

Ministry Meeting Minutes
5 April 2016

Administrative Support
5 April 2016

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

BPC Mission Statement: Bayside is a covenant community of Christ's people seeking to know and do the will of God.

Vision: Changing lives by growing Christian disciples and Living God's Word.

We first met in the choir room with Worship and Music to discuss the way forward in finding a Director of Music Ministries upon Katie's departure and retirement at the end of August.

A task force was created with members from Music and Worship and Administrative Support: Nancy Guy, Doug Mitchell, Berny Wallace, Clint Damuth and Gregor McLeod. Katie provided information that she had gathered from the Presbyterian Association of Musicians, American Guild of Organists and has provided it to David. Nancy will be out of town, but the group will begin their work ASAP.

Clint opened our meeting with prayer.

Summary of Discussions: March meeting minutes were approved.

Session/Moderator Updates/Reminders

Preschool Report

- Trahadias Studios: Friday, April 8th
- The Kindergarten & all 4's classes will have "Cap and gown" pictures taken beginning at 9:30am.
- Teachers will have a group picture at 9 am.
- Bird Lady Visits: Nancy Cooper brings her birds to school on Tuesday, April 26st (10:00 & 10:30) and Wednesday, April 27th (10:30).
- Spring Program: Thursday, May 5th at 6:30 pm in the Church Sanctuary. All of the 3's, 4's classes and the Kindergarten class will sing with Ms. Katie.
- After School Program Parent Survey – Kathy will be surveying preschool parents to determine the level of interest in a potential afterschool program.

Church Secretary Report

Nothing to report

Staff Time Away

- Kate Rascoe 8 – 13 April (Vacation)
- Kim Coyle 13 – 19 April (Vacation)
- Katie Grant 10 – 12 May (Vacation)
- Kate Rascoe 15 June (Vacation)

Old Business

- Staff Evaluations Update – Clint and David are working to schedule Saul's.
- Betsy and Amanda will work to schedule David's. Committee members have been tasked to submit strengths and areas of opportunity to Betsy; cc Amanda.
- Managing Conflict in the Church workshop 22-23 April, Portsmouth PEVA Large Conference Room. \$100, registration deadline is 18 April. Contact Linda Smith or Jessica Fitzgerald @ 397-7063; linda@pcusa-peva.org; jessica@pcusa-peva.org

New Business

Personnel:

- Summary from lunch meeting in March –. Discussed forming a task force with representation from Music and Worship, the choir and Admin support. Moving forward, the payment for the position should not be separate.
- Kate Rascoe’s last day is July 31st.
- Katie Grant’s last day is Aug 31st.
- Began planning farewell gatherings for Kate and Katie: 31 July for Kate, Binnacle input to Linda by 15 June. 28 Aug for Katie. Binnacle input to Linda by 15 July. Amanda will work on verbiage for Binnacle entries. We will continue discussion and finalize responsibilities for ordering the main dishes (chicken/barbecue/cake/gifts) at the next ministry meeting.

Upcoming Staff Milestones and/or Birthdays:

- Saul 4/9
- Kate 4/15

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

The next meeting is Tuesday May 3rd.

David closed the meeting with prayer.

Janet Baker, Recorder

Christian Education
5 April 2016

Attendees: Kim Coyle, George Wong, Gary Crossman, Beth Montoya

Library - Gary Crossman and Kim Coyle are still working on the Library with Mary Hubbard. Inventory and signage are being reviewed.

Communication - through Facebook. Beth Montoya will be touching base with Kate Rascoe about Facebook outreach. To be effective each ministry will need to have a contact (cub reporter). With their help we will have pictures and reports for Facebook exposure on a timely basis. Bayside Presbyterian’s many activities will be showcased to a broader audience.

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 the Narthex (Electronic Bulletin Board)
- Church Service on the internet via our Web Site, - live streaming for our homebound members, college students and those in search for a new church home.
- Updating our Playground with safe and durable play sets.
- Furnishings for the 2 Sunday School Rooms that have been renovated (under way).

Mission trips to Jamaica and Montreat plans are firming up.

Meeting closed with prayer - George Wong

George Wong, Moderator

Community Service
5 April 2016

Members present - Pam Spillman (Moderator), Martha Rudell, Connie Schreiber, Susie Fulcher, Sandy Ronan, Gloria Wardrup, Di Ricks, and Carlos Fletcher

Mail – thank yous (for 1st qtr donations) from Faith Works, Seton Youth Ministries, Good News Jail, Beach Health Clinic; a thank you from the Keim Center for our Layette contribution; and a thank you from Red Cross for our special donation (\$341.50) as related to the Peacemaking offering.

Approval of March Minutes – approved as written

Events coming up

1. Blood Drive – Apr 12 (2 – 7 pm)
2. St. Columba Dinner and Silent Auction – Apr 23, tickets \$20 from Butch Brenton
3. VOA Dinner – Apr 29, tickets \$50 from Connie Schreiber

Old Business

1. Discussed VA Supportive Housing – post-tour – decision:
 - Agreed to support this organization with Di Ricks and Gloria Wardrup as the representatives;
 - Agreed to support their Adopt-a-Home program for \$1,000 each year for the next three years;
 - Agreed to ask Endowment for Adopt-a-Home funds; if they say no, then we will pay for out of our budget (Pam has action);
 - Agreed to pursue fundraising to support VA Supportive Housing's needs other than Adopt-a-Home in the future. Decided there was not enough time to plan a Mother's Day fundraising event, but will Di and Gloria will look for a near-future option and propose it to our group. Pam to meet separately with Di/Gloria to determine how to represent this Agency.
2. Year Round Stewardship
 - Agreed we do not have any projects for this program other than VA Supportive Housing (above) – Pam will propose to Session and if acceptable, Di and Gloria will do a Minute for Mission on June 5th regarding this project, with Pam providing talking points.

New Business

1. Samaritan House Volunteer Opportunities (Susie) – Susie was approached by Angela Kellum of Samaritan House to provide them more assistance. Susie is considering coming on their Board of Directors, and if she does that will become Samaritan House's rep for Bayside. Angela suggested two areas where they need help: (1) home maintenance assistance, and for that Susie will discuss with Bob/Faith Works; and (2) supporting SH's Thrift Shop on Little Creek Road. Susie will pursue advertising for the Thrift Shop (Helmsman/Binnacle/TV Atrium/Atrium Info Desk/CSM Bulletin Board), and possibly doing a Minute for Mission, or donation drive in the future.

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 \$3,778.08.
3. Non-Budget Account – zero.

Session Highlights

1. The Pastors and Session will host a Wednesday at the Well to discuss same-sex marriage and our church on April 20 and 27.
2. April's Binnacle included David's explanation of his Sabbatical.
3. We need a CSM POC to be the picture-taker at our events and coordinate with the Facebook people to upload to our church's Facebook page.
4. The Pastor's Benevolence Fund needs contributions. The current balance is: \$2,265.33.
5. Katie is retiring the end of August.

6. There will be a silent auction of a donated year's supply of manicures/pedicures to support Patrick and Cherokee's mission trip.
7. Installation of carpet and replacement of ceiling tiles in the hallways, and replacement of the Sanctuary roof will begin during Spring break.

Agency Reports:

1. Angel Tags (Lynne, Susie) – nothing to report
2. Beach Health Clinic (Bill) – not in attendance
3. Blood Drive (Sandy) – Blood 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) – 113 baskets were made – many by the JAM children. St. Columba received 90 baskets, and the remaining baskets went to the PACE program (Rev. Will) and a few local families
7. Emergency Disaster Shelter (Rick) – training and POC list needs to be updated
8. Faith Works (Bob) – not in attendance
9. Food Pantry (Lynne, Tracy, Connie, Audre)
 - March 2016 report: 11 Families, 28 Adults/14 Children, \$434.00 Total Costs/\$328.45 Donated by shoppers
 - In answer to questions, reminded folks that Audre is in charge of ensuring the Food Pantry donation plate is available after the combined service to encourage contributions from the congregations, and we are not as of yet pursuing setting up an “item of the month” donation box.
10. Good News Jail Ministry (Audre) – Audre contacted this agency who sends their continued thanks for our quarterly donations. They recently held a banquet and received donations of \$30,000. They will host a Golf Tournament on 3 June, and if anyone is interested Audre will get information
11. Human Kind (Carlos) – nothing to report
12. JCOC (Pam) – nothing to report
13. Lighthouse Center/VOA (Connie)
 - 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) – not in attendance
15. Panera (Martha)
 - Pickup: 5/1–Spillman/Robbins; 5/8–Sare; 5/15–Raymer; 5/22–Weeks; fifth Sunday 5/29-need volunteers (Nancy Guy?)
 - Wrap: 5/2–Carol/Connie Z.; 5/9–Rudell; 5/16–Bossom; 5/23–Owens; fifth Monday 5/30- need volunteers (Bob Brenton?)
16. Samaritan House (Sandy) – nothing other than as reported in new business
17. School Supplies (Connie, Lynne) – nothing to report
18. Sentara PACE Bible Study (Lynne) – going well
19. St. Columba (Lynne was not in attendance but called in her report)
 - 333 sandwiches made and delivered for March
 - The annual St. Columba Dinner and Silent Auction is April 23. Butch Brenton has tickets - \$20 each
20. Seton Youth Shelters (Pam) – nothing to report
21. Thanksgiving Baskets (Libby) – not in attendance

Pam Spillman, Moderator

Congregational Care
5 April 2016

Minutes not received.

Bobbie Brenton, Moderator

Evangelism
5 April 2016

Russ Brown opened the meeting in prayer at 7:20 pm

Members Present: Russ Brown, Peggy Damuth, John Dannemann, Terri Dannemann, and Mike Raymer

Old Business

1. Pens have arrived. Terri Dannemann will make sure the invoice is paid.
2. Russ and Terri will hand out a sign-up sheet at the next session meeting for session members to be mentors to new members. Also a mentor guideline sheet will be handed out. The mentors will present the new members to session and to the congregation on an agreed upon Sunday service.
3. Evangelism ministry will be handling the new member mentor program for the time being.

New Business

1. The living nativity will be held on Sunday December 11th from 5-8:00pm. It will be held one night only this year. Peggy Damuth will call Spellbound Facility in Chesapeake to book the animals.
2. Outreach - Community Service and Evangelism have been asked to make a report to the congregation at the 6/5/16 combined service. Russ will look over the information and we will talk about it at the May 3rd meeting.

The meeting was closed in prayer by Terri Dannemann at 8:15 pm

Submitted by Peggy Damuth

Global Missions
5 April 2016

Minutes not received.

Beth Parker, Recorder

Property
5 April 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 7:15 PM.

Current maintenance issues and projects were discussed including:

- The new carpet and ceiling work in the pre-school wing is now complete. Many good comments have been received. The individual classroom ceilings are now something that could be part of the 20/20 Vision. The ceiling and carpeting installation in the adult wing hall is now underway.
- The rodent problem in preschool has been eliminated. It seems the kitchen area is now a problem. The maintenance supervisor will purchase plastic storage tubs for the condiments that seem to be the target of the pests. Critter Control has been called to supplement the work of our normal pest control service.
- Baker Roofing has Bayside on the schedule for June 1st-15th for re-shingling the sanctuary roof.
- April 19th is scheduled for lawn sprinkler system checkout.
- Nine new plastic round tables were purchased for the fellowship hall. Nine of the broken tables will be disposed of to maintain storage space.

- Ed and Eugene are planning on tackling the potholes when the weather is dryer and somewhat warmer.
- Building security was heavily discussed; the group will research available documents and come up with a plan.
- A long list of maintenance items was also discussed. Some large enough to be part of the 20/20 Vision.

Bob Allen closed the meeting with prayer at 8:45 pm.

Sperry Davis, Moderator

Stewardship
5 April 2016

The Stewardship Ministry met in the Brides Room at 7:35 PM

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

Bob Baker opened the meeting with prayer.

We reviewed the end-of- March financials and noted the excellent status of pledged and non-pledged giving.

We continued our discussion of the issues associated with using various methods of electronic giving. Tracy and Tom will consolidate the issues associated with the use of electronic giving and develop a time-line for the introduction of electronic giving at Bayside.

We noted the offer of a gift of a cemetery plot. Bob will discuss the offer with David.

We discussed the use of credit card points. Luanne will develop a draft policy paper for our consideration.

We discussed funding for clean water mission trips. Bob and Tracy will discuss several issues with Bob Orcutt.

We discussed support for the APNC's development of terms of call for the proposed Associate Pastor when appropriate.

Luanne noted the up-coming announcement of a call for requests for applications for Bayside's 2017 Undergraduate Scholarships.

The meeting was closed with prayer at 8:55 PM.

Bob Baker, Moderator

Worship
5 April 2016

Attendees: Moderator Nancy Guy, Judy Crossman, Katie Grant, Dardy Long, Janet Martin, Doug Mitchell, Marie Parr, Jean Reid, Bernie Wallace

The meeting was called to order at 7:28 after a brief combined meeting of Worship and Admin Support to discuss the formation of a search team for a new Director of Music Ministries.

Approval of Agenda. The agenda was approved with no changes.

Report of Moderator. Nothing to report.

Old Business

1. New Hymnals (update on fundraising): Nancy and Katie noted that \$9380 had been donated to date for the purchase of new hymnals. Additional order forms are still available in the Atrium. Donations received will be used to reimburse the loan from the General Fund.

2. Communion at 8:00 on April 17th (plus/delta, suggestions for change): there was a recommendation that communion be served at the 8:00 service using a total of 4 Elders, two each providing bread and juice and distributed simultaneously. Discussion determined that while it may save a little bit of time, it may inconvenience some or make it difficult to hold both the bread and the cup at the same time. It was decided that the serving of communion should remain as currently provided.

3. Congregational Survey (Discuss the U.S. Congregational Life Survey): Nancy had met with David to discuss the distribution of a survey to the congregation to get a better understanding of the status and desires of the membership. U.S. Congregational Life Survey has conducted surveys of thousands of churches and hundreds of thousands of congregants. The survey is taken on a "typical" Sunday (not on a holiday, during summer months, or on a combined service) to get a true snapshot of attendees which may include some visitors, some occasional attendees, and a majority of regular attendees. The survey is explained, distributed, completed, and collected at the end of the designated service time and then returned to U.S Congregational Life Survey for compiling, analysis and report development. Cost of the survey is \$2 for each survey completed and returned. Strengths and weaknesses of the church will be identified. It was moved by Janet Martin that 250 copies of the U.S. Congregational Life Surveys be ordered to support a survey to be taken at the end of each of the 3 worship services on May 22, 2016. The motion passed. Pending determination of funding, Nancy will order the surveys and provide them to the Clergy for implementation.

It was discussed that the Ministry does not have the funds to pay \$500 for the U.S. Congregational Life Surveys. It was decided that the Ministry would ask Session to provide a loan of \$500 for surveys with funds provided from the General Fund. Monies will be reimbursed to the General Fund at the end of the fiscal year with leftover funds.

New Business

1. Youth Sunday (May 1): Youth Sunday will be observed on May first and the youth elders will be providing communion by Intinction. It was noted that a single tray of cups should be made available to those who wish to not dip from a common cup due to perceived health or other reasons.

2. Pentecost (May 15): Kate had requested that the Ministry discuss decorating the church in a festive manner to celebrate Pentecost. Many items were discussed including a red table covering for the altar, red helium balloons, red crepe paper stoles made by the children for each worshiper to wear. Also discussed was a special children's time or a musical presentation by the children celebrating the birthday of the church. It was recommended that the "Christ Candle" that was long ago donated to the church by a family from the Netherlands that is routinely displayed in our service, be identified and the history explained to the church membership. These issues will be discussed with Nancy, Kim, Kate, and Katie to incorporate what we can for the service. It was asked if communion might be served at the Pentecost service – it was determined that it will already be served at the Sail On service as part of the 3rd Sunday routine and it was felt that communion would not be necessary for the other 2 services.

Reports. There were no additional reports.

Adjournment: the meeting was adjourned with prayer at 8:40 pm.

Doug Mitchell, Recorder