

Agenda for the Stated Session Meeting
 Bayside Presbyterian Church
 21 February 2017 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 Gary Crossman

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: None.
2. Baptism Requests: None
3. Church Wedding Requests: None.

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. Minutes from the Congregational Meeting of 22 January
3. Minutes from the Congregational Meeting of 5 February
4. Minutes from the Corporation Meeting of 5 February
5. Tonight's Agenda

STATISTICS FOR JANUARY

1. Attendance:

Year	8:00 Service	9:00 Service	11:00 Service	Combined Service	Total of All Sundays
2014	121 Avg. 40	223 Avg. 77	290 Avg. 97	173	817 Avg. 204
2015	106 Avg. 35	242 Avg. 81	322 Avg. 107	199	869 Avg. 217
2016	118 Avg. 30	264 Avg. 66	435 Avg. 109	231	1048 Avg. 210
2017	54 Avg. 27	133 Avg. 67	202 Avg. 101	120 * 151 **	660 *** Avg. 165

* New Year's Day

** 2nd Combined Service to approve Associate Pastor

*** 8 Jan service cancelled due to snow storm

2. Reception of New Members: None.
3. Baptisms: Brent Rechkemmer (infant).
4. Church Weddings: None.
5. Member Transfers: None.
6. Member Deaths: Peggy Fisher, Tom Potter, William Peters (non-member).

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report
2. Lily Grant

Luanne Wong
 Rev. Dr. Rollins

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

1. None.

PEVA / CHURCH ISSUES

1. Report on the 28 January PEVA Meeting
Amanda Long and Cherie James attended (Session Retreat)

Moderator

PASTOR TRAINING

Rev. David Rollins

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

Open Discussion / Observations
Tom Weeks, Sperry Davis
Clerk Enclosure (1)
Property

NEW ISSUES

1. Interim Head of Staff Discussion / Motion
2. Quarterly Church Luncheons
3. Ministry Team Moments
4. Summer Worship Schedule Discussion and Motion

Admin Support Enclosure (2)
Moderator Enclosure (3)
Admin Support Enclosure (4)
Worship Enclosure (5)

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	2017	
Admin Support	Manual of Administrative Operations	2016	
Admin Support	Sexual Misconduct Policy	2016	
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	
Property	Building Use Policy	2010	Requires modifications to align with the 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	

Recommendation for Approval
Administrative Support Ministry

Interim Acting Head of Staff

Admin Support recommends that we approve an interim head of staff during David Rollins sabbatical leave. We recommend that the position be equivalent to a full time position.

Rationale for Interim Head of Staff vice a Plan to Support Rev. Emma Ouellette Serving Alone in David's Absence:

1. Emma has a covenant and a call to Bayside that does not include being interim head of staff. It is probably inappropriate to ask her to assume a roll that she was not called to do - nor being paid to do.
2. Emma will still be very new to Bayside and is still early in her ordained ministry. She most likely does not have the experience to serve as a head of staff, and it is asking too much for her to take on that type of role for that length of time.
3. The step up/step back process in church leadership often does not work and leads to long term issues. Having Emma assume that level of responsibility and the asking her to step back/down into her called role is potentially setting her up for failure in the future.
4. It would put Emma in a difficult role with her Bayside staff peers - as the youngest and newest staff member asking her to become head of staff would potentially impact staff efficiencies and affect her ability to work alongside her peers going forward.
5. There are unique congregational issues that have historical context and interactive history with PEVA, and Emma may not have the training and assuredly does not have the historical perspective that may be required to handle those types of situations. It is Admin Support's concern that her inexperience with those issues may complicate actions to continue a path toward their resolve.

Options include;

- (1) Hire one person as interim full time, or
- (2) Hire a part-time head of staff and pay for pulpit supply to cover Sundays (two part-time positions).

Responsibilities:

- Preach 3 out of 4 Sundays each month.
- Moderate Session meetings in June and August.
- Facilitate staff meetings.
- Serve as the staff liaison to the Stewardship and Administrative Support ministries.
- Provide pastoral care to the staff and assist the Associate Pastor in providing pastoral care to the congregation.

Proposed Compensation:

- \$5,000 per month, \$15,000 total for one full time person or divided for a part-time head of staff and to cover the cost of pulpit supply.
- Compensation will be drawn from the Operations Reserve Fund (3500.0300.0000). The current balance of the fund is \$53,465.26. The fund was established in 2013 as a church emergency fund to be used for unfunded operational needs by any of the ministries. It is managed by Stewardship.

Enclosure (3): Quarterly Church Luncheons

Quarterly Pot Luck Luncheon Responsible

<u>Date</u>	<u>Event</u>	<u>Committee/Ministries Responsible</u>
March 5, 2017	Welcome Emma	APNC / Christian Education
June 4, 2017	Sabbatical Overview	Admin Support / Worship
Oct. 1, 2017	Sabbatical Insights	Community Service / Stewardship
Dec. 3, 2017	_____	_____

Enclosure (4): Ministry Team Moments – Schedule for Publishing in the Binnacle

Ministry Team Moments
Newsletter Submissions

Submissions to the Newsletter must be given to Linda Vogl by the 15th of the month prior to publishing.

(Example: March news needed by Feb 15)

March	Administrative Support
April	Worship
May	Property
June	_____
July	_____
August	Global Mission
September	Christian Education
October	Stewardship
November	Community Service
December	Evangelism

Enclosure (): Modified Worship Schedule for summer 2017

Discussion regarding the summer worship schedule was discussed during the Session Retreat.

The Worship Ministry, because of traditionally declining attendance during the summer months and the impact on the preaching schedule during Rev. Rollins' sabbatical, makes the following motion:

“The Worship Ministry moves that the summer worship schedule be modified to offering 2 services beginning on June 11 through August 27th, with the Traditional Service being held at 9:00 am and the Contemporary Service being held at 10:00 am, that there be no Combined Services during the Summer, that Communion schedules be maintained as currently approved by Session for both services, and that Sunday school classes be adjusted on a class by class basis.”