

Agenda for the Stated Session Meeting  
 Bayside Presbyterian Church  
 18 April 2017 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 George Wong

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 MARCH

1. Attendance:

Year	8:00 Service	9:00 Service	11:00 Service	Combined Service	Total of All Sundays
2014		304 Avg. 76	587 Avg. 147	215	1106 Avg. 221
2015	148 Avg. 37	283 Avg. 71	443 Avg. 111	192	1066 Avg. 213
2016	133 Avg. 44	289 Avg. 96	476 Avg. 159	167	1065 Avg. 266
2017	77 Avg. 26	196 Avg. 65	291 Avg. 97	188	752 Avg. 188

\* Ash Wednesday service had 85 worshippers

2. Reception of New Members: None.
3. Baptisms: None.
4. Church Weddings: None.
5. Member Transfers: None.
6. Member Deaths: None.

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report

Luanne Wong

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

1. Request for Bayside to host 2018 PEVA Meeting
2. Rise Against Hunger Meal Packing Event Tues April 25

Clerk

Enclosure (1)

PEVA / CHURCH ISSUES

1. There will be a meeting of the Presbytery on April 25<sup>th</sup>, 1-5:30  
 First Presbyterian Church Hampton, 514 S. Armistead Blvd.  
 Session members (2) are needed to serve as Commissioners.

Enclosure (2)

2. In addition to the routine business of receiving and voting on motions, this meeting of PEVA will include a vote by the Commissioners from each member church on **changes to the Book of Order**. Commissioners should be prepared to cast a vote with preparation in discussion with Session and the Pastors. **All Session members** should access the PEVA website at <http://www.pcusa-peva.org/md> to become familiar with the proposed changes and provide any thoughts to the Session and elected Commissioners at this meeting.

#### PASTOR TRAINING

Rev. David Rollins

#### CONTINUING ISSUES

- |  |                         |               |
|--|-------------------------|---------------|
| 1. Communications & information flow to the Congregation | Open Discussion         |               |
| 2. Extending communion to the home bound                 | Tom Weeks, Sperry Davis |               |
| 3. Church policy and procedures review updates           | Clerk                   | Enclosure (3) |
| 4. Church renovations update                             | Property                |               |

#### NEW ISSUES

- |   |  |               |
|---|--|---------------|
| 1. Request from Mary Hubbard, Resting Elder & Webmaster |  | Enclosure (4) |
|---|--|---------------|

#### STAFF REPORTS

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

Kim Coyle  
Chi Yi Wolbrink  
Emma Ouellette  
Rev. David Rollins

#### SUPPLEMENTAL MINISTRY REPORTS

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

#### CLOSING WITH PRAYER



April 3, 2017



Ruling Elder Doug Mitchell  
Clerk of Session  
Bayside Presbyterian Church  
1400 Ewell Road  
Virginia Beach, VA 23455-4908

Dear Mr. Mitchell:

801 Loudoun Avenue  
Portsmouth Virginia  
23707-3216

telephone  
757.397.7063

toll-free  
1.800.989.2193

facsimile  
757.397.7246

web  
[www.pcusa-peva.org](http://www.pcusa-peva.org)

The Presbytery of Eastern Virginia requests that the Session of Bayside Presbyterian Church consider hosting a presbytery meeting in 2018. The tentative meeting dates are Saturday, January 27, 2018 at 10:00 am, Tuesday, April 24, 2018 at 1:00 pm, Tuesday, July 24, 2018 at 1:00 pm and Tuesday, October 23, 2018 at 1:00 pm. Over the years, Bayside Church has been gracious in hosting a variety of meetings.

The meetings normally require that at least 15 volunteers from the church to assist with the service of Communion, music at the worship portion of the meeting, registration, ushering, parking and refreshments. The Presbytery will give to Bayside Church a payment of \$500.00 in advance to cover the cost of refreshments.

The Presbytery appreciates your consideration of this request.

Faithfully yours,

Q. John Tamm,  
Stated Clerk

cc: the Reverend Dr. David N. Rollins  
cc: the Reverend Emma L. Ouellete

Enclosure (2) PEVA Meeting

**From:** Linda Smith [mailto:linda@pcusa-peva.org]

**Sent:** Wednesday, April 05, 2017 3:19 PM

**To:** Linda Smith <linda@pcusa-peva.org>

**Subject:** PEVA STATED MEETING: Book of Order Amendments and other items of interest

Ministers and Clerks,

Proposed amendments to the Book of Order are posted on the PEVA website. Please pass this information along to your Elder Commissioners in advance of the meeting. Just follow the link provided in the following text:

### **BOO AMENDMENTS - PEVA VOTES APRIL 25**

At the **110th STATED MTG. of PEVA** beginning at **1 PM** on **APRIL 25** at **FIRST HAMPTON PC**, commissioners will vote on the slate of **AMENDMENTS to the BOOK OF ORDER** that were sent down from General Assembly. The complete list is posted and available to PEVA members and Elder Commissioners on the **PEVA MTG. DOCS** page of this website. The full packet will be available by Maundy Thursday, April 13. You'll want to familiarize yourself with them. Each voting member will receive a **paper ballot** upon registration. As we will also participate in packing **10,000 meals for Rally Against Hunger** (formerly Stop Hunger Now), and other important introductions and items are scheduled for the day, *please plan to stay until approximately 5:30 p.m.*

### **Proposed Constitutional amendments from the 222nd General Assembly (2016)**

To be voted on by the 171 Presbyteries

16-A Child and Youth Protection Policy – This would amend G-3.0106 to add the words “and youth” to the required policy statement, so that the sentence reads, “All councils shall adopt and implement a sexual misconduct policy and a child and youth protection policy.”

16-B Parity in Committees – This proposed amendment to G-3.0109 specifies that the parity of members of committees of councils “higher than the session” will be made up of “teaching elders and members of congregations in numbers as nearly equal as possible.” This seeks to allow the membership make-up of committees to maintain parity but not be as restrictive as currently is worded.

16-C Ordered Ministry Titles – There are eight different proposed amendments that all deal in different ways with restoring the title, “minister of Word and Sacrament,” to generally replace the title, “teaching elder.”

16-C.1. Amending F-3.0202

16-C.2. Amending G-2.0102

16-C.3. Amending G-2.0301

16-C.4. Amending G-2.05 and G-2.0501

16-C.5. Amending G-2.0701

16-C.6. Amending G-3.0307

16-C.7. Amending both the Directory for Worship and the Rules of Discipline to replace “ruling elder commissioned to particular pastoral service” or “ruling elder commissioned to pastoral service” (commonly referred to as CRE or Commissioned Ruling Elder) with “commissioned pastor (also known as commissioned ruling elder), and to replace “teaching elder” with “minister” or “minister of Word and Sacrament.”

16-C.8. Amending W-4.4001a

16-D Relationship to the PC(USA) of a Person Who Has Renounced Jurisdiction of the Church – This proposed amendment seeks to address what was seen as a permanent ban on teaching elders who renounced jurisdiction in the middle of a disciplinary process from either being paid or volunteering to work again in the church, and would allow a former teaching elder to publicly face accusations which s/he had halted before as a step to possible reinstatement.

16-D.1. To amend G-2.0509

16-D.2. To amend D-10.0401

16-E Certified Service Requirements – This proposed amendment to G-2.1101, referring to people who seek a call to a certified position in the Church, deletes reference to a “handbook” of a national certifying body, relying instead on such body’s certification requirements.

16-F The Ministry of Members – This proposed amendment to G-1.0304 adds the phrase “caring for God’s creation” to the present list of ways in which a faithful member of a congregation seeks to be involved responsibly in the ministry of Christ’s Church.

16-G Access to the Lord’s Table – This proposed amendment to W-2.4011a and W-2.4011b urges sessions to encourage people who come to the Table for Communion to learn about the grace of God evidenced in Baptism, but would not require admission to the Table to be only for those who are baptized. (Note: If proposed amendment 16-H, which is the revised Directory for Worship, is approved, the wording in 16-G already would be included in the revised Directory.)

16-H Directory for Worship – This proposed amendment would replace the current Directory for Worship with a new Directory. Much like what happened a few years ago with the then-new Form of Government, this new version of the Directory for Worship has been condensed (from 7 chapters to 5 chapters), has been reorganized in ways that group common subjects together, and reflects the flexibility that the revised Form of Government provided to councils of the Church.

Prepared by teaching elder Steve Plank,  
Stated Clerk/Communicator, Cayuga-Syracuse Presbytery  
October 2016

### Enclosure (3): 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	2017	
Admin Support	Manual of Administrative Operations	2016	
Admin Support	Sexual Misconduct Policy	2016	
Admin Support	Child and Youth Protection Policy	New	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 Feb 16 - meeting planned to start development. Idea originated in Ministry in August 15. Development of procedures pending.
Congregational Care	Active Membership Policy	2016	
Property	Building Use Policy	2010	Requires modifications to align with the 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	In process of being replaced by the 2020 Priority Plan
Worship	Funeral Policy	2016	
Worship	Wedding Policy	2015	
Worship	Lay Reader Guidelines	2015	
TBD	Strategic Plan / Review Notes from 2012	2003	

Enclosure (4) - Email from the Church Webmaster

**From:** Mary Hubbard [mailto:mvyhubbard@gmail.com]

**Sent:** Wednesday, April 05, 2017 6:50 PM

**To:** Doug Mitchell <doug\_mitchell@cox.net>

**Subject:** Re: Session Webpage Update

Doug, would you do me a favor at the next Session meeting?

Lately we have been getting 550-650 hits per week on the site. I think that is a lot and it is a good sign.

But it is really important to keep it updated, and I can't do it alone. It would be so helpful if Session Members and Staff would visit the site often, look at parts that pertain to them or their committees, or just look at it generally and offer updates or suggestions.

I also really need to update pictures - so if anyone has more recent pictures that would be great.

Our website is an important part of our mission. It is what the younger people use now for information.

Thanks.....

Mary