

Agenda for the Stated Session Meeting
 Bayside Presbyterian Church
 21 June 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.**

6:00 PM – “Pot Luck” Dinner in honor of Rev. Kate Rascoe

Bring your “signature dish”: main course, salad, or desert to share, and celebrate Kate’s service!

Please arrive a little bit early so we can open with prayer promptly at 6:00

7:00 PM - SHARING OF JOYS AND CONCERNS – OPENING PRAYER

DEVOTION Elder Jean Reid

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 Called Session Meeting of 29 May 2016
3. Minutes from the Called Congregational Meeting of 05 June 2016
 Pending discussion / modification re: clarification of approved Session/APNC nominees
4. Tonight’s Agenda

STATISTICS FOR MAY

1. Attendance Trends for Previous Four Years - Mays:

Year	8:00 Service	9:00 Service	11:00 Service	Combined Service	Total of All Sundays	Monthly Average
2013	229 (Avg.76)	270 (Avg. 90)	361 (Avg. 120)	277	1137	284
2014		304 (Avg. 76)	587 (Avg. 147)	215	1106	221
2015	148 (Avg. 37)	283 (Avg. 71)	443 (Avg. 111)	192	1006	213
2016	135 (Avg. 34)	197 (Avg. 66)	435 (Avg. 109)	208	975	195

2. Attendance Trends for Previous 12 Months:

Month	8:00	9:00	11:00	Combined Service	Monthly Total	Average Sunday
Jun 2015	142	248	257	220	867	217
Jul	102	220	246	165	733	183
Aug	133	315	368	189	1005	201
Sep	103	218	295	146	762	191
Oct	93	200	281	198	772	193
Nov	158	300	403	226	1087	217
Dec	95	168	373	203	839	210
Jan 2016	118	264	435	231	1048	210
Feb	95	198	335	191	819	205
Mar	133	289	476	167	1065	266
Apr	104	222	306	194	826	207
May	135	197	435	208	975	195
12 Month Total	1,411	2,839	4,210	2,338	10,798	
Average Monthly	118	237	351	195	900	
Average Sunday	28	73	105	195		208
	8:00	9:00	11:00	Combined Service	Monthly Total	Average Sunday

3. New Members Received: Mat and Morgan Rechkemmer (5/29)
Leigh and Tim Wahl (6/5)

- 4. Baptisms: Tim Wahl (6/5), Mary Wahl (6/5)
- 5. Church Weddings: None
- 6. Member Transfers: None
- 7. Member Deaths: None

REQUESTS FOR SESSION APPROVAL (Motions required)

- 1. New Member Requests: None
- 2. Baptism Requests: None
- 3. Wedding Requests: Ryan Baker (son of Ann and Kenneth Baker) and Caitlin Nagourney
Wedding on **Friday 24 June** – planning has been in progress for 18 months
Request paperwork initiated in Jan 2015 – inadvertently not sent to Session.

FINANCIAL REPORT AND ISSUES:

- 1. Balance Sheet & Treasurer’s Report (Motion required) Luanne Wong

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

- 1. Notification from PEVA re: Annual Submission of Sessional Records (Due 15 Jan 2017)

PEVA / BAYSIDE PRESBYTERIAN CHURCH ISSUES

PASTOR TRAINING

Rev. David Rollins

YOUTH ELDER REPORT

Anthony Peters

CONTINUING ISSUES

- 1. Communications/Information Flow to the Congregation Open Discussion
- 2. Extending Communion to the Home Bound Rev. Kate Rascoe
- 3. Church Policy & Procedures Review Updates Clerk Enclosure (1)
Bereavement Reception Procedures Congregational Care Enclosure (2)
Active Membership Policy Congregational Care Enclosure (3)
- 4. Associate Pastor Nominating Committee George Wong/Rev. Rollins
- 5. Facility Security Plan Property
- 6. Congregational Life Survey Worship Ministry
- 7. Director of Music Ministry Search Rev. David Rollins

NEW ISSUES

- 1. Funding for the Virginia Homeless Shelter Community Service Enclosure (4)
- 2. (Potential Issue) Request for Exception to Building Use and/or Fundraising Policy(ies) Property Enclosure (5)

STAFF REPORTS

Director of Educational Ministries
Director of Music Ministries
Associate Pastor

Kim Coyle
Katie Grant
Rev. Kate Rascoe

**“Please visit the Rascoe family @ Massanetta Springs -we have access to 400 beds!
768 Massanetta Springs Rd., Harrisonburg, VA 22801**

Pastor / Head of Staff

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

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 / Recent updates in Red
Admin 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. Session approved changes on 4/21/15 but the policy has not been updated. 3/1/16 Amanda, Betsy, Janet and Cherie will work to complete
Admin Support	Manual of Administrative Operations	2013	5/17 Need to insert policy and process of electing executive staff and the hiring of other staff, the description of the responsibilities of the positions, the method of performance review, and the manner of termination of employment iaw the BoO.
Admin Support	Sexual Misconduct Policy	2015	
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	21 Jun 16 – Presented for Session Approval
Congregational Care	Membership Policy	New	21 Jun 16 – Presented for Session Approval
Congregational Care	Shepherding Program Procedures	New	7 Jun 16 – Development in progress
Property	Building Use Policy	2010	3 Mar 15 – policy discussed with 3 potential modifications. Include modification that references the new Fundraising Policy.
Property	Memorial Garden and Columbarium Rules & Procedures	2015	
Property	Security Plan	New	17 May 16 – Draft document in works by Joey Marcotte
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	
Worship	Wedding Policy	2015	
Worship	Lay Reader Procedures	2015	
TBD	Priorities Plan	2012	Discussion / revision in progress by Stewardship / Bob Baker
TBD	Strategic Plan / Review Notes	2003 / 2012	

Bayside Presbyterian Church
Bereavement Reception Procedures
Approved by Session 21 June 2016

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 pastors with a Point of Contact (POC) for Bereavement Receptions.

Pastors are responsible for providing a Family POC and phone number to the Moderator of Congregational Care and/or Bereavement POC 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 to Bereavement POC the date and time of the funeral service as soon as possible.

The Bereavement POC will have the overall responsibility for planning the Reception and working with the Family POC.

Services offered:

- Fellowship Hall
- Kitchen use
- Bereavement 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
- Card basket (with ribbon) placed in hallway by the kitchen or by Guest book

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

Considerations: questions and decisions made with Family POC by Bereavement POC

- Number attending?
- Time of day?
- Burial time - before or after service?
- Burial place - church, columbarium versus other locations?
- Weather?
- Visitation here or elsewhere?
- Day of week?
- Catered/not catered (and if so, by who)?
- Partially catered?
- Costs associated?
- Child care?
- Card basket?

After the above discussions are held by Bereavement POC with Family POC, 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 Church Director of Christian Education 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 suggested menu for receptions is attached.

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

Suggested Honorariums for Non-members:

Bereavement coordinator \$75-150

Facility Use: \$150

Paper products, tablecloths, napkins, and plates: \$50

Sexton: \$100

All payments to be made out to: Bayside Presbyterian Church

The Coordinator will be paid an honorarium for each Reception for Church Members out of Congregational Care funds not to exceed \$150 for large receptions (150+ attendees).

Bayside Presbyterian Church
Active Membership Policy
Approved by Session 21 June 2016

BACKGROUND: Membership in Bayside Presbyterian Church is a joy and a privilege. It is also a commitment to participate in Christ's mission. An Active member is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, participates in the church's work and worship and promises to be involved responsibly in the ministry of Christ's Church (Book of Order 6-1.04)

Such involvement includes:

- Proclaiming the good news in word and deed,
- Taking part in the common life and worship of a congregation,
- Lifting one another up in prayer, mutual concern, and active support,
- Studying Scripture and the issues of Christian faith and life,
- Supporting the ministry of the church through the giving of money, time and talents.
- Demonstrating a new quality of life within and through the church,
- Responding to God's activity in the world through service to others
- Living responsibly in the personal, family, vocational, political, cultural, and social relationships of life,
- Working in the world for peace, justice, freedom, and human fulfillment,
- Participating in the governing responsibilities of the church,
- Reviewing and evaluating regularly the integrity of one's membership, and considering ways in which one's participation in the worship and service of the church may be increased and made more meaningful.

(Book of Order G-1.0304)

PROCEDURES: There shall be a Roll of Active Members as defined above. Session shall delete names from that roll upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the Roll of Active Members when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity. (Book of Order G-302.a)

RESPONSIBILITY: The Clerk shall maintain the above Roll of Active Members, as well as any other Rolls required by the Book of Order and any additional Rolls authorized by action of Session. The Clerk shall add and delete Members to and from the Roll of Active Members in accordance with the actions of Session. **These additions and subtractions of members must be coordinated with the church secretary who manages the day to day upkeep of church rolls.**

During the first Stated Session meeting after the Annual Congregational meeting, Session shall direct the Moderator of the Congregational Care Ministry to conduct a review of the Roll of Active Members to identify those members who have died, moved or have ceased to participate in the work and worship of the Congregation.

The Moderator of Congregational Care may establish an Ad Hoc working group to assist with such review. The Moderator shall report the findings and recommendations of that review to Session no later than the November stated Session meeting.

Deletion from the Active Roll of Members shall not be recommended unless:

- The member has died.
- The member has moved or transferred their membership to another church or renunciation of jurisdiction.
- The member has requested removal.
- The member has moved or otherwise has ceased to participate actively in the work and worship of the congregation for a period of two years.

(Book of Order G-3.02a)

Session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity. The Moderator of Congregational Care, with the help of the ministry and staff, shall develop, and maintain a current set of procedures and activities that will enable the Session and the Staff to encourage the identified Member(s) to once again embrace the work and worship of Bayside. The above procedures

shall encourage involvement such as detailed in the Background paragraph above and should cover a two year period.

Additionally the Ministry shall create two letters:

One letter announcing the Members potential removal from the Roll of Active Members and inviting the Member to return to the work and worship of the Congregation.

Another letter, to be used after an unsuccessful two year effort to restore the Member to the work and worship of the congregation, announcing the intention to delete the Member from the Roll of Active Members.

ACTION: The above procedures shall be effective January 1, 2017 and annually thereafter.

Enclosure (4): Funding for the Virginia Homeless Shelter

Community Service Ministry - Continuing Issue and associated details to be presented to Session by a representative from the Ministry

From: John Jeffcoat
Sent: Thursday, June 16, 2016 12:40 PM
To: doug_mitchell@cox.net; Emil Spillman <espillman1@cox.net>
Subject: Fwd: Endowment Recommendations

The following recommendation for a motion is provided as a result of the Endowment Committee voting at the 15 June meeting:

"The Community Service Ministry moves, after receiving a favorable endorsement from the Endowment Committee, that \$3,000.00 (\$1,000.00 per year for three years) from the General Endowment Fund be provided to support the Virginia Homeless Shelter located at the intersection of Diamond Springs Rd, and North Hampton Blvd in Norfolk."

The Church, at its discretion, may satisfy its support earlier than three years if it is more advantageous to do so.

Thanks,

John Jeffcoat

Enclosure (5): Request for Exception to Policy (potential issue)

From: Doug Mitchell
Sent: Friday, June 17, 2016 8:27 AM
To: 'Sperry Davis'
Cc: (various)
Subject: RE: Something for the packet?

Sperry,

The church has a fundraising policy and a building use policy that both address this issue. Session issue/approval for a fundraising or building use event should not necessary UNLESS the request would request does not fall within policy guidelines and would require an exception to the policy. This should be run to ground as soon as possible so that if an exception is required, it can be brought up at next week's meeting of Session.

If the request does not fall within policy and the exception request isn't made before the meeting, it won't be able to be approved.

It's probably a valid request, but it should be resolved quickly. It will require Ministry support (Property) should it have to come to Session.

The website has both policies available.

Doug

-----Original Message-----

From: Sperry Davis
Sent: Thursday, June 16, 2016 10:03 PM
To: Doug Mitchell
Subject: Something for the packet?

Doug,

Not sure if this needs to be in the session packet for informational purposes or not.

Sperry

From: Tiffany Long / Cub Scout Pack 364
Sent: Monday, June 13, 2016 11:35 PM
Subject: Car Wash

To Whom It May Concern,

I am writing on behalf of Cub Scout Pack 364. Bayside Presbyterian is our Chartered Organization and we meet in the church regularly. Our Pack would like to know if we may use the parking lot and have water access for a car wash. The Cubs are doing a give back project this summer where we are adopting a local elementary school classroom. This class is at a Title 1 school and often goes without basic school supplies. The Cubs are donating school supplies for this classroom and would like to do a car wash on the morning of July 9th with all proceeds going to purchase extra supplies. The classroom has 20 children and we would like to be able to supply the basics (pencils, notebooks, colored pencils, glue, erasers) for each child.

We feel that this is an important activity for our Cub Scout Pack as they learn what it means to serve others. Another plus with this project will be that our Cubs are doing the work to help raise money for children their age. They will be able to deliver the supplies to the school in August and see where the boys and girls will be using their donations.

Again, we ask for the use of the parking lot and for water access (so that we may hook up a water hose) on the morning of July 9th.

Thank you for your consideration,

Tiffany Long
Pack 364
Secretary/Advancement Chair