

Ministry Meeting Minutes
07 June 2016

Administrative Support
07 June 2016

Members present: Janet Baker, Clint Damuth, Betsy Kennedy, Cherie James, Amanda Long 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.

Amanda opened our meeting with prayer.

Summary of Discussions: May meeting minutes were approved.

Session/Moderator Updates/Reminders: None

Preschool Report. Kathy Armstrong was present at our ministry meeting and reported the following items:

- Application Renewal Process for Social Services: In June of each year, prepare papers for Social Services (Religious Exempt Documentation) which includes a Fire Inspection, Health Inspection, Statement of Intent, Staff-Child Ration information, Staff Health reports and Statement of Code Compliance. Paperwork is almost complete.
- Summer Camps: Camp 1 started Tuesday, June 7th (59 children are scheduled to attend). Camp 2 currently has 36 children registered and Camp 3 has 7 children registered.
- Results of Afterschool Parent Survey: 43 surveys were returned out of a possible 182 surveys handed out in early April. There is clearly interest in an afterschool program. Kathy is still working on the details necessary to implement a potential afterschool program offered 2 days a week, it would be similar to the morning early drop off program.
- Former Student request: Kathy reported that she had been contacted by a former preschool student who is looking for a way to give back to Bayside Presbyterian Preschool as he works on pursuing his Eagle Scout Project. He was looking for ideas that might be needed by the preschool, Kathy indicated to the committee that a sandbox with a cover would be put to good use. Since he is not a member of Troop 417, we suggested that Kathy send Tom Sare an email for his awareness.
- Betsy will check with Luanne to see if she has received the IRS for 5578 "Annual Certificate of Racial Nondiscrimination for a Private School Exempt from Federal Income Tax" Kathy mentioned that she had not seen it yet and doesn't recall seeing it last year.

Church Secretary Report: Nothing to report

Staff Time Away

- Kim Coyle 19 – 25 June (Jamaica mission trip)
- Kate Rascoe 27 – 30 June (Massanetta Springs middle school trip)
- David Rollins 10 -16 July (Continuing Ed)
- Kate Rascoe 20 -24 July (Vacation)
- David Rollins 1 – 14 Aug (Vacation) *

Bob Vogel is preaching 7 and 14 Aug, David has received confirmation from Jenny Spivey and Bob Vogel for pastoral emergencies for 1 -14 Aug.

Old Business

- Staff Evaluations Update – David met with Saul completing his annual evaluation. David and Clint will follow up for goals.
- Coverage of Kate's responsibilities – When Kate's list is finalized; Amanda suggested a binacle entry identifying the volunteers who are stepping up to take care of some of the programs that Kate was championing.

Awareness that programs will continue with volunteer support during our time of transition may help to alleviate concerns.

- Farewell for Kate Rascoe is July 31st - Gifts are being discussed and finalized. Betsy will check with Luanne regarding funds available from credit card rewards. We have decided to have a potluck lunch vice purchasing the main dish and we will utilize paper products vice china. Betsy will touch base with Worship ministry to discuss decorations, set-up/clean-up.
- Amanda has prepared a Binnacle entry for Kate’s farewell and will provide to input to Linda by the 15 June deadline.
- Farewell for Katie Grant is Aug 28th - Gifts are being discussed and finalized. We will again have a potluck. Betsy will discuss decorations, set-up/clean-up with Worship ministry. Amanda will prepare a Binnacle entry and provide to Linda by the 15 July deadline.
- Update on Music and Worship Task Force – 17 resumes had been received at the time of our meeting, Interviews had been conducted and are ongoing. There was some discussion regarding budgetary overlap between Katie and potential new hire. A 1 Sep start date would be desirable.

New Business

- David will ask Katie to provide a list of responsibilities and things that she does as she too prepares her transition.
- Briefly discussed a sendoff for Cherokee and Patrick 17 or 31 July. Their last Sunday before leaving for their Young Adult Volunteer program.

Upcoming Staff Milestones and/or Birthdays:

- David Black - July 7

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

While many ministry teams are not meeting in July, we will meet Tuesday July 5th

Clint closed the meeting with prayer.

Janet Baker, Recorder

Christian Education
07 June 2016

Members present: George Wong, Beth Montoya, Kim Coyle, Gary Crossman

Live Steaming church service on line and on the electronic bulletin Board - We will present the case for this to Property Ministry. Our members who are deployed, at college or homebound will have access every Sunday. We can e-mail an invitation to log on through the Helmsman every week. We can also invite people looking for a church to log on. This invitation can be posted on our Web Site. The electronic bulletin board would allow those who need to be in the foyer to not miss out on the service (childcare, volunteers, ushers). Copyright infringement will not be an issue. A copyright license will cost about \$300 a year. We could also recruit older youth to staff the audiovisual equipment.

Bayside Presbyterian Scholarships - The Ministry is interested in being involved in promoting and celebrating Bayside Presbyterian Scholars. We would like to have the awarding of future scholarships at the Graduation breakfast in early June. Gary will contact John Jeffcoat and George will touch base with the Treasurer.

Graduation Breakfast - June 12, 2016, Setup will be at 9:30 am. Coffee & Water (Gary Crossman), Smoked Salmon and Fruit (Wongs), Bagels and Donuts (Kim Coyle), Breakfast casseroles (Beth Montoya). Both Pastors and Kim will inspire our graduates with words of wisdom.

Facebook Update - Beth Montoya has had a nice response from church members. There have been more visits and material sent to the photo account. (baysidepresbypics@gmail.com).

Mission trips to Jamaica and Montreat Youth Conference are planned and ready to go.

We will be meeting with Property Ministry on July 5 at 7 pm to discuss live streaming our church service, enhancement of our playground, final touches on the prayer room renovation and landscaping options regarding the space around the gazebo and picnic tables. We would suggest getting advice from ALM (grass management) and Nuchol's Tree Care (arborist).

The meeting was closed in prayer by Kim Coyle

George Wong, Moderator

Community Service
07 June 2016

Members present - Pam Spillman (Moderator), Martha Rudell, Lynne Owen, Susie Fulcher, Libby Graves, Sandy Ronan, Gloria Wardrup, Audre Cannell, and Carlos Fletcher

Mail – thanks from Faith Works and VOA for 2nd quarter donation

Events coming up/New Business

1. Thom Sare's birthday – June 25
2. No SESSION meeting in July – we voted yes to cancel our July 5th Ministry Meeting
3. Blood Drive – July 12 (2 – 7 pm) – no issues were noted
4. Asking Budget due July 15 – we voted yes to approve the proposed budget presented at this meeting. The only change was to take away the \$75 for Panera wrap needs (paid for by Food Pantry), and move that to Miscellaneous. Final asking budget to be sent out SEPCOR.
5. School Supply Drive – Lynne and Connie to coordinate. Some preliminary plans:
 - Drive dates: Sunday, Jul 17 – Sunday, Aug 28
 - Divide and assemble bags for schools: Sunday, August 28 at noon. Lynne/Connie will reserve the necessary room space. Volunteers to be solicited at the August meeting.
 - Distribute to schools Monday, August 29, with the exception of those going to St. Columba – they will receive their donations a week early. Volunteers to distribute the bags to be solicited at the August meeting.
 - Linda Vogl to do the posters. Pam will coordinate with Linda and leave posters in the CSM storage closet. Three large (for donation boxes) and two small for bulletin boards.
 - Binnacle article for July (due date June 15) – Lynne/Connie to submit to Linda Vogl. Also Lynne/Connie will coordinate with Linda regarding the notice for the video screen in the Atrium.
 - Lynne/Connie to put out donation boxes July 17. Lynne/Connie to coordinate with Kathy for the Preschool donation box.
 - Schools – St. Columba, Tri-Campus, Pembroke Elementary, Eastern Shore Migrant Workers (through the Brentons), Sentara PACE (through Will). We might add a Middle School if we get those type of donations.

Old Business

1. VA Supportive Housing – status of Endowment Request – pending Endowment's June meeting. Pam will report via email when results are known.
2. Samaritan House – Susie was appointed on their Board, and will take over representing this agency on our Ministry. Susie attended their orientation and is currently trying to assimilate the maze of information provided to determine how we can best support them.
3. Emergency Disaster Shelter – Martha called the Red Cross, and thinks it best for members of our team (Martha, Pam, Di, and Sandy) to go meet them to determine the current requirements for our church continuing to be a Shelter. Martha will let us know when/where.

4. Bulletin Board – the board is completed with first “Spotlight On” Red Cross Blood Drive. Next up – VA Supportive Housing (July).

Treasurer’s Report

1. Budget Status – \$11,400 of the \$23,500 Budget has been spent to date (1st and 2nd quarter Agency payments).
2. Food Pantry – balance available \$2,568.22.
3. Non-Budget Account – zero.

Session Highlights

1. Asking budgets due July 15.
2. Scholarship applications (undergrad & grad) due June 30.
3. Beth Montoya set up an email account (baysidepresbypics@gmail.com) to receive pictures of our Ministry events to be posted on Facebook – please send any pictures you take of our events, and ongoing work (i.e., wrapping, shoppers, etc. No specific format required.
4. APNC and Director of Music Ministry searches have begun.
5. BFF Tides games – July 1, July 26, and Aug 13. Sign up at welcome center.
6. Men of Faith – Thom Sare, Bob Baker, Bob Brenton, Lin Haskins, Bill Warden; Man of the Year – Ed Spillman. Recognition breakfast: June 25.
7. 2020 Vision changes – two parts: Priority Plan and 2020 Vision. Priority plan is concerned with membership and growth and will be discussed the 2nd Sunday in June, and includes the survey we took on May 22. Pam will investigate the requirements “I will...”.
8. Elder Nominees: Bonita Gilchrist, Emily Rudiger, Gary Crossman, John Jeffcoat, Sandy Ronan, Walt Martin, Clancy Holland.

Agency Reports:

1. Angel Tags (Lynne, Susie) – nothing to report
2. Beach Health Clinic (Bill) – no report
3. Blood Drive (Sandy) – see above
4. Caroling at Bayside Healthcare Clinic (Pam) – nothing to report
5. Crisis Center Layette Collection (Pam) - nothing to report
6. Easter Baskets (Lynne, Connie) – nothing to report
7. Emergency Disaster Shelter (vacant) – see above
8. Faith Works (Bob) – no report
9. Food Pantry (Lynne, Tracy, Connie) May 2016 report: 17 Families, 32 Adults/22 Children, \$692.00 Total Costs/\$619.59 Donated by shoppers
10. Good News Jail Ministry (Audre) – Audre spoke with Bob Reiner who said they had a successful golf tournament, and reiterated how appreciative they are of our continuous support.
11. Human Kind (Carlos) – nothing to report
12. JCOC (Pam) – nothing to report
13. Lighthouse Center/VOA (Connie) – no report
14. Meals on Wheels (Nancy Hamilton) – no report
15. Panera (Martha)
 - Pickup: 7/3–Spillman/Robbins; 7/10–Sare; 7/17–Raymer; 7/24–Weeks; fifth Sunday 7/31-need volunteers
 - Wrap: 7/4–Carol/Connie Z.; 7/11–Rudell; 7/18–Bossom; 7/25–Owens
 - Panera sent their annual letter – from the period Jan 4, 2015 to Dec 27, 2016 Panera donated 15,392 bread and baked goods valued at \$28,492.83 to our church. We split this donation with two other churches.
 - We need more wrappers! Lynne noted that Dee Wagner is moving soon and asked to be removed from our distribution list.
16. Samaritan House (Susie) – nothing to report
17. School Supplies (Connie, Lynne) – see above
18. Sentara PACE Bible Study (Lynne) – going well
19. St. Columba (Lynne)
 - 173 sandwiches made by SIS and delivered for May; 1,304 sandwiches delivered in 2016 to date; June 21st next date to make sandwiches
20. Seton Youth Shelters (Pam)

- Pam will ask Luanne the result of Pentecost offering – specifically how much was donated to Seton
 - Admin offices are moving to 101 N. Lynnhaven Rd., Suite 101, VB – 23452 effective June 5, 2016
21. Thanksgiving Baskets (Libby) – nothing to report
 22. VA Supportive Housing (Gloria, Di) – Gloria and Di attended orientation, and follow-on meetings with Michelle. Critical need at this time is monetary help for tenants who cannot meet their monthly rent. The minimum rent is \$50, and it is a sliding scale based on ability to pay. Before we take action, Gloria/Di will continue to gather information on our brand new program.

Closed with prayer.

Pam Spillman, Moderator

Congregational Care
 07 June 2016

Attendees: Nancy Hamilton, Paula Jesberg, Terri Wilkins, Kate Rascoe, Bobbie Brenton

Bereavement Reception Procedures are complete. Hard copy will be given to Church Secretary along with a file copy. Clerk of Session will receive a file copy.

Church Directory has been received and hard copies are ready for delivery this Sunday. An e-mail, containing information about how to download a Web Directory, has been sent to each church member who has e-mail. Linda Vogl can keep this Web Directory updated as members change information, add new members, delete members as requested by Session. 15 copies will be kept for persons joining our church in the next three years.

Shepherding Procedures have begun and will be complete by the end of this year.

Active Membership Procedures are complete and will be sent to Clerk of Session and Church Secretary. Paula Jesberg will be responsible for 2016 update of church membership.

Bayside Fun and Fellowship held a luncheon on May 23rd with a speaker on downsizing: Ann Armistead of Downsize Designs. She was excellent and we had 32 attendees. Bill Bertoff and Kim Coyle have scheduled 3 ball games for the summer. The next luncheon will be Monday, August 29, 2016. Speaker to be identified.

Kate informed the Ministry that we are now responsible for Wednesdays at the Well meals!!! She has recruited Jen and Rob Costello to manage the kitchen for the school year 2016-17. Education is responsible for the programing.

The meeting was closed with prayer.

Bobbie Brenton, Moderator

Evangelism
 07 June 2016

Members present: Russ Brown, John Hamilton, Jackie Weitzel, John Dannemann, Terri Dannemann, Rev. Kate Rascoe

Members absent: Peggy Damuth, Dot Pennypacker, Mike Raymer

Terri Dannemann opened the meeting with prayer.

Old Business:

1. Mentoring Project: Russ Brown shared updated new member/ mentor data base he is keeping up for us. He reported that the project has been running smoothly and we are fortunate to have enough elders to serve as mentors at the present time.
2. Rev. Kate Rascoe shared with the ministry how she has been handling visitors and asked us to continue this process once she leaves, at least until we have a new Associate Pastor. She provided us with the database she uses to track our visitors, the stationery she uses to first reach out to visitors, and the steps she currently follows to welcome and show hospitality to visitors. Rev. Kate is going to ask Linda Vogel to assign an office volunteer to input information weekly from the friendship register to the visitor database. John Hamilton agreed to be the contact person that Linda will send the weekly updated database to. He will use the database to make initial contact with visitors. Linda will also be asked to continue sending the teachers of our Belonging and Believing Class the same database monthly, so they can determine who to invite to the class. Then Russ Brown and Terri Dannemann will continue to match visitors wanting to join the church with mentors and oversee the 6 month mentoring process.

New Business:

1. Budget for 2017: Russ Brown led discussion about our asking budget for 2017. The Evangelism Ministry decided to ask for the same budget as we had for the previous year which is \$4,000.00. Rev. Kate Rascoe informed us that we had been given back the \$1,000.00 which we were asked to cut from our budget this year. This prompted discussion of adding a second night back on to the Living Nativity this December. The ministry decided to try. It will depend on the company that supplies the animals can accommodate us. Terri Dannemann will contact Peggy Damuth to call Spellbound and see if we can get the animals on Saturday, Dec. 10th as well as Sunday, Dec. 11th.
2. Priority Plan 2016-2020: The Evangelism Ministry, in response to our call, will proclaim God's healing and reconciling love here and around the world by;
 - A. helping new members grow and become better disciples through active participation in the worship and work of the church.
 - B. sharing our enthusiasm for the Gospel with our church visitors, members, and the extended community.
 - C. hosting events that will demonstrate God's love and help people progress in their own faith journey.
3. No July session or ministry meeting.

John Dannemann closed the meeting with prayer.

Submitted by Terri Dannemann

Global Missions
07 June 2016

Attendees: Bruce Ross, Thom Sare, Bob Orcutt and Beth Parker

Call to Order: Thom Sare. Distributed a copy of the budget to attendees.

Minutes from April Meeting: None

Old Business: Nothing discussed.

Communications: Bob and Thom mentioned they did not receive meeting minutes from last month's meeting.

New Business: The budget was discussed yet not finalized. Needs to be discussed with David.

On Going Business:

Budget: Due July 2016. The budget was discussed yet not finalized. Needs to be discussed with David.

Ticul Mission: Bob Orcutt stated there would be no Mission this year, however, there is discussion regarding the budget.

Living Waters: Bob Orcutt briefed the new participant in the meeting, Bruce Ross on the water installation system and training. For further details, the website for Living Waters of the World is: <http://livingwatersfortheworld.org/> Bob mentioned that we should discuss where we would like to serve in 2017. Attendees discussed meeting 7/5/16 at 7:00 to discuss next mission.

Congo Mission School and Hospital: Mark Schreiber

Congo sister Churches: Mark Schreiber

Stop Hunger Now: Make an annual event add to budget

Christmas Shoe Box Program 2016: Order 200 boxes in August.

This program is sponsored by Samaritan's Purse. We may research other nonprofits that provide a similar service to sponsor next year.

Massanetta Support: No action needed. Budget was briefly discussed.

Disaster Response: No action needed

Eyeglass Recycle: On going

Yearly Offerings: One Great Hour of Sharing (2/10-3/27)-Completed
Pentecost Offering (3/28-5/15)-Completed
Peace & Global Witness (9/3-10/2)-Bob & Beth
Christmas Joy (11/27-12/18)

Beth Parker, Recorder

Property
07 June 2016

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

Joey Marcotte and Betsy Davis were absent.

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

Clint Damuth stopped by to update the ministry on HVAC maintenance donations.

Quotes for painting of the administrative offices were reviewed and the group agreed to go with "Terry's Painting" for \$3400. Paint color has already been chosen by staff and office volunteers. Painting will be completed before the planned June 27th carpet installation.

Weather permitting, the Sanctuary roof re-shingling is confirmed to begin the week of June 13th.

Other Maintenance Items: The company that striped the parking lot returned to do some needed re-striping. Classroom 504 window treatment was addressed. Parts of the building are still suffering from unwanted rodents. Eugene has engaged the services of a new company that guarantees to seal the building and expel the unwanted guests.

An appointment has been set up for an officer from VBPD Crime Prevention Unit to visit the church on July 26th to begin an inspection and reporting process. We hope to obtain security suggestions and guidance for proposed security camera system. This will be followed up by future security training.

Steve submitted a draft "Facilities Use Request Form" for discussion, to be part of the new Building Use Policy being drafted.

As part of 20/20 Vision, quote request for handicap bathroom renovation are being requested from contractors. Also on 20/20 Vision the group discussed Property Ministry's "We will ___" statement. Kim Coyle stopped by, and it was decided that Property will meet with Christian Ed on July 5th to discuss their 20/20 Vision needs related to Property.

The meeting adjourned at 8:35 pm.

Sperry Davis, Moderator

Stewardship
07 June 2016

The Stewardship Ministry met in the Brides Room at 7:35 PM, June 7, 2016.

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

Bob Baker opened the meeting with prayer.

We reviewed the end-of- May financials and noted the status of Pledged and Non-Pledged giving. We reviewed the status of the General Fund and the funds used from that fund to support our 2016 Operating Budget.

We reviewed the calculations for the potential "cost-to-the-church" for the "new" Associate Pastor and Director of Music Ministries (DoMM) salary options along with Kate and Katie's current salaries. Luanne will distribute these "affordability" calculations at the June Stated Session meeting.

We continued our discussion of the issues associated with using various methods of electronic giving. Tom reported his findings from discussions with several local Churches. We agreed to try electronic giving here at Bayside. Tom will develop a plan for introducing the necessary procedures to the congregation.

Luanne distributed a proposed policy paper for the use of Credit Card points for our consideration. We will discuss it at our next meeting.

We discussed funding for Clean Water mission trips. Bob Orcutt has proposed that the Clean Water team would fund its travel to and from the work site, which seems consistent with our Mission Trip funding policy.

We reviewed the time-line for the development of our 2017 Budget. We noted the 1/2 day work shop on 27 August. It will be an opportunity to review Asking-Budgets in light of the status of the search for an Associate Pastor and a DoMM and the results of David's request for a Lilly Grant. Bob will distribute copies of the time line at the June Stated Session meeting.

We noted the agenda for the Endowment Committee meeting on June 15. Luanne will attend and Hugh will attend in Bob's absence.

Luanne noted several applications for 2017 Undergraduate Scholarships

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

Bob Baker, Moderator

Worship
07 June 2016

Attendees: Moderator Nancy Guy, Judy Crossman, Suzanne Hanley, Dardy Long, Doug Mitchell, Marie Parr, Jean Reid, Berny Wallace. Staff members present were Rev. David Rollins and Katie Grant.

The meeting was called to order at 7:12.

Approval of Agenda. The agenda was approved with one addition to the initial draft.

Report of Moderator. Nancy Guy noted that she had received very positive feedback regarding the Pentecost service and the efforts of everyone involved. We should continue to build on our efforts in the coming years. The Congregational Survey was conducted on May 22 and has been shipped for evaluation. Over 180 surveys were completed. Results are expected in 6-8 weeks. The old hymnals have been gone through and sorted so that family members could be reconnected with previously dedicated hymnals. Thanks to those who helped with sorting and delivering. Silver polishing of communion service was completed last month – thanks to those who helped. The Memorial Day weekend Sunday worship service was well received with good patriotic music. The Associate Pastor Nominating Committee has completed the Minister Information Form and it has been forwarded to the Presbytery for their review and endorsement.

Old Business

1. Director of Music Ministries (DoMM) Search – We discussed the possible ways forward in the case that the new DoMM is not hired and in place prior to Katie Grant’s departure on 31 August. It was thought that we would need a temporary choir director and organist but that we might be able to get by without specifically having the talent of a bell choir director for a month or so. Katie noted that she will be taking vacation the first week of August, but that coverage is being provided for that period in accordance with current staff procedures and funding. Regarding the process of locating an interim Music Director and Organist, Katie will start researching potential interim Music Directors from local sources and will discuss her findings and details with Nancy as they emerge.
2. Ideas for “Exciting and Meaningful Worship” this summer – While important, it was decided that we would forego discussion on this topic due to the time to be invested in DoMM discussions as well as 2017 budget discussions.
3. Christmas Day Combined Service. It was noted that Christmas falls on Sunday this year and it was decided by the Ministry that a motion be made to Session to hold a single combined service of worship on 25 December at 10:00 am, noting that there will be 3 services of worship on Saturday Christmas Eve.

New Business

1. Sanctuary Flowers. The establishment of a Flowers budget line in the 2017 budget was discussed as a result of this year’s drop in contributions for weekly flowers for the Sanctuary. So far only 16 of 52 weeks have been pledged with donations for flowers. An effort will be made to increase congregational awareness of the need and solicit additional donations by announcements from the pulpit, inclusion in the Helmsman and possibly a bulletin insert. But a reserve fund in the budget was deemed appropriate.
2. Budget Discussions. The 2016 current budget was reviewed for mid-year adjustments and projections for the rest of the calendar year. This was done to ensure that current planned expenditures and remaining funds were adequate and to also use the 2016 line items as a point of discussion for developing the 2017 budget. It was determined that all budget lines would remain the same with the following exceptions:
 - Line 4200/Special Music Programs Increase by \$500 to \$2500
 - Line 4215/Robe Maintenance Increase by \$200 to \$900
 - Line 4236/Seasonal Decorations Increase by \$200 to \$400
 - Add Line 4275/Flowers Add \$500
 - Total Budget Increase Requested Increase by \$1400 to \$25,550

The Ministry voted to approve the draft 2017 budget for presentation to Session for approval as part of the overall Church budget.

Reports. There were no additional reports.

Adjournment: the meeting was adjourned with prayer at 8:35 pm.

Nancy Guy, Moderator