

Ministry Meeting Minutes
January 2016

Administrative Support
5 January 2016

Members present: Janet Baker, Clint Damuth, Jack Hamilton, Cherie James, Betsy Kennedy, Amanda Long, Gregor McLeod and David Rollins.

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.

Clint opened our meeting with prayer.

Welcomed Betsy Kennedy and Gregor McLeod to the ministry team. Betsy replaces Bill Graves as Moderator.

Amanda provided an overview of the various responsibilities of the Admin Support ministry throughout the calendar year.

Summary of Discussions:

- December meeting minutes were approved.
- Session/Moderator Updates/Reminders
 - Policy Manual Review, Continuing Request from the Clerk
 - Fundraising policy – Betsy has it and will provide to committee members for input/comment.
 - Quarterly Potluck – Admin Support and Property are scheduled for the Feb 7 potluck. It's a busy Sunday and a Pancake Lunch is planned. Betsy will check with Kate to see what plans are in place and what we will be responsible for.
- Preschool Report
 - Kindergarten News: "Meet and Greet" on Thursday, January 7th for parents of students in all of our 4 year old classes concerning next fall's kindergarten class.
 - Registration for Fall 2016:
Current students and siblings: Wednesday, January 20th
Church members and waitlist: Monday, January 25th
Open to everyone: Wednesday, January 27th
 - Preschool Closings:
Martin Luther King, Jr. Day.....Monday, January 18th
- Church Secretary Report
 - First, thank you for the Christmas gift! It was unexpected, but very much appreciated! Thank you!
 - Letters continue to go out thanking those who have sent in their 2016 pledge.
 - Pens for pews - They're here! The new pens have arrived!
 - Receptionist desk - Continue to look for and ask for people to fill in at the front desk.
 - Food Pantry - Continue to accept incoming phone calls for the food pantry.
 - End of the Year Activities - Working on the end of the year stats. Waiting patiently for all ministries to send in their end of the year report so that the Annual report can be put together.
 - Working with Bobbie Brenton and Congregational Care on the new Bayside Directory.
 - Staff Time Away
 - Kate Rascoe 2 - 5 Jan (Montreat College Conference)
 - Kim Coyle 15 Jan (Vacation)
 - Kate Rascoe 20-22 Jan (PEVA meeting NY)
 - David Rollins 25 - 29 Jan (Continuing Ed)
 - David Rollins 28 Feb (Vacation)
- Old Business

- Staff Review and Evaluation Process - All ministry members who haven't yet completed reviews will work to compile and provide to David so meetings can be set up for delivery of feedback and goal setting can take place.
- 2017 Sabbatical Proposal for Lily Grant Package - Admin support will work to develop question 5 response for David's Lily Grant Package. Response will be worked and provided in time for presentation at the January Session meeting.
- New Business
 - Discussed showing our thanks for Bill's service as moderator with a Barnes and Noble Gift card. Betsy will obtain \$50 gift card and will have a card for signing on Sunday.
 - Discussed having Kathy and Linda attend a ministry meeting once or twice a year to provide an in person report. Amanda will ask Kathy if she can attend the February ministry meeting. We will ask Linda to attend at a future meeting.
 - Discussed moving staff evaluations to the spring, to be completing in the first quarter of the calendar year. The last quarter of the year is extremely busy and we tend to run behind in completing them.
 - Kate will be with us through July.
 - Assigned staff liaisons (Quarterly interaction/birthday card & gift card):

Kim	1/15	Janet
Kathy	3/5	Amanda
Saul	4/9	Clint
Kate	4/15	Jack
David Black	7/7	Gregor
Katie	9/1	Clint
Eugene	12/22	Gregor
David	12/31	Betsy
Linda	X/XX	Cherie

Upcoming Staff Milestones and/or Birthdays:

Kim Coyle	15 January
Linda Vogl	1 year at BPC! 26 January

Administrative Support Ministry continues to support, serve and meet the needs of the BPC staff.

David closed the meeting with prayer.

Janet Baker, Recording Secretary

Christian Education
5 January 2016

Members Present: George Wong, Beth Montoya, Kim Coyle, Gary Crossman, David Joshua

Survey Monkey: The second mailing of the survey to the congregation has generated more computer response. The general impression was that there was satisfaction with the number and variety of Sunday school classes. There was some interest in having church staff involved in future classes.

Wednesday Night Class – David Rollins and Kate Rascoe – World Changing 101 by David Lamotte.

The Annual Report to the Congregation will be written by Kim Coyle, George Wong.

This spring Kim will touch base with Kathy Armstrong about retrofitting 2-3 classrooms for Sunday School.

Mission Trip: Jamaica (High School). Montreat Youth Conference (Middle and High School). Kim Coyle has started early planning for these two mission opportunities.

The meeting was closed with prayer by Gary Crossman.

George Wong, Moderator

Community Service
5 January 2016

Members present: Pam Spillman, Lynne Owen, Sandy Ronan, Susie Fulcher, Thom Sare

Mail - Thank you notes from St. Columba (\$600 freezer; \$2,250 4th qtr.); Samaritan House (\$500 4th qtr); Beach Health Clinic (\$600 Nov; \$100 Dec); Faith Works (\$300 4th qtr. and \$1000 extra); Good News Jail Ministry (\$100 4th qtr.)

Old Business - Input provided to Kim for Spring Guide

New Business:

- Change in Moderator, review of assignments and ministry membership
- Happy Birthday to Connie Schreiber on Jan 8, and Sandy Ronan on Jan 22!
- Due to membership on other ministries, Nancy Guy would like someone to take over Seton Youth Shelter and Beth Parker would like to be removed from our email list (Beth is still willing to be a Food Pantry shopper). Nancy Hamilton is willing to continue delivering Meals on Wheels but cannot come to the meetings due to membership on Congregational Care
- Layette collection – December 24, 2015 until January 31, 2016. Crib up; signs posted; advertised in Binnacle and Helmsman, and announced from the pulpit.
- Blood Drive – January 12, 2016 2-7 pm. Signs up.
- VOA Spaghetti Dinner - January 15, 2016, 5:30 to 7:30 pm. Signs up. Ad submitted to Thoroughly Good News and Pam will do a T-news to Thoroughgood.
- Annual Report - January 15, 2016 - Pam will submit, pending information from Faith Works
- “Souper” Bowl – February 7, 2016 (combined service)

Treasurer Report:

- 2015 Budget Status - \$23,371.05 of our \$25,000 budget for this year has been spent to date. The amount spent included the last remaining items – 4th qtr payments to the Agencies, \$1,000 extra payment to Faith Works, \$338.94 to Angel Tags (\$206.07 for Lynne and \$132.87 for Kim), and \$94.30 to Bob Orcutt for Winter Shelter. Of the \$1,628.95 remaining unspent, we had agreed that \$1,000 would go to the church for the 2016 budget, and give them whatever was left over after the final bills were paid (in this case \$628.95). Lynne noted that the \$132.87 for Kim/Angel Tags was related to a Youth Project and perhaps should have been charged to Youth. Pam will discuss with Luanne.
- 2016 Budget Status – There were insufficient pledges to fulfill all the Ministries budgets. Our budget was reduced from \$25,000 to \$23,500. I sent an email to all to explain.
- Food Pantry – balance available \$3,912.06.
- Non-Budget Account – nothing in those accounts – overall \$208.89 came in for 2015, and \$208.89 went out.
- Pam can provide full details for anyone who wants them.

Report from Session

- Request to use the church facility for a wedding of the drummer in the 9:00 service couple was approved
- PEVA meeting at Calvin Presbyterian Church on Jan 23 from 10-4
- Agreed to ask for (and already received a) refund of approx. \$20K for failed Makemie Roots and Wings fundraiser. Need to investigate if money can be kept or returned to members.
- CSM & Evangelism have been assigned the March 6th potluck
- Kate is leaving Bayside in the summer
- Jan 21, 22, 23 are the dates for the pictorial directory – make reservations now

- Revisions/update to Bayside’s Fundraising Policy were proposed; Pam made initial review and comment to Session. Pam will send to CSM members with these minutes for further review and comment – request respond to Pam with comments before the next Session meeting (Jan 19th)

Community Agency and Activities Reports:

- Angel Tags (Lynne Owen, Susie Fulcher) – 269 tags fulfilled for 2015. This was about 40 more than last year and may have been about 15-20 more than we can handle. May want to reduce next year.
- Beach Health Clinic (Bill Warden) – nothing to report
- Blood Drive (Sandy Ronan) – see above
- Crisis Pregnancy Layette Collection (Pam Spillman) – see above
- Easter Baskets (Connie Schreiber, Lynne Owen) – nothing yet
- Emergency Disaster Shelter (Rick Rudell) – nothing to report
- Faith Works (Bob Brenton) – waiting on Bob to provide number of families helped in 2015
- Food Pantry, ”Souper Bowl” Sunday (Lynne Owens, Audrey Cannell)
 - o December report
 - o 18 Families, 39 Adults/29 Children,
 - o \$730.44 Total Costs/\$623.56 Donated by shoppers
 - o 2015 Annual report
 - o 189 Families, 430 Adults/315 Children,
 - o \$6,968.41 Total Costs / \$5,636.02 Donated by shoppers
 - o Lynne noted that Audre would be stepping down and she will now be assisted by Tracy Davis and Connie Schreiber
- Good News Jail Ministry (Audrey Cannell) – nothing to report
- Human Kind (Zuni) (Carlos Fletcher) – no report
- JCOC (Pam Spillman) - nothing to report
- Lighthouse Center/VOA/Winter Shelter (Connie Schreiber, Lynne Owen) – see above
- Meals on Wheels (Nancy Hamilton) – going well
- Panera Bread (Martha Rudell) – changed Panera pickup to be assigned to same names for 1st, 2nd, 3rd, and 4th Sunday, as noted below for February:
 - o Feb 7 – Spillman/Robbins; Feb 14 - Sare; Feb 21 – Raymer; Feb 28 - Weeks
- Samaritan House (Sandy Ronan) – nothing to report
- School Supplies (Connie Schreiber/Lynne Owen) – not yet
- Sentara Pace Bible Study (Lynne Owen) – going well
- Seton Youth Shelter – Pam will take this over until a permanent rep can be found – no report
- St. Columba (Lynne Owen)
 - o 40 sandwiches for December
- Thanksgiving Baskets (Libby Graves) – Libby is recovering from hip replacement surgery. We miss her smiling face and wish her a speedy recovery. No report needed for T-Baskets

Closed with prayer.

Pam Spillman, Moderator

Congregational Care
5 January 2016

Bobbie Brenton, Moderator

Evangelism

5 January 2016

Members present: Russ Brown, John Hamilton, Jackie Weitzel, John Dannemann, Terri Dannemann, Dot Pennypacker

Members absent: Peggy Damuth, Kate Rascoe

Old Business:

1. Living Nativity Review: The two night event was well attended and ran smoothly. Great team effort! Kate Rascoe provided feedback to ministry from new forms she had provided in fellowship hall for visitors to sign. Much positive feedback given and a couple visitors indicated that they would like a call from church. Will check with Kate to see if she contacted them. Russ Brown agreed to bring up the plan to cut the event down to one night next year (due to our \$1,000.00 budget cut for 2016) at the Elder Retreat as the ministry would rather keep it both nights if possible. Jackie Weitzel reintroduced the possibility of getting animal costumes made instead of renting live animals to ultimately save money in the future.

2. BPC Welcome Postcards to New Home Owners in neighboring areas: It was decided to continue sending the postcards for the time-being. Thanks to Jackie Weitzel for singlehandedly orchestrating this outreach project.

3. VSH (VA Supportive Housing) Project does not appear to be a viable evangelistic initiative at this time according to Russ Brown. To check with Community Service Ministry – will bring up at a joint meeting in February to discuss Pot Luck March event @RB.

4. Terri Dannemann asked the ministry to decide if there were any changes needed to the Friendship Register’s insert pages as they needed to be reordered from the office. Terri will relay change decided upon to Linda so she can place the order soon.

New Business:

1. Edna Etheridge Speaker, David Lamotte, Saturday, Feb. 6th and Sunday, Feb. 7th. Russ Brown shared the jobs the ministry members (4 to 6 of us) will be at church to help Kate with beginning at 3:00 Saturday. Ministry members need to sign up and reserve/pay for catered dinner tickets (\$10.00).

2. March Pot Luck Luncheon with Community Service. Russ will contact the moderator of Community Service Ministry to arrange for us to meet during our next ministry meeting on Feb. 2nd.

3. Russ will contact David Rollins to find out if and when a new Elder will join our ministry to take the place of Jean Reid (will mention at retreat) @RB.

4. Terri Dannemann will serve as the ministry’s liaison to The Believing and Belonging Class being run by Mary Hubbard and Judy Crossman.

5. Russ Brown ended our meeting with prayer at approximately 9:00PM.

Reviewed & supplemented by Moderator

Russ Brown, Moderator

Global Missions
5 January 2016

Present: Moderator, Thom Sare, Moderator, Elder Robert Orcutt, Elder Beth Parker, Youth Elder Anthony Peters

The annual elder retreat will be held 1/15/16. The budget for our Ministry will be discussed further at the retreat.

The general fund will entail a loss of \$5,470 to our ministry.

We lost \$6,000 from 2015 and there is no plan for a trip to Ticul, Mexico this year.

Bob Orcutt suggested putting out a word to the congregation to see if anyone wants to go to Ticul. Should there be any interested in the mission, they would have to fund it themselves.

There is \$2,300 allocated for the clean water mission.

Thom Sare requested Bob Orcutt be the point of contact for the clean water project and Ticul mission trips.

The budget should be enough for the clean water mission trip this year.

Stop Hunger Now is also part of this ministry.

Next year, due to the outpouring of interest, there will be approximately 200 boxes ordered for the operation Christmas child project.

The ministry also works on a project to collect eye glasses for the needy. Thom Sare said he would be making a drop box for this project for people donating at the church to give their donated glasses.

Thom Sare suggested Mark Schrieber be the point of contact for the Congo mission trips.

Attendees looked at the clean water system and Bob Orcutt and Thom Sare discussed how the filter works.

Bob Orcutt, Moderator

Property
5 January 2016

Members Present: Sperry Davis/Moderator, Bob Allen, Steve Baker, Betsy Davis, Joseph Marcotte, Leslie Parr, Ed Spillman, Eugene Towler

Sperry Davis opened the meeting with prayer at 7:15 PM.

New Elder Joey Marcotte was welcomed and gave a brief introduction.

December Minutes were approved.

2016 Budget modification from the December 12th budget meeting were discussed.

Current maintenance issues and projects include:

- Discussed possible changes to lighting, painting, and window treatments in classroom 504. (After the meeting, overhead lighting was reduced to 50% by removing bulbs.)
- Prayer room, painting, ceiling, and lighting completed. Tile flooring and baseboard should be complete by end of week. Furnishing and wall treatments not finalized, Steve will communicate with Worship Ministry.
- Parking lot re-striping is pending, waiting on favorable weather and schedules to coincide.
- Carpet for adult wing hall and preschool wing hall was discussed. Eugene will obtain carpet samples from Robert (Contractor). Colors will be similar to existing carpet. January install.
- Eugene will contact Baker Roofing to schedule an appointment to obtain:
 - o Quote for Sanctuary Roof replacement.
 - o Maintenance plan for Translucent Atrium Roof.
 - o Evaluate condition of flat roof over adult wing rooms 506/508/510/512.
 - o Recommend remediation to preschool wing roof problems.

- Discussed pricing and sources for new 6' round tables for fellowship hall and 6' or 8' rectangular tables.
- Discussed various options for improving coffee setup in Atrium.
- Discussed pew renovation, deferred pending future Sanctuary changes.

New Projects:

- Discussed possible kitchen remodeling to include:
 - o Relocation of ice machine to fix existing ventilation problems
 - o Commercial dishwasher at countertop level
 - o Replace/repair leaking garbage disposal sink
 - o Improve workflow
 More research is needed.
- Preschool roof drainage problem discussed (see above).
- Security system, the group would like to see the requirements better defined.
- Eugene was tasked with the purchase of 2 additional snow shovels.

Bob Allen closed the meeting with prayer at 8:30 pm.

Sperry Davis, Moderator

Stewardship
5 January 2015

The Stewardship Ministry met in the Brides Room at 7:25 PM January 5, 2016.

Present were Bob Baker, Moderator; Hugh Vaughan, Luanne Wong, Treasurer Tracy Davis, Associate Treasurer, Tom Weeks and Bill Warden.

Bob Baker opened the meeting with prayer.

We reviewed the proposed report of the Stewardship Ministry's 2015 Activity to be included in the Annual report to the Congregation. After some discussion we added one item and approved the report.

Since Session approved the creation of an Associate Pastor Nominating Committee, we agreed to recommend to Session that they approve the transfer of \$10,000.00 from the Operational Reserve fund to the Associate Pastor Nominating Committee fund. After the transfer the fund will have a total of \$10,000.00.

We reviewed the status of the General Fund after the input of 2015 giving from December offerings and the receipt of some 2016 prepaid pledges. We also recognized the refund from PEVA of \$21,000.00 and used it to replace some of the restricted funds being used to balance Bayside's 2016 Operating budget. Using the above assets we rebalanced the 2016 Operating Budget around the \$758,407.00 value approved by Session at its December 2015. We will present a motion for Session approval at the January 2016 meeting.

The meeting was closed at 8:45 PM.

Bob Baker, Moderator

Worship
5 January 2016

Attendants: Nancy Guy (Moderator), Judy Crossman, Theresa Cipriano, Jean Reid, Berny Wallace, Mary Jo Kennedy, Marie Parr, Janet Martin, Suzanne Hanley, Dardy Long, Doug Mitchell, Katie Grant,

Rev. Rollins attended for the first portion of the meeting.

The meeting was opened with prayer at 7:14 pm.

Approval of Agenda – the agenda was approved with two additions.

Report of Moderator: Nancy noted that the budget workshop conducted in December included the reverting of 3000 dollars in funding from the Worship Ministry 2015 budget that will be applied to the 2016 general budget since Worship Ministry 2015 expenditures were below budgeted expenses. The remainder of excess 2015 funds (just over \$1000.00) was earmarked to be applied to an honorarium to Martha Berryman for her volunteer contributions throughout the year as pianist for the choir and the worship services. It was noted that the Ministry's full asking budget for 2016 was approved and that the Worship Ministry budget now includes the choir section leaders, who no longer will be paid from outside the budget. From the total church perspective, it was noted that pledges received to date for 2016 do not yet cover the approved 2016 budget expenditures. In addition to the budget issues, Nancy noted Rev. Kate Rascoe's pending departure in conjunction with Clayton's new ministry at Massanetta Springs. And while Clayton will be moving within the next few weeks, it is Kate's intention to remain in the area until the girls complete school in the spring/summer. Nancy noted that the Session has voted to ask the Presbytery for permission to create an Associate Pastor Nominating Committee.

Old Business

New Hymnals – Katie distributed copies of the new Presbyterian Hymnal (2013 version) for everyone to review, and also had samples of large print hymnals, music director/organist versions, and other available products. Issues considered by the Ministry were the need for a new hymnal, the color of the cover (red or purple), the quantity to be purchased, the option for memorial/honorary purchases and dedications, and funding methods. After various discussions, the Ministry determined that the following Motion will be provided to the Session for consideration at the January Session meeting:

Motion: The Worship Ministry moves that the Session approve the immediate purchase of 500 new "purple" hymnals, and that the funding for these hymnals be provided by an augmentation of \$10,000 from the general fund which will be replenished in whole or in part by donations/dedications from the congregation.

Funeral Policy – Modifications to the policy were discussed based on last month's meeting with minor revisions. The Ministry determined that the following Motion will be provided to the Session for consideration at the January Session meeting:

Motion: the Worship Ministry moves that the Funeral Policy be approved by the Session as the governing procedures for the conduct of funerals at Bayside Presbyterian Church

New Business

Overview of Tasks/Assignments for 2016 – Nancy had provided a read-ahead list of ministry assignments for 2016 that was reviewed and amended as follows:

Moderator: Nancy Guy

Session Representatives: Jean Reid, Doug Mitchell

Columbarium Committee Representative: Berny Wallace

Communion Preparation: Janet Martin - 8:00 Service

Judy Crossman - Sail On Service

Marie Parr/Jean Reid - 1st Sundays/Special Services

Flower Guild: Nancy Guy / Theresa Cipriano

Ushers: Terri Danneman

Name Tags: Ruth LeMay

Sunday Coffee: Judy Crossman

Audio Visual: Katie Grant (liaison to Sperry Davis and Steve Baker)

Music: Katie Grant

Ministry meeting minutes: Doug Mitchell

Elimination of Greeter Program – It was discussed over the past few weeks with clergy and other ministry members that the provision of a separate group of greeters prior to worship services was excessive. The ushers will be assigned their already performed task of greeting congregants who with the pastors and our friendly and outgoing congregation should be able to provide a very welcoming atmosphere. Ruth LeMay will continue her volunteer effort in passing out and collecting name tags in the atrium.

Honorarium for Martha Berryman – it was noted that the honorarium proposed for Martha had been approved at one of the later Ministry meetings in 2015, and has already been accounted for and provided to Martha.

Taking Down Christmas Decorations – Nancy noted that everyone is welcome to assist in taking down and storing the Christmas decorations tomorrow morning, 6 January, at 10:00 am.

Scout Sunday – The church's scout troop representative, Thom Sare, requested that the Ministry request approval from the Session that Sunday 14 February be designated as Scout Sunday as has been the tradition for many years. The Scout Troop will liaison as they have in the past for their participation in worship.

Motion: The Worship Ministry moves that Sunday 14 January 2016 be designated as Scout Sunday

Easter Combined Service Proposal – The idea of conducting a combined service on Easter was discussed. It was decided that the Ministry would not offer a motion to Session for consideration for a Combined Service.

With no further business, the meeting adjourned with prayer at 8:40 pm.

Nancy Guy, Moderator