

Ministry Meeting Minutes  
October 2016

Administrative Support  
4 October 2016

Members present: Janet Baker, Betsy Kennedy, Cherie James, Gregor McLeod 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.

Betsy opened our meeting with prayer.

Summary of Discussions: September meeting minutes were approved.

Session/Moderator Updates/Reminders

Preschool:

Taylor Farms Pumpkin Patch Field Trip: Children visit for a tour of the farm, a hayride, playground fun and pumpkin picking on Tuesday, October 4<sup>th</sup> and Wednesday, October 5<sup>th</sup>.

Trahadius Studios: Pictures on Monday, October 24<sup>th</sup>, Tuesday, October 25<sup>th</sup> and Wednesday, October 26<sup>th</sup>.

Community Service Project for October: New white socks for the homeless.

Parent Conferences: Tuesday, November 8<sup>th</sup>. No preschool or kindergarten classes – childcare available in the YAR during conferences.

Trunk or treat: Friday, October 28<sup>th</sup> (10:00 to 11:30am in the parking lot next to the playground)

Budget for 2016: Preschool budget needs to be provided to session. It was provided electronically and a hardcopy was placed in the Admin Support mailbox in the main office. Betsy will provide it to Doug Mitchell, Clerk of Session.

Very thankful that all classes are still full!

Church Secretary Report

Nothing to report

Old Business

Plan submitted 30 September

Amanda met with staff to discuss the upcoming changes to BOP coverage. Open season is October 17<sup>th</sup> – November 11<sup>th</sup>.

Chi Yi's appeal to BOP – Need to follow up with Luanne to ensure this was resolved prior to locking in.

Personnel Policies & Procedure Handbook Updates – still requires update of PEVA changes (i.e. coming BOP changes)

Review Property and Liability Insurance – generally an automatic occurrence, Betsy will check with Property/Luanne.

New/Other business

At the request of the APNC, met with Stewardship prior to committee meeting regarding an AP candidate. Stewardship/Admin representatives will meet with the APNC on 5 October.

Staff Time Away

David Rollins 13 October Vacation  
Chi Yee Wolbrink 9 – 14 Montreat (Continuing Ed)

Upcoming Staff Milestones and/or Birthdays:

Eugene Towler 12/22  
David Rollins 12/31  
Kim 1/15  
Linda 1/26  
Kathy 3/5  
Saul 4/9  
Chi Yi 5/5  
David Black 7/7

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

Next meeting is Tuesday November 1st

David closed the meeting with prayer.

Janet Baker, Recording Secretary

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Christian Education  
4 October 2016

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

20/20 Vision - Brochure Entry - to be revised by Kim Coyle

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 church members with new technology.

We will use our Facebook page, our church web site and live streaming of our Sunday service. We will have archived recordings of our Pastors’ sermons.

We will always offer a variety of Sunday school classes in renovated class rooms and enhanced open spaces around our church.

We will reach out in non-traditional settings such as Theology Pub at the New River Taphouse.

We will offer Mission Trips to spread the word of God throughout our country and the world.

We will continue to expand our Youth Group Experience.

To accomplish this vision - we ask for your time, talent and treasure.

Theology Pub @ New River Taphouse - was attended by 11 members of Bayside Presbyterian. A varied and lively discussion was moderated by Kim Coyle. The food and beverage was quite good. The fellowship was the highlight of the evening. Future meetings on the first Monday of the month will be held from 7 -9 pm.

Triangle Renovation - We joined the Property ministry for a presentation for enhancing the open space in front of the main entrance to the church. Certain trees were to be removed or pruned. Pavers or a concrete pad and paths would lead to the gazebo and meander through a beautiful garden space.

Gary Crossman closed our meeting with prayer.

George Wong, Moderator

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Community Service  
4 October 2016

Members present - Pam Spillman (Moderator), Lynne Owen, Connie Schreiber, Susie Fulcher, Libby Graves, Sandy Ronan, Gloria Wardrup, Judy and Carlos Fletcher, Thom Sare

Mail – thank you notes from Beach Health Clinic, JCOC, Good News Jail, St Columba, Bettie F. Williams Elementary School (that one was sent to Session); a notice about VB Public Schools Beach Bags Food Drive on Oct 20 at Pembroke Mall – this is a program that is being pursued by some PW Circles.

#### Events

1. Happy birthday to: Martha (10/18), Lynne (10/21)!!!
2. Minute for Mission – VA Supportive Housing (10/2) – Gloria and Di did a fantastic job talking about Virginia Supportive Housing – thanks!! Also we included a list of all the agencies we support, and things we do in the church bulletin
3. Blood Drive – Oct 11 (2 – 7 pm) – assuming we have power (i.e., Hurricane Matthew). Sign will go out soon (but again because of the hurricane might have to be brought back in).
4. Angel Tags – start/end (Nov 13 to Dec 4)
  - Pam to put notice in Binnacle
  - Last year we gave out 269 angel tags – which was a little more than we can accommodate comfortably. Looking to holding the level this year similar to 2015 level of 222.
  - We get most of our angel tag wishes from St. Columba. The rest come from Pembroke Elementary, Mile High Kids (aka Head Start), Sentara PACE (aka Will), and our own Preschool. We do not generally take wishes “off the street.”
5. Thanksgiving Baskets – Nov 19-20
  - Notice appeared in October Binnacle, included list of what to contribute
  - Minute for Mission – Libby pursuing
  - Linda working on laminated signs for Libby
  - Donation bins will go out this week
  - Need extra shopping carts loaned to us for Saturday and Sunday before Thanksgiving to help with food transport – ideas??
6. Winter Shelter – Nov 16-23
  - Luanne sent the \$125 to JCOC for blanket washing
  - Clothing closet notice appeared in the October Binnacle, emphasized warm weather clothing only
  - Pam will ask Linda to do the laminated signs

- JCOC wants the homeless folks to take their personal belongings with them each day, but wants to leave the mats at the church. Therefore we still want Linda to redirect meetings from the sleeping rooms, and we do not want to put up and down tables each day.
- Clothes closet – since the stage is needed for sleeping, the clothes closet will be located in the Library/Bride’s Room, and will end sooner than the full seven days – to make room for the podiatrist. The clothing closet will offer less this year: JCOC wants the coats and hats/scarves given to them beforehand to control the distribution to those who need them; does not want blankets, since they are purchasing the blankets themselves; and would like the homeless people to keep their personal belonging each day – thus does not want us to offer a lot of clothing. Plus we are discouraging summer clothing and formal dress in the donation bins.
- Donation bins will go out this week

#### Old/New Business

1. Partners in Education – Diamond Springs Elementary. I declined the invite to become a Partner in Education. Karen Farquer said it was not necessary for our annual donation of school supplies - which they very much appreciated. She apologized for not being there when we delivered the supplies this year – usually they like to take pictures, etc. She will see that a thank you note is sent soon. For future reference, it would be nice to have a point of contact to call before delivering supplies – the POC for Diamond Springs Elementary is Karen Farquer (648-4240 (School), or at [karen.farquer@vbschools.com](mailto:karen.farquer@vbschools.com). Also, our thank you to the congregation for their school supplies donations appeared in the October Binnacle.
2. Business Cards – tried the copying our Word-version format on church card stock – difficult to get a proper cut. So, went to VistaPrint and made 500 business cards for \$14.98 including shipping. Will arrive Oct 13 – will leave some in the Food Pantry closet for shoppers, and give out to Libby to attach to Thanksgiving bags. The “Join us for Sunday worship” section was added to help Evangelism with one of their outreach goals.
3. VA Supportive Housing – Bayside Plaque – called Tom Higgins – he said they update the wall when they have several to do to save money. It should be done within two weeks in time for the Pillar of Hope gathering, which we will be invited, and should be on a “Carolina Blue” background for Martha.
4. Caroling with Bayside Rehab – Pam still waiting for someone at Bayside to return call. Contacted twice. Linda put the advertisement in the October Binnacle.
5. Bulletin Board – We have changed out the “Spotlight On” section – it is now highlighting Samaritan House. Thank you Susie for all the data.
6. Food Pantry – Item of the Month – wagon has arrived. Signs are done and located in our closet in the back of room 508. The item will start with cereal for October, and follow the monthly list used by PW. Wagon has been placed in the Atrium near the Preschool wing. Notification about the giving opportunity will appear in the next newsletter for Thoroughgood, and NextdoorNeighbor.com. Notice will also be in the Binnacle, and on the TV in the Atrium, and in the church bulletin. Dana Williamson and her daughter Caroline will have the responsibility for emptying the wagon, and changing the sign each month.

#### Treasurer’s Report

1. Budget Status – \$16,325 of the \$23,500 Budget has been spent to date (1<sup>st</sup> through 3rd quarter Agency payments + \$125 to JCOC for blanket washing).
2. Food Pantry – balance available \$1,460.39.
3. Non-Budget Account – zero.

#### Session Highlights

1. The Congregational Life Survey is now posted on our church’s website.
2. November 5<sup>th</sup> is the Fall Cleanup (of the church’s grounds) – 8 am – 12 noon.

3. The APNC search for an Associate Pastor is ongoing, although Stewardship wants to hold off on any offers to wait to see the result of the 2017 pledge campaign to ensure we have sufficient funds. We are behind in giving in 2016 – have been for several months.

Agency Reports:

1. Angel Tags (Lynne, Susie) – see above
2. Beach Health Clinic (Bill) – no report
3. Blood Drive (Sandy) – see above
4. Caroling at Bayside Healthcare Clinic (Pam) – see above
5. Crisis Center Layette Collection (Pam) – donations will taken Dec 24 – Jan 15.
6. Easter Baskets (Lynne, Connie) – nothing to report
7. Emergency Disaster Shelter (Di, Pam) – nothing to report, but reminded all (in light of Hurricane Matthew) that the Red Cross does not use our shelter in the event of hurricanes (due to our windows)
8. Faith Works (Bob) – no report
9. Food Pantry (Lynne, Tracy, Connie)
  - Sep 2016 report: 17 Families, 36 Adults/45 Children, \$861.43 Total Costs/\$745.02 Donated by shoppers
  - Lynne has three new shoppers – Char, Tina, and Sarah. Tina and Sarah are preschool moms.
  - In light of dwindling Food Pantry funding, Lynne and Tracy will revisit situation and take appropriate action during the next Souper Bowl.
10. Good News Jail Ministry (Audre) – Audre reported in absentia that the Ministry did well with their fundraiser – raised about \$6K.
11. Human Kind (Carlos) – nothing to report, but watching to see how quickly the residents are “adopted.”
12. JCOC (Connie) – see above
13. Meals on Wheels (Nancy Hamilton) – no report
14. Panera (Martha)
  - Pickup: 10/2–Spillman/Robbins; 10/9–Sare; 10/16–Raymer; 10/23–Weeks; 10/30 - ???
  - Wrap: 10/3–Carol/Connie Z.; 10/10–Rudell; 10/17–Bossom; 10/24–Owens; 10/31 - ???
  - Please contact Christiana to become new wrapper – available 10/10
15. Samaritan House (Susie) – did lots of advertising for the 5K, but no one from Bayside signed up. In other news, a regional hotline to help those in need is starting Friday – Samaritan House will join on Nov 1.
16. School Supplies (Connie, Lynne) – see above
17. Sentara PACE Bible Study (Lynne) – going well
18. St. Columba (Lynne)
  - Sandwiches made/delivered for Sep 2016 - 317
19. Seton Youth Shelters (Pam) – Seton is hosting a “Through the Looking Glass “ – their 22<sup>nd</sup> annual fashion show and luncheon on Thursday, Nov 17 from 11 am – 2 pm at the Princess Anne Country Club. Tickets \$55. Go to [www.setonyouthshelters.org](http://www.setonyouthshelters.org) for more information.
20. Thanksgiving Baskets (Libby) – see above
21. VA Supportive Housing (Di, Gloria) – see above – also discussed possible ideas to help VSH – perhaps a listing to the congregation of volunteer opportunities at Crescent Square - such as computer training.

Pam Spillman, Moderator

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Congregational Care  
4 October 2016

Minutes not received.

Bobbie Brenton, Moderator

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Evangelism  
4 October 2016

Members Present: Russ Brown, Peggy Damuth, John Dannemann, Terri Dannemann, and John Hamilton

Meeting opened in prayer by Russ Brown at 7:17 pm

Old Business

1. Mentoring - Terri Dannemann has contacted Creida Shupp about being introduced to the session in October.
2. Terri Dannemann and Pam Spillman discussed putting BPC information in the food pantry bags. At that time Pam said that they weren't currently doing this. Pam made up BPC business cards with the worship service times to put in the food pantry bags and other gifts we give to the community. The evangelism ministry is grateful that Pam put this in motion! Thank you Pam!
3. Living Nativity - Terri Dannemann handed out the timeline for 2016. Terri's friend, Cheri Larson, is helping her with the costumes. Linda Vogl updated the program and will print 300 copies. Terri emailed copies of articles for Binnacle, Helmsman, and Lobby TV. She is putting together an information folder for Chi Yi. She sent dates for minutes for mission to Linda.
4. Edna Etheridge speaker, Jill Duffield, will be at BPC on October 22nd and October 23rd. Ministry members are needed to set up and clean up the dinner and have a couple of people to staff a registration table for Saturday October 22nd.

Terri Dannemann closed the meeting in prayer at 8:23 pm

Minutes respectfully submitted by,  
Peggy Damuth

Peggy Damuth, Moderator

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Global Missions  
4 October 2016

Attendees: Thom Sare (Moderator), Bob Orcutt, Mark Schreiber, Jack Ricks, Luke Dobbs, and Beth Parker (Scribe)

Call to Order: Thom Sare

Minutes from September Meeting: Sent via e-mail 9/16/16 to attendees.

Old Business: We Will List, completed and turned into Bob Baker

Communications:

New Business: Fundraiser for Congo hospital, Mark Schreiber See Congo Mission School and Hospital notes provided below.

On Going Business:

Budget: No change, ½ day meeting on 11/12 to finalize for 11/15 Session meeting Ticul Mission: Bob Orcutt Nothing to report.

Living Waters: Bob Orcutt Bob returned home from Nicaragua Living Waters with Great Bridge Presbyterian. Now, we are looking forward to Peru. We need formal approval from Session first. Bob thinks it would be optimal to have 5 members go with us to Peru. Bob is in touch with a POC at Living Waters of the World, Peru. He is currently considering two sites. As mentioned in a previous meeting, the Ministry would need to carefully consider the site in Peru because one of the sites has hard water. This would impact the type of filtration system utilized for the Mission. Thom Sare and Jack Ricks are going to be attending Living Waters of the World Training in Mississippi from 10/18-10/22. Congo Mission School and Hospital: Capital Campaign, Mark Schreiber Mark Schreiber reported about 3 items regarding activity regarding the Congo. 1) Mark is proposing a fundraiser involving the entire Presbytery for the Congo missions. This proposal to raise \$45,000 is to go to next session meeting. The Ministry will need to review Presbytery fundraising procedures. 2) Elections are scheduled to be held in the Congo (9/27/2016). Mark asked we open Bayside Presbyterian as open to host a prayer session on the day of the elections. 3) The school in the Congo is still under construction. Mark said he would send pictures. Mark is requesting we restore the budget for Bayside to support the effort.

Congo Sister Churches: Mark Schreiber

Stop Hunger Now: Make an annual event. \$2,000.00 line item added to budget Christmas Shoe Box Program 2016: Bob Orcutt No decisions have made at this time.

Massanetta Support: No action needed

Disaster Response: No action needed

Eyeglass recycle: On going

Yearly Offerings:

One Great Hour of Sharing (2/10-3/27)

Pentecost Offering (3/28-5/15)

Peace & Global Witness (9/3-10/2)

Christmas Joy (11/27-12/18) Mark Schreiber Action Item: Reach out to Pam Spillman to determine the contributions for the Peace & Global Witness offering.

Beth Parker, Recorder

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Property  
4 October 2016

Christian Education and the Property Ministry came together for a landscaping design presentation by Diane Smith.

In attendance were Leslie Parr, Eugene Towler, Betsy Davis, Steve Baker, Ed Spillman, Bob Allen and Sperry Davis from Property; George Wong, Beth Montoya, Kim Coyle, Gary Crossman from Christian Ed.

The in-depth landscape design presented by Diane included discussion of the various plants and hardscape that could be used to transform the triangle plot across from the church's main entrance. The plan as presented would cost around \$25,000.

After the presentation the property members discussed the Fall Cleanup scheduled for November 5th.

Eugene provided a status update on bathroom renovation and exhaust fan install.

Les Parr closed the meeting with prayer.

Sperry Davis, Moderator

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Stewardship  
4 October 2016

No minutes received

Bob Baker, Moderator

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Worship  
4 October 2016

Attendance: Judy Crossman, Dardy Long, Janet Martin, Marie Parr, Jean Reid, Nancy Guy, Moderator. David Rollins, Pastor.

Agenda approved.

Report of the Moderator: Nancy reported that she had met with the new Director of Music Ministries, Chi-Yi Wolbrink, (who was absent from the meeting due to illness) to review the funding for 2016 and the budget for 2017. Chi-Yi reported that she had hired a new soprano Section Leader, who is currently pursuing a degree in Music. Chi-Yi will be away October 9-13 serving as the Music Director and one of three Worship Leaders at the DisGrace Conference at Montreat. She has arranged for a substitute organist and choir director for October 9. Nancy reported that she is tasked with doing a Minute for Mission at all three services on October 9 about the Vision 2020 plan and, specifically, the need for a new organ. She had discussed the issue with Chi-Yi who agreed that our 30 year old electronic organ is will become increasingly difficult to service, and that we should look into relocating the organ to the sanctuary and moving the choir as well.

Old Business

The First Annual Blessing of the Pets Service is scheduled for October 16 at 2PM. We will hold it outside on the lawn behind the Fellowship Hall facing Ewell Road with a default to the Fellowship Hall if weather is inclement. Dr. Rollins circulated a suggested order of service that he had gotten from a colleague, which was approved. If it is held outdoors the hymn (which is to the tune of Amazing Grace) will be a cappella. Dr. Rollins will speak to Chi-Yi about leading the song or having one of the Section Leaders do so. Nancy had also spoken to the organizer of the annual service at Old Donation Episcopal. They had their service on October 2 and had over 100 people in attendance and numerous pets including two horses. She suggested that, like them, she will purchase treats appropriate for different types of pets and provide them after each pet is blessed. Nancy will contact Linda Vogel to have the information published in the Helmsman, and put on the video screen and the website. Dr. Rollins will put out a notice on the phone tree next week. We will also try to prepare a flyer for the pre-school students. Judy Crossman, Dardy Long and Nancy all indicated that they would be available on October 16 to set up.

Congregational Life Survey. Dr. Rollins reported that a task force of three had been assembled to review the survey data and compare it to the various points of the Vision 2020 plan and make recommendations. Nancy asked if anyone had reviewed the survey and wanted to discuss ideas specific to the Worship ministry. No one did, so she tasked everyone with "homework" to do so before our next meeting.

Ushers for 8:00. Janet Martin reported that adequate ushers had been found to serve the early service.

The Thankful Tree for November. It was decided that we would print leaves of various colors to be enclosed in bulletins in November which would be hung on the wooden tree obtained from Dardy's company for the service on November 20. We will determine when to meet and assemble everything at next month's meeting. It was noted that the weekend after Thanksgiving (November 27) was actually the first Sunday of Advent but it was felt that we will fully decorate the Sanctuary until the following week for the service on December 4.

New Business

Preparing the pews for worship. Following some correspondence between Jean Reid, Linda Vogel, Amanda Long and others, about the placing of Presbyterian Women's leaflets on the Information Center, rather than the pews, the Presbyterian Women "resigned" from the duty of checking and preparing the pews each week. For many years they have had one Circle each month do this duty. Dr. Rollins said that he had previously had churches who handled it through PW and churches which had a separate "Altar Guild." Marie Parr (who has served as an usher for many years) opined that it was not practical to ask the ushers to do it given their other duties before worship. Nancy reported that Libby Graves and Louise Wombolt had contacted her and said that they would still do



it on behalf of Circle 3 in November. Jean Reid and Janet Martin will organize a “Sanctuary Guild” (since we do not have an altar) to take over the duty in 2017 and we will piece together something for December.

Large Print Hymns. Since the new Glory to God does not come in a Large Print version, Jean Reid has been copying the weekly hymns in a large print format for her husband, Jim and says she is willing to make additional copies for others if needed. Dr. Rollins will make an announcement that they are available and they will be distributed to the ushers.

Vital Worship Grants Program from the Calvin Institute of Christian Worship. Chi-Yi had provided Nancy with the website information for this program which is available at [worship.calvin.edu](http://worship.calvin.edu). Chi-Yi felt that Bayside could apply for a grant to make changes to the sanctuary (i.e. move the choir and the organ) to better integrate our music program into worship. Nancy tasked the Ministry members with reviewing this website before our next meeting both to get ideas from the successful grant recipients and to see how we could take advantage of this opportunity.

With no further business the meeting was adjourned with prayer at 8:15

Nancy Guy, Moderator