

Ministry Meeting Minutes  
August 2017

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Administrative Support  
1 August 2017

During the first part of our meeting we met with Christian Education (Kim Coyle, Beth Montoya and George Wong) to discuss coverage for programs as Kim prepares to leave on 27 Aug.

Kim opened our meeting with prayer.

Members present: Janet Baker, Clint Damuth, Cherie James, Betsy Kennedy and Gregor McLeod

BPC Mission Statement: 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.

Preschool Report

Orientation Night: Wednesday, August 30<sup>th</sup> 5 – 7pm

Preschool and Kindergarten starts:

Wednesday, September 6<sup>th</sup> (Kindergarten, 2, 4, and 5-day classes)

Thursday, September 7<sup>th</sup> (2 1/2's and 3-day classes)

Camp 3: Last camp 2017 began 1 Aug 2017

Openings: 5-day 4's and W/F 2 1/2s. Waitlist for the rest of the classes

Old Business

Child Protection Policy - Receiving no additional input from the committee, Gregor forwarded the Child Protection Policy to Doug Mitchell, Clerk of Session.

Google form for update of church windows database. Suggestion to standardize input format to ensure desired and consistent entry.

New Business

Farewell for Kim – discussed preparations for potluck to be held 27 Aug after Sunday school.

Church gift has been purchased, basket needed for cards and Speakers – Clint Damuth; search committee, George Wong and Mary Hubbard; Christian education moderators.

Staff Time away

Chi Yi

17 – 19 August

PW Synod Gathering

Clint closed the meeting with prayer

Janet Baker, Recording Secretary

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Christian Education  
1 August 2017

Members present: George Wong, Kim Coyle, Beth Montoya

**Theology Pub** - will meet the 4th Tuesday of the month August 29 at 7 pm. The next meeting will be at New River Tap House.

**Live Streaming 2020**

- Phase 1 - Streaming of our church service to our video board in the Atrium - On going
- Phase 2 - Archives of our Pastors' Sermon - short term (6 weeks) vs months - On going
- Phase 3 - Live Streaming - the entire service (Sermon / Music / Liturgy) - Sept / October

**Facebook - Contributions** - Emma Ouellette, Laura Touhey and Beth Montoya are the administrators for our Facebook. Activity on Facebook is still robust!

**Admin / Education Meeting** - The search for the new DCE will start on the return of Dr. Rollins in September. Kim Coyle provided a long list of activities that would require coordinators from our church staff and congregational leaders throughout the fall. Coordinators have been identified for 95 % of these activities. Betsy Kennedy and Kim Coyle will be making calls to firm up the leadership.

**Family Movie Night, Bingo and Kick Ball. Thanks to** Laura Touhey for producing these summer activities.

**Kim Coyle:** Vacation Bible School - 110 campers! Discovery Fair - Sept 17 in the Atrium

**Congratulations** to our Bayside Presbyterian Scholars - 2017

- Ashley Brenton - William and Mary
- Madison Brown - JMU
- Wesley Brown - George Mason
- Sam Kennedy - Clark University
- Emilie Allen - Virginia Tech
- Sydney Allen - Virginia Wesleyan
- Anthony Peters - JMU
- Eden Fox - East Carolina
- Meghan Rayhill - JMU
- Connor Rayhill - JMU

George Wong, Moderator

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Community Service  
1 August 2017

**Members Present** – Pam Spillman (Moderator), Martha & Rick Rudell, Lynne Owen, Connie Schreiber, Libby Graves, Susie Fulcher, Carlos & Judy Fletcher, *and a special welcome to Lorraine Mahone – a new join to our Ministry!*

**Mail** – 2015 Annual Report from VA Supportive Housing; newsletters from American Red Cross and Good News Jail; letter from Seton Youth Shelters; thank you from Faith Works for recent special \$600 donation

**Events coming up**

1. Happy Birthday to Susie – Aug 4; Rick – Aug 18; Bill Warden – Aug 15!
2. VBFest Summer Shelter – Connie reported she has received no requests for our help – we will consider this issue closed for the summer.

**Old Business**

1. School Supply Drive (Jul 16 – Aug 27)
  - Lynne will deliver school supplies to St. Columba on Aug 18, and does not require assistance

- On Monday, Aug 28, the collection will be sorted, and delivered – Lorraine, Martha, Connie, Judy and Lynne will be on hand to help
  - Pam will mention to Emma & Verne for one of them to promote our collection drive from the pulpit this Sunday, Aug 6
2. Blood Drive Results – Jul 11 –
    - number of units collected: 25
    - Martha has a new helper (Susie); ARC was very efficient with set up and take down; 2 shifts of volunteers worked well
  3. St. Columba donation drive results –
    - 39 cans of aerosol deodorant, 296 razors, and misc. shaving cream/washrags/powder delivered to St. Columba. Thank you note submitted to the Binnacle and for the TV in the Atrium
    - St. Columba needs water bottles due to the summer heat – Lynne was authorized \$25 from the asking budget to purchase water for them
  4. Keim Center – Key takeaways from the email Pam sent via email June 17 regarding her visit and the literature provided:
    - The Keim Center is less about helping the poor; more about preventing abortions – which means our layette donations go to both those who can provide for themselves and those that can't – no statistics available as to what percentage of clients are poor.
    - Keim Center has not formally answered whether they provide counseling on birth control, but the tour guide's take was that it was unnecessary if the mother practices a strong faith....also she (personally) thinks birth control is a form of abortion. Not sure if her thoughts are the thoughts of the Center.
    - After much discussion, it was decided that Keim's mission does not fit well with our Community Service mission of helping the poor and disadvantaged. Pam will search for another venue to receive layette items - possibly Planned Parenthood. Susie and Judy will also check their sources. All ideas are welcome.
  5. Interfaith Alliance at the Beach (IAB) Participation – no one is interested in attending meetings, so we will remove from future agendas.

### **New Business**

1. Discovery Fair – Sunday, Sep 17<sup>th</sup> – after much discussion it was decided we would request one generic sign (Community Service Ministry), 1 table, 2 chairs for this event. We will solicit volunteers to man tables (once we know time/duration), and if during the fair anyone comes by requesting information about a specific program (like Samaritan House), we will tell them what we know, and take their name/number and give to the rep for that program (like Susie) to call them.

### **Treasurer's Report**

1. Budget Status – \$13,807.94 of the \$25,000.00. Spending related to 1<sup>st</sup> and 2<sup>nd</sup> quarter payments to our agencies, plus in Project Activity \$45.30 to buy warm weather clothing for Crescent Square, \$13.73 for Blood Donor return date cards, and \$48.91 to augment donated razors/deodorant for St. Columba.
2. Food Pantry – balance available of \$5,966.33.
3. Non-Budget Account – \$0.

### **Session Highlights – For June, no meeting in July**

1. Kim was accepted as a member of Bayside and under our care.
2. Clean Water – Peru – will discuss trip at a September W@W; installation is next year.
3. Discovery Fair – Sunday, Sep 17<sup>th</sup>.
4. Replacement for Kim – in discussion, with possibility of part time employee; awaiting David's return.
5. Program Guide for fall – Pam will give Kim information.
6. Other – tree taken down off Ewell to make way for new BPC sign; walking paths in construction in the triangle. Also trees taken down there to encourage grass to grow; camera installed for live streaming of sermons – started showing video on TV in Atrium July 23<sup>rd</sup>.

### **Agency Reports:**

1. Angel Tags (Lynne, Susie) – nothing to report
2. Beach Health Clinic (Bill) – no report
3. Blood Drive (Martha) – see above

4. Caroling (Pam) – nothing to report
5. Crisis Pregnancy Layette Collection (Pam) – see above
6. Easter Baskets (Connie, Lynne) – nothing to report
7. Emergency Disaster Shelter (Di) – no report
8. Faith Works (Bob) – no report
9. Food Pantry (Lynne, Tracy, Connie)
  - June report – 12 families (20 Adults, 19 children); total costs \$517.44, \$498.34 donated.
  - July report – 16 families (41 Adults, 28 children); total costs \$666.61, \$535.73 donated.
  - Little Blue Wagon item for the month of August: Canned Vegetables, but Lynne will ask Linda to advertise for specific types (carrots, peas, mixed vegetables)
10. Good News Jail Ministry (Audre) – her contacts have nothing specific to report but appreciate our support
11. HumanKind (Carlos) –
  - I called Juliette White at HumanKind to get a status on the transition of the final residents. She said the last sixteen (16) residents have all successfully transitioned into new homes in the Tidewater Area. HumanKind now has thirteen (13) new sponsored homes and a supervised living program in our region. These new sponsors are licensed through HumanKind and they continue to support the residents and sponsors in these new settings.
  - When asked about how the residents are doing with the transition, she said many of the residents chose new homes closer to their families. One moved to their Lynchburg Group Home, one to their Lexington Home and others to their sponsored homes and supervised apartments. Keeping the “Zuni Community” connected and engaged continues to be a priority for them.
  - When asked if they still needed our quarterly donation, they said although they now embrace a variety of service models per the new federal regulations and guidelines (sponsored homes, smaller group homes, apartment living, etc.), our continued support is still needed and much appreciated.
  - When asked what the donation is used for, she said HumanKind staff provides support and assistance for the residents in Eagle Harbor Apartments in Carrollton, VA. Staff help them with shopping for groceries and personal items, paying monthly bills, scheduling medical and other appointments, medication administration, completing work and benefit applications, support with work or day activities, participation in Special Olympics, and support with other activities of daily living as determined by their Individual Support Plans. In addition, HumanKind staff continues to support our sponsors and individuals with their support needs. They assist with furniture, wheelchair ramps, lifts and other special equipment. Staff meets regularly with their sponsors to ensure the appropriate supports are being provided based on the residents’ Individual Support Plans. They also assist with maintaining a list of back-up providers to provide relief for our HumanKind sponsors.
  - Our Ministry agreed to continue quarterly payments to HumanKind.
12. JCOC (Connie) – JCOC still struggling with the City’s wish for JCOC to come out of the Oceanfront, and move into the City’s new homeless shelter being built near Town Center.
13. Meals on Wheels (Nancy) – no report
14. Samaritan House (Susie) – SH offers a “Lunch & Learn” opportunity to learn about their mission, and volunteer opportunities. If interested, contact Susie.
15. School Supplies (Connie, Lynne) – see above
16. Sentara Pace Bible Study (Lynne) – not “going well” – Sentara management has implemented a new process requiring all residents to attend these Bible Studies – about 60 compared to the small intimate group that used to attend because they wanted to. Now held in auditorium, and Lynne must use a microphone. Also Lynne and whoever helps her will have to undergo a background check (possibly at their own expense). Bottom line – this wonderful program that has been held for the last 12/13 years is undergoing lots of changes that are unpleasant and unpalatable – Lynne will have a meeting with management to discuss the way forward, with a potential for discontinuing these Bible Studies.
17. Seton Youth Shelter (Pam) – nothing to report
18. St. Columba (Lynne)
  - Sandwiches made by SIS for June: 452; July 326
19. Thanksgiving Baskets (Libby) – no report
20. Winter Shelter (Lynne, Connie) – no report
21. VA Supportive Housing (Gloria, Di) – Crescent Square needs people to teach Microsoft Excel; residents want to attend AA meetings - Linda Vogl can tell Di days/times meetings are held at this church but Di was encouraged to

go to the AA website – there should be meetings closer to their zip code; some residents need Food Pantry Assistance – Di can suggest residents call the church any weekday to have a shopper provide 3-5 days of food – resident must be able to pick up food from the church.

Pam Spillman, Moderator

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Congregational Care  
1 August 2017

Members present: Paula Jesberg, Sandy Odom, Sandy Ronan

20/20 vision –We had a good discussion about what our ministry does, revising and refining our report to send to Hugh Vaughn who has received it and forwarded it to Bob Baker.

BFF –Paula provided us with the schedule of events for the fall as it currently stands. It will be a busy fall with Tech Savvy kicking back in, the quarterly meeting on September 25<sup>th</sup>, continuation of book club, yoga, genealogy and several special events planned.

Stephen Ministry – there will be an Alzheimer’s presentation August 26th, 2017 at 6pm. All are invited.

We considered the issue of things we could do in place of the picnic this year and decided to have that discussion next month so please bring ideas and suggestions. One possibility is a music program/hymn sing/hymn education. We will talk with Chi Yi about this.

Shepherding program – this is still a work in progress and we are working with Emma and Linda.

Notes of appreciation were sent to three church members, our “unsung heroes and heroines” who do so much for our church. Session members proposed these folks and we will do it on a periodic basis throughout the year.

Upcoming events – Discovery Fair Sunday Sept. 17<sup>th</sup>  
Potluck lunch Dec. 3<sup>rd</sup> with the Property Ministry

Meeting adjourned at 8:30pm.

Sandy Ronan & Emily Rudiger, Moderators

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Evangelism  
1 August 2017

Meeting opened in prayer by Russ Brown at 7:22 pm

Members Present: Russ Brown, Peggy Damuth, John Dannemann, Terri Dannemann, John Hamilton and Clancy Holland

Old Business

1. Mentoring Issue: presently we have 3 volunteer mentors.
2. Rev Emma is taking over Rev Kate's responsibility of contacting visitors.
3. Revised (Free) Banner for Combined Summer Service. We are wondering what happened to the new banner?
4. 2018 Evangelism budget was revised and sent to Stewardship on 6/8/17 with a copy to BPC treasurer. Living Nativity projected budget for 2017 is \$2860.
5. 2020 “We Will Statement” with timeline was sent to Stewardship a 2nd time on 7/11/17.
6. Living Nativity dates 12/9 and 12/10 5-8 pm. The animals have been scheduled.

New Business

1. Evangelism ministry is asking Session to consider a new service schedule starting in September. We are wondering with declining membership should we go to 1 or 2 Sunday worship services?
2. Discovery Fair 9/17/17. Set up Friday 9am - 4pm and Saturday 10am -1pm.

Meeting closed in prayer by Peggy Damuth at 8:06pm

Minutes submitted by Peggy Damuth

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Global Missions  
1 August 2017

No minutes received.

Walter Martin, Moderator

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Property  
1 August 2017

The Property Ministry met on August 1st at 7:15 PM with Leslie Parr, Bob Allen, Steve Baker, Betsy Davis, John Jeffcoat, Eugene Towler, and Sperry Davis in attendance.

Sperry opened the meeting with prayer.

The Ewell Road Sign Project was discussed. The sign is scheduled to be shipped from the factory on August 7<sup>th</sup>. Foundation prep work is underway.

Phase one of the 20/20 Landscape project is underway with concrete poured for the sidewalk and picnic table area. The Schreiber bench has been repaired and reinstalled in its new spot. Steve Wilkins has been mentioned to contact for possible sprinkler system expansion. Eugene will also consult with current system maintainer about lawn sprinkler layout.

Les reported on the kitchen committee and progress on the kitchen deep cleaning project.

John and Eugene reported on the first meeting of the Sanctuary Task Force.

Reported that Les, Steve, Eugene, Sperry, and Clif Furedy combined have put in approximately 40 hours running cables, installing and testing the web streaming camera in the sanctuary. COX connection needs to be upgraded.

Eugene reported on recent maintenance items around the building including the power washing of parts of the brick exterior including the honey stains.

Betsy reported on upcoming preschool dates and hall painting to occur the week of August 14<sup>th</sup>.

Eugene reported that Mark at White Electric is researching light dimmer problems causing random LED lights in the fellowship hall to not turn on. They will also work on replacing the photo cell for the exterior lights at the fellowship entrance.

To facilitate Boy Scout Troup planning, a fall cleanup date of November 4<sup>th</sup> has been selected and a spring cleanup date of March 10<sup>th</sup>. The following Saturday, March 17<sup>th</sup> has been chosen as Planting Day for the 20/20 Landscape Project.

Eugene will contact Nuckols for Holly bush trimming.

Les Parr closed the meeting with prayer at 8:22 PM

Sperry Davis, Moderator

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Stewardship  
1 August 2017

The Stewardship Ministry met in the Brides Room at 7: 15 PM.

Present were Moderator; Hugh Vaughan, Tom Weeks, Bill Graves, Bill Warden, Bob Baker, and Treasurer; Luanne Wong.

Luanne presented the Treasurer's Report and Balance Sheet. Bob Baker questioned whether congregation had been informed that pledged offerings received to date were only 89% of pledged. Luanne responded that we usually receive less offering during summer months because attendance is lower and that percentage of pledges received is actually higher now than at this time in 2016. However, all agreed to include pledge percentage reminder in bulletin first Sunday of every quarter.

Hugh said that request had been received to provide financial support for continuing education of Kim Coyle. All agreed to recommend to Session support in amount of \$2,000 from Coleman Fund. Bill Graves noted that Coleman Fund only contains \$2200 so, unless more contributions are received, funding of future educational requests will be minimal.

Bob Baker requested another email be sent to ministries asking for their 2020 Vision updates. All agreed to deadline of end of week, 8/4. 2020 Vision statements will remain same as last year if update not received by deadline.

Hugh reminded everyone that ministry budget requests are due by mid-August and, after reviewing, will decide if half-day budget workshop scheduled for 9/16 is still required.

Luanne reminded everyone that Bayside awarded ten \$1000 college scholarships to members. Bill G suggested that excerpts from the essays written by those receiving scholarships be published for the congregation and said that he would coordinate.

Since Stewardship met in July also, Hugh reviewed what was decided at that meeting:

- Stewardship theme would be "prayerfully consider your giving plans, consider the church's future, ask guidance from God, love the Lord"
- Calendar would be:
  - 9/16 half day budget workshop-Tom Weeks
  - 9/17 Job Fair- Bill Warden
  - 10/1 Minute for Mission 2020 Vision and budget overview -Bob and Hugh
  - 10/8 Minute for Mission talents and ideas (background jobs rarely acknowledged) - Luanne
  - 10/15 Minute for Mission what's unique about Bayside -Bill Graves
  - 10/22 Consecration Sunday (combined service, no communion, Bill G to get with David to select speaker)
- Hugh would like to see "time and talent" included on future year pledge cards.

The meeting was closed at 8:15 PM.

Minutes submitted by Tom Weeks

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Worship  
1 August 2017

Present: Judy Crossman, Bonita Gilchrist, Nancy Guy, Mary Jo Kennedy, Janet Martin, Doug Mitchell, Marie Parr, Berny Wallace, and Chi-yi Chen Wolbrink.

The moderator called the meeting to order at 7:14

The agenda was approved.

The moderator noted that she had no report from Session activities since Session did not meet during July. She noted that Kim will be departing for Seminary on 27 August and that she had taken Kim to lunch recently to discuss current and past issues that may affect the Worship Ministry interests

Old Business;

2018 Budget. Nancy noted that she had submitted the budget to Stewardship and the Treasurer to meet the deadline. Subsequent to her submission she noted that they had asked everyone to limit themselves to a 2% increase in the budget over 2017. Our submission was about 5%, so even though the percentage isn't a great amount when considering the dollar amount of the budget, we might not receive the amount requested.

Summer Worship – the committee was asked to provide their observations with respect to the 0900 worship schedule. Comments included: great music, nice to have a more full sanctuary, nice to have children, the 8:00 worshippers are attending, some of the elderly 11:00 worshippers aren't making it probably due to the early time. Nancy had compiled attendance records that show that the numbers are down significantly over combined summer attendance in past years. That could be for a number of reasons including normal continual decline, weather, vacations, etc. Discussion ensued regarding soliciting feedback from the congregation on the summer schedule. A survey was suggested as well as a congregational discussion preceding the farewell luncheon for Kim on 27 August. No decision was made on how the congregation will be polled.

New Business:

Discovery Fair will be 17 September from 0830-1230. We have been asked to provide the planners with our required table size, requirements for signs, sign-up sheets, etc.

Children's Music Program. Chi-yi feels like the kids are ready for some serious training. She is working a plan to make that happen. It could occur in conjunction with the Wednesdays @ Well program since that is where most of the kids are involved.

Ideas of the Apple Tree? It was discussed that the tree should be assembled in the atrium prior to the kids' school year.

Special Observances: recommendations to staff will be Blessing of the Backpacks on 3 September, Blessing of the Animals/Pets on 15 October, and possibly "Kirking" of the church on Reformation Sunday (29 Oct).

Ushers – it was noted that ushers are becoming more difficult to get. Terri Dannemann is getting weary. Responsibilities are not that great but commitment for a month of Sundays may be difficult for some. It was recommend that the older youth of the church be invited to serve as ushers.

Summer Worship – 0900 combined service continuation. It was discussed that the Session had approved a summer 0900 combined worship schedule through 27 August, and that the church would resume the "normal" worship schedule on September 3<sup>rd</sup>. It was discussed that the church will still be in "summer mode" on September 3<sup>rd</sup> as that is Labor Day weekend and it would be a combined service anyway, so all we would be doing is shifting the existing summer combined worship service to 11:00 on the "last Sunday of the summer" and then go to 3 services on the 10<sup>th</sup> of September. Noted that David will return from his sabbatical on 11 Sept so Vernon will be



preaching the 3 services on the 10<sup>th</sup>. It was decided to take a motion to session that the summer combined worship service schedule continue through Labor Day weekend.

#### Reports

In addition to the many events that she has supported outside of Bayside during the summer, Chi-yi noted that she had served with the Presbyterian Association of Musicians at Montreat and noted that children had served as ushers in their worship services.

With no further business, the meeting was closed with prayer at 8:30 pm.

Doug Mitchell, recorder