

Agenda for the Stated Session Meeting
 Bayside Presbyterian Church
 19 January 2016 7:00 PM Room 508

Please prepare for all stated meetings of the Session by reading all of the most recent Ministry Minutes and all Enclosures to this Agenda prior to the meeting. Your preparation will make the presentations and conversations much easier if we are all properly informed. Thank you!

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

ELECTION OF TEMPORARY CLERK

DEVOTION Beth Parker

INTRODUCTION OF NEW MEMBERS

SACRAMENT OF COMMUNION All are invited!

SESSIONAL RECORDS / Clerk Motion to approve the following Clerk of Session

1. Minutes from the last Stated Session Meeting
2. Tonight's Agenda

STATISTICS FOR DECEMBER

1. Attendance:

Year	8:00 Service	9:00 Service	11:00 Service	Combined Service	Total of All Sundays	Celtic Christmas	Longest Night	Christmas Eve
2012	292 Avg. 73	341 Avg. 85	533 Avg. 133	203	1369 Avg. 274			
2013	-	353 Avg. 88	700 Avg. 175	217	1270 Avg. 254			
2014	104 Avg. 35	249 Avg. 83	425 Avg. 142	258	1036 Avg. 259			
2015	95 Avg. 32	168 Avg. 56	373 Avg. 124	203	839 Avg. 210	40	15	4:00 - ____ 7:00 - 286 11:00 - 50

2. Reception of New Members: Matthew and Braden Wicks (12/15)
3. Baptisms: Sam Wicks (1/3)
4. Church Weddings:: Elizabeth Ficarra and Michael Allen (12/31)
5. Member Transfers: Christopher Borson (1st Presbyterian, Gainesville, GA)
6. Member Deaths: None

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Members: Lisa Koperna – request for reinstatement Rev Rollins
2. Baptism Request: None.
3. Church Wedding Request: Solinah Kinney and Andrew ____ Rev. Rollins
(non-members)

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report Luanne Wong
2. Annual Reports to Session Luanne Wong
 - a. Independent Financial Reviews Enclosure (1)
 - b. Property & Liability Insurance Policies Information
3. APNC Funding Line Bob Baker
4. 2016 Budget Balancing Bob Baker

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

1. None

PEVA ISSUES

1. None

PASTOR TRAINING

Rev. David Rollins

YOUTH ELDER REPORT

Anthony Peters

CONTINUING ISSUES

1. Church / Ministry Goals Discussion
Rev. David Rollins
2. Communications & Information Flow to the Congregation
Open Discussion / Observations
3. Extending communion to the home bound
Sign-up sheet requested by Rev Rascoe to be circulated
One for extended communion, one for Ash Wednesday
Rev. David Rollins
4. Church Policy and Procedures Review Updates
Clerk
Clerk
Enclosure (2)
Enclosure (3)
Review/Approval of Fundraising Policy
Motion required.
Worship Ministry
Enclosure (4)
Review/Approval of Funeral Policy
Worship Ministry motion required
5. Renovations (Capital Campaign Funds)
Property
6. Hunger Grant (Funds return to PEVA)
Treasurer
7. Mentors Program
Evangelism
8. Session Retreat Comments
Rev. David Rollins
9. Congregational Nominating Committee Progress
Bob Baker, Terri Wilkins
10. Annual Congregational Report
Clerk
11. YAV Program Status for Cherokee Adams & Patrick Long
Rev. David Rollins

NEW ISSUES

1. Election of Clerk and Treasurer
Rev. David Rollins
2. Associate Pastor Nominating Committee
Rev. David Rollins
3. New Hymnals
Worship Ministry
Motion Required
4. Scout Sunday Designation
Worship Ministry
Motion Required
5. Sabbatical for Rev. Rollins (2017)
Admin Support Ministry
Enclosure (6)
Endorsement/Motion by Session Required.

STAFF REPORTS

Director of Christian Education
Director of Music Ministries
Associate Pastor
Pastor / Head of Staff
Kim Coyle
Katie Grant
Rev. Kate Rascoe
Rev. David Rollins
Enclosure (5)

SUPPLEMENTAL MINISTRY REPORTS

Admin Support
Christian Education
Community Service
Congregational Care
Evangelism
Global Missions
Property
Stewardship
Worship
Betsy Kennedy
George Wong
Pam Spillman
Bobbie Brenton
Russ Brown
Bob Orcutt / Thom Sare
Sperry Davis
Bob Baker
Nancy Guy

CLOSING WITH PRAYER

Enclosure (1): Annual Reports

The Presbytery requires that the following information be provided to Sessions annually for information.

Dates of Independent Financial Reviews of all church books and records:

22 January 2015
07 August 2015
11 November 2015

Dates when Property and Liability Insurance Policies were obtained that protect facilities, programs, staff and elected and appointed officers:

Insurance Policy	Premium Paid Dates	Coverage Dates
Property	10 December 2015	01 Jan 2016 – 31 Dec 2016
Umbrella Policy	17 September 2105	01 Oct 2015 - 30 Sep 2016
DOT (Directors, Officers, & Trustees)	_____	01 Jan 2016 – 01 Jan 2017
Worker's Compensation	_____	01 Feb 2016– 31 Jan 2017

Enclosure (2): Church Policy 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 operating the church and provide guidance for the church officers, Ministries, and congregation members in the conduct of routine business or events. These documents are currently available through the church website or in hard copy in the office for reference by all church members.

All of the Policies were approved by the Session at some point in time, although some of them are out of date. 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 from latest Ministry Meetings in Red
Administrative Support	Personnel Policies & Procedures	2012	7 April – update required to reflect inclement weather closing procedures and explanation of wages for non-exempt, full-time and part-time hourly wages during church closure. 4/21 Session approved changes, but policy not yet updated.
Administrative Support	Manual of Administrative Operations	2013	Clerk – review/update may be required due to new requirement to “guarantee full participation & representation to all persons or groups within Session membership”
Clerk / Admin Support	Sexual Misconduct Policy	2015	Approved December. Review for revision requested.
Clerk / Admin Support	Fundraising Policy	1991 2016 pending	Draft provided in this month’s agenda
Christian Education	Library Procedures	2015	
Christian Education	Transportation Fund Policy	2015	
Community Service	Food Pantry Procedures	2015	
Congregational Care	Bereavement Support Procedures	New	3 March – committee formed and policy development in progress. Handout is being written for congregation
Congregational Care	Visitation / Shepherding Program Procedures	New	10 February - meeting planned to start development. Concept developed in Ministry in August. Development of procedures pending.
Property	Building Use Policy	2010	3 March – policy discussed with 3 potential modifications. Include modification that references the new Fundraising Policy.
Property	Memorial Garden and Columbarium Rules & Procedures	2015	
Stewardship	Mission Trip Funding Policy	2015	
Stewardship	Stewardship Policy	2015	
Stewardship	Operating Rules and Investment Policy for the Endowment Fund Committee	2015	
Stewardship	Corporate By-Laws	2013	
Worship	Funeral Policy	2010	Draft provided to Session for approval in January meeting
Worship	Wedding Policy	2015	
Worship	Lay Reader Procedures	2015	
TBD	Priorities Plan	2012	
TBD	Strategic Plan / Review Notes	2003 / 2012	

Policy for Fundraising and Moneymaking Activities

Bayside Presbyterian Church

Virginia Beach, Virginia

Approved by the Session on _____

(NOTE: The 1991 version predecessor to this policy is referenced by its date in the 2010 Building Use Policy, and will be addressed in the pending update of that policy. As a general rule, recommend that references in one document to another be revised to reflect the title of the Policy only and not the date, to avoid frequent document updates and confusion.)

Comments received from Pam Spillman/Community Service are incorporated
Discussion points for Session are in **RED UPPERCASE**

1. Purpose

The purpose of this policy is to assure that all fundraisers conducted on Bayside Presbyterian Church (further referred to as “Church”) property or for the benefit of the Church follow uniform, established procedures. No one is authorized to conduct a fundraiser except in accordance with this policy. This fundraising policy has been established for the following reasons.

- a. We have numerous members affiliated with a variety of non-profit civic and other volunteer organizations who would like to conduct fundraisers at our Church. We need to be sensitive to the quantity and purpose of various requests
- b. We have numerous members involved in home-based businesses and sales careers and we must be sensitive to any requests to use our Church for special activities and sales events.
- c. The use of church property for certain types of sales and fundraisers may be in violation of our denomination’s official policies and could jeopardize our church’s status as a tax-exempt organization.

2. Overview

Fundraisers are expected to contribute to goals and objectives of the Church and the proceeds realized used for pre-approved causes supporting those goals and objectives. Fundraisers will be reviewed and considered for approval based upon the conditions of need, church or community benefit, and minimal impact to the normal Church operations. All requests will be reviewed against a master calendar of currently approved and other pending events.

3. Definitions

For purposes of this policy, fundraising is defined as any effort to obtain money, goods or services for the purpose of funding or benefiting an individual, group, or cause. Events for which an entry fee is charged or where goods or services are sold during the event are not included in this definition.

- a. Fees charged solely to recover the cost of presenter’s fees, consumable supplies, food, books, and training materials are not considered fundraising.

4. Responsibility

It is the policy of the Church to approve and fund its ministries through its regular budget process. The Church Session approves the ministries and budget. Also, the Church sponsors a limited number of related organizations such as the Preschool, Presbyterian Men, the Presbyterian Women, Presbyterian Youth, our Boy Scout Troop and Cub Scout Pack for which fundraisers are authorized. Fundraisers will not be allowed except for authorized church ministries.

The Admin Support Ministry in concert with the Treasurer is responsible for overseeing and approving all fundraising efforts of authorized Church ministries, scheduling and controlling the dates, times, places and number of fundraisers, maintaining a master calendar of currently approved fundraisers, and administering a process for collecting and accounting for the use of all money raised through fundraisers. The Admin Support Committee may delegate specific aspects of fundraising oversight to staff or committees, as deemed appropriate.

5. Policy

- a. All fundraisers must reflect and relate to the principles and purposes of the Church and serve the mission of the Church.

- b. All fundraisers are to be conducted for the benefit of the Church, its Ministries, or for clubs or causes approved by the Church. Fundraising will not be done to benefit non-sponsored organizations or for-profit entities.
- c. Individuals who own and/or operate a home-based business, e.g. Mary Kay, Avon, Pampered Chef, Longaberger, etc., may not use the Church facilities for fundraisers, even if any percentage of the profits are designated for the Church.
- d. Individuals who work in sales businesses, e.g. real estate, auto sales, financial services, insurance, etc., may not use or cause others to use the Church telephone directory to make “cold calls” on church members.
 - (1) This policy does not prevent individual members of the Church from “networking” with each other on an informal basis or inviting individuals to participate in organizations, activities and businesses not associated with the Church, but it does prohibit people from using Church mailing lists and phone directories for the purpose of “prospecting” for business.
- e. Church members may not use the Church’s name, in any fashion, in advertising or to allude Church support of public or private businesses, corporations, products, political organizations, etc., e.g. John Doe Real Estate, your friendly Bayside Presbyterian Church realtor.
- f. The number and frequency of all fundraisers shall be limited at the discretion of the Administrative Support Ministry to avoid excessive and frequent financial demands on the Church members.
- g. Fundraisers shall be limited to a specific time interval.
- h. Fundraisers can only be used to support currently existing funds.
- i. As a general rule, fundraisers will not be announced from the pulpit.

THE PULPIT MAY BE A GOOD OPPORTUNITY TO ANNOUNCE CHURCH EVENTS

- j. Every request for a fundraiser must be made in writing using the Church Fundraising Application.
- k. Solicitation for fundraisers shall not normally last more than two Sundays. Solicitation time does not include delivery of items sold or goods received. The Finance Committee can approve exceptions to the two-Sunday period.
- l. The following programs or ministries are exempt from seeking approval for fundraising.
 - (1) Community Service Food Pantry
 - (2) “Souper” Bowl Food and Donations Collection
 - (3) Easter Basket Collection
 - (4) Layette Collection for the Keim Center
 - (5) The VBS Supply Collection
 - (6) School Supply Collection
 - (7) The Thanksgiving Basket Food Drive
 - (8) Winter Shelter Clothing and Toiletries Drive
 - (9) The Angel Tag Program
- m. Fundraising requests do not carry over from one year to the next except as noted in paragraph l.
- n. The following fundraising events are not acceptable:
 - (1) Events that involve aggressive sales pitches.
 - (2) Political fundraising

- (3) Events that might create a bazaar atmosphere in the Church or on the church grounds/parking lot.

RESOLUTION OF THIS ISSUE IS DESIRED – Community Service Ministry input.

- (4) Direct solicitation of parishioners such as restricting their paths of travel, before, during or after any worship service or Church-wide event.
- (5) Events either on or off of Church grounds that could create risk and/or liability to the Church or to event participants.
- (6) Any event that would in any way reflect negatively on the Church, including excessive noise, disturbance to any abutters, and unreasonable hours.
- (7) No request for fundraising through gambling activities will be accepted, including raffles and bingo.
- (8) Any solicitation, even for approved ministries of the church in which a group or individual solicits goods or money using the church phone directory.

o. Groups wishing to conduct monetary fundraisers must provide a report back to the Finance Committee detailing the following information after the completion of the fundraiser:

- (1) Total items sold and/or money collected.
- (2) Total expenses, if any, for the fundraiser.
- (3) A specific listing of how much and where the profits were or will be used.
- (4) The required follow up report is due to the Finance Committee two weeks after the end of the event, or last delivery date, whichever is the later date.

6. Procedure

- a. A Church Fundraising Application must be completed and submitted to the Church Secretary for initial review to ensure there are no church-wide conflicts which other program activities. Applications are part of this policy and may be obtained from the Church front office. Exceptions to this requirement are those programs listed in paragraph 5.1.
- b. Once reviewed by the Secretary, the Church Fundraising Application must be submitted to the Admin Support Moderator at least one (1) week prior to the next Admin Support Ministry meeting.
- c. The Admin Support Moderator shall place the application on the agenda of the next scheduled meeting of the Admin Support Ministry.
- d. The Admin Support Ministry will review the proposals. Those requesting may be invited to attend the Admin Support Ministry meeting where the requestor can be asked to provide a presentation.
- e. After the Admin Support Ministry has voted on a proposal, a response in the way of an approval or disapproval will be prepared and provided to the contact person listed on the application.
- f. Should the request not meet the requirements for approval but the Admin Support Ministry feels that there is sufficient merit in the request to support a waiver of church policy to allow a specific fundraising event, the Moderator shall bring the request to Session and present a motion in favor of Session approval, requesting an exception to policy.
- g. The following criteria shall be considered when evaluating a fundraising proposal:
 - (1) Compliance with the procedures set forth in this document.
 - (2) Time elapsed since the last fundraiser by the same proponents or for the same purpose.
 - (3) Time elapsed since the last fundraiser at the Church.
 - (4) Time between the proposed fundraiser and any regularly scheduled or previously approved fundraiser.

- (5) The degree of affinity between the fundraiser and the Church's mission.
 - (6) The impact of the fundraiser on the church's facilities.
 - (7) Potential interference with other church activities.
- h. The handling of monetary funds will be as follows:
- (1) All checks collected must be written to Bayside Presbyterian Church or the appropriate Church organization. (No checks may be written to individuals.)
 - (2) All money (cash and checks) collected must be given to the Treasurer for deposit into the appropriate bank account.
 - (3) All expenses must be drawn from the appropriate bank account by the Treasurer via a Funding Request Form.-
 - (4) No expenses shall be paid out of "cash received" (no petty cash expenses).
 - (5) Any cash advance (seed money) needed must be approved by the Admin Support Committee and the Treasurer.
 - (6) The Presbyterian Men, Presbyterian Women, and the sponsored scouting organizations, since they maintain their own records, are exempt from this requirement.
 - (7) In the event that a fundraiser for goods is held and someone submits money for the event, the policies above must still be followed. In such instances the money will usually be deposited into an existing Ministry fund for dispersing.

7. Special Offerings

Special Offerings are defined as unscheduled, unanticipated collection requests to the congregation. A sponsoring and requesting Ministry, with input from the Senior Pastor and Church Session, will determine the appropriateness of these requests as they arise, including natural disaster efforts as called to do so or as requested by the PC (USA) denomination.

- a. Special offerings will not be requested to address an individual's or a family's emergency needs.
- b. Special offerings will not be requested to support the programs or ministries of guest speakers. Instead, a predetermined honorarium, made out to the program or ministry and not the individual, will be taken from an appropriate fund or budget line as coordinated between the Ministry Moderator and the Treasurer. The amount of the honorarium will be determined and approved by the Sponsoring Ministry.
- c. All special offerings must be approved by the Session with the exception of the four Special Offerings sponsored by PC (USA), specifically following exceptions:
 - (1) The Peace and Global Witness Offering
 - (2) The Pentecost Offering
 - (3) The Christmas Joy Offering
 - (4) The One Great Hour of Sharing Offering
- d. Special offering collections will be handled as follows:
 - (1) Checks must be made to the Church with the special offering designated on the envelope or memo line of the check.
 - (2) The checks and cash collected will be totaled and taped.
 - (3) A single check will be cut to the beneficiary from the Church.

BAYSIDE PRESBYTERIAN CHURCH
FUNDRAISING APPLICATION CONSIDERATIONS

Things to consider before conducting a fundraiser:

The following questions should be considered as you prepare your fundraising activity:

Are the goals for the activity clearly established before the activity is undertaken? Who is being served by this effort and how?

- Is this effort consistent with the total ministry of the Church?
- What is the guiding principle in designing the event or program: Making the most money by any means possible? Service to the community? Fellowship?
- Does the method of fundraising accomplish these goals?
- Do the goals complement other financial stewardship efforts within the Church, the Presbytery, the Synod, or PC (USA)?

Are the people who will work on an activity part of the decision-making process?

Does the activity provide a service beyond the fundraising itself?

Will the activity afford satisfaction and dignity to those who engage in it?

Will the activity provide an avenue for people to use their abilities and to express their willingness to serve others?

Does the activity send a message consistent with the idea of sacrificial giving?

Does the activity ask community members to support something that the congregation is not willing to fund?

Does the activity build commitment with the community or relieve the conscience of those who are involved in the congregation in a limited way?

Will the activity benefit the ministry of the whole organization or is it a means for a small group to exert power and control through the money raised?

Will the activity be seen as a unique contribution to the community or as direct competition with local businesses, which must pass health inspections and pay taxes?

**BAYSIDE PRESBYTERIAN CHURCH
FUNDRAISING APPLICATION FORM**

Name of Organization/Group (must be a recognized church affiliated organization):

Contact Person (must be a church member): _____

E-Mail: _____ Phone: _____

For what purpose are funds being raised?

What event or activity are you wishing to conduct? (Candy or other sale, concert, show, etc.)

Date(s) and Time(s) desired for fundraiser:

Note: Your request must be scheduled through the Church front office. This form does not constitute a request or confirmation for rooms or space at Bayside Presbyterian Church. Rooms and the outside grounds and dates are subject to availability.

What is your financial goal (the amount you wish to raise?): \$ _____

What is the cost (before profit) that you will expend in order to fundraise? \$ _____

How much seed money (cash advance) is needed? \$ _____

How many people will you involve in the work of fundraising? (i.e., 20 church members will cook, serve, market, set-up and clean up)

How does this activity you are sponsoring reflect the mission of the Church?

Does this activity support funding necessary for your ministry? If no, what is the purpose of the fundraising and how does it support the mission of the Church?

I have read and understand Bayside Presbyterian Church's Fundraising Policy and Procedures.

Signature of Requesting Representative (Church Member)

Acknowledgement - Signature of Church Secretary

Signature of Admin Support Moderator

Facilities available _____ Not available _____

Request Approved _____ Disapproved _____

Enclosure (4): Funeral Policy

Funeral Policy

Bayside Presbyterian Church

Virginia Beach, Virginia

This policy is based on the Book of Order of the Presbyterian Church U.S.A.

Approved by the Session on _____

Purpose of Worship

A service is held to mark the occasion of the death of a Christian and is known in the Presbyterian Church as a “Service of Witness to the Resurrection”. The worship service points attention to the everlasting God, the hope of resurrection through Jesus Christ, and the comfort of the Holy Spirit.

The Resurrection is a central doctrine of the Christian faith and shapes a Christian’s attitude and response to the event of death. Death brings loss, sorrow, and grief to all. In the face of death, Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith.

Order of Worship

The service is under the direction of the pastor in consultation with the family. Others may be invited to participate as leaders in the service only upon the discretion and an invitation from the Pastor.

The service may be held on any day. A request to observe a service as part of a Sunday worship service or to celebrate the Lord’s Supper as part of the service on the occasion of a death requires the approval of the Session.

The service of worship may be held before or after the committal of the body.

If the body is not to be committed, the service may be held at any time. The service of worship is complete in itself. Any fraternal, civic, or military rites should be coordinated with the Pastor and an active duty military Chaplain.

The service ordinarily is held in the church in order to join the service to the congregation’s continuing life, ministry, and witness to the resurrection. When there are important reasons to not hold the service in the usual place of worship, it may be held in another place such as a home, a funeral home, a crematorium, or at graveside.

The Elements of Worship May Include

- Hymns and songs that affirm God’s power over death, a belief in the resurrection, and the assurance of the communication of the Saints
- Scripture Passages
- Sermon or Message spoken on the Word
- Affirmation of Faith made by the congregation
- Recalling aspects of the life of the one who has died
- Prayers giving thanks, making intercession, and lifting supplications
- Commending the deceased to the care of God, and blessing the congregation with a benediction

Music in Worship

Music for funerals and memorials should witness to God’s faithfulness in our life present and our life eternal.

Use of a Choir, a Praise Team, or soloists during the worship service may be requested. The volunteer nature of the Choir or Praise Team and timing of the funeral or memorial may dictate their availability. Please consult with the Director of Music to coordinate all use of musicians.

Other Guidelines

Flowers may be placed on the Chancel area near the communion table at the discretion of the Pastor.

When a casket is present, it is closed in order that attention may be directed to God. It may be covered with a pall or flowers.

The family may arrange with the Pastor to video tape the service. This is ordinarily done from the back of the sanctuary or balcony in a non-disruptive manner. Flash photography is not allowed.

The family may arrange pictures and mementos to create a memory table or display of their loved one. This is usually done in the Atrium or the Fellowship Hall but may be placed in the Sanctuary at the discretion of the Pastor.

Arrangements and Fees for Members

In the event of the death of a church family member, the Sanctuary and the pastoral staff will be available to the family to plan and provide the funeral or memorial service without charge.

The Director of Music will provide an organist. Compensation of vocalists or instrumentalists will be the responsibility of the family.

If requested the Fellowship Hall is available to the family after the service as a gathering place to receive condolences and support from friends.

Food and drink may be served at a reception after the service in the Fellowship Hall. These arrangements must be made directly with the Funeral Coordinator. Contact information will be provided to the family by the Pastor.

Arrangements and Fees--Non Members

If the facilities of Bayside Presbyterian Church are requested for a funeral or memorial service there will be fees payable by the family for the following services.

Fees

- Pastor - \$150
- Organist - \$150
- Sanctuary and Parlor - \$120
- Fellowship Hall - \$150
- Funeral Coordinator - \$100
- Reception – separate cost schedule provided by Funeral Coordinator

All fees are to be paid to Bayside Presbyterian Church.

December and January are busy months! Thanks to all who contributed to the beauty and meaning of Advent and Christmas this year – for all the special worship services, outreach, and fellowship opportunities. It is my sincere hope that we provided light to someone's darkness... I had a wonderful, if not restful, vacation time after Christmas with my family. Then, a renewal of vows ceremony on Jan 1st for our new members Jack & Di Ricks (25 years!), then off to Montreat with two of our college students. This year we joined a small group from our presbytery (students from CNU and W&M), so I hope that we made a local connection as well as a broader one...

I am not with you for the January meeting of the Session due to travel. I am serving the greater church again this year as a Special Offerings Ambassador, and am going to the Stony Point Center in NY for training.

My focus for the coming weeks continues to be on Shepherding and Outreach – helping to coordinate Bayside's efforts to our own and to the community. I hope that the new directory process will help us discover more of people's needs and how better to help them. We continue to reach out through our shepherding programs – especially flower visitation and extended communion. (Please consider signing up to extend communion!) Weds @ the Well is well supported through the spring – utilizing the gifts of our congregation while forging a relationship with many families who don't worship with us on Sundays.

Worship, devotional, and educational opportunities for Lent are being coordinated amongst the staff and ministries. I will be helping to teach a Wed night class on race relations based on our confessions. You might remember that last year I wanted to push my own comfort level in Lent by offering ashes in a public forum. That did not happen, because VB was snowed in. So, it seems like we should have another try – I invite you to join me at the Haygood Starbucks on Ash Wed (Feb 10th) to offer prayer and ashes to the public. There should be a sign-up sheet for 30 minute shifts circulating... We will also have a traditional service in the sanctuary that evening.

I continue to help lead the Confirmands in monthly lessons and involvement in worship. I look forward to how they will share their faith with us!

Thank you, for bringing your understanding of Christ to the table, and for your love and support despite our unique gifts and differences – I truly love serving with you!

-Rev. Kate Rascoe

Enclosure (6) Sabbatical for Rev. Rollins

From: David Rollins [mailto:nolanrollins@yahoo.com]
Sent: Wednesday, January 13, 2016 9:45 AM
To: Church Administrator
Subject: sabbatical proposal

Please forward to all current session members...this is the proposal that was noted at session a few months back and has been endorsed by administration and support, once the session has endorsed it, the proposal will be sent the Commission on Ministry for their endorsement prior to being part of the Lily grant application.

Peace

David

Sabbatical Request ico Rev. Dr. David Rollins

Part A

1. Celtic Christianity defines a thin place as a place where the boundary between heaven and earth is especially thin. It is a place where we can sense the divine more readily. The purpose of this sabbatical is to experience the Divine by spending time in thin places. The sabbatical will create the space to allow Dr. Rollins to step back from the day-to-day demands of ministry, catch a breath of fresh air, and prepare his mind, body, and spirit for the next season of his ministry. The sabbatical will include three inner-connected and regularly overlapping pieces; rest, reflection, and renewal. The intentional disconnection from the expectations of ministry will provide space and opportunity for much needed rest. Augustine of Hippo said, "Let us leave a little room for reflection in our lives, room too for silence. Let us look within ourselves and see whether there is some delightful hidden place inside where we can be free of noise and argument. Let us hear the Word of God in stillness and perhaps we will then come to understand it." Time for quiet introspection and rest will be interspersed throughout the sabbatical as well as designated periods of time to meditate on God's word. Renewal will be sought through extended time with his family worshiping and traveling together, taking golf lessons, and learning how to scuba dive. Finally, the structure of the sabbatical and in particular the reflection modules will provide the space for Dr. Rollins to gain a deeper understanding of himself and how he can best use his gifts to serve God in the future.

2. When the time to take the sabbatical arrives, Dr. Rollins will have been in his present call for over seven and a half years and will have been engaged in ordained ministry for twenty years. The sabbatical would provide the first opportunity for an extended period of disengagement from the demands of ministry. Dr. Rollins considers part of his calling to be equipping, encouraging, and empowering others to use their gifts for ministry. To that end, he has been helping the congregation move from being pastor-centered to being driven more and more by the lay leadership. The sabbatical will offer some insight as to how well those changes have taken or are beginning to take root, and help to identify the areas where more coaching is needed. Dr. Rollins came to Bayside in 2010. When he arrived, the church had been through a series of leadership changes. An Associate Pastor of 18 years left in 2006, and in 2008 their Pastor of 26 years retired. They were followed by 2 Interim Pastors, and 2 short-term Associate Pastors. So in a period of less than two and a half years, 6 different clergy had been on staff. The current Associate Pastor has been a great fit, but will be moving at the end of the school year because her husband just accepted a new call. Throughout his time at Bayside, Dr. Rollins has provided stability and guidance. Given the changes that have taken place, the time and energy put into the call, and the length of Dr. Rollins tenure, we believe this is an appropriate time for a sabbatical.

3. June 4, 2017 is Pentecost. On Pentecost we will celebrate what is considered by some the birthday of the church, gather for a celebration lunch, give thanks to God for my nearly 7 years of ministry and leadership at Bayside, and I will present the outline and main themes of the sabbatical. I will also share some specific ways the church can get the best benefit from this time, such as reading *Sailboat Church*, one of the books I plan to read while on sabbatical. As I disengage from the demands of day-to-day ministry, my first week will be one of rest. The first period of rest will allow me to take long walks, enjoy some bike rides, and play a little golf (hobbies I love, but rarely have the

time to pursue). The second week I will be attending the Music and Worship conference at Montreat, NC. Montreat is a thin place for me and my time there allows me to enjoy worship without being responsible for it, and it allows me to worship with my family, a rare treat for a clergy couple. Following my time at the Music and Worship conference I am going to spend a week hiking in the North Carolina Mountains while reading things that interest me. During the fourth and fifth week, I will be touring France and Italy with my wife with plans to see the Eiffel Tower, The Leaning Tower of Pisa, the statue of David, and a number of cathedrals. When we return to the states, my sixth week will be spent resting. Week seven I will spend traveling by car to meet some of my mentors for face to face feedback and conversations focused on effective long-term pastorates and insights about how and where to use my gifts in the next season of ministry. I will also be reading *Transforming Congregational Culture* during this time. Week eight will be spent resting and investing time in my hobbies of walking, biking, and playing golf. The ninth week will be another week spent with some of my mentors for counsel and feedback around my current ministry setting and future ministry possibilities. The tenth week will be spent at Maranatha Camp and Conference Center in Scottsboro, AL. I spent two of my summers in college working as a camp counselor at Maranatha and it is another thin place for me. I will begin the week there in a personal silent retreat, and plan to do some swimming and canoeing. I will also be reading *Sailboat Church* during this week. Following my time at Maranatha I will join my family for a few weeks (11 & 12) at the beach in Destin, FL. I will return to Virginia Beach and spend some time compiling insights from the sabbatical and attend Interim Ministry Training in Montreat, NC. I will return to Bayside on September 10, 2017 and I will share reflections of my sabbatical experience during a lunch following worship on Oct. 1.

4. When the sabbatical arrives, I will have spent the past 20 years caring for the spiritual needs of others. Stepping back from the day-to-day tasks of ministry, the sabbatical will give me time to focus on my family, my own interests, and my health-things that too often have taken a back seat to my call. I believe the time away will give me renewed energy and strength for my future service. It will also allow me to see how well the congregation is moving from being a pastor centered church to one that is lay led.

5. Dr. Rollins has shared with us his vision for his sabbatical to include; rest, reflection, and renewal. In Genesis 2:2-3, it is stated that God rested from His labors on the seventh day. Even our creator took time to reflect on his work and to rest. We see this as a model to the value of rest and reflection. Our visions for the intended benefits of a sabbatical to our pastor include a time for personal, family and spiritual renewal. Pastors do not have an “off” switch, knowing they can receive a phone call at any time from a person in crisis. A sabbatical provides uninterrupted time to slow down and disconnect. We feel our church and congregation will benefit from Dr. Rollins sabbatical in several ways. First, members of the congregation will gain a better understanding of how the church body functions as a whole. Individuals will be given opportunities to help fill in the gaps and thus identify spirituality-gifted leaders within the congregation. We will also gain a better appreciation for what our pastor does on a weekly basis. Dr. Rollins absence will help the congregation to fully realize the multiple tasks and responsibilities he assumes on a regular basis. The congregation will also most definitely benefit from Dr. Rollins renewal and growth when he returns. It will provide all of us with an opportunity for growth on many levels. We look forward to stepping up as lay leaders of the church to pursue renewal and growth as a congregation.

6. The congregation will use part of the grant to bring in a seasoned pastor to preach most Sundays and oversee the staff. The Associate Pastor may take on some additional responsibilities bringing in someone will help to insure that the Associate Pastor is not overburdened and the mission and ministry of Bayside continues unhampered. The sabbatical will be bookended by times of celebration, on Pentecost Dr. Rollins will share the time line, major events, and goals, and when he returns he will share reflections and insights.

7. The pastor will share details of his sabbatical insights with the administration/ support team as well as the session. In an effort to reach as many people as possible, Dr. Rollins will share the highlights and benefits of his sabbatical at a Sunday luncheon and a Wednesday night program. He will also write a piece about his experience to be included in the newsletter and made available on the church web site.

8. The sabbatical is part of the Presbytery of Eastern Virginia’s policy for pastors and was written in to the call process when Dr. Rollins was unanimously called to Bayside in 2010. After 5 years of service, the

Administration/Support ministry team reviewed the plan for his time away and submitted it to the session for approval. The sabbatical proposal was reviewed and approved by the session of Bayside and the Commission on Ministry for the Presbytery of Eastern Virginia. The congregation understands the day-to-day demands of ministry and supports this sabbatical.

Part B

1. Bayside Presbyterian Church was founded in 1948 and has been at its current location since 1964. In the 1960's the membership grew to over 500. During the late 1960's the church continued to grow in both staff and the size of the physical an assistant pastor, a secretary, and a church sexton were added. The church continued to grow until the early 2000's eventually reaching a membership of around 1,200 before it began to decline.
2. Currently the membership is a little under 600 with Sunday morning attendance a little over 200. 3 worship services are held each week, with a combined service monthly celebrating communion together.
3. The last four senior pastors were S.K. Emurion 1951-1954, John E. Johnson 1955-1967, Fletcher C. Hutcheson 1967-1981, Richard J. Keever 1982-2008.
4. The church has a middle school youth group and a high school youth group. The church participates in 3 mission trips each year, 2 take place in the states; one for middle school, one for high school, and a multi-generational trip to our sister church in Ticul, Mexico. The 21 active elders on the session are divided into 8 ministry teams: Community service, Congregational Care, Evangelism, Global Missions, Worship, Stewardship, Christian Education, and Property. Recently our Global Mission ministry team has begun partnering with another congregation and participating in Living Waters of the World. Local mission opportunities supported through our Community Service Ministry team include The Judeo Christian Outreach Center, Lighthouse Shelter, St. Columba Ministries, and Faith Works. The church has an active Boy Scout Troop that has produced Eagle Scouts. We also have an active preschool that goes through kindergarten with over 175 students.

5. Budget	2014 Budget	2014 Actual	2015 Budget
Estimates of Giving	\$ 581,482	\$ 596,591	\$ 629,486
Other Income	185,900	162,952	148,302
Total	\$ 767,382	\$ 759,543	\$ 777,788

Ministry Budgets

Administrative Support	557,432	542,860	540,000
Christian Education	17,000	16,414	18,500
Community Service	25,000	23,247	25,000
Congregational Care	4,000	2,362	4,000
Evangelism	4,800	2,173	4,000
Property	77,350	74,519	89,700
Stewardship	4,200	2,551	4,000
Global Missions	64,550	63,329	69,600
Worship	13,050	9,659	13,050
Section Leaders	0	0	7,938
Total	\$ 767,382	\$ 737,114	\$ 775,788

Part C.

1. B.A.	Indiana University	1993
M.D.I.V.	Columbia Theological Seminary	1997
Doctor of Ministry	Graduate Theological Foundation	2008

2. Ordained August 24, 1997 by Northeast Georgia Presbytery, PCUSA
August 1997—December 2000 Associate Pastor Covenant Presbyterian Church Augusta, GA
January 2001—July 2010 Pastor/Head of Staff Westminster Presbyterian Church Decatur, AL
August 2010 – Present Pastor/Head of Staff Bayside Presbyterian Church Virginia Beach, VA

3. David's Sabbatical Calendar Overview of Program

Sunday June 4, 2017	Reception & Sabbatical Kick-off	
June 5-10		Rest
June 11—18	Music & Worship Conf.	Renewal
June 19—25	Reading & Hiking	Reflection & Renewal
June 26—July 9	France & Italy (with family)	Renewal
July 10—11	Scuba Lessons	Rest & Renewal
July 12—16	Meet with mentors	Reflection
	Read <i>Transforming Cong. Culture</i>	
July 17—23		Rest
July 24—30	Golf Lessons	Renewal
July 31—Aug. 6	Maranatha Camp & Conf. Center (Personal silent retreat followed by reading <i>Sailboat Church</i>)	Rest, Reflection, & Renewal
Aug. 7—21	Destin, Fl. (with family)	Rest & Renewal
Aug. 22—Sept. 9	Compile sabbatical insights & Attend Interim Ministry Training	Reflection & Renewal
Oct. 1	Lunch after worship sharing sabbatical insights	

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