

Agenda for the Stated Session Meeting  
 Bayside Presbyterian Church  
 16 January 2018 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

Sandy Ronan

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: Wayne Pollok
2. Baptism Requests: None
3. Church Wedding Requests: None

SACRAMENT OF COMMUNION

All are invited!

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 DECEMBER

1. Attendance

Previous Three Decembers

| Year | 8:00<br>Total/Avg | 9:00<br>Total/Avg | 11:00<br>Total/Avg | Combined<br>Service | Total of<br>All<br>Sundays | Weekly<br>Avg |
|------|-------------------|-------------------|--------------------|---------------------|----------------------------|---------------|
| 2014 | 104/35            | 249/83            | 425/142            | 258                 | 1036                       | 259           |
| 2015 | 95/32             | 168/56            | 373/124            | 203                 | 839                        | 210           |
| 2016 | 59/30             | 145/72            | 271/136            | 184/55*             | 659                        | 165           |
| 2017 | 76/25             | 165/55            | 379/126            | 169/148**           | 937***                     | 187           |

\* Christmas Day

\*\* Christmas Eve Morning

\*\*\* 5 Sundays

| Year | Celtic | Longest<br>Night | CE<br>4pm | CE<br>7pm | CE<br>11pm |
|------|--------|------------------|-----------|-----------|------------|
| 2014 | NA     | NA               | 259       | 264       | 67         |
| 2015 | 40     | 15               | 312       | 286       | 50         |
| 2016 | 50     | 41               | 175       | 254       | 57         |
| 2017 | NA     | TBD              | 208       | 258       | 58         |

2. Reception of New Members: None
3. Baptisms: Simon Rechkemmer son of Matt & Morgan
4. Church Weddings: None
5. Member Transfers: None
6. Member Deaths: 12/5 Rudy Felts; 12/8 Peter Wojcikowski (NM); 12/21 Lil Lamm

#### 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. Session Resignation - Emily Rudiger

#### PEVA / CHURCH ISSUES

1. 2 Commissioners needed for PEVA Stated Meeting – Saturday January 27th 10am – 3pm  
Providence Presbyterian Church  
Meeting documents - <http://www.pcusa-peva.org/md>

Motion Needed

2. Upcoming PEVA Meetings
  - a. Tuesday April 24<sup>th</sup> 1-5:30 Bayside Presbyterian
  - b. Tuesday July 24<sup>th</sup> 1-5:30 Wythe Presbyterian
  - c. Tuesday October 23<sup>rd</sup> 1-5:30 Green Acres Presbyterian

#### PASTOR TRAINING

Rev. Dr. David Rollins

#### CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (1) Clerk

#### NEW ISSUES

1. Election of 2 Elders to Co/Chair the 2018 Nominating Committee - motion needed

#### STAFF REPORTS

1. Director of Music Ministries Chi-Yi Chen Wolbrink  
No report – on vacation
2. Associate Pastor Rev. Emma Ouellette

Greetings,

It's hard to believe that we are half way through January. Over the past month my life has been consumed by Christmas and moving into the New Year. Here are some highlights:

- Longest Night Service
- Our 4 worship services on Christmas Eve
- Met with Stephen Ministry leaders and BFF leaders to plan 2018 events
- Attended committee meetings

- Met with a local rep from Young Life to form connections with the community
- Met with 2 of my clergy groups
- Attended a New Pastors gathering at the Presbytery
- Went on Hospital visits and homebound visits
- Prepared liturgy for the next few months of worship services
- Continued to work on the Youth schedule and youth planning
  - Including Montreat and Massanetta for the summer

Because of the holidays and the snow storm it feels like the time in the office has been limited, but the work never stopped with several phone conversations, emails, and planning. Looking forward to this month where we will have our session retreat and I will be going to the APCE conference (Association for Presbyterian Christian Educators) to be a part of the roll out for the denominations new confirmation curriculum. I've also been working on how we can use our social media in different ways to connect and promote our church. I am working towards doing a VLOG (video blog) either weekly or every other week on our Facebook page. I'd like to get to a point where I could Facebook live and have a group who will tune in and ask questions and be a part of a conversation. This is just another way for us connect.

2018 promises to be a full year and I look forward to walk alongside you through it.

Joyfully,

Emma

Respectfully submitted January 12, 2018

3. Pastor/ Head of Staff

Rev. Dr. David Rollins

**SUPPLEMENTAL MINISTRY REPORTS**

(Items/issues not included in Ministry Minutes)

**CLOSING WITH PRAYER**

\*Next meeting February 20, 2018 - Devotion: Betsy Kennedy

## Enclosure (1): 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          | 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 |                                                       |