

Minutes  
Bayside Presbyterian Church Stated Session Meeting  
20 December 2016 7:00 PM Room 508

The Session of Bayside Presbyterian Church met in a Stated Meeting on 20 December 2016 at 7:00 pm in Room 508. Members present, constituting a quorum, were Moderator Rev. Dr. David Rollins and Elders Bobbi Brenton, Terri Dannemann, Nancy Guy, Betsy Kennedy, Gregor McLeod, Doug Mitchell, Beth Montoya, Bob Orcutt, Jean Reid, Martha Rudell, Pam Spillman, Thomas Weeks, George Wong, Russ Brown, Thom Sare, Hugh Vaughan, and youth elder Anthony Peters.

Elders Bob Baker, Sperry Davis, Beth Parker, Terri Wilkins were not in attendance.

Staff Member Present: Chi-Yi Chen, Director of Music Ministries; Kim Coyle, Director of Christian Education

Visitors to the meeting included Treasurer Luanne Wong, Janet Martin, Powell Peters, and prospective Elders Gary Crossman, John Jeffcoat, Walter Martin, Sandy Ronan, Emily Rudiger and Debbie Sparks.

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 Beth Montoya

The Sacrament of Communion was offered to all in attendance.

#### **SESSIONAL RECORDS APPROVAL**

The minutes from last month's stated Session 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 and the agenda, as amended, for tonight's Session meeting be approved. The motion passed.

#### **STATISTICS REVIEW**

1. Attendance statistics for the Month of November were provided for review and amendment
2. Reception of New Members: None.
3. Baptisms: None.
4. Church Weddings: None.
5. Member Transfers: None.
6. Deaths: None.
7. Membership Requests: None.
8. Baptism Requests: None.
9. Church Wedding Requests: Shelly Wong and Adam Park; Kelly Crossman and Alexander Brown.

**Motion:** It was moved by Jean Reid that the wedding request for Shelley Wong and Adam Park be approved for September 9, 2017. The motion passed.

**Motion:** It was moved by Bob Orcutt that the wedding request for Kelly Crossman and Alexander Brown be approved for August 13, 2017. The motion passed.

#### **FINANCIAL REPORT**

1. 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 inputs for next years budget are near complete. She noted that Envelopes for pledges are available for pick-up in the Atrium. Regarding the 2016 budget, we are currently \$61,000 in the red, noting that last December the church took in approximately \$130,000. We have received \$43,000 so far in December and Christmas Eve and Christmas services are pending, as well as pre-paid pledges for 2017 which will be received as part of 2016 income. We need approximately \$40-50,000 for the rest of the month in order to balance using no rollover funds. Pledges for the 2017 year are currently at \$560,000 (2016 pledges were \$572,000).

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

2. Ministries Report on 2016 and 2017 Budget Adjustments. Deferred until the next meeting of Session
3. Election of Treasurer and Assistant Treasurer for 2017

**Motion:** It was moved by Nancy Guy that Luanne Wong be approved as Treasurer for 2017 and that Traci Davis and Pam Spillman be approved as Assistant Treasurers. The motion passed.

#### **COMMUNICATIONS:**

1. None.

#### **PEVA / BAYSIDE PRESBYTERIAN CHURCH ISSUES.**

1. There will be a meeting of the Presbytery in January at Royster Memorial Presbyterian Church on January 28<sup>th</sup>, from 10:00am to 3:00pm. We will be needing Session volunteers to serve as Commissioners.

#### **PASTOR TRAINING**

David read sections from the Book of Order regarding the purpose and function of Congregational Meetings. This reminder was in preparation for the Annual Congregational Meeting to be held on the first Sunday in February.

#### **CONTINUING ISSUES**

1. Communications & Information Flow to the Congregation. Beth Montoya expressed a need for more people to contribute photographs for inclusion on the church website and Facebook page.
2. Extending communion to the home bound. Thomas Weeks noted that Elders served 3 homebound members last month and that there were more volunteering Elders than there were people to see. They will continue to put the word out to our homebound members regarding this opportunity.
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. Admin Support had provided a new Sexual Misconduct Policy that was attached to the Agenda. This policy is a requirement for all PCUSA churches to have in place.

**Motion:** It was moved by the Admin Support Ministry that the proposed Sexual Misconduct Policy be approved for Bayside Presbyterian Church. The motion passed.

4. Status of Church Renovations (Capital Campaign Funds): No update.
5. Associate Pastor Nominating Committee. Janet Martin, chair of the APNC, attended the meeting and provided the following status: A candidate has been accepted by the committee and once approved by PEVA the information can be brought to the Congregation for approval. The selection is to be announced on January 8<sup>th</sup>, after PEVA approval and after the candidate has had the opportunity to address their current congregation. The anticipated arrival date is in late February/early March.

**Motion:** It was moved by Terry Dannemann that a Combined Service be approved for January 22<sup>nd</sup> for a Congregational Meeting for the purpose of approving the new Associate Pastor. The motion passed.

6. Incoming Elder Exam. Walter Martin, Sandy Ronan and Emily Rudiger were offered the opportunity to provide their faith journey/history to Session and were available for examination.

**Motion:** It was moved by Bob Orcutt that Walter Martin, Sandy Ronan, and Emily Rudiger be presented to the congregation at a church service for ordination and installation. The motion passed.

7. Membership Issues and Discussion. Congregational Care Ministry provided a revised policy regarding Membership including 2 enclosures to the policy that were letters to be used in the notification process in ending memberships. After discussion and minor amendments, the policy was referred to Session for approval

**Motion:** It was moved by Congregational Care that the Membership Policy, as amended during discussions, be approved for implementation at Bayside Presbyterian Church. The motion passed.

8. Session Retreat Reminder. David reminded everyone of the retreat in the end of January.

## **NEW ISSUES**

1. Communion Dates for 2017

**Motion:** It was moved by the Worship Committee that Communion dates for 2017 be approved as follows: 1<sup>st</sup> Sunday Combined Services; 3<sup>rd</sup> Sunday Sail-on Services; 3<sup>rd</sup> Sundays in January, April, July and October for 8:00 services, Maundy Thursday, Pentecost, Easter, Celtic Christmas, and all Christmas Eve Services. The Motion passed.

2. Elder Reflections – Class of 2016. Bobbie Brenton, Jean Reid, Bob Orcutt, and Thom Sare were offered the opportunity to provide their reflections and comments on their time on Session.

3. Terms of Call – The terms of call for pastoral staff are required to be approved annually per IRS regulation, specifically for housing allowance.

**Motion:** It was moved by Admin Support that the terms of call regarding housing allowance for Rev. Rollins be approved without modification from the 2016 amount. The motion passed.

4. Elder Assignment to Ministries. The current assignments to ministries were reviewed and explained to the Session. There were some continuity issues and lessons learned regarding Elder assignments but it was recognized that every Ministry has capable and sufficient active Elder members assigned.

## **STAFF REPORTS**

**Director of Educational Ministries.** Kim provided the following report:

As you know, I love Advent. We are into the 4<sup>th</sup> week; all of my Advent candles are lit, the days are getting longer, and I am ready for the birth of the Christ child.

Mary Hubbard and I created new ornaments for the Tree of Memories.

Advent prayer stations have been in the Sanctuary for Advent. Those who have taken part have said that it is very meaningful.

The Celtic Christmas was well attended—we had 51, mostly women, come to usher in Advent. Thank you Chi Yi for making the service wonderful with your music choices!

The Longest Night service will be held tomorrow evening. It's a service of prayer and reflection remembering that this is not a happy time of the year for everyone. It's also a time to sit and take a breath at this very busy time of the year. Please share it via Facebook when you see it.

Names of the Messiah, our adult Advent study taught by David on Wednesday evening and Sunday morning has been well received.

All of the Christmas Eve services are prepared, we are almost finished with the bulletins—we would have been finished with them on Monday, but there was a computer glitch!

I invite all of you to come to the Christmas Day service, Sunday at 11 am. Come as you are, with ideas for your favorite Christmas carols. It will be a carol sing!

Theology Pub will meet again on January 2 at 7 pm at the New River Taphouse. We'll be talking about Faith and Money.

It has been an honor serving with you this year, and I'm looking forward to 2017 with you!

Grace and peace, Kim

**Director of Music Ministries.** Chi-Yi provided a verbal report.

**Pastor / Head of Staff.** David provided the following report.

Since our last meeting I have been meeting with Bayside's APNC as well as serving as the resource person and liaison from the Commission on Ministry for the APNC at First Presbyterian Church Virginia Beach. I helped to officiate at the funeral service for Kelsie Reece and I have been facilitating a discussion on Wednesday nights

based on Walter Bruggeman's *Names For the Messiah*. I have continued to serve on the task force that is looking into the future of PEVA's Makemie Woods camp.

On December 10<sup>th</sup> & 11<sup>th</sup>. I attended the living nativity and visited with members and welcomed our guests, much thanks and appreciation for all those who shared their time and talent ensuring a successful weekend. I continue to work to provide uplifting worship experiences for members and visitors and I am really looking forward to the worship opportunities we have this week. Most importantly I want to express my heartfelt thanks for your leadership as elders especially to those who are completing their current terms on session. You have served faithfully and well and Bayside's witness is stronger because of your service.

#### **SUPPLEMENTAL MINISTRY REPORTS**

Community Service – Pam Spillman noted that we have stopped collecting unused bread from Panera. Food bank is concerned with cross-contamination due to so many handlers. The layette Collection for the Keim Center has started.

Worship – Nancy Guy noted that we are fully staffed for support of all 3 Christmas Eve services (Ushers, Elders serving communion, etc). The flower calendar is posted for 2017.

Stewardship – Hugh Vaughan asked everyone to let the Treasurer know the status of unspent funds for 2016 so we know our savings available for the 2017 budget.

Education – George Wong thanked Kim for her wonderful support of the Christian Education program. He also reiterated the need for photos for the website and Facebook pages.

Annual Report – all Ministries and Committees make inputs to Linda as soon as possible.

**CLOSING WITH PRAYER.** With no further business, the meeting was closed with prayer at 8:27 pm.

---

These minutes approved by the Session on January 17, 2016  
WDM / Doug Mitchell  
Clerk of Session