Agenda for the Stated Session Meeting Bayside Presbyterian Church

15 August 2017 7:00 PM **Room 508**

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

Tonight's Agenda

STATISTICS FOR JUNE and JULY

1. Attendance:

Previous Three Junes

Year	8:00	9:00	11:00	Combined	Total of	Weekly
1 ear	Total/Avg	Total/Avg	Total/Avg	Total	All Sundays	Average
2014	191/48	246/62	387/97	195	1019	206
2015	142/37	248/83	257/86	220	844	216
2016	111/37	198/66	280/93	215	804	196
2017	9:00 am Combined Services for June			662/166	662	166

Previous Three Julys

Year	8:00	9:00	11:00	Combined	Total of	Monthly
1 cai	Total/Avg	Total/Avg	Total/Avg	Total	All Sundays	Average
2014	121/40	232/77	290/97	173	816	214
2015	102/34	220/73	246/82	165	733	189
2016	126/32	283/71	391/98	162	962	200
2017	9:00 am Combined Services for July			720/144	720	144

2. Reception of New Members: Kim Coyle. 3. Baptisms: None.

4. Church Weddings: 7/15 Melissa Miley & Justin Farmer;

> 8/5 Stephanie Fernandini & Brandon Ricker 8/13 Kelly Lynn Crossman & Alexander Brown

5. Member Transfers: None.

6. Member Deaths: 6/10 - Dan Dickenson (Non Member); 6/27- Clarice Rudacil

FINANCIAL REPORT AND ISSUES:

Luanne Wong 1. Balance Sheet & Treasurer's Report

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

1. None

PEVA / CHURCH ISSUES

1. Report on PEVA Meeting Pastors / Commissioners

PASTOR TRAINING / Session Discussion Rev. Emma Ouellette

CONTINUING ISSUES

1. Church policy and procedures review updates
Child Protection Policy
Gregor McLeod
Enclosure (2)

Motion: The Admin Support ministry moves that the Child and Youth Protection Policy be approved as submitted/amended.

2. Sanctuary Updates – Task Force Rev. Emma Ouellette

2020 Priority Plan Status (draft outline attached)
 Director of Christian Education Replacement
 Hugh Vaughan
 Admin Support
 Enclosure (4)

5. Discovery Fair Preparations – Sept 17th

6. Church Picnic Congregational Care

NEW ISSUES

1. Endowment Committee – Scholarships

Tom Weeks

Motion: The Endowment committee moves that expenditures be authorized to award up to \$10,000 in scholarships per year for college student members, not to exceed \$1,000.00 per applicant.

Motion: The Endowment committee moves that financial support for Patrick Long and Cherokee Adams be authorized for up to \$2,000 each for their second year as Young Adult Volunteers.

Note: Sydney Reid (YAV Denver, CO) was not pertinent in last Endowment Committee meeting.

2. Stewardship Committee – Seminary Study Support

Motion: The Stewardship Ministry moves that \$2,000 from the Coleman Fund be approved for disbursement in support of Kim Coyle for her seminary education expenses.

3. Louise Robinson Endowment Donation

Clerk

Tom Weeks

4. Global Missions - Clean Water Project Report

Enclosure (5)

Enclosure (6)

5. Extending Summer Combined Worship Service Start Time Nancy Guy

Motion: The Worship committee moves that the start time for summer combined worship services be extended through Sunday 3 September. Note: There may be discussion to extend through 10 September.

6. Youth Group Schedule for 2017-2018

Admin Support Admin Support

7. Staff and church member payments per Church Policies

Wedding Fees and Funeral Honorariums

8. Wedding Policy - Open Discussion re: 5 August Wedding

Non-affiliated weddings / use of atrium / wedding party point of contact / policy review

STAFF REPORTS

Director of Educational MinistriesKim CoyleDirector of Music MinistriesChi Yi WolbrinkAssociate PastorRev. Emma OuellettePastor / Head of StaffRev. Vernon Murray

SUPPLEMENTAL MINISTRY REPORTS

Items/issues not included in Ministry Minutes

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.

D :1-1 -	T	Current	
Responsible Ministry	Dollory on Duo andrena Nama	Version	Comments / Undetes since last month in Ded
	Policy or Procedure Name Personnel Policies & Procedures	2017	Comments / Updates since last month in Red
Admin Support			
Admin Support	Manual of Administrative Operations	2016	
Admin Support	Sexual Misconduct Policy	2016	
Admin Support	Child and Youth Protection Policy	New	Draft version attached for tonight's meeting
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	New	10 Feb 16 - meeting planned to start development. Idea originated
	Procedures		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	2015	
• •	Rules & Procedures		
Stewardship	Mission Trip Funding Policy	2015	
Stewardship	Stewardship and Fundraising Policy	2016	
Stewardship	Operating Rules and Investment Policy	2015	
•	for the Endowment Fund Committee		
Stewardship	Terms of the Endowment Fund and	2015	
1	Endowment Committee		
Stewardship	Corporate By-Laws	2013	
Stewardship	Credit Card Points Usage Policy	2016	
Stewardship	Priorities Plan	2012	Draft Outline first presented at May Session meeting – in progress
Worship	Funeral Policy	2016	
Worship	Wedding Policy	2015	Update to be determined based on recent wedding experiences
Worship	Lay Reader Guidelines	2015	
TBD	Strategic Plan / Review Notes from 2012	2003	

Child and Youth Protection Policy Bayside Presbyterian Church

(Date approved)

General Purpose Statement

Bayside Presbyterian Church seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Bayside Presbyterian Church from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations. This policy does not apply to outside organizations which use the Bayside facilities.

Definitions

For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years. The term "youth" refers more specifically to children in grades 6-12. The term "adult" refers to persons age 18 and older. The term "worker" includes both paid and volunteer persons who work with children.

Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

- a) Six Month Rule for Volunteers Only persons who been involved with Bayside Presbyterian Church for a minimum of six (6) months will be considered for any position involving contact with minors. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.
- b) Written Application All persons seeking to work with children must complete and sign a written application in a form to be supplied by Bayside Presbyterian Church, either online or in person. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the church, or in a secure system online.
- c) Personal Interview Upon completion of the volunteer application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position. Persons seeking paid positions must be interviewed.
- d) Reference Checks First-time applicants will be required to provide at least two personal references. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at Bayside Presbyterian or in a secure system online.
- e) Criminal Background Check A national criminal background check and search of the National Sex Offender database is required for all employees (regardless of position) and for the following categories of volunteers:
 - Those who will be involved in our school/preschool/daycare center;
 - Those who will be in involved in overnight activities with children;
 - Those counseling children;
 - Those involved in one-on-one mentorship of children; and
 - Those having occasional one-on-one contact with children (such as, church sponsored athletic team coaches and vehicle drivers).

• In addition, a statewide criminal check is recommended for persons who will work with youth on overnight trips, and persons who have been active in the church for less than one year. In these cases, the search should include all states in which the candidate has lived within the last 3 years.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church/synagogue/meeting to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.

Disqualifying Offense: What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the Bayside Presbyterian Church Personnel Team on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the Bayside Presbyterian Church, or online in a secure system.

Prevention policies

Two adult rule: It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be at least two students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation. Counseling should be conducted in a visually public, acoustically private setting, such as an office with an uncovered window, in which the counselor is in plain view.

Open Door Policy: Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Off-site Youth Trips: At least two un-related adults shall be present on all off-site youth trips, and at least one chaperone for each sex when participants represent both sexes. Care will be taken to house adults separate from youth when feasible. Unless a parent is housed with their own child, there must be at least two youth in a room with an adult.

Mentors: In youth programs, it is appropriate that an adult mentor be assigned to a youth. The mentor and youth should meet in a public location. The mentor should not transport the youth in his/her own vehicle unless either written permission is obtained from the youth's parent/guardian specifically stating the name of the adult driver and the youth to be transported, or additional persons are present in the vehicle.

Minimum age

All primary volunteer workers must be 18 years of age or older. Younger persons may assist adults, but may not take the place of adult workers. The church may employ responsible teens (under the age of 18) only in positions with and under the direct supervision of an approved adult worker.

For overnight events, such as lock-ins and off-site trips, at least one adult will be age 21 or older.

Discipline Policy

It is the policy of Bayside Presbyterian Church not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult a pastor if assistance is needed with disciplinary issues.

Supervision Ratio

Bayside will strive to maintain these ratios of adults to children/youth. It may not always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children at all times.

Participant Age	articipant Age Number of Adults		Number of participants for
			each additional adult
0-1 years	2	6	3
2 -5 years	2	10	5
6–8 years	2	12	6
9–14 years	2	16	8
15-18 years	2	20	10

Off-site trips or overnights will require additional supervision, and at least one adult of the same gender as the participants represented (e.g. a lock-in with both male and female participants requires at least one male and one female adult leader)

The Bayside Presbyterian Pre-School maintains its own supervision ratios and discipline policies as reviewed by the Department of Social Services.

Worker training

Each new worker will be given a copy of the Commonwealth of Virginia's "Recognizing and Reporting Child Abuse and Neglect" booklet and Bayside Presbyterian Church's Child

Protection Policy. Workers must sign a statement indicating they have received and read both documents before they can begin working with children. All workers should participate in Child Protection Training, either online or in person, at least every three years. YPC will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.

Responding to Allegations of Child Abuse

For purposes of this policy, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- Physical abuse any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- Sexual abuse any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- Neglect depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this Bayside Presbyterian Church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to a pastor or clerk of Session for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at Bayside Presbyterian Church or during our sponsored programs or activities, the following procedure shall be followed:

1. A pastor, or in the event the pastor is the accused, the Clerk of Session, will be contacted. The person making the report will immediately document the incident in writing, noting the names of child, the accused, all persons who witnessed the incident, and the details of the incident.

- 2. The Pastor or Clerk of Session will notify the parent or guardian of the child.
- 3. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
- 4. Civil authorities will be notified, and Bayside Presbyterian Church will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The Bayside Presbyterian Church will fully cooperate with the investigation of the incident by civil authorities.
- 5. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
- 6. The Senior Pastor, or his/her designee, will be our spokesperson to the media concerning incidents of abuse or neglect. In the event the Senior Pastor is involved, the Session will designate a spokesperson. Bayside Presbyterian Church will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
- 7. A pastoral visit will be arranged for those who desire it.
- 8. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth

Adopted by the Session of Bayside Presbyterian Church on _	
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Enclosure (3) – Session's 2020 Priority Plan Outline Draft

SESSION'S 2020 PRIORITY PLAN

PRIORITY ONE

GROW MEMBERSHIP

WHAT YOU CAN DO:

TELL OUR COMMMUNITY 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 ACTIVIES BAYSIDE OFFERS TO STRENGETHEN OUR CORPORATE AND INDIVUAL 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? \$\$\$\$,\$\$\$

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 PARTICPATE 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

Director of Christian Education - Oversight Coverage

Beginning Monday August 28th

<u>Program</u>	Coverage
Adult Sunday School	Amanda Long
Youth and Children Sunday School	Lindley Fox
Childcare Coverage	Lindley Fox
Confirmation Class	Emma Ouellette
MOPS and Moms Next (liaison)	Emma Ouellette
Moms Next Leader	Beth Johnson
Presbyterian Women	Cathy Duncan?
Sisters in Spirit	Lynn Owen
First Friday	Lindley Fox
BFF (liaison)	Emma Ouellette
BFF Book Club	Bill Graves
Yoga	Marie Parr
Tech Savvy	Paula Jesberg
Genealogy	Self Sufficient
Wednesday's at the Well	
- Cooks & Hospitality Crew	Chris Viano & Amanda Long
- Adult Study	Mary Hubbard
- JAM & Childcare	Yessina Thomas (paid)
	Alexis Simonelli
Youth Group	Emma Ouellette
	Matt & Braden Wicks

Global Missions Ministry Peru Clean Water Mission to Peru

The mission team consisting of either four or five will depart Norfolk on September and return on September 11.

Our team will travel to the CIMA School which is located near Lima, Peru. CIMA stands for Centro de Integración de Menores con Amor (Center of Integration of Minors with Love). It's a home for homeless boys and boys from abusive home situations. The school provides on-site housing, education vocational training, and guidance for about 70 boys, who generally stay about two years

On September 4, Jack and Di Ricks, Thom Sare, Will Alberlotti, and Bob Orcutt will make our first visit to the CIMA location to ensure that water and electricity are available for at least several hours a day. Many of the locations that need clean water do not have a guaranteed supply of water and power during the day, and when the water is provided is not fit to drink.

We also need to ascertain the interest of the CIMA people involved to ensure that the installation will be used and not fall into disrepair. We will inspect the location of the proposed filtration site for suitability and security of the equipment. We will also test the water to make sure we can filter it successfully since we cannot treat salty water or water with heavy metals present.

Assuming all of our questions are answered we will schedule a return trip in several months to actually install the system and train some of the school faculty and students to operate and maintain the system. In addition we will attempt to identify another site nearby that needs our help.

While there we will also attend a two day Living Waters conference in Lima. This conference will have people from all the Living Waters installations in the country. This will give us the opportunity to inquire of other teams about their experiences with the all-important issue of system sustainability.

A typical system costs in the neighborhood of \$3000.00. There is the potential for some of that expense to be defrayed by the Lima based Raritan Club, but we will not have a definite answer on that until we arrive in Lima. Our in-country costs for the team will be approximately \$4500.00. That will cover food, lodging, transportation and translation services while we are in Lima. We have decided to stay in Lima for an extra day in order to save each of us \$200.00 on our airfare. We will cover the daily expense for that day ourselves.

2017-2018 Bayside Presbyterian Church Youth Schedule

September 10th Parent's Meeting

(Trivia: Kid's Vs Parents; Kid's hang out, Parent's meet with

Emma)

September 17th Stop Hunger Now (2:00pm)

September 24th "How do I fit into the bigger Story?"

October 1st Game night at Westminster Canterbury?

October 8th Bowling?

October 15th Social Media and Religion

October 22nd Mission Event (Talk with CS team)

October 29th Reformation Sunday M&H: Movie Night "Luther"

November 5th Bible Trivia—Stump the Pastors

November 9th 13 Reasons Why (Parent and Youth Event)

November 12th Deck of Sharing

November 19th Thanksgiving Cards/ "Being Thankful/Spreading Gratitude"

(College Student get-together?)

November 26th Thanksgiving No Meeting

December 3rd M: Religion and Popular Music

December 2-4th H: High School Retreat at Camp Hanover

December 10th Advent Prayer Stations

December 17th Progressive Dinner/Christmas Party

December 24th Christmas Eve No Meeting

December 31st No Meeting

January 2-5th College Conference at Montreat

January 7th Welcome Back Game Night

January 14th Prayer Workshop

January 21st College Care Packages

January 28th "How do I fit into the Bigger story" Revisited

February 4th M & H: Souper Bowl of Caring (Sunday Morning)

February 11th JUMP Trampoline Park

February 16th (Friday)

Lock in?

February 25th

YAV Program at ODU Campus Ministry

March 4th

Lent Stations

March 11th

Interfaith discussion

March 18th

Minute to Win It

March 25th

Palm Sunday

April 1st

Easter

No Meeting

April 8th

Spring Break

No Meeting

April 14 & 15th

Middle School Retreat at Camp Hanover

April 15th

H: Religion and Popular Music

April 22nd

Deck of Sharing

April 29th

Practice for Youth Sunday

May 6th

YOUTH SUNDAY

May 13th

Mother's Day

No Meeting

May 20th

Photo Scavenger hunt

May 27th

Memorial Day

No Meeting

June 3rd

H&M: End of the Year Event

Summer Events

June 15th - 24th

Mission Trip?

(GA in St. Louis...Partner with activities there?)

Massanetta Middle School Conference

Montreat Youth Conference

Possible dates for VBS

July 23rd-27th