

Agenda for the Stated Session Meeting
Bayside Presbyterian Church
16 August 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 Hugh Vaughan
INTRODUCTION OF NEW MEMBERS	Elder Terri Dannemann
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 10 July Called Session Meeting	
3. Tonight's Agenda	

STATISTICS FOR JUNE and JULY

Attendance statistics for June and July were not available – will be presented at the September meeting

1. Reception of New Members: None.
2. Baptisms: Cameron Burtch Smith, daughter of Cortney and Michael Smith (7/31)
Sarah Grace Johnson, daughter of Peter and Beth Johnson (7/31)
3. Church Weddings: Ryan Baker and Caitlin Nagourney (6/24)
4. Member Transfers: Pete and Rebecca Wycliffe, Aylissa Cleland
5. Member Deaths: Eva Rask (7/26), Mary Scott (7/28), Jim Eckroade (7/31)

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Members: Luke Dobbs by letter of transfer
2. Baptism Request: Rylee Hathaway, daughter of Samantha Hathaway, on September 18, 2016
3. Church Wedding Request: None

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report Luanne Wong

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

1. None

PEVA / BAYSIDE PRESBYTERIAN CHURCH ISSUES

1. Exit Interview for Rev. Kate Rascoe Valena Hoy, PEVA Commission on Ministry

PASTOR TRAINING

Rev. David Rollins

YOUTH ELDER REPORT

Anthony Peters

CONTINUING ISSUES

1. Communications & Information Flow to the Congregation Open Discussion / Observations
2. Extending communion to the home bound
3. Church Policy and Procedures Review Updates Clerk Enclosure (1)
Credit Cards Points Usage Policy Stewardship Enclosure (2)
Manual of Administrative Operations Admin Support Enclosure (7)
4. Cancellation of the Stewardship Policy (18 Aug 2015) and the

Policy for Fundraising and Moneymaking Activities (19 Jan 2016).		
Proposed replacement Stewardship and Fundraising Policy.	Stewardship	Enclosure (3)
5. Renovations	Property	
6. Associate Pastor Nominating Committee	Rev. David Rollins	
7. Filling the Role of Youth Elder	Rev. David Rollins	
8. Facility Security Plan	Property	
9. Clean Water Mission Plan	Global Missions	

NEW ISSUES

1. Continued support of the Red Cross Disaster Shelter.	Pam Spillman	Enclosure (4)
2. 2017 Budget Development Timeline	Stewardship	Enclosure (5)
3. Coleman Funds Request from Keith Phillips		Enclosure (6)
4. Employee Benefits Package Discussion	Admin Support	

STAFF REPORTS

Director of Educational Ministries	Kim Coyle
Director of Music Ministries	Katie Grant
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

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
Administrative 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. 3/1/15 Amanda, Betsy, Janet and Cherie will work to complete
Administrative Support	Manual of Administrative Operations	2016	
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	2016	
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. 1 Mar 16 – Terri, Bobbie and Kate working.
Congregational Care	Active Membership Policy	2016	
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	

Bayside Presbyterian Church Credit Card Reward Points Usage Policy

BACKGROUND

Each month Bayside Presbyterian Church accrues “reward” points through the use of our church BB&T VISA credit card. These points may be converted into VISA debit cash cards or used for purchases with participating vendors. These points are available for use by any of the church ministries or the church staff for benevolences.

RESPONSIBILITY

The church Treasurer and the Stewardship ministry moderator are responsible for the utilization of the accrued credit card “reward” points.

The Treasurer will:

- Quarterly, report to session the total dollar value of credit card reward points available for use.
- The value of credit card “reward” points used during the current Calendar year and the previous quarter.
- The ministries and the staff member who used the “reward” points.
- Ensure \$150 worth of Visa cash debit cards are available in the church office for use when authorized as described below. (see Procedures)
- Receive all requests for utilization of debit cards or purchases. Recommend approval/disapproval as appropriate.
- Maintain procedures for the use of “reward” points for purchases from vendors.
- Issue Debit cards when approved as described below (see Procedures)

The Stewardship ministry moderator will:

- Oversee the Bayside credit card account and the utilization of VISA debit cards or purchases derived from that account.
- Approve requests for VISA debit cards as appropriate.(See Procedures)

PROCEDURES

Credit card points derived from the use of Bayside’s BB&T credit card may be utilized as follows: Appropriate uses are:

- Pastor’s benevolences
- Food pantry purchases,
- Appreciation of staff or volunteer actions,
- Congregation Care ministry needs and any other non- budgetary needs of the various ministries.

The amount requested should be \$100 or less

Requests shall be submitted, in writing, to the Treasurer.

Such request shall include:

- The amount requested.
- When the Debit card or purchase is needed.
- The reason the Debit card or purchase is needed.
- The signature of the Ministry Moderator or Staff member making the request.

The moderator of the Stewardship ministry may approve Debit card requests up to \$100.

The Session shall approve requests for Debit cards for more than \$100.

IMPLIMENTATION

This policy will be effective 1 January 2017.

Enclosure (3): Stewardship AND Fundraising Policy

Bayside Presbyterian Church Stewardship and Fundraising Policy

Stewardship is one of the cornerstones of Christian life. As we seek to know and do God's Will, we must keep in mind that mature Christian Stewardship requires regular, proportionate and generous giving of our resources in joyful response to what God has already graciously given us.

Our diverse congregation brings many different perspectives to our corporate understanding of Stewardship. The Book of Order directs the Session to develop within the Congregation the habit of liberal giving and a recognition of the obligation to give in proportion as God has prospered us.

Our Session encourages members to commit annually to generous giving (pledging) in response to the Stewardship campaign and in support of the Session's Asking-Budget.

Such commitment (pledge) may be fulfilled incrementally throughout the budget year or by a one-time gift anytime during that year.

Members may increase or decrease their commitment anytime throughout the year by notifying the Treasurer or the Moderator of the Stewardship Ministry of the desired change.

Pledging in response to the Stewardship campaign will be credited to the General Fund to be allocated by the Session to the Ministries in accordance with the Ministries' Asking-Budgets.

It is the policy of Bayside Presbyterian Church to fund its Ministries through this regular, annual Stewardship/budget process. The Session approves the Ministry's annual budgets.

However, throughout the year the Session may receive specific requests for Fundraising from the Presbytery, the General Assembly, or any of Bayside's Ministries to support a specific purpose. Each such request for Fundraising shall be discussed and, if the way be clear, approved by Session.

Fundraising is defined as any effort to obtain money, goods or services for the purpose of funding or benefiting an individual, group, or cause. Events for which an entry fee is charged or where goods or services are sold during the event are included in this definition. Fees charged solely to recover the cost of presenter's fees, consumable supplies, food, books, and training materials are not considered fundraising.

This Fundraising policy is necessary because the use of church property for certain types of sales and fundraisers may be in violation of our denomination's official policies or Federal or Commonwealth regulations and could jeopardize our church's status as a tax-exempt organization.

For example: We have members affiliated with a variety of non-profit civic and other volunteer organizations and we have members involved in home-based businesses and sales careers. Any member from one of these groups might request to conduct a fundraiser on our Church property. If approved such a fundraiser could jeopardize our tax exempt status.

The Church sponsors a limited number of related organizations such as the Preschool, Presbyterian Men, the Presbyterian Women, Presbyterian Youth, our Boy Scout Troop and Cub Scout Pack for which Fundraisers maybe authorized.

The Session is responsible for approving and overseeing all Fundraising efforts of Church ministries and other authorized organizations, scheduling and controlling the dates, times, places and number of Fundraisers and maintaining a master calendar of currently approved Fundraisers,. The Session may delegate specific aspects of approved Fundraising oversight to staff or committees, as deemed appropriate.

The Church Secretary shall create and maintain the master calendar for Fundraisers.

All fundraisers conducted on Bayside Presbyterian Church property must follow these procedures. No one is authorized to conduct a fundraiser except in accordance with these procedures.

A Fundraising Application (Attachment 1) must be completed and submitted by the sponsoring ministry to the Church Secretary for review to ensure there are no conflicts with other church activities. The Application form is attached to this policy and Applications may be obtained from the Church office. Once reviewed by the Secretary, the Church Fundraising Application shall be submitted to the Clerk of Session and entered onto Session's docket to be presented for discussion by the sponsoring Ministry at the next Stated Session meeting.

The following programs are exempt from seeking approval for fundraising, but must submit an application to the Church Secretary to ensure there is no scheduling conflict with other Church activities:

- (1) Community Service Food Pantry
- (2) "Souper" Bowl Food and Donations Collection
- (3) Easter Basket Collection
- (4) Layette Collection for the Keim Center
- (5) The VBS Supply Collection
- (6) School Supply Collection
- (7) The Thanksgiving Basket Food Drive
- (8) Winter Shelter Clothing and Toiletries Drive
- (9) The Angel Tag Program
- (10) Youth Mission Programs
- (11) Boy Scout Troop 364 Holiday Greenery Sale

Specific Fundraisers sponsored by PC (USA):

- (1) The Peace and Global Witness Offering
- (2) The Pentecost Offering
- (3) The Christmas Joy Offering
- (4) The One Great Hour of Sharing Offering

GUIDELINES FOR FUND RAISERS

Not only should there be a specific goal, there should also be a clearly defined program to meet the goal(s), a plan for disbursement of funds, and an overall leadership/guidance responsibility assigned to a ministry or staff person.

The event should avoid pressure and allow each individual the opportunity to contribute freely. There is the argument that one who truly pledges sacrificially may, in fact, be unable to support over-and-above giving.

Consider that some members of the congregation have indicated that they would rather give directly to a specific need than to the General Fund.

Consider the "burnout" factor. The event should not require so much work that it will direct time and energy of members away from the needs and focus of the Church as a worshipping community. The Church is not a business, nor a social service group, nor a booster club, nor a civic club. It is what we are about as the children of God.

Consider whether too many things are happening at once, where they are happening and when. Session should coordinate events so as not to detract from the worship experience or overwhelm the congregation.

Fund raising shall be conducted by Ministries, Church Members or members of groups sponsored by the Church who volunteer for the task. Professional Fund Raisers shall not be used.

Enclosure (4): Continued Support of the American Red Cross

The Community Service Ministry and Bayside Presbyterian Church has been a partner for many years with the American Red Cross as an Emergency Disaster Shelter. We have not been needed, except briefly once in all that time. Our long time representative - a font of knowledge and planning - for that program has been Rick Rudell. For medical reasons, he is stepping down from that post. We will have to find a new representative for our team, and met with the Red Cross to update our responsibilities. Before we re-commit to this program, I wanted to remind (or inform, as the case may be) Session of these responsibilities to ensure we as a church want to continue to be an Emergency Disaster Shelter. After all, it could be disruptive to our worship services, and to the many church group/tenant activities we hold here.

Here's what we learned:

1. We do NOT qualify as a hurricane shelter – due to the windows/glass doors in our Fellowship Hall, and other classrooms. When a hurricane strikes, the Red Cross would typically use a school gym. What we do qualify for are disasters related to apartment fires, gas leaks, tornados, floods, and power outages greater in duration of 24 hours, in cases of extreme heat/cold. None of these happen often, and people generally avoid shelters whenever there are alternatives. The Red Cross guesstimates that 20% of a population displaced in a disaster comes to a shelter.
2. With that said, there are not many shelters in the area, so the Red Cross definitely wants to keep us on their list. Based on their review of our facility we could shelter 86 people (adults and children). It would be up to us if we want to also allow pets (Red Cross does not manage pets). I limited the survey area to the adult wing only, to include the two bathrooms in the Atrium. I figured with our preschool, and traditional worship services, the adult wing would be the most reasonable and the least impacted – although Linda Vogl would have her hands full rescheduling the constant use of those rooms.
3. The Red Cross needs the use of the Fellowship Hall – disallowing it would be a deal breaker. (Unlike our Winter Shelter) the Red Cross uses big spaces like the Fellowship Hall as the main dormitory/feeding area, and would use the other adult classrooms for private individual counseling spaces, as needed. If the shelter occurs on a Sunday, we would have to do our Contemporary Service elsewhere (the Sanctuary?), and that goes for church school as well.
4. The Red Cross would love our help to augment their staff in a disaster, but it is not mandatory. That is the difference on the survey between “Red Cross Managed” (meaning they come in and take over), or “Red Cross Partner” (meaning we might be available to help). This is something our Community Service Ministry would be in charge of, and have to discuss, given an overall decline in volunteers available today.
5. What is mandatory is naming a point of contact (POC) from our church to (1) authorize the use of the facility; (2) open the facility; and (3) act as an alternate for either (1) or (2). One idea could be that the Property Ministry is the first two POCs. Or it could be our Pastor/Associate Pastor would authorize the use of the facility, and Eugene could open the facility. In either case, the Community Service Ministry could be the alternate to (1) and (2). I don't see either of these two jobs as time consuming – more as a one-time event per disaster, but it could be anytime of the day/night. I have turned this question over to the Property Ministry to discuss. Once the church was “authorized” and “opened” to the Red Cross for a specific event, the Community Service Ministry would be the liaison between the church and the Red Cross.
6. We can always decline a specific event. This sounds not so nice, but is practical if at the onset of a disaster, we had big plans upcoming for the church or were contending with our own “disaster.” If we agreed to take on a specific event, the Red Cross has cots, blankets, and would bring a shelter trailer to provide basic supplies for up to 150 people. The Red Cross provides the food, water, and would have their people on site 24/7. They are equipped to deal with medical and mental health issues. They work to get people out of, and close the shelter as soon as possible. They do NOT require our church provides shower facilities, and/or a power generator.

Questions for Session to consider/answer:

1. Is Bayside Presbyterian Church interested and committed to remaining a Red Cross Emergency Disaster Shelter?
2. If the answer to (1) is yes, is it reasonable to limit the shelter to the adult wing only?
3. Who should “authorize” the use of the facility?
4. Who should “open” the facility?
5. Would we allow pets to be brought to the facility?

Thank you. Pam Spillman Community Service Ministry Moderator

Bayside Presbyterian Church

2017 BUDGET DEVELOPMENT TIMELINE

AUGUST 2	MINISTRIES SUBMIT “WE WILL...” STATEMENTS
AUGUST 27	½ DAY WORKSHOP: REVIEW BUDGET AND PRIORITIES/ CONSIDER STATUS OF DAVID’S GRANT/ CONSIDER RESULTS OF WORSHIP SURVEY/ SET MINUTE FOR MISSION TOPICS
SEPTEMBER 11	PROPERTY DISCUSS 2020 VISION DURING MINUTE FOR MISSION
SEPTEMBER 18	STEWARDSHIP KICK-OFF (MINUTE FOR MISSION)
SEPTEMBER 25	MINUTE FOR MISSION
OCTOBER 2	MINUTE FOR MISSION
OCTOBER 9	MINUTE FOR MISSION
OCTOBER 16	MINUTE FOR MISSION
OCTOBER 23	CONSECRATION SUNDAY – GUEST PREACHER
NOVEMBER 6	REPORT RESULTS OF STEWARDSHIP CAMPAIGN TO CONGREGATION
NOVEMBER 12	½ DAY WORKSHOP/ ADJUST BUDGET AS NECESSARY FOR PLEDGE STATUS
NOVEMBER 15	SESSION APPROVE 2017 BUDGET

Enclosure (6): Coleman Funds Request from Keith Phillips

701 S. Columbia Dr.,
CTS Box #209
Decatur, GA 30030
April 4, 2016

Bayside Presbyterian Church Session
1400 Ewell Rd.
Virginia Beach, VA 23455

To my friends on the Bayside Presbyterian Church Session:

It was wonderful being able to see so many of you while I was in Virginia earlier this month. It is a blessing to worship with you all! I look forward to my next opportunity to do so, which will hopefully be in late May and early June. In the meantime, I would like to update you on my studies and progress towards ordination, and to request your continued financial support.

It is hard to believe, but I am preparing to enter my fourth and final year of studies at Columbia Theological Seminary. It has been an incredible journey thus far, and I am very grateful for Bayside's support during the process. Over the last year, my sense of call has been strengthened and clarified at Columbia and in my work at Decatur Presbyterian Church. I feel God calling me to work primarily with youth and their families, and also feel God's call towards intergenerational church life and pastoral care.

I will be at the Presbytery of Eastern Virginia (PEVA) meeting on Tuesday afternoon, April 26, to be examined for candidacy (the second of three stages towards ordination). The PEVA Committee on Preparation for Ministry (CPM) has approved me for candidacy, and the meeting on the 26th is the final step in formalizing my entrance into that stage. I will be a Candidate for one year, during which time I will take ordination exams, complete seminary, and complete Clinical Pastoral Education (CPE, Summer 2017). Once these are all completed, I will be able to be examined by PEVA for fitness to receive a call. My hope is that my CPM will allow me to begin the process of looking for possible calls from churches during my final semester of seminary (before I have been certified ready to receive a call).

As I prepare to enter my final year of seminary, I would like to formally request continued assistance from Bayside's Coleman Fund. It was my understanding that I would be able to receive \$2,000 from the endowment fund via a check to my seminary account. Is it possible to receive this assistance? If so, what might I do to help in the process? I am hoping to receive the funds before the start of the Fall 2016 semester, which begins on Sept. 6, 2016. Also, if there are any other funds available at Bayside, I would appreciate being given consideration for receiving them. Unfortunately, the engine on my trusty 1999 Toyota Camry gave out during my trip to Virginia from Atlanta on April 1st, and I will be purchasing another vehicle in the very near future. I was not expecting to have a car payment and an increased car insurance rate in my budget for the 2016-17 academic year, but that will be the case. I would appreciate any assistance that could be provided.

I am very thankful for Bayside's support during my studies. It was an honor to preach during Consecration Sunday last Fall. This sermon allowed me to reflect on the way that I have been supported in growing as a disciple at BPC, and how I have seen others grow as disciples at BPC, as well. There is no question that Bayside is a church where God works through people to change lives, grow disciples, and live God's Word. I am grateful to God for Bayside Presbyterian Church, and for each of you!

Yours in Christ,

Keith Phillips
(757) 660-8219 |
Keith.Phillips1@gmail.com

Manual of Administrative Operations

I. Purpose

Bayside Presbyterian Church is a member church in the Presbytery of Eastern Virginia of the Presbyterian Church (U.S.A.). It has been called by God and organized by the presbytery to proclaim the good news of Jesus Christ in worship, service to the needy, and to promoting peace and justice in the world.

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

We are led by Jesus Christ, the head of the Church, who challenges us to live into his

Great Commission:

Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to observe all things that I have commanded you." Matthew 28:19-20

and his **Great Commandment:**

"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength. Love your neighbor as yourself." Mark 12:29-31

Christ calls us to respond to his challenges by using the resources with which God has blessed us.

We believe we are called:

To participate in meaningful worship.

(Worship Ministry)

To grow in knowledge of God and self.

(Christian Education Ministry)

To provide a supportive, loving, and caring ministry.

(Congregational Care Ministry)

To proclaim God's healing and reconciling love here and around the world.

(Evangelism Ministry)

To reach out and serve others in word and deed.

(Community Service Ministry, Witness Ministry)

To exercise good stewardship of God's creation and blessings.

(Administrative Support Ministry, Property Ministry, Stewardship Ministry)

II. Governance

This church's congregation and session shall be governed in accordance with the Constitution of the Presbyterian Church (U.S.A.), as stated in both its *Book of Confessions* and its *Book of Order*. Subordinate to that Constitution, this Manual of Administrative Operations, and the Corporate Bylaws. The latest edition of Robert's Rules of Order (Newly Revised) may provide specific

parliamentary guidance.

III. Meetings

The session shall hold stated meetings monthly. Special meetings may be called in accordance with *Book of Order* G-3.0203.

The Congregation shall hold an annual meeting in January and may hold special meetings as necessary. Business at these meetings shall be limited to the following: x electing ruling elders and trustees; x calling a pastor, co-pastor, or associate pastor; x changing existing pastoral relationships, by means such as reviewing the adequacy of and approving changes to terms of call of the pastor or pastors, or requesting, consenting to, or declining to consent to dissolution; x buying, mortgaging, or selling real property; x requesting the presbytery to grant an exemption as permitted by the *Book of Order*, G-2.0204; x reviewing the church budget for the current year as adopted by the session (for information only); x electing members to serve on the current year's nominating committee (G-2.0401); x reviewing reports from the pastor(s), the session, and all church organizations (for information only); x conducting both ecclesiastical and/or corporate business, as necessary, at the same congregational meeting.

IV. Notice of Meetings

At least 24 hours' notice shall be given for all special session meetings.

Notice of congregational meetings shall be given at regular services of worship on two successive Sundays prior to each meeting, in accordance with G-1.0502 of the *Book of Order*. The meeting may be convened following notice given on the second Sunday.

V. Quorum for Meetings

The quorum for the session meetings shall be the moderator and one third (1/3) of ruling elders in active service on the session. The quorum for receiving new members shall be the moderator and three ruling elders.

The quorum for congregational meetings shall be the moderator and at least ten percent (10%) of its active members.

Neither absentee ballots nor voting by proxy shall be permitted in any meetings.

VI. Incorporation

In accordance with the *Book of Order* G-4.0101, the congregation caused a Corporation to be formed on February 2, 2007. The powers, organization and duties of the Corporation and the Board of Trustees are contained in the Corporate Bylaws of Bayside Presbyterian Church of Virginia Beach, Inc.

VII. Membership

In accordance with G-1.03 of the *Book of Order*, the session shall receive and nurture members of the church. The session shall create and annually review rolls for all baptized members, active members, and affiliate members in accordance with G-1.04 and G-3.0204.

The session shall maintain registers as required by G-3.0204b.

From time to time, other registers deemed necessary by the session may also be maintained (G-3.0204b).

All members shall carry out the ministries of proclamation, sharing the sacraments, and living in covenant life with God and each other (G-1.0101).

VIII. Worship

The session shall ensure that services of worship are regularly and reverently held in accordance with G-3.0201 of the *Book of Order*.

The Sacrament of the Lord's Supper shall be celebrated monthly as well as at other appropriate times, as approved by the session in accordance with the *Book of Order* (W-2.4009.)

The Sacrament of Baptism shall be celebrated in accordance with the principles of the *Book of Order* (W-1.3033, W-2.3002-W-2.3014).

IX. Nominating Committee

The Nominating Committee shall consist of the following: x There shall be at least six (6) members on the committee. x Two (2) of the members shall be elders designated by the session. At least one shall be a currently serving elder, and shall serve as chair of the committee. x The remainder (and majority) of the committee shall be made up of members of the congregation. x Committee members shall be elected annually. No one shall serve more than three (3) consecutive years. x The pastor (or moderator of the session) shall serve ex-officio and without vote. x The committee shall bring to the annual meeting of the congregation nominations only for the number of positions to be filled. x The floor shall be open for additional nominations at the annual congregational meeting. If there are nominations from the floor, election shall be by secret ballot. x Elections shall be fair, just, and inclusive in accordance with the *Book of Order* (F-1.0403, G-3.0104, and G-2.0401)

X. Session

The congregation shall elect twenty-one (21) ruling elders, distributed into three equal classes (as near as possible). One class shall be elected each year at a congregational meeting for a three-year term.

When directed by the session, the nominating committee shall nominate a successor for a vacancy, to be elected by the Congregation for the unexpired portion of the vacated position's term.

No ruling elder shall serve for consecutive terms, either full or partial, aggregating more than six years (G-2.0404).

A ruling elder, having served a total of six years, shall be ineligible for re-election to the session for a period of at least one year (G-2.0404).

Those elected as ruling elders shall be prepared and examined by the session in accordance with G-2.0402 of the *Book of Order*.

The session shall elect an elder as clerk for a term of at least two (2) years (G-3.0104).

The session shall elect an active member as treasurer for a term of three (3) years (G-3.0205).

The session may re-elect the clerk and/or treasurer for additional terms.

XI. Records

The session shall ensure that there are proper and adequate minutes, duly approved at the following meeting, and other records in accordance with the *Book of Order* G-3.0107 and G-3.0204, and shall submit requested records to the presbytery in accordance with G-3.0108.

XII. Committees

The session, in accordance with the *Book of Order* (G-3.0201), shall establish, discharge, and review the actions of any committee or other organization within the congregation.

We act through our session and its nine ministries that collectively allow us to address Christ's commands and faithfully manage the resources God has made available to us.

The Great Commandment Worship Ministry
 Christian Education Ministry
 Congregational Care Ministry

The Great Commission Evangelism Ministry
 Community Service Ministry
 Global Missions Ministry

Faithful Management Administrative Support Ministry
 Property Ministry
 Stewardship Ministry

The responsibilities assigned to our nine ministries are the actions we believe are necessary to respond to Christ's commands and to continue seeking God's will for Bayside. The annual goals of each ministry and the broader goals of the session assist us in our response.

XIII. Staffing

Section 1: Hiring Ordained Staff

- **The Session will determine a slate of PNC/APNC nominees that is capable of collectively representing as many of the internal church demographics as possible. This slate shall be approved by Session for submission to the Congregation for final approval.**
- **The PNC/APNC nominating committee will follow the Book of Order and PEVA Policies.**

Section 2: Hiring Non-Ordained Program Staff

- **This includes; Director of Christian Education and Director of Music Ministry**
- **The Session will identify and approve a search committee comprised of a mix of Session and congregation members who are capable of representing the different facets of the congregation who will be directly impacted by the new hire. Committee members must be committed to the process and be willing to meet on a routine basis throughout the search process. Search Committee Duties:**
 - **Select a search committee chair that will coordinate the process and who will eventually become the primary contact person for applicants.**
 - **The chairperson should coordinate with the church administrative assistant regarding the receipt of applications and contact information for the search committee chairperson.**
 - **With the Head of Staff and a representative from the Admin Support ministry, the search committee should review the current job description and discuss any changes that might need to be made.**
 - **In coordination with Admin Support and the treasurer, develop a salary range. Have this approved by Session.**
 - **In coordination with Head of Staff and Admin Support confirm the current benefits package.**
 - **Post a job announcement in appropriate venues. Include the URL to the church website. Use church email and phone numbers as contact information.**
 - **In coordination with the Webmaster create a special section on the church website that will contain job information (i.e. job description, salary range, benefits package). This should be easy to find on the home page.**
 - **As applications are received, coordinate with the church's administrative assistant to forward copies of cover letters and resumes to the search committee chairperson. Then the chairperson will forward copies to each committee member for review. Encourage committee members to make written comments on their copies to support discussion.**
 - **Develop a matrix (based on the job description) to evaluate applicants and place them in tier 1, 2, and 3 based on qualification.**
 - **The search committee will meet on a regular basis and evaluate/rank applicants as they come in. At this point in the process continuity of membership and attendance is important for the search committee.**
 - **Develop a list of interview questions that will be consistent across all telephone interviews.**
 - **Develop a note taking form for use by committee members in recording thoughts during the telephone interview process.**
 - **Conduct telephone interviews with appropriate number of most favorable**

- **candidates with search committee and Head of Staff.**
- **Coordinate with the treasurer to obtain funds for reimbursement of travel and lodging for visiting candidates.**
- **Conduct in-person interviews with top candidates (probably no more than 3 or 4 applicants) with search committee and Head of Staff.**
- **Auditions should be considered for the final DoMM candidates to validate their ability to play the organ, piano, and conduct the choir, praise team and bell choir.**
- **Search committee will then identify their top three (or four) candidates.**
- **Admin Support, in coordination with the Head of Staff and chairperson, will develop the offer letter.**
- **Head of Staff, in coordination with Admin Support and chairperson, will make an offer to the top selected candidate. Do not contact second, third, or fourth candidates until an offer letter has been signed.**
- **Head of Staff and Admin Support will negotiate salary and start date.**
- **New hire will bring signed offer letter to the church and will meet with Head of Staff and/or a member of Admin Support to begin the hiring paperwork (i.e. background check, benefits package)**

Section 3: Hiring Non-Program Staff

- **This includes; administrative assistants, custodial staff**
- **Head of Staff and Admin Support are directly responsible for the hiring of non-program staff.**
- **A search committee is selected and follows the procedures outlined above.**

Section 4: Hiring “Other” Staff

- **This includes; childcare providers, section leaders, support musicians.**
- **The appropriate supervisory staff (i.e. Director of Christian Education, Director of Music Ministry) in coordination with Head of Staff, Admin Support, and the treasurer will be responsible for hiring “other” staff.**
- **The appropriate supervisor will follow established hiring protocol.**

IX. Amendments

Subject to the Constitution of the Presbyterian Church (U.S.A.), any Articles of Incorporation, and Laws of the Commonwealth, this Manual of Administrative Operations may be amended by a two-thirds vote of the active members of the congregation present at a meeting at which a quorum is present, provided that the proposed changes have been published at the same time as the call of the meeting at which the changes will be voted upon.