



Connecting Hearts, Renewing Lives

St. Andrew Presbyterian Church
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Session Meeting

7 p.m. | June 18, 2026

Moderator: Pastor Jordan Warntjes

Session Members: Becky Benson, Helen Bryce, Don Burch, Scott Fisher, Aaron Gibson, Chloe Goers, Virginia Ibrahim-Olin (via zoom), Austin Kannegieter, Paula McCue, Emily Neddermeyer, Josh Schilling, Jon Swearingen, Gregs Thomopulos, and Munir Tanas.

Moderator: Pastor Jordan Warntjes

Excused Members: Mary Hausler Ruhlow, Judy Swafford, and Chloe Goers

Scheduled Guests: Elder-elect Adam Wolf

Devotions & Opening Prayer: Pastor Jordan Warntjes opened the meeting at 7:03 p.m. with a devotion in which pairs of elders shared an item that illustrates the gifts they bring to their role on Session (such as a globe for mission outreach skills). Reading from 1 Corinthians 12: many gifts but the same body; many parts, one body. Diversity in opinion is important. A prayer was also shared by Elder Becky Benson.

Amend/Approve Agenda

Motion: To approve the agenda as presented. MSC

Approval of Session Minutes:

Motion: To approve minutes from the May 28, 2026, Session Meeting and the June 14, 2026, Congregational Meeting.

Consent Agenda

- **Team Reports:**
 - **Deacons**
 - **Worship Team**
 - **Learning Academy**
 - **Lettuce Feed Others**
 - **Act Justly**
 - **Mission, Outreach, and Service**

Motion: To approve the consent agenda and receive the reports. MSC

Leadership Team Reports

- **Pastor:**

- Pastor Jordan spoke on a new communion plan using intinction as the method of distribution. This will reduce the amount of pre-service preparation and clean-up. There will be a separate gluten-free station.
- The Interiors Team is being asked to look for additional goblets to use for intinction. New communion ware and candles may be needed soon.
- Discussed establishing two Benevolence Deacon roles to assist individuals who have need for deacon funds.
- The proposed “St. Andrew Presbyterian ICE Procedures” is ready to be discussed further and awaits approval by Session.
- A leader meeting for team leaders in the church to present the policy would be a follow-up conducted by Jordan. Having a card with steps to follow located in convenient places for people to review if ICE appeared would be helpful. The policy could have contact people listed at the beginning of the policy. Adding a documentation form that lists what happened/incident report might be beneficial.

Motion: To adopt the “St. Andrew Presbyterian ICE Procedures” as written. (See Appendix A) MSC

- **Ministry Directors Reports:**

- **Staff Meeting Notes**
- **Pastoral Care Associate**
- **Music Ministry**
- **Communications & Media Ministry**

Clerk's Report:

- **Communion Stats:**

- On Thursday, June 4, 2026, the Rev. Dr. Jan Rippentrop Schnell oversaw the distribution of communion to 36 people.
- On Sunday, June 7, the Rev. Jordan Warntjes oversaw the distribution of communion to 237 in-person. (There were 32 devices logged in, for an estimated real time congregation of 306.)

- **Baptism, New Members, and Roll Changes:**

- Baptism was held on May 31, 2026, for Nyetiem Miak.
- Baptism will be held Sunday, June 21 for Claire Kannegieter, and for JJ Martin on July 12.
- Request to transfer membership to St. Andrew by Gary and Kim Beasley from Germantown United Methodist Church in Tennessee. They have 2 young daughters, Shiloh and Sylvia, who are participating in children's ministry activities.

Motion: To accept the transfer of Gary & Kim Beasley to St Andrew. MSC

- **Correspondence:** a transfer of a former member to Iowa City First Presbyterian, Sarah Beerends, was received and acknowledgement will be sent, though she was removed from our rolls over a year ago in good standing.

- **Presbytery:** Working with the Presbytery's Commission on Ministry and Vitality, St. Andrew will host the installation of Pastor Jordan Warntjes at 2 p.m. Sunday July 12.

Motion: To authorize communion to be served at the Rev. Jordan Warntjes' installation service on July 12. MSC

- **General Assembly:**
 - The 227th General Assembly of the Presbyterian Church (U.S.A.) will meet June 23-July 2 in Milwaukee, Wisconsin, bringing together commissioners, advisory delegates, and leaders from across the denomination to consider matters of worship, mission, governance, and public witness. St. Andrew member **Elizabeth Bryce** has been elected by the Presbytery of East Iowa to serve as a Young Adult Advisory Delegate, representing both the presbytery and the voices of young adults in the assembly's deliberations.

Action & Discussion Items From Teams:

- **Finance:** Elder and Treasurer Emily Neddermeyer presented a report for the team.
 - Currently at 48% of projected income & 41 % of projected expenses at this point in the year.
 - The topic of the maturation of the Kelting Trust has been mentioned in the past few months and session will need to determine where these matured endowment funds should be placed. A total of \$4800 from this fund in the past year was placed in the MOS budget. Finance Team Recommendation: Rename "Session Discretion Fund 2" to "Session Missions Fund" and allow it to continue to be administered by the endowment declaration with a 4% annual disbursement to missions (to be administered by the MOS team -not specified to overseas missions).
 - Gifts and Memorials to note the maturation of the Kelting Trust and remaining endowment in their record keeping.
 - The MOS team has come to rely on these funds and has been a good steward of these disbursements. Recommend to maintain the 4% disbursement as a continuation of this precedent.
 - Maintains/Creates an additional endowment fund for the discretion of session, as session may vote to change these terms at any time. Finance Team will prepare a motion for session next month regarding this Kelting Fund.
- **Personnel Team:** Elder Austin Kannegieter reported for the team.
 - Wendy Lindberg has come in as interim part-time CFM director; there is no defined time line for determining the future of this position.
 - Pastor Jordan is getting acquainted with staff.
 - Instrumental Music Director position has been posted.
 - Pastor Jordan presented a revised Paid Time Off (PTO) policy that moves salaried staff from an accrued leave system to a flexible paid time-off model. The policy clarifies that PTO does not accrue or carry cash value, establishes an anticipated guideline of four to six weeks of annual time away for exempt staff, and places approval of leave requests with the Head of Staff. It also creates a new Ministry Recovery Time provision for intensive events such as camps, retreats, mission trips, and Vacation Bible School, while retaining a traditional accrual-based PTO system for hourly employees.

Motion: To accept the proposed flexible PTO Policy and add it to the employee manual.

MSC, 1 abstention

- **Building and Grounds:** Elder Josh Schilling discussed issues with the outside kitchen door being left unlocked and not always working correctly. Exterior door wasn't working but is currently fixed. Lower level handicap button is not working.
 - Coffee Counter replacement is due to be scheduled. Interiors Team is donating \$2,000 from their budget to the coffee counter replacement.
 - The downspout on the rear of building will be repaired at \$1,200.
 - The humidifier in the Organ Loft is turned off for the season, now that the humidity level is high enough consistently.
 - There is a leak in the Sanctuary when it rains heavily that is being investigated.
 - Components still haven't arrived to update the electrical system in Pop-Up Ministry room.
 - Access to the building during the work day as a safety precaution and on Sunday mornings downstairs are issues to consider for the future.
 - Jordan will ask staff at weekly meeting about door locking procedures they currently follow.

Rocket Docket:

- **Reminders of upcoming events**
 - Summer Lunch Bunch | Until Aug. 14
 - VBS | This Week
 - Meetup @ The Pride Parade | Saturday, June 20
 - Food Market | June 24
 - Meetup @ Yotopia | June 25
 - Fields of Faith Harvest | June 27
 - General Assembly (in Milwaukee) | June 27 - July 2
 - Jazz Sunday | June 28
 - Free Lunch | July 1
 - At the Table | July 2
 - Office Closed | July 3
 - Beer & Hymns @ Big Grove | July 6
 - Installation of Pastor Jordan | July 12
 - Next Steps | July 19
 - Food Market | July 22
 - Guatemala Mission Trip | July 25-Aug. 1
 - Synod School | July 26-31
 - Free Lunch | Aug. 5
 - At the Table | Aug. 6
 - Big Table | Aug. 7
 - Girls Rock! | Aug. 10-14
 - Fields of Faith Harvest | Aug. 15
 - Senior Moments | Aug. 18
 - School Year's Eve | Aug. 23
 - Food Market | Aug. 26
 - Ministry Fair | Aug. 30
 - Free Lunch | Sept. 2
 - At the Table | Sept. 3
 - Big Table | Sept. 4

- Office Closed (Labor Day) | Sept. 7
- Sunday School Kickoff | Sept. 13
- Celebrating All Abilities Sunday | Sept. 13
- At the Table | Oct. 1
- Big Table | Oct. 2
- World Communion Sunday | Oct. 4
- Free Lunch | Oct. 7
- Fields of Faith Harvest | Oct. 10
- Senior Moments | Oct. 20
- Trunk or Treat | Oct. 25
- Food Market | Oct. 28
- All Saints Sunday | Nov. 1
- Free Lunch | Nov. 4
- At the Table | Nov. 5
- Craft Fair & Minds Matter | Nov. 7.

Prayer: Pastor Jordan closed the meeting in prayer at 8:34 p.m.

Next Meeting: 6:30 p.m. with elder training/finance training and meeting to follow July 16, 2026. Plan to have a pizza meal during training.

- *Incoming elders will be invited to attend & observe the July meeting in preparation for their service beginning in August.*

Respectfully submitted,

Patricia Benson
Clerk of session

The Rev. Jordan Warntjes
Moderator

Appendix A | St. Andrew Presbyterian ICE Procedures

PURPOSE

This policy outlines St. Andrew Presbyterian Church's procedures and protocols in the event U.S. Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), or law enforcement agents working with those agencies attempt to enter church property or engage with individuals on church premises.

St. Andrew seeks to respond faithfully, lawfully, calmly, and compassionately in any such situation. As a congregation of the Presbyterian Church (U.S.A.), we are committed to honoring the dignity of all people while also respecting the law and avoiding interference with lawful enforcement activity.

St. Andrew is not equipped or designated to provide sanctuary to individuals seeking to avoid lawful arrest or detention. At the same time, the church expects all legal procedures and constitutional protections to be properly followed on church property.

This document is intended to provide guidance to church staff members, volunteers, ministry leaders, greeters, and Session members.

KEY PRINCIPLES

- 1. Dignity and Compassion:** All responses should be conducted calmly, respectfully, and without escalation. Staff and volunteers should seek to reflect the congregation's values of compassion, justice, hospitality, and care for all people.
- 2. Documentation:** Any interaction involving ICE, CBP, or related law enforcement activity on church property should be carefully documented, including:
 - date and time,
 - names and badge numbers of officers,
 - type of warrant presented,
 - areas accessed,
 - names of church representatives involved,
 - and any property seized or individuals detained.
- 3. Confidentiality:** St. Andrew does not ask about or track immigration status as part of its ministries. Staff and volunteers should protect the confidentiality of personal information and should not share records or identifying information unless legally required.
- 4. Non-Obstruction:** St. Andrew Presbyterian Church and its representatives may not physically obstruct or interfere with ICE, CBP, or law enforcement officers acting under lawful authority.

Interference with law enforcement may carry criminal penalties, including fines or imprisonment. Examples of unlawful interference may include:

- physically blocking officers,
- intentionally providing false information,

- attempting to conceal individuals subject to lawful arrest,
- or interfering with the execution of a valid judicial warrant.

At the same time, church representatives are not required to:

- consent to entry into private areas without a judicial warrant,
- answer questions beyond what is legally required,
- provide information not legally required,
- or assist law enforcement in immigration enforcement activities.

PREPARATION

1. **Response Team:** St. Andrew should designate and periodically update a Response Team, including:
 - Spokesperson: Normally the head pastor. If the head pastor is not present, the most senior staff member present. If no staff member is present, a trained Elder, Deacon, ministry leader, or greeter may temporarily serve in this role until staff leadership arrives.
 - Recorder: A designated individual responsible for documenting the interaction.
 - Safety Coordinator: A designated individual responsible for coordinating building safety, childcare concerns, and communication among ministry leaders.
 - Legal Contact: A designated legal contact or outside counsel available for consultation if necessary.
2. **Training:** Staff members, greeters, ministry leaders, Food Market volunteers, childcare volunteers, and other key volunteers should periodically receive training regarding:
 - the distinction between judicial and administrative warrants,
 - de-escalation practices,
 - documentation procedures,
 - confidentiality expectations,
 - and appropriate communication protocols.
3. **Children and Vulnerable Persons:** Particular care should be taken in children's ministry areas, nursery spaces, and ministries serving vulnerable populations. Staff and volunteers should:
 - maintain calm and stability,
 - avoid discussing immigration concerns in front of children,
 - immediately notify ministry supervisors and church leadership,
 - avoid releasing minors to anyone except lawful guardians or pursuant to lawful authority,
 - and avoid unnecessarily sharing personal information regarding children or families.
4. **Food Market and Community Ministries:** Because St. Andrew hosts ministries serving many members of the wider community, including vulnerable populations, ministry leaders should:
 - avoid collecting unnecessary identifying information,
 - maintain orderly and calm operations,
 - direct all law enforcement interaction to designated leadership,
 - and avoid speculation, rumor-sharing, or escalation during any incident.
5. **Rapid Response Communication:** The church should maintain an internal communication process so that pastors, staff members, Session leadership, and ministry leaders can quickly communicate during an incident.

PUBLIC AND PRIVATE AREAS

St. Andrew Presbyterian Church includes both public and private areas.

Public areas may include:

- parking lots,
- outdoor grounds,
- the Atrium during public events,
- hallways and gathering spaces open to the public,
- and the sanctuary during worship or public events.

Private or restricted areas may include:

- church offices,
- classrooms,
- nursery and childcare areas,
- kitchen workspaces,
- staff-only areas,
- volunteer workrooms,
- storage rooms,
- records rooms,
- backstage/chancel preparation spaces,
- and designated ministry areas not open to the public.

Private areas should be clearly marked whenever possible with signage such as:

- “Staff Only”
- “Restricted Access”
- “Authorized Volunteers Only”

Unlocked doors and publicly accessible spaces may legally be entered by law enforcement. Opening locked doors for officers may legally constitute consent to enter.

WARRANT BASICS

Judicial Search Warrants

- is signed by a judge,
- identifies the specific areas to be searched,
- and identifies the evidence or persons sought.

A valid judicial search warrant permits law enforcement to enter the areas specifically identified in the warrant.

Judicial Arrest Warrants

- is signed by a judge,
- identifies a specific individual,
- and authorizes law enforcement to arrest that person.

An arrest warrant does not automatically authorize a general search of the church building beyond what is necessary to locate the named individual.

Administrative ICE Warrants

- are issued by immigration authorities rather than judges,
- are used in civil immigration enforcement,
- and are not judicial warrants.

Administrative ICE warrants do not authorize entry into private or restricted church spaces without consent.

WHEN AGENTS ARRIVE

If ICE, CBP, or related law enforcement agents arrive at St. Andrew property:

1. Contact Leadership: Immediately notify:

- the pastor on duty,
- church staff,
- designated ministry leaders,
- or members of the Response Team.

2. Spokesperson Engagement: The designated Spokesperson should:

- calmly and respectfully engage officers,
- attempt to move the conversation away from crowded ministry areas if possible,
- request identification,
- request badge numbers and agency affiliation,
- and request to review any warrant presented.

3. Review the Warrant: Carefully determine:

- whether the warrant is judicial or administrative,
- whether it is signed by a judge,
- what areas are authorized for entry,
- and whether specific individuals are named.

If possible:

- photograph or copy the warrant,
- and document all details.

4. Access to Church Property: If areas are publicly accessible, law enforcement may generally enter those public spaces. If areas are locked, restricted, or designated private spaces, entry should not be granted without:

- a valid judicial warrant,
- or explicit authorization from church leadership.

Administrative ICE warrants alone do not authorize entry into private areas.

5. Do Not Obstruct

Staff and volunteers should:

- remain calm,
- avoid confrontation,
- avoid physically interfering,
- and avoid escalating tensions.

At the same time, church representatives should not:

- consent to searches beyond what is legally required,
- volunteer additional information,
- or grant broader access than authorized by a valid judicial warrant.

6. Documentation

The Recorder or another designated individual should document:

- time and date,
- names and badge numbers,
- type of warrant,
- areas entered,
- names of church representatives involved,
- and any actions taken.

If safe and lawful to do so, photographs or video may be taken from a respectful distance.

AFTER THE INCIDENT

1. **Support and Care:** Church leadership should provide appropriate pastoral care and emotional support to:

- affected individuals,
- ministry participants,
- volunteers,
- staff members,
- and families impacted by the incident.

2. **Debriefing and Review:** Church leadership should:

- review the incident,
- identify any procedural concerns,
- revise policies if needed,
- and determine what communication should be shared with the congregation.

3. **Communication:** Only designated church representatives should speak publicly or to the media regarding any incident.

EMERGENCY CONTACTS

- **Head Pastor:** Jordan Warntjes, 319-333-0126

- **Additional Staff Contact:** Jeff Charis-Carlson, 319-333-0205
- **Session Representative:** *to be determined*
- **Legal Contact:** *to be determined (suggested Jessica Malott, 319-358-1900)*
- **Safety Coordinator:** Amy Schmidt-Rundell, 319-333-0208
- **Food Market Lead Contact:** Chelsey Stetzel, 562-704-5157

– Approved by Session, June 18, 2026

Appendix B | Revised PTO Policy

6.1 Flexible Paid Time Off (PTO)

St. Andrew Presbyterian Church recognizes that faithful ministry requires rhythms of work, rest, and renewal. In keeping with the biblical understanding of Sabbath and the professional responsibilities entrusted to church staff, the Church provides **Flexible Paid Time Off (PTO)** for employees.

Flexible PTO allows staff members to take paid time away from work for vacation, personal matters, illness, or rest without accruing or banking hours. This approach reflects the professional expectations placed upon church staff and encourages healthy persons of rest while ensuring that the work and ministry of the Church continue effectively.

Flexible PTO is intended to provide reasonable opportunity for rest and renewal while maintaining the responsibilities of each staff member's role.

Flexible PTO does not accrue and has no cash value.

Ordained staff remain subject to the terms of their call and the policies of the Presbytery of East Iowa where those policies apply.

6.2 Application of Flexible PTO by Staff Classification

Exempt Staff

Exempt employees, including ordained staff and salaried staff, are expected to manage their schedules responsibly in consultation with the Head of Staff so that their ministry responsibilities are fulfilled.

Exempt staff may take Flexible PTO as needed provided that:

- essential responsibilities are maintained,
- adequate coverage for ministry and administrative duties is arranged,
- and the absence is approved in advance by the Head of Staff.

While Flexible PTO is not capped or accrued, the Church anticipates that most salaried exempt staff will normally take **approximately four to six weeks (including Sundays) of time away from regular duties each year**, including vacation and personal leave. This is in addition to recognized church holidays and continuing education or Presbytery/Denominational business leave. Absences significantly exceeding this guideline require consultation with the Head of Staff and Personnel Committee.

This expectation is not a limit but a guideline to encourage healthy rhythms of ministry and rest.

Non-Exempt Staff

The non-exempt staff would be the positions that are paid hourly. Hourly paid employees are required to track hours worked under federal and state wage laws, and to ensure precise compensation for all hours worked, non-exempt employees will continue to receive paid leave under a structured PTO system determined by the Personnel Team and approved by the Session.

The amount of PTO for non-exempt employees will be stated in the employee's letter of agreement and administered through the Finance Administrator.

6.3 Requesting Time Away

All planned absences should be requested in advance and approved by the Head of Staff.

When considering requests for time away, the Head of Staff may consider factors such as:

- coverage of church operations (including Sunday morning worship and major liturgical seasons, such as Christmas or Easter)
- scheduled events in the life of the congregation
- fairness and coordination among staff
- the employee's responsibilities and current workload

Staff members are expected to make reasonable arrangements to ensure that important responsibilities continue during their absence.

Short-notice leave for illness, emergencies, or unexpected circumstances should be communicated to the Head of Staff as soon as possible.

6.4 Separation from Employment

Because Flexible PTO does not accrue or accumulate, unused PTO is **not paid out** upon separation from employment.

For non-exempt employees participating in an accrued PTO system, any payout of unused PTO will follow the provisions stated in the employee's level of agreement and applicable law.

6.5 Ministry Recovery Time (Exempt Staff Only)

The Church recognizes that certain seasonal ministry events such as youth mission trips, overnight retreats/camps, and Vacation Bible School, require exempt staff (salaried) members to work intense, consecutive, multi-day schedules that far exceed normal weekly expectations.

To prevent burnout and encourage healthy rhythms of rest, salaried exempt staff who lead or participate in these extended, multi-day ministry events are encouraged to take **Ministry Recovery Time** (additional days off immediately following the event) to rest and recuperate.

- **Guideline:** Staff may typically take up to three (3) consecutive recovery days following a major multi-day overnight event.
- **Coordination:** These recovery days must be coordinated with and approved by the Head of Staff in advance of the event, ensuring that essential church operations and communication channels remain covered.
- **No Cash Value:** Ministry Recovery Time does not accrue, cannot be "banked" for long-term use, and holds no cash value upon separation.

(Note: Non-exempt hourly staff participating in overnight or extended ministry events remain subject to federal and state wage laws regarding hours worked and applicable overtime pay, and are not eligible for compensatory time off in lieu of wages).

Why This Works (Practically and Denominationally)

This model aligns well with **church staffing realities**:

1. Matches ministry culture

- Pastors and directors already work irregular hours and seasons.

2. Removes bookkeeping complexity

- No monthly accrual tracking.

3. Encourages healthier behavior

- Accrual systems often discourage taking leave.

4. Protects the church legally

- Keeps structured PTO for non-exempt staff.

5. Fits Presbyterian polity

- Session authority preserved.
- Terms of call still govern pastors.

– Approved by Session, June 18, 2026