

Agenda for the Stated Session Meeting
 Bayside Presbyterian Church
 19 December 2017 7:00 PM Room 508

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 Bonita Gilchrist

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: None.
2. Baptism Requests: Simon Robert Rechkemmer (February 18, 2018 - 11am)
3. Church Wedding Requests: None.

SACRAMENT OF COMMUNION

All are invited!

EXAMINATION OF INCOMING ELDERS (motion needed)

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 NOVEMBER

1. Attendance:
 Previous Three Novembers

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Total of All Sundays	Weekly Average
2014	131/32	335/83	453/113	192	1111	222
2015	158/39	300/75	403/101	226	1087	217
2016	93/31	205/68	306/102	190	794	198
2017	85/28	210/70	286/95	167/60*	748/808*	187

*Interfaith Thanksgiving Service

2. Reception of New Members: None
3. Baptisms: None
4. Church Weddings: None
4. Member Transfers: Ellen Voshell, (request to be removed from roll via daughter), Robbn Stenger
5. Member Deaths: Barbara Sexton (11/5), Millie Gunter (11/19), Eve Skinner (11/29)
 Rudy Felts (12/5)

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. Letter from Mary Hubbard Enclosure (2)
2. Elder John Jeffcoat Enclosure (3)

PEVA / CHURCH ISSUES

There was prior discussion about staying informed about PEVA news and updates. Links to website is below. Send an email to Raymond Rodrigues (Office Administrator) Rrodrigues@pcusa-peva.org to be added to the email distribution list. Also can link to these items via BPC or PEVA Facebook pages.

PEVA Website - <http://www.pcusa-peva.org/>

PASTOR TRAINING

Rev. Dr. David Rollins

CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (4) Clerk
2. Session Retreat - Enclosure (5) Rev. Dr. Rollins

NEW ISSUES

1. Clerk of Session - Motion needed to elect clerk for 2018.
2. Stewardship Motions

The Stewardship ministry moves that Luanne Wong be approved as Treasurer for 2018 and that Traci Davis and Pam Spillman be approved as Assistant Treasurers.

The Stewardship ministry moves that the 2018 Budget be approved as presented. Enclosure (6)

3. Administration Support Motion

Admin Support will provide the required motions regarding terms of call/housing allowance for Pastor and Associate Pastor.

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) Letter from Mary Hubbard

December 12, 2017

Dear Members of Session,

Kim Coyle asked me to serve as her liaison with Bayside Presbyterian Church. As such, I would like to update you on her work at seminary.

Kim has had a difficult but rewarding fall. I, myself, can't imagine trying to go back to school after decades away from the classroom. Kim was understandably nervous but she found out that her life experiences, her age, and her tendency toward being a perfectionist have all helped her to be very successful in this first semester.

She took 4 classes this fall: Theology, Urban Ministries, Evangelism and Greek. The class giving her the most angst is theology; the readings are apparently very difficult, filled with words she finds she doesn't know, and thoughts she isn't sure she agrees with, and, in some cases, not even sure she knows what they mean. However, she would probably say it has been rewarding and she has done very well in the class.

Kim's daughter, Holland, will be home for 10 days for Christmas; this is the most time she will have spent with Kim since she started working! Holland and Kim will go to Kim's mother's house for Christmas, and then Holland will leave for Los Angeles out of Atlanta on December 29.

Kim is very grateful for all the prayers and support she has received from Bayside. Please continue to keep her in your thoughts and prayers. She does have about a month off but plans to use much of the time to get ahead with her reading for next semester.

Sincerely,
Mary Hubbard

Enclosure (3): Email from Elder John Jeffcoat

From: John Jeffcoat
Sent: Monday, November 27, 2017 7:32 AM
To: drollins@baysidepresby.org
Cc: doug_mitchell@cox.net
Subject: Session

Hi David,

After careful thought and prayer I have decided that I am unable to remain on Session for the remainder of my current term. There are a number of reasons for this decision, and I would be available after the the beginning of the New Year to discuss some of them with you.

We all serve in different ways, and I will do so, but not as a member of the current Session.

Warm regards,

John Jeffcoat

Enclosure (4): 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.

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	

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.

Enclosure (5) 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.

Enclosure 6 – 2018 Proposed Budget

Bayside Presbyterian Church

Proposed 2018 Budget

Income

Pledge Offering	107 Units	532,738
Non-Pledge Offering		100,000
Visitor Offering		1,500
Loose Cash		8,000
Church School		100
Envelope Offering		300
Interest/Investment		7,760
Overhead Offering/Preschool		8,880
DoMM Income from Preschool		2,400
Tenant Donations		9,000
GF Rollover		60,000
Operating Reserve Fund		9,617
TOTAL Proposed Income		740,595

Expenses

Admin Support	534,345
Community Service	25,000
Congregational Care	3,000
Education	19,400
Evangelism	4,000
Property	82,000
