

Minutes for the Stated Session Meeting
Bayside Presbyterian Church
19 December 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. Dr. David Rollins, and Elders Russ Brown, Gary Crossman, Sperry Davis, Bonita Gilchrist, Nancy Guy, Clancy Holland, Betsy Kennedy, Walter Martin, Gregor McLeod, Sandy Ronan, Martha Rudell, Emily Rudiger, Pam Spillman, Thomas Weeks, Hugh Vaughan, and George Wong.

Elders Doug Mitchell, Beth Montoya, Beth Parker and Mark Schreiber were not in attendance.

Staff Member Present: Associate Pastor Rev. Emma Ouellette, Associate Pastor; Chi-Yi Chen Wolbrink, Director of Music Ministries.

Visitors to the meeting included Treasurer Luanne Wong and Assistant Clerk Amanda Long. Also in attendance were incoming Elders Chris Pascuzzi, Libby Graves, Kay Newman Myers and Matt Wicks.

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 Bonita Gilchrist.

There was one request for baptism - Simon Robert Rechkemmer

Motion: *It was moved by Elder Gary Crossman that Simon Robert Rechkemmer, son of Matt and Morgan Rechkemmer, be approved for baptism on 18 February, 2018.*

The motion passed.

The Sacrament of Communion was offered to all in attendance.

EXAMINATION OF INCOMING ELDERS

Incoming Elder Examination. Rev. Rollins introduced incoming Elders (Chris Pascuzzi, Libby Graves, Kay Newman Myers and Matt Wicks.) who were present for the meeting. Incoming Elders shared their faith journeys, backgrounds, and some provided a statement of faith. Current Elders were given the opportunity to examine the incoming Elders.

Motion: *It was moved by Elder Walter Martin that elders elect, Chris Pascuzzi, Libby Graves, Kay Newman Myers and Matt Wicks be presented to the congregation for ordination and installation.*

The motion passed.

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.*

The motion passed.

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
1. 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

Treasurer Luann Wong reported on the budget and noted that the report for the end of November showed a deficit of \$28,500 but that when reviewed to date the budget is budget is actually \$9000 in the black.

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

The motion passed.

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

1. Letter from Mary Hubbard Enclosure (2)

No discussion - elders were encouraged to read.

2. Elder John Jeffcoat Enclosure (3)

Rev. Rollins advised that Nominating Committee had worked to fill the 2 vacant terms. The term of Elder Clancy Holland would be filled by Elder Peggy Damuth and that the term of Elder John Jeffcoat would be filled by Elder George Wong.

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/> or PCUSA Website <https://www.pcusa.org>

PASTOR TRAINING

Rev. Dr. David Rollins

The training time was used for outgoing Elders Clancy Holland, Nancy Guy, Sperry Davis, Hugh Vaughn, George Wong to share their thoughts on being an elder and concerns/hopes/dreams for the session moving into 2018 and beyond.

CONTINUING ISSUES

1. Church policy and procedures review updates. The clerk noted that enclosure 4 to the agenda provided the most current status of updates and that appropriate Ministries were all working towards currency.
2. Session Retreat. Reminder - Only 10 elders have confirmed attendance at this time. Rev. Rollins encouraged all elders to attend if possible, stating the more in attendance the more effective the retreat will be.

NEW ISSUES

1. Clerk of Session

Motion: *Elder Nancy Guy moved that Amanda Long be elected as Clerk of Session for 2018.*

The motion passed.

2. Stewardship Motions

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

The motion passed.

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

The motion passed.

Motion: *The Stewardship Ministry moves that we make available \$12,617 of the Operating Reserve Fund for the 2018 budget.*

The motion passed.

3. Administration Support Motions

Motion: *In accordance with direction approved by session at its October 2014 stated meeting the Moderators of Administrative Support, Stewardship, and the treasurer have reviewed the terms of call for Pastor David Rollins and Associate Pastor Emma Ouellette, the terms are affordable, consistent and maintain good faith with our current staff.*

The motion passed.

Motion: *The Administrative Support Ministry moves that the housing allowance for the Pastor be set for January 1, 2018 through December 31, 2018 at the 2017 rate which is \$35,700.*

The motion passed.

Motion: *The Administrative Support Ministry moves that the housing allowance for the Associate Pastor be set for January 1, 2018 through December 31, 2018 at 15,000.*

The motion passed.

STAFF REPORTS

Director of Music Ministries Chi-Yi Chen Wolbrink provided a verbal report. Chi Yi expressed her thanks to all for the music ministry and encouraged feedback on how she could make improvements for the 2018 year. Everyone in attendance applauded the recent Christmas Cantata and Rev. Rollins noted that several who are experiencing a blue Christmas season expressed to him how they were lifted up by the service. Chi Yi noted that the Joyful Singers (the children's choir) will sing with the Bells at the 10am Christmas Eve service.

Associate Pastor Rev. Emma Ouellette provided the following verbal report and supplemental written report:

Emma shared that we have had some hard conversations in the last year. She wanted to lift up a couple of things that have been holy ground for her. When she temporarily assumed the responsibilities of coordinating the middle and high school youth program there were 3 youth attending and at the last meeting there were 13 in attendance. The youth are energized and exuberant. It is exciting to see and to share in this time with them.

She shared that she had the honor to be holding Rudy Felts had as he passed away. It was a powerful moment and holy ground.

She encouraged all to attend the Longest Night Service on the 21st as we are all experiencing some form of loss or could be supportive to those that are having a blue season.

The following is her written report:

The past month has been busy with Christmas Eve preparations and visitations. I had the sad honor of being at the bed side of Rudy Felts as he passed away. Such holy ground that was! I also made hospital visits and visits to folks at Westminster Canterbury. Some other highlights of the month are:

- Participated in funerals as they came up
- Continued a spiritual directing situation with a congregation member
- Attended staff meetings
- Taught a Circle meeting
- Planned and taught Youth group ever Sunday evening
- Participated in the Ecumenical Thanksgiving Service
- Continued to grow relationships with clergy and church directors in the area
- Started working on Summer planning for youth and children
- Finalized the Longest Night Service
- Finalized the 4:00pm Christmas Eve Service
- Preached
- Attended committee meetings

This month I also reread Sail Boat Church in preparations for the Session Retreat in January.

I am looking forward to the holidays here at Bayside (my first!), and all that 2018 has in store for our Church. In 2018 I will be taking some Con Ed time to learn more about the Denominations new Confirmation curriculum and program, as well as hopefully attending NEXT Church conference, where they will focus on the church being in the Wilderness and how to engage growth. 2018 also brings good news for the Ouellette family as my Sister welcomes a baby at the end of January. So I am looking forward to some vacation time and baby snuggles after he is born.

As always, it is an honor and blessing to serve along side you here at Bayside.
Joyfully,
Emma

Respectfully submitted December 19, 2017

Pastor/Head Of Staff Rev. Dr. David Rollins provided the following written report:

In the past month I have made several pastoral visits, taught a P.W. circle, taught a Wednesday night Advent study, officiated at 2 funerals, overseen staff meetings, and met with the Director of Youth and Family outreach search team. This brief report highlights a little of where God has used my gifts in addition to the day to day tasks of ministry and worship preparation. Advent is one of the seasons where we are reminded to slow down, but it a busy time in the life of the church. I am thankful for the ways I continue to see the disciples at Bayside reach out to those in need and support one another.

SUPPLEMENTAL MINISTRY REPORTS

Property - Rev. Rollins reported that upon review of one of the heat exchangers it was found that another also needed to be replaced. The repairs will be done together to save the cost of the necessary crane.

Global Missions - Elder Walter Martin reported that 80 containers of BBQ was sold. He also reported that the ministry will be focusing on Heifer International in January.

Community Service - Elder Pam Spillman reported that all peanuts have been sold and that \$2800 was raised for the food pantry.

Worship - Elder Nancy Guy reported that Marie Parr would be taking the lead on the wedding policy. Also she confirmed that while the policy is in review she will be advising Linda Vogl to inform any callers regarding upcoming weddings, that it would be highly unlikely for any wedding to be approved by session unless it was conducted by a pastor associated with Bayside. All agreed this was a good idea.

Elder Sandy Ronan asked if the congregation would have input into any sanctuary redesigns/updates. Rev. Rollins and Rev. Ouellette confirmed that the task force is currently seeking drafts and bids for proposals that would be brought to session and that the congregations buy would be sought.

CLOSING WITH PRAYER

With no further business, the meeting of Session was closed with prayer at 8:16 pm.

These minutes approved by the Session on January 16, 2018
WDM / Doug Mitchell
Clerk of Session

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.

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 issue
Worship	Lay Reader Guidelines	2015	

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		60,500
Operating Reserve Fund		12,617
TOTAL Proposed Income		743,795

Expenses

Admin Support		534,345
Community Service		25,000
Congregational Care		3,000
Education		19,400
Evangelism		4,500
Property		82,000
Stewardship		3,000
Witness/Global Missions		47,000
Worship		25,550
TOTAL Proposed Expenses		743,795