

Agenda for the Stated Session Meeting
 Bayside Presbyterian Church
 21 November 2017 7:00 PM Room **Choir Room**

**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!

EXAMINATION OF INCOMING ELDERS

Elder Ministry Assignments

Enclosure (1)

SESSIONAL RECORDS

Clerk of Session

1. Minutes from the last Stated Session Meeting
2. Tonight's Agenda

Motion: It is moved by the Clerk that the Session approve the minutes from last month's Session meeting and the agenda for today's Stated Meeting.

STATISTICS FOR SEPTEMBER

1. Attendance:

Previous Three Octobers

| Year | 8:00 Total/Avg | 9:00 Total/Avg | 11:00 Total/Avg | Combined Service | Total of All Sundays | Weekly Average |
|--------------|-------------------|-------------------|--------------------|---------------------|----------------------------|-------------------|
| 2014 | 121/40 | 267/89 | 350/117 | 202 | 940 | 235 |
| 2015 | 93/21 | 200/67 | 281/94 | 198 | 772 | 193 |
| 2016* | 47/24 | 128/64 | 197/99 | 174 + 150 | 726 | 182 |
| 2017 | 71/24 | 165/55 | 391/98 | 160 | 787 | 157 |

*Services on Oct 9th 2016 Cancelled due to Hurricane Matthew

2. Reception of New Members: None
3. Baptisms: None
4. Church Weddings: None.
4. Member Transfers: Jenny Conway (request to remove from roll)
5. Member Deaths: Marie Painter

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report

Luanne Wong

Motion: It is moved by _____ that the treasurer's report and balance sheet be accepted with thanks.

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

- | | |
|--|---------------|
| 1. Norvell Scott Memorial Donation to Endowment fund | Enclosure (2) |
| 2. Letter from Kim Coyle | Enclosure (3) |
| 3. Notice from Thom Sare regarding Troop 364 | Enclosure (4) |

PEVA / CHURCH ISSUES

1. Commissioners report from October Peva meeting

PASTOR TRAINING

Rev. Dr. David Rollins

CONTINUING ISSUES

- | | |
|--|------------------|
| 1. Church policy and procedures review updates - Enclosure (5) | Clerk |
| 2. Sanctuary Updates – Task Force | Rev. Dr. Rollins |
| 3. Director of Christian Education Replacement - Enclosure (6) *Motion Required | Admin Support |
| 4. Wedding Policy | Worship |
| 5. Session Retreat - Enclosure (7) | Rev. Dr. Rollins |

NEW ISSUES

1. 2018 Communion Dates *Motion

Worship Ministry moves that in 2018 communion be served at all First Sunday Combined Services, each 3rd Sunday of each month in Sail On, and quarterly (Jan 21st, Apr 15th, July 15th, Oct 21st) at the 8 am service as well as Maundy Thursday (Mar 29th).

2. Smoke Free Campus Motion

"The Property Ministry moves that, as of January 1st 2018, Bayside Presbyterian Church will become a Smoke Free Campus."

3. Admin Support Request

STAFF REPORTS

Director of Music Ministries
Associate Pastor
Pastor / Head of Staff

Chi-Yi Chen Wolbrink
Rev. Emma Ouellette
Rev. Dr. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

Items/issues not included in Ministry Minutes

CLOSING WITH PRAYER

Enclosure (1) Incoming Elder Ministry Assignments

Property -- Clifton Furedy
Evangelism -- Butch Brenton
Worship -- Chis Pascuzzi
Community Service -- Libby Graves
Stewardship -- Mike Raymer
Christian Education -- Matt Wicks
Administration/Support -- Kay Neiman Meyers

Enclosure (2) Norvel Scott Financial Norvell Scott Memorial Donation to Endowment Fund



700 E 12th Street, Jeffersonville, IN 47130
800 858-6127
presbyterianfoundation.org

October 20, 2017

Bayside Presbyterian Church
Attn: Clerk of Session
1400 Ewell Road
Virginia Beach, VA 23455

Dear Friend:

As you may know, Norvell O. Scott, Jr. passed away in May of 2017. Mr. Scott had established an annuity with the Presbyterian Foundation and specified that following his lifetime, the remaining beneficial interest is to be paid to your organization.

Enclosed is a check for \$1,944.79 representing the remaining value in Mr. Scott's gift. Per the terms of the agreement, these funds are to be used for the Endowment Fund.

We are sending a copy of this letter to the Executor so he will know Mr. Scott's wishes have been followed.

Should you have any questions, or require further service, please contact one of our Client Service Representatives at (800) 858-6127, or send e-mail to clientservices@presbyterianfoundation.org.

Sincerely,

A handwritten signature in cursive script that reads "Cindy K. Yates".

Cindy K. Yates
Gift Maturity Specialist

Enc: Check for \$1,944.79

cc: Executor



Enclosure (3) Letter from Kim Coyle

Kimberly Harper Coyle
612 North 1st Street
Richmond, Virginia 23219

Dear Friends:

First of all, I have missed you! I keep up with you via Facebook, and Aaron Long calls me occasionally to tell me about being a freshman at Princess Anne High School. I've met with Mary Hubbard, my Session liaison, to keep her apprised of my progress in Seminary, and Chi Yi visited Union for a conference and we enjoyed lunch together! I spoke with David at Jack Hall's funeral in Richmond and hugged Jenn and the Costello family.

I know you have been praying for me because I feel uplifted by your prayer. Seminary is a new experience—learning another language, writing papers (several every week), and asking my memory and learning muscles to stretch a little! Theology is teaching me the deeper meaning of our creeds and confessions, introducing me to new theologians, and giving me new ways to articulate my faith. Greek is a very systematic language, and that suits me! I really enjoy it! Urban Ministry is showing me other ways to think of ministry; and Evangelism is teaching me new ways to think about “doing” church and new ways to engage our communities.

Thank you, thank you, more than I can express, for your extraordinarily generous support of my seminary education! Your gift allows me to focus on my studies and your gift is showing dividends! At the midterm I have excellent grades; you would be proud.

On a funny note, I don't think I have ever sat so much in my life! I sit in class, I sit to study, I sit in the library! I take walks around campus and around my neighborhood just so I can move!
I hope all is well with you, my church family. I hope to see you soon in worship. The term ends in early mid-December and I plan to join you then!

Please remember I covet your prayers, and thank God for you every day.

Grace and peace,

Kim

Enclosure (4) Letter from Thom Sare regarding Boy Scout Troop 364

Thom Sare
Chartered Organization Representative
Bayside Presbyterian Church Virginia Beach, Virginia
Cub Scout Pack, Boy Scout Troop, Venture Crew 364

November 21, 2017

Session, Bayside Presbyterian Church

Due to lack of membership we will not be rechartering Venturing Crew 364 for 2018.

The Crew has \$355.66 in its bank account. It is recommended that those funds be evenly divide between Cub Scout Pack 364 and Boy Scout Troop 364 and placed in their respective account to be used for “Scouterships” to assist in-need Scouts with Summer Camp fees.

If you have any questions concerning this matter, please contact me.

Sincerely,
 Thom Sare
 818-5917
 thomsare@gmail.com

Enclosure (5): 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 | 2017 | |
| 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 | |
| Congregational Care | Active Membership Policy | 2016 | |
| Property | Building Use Policy | 2010 | Requires alignment 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 – 2020 Vision | 2017 | |
| Worship | Funeral Policy | 2016 | |
| Worship | Wedding Policy | 2015 | Update in progress based on August wedding experience |
| Worship | Lay Reader Guidelines | 2015 | |

Enclosure (6) Job Description

BAYSIDE PRESBYTERIAN CHURCH JOB DESCRIPTION - DIRECTOR OF Youth & Family Outreach

OCCUPATIONAL SUMMARY:

Responsible for the development and implementation of a comprehensive program of Youth Ministry and Christian Education, consistent with the heritage and beliefs of Bayside Presbyterian Church, which will encourage members of all ages to participate. Accountable to the Pastor as a full-time staff member.

DUTIES AND RESPONSIBILITIES:

1. Provides and implements a youth ministry program for young people grades 6 – 12, to include a Youth Group, annual Confirmation classes, retreats, Presbytery activities and other special seasonal programming. The program should include a strong emphasis on outreach visible in inner-city, local, and global mission projects and trips.
2. Coordinates all education programs with the church staff as appropriate. Works actively with the Education Ministry in the coordination of the many facets of the Christian education program.
3. Maintains clear communication and promotion about activities with the congregation and program participants, pre-school, and the community at large. Information should be distributed through word-of-mouth, the web site as well as in the weekly Helmsmen and the monthly newsletter. Promote the church through appropriate social media sources.
4. Provides and supervises the Church School program for infants through adults. This will include selecting/modifying/developing appropriate curriculum; recruiting and training teachers in conjunction with the Education Ministry; scheduling caregivers for the provision of childcare; and other activities as required in support of this program.
5. Plans and implements a structured education program for children, infant through grade 5, including but not limited to, Vacation Bible School, Sunday School, seasonal programming and other activities as developed by and with the Education Ministry Team. Working with the Education Ministry Team provides opportunities for adult Christian education programming such as Bible studies, seasonal activities, mid-week programs. Plan and support an age appropriate Youth Group program for children K-5.
6. Attends weekly staff meetings, monthly Session meetings, and designated ministry meetings.
7. Participates in the annual budget process to ensure proper funding for the Christian Education program.
8. Oversees the church library in conjunction with the Education Ministry, offering recommendations for addition of resource material.
9. Is available to teach programs as developed by the Church, and assist in the growth of educational opportunities within Bayside, for the Presbytery and for the community at large. Working with the Education Ministry Team to insure that we maintain and increase connections forged through Vacation Bible School, Pre-School, MOPS, MOM's next, Presbyterian Women, Presbyterian Men and other programs.
10. Manages other responsibilities as assigned.

EDUCATION, TRAINING AND EXPERIENCE

Experience working with youth and their families and a sense of call to that ministry.

RELATIONSHIPS

Accountable to the Pastor as Head of Staff

Bayside Presbyterian Church reserves the right to change or modify this job description at any time.

Salary range:

\$40,000-45,000

Benefits:

Medical: EPO plan, employee only at 100%

Death & Disability: 3.5%

Retirement, 403B: 6%

Enclosure (7) Session Retreat

Session Retreat 2018

Where 3100 Sandfiddler Rd. Virginia Beach, VA

When January 26-27, 2018

The retreat will begin with dinner on Friday at 6 pm.

We will finish sometime after lunch on Saturday.

Why We will discuss some of the points raised in *Sailboat Church*, deepen our understanding of emotional systems and church leadership in anxious times, review the 20/20 vision, discuss goals for 2018, and enjoy fellowship.

Cost \$100 each

Accommodations

Elders have asked for a location closer to home and so this year we will be staying at a house in Sandbridge. The house can sleep 26 people. It has 11 bedrooms and 10 baths. So there is plenty of space, but it will mean sharing rooms for those spending the night. You have the option to go home and return for the remainder of the retreat.

Payment - Please make your check out to Bayside, note session retreat, and turn it in to me so I can keep track of who has paid.