

Ministry Meeting Minutes
June 2017

Administrative Support
6 June 2017

Members present: Janet Baker, Clint Damuth, Cherie James, Betsy Kennedy, Amanda Long, Gregor McLeod and Vernon Murray.

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:

May meeting minutes were approved.

Session/Moderator Updates/Reminders

Nothing to report

Preschool Report

Application Renewal Process for Social Services: In June of each year, prepare papers for Social Services (Religious Exempt Documentation) which includes a Fire Inspection, Health Inspection, and Statement of Intent, Staff-Child Ratio info, Staff Health reports and Statement of Code Compliance. Paperwork is almost complete.

Summer Camps: Camp 1 starts Tuesday, June 6 and is full (72 children are scheduled to attend), Camp 2 currently has 55 children registered and Camp 3 has 40 children registered.

Fall Registration: Openings are available in W/F Two and ½'s and in 5-day 4's. All other classes are currently full with waitlists.

Old Business

Child Protection Policy update: Pending. Gregor will work to finalize.

Office computers – Priority of replacement: Emma, Eugene David Treasurer1, Linda, Chi Yi.

Replace as needed as issues arise.

Church Windows plan/update:

Amanda has spending about 3 hours a week with Linda exploring church windows tutorials and it is believed that Church Windows will meet the needs of the BPC staff. The key is getting the data entered correctly. To do this it is envisioned that various documents will be sent out to obtain congregant data; i.e. contact information, validate/update, affiliations (choir, bells, Presbyterian Women, Presbyterian Men, choir, teller, Sunday school facilitator, Steward of the Dirt, Westminster Canterbury, assisted living places, shut ins, etc). Once the data piece has been corrected, we can determine future needs, i.e. cloud version of church windows. Admin support members can expect to receive forms to test input data prior extending documents to the congregation. Amanda also mentioned confirming what was actually purchased from "Call em All" phone tree service. Phone only? Email and text included?

Staff evaluations update

All staff evaluations have been completed

New Business:

Funeral Coordination/communications – there needs to be formal communication regarding funeral coordination. Linda is likely one of the first to take the call. Amanda will talk to Linda to start the new process. An email needs to be sent to the staff, funeral coordinators, etc. so that all are aware of the details vice the word being passed by word of mouth.

Location of Director of Music Ministry office – To potentially alleviate sneaker net, back and forth multiple times a day, ask Chi Yi if she wants to move her office to main office to the office between Linda and David.

Pipe Organ – 2020 Status. There had been session discussions of re-assigning pipe organ funds to something under music ministry as a pipe organ for BPC is a bit of a stretch due to the need for significant modification to the existing building to accommodate a pipe organ. Gregor/Betsy to check with session to see if this fund still exists and if there are plans to move towards a pipe organ for BPC.

Rec Center Benefit – This is not part of the benefits package offered to BPC staff.

Saul’s role for the summer – Partnership with Chi Yi as BPCs Dir of Music Ministry

Liaison intentional visits/contact – during David’s sabbatical, we as liaisons need to be intentional in touching base with our staff members

Staff Meeting Admin Attendance – During David’s sabbatical Admin support presence at weekly staff meetings is desired. Tuesdays 1030 – 1130, except July 18th meeting will be held 1:15 – 2:15 and due to the July 4th holiday; meeting will be held Mon July 3rd 10:30 – 11:30

DCE Search – To begin upon David’s return from sabbatical.

Staff Time Away

David	5 Jun–11 Sep	Sabbatical
Emma	16 – 19 Jun	Vacation
Kim	25 – 29 Jun	Mission
Saul	18 Jun	
Chi Yi	18 – 30 Jun	Montreat Faculty
Saul	2 Jul	
Chi Yi	3 – 7 Jul	Vacation
Kim	9 – 15 Jul	Montreat Youth Conference
Chi Yi	15 – 20 Jul	Hymn Sing
Linda	7 – 11	Vacation
Chi Yi	17 – 19 Aug	PW Synod Gathering

Upcoming Staff Milestones and/or Birthdays:

David Black	7/7
Emma	7/27

Administrative Support Ministry is conducting 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
6 June 2017

Members present: George Wong, Kim Coyle, Beth Montoya, Deb Sparks, and Laura Touhey

Theology Pub - will meet the 4th Tuesday of the month June 27 at 7 pm. The next meeting will be at New River Tap House.

Live Streaming 2020 - Sept. 2017

Phase 1 - Streaming of our church service to our nursery / video board in the Atrium

Phase 2 - Archives of our Pastors' Sermon - short term (6 weeks) vs months

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

The Live Streaming Proposal was presented at the June Church staff meeting. Sperry Davis will order the camera and oversee the system set up. The Audiovisual group will work through the summer for our launch in September.

Facebook - Contributions - Emma Ouellette and Beth Montoya are the administrators to our Facebook. Laura Touhey will be added as a Facebook administrator. Our recruitment of Cub reporters have resulted in more pictures from different church activities added to our Facebook.

Laura Touhey will be working on Family Movie Night (Up) on 6/9/2017 & a Family Game Night (Bingo) 6/21/17.

Kim Coyle: Vacation Bible School

Middle School - Mission at Massanetta, Golf Tournament with BPOC Montreat Youth Conference July 9 -15

Bayside Presbyterian Graduates - Our Bayside High School graduates were honored at a Graduation Breakfast on June 4, 2017. Applications for scholarships can be found on our Church Website and Facebook.

Meeting was closed with a prayer by Kim Coyle Submitted by Moderator George Wong

George Wong, Moderator

Community Service

6 June 2017

(updates in red)

Members Present - Pam Spillman (Moderator), Martha Rudell, Lynne Owen, Connie Schreiber, Libby Graves, Thom Sare, Pastors Vernon Murray & Emma Ouellette

Mail – thank you notes for quarterly donations from Virginia Supportive Housing, Seton Youth Shelters, Good News Jail, Beach Health Clinic, Faith Works, and Samaritan House. We also received our annual recap from Panera for last year – **Martha needs to acknowledge and return the form to them.**

Events coming up

1. Happy Birthday to Thom Sare – Jun 25 and Di Ricks – Jul 26!
2. There is no SESSION meeting in July – therefore our group voted for no Ministry meeting in July.
3. Blood Drive – July 11 (2 – 7 pm). Pam ordered small cards requested by Martha to hand out to people who give blood to remind them of the next drive date. They will be in around June 19 at a cost of less than \$15.00 – to be charged to our Asking Budget.
4. Asking Budget due July 15 – we agreed to raise the asking budget to \$25,000, and to distribute the increase as \$100 for Good News Jail, with the rest (\$2,000) evenly distributed (\$400 each) to Samaritan House, St. Columba, JCOC, Faith Works, and VA Supportive Housing. The revised budget is attached.
5. School Supply Drive (Jul 16 – Aug 27) – **Connie will submit the Binnacle article in by Jun 15**; schools – St. Columba, Tri-Campus, Pembroke Elementary, and Bayside Middle.

Old Business

1. Keim Center Visit – visit scheduled for June 16 at 6 pm. We will meet at the church at 5:30 and leave in a carpool.
2. IAB Participation – **Martha please ask Rick if still interested in going to the meetings – otherwise we will take this item off the agenda.**
3. Thank you notes completed and submitted for Staff Appreciation.

New Business

1. VBFest Summer Shelter – **Connie please find out the status of this item, and inform us.**
2. Di and Gloria are taking a step back from Community Service in order to concentrate on their upcoming trip to Peru for Clean Water. Di said they would continue to assist Crescent Square in the meantime.
3. Report on the Winter Shelter meeting with JCOC (Connie). Connie and Pam attended the JCOC meeting on May 17, 2017. Our dates for Winter Shelter are Nov 15 – 22. With the new Human Resources Center, the status of Winter Shelter is unclear beyond 2017. JCOC will try to get our guests to the church by 8:15 each night. Pam did a separate meeting report if you want to know more. **Connie please contact JCOC and remove Pam as POC, substituting Lynne.**

Treasurer's Report

1. Budget Status – \$10,145.30 of the \$25,000.00. Spending related to 1st and 2nd quarter payments to our agencies, plus small amount to buy warm weather clothing for Crescent Square.
2. Food Pantry – balance available of \$5,730.33.
3. Non-Budget Account – \$0.
4. Susie requested that we use the \$3,600 identified for VOA instead to go to Samaritan House for their human trafficking program – the funds would be used to furnish houses used to house the victims which are growing more than SH originally planned. **It was voted at the meeting to give SH \$3,000 and give \$600 to Faith Works – Pam has for action.**

Session Highlights

1. Thom Sare was nominated and approved for BPMO's Man of the Year – congratulations!
2. Starting this Sunday, June 11, the Summer Worship Schedule is one worship service at 9 am in the Sanctuary, followed by Sunday school at 10:15.
3. David is currently on Sabbatical until the first combined worship service in September – Pastor Vernon Murray will substitute for David.
4. Kim Coyle is leaving Bayside in the fall to attend Union Seminary.
5. Synod Men asked for a donation from all PEVA churches to be used for Kenya mission work of building churches and schools. Matter was referred to the Endowment Fund.
6. If you know of a graduate going on to college, tell them to submit their scholarship paperwork to the Treasurer/Stewardship.
7. Hugh Vaughan/Stewardship asked for timeline and information relative to 2020 Vision – I provided it concentrating on achievements and future goals for Virginia Supportive Housing.

Agency Reports:

1. Angel Tags (Lynne, Susie) – Vernon Murray suggested adding children from the Angel Tree program – children of incarcerated men and women.
2. Beach Health Clinic (Bill) – no report
3. Blood Drive (Martha) – 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) – Pam will be the rep for this while Di is working on Clean Water. Nothing to report.
8. Faith Works (Bob) – no report
9. Food Pantry (Lynne, Tracy, Connie)
 - May report – 17 families (38 Adults, 22 children); total costs \$597.05, \$510.49 donated.
 - Little Blue Wagon item for the month of June: Juice (64 oz)
10. Good News Jail Ministry (Audre) – nothing other than to ask for prayers for good weather for Good News Jail’s annual Golf Tournament on June 9th.
11. HumanKind (Carlos) – no report
12. JCOC (Connie) – see above
13. Meals on Wheels (Nancy) – no report
14. Samaritan House (Susie) – see above
15. School Supplies (Connie, Lynne) – see above
16. Sentara Pace Bible Study (Lynne) – going well
17. Seton Youth Shelter (Pam) – no report
18. St. Columba (Lynne)
 - Sandwiches made by SIS for the month of May: 220
 - St. Columba reported a profit of \$8,710 for their recent Baskets of Love Dinner and Silent Auction. That was less profit than previous years and less attendees. Next year they might hold it earlier in the month.
 - St. Columba has a big need for spray deodorant and disposable razors. **Lynne will set up a collection for them in the June/July timeframe. Pam will notify Session.**
19. Thanksgiving Baskets (Libby) – nothing to report
20. Winter Shelter (Lynne, Connie) – see above
21. VA Supportive Housing (Gloria, Di) – no report

Pam Spillman, Moderator

Congregational Care
6 June 2017

Members present: Sandy Ronan, Terri Wilkins

Terri reported that Chris Viano has Fathers’ Day under control – lifesavers for dads.

Terri also reported on the church wide picnic to kick off the new school year. The picnic will be Sept. 24, 2017 from 4pm-7pm in the area around the gazebo in front of the church. We will take up part of the parking lot for tables and seating for guests who may have trouble walking in the grass. We will provide BBQ and Brisket and rolls as well as cold drinks and will be renting a tent. Activities planned include face painting, a cake walk and many more. Fun for all ages. I will try to get information on an ice cream truck. Attendees will be asked to bring a side dish.

Emma reported that she and Vernon are working on the shut in list and that she and Linda were working on using Church Windows to generate lists of members based on criteria in which we would be interested. For instance, we might want a list of all members over 90 years old or all living in Westminster Canterbury. This will help with developing our shepherding program.

BFF will be less active in the summer but we will be thinking of future programs.

No report on Stephen Ministry.

Terri had thoughts on acknowledging members who have been active in church programs and providing help with church programs. To this end, I will circulate a list at the session meeting for suggestions from our elders on people

they would like to recognize. We have many people working hard in all areas of our church life and we would like to thank them.

Budget current and request for next year

This is where we stand on this year's budget for planning purposes. If anyone has expenditures, please submit them to the treasurer or let me know what is outstanding. Our biggest expense should be the picnic so we need to know where we stand. We are supposed to submit next year's budget request in August so think about it and we will discuss in our August meeting. Thanks

Congregational Care Budget 2017			
	Annual Budgeted Amount	Spent	Balance
Fellowship	\$1,700.00	\$0.00	\$1,700.00
Cards	\$100.00	\$0.00	\$100.00
Bereavement	\$750.00	\$421.34	\$328.66
Stephen Ministry	\$450.00	\$322.05	\$127.95

No meeting in July unless needed (no Session meeting)

We adjourned at 8pm.

Sandy Ronan & Emily Rudiger, Moderators

Evangelism
6 June 2017

The meeting was opened in prayer by Russ Brown at 7:25pm

Members Present: Russ Brown, Peggy Damuth, John Dannemann, Terri Dannemann, John Hamilton, and Rev Emma Ouellette

Old Business

1. New Summer Combined Service Banner has been received. Terri Dannemann will follow up with Eugene about keeping the banner up throughout the summer.
2. Living Nativity - December 9-10th from 5-8pm. Peggy Damuth has contacted Gayle O'Neal with Spellbound Facility in Suffolk and has booked the animals for the event for \$2860. Chi Yi is tentatively planning the cantata for 12/17, so the choir members will be available as singers.
3. Mentoring Issue - Rev Emma will pick up Rev Kate's responsibility of contacting visitors. Come up with an idea to give visitors a little gift to take home with BPC on it. Terri brought up the bags we have with the flower seed packet and BPC information. The information would need to be updated.
4. New Member Class will not take place over the summer. When it starts again in the fall, we need another person to share teaching the class with Mary Hubbard. Evangelism needs to be informed about what is going on in the class, so we can explain it to visitors that we meet.
5. The evangelism ministry did a great job participating in the reception after the Children and Youth Sunday May 7th Combined Service.
6. The Living Nativity budget needs to be \$3000, not \$2500. The total budget should be \$4500, not \$4000.

New Business

1. Carrollton Band - Mike Raymer has suggested we look into having them play at our church. This would fall under the Edna Etheridge Speaker Series. Does this fall under the purpose that this fund was set up for? Rev Emma and the ministry agreed that we should pray about this. Also, it will be deferred until the fall when Rev David will be back.

2. Think of ways to get the neighborhood to come to us. Food truck rally where we get different types of food trucks in the parking lot and invite the community to come and eat and mingle. Having an e-cycle recycle event like we have in the past.
3. Sessions 2020 Priority Plan - Russ Brown passed out the plan to the members to review in anticipation of a final vote and approval during the June Session meeting.

John Dannemann closed the meeting in prayer at 8:28pm.

Minutes submitted by Peggy Damuth

Global Missions
6 June 2017

Minutes not received.

Walter Martin, Moderator

Property
6 June 2017

The Property Ministry met on June 6th at 7:15 PM with Leslie Parr, Bob Allen, Betsy Davis, John Jeffcoat, Eugene Towler, and Sperry Davis in attendance. We were joined by Bobbie Brenton, Paula Jesberg, and Martha Rudell, representing the kitchen support team.

Bob Brenton was present and gave an update on the contractor search for the Ewell Road sign Project. The group approved to go with Coastal Contractors for the project. The sign from Steward Signs will be ordered.

The Kitchen support team went over a list of problems with kitchen policy, usage, and responsibilities and offered a list of suggestions. Plans were made for a future meeting. It was decided that the kitchen will be closed from July 31st thru August 4th for much needed cleaning and relocation of the ice machine. All users will be notified.

The 20/20 Landscape project was discussed and agreement was reached to begin a phase one which will include the hardscape work, along with fill, grading, and seeding.

John Jeffcoat and Eugene Towler volunteered to represent property on the Sanctuary Update Task Force.

Bob Allen closed the meeting with prayer at 8:57 PM

Sperry Davis, Moderator

Stewardship
6 June 2017

The Stewardship Ministry met in the Brides Room at 7: 15 PM.

Present were Moderator; Hugh Vaughan, Tom Weeks, Bill Graves, Gary Crossman, Bob Baker, and Treasurer; Luanne Wong.

Luanne presented the Treasurer's Report and Balance Sheet. Few questions due to year-to-date income exceeding expenses.

Hugh asked for volunteers to serve on Sanctuary Task Force. Gary and Tom volunteered.

Bill suggested each of the Ministries be given a target number for 2018 budget because of shrinking number of pledge units yearly. Bill also noted that since Board of Pensions is reducing staff health care benefits (by 2020 staff will pay 100% of their health insurance), recommended Stewardship consult with Admin to compensate those affected with salary increase.

Gary recommended a 2% increase cap on Ministry budget requests and said that all the Ministries understand the church money issues and should be aware that even 2% may not work depending on pledges. Bob commented that Ministries with small budgets may not be able to live with a 2% increase. Luanne cited Stewardship as an example because of monthly costs associated with on line giving that didn't exist last year.

Hugh said 9/17 would be start of Stewardship campaign so that Session could approve budget in November. Bob said all should be thinking about a possible speaker for Consecration Sunday and said we have used money from the Etheridge Fund in the past for paying the speaker. Bill said it is usually difficult to get speakers and we should be thinking 3 years in advance about who to get. Bill then volunteered to put together a 3 yr schedule with a list of possible names.

Hugh said that the Ministries are not providing status of 2020 vision projects as requested. Bob said that he would help get the info and help put the 2020 booklet out.

Gary commented that he has counters scheduled for each month except for September, October, and November.

The meeting was closed at 8:15 PM.

Minutes submitted by Tom Weeks

Worship
6 June 2017

Present: Judy Crossman, Bonita Gilchrist, Nancy Guy, Mary Jo Kennedy, Darden Long, Doug Mitchell, Marie Parr, Berny Wallace, and Chi-yi Chen Wolbrink.

The moderator called the meeting to order at 7:11

The agenda was approved.

The moderator reported on the Session discussions regarding the Sanctuary Renovation task force and Kim Coyle's announcement that she would be leaving at the end of the summer to attend Union Theological Seminary in Richmond. A search committee for a new Director of Christian Education will be announced soon.

Old Business;

- Pentecost – the kids program was spectacular and added good meaning to the scripture. Over 200 people were in attendance.
- Congregational Luncheons – we are done for the year – good and classy setup and decorations for the Pentecost luncheon.
- Lay leadership in worship – discussed offering it to Rev. Vernon Murray for the summer. Rev Murray dropped in to the meeting briefly and we discussed the option. Since there is only one Sunday morning service during the summer, the extra work of creating another list of people to assist probably wouldn't be worth the effort. Not needed.

New Business

- Christmas Eve Services – there will be only one service on Sunday morning the 24th of December and there will be the traditional 4, 7, and 11 o'clock services in the evening
- Sanctuary Renovation Committee. Issues requested by David to be discussed are choir relocation, organ relocation, reconfiguration of front of sanctuary, pew reduction/spacing, etc, along with any other potential upgrades or modifications developed by the committee. Worship has been asked for 2 volunteers. Dardy and Doug will represent.
- Budget request for 2018. The draft was attached and discussed for any modifications. It asks for a \$1300 increase over last year's budget from \$25,550 to \$26,850. The most significant request for growth was for section leaders for the choir which was a \$1400 increase. Other line items were slightly adjusted based on past use.

Chi-yi provided a report outlining her schedule for the summer including what she has coordinated to ensure consistency of music in worship. Significant points: Linda Althoff will substitute organist on 18 June when Chi-yi and Saul are both away. Saul will coordinate music and soloists on 25 June, 16 July and 20 August. Chi-yi will coordinate on 30 July and 6 August. Chi-yi vacation days are 3-7 July. Other information included her service to the larger church and reading projects.

The meeting was adjourned at 8:18 pm.

Doug Mitchell, recorder