

# Ministry Meeting Minutes

## January 2018

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### Administrative Support

David opened the meeting with prayer.

Members present: Janet Baker, Cherie James, Betsy Kennedy, Amanda Long, Gregor McLeod, David Rollins and George Wong.

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.

December Minutes were approved.

### Preschool Report

- Kindergarten News: "Meet and Greet" on Thursday January 11<sup>th</sup> for parents of students in all of our 4 year old classes concerning next fall's kindergarten class.

- Registration for Fall 2018

Current students and siblings: Wednesday, January 17<sup>th</sup>

Church members and waitlists: Monday, January 22<sup>nd</sup>

Open to everyone: Wednesday, January 24<sup>th</sup>

- Preschool Closings: Martin Luther King, Jr. Day; Monday January 15<sup>th</sup>

- Preschool Openings: (99.45 full) currently one opening in a 5-day 4's class. There is a student who may enroll in January.

### Old Business

- Directory of Youth and Family Outreach position and search committee update:

Met December 18<sup>th</sup> and finalized the Job announcement which will be posted by PEVA and PCUSA first and then depending on responses, may expand to Indeed if necessary.

- No update regarding church computers/Network, Gregor has not had an opportunity to connect with Walter to gain a better understanding of the church computers/network.

- Church Windows update; a coordinated effort is needed to get member information updated. Gregor will work to submit a note in the 12 and 19 January Helmsman and February Binnacle.

David will make a phone tree reminder and we can be available with computers/tablets at the combined service for anyone who may want to fill out the google document on 28 January and 4 Feb after services.

- Annual Report; Betsy will send Admin Support entry to Linda and Clerk of Session.

- Staff members receiving a monetary gift for their hard work and dedication over the summer were very thankful. Taxes were taken out.

### New Business:

- Confidentiality Agreement – discussed the need for confidentiality of staff matters. Agreed verbally that discussions regarding staff matters would remain confidential. We will sign a confidentiality agreement at our next meeting.

- 2018 Liaisons

David: Gregor

Emma: Betsy

Linda: Amanda

Kathy: Cherie

Eugene: Clint

Saul: Janet

Chi Yi: George

David B: Kay

DYFO: Janet

- Conversation on way forward, if necessary, after the budget deficit meeting in December 2017.

#### Birthdays and Staff Time away

Chi Yi	28 Dec – 17 Jan	Vacation
Emma	30 Jan – 3 Feb	Continuing Ed
Linda Vogl	19 Feb	Birthday
David	11 -17 Feb	Continuing Ed
Kathy Armstrong	5 Mar	Birthday
Saul Fox	9 Apr	Birthday

Amanda closed the meeting with prayer

Janet Baker, Recording Secretary

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### Christian Education

Present: Beth Montoya, Matt Wicks

1. Discussed small membership on Christian Ed Ministry. Laura Touhey Naud, although not here tonight, plans to continue on the committee. George Wong, past Moderator, has agreed to take over the unexpired term of another session member and, as such, will be on another ministry. He has graciously offered to serve on Christian Ed as well if meetings can be held earlier. Decision: Meet 1st Tuesday of each month at 6:15 PM.
2. Reviewed Live Streaming 2020 Vision
  - 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
3. Facebook- Continuing attempt to reach church members by Administrators Beth Montoya and Amanda Long. Emma Oulette has been readded. Continued need for session members to send photos of their ministry's activities to BaysidePresbyPics@gmail.com or to personal email of one of the administrators.
4. Discussed that the search for a new DYFO (formerly DCE) is ongoing. Until this post has been filled, Rev. Emma and church members are taking over some of the former DCE's duties. Discussed several of those as follows:
  - 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
  - Graduate breakfast in spring- Christian Ed members will begin to plan in coming months and will host a celebration for high school and college graduates.
  - Next confirmation class to be held in fall after new DYFO is hired.

5. Discussed goal of promoting Sunday school more efficiently:

- Event in fall at start of new Sunday School year has been discussed. Budget is an issue. Ongoing discussion will take place, especially once a new DYFO is in place.
- Discussed a bulletin board or easel promoting classes.

6. Discussed goal of making all church activities more family accessible by increasing the offering of child care. Are families not attending events because in some cases they are required to request child care as it is not automatically set up? As setting up child care is normally the job of the DCE (not DYFO), Beth will discuss with Emma and report back.

7. NEXT MEETING Feb 6 2018 at 6:15pm-

- Discuss potential date for graduate breakfast in spring 2018
- Discuss fundraising for nursery updates with Laura.
- Discuss Worship Plus 2- Idea to get church members to attend services plus be involved in two other church activities.

Minutes submitted by Beth Montoya, Moderator

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### Community Service

No minutes received

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### Congregational Care

No minutes received

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### Evangelism

In attendance were John and Terri Dannemann, John Hamilton, Russ Brown, and Emma Ouellette

Russ Brown opened the meeting with prayer.

### Old Business

“Visitor To New Member Process”- discussed with Rev. Emma. She is actively seeking new ideas to share with the Evangelism Ministry as we look for refining the model Kate started and had the Evangelism Ministry continue. Members concerned that there has been little to no growth in membership in over a year. No one taking the Believing And Belonging classes, no one wanting to join the church, no mentors needed. Obviously we need to do something differently. So...See New Business below.

Budget submitted to session.

Living Nativity – we all felt that the event was a success even though the weather prohibited us from having it both nights.

Thank you to all who helped make it *the best Living Nativity in VB!*. Talked to Rev. Emma about the possibility of having both her and David with us on both nights next year. Eight people who attended the Living Nativity filled out feedback sheets, which we discussed. Positive feedback given.. Only one sheet had any contact information for us.

### New Business

We are looking forward to working with Rev.Emma and Rev. David to review, revise, and revamp how to “grow our flock” together. Social media came into the discussion and Rev. Emma is interested in updating Bayside’s website and using “Facebook Live”. We also discussed how Rev. Emma could create a way to acknowledge visitors at the beginning of our worship services.

We discussed being involved with the Edna Etheridge speaker coming to visit with us on March 3 and 4. Our guest will be preaching at a combined service and there will be a lunch to follow in the fellowship hall. More information to come.

Meeting ended at 8:15 PM. Terri Dannemann closed the meeting with prayer

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## **Global Missions**

No Minutes Received

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## **Property**

Those present were Sperry Davis, Leslie Parr, Steve Baker, Eugene Towler and new member Clif Furedy.

Items Discussed:

Outgoing moderator Sperry Davis advised Clif Furedy that as sole Session member, he will probably become moderator. Assorted reports, budget papers and past minutes were transferred to Clif.

New 2018 budget for Property explained. Amount requested was the same as 2017.

New Ewell Road sign is installed but does not have power for lights. Sign contractor promises to return and search for power problem.

Kitchen ice machine vent remains on hold until contractor returns.

Building security, key card access, handicap access and security cameras were discussed. Items are related and impact each other. Security Assessments will require review. Making Adult Wing exterior doors ADA compliant should be integrated with security upgrades. Actual needs must be refined. Additional proposals will be required.

Landscape project on hold pending installation of plants. May require proposal for water to island.

Room dividers for 506/512 require maintenance and potential replacement. This would be a significant project and requirements should be refined by users.

Eugene reported there were no continuing electrical or plumbing issues.

Two HVAC heat exchangers were replaced at \$5K each, total \$10,000.

Kitchen cleaning, painting and updating complete except for door handles.

Lighting in Sanctuary and Fellowship Hall adequate for time being. Changing Sanctuary lights to LED should be coordinated with future plans for space.

Update and painting in Room 508 complete except for blinds and wall decorations. Blind selection and decor to be determined by others in coordination with Eugene.

No action on audio to classrooms and nursery as requirement is not clearly defined.

Eugene reported he has some ice melting crystals and snow shovels in preparation for forecasted severe weather.

Ministry members expressed a hope for "needs, wants and desires" of various other ministries and groups to be brought to Property in a prepared statement rather than a "comment in passing" that something be done. This will aid in accurately understanding the need, establishing a priority and allocating limited funds. This is essential for the incoming Property moderator who has limited Session experience.

The meeting was closed with prayer at 9:00pm.

Clifton G. Furedy

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## Stewardship

Present were Moderator Tom Weeks, Bob Baker, Gary Crossman, and Treasurer Luanne Wong.

Luanne presented the Balance Sheet and Treasurer's Report. She noted that the line item for year-end pledged offering in the Treasurer's Report included \$58K in 2018 pledges payed in 2017. Several members paid 2018 pledges before the end of 2017 for tax reasons. Still, not counting those for 2018, close to 100% of 2017 pledges have been received. The number of pledging units is currently 111 compared with 127 at this time in 2017. For 2017, the Treasurer's Report shows difference between total income and total expenses as +\$42K but, considering the \$58K 2018 pledges received in 2017, the difference would be approximately -\$16K. In addition, if DCE, Kim Coyle, was paid entire year, the shortage would be approximately \$37K. However, the group noted that, while this is a deficit, it's less than the \$58K G/F rollover we thought would be needed when the 2017 budget was prepared. This is partly due to non-pledged offering received being \$114K vs \$90K budgeted for 2017. (2018 budget estimates non-pledged as \$100K). Bottom line is that in 2017 Bayside operated at a deficit but not as significant a deficit as we anticipated when preparing the 2017 budget.

Bob said he heard that some of the congregation mistakenly thought that endowment funds were used to balance the 2018 budget when, in fact, approximately \$13K from the Operations Reserve Fund was used. Group concluded that some of the confusion could be that funds willed by Louise Robinson were split between Food Pantry, Minister's Special Benevolence and Bertholf Education funds, and new benevolence fund named in honor of Louise, in lieu of going into endowment. All agreed that Stewardship needs to be more familiar with rules dealing with bequeathed funds and, after review, rules may need clarification. Tom Weeks will provide Stewardship members copies of rules for discussion at next meeting.

Also, at latest Endowment Committee meeting, request was made that Stewardship recommend how to best inform Bayside church groups about what endowment does and how groups can approach Endowment Committee for funds to support church mission. Luanne recommended article(s) in Binnacle.

Group marked up Stewardship enclosure to 2017 Annual Report for use in 2018 annual report. Bob reminded that in 2017 we provided an update to Priority Plan projects and should continue to do so in 2018. He also asked those attending Session retreat to remind other ministries to provide status of “We Will” statements.

The meeting was closed at 8:20 PM.

Tom Weeks

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### **Worship**

No Minutes Received

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