

Minutes
Bayside Presbyterian Church Stated Session Meeting
16 August 2016 7:00 PM Room 508

The Session of Bayside Presbyterian Church met in a Stated Meeting on 16 August 2016 at 7:00 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, Bob Orcutt, Jean Reid, Martha Rudell, Thom Sare, Pam Spillman, Hugh Vaughan, Thomas Weeks, and George Wong,

Elders Beth Parker, Terri Wilkins, and Youth Elder Anthony Peters were not in attendance.

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

Visitors to the meeting included Treasurer Luanne Wong, Valena Hoy (PEVA Commission on Ministry) and Luke Dobbs (prospective new member).

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 Kim Coyle

INTRODUCTION OF NEW MEMBER. Terri Danneman introduced Luke Dobbs. Luke has been attending for some time now with his wife Taka and children Emma and Noah. He is requesting membership by letter of transfer from Fort Caroline Presbyterian Church in Jacksonville, FL.

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 10 July called meeting of Session, 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 10 July called meeting, and the agenda, as amended, for tonight's Session meeting be approved. The motion passed.

STATISTICS REVIEW

Attendance statistics for the Months of June and July were not available at the time of agenda publishing and will be updated for the next meeting of Session.

1. Reception of New Members: None.
2. Baptisms: Cameron Burtch Smith, daughter of Cortney and Michael Smith (7/31)
Sarah Grace Johnson, daughter of Peter and Beth Johnson (7/31)
3. Church Weddings: Ryan Baker and Caitlin Nagourney (6/24)
4. Member Transfers: Pete and Rebecca Wycliffe, Aylissa Cleland
5. Member Deaths: Eva Rask (7/26), Mary Scott (7/28), Jim Eckroade (7/31)
6. Membership Requests: Luke Dobbs by letter of transfer
7. Baptism Requests: Rylee Hathaway, daughter of Samantha Hathaway
8. Church Wedding Requests: None

REQUESTS FOR SESSION APPROVAL: Having been introduced earlier in the meeting, the following action was taken with regard to new membership

Motion: It was moved by Betsy Kennedy that Luke Dobbs be accepted into membership of the church. The motion passed.

Motion: It was moved by Gregor McLeod that Rylee Hathaway be approved for baptism on September 18th, 2016. The motion passed.

PEVA / BAYSIDE PRESBYTERIAN CHURCH ISSUES.

1. Valena Hoy, our assigned representative from the Presbytery's Commission on Ministry, was present to solicit comments from Session as an exit interview for Rev. Kate Rascoe. Her questions were taken from the "Presbytery of Eastern Virginia Attachment II-E" and a copy was provided to all session members. Various members of session provided many positive comments regarding Kate's service to the church and the congregation and her many contributions to our outreach and growth.

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 the Treasurer's Report showed a deficit of \$38,957.82 as of the first of August. This deficit is a result of slow summer offerings and donations and historically has improved in the post-summer months. Although should the deficit remain, it will consume the carry-over funds from 2015. It was noticed that the deficit was not a result of Ministries spending beyond their budget lines.

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

COMMUNICATIONS:

1. None.

PASTOR TRAINING

David distributed the results of the Congregational Life Survey that was administered to the church on May 22nd. There were 150 total responses on that particular Sunday. David highlighted a few of the questions and responses to the survey that he felt were notable, commenting that the percentages on those issues were typical in most churches across the country. David encouraged everyone to review the survey results and that Session would address any issues deemed worthy of discussion during the time reserved next Saturday for the budget review.

YOUTH ELDER REPORT – Anthony Peters was not present.

CONTINUING ISSUES

1. Communications & Information Flow to the Congregation. No comments.

2. Extending communion to the home bound. With Kate's departure, Sperry Davis and Thomas Weeks are planning to research continuing efforts to maintain the program which they feel is very worthwhile. The September schedule is set, but additional volunteers are always welcome. Contact Sperry Davis if you are interested in helping.

3. Church Policy and Procedures Reviews. The current status of policy reviews was provided as an attachment to the agenda. It was noted that almost all of the policies in existence are up to date with only a few outstanding for update. Attachments to the Agenda included a new policy addressing Credit Card Rewards Points Usage that was being presented by the Stewardship Ministry. An update to the Manual of Administrative Operations was also provided as an attachment to tonight's agenda by the Admin Support Ministry, which provided a new section regarding the hiring procedures for non-ordained program staff. After review and discussion the following motions were made:

Motion: It was moved by the Stewardship Ministry that the Credit Card Reward Points Usage Policy be approved for implementation effective 1 January 2017. The motion passed.

Motion: It was moved by the Admin Support Ministry that the updated Manual for Administrative Operations be approved for immediate revision. The motion passed.

4. Cancellation of the Stewardship Policy and the Policy for Fundraising and Moneymaking Activities. Bob Baker noted that a draft copy of a combined Stewardship and Fundraising Policy was provided as an attachment to the agenda. The intention is for this combined policy to replace the recently approved Stewardship Policy and Fundraising Policy. Bob provided his rationale for the cancellation of the 2 existing policies and their replacement. He asked Session to review and consider the new policy for discussion and possible amendment at the September meeting of Session.
5. Status of Church Renovations (Capital Campaign Funds): Sperry Davis reported that the carpeting was complete in the adult wing and that youth wing bathrooms and the handicapped bathrooms renovations will begin soon.
6. Associate Pastor Nominating Committee. George Wong noted that telephone interviews were beginning this week with two on Wednesday evening and another two next week. Subsequently there will be personal interviews as well as development of opportunities to hear the applicants preach at current church or “neutral” site churches.
7. Filling the Role of Youth Elder. Rev. Rollins reported that discussions are ongoing between him and Kim Coyle on how the process can be improved.
8. Facility Security Plan. Sperry Davis noted that in July a representative from the Virginia Beach Police Department conducted a 3-hour tour of the building with church representatives including Sperry, Leslie Parr, and Rev. Rollins. There were many issues discovered, door security and outside access being the most significant. Overgrown outside shrubbery was also an issue. Our draft security plan will include many of the issues identified in the VAPD report once it is received, including new “swipe card” key access in order to better control the number of people who will have access to the church.
9. Clean Water Mission Plan. Bob Orcutt noted that he will be going to Nicaragua next month for a new installation. They will be relocating a system that is currently not being used to a community who has a requirement for the system. A trip to Peru is pending. It was noted that Bayside has been teaming with Kings Grant Presbyterian for the past years on this initiative, but that we now have enough volunteers for our own Clean Water Team. We will be sending 3 members to training this fall.

NEW ISSUES

1. Continued Support of the Red Cross Disaster Shelter. Pam Spillman noted that Bayside has been supporting and serving as a disaster shelter for many years, but that our long time representative and Red Cross point of contact, Rick Rudell, is stepping down. An attachment to tonight’s agenda provided the history and requirements for continuing as a shelter. Session was asked if the Session felt that the church could continue its commitment to serve as a disaster relief shelter, and it was agreed that we could continue to do so.
2. 2017 Budget Development Timeline. Bob Baker included a budget development timeline for 2017 as an enclosure to the agenda. Of note was the desire to have a combined service of worship on 23 October with a guest preacher on Consecration Sunday.

Motion: It was moved by Hugh Vaughan that Consecration Sunday be observed on 23 October 2017 with a combined service of worship. The motion passed.

3. Coleman Funds Request from Keith Phillips. The agenda included an attachment that was a letter from Keith Phillips requesting financial support for his final year of Seminary. David provided an overview of Keith’s history at seminary including his part time job and his service to a local church.

Motion: It was moved by Bob Baker that a \$2,000.00 grant be approved by the Session from the Coleman Fund to assist Keith in his final year of Seminary. The motion passed.

4. Employee Benefits Package Presentation / Discussion. Betsy Kennedy/Admin Support noted that the Board of Pensions has made changes to the benefits packages for lay staff. Changes are being made to help the budget break even by 2020. Admin Support Ministry and the Treasurer have been working to develop possible changes to the benefits package, and once determined, will be provided to Session for review, comment and approval. The changes may include benefit payments that will be paid either by the church or by the individual. There were no decisions to be made at tonight’s meeting, rather a heads-up for future discussion.

STAFF REPORTS

Director of Educational Ministries. Kim provided a verbal report.

Director of Music Ministries. Katie provided a verbal report.

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

SUPPLEMENTAL MINISTRY REPORTS

Community Service noted that the school supply drive ends on 28 August and to have all final donations in by that Sunday.

Admin Support noted that Katie Grant's retirement/farewell luncheon will be on August 28th. It was noted that Rev. Rascoe's departure luncheon was a great success, but that the pot luck offerings were a bit short of "real food". Session members were asked to please bring a main dish to the pot-luck rather than a desert or salad.

CLOSING WITH PRAYER. With no further business, the meeting be closed with prayer at 8:48 pm.

These minutes approved by the Session on September 20, 2016
WDM / Doug Mitchell
Clerk of Session