

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
15 January 2019 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 Butch Brenton

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: Will Abertoli
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

Attendance: Current Plus Previous Three – December and Special Services

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Services	Total All Sundays	Weekly Average	Total All Services
2015	95/32	168/56	373/124	203	839	210	1542
2016	59/30	145/72	271/136	184/55*	659	165	1291
2017	76/25	165/55	379/126	169/148**	937***	187	1504
2018^	NA	NA	NA	TBA	TBA	TBA	TBA

* Christmas Day ** Christmas Eve Morning *** 5 Sundays ^ All Combined Services

Year	Celtic	Longest Night	Christmas Eve – 4pm	Christmas Eve – 7pm	Christmas Eve – 11pm	Total Special Services
2015	40	15	312	286	50	703
2016	50	41	175	254	57	577
2017	NA	43	208	258	58	567
2018	75	8	288	241	68	680

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: None
5. Member Deaths: Jack Ricks 12/23

REQUEST

Kim Coyle will visit with us to discuss next steps in seminary journey.

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)

Motion needed.

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

None

PEVA / CHURCH INFORMATION

None

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosure 3) Clerk
No updates received

NEW BUSINESS

1. Elder Retreat - (enclosure 4)
2. The Next Presbytery Meeting is SAT. JAN. 26, 2019 at 10:00 AM at Hilton Presbyterian Church (34 Main Street, Newport News, VA). Motion needed to elect delegate to join Tom Weeks.
3. From Worship:

Motion: The Worship ministry moves that the summer combined worship schedule begin on May 26th and end on September 1st, with services being held at 10:00 am.

STAFF REPORTS

Director of Music Ministries
Director of Youth and Family Outreach
Associate Pastor

Chi-Yi Chen Wolbrink
Ms. Lacy Schimmel
Rev. Emma Ouellette

Since our meeting in December I have helped to organize and lead worship services on December 21, 23, 24, 30, and Jan. 6. I have had the opportunity and privilege to make multiple pastoral visits in hospitals and homes walking along side people dealing with a wide variety of things. I have been working on the session retreat, and outlining worship services for this year. I have spent some time with our Living Waters of the World mission group and am preparing to join them on their next trip in March.

Almost every week the staff and I meet at 9:30 am on Tuesdays in the conference room to pray, touch base, plan and prepare for upcoming events. We also review the bulletin and worship plans for the coming Sunday. Every time we gather I am impressed by the team that God has put together in this place. Bayside is fortunate because we have an incredibly talented staff that serve passionately and joyfully in their callings. I am in Montreat this week to take some time for spiritual renewal and continuing education. While I am not with you in person you are in my heart and in my prayers. Thanks so much for all you do to serve Christ.

Peace,

David

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday, February 19, 2019 7pm Elder Thom Sare – Devotion

Enclosure (3): 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	