

Agenda for the Stated Session Meeting
 Bayside Presbyterian Church
 20 June 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 Sperry Davis

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: Kim Coyle
2. Baptism Requests: None
3. Church Wedding Requests: Melissa Miley & Justin Farmer

Enclosure (1)

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 4 June Congregational Meeting
3. Tonight's Agenda

STATISTICS FOR MAY

1. Attendance:

Year	8:00 Service	9:00 Service	11:00 Service	Combined Service	Total of All Sundays
2014		304 Avg. 76	587 Avg. 147	215	1106 Avg. 221
2015	148 Avg. 37	283 Avg. 71	443 Avg. 111	192	1006 Avg. 213
2016	135 Avg. 34	197 Avg. 66	435 Avg. 109	208	975 Avg. 195
2017	77 Avg. 26	214 Avg. 71	333 Avg. 111	199	823 Avg. 206

2. Reception of New Members: None.
3. Baptisms: None.
4. Church Weddings: None.
5. Member Transfers: None.
6. Member Deaths: Dudley Gordon (5/21); Norvell Scott (5/29); Margaret Hobson (6/11)

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report

Luanne Wong

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

1. Replies to Letter from Donna Wilkins re: Louise Robinson

Clerk

PEVA / CHURCH ISSUES

1. None.

PASTOR TRAINING – Sailboat Church

Rev. Emma Ouellette

CONTINUING ISSUES

- | | | |
|----------------------------------------------------------|---------------------|---------------|
| 1. Communications & information flow to the Congregation | Open Discussion | |
| 2. Church policy and procedures review updates | Clerk | Enclosure (2) |
| 3. Sanctuary Updates – Task Force | Rev. Emma Ouellette | Enclosure (3) |
| 4. Outline Draft: 2020 Priority Plan | Hugh Vaughan | Enclosure (4) |

NEW ISSUES

- | | | |
|---------------------------------------------------------------------------|---------------------|--|
| 1. Director of Christian Education Search | Betsy Kennedy | |
| 2. Ministry Meeting Highlights: | | |
| a. Church Picnic, Sunday 24 September, 4-7 | Congregational Care | |
| b. Neighborhood Involvement / Food Trucks / E-Cycle / Carrollton Band (?) | Evangelism | |
| c. Landscape Project | Property | |
| d. 2018 Budget Targets / 2020 Vision Inputs | Stewardship | |

STAFF REPORTS

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

SUPPLEMENTAL MINISTRY REPORTS

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

Reminder: no meeting of Session in July Ministries meet as required.

CLOSING WITH PRAYER

Enclosure (1): Miley – Farmer Wedding Request

Background from Church Secretary:

Bride & Groom – Melissa Miley & Justin Farmer. Justin is the son of members Joe & Bess Ficarra (Joe is deceased).

Justin is not a member (not even listed as a child of Bess's in church database). Per records, Bess has not attended church here since her daughter's wedding back in Dec of 2015 (that also was a quick request – something like 3 weeks if I remember correctly.) They brought their own minister – Brother Jack to perform the ceremony.

I asked Melissa when she called about the date if they were going to use one of Bayside's ministers or bring in a guest and she said that they had not decided yet. No indication on their paperwork one way or another. (I have a call in to her to clarify.) They have paid the \$100 application fee.

I have spoken to Emma and she is available and I have spoken to Chi Yi and she is NOT available.

Wedding Request and Work Sheet

Please complete and send one copy to the Church as soon as possible. Your wedding date is not confirmed on the Church calendar until this form has been returned with your non-refundable \$100 deposit. Balance due 30 days prior to wedding date.

Bride (full name) Melissa Marie Miley
Address 5024 Gatehouse Way
City, State, Zip Virginia Beach, VA 23455
Telephone Number (757) 692-5189 Cell Phone _____
Email Address: Melissa.miley@yahoo.com

Parents: Vanessa Miley, Kevin Miley
Address 508 Trelis Trail Chesapeake, VA Indiana
Telephone Number (757) 513-4049 Cell Phone _____
Bayside Church Member (Yes) (No) (No)
If No what is your Church Affiliation? _____

Groom (full name) JUSTIN A FARMER
Address 5024 GATEHOUSE WAY
City, State, Zip VB, VA 23455
Telephone: 757-605-8689 Cell Phone E N/A
Email Address: FARMVAULTER@HOTMAIL.COM

Parents: JOE/BESS FICARRA
Address: 4425 CHANDLER LN VB, VA 23455
Bayside Church Member (Yes) (No) (Yes)
If No what is your Church Affiliation? _____

Date of wedding 7/15/17 Time 5:30 Number of Guests 50-75
Date of Rehearsal 7/14/17 Time 6:00
Minister _____
Organist _____
Soloist(s) Instrumentalists(s) _____

Number of attendants: 8

(continued on back)

Wedding Coordinator: Please contact the Church Office 464-1188 to be put in contact with a Coordinator. You will receive a letter from the Wedding Coordinator regarding her responsibility and assistance to you.

Dates for Counseling:

1) _____ 2) _____ 3) _____ 4) _____

Invitation to Guest Clergy (Yes) (No)

If yes, please provide:

Name, address, phone _____

Use of Church Equipment:

1) Kneeling Bench (Yes) (No)

2) Unity Candle as part of ceremony (Yes) (No)

3) Use of Church Fellowship Hall/Kitchen (Yes) (No)

If yes to #3, Caterer's Name and Phone Number _____

A meeting is required with Wedding Coordinator or Wedding Kitchen Supervisor 4 weeks prior to wedding date.

Photographer:

Name _____

Phone Number _____

Florist:

Name _____

Phone Number _____

Time of Delivery _____

Do you wish to leave the wedding flowers for the service of worship (Yes) (No)

If yes, please indicate your dedication for the Church bulletin _____

Enclosure (2): 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	Gregor McLeod working to finalize
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	Issues with kitchen use identified in June ministry meeting. Also requires alignment 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 May Session meeting
Worship	Funeral Policy	2016	Adman/Worship/Secretary need to review for possible update.
Worship	Wedding Policy	2015	
Worship	Lay Reader Guidelines	2015	
TBD	Strategic Plan / Review Notes from 2012	2003	

Membership as of 6 June

Ministries	Staff	Others Recommended (below)
Gary Crossman	Dr. Rollins	Bill Bertholf
Tom Weeks	Rev. Ouellette	Bob Brenton
John Jeffcoat		Ashley McLeod
Eugene Towler		Chris Opitz
Dardy Long		P.C. White
Doug Mitchell		

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 (4) – 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?

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+ 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