



Presbyterian Church (U.S.A)

Presbytery of East Iowa
Addendum to the Meeting Packet

201st Stated Meeting

March 10, 2022

- ❖ Personnel Team Report
- ❖ PCC Addendum to its previously submitted report
- ❖ MCC Addendum to its previously submitted report

Report of the Personnel Team

Erin Kaye

201st Stated Meeting, March 10, 2022

The Personnel Team recommends that the Presbytery of East Iowa elect The Rev. Elissa Bailey to the position of part-time Transitional Stated Clerk for a two-year term. A brief biographical statement about Rev. Bailey can be found below.

Rev. Elissa Bailey is a University of Dubuque Theological Seminary graduate. Elissa has a busy household with a husband, three children, and a cat. In addition to serving as a pastor, she began serving as the Assistant Stated Clerk in the Presbytery of Great Rivers in July of 2012 and became the Acting Stated Clerk in May of 2014. In August of 2016, Elissa was called as the Stated Clerk of the Presbytery of Great Rivers. She has worked through a variety of transitions in the Presbytery and absolutely loves the work she does. Her greatest joy in the job is helping Session clerks navigate the process.

Elissa is a self-proclaimed polity geek. She enjoys teaching and learning and sees it as a life-long process. In her free time, Elissa is spending time with her family, helping her daughters sell Girl Scout Cookies, coaching her 8-year-old's soccer team, and traveling. And lastly, what you need to know about Elissa is that she was born and raised in Iowa and a piece of her heart has always remained here.

Addendum to the Report of the Presbytery Coordinating Council

201st Stated Meeting, March 10, 2022

In addition to the report previously submitted, the Presbytery Coordinating Council (PCC) submits the minutes of its meeting on March 3, 2022 and supporting documents.

The addendum is submitted for information along with one new item of business for the presbytery to consider:

The PCC has reviewed and approved two covenant agreements with First Presbyterian Church, Davenport and recommends the covenants be approved and adopted by the presbytery. Copies of the agreements are attached to this addendum.

PCC Minutes

Thursday, March 3, 2022, 10 am

Present: Erin Kaye, Jeff Charis-Carlson, Jim Bonewald, Stan Tate, Larry Petrick, Kerry Jennings, Tom Garland, Anni Thorn, Heather Hayes, Kris Ward

Stan Tate opened with Prayer

Item 1: Setting the salary, budget, and scope of the Search Committee.

What is the salary range for the position?

- MSC to to set base salary at \$70,000 (not including benefits, etc), ceiling of \$80,000, with understanding that search team can come back to us if necessary to discuss more
- MSC to set \$5,000 for a budget for the search process with understanding that search team can come back to us if necessary to discuss more
- MSC that the committee be given authority to draft an MIF, send it to PCC when ready for either electronic approval within 48 hours, or PCC will hold a joint meeting with the committee to discuss the MIF.
- MSC - Committee may negotiate terms of call
- MSC – Committee will ensure there is a supervisory structure for the Transitional EP, such as the Moderator, PCC, or Personnel Team

MSC – to approve and pass along to Presbytery for their approval the two covenant agreements with FPC Davenport

MSC to approve the Presbytery offering be in support of ministries to Ukraine

Closed with prayer by Anni Thorn

**Life Giving Communication
A Covenant Between Leaders
In the First Presbyterian Church, Davenport and the Presbytery of East Iowa**

In the fall of 2021 reconciliation activities unfolded between members of First Presbyterian Church and leaders in the Presbytery of East Iowa. Four restoration circles were held in which individuals shared directly with others points of dysfunction or injury, and constructive hopes for a healthy and more functional relationship.

In January 2022, a workgroup with representatives from each body reviewed the text Healthy Disclosure (Appendix I), read through sample correspondence and documents from 2018-2021, studied restoration circle feedback, and noted failures in communication that contributed to or sustained injury and dysfunction (Appendix II).

It has been observed across the reconciliation process that there have been diverse connections in which communication failed: among and between pastor, PEIA committees, congregation, staff, FPC committees/session, individual leaders, congregants. Therefore the commitments articulated below are commended for strengthening numerous circles of relationship between but also within FPC and PEIA.

The workgroup offers the following covenant for best communication practices in the relationship moving forward.

In order that God may be glorified, the body of Christ built up, and our common witness and mission to the world fruitful...

We commit ourselves to communication that is:

- *Exemplary* - “pure” (Titus)
- *Sensitive* - to the realities and needs of all parties
- *Thoughtful* – in regard to difficult topics: prepared, rehearsed, responsive
- *Loving* – “Love your neighbor as yourself,” listening deeply with sincere care
- *Gracious* – in words offered including correspondence
- *Supportive* – upbuilding to the other
- *Affirming* – of the image of God and spiritual gifts in the other

For wholeness among our leaders, we will encourage:

- Self-awareness of personal motivations and needs in sharing information with others
- Understanding of individuals’ roles - polity; committee or job description; lines of accountability
- Understanding of the body within/for which information is being handled – mission; authority; leadership roles; appropriate hiring/election and training for those roles

For healing in our relationship, we will:

- Build a culture of transparency, authenticity, trust

- Use means of communication fitting to the content (e.g. not e-mail for confidential content)
- Be clear and detailed in written records (e.g. when, who...)
- Reduce triangulation and eliminate pass-through communication (no “messengers”)
- Reject anonymous feedback and reduce use of unnamed “several/many/everyone” references
- Educate leaders and committees about information protection, accountability in handling it, and appropriate next steps if there are information breaches (see appendix I)
- Check back with the other party for feedback and care, especially in and following difficult conversations
- Be aware of power differentials in relationships and provide for accountability and protections to avoid injurious communication such as silencing, exposure, sexual harassment or hostile environment
- Teaching and Ruling Elders and Deacons lead by modeling mutual respect and regard, accounting for power and rejecting attempts at controlling behaviors
- Develop “dead enders” (those who extinguish gossip, rumors, speculation)
- Encourage speech about one another that is affirming and upbuilding and welcome by those who are mentioned
- Respond within one to three days to e-mail or phone calls, at least with an initial acknowledgement of receipt
- Spell out acronyms

For strengthening in our relationship, we will:

- Support the good work completed by the session and presbytery in response to the Synod directions (that work more policy related, and the reconciliation process more interpersonal and covenantal)
- Be truly present with one another – show up, value and protect in-person conversation, fellowship and ministry opportunities
- Share life together - include commissioners and pastors in significant presbytery events; include presbytery leaders in significant FPC events
- Ensure regular opportunities for unhurried time in conversation
- Work from common primary sources in joint conversations and ministry (provide source materials to all – this creates even footing and is empowering)
- Include all relevant people in conversations rather than exclude anyone affected and responsible (no “single point of failure”)
- Create reading groups for *Healthy Disclosure*
- Offer refreshed boundary training for PEIA leaders, leaders at FPC and other congregations

Appendix I
Useful Concepts Considered by the Work Group from *Healthy Disclosure*
Ruth and McClintock, 2007

- There are diverse reasons why people share too much information – anxiety, need for esteem; desire to control; bonding with others; filling an information void; dealing with our own or others’ pain.
- There are diverse reasons why people share too little information – preserving personal relationships; avoidance of uncomfortable truths or topics; discomfort in direct communication; thinking that we can/should handle things on our own; dealing with our own or others’ pain.
- Confidentiality and secrecy are different. “Private information becomes a secret when it is withheld from others who need to know it.” (Shame, fear may be at play or generated)
- Secrets require energy to keep, lead to evasion and distraction, create insider/outsider dynamics, drain life, sap growth, seed distrust, support extremes in boundary breaking, feed anxiety.
- *Rumors* are information made up in the absence of truth and in the presence of anxiety; *gossip* has basis in truth but is distorted across tellings; *exposure* is “TMI” (too much information) shared for the relationship represented; *leaks* are breaches in confidentiality
- There are boundaried levels of information sharing that should inform disclosure practices, related to the type of information. Generally, the wider the scope of disclosure, the less detail that is shared. There is an excellent chart on page 240-241 in *Healthy Disclosure* that details “Who Has the Right to Know What Information” and is commended to all parties.
 - Private – within one individual (what I know and hold about myself)
 - Confidential – shared with one other person only
 - Limited access – shared with more than one other person but limited access
 - Open – shared openly but not published for the world
 - Public – widespread (completely accessible media)
- A Decision Making Process for Information Sharing (p. 166 ff)
 - Assess the situation: What is the dilemma, who knows what, what are the facts, is there risk of harm, are there relevant policies, laws
 - Determine a plan: Why conceal or reveal; who should do so, to whom; what details are shared or withheld; when, how and where/means
 - Act: Follow through on the plan faithfully, deliberately, accountably, responsively (feedback loops)

- Evaluate routinely: This perfects the process, captures strengths and good tools; catches problems before they multiply; builds trust that leaders are responsive for health and strength (even when “failing forward”)
- The cycle repeats multiple times through most events/issues

Appendix II

Communication and Disclosure Problems Between FPC and PEIA Compiled by a Work Group of FPC and PEIA Leaders January 2022 Based on Key Documents from 2019-2021 And December 2021 Restoration Circle Summaries

Over communication:

- Lots of words in communications/documents (overwhelming – though conveys experience)
- Long e-mail chains
- Using/overusing stock phrases/insider jargon
- Heavy-handedness/micromanaging
- Disclosure of protected information (reports)
- E-mail distribution list – appropriate, need to know recipients?
- “No secrecy” does not mean total access and distribution for all

Under Communication:

- Lack of response to e-mails (many times)
- Secrecy keeps people who need to know without information
- Circles too small – held by an individual or a too-small circle (assumption that the parties who need to know do – but they do not, *single point of failure*)
- Opening e-mail: Ask who else needs to know, who does/ought not know, what will you do now, and what will you do in a week?
- Not explaining – why this is interesting/problematic/relevant
- Inadequate information shared for the body to adequately understand the business for which is it responsible
- No preparation for critical conversations/meetings (e.g. get all documents several days prior; no surprises)
- Assumptions of background knowledge on the part of various parties (even what acronyms mean)

Unclear Communication:

- Lack/gaps in communication, incomplete information
- Mid-stream participants lack institutional knowledge, history; if there are differing narratives – how to know on what to act?
- Uncertainty - what can we talk about? What not? Exactly? Why?

- Roles; organization charts
- “Jurisdiction” – what does that mean, or not?

Incorrect Communication:

- Narratives/characterizations not true to the reality
- Incorrect communication sets in motion *more* incorrect understanding/communication
- Incomplete communication – e.g. understanding the time that a judicial process takes and the agency or lack of agency in that for various participants (educational)
- Incorrect use of processes; incorrect starting points
- Framing/characterizing truths in ways that become more opinion, perspective than fact
- Speculation (five people in the parking lot...indicates lack of information, unresolved issues....)
- Oversimplifying interpretation of events leads to narrow vision, shallow understanding

Hurtful Communication:

- Unprepared, blind/sided for meetings
- Harsh communication
- Brittle, belabored correspondence
- Need for preparation, sensitivity/awareness, feedback - for messenger, leaders, liaisons (perception checks; checking back – allowing for processing)
- Need for thoughtful delivery; appropriate method
- Silence (spaces filled by anxious wondering)
- Speaker credibility lost when wounding others, and the communication lacks truthfulness
- Be aware that leaders hold power to harm in individual conversation/relationship
- Conflicts of interest/dual roles – creates confusion, vulnerability for harm
- Burdening others with secrets (who should know what, when – healthy vs. dysfunctional flow)

Healthy Communication:

- The search for Kathy exemplified a good partnership, clear communication, needs openly identified and met
- Kathy’s work addresses secrecy – leading and modeling open communication
- Expressed desire to learn more (about polity, roles, the other) on the part of various individuals, circles, is promising for growth toward health and strength
- In the past few months there has been new leaning into responsiveness in communicating regularly (new patterns being set down)

2/23/22

Shared Hope and Support
A Covenant Between Leaders
In the First Presbyterian Church, Davenport and the Presbytery of East Iowa

In the fall of 2021 reconciliation activities unfolded between members of First Presbyterian Church and leaders in the Presbytery of East Iowa. Four restoration circles were held in which individuals shared directly with others points of dysfunction or injury, and constructive hopes for a healthy and more functional relationship.

In January, work groups with representatives from each body considered the restoration circle feedback, noting areas related to relationships with the pastor, and calling a new pastor. These commitments and practices were articulated to support the search and call of the next pastor of First Presbyterian Church Davenport.

Together we recognize the rich gifts of the congregation that is First Presbyterian Church and its distinctive mission to worship God and serve in the world.

Together we value as a top priority a fitting match between a healthy pastor and the congregation and staff.

To that end we commit ourselves to a relationship marked by mutual respect, encouragement, support, transparency, trust, and hope. Particular practices will serve our shared work.

- The presbytery will come alongside the PNC as a partner serving common goals. Areas of PNC work that would benefit by PEIA support:
 - Train/fully equip the members of the PNC elected by FPC to carry out the search
 - Support each party to be clear and confident in their roles
 - Map out together the search process and key mile markers
 - Maintain momentum in the PNC work with consistent PEIA liaison presence and contacts
 - Clearly identify the particular qualities needed in the next pastor to best serve FPC at this moment in history
 - Create an MIF that is detailed and honest about the congregation's mission, context, and needs in a pastor
 - Equip the PNC in the best use of the CLC, which is in transition and can be confusing
 - Identify routes other than the CLC in identifying good and fitting candidates
 - Thoroughly vet candidates not only for general red flags, but specific qualities that are helpful or harmful

- Shared commitments and offerings that will benefit the congregation:
 - Educate the congregation at the outset on the search process, describing what will and will not be shared at which points by which parties (responsibilities, boundaries)

- Provide regularly scheduled status updates to the congregation
- Use several means of communication to keep the congregation informed (e.g. newsletter reports; worship announcements; media like website or e-mail)
- Exercise patience for a journey deserving of a great call as the outcome
- Maintain the sweet spot of momentum that is not rushed but not stalled
- Keep communication flowing between PEIA and the PNC – respond to e-mails and phone calls in one to three days
- In the process for interviewing candidates, all parties should understand their roles and areas of representation and inquiry (coordinated, no wild cards)
- Make use of the work completed in clarifying roles of authority, communication and accountability between pastor, staff, personnel, congregation, presbytery entities so that these are understood at the outset of a new pastoral relationship
- Engage as many leaders as are willing in PEIA and FPC (and other congregations?) in refreshed boundary training offered by a third party, perhaps at a presbytery gathering
- In negotiating terms of call, put in place offerings that support clergy wellness (e.g. sabbatical, identified care resources)

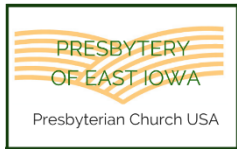
These we offer for God's glory, for the strengthening of the congregation, and the furtherance of God's kingdom.

Addendum to the Report of the Ministers and Congregations Commission

201st Stated Meeting, March 10, 2022

To clarify its report of the approved contracts between Rev. Dennis Morey and Calvin Sinclair Church, Cedar Rapids and Echo Hill Presbyterian Church, Cedar Rapids, MCC reports that the contracts were approved with this explanation:

This a temporary pastor relationship for 50% time with Rev. Dennis Morey with compensation and expenses shared by Calvin Sinclair (40%) and Echo Hill (60%). The contract terms are set out in the attached documents.



**CONTRACT FOR
TEMPORARY PASTORAL RELATIONSHIP
(For Ministers of Word and Sacrament)**

***Directions: to move from field to field within the document,
use the Tab key to advance and the Shift + Tab to reverse***

This Contract is between the Session (hereinafter referred to as the "Session") of _____ Church of _____ Iowa (hereinafter referred to as the "Church"), in the Presbytery of East Iowa and _____ (hereinafter referred to as the "Temporary Pastor"), for the purpose of providing temporary pastoral services.

Duties and Responsibilities of the Minister of Word and Sacrament as Temporary Pastor:

- Moderate the Session, as approved by the Presbytery or MCC
- Be responsible for providing pastoral services such as, preaching, teaching, administration of the sacraments, conducting funerals, officiating at weddings, visiting the congregation, participating in its celebrations, and church administration as indicated in the position description
- Other *(Specify)* _____
- Execute faithfully and completely the duties and responsibilities as further detailed in the attached "TPR Position Description." Such position description is attached hereto and is a part of this Contract.

The Session and the Temporary Pastor Agree That the Pastor:

- Will not be involved in the search process of the Pastor Nominating Committee,
- Will be accountable to the Presbytery through the Ministers and Congregations Commission,
- Will be active in service to the Presbytery

Goals of the Session and Temporary Pastor for This Ministry:

- Strengthen and maintain the health of the Church
- Establish a continuity of leadership
- Work with the Session to increase the effectiveness of the whole Church

The contracted position is agreed as a full-time or _____ % of full-time position. This Contract will be in force from _____ through _____. This Contract may be terminated by either party, with the concurrence of the Presbytery, by the party's providing _____ days written and dated notice. The Temporary Pastor and the Session may renew this Contract for a specific period of time with the approval of the Ministers and Congregations Commission. Ordinarily, the Temporary Supply will become a member of the Presbytery of East Iowa.

So that the Temporary Pastor may be devoted to the ministry of the Word and Sacrament, the Session promises and obligates itself to provide the following annually:

Reportable to the IRS as Income:

Cash Salary <i>in equal monthly payments of</i>	\$ _____	\$ _____
Supplement for Social Security and Medicare		\$ _____
Income reportable to the IRS <i>(Other items in the Contract may be reportable)</i>		
<i>Seek advice of a qualified tax expert in all matters relating to taxes.)</i>		\$ _____

Other Compensation:

Deferred compensation *in monthly installments of* \$ _____ \$ _____
Other compensation *Specify* _____ \$ _____

Allowances & Reimbursements up to Amounts Entered & Fair Rental Value of a Manse:

Housing Allowance \$ _____
Fair Rental Value (FRV) of rent-free use of a Manse \$ _____
Manse Allowance *Examples: repairs, maintenance and/or furnishings* \$ _____
Utilities paid by the church, or as an allowance, or reimbursed \$ _____
Medical/Dental Reimbursement Allowance \$ _____

Paid Time Off:

_____ Week(s) per each quarter paid vacation *minimum of one week per quarter*
_____ Week(s) per six months paid continuing education *minimum of one week per six months. Paid leave may be accumulated up to _____ weeks. Four wks recommended*
_____ Weeks paid maternity/paternity leave per occurrence *6 wks maternity/6 wks paternity*

Board of Pensions Benefits:

Full pension, medical, disability and death benefit coverage under the Benefits Plan of the Presbyterian Church (U.S.A.) and designed and administered by the Board of Pensions.

Expenses of Ministry:

It is understood that the following expenses of ministry will be reimbursed through an accountable plan up to the annual amounts listed below:

Mileage expense for use of personal car at IRS allowable rate in effect at time car is used \$ Dependent on miles driven _____
Continuing education expenses *\$1,000 Min; cumulative up to _____ months* \$ _____
Professional expenses of ministry *\$500 Minimum* \$ _____
Session will pay moving expenses to transport personal belongings up to \$ _____

The Session further promises and obligates itself to review with the Temporary Pastor the adequacy of this compensation at the conclusion of this Contract if the Contract is extended.

The Session declares the equal opportunity guidelines of the Presbytery of East Iowa were followed in seeking this Temporary Pastor.

The Session agrees that it will be supportive of the Temporary Pastor by:

- Offering insights into the life of the congregation, and informing the Temporary Pastor of needs within the congregation,
- Giving thoughtful consideration to the ideas and suggestions offered by the Temporary Pastor, and working with the Temporary Pastor to accomplish shared goals,
- Allowing the Temporary Pastor reasonable time to look for the next position within the contract period.

Signature of the Clerk of Session _____ date _____

Signature of the Temporary Pastor _____ date _____

ACTION OF PRESBYTERY OF EAST IOWA:

This Contract for Temporary Pastoral Ministry has been reviewed by the Ministers and Congregations Commission and it recommends that Presbytery approve it.

Date of Action: _____ Signed: _____ MCC Moderator

This Contract was approved by Presbytery of East Iowa

Date of Action: _____ Signed: _____ Stated Clerk

This Contract was approved for renewal by the Presbytery of East Iowa through action taken by its Ministers and Congregations Commission.

Date of Action: _____ Signed: _____ Stated Clerk

ACTION OF THE TEMPORARY PASTOR'S PRESBYTERY:

This Contract has been reviewed by the (click one) Committee on Ministry or Committee on Preparation for Ministry and it recommends that Presbytery find it expedient to release _____ to accept this Contract.

Date of Action: _____ Signed: _____ Committee Moderator

The Presbytery of _____ hereby finds it expedient to release _____ to accept this Contract and therefore has placed this Contract in the minister's/candidate's hands.

Date of Action: _____ Signed: _____ Stated Clerk

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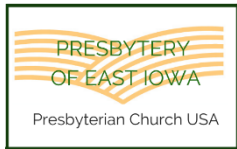
Date of Action: _____ Signed: _____ Stated Clerk.

ACCEPTANCE OF THE CONTRACT:

This is to certify that I have received and accepted this Contract.

Date of Acceptance: _____ Signed: _____ Minister

This form adopted by the Presbytery of East Iowa Committee on Ministry, September 2001 and revised December 2003, December 2009, June 2010, February 2011, October 2011, and November 2014 and revised by the Ministers and Congregations Commission May 2020.



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