 4) E-Vote is sufficient unless discussion is requested, recommended, or needed. A zoom meeting will be scheduled for that discussion.
- 5) A quorum will be 4 members present.
- 6) Votes will require a simple majority of that quorum to pass.

Review of Fee Schedule:

- 1) \$50 deposit will hold the date and is non-refundable
  - 2) \$300 Non-Member/\$200.00 Member Cleaning Fee/Damage Deposit Refundable
  - 3) \$50.00 per hour Non-Member/\$25.00 per hour Member Custodial Fee
  - 4) \$100.00 Non-Member/\$75.00 Member Audio Services
- (For further details, see the excel form Kris modified to include the above discussed items)

Building Use Request from Noah Droessier

Senior Recital Tuesday, June 18, 2024 from 5:00-6:30PM

Notes: Noah is a senior at Central High School and is asking to have his senior recital in the Sanctuary.

- 1) There will be no requirement for use of any other portions of the building except restroom access.
- 2) Entry will be on the West side door and elevator.
- 3) Any "Meet and Greet" activity will be in the Narthex.

- 4) There is no need for audio or video services.
- 5) There is a request to use the piano.
- 6) There will be a very small chamber orchestra.
- 7) Jim Middleton will be on hand for any setup and/or cleanup following the event.

BUC Approved the event with the following offer:

- 1) Noah will pay the \$50 deposit to hold the date. This will be refunded to Noah if he performs music for a Worship Service this summer.
- 2) If Noah declines this arrangement, he will be asked to also pay the \$300 Damage/Cleaning Deposit. That would be a total deposit of \$350

Next meeting will be scheduled after the middle of June.

The agenda will be to discuss the following documents as emailed by Nancy Foster:

- 1) Building Use Policy
- 2) Central Presbyterian Church, Des Moines Rental Policy
- 3) St Andrew Presbyterian Church, Iowa City



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

Deacon Minutes June 10, 2024

Attending: Dr. Rev. Kris Schondelmeyer, Pat Halverson, Sarah Soenksen, Paula Hartmann, Colleen Duenas, Connie Connolly, Julia Meyer, John Gere, Andy Bowles Edwards, Glen Roebuck, Katrina Williams, Anna Putman, Sheetz

Terri Scheetz provided our opening devotion and closing prayer.

Julia Meyer presented on the first intersectional of Matthew 25 review: climate change.

Volunteers were confirmed for the Juneteenth presence in Lindsay Park for June 15.

A preliminary draft of a 20225 Deacon's budget was discussed. No votes at this time. Under consideration is changes to financial support, including elimination of our support for ILUGUA and reducing financial support to PUNCH to match the contributions of other area churches. There will be further discussion as we move through the budgeting process.

Paula is following up with Amy Saskowski regarding Sudlow Intermediate School and what their needs are and how we can help them. There is concern regarding students experiencing homelessness and mental health challenges.

Committees and the deacons as a whole need to start succession planning and have a proposal in place by October.

Habitat build dates are set for June 22 and June 26.

Kids Against Hunger is slated for November 7

The deacon's will not be meeting in July. Tom Vaccaro will be leading the devotions in August.

## 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: Building Use Fees, Approved by Building Use Commission, Presented to Session

|                                                            | Sanctuary                             | Fellowship Hall             | Von Maur Hall                  | Parlor                         | Chapel                     | Gym                        | Kitchen                    |
|------------------------------------------------------------|---------------------------------------|-----------------------------|--------------------------------|--------------------------------|----------------------------|----------------------------|----------------------------|
| <b>Primary Use</b>                                         | Worship, Weddings, Funerals, Concerts | Receptions, Meetings, Meals | Receptions, Meetings           | Receptions, Meetings           | Receptions                 | Activity                   | Meal Prep                  |
| <b>Capacity</b>                                            |                                       |                             |                                |                                |                            |                            |                            |
| <b>If Available</b>                                        | AV Technology, Streaming              | AV Technology               | AV Technology                  | AV Technology                  | AV Technology              | AV Technology              | AV Technology              |
| <b>Non-refundable Reservation Deposit*</b>                 | \$50                                  | \$50                        | \$50                           | \$50                           | \$50                       | \$50                       | \$50                       |
| <b>Cleaning, Damage Deposit**</b>                          | \$300                                 | \$300                       | \$300                          | \$300                          | \$300                      | \$300                      | \$300                      |
|                                                            | (\$200 for Members)                   | (\$200 for Members)         | (\$200 for Members)            | (\$200 for Members)            | (\$200 for Members)        | (\$200 for Members)        | (\$200 for Members)        |
| <b>Custodial fee</b>                                       | 50.00/hr of custodian time            | 50.00/hr of custodian time  | 50.00/hr of custodian time     | 50.00/hr of custodian time     | 50.00/hr of custodian time | 50.00/hr of custodian time | 50.00/hr of custodian time |
|                                                            | (\$25/hr for Members)                 | (\$25/hr for Members)       | (\$25/hr for Members)          | (\$25/hr for Members)          | (\$25/hr for Members)      | (\$25/hr for Members)      | (\$25/hr for Members)      |
| <b>Audio tech fee</b>                                      | \$50/hr of Audio/Tech Time            | \$50/hr of Audio/Tech Time  | \$50/hr of Audio/Tech Time     | \$50/hr of Audio/Tech Time     | \$50/hr of Audio/Tech Time | \$50/hr of Audio/Tech Time | \$50/hr of Audio/Tech Time |
|                                                            | (\$25/hr for Members)                 | (\$25/hr for Members)       | (\$25/hr for Members)          | (\$25/hr for Members)          | (\$25/hr for Members)      | (\$25/hr for Members)      | (\$25/hr for Members)      |
| <b>Tablecloth Cleaning Fee</b>                             | n/a                                   | \$50                        | \$50                           | \$50                           | n/a                        | n/a                        | n/a                        |
| <b>Candle deposit</b>                                      | \$25                                  | n/a                         | n/a                            | \$25                           | \$25                       | n/a                        | n/a                        |
| <b>Insurance and Liability Waiver Requirements</b>         |                                       |                             |                                |                                |                            |                            |                            |
|                                                            |                                       |                             | <b>For Profit Organization</b> | <b>Non-Profit Organization</b> | <b>Individual</b>          |                            |                            |
| <b>Certificate of Insurance</b>                            |                                       |                             | <b>Yes</b>                     | <b>Yes - Ticketed</b>          | <b>Not required</b>        |                            |                            |
| <b>Attestation of Insurance Form</b>                       |                                       |                             | <b>N/A</b>                     | <b>Yes - Free Events</b>       | <b>Not required</b>        |                            |                            |
| <b>Liability Waiver</b>                                    |                                       |                             | <b>Yes</b>                     | <b>Yes</b>                     | <b>Yes</b>                 |                            |                            |
| * To be paid toward balance owed                           |                                       |                             |                                |                                |                            |                            |                            |
| **To be paid toward balance owed with any surplus refunded |                                       |                             |                                |                                |                            |                            |                            |