

Agenda for the Stated Session Meeting
Bayside Presbyterian Church
18 October 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 Bobbie Brenton

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: None.
2. Baptism Requests: None.
3. Church Wedding Requests: Stephanie Fernandini & Brandon Ricker Enclosure (1)

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 SEPTEMBER

1. Attendance:

Previous Three Septembers

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Total	Total of All Sundays	Weekly Average
2014	108/36	224/75	300/100	326	958	239
2015	103/34	218/73	295/98	146	762	191
2016	97/32	180/60	281/94	175	733	183

2. Reception of New Members: Charlene Albertolli (10/16)
3. Baptisms: Rylee Hathaway (9/18)
4. Church Weddings: None.
5. Member Transfers: Joe and Theresa Cipriano transferred to Weaverville United Methodist Church, Weaverville, NC, on 2 October 2016
6. Member Deaths: Bonnie Forrest (10/8)

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report

Luanne Wong

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

1. Letter from Columbia Theological Seminary ico Keith Phillips Enclosure (4)

PEVA / BAYSIDE PRESBYTERIAN CHURCH ISSUES

1. Commissioners for next PEVA Meeting
Tues Oct 25th at 1:00 at King's Grant Nancy Guy, Martha Rudell
2. Preschool Budget – Provided for Information Betsy Kennedy Enclosure (2)
3. Congo Mission Update Mark Schreiber
4. PEVA Commission on Ministry – Workshop 4-5 Nov Rev. David Rollins

PASTOR TRAINING

Rev. David Rollins

YOUTH ELDER REPORT

Anthony Peters

CONTINUING ISSUES

1. Communications & information flow to the Congregation
2. Extending communion to the home bound
3. Church policy and procedures review updates
4. Church renovations update
5. APNC update
6. Filling the role of Youth Elder

- Open Discussion / Observations
Tom Weeks, Sperry Davis
Clerk Enclosure (3)
Property
George Wong
Rev. David Rollins

1. None.

1. None.

Director of Educational Ministries
Director of Music Ministries
Pastor / Head of Staff

Kim Coyle
Chi Yi Wolbrink
Rev. David Rollins

Items/issues not included in Ministry Minutes
Announcement of near term Ministry activities

Items/issues not included in Ministry Minutes
Announcement of near term Ministry activities

CLOSING WITH PRAYER

Deposit Rec'd \$100⁰⁰/cash
9/26/16

Wedding Request and Work Sheet

Please complete and send one copy to the Church as soon as possible. Your wedding date is not confirmed on the Church calendar until this form has been returned with your non-refundable \$100 deposit. Balance due 30 days prior to wedding date.

Bride (full name) Stephanie Gonzalez Fernandini
Address 6340 BARNARD WAY
City, State, Zip VIRGINIA BEACH, VA 23464
Telephone Number 703-475-2145 Cell Phone _____
Email Address: stephanie.gonzalez09@gmail.com

Parents: Javier Gonzalez & Esther Fernandini
Address _____
Telephone Number _____ Cell Phone 571-283-5191

Bayside Church Member (Yes) ☒ (No) _____
If No what is your Church Affiliation? CHRIST Redeemer Catholic Church
Sterling, VA

Groom (full name) BRANDON R. Rucker
Address 6340 BARNARD WAY
City, State, Zip Virginia Beach, VA 23464
Telephone: _____ Cell Phone 603-513-3979
Email Address: Rucker2210@yahoo.com

Parents: Russ & Mary Jane Rucker
Address: Bear Hill Dr, chichester, NH
Bayside Church Member (Yes) ☒ (No) _____
If No what is your Church Affiliation? _____

Date of wedding 8/5/17 Time 4pm Number of Guests 130+
Date of Rehearsal 8/4/17 Time _____
Minister Father Tony Hash
Organist _____
Soloist(s) Instrumentalists(s) _____

Number of attendants: 14 - 7 bridesmaids - 7 groomsmen

- Catholic ceremony
- Virgin Mary statue - NO

(continued on back)

Wedding Coordinator: Please contact the Church Office 464-1188 to be put in contact with a Coordinator. You will receive a letter from the Wedding Coordinator regarding her responsibility and assistance to you.

Dates for Counseling:

1) _____ 2) _____ 3) _____ 4) _____

Invitation to Guest Clergy (Yes) (No)

If yes, please provide:

Name, address, phone _____

Use of Church Equipment:

- 1) Kneeling Bench (Yes) (No) maybe
2) Unity Candle as part of ceremony (Yes) (No) maybe
3) Use of Church Fellowship Hall/Kitchen (Yes) (No)

If yes to #3, Caterer's Name and Phone Number _____

A meeting is required with Wedding Coordinator or Wedding Kitchen Supervisor 4 weeks prior to wedding date.

Photographer:

Name Michelle Williams

Phone Number 757-288-6474

Florist:

Name not decided yet

Phone Number _____

Time of Delivery _____

Do you wish to leave the wedding flowers for the service of worship (Yes) (No) Maybe
If yes, please indicate your dedication for the Church bulletin _____

Bayside Presbyterian
Preschool
and Kindergarten

January 2017 -- December 2017

BUDGET

Bayside Presbyterian Preschool and Kindergarten
2017 Budget Highlights

INCOME

- REGISTRATION FEE: Will increase to \$150 for preschoolers and \$250 for Kindergarten. These fees have been at this level for many, many years. Tuition remains the same
- AFTERSCHOOL PROGRAM: New Item! -afterschool 2- day per week class will be added on Tues and Thurs until 2:30. This is an estimated amount and will vary depending on student participation and interest.
- CHURCH MEMBER DISCOUNT: New Item! Will be offered at \$25 per child; this is included on tuition worksheet

EXPENSES

- CLASSROOM SUPPLIES, T-SHIRT: increased due to higher enrollment/ costs
- DONATION: Pledge to Church is increased \$200 per month, \$2400 per year.
- WAGES: Approximately 2% pay increase to staff, 30 cents per hour to teachers & assistants; 25 cent increase to substitutes. Also added pay for afterschool teachers, 2 days per week.
- EQUIPMENT: Increased by \$1000 for this year. We will purchase 3 new Kindles and e-books for kindergarten (\$550). Also purchase large magnetic white board for that class -(\$450).
- SPECIAL PROJECTS: Increased by \$3500 for the year due to the following projects:
 - Painting of Preschool Hallway \$1000
 - Certified Mulch for playground \$1500
 - 2 outdoor benches for area
Adjacent to grass \$1000

Bayside Presbyterian Preschool and Kindergarten
Annual Budget for 2017

INCOME:		<u>2017 Budget</u>	<u>2016 Budget</u>	<u>Account Number</u>
Registration Fees		\$29,350.00	\$20,100.00	4300-1100-0000
Tuition		\$293,400.00	\$284,550.00	4300-1110-0000
Tuition-Early Drop-off		\$5,400.00	\$5,400.00	4300-1113-0000
Tuition-Afternoon Program	New Item!	\$4,000.00	\$0.00	
Summer Camp Tuition		\$14,000.00	\$17,700.00	4300-1111-0000
Special Projects-Box Tops		\$600.00	\$600.00	4300-1115-0000
School Picture Commission		\$700.00	\$700.00	4300-1120-0000
Fees		\$750.00	\$750.00	4300-1125-0000
Interest Income		<u>\$150.00</u>	<u>\$200.00</u>	4300-1130-0000
TOTAL INCOME:		<u>\$348,350.00</u>	<u>\$330,000.00</u>	
EXPENSES:				
Classroom Supplies		\$13,000.00	\$10,000.00	5300-1100-0000
Paper Products		\$1,100.00	\$1,100.00	5300-1105-0000
Snacks		\$2,200.00	\$2,200.00	5300-1110-0000
Copier Fee - BPC		\$2,400.00	\$2,040.00	5300-1115-0000
Other Consumables		\$2,800.00	\$2,800.00	5300-1120-0000
Postage		\$175.00	\$175.00	5300-1125-0000
Books		\$225.00	\$225.00	5300-1130-0000
Equipment		\$6,000.00	\$5,000.00	5300-1135-0000
Teacher/Parent Resources		\$1,100.00	\$1,000.00	5300-1140-0000
Donations - Pledge to Church		\$9,240.00	\$6,840.00	5300-1141-0000
Salaries & Wages		\$273,725.00	\$266,875.40	5300-1150-0000
Social Security-Employer		\$20,939.96	\$20,415.96	5300-1151-0000
Workmans Comp/Liability Insurance		\$3,200.00	\$2,800.00	5300-1152-0000
Payroll Service		\$2,000.00	\$1,900.00	5300-1155-0000
Teacher Training-CPR/First Aid		\$400.00	\$400.00	5300-1160-0000
Criminal Records Checks		\$300.00	\$300.00	5300-1165-0000
Bank Fees		\$75.00	\$75.00	5300-1170-0000
Memberships, Fees & Dues		\$225.00	\$225.00	5300-1171-0000
School T-Shirts		\$1,450.00	\$1,350.00	5300-1175-0000
Teacher Gifts to Students		\$375.00	\$375.00	5300-1176-0000
Teas-Parent Day		\$400.00	\$350.00	5300-1177-0000
Special Projects-Enrichment		<u>\$7,000.00</u>	<u>\$3,500.00</u>	5300-1180-0000
TOTAL EXPENSES		<u>\$348,329.96</u>	<u>\$329,946.36</u>	

BAYSIDE PRESBYTERIAN PRESCHOOL BUDGET 2017

TUITION JANUARY -MAY 2017

TUITION SEPTEMBER - DECEMBER 2017

5 Months

4 Months

Class	# of Students	Tuition/Month	Totals	# of Students	Tuition/Month	Totals
Toddler	25	\$90.00	\$2,250.00	25	\$90.00	\$2,250.00
2 1/2 Year Old	24	\$160.00	\$3,840.00	24	\$160.00	\$3,840.00
3 Year Old(2 Day)	28	\$160.00	\$4,480.00	28	\$160.00	\$4,480.00
3 Year Old(3 Day)	28	\$180.00	\$5,040.00	28	\$180.00	\$5,040.00
4 Year Olds(4 Day)	32	\$205.00	\$6,560.00	32	\$205.00	\$6,560.00
4 Year Olds(5 Day)	32	\$240.00	\$7,680.00	32	\$240.00	\$7,680.00
Kindergarten	16	\$300.00	\$4,800.00	16	\$300.00	\$4,800.00

Total Monthly Projected Tuition

185

\$34,650.00

\$34,650.00

Monthly Projected Losses:

Scholarships
Teacher's Child Discounts
Estimated losses- vacancies,
Church Member Discount@ \$25 per child

- \$400.00
- \$150.00
- \$1,300.00
- \$200.00
- \$2,050.00

- \$400.00
- \$150.00
- \$1,300.00
- \$200.00
- \$2,050.00

Adjusted Monthly Tuition

\$32,600.00

\$32,600.00

Tuition Income x 5 months

\$163,000.00

Tuition Income x 4 Months

\$130,400.00

TOTAL TUITION 2017

\$293,400.00

TOTAL REGISTRATION 2017

\$29,350.00

Preschool Students 169 x \$150

\$ 25,350.00

Kindergarten Students 16 x \$250

\$ 4,000.00

\$ 29,350.00

BAYSIDE PRESBYTERIAN PRESCHOOL

Payroll Summary

5 months JANUARY - MAY 2017

Account 5300-1150-000

<u>Job Title</u>	<u>Name</u>	<u>Days Worked</u>	<u>Daily Hours</u>	<u>Hourly Rate</u>	<u>Total Pay</u>
Director	Kathy Armstrong	\$2,613.60	x 5 months		\$13,068.00
Admin/Bookkeeper	Betsy Davis	98	5	\$16.00	\$7,840.00
	Afterschool Hours		6	\$16.00	\$96.00
<u>Teachers</u>					
Kindergarten	Vicki McNamara	98	5.5	\$16.00	\$8,624.00
Assistant-Kgarten	Abby Novario	98	4.5	\$13.80	\$6,085.80
5-Day Fours	Theresa Dunstan	98	4.5	\$16.00	\$7,056.00
Fours Assistant	Tiffany Long	98	4.5	\$13.80	\$6,085.80
4-Day Fours	Colleen Hogan	80	4.5	\$16.00	\$5,760.00
Fours Assistant	Brenda Klein	80	4.5	\$13.80	\$4,968.00
4-Day Fours	Susan Bradley	80	4.5	\$16.00	\$5,760.00
Fours Assistant	Lisa Faro	80	4.5	\$13.80	\$4,968.00
5-day Fours	Amy Colthorpe	98	4.5	\$16.00	\$7,056.00
Fours Assistant	Becky Wheeler	98	4.5	\$13.80	\$6,085.80
3/2 Day Threes	Amy Jost	98	4.5	\$16.00	\$7,056.00
Threes Assistant	Brittany Wright	98	4.5	\$13.80	\$6,085.80
3-Day Threes	Stephanie Smith	60	4.5	\$16.00	\$4,320.00
Threes Assistant	Mary Ann Smith	60	4.5	\$13.80	\$3,726.00
2-Day Threes	Courtney Snyder	38	4.5	\$16.00	\$2,736.00
Threes Assistant	Betsy Touhey	38	4.5	\$13.80	\$2,359.80
2 1/2's	Diane Patterson	80	4.5	\$16.00	\$5,760.00
2 1/2's Assistant	Nikki Webb	80	4.5	\$13.80	\$4,968.00
Toddlers 5-Day	Dail/Purcell	98	4.5	\$16.00	\$7,056.00
Toddler Assistant	Eckard, Touhey	98	4.5	\$13.80	\$6,085.80

		<u>Hrs per month</u>	<u># of months</u>	<u>Rate</u>	
Science Teacher	Jody Ullman	9	5	\$16.00	\$720.00
Spanish Teacher	Mercedes Ramirez	24	5	\$16.00	\$1,920.00
Substitute Teachers		16	5	\$10.75	\$860.00
Staff Meeting Expe # of Teachers		11	5	\$16.00	\$880.00
Staff Meeting Expe # of Assistants		11	5	\$13.80	\$759.00
Early Drop Teachers		30	5	\$16.00	\$2,400.00
Afterschool Teachers		12	5	\$16.00	\$960.00
Afterschool Assistants		12	5	\$13.80	\$828.00
<u>TOTAL SALARIES AND WAGES</u>					<u>\$142,933.80</u>
FICA Expense					\$10,934.44
<u>TOTAL PAYROLL EXPENSE</u>					<u>\$153,868.24</u>

Teaching Days January - May 2017

5-Day Teacher Days	98
4-Day Teacher Days	80

BAYSIDE PRESBYTERIAN PRESCHOOL

Payroll Summary JUNE, JULY, AUG. 2017

Account 5300-1 1150-0000

<u>Job Title</u>	<u>Name</u>	<u>Days Worked</u>	<u>Daily Hours</u>	<u>Hourly Rate</u>	<u>Total Pay</u>
Director	Kathy Armstrong	\$2,613.60	X 3 months		\$7,840.80
Admin/Bookkeeper	Betsy Davis				
	Summer Hours		90	\$16.00	\$1,440.00

Teachers: Summer Camp teachers & assts.

Teacher #1	18	4	\$16.00	\$1,152.00
Assistant	18	4	\$13.80	\$993.60
Teacher #2	18	4	\$16.00	\$1,152.00
Assistant	18	4	\$13.80	\$993.60
Teacher # 3	18	4	\$16.00	\$1,152.00
Assistant	18	4	\$13.80	\$993.60
Teacher #4	18	4	\$16.00	\$1,152.00
Assistant	18	4	\$13.80	\$993.60
Teacher #5	18	4	\$16.00	\$1,152.00
Assistant	18	4	\$13.80	\$993.60

Summer Camp Planning Days

Teachers	5	3	3	\$16.00	\$720.00
Assistant:	5	3	3	\$13.80	\$621.00

Set-up Hours

Teachers - there are 11	11	6	\$16.00	\$1,056.00
Assistants - there are 11	11	6	\$13.80	\$910.80

Orientation Night-August

Teachers - there are 11	11	2	\$16.00	\$352.00
Assistants - there are 11	11	2	\$13.80	\$303.60

<u>TOTAL SALARIES AND WAGES</u>	<u>\$23,972.20</u>
FICA Expense	\$1,833.87
<u>TOTAL PAYROLL EXPENSE</u>	<u>\$25,806.07</u>

BAYSIDE PRESBYTERIAN PRESCHOOL

Payroll Summary

4 months SEPTEMBER-DECEMBER

Account 5300-1150-0000

2017

<u>Job Title</u>	<u>Name</u>	<u>Days Worked</u>	<u>Daily Hours</u>	<u>Hourly Rate</u>	<u>Total Pay</u>
Director	Kathy Armstrong	\$2,613.60			\$10,454.40
Admin. Assistant	Betsy Davis	72	5	\$16.00	\$5,760.00
	Afterschool Hours		6	\$16.00	\$96.00
<u>Teachers</u>					
Kindergarten	Vicki McNamara	72	5.5	\$16.00	\$6,336.00
Assistant-Kgarten	Abby Novario	72	4.5	\$13.80	\$4,471.20
5-Day Fours	Theresa Dunstan	72	4.5	\$16.00	\$5,184.00
Fours Assistant	Tiffany Long	72	4.5	\$13.80	\$4,471.20
5-Day Fours	Amy Colthorpe	72	4.5	\$16.00	\$5,184.00
Fours Assistant	Becky Wheeler	72	4.5	\$13.80	\$4,471.20
4-Day Fours	Colleen Hogan	58	4.5	\$16.00	\$4,176.00
Fours Assistant	Brenda Klein	58	4.5	\$13.80	\$3,601.80
4-Day Fours	Susan Bradley	58	4.5	\$16.00	\$4,176.00
Fours Assistant	Lisa Faro	58	4.5	\$13.80	\$3,601.80
3/2 day threes	Amy Jost	72	4.5	\$16.00	\$5,184.00
Threes Assistant	Brittany Wright	72	4.5	\$13.80	\$4,471.20
3-Day Threes	Stephanie Smith	43	4.5	\$16.00	\$3,096.00
Threes Assistant	Mary Ann Smith	43	4.5	\$13.80	\$2,670.30
2-Day Threes	Courtney Snyder	29	4.5	\$16.00	\$2,088.00
Threes Assistant	Betsy Touhey	29	4.5	\$13.80	\$1,800.90
2 1/2's	Diane Patterson	58	4.5	\$16.00	\$4,176.00
2 1/2's Assistant	Nikki Webb	58	4.5	\$13.80	\$3,601.80
Toddlers 5-Day	Dail/Purcell	72	4.5	\$16.00	\$5,184.00
Toddler Assistants	Eckard, Touhey	72	4.5	\$13.80	\$4,471.20
		<u>Hrs per month</u>	<u># of months</u>	<u>Rate</u>	
Science Teacher	Jody Ullman	9	4	\$16.00	\$576.00
Spanish Teacher	Mercedes Ramirez	24	4	\$16.00	\$1,536.00
Substitute Teachers		16	4	\$10.75	\$688.00
Early Drop Teachers		30	4	\$16.00	\$1,920.00
Staff Meetings	# of Teachers	11	4	\$16.00	\$704.00
Staff Meetings	# of Assistants	10	4	\$13.80	\$552.00
Afterschool Teacher	Oct, Nov, Dec.	12	3	\$16.00	\$576.00
Afterschool Assistants		12	3	\$13.80	\$496.80
<u>TOTAL SALARIES AND WAGES</u>					<u>\$105,775.80</u>
FICA Expense					\$8,091.85
<u>TOTAL PAYROLL EXPENSE</u>					<u>\$113,867.65</u>

Teaching Days September-December 2017

5-Day Teacher Days	72
4-Day Teacher Days	58
3-Day Teacher Days	43
2-Day Teacher Days	29

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	
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 Stewardship/Fundraising policy.
Property	Memorial Garden and Columbarium Rules & Procedures	2015	
Stewardship	Mission Trip Funding Policy	2015	
Stewardship	Stewardship and Fundraising Policy	2016	
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	



COLUMBIA

THEOLOGICAL SEMINARY

August 23, 2016

Bayside Presbyterian Church
1400 Ewell Rd
Virginia Beach, VA 23455

Dear Friends,

Thank you for your recent gift of \$2,000.00 as scholarship aid for Keith Phillips. Your gift helps underwrite the challenging and formative education for our students which prepares them to become excellent leaders for the church.

We are immensely grateful that you have placed such faith in our students as they respond to God's call. The partnership symbolized in your gift to Columbia is a partnership we hold as valuable. We celebrate the partnership because of the differences the men and women who graduate from Columbia will make in the churches they serve and the communities where they provide leadership and care. You play an essential role in supporting our students now and in working with them when they move into their ministries.

We appreciate the trust you have placed in Columbia to fulfill its mission to prepare resilient and imaginative servants of God. If you have any questions, please call me at 404-687-4568 or email me at millers@ctsnet.edu.

Blessings,


Steven P. Miller
VP, Institutional Advancement

*Thank you for this
important support for
Keith.*

CAMPUS ADDRESS
701 S. Columbia Dr.
Decatur, GA 30030

MAILING ADDRESS
PO BOX 520
Decatur, GA 30031

p: 404-378-8821
t: 877-548-2817
w: CTSnet.edu