

Minutes  
 Bayside Presbyterian Church Stated Session Meeting  
 19 January 2016 7:00 PM Room 508

The Session of Bayside Presbyterian Church met in a Stated Meeting on 19 January 2016 at 7:00 pm in Room 508. Members present, constituting a quorum, were Moderator Rev. David Rollins and Elders Bob Baker, Bobbie Brenton, Russ Brown, Sperry Davis, Nancy Guy, Betsy Kennedy, Gregor McLeod, Beth Montoya, Bob Orcutt, Beth Parker, Jean Reid, Thom Sare, Pam Spillman, Hugh Vaughan, Thomas Weeks, Terri Wilkins, and George Wong,

Elders Doug Mitchell, Joseph Marcotte, Martha Rudell and Youth Elder Anthony Peters were excused.

Staff Member Present: Kim Coyle, Director of Christian Education; and Katie Grant, Director of Music Ministries.

Rev. Kate Rascoe was excused to attend training as an Ambassador for Special Offerings for PCUSA.

Visitors to the meeting included Treasurer Luanne Wong and Terrie Dannemann, Nominee for Elder Class of 2016, to replace Ernestine Middleton.

The meeting was called to order by the Moderator who asked Session Members to share their joys and concerns, and opened the meeting with prayer.

Clerk Doug Mitchell was on vacation. Doug had coordinated with Nancy Guy to act as clerk for the meeting.

Motion: It was moved by Bob Orcutt that Elder Nancy Guy be elected as temporary clerk for tonight's meeting. The motion passed.

The devotion was provided by Elder Beth Parker.

At the request of Dr. Rollins, all new Elders in the Class of 2018 introduced themselves and described one of their hobbies or interests.

The Sacrament of Communion was offered to all in attendance.

**SESSIONAL RECORDS APPROVAL**

The minutes from last month's stated Session meeting and the agenda for tonight's Session meeting were provided in the read ahead package for all Session members.

Motion: It was moved by Bob Baker that the minutes from the last stated Session meeting and the agenda for tonight's Session meeting (as amended) be approved. The motion passed.

**STATISTICS REVIEW**

Church statistics for the previous month were provided in the agenda and were noted as follows.

1. Attendance:  
December

Year	8:00 Service	9:00 Service	11:00 Service	Combined Service	Total of All Sundays	Celtic Christmas	Longest Night	Christmas Eve
2012	292 Avg. 73	341 Avg. 85	533 Avg. 133	203	1369 Avg. 274			
2013	-	353 Avg. 88	700 Avg. 175	217	1270 Avg. 254			
2014	104 Avg. 35	249 Avg. 83	425 Avg. 142	258	1036 Avg. 259			
2015	95 Avg. 32	168 Avg. 56	373 Avg. 124	203	839 Avg. 210	40	15	4:00 - ? 7:00 - 286 11:00 - 50

2. Reception of New Members: Matthew and Braden Wicks (12/15)
3. Baptisms: Sam Wicks (1/3)

- 4. Church Weddings:: Elizabeth Ficarra and Michael Allen (12/31)
- 5. Member Transfers (out) Christopher Borson (to 1<sup>st</sup> Presbyterian, Gainesville, GA)
- 6. Member Deaths: None
- 7. Membership requests: Lisa Koperna by reaffirmation of faith.
- 8. Baptism Requests None
- 9. Church Wedding Requests: None

**REQUESTS FOR SESSION APPROVAL:**

1. Membership Request for Lisa Koperna. Lisa was removed from the church rolls last fall as she had no record of attendance since 2002. However, Lisa sent a letter and a donation to the church requesting reinstatement of her membership. Lisa’s mother, Paula Jesberg, also wrote a letter to the Session requesting that her daughter be reinstated and noting that work commitments on Sunday prevented Lisa’s attendance at worship but that Lisa had made financial donations for a number of years.

Motion: It was moved by Jean Reid that Lisa Koperna be reinstated into membership of the church. The motion passed

The wedding request of Solinah Knney, a teacher in our preschool, and her fiancé, Andrew was removed from the agenda as the necessary paperwork had not yet been submitted to the church.

**FINANCIAL REPORT**

The Balance Sheet & Treasurer’s Report were provided to the Session as read-aheads. Treasurer Luanne Wong reviewed the documents and facilitated discussion with the Session. Luanne noted we had received one additional pledge that had been added to the budget figure, and that the rollover of remaining funds from 2015 was slightly higher than predicted. She also noted that we had received \$1366 for the Peacemaking Offering and that the church was to retain 20% of that for a local charity. Dr. Rollins asked Community Service and Global Missions to come forward with a recommendation at the next meeting.

Motion: It was moved by Elder Bob Baker that the Balance Sheet and Treasurer’s Report be accepted with thanks. The motion passed.

Annual Reports to Session. Treasurer Luanne Wong noted that Independent Financial Reviews and Property Liability Insurance Policies were all paid current for 2016. This information is required by the Presbytery to be briefed to Session annually.

The following information was provided:

Dates of Independent Financial Reviews of all church books and records:  
22 January 2015, 07 August 2015, 11 November 2015

Dates when Property and Liability Insurance Policies were obtained that protect facilities, programs, staff and elected and appointed officers:

Insurance Policy	Premium Paid Dates	Coverage Dates
Property	10 December 2015	01 Jan 2016 – 31 Dec 2016
Umbrella Policy	17 September 2105	01 Oct 2015 - 30 Sep 2016
DOT (Directors, Officers, & Trustees)	18 June 2015	01 Jan 2016 – 01 Jan 2017
Worker’s Compensation	will be paid by 2/1	01 Feb 2016– 31 Jan 2017

The Stewardship Ministry reported that there was a mathematical error in the 2016 Budget as passed in December 2015 and that the total budget was \$758,607, not \$758,407 as passed and should be amended.

Motion: The Stewardship Ministry moves that the total of the 2016 Budget be amended and increased to \$758,607. The motion passed.

The Stewardship Ministry reported that since Session approved the creation of an Associate Pastor Nominating Committee, the Ministry noted that a transfer of \$10,000.00 from the Operational Reserve fund to the Associate Pastor Nominating Committee fund is required to support the pending search for a new Associate Pastor. After the transfer the fund will have a total of \$10,000.00.

Motion: The Stewardship Ministry moves that \$10,000.00 from the Operational Reserve fund be transferred to the Associate Pastor Nominating Committee fund. The motion passed.

The Stewardship Committee reported that they had reviewed the status of the General Fund after the input of 2015 giving from

December offerings and the receipt of the 2016 prepaid pledges. They also recognized the current refund from PEVA of \$21,000.00 and recommend those funds to replace some of the restricted funds that are currently being used to balance Bayside's 2016 Operating budget. These adjustments provide the ability to rebalance the 2016 Operating Budget around the \$758,407.00 value approved by Session at its December 2015 meeting.

Motion: The Stewardship Ministry moves that \$21,000 refund from PEVA be used to replace \$21,000 of the restricted funds previously reallocated to balance the 2016 operating budget. The motion passed.

The Stewardship Committee reported that in order to balance the 2016 Budget that the following funds be transferred to the General Fund from Restricted Funds: \$10,582 from the Earnings Fund, \$12,000 from the Transportation Fund, \$18,400 from the Operational Reserve and \$10,000 from the Ministry Loan Fund.

Motion: The Stewardship Ministry moved that a total of \$50,982 be transferred from restricted funds as outlined above to the General Fund in order to balance the 2016 Operating Budget. The motion passed.

**COMMUNICATIONS:** A letter was received from member Paula Jesberg protesting the removal of her daughter, Lisa Koperna, from the membership rolls.

**PEVA ISSUES.** None.

### **PASTOR TRAINING**

Dr. Rollins distributed materials on the concept of "sabbatical," and discussed its Biblical roots in the concept of "Sabbath," as well as the Sabbatical Policy of PEVA and the parameters of the National Clergy Renewal Program.

**YOUTH ELDER REPORT** – Anthony Peters was absent so there was no report.....

### **CONTINUING ISSUES**

1. Ministry Goals Discussion – Rev. Rollins instructed the Ministries to take the Goals as previously reported and develop specific 3-5 year plans for their implementation.
2. Communications & Information Flow to the Congregation. No discussion.–
3. Extending communion to the home bound. Rev. Rollins noted that this was not done in January because of the holidays, but he circulated a sign up sheet for Elders to provide extended communion over the first quarter of 2016. He also noted that Kate Rascoe intended to do a distribution of ashes at the Haygood Starbucks on the morning of Ash Sunday, February 10 and circulated a sign up sheet for assistants as well.
4. Church Policy and Procedures Reviews. The current status of policy reviews was provided as an attachment to the agenda. Policies that are flagged for update were discussed.

Review and approval of the Fundraising Policy. A copy of the Fundraising Policy was provided as an enclosure to the agenda for review and comment. The policy was drafted by Doug Mitchell and provided to Community Service, Admin Support, and Property Ministries for review and comment.

Motion: It was moved by Elder Pam Spillman that section 5,i. be amended to remove the restriction on Fundraisers being announced from the pulpit, noting that most fundraisers by our supported agencies like St. Columba, VOA and the Boy Scouts are announced during the period before the Prelude. She moved the language "As a general rule" be deleted, and that "will not" be replaced with "may." Motion passed.

Motion: It was moved by Elder Nancy Guy that Section 5,l be amended to include the phrase "or the limitations of section k" as well as adding two additional exempted activities: (10) Youth Mission Programs, and (11) Boy Scout Troop 364 Holiday Greenery Sale. This followed requests by DCE Kim Coyle and Chartered Troop Representative, Elder Thom Sare for these exemptions. Motion passed.

Motion: It was moved by Elder Beth Montoya that section 5, n (3) be deleted in its entirety and other sections be renumbered accordingly. It was discussed that this prohibition was archaic and unduly restrictive. Motion passed.

Motion: It was moved by Elder Bob Baker that all references to "Finance Committee" and "Treasurer" be changed to "Stewardship Ministry" and that Section 6, b. be amended to add the phrase "with a copy to the Stewardship Ministry." Motion passed.

Motion: It was moved by Elder Bobbie Brenton, that notwithstanding the provisions of this Policy that speaker Lee Oliver be allowed to display and sell her book at her upcoming presentation. Motion passed.

Motion: It was moved by Elder Bob Baker that the Fundraising Policy be approved (as modified) for use in Bayside Presbyterian Church. The motion passed.

Review and approval of the Funeral Policy. A copy of the Funeral Policy was provided as an enclosure to the agenda for review and comment. There was some discussion about the inclusion of fees for non-members, which was opposed by Dr. Rollins, but it was noted that the Policy allowed waiver of all fees by the Pastors in appropriate cases.

Motion: It was moved by the Worship Ministry that the Funeral Policy be approved (as modified) for use in Bayside Presbyterian Church. The motion passed.

5. Status of Church Renovations (Capital Campaign Funds): No report.
6. Hunger Grant – At the December meeting the Session voted that the funds allocated to the church for the Hunger Grant be returned to the Presbytery. Luanne Wong reported that no action has been taken.
7. Mentors Program. Evangelism Ministry reported no changes.
8. Session Retreat Comments. Rev. Rollins noted that this Retreat was a little different than those in recent years because we did not do as much strategic planning, but that we will be building on the presentations made, especially the presentation on Year Round Stewardship.
9. Congregational Nominating Committee Progress. Bob Baker and Terri Wilkins reported that Elder Nominee Terrie Dannemann was in attendance. Otherwise, no report.
10. Annual Congregational Report. Rev Rollins noted that these were due on January 15 and several were late.
11. YAV Program Status: Dr. Rollins reported that neither Cherokee Adams nor Patrick Long had yet received information about their placements. He noted that despite our pride in the willingness of these two young people to serve in this way that our congregation will sadly miss their gifts. It was discussed that we might be able to make funds available to them through the Scholarship Fund to help defray the cost of this program.

## **NEW ISSUES**

1. Election of Clerk and Treasurer. The Session approved one-year terms for the Clerk of Session and the Treasurer during the February meeting of Session in 2015, with terms expiring at the end of February 2016.

Motion: It was moved by Elder Jean Reid that Doug Mitchell be re-elected as Clerk of Session for a period of one year with term expiring on 28 February 2017, that Luanne Wong be re-elected as Treasurer and that Tracy Davis be elected Assistant Treasurer for a period of one year with term expiring on 28 February 2017. The motion passed.

2. Associate Pastor Nominating Committee. Rev Rollins noted that the Church Wide Nominating Committee will be nominating the membership in the near future. Optimal size was discussed and it was the consensus that it be comprised of 5-7 members and that there was no reason to include a designated youth member.
3. New Hymnals. The Worship Ministry received a presentation from Katie Grant regarding the new Presbyterian Hymnal and discussed Bayside's purchase and implementation of the hymnals.

Motion: It is moved by the Worship Ministry that the Session approve the immediate purchase of 500 new "purple" hymnals, and that the funding for these hymnals be provided by an augmentation of \$10,000 from the general fund which will be replenished in whole or in part by donations/dedications from the congregation. The motion passed.

4. Scout Sunday Designation. The Worship Ministry, at the request of the scouting representative Thom Sare, discussed the designation of 14 February as Scout Sunday.

Motion: It is moved by the Worship Ministry that Sunday 14 January 2016 be designated as Scout Sunday. The motion passed

5. Dr. Rollins postponed presentation of his Request for Sabbatical to the February Session Meeting.

## **STAFF REPORTS**

**Director of Christian Education.** Kim provided the following report:

I participated in Advent Vespers, the Longest Night service, took part in both Middle School and High School Youth Group Christmas parties, and led the 4 p.m. Christmas Eve service with Kate and David, as well as participated in the 7 p.m. service.

Program Staff met for a brief planning session for Lenten and spring programming. Briefly:

- The Etheridge Speaker Series is moving forward.
- I'm looking forward to an early Shrove Tuesday pancake lunch!
- On Ash Wednesday I will spend time with Kate at the local Starbucks distributing ashes and praying for anyone who desires ashes and/or prayer. An Ash Wednesday service will take place in the Sanctuary at 6 p.m.
- Wednesdays @ the Well will have the same format during Lent. The Adult study will be Race and Reconciliation using the Confession of 1967 and the Belhar Confession. David and Kate will be leading.
- This year Maundy Thursday will be a Seder.
- A Tenebrae service will be held on Good Friday.
- An Easter egg hunt and fellowship breakfast on Easter Day will be held during the Sunday school hour. I'm hoping to find a ministry to help. Talk to me later!
- Bibles will be distributed to Kindergartners and 3rd graders in worship this Spring.

The Spring Program Guide is in production. Thank you to those who gave me information to be included. It is a large undertaking with lots of coordination and writing. I'm looking forward to the finished product.

Mission trips to Masanetta and Jamaica as well as the Montreat Youth Conference are moving forward. Tracy Davis, LuAnne Wong and I are working on costs and dates for deposits.

I'm sorry I missed the Session retreat. My birthday always falls on the MLK holiday weekend, and I already had plane tickets to visit children in NYC when the dates were announced.

BFF is meeting on Monday for lunch with a program and planning meeting. The Book club is meeting immediately afterward.

Two new Adult Sunday school classes are beginning in January.

As always, it is a joy serving alongside you at Bayside! - Kim

**Director of Music Ministries.** Katie provided a verbal report.

**Associate Pastor.** Kate provided the following report.

December and January are busy months! Thanks to all who contributed to the beauty and meaning of Advent and Christmas this year – for all the special worship services, outreach, and fellowship opportunities. It is my sincere hope that we provided light to someone's darkness...

I had a wonderful, if not restful, vacation time after Christmas with my family. Then, a renewal of vows ceremony on Jan 1st for our new members Jack & Di Ricks (25 years!), then off to Montreat with two of our college students. This year we joined a small group from our presbytery (students from CNU and W&M), so I hope that we made a local connection as well as a broader one...

I am not with you for the January meeting of the Session due to travel. I am serving the greater church again this year as a Special Offerings Ambassador, and am going to the Stony Point Center in NY for training. My focus for the coming weeks continues to be on Shepherding and Outreach – helping to coordinate Bayside's efforts to our own and to the community. I hope that the new directory process will help us discover more of people's needs and how better to help them. We continue to reach out through our shepherding programs – especially flower visitation and extended communion. (Please consider signing up to extend communion!) Weds @ the Well is well supported through the spring – utilizing the gifts of our congregation while forging a relationship with many families who don't worship with us on Sundays.

Worship, devotional, and educational opportunities for Lent are being coordinated amongst the staff and ministries. I will be helping to teach a Wed night class on race relations based on our confessions. You might remember that last year I wanted to push my own comfort level in Lent by offering ashes in a public forum. That did not happen, because VB was snowed in. So, it seems like we should have another try – I invite you to join me at the Haygood Starbucks on Ash Wed (Feb 10th) to offer prayer and ashes to the public. There should be a sign-up sheet for 30 minute shifts circulating... We will also have a traditional service in the sanctuary that evening.

I continue to help lead the Confirmands in monthly lessons and involvement in worship. I look forward to how they will share their faith with us!

Thank you, for bringing your understanding of Christ to the table, and for your love and support despite our unique gifts and differences – I truly love serving with you!

-Rev. Kate Rascoe

**Pastor / Head of Staff.** David provided a verbal report.

#### **SUPPLEMENTAL MINISTRY REPORTS**

Community Service Ministry noted that Layette donations for the Kiem Crisis Pregnancy Center would continue through January 31, 2016, that “Souper Bowl Sunday” with donations to the Food Pantry in favor of one team or the other would be held on February 7, 2016 and that Easter Basket donations will be collected from February 21 to March 20, 2016.

**CLOSING WITH PRAYER.** With no further business, the meeting be closed with prayer at 9:07 pm.

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These minutes approved by the Session on February 16, 2016  
WDM / Doug Mitchell  
Clerk of Session