

Agenda for the Stated Session Meeting
 Bayside Presbyterian Church
 17 April 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

DEVOTION Elder Bob Baker

INTRODUCTION OF YOUTH CONFIRMANDS Kim Coyle
 Session receive Statements of Faith for
 Tessa Demarest, Stephen Opitz, and Connor Rayhill
Motion Required to accept into membership.

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. Minutes from the 20 March Called Session Meeting
3. Minutes from the 3 April Congregational Meeting (APNC approval)
4. Tonight's Agenda

STATISTICS FOR MARCH

1. Attendance Trends for Previous 4 Years in March:

| Year | 8:00 Service | 9:00 Service | 11:00 Service | Combined Service | Total of All Sundays | Monthly Average |
|------|--------------|--------------|---------------|------------------|----------------------|-----------------|
| 2013 | 229 Avg. 76 | 270 Avg. 90 | 361 Avg. 120 | 277 | 1137 | 284 |
| 2014 | | 304 Avg. 76 | 587 Avg. 147 | 215 | 1106 | 221 |
| 2015 | 148 Avg. 37 | 283 Avg. 71 | 443 Avg. 111 | 192 | 1066 | 213 |
| 2016 | 133 Avg. 44 | 289 Avg. 96 | 476 Avg. 159 | 167 | 1065 | 266 |

2. Attendance Trends for Previous 12 Months:

| Month | 8:00 | 9:00 | 11:00 | Combined Service | Monthly Total | Average Sunday | Notes |
|------------------------|-------------|-------------|--------------|-------------------------|----------------------|-----------------------|--------------|
| April 2015 | 89 | 230 | 285 | 395 | 999 | 250 | Easter |
| May | 144 | 309 | 478 | 190 | 1121 | 224 | |
| June | 142 | 248 | 257 | 220 | 867 | 217 | |
| July | 102 | 220 | 246 | 165 | 733 | 183 | |
| August | 133 | 315 | 368 | 189 | 1005 | 201 | |
| September | 103 | 218 | 295 | 146 | 762 | 191 | |
| October | 93 | 200 | 281 | 198 | 772 | 193 | |
| November | 158 | 300 | 403 | 226 | 1087 | 217 | |
| December | 95 | 168 | 373 | 203 | 839 | 210 | |
| January 2016 | 118 | 264 | 435 | 231 | 1048 | 210 | |
| February | 95 | 198 | 335 | 191 | 819 | 205 | |
| March | 133 | 289 | 476 | 167 | 1065 | 266 | Easter |
| 12 Months Total | 1405 | 2959 | 4232 | 2521 | 11117 | | |
| Average Monthly | 117 | 247 | 353 | 210 | 927 | | |
| Average Sunday | 35 | 74 | 106 | 210 | | 214 | |
| | 8:00 | 9:00 | 11:00 | Combined Service | Monthly Total | Average Sunday | Notes |

*** Christmas Eve Services not included above: 4:00 – 312 / 7:00 – 286 / 11:00-50
 *** Palm Sunday 2016 = 259 / Easter Sunday = 438 Good Friday (not included above) = 65

3. Reception of New Members: Christopher and Leah Dollahon by reaffirmation of faith (4/3)
4. Baptisms: Walter Rayburn Dollahon (4/3)
5. Church Weddings:: None.
6. Member Transfers: None.
7. Member Deaths: Joanne Young (4/8)

REQUESTS FOR SESSION APPROVAL / **Motions and Votes Required**

1. New Members: None.
2. Baptism Request: Cameron Burtch Smith, daughter of Cortney and Michael Smith
3. Church Wedding Request: None.

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report Luanne Wong

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

1. City of Virginia Beach, Electoral Board Enclosure (2)

PEVA ISSUES

1. xxx

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 Rev. Kate Rascoe
4. Church Policy and Procedures Review Updates Clerk Enclosure (1)
5. Renovations (Capital Campaign Funds) Property
6. Mentor Program Guidelines / Process / Sign-up Evangelism
7. Filling the Role of Youth Elder Rev. David Rollins
8. Facility Security Plan Ideas Property
9. Fundraising Clerk

Note: There are various fundraisers being discussed in Ministry meetings. Ensure that your discussions and planning are being done in accordance with the new Fundraising Policy.

NEW ISSUES

1. U.S. Congregational Life Survey Worship Ministry

Please review: <http://www.uscongregations.org/>

Motion: It is moved by the Worship Ministry that the Session approve the ordering of 250 Congregational Life Surveys for the purpose of using a PCUSA endorsed survey and analysis process to determine the strengths and weaknesses of the congregation, and that the funding for the analysis of these surveys be provided by an augmentation of up to \$500 from the General Fund to be reimbursed by the Worship Ministry by the end of the current fiscal year.

2. Youth Sunday is May 1st – Combined Service
3. Director of Music Ministry Rev. David Rollins Enclosure (3)

Motion: It is moved by ___ that the enclosed information (as modified) for the Director of Music Ministry be approved for posting on the Presbyterian Association of Musicians website and other appropriate position advertising sites.

STAFF REPORTS

| | |
|------------------------------------|--------------------|
| Director of Educational Ministries | Kim Coyle |
| Director of Music Ministries | Katie Grant |
| Associate Pastor | Rev. Kate Rascoe |
| Pastor / Head of Staff | Rev. David Rollins |

SUPPLEMENTAL MINISTRY REPORTS

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

CLOSING WITH PRAYER

MEETING OF THE TRUSTEES

All Session Members

To approve distribution of funds from Endowment Fund to
Stop Hunger Now and Young Adult Volunteers (YAV) support

Enclosure (1): 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 |
|----------------------|--|-----------------|---|
| Admin Support | Personnel Policies & Procedures | 2012 | 7 April 15 – 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. 4/21/15 Session approved changes, but policy not yet updated. |
| Admin 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” |
| Admin Support | Sexual Misconduct Policy | 2015 | |
| Admin Support | Fundraising Policy | 2016 | |
| Christian Education | Library Procedures | 2015 | |
| Christian Education | Transportation Fund Policy | 2015 | |
| Community Service | Food Pantry Procedures | 2015 | |
| Congregational Care | Bereavement Reception Procedures | New | 15 March – Session discussion and presentation by Congregational Care – additional revisions in progress. |
| Congregational Care | Visitation / Shepherding Program Procedures | New | 10 February 15 - meeting planned to start development. Concept developed in Ministry in August. Development of procedures pending. |
| Property | Building Use Policy | 2010 | 3 March 15 – 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 | 2016 | |
| Worship | Wedding Policy | 2015 | |
| Worship | Lay Reader Procedures | 2015 | |
| TBD | Priorities Plan | 2012 | |
| TBD | Strategic Plan / Review Notes | 2003 / 2012 | |
| Treasurer | Restricted Funds Use Policy | New | Treasurer working with help from Bob Baker |

March, 2016

Dear Rev. Rollins,

The Virginia Beach Electoral Board and General Registrar is very appreciative of your participation and assistance in the voting process through the use of your church for elections. Our March's Presidential Primary elections were largely trouble-free because of your assistance and cooperation. Our election officials found Mr. Towler and Mr. Godoy to be most helpful in setting up the polling location and with the Election Day process.

We thank you for this significant contribution to the democratic process by enabling our citizens to vote at a location near their homes.

Sincerely,

Al Ablowich

Chairman

Virginia Beach Electoral Board



CITY OF
VIRGINIA BEACH

DEAN A. "AL" ABLOWICH
ELECTORAL BOARD

VOTER REGISTRAR'S OFFICE - BUILDING 14
P.O. BOX 6247
VIRGINIA BEACH, VA 23456-0247

OFFICE (757) 385-8683
FAX (757) 385-5632

Enclosure (3): Director of Music Ministry – Online Job Posting Information

| General Information | |
|---|--|
| Church Point of Contact | Rev. Dr. David Rollins Pastor Head of Staff |
| All Church Information | Bayside Presbyterian Church 1400 Ewell Road Virginia Beach, VA 23455 (757) 460-1188 Bayside@BaysidePresby.org www.baysidepresby.org |
| Full time or Part Time | Full Time |
| Position Title | Director of Music Ministry |
| Degree Requirements | Minimum of BA in Music, Vocal Performance |
| Experience Requirements | 5 years minimum as a Church Music Director, Church Music and Christian Education, Vocalist, Organist, Pianist, Youth or Pre-School music teaching |
| Usual Number of Sunday Services | 3 (2 traditional, 1 contemporary) |
| Number of other weekly Services | 0 |
| Number of Annual Occasional Services | 8 Ash Wed, Maundy Thursday, Good Friday, Celtic Service, Longest Night, Christmas Eve (3) 8-12 Funerals and Weddings |
| Total number of weekly rehearsals this musician will be directly involved with | 2 |
| Number of Choirs and Ensembles | 3 Adult choir, Praise Team (instruments and vocalists), Hand-bell Choir, * Brass/Woodwind ensembles (Easter & Christmas Special Choir Music) |
| List which choirs/ensembles the person in this position will be expected to direct/accompany personally | Rehearse & Direct: Adult Choir, Bell Choir, Pre-School Accompany: Adult Choir (organ/piano), Praise Team (keyboard); |
| List other paid and volunteer musicians on the staff (e.g. soloists, accompanists) | Praise Team Director (paid) Choir Section Leaders (SATB) (paid) Praise Team: Guitar(s), Drums Pianist (possible volunteer) |
| Compensation: | |
| Estimated number of hours per week | 40 + |
| Salary range | \$40,000 – 55,000 |
| Benefits | Medical, disability, sick leave, study/professional leave, retirement, unemployment, paid vacation, parental leave, continuing education, music allowance |
| Church Information | |
| Number of Members | 630 |
| Average worship attendance | 215 |
| Total church budget | \$760,000 |
| Organ builder and date | Praeludium Galanti (Praeludium III) Installed 1990 |
| Number of manuals (keyboards) | Three - AGO standard console |

| | |
|--|--|
| Number of ranks | 3 Levels of Memory, 8 generals, 5 each division |
| Other instruments | Hand-bells (5 octaves); Chimes (3 octaves); Orff (various), Pianos (3), Keyboard |
| Music Budget (not including staff salary package) | \$19,000 Includes special instrumentation, music purchase, robe maintenance, workshops/licensing, substitute organist, keyboard/instrument maintenance, drummer and SATB section leader pay. |
| Brief statement concerning the congregation's expectations regarding worship and music | Bayside Presbyterian Church is committed to offering uplifting worship services that include dynamic preaching, compassionate prayers, and excellent music. We have a great choir that is dedicated to worship leadership. We are looking to build on what we have and grow under the direction of our next Director of Music Ministry |
| Comments –additional information | <p>Mission: Bayside Presbyterian 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.</p> <p>Our current Director of Music Ministries is retiring this summer after 17 years of serving our church, returning to her hometown roots in central Virginia. She has developed a solid foundation of music and has a wonderful support network in place. We are excited to find an inspired and sociable leader who can continue the vision, enthusiasm and energy needed to lead our adult and youth musicians and instrumentalists as we share the love of God and peace of Christ through music.</p> <p>We are a transitioning congregation in Virginia Beach, experiencing gradual growth in young family membership. The Director of Music Ministries will serve as the choir director and organist for two weekly traditional worship services, funerals, special services and choir rehearsals. Additional responsibilities include providing a fun music environment for our Pre-school and for directing our adult hand bell choir. An understanding of non-traditional worship services is also beneficial in supporting our Praise Team Director and musicians. The ideal candidate is a Christian with an enthusiastic passion for the work of the Church, a degree in vocal performance, the experience of organ study, experience in accompanying choirs as well as vocal and instrumental soloists, and working with and recruiting volunteers. The candidate must be creative, organized, self-starting, outgoing, and have the ability to communicate with a small but close-knit staff, church members, guests, and volunteers. Personal computer skills (Microsoft Office Suite) are required.</p> <p>A detailed position description may be found at www.Baysidepresby.org. Applications consisting of a cover letter and resume should be sent to Bayside@Baysidepresby.org .</p> |