

Minutes
Bayside Presbyterian Church Stated Session Meeting
15 August 2017 7:00 PM Room 508

The Session of Bayside Presbyterian Church met in a Stated Meeting at 7:00 pm in Room 508. Members present, constituting a quorum, were Moderator Rev. Emma Ouellette and Elders Russ Brown, Gary Crossman, Sperry Davis, Bonita Gilchrist, Nancy Guy, Clancy Holland, John Jeffcoat, Betsy Kennedy, Gregor McLeod, Doug Mitchell, Beth Montoya, Beth Parker, Sandy Ronan, Martha Rudell, Emily Rudiger, Mark Schreiber, Thomas Weeks, and George Wong.

Elders Walter Martin, Pam Spillman, and Hugh Vaughan, were not in attendance.

Staff Member Present: Bridge Pastor Rev. Vernon Murray, Associate Pastor; Kim Coyle, Director of Christian Education; Chi-Yi Chen Wolbrink, Director of Music Ministries.

Visitors to the meeting included Treasurer Luanne Wong, and Assistant Clerk Amanda Long.

Rev. Vernon Murray was intended to serve as Moderator for the meeting, but relegated the duties of Moderator to Rev. Emma Ouellette. Vernon had recently been experiencing some hearing problems and indicated he is unable to accurately hear all discussions in a large room.

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 Tom Weeks.

There were no requests for membership, baptism or wedding.

The Sacrament of Communion was offered to all in attendance.

SESSIONAL RECORDS APPROVAL

The minutes June'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 Months of June and July were provided for review and amendment
Nancy Guy noted that Worship Ministry had done an attendance review that showed an annual decline of membership over the summer months, and that this summer's low attendance was most likely due to the 0900 combined service time and a higher number of traditional 11:00 worshippers who could not attend that early. It was agreed that continued discussion occur to support future decisions.
2. Reception of New Members: Kim Coyle
3. Baptisms: None.
4. Church Weddings: Melissa Miley and Justin Farmer (7/15); Stephanie Fernandini and Brandon Ricker (8/5); Kelly Lynn Crossman and Alexander Brown (8/13)
5. Member Transfers: None.
6. Deaths: Rev Dan Dickenson (non-member) (6/10); Clarice Rudacil (6/27)

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 the general fund was low and that we have begun drawing from the 2016 rollover funds. We are in better shape than we were in 2016 at this period of time. The deficit has proven to be a result of summer pledge shortage and that if history is correct, the numbers will adjust in the fall back to budget. It was noted that the CPA did her second review of our books earlier this month and that all entries were good. It was announced that Laura Touhey had taken it upon herself to conduct a youth scholarship fund drive that occurred on two

Sundays, one in July and one in August, and that the effort resulted in \$700 being collected for scholarships. In regard to scholarships for our youth, Luanne noted that distributions have been completed to all schools for each student.

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

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

1. A letter from Keith Phillips was received and read to Session. Keith noted that just this morning the Presbytery Committee on Preparation for Ministry had certified Keith as ready to receive a call. Keith can begin the search process towards obtaining a call and examination for ordination. Keith expressed his gratefulness for the support and nurture of Bayside during his seminary studies, and he will keep us all advised of his progress.

PEVA / CHURCH ISSUES:

1. Report on July PEVA Meeting. Attendees at the July meeting were Emma, Vernon, Emily Rudiger and Walter Martin. Emily provided an overview and her impressions of the meeting, with a special note regarding a new pastor in the presbytery who was a former Bayside member.

PASTOR TRAINING

Emma reviewed the request from David for everyone to read the book "Sailboat Church" as well as the article by Carey Nieuwhof distributed to all Session members last week, entitled "5 Tell-Tale Signs Your Congregation Is Insider-Focused". Comments and discussion on the content of those writings were discussed. Emma limited the discussion to 10 minutes and asked that everyone use these writings to conjure up discussion points to be shared with the group when David returns next month from his sabbatical.

CONTINUING ISSUES

1. Church policy and procedures review updates. The clerk noted that enclosure 1 to the agenda provided the most current status of updates and that appropriate Ministries were all working towards currency. It was noted that there are some Ministries still working updates and that a review and update of the Wedding Policy might be considered by the Worship Ministry as a result of issues discovered during a recent wedding in the church.

A new Child and Youth Protection Policy has been developed by the Admin Support Ministry, in accordance with a requirement set by PCUSA. Gregor McLeod noted that Enclosure 2 provided the proposed new policy that was taken from a foundational document obtained from PCUSA and adapted for our church.

Motion: It was moved by Admin Support Ministry that the Child and Youth Protection Policy be adopted by Bayside Presbyterian Church. The motion passed.

2. Sanctuary Updates – Task Force. Emma noted that the task force had met monthly for the past 2 months, collecting and investigating possible ideas for enhancement of worship. It was noted that no specific improvements have been identified, but that the committee was solely looking at potential options to provide future discussion when David returns from his sabbatical. It was noted that there has been discussion with other churches who have made upgrades to their sanctuaries, specifically upgrades similar to what ideas have come from within Bayside's group. Emma noted that there were two Elders on the task force, John Jeffcoat and Doug Mitchell, and that they would be able to answer any questions regarding the discussions that are in progress.

3. 2020 Priority Plan Enclosure 3 to the agenda provided the draft Priority Plan as was presented in the May session meeting. Hugh Vaughan noted prior to the meeting that the 2020 Priority Plan will be replacing the 2012 plan and that the update is currently being worked by Bob Baker. Hugh solicited inputs from all Ministries to be submitted as soon as possible. Tom Weeks noted that Bob is still working on the final input and that the goal is to have the new Plan approved and distributed this fall. Linda Vogl is consolidating the inputs and updating the plan.

4. Director of Christian Education Replacement. Betsy Kennedy noted that Christian Education and Admin Ministries have met multiple times to discuss the process for obtaining a new DCE. Enclosure 4 to tonight's agenda included a list of the various programs in the church that have been under the care of Kim and identifies those who will be taking the lead in those programs. The Ministries are discussing the position description for the DCE. There is some thought that the current description of supporting Sunday school for pre-school through older adult may be outdated when compared to where the job has evolved. There is discussion of a title change to Director of Family and Youth Involvement, or words similar to that. They are waiting for David to return to discuss possible changes to the staff job descriptions and the formation of a search committee.

5. Discovery Fair Preparations. Kim noted that they are almost finished with the preparations. Linda Vogl is finishing up the administrative supporting work and Bill Warden will be taking the lead on the Fair. Input is still needed from Global Mission Ministry with regard to their needs for the fair. The Fair will occur in the Atrium.

6. Church Picnic. Emily Rudiger noted that the picnic was originally scheduled for 24 September, but that it was removed from the calendar as a result of conflicting work in the church parking lot / picnic area. A similar event that will provide congregational interaction is being planned by the Congregational Care Ministry, and any suggestions are welcome.

NEW ISSUES

1. Endowment Committee – Scholarships. Tom Weeks from Stewardship Ministry was bringing two motions from the Endowment Committee regarding youth scholarships to colleges and for the Young Adult Volunteer program.

It was noted by John Jeffcoat, former chairman of the Endowment Committee, that these motions were coming from a Committee of the Corporation, and that the results of the vote would be coming from the voting membership present this evening acting as the Board of Trustees and not as the Session. Rather than opening a formal meeting of the Corporation, it was sufficient to notify the Session that their vote was being recorded as Trustees.

Motion: The Endowment committee moves that expenditures be authorized to award up to \$10,000 in scholarships for the 2017-2018 academic year for college student members, not to exceed \$1,000.00 per applicant. The motion passed.

Motion: The Endowment committee moves that financial support for Patrick Long, Cherokee Adams, and Sydney Reid be authorized for up to \$2,000 each for their participation as Young Adult Volunteers during the 2017-2018 program year. The motion passed.

Walter Martin, representing the Synod Men's group, had earlier requested and been approved to solicit a special offering from the congregation to support Synod Men's fundraising project.

Motion: The Endowment committee moves that \$200 that had been received for contribution to the Synod Men's organization be approved for disbursement to the Synod. The motion passed.

2. Stewardship Committee – Seminary Study Support. There was to be discussion regarding providing financial support to the outgoing Director of Christian Education as Kim entered the Seminary. Since the discussion would be addressing a staff member, it was decided that the Staff members would excuse themselves from discussion and the vote.

Motion: The Stewardship Ministry moves that \$2,000 from the Coleman Fund be approved for disbursement in support of Kim Coyle for her seminary education expenses. The motion passed unanimously.

3. Louise Robinson Endowment Donation. Rev. Ouellette and Clerk Doug Mitchell provided the Session with an overview regarding the events subsequent to the June Session Meeting approval of the motion regarding the endowment donation from the estate of Louise Robinson. This past June, the Session had been requested by the executrix of the will to relinquish any proceeds from the will. But it was decided in June that it was not the Session's place to alter the wishes of Louise, considering her significant 60-plus year involvement in the congregations of the wider church and her multiple leadership positions in the Presbyterian Church. Her wish to include the outreach missions of the church were not surprising due to her lifelong commitment to the teachings and work of God. The Session had decided that it was appropriate for the disbursements to be distributed in accordance with Louise's wishes, addressing only the principle of the decision and with the Session not being aware, nor wanting to be aware, of any dollar amount associated with the gift. That decision of Session was delivered to the executrix in June.

It was noted that Louise's donation had been received yesterday, August 14th, from Louise's daughter, Donna Wilkins, who is designated the Executrix of the estate. To validate the donation amount, Louise's will was obtained and reviewed on Monday morning immediately prior to meeting with Donna at her bank, where the donation was signed for and notarized at the request of the Executrix.

With the issue complete, it was felt that the Session should be made aware of Louise's wishes for distribution to the church as outlined in her will. At the time of the signing of her will, the estate value was very significant. Louise's first beneficiary was a couple to whom Louise must have felt was at the top of the list, and the amount

was very small. Charities were the second beneficiary on her list, and the total amount she donated to be divided amongst those charities was \$35,000. Bayside Presbyterian was to receive 70% of that gift which was received on Monday in the amount of \$24,500. The remaining 30 percent of that \$35,000 gift was designated to be split between Massanetta Springs Presbyterian Conference Center and Norview Presbyterian Church (now closed, but proceeds should go to PEVA). All remaining funds of her estate were to go to her daughter Donna, her 4 grandchildren, and to the current and all future great-grandchildren. At the time of the signing of her will, the gifts to her bequests and devices to family were in excess of \$550,000. Understanding that the value of her estate may have grown smaller in her years at Westminster Canterbury, that amount may have decreased somewhat. And it was obvious that Louise's first and second beneficiaries were purposefully structured to be paid up front so that she could be sure that they would receive her donations.

The Session was appreciative of the background information regarding Louise's gift. Louise's donation will be sent to the Endowment Committee who will work with a group of congregation members (yet to be named) who knew Louise well and who will work to determine appropriate mission work or youth program support where the donation might be best applied. Two members of Session knew Louise well and will help organize and lead that group in their efforts. Specific identification and announcement to the congregation regarding Louise's commitment and personal contributions to the life of the church and the use of her gift will be determined in the weeks to come.

4. Global Missions - Clean Water Project Report. Bob Orcutt had asked that the current status of the Clean Water mission be provided to Session for their information. Enclosure (5) to the agenda provided that information.

5. Extending Summer Combined Worship Service Start Time. The Worship Ministry discussed the current Sunday worship sequence previously approved by Session that was scheduled to end with the last Sunday of August. It was decided that extending the 0900 combined worship for one more Sunday through the Labor Day weekend would help minimize confusion with sequential combined services with different starting times. Subsequent discussion in Staff and Admin Support noted that the extension of the combined 0900 service through 10 September would carry the church through the last Sunday where Vernon would be preaching, and by doing so there could be a larger combined congregation for the last service and Vernon wouldn't have to preach 3 sermons to smaller congregations. Vernon noted that he would be happy to support either decision.

The original motion from the Worship Ministry was amended as follows:

Motion: Based on discussion, John Jeffcoat moved that the 9:00 start time for summer combined worship services be extended through Sunday 10 September. The motion did not pass.

Motion: The Worship committee moves that the start time for summer combined worship services be extended through Sunday 3 September. The motion passed.

6. Youth Group Schedule for 2017-2018. The schedule was provided as Enclosure (6) to the agenda.

7. Staff and church member payments for services at Weddings per Church Policies – It was noted that recent procedures regarding the payment vouchers to custodial personnel involved with Weddings and Receptions were not being completed for as many as the past 2 years. Somewhere the procedures for payment had been modified and the result was that Eugene was not paid for his time involved as contracted by the wedding parties for various weddings. This was not an issue identified by Eugene, but that was discovered by Staff. Admin Support and the Treasurer will investigate and make all past due payments to Eugene as appropriate.

8. Wedding Policy - Open Discussion re: 5 August Wedding. It was noted that there were significant negative issues experienced in a recent wedding that will require a review and possible modification of the Wedding Policy. Wedding planners who were assigned for that wedding along with the custodian who was present will be asked to work with the Worship Ministry to help develop the updated policy.

STAFF REPORTS

Director of Educational Ministries – Kim provided the following report:
Since we last met:

- VBS was a fun success! 110 kids, 25+ teenagers, and 15+ adults made Maker VBS an over-the-top-experience for everyone involved. Bill Bertholf kept the kitchen hopping along with Paula Jesburg and her gang. Dardy Long, Forrest Robertson, and Dan Hudson created a larger-than-life set, and Brendan Scolamiero was on point

as the wacky Ian Victor—the hapless inventor who learned that God made everyone—and everything—for a purpose, even him.

- Thank you for submitting information for our Fall Program Guide. It is off to the graphic designer and I'm looking forward to you using it as a roadmap while I begin Seminary.
 - I met with Admin Support and C.E. Ministries and we have everything covered; the transition list is included in the Session documents. A special thanks to Emma, Betsy, Amanda, and George for making the transition seamless.
 - I'm finalizing the Discovery Fair this week and next. This is the first time I've worked with Bill Warden! It will be a great event!
 - And finally, this is my last Session meeting with you! Thank you for being my family when mine is so far away. Thank you for sharing your homes and your hearts with me these last 4 years. Thank you for including me in your lives—your celebrations, your hopes, and your dreams, as well as your losses, your doubts, and your unmet expectations. I have grown in your presence and I am grateful to all of you.
- I'll be back from time to time. I *am* under your care, so I'll want you to see you. Mary Hubbard is my Session liaison and she will keep you apprised as I follow the path God has laid in front of me.
 - We are told we aren't to covet, but I'll tell you this, I covet your prayers. Pray for me. Pray that I am always still enough to hear the gentle voice of the Spirit, that I won't need God to kick me in the pants quite as often, that I remember to say "Jesus" often, too, that my brain re-learns how to be a student, and that my mind will always be open to hearing new things. Pray for me as you see fit. I trust you, and I trust your prayers.

This isn't goodbye, but a transition to new things! I'll be seeing you! And don't forget to come and give me a hug after worship on the 27th!

- Grace and peace, Kim

Director of Music Ministries – Chi-yi provided the following report: From June to September, 2017

1. Rehearsed on Monday nights with Praise team and some of choir members—from June 5-August 27.
2. Planned worship with Rev. Emma Ouellette, Rev. Vernon Murray and Saul Fox
3. Serve the Wider Church:
 - Served as a judge for the 500th Anniversary of the Reformation, Hymns & Songs competition.
 - The winning song was "We Belong to God" by Dianna Witkowski. The Bayside Ensemble and Praise Team sang it in the August 13 Sunday worship service.
 - June 17-June 30 –Presbyterian Association of Musicians Annual Conference, faculty for Children Choir, Montreat NC.
 - July 13-July 20- The Hymns and Songs Society of North America and Canada annual conference, Executive Committee.
 - August 18-20th, Presbyterian Women North East Synod conference, Albany NY. Music Director/
Lecturer
4. Subbing organist Linda Althoff played on June 18th Sunday. (Saul and Chi Yi both were away)
5. Saul Fox will be the solo worship Music Leader on August 19.
6. Chi Yi was the solo Worship Music leader on July 30 and August 6th.
7. Vacation days, July 3, 5-7, August 21-22, 2017
8. Reading project, preparing for the Calvin Worship Institution grant writing for Bayside's 2020 vision:
 - *Church Scape-Written by Suzanne Power Bratton.
 - *Lovin' on Jesus: A Concise History of Contemporary Worship by Dr. Swee Hong Lim (Church Music Department Chair, Immanuel University Canada) Dr. Laster Ruth (Duke Divinity School Worship Professor)
9. Working with Mary Hubbard on writing Liturgical season articles for the Binnacle "Why do we....." Have you seen them? The next one is on the Reformation.
10. Sanctuary Choir will resume rehearsals on September 7th at 7pm (Thursday); Hand bell will resume rehearsals September 6 (Wed) 7pm

Observations from PAM conference:

1. Getting younger worshippers (age 10 and up) involved as ushers as well as serving communion!!
2. Drama /Percussions are important portion at worship. It can be inspiring; we will explore more percussion variety for our younger one to try in worship.
3. Encouraging Church as group (cross generations) to learn from each other as one of church's summer retreat; I went University Presbyterian Church, Chapel Hill NC rental cottage for dinner , they are 15 of age 6-10, 15 of age 11-16, plus, parents and church Director of Christian Education, Music Director. This was 28th year they are devoted to nurturing youngsters to have better faithful life.
4. Planning worship is a big teamwork effort of time, energy, trust and patience. Since summer Sunday worship services are well received for most of people, shall we start thinking how we can establish our Bayside DNA? So far summer worship has blended two groups, the Choir Section leaders and the Praise Team. The preparation is about 16-20 hours: it is a very good exercise as team work!
5. Reformed, and always reforming.....change ourselves to open our mind and our heart.

Associate Pastor Report – Emma provided a verbal report

Bridge Pastor / Head of Staff – Rev. Vernon Murray provided a verbal report and thanked the Session for their support and acknowledged the wonderful support that he has received from the staff and the Session. His experiences with the Men's group was singled out as a highlight in his work here at the church. He put in a "plug" for Prison Ministries, where he has found a passion, and encouraged anyone who might be interested in contacting him for further information.

SUPPLEMENTAL MINISTRY REPORTS

There were no supplementary reports.

CLOSING WITH PRAYER

With no further business, Emma closed the meeting with prayer at 9:18 pm.

These minutes approved by the Session on September 19, 2017

WDM / Doug Mitchell

Clerk of Session