

Agenda for the Stated Session Meeting
Bayside Presbyterian Church
16 May 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 Tom Weeks

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 7 May Called Session Meeting
3. Tonight's Agenda

STATISTICS FOR APRIL

1. Attendance:

Year	8:00 Service	9:00 Service	11:00 Service	Combined Service	Total of All Sundays
2014	58 Avg. 58	64 Avg. 64	85 Avg. 85	207 251 528	1193 Avg. 298
Combined Services include 251 Palm Sunday and 528 Easter Sunday					
2015	89 Avg. 30	230 Avg. 77	285 Avg. 95	395	999 Avg. 250
Combined Service includes 395 Easter Sunday					
2016	104 Avg. 35	222 Avg. 74	306 Avg. 102	194	826 Avg. 207
2017	102 Avg. 34	283 Avg. 94	514 Avg. 171	163 122 Avg. 143	1184 Avg. 237
Combined Services Include Emma's Installation 122. Easter Sunday totals 511					

2. Reception of New Members: None.
3. Baptisms: None.
4. Church Weddings: None.
5. Member Transfers: Amy Nix (5/4)
6. Member Deaths: Fred White (4/20); Clem Llewellyn (4/22)

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report

Luanne Wong

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

1. PEVA receipt/acceptance of Annual Statistical Report

Clerk

- | | |
|---|---------------|
| 2. PEVA thanks for Bayside hosting April 2018 PEVA Meeting | Enclosure (1) |
| 3. Letter from Massanetta Springs re: "Retiring Piping"
Request for contribution/support | Enclosure (2) |
| 4. Letter of Thanks from Keith Phillips | Enclosure (3) |

PEVA / CHURCH ISSUES

- | | |
|------------------------|-----------------------------|
| 1. PEVA Meeting Report | John Jeffcoat/Doug Mitchell |
|------------------------|-----------------------------|

PASTOR TRAINING

Rev. David Rollins

CONTINUING ISSUES

- | | |
|---|----------------------------------|
| 1. Communications & information flow to the Congregation
Website contributions – request from Mary Hubbard | Open Discussion |
| 2. Extending communion to the home bound | Tom Weeks, Sperry Davis |
| 3. Church policy and procedures review updates | Clerk Enclosure (4) |
| 4. Church renovations update | Property |
| 5. Sanctuary Updates – Task Force | Rev. David Rollins Enclosure (5) |

NEW ISSUES

- | | |
|---|----------------------------|
| 1. Letter from Donna Wilkins re: Louise Robinson
Copy to Head of Staff, Clerk of Session, President of Corporation | Rev. David Rollins |
| 2. Apportionment of June 18 offering to Synod Men Missions | Walter Martin |
| 3. Associate Clerk | Rev. David Rollins |
| 4. Outline Draft: 2020 Priority Plan | Hugh Vaughan Enclosure (6) |
| 5. Presbyterian Men – Man of the Year Award | Clerk Enclosure (7) |

STAFF REPORTS

Director of Educational Ministries	Kim Coyle
Director of Music Ministries	Chi Yi Wolbrink
Associate Pastor	Emma Ouellette
Pastor / Head of Staff	Rev. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

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

CLOSING WITH PRAYER



peva
Presbytery of
Eastern Virginia
PRESBYTERIAN CHURCH (U.S.A.)



801 Loudoun Avenue
Portsmouth Virginia
23707-3216

telephone
757.397.7063

toll-free
1.800.989.2193

facsimile
757.397.7246

web
www.pcusa-peva.org

April 19, 2017

The Reverend Dr. David N. Rollins
Pastor,
Bayside Presbyterian Church,
1400 Ewell Road,
Virginia Beach, VA 23455-4908

Dear Dr. Rollins:

Thank you and thanks to the Session of Bayside Church for agreeing to host the April 24, 2018 meeting of the Presbytery of Eastern Virginia, (PEVA).

The Vision and Implementation Team (VIT) has not yet established the time that the meeting will begin, but this April at First Church Hampton, the meeting will begin at 1:00 pm, with registration at 12:00 noon. I anticipate that the VIT will again select this time for the beginning of the meeting but would be amenable to starting at 10:00 am if that is the preference of Bayside Church

PEVA now pays to the hosting church, if desired, a \$500.00 advance to cover the cost of food, beverages, paper plates, and plastic cutlery. The money collected by Bayside Church for the light lunch and refreshments at \$5.00 a person is then given to PEVA.

I will make an appointment with you and whomever you designate to visit Bayside Church during the third week of March 2018 to discuss the logistics of the meeting. If the third week of March is inconvenient, please let us know. We will wait until after the February meeting of the VIT, to make the appointment.

Thank you again for your consideration and assistance in this matter.

Faithfully yours in Christ,

Q. John Tamm,
Stated Clerk

Cc: Clerk of Session, RE Douglas Mitchell, Bayside Presbyterian Church
RE Diane P. Griffin, Vice Moderator



Massanetta Asks for Support to Honorably Retire an Important Team Member

April 17, 2017

MASSANETTA SPRINGS – Clayton Rascoe, Massanetta's Executive Director, had this comment today when questioned about the sudden retirement announcement from the water system supplying The Historic Hotel, Richardson, Virginia Cottage, Camp Massanetta and the Stewart/Calvin/Knox complex: "Today is a bittersweet day. Some of our longest serving members have let me know retirement is in their very near future. I tried



to talk them out of it, but nothing I said made a difference. Replacing them will not be easy. We are asking Massanetta supporters to contribute to the cost of sending them into retirement and bringing replacements online.



Mr. Cost Lee Leak, Spokespipe for the retiring water system said, "It's been a good long run for us. We've enjoyed working here; however, enough in our number have become so completely unreliable, that we feel it is necessary to retire as soon as possible. We're sorry for the expense our retirement is bringing to Massanetta, but prolonging it won't make the scenario any better."

"I don't like to think that we ever take members of our ministry for granted," Rascoe went on to say, "but in this case, perhaps that happened. We had come to think of them as part of the grounds, doing their work just beneath the surface. They have been a sure and reliable part of our ministry for decades. Apparently, that is no longer the case."

(Continued on the next page)

In late January, the pipes protested their lack of recognition and clearly stated their desire to retire by springing major leaks in at least seven different locations. The protest resulted in water bills in January and February that were double Massanetta's historic average.

Artful negotiations performed by Director of Maintenance, Scott Kanney, resulted in a tenuous agreement. For now, they will go on serving until their replacement can be brought up to speed.

However, there is still evidence of the pipes' submerged discontent when the water meter is studied. If a replacement is not secured rapidly, a more catastrophic protest could be launched at any time.

Rascoe was questioned about the plans to find replacements. "It is preferable that key members of your team give ample notice of their retirement. This did not occur. The good news is an underutilized member of our team is ready to step in. The pipes supplying our fire hydrants in the main part of our campus are much younger and eager for work. This will lower the retirement price of the old pipes, but prepping the new ones will still have substantial costs. We are asking Massanetta supporters to contribute to our General Fund before June 1 to help with this crucial project."

The company Massanetta has contracted with estimates transitioning the current water system into full retirement and bringing the new one on board will cost at least \$18,000. Rascoe says, "This amount is well above what Massanetta budgets for these sorts of expenses in a given year; yet it must be done, and is being done now. All contributions whatever their size will help."

Rascoe went on to mention that while no one has ever pinpointed the work of the retiring pipes as the reason for a transformative encounter with Jesus Christ, there is no doubt they are a vital contributor to every guest's experience. "After all," he said with a smile on his face, "who wants to be around 250 middle schoolers in July who haven't taken a shower in 4 days?" Rascoe and the Massanetta board of trustees also expressed their thanks in advance for all those who will support this important act of retirement and replacement.



We hope the attached article is a fun way of expressing an urgent need for Massanetta. Contributing to Massanetta's General Fund will help pay for this critical improvement. Every gift matters. Your gift matters. Participate through your generosity by filling out the enclosed card, or visiting www.massanettasprings.org and clicking "Donate." If you have questions about this effort, please contact me at claytonr@massanettasprings.org or 540-434-3829.

Clayton Rascoe, Executive Director

Massanetta Springs Camp & Conference Center

Please note: For your convenience you may also make onetime or reoccurring gifts at www.massanettasprings.org by clicking the "Donate" button on our homepage.

Name _____ Email Address _____

Address _____

My gift is: _____ \$50 _____ \$115 _____ \$250 _____ \$500 _____ \$1,000 _____ other amount

This gift is in ☐ honor ☐ memory of _____

Please notify the following of my gift (Name) _____

(Address) _____

Please charge credit card # _____ ☐ Visa ☐ MC ☐ DISC ☐ AMEX

Signature _____ Exp. Date _____ Code _____

☐ Please contact me concerning including Massanetta Springs in my will/estate plans.



1-888-627-7774
712 Massanetta Springs Road
Harrisonburg, VA 22801

DM0417

Enclosure (3): Letter from Keith Phillips

894 DeVol Dr.
Newport News, VA 23608
May 10, 2017

Bayside Presbyterian Church
1400 Ewell Rd.
Virginia Beach, VA 23455

My Dearest Friends,

My time at Columbia Theological Seminary is drawing to a close. On Sunday, May 21st, I will move from Atlanta to Warsaw, Virginia. This summer, I will work as a full-time chaplain through Riverside Health Systems on the Middle Peninsula and Northern Neck. I will live in a convalescent home in Warsaw (near Tappahannock). Upon completion of this Clinical Pastoral Education program in early August, I will have completed all my degree requirements towards my Master of Divinity and Master of Arts in Practical Theology degrees. I will also have completed all my ordination requirements for the Presbytery of Eastern Virginia (PEVA).

I am on the schedule of PEVA's Committee on Preparation for Ministry meeting on Tuesday, August 15th. If the way is cleared at that meeting, I will upload my Personal Information Form on the PC(USA)'s Church Leadership Connection and begin the formal process of searching for my first call to ministry. A look back at my journey so far is filled with gratitude to God and to you.

I first visited Bayside Presbyterian Church nearly eight years ago. Within four years, God had worked through you to nurture my faith. You supported me in so many ways during that time –friendship, worship together, and working together in the youth group, choir, praise team, church picnic committees, and a brief term on session. You helped me to recognize my gifts as a disciple, encouraged me to consider seminary, and then saw me off to Columbia Theological Seminary.

In the last four years, your support has continued from afar, with intermittent visits home. You have supported me through prayers, finances, and encouraging cards, care packages, emails, text messages, and Facebook posts. You witnessed my first sermon outside of a classroom in December 2014 (and even invited me back to preach again!). Every opportunity I have had to worship with you these last four years has been met with hugs, handshakes, and life-giving conversations as we caught each other up on the events of our lives.

In only eight years, Bayside Presbyterian Church has become family to me. I am so grateful that God led me through the doors of 1400 Ewell Road in August 2009. Thank you. I am excited to find out where God will lead me on the next leg of this journey. Wherever that may be, I pray that we will always continue to be family.

Grace and peace,

A handwritten signature in black ink, appearing to read "Keith Phillips". The signature is fluid and cursive, with the first name "Keith" and last name "Phillips" clearly distinguishable.

Keith Phillips

Enclosure (4): 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 and Youth Protection Policy	New	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 Feb 16 - meeting planned to start development. Idea originated 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	Draft Outline presented at tonight's Session meeting
Worship	Funeral Policy	2016	
Worship	Wedding Policy	2015	
Worship	Lay Reader Guidelines	2015	
TBD	Strategic Plan / Review Notes from 2012	2003	

2020 Vision – Sanctuary Improvements

Task Force for Sanctuary Updates

In order to move forward in an orderly and expeditious fashion, we need a task force to look in to and make recommendations to the session about potential sanctuary updates and modifications. It is recommended that Property, Worship (& Music), and Stewardship each identify 2 individuals as core members of the task force.

Items potentially for research include, but are not limited to:

The spacing of the pews: How many do we need? The pews might be spaced so that walking in and out of them is done with relative ease.

We need to be looking into the possibility of screens to show announcements, lyrics, or to use multimedia in worship. How much would the screens and projectors cost to purchase and install? Where can they be placed so that they are not obtrusive but enhance the worship experience?

Organ, what do we need how much will it cost to have it and have it on the floor of the Sanctuary and not in the balcony?

What would it cost to install a cry room in the rear of the sanctuary?

We need to identify an architect that can bring us plans and estimates.

Other potential task force members, Bob Brenton, Chris Opitz, P.C. White, Bill Bertholf, and Ashley McLeod.

Enclosure (6) – Session’s 2020 Priority Plan Outline Draft

Excerpt from Stewardship Ministry Minutes – 2 May

“Hugh Vaughan opened the meeting by asking Bob Baker to present the proposed 2020 Priority Plan (would replace the 2012 Plan). The Plan has three priorities, Membership, Participation, and 2020 Vision Projects. Bob said his idea is to distribute the Plan to the Ministries at the May Session meeting and then to approve at June meeting. Bob also said that he initially intended to publish the Plan on Bayside’s website but thought the Administration may have reservations. Luanne Wong commented that the Plan doesn’t have to be the first thing you see when going to the site and we could maybe have a tab of “Hopes and Dreams” with the plan under that tab. Gary Crossman asked if we wanted input from the Ministries. Bob responded yes and the Ministries should provide a status of where we are now and then periodically provide updates to the status.

Priority 2 on the Plan is increasing member participation in church activities with goal of everyone being involved in at least two activities in addition to worship. Bill Graves commented that, because of physical condition, some of our worshipers are doing the best they can do to just to get to service on Sundays and we should be careful about too strong a recommendation for more involvement. Bill suggested using words like “encourage” and “opportunity”.

Priority 3 is projects and the first project is replacing the organ and rearrangement of the sanctuary to place the choir in front of the congregation. Tom Weeks commented that the first item on the list could cost hundreds of thousands of dollars. Bob responded that the upgrades have been talked about for years and that we should at least investigate and determine what would be required. Luanne commented that the arrangement could be as simple as turning some front row pews around to face the congregation. All agreed that rearrangement should be investigated.”

SESSION’S 2020 PRIORITY PLAN

PRIORITY ONE **GROW MEMBERSHIP**

WHAT YOU CAN DO:

TELL OUR COMMUNITY ABOUT BAYSIDE
BRING FRIENDS AND FAMILY TO BAYSIDE WORSHIP/ACTIVITIES
SPONSOR NEW MEMBER CANDIDATES

WHERE ARE WE NOW? WHAT IS OUR GOAL?

###

+ 52

PRIORITY TWO **INCREASE PARTICIPATION OF MEMBERS IN BAYSIDE ACTIVITIES**

WE ENCOURAGE MEMBERS TO REGULARLY ATTEND A SERVICE OF WORSHIP AND WE CHALLENGE MEMBERS TO SHARE A GENEROUS PORTION OF THE TIME, TALENT AND TREASURE GOD HAS BEEN SO GRACIOUS TO PROVIDE TO EACH OF US. ADDITIONALLY WE SUGGEST THAT EACH MEMBER SEEK OUT AT LEAST ONE OF THE MANY ACTIVITIES BAYSIDE OFFERS TO STRENGTHEN OUR CORPORATE AND INDIVIDUAL SPIRITUAL GROWTH

WHAT YOU CAN DO

ATTEND SERVICES OF WORSHIP

WHERE ARE WE NOW?

WHAT IS OUR GOAL?

PLEDGE A PORTION OF GOD'S BLESSING TO EACH OF US
FOR HIS WORK AT BAYSIDE

WHERE ARE WE NOW?

\$\$\$\$,\$\$

WHAT IS OUR GOAL?

++++++

MAINTAIN OUR PLEDGES CURRENT

WHERE ARE WE NOW?

\$\$\$\$,\$\$

WHAT IS OUR GOAL?

100%

SEEK OUT AND PARTICIPATE IN ANOTHER BAYSIDE ACTIVITY

ATTEND CHURCH SCHOOL CLASSES

LEAD A CHURCH SCHOOL CLASS

JOIN A CHOIR

JOIN A MINISTRY

SHOP FOR THE FOOD PANTRY

VOLUNTEER TO PARTICIPATE IN THE "LIVING NATIVITY"

OTHER

PRIORITY THREE

SUPPORT OUR SESSION'S "2020 VISION" PROJECTS

PROJECT 1

REPLACE OUR ORGAN/REARRANGE THE SANCTURARY

WHERE ARE WE? WHAT IS NEXT? PROJECTED COMPLETION DATE

PROJECT 2

LANDSCAPE THE "ISLAND" IN OUR PARKING LOT

WHERE ARE WE? WHAT IS NEXT? PROJECTED COMPLETION DATE

PROJECT 3

INSTALL A SECURITY SYSTEM THROUGH OUR FACILITIES

WHERE ARE WE? WHAT IS NEXT? PROJECTED COMPLETION DATE

PROJECT 4

INITIATE "STREAMING VIDEO" OF SERVICES OF WORSHIP

WHERE ARE WE? WHAT IS NEXT? PROJECTED COMPLETION DATE

PROJECT 5

PROVIDE "PURE WATER" INSTALLATIONS

IN APPROPRIATE LOCATIONS

WHERE ARE WE? WHAT IS NEXT? PROJECTED COMPLETION DATE

PROJECT 6

PROVIDE FOR ON-GOING NEEDS OF RESIDENTS

AT VIRGINIA SUPPORTIVE HOUSING

WHERE ARE WE? WHAT IS NEXT? PROJECTED COMPLETION DATE

Enclosure (7): Presbyterian Men's Organization – Man of the Year Nomination

Subject: Man of the Year approval by Session

To: Clerk of Session

As you are aware, Bayside Presbyterian Men's Organization (BPMO) conducted the annual Man of Faith recognition nomination process. We received 6 nominations that were accepted by the nominees for recognition. The BPMO staff, BPMO past Moderator, and Pastor Rollins convened a meeting to determine a man of the year for Bayside Presbyterian Church from 6 nominees.

The next step in the Man of the Year Award process is for Session to approve the selection and then we can forward to the National Counsel of Presbyterian Men.

Man of the Year is Thom Sare

From the PCUSA Website:

Church Man of the Year Nomination

“The purpose of the Church Man of the Year Award is to encourage others, by the example of the recipient, to stir up the gift of God within them and to bring such a vitality of inspiration and motivation for the Gospel that many will become active followers of Christ.”



PRESBYTERIAN MEN Presbyterian Church (U.S.A.) Qualifications for the Church Man of the Year Award

1. Any man in the Presbyterian Church (U.S.A.) is eligible for the award.
2. He must have the endorsement of the Session of the church of which he is a member.
3. The reason(s) for his selection shall be noted on the Church Man of the Year form.
4. The reasons will ordinarily include exceptional demonstration of his Christian faith and outstanding service to the Church and/or Community.
5. To award the Church Man of the Year pin and Certificate, the chapter must be a registered member of the national Presbyterian Men's organization.
6. The recipient should be recognized by a presentation in worship in the church of which he is a member.
7. The purpose of the award is to encourage others, by their example, to stir up the gift of God within them and to bring such a vitality of inspiration and motivation for the Gospel that many will become active followers of Christ.

Bayside Presbyterian Man of the Year Award Form on Next Page



PRESBYTERIAN MEN

Presbyterian Church (U.S.A.)

Church Man of the Year Award

Date: 16 May 2017

The Session of the BAYSIDE PRESBYTERIAN CHURCH, VIRGINIA BEACH, VA

Has named THOM SARE

as the Church Man of the Year for the following reasons:

Thom has served as Moderator of several ministries over the years. On his most recent time on Session, as a Class of 2016 Elder, he served on the Global Witness Ministry where he was instrumental in the success of the Clean Water Initiative, including construction of a model of a typical filtration system. He is currently a member of the Community Service Ministry and continues to serve the Scouting program as he has since 1994. He also helps with food collections, extended communion, winter shelter, the Living Nativity, Christmas decorating, lay reading and ushering. Utilizing his woodworking skills, he freely constructs cabinets, shelves, bulletin boards, and collection boxes for use around the church.

Signed, _____
Clerk of Session Or Pastor

Church Address: 1400 Ewell Road Virginia Beach, VA 23455 Phone (757) 460-1188
Church E-Mail Address: Bayside@baysidepresby.org Church Web Site www.baysidepresby.org

Please keep a copy of this form and send the original with a \$25.00 check payable to Presbyterian Men to: National Presbyterian Men SE-06002 P. O. Box 643765 Pittsburgh, PA 15264-3765

If you wish to pay by Credit Card fill in the following lines:

American Express _____ Discover _____ Visa _____ Master Card _____

Number: _____ Expiration Date _____ / _____

Name on Card (Print) _____

Signature _____