

Ministry Meeting Minutes
March 2016

Administrative Support
1 March 2016

Members present: Janet Baker, Jack Hamilton, Cherie James, Betsy Kennedy, Amanda Long and David Rollins. Clint Damuth, and Gregor McLeod were unable to attend, away on business.

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.

Amanda opened our meeting with prayer.

Summary of Discussions:

February meeting minutes were approved.

Session/Moderator Updates/Reminders

Lily Grant Proposal was approved with no discussion.

David reported that the Nominating Committee has had one meeting. Next meeting is scheduled for Thursday 3 March.

Preschool Report

Fall 2016 Registration:

174/ 185 spots filled (about 94%)

Openings in Friday Toddlers, 2-day 3's and 5-day 4's

This year's current numbers 182/185 (98.3%).

Preschool average numbers 168/185 (90.8%)

Trahadius Studios: Class and individual pictures

Monday, March 21st – Monday Toddlers, Jost, Snyder, Dunstan and Kindergarten

Tuesday, March 22nd – Tues/Thurs Toddlers, T/Th 2 ½'s, Jost (3-day), Smith & Colthorpe

Wednesday, March 23rd – Wed/Friday Toddlers, W/F 2 ½'s, Bradley and Tinker

Summer Camp Registration: Begins March 1st

Camp 1 – "Weather Fun" – June 7, 8, 9, 14, 15 and 16th

Camp 2 – "Wild Animals" – July 12, 13, 14, 19, 20 and 21st

Camp 3 – "Science Fun" – August 2, 3, 4, 9, 10 and 11th

Church Secretary Report

Nothing to report

Staff Time Away

Eugene Towler 3 – 15 March (Vacation)

Church Staff 28 March (Easter Monday) Church office is closed

Kate Rascoe 29 – 31 March (Vacation)

David Rollins 29 March – 4 April (Vacation)

Kate Rascoe 8 – 13 April (Vacation)

David Rollins 10 – 16 July (Continuing Ed)

Old Business

Staff Evaluations Update – Saul’s evaluation will be completed as soon as Clint, Saul and David’s are all available. Betsy and Amanda will work to schedule David’s.

Personnel Policy Manual Review update – Amanda, Betsy, Janet and Cherie will work to complete. Date and time to be determined.

2020 Goals for Admin support – Janet and Amanda will look through old minutes and notes to find previously discussed goals. Additionally, Janet will provide Betsy with all of the minutes dating back 2009.

Cherie will ask Linda Vogl if she is available to attend the April Admin Support meeting. Amanda will ask Kathy Armstrong if she is available to attend an Admin Support meeting later this summer.

New Business

Very briefly discussed an inquiry regarding Dick Thurmond joining Admin Support.

Congregational Care – Funeral Coordinator policy, topic of a paid funeral coordinator. Admin Support does not believe it is appropriate to ask for a “fee for service”. This will be a session discussion item.

Kim and Kathy will work together to address the use of the classrooms to find a balance for the multipurpose use of preschool and Sunday school usage.

Kathy will be conducting surveys with preschool parents to see what type of interest there is in having additional services, (i.e. after school programs, summer programs, etc.)

Kim will be a more intentional partner with David to help fill some of the gaps after Kate leaves.

Committee on Ministry (COM) approved David’s Lily grant application/submission at the 1 March meeting.

Amanda reported on the “Managing Conflict in the Church” Workshop 22 -23 April. Cost is \$100 per person. If possible, this would be great for a couple in our ministry to attend. Registration deadline is Monday April 18th.

Upcoming Staff Milestones and/or Birthdays:

Kathy 3/5
Saul 4/9
Kate 4/15

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
1 March 2016

Attendees: Kim Coyle, George Wong, Gary Crossman

Library - Gary Crossman and Kim Coyle are looking to update the various media (video, books) in the Library for future use. There was some discussion about highlighting new additions to the Library with a book review in the Binnacle.

Communication - through Facebook. Initial contacts with Kate Rascoe were fruitful. 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.

2020 goals - Sunday school Rooms - 3 Class Rooms will be designed to be used on Sundays and as a Preschool during the week.

Final Survey Monkey Report Results will be reviewed and reported in the Binnacle with an article by Kim Coyle.

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. Will review with Property Ministry.

- Streaming of the service to child care areas and Narthex (Electronic Bulletin Board)
- Church Service on the internet via our Web Site
- Updating our Playground
- Furnishings for the 2 Sunday School Rooms that have been renovated.

George Wong, Moderator

Community Service
1 March 2016

CSM Members Present: Pam Spillman (Moderator), Lynne Owen, Martha Rudell, Libby Graves, Connie Schreiber, Susie Fulcher, Sandy Ronan, Gloria Wardrup

Mail:

Thank you from Samaritan House – yearly 2015 contribution of \$2,018.89

Events coming up:

1. March 6 Potluck after Combined Service

- Mar 5 (day before) – arrive at 10 am to set up the room. David should have already set up tables/chairs. We will add tablecloths, centerpieces (bring greens from the garden), trashcans, salt and pepper, set up paper products, etc.
- March 6 (day of): arrive at 9:30 am to accept food items – put in warming cabinet or refrigerator as necessary. Make lemonade, and set up water. At 11:45 pm move food to serving table with serving spoons.
- Di will bring extension cords and dessert; Gloria, Sandy and Connie – dessert. All others bring an entrée or side.

2. Easter Baskets (Feb 21 – Mar 20) – JAM will help on March 16 to make baskets (Lynne and Connie to supervise); all other CSM members come on March 20 (Palm Sunday) at 11:05 pm to assemble remaining baskets. Lynne and Connie to deliver baskets to St. Columba on Monday (Pam is available if needed).

New Business:

1. Bob Baker's Year-Round Stewardship – reviewed the following, along with the results of discussion:

- Support VA Supportive Housing – Pam to set up a tour of the facility late March. We are considering their Adopt a Home project by donating \$3,000 (spread over three years). The \$1,000 this year would come from \$400 each St. Columba/VOA and \$200 Winter Shelter. This would still allow giving St. Columba and VOA \$500 each more than last year.
- Projects with Faith Works either with CSM members and/or the broader congregation. This may already be in place. Lynne is part of a smaller group headed by Leigh Armistead – projects are quarterly. Pam to look into.
- Emergency Disaster Shelter and/or Winter Shelter – showers, emergency generator? Showers are impractical for Winter Shelter given timing of their arrival. Also unnecessary since they can get shower at VOA during the day. An emergency generator would be nice, but likely not worth cost vs. usage since it would have to be

a large system – also it may require upgrades to wiring in the building. Plus it is thought that Bayside is on the same grid as the hospital, so it would get back quicker in a power outage.

- Pam offered to share Sentara PACE Bible Studies with Evangelism where perhaps they could be expanded.
- No other ideas developed – we believe our program is robust enough.

Treasurer's Report:

1. Budget Status – \$5,700 of the \$23,500 Budget has been spent to date (1st quarter Agency payments).
2. Food Pantry – balance available \$3,534.38.
3. Non-Budget Account – zero

Session Highlights

1. Sabbatical – Documents from David informed Session the sabbatical is part of PEVA's policy for pastors and was written into the call process when David was called to Bayside in 2010. After 5 years of service, Admin Ministry submitted it to Session for approval – it was approved in the February 2016 Session. The Sabbatical will occur not this summer but next (2017).
2. Stop Hunger Now will start April 24
3. Same-sex marriage issue – Kate willing to address it, looking for ideas. For any issue like these I recommend going to Kate and David's brown bag lunch sessions each Thursday. In addition, the hope of our group is that the pastor's communicate any new/potentially controversial issue with the congregation (in their sermon or separate town hall, etc.) and hopefully before it becomes fodder for the rumor mill.
4. March 12 – Spring cleanup, 8:30 am start. Indoor and outdoor work available.

Agency Reports:

1. Angel Tags (Lynne, Susie) – nothing to report
2. Beach Health Clinic (Bill) – no report
3. Blood Drive (Sandy) – next drive April 12
4. Caroling at Bayside Healthcare Clinic (Pam) – nothing to report
5. Crisis Center Layette Collection (Pam) – nothing to report
6. Easter Baskets (Lynne, Connie) – see above
7. Emergency Disaster Shelter (Rick) – Martha said we likely need to readdress the list of people to help in the event of disaster, and to update training.
8. Faith Works (Bob) – no report
9. Food Pantry (Lynne, Tracy, Connie, Audre)
 - February 2016 report: 16 Families, 33 Adults/13 Children, \$551.31 Total Costs/\$461.27 Donated by shoppers
 - New team division of responsibilities going well
 - Souper Bowl Report - 950 Food items/dollars donated for the Broncos compared to 150 for the Panthers. Total 1,100.
10. Good News Jail Ministry (Audre) – nothing to report
11. Human Kind (Carlos) – no report
12. JCOC (Pam) – no report
13. Lighthouse Center/VOA (Connie)
 - January's Spaghetti Dinner raised \$2,400 for VOA
 - VOA's upcoming dinner is April 29 at the Virginia Beach Resort and Conference Center. Connie will have tickets, and her dance group will perform.
14. Meals on Wheels (Nancy Hamilton) – going well, deliver tomorrow
15. Panera (Martha)
 - Pickup: 4/3–Spillman/Robbins; 4/10–Sare; 4/17–Raymer; 4/24–Weeks
 - Wrap: 4/4–Carol/Connie Z.; 4/11–Rudell; 4/18–Bossom; 4/25–Owens. Gloria volunteered to help with Martha's Monday while Rick is recovering
16. Samaritan House (Sandy) – no report
17. School Supplies (Connie, Lynne) – nothing to report
18. Sentara PACE Bible Study (Lynne) – going well
19. St. Columba (Lynne)-
 - 319 sandwiches made and delivered for February

- The annual St. Columba Dinner and Silent Auction is April 23
20. Seton Youth Shelters (Pam) – no report
 21. Thanksgiving Baskets (Libby) – nothing to report

Closed with prayer

Pam Spillman, Moderator

Congregational Care
 1 March 2016

1. Status of Directory 2016: the church has met all set dates for the Directory. Today at 4:30 Bobbie received an e-mail from Linda Vogel telling CC that the “Jump Drive that you asked me to send to CP Photo has been returned by FedEx as undeliverable”. This Jump Drive contained all the “activity pictures” for the Directory. Bobbie again sent to Linda the e-mail from Karie Carico (CP Video) stating the address that was to be used. The return e-mail from Linda said that the address she sent the Jump Drive to was exactly the one that FedEx said was “undeliverable”. Linda will call CP Video/Karie Carico on Wednesday morning to find out next step.

2. Discussion of Bereavement Procedures: Bobbie brought the entire package to members for discussion. The Procedures are very thorough and contain enough information for someone who has never acted as Bereavement Coordinator to step in and help. An Overall Initial Workup sheet for Bereavement Coordinator to talk with family is included. Menus with suggested amounts are established for small (less than 50), medium (between 50-75), large (75-125), and All Hands (above 125) receptions. Suggestions are also available for where to buy certain items and also list of caterers with full contact information. Bobbie brought to everyone’s attention the topic of suggested honorariums as follows:

Bereavement Coordinator:	\$75-150
Facility Use:	\$100 (no cost for church members)
Paper products: tablecloths, napkins, cups, and plates:	\$50 (no cost for church members)
Sexton:	\$100

All payments to be made out to: Bayside Presbyterian Church.

The above honorariums were based on Wedding Policy of our church.

The Bereavement Coordinator can be very difficult to fill. They need to be someone with experience or training to work with grieving families since they are put into contact with family immediately after their loss and continue to work with family members until after the funeral. It also entails many hours on their feet (I have seen 12 hours a day for two funerals in the last year) and it has also entailed shopping. This does not count the phone calls and face-to-face discussions.

Kate was adamant that no costs from the church should be accrued by the grieving family. This was discussed at length. And the consensus of the Ministry was some kind of compensation for Coordinator and Sexton needs to be paid. There are two ways to do this: (1) family pay (2) church pay (from Congregational Care?). Bobbie will bring this topic to Session for discussion and decision.

3. Discussion of Shepherding Program: Terri has been leading this with Kate. In order to write a Policy or Procedure for a Shepherding Program we need from Kate an over-all objective. Terri will meet again with Kate. Terri did bring other Shepherding ideas from Kate to the meeting, i.e. add the rest of the congregation incrementally into the Shepherding lists and follow through with new members after they are handed over from Evangelism.

Another part of the discussion was around the topic of how to keep the Shepherding Program alive when Kate leaves. Bobbie met with David on this topic. This programs is incredibly important since so much work has gone into making and keeping this information current and developing ways to stay in touch with the 40 + members who need on-going ministry. It would a great loss to our congregation if the program fails. Currently there is no continuity of Elders on CC Ministry to ensure the program stays alive. Coordination under Shepherding includes: pastor visits, prayer shawls, baby love, communion delivery by elders, flower delivery (under Worship), Circle 8 visits, and Circle 10 visits. Time is not static so there are changes weekly in the number of congregants to be served.

4. Discussion of Bayside Friends and Family (BFF): Paula filled us in about the programs on schedule and planning for another lunch meeting in April or May and have a speaker on “downsizing”. A person needs to be found to coordinate the “Tattoo” since Martha and Rick Rudell had been heading that up. The luncheon with Powell Peters was very successful with almost 40 participants. Kim and Linda have been very helpful in keeping this program advertised. There are over 20 participants signed up for the Norfolk Botanical Gardens Lantern Asia.

Paula closed the meeting with prayer.

Bobbie Brenton, Moderator

Evangelism
1 March 2016

Rev Kate Rascoe opened the meeting in prayer at 7:19 PM

Members Present: Russ Brown, Dot Pennypacker, John Dannemann, Terri Dannemann, John Hamilton, Rev Kate Rascoe, Jackie Weitzel, and Peggy Damuth

Old Business

1. Church pens still have not arrived. Terri Dannemann is following up on this.
2. Edna Etheridge Event - David LaMotte all went well.
3. Mentoring program - Visitor comes and wants to join the church. Let's say that they have a mentor for the first 6 months. We need a pool of mentors. Ideally active session members. We need someone in the Evangelism ministry to find the mentors and assign them to potential new members. Mentors would send in a small report to Evangelism to let them know how they are progressing at month 2 and 4. At month 6 they are ready to be assimilated into the church through the Congregational Care ministry. All visitors' information comes from the friendship registers. Rev Rascoe keeps tracks of this on a spread sheet. She communicates to the visitors by telephone or email. If they come back twice in a month or check the “attend here regularly” box, she invites them to the Belonging and Believing class. Terri Wilkins is mentoring 2 families. Nancy Guy has mentored a family. Terri Dannemann will be the go to person on Evangelism for the mentor program. Rev Kate will email Terri Dannemann and Peggy Damuth the bios for the new members, the Dollahons and the Borsheims.

New Business

1. Traditional potluck - evangelism handles clean up and brings desserts.
2. Terri reported we have enough bags on hand assembled.

The meeting closed was closed in prayer by Terri Dannemann at 8:22 PM

Submitted by Peggy Damuth

Global Missions
1 March 2016

Attendance: Thom Sare, Bob Orcutt, Beth Parker and Mark Schreiber

Call to Order: Thom Sare

Minutes from February Meeting: Beth Parker
There were no recommendations for change to the minutes from last meeting.

Old Business: Support for YAV Program for Cherokee Adams & Patrick Long
There will be an Endowment Committee meeting where Cherokee and Patrick will present their goals for the Program to the Committee. From that point, the Committee will determine the amount to contribute to their fundraising efforts.

On Going Business:
There are no changes in the Budget.

Ticul Mission: There will not be a Mission Trip to Ticul this year. Bob Orcutt placed an advertisement in The Binnacle and The Helmsman and there were no interested participants.

Living Waters: Report to Session 3/15, Report to Congregation 4/3 Bob Orcutt Once the report has been reviewed by the Ministry, Bob will take the report and ask Linda Vogl to place it on the website for the Congregation to review.

Congo Mission School and Hospital: Mark Schreiber The development of the school project has been placed on hold. Our point of contact there is currently in the United States.

Sister Churches: Mark Schreiber There is nothing to report about the Sister Churches. The contact there has been good about sending correspondence and he came to the United States and did not go back. We are supporting food programs at each church.

Stop Hunger Now: April 24, 2016 Neil Bonney POC

Christmas Shoe Box Program 2016: Order 200 boxes in August. Bob Orcutt and Beth Parker will work to ensure these boxes for the Shoe Box Program are ordered on time.

Massanetta Support: No action needed

Disaster Response: No action needed

There is a budget of \$500 for Disaster Response, if needed.

Eyeglass Recycle: Thom Sare Thom made a box that is outside the kitchen at the church to place used eyeglasses in for donation.

Yearly Offerings: One Great Hour of Sharing (2/10-3/27)
Pentecost Offering (3/28-5/15)-Beth Parker will do the minute for mission on 4/10 & 4/24
Peace & Global Witness (9/3-10/2)-Bob Orcutt will do the minute for mission
Christmas Joy (11/27-12/18)

Beth Parker, Recorder

Property
1 March 2016

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

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

February Minutes were approved.

Current maintenance issues and projects were discussed including:

Maintenance supervisor reported on rodent problem in preschool.

Quotes for carpet and ceiling work approved and deposit check requested from treasurer. Preschool area installation is still on schedule for spring break March 28-April 3rd, the week after Easter.

Prayer room furnishing discussed and check request for carpet approved. Part of cost donated by Robert Hamner from Costal Contractors. \$15k allocated for furnishing the prayer room.

Baker Roofing quote for re-shingling of the 25-year-old Sanctuary roof approved.

Tasks for the upcoming church cleanup were discussed.

It was agreed to purchase 10 new round tables for the fellowship hall at \$99 each.

Important dates:

Eugene Towler will be on vacation March 3rd – 15th

Church Cleanup March 12th

Bob Allen closed the meeting with prayer at 8:35 pm.

Sperry Davis, Moderator

Stewardship
1 March 2016

The Stewardship Ministry met in the Brides Room at 7:30 PM, March 1, 2016

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

Bob Baker opened the meeting with prayer.

Kim Coyle visited to discuss funding for this summer's youth mission trips to Jamaica and Massanetta and the Montreat Youth Conference.

We discussed the issues associated with using various methods of electronic giving. Addition investigation is on-going.

We reviewed and edited the proposed rewrite of the Stewardship policy paper to be presented to Session in March for vote at the April Session meeting.

We discussed the Introduction to the 2016 Stewardship campaign to be presented at a "Minute for Mission" Sunday, March 6.

We recognized the gift, from a member, of a cemetery plot and asked Bill Warden to investigate the details of the transaction.

We discussed the March financial documents.

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

Bob Baker, Moderator

Worship
1 March 2016

Attendants: Nancy Guy (moderator), Judy Crossman, Katie Grant, Suzanne Hanley, Dardy Long, Janet Martin, Doug Mitchell, Marie Parr, Jean Reid,

Approval of Agenda – the agenda was approved.

Report of Moderator: No report.

Old Business

New Hymnals – Katie reported that \$6,940 has been donated to date by congregation members, totaling 347 hymnals paid for. Linda is in the process of using free online software to develop and print the bookplates for insertion inside the front cover. Packing up of the current hymnals and distribution of the new hymnals into the pews will occur on March 15th at 5:30 prior to the Session meeting. This will have the hymnals in place prior to the Palm Sunday service on March 20th. The old hymnals will be made available for pickup by donors/family members of those recognized in the bookplates. Others will be made available for purchase at a price to be determined. It was discussed that photographs of the old bookplates might be taken and included somewhere on the website as a memory page.

Mission and Goals for the Ministry – The two primary goals discussed at the February meeting were confirmed by the membership to be:

1. “ To provide meaningful and exciting worship experiences to our church community”.
2. “ To improve attendance at worship by our church community”, noting that the primary goal will facilitate the second goal.

Attendance was discussed with Nancy providing her understanding of attendance trends based on a review of the attendance logs over the past few years. There was a marked decrease in summer months so discussion ensued on how we might do something to improve summer attendance. Multiple ideas were discussed. Single service during the summer months or an earlier combined service on first Sundays were an option, but it was recalled that the conversations surrounding the changing of service times and the fallout from congregation response took up the better part of the Session’s year in 2014 and that the decision made at that time was to not change any church service times for the next 5 years in order to establish continuity of worship.

The potential for locking out members running out to their cars at the start of worship or late arrivals was discussed, as resulting from ushers locking the main doors. This apparently is something included on the usher’s checklist. A vote was taken by the Ministry membership – it was unanimously decided that the doors to the church at the atrium not be locked during the Sunday morning service. Nancy will follow up with the ushers’ coordinators.

The change of the preachers providing announcements and the minute for mission being done prior to the prelude and the associated late arrivals provided for early noise and confusion. There was discussion about sounding 11 bells when the preachers process to the front. Katie will investigate a suitable process.

New Business

Holy Week Services. It was reviewed that there will be a Seder dinner on Maundy Thursday that will include the sacrament of communion. Good Friday service and Easter Sunday services will not observe communion. There will be the normal 3 services on Easter Sunday.

With no further business, the meeting adjourned with prayer at 8:46 pm.

Nancy Guy, Moderator