

Agenda for the Stated Session Meeting
Bayside Presbyterian Church
20 September 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

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: None.
2. Baptism Requests: Zoe Rain Sizemore
3. Church Wedding Requests: None

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. Tonight's Agenda

STATISTICS FOR JUNE, JULY and AUGUST

1. Attendance:

Previous Three Junes

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Total	Total of All Sundays	Weekly Average
2014	191/48	246/62	387/97	195	1019	206
2015	142/37	248/83	257/86	220	844	216
2016	111/37	198/66	280/93	215	804	196

Previous Three Julys

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Total	Total of All Sundays	Monthly Average
2014	121/40	232/77	290/97	173	816	214
2015	102/34	220/73	246/82	165	733	189
2016	126/32	283/71	391/98	162	962	200

Previous Three Augusts

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Total of All Sundays	Monthly Average
2014	184/46	282/71	390/98	173	1029	214
2015	133/33	315/79	368/92	189	1005	204
2016	97/32	191/64	393/131	163	844	227

2. Reception of New Members: Luke Dobbs by letter of transfer (8/28)
3. Baptisms: Rylee Hathaway, daughter of Samantha Hathaway (9/18)
4. Church Weddings: None
5. Member Transfers: Gary and Joni Combs requested removal from the rolls
They have moved to KY, and are visiting various churches, undecided
6. Member Deaths: None

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report

Luanne Wong

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

1. Letter of Thanks from Keith Phillips

Enclosure (1)

2. Note of Thanks from Williams Elementary School

Enclosure (2)

PEVA / BAYSIDE PRESBYTERIAN CHURCH ISSUES

1. Commissioners for next PEVA Meeting

Rev. David Rollins

Tues Oct 25th at 1:00 at King's Grant

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

Tom Weeks, Sperry Davis

3. Church policy and procedures review updates

Clerk

Enclosure (3)

4. Cancellation - Stewardship Policy (18 Aug 15)

Stewardship

Enclosure (4)

Cancellation - Fundraising & Moneymaking Policy (19 Jan 16)

Stewardship

Enclosure (5)

Proposed replacement Stewardship and Fundraising Policy

Stewardship

Enclosure (6)

5. Church renovations update

Property

6. APNC update

George Wong

Interview status, selection process, projected timeline

7. Filling the role of Youth Elder

Rev. David Rollins

8. Employee benefits package revision

Admin Support

NEW ISSUES

1. Modification to Rev. Kate Rascoe's loan repayment plan

Stewardship

STAFF REPORTS

Director of Educational Ministries

Kim Coyle

Director of Music Ministries

Chi Yi Wolbrink

Pastor / Head of Staff

Rev. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

Items/issues not included in Ministry Minutes

Announcement of near term Ministry activities

CLOSING WITH PRAYER

Enclosure (1): Letter of Thanks from Keith Phillips

August 23, 2016

Keith Phillips
Columbia Theological Seminary (CTS Box #209)
P.O. Box 520
Decatur, GA 30031-0520

Bayside Presbyterian Church
1400 Ewell Road
Virginia Beach, VA 23455

To my friends at Bayside Presbyterian Church:

I recently was reminded that it was three years ago on August 19, 2013, that I first entered a classroom at Columbia Theological Seminary, beginning this incredible seminary journey. However, seminary has been only a part of the transformative journey God has taken me on since August 2009, when I first visited Bayside Presbyterian Church. It was then that I returned to church for the first time since high school. Little did I know what God had in store.

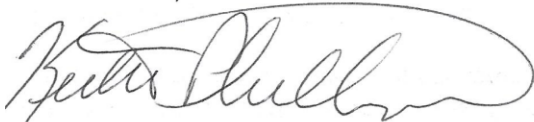
God has worked in my life through the people of Bayside Presbyterian Church in tremendous ways ever since I first came through the doors at 1400 Ewell Rd. Through our worship and fellowship together, I have come to understand and respond to God's love in ways that have repurposed and reinvigorated my life. I have become part of a community that is a second family for me. I have followed along with joy as God has worked in significant ways in the lives of our youth. We have been all been part of God's work in our community, and I am so thankful for our corporate worship of God and witness to God's love.

Thank you for your gift of \$2,000 from the Coleman Fund. I will apply this money towards the fourth (and final) year of my education at Columbia. I am excited about my upcoming year at CTS. Fall classes will include Reformed Theology, Church History, a Romans exegesis class, an internship specializing in pastoral care, and the Theology of Baptism and Eucharist (which I am auditing). I am also thrilled to continue working with the youth group at Decatur Presbyterian Church for a third year.

Through my work at CTS, Decatur Pres, and Bayside, I have discerned a clear and humbling call from God to work with youth and anyone who struggles to claim and respond to God's love. It is an incredible privilege to know that God reaches through me as part of God's work in the life of a young person. If all goes according to plan, I will be examined by the Presbytery of Eastern Virginia regarding my readiness to receive to a call as a Minister of Word and Sacrament around this time next year.

I cannot express how much I have appreciated your support and prayers in my journey. I only wish that I could spend more time with you all. I look forward to seeing you all sometime around the holidays.

Yours in Christ,

A handwritten signature in dark ink, appearing to read 'Keith Phillips', with a large, sweeping flourish at the end.

Keith Phillips
CC: Diane Thorne, Columbia Theological Seminary

From the Desk of
Timothy P. Sullivan



Pastor Rollins,

I can't thank you and your flock enough for the generous donation of school supplies that were delivered to Bettie F. Williams today.

My teachers and staff are doing His work everyday here at Bettie F. and your assistance will be appreciated here more than anywhere else.

God BLESS
Tim Sullivan

Enclosure (3): Church Policy and Procedure 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 conduct events within the church and provide guidance for the church officers, Ministries, congregation members as well as non-members in the conduct of routine business or events in our church. These documents are currently available on the church website or in hard copy in the office for reference.

All policies and procedures are approved by the Session. 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 since last month in Red
Admin Support	Personnel Policies & Procedures	2012	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). Update required to reflect new PCUSA BOP Benefits Plan
Admin Support	Manual of Administrative Operations	2016	
Admin Support	Sexual Misconduct Policy	2015	
Admin Support	Fundraising Policy	2016	Pending cancellation decision Sep 2016
Christian Education	Library Procedures	2015	
Christian Education	Transportation 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.
Congregational Care	Active Membership Policy	2016	
Property	Building Use Policy	2010	Requires modifications to align with the existing or new Fundraising policy.
Property	Memorial Garden and Columbarium Rules & Procedures	2015	
Stewardship	Mission Trip Funding Policy	2015	
Stewardship	Stewardship Policy	2015	Pending cancellation decision Sep 2016
Stewardship	Stewardship and Fundraising Policy	New	Pending replacement decision for Fundraising Policy & Stewardship Policy. Coordination with Building Use policy update is required.
Stewardship	Operating Rules and Investment Policy for the Endowment Fund Committee	2015	
Stewardship	Terms of the Endowment Fund and Endowment Committee	2015	
Stewardship	Corporate By-Laws	2013	
Stewardship	Credit Card Points Usage Policy	2016	
Stewardship	Priorities Plan	2012	2020 Plan in progress
Worship	Funeral Policy	2016	
Worship	Wedding Policy	2015	
Worship	Lay Reader Guidelines	2015	
TBD	Strategic Plan / Review Notes from 2012	2003	

Enclosure (4): Policy for Fundraising and Moneymaking Activities (recommended by Stewardship Ministry for cancellation)

http://www.baysidepresby.org/uploads/4/8/2/3/48233911/bayside_fundraising_policy_2016.pdf

Enclosure (5): Stewardship Policy (recommended by Stewardship Ministry for cancellation)

http://www.baysidepresby.org/uploads/4/8/2/3/48233911/stewardship_policy_-_aug_2015.pdf

Enclosure (6): Stewardship and Fundraising Policy (Recommended to replace Stewardship Policy (2015) and Fundraising Policy (2016))

Bayside Presbyterian Church
Stewardship and Fundraising Policy
Approved by Session on _____

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.

**BAYSIDE PRESBYTERIAN CHURCH
FACILITIES USE AND/OR FUNDRAISING APPLICATION FORM**

Name of Organization/Group (must be a recognized church affiliated organization):

Contact Person (must be a church member): _____

E-Mail: _____ Phone: _____

What is the purpose of the activity or event? _____

What event or activity are you wishing to conduct? (Candy or other sale, concert, show, etc.)

Dates and times desired for the activity or event:

Your request must be scheduled through the Church front office. This form does not constitute a confirmation for rooms or space at Bayside Presbyterian Church. Rooms and the outside grounds and dates are subject to availability.

IF THERE IS A FUND-RAISING GOAL ADDRESS THE FOLLOWING QUESTIONS.

What is your financial goal (the amount you wish to raise?): \$ _____

What is the cost (before profit) that you will expend in order to fundraise? \$ _____

How much seed money (cash advance) is needed? \$ _____

How many people will you involve in the work of fundraising?
(i.e., 20 church members will cook, serve, market, set-up and clean up) _____

How does this activity or event you are sponsoring reflect the mission of the Church? _____

Does this activity support funding necessary for your ministry? If no, what is the purpose of the fundraising and how does it support the mission of the Church? _____

I have read and understand Bayside Presbyterian Church's Stewardship and Fundraising Policy and Procedures.

Signature of Requesting Representative (Church Member)

Acknowledgement of Space Availability - Signature of Church Secretary

_____ Facilities available _____ not available

Approved / Disapproved by vote of Session on _____
(Date)