

Saint Andrew Presbyterian Church
Session meeting
January 18, 2018 7 p.m.
140 Gathering Place Lane, Iowa City

Elders attending: Mark Beerends, Patti Benson, Tim Benson, Sarah Brakke, Jeff Charis-Carlson, Dave DeGroot, Kathy Duys, Ann Ford, Ethan Goers, Margaret Heidger, Bethany Lagani, Cecilia Norris, Cindy Vonderhaar, Jan Waterhouse

Excused elders: Bruce Walker

Moderator: Kitch Shatzer opened with prayer at 7:00 p.m.

Pastor attending: Kyle Otterbein

Kitch opened with prayer at 7:00 p.m

Amend/Approve Agenda – 5 minutes Consent Agenda – 5 minutes

MOS report - supporting material will be online -- any item can be pulled from the consent agenda to be considered separately

Minutes for approval: 4 meetings, Nov 16, Dec 14, Dec 21, Jan 14

Problem with minutes: Nov 16 (Finance possibility of *church members* donating stock to church and Dec 21 Pers Team motion for staff bonuses correct Randy's bonus to \$1000 not \$500.

Clerk's report:

Attendance at December 17th for the first services in the new building was 552, plus 64 musicians at both services. Christmas eve 5 p.m. attendance was 668 for 5pm and 168 at 11 p.m.. Communion on January 7th was received by 300.

Deaths: Glenys Williams died January 5th, with memorial service date to be determined.

Baptisms: adult baptism for Jaqueline Lavelly on December 31st, and Vaida Kaye Eckhardt, born 31 August 2017, the daughter of Andrew and Lisa Eckhardt was baptized on December 28th. Vaida is the granddaughter of the late Kaye Eckhardt.

The election result from the congregational meeting January 14: Myrna Farraj was elected to the elder class of 2020, Matthews Jacob was elected to the deacon class of 2020, and Lisa Shileny was elected to the personnel team class of 2020.

Communications – Letter from Rod Sullivan

(The letter was received recently from Rod Sullivan, dated November 13, 2017: He included a copy of a 1990 letter about the first meeting of the Homeless Task Force, attended by 12 Saint Andrew Presbyterian Church members and 9 others, members of other local churches. They wrote to support affordable housing for all.)

13 November 2017

Dear Session:

I wrote the enclosed letter a year ago. I would really like to hear back from you. Thanks. Sincerely,
Rod Sullivan

11-22-2016

Dear Session Members:

Matthew 25:34-40. 34 Then the king will say to those on his right, 'Come, you who are blessed by my father, inherit the kingdom prepared for you from the foundation of the world. 35 For I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me, 36 I was naked and you clothed me, I was sick and you visited me I was in prison and you came to me' 37 Then the righteous shall answer him, saying, 'Lord, when did we see you hungry and feed you, or thirsty and give you drink? 38. And when did we see you a stranger and welcome you, or naked and clothe you?': 39 And when did we see you sick or in prison and visit you?' 40 And the King will answer them, 'Truly, I say to you, as you did it to one of the least of these my brothers, you did it to me.'

Saint Andrew is presented with a tremendous opportunity. We can welcome strangers. We can both live our faith and honor our roots by working with the Housing Fellowship to develop the land at Camp Cardinal.

I found the following information, which demonstrates the historical link between Saint Andrew and the Housing Fellowship.

Rod writes to Session:

We have an opportunity to be bold, like our predecessors from 1990. We can live our faith, welcome strangers, and honor our past.

I strongly encourage you to work with the Housing Fellowship to develop the rest of the land on Camp Cardinal.

Sincerely, Rod Sullivan

Kyle said that it is under discussion with Housing Fellowship and the city. We have been talking with Housing F and Iowa City. Jeff will contact Rod about the ongoing conversation.

Devotions – Kitch Shatzer – sheet of readings from Psalm 42&43. In times of struggle we turn to God.

Pastor's Reports – Kyle reported visits to members who have been ill. Will have a guest minister this Sunday Jan Rippentrop. Dick Watson trio will play.

Report from Presbytery Meeting Jan 13 at First Presbyterian in Iowa City– Margaret. Participating with other churches. Reorganization from ACOG to have wider representation. Presbytery is mid-level of organization. Functions to maintain with leadership in congregations, resource for congregations, Elects commissioners for synod. 70-odd churches in our area. Equal number of ordained pastors and elder commissioners. Potential # in PEIA is about 180. Shared ministry in our area is Camp Wyoming. Many congregations are small and aging. Finances are often strained for them. Will send out a list of those committees

Rocket Docket – Jeff on adult ed - last Sunday of each month watch a documentary. Mark on youth ministry, taking advantage of the new building, enjoying the MPR, excited about bringing friends. Kyle said there will be key cards for getting into the

building. Dan reported CCBT will remain as a team until the punch list is finished, about 12 items left on architectural list. Bldgs & Grounds will provide mats for entry area. Jan for Personnel team, putting together updated manual for staff. Sarah children's ministry went well, Spark started tonight for Moms, sponsored a presentation on planning your own funeral and finances. Feb 8 city council member Kingsley Botchway will speak 1about teaching diversity to children. For Cecilia Jan 28 dinner for Guatemala mission trip. Andy Smothers will be here Feb 11 World's Missions Pastor in Bahrain for Reformed Church in America. Gathering financial support for his mission and may also preach for us. 1st Sunday in March Kip Murphy will preach and be here for men's retreat.

Finance Report (Dashboard) – Tim Benson - December came out \$17,000 ahead, so \$41,000 ahead for the year. Projected pledging at \$427,000 and will meet budget. There remain some unknowns about the costs in the new building. Our loan will start paying the construction loan in June. Need a few months of experience with expenses. We are fortunate to have a good finance team, headed by John Benson.

Team Reports for action

CCBT – proposed agreement with Elevate – **Dave DeGroot** – 10 minutes (see supporting documents) Presbytery may have a part in agreeing. We have a \$6000 invoice from Elevate for baptismal feature. E-mail exchanges were included. Architect is willing to make the fee a donation to SAPC. They specify conditions about the donation, especially if there is any further action including about Matt Paul. (PEIA decided last week to release Matt without comment or recommendation, if they are asked.) Kyle has some background - created pulpit design and the baptismal feature, gratis. Sent copy to Kyle and the estimate was \$85,000-\$100,000 for the baptismal feature. Jim charged for the design, so the \$6000 is for research and producing drawings. Per Jan, their request for agreement is out of bounds because it ties our hands if there is any legal action in the future. Their letter implies a recent interaction with Matt. We really need more information. Could search Matt Paul's e-mail SAPC account for more information, because there is very likely more. Jeff suggests that we will not agree to their condition #2 and we have no plans for legal action. CCBT recommends that we accept.

Motion: Jeff made a motion that we refuse to agree to #2, but otherwise agree to their terms. **MSC**

Motion: Accept, excluding #2. Kyle abstained from voting. **MSC**

Personnel – Jan Waterhouse – On updating salaries: Done every 2 years when the new 2018 edition of Compensation Handbook for Church Staff is complete, Personnel Team has reviewed these numbers and approved.

Motion: Approve recommended salaries (Patti abstained) **MSC**

Motion: Personnel Team moves that Session approve the updated salary ranges for non-ordained staff as shown in the following table.

Staff Member	Current Salary/Wage	2016-2017 Salary Range	Proposed 2018-2019 Salary Range	
Randy Hausler	\$57,000	\$45,542-\$53,658	\$43,550-\$64,848	
Heather Woodin	\$55,000	\$45,000-\$54,470	\$42,564-\$67,500	
Matthew Penning	\$62,000	\$50,000-\$63,271	\$48,150-\$65,245	
Sarah Dyck	\$31,500	\$27,300-\$33,316	\$26,100-\$33,454	
Kristen DeGrazia	\$20.39/hr (\$21,206)	\$20-25	\$18-24	
John Benson	\$18/hr	\$15-18	\$16-20	

Explanation: The non-ordained staff salary ranges are determined by using salary survey data that is published bi-annually in the *Compensation Handbook for Church Staff* by Church Law & Tax. Survey data is reported based on title, church income, worship attendance, church setting, geographic region, educational background, and length of service. Median salaries based on all of those factors are used in determining our staff's salary ranges. The previous salary ranges have been in place for 2016 and 2017. Based on the *2018 Compensation Handbook for Church Staff*, the ranges should be adjusted as shown, and these ranges will be in place for 2018 and 2019. While there are no salary raises in the 2018 budget, the adjusted ranges make it possible for all non-ordained staff to receive salary raises in the future if the budget were to allow for that. The temporary Office Assistant position is not included in this review because of the temporary status of the position. If the position were to become permanent, we would further assess the salary range at that time.

Rental Properties Insurance – Bruce Walker (by email) – 5 minutes

“I need to know if the two rental properties have been cleared so we can cancel the insurance and save funds. That is all I have. Bruce”

We are not completely out of the Heidger house, but soon will be. We can cancel the insurance on both. Ann will tell Bruce.

Worship – Patti Benson/Jeff Charis-Carlson

Communion: "The Worship Team recommends the Session approve intinction as the default method for distributing the elements during communion — with accommodations continuing to be made for people who prefer to remain in their seats. Pew communion still would be reserved for the Maundy Thursday service, the first Sunday in December and any other service the Worship Team, in consultation with the Deacons, thinks lends itself to pew communion. During

those times, the Deacons can make use of whatever cups and trays they consider most helpful."

Motion in favor of the recommendation

MSC

Ash Wednesday: "The Worship Team recommends Session approve Ash Wednesday worship services at noon and 5:30 p.m. February 14."

Motion approve as above

MSC

Annual meeting February 11th after 2nd service in Atrium before eating.

Motion for above

MSC

Listening Posts and Hospitality – **Patti** –6 elders, 2 deacons and others(?). Now that we are here what questions do we have? Is the sign-up for hospitality working well? Try using Signup Genius? Need a consistent group who can serve as hospitality members. Need tables near coat racks to put purses on while taking off or putting on coats. Maybe add a basket for reading glasses just outside sanctuary. Need hooks on stall doors in restrooms. Add a white board and clock for meeting room. Communion items are being stored in big plastic bins, need a new storage area for Deacons' gear. Have a suggestion box? May add suggestions to the weekly card.

Kitch closed the meeting with prayer at 9:55 p.m.

Next meeting: February 22 7 p.m.