

**Minutes**  
**Bayside Presbyterian Church Stated Session Meeting**  
**19 April 2016 7:00 PM Room 508**

The Session of Bayside Presbyterian Church met in a Stated Meeting on 19 April 2016 at 7:00 pm in Room 508. Members present, constituting a quorum, were Moderator Rev. Dr. David Rollins and Elders Bob Baker, Bobbie Brenton, Russ Brown, Sperry Davis, Betsy Kennedy, Gregor McLeod, Doug Mitchell, Beth Montoya, Beth Parker, Jean Reid, Martha Rudell, Thom Sare, Pam Spillman, Hugh Vaughan, Thomas Weeks, Terri Wilkins, George Wong, and Youth Elder Anthony Peters

Elders Terri Dannemann, Nancy Guy, Joseph Marcotte, and Bob Orcutt, were not in attendance.

Staff Member Present: Rev. Kate Rascoe, Associate Pastor; Kim Coyle, Director of Christian Education; and Katie Grant, Director of Music Ministries.

Visitors to the meeting included Treasurer Luanne Wong and Confirmands Tessa Demarest and Stephen Opitz.

The meeting was called to order by the Moderator who asked Session Members to share their joys and concerns, and opened the meeting with prayer.

The devotion was provided by Elder Bob Baker.

**INTRODUCTION OF YOUTH CONFIRMANDS.**

Kim Coyle introduced Tessa Demarest and Stephen Opitz who were presented the opportunity to provide their statements of faith. Confirmand Connor Rayhill was not able to attend and will meet with the Session at a later date. All three of the youth have been attending classes with Kate and Kim since the beginning of September. Tessa and Stephen both provided very eloquent statements.

**Motion:** It was moved by Hugh Vaughan that Tessa Demarest and Stephen Opitz be accepted into membership and be presented to the congregation. The motion passed.

The Sacrament of Communion was offered to all in attendance.

**SESSIONAL RECORDS APPROVAL**

The minutes from last month's stated Session meeting, the minutes from the 20 March called session meeting, the minutes from the 3 April Congregational Meeting, and the agenda for tonight's Session meeting were provided in the read ahead package for all Session members.

**Motion:** It was moved by Clerk Doug Mitchell that the minutes from the last stated Session meeting, the minutes from the 20 March called session meeting, the minutes from the 3 April congregational meeting, and the agenda for tonight's Session meeting be approved. The motion passed.

**STATISTICS REVIEW**

Church statistics for the Month of March were provided in the agenda and were noted as follows.

1. Attendance 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

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

\*\*\* 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

1. New Members: Reinstatements of previous members Somer Queenan and Chandler Queenan.
2. Baptism Request: Cameron Burtch Smith, daughter of Cortney and Michael Smith
3. Church Wedding Request: None.

**REQUESTS FOR SESSION APPROVAL:** Having been introduced and discussed, the following action was taken with regard to reinstatement of members and baptism.

Motion: It was moved by Bobie Brenton that Somer Queenan and Chandler Queenan be reinstated into membership of the church. The motion passed.

Motion: It was moved by Jean Reid that Cameron Burtch Smith be presented to the congregation for baptism at a date to be determined. The motion passed

#### FINANCIAL REPORT

The Balance Sheet & Treasurer's Report were made available to the Session on the website for review prior to tonight's meeting. Treasurer Luanne Wong reviewed the documents and facilitated discussion with the Session. Luanne noted that we were "temporarily in the red" for \$15,000 after the payment of the quarterly bills. Our rollover funds are covering the deficit so we are not into the restricted funds. Giving is on track with pledges so meeting budget should not be a problem. Luanne offered special thanks to Pam Spillman for her weekly help in balancing the ledger and making deposits at the bank.

Motion: It was moved by Bob Baker that the Balance Sheet and Treasurer's Report be accepted with thanks. The motion passed.

#### COMMUNICATIONS:

1. A letter of thanks was sent by the City of Virginia Beach Electoral Board and was provided as an enclosure to the agenda, in appreciation for the church providing a neighborhood location for a voting venue for the local precinct.

#### PEVA / BAYSIDE PRESBYTERIAN CHURCH ISSUES.

1. The upcoming meeting of the Presbytery was mentioned and transportation/logistics discussed by the pastors and the elected commissioners.

#### PASTOR TRAINING

David provided handouts that were a summary of the church Mission and Vision, specifically some of the goals associated with achieving our statements of belief. He challenged each Ministry to review 6 of the top priorities, and specifically complete the “we will statements...” prior to August.

**YOUTH ELDER REPORT** – Anthony Peters noted that the youth are meeting as often as possible and that planning is going well for the Youth Sunday service on May 1<sup>st</sup>.

### **CONTINUING ISSUES**

1. Church / Ministry Goals Discussion. There were no specific items of interest this month.
2. Communications & Information Flow to the Congregation. Session was reminded of the first of two meetings addressing same-sex marriage that will be held tomorrow evening and again next Wednesday in conjunction with Wednesdays at the Well programming. Dinner will be offered at 5:15 with the presentation and discussion at 6:00. Discussion will focus on “mutual forbearance”
3. Extending communion to the home bound. Kate passed a sign-up sheet around the room for the next 3 months of providing communion. She indicated that for the “uninitiated”, training will take about 5 minutes and she will pair you with an experienced Elder. Kate noted that Circles 8 and 10 are providing wonderful help in visitation to homebound members.
4. Church Policy and Procedures Reviews. The current status of policy reviews was provided as an attachment to the agenda. It was noted by the Clerk that there are many newly approved policies that are serving well in providing vehicles for conducting routine or special functions and not making Session votes required. There are a few remaining policies that are under review that require update.
5. Status of Church Renovations (Capital Campaign Funds): Sperry Davis reported that work is continuing as planned and that ceilings and carpeting have been completed in many areas of the church. The prayer room will be complete in a few weeks as soon as the furniture is delivered.
6. Mentors Program. Russ Brown passed out guidelines and procedures that were developed by the Evangelism Ministry so that Elders will be familiar with their duties when assigned as Mentors for new members.
7. Filling the Role of Youth Elder. Rev. Rollins reported that discussions are ongoing on how the process can be improved.
8. Facility Security Plan Ideas. Sperry Davis and Rev. Rollins noted that a security plan is, unfortunately, something to be considered by all organizations in these times. There is a draft plan in progress. Sperry indicated that additional assistance is appreciated. Beth Montoya noted that there is a local police precinct who is offering their services to assist any organizations in their plan development. Beth will provide contact information to Sperry.
9. Fundraising. It was noted that various Ministries were discussing fundraising in their meeting minutes and that they should use the recently published fundraising policy to guide their efforts. It was noted that the Young Adult Volunteers were having a pancake brunch following the Youth Sunday service where donations would be accepted to defray their costs. It was noted that their fundraiser was within the policy guidelines.

### **NEW ISSUES**

1. U.S. Congregational Life Survey. Rev. Rollins provided an overview of the survey background, purpose, and procedures, and introduced the below motion that would allow the survey to be conducted on May 15<sup>th</sup>. It was noted that the survey was to be conducted on a “normal worship day” with whoever happened to be in the 3 services on that day to provide a snapshot of the perception of the congregation.

**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. The motion passed.

2. Youth Sunday is May 1<sup>st</sup>; In amplification of Anthony Peters’ comments, David noted that he was observing their planning and encouraged everyone’s attendance and support of the Youth service. They have been tremendously rewarding and popular in the recent past.

3. **Director of Music Ministry** Rev Rollins reported that a meeting of the committee to find a new Director of Music Ministry has met and a copy of the job vacancy posting for the Presbyterian Association of Musicians website was provided as an enclosure to the agenda as a read-ahead for this meeting. Discussion and minor modifications were made to the job announcement and pending approval will be posted on the Presbyterian Association of Musicians website and will be the basis for advertising in other media.

**Motion:** It is moved by Thom Sare 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. The motion passed.

## **STAFF REPORTS**

**Director of Educational Ministries.** Kim was feeling ill and left the meeting after the Youth Confirmands were presented.

**Director of Music Ministries.** Katie provided a verbal report and noted that approximately \$9,600 has been donated for the new hymnals, which is being used to replace the \$10,000 approved by Session that was borrowed from the General Fund. Katie noted that her calling, as are most all in the service of the church, is a calling for life, and not until retirement, and that her plans to prepare for her departure are going well. She is planning and organizing the components of the Music ministry as well as she can before her departure at the end of August.

**Associate Pastor.** Kate provided a verbal report.

**Pastor / Head of Staff.** David provided a verbal report.

## **SUPPLEMENTAL MINISTRY REPORTS**

Admin Support noted that Farewell Celebrations for Kate and Katie would be on 31 July and 28 August respectively with lunches served after the worship service. Details will be provided at the May session meeting as well as in the June Binnacle.

Christian Education - They are busy with Montreat and VBS planning. They also discussed the possibility of live streaming our worship services to the internet and atrium. Will discuss with property. This is an outreach issue for shut ins and for those who may have to leave the sanctuary during the service with small children.

APNC – George reported that they are increasing the size of the committee to include some additional representation from Sail-On service and other areas. They are meeting weekly and should have a Ministry Information Form (MIF) completed in June.

Congregational Care reported that the Directory is near complete with the biggest challenge being the verification of addresses for the membership. Also reminded all of the St Colombo auction.

Global Missions noted that 2 additional people have signed up for Clean Water for the World training.

Pentecost offering. The Session approved offering has the opportunity to be disbursed as determined by the Session. Discussion followed.

**Motion:** It was moved by Thom Sare that 40% of the monies received from the Pentecost Offering be provided to the Seton Hall Youth Shelter. The motion passed.

**CLOSING WITH PRAYER.** With no further business, the meeting be closed with prayer at 8:50 pm.

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These minutes approved by the Session on May 17, 2016  
WDM / Doug Mitchell  
Clerk of Session