

Minutes
 Bayside Presbyterian Church Stated Session Meeting
 21 June 2016 6:40 PM Room 508

The Session of Bayside Presbyterian Church met in a Stated Meeting on 21 June 2016 at 6:40 pm in Room 508. Members present, constituting a quorum, were Moderator Rev. Dr. David Rollins and Elders Bob Baker, Bobbie Brenton, Russ Brown, Terri Dannemann, Sperry Davis, Nancy Guy, Betsy Kennedy, Gregor McLeod, Doug Mitchell, Beth Montoya, Beth Parker, Jean Reid, Martha Rudell, Pam Spillman, Thomas Weeks, Terri Wilkins, and George Wong.

Elders Bob Orcutt, Joseph Marcotte, Thom Sare, Hugh Vaughan, and Youth Elder Anthony Peters were not in attendance.

Staff Members Present: Rev. Kate Rascoe, Associate Pastor and Katie Grant, Director of Music Ministries. Kim Coyle, Director of Christian Education is on the mission trip to Jamaica.

Visitors to the meeting included Treasurer Luanne Wong.

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

The devotion was provided by Elder Jean Reid.

The Sacrament of Communion was offered to all in attendance.

SESSIONAL RECORDS APPROVAL

The minutes from last month's stated Session meeting, the minutes from the 29 May called session meeting, the minutes from the 05 June called congregational meeting, and the agenda for tonight's Session meeting were provided in the read ahead package for all Session members.

Motion: It was moved by Clerk Doug Mitchell that the minutes from the last stated Session meeting, the minutes from the 29 May called Session meeting, the minutes from the 05 June called Congregational meeting, and the agenda for tonight's Session meeting be approved. The motion passed.

STATISTICS REVIEW

Church statistics for the Month of May were provided in the agenda and were noted as follows.

- Attendance for previous 4 years in May:

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

- 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. Reception of New Members: 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

1. New Members: None
2. Baptism Requests: None
3. Wedding Requests: Ryan Baker (son of Ann and Kenneth Baker) and Caitlin Nagourney
Wedding requested for 24 June. Application / process began in Spring 2015.

REQUESTS FOR SESSION APPROVAL: Having been introduced and discussed, the following action was taken with regard to marriage request.

Motion: It was moved by Terri Dannemann that the marriage of Ryan Baker and Caitlin Nagourney be approved for 24 June. The motion passed.

FINANCIAL REPORT

The Balance Sheet & Treasurer's Report were made available to the Session on the website for review prior to tonight's meeting. Treasurer Luanne Wong reviewed the documents and facilitated discussion with the Session. Luanne noted that our CPA, Stephanie Saunders, audited the records on 21 June and that she will return for the next quarterly audit in September.

Motion: It was moved by Betsy Kennedy that the Balance Sheet and Treasurer's Report be accepted with thanks. The motion passed.

COMMUNICATIONS:

1. Letter from PEVA providing the timeline for the annual submission of Sessional records. Clerk Doug Mitchell noted that while the due date for the records to PEVA is 15 January, that means that Moderators should attempt to complete their inputs when requested, prior to the November-December holiday period. Kate noted that some of the recent requirements for annual reports include Ministry information such as "how many people were directly impacted by a certain mission or service effort", and that Ministries should try to keep some records on that kind of information if possible.

PEVA / BAYSIDE PRESBYTERIAN CHURCH ISSUES.

1. The next meeting of PEVA will be at Lacrosse Presbyterian Church in Hampton, VA, at 1:00 pm on 26 July. After limited discussion the following motion was made:

Motion: It was moved by Nancy Guy that Tom Weeks and Betsy Kennedy be elected to serve as Commissioners at the 26 July meeting of PEVA. The motion passed.

PASTOR TRAINING

David referred Session to reading on the PCUSA website in the Resource Catalog on a book written by Joan Gray: "Spiritual Leadership for Church Officers". David read from a few passages in the book and recommended the book for Session reading.

YOUTH ELDER REPORT – Anthony Peters was not present at tonight's meeting.

CONTINUING ISSUES

1. Communications & Information Flow to the Congregation. No action.
2. Extending communion to the home bound. Kate noted that they had served communion to 4 people on June 5th and that the next offering will be on 17 July. She noted that this was the only program that she has not yet turned over to someone else prior to the end of her time at Bayside.
3. Church Policy and Procedures Reviews. The current status of policy reviews was provided as an attachment to the agenda. It was noted that many policies have been brought up to date in the past year. Betsy Kennedy noted that the Administrative Support Ministry is working on an update of the Personnel Policies and Procedures as well as the Manual for Administrative Operations and that they should be provided to Session in an upcoming meeting for approval. Congregational Care provided copies of two new documents as attachments to the Agenda for early Session review and comment.

Motion: It was moved by the Congregational Care Ministry that the Bereavement Reception Procedures be approved for implementation. The motion passed.

Motion: It was moved by the Congregational Care Ministry that the Active Membership Policy be approved for implementation. The motion passed.

4. Associate Pastor Nominating Committee. George Wong noted that the MIF had been completed and approved by PEVA and was posted on the PCUSA webpage. Applications have started coming in. There will be a meeting of the APNC every Wednesday from here out to review applications. Janet Martin is our access to the website and Valena Hoy (1st Presbyterian Norfolk) is assisting us in our search.
5. Facility Security Plan Ideas. Sperry Davis noted that Joey Marcotte is continuing work on the document. We have solicited help from the VBPD Crime Prevention Unit who will be meeting with us on 26 July with supporting help from their "Religious Institution Security Program". They will conduct a daytime and nighttime assessment of our building security and help us in developing our plan.
6. Congregational Life Survey. Nancy guy noted that the survey was conducted by a "representative sample" of our congregation: about 180 people on that particular Sunday. The surveys were reviewed for completeness (entry of assigned "church number", completeness of filling in the blocks, etc), were packaged up and sent in for review and development of report. We anticipate the results in 6-8 weeks from submission.
7. Director of Music Ministry Search. David noted that the search team had received many applications and had conducted interviews with about one third of the applicants. We will be receiving 3 of the applicants for personal interviews and auditions during the week of 5 July.

NEW ISSUES

1. Funding for the Virginia Homeless Shelter. Community Service had provided an enclosure to the agenda regarding endorsement from the Endowment fund for supporting the Virginia Homeless Shelter on Northampton Boulevard. Pam noted that the Ministry had toured the facility and she provided an overview of their layout and intended operations. Funding support was approved by the Endowment Committee for \$3000 at the rate of \$1000 per year for 3 years, with the caveat that the Church, at its discretion, may satisfy its support earlier than three years if it is more advantageous to do so.

Motion: 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 motion passed.

2. Cub Scout Car Wash Support. The Property Ministry noted that an application had been submitted by our Cub Scout Pack in accordance with our building use and fund raising policies, and that their request was approved. The Cub Scouts are doing a give back project this summer where they 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, and erasers) for each child.

STAFF REPORTS

Director of Educational Ministries. Kim is accompanying the youth mission trip to Jamaica.

Director of Music Ministries. Katie noted that she is excited about the progress of the DoMM search committee. She is continuing in worship music preparation for the summer season with the choir and section leaders. She will be introducing more of the new hymns from the hymnal in the coming weeks.

Associate Pastor. Kate noted that the moving van had left her house at 5:15 this evening and that all of their belongings are packed and headed to Harrisonburg. Kate and the girls will be living with her father until August. She is near completion in handing off the projects where she has been in the lead and they are all in capable hands, pending the turnover of the first Sunday home communion effort. Although she noted that if there is no one to support it, that might be an indication that the church is not yet ready to completely support the program and that it may eventually restart. Some of the programs handed off: Weekly visitor review follow-up on Mondays and contact will be done by John Hamilton. Facebook will be handled by Linda Vogl, Kim and Beth Montoya. Wednesdays at the Well will be run by the Costello's. Prayer chain will be continued by existing members. MOPs will be run by Kim.

Pastor / Head of Staff. David provided a verbal report of his activities for the previous month.

SUPPLEMENTAL MINISTRY REPORTS

Admin Support reminded everyone of the farewell pot-luck luncheons for Kate on 31 July and Katie on 28 August.

Christian Education will meet with Property and Worship on 25 July to review their one of their 20/20 vision items regarding exporting a live feed of the service to the Atrium and possibly the Nursery.

Community Service reminded everyone of the next blood drive in the Fellowship Hall on 7 July. The School Supply collection will be held from 7 July until 28 August.

Property noted that the repainting of the administrative offices is in progress and that the materials for the shingling of the Sanctuary is being staged behind the playground area next to the building.

Stewardship provided 2 handouts for review and future reference. One was the schedule for the next few months for use in developing the Ministry budget inputs. The second was a financial breakdown of the total costs that could be incurred in the hiring of the Associate Pastor and the Director of Music Ministries based on the advertised range of salary.

CLOSING WITH PRAYER. The meeting was closed with prayer by Rev Kate Rascoe at 8:09 pm.

These minutes approved by the Session on August 16, 2016

WDM / Doug Mitchell

Clerk of Session