

Agenda for the Stated Session Meeting  
 Bayside Presbyterian Church  
 15 November 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 Betsy Kennedy

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: None.
2. Baptism Requests: None.
3. Church Wedding Requests: None.

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 OCTOBERS

1. Attendance:

Previous Three Years

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Total	Total of All Sundays	Weekly Average
<b>2014</b>	121/40	267/89	350/117	202	940	235
<b>2015</b>	93/31	200/67	281/94	198	772	193
<b>2016</b>	*47/24	*128/64	*197/99	*174 + 150	726	182

\* Notes: 1 - Services on 9 Oct were cancelled due to Hurricane Matthew

2 – There were 2 combined Services in October: 1<sup>st</sup> Sunday and Consecration Sunday

2. Reception of New Members: None.
3. Baptisms: None.
4. Church Weddings: None.
5. Member Transfers: None.
6. Member Deaths: Kelsie Reece (10/30)

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report

Luanne Wong

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

1. None.

PEVA / CHURCH ISSUES

1. Report on October PEVA meeting
2. Report on PEVA Commission on Ministry – Workshop 4-5 Nov

Nancy Guy, Martha Rudell

Rev. David Rollins

PASTOR TRAINING

Rev. David Rollins

YOUTH ELDER REPORT

#### CONTINUING ISSUES

1. Communications & information flow to the Congregation
2. Extending communion to the home bound
3. Church policy and procedures review updates
4. Church renovations update
5. APNC update

Open Discussion / Observations  
Tom Weeks, Sperry Davis  
Clerk Enclosure (1)  
Property  
George Wong

#### NEW ISSUES

1. Budget Workshop Rescheduled
2. Incoming Elder Exam
3. Elder Election for Membership on the  
Congregational Nominating Committee
4. Membership Issues and Discussion  
Policy Revision includes 2 new Attachments

Bob Baker  
Rev. David Rollins  
Rev. David Rollins  
  
Bobbie Brenton Enclosures (2/3)

#### STAFF REPORTS

Director of Educational Ministries  
Director of Music Ministries  
Pastor / Head of Staff

Kim Coyle  
Chi Yi Wolbrink  
Rev. David Rollins

#### SUPPLEMENTAL MINISTRY REPORTS

Items/issues not included in Ministry Minutes  
Announcement of near term Ministry activities

#### CLOSING WITH PRAYER

## Enclosure (1): Church Policy and Procedure 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 conduct events within the church and provide guidance for the church officers, Ministries, congregation members as well as non-members in the conduct of routine business or events in our church. These documents are currently available on the church website or in hard copy in the office for reference.

All policies and procedures are approved by the Session. 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 since last month in Red
Admin Support	Personnel Policies & Procedures	2012	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). Update required to reflect new PCUSA BOP Benefits Plan
Admin Support	Manual of Administrative Operations	2016	
Admin Support	Sexual Misconduct Policy	New	Ministry initiating - Required per Book of Order
Admin Support	Child Protection Policy	New	Ministry initiating - Required per Book of Order
Christian Education	Library Procedures	2015	
Christian Education	Transportation Policy	2015	
Community Service	Food Pantry Procedures	2015	
Congregational Care	Bereavement Reception Procedures	2016	
Congregational Care	Visitation / Shepherding Program Procedures	New	10 February 15 - meeting planned to start development. Concept developed in Ministry in August 15. Development of procedures pending.
Congregational Care	Active Membership Policy	2016	2 Attachments to the Current Policy Recommended Attachment (1) Letter Announcing Pending Removal from the Roll Attachment (2) Letter Announcing the Deletion of Member from the Roll
Property	Building Use Policy	2010	Requires modifications to align with the existing or new Stewardship/Fundraising policy.
Property	Memorial Garden and Columbarium Rules & Procedures	2015	
Stewardship	Mission Trip Funding Policy	2015	
Stewardship	Stewardship and Fundraising Policy	2016	
Stewardship	Operating Rules and Investment Policy for the Endowment Fund Committee	2015	
Stewardship	Terms of the Endowment Fund and Endowment Committee	2015	
Stewardship	Corporate By-Laws	2013	
Stewardship	Credit Card Points Usage Policy	2016	
Stewardship	Priorities Plan	2012	
Worship	Funeral Policy	2016	
Worship	Wedding Policy	2015	
Worship	Lay Reader Guidelines	2015	
TBD	Strategic Plan / Review Notes from 2012	2003	

**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 (3): Active Member Policy – Attachments

Attachment (1): Letter Announcing Pending Removal from the Roll

(Bayside Presbyterian Church Letterhead)

Dear \_\_\_\_\_,

You have been missed at Bayside Presbyterian Church! We are very sorry that we have fallen out of touch... Please help us reconnect with you, so that we will know how best to help you and support your calling as a Christian.

We understand “membership” in the Church of Jesus Christ is a joy and a privilege. It is also a commitment to participate in Christ’s mission. A faithful member bears witness to God’s love and grace and promises to be involved responsibly in the ministry of Christ’s Church. This can take many forms, within the walls of a church and in our homes and neighborhoods. As a church, we have a responsibility to you to help you consider ways in which your participation in the worship and service of the church may be increased and made more meaningful.

*We would like to prayerfully help you live into the privilege and the commitment you have made to Christ’s mission. “Membership” and “activity” take on different forms according to circumstance, stage of life, and ability. Whatever your situation, Bayside Presbyterian Church is here for you, and would like to help you discern and carry out your calling as a disciple of Christ.*

If you no longer consider Bayside Presbyterian your church home, please let us know by filling out and returning the enclosed card. If you have found a new church home, we would like to know so we can celebrate with our brothers and sisters in Christ. If you have moved and have not yet found a church home, we would gladly put you in touch with a church in your area.

We embrace the reality that God’s inclusion in God’s mission is much larger than any constraints we may put on the church as an institution. Perhaps active membership is not for you, but Bayside Presbyterian Church holds a special place in your heart. That’s ok – we have family we care about, near and far. We’d still love to know about the joys and concerns in your life, so we can keep you lifted in prayer. Please let us know if we can keep you informed about the life of our congregation – with mailings, newsletters, prayer chain emails, etc....

(Committee member signature)

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Please let Bayside Presbyterian know.... (fill out any and all that apply)



- I/we wish to remain members
- I/we would like information on how to get more involved
- I/we would like a pastor or an elder to visit
- I/we wish to have our names removed from the active rolls
- I/we are worshipping elsewhere. Please transfer our membership to \_\_\_\_\_
- I/we would like help finding a new church closer to our home
- I/we want to stay in touch via  E-mail  Mail  Phone

Name(s) \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Enclosure (3) (continued): Active Member Policy – Attachments

Attachment (2): Letter Announcing the Deletion of Member from the Roll

(Bayside Presbyterian Church Letterhead)

Dear \_\_\_\_\_,

We have missed you at Bayside and we hope and pray that all is well with you. As a congregation, Bayside Presbyterian is committed to changing lives, growing Christian disciples, and living God's word. As individuals, we live into that vision by regularly connecting to the community of faith through worship, study, and service.

It is the session's responsibility to keep a roll of members who are "actively" taking part in the common life and worship of our congregation. Such active members are committed to bearing witness to God's love and grace and promise to be involved responsibly in the ministry of Christ's Church. Our sincere hope as the spiritual leaders of the congregation is that we can encourage your participation in the worship and service of the church and for your life with us to be made more meaningful.

*We would like to prayerfully help you live into the privilege and the commitment you have made to Christ's mission. "Membership" and "activity" take on different forms according to circumstance, stage of life, and ability. Whatever your situation, Bayside Presbyterian Church is here for you, and would like to help you discern and carry out your calling as a disciple of Christ. All members, affiliates, and friends of the church are invited to participate in the life of the church and are extended the care and instruction we give in Christ's name.*

We have not witnessed your active participation for a period of two years, and so have removed you from the *active roll*. Such removal does not exclude you from any mission or ministry of the church. Active membership is required, however, for you to vote in congregational meetings and to hold office. If you feel that this is an error, that you have circumstances of which we are unaware, or that you would like to become more active in God's work through Bayside Presbyterian Church, please contact a pastor.

We embrace the reality that God's inclusion in God's mission is much larger than any constraints we may put on the church as an institution. Perhaps active membership is not for you, but Bayside Presbyterian Church holds a special place in your heart. We welcome your love and prayers. We'd still love to know about the joys and concerns in your life, so we can keep you lifted in prayer as well. We hope you will stay in touch.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Clerk of Session