

Agenda for the Stated Session Meeting
 Bayside Presbyterian Church
 21 March 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 John Jeffcoat

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. Tonight's Agenda

STATISTICS FOR FEBRUARY

1. Attendance:

Year	8:00 Service	9:00 Service	11:00 Service	Combined Service	Total of All Sundays
2014		238 Avg. 79	468 Avg. 156	245	951 Avg. 238
2015	68 Avg. 23	150 Avg. 50	398 Avg. 133	228	844 Avg. 211
2016	95 Avg. 32	198 Avg. 66	335 Avg. 112	191	819 Avg. 205
2017	50 Avg. 25	209 Avg. 70	346 Avg. 115	192	797 Avg. 199

2. Reception of New Members: None.
3. Baptisms: None.
4. Church Weddings: None.
5. Member Transfers: Nancy Walker to 1st Pres. VB; William Stokes to Buchanan 1st Pres, Grundy, VA
6. Member Deaths: Bud Futch (2/24); Kenneth Brugger (2/22) (Non-member)

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report
2. Budget Process 101

Luanne Wong
 Luanne Wong

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

1. None.

PEVA / CHURCH ISSUES

None.

PASTOR TRAINING

Rev. David Rollins

Session Discussion on article provided at last
Session meeting: Millennial's Drop out

Copy E-mailed separately

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. Church security inspection report (VBPD)
6. Interim Head of Staff Discussion / Motion

Open Discussion / Observations
Tom Weeks, Sperry Davis
Clerk Enclosure (1)
Property
Property
Admin Support Enclosure (2)

NEW ISSUES

1. Young Adult Volunteer – Session Endorsement
2. Rev. Rascoe Loan Repayment
3. Combined Worship Service 23 April for Emma's Installation

Kim Coyle Enclosure (3)
Stewardship/Treasurer
Rev. David Rollins

STAFF REPORTS

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

Kim Coyle
Chi Yi Wolbrink
Emma Oullette
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	In process of being replaced by the 2020 Priority Plan
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 and Stewardship recommends that we approve an Interim Head of Staff during David Rollins sabbatical leave. We recommend that the position be part-time. The individual will have a regular schedule and will work approximately 25 hours per week.

Responsibilities:

- Preach 2 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.

Compensation:

- \$10,000, approximately \$3,000 per month.
- 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. Stewardship also recommended that we could use unspent money from the APNC.

Worshiping Community Endorsement Form
Young Adult Volunteer Program

Candidates shall ordinarily be a member of a congregation or worshiping community of the Presbyterian Church (U.S.A.). Consideration will be given to members of a Christian church, or worshiping community, which shares theological beliefs similar to the PC (USA). Candidates must be able and willing to represent the Presbyterian Church (U.S.A.)'s Reformed faith to the world.

Candidates for international mission service with the Presbyterian Church (U.S.A.) will indicate their membership in a Christian church or worshiping community by one of the following (check one):

- 1. If the applicant is a Presbyterian layperson, please complete section (1) below.
- 2. If the applicant is Presbyterian clergy, please complete section (2) below.
- 3. Clergy of a denomination other than the Presbyterian Church (U.S.A.), please have your bishop, etc., complete section (3) below.
- 4. Laypersons of a denomination other than the Presbyterian Church (U.S.A.), please have your church membership verified by completing section (4) below.

(1) Session endorsement for members of Presbyterian Churches

We, the session of Bayside Presbyterian Church in the Presbytery of Eastern Virginia, having personal knowledge of Cherokee Adams (Patrick Long), who is a member of this church, hereby recommend her (him) as a suitable person for appointment to Presbyterian Church (U.S.A.) mission service with Young Adult Volunteer Program. Adopted in this meeting of session this 21st day of March, 2017.

Pastor

Date

Clerk of Session

Date