

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

The stated meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, December 16, 2024. The meeting was held in Von Maur Hall with Zoom available.

Moderator Rev. Dr. Kristopher Schondelmeyer called the meeting to order at 6:30 PM and opened with prayer. A quorum was present. Rev. Schondelmeyer led the Session in a study of Romans 12 discussing having an “outward incarnational focus,” a mark of a vital congregation.

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>	P	<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 Ruitter</b> <i>Buildings Grounds &amp; Safety</i>	P	<b>Mark Ruebling</b> <i>Congregational Marketing &amp; Growth</i>	P	<b>Cathy Pratscher-Woods</b> <i>Stewardship</i>
P	<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, Deacon Moderator-Elect Terri Sheetz, church member Julia Meyer, Elders-Elect David Bowles Edwards, Sharon Simmonds, Jay Williams, Craig Foster, Paula Hartmann, and Zoe McCullum, Deacons-Elect Elizabeth Breinich, Sherry Williams, Heidi Pedersen, Mason Pedersen, Steve Earp, Andrew Darland, and Sue Ervin.

**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.

**Examination of newly elected officers by Session**, having been nominated by the 2024 Congregational Nominating Committee, and approved by a vote of the Congregation on December 1, 2024, the following officers-elect were introduced and responded to questions from the Session.

**Elders-elect:** David Bowles Edwards, Sharon Simmonds, Jay Williams, Craig Foster, and Paula Hartmann, (for 3-year terms); Zoe McCullum (1-year term).

**Deacons-elect:** Elizabeth Breinich, Sherry Williams, Heidi Pedersen, Mason Pedersen, Steve Earp, Andrew Darland, Sue Ervin, (for 3-year terms).

- A **motion and second** were received to approve these examined officers-elect for ordination and/or installation. **The motion was approved.**
- **On motion and second**, Sunday, January 12, 2025 was approved for ordination and installation.

## CONSENT AGENDA

The following items were presented on the Consent Agenda:

- Approve the November 18, 2024 Session Meeting minutes.
- Approve the December 1, 2024 Congregational Meeting minutes.

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

## CLERK'S REPORT

- Report of the Clerk of Session for December 2024 is appended to these minutes.
- Clerk email – will reach both Mark and Marty – [clerk@fpcdavenport.org](mailto:clerk@fpcdavenport.org)
- Please submit 2024 Annual Reports no later than January 12, 2025.
- Communications received by the Clerk: The church received a letter from the Presbytery of East Iowa indicating that our 2025 Per Capita is \$24,256.90 (\$45.34 per member). The letter also requested a 2025 Unified Mission Pledge. Discussion followed with the recommendation that FPC continue to remit what per capita is contributed, make specific appeals to the congregation for per capita, and that no Unified Mission contribution be pledged.
- The Moderator has called a meeting of Session for Saturday, January 11, 2025, at 1:30PM. The purpose of the meeting is to examine newly elected leaders and approve their ordination/installation unable to complete the December leadership training. Session members may attend by Zoom.
- Reminder: Elders going off Session continue to serve, if any action is necessary, until new officers are installed on January 12, 2025.

## Action items:

- A motion and second was made to move the Session meeting of April 21, 2025 (day after Easter and a staff holiday) to April 28, 2025. Following discussion, the motion failed. The meeting remains on the 3<sup>rd</sup> Monday in April, April 21, 2025.

## DEACONS' REPORT

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

- Upcoming projects include:
  - Alternative giving project will end this week.

- PUNCH Blessing Box Drive, Paper Drive for Humility Homes and Habitat for Humanity workdays this spring.
- Snowflakes for Sudlow in January – a drive to provide needed personal items for Sudlow students. Sudlow greatly appreciates FPC partnering with them.
- Packet of resource information has been created that outlines local resources for homeless. Copies are available in the office, caring closet, Kris’ office, and back of the sanctuary. Includes information about the Caring Closet and a one-page handout that directs homeless persons to shelters, food, and domestic violence services.
- Deacons were present at the Humility Homes opportunity fair (for homeless) to distribute gloves, coats, hats, blankets and information about the Caring Closet.
- 2025 Moderator of Deacons will be Terri Sheetz and Vice-Moderator will be Colleen Duenas.
- Glen supported the direction of the Deacons using Matthew 25 as a focus. It has meant saying no to some good projects but has allowed to increase FPC impact in the areas chosen. Urged the Session to continue its support of the Deacons in this Matthew 25 focus.

## SESSION COMMITTEE/COMMISSION REPORTS

- Written Session committee reports as presented are appended to these minutes. The November Income and Expense Report, Custodial and Pass-Throughs Report, and a 2025 Draft Budget were also distributed.
  - Comments Income/Expense Report from Elder Nancy Foster, Finance Committee
    - Because of some extra year-end giving, the YTD income is “only” \$30K behind expenses. The budget had projected a YTD deficit of \$125K.
    - The projected year-end deficit is about \$55K, less than half the budgeted deficit.
  - Elder Nancy Chapman, Finance Committee Chair, provided an overview of a draft 2025 Budget. She reviewed specific items in both the income and expense categories. A question and comment period followed.

	November 2024		November 2023	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 122,843	\$ 153,714	\$ 73,382	\$ 63,017
Custodial Accounts Income	10,232	-	3,175	-
Compensation Expenses	(52,074)	(53,195)	(55,208)	(61,385)
Non Compensation General Fund Expenses	(30,601)	(25,037)	(23,359)	(18,596)
Custodial Accounts Expenses	(10,232)	-	(3,175)	-
<b>Operating Surplus (Deficit)</b>	<b>\$40,168</b>	<b>\$75,482</b>	<b>(\$5,185)</b>	<b>(\$16,964)</b>
Birdies Donor Challenge	-	-	-	-
Pandemic Relief Funds	-	-	-	-
<b>Net Surplus (Deficit)</b>	<b>\$40,168</b>	<b>\$75,482</b>	<b>(\$5,185)</b>	<b>(\$16,964)</b>
	2024 Year-To-Date		2023 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	\$ 749,119	\$ 714,076	\$ 700,338	\$ 610,691
Custodial Accounts Income	67,177	-	56,583	-
Compensation Expenses	(565,148)	(590,212)	(614,618)	(665,115)
Non Compensation General Fund Expenses	(216,692)	(249,653)	(178,987)	(205,770)
Custodial Accounts Expenses	(67,177)	-	(56,583)	-
<b>Operating Surplus (Deficit)</b>	<b>(\$32,721)</b>	<b>(\$125,789)</b>	<b>(\$93,267)</b>	<b>(\$260,194)</b>
	3,459	\$0		
Birdies Donor Challenge	-	-	100,000	-
Pandemic Relief Funds	-	-	151,059	-
<b>Net Surplus (Deficit)</b>	<b>(\$29,262)</b>	<b>(\$125,789)</b>	<b>\$157,792</b>	<b>(\$260,194)</b>

All numbers are rounded.

## Action items from Session Committees

- The W&M Committee moves the following Communion dates for 2025:
  - Feb. 2
  - April 6
  - April 17 (Maundy Thursday)
  - June 1
  - Aug. 10
  - Aug. 30 (choir retreat)
  - Oct. 5 (World Communion Sunday)
  - Dec. 7

**Following discussion, the motion was approved.**

- The BGS Committee moves that the family of Sarah Woods be allowed to purchase and install a memorial bench with funds received in her memory. The family requests it be near the new electronic sign that will be installed on the Kirkwood and Iowa corner as she loved to run the BIX. **Following discussion, the motion was approved.**
- The CEFY Committee moves approving funding in the amount of \$700 from the 175<sup>th</sup> Sesquicentennial Youth Fund for the purposes of providing prize money for a juried art competition for middle school-aged youth.
  - Background & Details
    - This competition will be open to middle school-aged youth from FPC, from Sudlow Intermediate School, and from the Creative Arts Academy on the theme of Rev. Dr. Martin Luther King Jr.'s dream of "Beloved Community." In partnership with the visual arts faculty of both Sudlow and the CAA,
    - Competition will take place in February (Black History Month) and will culminate in a "gallery opening" style event in our Fellowship Hall on the evening of Friday, February 28, 2025 with winners further optionally honored in worship and afterward (with a reception) on Sunday, March 2, 2025.
    - Art pieces of all artistic media will be accepted and are due to the church on Monday, February 17.
    - Prize money will be distributed in the following way, according to our judges (of which FPC's Head of Staff will be one): \$250 for first prize, \$125 for second prize, \$75 for third prize, and 10 honorable mention prizes in the amount of \$25 each.

**Following discussion, the motion was approved.**

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## STAFF REPORTS

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

- Sunday school children are experiencing the Christmas story using a variety of activities.
- Youth group is meeting regularly; are engaged and wanting to be there; good group of volunteer adults.

### Darren Long, Director of Buildings and Grounds

- Tuck-pointing work is almost complete. The company is being engaged to do extra work at the Iowa door entry way. Not sure when that will be done.
- Werner repairs from water damage are almost complete. Flooring is yet to be installed.
- Boiler inspection comes this week.

- Kitchen exhaust fan inspection passed.
- Snow removal arrangement have been finalized.
- Fencing around the storage garage blew down and needed to be replaced.

**Pat Halverson, Parish Associate**

- Preached at 2 services around Thanksgiving.
- Visiting at Ridgecrest.

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

- Giving statements have been sent so those pledging know where they are for the year.
- Total pledges for 2025 are around \$577K, higher than in 2024.
- Request that all December expenses be turned in to Finance Office no later than Jan 8; sooner is better.
- Kristine will be in the office for several days over the Christmas-New Year break.
- Reminded committees that Kristine is willing to meet with them to help with financials.
- Payroll is in transition to new software.
- Contact is being made to those who pledged in 2024 but have not pledged for 2025.

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

- Christmas concert is this week. A large number of free tickets have been claimed. The new QC Youth Choir will participate.
- Advent Lessons and Carols went well on December 8 with the Chamber Chorale singing.
- Working on winter/spring music.
- Planning started for 2025-2026 PAS Season.
- Working on the Art Competition just approved.

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

- Officiated several funerals recently.
- Prepared for Advent and now preparing for Christmas Eve services.
- Working with Jim on getting new computers installed around the church with updated software.
- Working with Personnel Committee on staff reviews.
- Working with Finance Committee on the 2025 Budget.
- Met with Twin States to discuss a new website design and tech services for the church (now being done by Jim Middleton) and meeting with Breeze, a company this week that does websites and offers a church membership database.
- Per Jim Middleton – the company installing the new electronic sign will be here this week to locate the appropriate placement for the sign.

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**OTHER BUSINESS**

**Report from the 214<sup>th</sup> Stated Meeting of the Presbytery**, November 23, 2024, at First Presbyterian Church in Burlington. Commissioners reported the following:

- 11 amendments to the Book of Order recommended by General Assembly were approved by the Presbytery.
- Approved the PEIA budget for 2025

- Approved Kris Schondelmeyer as Moderator of PEIA for 2025.
- Approved hiring a temporary, full-time Executive Director in 2025 pending the results of discussion with neighboring Presbyteries about shared staff and programming possibilities.

**Election of commissioners** to the 215<sup>th</sup> Stated Meeting of the Presbytery, January 16, 2025, 6-8 PM on Zoom.

- **On motion and second**, the Session approved Elders Jay Williams, Bonnie Johnson, and Mark Jones as commissioners to the 215<sup>th</sup> Stated Meeting of the Presbytery.

**2025 Annual Congregational Meeting:** **On motion and second**, the Session approved Sunday, February 23, 2025 as the date of the Annual Congregational Meeting.

At 9:00 PM, on motion and second, the Session approved to suspend the Session meeting for the purpose of being in executive session.

At 9:22 PM, on motion and second, the Session approved reopening the regular Session meeting.

**On motion and second**, the Session approved removing Jim and Denise Petz from active membership at FPC and approved that a letter, reviewed this evening by Session, be sent with the signature of the Session by certified and regular postal mail.

**Evaluation of the meeting:** shorter than some; worked through the agenda well.

## **ADJOURNMENT**

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

The next Stated Meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held January 27, 2025, at 6:30 PM in Von Maur Hall. 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 December 2024

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

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

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

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

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

- Death of member Patti Hoos November 19, 2024. A celebration of life service will be held in the spring of 2025.
- Death of member Melanie Steckel November 30, 2024. Service was held 2024 at FPC Davenport on December 9, 2024, officiated by Rev. Dr. Kris Schondelmeyer.
- Jane Alice Magnusson died November 12, 2024 in Bettendorf. A celebration of life service was held November 22, 2024 at FPC Davenport. Officiated by Rev. Dr. Kris Schondelmeyer.

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

- Death of former member Don Arp November 19, 2024. A service is planned at Ridgecrest Village on January 18, 2025.
- Death of a Former Member: James Partridge died on December 4, 2024. A memorial service was held on December 10, 2024 at St. Paul Lutheran Church in Davenport.

#### **II. Communion**

Communion was celebrated at First Presbyterian Church at 9:30 AM worship on Sunday December 1, 2024. Rev. Dr. Kristopher Schondelmeyer officiated.

#### **III. Christian Education Attendance November 2024**

	Children and Youth							Adults		
<b>November 2024</b>	Nursery	Pray-ground	Sunday School All Grades	Kirkwood Choir	Cherub Choir	Youth Ministry*	Musik-garten*	Adult Sunday School	Women of Hope	Bible Basics
11/3 - 11/9	6	10	13	9	1	11	5	17		6
11/10 - 11/16	2	9	Manna & More	9	0	12	Manna & More	Manna & More	5	6
11/17 - 11/23	4	11	14	9	3	12	4	17		recess
11/24 - 11/30	4	14	13	10#	recess	14	recess	13		recess
<b>Total</b>	<b>16</b>	<b>44</b>	<b>40</b>	<b>37</b>	<b>4</b>	<b>49</b>	<b>9</b>	<b>47</b>	<b>5</b>	<b>12</b>
Weekly avg	4	11	13	9	1	12	5	16	5	6
			#singing in worship			*Children & Adults				

#### IV. Worship Attendance November 2024

November 2023					November 2024				
		Cong. Count	Choir & Clergy	Totals			Cong. Count	Choir & Clergy	Totals
	9:30 AM	95	49	144		9:30 AM	91	38	129
	On-line Views			49		On-line Views			76
5	Total			193	3	Total			205
	9:30 AM	97	42	139		9:30 AM	103	47	150
	On-line Views			57		On-line Views			63
12	Total			196	10	Total			213
	9:30 AM	112	62	174		9:30 AM	74	56	130
	On-line Views			28		On-line Views			70
19	Total			202	17	Total			200
Thanksgiving Eve	7:30PM	32	2	34		9:30 PM	93	14	107
	On-line Views			31		On-line Views			51
22	Total			65	24	Total			158
	9:30 AM	45	4	49	Thanksgiving Eve	7:30 PM	23	2	25
	On-line Views			62		On-line Views			
26	Total			111	27	Total			25
		Monthly Totals		702			Monthly Totals		776
		Weekly Average		175			Weekly Average		194
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. The total and weekly average does not include Thanksgiving Eve.					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. The total and weekly average does not include Thanksgiving Eve.				



## Appendix 2: Session Committee Reports, December 2024



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

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

Present: Matt Kabel, Pete Madden, Nathan Kabel, Karla Ruiter, Darren Long, and guest Glen Roebuck

1. Our guest this month was moderator of the Deacons Glen Roebuck. He led a discussion on winter shelters and the homeless. Humility Homes and Services will not be expanding their capacity due to lack of funding and resources. We could see more homeless sleeping on the church property. The Vera French Carol Center and Christian Care are places that may be able to help those in need.
2. The tuck-pointing is almost completed. They should wrap up in next couple weeks.
3. We approved the purchase of 2 more security cameras on the property. One for the playground and the other for the blind spot in southeast corner (Iowa and Kirkwood) where the new electronic sign will be placed.
4. Darren has received some additional bids for snow removal. We are considering the bid from Perkins which would be a bit of a cost savings for the church.
5. The end of year report is due December 15th. Darren to get his report to Karla so she can write up the final report and send to Jim Middleton.
6. Karla and Matt reviewed the committee budget which was revised by Pastor Kris and the finance committee. The whole budget for all committees has been revised and will be presented to Session in December for review.
7. Karla will send a motion to Session seeking approval of the memorial bench for Sarah Woods.
8. Werner has completed the ceiling work on first and second floors. Carpetland will be installing the new floor in the CE office soon.
9. The committee decided to have the indoor clean-up day on Saturday January 18th, 2025. Matt will submit information to Jim for the e-news and the bulletin.
10. Matt is going to remove the Foundation property trees along the fence line in the spring while they are still dormant.
11. Next meeting is Monday January 13th at 5:30 PM in the Parlor.

Lastly...

It has been my pleasure to serve on Session for the past 6 years and especially as a member of the BGS committee. At this time, I will remain on the BGS committee as a congregational member.

Thank you!

Respectfully submitted,  
Karla Ruiter Co-chair BGS Committee  
Class of 2024



## **Personnel Committee**

Dec. 2, 2024 via Zoom

1. All committee members were in attendance (RuthAnn Tobey Brown—Chair, Vicki Stegall, Brian Price, Dick Koos, Dan Breinich [notetaker], and Pastor Kris Schondelmeyer)
2. RuthAnn opened with devotions at 7:04 pm
3. We approved Minutes from the November 4, 2024 meeting.
4. We reviewed the process of Staff Evaluations. Each person on the Committee took ownership of gathering information (“Strengths” and “Growing Edges”) about specific staff persons. Information gathering should be completed by the end of December and staff will be scheduled for individual review days/times no later than February 15, 2025.
5. We discussed FPC’s financial “new normal” in the \$550,000 range (since the departure of the previous pastor, interims, and the Pandemic). We will need to rely on the Discernment Team to reveal how to make our going-forward staffing structure fit within this financial ceiling.
6. Some *minor* budget savings were agreed upon and will be shared with the Finance Committee.
7. Our next meeting will be In-Person at the church on January 6, 2025. This one-of-a-kind In-Person will allow for personal show of thanks to Chair RuthAnn Tobey Brown after leadership of over six challenging years. Closed with prayer at 8:48.



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

January 6, 2024 7:30PM by Zoom

Present: Diane Roebuck, Matthew Hennes, Abby Schondelmeyer, Marty Bowles Edwards, Kathy Knox, Kathy Middleton, Kristy Owens, Erin Yingling

Gathering and Prayer

Budget

- CEFY budget has approximately \$3,300.00 remaining. December expenses are projected to be minimal. Discussion was made of honoring the request for a TV for the Nursery to allow for Service streaming in that space.

Old Business

- Nursery (birth – 4 years old)
  - o New Staff have been hired, Kathy Knox and Madison Hanssen, and they have begun covering Sunday mornings, supplementing in Sunday School as needed.
  - o Sunday morning supplemental Staff for December will be Laney Dunker.
  - o Matt Bishop has been asked to confirm Thursday evening, and any Sunday evening, needs for childcare in order to firm up a schedule for our Nursery Staff.
- 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). November’s Mission focus was well received by the children.
- Youth Ministry (6<sup>th</sup> – 12<sup>th</sup> grade)
  - o There is now a strong core of Youth participating in Sunday evening fellowship. They are jelling as a group and establishing relationships with the Sponsors.

- Meal Volunteers are appreciated  
<https://www.signupgenius.com/go/10C0844ADAF2CA4FEC52-52646136-20242025#/>

#### New Business

- Sunday School Lesson Plan Update
  - December will be Advent lessons. Planning for the children and tweens to act out the Christmas Story in the Sunday School space and time frame. Costumes and props will be provided.
  - Upcoming “units” forming for Sunday School:
    - Animals in the Bible
    - Fruits of the Spirit for Lent / Easter
- Christmas Eve
  - Family Service at 4 PM (Kirkwood Choir will sing). A children’s book will be read with illustrations projected on the screen. No nursery will be provided so that families join together for this child friendly service.
  - Traditional Candlelight at 9 PM
- Tween Fellowship Opportunity
  - January 25 at The Landing Ice Rink in Bettendorf
- Third Grade Bibles
  - January 12 is proposed. Rev Kris would like to have a special session with the children to talk about the Bible.
  - 4-5 third graders would be included in this Bible introductory session.
- Compassion Camp dates have been set for June 16-20 and Save the Date information will be sent to parents. Committee recommended changing the name back to Vacation Bible Camp for the purpose of on-line advertising for community residents. Work needs to be done to change FPC website to be an accurate source and contact point for people looking for VBC for their children.
- **THANK YOU!** Diane Roebuck for 6 years of Chairing CEFY. Diane has served for decades as a teacher, helper, resource person for all aspects of children and youth ministries. She tells us this has been a family service area, with husband Glen, and daughter Kelsey both serving on Session and the CEFY committee in the past. Diane reiterated that she will graciously continue to volunteer and will enjoy fewer formal meetings now as her term on Session is drawing to a close.

#### Upcoming dates

- December 8: Manna and More (Carols and Coloring)
- December 24: Christmas Eve 4 PM and 9 PM
- January 19: Manna and More (Carnival Sunday / Mardi Gras)
- January 25: Tween Event at The Landing
- February 16: Manna and More (Valentines Day?)

#### Closed with Prayer

#### Next meetings

- January 6
- February 3



## **Finance Committee**

November 12, 2024, 7pm (central time) – By Zoom

Present: Tom Spitzfaden, Pam Paulsen, Nancy Foster, Karen Moore, Chris Pitcher, Edward Owens III, Eric Sholl, Nancy Chapman, Pastor Kris Schondelmeyer, Kristine Olson. Craig Foster, guest

**Identify note taker** for this meeting. Nancy Chapman

**Additions/Changes to agenda:** there was a discussion of the insurance renewal. Kristine has discussed this matter with Katie, our agent, who told Kristine how to complete the application.

**Approve minutes** October 8 and 15 minutes were approved and Kristine will forward them to the Clerks of Session.

### **October Financial reports:**

Items of note from Kristine:

- Birdies money is reflected in October. Kristine continues to analyze the contributions
- Pledging has surpassed YTD Budget and is almost the same as 2023 YTD, Tom's observation
- FPC is better than budget YTD by over \$131,000 with compensation and all other expenses \$63,000 below budget YTD.

**Moving \$30,000 from General Memorial Fund to General Fund.** Nancy C made a motion "Motion from Finance that \$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". There was a second and the motion passed unanimously. This motion from the FC will be presented to Session November 18.

### **Other items relative to how 2024 will conclude over next 45 days:**

- Kristine brought it to our attention that there has been an overpayment to the Board of Pensions for an employee who has now registered for Medicare. That s/be resolved by year end.
- There is an urgent need to purchase new laptops or desktops for the staff. It takes toooo long to open up some applications and sometimes emails fail to be sent. The current computers were bought refurbished about 5 years ago. Black Friday sales are coming up and they could provide good savings. Conclusion: there was consensus to spending \$5,000 and a request for a plan for the needs and costs of computer equipment for the staff.

### **Building, Grounds and Safely requests for funding sources:**

- Carpetland quote to provide LVT flooring in the CEFY office, damaged by the water leakage. Total cost including sales tax is \$2661.87. There is \$2427 remaining from insurance after we pay Werner for the rest of the ceiling work. That leave \$335 which we will ask BG&S to pay out of the Maintenance operating budget. BG&S is working to find who/how to address nails in the current floor before new flooring is installed.
- Modern Companies Proposal P04008 to fix coils related to steam pipes The replacement parts need to be built from scratch as they are no longer available. BG&S says this is an urgent need. The total cost with 10% contingency and 7% sales tax is \$5,552.45. Finance Committee approved using the Building Reserve for this purpose. BG&S will bring this to Session November 18 for approval.

**Matter of repair work done in Music Room, due to water damage in June.** Matt Bishop is not satisfied with work done in the Music storage room re: protecting boxes of music and dust/ceiling debris. Kristine will send the contact information for Werner project manager to Kris to forward to Matt so Matt can discuss his concerns directly with the Werner project manager.

**Stewardship update:** Kristine reported that as of our meeting date 106 pledge cards have been received for \$511K. 20 pledge cards are still expected. It looks like we will generate about \$236K in pledges as of June 30 which should result in minimum \$12K in Birdies bonus dollars.

**2025 budget:** Tom noted that Session will need to approve 2025 budget in December or January 2025 (more likely). We are looking at the potential need to cut \$150K but this can't come from non-comp only. Yet staff cuts are very difficult too. Another consideration – the Discernment Task Force is working to prioritize spending and cuts may interfere with that process.

**Agreed Upon Procedures Report for October 1, 2022 to December 31, 2023 and Kristine's letter of responses to recommendations:** Nancy C. and Nancy F. made a motion to submit the Report and Kristine's letter to Session November 18. Motion passed.

**Agreed Upon Procedures -change from using outside auditor?** The Book of Order states "A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. (G-3.0113). In the past, we have used a public accounting firm but we will explore a committee of members. Tom asked Nancy Foster to do a write-up on what this would look like for our December meeting.

**Cash position:**

- **Emergency checking account balance** - Kristine is authorized to sign checks from this account after reviewing and getting approval in writing from the church treasurer to do so. That account balance is now about \$800. Nancy C. asked to establish a policy going forward that when the balance is less than \$2,000, Kristine should request replenishment to \$2,000. FC agreed to do this. Policy will be added to Financial Policies and Procedures next time it is updated.
- **General fund** is likely to be OK until next year. Birdies check was received in October. Tom and Kristine are looking at different bank accounts. Is there a need for a local bank for physical deposits?

**Committee members for next year:** Tom asked all current members to email Nancy C. and him about participation next year.

**Tuck pointing for Education Building:** The crew from TNT has been working for weeks. They were paid half down recently. Check was from the Foundation Development Fund. Tom told Kristine when the final balance is due, she needs to ask TnT for an invoice for \$25,000 of the balance due. Tom will send it to NWB Trust officer for payment from the Cunnick Trust (aka Capital Preservation Fund).

**Next meeting:** Tuesday December 10 via zoom.

**End with Prayer:** Chris Pitcher shared a Stewardship message from the Book of Common Prayer.



**Strategic Discernment Task Force**

**Next Meeting**

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



**Congregational Fellowship Committee**

December 9, 2024 5:00 pm. On Dec. 9, 2024

Present: Denny, Marilyn, Pastor Kris, Ralph, Verna.

1. Opening Prayer: Denny
2. Denny purchased 3-Crock pots, 2-Griddles, 1-Roaster, 2-Waffle Irons, 3-metal Spoons spending \$380.00
3. Manna and More December 8<sup>th</sup>.
  - a. Approx. \$150.00 spent, served 58 people and raised \$130.00
  - b. Music was played by Alex “He did a fantastic job”
  - c. We weren’t able to start serving until 10:55. Denny will meet with Marty Bowles about starting to serve promptly at 10:45.
4. Christmas Concert December 22nd 4:00
  - a. It was decided to provide cookies, coffee, water in the back of the sanctuary during intermission.
  - b. Denny will shop for cookies and see Darren about having coffee and water set up.
5. Carnival Sunday January 19<sup>th</sup>.
  - a. Menu will be Jambalaya, Garlic Bread,” Mac & Cheese for the kids”, King Cake.
  - b. Denny will shop for food.
  - c. Rebecca will cook Gluten Free Jambalaya.
  - d. Linda will cook Mac and Cheese
  - e. Denny has ordered Mardi Gras supplies from Oriental Trading, Spending \$130.00
  - f. Verna will order King Cake
  - g. Volunteers will be needed Saturday Jan. 18<sup>th</sup>. Between 9:00 and 11:00 to decorate and cut up Chicken, Shrimp, Sausage, and vegetables.
  - h. Volunteers will be needed Sunday at 8:30 to blow up Balloons, Cook, serve and clean up.
  - i. Denny will see Darren for access to the kitchen on Saturday and turn in building use form.
  - j. Volunteer needed for someone to turn in article for bulletin.
6. Manna and More February 9<sup>th</sup>
  - a. Menu will be Breakfast Pizza and Fresh Fruit
  - b. Val will order Pizza, and shop for Fruit
  - c. Volunteers will be needed to serve, cut up fruit and clean up.
7. Ash Wednesday service and soup dinner February 5<sup>th</sup>.
  - a. There will be a Soup and Bread meal served at 6:30 until 7:30
  - b. Service will follow Dinner

- c. Denny will shop for Soup
  - d. Marty Bowles has offered to bake seven loaves of Bread
  - e. Volunteers will be needed to warm up Soup, serve and clean up.
8. March 9<sup>th</sup> Manna and More
- a. Menu will be Biscuits and Gravy, Pancakes, Fresh Fruit, and Beverages
  - b. Denny will shop
  - c. Volunteers will be needed to serve, cook, cut up fruit, and clean up.
9. Pastor Kris mentioned possibly providing cookies and beverage in Fellowship Hall after Sunday services. Funding for this will need to be determined.
10. Closing Prayer: Denny
11. Next meeting will be January 13<sup>th</sup> at 5:00 in the Parlor