

Ministry Meeting Minutes
December 2016

Administrative Support
6 December 2016

Minutes not received.

Janet Baker, Recording Secretary

Christian Education
6 December 2016

Members present: George Wong, Kim Coyle, Beth Montoya

Theology Pub @ New River Taphouse - will be meeting on the first Monday of the month from 7 -9 pm. The next meeting will be Jan. 2, 2017

A Celtic Christmas was a success with a nice turnout. The music and liturgy from the Church of Scotland was very moving. We appreciate the contributions from Kim Coyle, Amanda Long, Chi Yi Chen Wolbrink, and Rev. Libby Rollins

Live Streaming and archiving of our Pastor’s Sermon will be dependent on funding for 2017. Should we appeal for a one-time special offering or a line item increase in the 2017 budget?

Facebook and the Church Web Site are both receiving good traffic. We are looking at ways to make sure church and youth activities are easily seen on both internet portals.

George Wong, Moderator

Community Service
6 December 2016

Members Present - Pam Spillman (Moderator), Martha Rudell, Lynne Owen, Connie Schreiber, Libby Graves, Sandy Ronan, Gloria Wardrup, Judy and Carlos Fletcher

Mail – a nice Thanksgiving card from Kate, thanks from Good News Jail, Diamond Springs Elementary, Samaritan House, and Seton Youth Shelters

Events coming up

1. Birthdays – a belated **Happy Birthday** to Gloria Wardrup (12/1)!
2. Annual Report – due Dec 15 – I have all I need with the exception of December’s Food Pantry results. I will submit the annual report on Dec 15 with the caveat that I will update the first week in January.
3. CSM Christmas Party at the Spillman’s – Dec 17 at 6 pm – everyone should have received an invitation – Ed and I hope you can make it!
4. Layette Collection – starts Dec 24 through Jan 15 – was advertised in the December Binnacle and is on the TV/Atrium. Notice is on bulletin boards. Crib will be put up with sign in the week before Christmas Eve.

Old Business

1. 2017 Asking Budget Meeting Results – Dec 6 (at 6:30 preceding Ministry Meeting) – budget situation was discussed, numbers reviewed. Ministries requested to review budget and be prepared at the next Session meeting to

(1) determine if any of our 2016 Ministries' budget can be returned, and (2) possibly reduce our Ministries' Asking Budgets for 2017.

2. Winter Shelter –

- 59-64 guests
- Lessons Learned – need extra blankets donated next year; was difficult to get counselors to stay behind to clean (Connie to talk to JCOC); daily devotion might be a nice touch; clothes closet process (on racks, give outerwear to JCOC ahead of time, in library, etc.) worked well; it is crucial to continue the practice of maintaining sleeping rooms devoid of tables – so guests can leave their belongings. Finally, it worked well that remaining donated clothes were taken by JCOC. The guy who picked up the pallets is the same one who drives the truck through the neighborhood. He was happy to take the leftover clothes to carry to their thrift store.
- Thank you's – Connie took care of.
- Collection for Eugene and David Black – collected during meeting. Pam will convert checks and give to Connie to present on Sunday.
- A big thank you to Lynne and Connie for leading this effort again this year – well done!

3. Thanksgiving Baskets –

- 111 Baskets
- Lessons Learned – problem with advertising giving out Libby's home number – all calls from people needing baskets should come through the church. Was a miscommunication regarding the number of turkeys still needed, causing a shortage and rush at end to buy more. Might want to consider reducing number of families agreed to in the future – did not receive enough turkey sign ups from the congregation.
- Expired food (part of Cub Scout neighborhood collection) taken to Food Bank (in accordance with their policies) at their annual drop off point at Pembroke Mall.
- Thank you to congregation – Libby took care of through the Binnacle.
- A big thank you to Libby for leading this effort this year – well done!

4. Angel Tags –

- 264 Angel Tags
- Lessons Learned – tried to limit to 228, but several hard luck needs developed afterwards. Will be lower by 25 next year since Will is leaving his present position at PACE. As for any other lessons learned – process is not quite finished yet.

5. Caroling –

- How many participants – about 16
- Lessons Learned – it was a good idea to advertise in the Binnacle, etc – we got choir members and others who could sing. Peggy brought the Christmas carol booklets which helped a lot.
- Thank you – Pam will submit for the Binnacle

6. Panera Closeout Plan – we decided to end our partnership with Panera due to changes in Food Bank policies on handling, cross-contamination, and lack of nutritional analysis on the outside of the bakery packages. Our last pickup was 11/20.

- Martha has given notice to all pickup and wrap volunteers.
- Food Pantry retains control of our refrigerator/freezer space, and Thom's cart.
- Pam will offer Panera crates to other Ministries at next Session.
- Martha will consider ideas for what to do with Panera wrapping supplies.
- Pam will post notice about the end of Panera in Binnacle and bulletin board.

New Business

1. Peanut Sales to benefit Food Pantry – sales to date total \$3,717; costs to date are \$3,291.52, with 122 cans in inventory remaining. We stand to make close to \$2,000 profit for the Food Pantry.

- Sell at Living Nativity – anyone interested? No, decided against.
- We want to continue this profitable project each year until the youth regain sufficient numbers to take it back.

2. Took a collection to buy Linda Vogl a Christmas gift for all her help with signs and advertising and Food Pantry over the past year. Pam will convert to a gift card and give to Linda.

Treasurer's Report

1. Budget Status – \$20,992.44 of the \$23,500 Budget has been spent to date. Includes 4th qtr payments to agencies. Of \$400 allowed for Winter Shelter, \$125 has been spent for JCOC blanket washing. In Project Activity, *a negative* \$132.56 has been spent (\$22.91 for T-giving food; \$44.53 for Angel Tags) due to Luanne transferring a \$200 check received from the non-budget to budget line.
 - What is pending? (Angel Tags, Thanksgiving, Winter Shelter) – Lynne, Connie, and Libby will look into to see if anything is outstanding. Need to know by next Session meeting.
 - What to do with remaining balance – currently \$2,507.56. After we confirm there are no outstanding needs (which will use our non-budget line first), we will return to the church to help with the 2017 budget.
2. Food Pantry – balance available \$6,179.96 - does not include the pending payment to Bayside Lions Club for the peanuts (\$3,291.52). Real balance \$2,888.44.
3. Non-Budget Account – \$200 for Faith Works (will be sent to them soon), and another \$200 given for seasonal requirements – need anything for Angel Tags? We don't want to lose this donation – Lynne to check.

Session Highlights

1. Biggest announcement – Starting January, Sandy Ronan will come on Session. There are 21 Session members, and 9 Ministries – and that math does not allow Community Service to have 3 Session members. David is putting Sandy on Congregational Care - who just lost Bobbie and Terri. As much as we hate to lose Sandy, this makes sense for the whole of Bayside. We will miss her greatly though – Sandy has done a wonderful job for us! Martha has volunteered to take over the Red Cross Blood Quarterly Blood Drives. Thank you Martha. Martha will work with Sandy together on the upcoming January 10 Blood Drive as turnover, with Martha taking the lead in the April Blood Drive.
2. During the Kings Grant PEVA meeting in October there was much discussion about what to do with Makemie Woods. It is in need of renovation but the attendance has dropped in recent years such that it may not be worth the cost of a renovation. Looks like it may close.
3. Congregational Care mentioned that not all members come through the Atrium and would benefit from (a second location of) information being available closer to the kitchen.
4. The Living Nativity is Dec 10/11 – sign up if you can for this fun, and well attended event.
5. Added two names to the Congregational Nominating Committee (Nancy Guy and Pam) for the upcoming year.
6. BFF has a lot of events going on – be sure to look for them on the BFF bulletin board, or informational table in the Atrium.

Agency Reports:

1. Angel Tags (Lynne, Susie) – see above
2. Beach Health Clinic (Bill) – no report
3. Blood Drive (Sandy)
 - Blood Drive – January 10
4. Caroling at Bayside Healthcare Clinic (Pam) – see above
5. Crisis Center Layette Collection (Pam) – see above
6. Easter Baskets (Lynne, Connie) – nothing to report
7. Emergency Disaster Shelter (Di) – Di has tried several times to contact Red Cross to arrange her training – will keep trying.
8. Faith Works (Bob)
 - Continued need for help in Windsor Woods/Hurricane Matthew – notice on Bulletin Board. I brought lunches for 8 workers one Friday. It was easy to do and it was nice to talk to a surprising number of workers who were Bayside members!
 - Our Treasurer's office has received several financial donations to help in the Treasurer's Office.
9. Food Pantry (Lynne, Tracy, Connie)
 - Nov 2016 report: 18 Families, 33 Adults/21 Children, \$501.69 Total Costs/\$373.39 Donated by shoppers
 - Little Blue Wagon Item of the Month
 - Status – going well
 - Item for January – gelatin, pudding
 - Do we want to put out for Living Nativity? Yes – Pam will handle advertising.
10. Good News Jail Ministry (Audre) – Audre called in her report – Good News Jail is very pleased with our financial contributions, and counts us as one of their more dependable donors. Also they will have their annual fundraiser coming up in February.

11. Human Kind (Carlos) – the city is doing well in placing residents. Still slated to close early 2017.
12. JCOC (Connie) – nothing more
13. Meals on Wheels (Nancy Hamilton) – no report
14. Panera (Martha) – see above
15. Samaritan House (Susie) – Susie is out of town, but mentioned that SH is doing a last minute push for help in December. They are calling it “Home for the Holidays.” They have volunteers signed up to work on clean up projects and Christmas decorating at their shelter homes 9-12 am this coming Sunday (Dec 10). If anyone has time and would like to help, they can go to samaritanhouseva.org to get details including the phone number of the person to call to get more information and volunteer. Also they are pushing for year-end funds – which are greatly appreciated. Any individuals who want to donate can send checks to SH or contribute online.
16. School Supplies (Connie, Lynne) – nothing to report
17. Sentara PACE Bible Study (Lynne) – going well
18. St. Columba (Lynne)
 - Sandwiches made/delivered for Nov – 269
 - No sandwiches are made for December (traditionally)
19. Seton Youth Shelters (Pam) – no report
20. Thanksgiving Baskets (Libby) – see above
21. VA Supportive Housing (Di, Gloria) – Tom Higgins has left for another job. Still pending on Bayside plaque. Looking into Gay’s donation of old 60” TV set to them – VSH is currently using Two Men and a Truck for moving donations.

Closed with prayer

Pam Spillman, Moderator

Congregational Care
6 December 2016

Minutes not received.

Bobbie Brenton, Moderator

Evangelism
6 December 2016

The meeting was opened in prayer at 7:18 pm

Members present: Russ Brown, John Dannemann and Peggy Damuth

Old Business

1. Went over the final details for the Living Nativity.

New Business

1. Went over the rough draft of the year-end report and agreed it looked good.
2. Mentoring - Mary Hubbard reported that she contacted 9 families either by phone, email or letter and told them she was starting a new class on 12/4. No one showed up.

Meeting was closed in prayer at 7:50 pm

Peggy Damuth, Moderator

Global Missions
6 December 2016

Minutes not received.

Beth Parker, Recorder

Property
6 December 2016

Minutes not received.

Sperry Davis, Moderator

Stewardship
6 December 2016

The Stewardship Ministry met in the Brides Room at 7: 15 PM

Present were Bob Baker, Moderator; Hugh Vaughan, Tom Weeks, Bill Graves, Gary Crossman, and Luanne Wong, Treasurer.

Bob Baker opened the meeting with prayer.

Gary Crossman was introduced as a new Stewardship member from the new Elder class. We reviewed a number of on-going Stewardship Committee activities and actions for Gary and responded to his questions.

We discussed the November financial documents.

We discussed the status of the on-going Stewardship Campaign and noted the need for additional pledges to satisfy the current dollar value of our Asking-Budgets.

We reviewed the status of our "Electronic Giving" initiative and decided to recommend a demonstration during the up-coming Session retreat.

We confirmed our individual responsibilities for distributing Giving Envelopes in December and Giving Statements in January.

The meeting was closed at 8:30 PM.

Bob Baker, Moderator

Worship
6 December 2016

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

The agenda was reviewed, modified and approved.

Moderator Report: Nancy provided applicable information from the previous Session meeting. She noted that the Congregational Nominating Committee is starting up for 2017 and any recommendations for members are welcome. Nancy prepared and read the draft Annual Report from the Ministry.

Old Business.

The Congregational Life Survey was briefly discussed.

New Business.

Christmas Eve Services – all 3 services require ushers, Elders to serve, and communion preparation and restoration. The only outstanding issue in progress is the list of ushers.

Christmas decorations will be taken down for storage during the week of January 9th.

Communion dates for 2017. Proposal to Session will be to observe the Sacrament of Communion on all 1st Sundays for the combined services, all 3rd Sundays for Sail-on, Maundy Thursday, Pentecost Sunday, Easter Sunday, and Sunday December 24th

Ministry jobs for 2017 were reviewed.

Budget Considerations. The 2016 budget was reviewed for potential savings for the balance of the year. Reductions to the 2017 asking budget were also discussed. Adjustments were agreed to by all present. Nancy will report adjustments to Stewardship/Treasurer for budget update.

Annual Honorariums were discussed and approved from within authorized budget lines totaling \$1,200.

Organ discussion: Chi-yi provided some statistics regarding organ maintenance, upgrade to electronics or consideration of a new electronic or pipe organ. The option for a pipe organ included suggestions from Chi-yi as to the number of “stops” that may be considered appropriate for the size of our sanctuary, which is a significant contributor to price. There were various observations and considerations discussed. Continued discussion and research needs to be done by a committee outside of Worship to address the various issues and to develop options for consideration.

Doug Mitchell, Recorder