

Session Meeting  
First Presbyterian Church  
Davenport, Iowa  
November 18, 2024

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, November 18, 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 led a discussion on intentional authentic evangelism (2<sup>nd</sup> of the 7 Marks of Vital Congregations) using John 4:1-41.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 7:15 PM and opened with prayer. A quorum was present. A Land Acknowledgement was read.

	Class of 2024		Class of 2025		Class of 2026
P	<b>Paula Burnett</b> <i>Hospitality &amp; Welcoming</i>	P	<b>Dan Breinich</b> <i>Personnel</i>	P	<b>Dianna Darland</b> <i>Hospitality &amp; Welcoming</i>
P	<b>Kirk Christie</b> <i>Adult Spiritual Growth</i>	P	<b>Nancy Chapman</b> <i>Finance</i>	E	<b>Rachel Frohlich</b> <i>Worship &amp; Music</i>
P	<b>Nancy Foster</b> <i>Finance</i>	P	<b>Bonnie Johnson</b> <i>Stewardship</i>	P	<b>Denny Jorgenson</b> <i>Congregational Fellowship</i>
P	<b>Bev Koos</b> <i>Worship and Music</i>	P	<b>Nathan Kabel</b> <i>Buildings Grounds &amp; Safety</i>	E	<b>Kathy Knox</b> <i>Christian Ed &amp; Fellowship with Youth</i>
P	<b>Diane Roebuck</b> <i>Christian Ed &amp; Fellowship with Youth</i>	P	<b>Kristine Oswald</b> <i>Worship &amp; Music</i>	P	<b>Diana Miller-Bur</b> <i>Worship &amp; Music</i>
P	<b>Karla Ruiter</b> <i>Buildings Grounds &amp; Safety</i>	P	<b>Mark Ruebling</b> <i>Congregational Marketing &amp; Growth</i>	E	<b>Cathy Pratscher-Woods</b> <i>Stewardship</i>
E	<b>RuthAnn Tobey-Brown</b> <i>Personnel</i>	P	<b>Vicki Stegall</b> <i>Personnel</i>	P	<b>Jed Steckel</b> <i>Adult Spiritual Growth</i>
P	<b>Jay Williams</b> <i>Adult Spiritual Growth</i>				
P	<b>Mark Jones</b> <i>Co-Clerk of Session, non-voting</i>	P	<b>Marty Bowles-Edwards</b> <i>Co-Clerk of Session, non-voting</i>	<i>P-present E-Excused A-Absent</i>	

Staff members:

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

Guests: FPC Staff Members, Deacon Moderator Glen Roebuck, Foundation Board President Jeffrey Gomez, church member Julia Meyer.

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**On motion and second**, the agenda was approved with the following additions: 3 motions from Worship & Music, a request for a fund-raising event, modifications to the Building Use Commission motion, proposal to amend the agenda for the December 1, 2024 congregational meeting, and inclusion of two 3<sup>rd</sup> Quarter Financial reports in 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 October 21, 2024 Session Meeting minutes
- Approve the October 2024 Income and Expense Report-Revision
- Approve the October 2024 Custodial and Pass-Throughs Report
- 3<sup>rd</sup> Quarter Managed Funds and 3<sup>rd</sup> Quarter Restricted Funds reports

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

- October income was higher than expected with lower expenses than expected.
- YTD continues to show a deficit but it is smaller than budgeted.

	October 2024		October 2023	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 175,395	\$ 86,844	\$ 142,903	\$ 47,027
Custodial Accounts Income	2,259	-	3,087	-
Compensation Expenses	(50,079)	(55,892)	(53,802)	(61,385)
Non Compensation General Fund Expenses	(16,713)	(18,307)	(14,364)	(16,276)
Custodial Accounts Expenses	(2,259)	-	(3,087)	-
<b>Operating Surplus (Deficit)</b>	<b>\$108,603</b>	<b>\$12,645</b>	<b>\$ 74,737</b>	<b>(\$30,634)</b>
Insurance Claim Inc/(Exp)	(5,000)	-	-	-
Birdies Donor Challenge	-	-	-	-
Pandemic Relief Funds	-	-	-	-
<b>Net Surplus (Deficit)</b>	<b>\$103,603</b>	<b>\$12,645</b>	<b>\$ 74,737</b>	<b>(\$30,634)</b>
	2024 Year-To-Date		2023 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 626,275	\$ 560,362	\$ 626,957	\$ 547,674
Custodial Accounts Income	56,945	-	53,408	-
Compensation Expenses	(513,169)	(537,017)	(559,410)	(603,730)
Non Compensation General Fund Expenses	(186,089)	(224,616)	(155,629)	(187,174)
Custodial Accounts Expenses	(56,946)	-	(53,408)	-
<b>Operating Surplus (Deficit)</b>	<b>(\$72,984)</b>	<b>(\$201,271)</b>	<b>(\$88,082)</b>	<b>(\$243,230)</b>
Insurance Claim Inc/(Exp)	3,459	-	-	-
Birdies Donor Challenge	-	-	100,000	-
Pandemic Relief Funds	-	-	151,059	-
<b>Net Surplus (Deficit)</b>	<b>(\$69,525)</b>	<b>(\$201,271)</b>	<b>\$162,977</b>	<b>(\$243,230)</b>

All numbers are rounded.

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

## CLERK'S REPORT

- The published November 2024 Clerk's Report is appended to these minutes.
- FYI. Beginning January 2025, the meeting will be called to order at 6:30 PM with devotions to follow, then the remainder of the meeting. This changes the order so that devotions become part of the meeting time.
- Discussion was requested regarding on-line voting for congregational meetings.
  - Does mean that some members will not be able to vote.
  - Will need to meet quorum with in-person numbers.

- Desirable but an administrative burden. Takes 2+ hours of work for tech time to set up for Zoom and voting and additional time to reset the tech equipment.
- Some discussion that low-tech options might be available that still meet the need for person to “hear and be heard” but need less set-up time.
- Elder Nancy Chapman **moved that a low-tech option for Dec 1 meeting be sought.** The motion was seconded and approved.
- Communication from church members Jim and Denise Petz was shared with Session.
- Recent information has indicated that housing allowances for pastors must be approved by January 1 of the year to which it applies. Congregation needs to approve these.
  - **On second and motion**, the December 1, 2024 congregational meeting agenda was amended to include approving the 2025 terms-of-call for Pastor Schondelmeyer.
  - **Motion** was made and seconded that Session approve the 2025 Terms-of-Call for Rev. Dr. Kristopher Schondelmeyer as recommended by the Personnel Committee, and recommend them to the congregation, as follows:
 

○ Cash Salary	\$62,000	No change from 2024
○ Housing	\$64,000	No change from 2024
○ 403(b) contribution	\$ 2,000	No change from 2024
○ Total effective salary	\$118,000	No change from 2024
○ Soc Sec/Medicare	\$9,027	No change from 2024
○ Board of Pensions		
• Pension & Med Life / Disability	\$49,400	Up from \$46,020
• Dental, Vision Supplemental Death	\$ 1,967	Down from \$2003
○ Total Compensation	\$178,394	Up from 175,050
○ Professional expense (\$4000), Reimbursed Travel (\$2000) and Reimbursed CE (\$2000) remain the same.		
  - Discussion: Only change is increase in medical/pension and change the “mileage” category to “travel.”
  - **Motion was approved.**

**At 7:57 PM, on motion and second**, the Session approved suspending the meeting in order move into a meeting of the Foundation of First Presbyterian Church.

**At 8:17 PM, on motion and second**, the Session approved reopening the Session meeting.

## DEACONS' REPORT

**The Session received a report from the Deacon Moderator Glen Roebuck:**

- Angel Tree and Alternative Giving Program are rolling-out now.
- Deacons hosted a QC Interfaith program at FPC yesterday on the Community ID card.
- Donations to Deacons have been higher this year so they will not be moving money from the Deacon reserve Fund to meet current needs.
- Holding donations to Ray of Vision in Africa because of lack of communication with them and uncertain how money is being used.
- Continuing to explore connections with community groups. Homelessness has been identified as a significant issue currently. Shelter spaces this winter are going to be

fewer than in years past. Deacons are involved as able. A letter explaining the situation to the congregation will be distributed soon.

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## SESSION COMMITTEE/COMMISSION REPORTS

- Written Session committee reports as presented are appended to these minutes.
- With no discussion, the Session committee reports were received as written.

### Action items from Session Committee

- **A motion** was presented from the Building Use Commission to approve the Building Use Policy and accompanying resources (fee schedule, use agreement, request form, child protection policy for outside group). The motion received a second. The Building Use Policy is appended to these minutes. Following discussion, **the motion was approved.**
- **A motion was presented by the Personnel Committee to approve the new Nursery Care Giver Position Job Descriptions.** The document is appended to these minutes. Note: a typographical error in start/end times has been corrected. Following discussion, **the motion was approved.**
- **A motion** was presented from the CEFY Committee to approve the **FPC Child, Youth, and Vulnerable Adult Protection Policy.** The policy will be placed in the Operations Manual. Following discussion, **the motion was approved.**
- **A motion** was presented by Buildings, Grounds, and Safety Committee to approve the Modern Companies, Inc bid for \$5552.45 to replace the steam coils in Fellowship Hall and the southwest entryway with the funding source (on recommendation of the Finance Committee) to be the Building Reserve. Following discussion, **the motion was approved.**
- **A motion** was presented by the Music and Worship Committee to approve a fundraising Choir Pie (& Baked Goods) Sale Sunday, November 24, 2024 in Fellowship Hall, with proceeds to go to the mission component of the Choir's Italy Trip in 2025. Following discussion, **the motion was approved.**
- **A motion** was presented from Worship & Music Committee to approve a trivia night fundraiser on Saturday, March 15, 2025 at the Columbus Club in Davenport to support the mission component of the Sanctuary Choir's 2025 Italy Trip (project TBD). The cost of the rental has been paid by an anonymous donor. Matt Bishop and Terri Sheetz will handle the trivia portion of the event. Kristine Oswald is handling everything else. Following discussion, **the motion was approved.**
- **A motion** was presented by the W&M Committee to approve a virtual silent auction fundraiser to take place in the spring, with a final online event with a date TBD. The funds raised will be split evenly among those traveling on the Sanctuary Choir's 2025 Italy trip. We will utilize the online silent auction platform Betterworld linked through the church's social media and website. Following discussion, **the motion was approved.**
- **A motion** was presented to have Christmas Eve services at 4PM (Family Service) & 9PM (Candlelight Service). A second was received.

- **A motion and second** was received to amend the original motion to make this the yearly schedule going forward. The amendment was approved.
  - Following discussion **the amended motion was approved.**
  - **On motion and second**, the Session approved a *Blue Christmas* service on Wednesday, December 11, 2024, at 7:30 PM.
  - **A Motion** was presented from Finance Committee for \$30,000 be reported as memorial income in the general fund in November 2024, in accordance with the Memorial Gifts Policy approved by the Session on October 21, 2024. Following discussion, **the motion was approved.**
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## STAFF REPORTS

### **Marty Bowles-Edwards, Co-Director of Christian Education**

- November Sunday School has had a mission focus which was well received by the children and youth. Personal care kits were donated to the Caring Closet as well as snack mix bags to be included in the Caring Closet lunches.
- Youth group is meeting regularly; small but bonds are being formed.

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

- Tuck-pointing work has begun.
- Per Mar inspected completed recently and passed.
- AC in choir room is not working and being looked into.
- Werner's repair work (from water damage) has progressed but has work to be completed in the music room. On hold now until Matt Bishop can talk with the project manager.
- Snow removal bids are being received.

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

- Digital sign has been ordered. Installation is anticipated in December or January.
- Congregational assessment from the Strategic Discernment Team is being prepared to go out to the congregation later this week.

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

- Has been out-of-town much of the recent weeks.
- Will be preaching this Sunday and Thanksgiving eve.

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

- Stewardship
  - Pledges-to-date are about \$518K
  - Most contributors are opting into the Birdies for Charity participation
- Will send committees their YTD spending and 2025 budget numbers. Asked committees to submit anticipated spending for the end of the year and asked to reduce 2025 budget request where possible. With the pledges to-date, the budget deficit will be higher than the draft budget that included a larger forecast for pledges.
- FPC can now receive monies using PayPal and Venmo. A Square Card Reader was used successfully at the last PAS event. Vanco giving platform has been updated.

- **The Oct 1, 2022-Dec 31, 2023, Policy and Procedure Review final report and the response by the Director of Financial and Business Administration were received by the Clerk of Session and distributed to the Session.** Those documents will be included in the Appendix to the 2024 Annual Records.

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

- Recent events
  - Scottish Communion service
  - PAS concert Nov 9 with drumming ensemble, Ho Etsu Taiko, was well received.
  - Justice Choir concert Nov 10 was well attended and performance was wonderful. Included 43 singers. Raised \$650 for CareQC. A second Justice Choir concert on migrant justice is being planning for March or April 2025.
- Matt thanked Jim Middleton for the many volunteer hours committed toward the success of the PAS and Justice Choir concerts.
- Coming events
  - Advent organ recital on Dec 1, 2024 with 4 local organists, included Alex Gilson.
  - Advent Lessons & Carols with the Chamber Chorale will be Sunday, Dec 8, 2024.
  - The Christmas Concert will be on Sunday, December 22, 2024, 4PM.
- Actively planning music for the spring.
- The FPC Merch Store has launched. Troubleshooting some details.

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

- Officiated at 2 weddings in October.
  - Officiated at 1 memorial service and has 1 additional service this week.
  - Working with the Discernment Team. A congregational assessment questionnaire has been created and is being sent to the membership this week. This will be followed by a congregational conversation at a time not yet determined.
  - Provided a 5-week class on Compassionate Conversations in October.
  - Preparing for duties as Moderator of the Presbytery of East Iowa for 2025.
  - Working with Jim Middleton and web-design companies on a new website. In progress.
  - Comments on anticipated budget: The early indications of the 2025 pledges suggests we will have income similar to previous years (\$550K). This is likely our new reality. Pre-pandemic/pre-turmoil the numbers were closer to \$750K. Conversations will be needed among Session members and congregational members on how to manage the budget going forward.
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## **OTHER BUSINESS**

**On motion and second,** Elder Mark Jones was approved as a commissioner to the PEIA meeting on Saturday, November 23, 2024, at First Presbyterian Church in Burlington.

### **Congregational Membership on Committees – Elder Jed Steckel**

- Elder Steckel wanted to suggest this is a good time for Session committees work on their congregational members for next year, inviting new people to serve. He suggested obtaining a current membership list to review.

### **Fundraising request**

- A church member has asked to approve an event for the awareness and research for Parkinson's Disease. This was first presented to Deacons. Deacons have declined – as they have refocused efforts through Matthew 25. It was requested that the issue be presented to Session. Right now, there are concepts of what the events might be but with no specifics (dates, time, event coordinators).
- Discussion: Without specifics for any event, the Session did not consider the issue any further. Once specifics are developed, the church member will be encouraged to submit his request to the Building Use Commission.

**Evaluation of the meeting:** lots of business to do; some late changes/additions to the agenda; feels good to be done at 10PM; went through the business in a fairly efficient manner.

### **ADJOURNMENT**

The agenda was completed. No new business was brought to the floor. The Moderator closed the meeting with prayer at 9:55 PM.

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held December 16, 2024, at 7:00 PM in Von Maur Hall. Study and devotions will start at 6:30 PM. Zoom will be available.

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The Rev. Dr. Kristopher D. Schondelmeyer  
Moderator

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

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

### **REPORT OF THE CLERK OF SESSION** **November 2024**

#### **I. Membership Changes**

##### **New members received October 21, 2024**

- Deanna Herman, Reaffirmation of Faith
- Bonnie Parriott, Reaffirmation of Faith
- Carole Scherz, Reaffirmation of Faith
- Carol Burrus, Letter of Transfer

##### **Reduction in membership**

- Robert William Eby was removed from active membership at FPC by request on October 21, 2024

##### **Death of Member**

- Ralph George Ruebling Died October 27, 2014 in Davenport, IA. Memorial Service was at Weertz Funeral Home November 2, 2024
- Sarah Marie Woods died October 5, 2024 in Davenport, IA. Memorial Service was held at First Presbyterian Church, Davenport on November 2, 2024, officiated by Rev. Dr. Kris Schondelmeyer.
- Jane Alice Magnusson died November 13, 2024 in Bettendorf. Service to be held November 22, 2024 at FPC Davenport. Officiated by Rev. Dr. Kris Schondelmeyer.

##### **Member Correspondence**

- Received a letter from Jim and Denise Petz confirming their desire to remain on the Active Member Roll.

#### **II. Communion**

Communion was celebrated at First Presbyterian Church at 9:30 AM worship on Sunday October 27, 2024 (Reformation Sunday). Rev. Dr. Kristopher Schondelmeyer officiated.

#### **III. Weddings**

- The wedding of Anna Putman and Alex Gilson was held at First Presbyterian Church on October 5, 2024. The Rev. Dr. Kristopher Schondelmeyer officiated.
- The wedding of Rebecca Ann Chomycia and Eric R. Scholl was held at First Presbyterian Church on October 26, 2024. The Rev. Dr. Kristopher Schondelmeyer officiated.



#### IV. Christian Education Attendance October 2023 and October 2024

October 2023	Nursery	Sunday School All Grades	Kirkwood Choir	Cherub Choir	Youth Ministry	Musik-garten*	ACE
1	5	13	10	4	5	18	12
8	5	12	11	3	in recess	12	9
15	3	18	16	4	4	14	15
22	4	19	14#	6	6	11	in recess
29	4	13	10	3	3	14	16
<b>Total</b>	<b>21</b>	<b>75</b>	<b>47</b>	<b>20</b>	<b>18</b>	<b>69</b>	<b>52</b>
Weekly avg	4	15	9	4	5	14	13
		#singing in worship				*Children & Adults	

October 2024	Nursery	Pray-ground	Sunday School All Grades	Kirkwood Choir	Cherub Choir*	Youth Ministry*	Musik-garten*	Youth Choir	ACE
6	2	8	12	7	-	13	7	14	20
13	4	15	Manna & More	12#	4	10	Manna & More	recess	Manna & More
20	5	9	9	recess	3	42^	5	?	18
27	5	15	14	12	3	Trunk-or-Treat	5	Trunk-or-Treat	15
<b>Total</b>	<b>16</b>	<b>47</b>	<b>35</b>	<b>31</b>	<b>10</b>	<b>65</b>	<b>17</b>	<b>14</b>	<b>53</b>
Weekly avg	4	12	12	10	3	26	6	14	17
		#singing in worship				^Wapsi	*Children & Adults		

## V. Worship Attendance October 2024

October 2023		Cong.	Choir &		October 2024		Cong	Choir &	
		Count	Clergy	Totals			Count	Clergy	Totals
	9:30 AM	105	47	152		9:30 AM	102	35	138
	On-line Views			57		On-line Views			29
1	Total			209	6	Total			167
	9:30 AM	73	42	115		9:30 AM	91	55	146
	On-line Views			55		On-line Views			32
8	Total			170	13	Total			178
	9:30 AM	99	39	138		9:30 AM	75	45	120
	On-line Views			47		On-line Views			28
15	Total			185	20	Total			148
	9:30 AM	127	55	182		9:30 AM	121	46	167
	On-line Views			76		On-line Views			36
22	Total			258	27	Total			203
	9:30 AM	100	40	140			Monthly Totals		696
	On-line Views			57			Weekly Average		174
29	Total			197	Video counts are based on views at least 2 weeks of from the service date. Weekly average is figured on in-pers on attendance and total views on Vimeo and Face Book.				
		Monthly Totals		1019					
		Weekly Average		204					
On-line views are based on livestream views and other views at least 2 weeks of service date. Weekly average is figured on the sanctuary attendance plus views on Facebook and Vimeo.									

## Appendix 2: Session Committee Reports, November 2024



### **Buildings and Grounds and Safety Committee**

November 4, 2024 5:30 PM in the Parlor

Present: Pete Madden, Matt Kabel, Nathan Kabel, Karla Ruiter, Darren Long, Nancy Chapman (guest), Pastor Kris

1. The annual PerMar inspection was done and we passed.
  2. The playground project has been completed.
  3. A bid was accepted from Carpet-Land to replace the floor in the CE office. Karla will contact Theresa Jacobsmeier and solicit the help of a couple scouts to remove all the staples in it floor before the new floor is laid.
  4. We approved a request from the family of Sarah Woods for a memorial bench in her memory.
  5. Discussed and approved Pastor Kris' request for an electric fireplace insert in his office.
  6. Accepted a bid proposal from Modern for \$4,717.46 to replace the Fellowship Hall and southwest entryway steam coils. Matt to submit our request for funding to the Finance Committee.
  7. Darren shared one bid he received from JC Landscape for snow removal. The committee asked he get a couple more bids for comparison and report back.
  8. We are planning an "indoor clean up" day sometime in January in conjunction with the MLK Day of Service. Tentative dates — January 11th or 18th 8 to noon.
- New Year = New and Renewed Church.

More to come...

Next meeting: Monday December 2nd, 2024 5:30 PM in the Parlor

Respectfully submitted,

Karla Ruiter Co-chair



### **Adult Spiritual Growth Committee**

November 11, 2024

ASGC last met on 9/17/24 when programming for eight weeks was chosen to follow "Sailboat Church." The committee is currently presenting four weeks each of ACE explorations on prayer and forgiveness. To accommodate committee members' schedules, the work of compiling content and producing presentations is proceeding remotely and interdependently.



### **Personnel Committee**

November 4, 2024 via Zoom

Present: RuthAnn Tobey-Brown, Vicki Stegall, Dick Koos, Brian Price, Pastor Kris Schondelmeyer, and Dan Breinich (notetaker).....all present

Opened with prayer at 7:06 pm

1. The Nursery Caregiver Position Description was updated from its most recent reading from 2022. It was Moved and Seconded to Accept it as written: passed unanimously. It will be submitted to the full Session for November's meeting for their acceptance.
2. An interview team submitted two names for acceptance to be on staff for the long-standing opening for the Nursery Caregiver positions. (1) Kathy Knox—FPC member and (2) Madison Hanssen—St. Ambrose Senior Elementary Education major. These two will begin and Personnel will continue the search for an acceptable third person to hire so there can be a reliable rotation to (hopefully) be guaranteed full coverage for every needed Sunday, Thursday, whenever.
3. Staff Reviews will be attempted closer to January/February than we had done in the past
4. Coverage of preaching was discussed to allow Pastor Kris to go to Louisville, KY November 14-17 for a Conference.
5. Other Personnel-related topics were discussed

6. Moved to adjourn. Pastor Kris prayed at 7:48pm

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



Monday, Nov 4, 2024, at 7:30 pm on Zoom

Present: Judy Hawthorne, Kathy Knox, Karla Ruiters, Diane Roebuck, Colleen Duenas, Matthew Hennes, Abby Schondelmeyer, Kathy Middleton, Marty Bowles Edwards

Gathering and Prayer (Abby)

Budget:

- As of 10/17/2024 we have \$4,241.76  
This is the number from the September financials
- We did spend a little over \$360 for the Toiletry Kits for the CC

Old Business

- Nursery (birth – 4 years old)
  - Staff – Interviews were completed for 3 Applicants. Positions have been offered and accepted for 2 of the 3 Candidates. Kathy Knox began November 3, 2024. Hoping the 2<sup>nd</sup> Candidate will be ready to start November 10.
  - Waiting to learn about babysitting needs for Thursday evenings from Choir Families through Matt Bishop.
- Sunday School (pk – 2<sup>nd</sup>, 3<sup>rd</sup> – 5<sup>th</sup> grade and 6<sup>th</sup> – 12<sup>th</sup> grade)
  - We could use a few more teachers
- Youth Ministry (6<sup>th</sup> – 12<sup>th</sup> grade)
  - Meal Volunteers are appreciated and a Sign-up Genie has been posted

New Business

- Sunday School Lesson Plan Update –
  - Completed the Lord's Prayer Unit with gratitude for the Sign Language guidance and instruction from Diane Roebuck.
  - Advent will be focused on preparing the Children's and Youth's involvement in the Christmas Eve Family service.
  - January will have 3rd Grade Bible presentations. Sunday School lesson series will begin, using begin focusing on Animals in the Bible.
  - Lent will be a Series of Lessons on the Fruits of the Spirit.
- Sunday School Feedback –  
Discussion was supportive of the format and the content. Specifically, the lessons this year feel "Organic" and easy to teach.
- Christmas Eve
  - Family Service at 4 PM
  - Second Service at 7 PM? or 7:30 PM? – time to be determined by Worship and music.
- Tween Fellowship Opportunity
  - January is the target time. Suggestions were made to have an event elsewhere in the community, such as Ice skating, to start bonding as a group.

Upcoming dates

- November 10: Manna and More – Kathy Middleton will open the gathering with 2 songs. Activity post meal will be a Thankful Calendar that Abby is providing.
- December 8: Manna and More – Will again start with group singing and then there will be a simple holiday Craft.

Closing with Prayer (Marty)

Next meeting will be December 2, 2024 at 7:30 pm by Zoom



### FPC Building Use Commission

Thursday, October 10, 2024, 3PM

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

Pastor Kris opened the meeting with prayer.

The Commission discussed a verbal request to host a QC Interfaith event. They want to present a video and hold a discussion on a community ID project. FPC has supported such a project in the past.

- It is possible that the Deacons will serve as a sponsoring host for this event. If they are willing to do that, then this Commission does not need to review the building. Pastor Kris will follow-up with Glen Roebuck, Deacon Moderator, to see how involved the Deacons want to be.
- This event will require custodial staff, at least one tech person, and likely hosts (a potentially big crowd plus media).
- If Deacons are not on board, we will ask QC Interfaith to go through our new process for approval.
- Some discussion that FPC would likely waive fees because of our support for QC Interfaith and this ID initiative.

We had some discussion on our wedding policy, fees, the need for a wedding coordinator. No decisions made. This will be revisited in the future. We have no new weddings on the calendar at this time.

Next steps

- Our first task at the next meeting is to review the final Building Use Policy draft and the confirm that the Building Use Agreement, Building Use Request Form, and the policy are consistent.
- Pastor Kris will review our current Wedding Policy to determine if it is adequate.
- Pastor Kris will work with CEFY on the Child Protection Policy for Outside Groups.

The meeting was ended at 4:15PM. Next meeting is set for October 31, 20224, 1 PM on Zoom.

Minutes prepared by Mark Jones



### Finance Committee

Oct 8, 2024

Attendees: Edward Owens, Nancy Chapman, Nancy Foster, Tom, Kristine Olson, Eric Sholl, Chris Pitcher, Rev. Dr. Kristopher D. Schondelmeyer.

Notes

- 3 documents Pastor Kris wants to send out tomorrow: Narrative Budget, Stewardship Letter, and Pledge cards.
- Budget for 2025: 950K expenses, 213K Non-Pledge Revenue, 725K in forecasted pledges.
  - \$725k in pledges balanced the budget\*.
    - 2024 pledges came in around \$550,000.
    - If we use \$550,000: the deficit will be **\$172,119\***.
  - \$30,000 is from Designated Funds offset-General.
    - **\*The committee decided to take this out of the budget and plan for a deficit of \$27,119. This deficit will grow to \$202,119 if the pledges were reduced to the 2024 pledge amounts of about \$550,000.**

- We have \$32K in the Memorial Gifts passthrough account that could be used as long as no-one comes forward asking for a specific use of their memorial donation. This will be used in 2024.
  - 2025 would have to come from the department's Custodial/Designated funds accounts. Each department would be limited to just the funds in those designated accounts.
  - However, this would be difficult to come up with \$30K.
  - Nancy Foster's option is to take the \$30K out and plan for a deficit.
  - Tom's option is to increase pledge revenue to \$750K and ask the congregation for that amount.
  - We could adjust this after we get back the stewardship pledges.
- Restricted Funds:
  - The 2024 budget included use of restricted funds to cover the deficit.
  - \$50,000 of income in 2025 is coming from Restricted Funds.
    - \$188,000 was available in the Restricted Funds. We put \$50K for 2024 and if we do the same in 2025, we'll be down to \$88K "left on the shelf".
    - Nancy Foster would be comfortable with reducing this amount to provide more for future years.
  - It was decided to keep this \$50,000 in the budget until we receive more information from the Stewardship campaign and feedback from Session.
- Non Pledge adult offering is close to the forecast for this year, \$60,000. We have not been far off in past forecasts for this amount.
- \$30,000 is Additional revenue from other donors: Mostly Birdies related, either from Birdies or people who made an additional donation through the BforC.
- Finance & Admin Budget
  - 20% increase in property and casualty insurance.
    - Received a letter from our insurance company. They have to let us know if there is a possibility to raise rates more than 25%. Last year's increase was significant. The 20% included in the budget is a guess.
    - A more accurate amount will be provided in about 5 weeks, which will be before the approval of the budget by Session.
  - Worker's Comp insurance, 15% increase included as a guess on the increase.
- Birdies for Charities Phase II
  - The current process is for donors to send money directly to BforC and then in October we get the pledges plus the bonus.
  - The proposal is for us to collect all of the money ourselves; Kristine will keep a record of all of them, and then we will send it all together to BforC and then we get the 5% on a larger sum.
    - **Motion by Nancy Chapman to approve this be added to the pledge card, second by Edward, no discussion, unanimously approved.**
  - Nancy Foster called the BforC contact and she said it is not a problem.
  - The pledge card for 2025 FPC pledges now has an option to check a box if you *don't* want your money to go through BforC. The lady of the birdies is fine to have a checkbox for donors to exclude themselves.
  - Nancy Foster is proposing this to be added to the pledge card:
    - *Birdies for Charity is a local non-profit financially supporting area charities through the John Deere Classic. By allowing FPC to forward your pledge to*

*Birdies for Charity, FPC is guaranteed a bonus of at least 5%. If you do not wish to have FPC include your gift to Birdies, check this box.*

- Nancy Chapman thinks we should allow people to still make a donation directly through BforC.
- What about monthly pledges?
  - Monthly donations designated for BforC made after the August check to BforC can be included in the 2025 BforC donation/return.
- The money will be used, and we will be using the Cash balance to make the lump sum payment. We may not be able to make the 100% depending on the cash balance, or we could look at The Foundation for additional funds.
- Tax reports will come from FPC
- Parking Lot: Venmo/Zelle payment options for pledges.
- **Next Meeting: October 15th at 7:00 PM**

Submitted by Edward F. Owens, III

October 15, 2024 Zoom meeting

**Attendees:** Nancy Chapman, Pam Paulsen, Kristine Olson, Tom Spitzfaden, Nancy Foster and Pastor Kris Schondelmeyer.

**Approve Minutes:** Minutes from the September meeting were approved and forwarded to the Clerk. Minutes from the October 8<sup>th</sup> meeting have not yet been reviewed and are held until our November meeting.

**Review of September Financials:** YTD shows our actual deficit is less than the projected but at a minus \$173,000, we are significantly outspending our income. Birdies for Charity was better news – participation church-wide was over \$138,000 which earned FPC a bonus of about \$11,000. (B of C bonuses were 8% this year.) Kristine raised the question of the appropriate location for the Birdies bonus on the financials; the committee agreed to using “Additional Gifts from Donors” as the proper income line.

**Transition Grant:** Session approved a \$50,000 “transition grant” from Restricted Funds as part of the 2024 budget, the need for which was to be determined near the end of the year. The time has come to return to Session with a motion to enact this grant using the Sesquicentennial Fund as the source. Nancy C moved that “Session approve the 2024 General Fund budgeted transition grant of \$50,000 to be funded by the Sesquicentennial Fund.” This was unanimously approved.

**Revised Memorial Gift policy:** Tom S moved to approve the revised Memorial Gift policy and to forward it to Session for their approval in October. The motion passed.

**Contract for background checks:** Kristine had sent a copy of the contract to each Finance member for their review. No issues were noted. Pam P and Kristine will finish the form tomorrow.

**Using Venmo, Square for online & mobile giving, transactions:** Kristine sent us details on a proposed mobile payment service (in addition to VANCO). A separate checking account would be established, dedicated to these receipts, which would be reconciled and eventually transferred into the general fund. Since PAS would frequently use a mobile system, Matt has offered look into purchasing the \$299 Square terminal using PAS custodial funds. Acknowledging that there are costs to such services, the committee was in favor of moving forward with the use of Square and Venmo. Once set up, members will need to be educated on what methods are available and how to use them.

**Status of consolidating custodial accounts:** Kristine reported that Deacons are actively working on theirs. Two of their custodials will be moving to a New Covenant investment account – Finance has no objection to their plan.

**Tuckpointing for Education Bldg:** Per Nancy C, the Request for Capital Expenditure form will be ready for Session’s approval in October. Our recommendation is that up to 50% of the estimated cost of \$101,600 be paid out of the Foundation Development Fund, up to 25% out of the Capital Preservation Fund (Cunnick Trust) and up to 25% out of the Building Reserve; this will be in the form of a motion to the Session. TNT, the company doing the tuckpointing, wants half of the bid paid a week in advance. Nancy C will talk to them about payment.

**Agreed Upon Procedures – Kristine’s responses:** The committee will review Kristine’s responses at the next meeting and send to Session in November.

**Responsibility for Restricted Funds:** FPC Foundation has requested that Finance take over the responsibility for setting investment policy, disbursement procedures, communications with New Covenant and investment allocations for all Restricted Funds, plus the allocation from Non-Expendable to Expendable for 4 funds. We are in agreement; Finance will take on these duties.

**Cash Position:** Birdies helped! Cash is being used to fund our deficit but we have the cash.

**Committee Members for next year:** Not all members were present at tonight’s meeting but of those present, Nancy Foster is the only one going off the committee.

**Status of insurance claim for 3<sup>rd</sup> floor water leak:** Nancy C signed the contract for repair of 2 office ceilings (2<sup>nd</sup> floor CE office and 1<sup>st</sup> floor robe/music storage room) and the hallway ceiling outside the robe/music storage room. Cost will be \$6000; \$5000 wanted before work to begin. Pastor Kris got 2 bids for repairing the floor in the CEFY office. When all is repaired, FPC will have about \$1000 out-of-pocket (plus \$10,000 deductible).

**2025 Budget:** Finance will be presenting the first draft of next year’s budget at the October Session meeting. Our plan is to project the summarized Expense and Income sections on the screen at the meeting. Based on the initial budgeted expenses, \$725,000 in pledges will be needed. If only \$550,000 pledges are received, the projection will show the bottom line changing to **a deficit of \$202,000**. Our intent is to make Session understand the serious circumstances.

**Property & Liability Insurance survey:** Kristine received a survey (related to child abuse and harassment) from our insurance carrier, responses to which will affect our insurance coverage and cost. The survey is due November 1<sup>st</sup> and she asked who should complete the survey. We decided that she should complete it but then send it to the committee members for review/input.

**Carryover/Future topics:**

- Possibly changing banks, including our credit cards
- A process for pre-approval of expenses

**Next Finance Committee meeting, November 12, via Zoom**

**Closing:** Pam P closed our meeting with a Thanksgiving poem by Ralph Waldo Emerson.

Respectfully submitted,  
Nancy Foster, 10-23-24



### **Welcoming and Hospitality Committee**

October 22, 2024

Present: Andy Edwards, Paula Burnett, Dianna Darland, and Kristine Oswald.

At this meeting, we reviewed the results of our new member inquiry. We have had 4 new people interviewed by Session on Oct, 21. They will be presented/recognized by the congregation on Nov.3. We brainstormed some names of people that have shown some interest in the church that could be approached later about joining. We also discussed how previous “new members” were doing at the church. Also we shared names of various groups that the newest members could or might be involved in. We also discussed the need for more ushers/guest hosts. An updated ushering schedule was shared. We came up with potential names of people who could be asked to usher or help on individual Sundays.



### **Worship and Music**

October 28, 2024 &:00PM

Present- Matt Bishop, Diana Miller-Bur, Bev Koos, Kristine Oswald

Diana opened with prayer.

Future meeting dates:

It was decided we would meet quarterly. End of January, April or May, Late July then late October.



Sunday Services for the remainder of the year:  
December 8- Lessons and Carols- we will need extra readers.  
Thanksgiving Eve- might need more readers.  
November 3-All Saints Day Service

Communion-Dec 1, perhaps Christmas Eve

Christmas Eve schedule-  
CEFY has requested a dedicated 4 pm family service  
We suggested an additional service at 9 or 11 pm with a preference for 11 pm

Decorating the sanctuary for Advent-  
November 30th. Time TBD  
Matt will send out a doodle poll to all choir members to see what time works for most.

Communion dates for 2025-  
First Sunday of every even numbered months – Feb 2, April 6, June 1, August 10, August 30,(choir retreat), October 5, December 7, 24  
We decided Communion servers could be coached to give a blessing to the communicants.

PAS update- \$25,000 garnered from donors.  
November 9- next PAS concert- there will be concessions, and Kristine Olson has a Square reader, so we can accept credit cards.  
Next season (2026) suggestions?  
The Kings Return  
That will also be a musical year.

Italy- we can also use the last two payments of the Italy trip to go towards Birdies for Charity so the church can get 5%.

Fund raisers- Matt suggested a Virtual Silent Auction to be held in the spring. This money would help defray the cost of the Italy trip.  
Kristine will look into having a Trivia Night at Columbus Hall in March. Funds will go towards the mission component of the Italy trip.

Handbell Piece- Matt will do some exploring.

Kristine will look into the prices for small Presbyterian pins to recognize choir members.

Diana suggested we start up doing flowers for the altar. The altar guild is no longer functioning. We agreed on the 1st Sunday of the month. Congregants would pay/donate to have the flowers in memory or in honor of their loved one. The flowers could then be distributed by the deacons to members of their care team.

Diana also suggested the kids could make ornaments to adorn the church – she will reach out to CEFY.

Diana got some feedback about moving announcements from the beginning of the service to the end of the service. We tabled this topic as Pastor Kris needs to weigh in on that.

There was some talk about the noise level during the bagpipe service on 10/27/24. It was deemed to be uncomfortable by everyone on the committee. Should this be an outdoor service in the future?

The Homecoming meal was attended by folks who are regular church attendees. Should we be calling it something else? Perhaps we could have a REAL Homecoming service?

The meeting adjourned at 8:50pm.



### **Strategic Discernment Task Force**

November 14, 2024

Attendance: Karla Ruiter, Pam Paulsen, Jim Middleton, Edward Owens, Theresa Jacobsmeier, Dr. Kris Schondelmeyer, Nancy Chapman, Ted Brown, John Gere, Darren Long, Julia Meyer, Marty Bowles Edwards, Nancy Foster, Matt Bishop.

#### **Task Force Co-Chair Change**

- Mike Bawden has discerned that the best way for him to contribute to the Task Force is through being a member and that he is not able to devote the time needed to serve as Co-Chair.
- Pastor Dr. Schondelmeyer and Nancy Chapman met this past Sunday and felt that Edward Owens' business background would be a good complement to Nancy's accounting background. Edward also brings his inquisitiveness and a perspective from the family with young children demographic, which was a priority that Session identified during their retreats.
  - Edward humbly accepted the Co-Chair position.

#### **Congregational Assessment Presentation**

- Pastor Dr. Schondelmeyer presented the Congregational assessment that will be sent to the congregation so that we can obtain their perspectives.
- This assessment was a product of the Assessment Committee and Dr. Schondelmeyer's hard work and time devotion.
- It was created using Assessment Monkey and did incur a cost of approximately \$495.
  - Assessment Monkey provides several benefits that would be difficult and time consuming for a volunteer or church staff member to perform:
    - Layouts that are easy for respondents to use.
    - Multiple answer options, such as bubbles, check boxes, sliders, and lists that the respondent can manipulate to show their priorities.
    - Insightful data analysis.
    - Browser and Mobile formats
    - Sharable links and cloud hosting.
- The assessment contains 30 questions, which a mix of "get to know you" and "deep diving priority" questions.
- The name field is optional and was suggested that it be moved from the beginning of the assessment to the end.
- Question 13 had a suggestion to clarify that the question was referring to the time it takes someone to travel to church, one-way.
- There was a question about if youth and children should be completing this assessment.
  - All confirmed members are asked to complete the assessment, therefore any youth that have completed confirmation are welcome to provide their answers.
- Key questions and their background:
  - Question 9 about bringing a friend, family member, or neighbor to church:
    - This is important because research shows that people join churches most often after they are introduced to the church through by someone they know. If our congregation does not feel comfortable bringing their friends and family to our church, then we will need to work to overcome these hesitations before we can grow.
  - Question 10 provides a list that the respondent is asked to organize to show the rank of the priorities on which the Church should focus.

- These priorities are taken from Session retreats.
- Question 29 and 30 relate to how successful a capital campaign will be.
- Distribution:
  - QR Code in the Bulletin, starting on November 24<sup>th</sup> and the last Sunday being December 15<sup>th</sup>.
  - Include a link a special email blast to be sent on November 19<sup>th</sup> or soon thereafter.
  - Included in the E-News regular email updates between November 19<sup>th</sup> and December 15<sup>th</sup>.
  - Printed letters that will be mailed to all church members with a “tiny url” address and a QR code.
  - Printed copies of the assessment will be available in the welcome desk at the back of the sanctuary starting November 24<sup>th</sup>.
    - The following members have graciously volunteered to enter the printed assessments we receive into Assessment Monkey manually:
      - Nancy Foster, John, Theresa, Carla, Julia, and Jim.
  - A post will be made on Facebook announcing the assessment and directing members to see their E-newsletter for the link or contact the office.

#### Next Meeting

The next meeting is scheduled to be on January 15, 2025 at 7:00 PM at the church.



#### **Foundation Members Meeting**

October 21, 2024

#### Updates:

Properties: Nancy Chapman

Investments: Kristine

Landscaping Jeffrey

Lighting (parking) Jeffrey

#### Items that need action:

- Tuck pointing: BOT recommending a match up to \$50,000 from the Development Fund to be allocated for the tuck pointing on the Christian Education Building.
  - Per FPC Finance Committee request. Moved and second. Motion passed.

Signage: BOT is recommending that \$28,000 from the Development Fund be allocated for the purchase of new two-sided digital sign to be installed at the southeast corner of Iowa St and Kirkwood Blvd. Current location of old signage. Moved and second, motion passed.

#### Items left for discussion:

- Spending policy What is “reasonable,” concerning expenditures for BOT? See attached.
- Nominating process to the BOT:
  - Current By-Laws state that nominations for the Trustees are to come from the Congregational Committee.
  - The Nominating recommendation would be to change the By-Laws to the following: Nominating committee for the Foundation Trustees to include two members of the Foundation and the President or a representative from the board of Trustees.

Next Members Foundation Members Meeting, November 18, 2024 at 7:00 pm.

## Nursery Caregiver

1123 - CEFY - Davenport, Iowa

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**Position Title:** Nursery Caregiver

**Classification:** Lay Program Staff

**Responsible To:** Co-Directors of Christian Education and Pastor/Head of Staff

**Summary of Position:** The Nursery Caregiver is responsible for the care of infants, toddlers, and young children during Sunday morning worship, the Christian education hour, Sunday evening programming, as well as Thursday evening choir activities and other special events (as needed). We are seeking a mature adult to provide a consistent presence for very young children. This individual should be personable and work to provide an environment that reassures parents/guardians as they leave their children in the nursery. The Nursery Caregiver is responsible for the comfort, well-being, and safety of the children in their charge; for respecting parents'/guardians' wishes regarding the care of their children; and for ensuring the nursery is a welcoming and fun environment. The Nursery Caregiver works directly with other nursery staff, volunteers, and parents/guardians, and in a cooperative relationship with facility, program, and administrative staff, church leadership, and congregation members.

**Responsibilities:**

- Open and set up the church nursery at 8:15 AM on Sunday mornings; 5:45 PM on Thursday evenings (as needed)
- Clean up nursery and close at 12:00 PM on Sundays; 9:15 PM on Thursdays (as needed)
- Provide light custodial services (i.e. cleaning up spills, wiping counters, sanitizing toys)
- Check in/out all children, collecting any information needed
- Engage the children in creative play, songs, stories, and otherwise provide a happy, wholesome nursery experience
- Monitor condition of nursery equipment and supplies and alert the Director of Christian Education of any needs
- Overseeing the care, maintenance, cleanliness, security, and safety of the nursery area and equipment
- Ensure facilities are aesthetically pleasing to parents and children
- Responsible for securing information from visitors with nursery-age children and notifying Director of Christian Education
- Provide staff for nursery when requested for special service or event
- Comply with Child Protection Policy
- Work with the Director of Christian Education to implement an age-appropriate religious education program
- Report any concerns to the Director of Christian Education or the Pastor/Head of Staff

- Keep records of accident/incident reports and share information with Director of Christian Education on the date the report is made
- Other duties as assigned

**Requirements:**

- Demonstrate excellent interpersonal skills, especially dealing with parents/guardians and children in a professional manner
- Childcare experience necessary...please provide references
- Candidate must have reliable transportation
- Understanding of basic first aid and be certified in child/infant CPR training (or must be willing to become certified, as cost will be paid for by First Presbyterian Church)
- Good communication skills, including fluent English
- Must be willing to provide all aspects of childcare, including changing diapers and giving bottles
- Honesty
- Dependability
- Flexibility and creativity in solving problems/conflicts
- Appropriate dress is expected

**Other:**

Hours: Sundays 8:15 AM – 11:45 AM; 4:45 PM – 7:15 PM;  
Thursdays 5:45 PM – 9:15 PM (as needed)

Salary: \$15.00/hour

Attendance every Sunday is needed, including Easter Sunday. For college students: your supervisor will coordinate with your school breaks (if applicable) and holidays to ensure a workable schedule.

Occasionally First Presbyterian Church holds special services of worship on Thanksgiving Eve, Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, and others as notified by the Co-Directors of Christian Education. The Nursery Caregiver will be asked to work during these services, if available.

If on any scheduled Sunday or Thursday there are no children in the nursery, but the Nursery Caregiver was required to show up, the salary will be paid.

If at any time the Nursery Caregiver is unable to work on account of a personal emergency, they must promptly notify the Co-Directors of Christian Education so that alternative care can be arranged. This particularly applies in the case of COVID or other transmittable infection.

Two-week's notice of vacating the position is requested.

Requests for a change in schedule need to be made in writing to the Co-Directors of Christian Education no later than two weeks in advance of the scheduled shift.

Job Type: Part-time, guaranteed 3.5 hours per week on Sunday mornings; may get up to 10 hours per week with Sunday evenings and Thursday evenings.

## Appendix 4: Deacon Minutes November 11, 2024

First Presbyterian Church Board of Deacons

November 11, 2024, 7:00pm. Hybrid Meeting (see email for Zoom address)

Agenda Item	Resp. Party/Time	Detail	Minutes
Opening Devotion	Amy Saskowski		
Review of Minutes	Glen		
Matthew 25	Glen	<ul style="list-style-type: none"> <li>Building Congregational Vitality</li> <li>Dismantling Structural Racism</li> <li>Eradicating Systemic Poverty</li> </ul>	A request from a deacon to add additional fundraising to support a specific disease was not added to the agenda, as this specific topic has been previously discussed.
MemberCare follow-up	Colleen Duenas Diana Miller-Bur	<ul style="list-style-type: none"> <li>Updates</li> <li>Flower delivery to care team</li> </ul>	MemberCare Committee will report back to Board of Deacons on a recommendation to deploy the distribution of flowers.
Review of Recent events	Glen	<ul style="list-style-type: none"> <li>Trunk or Treat Support</li> <li>Kids Against Hunger</li> <li>Sarah Woods Celebration of Life</li> <li>CGC Community Outreach meeting and changing community needs</li> </ul>	Moving forward, Glen Roebuck will serve as the liaison for the Community Health Care Outreach Meeting.
Upcoming events	Group	<ul style="list-style-type: none"> <li>Cocoa and Caring/Toy Giveaway (Dec. 3 &amp; 4)</li> <li>Angel Tree</li> <li>Alternative Giving: planning</li> <li>Schedules for MFMs</li> </ul>	<p>MFM schedule established:</p> <p>Nov 17: PUNCH Thanksgiving and Angel Tree (PH)</p> <p>Nov 24: Cocoa and Caring (CPW)</p> <p>Dec 1: Alternative Giving (Pastor Kris)</p> <p>January: Sudlow School (AS)</p>
Quad City InterFaith	Pastor Kris/Glen	<ul style="list-style-type: none"> <li>November 17 event to promote Community ID program</li> <li><b><i>Volunteers needed</i></b></li> </ul>	6 Deacons volunteered to support event held 11/17.
Sudlow School support	Amy/Paula	<ul style="list-style-type: none"> <li>Update</li> </ul>	Congregation launch in January
Community needs update	Glen	<ul style="list-style-type: none"> <li>Information sharing only</li> </ul>	Glen shared concerns from CHC and community resources that there will be no emergency winter shelter for those experiencing homelessness this winter. This is a departure from previous resources and presents a potential safety risk.
Budget discussion for 2025	Group	<ul style="list-style-type: none"> <li>Review of current financial performance</li> <li>Motion to not pull from invested funds and use surplus donations for remainder of 2024</li> </ul>	Motion approved to use current cash from excess donations and reduced spending and not pull resources from the Deacon Mission Fund as previously planned.
Nominations for Moderator, Outreach chair for 2025	Group		Nominations will be finalized and completed at December meeting.
Volunteer Coord.	Andy Edwards	<ul style="list-style-type: none"> <li>Updates</li> </ul>	
Outreach	Paula Hartmann	<ul style="list-style-type: none"> <li>Updates</li> </ul>	Support still needed for PUNCH thanksgiving
Member Care	Colleen Duenas	<ul style="list-style-type: none"> <li>Updates</li> </ul>	See above
Mission Connection	John Gere	<ul style="list-style-type: none"> <li>Updates</li> </ul>	<p>Researching possibility for future hurricane relief trip in 2025.</p> <p>Motion approved to suspend further financial contributions to Ray of Vision (Africa) until we verify ongoing operations.</p>
Closing Prayer	Amy Saskowski		

## **Appendix 5: Building Use Policy, Approved November 18, 2024**

### **FIRST PRESBYTERIAN CHURCH BUILDING USE POLICY Draft Revision November 2024**

First Presbyterian Church of Davenport is an inclusive, caring community of faith committed to loving God, loving neighbor as self, and sharing the love of Jesus Christ with all people through worship, fellowship and service. We consider our church building and grounds to be assets to be shared – with respect and care – as part of our mission to the larger community. Our goal is to welcome others as we would welcome Christ.

#### **Principles for Use:**

First Presbyterian Church of Davenport (FPC) offers the use of its building and grounds for a wide range of functions both affiliated and not affiliated with the church. In the context of this document, hereafter, the use of the word “building” also includes the “grounds.” Although the building and equipment of First Presbyterian Church exist for the primary purpose of supporting the ministries of FPC and its members, they are also an instrument of Christ’s mission.

Therefore, FPC’s policy is that the church building will be used to the fullest extent practical to fulfill the church’s mission, recognizing the limitations of the budget and the necessity of establishing priorities for many worthwhile ministries. The following are our principles for use of our building:

- To use the building for activities which fit who we are and what we believe (as determined by Session)
- To offer our building to groups and individuals both affiliated and not affiliated with FPC
- To give due consideration to the care and protection of the property
- To charge reasonable fees for building usage and for staffing requirements

**Please see separate policy and fee schedule for weddings.**

#### **Priority of Use Considerations:**

No outside events or building use will be allowed on church holidays as defined in the Personnel Manual. On all other dates, the priority of facilities usage shall be as follows:

1. Church Functions, such as,
  - a. Church services (i.e., worship, Sunday school, funerals, weddings)
  - b. FPC Performing Arts Series

- c. Scheduled church activities for spiritual growth and/or administration (i.e., committee meetings, Adult Education, youth group, choirs)
2. The priority of all other building use requests will be judged on a case-by-case basis. In general, events which support the mission of the church, whether by outside groups/individuals or church members, are given priority.

### **Building Use Commission:**

In 2024, Session created an administrative commission titled the “Building Use Commission” to act upon building use requests for non-church functions. The Commission membership shall consist of the Church Corporation officers (President, Vice President, Treasurer and Secretary) and the Pastor/Head Pastor who shall serve with voice and vote. If, for any reason, none on the corporate officers have been ordained as a ruling elder, then the Commission shall also include at least two ruling elders (who do not need to be actively serving on Session) in order to be in compliance with the PC(USA) Book of Order. The Building Use Commission will report to Session on all requests, approved as well as declined.

### **Procedure for Requesting Building Use:**

A *Building Use Request Form* (BUF) obtainable from FPC website or through the church office – must be completed by any individual or group requesting building use.

- The BUF should be submitted to the church office at least four (4) weeks in advance. It provides for every area of the church available for use. All rooms requested, set-ups and other service needs (i.e., kitchen items, AV, etc.) must be included on the form.
- Upon receipt, the request will be reviewed by the FPC staff. Then the request, together with any feedback from staff, will be forwarded to the Building Use Commission for review, to be approved or declined.
- The Director of BG&S will be available, to meet with the user to review conditions of use, the expectations and needs for the event, and to confirm schedules for room set-up and clean-up as needed. For new, large, or unusual events, the church staff may require an in-person meeting with the user at a mutually agreeable time.
- When use of church musical instruments is included in the request, a member of the music staff shall meet with the user.
- Requests that include use of the sanctuary sound system require the user to meet with a sound technician.
- The building use fee schedule will be provided to the user at the time of the request.
- All church and non-church activities are scheduled on the master church calendar.



- A staff member or church volunteer must be in the building at all times during the event.

First Presbyterian Church reserves the right to make changes to any/all schedules in order to accommodate church ministry or unforeseen events. This includes any contractual agreements for any group. The church may adjust or waive any/all charges on an individual basis at the direction of the Building Use Commission.

### **Fundraising by Outside Organizations:**

From time to time, outside organizations may ask for significant support for their fundraising events from members of First Presbyterian Church, including, but not limited to, use of the First Presbyterian Church facilities for fundraising events.

If a fundraising request does not also include the use of the building, the request should be considered under the FPC Fundraising Policy and be submitted first to the Clerk of Session and then to Session.

If a fundraising request is part of a building use request, both will be considered together by the Building Use Commission. For the fund-raising portion of the request, the Building Use Commission will rely on the principles of the FPC Fundraising Policy for direction.

### **Building Use Agreement:**

A formal Building Use Agreement defines the user's obligations to maintain and safeguard the building, indemnify the Church and properly insure its activities. By signing, the user agrees:

- To not use the premises for any unlawful purposes, and to obey all laws, rules and regulations of all governmental authorities while using the facilities
- To abide by any rules and regulations established by FPC for use of its facilities including,
  - ✓ No alcoholic beverages consumed on church properties
  - ✓ No smoking inside the building or within 15 feet of an entrance
  - ✓ No controlled substances, drugs or weapons on church properties
  - ✓ No gambling activities, such as bingo or lotteries
  - ✓ No partisan political activities or campaigns
  - ✓ No use of candles unless approved by Building Use Commission (requires additional fee).
  - ✓ Receiving approval from Building Use Commission before affixing decorations or other items to any surface.

- To not use the premises for any purpose contrary to the mission, purpose or belief of FPC
- To assure that the conduct of all persons attending programs is respectful of the property, maintaining noise levels that respect others in adjoining spaces
- To respect ministry furniture and equipment (i.e. tables, chairs, projectors, laptops, microphones, etc.) purchased and owned by the church; these may not be removed from the premises
- To be solely responsible to protect children, youth and vulnerable adults attending user's function at the building. This includes adherence to FPC's Child Protection Policy for Outside Groups, as appropriate. (A copy will be provided to the user)
- To assure children in attendance are under the control of their parents or adults at all times and are not permitted to roam freely on church property
- To return to the pre-use condition all areas of the premises used by the user
- To be held responsible for any damages done to church property by the user/group
- To turn out lights and turn off appliances (fans, coffee maker, etc.) when you are finished
- To vacate the church building by time specified on the agreement.,
- To provide the Church Office with reasonable notice in the event of cancellation. The Building Use Commission will determine the refunding of fees based upon costs to the church.

The Building Use Agreement must be signed by both parties. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the building and loss of refunds.

### **Use of Audio/Visual Technology:**

Programs in the Sanctuary that require the use of the sound system must have one of the church's sound technicians on duty. There is a fee for this service.

If the group or organization is hiring a local audio/visual company, the hired company's sound technician must arrange a meeting with the church sound technician prior to the event to discuss the sound system and to review the program's sound requirements. If the audio/visual company is an out-of-town company, the company must e-mail or phone the church sound technician to discuss the sound system and to review the program's sound requirements prior to the event. An in-person meeting of the company's technician and the church sound technician may still be required before the event.

Concert volume levels are at the discretion of the sound technicians of First Presbyterian Church in consultation with the Director of Music and Arts.

Building Use Fees: Please refer to the FPC Building Use Fee Schedule

### **Liability Insurance:**

Groups or organizations requesting use of church facilities are required to provide a Certificate of Insurance showing a minimum liability coverage of \$1,000,000 and naming First Presbyterian Church of Davenport added as an “additional insured” for the date of the event. Individuals are strongly encouraged to have their own liability insurance.

First Presbyterian Church and/or its employees shall not be responsible for damage or loss of property on First Presbyterian Church premises sustained by applicant, a participant in a program, or anyone attending any program or event held on church property. By submitting the Building Use Request Form, the organization shall indemnify and hold First Presbyterian Church harmless from any claims arising from its use.

### **Child Protection Policy:**

For activities with children and youth under the age of eighteen (18), the church’s Child and Youth Protection Policy for Outside Groups must be adhered to. A copy will be provided. Important to note is that all groups must maintain a minimum of two background checked (2) adults present in supervisory roles at any time. The church can provide the background checks, at your request, at current rates prior to the event. If background checks are done by a different source, the church must receive copies of the reports prior to the event.

### **Church Responsibilities:**

Session (acting Board of Elders): Responsible for general supervision, management and control over all the affairs of the Church and exercise of specific authority to include:

- Approval of Building Use Guidelines and Procedures and implementation guidance, as delegated to the Building Use Commission.
- Enforcement of all provisions of this policy, as delegated to the Building Use Commission.
- Final decision authority for any disagreements over requested use.

### Church Staff:

- Building Use Requests for non-church related activities are to be submitted to the Director of Office Administration. The request will be forwarded to church staff for initial review. The request will then be forwarded to the Building Use Commission with staff recommendations.
- Shall comply with these guidelines and procedures.

Director of Office Administration:

- With the staff, maintain church calendar.
- Receive Building Use Requests for non-church functions.
- Communicate final approval with those requesting use of the building.
- Check for completion of all requirements.
- Provide current information to the Director of Buildings and Grounds and other staff, as appropriate.

Director of Buildings and Grounds:

- Confirm that all information on the Building Use Request form is accurate and current.
- Communicate event and room set-ups with custodial staff.
- Schedule custodial staff, as appropriate.