

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
18 September 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

Elder George Wong

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

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

SACRAMENT OF COMMUNION

All are invited!

PEVA LIAISON

Rev. Jenny Spivey

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

Attendance:

Current Plus Previous Three - August

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Special Services	Total of All Sundays	Weekly Average
2015	133/33	315/79	368/92	189	n/a	1005	201
2016	97/32	191/64	393/131	163	n/a	844	211
2017	n/a	n/a	n/a	642/161	n/a	642	161
2018	n/a	n/a	n/a	650/163	n/a	650	163

1. Reception of New Members: Paul Verburg (8/2) Transfer of Letter
Yungyong & Nayoung Chae (August, missed in Agenda
and minutes for last month)
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: None
5. Member Deaths: None

INVITATION CELEBRATION:

Sharing of invitations to Bayside services, events and programs.
Upcoming opportunities?

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet (enclosure 1) & Treasurer's Report (enclosure 2) Luanne Wong

Motion needed.

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

None

PEVA / CHURCH INFORMATION

PASTOR TRAINING

Rev. Dr. David Rollins

CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (3) Clerk
2. Church Wi-Fi/System Upgrade Discussion - Update

NEW BUSINESS

1. Session Retreat – January 25-26 – Sandbridge, VA
2. Pet Blessing Service – October 14, 2018
3. Service Project Request – Laura Naud – Blessing Bags

<https://www.togetherwerise.org/team-building-for-foster-children/church/sweet-cases/>

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

Director of Youth and Family Outreach
Associate Pastor
Pastor / Head of Staff

Ms. Lacy Schimmel
Rev. Emma Ouellette
Rev. Dr. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday October 16, 2018 7pm Elder Butch Brenton – Devotion

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of August 31, 2018

Thursday, September 13, 2018

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Account # Account Name YTD Balance

1100.0500.0000	BB&T Money Market	150,157.36
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	98,235.95
1100.2100.0000	Towne Bank Money Market	191,224.49

Cash Assets \$439,917.89

1100.2453.0000	Session Loan (4)	5,742.30
1100.2525.0000	Xenith Bank 5110762150(11/21/2018)1.19%	53,481.06
1100.2527.0000	Xenith Bank 1024 (4/12/2019)1.24%	60,225.57
1100.2528.0000	Xenith Bank 5110754383(5/15/2019)1.24%	31,029.34
1100.2529.0000	Xenith Bank 5110771861(4/30/2019)1.24%	49,339.02
1100.2621.0000	Xenith Bank 4437(4/26/2019)1.54%	30,312.65
1100.2766.0000	Towne632084227(1/15/2020)1.49%	63,815.56
1100.2767.0000	Towne632077972(1/20/2020)1.49%	56,484.08

Investment Assets \$350,429.58

1100.4100.0000	Endowment MM TowneBank	10,348.96
1100.4500.0000	TD Ameritrade	478,681.53

Endowment Assets \$489,030.49

\$1,279,377.96

Fund Balance

3100.0000.0000	General Fund	249,485.19
3100.7000.0000	Assoc Pastor Cont Educ Fund	761.85
3200.0000.0000	Non-Budget Fund	17,534.34
3200.0200.0000	Minister's Special Benevolence	4,702.25
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3200.4430.0000	Wedding Fund	85.65
3200.5000.0000	Food Pantry Fund	11,037.34
3300.0000.0000	Preschool Fund	102,105.44
3400.0000.0000	Educational Fund	5,395.76
3400.1000.1000	Library Fund	407.15
3400.1100.0000	Youth Ministries Fund	2,049.04
3400.1110.0000	Youth Mission Trips	12,939.48
3400.1120.0000	Adult Mission Trip Fund	3,445.25
3500.0000.0000	Property Fund	137,180.47
3500.0210.0000	Transportation Fund Balance	27,167.73
3500.0300.0000	Operations Reserve Fund Balance	45,778.77
3500.0700.0000	Columbarium Fund	46,831.16
3600.0000.0000	Music Fund	17,306.86
3600.0100.0000	Organ Fund	35,317.62
3600.1000.1000	Handbell	1,686.87
3700.0500.0000	Session Operating Fund	1,516.74
3800.0000.0000	Scholarship Fund	1,889.70
3800.1000.1000	Coleman Fund	247.17
3800.1005.0000	William & Rhonda Bertholf Education Fund Balance	15,659.00
3800.2000.0000	Minister Loan Fund	30,027.39
3800.4000.0000	Missions Fund	9,631.62
3800.5000.0000	Earnings Fund	3,657.63

General & Special Funds \$790,347.47

3900.0000.0000	Endowment Fund	378,806.26
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Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of August 31, 2018

Thursday, September 13, 2018

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Account #	Account Name	YTD Balance
3900.3100.0000	Edna E Etheridge Fund Fund	104,942.42
3900.9000.0000	Qtrly Endow Earnings Fund	5,281.81
	Endowment Funds	\$489,030.49
	Total Fund Balance	\$1,279,377.96
	Total Liabilities and Fund Balance	<u>\$1,279,377.96</u>

Bayside Presbyterian Church - Virginia Beach VA
 Treasurer's Report as of August 2018 for General Fund

Thursday, September 13, 2018 5:19 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Income					
4100.0000.0000	Pledge Offering	48,611.00	330,162.32	92	540,058.00
4100.0100.0000	Non-pledged Offering	5,208.42	58,961.88	88	100,000.00
4100.0200.0000	Visitor Offering	230.00	1,806.00*	181	1,500.00
4100.0300.0000	Loose Cash Offering	577.05	6,178.49*	116	8,000.00
4100.0400.0000	Church School Offering	0.00	10.00	16	100.00
4100.0500.0000	Envelope Offering	0.00	342.00*	171	300.00
	Regular Offerings	\$54,626.47	\$397,460.69	92	\$649,958.00
4100.1000.0000	Interest/Investment Inc.	0.00	0.00	0	7,760.00
	Net Investment Income	\$0.00	\$0.00	0	\$7,760.00
4100.1100.0000	Overhead Donation	795.00	6,360.00	100	9,540.00
4100.2100.0000	Soft Drinks/Coffee Inc.	17.54	274.45	0	0.00
4100.2200.0000	Tenant Donations	510.00	5,960.00	99	9,000.00
	Other Income	\$1,322.54	\$12,594.45	102	\$18,540.00
4100.1101.0000	Preschool DoMM Donation	0.00	1,296.00	81	2,400.00
4100.8888.8888	Restricted Fund Budget Supplement	0.00	0.00	0	5,137.00
4100.9999.9999	G/F ROLLOVER	0.00	0.00	0	60,000.00
	Total Income	\$55,949.01	\$411,351.14	83	\$743,795.00
Expense					
5100.1000.0000	Salary - Minister	8,360.51	66,884.08	100	100,326.00
5100.1005.0000	Salary - Associate Pastor	4,715.43	37,723.44	100	56,818.00
5100.1010.0000	Salary - Director of Music	4,234.16	33,873.28*	100	50,810.00
5100.1011.0000	Salary - Praise Team Music	793.83	8,831.33	74	17,861.00
5100.1015.0000	Salary - Dir Educ Min	2,907.19	3,642.49	12	45,000.00
5100.1020.0000	Salary - Church Secretary	2,473.60	21,025.60	98	32,143.00
5100.1022.0000	Salary - PT Bookkeeper	100.00	600.00	78	1,150.00
5100.1030.0000	Salary - Nursery	1,134.50	6,292.15	99	9,580.00
5100.1031.0000	Salary - Bldg/Grnds Super	2,989.36	23,914.88*	100	35,872.00
5100.1032.0000	Custodian A	822.32	6,705.70	79	12,789.00
5100.1035.0000	Employer Social Security	964.89	6,782.87	74	13,811.00
	Salary Expense	\$29,495.79	\$216,275.82	86	\$376,160.00
5100.0100.0000	Office Supplies	392.68	1,988.73	75	4,000.00
5100.0105.0000	Postage Exp. 2	210.00	1,309.00	98	2,000.00
5100.0110.0000	Postage Meter Lease	0.00	324.00	96	500.00
5100.0115.0000	Copier Lease/Maintenance	(789.02)	4,972.10	65	11,500.00

Bayside Presbyterian Church - Virginia Beach VA
 Treasurer's Report as of August 2018 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0120.0000	Internet Expense	223.00	2,188.08*	131	2,500.00
5100.0126.0000	Office Equipment Repair	0.00	292.43	44	1,000.00
5100.0130.0000	Telephone Service	253.90	2,045.41*	106	2,900.00
5100.0155.0000	Phone Message System	85.00	680.00	100	1,020.00
5100.0157.0000	Staff Appreciation	0.00	0.00	0	300.00
5100.0160.0000	Worker's Comp Insurance	0.00	2,816.70*	211	2,000.00
5100.0165.0000	Property & Liability Ins	0.00	0.00	0	9,750.00
5100.0175.0000	Computer Equip/Software	656.48	2,144.84	64	5,000.00
	Office Administration	\$1,032.04	\$18,761.29	66	\$42,470.00
5100.1040.0000	Benefits - Minister	2,886.20	23,089.60*	100	34,634.00
5100.1045.0000	Benefits - Assoc Pastor	1,620.72	13,928.68*	107	19,529.00
5100.1050.0000	Benefits - Director of Music	388.24	3,175.92*	102	4,659.00
5100.1051.0000	Medical Insurance Opt-Out- DoMM	333.34	2,666.72*	100	4,000.00
5100.1055.0000	Benefits - Dir of Educ Min	0.00	337.02	5	11,182.00
5100.1061.1000	Benefits - Church Secretary	840.84	6,796.72*	101	10,090.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,289.41	10,555.28*	102	15,471.00
	Benefits Expense	\$7,358.75	\$60,549.94	91	\$99,565.00
5100.1065.0000	Prof. Exp. - Minister	1,170.10	2,712.28*	102	4,000.00
5100.1066.0000	Cont Ed - Minister	0.00	919.01	55	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	63.03	645.36	32	3,000.00
5100.1071.0000	Cont Ed - Assoc Pastor	0.00	0.00	0	1,500.00
5100.1075.0000	Prof. Exp. - Dir. Music	89.67	1,000.28	64	2,350.00
5100.1080.0000	Prof Exp - Dir of Educ Min	0.00	0.00	0	2,350.00
5100.1085.0000	Prof.Exp - Administrator	0.00	77.39	25	450.00
	Professional Expense	\$1,322.80	\$5,354.32	50	\$16,150.00
	Total Administrative Expense	\$39,209.38	\$300,941.37	84	\$534,345.00
5100.2001.0000	Beach Health Clinic	100.00	300.00*	114	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	600.00	1,800.00*	113	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	125.00	375.00*	112	500.00
5100.2013.0000	St. Columba Ministries	2,600.00	7,800.00*	112	10,400.00
5100.2021.0000	Judeo-Christian Outreach Cente	700.00	2,100.00*	113	2,800.00
5100.2027.0000	Seton Youth Shelter	125.00	375.00*	112	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	400.00	1,200.00*	113	1,600.00

Bayside Presbyterian Church - Virginia Beach VA
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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.2033.0000	Winter Shelter Program	0.00	0.00	0	400.00
5100.2038.0000	Faith Works Coalition	600.00	1,800.00*	113	2,400.00
5100.2039.0000	Virginia Supportive Housing/Crescent Square	700.00	2,100.00*	113	2,800.00
5100.2041.0000	Project Activity	125.81	285.82	53	800.00
	Community Service Expense	\$6,075.81	\$18,135.82	109	\$25,000.00
5100.2055.0000	Fellowship	0.00	6.36	1	1,700.00
5100.2060.0000	Card Ministry	10.00	10.00	16	100.00
5100.2063.0000	Bereavement Team	0.00	11.33	2	750.00
5100.2070.0000	Stephen Ministry	0.00	0.00	0	450.00
	Congregational Care Expense	\$10.00	\$27.69	1	\$3,000.00
5100.3000.0000	Equipment/	0.00	0.00	0	750.00
5100.3001.0000	Supplies	116.65	236.76	18	2,000.00
5100.3003.0000	DCE Conferences	0.00	0.00	0	1,250.00
5100.3005.0000	Curriculum	0.00	1,400.53	66	3,200.00
5100.3006.0000	Background_ Checks	10.00	92.85*	145	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	198.00	756.00	76	1,500.00
5100.3014.0000	MOPS	12.50	980.28	82	1,800.00
5100.3015.0000	Vacation Bible School Exp.	2,631.42	8,135.63*	321	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	16.95	219.30	47	700.00
5100.3041.0000	HS Ministry	16.95	219.29	65	500.00
5100.3042.0000	Confirmation	0.00	0.00	0	300.00
5100.3043.0000	Children's Ministry	296.00	4,202.91*	525	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	167.14	14	1,800.00
	Education Expense	\$3,298.47	\$16,410.69	127	\$19,400.00
5100.3505.0000	New Visitor Materials	451.00	451.00*	134	500.00
5100.3525.0000	Evangelism Materials	0.00	467.75*	139	500.00
5100.3531.0000	Evangelistic Events	0.00	0.00	0	500.00
5100.3540.0000	Living Nativity	0.00	0.00	0	3,000.00
	Evangelism Expense	\$451.00	\$918.75	31	\$4,500.00
5100.4000.0000	Building Maintenance	277.08	6,693.53*	125	8,000.00
5100.4001.0000	HVAC Maintenance	0.00	0.00	0	7,000.00
5100.4005.0000	Van Ops/Maint	0.00	0.00		
5100.4010.0000	Exterminating Service	0.00	1,893.00*	142	2,000.00

Bayside Presbyterian Church - Virginia Beach VA
 Treasurer's Report as of August 2018 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4015.0000	Fire & Safety System Maint.	132.72	630.63	47	2,000.00
5100.4020.0000	Grounds Maintenance	765.95	7,784.95*	117	10,000.00
5100.4025.0000	Supplies & Cleaning Materials	253.17	1,920.90	72	4,000.00
5100.4030.0000	Kitchen Maintenance	0.00	776.62	58	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	0.00	13,449.77	81	25,000.00
5100.4055.0000	Gas	75.34	6,832.07*	103	10,000.00
5100.4060.0000	Water & Sewer	732.86	5,889.96	88	10,000.00
5100.4065.0000	Refuse Collection	216.24	1,961.61*	147	2,000.00
	Property Expense	\$2,453.36	\$47,833.04	88	\$82,000.00
5100.4080.0000	Payroll Preparation	84.59	599.82	85	1,050.00
5100.4082.0000	Bank Fees	65.83	426.89*	116	550.00
5100.4086.0000	Audit Fees	0.00	0.00	0	1,400.00
	Stewardship Expense	\$150.42	\$1,026.71	51	\$3,000.00
5100.4101.0000	Church Develop - Limete	0.00	0.00	0	500.00
5100.4110.0000	Mission Giving	0.00	17,500.00	75	35,000.00
5100.4120.0000	Theological Education Fund	0.00	500.00	75	1,000.00
5100.4121.0000	Field Missionary Support	0.00	0.00		
5100.4122.0000	Congo Maternity Hospital	0.00	0.00	0	500.00
5100.4123.0000	Congo-Mark Shreiber School	0.00	250.00	74	500.00
5100.4125.1000	Ticul Scholarship & Staff	0.00	0.00		
5100.4125.2000	Ticul - Material	0.00	0.00	0	500.00
5100.4125.5000	Youth - Mission Trips- 1/3	0.00	0.00		
5100.4128.0000	Disaster Response	0.00	0.00	0	500.00
5100.4130.0000	Massanetta support	0.00	500.00*	149	500.00
5100.4132.0000	Miscellaneous expenses	(300.00)	108.11	32	500.00
5100.4134.0000	Clean Water Project	0.00	7,052.31*	151	7,000.00
5100.4135.0000	Mogodeshu Hospital	0.00	0.00	0	500.00
	Witness/Global Mission	(\$300.00)	\$25,910.42	83	\$47,000.00
5100.4200.0000	Special Music Programs	0.00	1,645.94	99	2,500.00
5100.4205.0000	Music Literature(all sevices	80.17	615.87	93	1,000.00
5100.4215.0000	Robe Maintenance/Cleaning	0.00	0.00	0	900.00
5100.4220.0000	Workshops/Memberships/licensing	485.00	2,559.93*	273	1,400.00
5100.4225.0000	Substitute Organist	150.00	950.00	89	1,600.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	98.38	15	1,000.00
5100.4232.0000	Section Leaders	1,110.00	7,145.00*	101	10,600.00

Bayside Presbyterian Church - Virginia Beach VA
 Treasurer's Report as of August 2018 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4236.0000	Seasonal Decor	0.00	0.00	0	400.00
5100.4240.0000	Usher Supplies/Cleaning	0.00	379.75*	144	400.00
5100.4245.0000	Communion Supplies	0.00	64.52	32	300.00
5100.4250.0000	Supplies/Equipment	18.00	254.06	45	850.00
5100.4251.0000	Children's Choir Supplies	0.00	194.13	49	600.00
5100.4255.0000	Keyboard Instr. Maintenance	0.00	111.80	19	900.00
5100.4260.0000	Audio/Visual	6.99	201.99	60	500.00
5100.4265.0000	Handbell Maintenance	0.00	0.00		
5100.4270.0000	Praise Team Drummer	150.00	2,415.00*	139	2,600.00
	Worship Expense	\$2,000.16	\$16,636.37	98	\$25,550.00
	Total Expenses	\$53,348.60	\$427,840.86	86	\$743,795.00
	Difference	\$2,600.41	(\$16,489.72)		\$0.00

* = Income/Expense exceeds amount budgeted to date

Enclosure (5): 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 wedding experience
Worship	Lay Reader Guidelines	2015	