

Agenda for the Stated Session Meeting
 Bayside Presbyterian Church
 20 December 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 Beth Montoya

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: None.
2. Baptism Requests: None
3. Church Wedding Requests: Shelley Wong and Adam Park (9/9/17)
 Kelly Crossman and Alexander Brown (8/13/17)

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 NOVEMBERs

1. Attendance:

Previous Three Years

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Total	Total of All Sundays	Weekly Average
2014	131/32	335/83	453/113	192	1111	222
2015	158/39	300/75	403/101	226	1087	217
2016	93/31	205/68	306/102	190	794	198

2. Reception of New Members: None.
3. Baptisms: None.
4. Church Weddings: None.
5. Member Transfers: None.
6. Member Deaths: None.

FINANCIAL REPORT AND ISSUES:

- | | |
|---|-------------|
| 1. Balance Sheet & Treasurer's Report | Luanne Wong |
| 2. Ministries Report on 2016 & 2017 Budget Adjustments | Moderators |
| 3. Election of Treasurer and Assistant Treasurer for 2017 | Stewardship |

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

1. None.

PEVA / CHURCH ISSUES

1. None.

PASTOR TRAINING

Rev. David Rollins

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 (1) |

Sexual Misconduct Policy



Sexual Misconduct
Policy - Draft - Dec 2

Admin

4. Church renovations update
5. APNC update
6. Incoming Elder Exam
7. Membership Issues and Discussion

Property
George Wong
Rev. David Rollins
Bobbie Brenton

Policy Revision and 2 new Attachments

The attached policy has recommended updates to the Active Membership Policy. The current policy was approved in the June meeting of Session. If the file does not open showing "red" modifications, please ensure that your Track Changes function is on (click on Review Tab, select the dropdown for "Simple Markup" and change to "All Markup")

The policy attachments are new and require approval to be appended to the Policy.



Active Membership
Policy - Effective Jan



Active Membership
Policy Attachments -

8. Session Retreat Reminder
January 27-28 Wakefield 4-H Conference Center
www.AirfieldConference.com \$130 per person
15189 Airfield Road Wakefield, Virginia 23888
Phone: (757) 899-4901

Rev. David Rollins

NEW ISSUES

1. Communion Dates for 2017
1st Sundays for Combined Services,
3rd Sundays for Sail-on,
3rd Sundays in Jan, Apr, Jul, Oct for 0800 Service
Maundy Thursday, Pentecost, Easter, Celtic Christmas,
Sunday evening services 24 Dec
2. Elder Reflections – Class of 2016
Observations of the last 3 years
Bobbie Brenton, Terri Dannemann,
Bob Orcutt, Jean Reid, Thom Sare
3. Terms of Call – Annual Approval
4. Elder Assignments to Ministries - Class of 2019
Walter Martin Global Mission
Gary Crossman Stewardship
Clancy Holland Evangelism
John Jeffcoat Property
Sandy Ronan Congregational Care
Emily Rudiger Congregational Care
Bonita Gilchrist Worship
Debbie Sparks Christian Education

Worship Ministry

Outgoing Elders

Admin Support
Rev. David Rollins

STAFF REPORTS

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

Kim Coyle
Chi Yi Wolbrink
Rev. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

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

CLOSING WITH PRAYER

Enclosure (1): 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	New	New - Required per Book of Order – draft enclosed
Admin Support	Child Protection Policy	New	Ministry initiating - Required per Book of Order
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 15. Development of procedures pending.
Congregational Care	Active Membership Policy	2016	A pending modification to the Active Membership Policy was presented in November by Bobbie Brenton which included two attachments to the policy. Those are included in the December Agenda for approval.
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	
Worship	Funeral Policy	2016	
Worship	Wedding Policy	2015	
Worship	Lay Reader Guidelines	2015	
TBD	Strategic Plan / Review Notes from 2012	2003	