

Ministry Meeting Minutes
January 2017

Administrative Support
3 January 2017

Members present: Janet Baker, Clint Damuth, Cherie James, Betsy Kennedy, 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.

Clint opened our meeting with prayer.

Summary of Discussions:

December meeting minutes were approved.

Session/Moderator Updates/Reminders

Congregational Meeting scheduled for 22 Jan, AP terms of call

Outgoing elder reflections and feedback

Preschool Report

Kindergarten News: "Meet and Greet" on Thursday, January 12th for parents of students in all of our 4 year old classes concerning next fall's kindergarten class.

Registration for Fall 2017:

Current students and siblings: Wednesday, January 18th

Church members and waitlist: Monday, January 23rd

Open to everyone: Wednesday, January 25th

Preschool Closings:

Martin Luther King, Jr. Day.....Monday, January 16th

Preschool Openings: (99.4% full)

There is currently one opening in a 5-day 4's class. We were minus a kindergartner from mid-November until now. A new kindergartner will start on January 3rd. She is the sibling of a 3 year old already enrolled and Mom decided to put her here with her brother. There were several other families who left at the end of December but were able to fill those spots.

APNC update – As George Wong reported at Session, the APNC has selected a candidate and the candidate has accepted. Candidate's COM interview was conducted 3 January. David reported that the interview went very well. A congregational meeting is to be called for 22 January for approval of the terms of call. Candidate is very proactive in making necessary preparations for relocation to Virginia Beach.

Church Windows/dB improvement update

Gregor reported having met with Linda and Kim and is working to determine if Church Windows can do what is needed to be done. (Course of action - Identify what is needed, contact tech support to find answers to needs. Clean up data, develop questionnaire that addresses needed input data, demo other options dB options that other area churches use (i.e. ACS, others?) to see if the various reports and desired output documents can be generated with the tool/dB). Will likely need to include Luanne/treasurer's Office, to ensure required treasurer's reports are also addressed.

Staff Time Away

Chi Yi Wolbrink 8 – 15 January Wider Service to Church (Princeton)

David Rollins 9 – 15 January Continuing Ed

Kim Coyle 19 – 22 January Vacation

* Rev Vernon Murray will preach on 15 January

Old Business

Annual Report has been completed and submitted.

Sexual Misconduct Policy was approved by Session at the December meeting.

Personnel Policy and Procedures Manual – Betsy has received outstanding information regarding Parental Leave, no changes to the Fair Labor Act, she will finalize updated document and provide to Clerk of Session and Janet for retention in Master Admin Support files.

New Business

Staff Evaluations

Work begins to conduct annual staff evaluations. It is the intent of the committee to conduct evaluations, having them completed by 31 March.

Timeline:

- Emails sent to reviewers with attachments (letter, evaluation, job description) on Feb 1st
- Deadline for reviewers to return the survey is Feb 15th
- Admin Support liaison send compiled information to David by March 1st
- Work with David and staff member to schedule mutually agreeable date/time to deliver performance review for completion by 31 March

Assigned staff liaisons (Quarterly interaction/birthday & gift card):

Kim	1/15 – Janet
Linda	2/19 – Cherie
Kathy	3/5 – Amanda
Saul	4/9 – Clint
Chi Yi	5/5 – Clint
David Black	7/7 – Gregor
Eugene	12/22 – Gregor
David	12/31 – Betsy

Upcoming Staff Milestones and/or Birthdays:

Kim Coyle – 15 January

Linda Vogl – 2 years at BPC on 1/26 January; Birthday 2/19

Administrative Support Ministry is beginning the annual staff evaluation process and continues to support, serve and meet the needs of the BPC staff.

Clint closed the meeting with prayer.

Janet Baker, Recording Secretary

Christian Education
3 January 2017

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 Feb. 6, 2017

Live Streaming 2020 and archiving of our Pastor’s Sermon will be dependent on funding for 2017. A joint meeting was held with Property Ministry to discuss the different phases of the Live Streaming Project.

Phase 1 - Streaming of our church service to our nursery / video board in the Atrium. Hard Wiring vs. Wireless

Phase 2 - Achieving of our Pastors’ Sermon - 1 years’ worth

Phase 3 - Live Streaming - the entire service (Sermon / Music / Liturgy) Wireless

Facebook - Contributions - There is a need to invite the greater church community for contributions (information / pictures). We will ask the congregation e-mails photos / info to baysidepresbypic@gmail.com.

Commercial changing table was authorized by Property Ministry for the nursery.

Kim Coyle is working on: Lenten Studies, Middle School Retreat, JAM (Wed) , High School Scholars Breakfast, Annual Report to the Congregation

George Wong, Moderator

Community Service
3 January 2017

Members Present - Pam Spillman (Moderator), Martha Rudell, Lynne Owen, Connie Schreiber, Libby Graves, Susie Fulcher

Mail – thank you notes for quarterly donations from Good News, Beach Health Clinic, Faith Works, JCOC; Christmas card from Helmi at St. Columba

Upcoming Events:

1. Birthdays – Happy Birthday to Connie on Jan 8 – and please extend a Happy Birthday to Sandy Ronan in Congregational Care who has a birthday on Jan 22!
2. Blood Drive – Jan 10 – Sandy is running this one, but Martha will accompany her as turnover. Pam will do a T-news and NextdoorNeighbor.com advertisement, and Martha will ask Paula Jesberg to help advertise to Lake Smith Terrace residents.
3. Keim Center – collection ends Jan 15. Pam will drop off donation to Keim center that week; and submit thank you note in time for February Binnacle.
4. Souper Bowl – Sunday, Feb 5 – Pam will send announcement to Linda for the Binnacle prior to Jan 15

Old Business:

1. Peanut Sales –
 - Final profit for Food Pantry: \$2,055.48 – and every can was sold at full price!
 - Lessons Learned –
 - wheels and paperwork/report tracking worked well;
 - need two people at each sales opportunity;
 - label the contents of the boxes to help place the hash marks on right line to improve inventory;
 - set up sales station under the TV in the Atrium for 8 and 11 am sale dates (to avoid appearance of money changers in the Temple);
 - use this year’s purchases (amount/variety) as starting point for next year – maybe minor tweaks (less cashews and unsalted)
 - sell to Preschool by order form only
2. Annual Report – submitted Dec 12; updated Jan 2
3. Little Blue Wagon at Living Nativity – worked well, but should be in original advertising (so Pam will work with Evangelism early next year)

New Business:

1. Is everyone happy with their assignments for 2017? There were no objections. As long as Pam does not need to take over anything major this year, she will turnover in 2017 with Lynne for Angel Tags, and take them over (with Susie’s continued help hopefully) in 2018 when she is not Moderator. Also Connie said since she is not needed for VOA anymore, she has more time to help other projects.
2. Set calendar for 2017:
 - Blood Drive – 2-7 pm on second Tuesday of each quarter - Jan 10; Apr 11; Jul 11; Oct 10
 - Souper Bowl – Sun, Feb 5
 - Easter Baskets – Friday, Mar 3 until Palm Sunday (Sun, Apr 9)

- School Supplies – Sun, Jul 16 until Sun, Aug 27
- Winter Shelter – Nov 15 – 22 (Wednesday to Wednesday)
- Angel Tags – Sun, Nov 12 – Sun, Dec 3
- Thanksgiving Baskets – start campaign Oct 28; Food Drive Sat, Nov 18; Give out turkeys Sun, Nov 19
- Caroling at Bayside Health & Rehab Center – Sat, Dec 2
- Keim Center – Dec 24 through Epiphany

Treasurer's Report

1. Budget Status 2016 – \$21,125.00 of the \$23,500.00 Budget was spent. Remainder was returned per Session request. Not sure what our 2017 Approved Budget is yet (see Session Highlights).
2. Food Pantry – a very healthy balance available of \$5,214.33.
3. Non-Budget Account 2016 – \$0.

Session Highlights

1. Active Membership Procedures was transferred from Congregational Care to Session/Clerk of Session. Assume they will establish a standing committee.
2. The new flower calendar is posted on the bulletin board opposite ours – sign-ups for financial sponsorship are welcome. Not sure of the cost – maybe \$40?
3. Christian Ed is looking to purchase a camera to allow webcasts of our sermons and potentially the music.
4. Beth Montoya needs the pictures you take of Bayside activities. Send to BaysidePresbyPics@gmail.com.
5. Church financials for 2016 were still in red (as of 12/18/2016) but assume it will be covered by December giving – there are no plans to dip into reserve funds as originally planned. Pledging so far for 2017 are 121 pledges for \$560,000 (compared to 131 pledges for \$572,000 in 2016) but the Treasurer's office has since received a few new pledges.
6. APNC's offer to new Associate Pastor has been accepted – name will be announced at the Jan 22 Congregational Meeting (note it will be a combined worship).
7. We do not know the status of our 2017 Asking Budget – decision to be delayed until the January Session meeting.

Agency Reports:

1. Angel Tags (Lynne, Susie) – nothing to report
2. Beach Health Clinic (Bill) – no report
3. Blood Drive (Martha) Blood Drive – January 10 (see above)
4. Caroling (Pam) – nothing to report
5. Crisis Pregnancy Layette Collection (Pam) – see above
6. Easter Baskets (Connie, Lynne) – nothing to report
7. Emergency Disaster Shelter (Di) – nothing to report
8. Faith Works (Bob) – no report
9. Food Pantry (Lynne, Tracy, Connie)
 - December report – 10 families (25 Adults, 12 children); total costs \$417.56 of which \$393.64 was donated
 - Little Blue Wagon – item for the month of January – canned luncheon meat
10. Good News Jail Ministry (Audre) – Audre reminded us of Good News Jail's annual fundraiser dinners coming up on Feb 24th at the Holiday Inn on Greenwich Road. Former inmates will tell how Good News Jail impacted their lives. For information about tickets, call Audre.
11. HumanKind (Carlos) – no report
12. JCOC (Connie) – nothing to report
13. Meals on Wheels (Nancy) – no report
14. Samaritan House (Susie) – is interested in hosting a children's clothing drive through MOPS and/or MOMS Next. As long as it is limited to these groups, Pam does not need approval by Session. Susie will talk to Debbie Sparks.
15. School Supplies (Connie, Lynne) – no report
16. Sentara Pace Bible Study (Lynne) – going well
17. Seton Youth Shelter (Pam) –
 - Seton is dealing with Budget cuts (\$300,000 currently), and is asking for additional donations.

- On Jan 12 from 5-7 pm, Town Point Club is hosting “Cocktails with a Cause” to benefit Seton Youth Shelter. Call 757.625.6606 for more info or to RSVP. No admission charge – only for the cost of food and drinks.

18. St. Columba (Lynne)

- Sandwiches for December – zero (as planned)

19. Thanksgiving Baskets (Libby) – nothing to report

20. Winter Shelter (Lynne, Connie) – nothing to report

21. VA Supportive Housing (Gloria, Di) – nothing to report

Pam Spillman, Moderator

Congregational Care

3 January 2017

Minutes pending submission.

Sandy Ronan & Emily Rudiger, Moderators

Evangelism

3 January 2017

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

Meeting opened in pray at 7:21 pm by Terri Dannemann

Old Business

1. Mentoring – no change since last ministry meeting on Dec 6, 2016.
2. Living Nativity – add to the critique form “how did you hear about this function”?

New Business

3. The ministry members brainstormed ideas to bring in new members.

The meeting was closed in prayer by Russ Brown at 8:25 pm.

Peggy Damuth, Moderator

Global Missions

3 January 2017

Members present: Beth Parker, Bob Orcutt, Mark Schreiber and Walt Martin.

Subj: Proposed Budget for 2017

Church Development (Limete, Congo), no change --- 4,000.00
 Mission Giving (PEVA), ----- 35,000.00
 Theological Education Fund, no change ----- 2,500.00
 Congo Maternity Hospital, no change ----- 2,000.00
 Mark Schreiber School Congo, no change ----- 1,000.00
 Seed Money Mogodeshu Hospital Project----- 2,000.00
 Ticul Scholarship & Staff, none for 2017
 Ticul Material, no change-----2,000.00

Disaster Response, -----	1,000.00
Massanetta Support-----	500.00
Miscellaneous Expenses,-----	500.00
Clean Water Project, -----	7,000.00
Stop Hunger Now, add line item -----	2,500.00
Total asking for 2017 -----	\$60,000.00

Budget Explanations:

- Reduced PEVA by \$5,000.0, split between Clean Water Project and Stop Hunger Now.
- Funding for youth mission trips has been taken over by another ministry and that line item needs to be removed.
- Clean Water Project increased by \$3000.00 from Mission Giving (PEVA).
- We would like to make the Stop Hunger Now an annual event with “seed” money of \$2,000.00 from Mission Giving Fund (PEVA). Need to add as a line item.
- 2017 asking budget reduced by \$800.00 from 2016. If you have any questions or need to discuss anything let me know.

Walter Martin, Chairman

Property
3 January 2017

The Property Ministry met on January 3rd at 7:15 with Leslie Parr, Betsy Davis, Steve Baker, Ed Spillman, Bob Allen, John Jeffcoat, Eugene Towler, and Sperry Davis in attendance.

Kim Coyle and Christian Education came to the property ministry meeting with a request to purchase a new changing table for the nursery. Property approved the \$600 purchase to come from the property fund.

Eugene had set up an equipment demo of a ‘Duplex Floor Scrubber’ for cleaning the ceramic tile floors and carpeting. Compared to the cost of the outside services currently being used, the machine should pay for itself in two years. Property approved purchase for \$3000 plus shipping.

Property reviewed a quote from Surveillance Networks LLC for a security camera system. Several questions about the system are still outstanding.

John Jeffcoat volunteered to be the lead on the 2020 Triangle Landscaping project.

Work on refurbishing the Atrium handicap restrooms, and repairing of preschool carpet will be performed this month.

Preparations for the anticipated snow storm were discussed.

Les Parr closed the meeting with prayer at 8:45.

Sperry Davis, Moderator

Stewardship
3 January 2017

Minutes pending submission.

Hugh Vaughan, Moderator

Worship
3 January 2017

Attendance: Judy Crossman, Dardy Long, Janet Martin, Marie Parr, Nancy Guy, Moderator. Chi-Yi Chen Wolbrink, DoMM.

The agenda was approved as modified.

Nancy reported on the highlights of the recent Session Meeting and on the events/successes of the Christmas Eve services. She thanked all Ministry members and others that were involved in coordinating everything, ushers, communion, clean-up in between services, etc.). She noted that Bonita Gilchrist is our new Session member who will be serving on the Worship Ministry but that she is unable to join us this evening.

Report from APNC. Janet Martin provided an update – our new Associate Pastor will start during the first week of March. The candidate has been approved by PEVA and is excited about their new future at Bayside.

Congregational Life Survey – Nancy noted that our next regular ministry meeting will be dedicated to review and comment of the survey. It has been almost 8 months since it was taken and the church has not taken any specific action in addressing any specific shortfalls. She noted that copies are available on the website.

Vital Worship Grants program – will not be addressed this meeting.

Taking down Christmas Decorations – January 10th at 10 am. Everyone that can make it, please do. Help from other Ministries was solicited at the total group gathering at 7:00 prior to Ministries break out.

Winter Worship Ideas. (Including thoughts for use of “Dardy’s tree”). February – valentines. Nancy will get paper hearts and ribbons and we will use to decorate the lower branches of the tree with love wishes. Tree setup will be on the first of February after the Wed @ Well dinner. Discussions for other themed decorations for the tree were mentioned without resolve.

Chi-yi provided her calendar regarding her support of the wider church schedule, including support of the Princeton Theological Seminary Choir on 6-10 Jan; Duke Divinity School of Worship Symposium on March 24-25; Presbyterian Church Association of Musicians Conference in Montreat June 18-July 1 and the Annual Conference of Hymns and Congregational Songs Society on 15-20 July.

David’s Sabbatical and Effects on Worship. Discussion regarding lay readers to assist new Associate Pastor in service. Also might consider adjustment of service times for the summer – might consider cutting back number of services for the summer to better serve reduced summer attendance as well as the greater demands on the new Associate. Use of seminary students during the summer was mentioned as an option. David will be gone 4 June until early September. Regarding the issue of reduced services and adjusted times, Nancy will address with David and consider “planting a seed for discussion” within the congregation via Minutes for Mission or an announcement from the pulpit. Session will have to discuss and vote on any service times adjustments.

The meeting was closed with prayer.

Doug Mitchell, Recorder