

Minutes of Session meeting

Thursday, December 21, 2017 7 p.m.

Saint Andrew Presbyterian Church

Gathering Place Lane, Iowa City

Attending elders: Mark Beerends, Patti Benson, Tim Benson, Sarah Brakke, Jeff Charis-Carlson, Dave DeGroot, Kathy Duys, Ann Ford, Ethan Goers, Cindy VonderHaar, Bruce Walker, Jan Waterhouse

Excused elders: Margaret Heidger, Bethany Lagani, Cecilia Norris

Moderator: Kitch Shatzer

Guests: Helen Bryce, Jason Schuchert, Tony Roetlin

Kitch opened with prayer at 7:02

Amend/Approve Agenda Change agenda order so guest Helen Bryce, Deacon, will present earlier.

Motion: Change agenda order

MSC

MOS report - 18 annotated pending renewal funding requests are listed in the MOS supporting document, in the same amounts awarded in 2016. Note: payments to be drawn from 2017 MOS/locally-determined mission (LDB) funds. Any remaining balance in the Kelting Fund will be applied as required to foreign mission (Risakottas in Indonesia, or Foglemans in Indonesia/Africa).

Motion: Approve consent agenda

MSC

Minutes Approve Nov 16 minutes

MSC

Clerk's Report – Ann Ford – 10 minutes

Correspondence:

-24 November e-mail favorable vote on new internet service for the new church: Verizon wireless Internet service for the new church in the amount of \$140/month + \$280 hardware costs.

-2 December e-mail favorable vote: Tim Benson, as Session member on Finance, is hereby named President and Tony Roetlin as Treasurer, of St. Andrew Presbyterian Church and therefore Tim and Tony are the authorized co-signers of financial documents and loans.

-18 December e-mail from Gene Dierking: "...It has called to my mind how significant the staff has been in getting this accomplished ...and the question of whether a special offering could be taken for them in recognition of the long hours and effort they had made. I make the suggestion and will go with your collective decision."

-21 December e-mail from Matt Paul thanking Session for the stole.

-21 December e-mail from Rosemary Plapp about Anne Dierking's health.

-2 e-mails with information on PEIA Mission trips to Houston sent to Session

Communion Dec 3rd served 103 + 152 = 255. Dec 17th first service in new church, attendance 554 (which includes 64 musicians at both services.)

Devotions – Kitch Luke 2:6-7, 52 about the birth of Jesus and growth in wisdom & knowledge. She read the poem she wrote for Christmas 2017 and was asked to send it to us by e-mail.

Pastor's Reports – Kyle Requesting permission to baptize the child of Andrew Lisa and Eckhardt Thursday, December 28. It cannot be Sunday because the aunt and uncle are busy Sundays. Request for adult baptism for Jaqueline Lavelly on December 31st.

Motion Approve these 2 baptisms and dates

MSC

Motion: Approve Sarah Hager to serve communion for Women's retreat Feb. 23-24. Request to carry over 5 days of Kyle's 2017 vacation to 2018 so he won't lose those days.

MSC

Motion Approve carryover of Kyle's vacation days

MSC

Kyle has visited and/or communicated with Anne and Gene Dierking, Deb and Ginny Barber, and Ryan Long.

Rocket Docket – Dave for CCBT – there is still a punch list for Apex to work on until spring. CCBT will pass the baton to Buildings and Grounds in January. CRC - Bruce announced a special prayer service on MLK day Jan 15th at Bethel AME p.m. NAMI walk April 28th. Kathy - BASIC Christmas party, kids enjoying downstairs space. Kathy is moving to Buildings and Grounds team for a better balance on that team. Ethan – the ETC Christmas party went well. Adult Ed - Jeff – we will start with multiple topics in January. MOS will present a series, Jeff on "What is a Presbyterian," Bethany on Christian response to political situation. Patti - organ installation will start up again in March by Dobson. Matthew Penning thinks it will take a year to finish organ installation and prep. Cindy - hospitality meeting, 20 people walked through and learned about the building and engaging people. We will have a welcome table. We need to reach out and not just talk with their own friends. Sarah - on children's ministry. Some children miss the rental church because the new one is unfamiliar. Children's ministry will be running again in January. Mark - new church spaces - multipurpose room, etc. now ready for activities.

Finance Report (Dashboard) – Tim Income was low but expenses are low too. We have a positive balance of \$24,000 for 2017. Jason said the core of giving is stable. As John Benson said: "You cannot shrink your way to greatness." Jason feels optimistic that the income projection that is achievable, and the \$24,000 surplus is sustainable. Surplus in checking is \$150,000. In lieu of a staff salary raise in 2018, we can give a bonus for 2017 of \$500-\$1500 per employee, which will come from cash in account. There are many unknowns in the new space and we need to stay liquid to cover possibilities. Have about \$30,000 in play. Income for 2018 is projected at \$870,000, but there are different methods for projection. Past record was 181 pledges in 2017, 133 in 2018 so far. Our income history had a low of \$866,000. We are under our projection for 2017. We have raised \$5,300,000 in 3 capital campaigns beyond the usual expenses. Overlap of interim pastor and Matt's severance pay is possible for 3 months. Numbers will be clearer at end of January. Dave suggested starting an account for eventual replacement of major items like roof. Paula as assistant secretary was hired as temporary for 6 months, but may need to tweak that plan. Income predictions slide 4 shows 3 methods. About 80% of our income is pledged giving. Special donation for staff appreciation of move is probably not best handled as donation request. Revisit later.

Motion: approve budget as presented at this meeting. Consider at a Session in April meeting to revisit the budget.

Team Reports for action

Personnel team – Jan

Kyle was excused from discussion. Personnel team proposes bonus amounts for staff totaling about \$6K with payroll taxes: Kyle \$1500, Matthew Penning \$1,000, Heather Woodin \$1,000, Randy Hausler \$1000, Sarah Dyck \$500 and Kristen DeGrazia \$500.

Motion: Approve the proposed bonuses

MSC

Motion: Personnel Team moves that Session approve the Continuing Education Leave and Mission Leave Policy, to become effective immediately, which will provide up to 5 days of paid Mission Leave per calendar year for St. Andrew staff members. (See supporting documents for full policy.)

MSC

Explanation: The Continuing Education Leave Policy has already been in place. We are proposing to add the Mission Leave Policy to the Personnel Manual. Mission Leave currently is not offered. The team believes this policy is consistent with St. Andrew's mission focus, and is a way that we can offer additional "benefits" to staff without adding to the operating budget. We are requesting approval of this new policy now, rather than waiting until we have completed the full review of the Personnel Manual, so that if any staff members would like to utilize the new Mission Leave for upcoming mission trips (such as Guatemala) they will have that available to make decisions about their participation. (The deadline to commit for the Spring break Guatemala trip is January 1.)

Motion: Personnel Team moves that Session allow all benefits-eligible staff of St. Andrew to take one additional paid personal day during calendar year 2018, in addition to their vacation and sick leave available.

MSC

Explanation: Calendar year 2017 has been an incredibly demanding year for our staff due to the impact of the temporary space and the pastoral transition. Yet they have served the congregation with love, energy, and positive spirits. They did not receive raises at the beginning of the year due to budget constraints. An additional paid day off at their discretion is a way to recognize and reward their incredible service and let them know that we appreciate and value them.

Buildings and Grounds: Bruce

Motion: Purchase the insurance policy described below

MSC

Building insurance: Here are the annual quote options you request, this includes just the new building and new contents value, the organ valued at three different values, no coverage on the two locations we were leasing and deleting the 3 trailers, the contents stored in the trailers and - \$10,375,000- contents same as above- New Premium would be \$ 10,212. Pipe organ valued at \$1M.

Your current premium is \$16,294 because the builder risk coverage is a very high rate, but once we add it as part of our building limit the rate is much less.

Stewardship Team – Bruce Team has contacted those who have not pledged. Bruce asked that Session members sign up for 1 or 2 of the names on his list and contact them after January 1st. 62% of received pledges represent increased amounts. There is a script available for us to use.

Worship team on Communion services:

We discussed returning to pew communion service, but we don't have a dishwasher to wash glass cups. We have a few hundred single-use plastic cups remaining. Many would like to keep intinction to serve communion as we have in the rented church. Set up and cleanup for pew service is much more demanding.

Motion Refer this question back to Worship team

MSC

Camp Cardinal report - Dave

Dave reported that we have a \$6,000 invoice from Elevate, the design team, for the baptismal font, which may result from a communication problem. Matt Paul was the primary communicator with Elevate, so the trail isn't clear. That invoice is on hold and negotiations are ongoing.

The authorized floor machine has been purchased from University of Iowa, a really good one, for \$700. It will pay for itself in 6 weeks of cleaning because we don't have to rent the machine. The paper products are now contracted but they put the towel dispensers in poor spots. They also offer soap dispensers and we will add those.

Snow removal is contracted for removal by 8 am Sundays.

Trash removal 2 days a week is contracted with Carlson

Motion: Accept Carlson for all janitorial services

MSC

Nominating team

Jeff for nominating team: Matthews Jacob is nominated for Deacon (class of 2020), Lisa Shileny for personnel team (class of 2019) and d Myrna Farraj for elder (class of 2020).

Congregational meeting to elect all 3 nominees will be January 14th, at 10:45.

Motion: Election for new officers January 14th at 10:45 Congregational meeting

MSC

Interim Pastor: Day after Christmas an e-mail will be sent to congregation announcing Danie DeBeer, to start February 26th. It's not a secret and can be announced now. Congregation does not have a vote for interim pastor, since it is a contract with the Session. We did have a congregation member, Bruce Hudson, on the Nominating Team.

Motion: Reimburse Jeff for up to \$40 for the lunch for Danie and his wife.

MSC

Discussion of new church: some complaint about availability of handicapped parking spots. For Christmas services we are asked to park down below or out on the street. Sound will be piped into conference room, where people can go with noisy children. Some ushering details to work out.

Closing Prayer at 9:58

Next meeting: **January 18, 2018**