

Ministry Meeting Minutes

August 2016

Administrative Support

2 and 6 August 2016

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

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.

Clint opened our meeting with prayer.

Summary of Discussions: meeting minutes were approved.

Session/Moderator Updates/Reminders

"We will" statements - discussed how to address

Preschool:

Orientation Night: Wednesday, August 31st from 5:-00 to 7:00

Preschool and Kindergarten Starts: Wednesday, September 7th (kindergarten, 2, 4 and 5 day classes and Thursday, September 8th (2 1/2s and 3 day classes

Camp 3: Last camp 2016 began today (2 Aug)

Openings: Three 2 -day 3's openings Waitlist for rest of classes.

Church Secretary Report

Nothing to report

Staff Time Away

David Rollins 1 – 14 Aug (Vacation) *

* Bob Vogel is preaching 7 and 14 Aug, Jenny Spivey and Bob Vogel will fill in for pastoral emergencies 1 -14 Aug.

Old Business

Retirement potluck for Katie Grant is August 28th. There will be Helmsman entry reminders of Katie's retirement potluck. Gifts are being discussed and finalized.

Worship Ministry has been contacted for decorations and setup. (16 tables, 8 chairs per table) Katie will be having guests (1 reserved table)

New Business

Update on Director of Music Ministry

Chi-Yi Chen Wolbrink (pronounced “Chee”) on 11 July

First day will be August 24th

Clint will be Chi-Yi’s liaison

Changes and updates to the Personnel Policies and Procedures Handbook have been made, work and review continues as recent BOP changes need to also be addressed.

Recent Board of Pensions changes to benefits coverage has required us to revisit the 2017 Admin support budget. We are first working to address questions that we have regarding the changes. Soon we will have information to explain the BOP changes and our recommended, equitable way forward for the church and impacted staff so we can implement said changes for 2017 and for 2018, 2019 and 2020 as we fully live into the changes. New changes for the 2017 calendar year must be in place by 30 September. This will likely require a called session meeting to meet the 30 September deadline.

Upcoming Staff Milestones and/or Birthdays:

David Rollins – 6 years @ BPC as of 9 August

Katie Grant 9/1

Eugene Towler 12/22

David Rollins 12/31

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

Next meeting is Tuesday September 6th

Clint closed the meeting with prayer.

Janet Baker, Recording Secretary

Christian Education

2 August 2016

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

Live Streaming on line and on the electronic bulletin Board - Our committee met with Property Ministry and had a dry run with a demo camera in the sanctuary, the lighting and sound appeared to be sufficient. The use of the programed joystick should make the operation of the camera to capture our service easier than expected. More work needs to be done as we review copyright issues and music licenses. George Wong, Nancy Guy, Katie Grant, and Sperry Davis attended a work shop at Virginia Wesleyan reviewing copyright issues with music and performance.

Vacation Bible School was again a success with over 100 children attending. The props used at our church were shared with 2 other churches. A donation was given for the use of our materials.

Our Ministry Budget was reviewed and forwarded to the Treasurer's Office for review.

20/20 Vision

Our Mission - We are a covenant community of Christ's people seeking to know and do the will of God.

Our Vision - Changing Lives, Growing Christian Disciples, Living God's Word.

We believe we are called to grow in knowledge of God and self. We will reach out to our congregation, the un-churched, the homebound, our student scholars, and those deployed with our website, Facebook, and live streaming of our Sunday service. We will offer a variety of Sunday school classes in renovated class rooms and enhanced open spaces around our church.

The meeting was closed in prayer by Gary Crossman

George Wong, Moderator

Community Service

2 August 2016

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

Mail – thank you notes from Samaritan House, Beach Health Clinic, Good News Jail, JCOC for quarterly payments; from VA Supportive Housing for material donations

Events coming up/New business

1. Happy (belated) birthday to Di Ricks (Jul 26), and Happy (upcoming) birthdays to Susie Fulcher (Aug 4), Rick Rudell (8/18), Bill Warden (8/15), and Steve Wilkins (8/31)
2. VBFEST Summer Shelter – Friday, Aug 5. Connie held a planning meeting Jul 28. We are meeting at Lynnhaven Colony Congregational Church at 6 pm on Friday. So far we have one family of six but that could change daily – Connie will keep us posted. Connie, Martha, Di, Sandy, and Pam are helping to prepare/cook the breakfast/lunch/dinner, but only Connie and Sandy can stay for the sit-down dinner with the family – more are welcome/wanted. Don't forget to give Pam your receipts for what you spend on this project, and annotate on the receipt whether you want a check reimbursement, or if you want it to be an in-kind donation.
3. School Supply Drive (Jul 17 – Aug 28) – Lynne will take supplies to St. Columba on Tuesday, Aug 16th when she delivers sandwiches. Lynne has room 508 reserved from 11am until 1pm on Sunday, August 28th for sorting and dividing rest of supplies—Susie, Martha, Pam, and Judy can help. For delivering on the 29th – Pam, Martha, and Connie can help.
4. VOA Lighthouse Center taken over by City – Connie said to suspend quarterly payments to VOA. JCOC will be in charge of coordinating the churches for Winter Shelter. Connie tried to change our week but the only week available was election week – and we cannot participate per election rules. So Winter Shelter remains Nov 16-23. Connie is unsure of the future of the spaghetti dinner, normally hosted by VOA but held at Bayside – will keep us posted.
5. HumanKind is closing – This one is in a very confused and very sad state. At the heart of it are 38-50 intellectually and developmentally disabled adults who have lived in that safe and nurturing environment for much of their lives. They will have to be separated and relocated. This is related to the perception that an organization with this number of residents is viewed as an “institution” vice “group home” and under new rules is therefore unable to receive Medicaid funding. Their projected end date is March 2017, although they still plan their annual “Day in the Country” on April 29, 2017. Gloria will see what she can find out from our elected representatives. In the meantime, HumanKind needs our contributions to support remaining residents. Carlos/Judy will monitor HumanKind's progress and report.
6. “We will” statements – sent with the Asking Budget for 2017 (Jun 10th email). All agreed to the statements. Pam has action.
7. New Bulletin Boards – the new “Spotlight On” section of the bulletin board will be on VA Supportive Housing – it is up now. As for the proposal to move the Community Service bulletin board from its present location near the library, to the wall across from the kitchen (Jul 12th email), all agreed. Also we will see to suitable coat storage in the Coke room. Pam has action.

Old Business

1. Red Cross Disaster Shelter – after much discussion, we agreed to continue sponsorship of this program, **if** we can (1) get someone to manage the program for Community Service, (2) get someone other than Community Service to authorize the use of the facility, and open the facility – when it is needed by the Red Cross, and (3) Session agrees to continued general church sponsorship, in view of potential disruptions with the Contemporary Service and all other tenant and church activities that occur in the adult wing. Pam has action.
2. Card for Kate – we gave her a card and a \$200 gift card to Target. Also included in the envelope was a separate Target gift card and note from Sandy and a second sealed card. Katie’s card is currently in the box, and will be there until Aug 26th.
3. VA Supportive Housing – Luanne sent \$3,000 to VA Supportive Housing (Crescent Square) for their Adopt-a-Home project, as paid for by Endowment, and approved by Session. Waiting to hear about (and take a picture of) our plaque on the wall at Crescent Square – Pam has action.

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 \$2,465.85, which includes a \$1,000 donation from a church member last month. Last year balances remained consistently in the \$6,000 range. We need to consider alternatives to spark contributions to this program.
3. Non-Budget Account – zero.
4. As a nice surprise, the VBS children collected money for our school supply drive – a total of \$147.24. Pam bought school supplies with the money and put in the donation box.

Session Highlights

1. June 21, 2016 meeting:
 - “We will” statements due Aug 2, 2016.
 - Aug 27 & Nov 12 – ½ day budget workshop – also Community Service needs to take one of the Minutes for Mission in September/October as related to the Stewardship Campaign/2020 Vision. Gloria/Di will do the Minute for Mission as related to VA Supportive Housing.
 - As mentioned in my email of June 22, 2016 - VA Supportive Housing - \$3,000 Adopt-a-Home approved.
 - Kate’s duties got divvied up – W@W went to the Costellos, Facebook went to Linda, Kim, and Beth Montoya, Friendship Register went to Evangelism. No volunteer for extended communion.
 - APNC search ongoing; but new Music Director has been found – was in last Sunday’s bulletin.
 - Aug 28 Potluck for Katie after 11:00 am service
 - Worship reported sanctuary flower fund is broke – needs donations.
2. July 2016 meeting – not held.

Agency Reports:

1. Angel Tags (Lynne, Susie) – nothing to report
2. Beach Health Clinic (Bill) – no report
3. Blood Drive (Sandy)
 - Collected 34 units at July 12th Drive
4. Caroling at Bayside Healthcare Clinic (Pam)
 - Clint is willing to help again this year. Usually done 1st week in December – group agreed to Saturday, Dec 3rd at 10 am, unless Clint wants to wait for Lauren to return from college, since she normally likes to participate too. Pam will book with Clint.
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, Audre)
 - June 2016 report: 14 Families, 27 Adults/31 Children, \$593.72 Total Costs/\$584.94 Donated by shoppers
 - July 2016 report: 19 Families, 40 Adults/38 Children, \$910.98 Total Costs/\$823.63 Donated by shoppers
10. Good News Jail Ministry (Audre) – no report
11. Human Kind (Carlos) – see above
12. JCOC (Pam) – no report
13. Lighthouse Center/VOA (Connie) – see above
14. Meals on Wheels (Nancy Hamilton) – no report
15. Panera (Martha)
 - Pickup: 8/7–Spillman/Robbins; 8/14–Sare; 8/21–Raymer; 8/28–Weeks;
 - Wrap: 8/1–Carol/Connie Z.; 8/8–Rudell; 8/15–Bossom; 8/22–Owens; fifth Monday 8/29 – need wrappers
16. Samaritan House (Susie) – October is Domestic Violence Awareness Month and SH will host a 5K run to raise money. Susie wants to use the bulletin board (Spotlight On portion) in September/October to advertise this organization. Susie will pursue other advertising this in the church regarding the 5K run. Susie will ask the circles to adopt Samaritan House as their service project (relative to the needs of the homes the residents live in).
17. School Supplies (Connie, Lynne) – see above
18. Sentara PACE Bible Study (Lynne) - Lynne reports it is going well - a true blessing AND at times very comical!! Carol Scott and she should write a short story someday about their adventures!!
19. St. Columba (Lynne)
 - Sandwiches for June 2016: 210
 - Sandwiches for July 2016: 358
20. Seton Youth Shelters (Pam) – no report
21. Thanksgiving Baskets (Libby) – no report

22. VA Supportive Housing (Di, Gloria) – see above

Closed with prayer

Pam Spillman, Moderator

Congregational Care

2 August 2016

1. Budget for 2017: same as 2016.

2. “We Will Statements”: Completed and will submit to Bob Baker.

3. Program Updates:

BFF: new updates given to Linda for flyer. Monday, August 22 at 1130 will be a luncheon with a variety of topics.

Bereavement Receptions: none scheduled

Stephen Ministry: Paula had a discussion with Stephen Ministers to help with homebound with phone calls, etc.

Active Membership Update: Paula has gone over list of membership for the first round of updating. We are in discussion about having our own (Bayside) list of Inactive Members, since Presbytery has deleted this classification. This is the only way we see to have an accurate accounting of members attending. More work to be done. Need to obtain from Linda Vogel a current list of transfers, deaths, and new members. They are not accurately reflected in current list in office.

Shepherding Program

Prayer Chain: Kate turned over to Linda Vogel

Flower Delivery Decisions?

Home Delivery of communion?

Baby Love: Terri (no report)

Prayer Shawls: Terri (no report)

Birthday Cards to those over 90: Linda Wallace

Calls on Anniversary: Linda Wallace

Meeting adjourned.

Bobbie Brenton, Moderator

Evangelism
2 August 2016

Members present: Russ Brown, John Hamilton, Jackie Weitzel, John Dannemann, Terri Dannemann, Mike Raymer

Members absent: Peggy Damuth, John Dannemann opened the meeting with prayer.

Old Business:

Mentoring Project: Russ Brown and Terri Dannemann updated and shared new member / mentor data base he is keeping up for us. Terri Dannemann secured Bob Orcutt to be a mentor for new member, Charleen Albertoli. Russ Brown will e-mail Charleen and will assist her in planning a Sunday to be presented to the congregation, with Pastor Rollins's approval. John Hamilton reported on how he has been reaching out to visitors using the friendship registers.

New Business:

1. Budget for 2017: Russ Brown submitted Evangelism's 2017 budget request to Bob Baker and Luanne Wong via e-mail on June 6, 2016.

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. We will help new members grow and become better disciples through active participation in the worship and work of the church.
- B. We will share our enthusiasm for the Gospel with our church visitors, members, and the extended community.
- C. We will host events that will demonstrate God's love and help people progress in their own faith journey.

Russ Brown e-mailed these "We will" statements to Pastor Rollins on June 13, 2016.

3. Living Nativity: Peggy Damuth contacted Spellbound about renting the animals for 2 nights, Dec. 10th and Dec. 11th, and said we could have them both night. Terri Dannemann contacted Linda Vogel and got the dates and the areas of church needed put on the Master Calendar. Jackie Weitzel will leave us her Living Nativity Communications folder for advertising purposes. Members discussed how valuable Jackie's help with the Living Nativity has been in the past and how much we will miss her. Jackie is moving to Texas to live with her son soon. We wish her much happiness!

Terri Dannemann closed the meeting with prayer.

Submitted by Terri Dannemann

Global Missions
2 August 2016

Beth Parker, Recorder

Property
5 July and 2 August 2016

The Bayside Property Ministry met with Christian Ed on July 5th 2016 to discuss 20/20 Vision Items

Those present for the 7:00pm meeting were George Wong, Beth Montoya, Kim Coyle, Gary Crossman from CE and Leslie Parr, Ed Spillman, Betsy Davis, Steve Baker, and Sperry Davis from Property.

Item one, the issues and challenges of streaming a church service to the web.

Items discussed were:

- Licensing of Copyrighted Music
- Hardware needed,
- Not technically difficult
- Volunteers needed
- Is there a need? Discussed previous audio recording efforts
- Can we just Stream to the Atrium.
- Audio and Video to the Fellowship hall

Actions to be taken:

- Katie, George, and Sperry to attend music Copyright seminar at Virginia Wesleyan July 26th
- Obtain video camera demo of suggested streaming camera.
- Check audio feed to Nursery
- Obtain Pricing on required AV equipment

The second item discussed was playground equipment.

CE suggested that playground equipment was needed for 6-12 year olds.

- Preschool needs are only for ages 3-6 years
- An additional playground could be an insurance problem
- PM will not support an unsupervised public play area

Third Item was Landscaping of the triangle space

- Plot is heavily compacted with no drainage
- Was already on Property's wish list.
- Area serves as an after school meeting place and play area
- Large Oak Trees need thinning to better survive storms
- Old Dogwoods should be replaced
- Is there an alternate after school meet up area?
- Professional arborist and landscaper assistance needed
- Property envisions a park like setting with grass, not mud, an attractive picnic area.

The meeting adjourned at 8:22 pm followed by much parking lot discussion about the landscaping.

Sperry Davis, Moderator

The Ministry met at 7:15 with Leslie Parr, Ed Spillman, Eugene Towler, Betsy Davis, Steve Baker, and Sperry Davis in attendance.

The group received status updates on the roof project, pest control, and renovation projects. Admin office painting and carpeting has been completed, quotes received for the youth wing bathrooms.

The recent security assessment visit by VBPD Officer Perry was discussed. Les, Eugene, and Sperry were available for the three hour walk through on July 26th. Most of the suggestions were about door security and building visibility. The final report is expected in several weeks.

Knuckles Tree service will be contacted about broken pine limbs and trimming hollies.

Bill Warden and friends have been trimming bushes around the adult wing.

A recent request was made from the Community Service Ministry for Property to designate a point of contact for the Red Cross to use when it is necessary to open the church as a Disaster Shelter. It is recommended that the current Property Moderator or their delegate be able to authorize use of the church as a shelter when needed, and that a call tree of Property and Community Service members living closest to the church be authorized to open the facility.

Request have been received for several more renovation items including Bride’s Room, bathroom ventilation fans, bulletin boards, event display monitors, church storage management, and street signage refresh.

Discussed “We Will…” statement. Final version from property is:
We will, with God’s help, prayerfully utilize the church’s many gifts and talents to provide a welcoming and safe facility, in which to grow Christian disciples and support the community.

The meeting broke at 8:10 PM to join Christian Ed members for a demo of a Web Streaming camera in the sanctuary.

Sperry Davis, Moderator

Stewardship
2 August 2016

The Stewardship ministry met in the Bride’s Room at 7:25 PM on August 2, 2016.
Present were: Robert Baker, Moderator, Luanne Wong, Treasurer, Bill Warden, Hugh Vaughan, and Tom Weeks.

Bob Baker opened the meeting with prayer.

We reviewed the current financials and noted with concerned the amount of roll-over funds used to balance our accounts.

We reviewed Asking-Budgets. We noted that several ministries were missing or incomplete. The total (so far) exceeds our 2016 budget by about \$40,000.00.
We will have lots to talk about at our August 27 ½ day Workshop!

We reviewed our Budget development time-line and made several changes
(See attached Time-line)

We continued our planning for the up-coming Stewardship campaign.

We discussed a proposed “Electronic Giving Policy” and had several additional questions to research. We will continue to pursue this issue.

We discussed two policy papers: “Use of Credit Card Reward Points” and a replacement “Stewardship and Fund-Raising” policy paper. We agreed to present both papers to Session at the August meeting.

The meeting was closed at 8:45 PM.

Bob Baker, Moderator

Worship
2 August 2016

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

Approval of Agenda – the agenda was approved.

Report of Moderator: Nancy reported that there was no Session meeting in July. The Ministry budget input was submitted as endorsed by the Ministry at the last meeting. Good feedback was received on the decorations and format of the Pentecost service.

Report on the Search for a new Director of Music Ministries. Nancy reported that the interviews were complete and that there were 3 very good candidates. Chi-Yi Wolbrink has accepted the church offer and will begin working at Bayside on August 24th, giving her a one week turnover with Katie. It was noted that the auditions and interviews with the candidates went very well and that Chi-Yi was a unanimous selection by the committee.

Old Business

The 2017 Budget is submitted and it is anticipated that there may be some adjustments based on anticipated pledges. Nancy noted that the Flower Calendar for 2016 has filled up with sign-ups so additional requested funds may not be needed.

Ideas for “Exciting and Meaningful Worship” will continue to be part of our discussions in the fall. It was discussed that there may be various themes to explore for the fall:

September: Back to School and New Beginnings – there are internet resources for incorporating children in worship

October: Blessing of the Pets in conjunction with the Church Picnic (?)

November: Veteran’s Day on Nov 6th (Combined worship prior to Friday Veteran’s Day) Incorporate our church’s veterans into the service. Consider inviting a Navy Chaplain as a guest preacher.

Janet Martin reported that the search for the new Associate Pastor is progressing well and that telephone interviews will begin soon. There were close to 75 applications that were reviewed

New Business

“We Will” statements – final thoughts were solicited prior to submission to Stewardship this evening. It was decided that the previously developed statements were still good.

Live Streaming of Worship Services – There is an ad-hoc group of people familiar with the needs and challenges of making this happen. Streaming to the atrium or other places internal to the church is not a problem. It is a more significant issue to send live streaming on the internet due to copyright laws. It was discussed that live streaming would probably have a fairly small audience: deployed service members (whose operational schedules would most likely not have them available for a live stream) and shut-ins/elderly who may not have the technology to view live streaming.

Farewell for Katie – it was discussed that we will do something similar to what was done for Kate. We may also be able to welcome Chi-Yi at this opportunity.

Organ repair/replacement fund. It was briefly addressed that the designated fund is not a large number. The age of the organ makes parts replacement difficult. It was decided that it would be appropriate for Katie and Chi-Yi to discuss and determine the current status of our organ and the near future concerns.

Doug Mitchell, Recorder