

Agenda for the Stated Session Meeting  
 Bayside Presbyterian Church  
 15 March 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 Thom Sare

INTRODUCTION OF NEW MEMBERS

Rev. Rascoe

Wyatt & Tiffany Borsheim (children Louise & Wyatt Jr.)  
 Chip & Leah Dollahon (infant child Walter)

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. Tonight's Agenda

STATISTICS FOR FEBRUARY

1. Attendance Trends for Previous 4 Februarys:

Year	8:00 Service	9:00 Service	11:00 Service	Combined Service	Total of All Sundays	Monthly Average
2013	226 Avg. 75	240 Avg. 80	297 Avg. 99	247	1002	250
2014		238 Avg. 79	468 Avg. 156	245	951	238
2015	68 Avg. 23	150 Avg. 50	398 Avg. 133	228	844	211
2016	95 Avg. 32	198 Avg. 66	335 Avg. 112	191	819	205

\*\* Ash Wednesday Service not included above – 55

2. Attendance Trends for Previous 12 Months:

Month	8:00	9:00	11:00	Combined Service	Monthly Total	Average Sunday	Notes
March 2015	148	283	443	192	1066	213	
April	89	230	285	395	999	250	Easter
May	144	309	478	190	1121	224	
June	142	248	257	220	867	217	
July	102	220	246	165	733	183	
August	133	315	368	189	1005	201	
September	103	218	295	146	762	191	
October	93	200	281	198	772	193	
November	158	300	403	226	1087	217	
December	95	168	373	203	839	210	
January 2016	118	264	435	231	1048	210	
February	95	198	335	191	819	205	
12 Months Total	1420	2953	4199	2546	11118		
Average Monthly	118	246	350	212	927		
Average Sunday	35	72	102	212		210	
	8:00	9:00	11:00	Combined Service	Monthly Total	Average Sunday	Notes

\*\*\* Christmas Eve Services not included above: 4:00 – 312 / 7:00 – 286 / 11:00-50

3. Reception of New Members: None.
4. Baptisms: None.
5. Church Weddings:: None.
6. Member Transfers: Niki DeBoer to First Presbyterian Church Annapolis, MD (31 January)
7. Member Deaths: Margaret Cornell (27 February).

#### CHURCH STATISTICS FOR 2015

Annual Statistical Report submitted to PCUSA

Enclosure (1)

#### REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Members: Wyatt and Tiffany Borsheim By letter of transfer requested for 20 March  
Christopher "Chip" and Leah Dollahon. Reaffirmation requested for 3 April
2. Baptism Request: Walter Rayburn Dollahon Baptism requested for 3 April.
3. Church Wedding Request: None.

#### FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report Luanne Wong
2. Restricted Funds – Ministry authorizations and limitations Luanne Wong

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

1. Letter from Bob Coffey Enclosure (2)

#### PEVA / BAYSIDE PRESBYTERIAN CHURCH ISSUES

1. Invitation to Congregation for Open Discussion Rev. Kate Rascoe Enclosure (3)

#### PASTOR TRAINING

Rev. David Rollins

#### YOUTH ELDER REPORT

Anthony Peters

#### CONTINUING ISSUES

1. Church / Ministry Goals Discussion Rev. David Rollins  
Warm and Welcoming Congregation
2. Communications & Information Flow to the Congregation Open Discussion / Observations  
Ministries input to Facebook Account w/ pictures  
Current Issues: Same-sex marriage; Sabbatical; Others?
3. Extending communion to the home bound Rev. Kate Rascoe
4. Church Policy and Procedures Review Updates Clerk Enclosure (4)  
Bereavement Reception Procedures Congregational Care Enclosure (8)  
Funeral Policy – issue regarding paid funeral coordinator Congregational Care Enclosure (6)  
Current policy approved 19 February 2016  
Discussion regarding possible amendment
5. Renovations (Capital Campaign Funds) Property
6. Mentors Program Evangelism
7. YAV Program Status for Cherokee Adams & Patrick Long Global Missions/Rev. Rollins
8. Associate Pastor Nominating Committee Rev. David Rollins
9. New Hymnals Worship Ministry
10. Filling the Role of Youth Elder Rev. David Rollins

#### NEW ISSUES

1. Assignment of Sponsoring Elders Evangelism  
- Wyatt & Tiffany Borsheim (children Louise & Wyatt Jr.)  
- Chip & Lean Dollahon (infant child Walter)
2. Consideration for Facility Security Plan Rev. David Rollins Enclosure (5)
3. Clean Water Mission Plan Global Missions Enclosure (7)

STAFF REPORTS

Director of Educational Ministries

Director of Music Ministries

Associate Pastor

Pastor / Head of Staff

Kim Coyle

Katie Grant

Rev. Kate Rascoe

Rev. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

Admin Support

Christian Education

Community Service

Congregational Care

Evangelism

Global Missions

Property

Stewardship

Worship

Betsy Kennedy

George Wong

Pam Spillman

Bobbie Brenton

Russ Brown

Thom Sare / Bob Orcutt

Sperry Davis

Bob Baker

Nancy Guy

CLOSING WITH PRAYER



**Church  
Report  
2015**

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<b>PIN Number</b>	23115
<b>Presbytery Number</b>	150190

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<b>Church</b>	Bayside
<b>Address</b>	1400 Ewell Rd
<b>City/State</b>	Virginia Beach, VA 23455-4908
<b>Phone</b>	757-460-1188
<b>Email</b>	<a href="mailto:bayside@baysidepresby.org">bayside@baysidepresby.org</a>
<b>Web Site</b>	<a href="http://www.baysidepresby.org">www.baysidepresby.org</a>
<b>Fax</b>	757-460-9865

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**Membership**

Prior Active Members	795		
<b>Gains</b>		<b>Losses</b>	
17 & Under	4	Certificate	6
18 & Over	8	Deaths	21
Certificate	1	Other	218
Other			
<b>Total Gains</b>	13	<b>Total Losses</b>	245

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<b>Total Active Members</b>	563
Baptized	
Other Participants	
<b>Total Adherents</b>	563
Female Members	346

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<b>Average Attendance</b>	258
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**Affiliate Members**

<b>Baptisms</b>		<b>Officers</b>	
Child Baptisms	4	Male Session	12
Adult Baptisms		Female Session	9
		Male Deacons	
		Female Deacons	

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<b>Age Distribution of Active Members</b>		<b>Male</b>	<b>Female</b>
25 & Under	41	27	14
26 - 45	84	28	56
46 - 55	91	39	52
56 - 65	81	24	53
Over 65	266	150	116
<b>Total Distribution</b>	563	268	291

Enclosure (1): (continued) Annual Statistical Report to PCUSA

<b>People with Disabilities</b>					
Hearing	3				
Sight	1				
Mobility	5				
Other	2				
<b>Christian Education</b>					
Birth 3	6		Grade 7	7	
Age 4	3		Grade 8	1	
Kindergarten	3		Grade 9	7	
Grade 1	5		Grade 10	6	
Grade 2	3		Grade 11	11	
Grade 3	5		Grade 12	4	
Grade 4	6		Young Adults	16	
Grade 5	1		Over 25	60	
Grade 6	4		Teachers/Officers		
<b>Total</b>	<b>148</b>				
<b>Racial Ethnic</b>	<b>Membership</b>	<b>Elders</b>	<b>Deacons</b>	<b>Male</b>	<b>Female</b>
Asian	5	1		2	3
Black	3			1	2
African American					
African					
Middle Eastern	1			1	
Hispanic					
Native American					
White	547	20		212	335
Other	7			1	6
<b>Totals</b>	<b>563</b>	<b>21</b>	<b>0</b>	<b>217</b>	<b>346</b>
<b>Potential Giving Units</b>	<b>275</b>				
<b>Budgeted Income</b>	<b>775,778</b>				
<b>Budgeted Expense</b>	<b>775,778</b>				
<b>Receipts</b>					
Regular Contributions	718,969	Bequests	211,230		
Capital Building Fund		Other Income	40,661		
Investment Income	41,394	Subsidy or Aid			
<b>Expenditures</b>					
Local Program	30,338	Per Capita Apprt			
Local Mission	70,400	Validated Mission	4,500		
Capital Expenditures	51,203	Theological Fund	2,400		
Investment Expenditures		Other Mission	11,675		

March 10, 2016

Members of Session:

The Bayside Presbyterian Church has been and continues to be a membership with a predominant traditional congregation. However, it seems that the contemporary component of the church is holding on and pushing for a more liberalized agenda

We recently entered an unprecedented period in the life of our church and, it appears, another is on the way. I am afraid and, quite frankly, saddened to be an observer of what could be the loss of position, health and reputation of the church.

The unprecedented occurrences are unrelated, however, both have the earmarks of consequential damage. The first relates to the uncontrolled drop in our membership. In 2002, we counted 1,205 members. Fourteen years later, we have 560 on the rolls, a drop of 53%. More disturbing, however, is the loss of 233 members, or 29%, in the last year, the largest single-year decrease in the history of the church.

The second occurrence, the totality of which is still under wraps, had its origin apparently in December, 2015, when a motion to permit the use of our sanctuary for a same sex union passed. This is obviously an ill-conceived attempt at societal reform. Although the platform for change was adopted by the Presbyterian Church (USA), it was not a compulsory obligation of individual churches or clergy. A vote your conscience directive does away with the recognition of sexual differences. It ignores the very principal of separation of church and state and does not follow the tenets of the Bible.

I fully understand that as members we have no “individual rights.” Regardless, it is difficult to fathom how a decision of this magnitude can bypass the test of a congregational discussion and vote. It is further disturbing that there is no agreement on the stance of same sex unions between the Pastor and Associate Pastor. The Associate Pastor, who is departing, has apparently agreed to perform some type service in the church sanctuary. This does not seem to be, historically, how our church should be remembered. It seems that the broader question should be: What is the unified position of Bayside Presbyterian Church on allowing same sex unions on the property?” I ask, respectfully, that the issue be reconsidered and presented to the membership.

Both concerns have been communicated to the Pastoral staff.

Sincerely,

Robert W. Coffey

### Enclosure (3): Invitation to Congregation for Open Discussion Forum

The paragraphs below are provided as draft input for Session review, modification and approval to be printed in Bayside publications as an invitation to an open discussion regarding Christian Marriage. The intent is to approve a version of the below for inclusion in upcoming publishing's of the Binnacle and / or Helmsman.

#### Open Discussion on Christian Marriage – April 17, 10:00-10:45am – Fellowship Hall

In the summer of 2014, the General Assembly of the Presbyterian Church USA voted to make changes to the Book of Order that would allow pastors to officiate and congregations to host weddings of same-sex couples in states where it was legal. Within a year the majority of presbyteries needed to make such a change official voted in agreement. Same sex marriages became legal in the state of Virginia in October of 2014. In December 2015, the session of Bayside Presbyterian Church approved a request from two women to hold their wedding here.

The pastors and elders of BPC understand that the changes in what is legal and possible in regards to same sex marriage have come quickly, both inside and outside of the church. We understand that within our own congregation we have significant differences of opinion regarding how to interpret scripture on this subject. We also adhere deeply to Christ's call on us as the church to be his body in unity and Spirit. Despite our differences, we believe that we are called to recognize God at work in each other. In that Spirit, we invite you to this open discussion. There will be time to clarify some details about process, to answer questions, and to hold one another in prayer. If there are members of the body who desire further study and discussion of the issue, we will schedule appropriate follow-up sessions.

## Enclosure (4): 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. 3/1/15 Amanda, Betsy, Janet and Cherie will work to complete
Administrative Support	Manual of Administrative Operations	2013	
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 Reception Procedures	New	Included in session packet for review/approval
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. 1 Mar 16 – Terri, Bobbie and Kate working.
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	
Stewardship	Operating Rules and Investment Policy for the Endowment Fund Committee	2015	
Stewardship	Corporate By-Laws	2013	
Worship	Funeral Policy	2016	Discussion to amend at recommendation of Congregational Care
Worship	Wedding Policy	2015	
Worship	Lay Reader Procedures	2015	
TBD	Priorities Plan	2012	
TBD	Strategic Plan / Review Notes	2003 / 2012	



Enclosure (5): Consideration for Security Plan

Subject: Church Physical Security Plan

The below email and web link was sent to all PEVA churches for consideration by their Sessions. There is no direction from PEVA or PCUSA to develop a facility security plan. There has been no discussion within any Bayside Ministries nor is there any current effort towards developing a Bayside plan. The email below is provided for Session awareness and initial discussions during this meeting of Session. Please review the email and link below for reference.

Thanks.

– Doug Mitchell, Clerk

From: John Tamm

Date: February 22, 2016 10:40:01 AM EST

To: Clerks and Pastors

Subject: Development of Congregational Security Plans

Clerks of Session: Attached is a link to the Office of the General Assembly and Mission Agency website concerning developing a security plan for your congregation. I do not want to suggest that there is a significant risk to the individual churches; however having a security and evacuation plan is in the best interest of our congregations.

<http://www.presbyterianmission.org/ministries/creating-safe-ministries/emergency-plan/>

After reviewing the proposed plan from the Mission Agency, sessions should consider establishing a plan for their churches, if the congregation does not have a plan. I have a background in law enforcement and I will be available to offer assistance in formulating a plan if asked.

Thank you for your consideration in this matter.

Faithfully yours,  
Q. John Tamm,  
Stated Clerk

## Funeral Policy Bayside Presbyterian Church Virginia Beach, Virginia

This policy is based on the Book of Order of the Presbyterian Church U.S.A.

### Purpose of Worship

A service is held to mark the occasion of the death of a Christian and is known in the Presbyterian Church as a “Service of Witness to the Resurrection”. The worship service points attention to the everlasting God, the hope of resurrection through Jesus Christ, and the comfort of the Holy Spirit.

The Resurrection is a central doctrine of the Christian faith and shapes a Christian’s attitude and response to the event of death. Death brings loss, sorrow, and grief to all. In the face of death, Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith.

### Order of Worship

The service is under the direction of the pastor in consultation with the family. Others may be invited to participate as leaders in the service only upon the discretion and an invitation from the Pastor. The service may be held on any day. A request to observe a service as part of a Sunday worship service or to celebrate the Lord’s Supper as part of the service on the occasion of a death requires the approval of the Session.

The service of worship may be held before or after the committal of the body. If the body is not to be committed, the service may be held at any time. The service of worship is complete in itself. Any fraternal, civic, or military rites should be coordinated with the Pastor and an active duty military Chaplain.

The service ordinarily is held in the church in order to join the service to the congregation’s continuing life, ministry, and witness to the resurrection. When there are important reasons to not hold the service in the usual place of worship, it may be held in another place such as a home, a funeral home, a crematorium, or at graveside.

### The Elements of Worship May Include

- Hymns and songs that affirm God’s power over death, a belief in the resurrection, and the assurance of the communication of the Saints
- Scripture Passages
- Sermon or Message spoken on the Word
- Affirmation of Faith made by the congregation
- Recalling aspects of the life of the one who has died
- Prayers giving thanks, making intercession, and lifting supplications
- Commending the deceased to the care of God, and blessing the congregation with a benediction

### Music in Worship

Music for funerals and memorials should witness to God’s faithfulness in our life present and our life eternal.

Use of a Choir, a Praise Team, or soloists during the worship service may be requested. The volunteer nature of the Choir or Praise Team and timing of the funeral or memorial may dictate their availability. Please consult with the Director of Music to coordinate all use of musicians.

### Other Guidelines

Flowers may be placed on the Chancel area near the communion table at the discretion of the Pastor.

## Enclosure (6): (continued) Funeral Policy

When a casket is present, it is closed in order that attention may be directed to God. It may be covered with a pall or flowers.

The family may arrange with the Pastor to video tape the service. This is ordinarily done from the back of the sanctuary or balcony in a non-disruptive manner. Flash photography is not allowed. The family may arrange pictures and mementos to create a memory table or display of their loved one. This is usually done in the Atrium or the Fellowship Hall but may be placed in the Sanctuary at the discretion of the Pastor.

### Arrangements and Fees for Members

In the event of the death of a church family member, the Sanctuary and the pastoral staff will be available to the family to plan and provide the funeral or memorial service without charge. The Director of Music will provide an organist. Compensation of vocalists or instrumentalists will be the responsibility of the family.

If requested the Fellowship Hall is available to the family after the service as a gathering place to receive condolences and support from friends. Food and drink may be served at a reception after the service in the Fellowship Hall. These arrangements must be made directly with the Funeral Coordinator. Contact information will be provided to the family by the Pastor.

### Arrangements and Fees--Non Members

If the facilities of Bayside Presbyterian Church are requested for a funeral or memorial service there will be fees payable by the family for the following services, all of which may be waived by the pastor.

#### Fees

- Pastor - \$150
- Organist - \$150
- Sanctuary and Parlor - \$120
- Fellowship Hall - \$150
- Funeral Coordinator - \$100
- Reception – separate cost schedule provided by Funeral Coordinator

All fees are to be paid to Bayside Presbyterian Church.

Funeral Policy Approved by Session 19 February 2016

## Clean Water Mission Plan 2016 – 2020

### 2016

Complete team by adding at least two members  
Decide location (country) in which to concentrate our efforts  
Develop In-Country Contact for the mission team  
Schedule first visit to Site 1  
Train new team members  
Recruit new team members  
Join with Great Bridge Presbyterian for install in Nicaragua  
Make introduction visit to Site 1

### 2017

Attend In-Country Network meetings  
Install system at Site 1  
Schedule first visit to Site 2  
Make introduction visit to Site 2  
Recruit new team members  
Train new team members

### 2018

Attend In-Country Network meetings  
Install system at Site 2  
Schedule Follow-up trip # 1 to Site 1  
Schedule first visit to Site 3  
Make introduction visit to Site 3  
Recruit new team members  
Train new team members

### 2019

Attend In-Country Network meetings  
Install system at Site 3  
Schedule first visit to Site 4  
Schedule Follow-up trip # 2 to Site 1  
Schedule Follow-up trip # 1 to Site 2  
Make introduction visit to Site 4  
Recruit new team members  
Train new team members

### 2020

Attend In-Country Network meetings  
Schedule first visit to Site 5  
Schedule Follow-up trip # 3 to Site 1  
Schedule Follow-up trip # 2 to Site 2  
Schedule Follow-up trip # 1 to Site 3  
Make introduction visit to Site 5  
Install system at Site 4  
Recruit new team members  
Train new team members

**In-Country Contact** – A contact within the country that will help with the logistics of the trip. They will typically provide transportation, interpreters and other assistance as needed. This contact is usually a medical or religious organization.

**In-Country Network** – A group of mission teams operating in the same country. Meetings are held quarterly and discuss issues relevant to the issue of providing clean, drinkable water to the people of that country. Some issues discussed in the past have been, problems with Customs and in-country safety

# Navigating the "Vast Sea of Unknowns" of Water Risk

Posted: 03/21/2013 4:33 pm

We know less about one of the world's most pressing challenges today than we did 10 years ago. It's no secret that water -- or the lack thereof -- will be one of the defining issues of the 21st century. And yet, the [United Nations World Water Report](#), in 2009, stated that when it comes to water, "less is known with each passing decade."

The World Economic Forum [recently named](#) the water supply crises as one of the top risks facing the planet -- edging out issues like terrorism and systemic financial failure. [Water risks](#) permeate almost every aspect of global society. We got a taste last year with crops [scorched by drought](#), shipping lanes [threatened](#) and energy plants [shut down](#) by low water levels, and coastlines devastated by flooding. Exacerbated by climate change and population growth, such crises will become more common and costly. Yet, the world largely [lacks the data](#) we need to monitor, understand, and respond to these water challenges. We are flying blind when it comes to global water issues.

History shows us the power of information to avert crisis. For example, as a result of a dramatic increase in data, the public health community has transformed its ability to identify and respond to a pandemic. Less than 20 years ago, it took, on average, [167 days](#) to detect and verify a disease outbreak.

Today, it takes less than 20 days largely because of advances in data collection and availability, including leveraging passive data through tools like Google Flu Trends and web scrubbers like the Global Public Health Intelligence Network. The health sector has invested in better information to detect pandemics. It's time for the water sector to invest in better water data to respond to devastating water-related disasters and increasing water risks.

Unfortunately, directly observed data on water is patchy at best, non-existent at worst. The [Global Runoff Data Centre](#) is the closest thing to an international clearinghouse for information on how much water is in rivers worldwide. But the number of data collection stations reporting to the Centre has fallen steadily since the 1980s; only [about one-third](#) of the observing stations report their data to the Centre. Many stations are no longer being maintained, have been eliminated, or are reluctant to publicly share the data. Of particular concern are the region's most at risk -- the Middle East, South Asia, and Africa -- where publicly available water data is nearly absent.

Even in the United States, the story is not so different. The country is still recovering from impacts of Superstorm Sandy, which [cost over \\$60 billion](#), and the ongoing drought, which may turn out to be the costliest natural disaster in U.S. history.

Meanwhile, the U.S. Geological Survey reported that between 1980 and 2004, over 2,000 stream gauges to measure river levels [were shut down](#), a loss of more than a quarter of the nation's total network. These gauges help predict floods and droughts and provide the data needed to monitor changes in water stress. The current budget "sequestration" could force USGS to shut down [an additional 375 gauges](#).

To prepare for an increasingly [water-insecure future](#), we urgently need to bridge [this data gap](#).

The good news is we do not have to start from scratch. Using available data from satellites and state-of-the-art modeling techniques, it is possible to collect critical information needed to monitor and evaluate emerging water risks across the globe.

One example is [Aqueduct](#), the global water risk mapping tool recently released by the [World Resources Institute](#), with the support of the [Skoll Global Threats Fund](#), and multinationals like Goldman Sachs, GE and Shell. Aqueduct offers free and open data, across twelve indicators of water risk, ranging from floods and droughts to access to clean drinking water. It also provides the ability to project changes in water risks in the coming years, according to the effects of climate change, and population and economic growth.

While Aqueduct represents an important resource, it is not enough. There is no substitute for directly observed, locally collected data. Bringing together such information can be a daunting task, but there are several important steps that must be taken to improve water data. We need increased investment in gathering local water data; and more stream gauges need to be installed, rather than shuttering those we already have. We need to meter groundwater, so we know how quickly these water suppliers are being depleted. We need to take advantage of new technologies, such as satellite remote sensing and crowd-sourced data, to fill the gaps. And perhaps most important, we need to change the paradigm from secrecy to transparency by negotiating ways to make existing data held by governments, companies and academic institutions freely available.

In 2012, a UNESCO report [compared](#) our understanding of water to "islands of knowledge in a vast sea of unknowns." As we mark World Water Day 2013, it's clear that this is no way to handle one of the defining challenges of our generation. Now more than ever, we have the capability to address our [woeful lack of water data](#). We just need the will to do so.

Consider these facts:

- 97% of the water on this planet is salty.
- Of the remaining 3%, 2% is locked in the polar ice caps.
- That leaves 1% of water on earth for human consumption, agricultural and industrial use. And, half of water available for drinking and cooking is contaminated. Every six seconds to ten seconds a child dies from water-related illness. Think of it -- every six seconds! The effect of this alarming fact is that of the three million people that die each year of polluted water most

are children. So, needless to say, water-related illness is the leading cause of death among children throughout the world, and dirty water is the number one health crisis in our world, and will be for the foreseeable future.

Nearly 5 percent of the world's population dies of dehydration every year. According to UNICEF, more than a billion people do not have access to safe water, and every day 6,000 children die of preventable water-related diseases.

By providing a system that's simple, sustainable and affordable, and by teaching local leaders to lead health, hygiene and spiritual education among the community, mission teams have been able to help those in communities with contaminated water take ownership of making their own water clean again.

To learn more about the work of Living Waters for the World, visit their web site at <http://livingwatersfortheworld.org>.

## **Water facts to consider**

There are 326,000,000 cubic miles of water on the earth. One cubic mile = 1,000,000,000 gallons. 4,200,000,000 gallons of rain fall on the USA every day on average.

If all the earth received an equal amount of rainfall, it would amount to 26 inches per year. But it doesn't! In fact, half of the earth is desert or near desert.

There is plenty of water on earth. The problem is in the distribution of the water! Ninety-seven percent of water is in the oceans and is therefore undrinkable. Two percent is contained in the ice caps (at least until recently) and is unavailable. That leaves only one percent of the water on earth available for human consumption. And beyond that, of course, is the issue of the quality. Much of that water is unusable because of pollution of one sort or another. Each year millions of people die from waterborne parasites and viruses; most of them young children.

The world has the money to provide access to clean water to everyone. It would take one third of what the world spends on bottled water in one year to pay for projects providing water to everyone in need. For every \$1 invested in water and sanitation, the United Nations Development Program estimated a return of up to \$9, depending on the region and technology.

Living Waters of the World was formed to help alleviate this problem. By providing a system that's simple, sustainable and affordable, and by teaching local leaders to lead health, hygiene and spiritual education among the community, mission teams have been able to help those in communities with contaminated water take ownership of making their own water clean again.

A successful clean water installation usually involves three or four visits to the location. The first visit is conducted by two of the team, the project leader and one of the installers. During this visit meetings are held with community leaders to gauge the commitment the village has to a water system. Water samples are taken to be processed so the team knows a standard system will be appropriate. A second visit is made several months later to install the system. The third and fourth visits are made at six month intervals

to ensure the system is still functioning correctly and to provide any additional training. During all this time the team will have been working with the in-country contact. The first, third and fourth visits can be made during installations in nearby communities.

A typical installation requires a team of five and consumes six days. Two of the days are travel days. The team consists of one project leader, a two person education team and a two person system installation team. The project leader handles all the logistic issues and the education team gives classes to the youth and adults in the site. On the last day they lead a celebration of the completed filter system. The installers take two days to install and the remaining two days are spent training the local team and any required trouble shooting.

## Standard Clean Water Installation

A successful clean water installation usually involves three to four visits to the location. The first visit is conducted by two of the team, the project leader and one of the installers. During this visit meetings are held with community leaders to gauge the commitment the village has to a water system. Water samples are taken to be processed so the team knows a standard system will be appropriate. A second visit is made several months later to ensure the commitment is still there and to identify a clean, protected location for the system. The third visit is made two to three months later to give the community time to provide the secure location. During this visit the system is installed. The fourth visit is made three to six months later to ensure the system is still functioning correctly. During all this time the team will have been working with the in-country contact. The first, second and fourth visits can be made during installations in nearby communities.

A typical installation requires a team of five and consumes six days. Two of the days are travel days. The team consists of one project leader, two education leaders and two system installers. The project leader handles all the logistic issues and the education team gives classes to the youth and adults in the site. On the last day they lead a celebration of the completed filter system. The installers take two days to install and the remaining two days are spent training the local team and any required trouble shooting.

Total Costs for a team of 5

System Hardware (all Inclusive)	\$3,700.00
In Country Transportation, Interpreter and Meals and Lodging	\$3,300.00
Air Fare (per person)	\$ 700.00 – 1,000.00

Living Waters of the World offers training in the three disciplines required for a successful filtration installation. These are:

**Track 101 – The project leader.** This position assists with the logical planning for the mission which includes site investigation and selection, travel arrangements, procurement of in-country transportation meals, lodging and translation services and the creation of a written covenant with the location selected to ensure a viable installation.

**Track 102 – The Trainer.** This position conducts training of adult and youth in the selected site to ensure that sanitary procedures will be carried out after the system is installed and producing clean, drinkable water.

**Track 103 – The Installer.** This position is responsible for the pre-testing of the water at the selected site as well as the actual construction of the filtration system. The installers work with the local team during construction to ensure there is an understanding of the system so minor problems can be corrected in the future. The local team is also trained in the operation of the system including records of the amount of water produced. These logs will indicate when a filter is close to the end of its life and requires replacing.

## **From Earth Policy Reader - by Lester Brown**

### **Rivers running dry:**

USA: the Colorado River (largest in the Southwest) now rarely makes it to the sea – diversions routinely drain it dry.  
The Rio Grande often does not reach the Gulf of Mexico  
Asia: the Amu Darya (major river) is dry for part of each year  
China: the Yellow R. (one of 2 most important rivers) has failed to reach the Yellow Sea since 1985  
Africa: Nile, Ganges rarely reach the sea

### **Lakes drying up:**

Africa: Lake Chad has shrunk 95% in 40 years  
China: over 1000 lakes have disappeared in the Hebei Province alone

### **Water tables:**

Iran: water table fell 8 meters in 2001  
Yemen: falling at the rate of 2 meters/year

### **By the year 2050, 1.7 billion people (¼ of the world's pop.) will be victims of 'hydrological poverty'**

**Cause:** diversion of water for agriculture and industry

Over pumping is a new phenomenon – last ½ century, powerful pumps capable of pulling water from aquifers faster than it is replaced by precipitation.

### **Statistics:**

10% of water consumed worldwide is used for households  
20% “ “ industry  
70% “ “ agriculture

#### **Therefore, water shortage soon becomes food shortage!**

40% of the world's population has no access to safe drinking water  
80% of disease in 2/3 of the world is related to poor drinking water & Sanitation  
33% of the world's households must use water sources outside the home  
50% of the world's poorest countries will face severe water shortage by 2025  
80% of the forests of the world have been destroyed, reducing the earth's water-retention capacity  
The average American flushes more water daily than the average person in a developing country uses for the whole day's drinking, cooking, washing, and cleaning.

### **Quotations and themes:**

“Future wars in N. Africa and the Middle East will more likely be fought over water than oil.”

- The solution to the problem must be in demand-side initiatives: conserving and recycling water, reducing demand, and stabilizing population. - National Geographic, Sept, 2002: “Water Pressure”

### **Statistics:**

97% of earth's water is salty  
2% is frozen (70% of all fresh water)  
1% available for consumption, irrigation, etc.  
More than 5 million people die each year from water related diseases (most of them are children!)  
Humans use 45 times as much water now as 300 years ago  
The average American uses 101 gallons /day, compared to 6 gallons in developing countries  
In India alone, over 38 million people have been displaced by diversion of water sources  
More refugees have been created by environmental changes (especially availability of water) than were created by all the wars in history!

### **Quotations and themes:**

“Managing water well is the first step in alleviating poverty.”

The price of water is so cheap that it has been exploited; price does not reflect its value.



# Drawing the Connection between Malnutrition and Lack of Safe Drinking Water in Guatemala

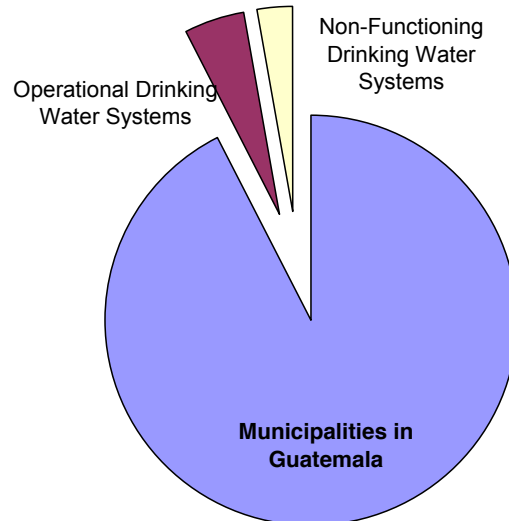
by Anne Braghetta, Ph.D., P.E.

## Background on Guatemala

Guatemala has among the world's worst health statistics in terms of chronic malnutrition and substandard child growth attainment. Recent studies report that 44 percent of Guatemalan children are chronically malnourished (Marini and Gragnolati, 2003). The numbers on chronic malnutrition reach even higher, to 58 – 67 percent, among children of indigenous families in Guatemala. The prevalence of juvenile growth stunting (low height-for-age, a parameter used internationally as an indicator of chronic malnutrition) is 50 percent in rural areas, one of the worst values in the Northern Hemisphere (UNICEF, 2005). Although the national incidence of stunted children in Guatemala has declined from 59 percent in 1987 to 44 percent in 2000, the rate of decline of stunting has been the slowest in the Latin America and Caribbean region (ENCOVI 2000/INE study).<sup>1</sup>

Lack of safe water contributes significantly to the high incidence of diarrheal disease and chronic malnutrition in Guatemala. Parasites, transferred by waterborne contamination, consume nutrients, aggravate malnutrition, retard children's physical development and result in poor school attendance and performance (UNICEF, 2003). The high incidence of malnutrition in Guatemala is more than coincidence, when less than half of the rural population has access to piped water. The Guatemalan Ministry of Health reports that 98% of the country's water sources are contaminated. Of the 331 municipalities in Guatemala, only 24 have drinking water treatment systems, and of these 24 only 15 systems are currently in operation (Prensa Libre, 14 Oct, 2004), **Figure 1**.

**Figure 1. Few Guatemalan Municipalities Have Operational Drinking Water Systems**



Pervasive contamination of water supplies indicates the urgent need for health infrastructure support. According to Carol Bellamy, Exec Dir UNICEF, “for every US \$1 invested in children, including money to improve access to clean water and sanitation, \$7 will be saved in the cost of long term public services”.

## Objectives and Thesis

<sup>1</sup> Health and malnutrition statistics were compiled from UNICEF (2003) as well as in the Guatemala Living Standard Measurement Survey (ENCOVI 2000), a nationally representative, multi-purpose household survey conducted by the Instituto Nacional de Estadística (INE) Guatemala from July to December 2000. Information from this survey was made available through World Bank Policy Research Working Paper 2967 (Marini and Gragnolati, 2003)

**Objective of this white paper:** To draw the connection between diarrheal diseases caused by waterborne contamination and chronic malnutrition, malnutrition that results in the following outcomes: stunting of growth, susceptibility to illness, likelihood that child may not reach full genetic potential, and likelihood that a child will not gain full benefits of education. The cumulative result of the above noted conditions is weak regional economic development.

**Thesis:** The availability of safe drinking water is critical to child development and reduction of chronic malnutrition. Inclusion of a water supply/treatment development program is essential to a comprehensive health promotion program in Guatemala.

## **Contamination of Water Sources**

Lack of clean water causes millions of children in the developing world to suffer needlessly and die from disease and malnutrition. In Guatemala, contamination of water sources is a primary cause agent of acute and chronic diarrhea in rural and peri-urban areas, constituting a major public health problem. Reliable morbidity data for diarrheal diseases are difficult to obtain owing to the paucity of adequate health care services in rural areas and the incompleteness of disease surveillance. However, it is known that the majority of deaths among infants and young children are due to dehydration, malnutrition and other complications of waterborne infections due to bacterial, viral or protozoan contamination. In 2004 alone, the Guatemalan Ministry of Health reported over 300,000 registered cases of diarrheal disease (Prensa Libre, 14 Oct 2004).

Microbiological indicators of contamination include: bacteria, viruses, protozoa or less commonly larger species such as helminthes, nematodes, or other worms. Waterborne diseases constitute a range of syndromes, including: acute dehydrating diarrhea (cholera), prolonged febrile illness with abdominal symptoms (typhoid fever), acute bloody diarrhea (dysentery), chronic diarrhea (Brainerd diarrhea), viral diarrhea including rotaviral infections, Hepatitis A, amoebic dysentery, Giardiasis, and Cryptosporidiosis, among others (CDC, 2003; AWWA, 1999).

As noted earlier, the Guatemalan Ministry of Health reports extremely high levels of water source contamination by fecal waste and chemical residuals (Prensa Libre, 14 Oct 2004). This alarming statistic is supported by a three-year study in 2002-2004 conducted by Project Concern International and the Ministry of Health in the department of Huehuetenango, in which piped water from 31 different municipal water systems was repeatedly sampled to test for contamination due to fecal coliform bacteria. In the year 2002, 26 municipal water systems out of the 28 systems sampled that year (93%) had one or more water samples showing fecal contamination. In 2003 and 2004, evidence for fecal contamination had decreased slightly to 70% of municipal water systems (21 out of 30 systems) in 2003, and 83% of municipalities (19 out of 23 systems) in 2004.

Contaminated surface and ground water sources and poorly functioning water distribution systems contribute to the transmission of waterborne contaminants. Water contamination is exacerbated by increasing populations, urban growth and expansion, peri-urban settlement and continued pollutant transport into ground and surface water due to deforestation, global climate change, recurrent disastrous weather events (hurricanes, cyclones, floods, tsunamis, etc.) and increasing coverage of the earth's surface with impervious materials (Sobsey, 2002).

Despite efforts to install and improve water systems in the decade of the 1990's and following Hurricane Mitch (1998), installation and improvements in water and sanitation infrastructure in Guatemala have not kept pace with population increases or urban and rural migrations. Furthermore, the lack of safe water is disproportionately experienced by the poor and indigenous population of Guatemala. Whereas some limited water services had been in place in rural indigenous villages prior to the Guatemalan civil war, many of these systems were destroyed due to military activities and the ruin of rural communities.

## **Diarrhea Exacerbates Malnutrition**

Acute and chronic diarrhea has a significant impact on juvenile nutritional status, particularly in cases where energy intake is already marginally adequate or less than adequate. Diarrhea can reduce the energy gained from food through four mechanisms: 1) reduced dietary intake, 2) increased fecal loss and loss of nutrients, 3) poor absorption of macronutrients and micronutrients due to decreased intestinal transit time, and 4) increased protein catabolism caused by

an acceleration in basal metabolic rate (Lutter et al., 1992; Martorell et al., 1989; Brown et al., 1990; Molla et al., 1983). These phenomena associated with diarrhea act to rob macronutrients and micronutrients from a child's body, causing a reduction in energy available at the cellular level (Lutter et al., 1992; Chen and Scrimshaw, 1983). Over time, such reduction in availability of nutrients results in stunting of growth, intellectual impairment, and diminished productive and creative capacities (Marini and Gragnolati, 2003; UNICEF, 1998).

Although chronic malnutrition is a cumulative phenomenon, it is of greatest concern with children under 24 months, a period of significant brain development and substantial vulnerability because immune systems have not fully developed. Within these first two years, a most critical period of risk arises from 6 to 24 months, during the transition (weaning) from exclusive breastfeeding to a diet of solid and liquid foods which are often contaminated and of poor quality.

Scrimshaw et al, 1968 first described the synergistic relationship between malnutrition and infection (such as diarrhea) on nutritional status as such: "The simultaneous presence of malnutrition and infection results in an interaction that is more serious for the host than would be expected from the combined effect of the two working independently."

Both the duration and frequency of infectious diseases such as diarrhea and respiratory illness affect nutritional status by suppressing the appetite and by interfering with nutrient absorption, utilization, and requirements through energy lost through increased stool discharge, vomiting, loss of heat during fever or sweat, and destructive metabolic processes (Rohde, 1986 and Victora et al., 1986). Of these two types of infectious disease, an extensive study conducted in Brazil showed that hospital admissions for diarrhea were more closely correlated with subsequent malnutrition and growth stunting than were admissions for pneumonia (Victora et al., 1990).

Simply increasing household income or food production is not sufficient to guarantee a reduction in malnutrition (Marini and Gragnolati, 2003). Poor health conditions and a lack of access to basic services including safe water and sanitation put children at risk, even those who receive adequate caloric intake. A juvenile growth study conducted in El Progreso, Guatemala demonstrated that children affected by diarrhea lost 4 cm in height compared to the control group (Lutter et al., 1992). In this study, two groups of children (3 months to 36 months) were examined for growth differences: one (A) receiving a supplement with nutritional benefits; and the other (B) receiving no additional nutrition or micronutrients in addition to traditional Guatemalan diet. The group receiving nutritional supplement (A), a height difference of approximately 1.5 cm was measured over the group receiving the non-nutritional supplement (B). Furthermore, within the group receiving the non-nutritional supplement (B), a difference of 4 cm in growth was observed between children experiencing the lowest and highest levels of diarrhea, demonstrating that children receiving less than adequate nutrition are disproportionately affected by diarrheal disease.

Contrary to the statistics for children, adult malnutrition (under-nutrition) in Guatemala is not a serious problem, with less than 1% classified as severely or moderately malnourished (Marini and Gragnolati, 2003). Programs designed to alleviate malnutrition should therefore focus on provision of basic services such as safe water and sanitation, and on nutritional supplementation during the three most important growth periods: 1) infancy, 2) between 6-8 years, and 3) adolescence.

## Enclosure (8): Bereavement Reception Procedures

# Bereavement Reception Procedures

Bayside Presbyterian Church  
Approved by Session on (day Month year)

Purpose: to establish procedures, services and costs for providing bereavement receptions for members of the congregation and others who request bereavement reception services at Bayside Presbyterian Church.

Procedures:

Congregational Care Ministry Moderator is responsible for providing the pastors with a point of contact for Bereavement Receptions.

Pastors are responsible for providing a family point of contact and phone number to the Moderator of Congregational Care and/or the Bereavement Reception Coordinator for reception needs (should be a close family friend or relative). This is an extremely emotional time for the living spouse and experience has taught us that a family friend or relative is best.

Pastors are also responsible for providing the date and time of the funeral service to the Bereavement Reception Coordinator as soon as possible.

The Bereavement Reception Coordinator will have the overall responsibility for planning the reception and working with the family point of contact.

Services offered:

- Fellowship hall
- Kitchen use
- Bereavement Reception Coordinator

A list of items the church will supply at the request of the family is as follows:

- Tables
- Chairs
- Tablecloths
- Basic centerpieces for tables
- Serving platters
- Serving utensils
- Basic 6' plates and cups/clear plastic 6 oz. cups/coffee 8 oz. cups/white napkins

A list of drinks the church will supply at the request of the family is as follows:

- Coffee
- Ice tea/lemonade
- Ice water
- Ice mold for punch
- Punch<sup>2</sup>

Considerations: questions and decisions made between the family point of contact and the Bereavement Reception Coordinator

- Number attending
  - Date / day of week
  - Time of day
  - Burial time - before or after service
  - Burial place - church columbarium or other location
  - Weather
  - Visitation here or elsewhere
  - Catered/not catered (and if so, by who)
  - Partially catered
  - Costs associated
-

After the above discussions are held by Bereavement Reception Coordinator with the family point of contact, the following groups could be considered to provide reception food, set up, clean up, hostessing/plating, etc.

Presbyterian Women  
Presbyterian Men  
Current and past Elders  
Congregation at large

Other issues to be considered:

Contact with the organist for sound and instrument removal from the fellowship hall

Contact the church Director of Educational Ministries for child care

Check church room schedule with church Secretary

Each reception is different. The difference will be in the number of people attending, the time of day, not the food provided.

A menu for receptions is attached.

Small	Less than 50
Medium	50 - 75
Large	75 - 125
All Hands	125 +

Suggested Honorariums for Members and Non-members:

Bereavement Reception Coordinator	\$75-150
Facility use:	\$100 (no cost for church members)
<b>(note this figure is listed in the Funeral Policy as \$150)</b>	
Paper products, tablecloths, napkins, plates:	\$50 (no cost for church members)
Sexton:	\$100

All payments to be made out to: Bayside Presbyterian Church

#### Reception Committee

In order to provide the congregation of our church a reception in their time of need, the following guidelines have been established so no one circle, group, or person is **solely responsible** for each reception.

The following groups will be called on to provide reception food, set-up, clean-up, and reception hostesses, on a **rotational basis**:

Presbyterian Women  
Presbyterian Men  
All Circles  
All Music Departments  
All Church Ministries  
All Elders – current and past  
All individuals that have signed up to help

**Initial Workup for Bereavement Reception**  
(for use by Bereavement Reception Coordinator)

Officiant:

Pastor \_\_\_\_\_  
Associate Pastor \_\_\_\_\_

Size of Funeral Reception:

Small	Less than 50	_____
Medium	50-75	_____
Large	75-125	_____
All Hands	125+	_____

Bereavement Reception Coordinator: \_\_\_\_\_

Family Point of Contact: \_\_\_\_\_

Key to Presbyterian Women's closet: \_\_\_\_\_

- (Place key to left of door in Kitchen Plate closet)

Key to Sacristy: \_\_\_\_\_ (One is located at front desk on big key chain)

Menu: Catered: \_\_\_\_\_ Non-catered: \_\_\_\_\_

Paper Products:

- Clear plastic from Restaurant Depot Plates 6-8 inches
- Clear plastic 6 oz. punch cups/8 oz. Styrofoam hot cups
- White cocktail napkins
- Additional products in closet on fellowship hall stage on the left. Key at front desk on big key chain.
- Silver punch bowl in Room 506 in closet by light switch.

Center Table Arrangement:

- Flowers provided by family or other delivered flowers, or from Sanctuary
- Flowers from Sanctuary taken to fellowship hall and displayed on stage.

Family Tables # \_\_\_\_\_

- Reservation signs in closet between narthex and library

Guest Tables: 6-10 Seating # per round table: Suggested 7 chairs per table

Flowers for Guest Tables: Yes \_\_\_ No \_\_\_ If yes, use silk flowers from women's closet or fresh flowers provided by family \_\_\_\_\_.

Remembrance Table: Yes \_\_\_\_\_ No \_\_\_\_\_

Guest Book/ Lectern: \_\_\_\_\_ Guest book will be brought to fellowship hall from atrium

Beverage Tables: Hot \_\_\_\_\_ Cold \_\_\_\_\_

Screen: \_\_\_\_\_ Projector for Power Point: \_\_\_\_\_ Microphone: \_\_\_\_\_

Audio Visual: \_\_\_\_\_ (See Amanda Long or Ashley McLeod)

Removal of Sail-On musical instruments, if necessary, for large reception: Director of Music Ministries

Video equipment

Key to Presbyterian Women's linen closet: See Church Secretary

"Reserve" sign for family tables in Presbyterian Women's linen closet

## Reception Menu OVERVIEW

Note: Please remember that this is a reception, not a sit down meal!

Beverage: Coffee, iced tea, punch, water  
Use ice mold of cranberry punch for punch

Punch recipe: Cranberry juice undiluted (48oz), Hawaiian Punch (48 oz), ginger ale (1 Liter). This recipe makes 1 “batch” which serves about 50. All bottles should be cold so as not to dilute the mold. There is a copy of this recipe on the Presbyterian Women’s closet door and a copy in the silver punch bowl.

Coffee: Large urn under microwave cabinet: 100 cup  
(5 cups of coffee grounds for 100 cups). One hour to brew.  
Small urn in Presbyterian Women’s closet  
(2 cups coffee grounds for 55 cups). One hour to brew.

Clear drink containers in Presbyterian Women’s closet  
Silver punch bowl in room 508 in closet closest to light.

Food: FINGER FOOD ONLY: Finger Sandwiches, ham biscuits, meatballs, egg rolls, pizza bites, deviled eggs, chicken bites (chick-fil-a style only).

Types of Finger Sandwiches: chicken salad, egg salad, tuna salad, pimento cheese, cream cheese and olive, turkey, spiral sandwiches.

Fruit: Pineapple, fruit of the season, seedless grapes, melons. All in bite-sized pieces.

Sweets: Cookies, brownies, pretzels, sweetbreads, muffins, candy and butter mints. (Homemade baked goods only). Frozen cheesecake squares from Sam’s club or Costco.

Cheese: Cheese and cracker trays (cubed or sliced)

Veggies: Do not go over big at receptions – easy to buy but most of the time gets thrown away!

Serving products provided by the church:

- White cocktail napkins Family can provide a special color or church can provide white.
- 6 oz. clear plastic cups- cold
- 8 oz. Styrofoam cups - hot
- 6 inch clear/white plastic plates
- Clear/white forks
- Toothpicks
- Trash bags
- Paper towels

## Food Guidelines for Receptions

Sandwiches: 1 Platter = 10 sandwiches with crusts removed and cut into ¼'s  
Tuna salad, chicken salad, turkey and cheese, cream cheese and olive, egg salad, pimento- your choice of bread or small rolls.  
A box of spiral sandwiches from Sam's, etc.

Ham Biscuits: 1 Platter = 12-24 biscuits with ham and cheese

Meatballs: 1 Crockpot full of any flavor of your choice, sweet/sour/tomato, Teriyaki

Eggrolls: 1 box from Sam's, chicken or pork with sweet and sour sauce

r

Pizza Bites: 1 box from Sam's of your choice of type

Chicken bites: 1 platter from Chick-Fil-A or Pollards only (NOT McDonalds)

Deviled Eggs: 1 Plate – 12 eggs cut in half (24 pieces)

Cookies: 1 Plate = 3 dozen **homemade cookies**, any variety you make, your choice.

Brownies: 1 Plate = 1 recipe of your choice with or without icing – **again homemade**

Sweetbreads: 1 Plate = 1 recipe of your choice, sliced and plated

Pineapples: 1 pineapple whole, kitchen hostesses will cut and plate it

Fresh Fruit: 1 bowl = 1 whole melon: cantaloupe or honeydew and 1 bag of fresh fruit cut into pieces.  
Strawberries, seedless grapes, cantaloupe, honeydew, peaches (in season).

Cheese Plate: 1 plate = 1 lb. block of cheese either sliced or cubed and 2 boxes of crackers

Pretzels: 1 bag of your choice pretzels (sticks, rods , twists)

Nuts: 1 can of your choice

Mints: 1 box of butter mints or similar “soft” mints of your choice

Iced Tea: 1 container of unsweetened tea

Water: 1 container of ice water

Coffee: 1 small pot of coffee, regular



Items needed for Receptions Worksheet

Date	Name	Food Item	Circle	SS Class	PW	PM	Circle	Music	Session
		Meatballs							
		Meatballs							
		Chicken Salad							
		Chicken Salad							
		Tuna Salad							
		Tuna Salad							
		Egg Salad							
		Pimento Cheese							
		Pimento Cheese							
		Ham biscuits							
		Ham Biscuits							
		Turkey and Cheese							
		Turkey and cheese							
		Cream Cheese/Olive							
		Cream Cheese/Olive							
		Deviled Eggs							
		Deviled Eggs							
		Deviled Eggs							
		Deviled Eggs							
		Pineapple							
		Pineapple							
		Pineapple							
		Pineapple							
		Cheese/Crackers							
		Cookies -3 doz.							
		Cookies							
		Cookies							
		Cookies							
		Brownies							
		Brownies							
		Sweet Bread							
		Sweet Bread							
		Grapes							
		Grapes							
		Nuts 1 can							
		Mints 1 bag							
		M & M's 1 bag							
		Cranberry Juice							
		Sprite							
		Punch Mold							
		Coffee							
		Iced Tea & Water							
		Hot Chocolate							
		Set Up							
		Hostess							
		Hostess							
		Hostess							
		Hostess							
		Hostess							
		Hostess							
		Hostess							
		Hostess							
		Clean up							

		Clean up							
		Clean up							
		Clean up							
		Linens							

Type of Funeral: Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ All Hands on Deck \_\_\_\_\_  
 Pastor: \_\_\_\_\_

Key to Linen Locker: Y\_\_\_ N\_\_\_ Key to Sacracity: Y\_\_\_ No\_\_\_ Key to PW closet Y\_\_\_ N\_\_\_ Key to Storage Closet for Silver  
 Punch Bowl: Y\_\_\_ N\_\_\_

Paper Products: Yes \_\_\_\_\_ No \_\_\_\_\_ Tables/Chairs:# \_\_\_\_\_ Buffet Tables # \_\_\_\_\_ Seating: 6 8 10 Remembrance Table:  
 Yes \_\_\_\_\_ No \_\_\_\_\_

Audio Visual: Yes: \_\_\_\_\_ No \_\_\_\_\_ Podium Microphone: Yes \_\_\_\_\_ No \_\_\_\_\_ Flowers for food Table: Yes: \_\_\_\_\_ No \_\_\_\_\_ (take  
 from Funeral) \_\_\_\_\_

Funeral Directors: Name: \_\_\_\_\_

**Food for Small Reception – Less Than 50 People**

<b>Name</b>	<b>Food Item</b>	<b>How Prepared</b>	<b>Additional Information</b>
	Urn of coffee	Serve 55	Stored in PW's closet
	Water	Fill with water and ice	Clear container in PW's closet
	Iced Tea/Lemonade/punch		Punch requires mold of punch
	Spiral Sandwiches	Bite sized pieces if too large.	
	Chicken salad sandwiches	1 loaf of bread makes 10 sandwiches.	Could use square party bread.
	Pimento cheese sandwiches		
	Tuna salad or egg salad	Cut crusts off and quartered.	
	Ham biscuits	24 biscuits	
	Ham biscuits	24 biscuits	
	Meatballs	Crock pot	Sweet/Sour, Tomato, or Teriyaki
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 egg cut in half	
	Pineapple	Cut up, bagged	
	Pineapple	Cut up, bagged	
	Bowl of assorted fruit	Cut up, bagged/bite sized	1 melon, cantaloupe, or honeydew. Strawberries, seedless grapes, peaches, etc.
	Bowl of assorted fruit	Cut up, bagged/bite sized	1 melon, cantaloupe, or honeydew. Strawberries, seedless grapes, peaches, etc.
	Cookies	3 dozen - homemade	Any variety
	Cookies	3 dozen - homemade	Any variety
	Brownies	1 recipe - homemade	
	Brownies	1 recipe - homemade	
	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.
	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.
	Nuts	Large can – mixed nuts/peanuts	
	Mints	1 box of butter mints or similar soft mint	No wrapped mint/candy
	Cheese and crackers	1 lb. block cheese sliced or cheese ball/ cut into cubes	
	Cheese and crackers	1 lb. block cheese sliced or cheese ball/cut into cubes	

**Food for Medium Reception – Between 50/75 People**

<b>Name</b>	<b>Food Item</b>	<b>How Prepared</b>	<b>Additional Information</b>
	Urn of coffee	Serve 75	Stored in kitchen
	Water	Fill with water and ice	Clear container in PW's closet
	Chicken salad sandwiches	1 loaf of bread makes 10 sandwiches. Cut crusts off and quarter.	Could use square party bread
	Pimento cheese sandwiches		Could use cinnamon raisin bread
	Tuna salad sandwiches		
	Turkey or chicken sandwiches		
	Egg salad sandwiches		
	Ham biscuits	24 biscuits	
	Ham biscuits	24 biscuits	
	Meatballs	Crock pot	Sweet/Sour, Tomato, or Teriyaki
	Meatballs	Crock pot	Sweet/Sour, Tomato, or Teriyaki
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 egg cut in half	
	Pineapple	Cut up, bagged	
	Pineapple	Cut up, bagged	
	Bowl of assorted fruit	Cut up, bagged	1 melon, cantaloupe, or honeydew. Strawberries, seedless grapes, peaches, etc.
	Bowl of assorted fruit	Cut up, bagged	1 melon, cantaloupe, or honeydew. Strawberries, seedless grapes, peaches, etc.
	Cookies	3 dozen – homemade or bakery	Any variety
	Cookies	3 dozen – homemade or bakery	Any variety
	Cookies	3 dozen – homemade or bakery	Any variety
	Brownies	1 recipe - homemade	
	Brownies	1 recipe - homemade	
	Brownies	1 recipe - homemade	
	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.
	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.
	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.
	Nuts	Large can – mixed nuts/peanuts	
	Mints	1 box of butter mints or similar soft mint	No wrapped mint/candy
	Cheese and crackers	1 lb. block cheese sliced or cheese ball	
	Cheese and crackers	1 lb. block cheese sliced or cheese ball	
	Cheese and crackers	1 lb. block cheese sliced or cheese ball	

**Food for Large Reception – Between 75/125 People**

<b>Name</b>	<b>Food Item</b>	<b>How Prepared</b>	<b>Additional Information</b>
	Urn of coffee	Serve 100	Stored in kitchen
	Water	Fill with water and ice	Clear container in PW's closet
	Tea or lemonade		Clear container in PW's closet
	Chicken salad sandwiches	1 loaf of bread makes 10 sandwiches. Cut crusts off and quarter.	Could use square party bread
	Pimento cheese sandwiches		Could use cinnamon raisin bread
	Tuna salad sandwiches		
	Turkey sandwiches		
	Chicken sandwiches		
	Egg salad sandwiches		
	Other choice sandwiches		
	Other choice sandwiches		
	Ham biscuits		24 biscuits
	Ham biscuits	24 biscuits	
	Meatballs	Crock pot	Sweet/Sour, Tomato, or Teriyaki
	Meatballs	Crock pot	Sweet/Sour, Tomato, or Teriyaki
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 egg cut in half	
	Pineapple	Cut up, bagged	
	Pineapple	Cut up, bagged	
	Pineapple	Cut up, bagged	
	Bowl of assorted fruit	Cut up, bagged	1 melon, cantaloupe, or honeydew. Strawberries, seedless grapes, peaches, etc.
	Bowl of assorted fruit	Cut up, bagged	1 melon, cantaloupe, or honeydew. Strawberries, seedless grapes, peaches, etc.
	Cookies	3 dozen – homemade or bakery	Any variety
	Cookies	3 dozen – homemade or bakery	Any variety
	Cookies	3 dozen – homemade or bakery	Any variety
	Cookies	3 dozen – homemade or bakery	Any variety
	Brownies	1 recipe - homemade	
	Brownies	1 recipe - homemade	
	Brownies	1 recipe - homemade	
	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.
	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.
	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.
	Nuts	Large can – mixed nuts/peanuts	
	Mints	1 box of butter mints or similar soft mint	No wrapped mint/candy
	Cheese and crackers	1 lb. block cheese sliced or cheese ball	
	Cheese and crackers	1 lb. block cheese sliced or cheese ball	
	Cheese and crackers	1 lb. block cheese sliced or cheese ball	

**Food for All Hands on Deck Reception – 125+ People**

<b>Name</b>	<b>Food Item</b>	<b>How Prepared</b>	<b>Additional Information</b>
	Urn of coffee	Serve 100	Stored in kitchen
	Water	Fill with water and ice	Clear container in PW's closet
	Tea or lemonade		Clear container in PW's closet
	Chicken salad sandwiches	1 loaf of bread makes 10 sandwiches. Cut crusts off and quarter.	Could use square party bread
	Chicken salad sandwiches		
	Pimento cheese sandwiches		Could use cinnamon raisin bread
	Tuna salad sandwiches		
	Turkey sandwiches		
	Chicken sandwiches		
	Egg salad sandwiches		
	Ham and cheese sandwiches		
	Other choice sandwiches		
	Other choice sandwiches		
	Ham biscuits	24 biscuits	
	Ham biscuits	24 biscuits	
	Ham biscuits	24 biscuits	
	Ham biscuits	24 biscuits	
	Meatballs	Crock pot	Sweet/Sour, Tomato, or Teriyaki
	Meatballs	Crock pot	Sweet/Sour, Tomato, or Teriyaki
	Chicken nuggets		
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 eggs cut in half	
	Deviled eggs	12 eggs cut in half	
	Pineapple	Cut up, bagged	
	Pineapple	Cut up, bagged	
	Pineapple	Cut up, bagged	
	Bowl of assorted fruit	Cut up, bagged	1 melon, cantaloupe, or honeydew. Strawberries, seedless grapes, peaches, etc.
	Bowl of assorted fruit	Cut up, bagged	1 melon, cantaloupe, or honeydew. Strawberries, seedless grapes, peaches, etc.
	Bowl of assorted fruit	Cut up, bagged	1 melon, cantaloupe, or honeydew. Strawberries, seedless grapes, peaches, etc.
	Cookies	3 dozen – homemade or bakery	Any variety
	Cookies	3 dozen – homemade or bakery	Any variety
	Cookies	3 dozen – homemade or bakery	Any variety
	Cookies	3 dozen – homemade or bakery	Any variety
	Cookies	3 dozen – homemade or bakery	Any variety
	Cookies	3 dozen – homemade or bakery	Any variety
	Brownies	1 recipe - homemade	
	Brownies	1 recipe - homemade	
	Brownies	1 recipe - homemade	
	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.

	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.
	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.
	Sweetbread	1 loaf of your choice	Banana nut, cranberry, pumpkin, etc.
	Nuts	Large can – mixed nuts/peanuts	
	Mints	1 box of butter mints or similar soft mint	No wrapped mint/candy
	Mints	1 box of butter mints or similar soft mint	No wrapped mint/candy
	Cheese and crackers	1 lb. block cheese sliced or cheese ball	
	Cheese and crackers	1 lb. block cheese sliced or cheese ball	
	Cheese and crackers	1 lb. block cheese sliced or cheese ball	
	Cheese and crackers	1 lb. block cheese sliced or cheese ball	

## **Suggestions: Caterers**

Whitner's BBQ  
869 Lynnhaven Parkway #106  
11 am -9pm  
(Behind Plaza Azteca)  
757-689-8215

Farm Fresh  
1069 Independence Blvd  
757-217-0240  
Chicken tenders, fruit and vegetable trays

Lucy Brown, Caterer  
757-363-8459

Ricky & Roy's Catering  
757-539-9789  
757-647-9181 (cell)

Pollards Catering  
2316 Virginia Beach Blvd  
757-463-2530

Gourmet Gang  
6000 Robin Hood Drive  
757-857-6100

Cuisine and Company  
2648 Quality Court  
Virginia Beach, VA  
757-428-6700

Bakers Crust  
757-422-6703  
8 am to 10 pm

Robin and Quinton Reitzel  
616 Water Oak Rd  
Virginia Beach, VA 23452  
757-468-0320  
qandr616@aol.com