

**Agenda for the Stated Session Meeting  
Bayside Presbyterian Church  
16 February 2016 7:00 PM Room 508**

Please prepare for all stated meetings of the Session by reading all of the most recent Ministry Minutes and all Enclosures to this Agenda prior to the meeting. Your preparation will make the presentations and conversations much easier if we are all properly informed. Thank you!

Mission: Bayside is a covenant community of Christ's people seeking to know and do the will of God.  
Vision: Changing lives by growing Christian disciples and living God's word.

SHARING OF JOYS AND CONCERNS – OPENING PRAYER

DEVOTION Elder Tom Weeks

SACRAMENT OF COMMUNION All are invited!

SESSIONAL RECORDS / Clerk Motion to approve the following Clerk of Session

1. Minutes from the last Stated Session Meeting
2. Minutes from the Congregational Meeting
3. Tonight's Agenda

STATISTICS FOR JANUARY

1. Attendance:

| Year | 8:00 Service   | 9:00 Service   | 11:00 Service   | Combined Service | Total of All Sundays |
|------|----------------|----------------|-----------------|------------------|----------------------|
| 2013 |                | 243<br>Avg. 81 | 446<br>Avg. 148 | 213              | 902<br>Avg. 225      |
| 2014 | 121<br>Avg. 40 | 223<br>Avg. 77 | 290<br>Avg. 97  | 173              | 817<br>Avg. 204      |
| 2015 | 106<br>Avg. 35 | 242<br>Avg. 81 | 322<br>Avg. 107 | 199              | 869<br>Avg. 217      |
| 2016 | 118<br>Avg. 30 | 264<br>Avg. 66 | 435<br>Avg. 109 | 231              | 1048<br>Avg. 210     |

\*\* Note that the 17 Jan weekend blizzard reduced overall Sunday attendance by over 75 worshippers

2. Reception of New Members: Jack and Di Ricks
3. Baptisms: Samuel Wicks
4. Church Weddings:: Reaffirmation of Vows – Jack and Di Ricks
5. Member Transfers: None.
6. Member Deaths: None.

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Members: None.
2. Baptism Request: None.
3. Church Wedding Request: None.

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report Luanne Wong
  - a. How to read a financial report
  - b. How to prepare a payment voucher
2. Q&A / Comments on the 2020 Vision Development Plan Bob Baker

COMMUNICATIONS: (Members, PCUSA, PEVA, Other):

1. None

PEVA ISSUES

1. Annual Reports – Sessional Records Clerk

PASTOR TRAINING Rev. David Rollins

YOUTH ELDER REPORT Anthony Peters

#### CONTINUING ISSUES

- |  |                                |               |
|--|--------------------------------|---------------|
| 1. Church / Ministry Goals Discussion                    | Rev. David Rollins             |               |
| 2. Communications & Information Flow to the Congregation | Open Discussion / Observations |               |
| 3. Extending communion to the home bound                 | Rev. Kate Rascoe               |               |
| 4. Church Policy and Procedures Review Updates           | Clerk                          | Enclosure (1) |
| 5. Renovations (Capital Campaign Funds)                  | Property                       |               |
| 6. Mentors Program                                       | Evangelism                     |               |
| 7. YAV Program Status for Cherokee Adams & Patrick Long  | Rev. David Rollins             |               |
| 8. Associate Pastor Nominating Committee                 | Rev. David Rollins             |               |
| 9. New Hymnals   | Worship Ministry               |               |
| 10. Sabbatical for Rev. Rollins (2017)                   | Admin Support Ministry         | Enclosure (2) |
| Endorsement/Motion by Session Required.                  |                                |               |

#### NEW ISSUES

- |                                    |                    |
|------------------------------------|--------------------|
| 1. Stop Hunger Now – March         | Global Missions    |
| 2. Bayside Staffing Pattern        | Rev David Rollins  |
| 3. Filling the Role of Youth Elder | Rev. David Rollins |

#### STAFF REPORTS

|                                 |                    |
|---------------------------------|--------------------|
| Director of Christian Education | Kim Coyle          |
| Director of Music Ministries    | Katie Grant        |
| Associate Pastor                | Rev. Kate Rascoe   |
| Pastor / Head of Staff          | Rev. David Rollins |

#### SUPPLEMENTAL MINISTRY REPORTS

|                     |                        |
|---------------------|------------------------|
| Admin Support       | Betsy Kennedy          |
| Christian Education | George Wong            |
| Community Service   | Pam Spillman           |
| Congregational Care | Bobbie Brenton         |
| Evangelism          | Russ Brown             |
| Global Missions     | Thom Sare / Bob Orcutt |
| Property            | Sperry Davis           |
| Stewardship         | Bob Baker              |
| Worship             | Nancy Guy              |

#### CLOSING WITH PRAYER

#### MEETING OF THE BOARD OF TRUSTEES

- Note that all Ruling Elders are Corporation Trustees  
(This is a brief meeting required to approve the minutes of the Annual Meeting of the Corporation meeting and to verify Corporation officers.)
- Separate Agenda Provided

All Ruling Elders

Enclosure (1): Church Policy Reviews

The below table contains the Policies and Procedures currently in effect in Bayside Presbyterian Church. Note that there is a distinct difference between a Policy and a set of Procedures. Policies reflect Session or Corporation directed processes. Procedures are written where guidelines only are required to maintain awareness of a routine process that may from time to time be changed, for example Food Pantry or Lay Reader Procedures. Policies and Procedures both serve as the approved processes for operating the church and provide guidance for the church officers, Ministries, and congregation members in the conduct of routine business or events. These documents are currently available through the church website or in hard copy in the office for reference by all church members. .

All of the Policies were approved by the Session at some point in time, although some of them are out of date. Regardless of the current content, the existing Policies are the approved versions and must be kept current if they are to be of value. If they are thought to be out of date, the Policy and any decision recommended that is not in accordance with the Policy must be approved by the Session as “an exception to Policy”. When updating a Policy, the final draft should be reviewed by the Ministry and other involved congregation members by way of email correspondence or at a Ministry meeting. The final Policy will be presented to the Session for approval.

While a Policy may not be able to address every possible situation, it should be encompassing for normal operations in the church. Exceptions to Policy, anticipated that they will be kept to a minimum, must be addressed and approved by the Session. A statement regarding the process for requesting an exception to Policy should be included at the end of every Policy document.

Each of the below Policy or Procedure reviews should be included as a standing agenda item for each Ministry meeting until they are current. The status of the reviews should be included in the monthly Ministry minutes.

| Responsible Ministry   | Policy or Procedure Name   | Current Version | Comments / Updates from latest Ministry Meetings in Red   |
|------------------------|--|-----------------|---|
| Administrative Support | Personnel Policies & Procedures  | 2012            | 7 April 15 – update required to reflect inclement weather closing procedures and explanation of wages for non-exempt, full-time and part-time hourly wages during church closure. 4/21/15 Session approved changes, but policy not yet updated. |
| Administrative Support | Manual of Administrative Operations                                    | 2013            | Clerk – review/update may be required due to new requirement to “guarantee full participation & representation to all persons or groups within Session membership”  |
| Clerk / Admin Support  | Sexual Misconduct Policy   | 2015            |   |
| Clerk / Admin Support  | Fundraising Policy   | 2016            |   |
| Christian Education    | Library Procedures   | 2015            |   |
| Christian Education    | Transportation Fund Policy   | 2015            |   |
| Community Service      | Food Pantry Procedures   | 2015            |   |
| Congregational Care    | Bereavement Support Procedures   | New             | 3 March 15– committee formed and policy development in progress. Handout is being written for congregation  |
| Congregational Care    | Visitation / Shepherding Program Procedures                            | New             | 10 February 15 - meeting planned to start development. Concept developed in Ministry in August. Development of procedures pending.  |
| Property               | Building Use Policy  | 2010            | 3 March 15 – policy discussed with 3 potential modifications. Include modification that references the new Fundraising Policy.  |
| Property               | Memorial Garden and Columbarium Rules & Procedures                     | 2015            |   |
| Stewardship            | Mission Trip Funding Policy  | 2015            |   |
| Stewardship            | Stewardship Policy   | 2015            | Update in progress to be provided at the March meeting  |
| Stewardship            | Operating Rules and Investment Policy for the Endowment Fund Committee | 2015            |   |
| Stewardship            | Corporate By-Laws  | 2013            |   |
| Worship                | Funeral Policy   | 2016            |   |
| Worship                | Wedding Policy   | 2015            |   |
| Worship                | Lay Reader Procedures  | 2015            |   |
| TBD                    | Priorities Plan  | 2012            |   |
| TBD                    | Strategic Plan / Review Notes  | 2003 / 2012     |   |

Enclosure (2): Sabbatical Proposal for Rev. Rollins

From: David Rollins  
Date: February 11, 2016 12:41:55 PM  
Subject: Updated Sabbatical Proposal for Session

The attached sabbatical proposal is provided for consideration/endorsement by the Session this month.

Peace,

David

Rev. Dr. David N. Rollins  
Pastor & Head of Staff  
Bayside Presbyterian Church Virginia Beach, VA 23455

Sabbatical Request for Rev. Dr. David Rollins

Part A

1. Begin with a summary statement describing the overall character and purpose of the renewal program you are proposing.

Celtic Christianity defines a thin place as a place where the boundary between heaven and earth is especially thin. It is a place where we can sense the divine more readily. The purpose of this sabbatical is to experience the Divine by spending time in thin places, reading materials, and visiting with mentors that can help the minister to bloom where he has been planted. The sabbatical will create the space to allow Dr. Rollins to step back from the day-to-day demands of ministry, catch a breath of fresh air, and prepare his mind, body, and spirit for the next season of his ministry at Bayside. The sabbatical will include three inner-connected and regularly overlapping pieces—rest, reflection, and renewal. The intentional disconnection from the expectations of ministry will provide space and opportunity for much needed rest that is much more time for simply “being” rather than “doing”. Augustine of Hippo said, “Let us leave a little room for reflection in our lives, room too for silence. Let us look within ourselves and see whether there is some delightful hidden place inside where we can be free of noise and argument. Let us hear the Word of God in stillness and perhaps we will then come to understand it.” Time for quiet introspection and rest will be interspersed throughout the sabbatical as well as designated periods of time to meditate on God’s word. Renewal will be sought through extended time with his family worshipping and traveling together, and learning how to scuba dive. Finally, the structure of the sabbatical, and in particular the reflection modules, will provide the space for Dr. Rollins to gain a deeper understanding of himself and how he can best use his gifts to serve God at Bayside in the years to come.

2. Provide a clearly articulated rationale for engaging in the clergy renewal program.

When the time to take the sabbatical arrives, Dr. Rollins will have been in his present call for over six and a half years and will have been engaged in ordained ministry for twenty years. The sabbatical would provide the first opportunity for an extended period of disengagement from the demands of ministry. Dr. Rollins considers part of his calling to be equipping, encouraging, and empowering others to use their gifts for ministry. To that end, he has been helping the congregation move from being pastor-centered to being driven more and more by the lay leadership. The sabbatical will offer some insight as to how well those changes have taken or are beginning to take root, and help to identify the areas where more coaching is needed. To that end, the reading and conversations with mentors during the sabbatical will help strengthen the pastor’s understanding of the dynamics of congregations like Bayside and how best to help them continue to move forward in mission and ministry. Dr. Rollins came to Bayside in 2010. When he arrived, the church had been through a series of leadership changes. An Associate Pastor of 18 years left in 2006, and in 2008 their Pastor of 26 years retired. They were followed by 2 Interim Pastors, and 2 short-term Associate Pastors. So in a period of less than two and a half years, 6 different clergy had been on staff. The current Associate Pastor has been a great fit, but will be moving at the end of the school year because her husband

just accepted a new call. Throughout his time at Bayside, Dr. Rollins has provided stability and guidance. Given the changes that have taken place, the time and energy put into the call, and the length of Dr. Rollins tenure, we believe this is an appropriate time for a sabbatical.

3. In the body of your application, present a thorough narrative description of the pastor's activities and timeline for the renewal program. Include a brief description and rationale for each of these activities.

June 4, 2017 is Pentecost. On Pentecost we will celebrate what is considered by some the birthday of the church, gather for a celebration lunch, give thanks to God for my nearly 7 years of ministry and leadership at Bayside, and I will present the outline and main themes of the sabbatical. I will also share some specific ways the church can get the best benefit from this time, such as reading *Sailboat Church*, one of the books I plan to read while on sabbatical. As I disengage from the demands of day-to-day ministry, my first week will be one of rest. The first period of rest will allow me to take long walks, enjoy some bike rides, and play a little golf (hobbies I love, but rarely have the time to pursue). The second week I will be attending the Music and Worship conference at Montreat, NC. Montreat is a thin place for me and my time there allows me to enjoy worship without being responsible for it, and it allows me to worship with my family, a rare treat for a clergy couple. I believe listening to the preaching at the conference and attending the lectures on preaching have and will continue to help me develop my own preaching. Following my time at the Music and Worship conference, I am going to spend a week hiking in the North Carolina Mountains while reading things that interest me. During the fourth and fifth week, I will be taking a guided tour France and Italy with my wife with plans to learn about their history and culture and see the Eiffel Tower, The Leaning Tower of Pisa, the statue of David, and a number of cathedrals. When we return to the states, my sixth week will be spent resting. Week seven, I will spend traveling by car to meet some of my mentors for face-to-face feedback and conversations focused on effective long-term pastorates and insights about how and where to use my gifts in the next season of ministry at Bayside. I plan on meeting with pastors who have served in long-term pastorates, as well as those who followed lengthy tenured pastors. I will also be reading *Transforming Congregational Culture* during this time. Week eight will be spent resting and investing time in my hobbies of walking, biking, and playing golf. The ninth week will be another week spent with some of my mentors for counsel and feedback around my current ministry setting and reading *The Comeback Congregation*. The tenth week will be spent at Maranatha Camp and Conference Center in Scottsboro, AL. I spent two of my summers in college working as a camp counselor at Maranatha and it is another thin place for me. I will begin the week there in a personal silent retreat, and plan to do some swimming and canoeing. I will also be reading *Sailboat Church* and *The 33 Laws of Stewardship* during this week. Following my time at Maranatha I will join my family for a few weeks (11 & 12) at the beach in Destin, FL. I will return to Virginia Beach and spend some time compiling insights from the sabbatical and lastly, attend Transitional Ministry Training in Montreat, NC. Bayside is a congregation that has been and continues to be in transition in a number of areas--size, staff, style of leadership, etc. It is my hope that this training will further equip me to help nurture the transitions that are happening as well as those to come. I will return to Bayside on September 10, 2017 and I will share reflections of my sabbatical experience during a lunch following worship on Oct. 1.

4. Provide a statement written by the pastor that describes the intended benefits, both for the pastor and for the congregation, of the program as planned.

When the sabbatical arrives, I will have spent the past 20 years caring for the spiritual needs of others. Stepping back from the day-to-day tasks of ministry, the sabbatical will give me time to focus on my family, my own interests, and my health--things that too often have taken a back seat to my call. I believe the time away will give me renewed energy and strength for my future service. It will also allow me to see how well the congregation is moving from being a pastor centered church to one that is lay led.

5. Provide a similar statement of intended benefits, both for the congregation and for the pastor, written by a representative of the congregation.

Dr. Rollins has shared with us his vision for his sabbatical to include; rest, reflection, and renewal. In Genesis 2:2-3, it is stated that God rested from His labors on the seventh day. Even our creator took time to reflect

on his work and to rest. We see this as a model to the value of rest and reflection. Our visions for the intended benefits of a sabbatical to our pastor include a time for personal, family and spiritual renewal. Pastors do not have an “off” switch, knowing they can receive a phone call at any time from a person in crisis. A sabbatical provides uninterrupted time to slow down and disconnect. We feel our church and congregation will benefit from Dr. Rollins sabbatical in several ways. First, members of the congregation will gain a better understanding of how the church body functions as a whole. Individuals will be given opportunities to help fill in the gaps and thus identify spirituality-gifted leaders within the congregation. We will also gain a better appreciation for what our pastor does on a weekly basis. Dr. Rollins absence will help the congregation to fully realize the multiple tasks and responsibilities he assumes on a regular basis. The congregation will also most definitely benefit from Dr. Rollins renewal and growth when he returns. It will provide all of us with an opportunity for growth on many levels. We look forward to stepping up as lay leaders of the church to pursue renewal and growth as a congregation.

6. Describe the congregation’s plans for covering the necessary pastoral functions during the pastor’s absence, for celebration of the pastor’s leave-taking and return, and for programs or activities that will serve to renew the congregation as a whole.

The congregation will use part of the grant to bring in a seasoned pastor to preach most Sundays and oversee the staff. The Associate Pastor may take on some additional responsibilities, but bringing in someone will help to insure that the Associate Pastor is not overburdened and the mission and ministry of Bayside continue to move forward. The sabbatical will be bookended by times of celebration-on Pentecost Dr. Rollins will share the time line, major events, and goals, and when he returns he will share reflections and insights.

7. Tell us how the pastor and the congregation will communicate and share insights from the renewal program with one another at the conclusion of the renewal program.

The pastor will share details of his sabbatical insights both verbally and in a detailed written report with the administration/ support team as well as the session. In an effort to reach as many people as possible, Dr. Rollins will share the highlights and benefits of his sabbatical at a Sunday luncheon and a Wednesday night program. He will also write a piece about his experience to be included in the newsletter and made available on the church web site.

8. Give a description of the process by which the congregation determined whether to submit a proposal.

Dr. Rollins heard from colleagues in ministry who spoke very highly about the Lilly program. He looked into the program and found that it matched our goals and thought it would be beneficial for both the pastor and the congregation. The sabbatical itself is part of the Presbytery of Eastern Virginia’s policy for pastors and was written in to the call process when Dr. Rollins was unanimously called to Bayside in 2010. After 5 years of service, the Administration/Support ministry team reviewed the plan for his time away and submitted it to the session for approval. The sabbatical proposal was reviewed and approved by the session of Bayside and the Commission on Ministry for the Presbytery of Eastern Virginia. The congregation understands the day-to-day demands of ministry and supports this sabbatical.

## Part B

1. Bayside Presbyterian Church was founded in 1948 and has been at its current location since 1964. In the 1960’s the membership grew to over 500. During the late 1960’s the church continued to grow in both staff and the size of the physical an assistant pastor, a secretary, and a church sexton were added. The church continued to grow until the early 2000’s eventually reaching a membership of around 1,200 before it began to decline.
2. Currently the membership is a little under 600 with Sunday morning attendance a little over 200. 3 worship services are held each week, with a combined service monthly celebrating communion together.
3. The last four senior pastors were S.K. Emurion 1951-1954, John E. Johnson 1955-1967, Fletcher C. Hutcheson 1967-1981, Richard J. Keever 1982-2008.

4. The church has a middle school youth group and a high school youth group. The church participates in 3 mission trips each year, 2 take place in the states; one for middle school, one for high school, and a multi-generational trip to our sister church in Ticul, Mexico. The 21 active elders on the session are divided into 8 ministry teams: Community service, Congregational Care, Evangelism, Global Missions, Worship, Stewardship, Christian Education, and Property. Recently our Global Mission ministry team has begun partnering with another congregation and participating in Living Waters of the World. Local mission opportunities supported through our Community Service Ministry team include The Judeo Christian Outreach Center, Lighthouse Shelter, St. Columba Ministries, and Faith Works. The church has an active Boy Scout Troop that has produced Eagle Scouts. We also have an active preschool that goes through kindergarten with over 175 students.

5.

| Budget              | 2014 Budget | 2014 Actual | 2015 Budget |
|---------------------|-------------|-------------|-------------|
| Estimates of Giving | \$ 581,482  | \$ 596,591  | \$ 629,486  |
| Other Income        | 185,900     | 162,952     | 148,302     |
| Total               | \$ 767,382  | \$ 759,543  | \$ 777,788  |

#### Ministry Budgets

|                        |            |            |            |
|------------------------|------------|------------|------------|
| Administrative Support | 557,432    | 542,860    | 540,000    |
| Christian Education    | 17,000     | 16,414     | 18,500     |
| Community Service      | 25,000     | 23,247     | 25,000     |
| Congregational Care    | 4,000      | 2,362      | 4,000      |
| Evangelism             | 4,800      | 2,173      | 4,000      |
| Property               | 77,350     | 74,519     | 89,700     |
| Stewardship            | 4,200      | 2,551      | 4,000      |
| Global Missions        | 64,550     | 63,329     | 69,600     |
| Worship                | 13,050     | 9,659      | 13,050     |
| Section Leaders        | 0          | 0          | 7,938      |
| Total                  | \$ 767,382 | \$ 737,114 | \$ 775,780 |

Part C.

|                    |                                 |      |
|--------------------|---------------------------------|------|
| 1. B.A.            | Indiana University              | 1993 |
| M.D.I.V.           | Columbia Theological Seminary   | 1997 |
| Doctor of Ministry | Graduate Theological Foundation | 2008 |

2. Ordained August 24, 1997 by Northeast Georgia Presbytery, PCUSA  
August 1997—December 2000 Associate Pastor Covenant Presbyterian Church Augusta, GA  
January 2001—July 2010 Pastor/Head of Staff Westminster Presbyterian Church Decatur, AL  
August 2010 – Present Pastor/Head of Staff Bayside Presbyterian Church Virginia Beach, VA

3. David's Sabbatical Calendar Overview of Program

|                     |  |  |
|---------------------|--|--|
| Sunday June 4, 2017 | Reception & Sabbatical Kick-off  |  |
| June 5-10           |  | <b>Rest</b>                            |
| June 11—18          | Music & Worship Conf.  | <b>Renewal</b>                         |
| June 19—25          | Reading & Hiking   | <b>Reflection &amp; Renewal</b>        |
| June 26—July 9      | France & Italy (with family)   | <b>Renewal</b>                         |
| July 10—11          | Scuba Lessons  | <b>Rest &amp; Renewal</b>              |
| July 12—16          | Meet with mentors  | <b>Reflection</b>                      |
|                     | Read <i>Transforming Cong. Culture and The Comeback Congregation</i>                                 |  |
| July 17—23          |  | <b>Rest</b>                            |
| July 24—30          |  | <b>Renewal</b>                         |
| July 31—Aug. 6      | Maranatha Camp & Conf. Center  | <b>Rest, Reflection, &amp; Renewal</b> |
|                     | (Personal silent retreat followed by reading <i>Sailboat Church and The 33 Laws of Stewardship</i> ) |  |
| Aug. 7—21           | Destin, Fl. (with family)  | <b>Rest &amp; Renewal</b>              |
| Aug. 22—Sept. 9     | Compile sabbatical insights & attend The Art of Transitional Ministry                                | <b>Reflection &amp; Renewal</b>        |
| Oct. 1              | Lunch after worship sharing sabbatical insights  |  |

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