

Ministry Meeting Minutes
February 2016

Administrative Support
2 February 2016

Minutes pending.

Janet Baker, Recording Secretary

Christian Education
2 February 2016

Library - Gary Crossman will investigate with Kim Coyle what time and effort is needed to keep the Library user friendly and a resource for our Sunday School Teachers and Congregation. There was some discussion about highlighting new additions to the Library with a book review in the Binnacle.

Communication - through Facebook. Beth Montoya will look into what is required to maintain an active presence on Facebook. Beth who maintains Facebook for her business feels it is important that all Ministries contribute by way of photos and postings on a regular basis. Beth and Kim will brain storm with Kate Rascoe about increasing Bayside Presbyterian's activity.

Sunday school Rooms - 3 Class Rooms will be designed to be used on Sundays and as a PreSchool during the week.

Survey Report Results will be reported in the Binnacle with an article by Kin Coyle.

Year Round Stewardship - Possible Minute for Mission.

2020 Goals - The Ministry feels that for Christian Education to grow - our Congregation needs to feel that the Church is warm and open to all. This can be achieved with simple gestures.

- Streaming of the service to child care areas and Narthex (electronic bulletin board).
- Opening the side doors to the Sanctuary - This would invite late comers and visitors to join us in worship.
- Coffee and snacks - Opportunities for social interaction.
- Volunteers at the Welcome Center
- Church Service on the internet via our Web Site
- Updating our Playground

George Wong, Moderator

Community Service
2 February 2016

CSM Members present: Pam Spillman (Moderator), Kate Rascoe, Dee Wagner, Lynne Owen, Carlos Fletcher, Thom Sare, Libby Graves, Audre Cannell, and Connie Schreiber

Met with the Evangelism team at the beginning of the meeting to –

- Plan the March 6th potluck after the combined service. For the potluck, we decided on asking congregants to bring either their favorite entrée or side, with no specific food theme. Both teams would each be assigned desserts. Pam will do the advertising; CSM will be in charge of set up; Evangelism will be in charge of clean up.

- Discussed VA Supportive Housing. This refers to the new housing – Crescent Square in Virginia Beach. Provides 42 single adults with permanent supportive housing and 38 single adults with low-income housing. Originally this development was assigned to Evangelism to see if they could help the tenants on a spiritual level. But, VA Supportive Housing is more interested in obtaining help with their Adopt a Home project – they would like a donation of \$3,000.
- Briefly discussed Bob Baker’s presentation at the joint meeting on “Year-Round Stewardship” – not clear on details and responsibilities. Pam to investigate and report at next meeting.

Welcome to New Members – Gloria Wardrup & Di Ricks

Update on Members – The Lord has blessed both Rick and Libby with healing, and for that we are grateful. Libby was in attendance to our meeting; Rick is recovering with Martha’s constant help.

Mail – Seton Youth Shelters and VOA thank you for donation; City of VB thank you for food and gifts for Holiday Project families, Sandy Ronan in the Beacon for the Virginia Beach Crime Solvers hotline.

Events coming up

- Nancy Hamilton’s Birthday – Feb 1
- Souper Bowl – Feb 7 – being advertised in Helmsman and Binnacle; on TV screen in Atrium and on screen prior to Contemporary Service. Connie and Audre set up the table in the Atrium, and food donations have started piling up. Lynne says all is on track, and no further help is needed.
- Easter Baskets (Feb 21 – Mar 20) – asked for same advertising as Souper Bowl. Pam will also create an insert to keep at the Atrium information table. Lynne asked Kate to have March 16 JAM put together the baskets – Kate will ask, but needs at least one adult volunteer to help guide the children. Please let Kate know if you can assist. Any remaining need to complete baskets will occur after 11:00 am on Palm Sunday (March 20) – all team members that can help are requested.
- Potluck after Combined Service on March 6. CSM will be in charge of set up. Please make plans to attend and help with the following duties:
 - March 5 (day before): Eugene to set up 20 tables with chairs (they are using 20 for the pancake breakfast, but we will likely use less) in the Fellowship Hall, and set up serving tables for food (2 long ones) along clock wall, another table for drinks (1 long one) along wall near door to outside.
 - March 5 (day before): Add tablecloths (plastic, colorful), and small flower centerpieces for each round table, and salt and pepper. Add tablecloths to serving table.
 - March 5 (day before): Set up 4 clean trash cans with screens (screens in women’s closet).
 - March 6 (day of): Direct congregants to put food on serving tables. Add serving utensils as necessary. Bring extra electric outlets to plug in crock pots.
 - March 6 (day of): Set head of serving table with paper plates, napkins, and utensils. Set drink table with plastic glasses/cups.
 - March 6 (day of): Prepare coffee (takes 1 hour to perk), lemonade, water. Use 100 cup coffee maker. Prepare sugar, creamer, stirrers, etc. for coffee, and put out bowl to collect table trash.
 - March 6 (day of): bring a dessert (need 3), others can bring entrée/side.

Old Business

- Annual Report for CSM for 2015 submitted on January 15

New Business

- VA Supportive Housing – We currently do not have the \$3,000 requested unless we realign our current priorities – no one seemed willing to do that. However, it could be considered for future budgets. And there is a possibility that we could conduct a drive for linens, or other things they might need. Need to determine if a team member would like to be the point of contact to liaison with this organization, and determine its needs.
- Kate discussed Blessing Bags – i.e., car bags filled with food and small clothing items for the homeless that can be kept in the cars of interested congregants and handed out as needed. They will make Blessing Bags at the Feb 3 Wednesday at the Well, with Stacy Saville in charge. Once done, Stacy *may* be willing to

continue the project as her own, or CSM will be given the residual bag items to either continue the bag program, or disperse within our other Food Pantry/Winter Shelter items.

- Kate discussed her need for adult volunteers for sending youth for mission work at Massenetta. Last year it was just her and three middle-schoolers. Currently planned for the last week in June, but timing is flexible. If interested in going, contact Kate.

Treasurer's Report

- Budget Status – none of the \$23,500 Budget has been spent to date. Quarterly agency donation requests have been submitted to Luanne but they don't get paid until March.
- Food Pantry – balance available \$3,263.35. Audre will ensure the Food Pantry collection plate is put out each combined service.
- Non-Budget Account – zero.
- Regarding the action to the ending 2015 budget – i.e., \$132.87 charged for an Angel Tags youth project – was charged to CSM initially, but now has been moved. Our final 2015 amount spent - \$23,238.18

Session Highlights

- Session Retreat (Jan 15-16) – worked on dealing with conflict in the church, and I presented our 2016 community outreach plan. Comment made about COW – would like to see it return. We have no plans for that, but would consider being more a part of Faith Works – either as CSM team members, or engaging the congregation. Pam will discuss with Bob Brenton.
- Session (Jan 19)
 - Fundraising Policy – Session action – passed with changes we requested. Except – did not allow VOA Spaghetti Dinner and St. Columba Auction to be exceptions since they were outside organizations. Those organizations will have to submit annual requests to use the facility. Connie please make sure VOA is aware of the new process – Pam can get you a copy of the final Policy. We are not the point of contact for the St. Columba dinner – Butch Brenton is on their Board of Directors, and he must inform them of the new process.
 - Funeral Policy – passed – only change to charge a fee to non-members
 - Hunger grant funding (i.e., community garden) returned
 - New Hymnals – church will purchase 500 purple “Glory to God” hymnals to replace aging blue hymnals – hoping for congregant sponsorship. If any of our organizations can use the old hymnals, let me know.
 - Peacemaking Offering – the church gets to keep a small portion of the funds collected (\$341.50) – asked what “peace” type community service agency to give to. I suggested Samaritan House or Red Cross. Chose Red Cross.

Agency Reports:

- Angel Tags (Lynne, Susie & Gay) – no report
- Beach Health Clinic (Bill) – no report
- Blood Drive (Sandy)
 - 41 units at Jan 12th Blood Drive
 - Sandy said they accept drop ins, but they tend to have to wait to donate, and don't always want to wait. Pre-registering is best.
 - Audre offered to help at the registration desk – Sandy: call her to schedule.
 - If anyone else wants to help man the desk, call Sandy.
- Caroling at Bayside Healthcare Clinic (Pam) – no report
- Crisis Center Layette Collection (Pam). Took collection February 1 – they were most grateful. Due to Federal safety regs, they cannot take the crib. Pam will take to Indian River Baptist Church. Next year we will conduct the collection over three, vice 5 weeks, starting Christmas Eve.
- Easter Baskets (Lynne) – see above
- Emergency Disaster Shelter (Rick) – no report
- Faith Works (Bob) – Pam will work with Bob to see if our team can help with a project or we can advertise some FW opportunities to the congregation

- Food Pantry – Audre is transitioning out after 28 years of being associated with the Food Pantry. She will continue to help as needed, and we are ever so grateful for her tremendous assistance over the years. Her final report:
 - January 2016 report
 - 24 Families, 46 Adults/35 Children,
 - \$655.40 Total Costs/\$562.79 Donated by shoppers
- Good News Jail Ministry (Audre) - asked if they needed old hymnals – they cannot take any hardback books as they can be used as weapons.
- Human Kind (Carlos) – nothing to report
- JCOC (Pam) - Nothing currently but just wanted to remind folks that JCOC operates a thrift store – JCOC Community Thrift. It is located on 120 S. Plaza Trail. Hours of operation are Monday – Sunday, 12 to 6 pm.
- Lighthouse Center/VOA (Connie) – the Spaghetti Dinner in January was a big success. So far \$2,400 in profit.
- Meals on Wheels (Nancy Hamilton) – everything going well
- Panera (Martha) – Nancy Guy did the pickup for the 5th Sunday in January, and is willing to come back as a pick up volunteer now that Panera closes at 9 pm.
 Pickup: Mar 6–Spillman/Robbins; Mar 13–Sare; Mar 20–Raymer; Mar 27–Weeks

 Wrap: Mar 7–Carol; Mar 14–Rudell; Mar 21–Bossom; Mar 28–Owens
- Samaritan House (Sandy) – no report
- School Supplies (Connie, Lynne) – no report
- Sentara PACE Bible Study (Lynne) – all going well
- St. Columba (Lynne)
 - Sandwiches for January 219
 - The dinner and silent auction for St. Columba is April 19
- Seton Youth Shelters (Pam) – no report
- Thanksgiving Baskets (Libby) – no report

Kate closed with prayer at 8:30 pm.

Pam Spillman, Moderator

Congregational Care
9 February 2016

Directory Status: all photo dates are complete and we have pictures for activity pages to gather together and send to CP Video. CP Video sent pictures of church taken by them and we have chosen the ones we wish to place on front and back covers. All pictures taken by congregation need to be to Linda Vogel by Friday, February 12. They will be sent to CP Video on February 15, 2016.

BFF report from Paula on activities now on the schedule. The lunch on January 22 with a presentation by Dee Oliver was excellent. A follow-up talk by our own Powell Peters will be held on February 22 at 1130. Attendees bring sandwich and we will provide soup, salad, dessert and drinks.

Kate gave an update on Shepherding Program. Home delivery of communion is going very well. More Resting Elders will be recruited to deliver communion once a month following Combined Service. Circle 8 has taken on the job of visiting our shut-ins. Linda Wallace is heading this up with the help of Kate so it is coordinated with communion delivery, Pastor calls, and flower delivery. Terri Wilkins is working with Kate to the write up of these procedures

Bereavement Reception Procedures is completed. We will turn over to Kate for final look and then a digital and hard copy to Linda Vogl.

Bobbie Brenton, Moderator

Evangelism
2 February 2016

Members Present: Russ Brown, Dot Pennypacker, John Hamilton, John Dannemann, Jackie Weitzel, Peggy Damuth

1. Met with Community Service to plan the March 6th potluck. Decided to have community service set up and evangelism will clean up. Ask for church members to bring traditional main and side dishes only. Ministry members will bring desserts. Pam Spillman will do all of the advertising.

Old Business

1. Living Nativity will be one night this year.
2. VA Supportive Housing project has been tabled until 2017.
3. Welcome post cards. The Virginian Pilot has put the publishing of the sold homes on hold. Jackie will continue the program when the listings get published again.
4. Mary Hubbard and Judy Crossman would welcome help with the Believing and Belonging class.
5. Reverend David proposed a buddy/mentoring system where a session member would be paired up with a new member for a year. Revisit this as a goal.
6. David LaMotte Saturday - Russ, Dot, and Jackie will be here at 2:45 pm to run the merchandise table. The rest of the ministry will be here for the 3:45 peace talk through the concert. Russ and Jackie will run the merchandise table during the pancake lunch.
7. The evangelism statement on the website will remain the same.

New Business

1. Mike Raymer is rejoining the ministry.
2. Terri Dannemann will be elected as an active Elder for 1 year and will continue to be on the ministry.
3. Pens and refill pads for the friendship registers have been received.

Russ Brown closed the meeting in prayer at 8:32 pm

Submitted by Peggy Damuth

Global Missions
2 February 2016

Attendees: Thom Sare (Moderator), Bob Orcutt (Co-Moderator), Mark Schreiber and Beth Parker (scribe)

Call to Order: Thom Sare

Thom asked participants if they received agenda sent via e-mail 2/2/16.

Bob Baker recommended a timeline for each Ministry in his presentation prior to breaking out into each Ministry Meeting. Per his request, Global Mission Ministry should consider addressing these items in future Ministry Meetings:

- 3/1/16- Establish 2020 goals and 2017 actions for Clean Water Project
- 4/13/16-Report 2020 goals for our Ministry and 2017 actions to be reported to the Congregation
- Prior to 9/20/16-Identify Resource Needs for "Asking Budget"

Minutes from January Meeting: Beth Parker. An electronic copy of the minutes was sent via e-mail to Thom Sare and Doug Mitchell after the January meeting. These minutes were included with the consolidated Ministry Meeting

Minutes in the full report found on the BPC website. There were no questions about the minutes during this meeting.

Old Business:

Budget - There is approximately \$365,000 in the budget to date. Cherokee Adams and Patrick Long have been selected to participate in the Young Adult Volunteer (YAV) program, where they will serve as volunteers for a yearly term. This involves each one of them raising approximately \$3,000 each prior to leaving for their call to serve in New Orleans. Bob Orcutt recommended that we have each one of them come and present their goals for this year long call to serve at one of our meetings prior to a necessary vote to determine if BPC should give them a portion (perhaps, half) of the funds. There is an endowment meeting scheduled in March, therefore, we would need to meet with Cherokee and Patrick prior to that meeting.

New Business

No new business.

On-going Business:

Stamps: Thom Sare. There will no longer be a Stamp Project. Thom Sare will be sending a statement to be written in the Binnacle and/or Helmsman to communicate this to the Congregation.

PEVA: -There was a question about action to be taken regarding PEVA. Bob Orcutt recommended finding what people give for 2016 prior to making the 2017 budget.

Ticul Mission: Bob Orcutt. There was a statement posted in the January 2016 Binnacle about the Ticul, Mexico Mission. The statement was a call to the Congregation to determine if there are members interested in leading the Mission to Ticul. Thus far, Bob has not received any responses. There is still \$3,000 in the budget so we can send people, if interested. Bob thinks that due to the Zika virus, people will be discouraged about going to Ticul this year.

Living Waters: Bob Orcutt. This mission was scheduled for this month. Thom asked Bob if he would be willing to present 2020 goals at the Session Meeting. Bob agreed to present the 2020 goals. Bob Orcutt recommended having travel expenses included in the budget for those in the Congregation who are willing to volunteer for this Mission in the future.

Congo Mission School and Hospital: Mark Schreiber. The school and the hospital work is still on-going. Mark mentioned that we need to establish a goal of completion and possibly a 2020 plan. Bob suggested the Congo Mission be separate on the Meeting Agenda from the school. BPC is currently sending money to the school and the hospital. They have hired a Treasurer there now and Mark reported that the money is being well spent. The hospital was initially a maternity clinic but has expanded and will be run by the Presbytery. Mark mentioned that he would like to go next summer to the Congo (2017).

Stop Hunger Now: BPC would like to tentatively schedule Stop Hunger Now for March 2016. BPC may need funding for flyers and advertisements at the church; however, it was recommended, to save on printing costs, to print these here at BPC. Thom mentioned that he reached out to Neil Bonney and he is prepared to volunteer this year. -It was recommended to advertise the event via Facebook.

Christmas Shoe Program 2016: Bob recommended we order boxes by August or September this year.

Yearly Offerings: Thom will follow-up with Associate Pastor Kate Rascoe.

Massanetta Support: There was some question and need for explanation about exactly what this support to Massanetta involves. There is a current budget of about \$500 this year. BPC typically has an annual donation for this cause.

Disaster Response: BPC will provide Disaster relief this year, if needed.

Eyeglass Recycle: Thom Sare brought in the Eyeglass Recycle donation box that he made. The box can be displayed here at BPC with a sign. Participants recommended reaching out to several BPC staff or members who may be good candidates to make a sign for it. There are already a few pairs of donated eyeglasses in the box.

Closing

Beth Parker, Recorder

Property
2 February 2016

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

Sperry Davis opened the meeting with prayer at 7:30 PM.

January Minutes were approved.

Current maintenance issues and projects were discussed including:

- Classroom 504 re-painting to tone down the brightness. New paint color chosen. Eugene will contact church member Louis to see if he can do the painting.
- It was reported that the Prayer Room decorating and furnishing has been handed off to the committee that did the excellent job with the Atrium makeover.
- Received quote from Baker Roofing for re-shingling of the 25-year-old Sanctuary roof. Additionally, a maintenance agreement was received for consideration. Russ Brown to be consulted about agreement. Possible install planned for late spring.
- Received quotes for carpet install in hallways and admin offices. Decided on carpet for the Preschool and Adult wing halls, Bob and Eugene are going to meet with Contractor's carpet supplier to confirm weight/grade chosen. Installation of Preschool carpet planned for spring break March 28-April 3rd, the week after Easter. Ceiling tiles and ceiling grid to be replaced at the same time.
- Discussed timeframe for paint and carpet for the admin offices.
- Reviewed several suggestions made during the session retreat.

Eugene will be on vacation March 3rd – 15th

Leslie Parr closed the meeting with prayer at 9:30 pm.

Sperry Davis, Moderator

Stewardship
2 February 2016

The Stewardship Ministry met in the Brides Room at 7:45 PM, February 2, 2016

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

Bob Baker opened the meeting with prayer.

We discussed the February financial report and reviewed the various elements of the final 2016 Operating budget.

Luanne reported upon the excellent results of the recent independent financial review.

We discussed several possible goals for our 2016 goals. Further discussion will be necessary.

The meeting was closed with prayer at 8:50 PM.

Bob Baker, Moderator

Worship
2 February 2016

Attendants: Judy Crossman, Jean Reid, Berny Wallace, Marie Parr, Dardy Long, Doug Mitchell, Katie Grant,

Moderator Nancy Guy was absent with an illness but provided the Agenda and Moderator’s Report. Jean Reid served as Moderator for the meeting

Approval of Agenda – the agenda was approved.

Report of Moderator: Nancy reported the following from the previous meeting of Session - The motion for Scout Sunday and the Funeral Policy were approved. The purchase of new hymnals was approved and Session voted to transfer \$10,000 from appropriate funds so that we can purchase 500 hymnals at \$20 each. Christmas Decoration Takedown – the event went very well, as well as organization of the storage closet, and Nancy thanked everyone for their hard work and positive attitude. Session Retreat – Nancy provided a brief written overview of the Session retreat, specifically addressing a video that was viewed and discussed regarding “anxious” congregations vs. “healthy” congregations, noting that most members feel that we are in the “anxious” phase. Nancy encouraged those Ministry members with thoughts and ideas to please discuss any issues with her by phone, in person, or by email.

Old Business

New Hymnals – Based on the Session approval and allocation of funds to purchase the new hymnals, the following items were addressed. Katie noted that in her discussions with the source, that the hymnals are in the 5th edition of print due to errors being noted and corrected. Katie also noted that the accompaniment edition of the hymnal for the organist/pianist is \$60 dollars and is required to be included in the purchase. Katie will order the hymnals, accompaniment book, software to produce bookplate labels and dedication envelopes to support the introduction of the new hymnals. Bookplates will be printed by the church office using the software program and the recommended Avery labels that are available for purchase locally. Doug and Katie will work on developing the insert to the bulletin to introduce the hymnals to the congregation. A table will be set up in the Atrium on 14 February and will be staffed by Ministry members before/after each service with copies of the new hymnal available for congregation members to see and to order and pay for hymnals as donation/dedication/in memory books. The first Sunday for hymnal use was discussed again with recommendations for both Palm Sunday and Pentecost Sunday. No recommendation/decision was made regarding the first Sunday use.

New Business

Mission and Goals for the Ministry – Nancy had provided her thoughts that the primary goal of the Worship Ministry is “to provide meaningful and exciting worship experiences to our church community”. The second goal should be “to improve attendance at worship by our church community”, noting that the primary goal will facilitate the second goal. In her absence, Nancy asked that the Ministry define what they believe should be the goals of the Ministry should be and come to a consensus.

Without advance thought, Ministry members agreed that meaningful and exciting worship are certainly important to the growth of the church and that we should concern ourselves as a group in obtaining these larger goals rather than focusing on routine worship functions such as greeters, ushers, communion service, and so on.

While those type of things are important, they can be handled as routine and don't require monthly management. So it was discussed that we should work to uncover those things that can be implemented that will support a more meaningful worship environment.

Jean will contact the head ushers and have them remove the line item procedure in their instructions that provide for locking the doors of the church at the beginning of the service. We have locked out people in the recent past and that isn't welcoming. The church office should be locked, but not the front doors.

There is significant disruptive noise from the post-Sunday school socialization in the Atrium during the beginning of the 11:00 service of worship. Ways to eliminate the disruption were discussed including a possible addition of a musical/choral introit prior to the announcements or the tolling of the hour using one of the larger church handbells. Katie will discuss with staff. While those efforts may signal the beginning of worship for those joining the service at the last minute, they won't eliminate the noise being made by those who are lingering after Sunday school before leaving. There was no agreed upon solution for ending the noise in the Atrium aside from encouraging the respect of those who are making the noise.

It was offered "that the traditional worship atmosphere is gradually diminishing" and that we might consider those elements of worship that are being gradually lost. Those former elements include things such as processions, acolytes, and noted time for dedicated silent prayer. While time for silent prayer is provided, the time is often not always obviously noted and oftentimes sufficient time is not allowed for private prayer. Just thoughts with no solutions.

Growth of the church – Katie noted that redefining the worship service may have the impact we are looking for. Focusing on our relationship with God will lead to focusing our relationship with others, and those activities will grow the church. It was also noted that improving attendance is certainly a goal of most of our Ministries in what they are doing that will help to grow membership. Community Service activities, Evangelism efforts, Sunday School programs, Congregational Care efforts, and Property enhancements will all be part of the intangibles that will grow the church. We certainly must focus on the elements of worship that make our services "meaningful" and "exciting".

Reports

Judy Crossman reported that Sail-on Service is now having flowers provided by members for the services on the second and fourth Sundays and that commitments have been received through the month of May. It was also noted that there are some members of Sail-on who have noted that the Doxology is not included in the order of worship. Discussion/determination of adding the Doxology are beginning.

With no further business, the meeting adjourned with prayer at 9:00 pm.

Nancy Guy, Moderator