

Session Meeting
First Presbyterian Church
Davenport, Iowa
September 16, 2024

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, September 16, 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. Rev. Schondelmeyer shared information on spiritual discernment.

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 2026
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>
E	Nancy Foster <i>Finance</i>	P	Bonnie Johnson <i>Stewardship</i>	E	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>	E	Diana Miller-Bur <i>Worship & Music</i>
P	Karla Ruiter <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>	E	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, Matt Kabel from BGS Committee.

On motion and second, the agenda was approved as presented.

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 August 5, 2024 Session Meeting minutes.
- Approve July 2024 and August 2024 Income and Expense Report.
- Approve July 2024 and August 2024 Custodial and Pass-Throughs Report.
- Approve 2nd Quarter Managed Funds Financial Statement
- Approve 2nd Quarter Restricted Funds Financial Statement
- Affirm the following E-vote:
 - The Session approves Elder Mark Jones as a commissioner to the called meeting of the Presbytery of East Iowa on Tuesday, August 20, 2024.
 - Voting Period: August 13-15
 - Vote: 18 yes; 0 no; 4 not voting.

Comments on the Consent Agenda from Elder Nancy Chapman, Finance Committee

- Revised July & August Income and Expense Reports were issued to include the July 2023 Birdies Donor Challenge and Pandemic Relief data.
- August YTD shows income is a little less than budget but that is likely due to the Birdies program and will be caught up in October.
- Expenses August YTD are under budget, resulting in a bottom line better than budget.
- When comparing to Last Year, the YTD loss is about \$24,000 more than last year. Please keep in mind there is a budgeted loss of \$140,000 in 2024.
- There is also a new line at the bottom of the month of August Income and Expense Report. Income and expenses for the insurance claim due to water damage in the CE building are considered “extraordinary”, not operations, and show at the bottom of the page.
- Additional insurance funds for our recent water damage have been received this month but not reflected in the August statement.

	July 2024		July 2023			August 2024		August 2023	
	Actual	Budget	Actual	Budget		Actual	Budget	Actual	Budget
General Fund Income	\$ 24,332	\$ 43,214	\$ 43,999	\$ 49,127	General Fund Income	\$ 44,837	\$ 42,884	\$ 45,392	\$ 43,207
Custodial Accounts Income	7,992	-	16,364	-	Custodial Accounts Income	3,230	-	2,253	-
Compensation Expenses	(52,825)	(51,671)	(56,008)	(60,420)	Compensation Expenses	(48,403)	(51,671)	(54,257)	(60,420)
Non Compensation General Fund Expenses	(25,133)	(26,489)	(15,234)	(17,836)	Non Compensation General Fund Expenses	(18,938)	(22,650)	(11,971)	(20,161)
Custodial Accounts Expenses	(7,992)	-	(16,364)	-	Custodial Accounts Expenses	(3,230)	-	(2,253)	-
Operating Surplus (Deficit)	(\$53,626)	(\$34,946)	(\$27,243)	(\$29,129)	Operating Surplus (Deficit)	(\$22,504)	(\$31,437)	(\$20,836)	(\$37,374)
Birdies Donor Challenge	-	-	100,000	-	Insurance Claim Inc/(Exp)	(1,811)	-	-	-
Pandemic Relief Funds	-	-	151,059	-	Birdies Donor Challenge	-	-	-	-
Net Surplus (Deficit)	(\$53,626)	(\$34,946)	\$223,816	(\$29,129)	Pandemic Relief Funds	-	-	-	-
					Net Surplus (Deficit)	(\$22,504)	(\$31,437)	(\$20,836)	(\$37,374)
	2024 Year-To-Date		2023 Year-To-Date			2024 Year-To-Date		2023 Year-To-Date	
	Actual	Budget	Actual	Budget		Actual	Budget	Actual	Budget
General Fund Income	\$ 363,506	\$ 391,970	\$ 401,014	\$ 415,153	General Fund Income	\$ 408,343	\$ 434,854	\$ 446,406	\$ 458,360
Custodial Accounts Income	49,410	-	43,318	-	Custodial Accounts Income	52,640	-	45,571	-
Compensation Expenses	(365,484)	(376,260)	(395,585)	(420,542)	Compensation Expenses	(413,887)	(427,931)	(449,842)	(480,962)
Non Compensation General Fund Expenses	(130,306)	(158,217)	(113,579)	(132,731)	Non Compensation General Fund Expenses	(149,244)	(180,867)	(125,549)	(152,892)
Custodial Accounts Expenses	(49,410)	-	(43,318)	-	Custodial Accounts Expenses	(52,640)	-	(45,571)	-
Operating Surplus (Deficit)	(\$132,284)	(\$142,507)	(\$108,150)	(\$138,120)	Operating Surplus (Deficit)	(\$154,788)	(\$173,944)	(\$128,985)	(\$175,494)
Birdies Donor Challenge	-	-	100,000	-	Birdies Donor Challenge	(1,811)	-	-	-
Pandemic Relief Funds	-	-	151,059	-	Birdies Donor Challenge	-	-	100,000	-
Net Surplus (Deficit)	(\$132,284)	(\$142,507)	\$142,909	(\$138,120)	Pandemic Relief Funds	-	-	151,059	-
					Net Surplus (Deficit)	(\$156,599)	(\$173,944)	\$122,074	(\$175,494)

All numbers are rounded.

All numbers are rounded.

On motion and second, the Consent Agenda was approved.

CLERK'S REPORT

- The published September 2024 Clerk's Report is appended to these minutes.
- Congregational Conversation – an informal informational meeting of the congregation was held on Sunday September 8, 2024, at 10:30 AM
- Reminder given for the Leadership Retreat on Saturday, September 28, 2024.
- FPC Session previously approved using the church as an early voting location. The Scott County Auditor chose a different location for the precinct. The location chosen has not yet been announced.
 - **A motion was made and seconded to post information outside FPC that would inform people how to register to vote and where to vote.** Discussion centered on the issue that churches may engage in non-partisan promotion of voter registration and getting out the vote. Following discussion, **the motion was approved** with 1 abstention and 1 vote no.
- **Action items:**
 - **On motion and second,** the Session approved list #4 of names prepared by Co-Clerk Mark Jones to be removed from the FPC Baptism Roll. This list is appended to these minutes.
 - Background: These individuals are adult children with no known recent participation with FPC. It has been confirmed that those on this list baptized at FPC are on and remain on the Baptism Registry.

On motion and second, the Clerk's Report was received as presented.

DEACONS' REPORT

Deacon Moderator Glen Roebuck referred the Session to the minutes of the Deacon's recent meetings to see the multiple activities on-going. He made specific comments as follows:

- The Deacons are developing a supportive relationship with Sudlow Intermediate School. FPC is the only community partner with Sudlow. A donation drive is being planned in October for needed/requested items.
- Information was shared confidentially about a specific member care concern.
- A description of the newly created Deacon Mission Fund has been provided to the Finance Committee. It is copied here.

Descriptor for Deacon Mission Fund

The Deacon Mission Fund (previously the Deacon Endowment Fund) is used to provide additional financial support to missions supported by First Presbyterian Church Davenport. The Board of Deacons will determine the mission(s) to be supported on an annual basis, prior to the beginning of the fiscal year. The session will be notified of this annual decision prior to the beginning of the fiscal year.

The Board of Deacons has discretion over the amount of money to be provided from the Deacon Mission Fund. Funds granted for mission may exceed the amount of annual investment growth.

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:
 - BGS recognized a donation from Jane Magnuson which allowed for the new AV screen in the sanctuary. Andy Edwards and Dan Kuhn installed the screen.
 - BGS offered corrections to the committee's report sent to Session. When the bids for the CE building and sanctuary building were split, the total came to \$218,686 rather than the \$271K shown.
 - Buildings, Grounds, and Safety Committee asked for Session direction on the issue of tuckpointing and stone work that has been identified as needing done. It is very expensive. The work needed is not an emergency repair but does have some urgency to it. The problem will only get worse and likely be more expensive to fix. Some interior work needs to wait until the exterior work is completed. This is complicated by the fact that the Strategic Discernment Team may make recommendations on future building use but is not far along enough to make a recommendation.
 - A bid has been received for work on both the CE and sanctuary buildings at about \$218K. Cost for CE building would be approximately \$100K.
 - It was clarified that the CE structure is sound; no concern it will fall down. However, brick may fall from the exterior walls.
 - Will this fix the observed bowing of the brick walls? Yes.
 - Can the work be done yet this fall? Yes.
 - The extent and source of recent water leak is unclear due to the way the CE building walls are constructed.
 - Funds are available but it would significantly impact current accounts.
 - Based on discussion, action was proposed. See below section on Action Items.

Following discussion, the Session Committee Reports were received as presented.

Action items from Session Committee

- A motion was made and seconded to approve the TnT Tuckpointing & Building Restoration, LLC bid of \$218K for tuckpointing and stone for the CE building and sanctuary building.
 - Some discussion occurred earlier in the meeting. Additional discussion included sources of funding and possibly separating the CE work and the sanctuary work.
 - An **amendment** was made and seconded to approve the TnT bid (\$100,629 that includes tax and 10% contingency) for tuckpointing repairs to CE building only with the work to be done as soon as possible. Following discussion, the **amendment was approved** with 1 opposing vote.
 - Following further discussion, the amended motion to approve the TnK bid for the CE building only was approved.
 - The Finance Committee was asked to recommend the funding source to the Session. The possibility of a grant to assist in repairs to the historical sanctuary building will be researched.
- The Early Education Task Force requested permission to form a 501c3 corporation separate from the church. A **motion and second** was made to provide this permission.
 - Background: The task force has determined that they must first establish the 501c3 in order to investigate funding sources, apply for grants, look at building plans, etc.
 - Discussion: The church is not paying fees for setting up the 501c3. A task force member has experience in the process and will assist. A board for the new 501c3 may have similar membership to the task force initially but will operate separately

from the church. Under the current plans, the Session and/or Foundation will at some point be asked to approve some type land use agreement with any possible education center. Even if no agreement can be reached, the 501c3 could go forward with their plans at another location.

- **The motion was approved** with one abstention.
 - Building Grounds and Safety presented a **motion to approve a bid from American Dream Services of \$2500** to remove the remaining concrete from the playground area.
 - Background: This will allow installation of new playground equipment that has been donated. It is the lowest cost option. Money will come from the building reserve fund. Mulch will be added where the concrete is removed.
 - **The motion was approved.**
 - A motion from Buildings, Grounds, and Safety to accept a bid for an electronic sign for outside FPC was deferred. The funds for the proposed sign would come from the Foundation. The Foundation members must first meet to approve the expenditure. Prior notice of a Foundation meeting was not provided; therefore, a Foundation meeting tonight is not possible.
 - Action on a proposed Child protection policy was deferred. Some additional information on vulnerable adults is needed.
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STAFF REPORTS

Pat Halverson, Parish Associate

- Has preached several times this summer while Pastor Kris was gone.
- Has been doing some visitations.

Jim Middleton, Director of Office Administration

- Noted that the current updated Operations Manual has been reformatted and has now been posted on the FPC website.

Kristine Olson, Director of Financial and Business Administration

- Will be working with the Stewardship Committee as it starts its work.
- Working on Budget 2025 drafts.
- Reported that the Finance office is attempting to reestablish the procedure issuing checks twice monthly. Invoices in by the 8th of each month will be paid on the 15th and invoices received by the 23rd will be paid by the last day of the month.

Matt Bishop, Director of Music and Arts

- Fall retreat was held August 31, 2024, at St. Ambrose. Fifty-two choir members were present. A few new members have joined the choir.
- Vespers Bells and Chamber Chorale have started, as well as Kirkwood Choir.
- Sunday, the 22nd, the Community Youth Choir and the QC Justice Choir begin rehearsals. Sign-ups are going well including from people outside the church.
- PAS sales are at about one-half the goal – similar to past years at this point.

Marty Bowles-Edwards, Co-Director of Christian Education

- Sunday School starts this next Sunday. The Lord's Prayer will be the focus of the curriculum for the first several weeks. Signing (ASL) of the prayer will be taught.
- Major cleanout and sprucing up of the 3rd floor took place over the summer refreshing the space.

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

- Has been working with the Strategic Discernment Team – encouraged participation in the congregational assessment when it is distributed.
 - Preparing for the Leadership Retreat scheduled for September 28.
 - Preparing for Stewardship season. The theme will come from the book, *Sailboat Church*. The book will be discussed on Sunday mornings as part of adult ed class.
 - With permission from the Personnel Committee, has applied for a grant that will allow continued research on compassion-based civil discourse with the goal of a publishable resource on the topic.
 - With permission from the Personnel Committee, has applied for a part-time position as part of a Lilly Grant received by the University of Dubuque. The Presbytery of East Iowa will participate in the grant. The grant will allow the hiring of mentors that will work with small congregations struggling to hire pastoral leaders. Mentors will consult with these congregations and help train lay members to be leaders. This is work Pastor Kris is already doing a Co-Chair of the Commission on Ministry and Vitality.
 - Is the presumptive Moderator of the Presbytery for 2025 but will no longer serve as the Co-Chair of the Commission on Ministry and Vitality.
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OTHER BUSINESS

Report from the called meeting of PEIA, August 20, 2024

- Elder Mark Jones, Co-Clerk, reported that, following a period of questioning, PEIA approved Marta Pumroy for ordination. Marta has a call to serve as the coordinator of a border ministry with the Tres Rios Presbytery in El Paso, TX.

Review of the agreement with PEIA to provide office/storage space at FPC.

- In September 2023, Session approved office/storage space at FPC for PEIA. The motion included an annual review of the agreement. No written agreement was created.
- PEIA Stated Clerk, Elissa Bailey, has indicated there are no issues with the agreement from the perspective of PEIA. PEIA appreciates having the space.
- **A motion** was made and seconded to continue to offer office space to PEIA as has been done this past year. **The motion was approved.**

Evaluation of the Meeting: The meeting achieved much and done earlier than anticipated.

ADJOURNMENT

The agenda was completed. No new business was brought to the floor. The Moderator closed the meeting with prayer at 9:37 PM.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held October 21, 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 September 2024

REPORT OF THE CLERK OF SESSION
September 2024

I. Membership Changes

Former member death:

Roger Rittmer died on August 9, 2024. A celebration of life service was held on August 17, 2024 at First Congregational United Church of Christ, DeWitt, IA.

II. Christian Education Attendance for August 2024

August 2023	Nursery	Sunday School All Grades	Kirkwood Choir	Musik-garten*	ACE
6	4	5	recess	15	recess
13	3	3	recess	10	recess
20	3	5	recess	23	recess
27	5	6	recess	24	recess
Total	15	19	-	72	-
Weekly avg	4	5	-	18	-
				*Children & Adults	

August 2024	Nursery	Sunday School All Grades	Kirkwood Choir	Musik-garten*	Cherubs	Youth Ministry	ACE
4	3	3#	Recess	5	Recess	13*	Recess
11	2	1#	for	10	for	Recess	for
18	1	3#	summer	6	summer	Recess	summer
25	5	4#		Recess		Recess	
Total	11	11		21		13	
Weekly avg	3	3		7		13	
# Playground only			*Children plus adults				

III. Worship Attendance July 2024

July 2023	Time	Cong. Count	Choir/ Clergy	Total	July 2024	Time	Cong. Count	Choir/ Clergy	Total
2	9:30 AM	82	37	119	7	9:30 AM	96	40	136
	On-line view	78		78		On-line views			61
	Total			197		Total			197
9	9:30 AM	114	4	118	14	9:30 AM	72	3	75
	On-line view	55		55		On-line views			48
	Total			173		Total			123
16	9:30 AM	101	5	106	21	9:30 AM	79	11	90
	On-line view	58		58		On-line views			39
	Total			164		Total			129
23	9:30 AM	73	5	78	28	9:30 AM	88	4	92
	On-line view	47		47		On-line views			65
	Total			125		Blessing of the Animals			157
30	9:30 AM	68	3	71	Total Views				606
	On-line view	47		47	Weekly Average				152
	Total			118					
Total Views				777	Total Attendance and weekly average is based on in-person				
Weekly Average				155	plus watches on Facebook and Vimeo. On-line views are based on				
Total Attendance and weekly average is based on in-person					counts taken 2-3 weeks after the last service of the month.				
plus watches on Facebook and Vimeo. On-line views are based on counts									
taken 2-3 weeks after the last service of the month.									

Worship Attendance, August 2024

August 2023		Cong. Count	Choir & Clergy	Totals	August 2024		Cong. Count	Choir & Clergy	Totals
Bix Sunday	9:30 AM	178	41	219	Bix Sunday	9:30 AM	127	41	168
	On-line Views	62		62		On-line Views			73
6	Total			281	4	Total			241
13	9:30 AM	100	3	103	11	9:30 AM	73	5	78
	On-line Views	56		56		On-line Views	livestream failed		0
	Total			159		Total			78
20	9:30 AM	99	5	104	18	9:30 AM	69	4	73
	On-line Views	52		52		On-line Views			28
	Total			156		Total			101
27	9:30 AM	92	2	94	25	9:30 AM	94	7	101
	On-line Views	52		52		On-line Views			79
	Total			146		Total			180
Monthly Totals				742	Monthly Totals				600
Weekly Average				185	Weekly Average				150
Video counts are based on views 2 weeks after the last service of the month. Weekly average is figured on the in-person attendance plus watches on Vimeo and Facebook.					Video counts are based on views 2 weeks after the last service of the month. Weekly average is figured on the in-person attendance plus watches on Vimeo and Facebook.				

Appendix 2: Session Committee Reports, September 2024



Buildings and Grounds and Safety Committee

1. We accepted a bid for \$2,500 from American Dream Services to remove the existing remaining concrete from the playground area. Darren will check to make sure this bid is still in place. I don't know if this needs to come to Session for approval. If it does I will write it up for you and Nathan will present it at the next Session meeting. Please let me know. We have secured donations for the mulch. I will contact Theresa Jacobsmeier about when the Scouts are having their lock-in and try and coordinate clean-up day with that so we can spread the mulch.
2. Clean-up day sometime in November. It depends on the Scout lock-in. Nancy Chapman attended our meeting and asked if we could remove the scrub trees along the fence on the Foundation properties. We can do this.
3. Matt to contact IITI about the transite siding on the garage they want removed.
4. Session needs to move on what they want to do about the tuck-pointing. The old bid was \$218,000 for the Sanctuary and the C E Building. I was asked to have them separated and the bids came in at \$271,000. Both numbers do not include taxes and 10% contingency. I have contacted TnT to see if we signed a contract to do the whole thing I the spring of 2025 we would still get the lower number.



Personnel Committee

Wednesday September 11, 2024 via Zoom

Present: Ruth Ann Tobey Brown, Vicki Stegall, Dick Koos, Dan Breinich (notetaker), Pastor Kris Schondelmeyer, and Kristine Olson (Director of Business and Finance)

Absent: Brian Price (excused because of work conflict)

Opened with prayer at 2:05 pm

1. The group wrestled with the Compensation Budget and agreed on a package to submit to the Finance Committee for inclusion for the Budget for 2025.
2. We voted and gave unanimous approval for Pastor Kris to devote about 8 hours a week to a project with his involvement with Presbytery of East Iowa as mentor/coach for about 6 congregations. This is in conjunction with his being co-moderator of the Presbytery's Committee on Ministry and Church Vitality.
3. We talked about miscellaneous personnel issues.
4. In January Darren Long (Director of Building and Grounds) will need to be limited to 40 hours per week because of Federal Government Department of Labor changes. Associated to that we discussed the concept of a church volunteer "Clean Team" that can assist with Janitorial tasks that can free up Darren and Chad Dean (part time custodian) to do tasks that are more maintenance oriented. Details need to be worked out before seeking congregational participation.

Adjourned at 4:17pm

Christian Education and Fellowship with Youth (CEFY)



Monday, Sept 2, 2024, at 7:30 pm on Zoom

Present: Kathy Middleton, Diane Roebuck, Kathy Knox, Matthew Hennes, Kristy Owens, Judy Hawthorne, Heather Calvert, Abby Schondelmeyer, Marty Bowles Edwards

Gathering and Prayer by Abby

Budget

- We are looking good! About \$5,000 left

Old Business

- Nursery (birth – 4 years old)
 - o Staff Staffing continues to be a challenge. Search will be opened this week for 2 new Nursery Staff persons. Until then, volunteers are needed. Please consider volunteering for Sunday morning coverage.
- Sunday School (pk – 5th grade) – Room have been reassigned for the 2024-25 programming year.

- Classrooms:
 - 301-302: Children's and Youth Choir (1st – 12th grade)
 - 303-304: Youth Room (6th – 12th grade)
 - 306: Movie Room
 - 307: Storage (please keeps children out)
 - 309: Nursery (birth – 4 years old)
 - 310: Musikgarten (birth – 4) and Cherubs (pk – K)
 - 311: Sunday School Room for 3rd – 5th grade
 - 312: Sunday School Room for pk – 2nd grade

New Business

Sunday School Training – see SS training document for complete details

Definitions:

Children: Birth – 5th grade

Youth: 6th – 12th grade

Prayground: space in the front of the Sanctuary where children congregate to listen to the service before the Children's Sermon

Sunday School takes place from 10:35 am – 11:30 am. If you are teaching, please be sure to be upstairs by 10:30 am. The children will be in Kirkwood or Cherub Choir from after the Children's Sermon until 10:30 am (unless they are singing). If you would like to sit with the children in the prayground to get to know them a little more there are pews available.

Thank you for giving of your time, talents, and care for the children and youth of FPC this year. Please keep in mind a few items:

- Please complete the online Child Abuse Prevention Training by December 1.
- Please look over the new FPC Child Protection Policy.
- As we go through this year we need to make sure we are mindful of the 2:1 ratio. We really need to have 2 adults per classroom. Unfortunately, youth are not considered a second adult.
- We are planning to use a rotation model so the activities will change each week. We do have Manna and More once a month so the second Sunday there is no Sunday School.
- Please read over the lesson before coming into the room on Sunday morning. I know life is chaotic, but 5 minutes to familiarize yourself with the lesson will help everyone.
- Children and youth cannot be dismissed from their classroom until an approved grown-up comes to get them. We are going to stress to grown-ups that children and youth need to be picked up at 11:30 am. They cannot meet grown-ups in another location of the building.

Upcoming dates

- September 8: Church Kick-off
- September 15: Sunday School and Youth Kick-off
- October 13: Manna and More
- October 20: Pride of the Wapsi
- October 27: Trunk or Treat
- November 10: Manna and More
- December 8: Manna and More

Closing with Prayer by Marty at 8:30

Next meetings

- October 7
- November 4
- December 2



FPC Building Use Commission

Thursday, September 5, 2024. 11 AM

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

Meeting was called to order with prayer from Marty Bowles Edwards

The minutes of the August 1, 2024 meeting were approved with correcting the date listed for the September 5, 2024 meeting (shown as August 5).

The Commission verified that the 4 necessary building use documents, in various stages of completion, include the fee schedule, the request form, the liability waiver, and the building use policy.

Today's meeting was dedicated to review of the building use policy draft prepared by Nancy Foster and forwarded to the Commission, once created.

- The policy was reviewed paragraph by paragraph making changes where necessary. Changes can be reviewed on the draft document, as all changes were tracked.
- Some general discussion items included:
 - In the section on priorities, consensus was that church programs would be top priority. All other requests would be given priority based more on the contribution of the event toward the mission of the church rather than whether the request from a person or group from within the church or outside the church. Priority for requests would be decided by the BUC on a case-by-case basis. No priority list will be included in the policy except for the top priority (FPC services and mission activities). Mark was tasked with language for this section to reflect this idea.
 - In general, events put on the calendar (and fees paid) will not be bumped. Newer requests would look for openings in the calendar. The policy will still contain a statement that scheduled events could be cancelled for unforeseen circumstances.
 - The policy indicates that requests should be received 4 weeks prior to the event. The wording was changed from "must" to "should." We also need to confirm that this language is consistent with other building use forms.
 - The section of Fundraising by Outside Organizations raised questions on how these requests might be handled. These requests should go through the Clerk of Session rather than the Head of Staff/Moderator. It is uncertain if this section needs to be in the policy, particularly if such requests must first have a FPC committee sponsor. This discussion will continue at our next meeting.

The meeting was ended at 12:25PM.

The next meeting of the Building Use Commission was set for Wednesday, September 11, 2024, 1PM on Zoom. The Commission will continue the review of the draft Building Use Policy beginning with the section "Fundraising by Outside Organizations." Mark will talk with Nancy Foster about the intent of this section.

Minutes prepared by Mark Jones



Finance Committee –

16 July 2024, 7pm (central time) – By Zoom

Present: Chris, Pam, Nancy F., Karen, Kristine, Nancy C., Edward O.

Additions/Changes to agenda

- Memorial gifts policy change-Nancy C. will share with Pastor Kris what Finance Committee approved in June before going to Session
 - See June meeting minutes for details.
- Building Use Commission-fee schedule approved; working on liability waiver
 - Tom drafted the liability waiver and sent it to Doug Wells, who made some suggestions and sent it back to Tom. He handed it off to Nancy Chapman.
- Need a bank account for church promotional items. This seems to be needed soon; has a vendor been selected?
 - No vendor picked yet. Green State and Ascentra are the top choices for the checking account. It has been requested to be ready before the September 8th Congregational Conversation.
- Birdies for Charity-Kristine to report on status and ideas for next year's program.
 - Aside from last year the highest contribution was about \$50K, last year was \$147K (\$30K from the Foundation), this year 52 people designated FPC as receiver and we have \$138K coming to us.
 - Prepaid pledges vs. general offering is still being broken out.
 - A minimum 5% match from John Deere Classic will be added. Last year it was about 7%.
 - Expected to get the check on October 10th.
 - Board members from other area Non-Profit groups have suggested members write checks to First Pres and have First Pres submit payment to B for C. More research is needed.
- Monthly account close process and timing
 - The new plan is for Kristine to send the monthly financial reports by the end of the day Thursday before the Tuesday monthly Finance Committee Meeting. This will allow for Friday to be a failsafe for someone on the Finance Committee to send an email checking on the month end financials.
 - How does this affect August financials since there is no meeting of the FC in August?
 - She will send them to us by EOD August 8th.
- Government rules on compensation of exempt employees-goes on list not to forget
 - Not an issue on July 1, 2024 but will be an issue on Jan. 1, 2025. This needs to be added to the Future Topics section.
 - The Personnel committee will be deciding how to formally address the January 1, 2025 change. Until they make their decision there is no action for the Finance Committee.

Approve minutes June 11, 2024 meeting, assuming there is a quorum.

- Approved unanimously.

June Financial reports

- Better than expected
- Non-custodial expenses were lower than expected
- Quarterly giving was up
- Savings from Nursery because the employee was not working.
- Utilities have been good, July is expected to be higher because of the fans that have been running to dry out the rooms affected by the 3rd floor leak.
- \$750K in cash investments, \$90K is in checking accounts, \$138K is in a money market, \$658K

in CD's w/maturity dates except for IHMV that has a 14 month access anytime CD (otherwise it is due early 2025).

- \$458K in reserves for the General Fund.
- Tom did a test transfer of \$10,000 from the Green State Money Market to the Well Fargo General Fund Operating Account (Checking account) in July to cover the payroll and expenses and to double check the process for transferring money between MM and Checking. This allows the General Fund Operating Account to dip to about \$40,000.
- 2 CD's that matured in June, both at Northwest B&T, \$50,000 CD rolled into NWB&T money market, \$100K rolled into a new CD. This resulted in \$9,049.51 for the month of June.

Damage due to water leak on June 16

- Werner Restoration has been hired to do the repairs to the building due to the 3rd floor bathroom leak that damaged the CEFY Office on 2nd floor and Choir Room on the 1st.
- Werner tested for asbestos in the ceiling and wall in the CEFY office, once those tests come back they can check between the CEFY office ceiling and the 3rd floor underfloor. If there is no damage to the floor, the 3rd floor bathroom tile does not need to be removed.
- The same will be done between the choir room ceiling to the underside of the CEFY floor. Right now it looks like the subfloor in the CEFY office can be saved from looking at it from the top.
- The Insurance Adjuster has not submitted his report because he has been sick. He expects to touch base with Werner next Tuesday.

Water leak in Education building masonry – What is current status?

- On July 1, there was a meeting of the B&G committee.
 - Leak in the CE building's NE corner of the top floor was reported, which initiated the need to get up-to-date bids.
 - B&G discussed 3 proposals they received for stone work on the sanctuary and Tuck Pointing on the CE Building.
 - The estimates include a 10% contingency and sales tax.
 - TnT tuck-pointing did stone repairs at Central High School.
 - The bid they like best is from TnT, but they want to do more due diligence by asking Central High School about their experience with TnT.
 - After taxes and 10% buffer the total is estimated at \$218,010.
 - Central High School and First Pres. are the only 2 buildings built from this stone in the QC.
 - It may not be as urgent as it was first reported.
 -

Consolidating Custodial Accounts – status?

- Kristine is reminding staff and committee chairs to respond by the end of July.
- Fellowship would like to consolidate all into 1 account, but they need to figure out how they can do that due to the needs for those accounts. They have accounts for Manna & More, Socializers, and First Night Out. They need to figure out what to name the new account.
- Matt has already consolidated his accounts.
- Deacons and Missions is having a tough time consolidating their accounts.
 - A pass-through for mission donations was discussed, but more research is needed about how to show this on the annual report.
 -

Transition grant from Restricted Fund. When will we ask Session to approve?

- This is in relation to the \$54K that was approved to be used. Session has been reminded that we do not have direction on how this should be used.
- Kristine requested that this be figured out before the November meeting.

2025 budget process: what info received from committees/staff?

- Hospitality and Library will use their custodial accounts to purchase anything they need.

- Kristine is continuing to answer questions and help committees as they have questions.
- Compensation is the biggest chunk of the budget right now.

Agreed Upon Procedures review – Status -Is it final from Auditors? Is there a response?

- The draft is final if the Finance Committee approves it. Once that is approved, Kristine will print out a copy that needs to be signed by a Church Officer.
- There was a discussion about the Cash Deposit process.
- Finance committee needs to review the Agreed Upon Procedures DRAFT and email Kristine with approval or questions.

Cash position: Will move cash from Green State to Wells Fargo soon. Action on August NWB CD maturity to be determined.

- \$10K has been moved from Green State MM to WF Checking account. Kristine is checking daily the balance against the upcoming expenses.
- August NWB&T CD: Will most likely be rolled over into a new CD, but Tom may move some of it to the MM account.

Next meeting (Aug) **WHEN**– Tuesday, Aug 13 or 20? 7pm via zoom When is next Session mtg?

- In a prior meeting, we agreed we would not meet in August, next meeting would be in September.
- Session will be meeting on August 5th and the Finance committee will be meeting September 10th.
 - There is a Congregational Conversation after service on September 8th that the Finance Committee might need to meet before if needed. No meeting has been set at this time.

End with Prayer (Any volunteers?)

Pam Paulson

Possible Carry over / Future Topics needing attention later

Restricted Funds asset allocation & expendable portion

- We need to hear from the Board of Trustees of the Foundation. They are meeting on August 8th and will likely be passing it to The Finance Committee.

Changing banks - Including credit card situation

Pre-approval of expenses process

Church promotional items: Kristine researching Unrelated business income if we sell swag

- This has been resolved. There is no unrelated business income as this merchandise is part of the church evangelism and this item will be removed from future agendas.

Who is responsible for Asset Allocation of Funds at New Covenant? Foundation or Finance

Non-expendable vs Expendable Restricted Funds at New Covenant

Two types: i) 3 funds recently approved to all Expendable; ii) Other funds

Who is responsible to decide?

Who is responsible to adjust the dollars so designated and how/where



Deacons

Minutes August 12, 2024

Present: Pat Halverson, Sarah Soenksen, Bob Lehnherr, Paula Hartmann, Colleen Duenas, Julia Meyer, Lois Boyer, Phylis Pecoraro, Glen Roebuck, Katrina Williams, Sherry Williams, Anna Putman, Terri Sheetz

The deacon's community picnic is September 8. There is a sign up for deacons helping with the picnic. This is an "all hands on deck" event for the church; all deacons need to participate. Homecoming is October 20th. This will begin at 1130am following the church service and adult education.

Kids Against Hunger is November 9th. Promotion for this will begin in early October,

A motion was made to approve the updated description of the Deacon Mission Fund for the Operations Manual. The motion was passed. The new will be sent by the Deacon Moderator to the clerks and moderator of session for inclusion in the next Session meeting.

There was conversation regarding future funding Mission activities and 2025 budget considerations. Discussion centered around changing the levels of funding for some current missions, focusing international mission on existing opportunities within the Presbytery and PCUSA (at little to no cost), as well as anticipated changes in funding levels (inability to address green envelopes for Deacon mission, absence of one-time gifts form late 2024 that funded activity for 2025. Also discussed was potential opportunity for other revenue sources and partnerships to support The Caring Closet. No decision were made at this meeting regarding budget allocations for 2025.

September 9, 2024, 7:00pm. Hybrid Meeting (see email for Zoom address)

Note: Birthday cards will be available for you to write and send from the church office for your team members with birthdays between now and the next Deacon Meeting: Monday, October 14, 2024.

Agenda Item	Resp. Party/Time	Detail	Notes/Minutes
Opening Devotion	Katrina		
Review of Minutes	Glen		
Matthew 25	Glen Amy Saskowski	<ul style="list-style-type: none">Structural Racism/Systemic Poverty/Congregational Vitality3rd intersectional review:<ul style="list-style-type: none">Militarism	Amy Saskowski provided a review of the third intersectional of Matthew 25: militarism. She highlighted the use of military force and its impact on marginalized communities.
Member Care follow-up	Colleen Duenas	<ul style="list-style-type: none">UpdatesFarthest Pew	Discussed need of one congregation member and visits scheduled. Address of member to be updated. The Diane Gere Celebration of Life is slated for Saturday, September 14 at 3pm. Deacons will provide assistance for the reception to follow.
Review of Recent events	Glen	<ul style="list-style-type: none">Memorial to the LostCommunity Picnic	Memorial to the Lost comes to closure soon. Discussion took place regarding potential revisions for ongoing improvement of the community picnic. The Outreach Committee will follow up.
Upcoming events	Group	<ul style="list-style-type: none">HomecomingSupport for Trunk or TreatKids Against Hunger	October 20, immediately following adult education; October 27, 4pm

		<ul style="list-style-type: none"> • Cocoa and Caring • Angel Tree • Alternative Giving 	<p>KAH: Saturday, Nov 9, 10am. Deacons will provide funding support enabling families to economically participate. Recommend \$20 per person donation Cocoa and Caring; Date TBD Alternative Giving will include opportunities to support the Caring Closet and Sudlow Intermediate Schools (see below)</p>
Sudlow School needs and potential support	Amy/Paula	<ul style="list-style-type: none"> • Discuss needs and options for support 	<p>Amy S provided follow up info on needs of Sudlow, inc: spray deodorant, backpacks, hygiene products, stress balls, Kleenex, pencils, solid black leggings, athletic shorts. FPC will host a donation drive in October to initiate our support for Sudlow moving forward. This will include a Minute for Mission. The Outreach Committee will drive this endeavor.</p>
Draft Budget discussion for 2025	Group	<ul style="list-style-type: none"> • Discussion: Support for Covenant Network, PUNCH, Sudlow; decisions by October meeting 	<p>A draft budget plan identifying sources and uses of funds was approved for 2025. This is tentative based upon final budget approval by the session.</p>
Succession Planning/Nominating Committee	Glen	<ul style="list-style-type: none"> • Begin to consider new committee and board leadership for 2025 	<p>Deacons were once again reminded to consider potential candidates for moderator for 2025.</p>
Volunteer Coord.	Andy Edwards	<ul style="list-style-type: none"> • Updates 	<p>In the future, we will host a volunteer meeting for congregation members to once again introduce people to opportunities to volunteer within the church.</p>
Outreach	Paula Hartmann	<ul style="list-style-type: none"> • Updates 	<p>See upcoming events noted above</p>
Member Care	Colleen Duenas	<ul style="list-style-type: none"> • Updates 	<p>A question was raised regarding the pictures of Deacons taken in January and when those would be posted. Andy is following up.</p>
Mission Connection	John Gere	<ul style="list-style-type: none"> • Updates 	<p>Future mission trip activity will connect to existing trips sponsored by the Presbytery, Synod or PCUSA. John is following up for a report and update from Ray of Vision.</p>
Closing Prayer	Katrina		



Strategic Discernment Team **Minutes of meeting August 7, 2024**

Attendees: Rev. Dr. Kris Schondelmeyer, Matt Bishop, Marty Bowles Edwards, Nancy Chapman, Nancy Foster, John Gere, Jeff Gomez, Theresa Jacobsmeier, Matt Kabel, Darren Long, Julia Meyer, Jim Middleton, Edward Owens III, Pam Paulsen, Karla Ruiter
Absent: Mike Bawden, Ted Brown, Chris Connolly

- Pastor Kris opened the meeting with **prayer**

- All members of the team **introduced themselves**, when they became a member of the congregation or staff and volunteer involvement (past and present) and/or staff role.
- **Power point presentation** by Pastor Kris on Introduction, Goals and Process. To be sent to Team members by Jim Middleton
- *At the Crossroads (2022)* document will serve as a foundation to help determine “where are we going?” in the future.
- Goal to share with the Session, then congregation where the Team sees we are **going in the future**, including addressing capital needs. Expectation is that the Team will discern where we are going by **late Fall or early Winter**.
- All members of the Team were invited to the **Session retreat on Saturday Sept 28**, beginning at 9am. Details to follow.
- There was discussion of the need for **tuckpointing the Christian Education Building** as there has recently been water coming through the brick in the attic. This led to a discussion of the pros and cons of getting repairs done as soon as possible vs determining our direction for the future first. A vendor, TnT Tuckpointing, has been approved by the Building, Grounds, Safety Committee (BGS) for the CE building at a cost of about \$62,000. According to our policies, we would add 10% contingency and 7% sales tax, resulting in a total project cost of about \$73,000. BGS planned to present this project for approval at Session on Sept 16.
- After much discussion, Jeff Gomez made a motion “**I move forward the tuckpointing of the Christian Education Building**” Karla Ruiter seconded the motion. With one abstention, the motion passed and will be forwarded to Session as a recommendation from the Team. There was discussion about when would the vendor need the contract signed in order to complete the work this fall. Matt Kabel will find out. If the contract needs to be signed before September 16, there may have to be a specially called Session meeting. Subsequently, Matt found out that the vendor can wait for September 16 meeting for contract to be signed and work completed this fall. There was also discussion on if/when the need for tuckpointing and stone strengthening on the church building is proposed, there may be grants for which this work is eligible but typically grants are made on projects not yet begun.
- Nancy Chapman made a request for Team members to consider taking **minutes** of future meetings for the group so that there is a record of discussions and actions taken by the Team. This can be done by one person or several team members on a rotation.
- The next meeting of the Strategic Discernment Team was set for **Wednesday September 4 at 7pm** with a preference for meeting in person.

Submitted by Nancy Chapman



Landscape task force: Part of the scope of the landscape task force was to have Jim Middleton get bids on new signage for the church. The Foundation trustees voted unanimously to fund the new digital sign. Submitted by Jeffrey Gomez

Appendix 3: Names of individuals removed from the Baptism Roll, approved, September 16, 2024

NAME	AGE	*	PARENTS	INACTIVE
	in 2023			SINCE...
Clark, Levi James	30	y	Denise Lynn Dietz	2012
Houston Regina	20	y	Regina Ross	2012
Klinger, Charles Allen	41	y	Dorothy Klinger and Emmett	2011
Kuhn, Nathan Edward	27	y	Dan & Cindy Kuhn	2017
Liske, Kerrie Jo	34	y	Matthew & Christie Liske	2011
Liske, Kraig David	32	y	Matthew & Christie Liske	2011
Liske, Kurt Matthew	39	y	Matthew & Christie Liske	2011
Liske, Kyle Marten	34	y	Matthew & Christie Liske	2011
Maxwell, Amy Elizabeth	33	y	John & Patricia Kay Maxwell	2017
Maxwell, Kara A	29	y	John Maxwell	2017
McMahon, Ella Marie	18	y	Annie (Arnold) & Miah McMahon	2017
Meenan, Brady Alan	21	y	Matthew & Tess Meenan	2012
Page, Adam Michael	39	y	Self	2019
Page, Anne Marie (Hoffman)	39	y	Self	2019
Patterson, Christopher L	39	y	Sheryl Lynn Patterson-Milnes	2011
Patton, Lance Andrew	23	y	JJ and Aimee Patton	2011
Piazza, Nicholas Michael	19	y	Carrie and Mike Piazza	2017
Rigdon, Emily Faith	18	y	Dallas and Meg Rigdon	2019
Ross, Joseph	25	y	Regina Ross	2012
Ruge, Kimberly K (Fairweather)	57	y	Self	2019
Schneider Annette	24	y	Gordon & Julie Schneider	2008
Snyder, Taylor Nicole	21	y	Matthew & Connie Snyder	2012
Snyder, McKeegan Alexander	22	y	Trevor & Erin Snyder	2012
Soults, Justin	37	y	DeAnn Soults	2011
Townsend, Jacqueline Elaine	42	y	Steven & Janet Townsend	2012
Wadsworth, Joseph L	36	y	Diana Wadsworth	2019
Wadsworth, Karen Arlene	37	y	Diana Wadsworth	2019
* If baptized at FPC confirmed to be on our Baptism Registry				