

Ministry Meeting Minutes

December 2017

Administrative Support Ministry
05 December 2017 meeting, 7:15pm Conference Room

Amanda opened the meeting with prayer.

Members present: Janet Baker, Clint Damuth, Cherie James, Betsy Kennedy, Amanda Long, Gregor McLeod and David Rollins

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.

November Minutes were approved.

Preschool Report

- Community Service Project for December: Stockings and stocking fillers – will fill stockings on Wednesday, December 7th (31 stockings this year)
- Christmas Program: *"We Celebrate Christmas All Around the World"*: Thursday, December 7th at 6:30 pm in the Sanctuary – All 3 and 4 year classes and kindergarten class will perform with Chi Yi Wolbrink.
- Santa Visits: Monday, December 11th from 10 to noon and Tuesday, December 12th from 10 am to noon.
- Christmas Break: Wednesday, December 20th to Monday, January 1st. We return to school on Tuesday, January 2nd.
- Registration for Fall 2018
- Current students and siblings: Wednesday, January 17th at 9:00 am
- Church members and waitlists: Monday, January 22nd
- Open to everyone: Wednesday, January 24th
- Registration Fees: Preschool is \$150 and Kindergarten is \$250

Old Business

- Directory of Youth and Family Outreach position and search committee update:
Session approved the revised job description. Ashley McLeod and Betsy Kennedy are writing the job announcement, due to the holidays, committee decided to wait to advertise/post job announcement on PEVA, PCUSA, Indeed and Monster websites. Next meeting is Dec 18th.
- Healthcare payment discussion.
- Update on church computers
Gregor has not had an opportunity to connect with Walter to gain a better understanding of the church computers/network. As groundwork is laid to have an assessment of the network, it was discussed that Walter does have remote access which will need to be rescinded if we obtain alternate support.
- Church Windows update, nothing to report, help/subcommittee is needed to move forward on this.
Briefly discussed putting link in the church communications to make all aware of our efforts. Will revisit in January.
- Moving forward Board of Pensions entries require 2 people to ensure data entry is correct.

New Business:

- 2018 Terms of Call. Motion to session required.
- Staff annual evaluations, discussed the need to plan for evaluations, suggested May/June timeframe after Easter.

Birthdays and Staff Time away		
Eugene Towler	22 Dec	Birthday
Chi Yi	28 Dec – 17 Jan	Vacation
David Rollins	31 Dec	Birthday
Kathy Armstrong	5 Mar	Birthday
Saul Fox	9 Apr	Birthday

Clint closed the meeting with prayer.

Janet Baker, Recording Secretary

Christian Education Minutes - December 5, 2017

Members present: George Wong, Laura Touhey, Beth Montoya

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) - TBA
- Phase 4 - E-Mail List - of college students, spouses deployed, home bound congregants - a weekly note from Linda Vogel inviting all to log on & enjoy the sermon and scripture readings - TBA
- Phase 5 - E-Mail to unchurched friends and relatives by Session and the Congregation to help grow the church - once a month after combined service - TBA

Beth Montoya has written a short piece to use in the Helmsman or Binnacle urging church members to notify friends and families about our online Sermons. We believe this is a great way to keep our members connected and a tool to recruit new members.

Facebook - Contributions - Amanda Long, and Beth Montoya are the administrators for our Facebook. Activity on Facebook is robust! Pictures of church activities and members in action help to put a face on our church. Picture E- mail volume have picked up. Pictures can be sent Baysidepresbypics@gmail.com

Admin / Education Meeting - The search for the new DCE has started. The Search Committee is being formed with Christian Education represented by Beth Montoya. A new job description has been developed and accepted by Session for a full time DCE.

Vacation Bible School - The Curriculum for VBS has been selected (Shipwrecked). Volunteers are being sought to help in this community outreach. Lindley Fox has stepped up and will help organize this church effort. Please save the date - July 23 to 27.

Mission Trips - Pastor Emma will be organizing Youth trips Summer 2018

Christian Education 2018 Budget - The budget will be reviewed prior to December Session for final approval.

Submitted by Moderator George Wong

Community Service Ministry Minutes
December 5, 2017

Members present - Pam Spillman (Moderator), Lynne Owen, Martha Rudell, Connie Schreiber, Libby Graves, Thom Sare, Lorraine Mahone, and Emma Ouellette.

Mail – annual report and thank you note from Virginia Supportive Housing, thank you notes from Seton and Good News Jail (all quarterly donations).

Events coming up

1. Birthdays – Happy Belated Birthday to Gloria on Dec 1!
2. Annual Report – due Jan 11 – Pam has for action.

Old Business

1. Winter Shelter:
 - Number of guests: an average of 70
 - Lessons learned – meeting is tomorrow at 1:30 pm.
 - If not done so already, please send a thank you to the congregation for Linda to include in the Binnacle (due by Dec 15), and on TV/Atrium.
2. Thanksgiving Baskets:
 - Number of baskets: 110
 - Lessons learned – meeting was Dec 1.
 - If not done so already, please send a thank you to the congregation for Linda to include in the Binnacle (due by Dec 15), and on TV/Atrium.
3. Angel Tags:
 - Number of gifts: 236
 - Going well, rounding up gifts now and working with last minute adds. Plan to deliver some to St. Columba tomorrow, and the bulk on Thursday. Has Thom and Carol Scott to help.
 - Once project is complete, please send a thank you to the congregation for Linda to include in the Binnacle (due by Dec 15), and on TV/Atrium.
4. Caroling – Dec 2:
 - Number attending: about 25-30
 - Turnout was fantastic, including David, Emma, and Chi Yi. One of the residents was a former member of our church, and she was especially thrilled to see us. Also, a longtime Thoroughgood resident was there, and he and his wife were very appreciative of our bringing them holiday cheer. Overall, a heartwarming experience.
5. Asking Budget 2018 – Not final yet. Stewardship is having a budget review on Friday, and then there is a Ministry Budget Meeting on Friday, December 15, at 6 pm.
6. Peanut Sales:
 - Sales through Dec 3: \$4,461. Have 130 cans left to sell - 36 cans of them are reserved for someone who will buy them next week, and have sold a few to the Preschool this week.
 - Attached labels to remaining boxes to reduce confusion – worked very well. Thanks to Lorraine for the suggestion!
 - Potential profit: \$2,500, but that could increase since Bob sold some peanuts on our behalf out of state. Will soon get bill, and sales money for that effort.
 - Hand-carried a check on 12/5 to Bob Coffey for the Lions Club to pay for our purchases - \$3,722.70.
 - Lynne to decide whether to buy more peanuts to sell, or to stay with what we have.
 - End date Dec 17.

New Business

1. Collection for Eugene/David and Linda Vogl (for their help with Winter Shelter, Thanksgiving Baskets, Angel Tags). Took up collection at the meeting. If anyone else wants to contribute, please put your contribution in an envelope in the Community Service Ministry box in the office/copier room. I will hold off giving the gift to Eugene/David and Linda until next Monday. The group at this meeting decided giving the money (vice gift card) was best.

Treasurer's Report

1. Budget Status –

- \$25,000.00 less \$24,054.95 spent to date, equals \$945.05 remaining. The “spent” amount includes 4th quarter donations to our agencies. Are we pending any reimbursements for Winter Shelter, Thanksgiving Baskets, or Angel Tags? One thing pending – Connie will get a \$100 gift certificate for Dr. Fee, and give the receipt to Pam to submit a voucher for reimbursement. Also, we may need some funds for orphan Angel Tags.
2. Food Pantry balance: \$14,324.71, but this report was pulled before Luanne paid the Lions Club \$3,722.70 for the peanuts, so real balance is \$10,602.01.
3. Non-budget status: \$0

Session Highlights

1. Announced elder assignments for new elders – Libby was assigned to us – yay!
2. Annual reports due Jan 11 – Pam has for action.
3. Property proposed a non-smoking policy on the grounds of Bayside. It was discussed, and objections voiced on behalf of Winter Shelter and AA guests. The proposal will return to committee for re-work.
4. Admin proposed and Session agreed to use Kim's unused salary to award a one-time gift to Emma, Chi Yi, Linda, and Eugene for their extra efforts while David was on Sabbatical.
5. It was reported that Carol Bayma has been prepared for the ministry and ready to serve and be ordained.
6. Apart from Session, both Clancy Holland and John Jeffcoat are resigning their positions in Session. Efforts are underway by the Church-wide Nominating Committee to find resting elders to replace them. It was assumed that is what is holding David up from announcing the Ministry Moderators for 2018.

Agency Reports:

1. Angel Tags (Lynne, Susie) – see above
2. Beach Health Clinic (Bill) – no report
3. Blood Drive (Martha) – next blood drive is Jan 9.
4. Caroling (Pam) – see above
5. Easter Baskets (Connie, Lynne) – nothing to report
6. Emergency Disaster Shelter (Di) – no report
7. Faith Works (Bob) – no report
8. Food Pantry (Lynne, Tracy, Connie)
 - Report for November: 17 Families (46 Adults, 33 children); Total Spent: \$711.21, Total Donated: \$560.71
 - Item of the month for LBW: December, Gelatin, Pudding.
 - Pam will put our LBW at the Living Nativity this weekend. The request for canned goods has been advertised to the public by Evangelism.
9. Good News Jail Ministry (Audre) – no report
10. HumanKind (Carlos) – nothing to report
11. JCOC (Connie) – nothing to report
12. Meals on Wheels (Nancy) – no report
13. Samaritan House (Susie)
 - The donations received at the Nov 19 Ecumenical Thanksgiving Service were given to Samaritan House. Amount sent \$492.
14. School Supplies (Connie, Lynne) – nothing to report

15. Sentara Pace Bible Study (Lynne) – going well
16. Seton Youth Shelter (Pam) – no report
17. St. Columba (Lynne)
 - Number of sandwiches made/delivered by SIS for November: number is based on what was left over from Winter Shelter. Lynne to text the number to Pam.
 - There will be no sandwiches delivered in December.
18. Thanksgiving Baskets (Libby) – see above
19. Winter Shelter (Lynne, Connie) – see above
20. VA Supportive Housing (Gloria, Di) – no report

Final thought – to share something I said at the meeting tonight with those who could not attend, this is my last month as your Moderator. It has been my privilege to serve such a fine group of dedicated individuals. I may have provided the organization, but you all provided the heart and the hard work. I don't know how you do it year after year and for so many years – but people who need the most help in our community are better off because of YOU. Thank you!

Congregational Care Ministry
Minutes of the Meeting
December 5, 2017

Members present: Nancy Hamilton, Paula Jesburg, Sandy Odom and Sandy Ronan as well as a visit by Emma Oulette.

Thanks to all for a successful chili cookoff. Everyone seemed to have a good time and we had about 60 people present. The Chili was delicious and 3 cooks received special awards.

We are discussing the following 2018 activities:

- hosting (with the property ministry) a congregational pot luck lunch on Feb 4, 2018 after the annual meeting.
- hosting an Easter Sunday Brunch coordinating the Easter Egg Hunt with Emma.
- hosting a churchwide annual picnic/kick off the school year in the area where the gazebo is located the second or third weekend of September.
- BFF will continue our currently popular events and will have a planning meeting early in the year to firm up programs for the coming year.
- hosting a regional meeting for Stephen Ministries February 3rd from 9am to 1pm for probably 50 people.
- Funeral activities will be handled as the need arises.
- Moms and Dads will be recognized on their respective days.

We would welcome suggestions for other events as the year progresses - for example this year we helped Chi Yi with a special program for the preschool children.

We will be continuing work on a program for continuing care for our congregation.

Our meeting was adjourned at 8:30pm.

Sandy Ronan

**Evangelism Meeting Minutes
December 5, 2017**

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

Terri Dannemann opened the meeting in prayer at 7:16pm.

Old Business

1. Mentoring Issue - Mentors are ready to be assigned to new members.
2. The ministry suggests that one pastor be in attendance each and every week at the Believing and Belonging class.
3. The ministry suggests that a pastor asks visitors to stand up and be introduced, so we can get to know them better.
4. Invite Rev David and Rev Emma to our ministry meeting in 2018. Make up a list of questions, concerns and suggestions at the January meeting and invite them to the February meeting.
5. Evangelism purchased pre made magnets that say, Jesus in the Reason for the Season, to be given to each character in the Living Nativity.
6. Starting Thursday 12/7 Terri and Cheri are calling all those who have signed up for the Living Nativity to remind them of their part and arrival time.
7. The ministry used Nextdoor this year to advertise for the Living Nativity. We also used Facebook, Pilot Online, the Flagship, Bayside Binnacle, Helmsman and minute for missions in church services.

New Business

1. The new incoming elder assigned to Evangelism is Butch Brenton.
2. Peggy Damuth is the elder filling the 2 year open position on session and will be the moderator of evangelism in 2018.

The meeting was closed in prayer by John Dannemann at 8:15pm.

Minutes respectfully submitted by,
Peggy Damuth

Global Missions

No minutes received.

Walter Martin, Moderator

**Property Ministry
Minutes from December 5th, 2017**

The present were Bob Allen, Leslie Parr, Steve Baker, Eugene Towler, Dawn Burns, and Sperry Davis.

Lighting of the new Ewell Road sign was again discussed and Eugene promised to contact Miss Utility to get old underground wiring marked in the area of the sign. The contractor has not been able to locate the wiring among the lawn plantings.

Ice machine venting is scheduled to be completed before the end of the year.

Eugene reported there are no other electrical, plumbing, or water leak problems at this time.

End of year lawn sprinkler winterization has been done and 'Heads Up' is working up a quote of extending the system to the Triangle area. A drain conduit of some type has surfaced in the lawn between the Youth wing and the Music wing. Property is trying to determine how to handle it.

A proposal for re-lamping the sanctuary with LEDs has been received. It was decided to check with the sanctuary Task Force before making any changes.

Meeting have been held with Damuth and APS seeking quotes on security system, security cameras, and handicap door installation at the Adult wing entrance.

Removal of white boards in room 508 have been requested. The wall behind is quite damaged. Painting contractor Terry will repair and paint.

Bob Allen reported on various problems with plants in the columbarium. The Prayer Garden is another area quite overgrown. Both areas need to be addressed in the spring.

Dawn Burns reported problems with the paper towel dispensers and soap dispensers in the restrooms.

Eugene closed the meeting with prayer at 8:08 PM.

Stewardship

No minutes received.

Moderator Tom Weeks

WORSHIP MINISTRY MINUTES
DECEMBER 5, 2017

Attendance: Bonita Gilchrist, Dardy Long, Janet Martin, Marie Parr, Nancy Guy, Moderator, and Chi-Yi Woolbrink, Director of Music Ministries

Agenda was approved as amended

Nancy Guy, Moderator, Thanked everyone for their assistance in putting up all of the Advent/Christmas decorations on November 28 noting that because of the many people helping we were able to get it done in one day this year.

Old Business:

Wedding Policy: Marie Parr reported that she had not gotten a meeting together for the co-ordinators and various people on staff who were affected so we could not do a comprehensive revision. She opined that we needed to raise our prices. Nancy Guy stated that since Christmas and New Year's was a big engagement season we were likely to see inquiries in the New Year and needed to address the issue soon. It was decided that we should instruct Linda Vogel to tell new inquiries that the Policy was being revised

(including pricing) and that at this time Session would not be approving any weddings that were not conducted by a Pastor affiliated with Bayside Presbyterian Church.

Advent service volunteers for wreath lighting: Janet Martin reported on volunteers for 8:00 services, Mary Jo Kennedy had notified Nancy of volunteers for Sail On and Nancy had recruited volunteers for 11:00 and three of four services on Christmas Eve. We still need someone for the 11:00PM service.

Communion: Janet and Walt Martin will purchase the loaves of bread for the 4:00 and 11:00 Services on Christmas Eve and will prepare the elements for the 7:00 Service. She will leave them on the cart in the kitchen and Bonita will prepare the table before the 7:00 Service. We have elders to serve communion at 7:00 and we have two elders to assist with intinction at 4:00 and 11:00. David Rollins had requested that we find four additional elders for 4:00 so that we can have 4 stations.

New Business:

Honorarium for Martha Berryman: It was approved that we pay an honorarium of \$1000 to Martha Berryman from unspent funds in the Worship Ministry budget for 2017, \$200 from the Honorarium line item, \$400 from choir robe cleaning, \$400 from usher supplies.

Honorarium for Sperry Davis and Steve Baker: It was approved that Chi-Yi will check on expected outlay of funds for Section Leaders and that, if funds are available we give \$100 each to Sperry Davis and Steve Baker for AV assistance.

Christmas Decoration take-down was scheduled for January 8 starting at 10PM so that the decorations are up through Epiphany.

Reports:

Chi-Yi reported that the Christmas Cantata would be December 17 at the 11:00 service.

She continues to work to develop the Children's Choir. Currently there are two rehearsals, on Wednesday during JAM: 5:45-6:15 and Sunday morning 9:30-9:50. Mostly these are different children. But when the children actually sing (which she plans to have on the first Sunday of each month) they all rehearse together starting at 9:30 which can bleed over into Sunday School time. She has co-ordinated it with Education. There had been a complaint about cutting into Sunday School but it was discussed and decided that there was no better solution.

Chi-Yi will be on vacation December 28-January 17 visiting family in Taiwan. She has arranged for a substitute organist for December 31, January 7 and 14.