

Minutes
Bayside Presbyterian Church Stated Session Meeting
19 September 2017 7:00 PM Room 508

The Session of Bayside Presbyterian Church met in a Stated Meeting at 7:00 pm in Room 508. Members present, constituting a quorum, were Moderator Rev. Dr. David Rollins, and Elders Russ Brown, Gary Crossman, Sperry Davis, Bonita Gilchrist, Nancy Guy, Clancy Holland, John Jeffcoat, Betsy Kennedy, Walter Martin, Gregor McLeod, Doug Mitchell, Beth Montoya, Martha Rudell, Emily Rudiger, Mark Schreiber, Pam Spillman, Thomas Weeks, Hugh Vaughan, and George Wong.

Elders Beth Parker and Sandy Ronan were not in attendance.

Staff Member Present: Associate Pastor Rev. Emma Ouellette, Associate Pastor; Chi-Yi Chen Wolbrink, Director of Music Ministries.

Visitors to the meeting included Treasurer Luanne Wong, Assistant Clerk Amanda Long, and Admin Support Ministry representatives Janet Baker and Cherie James.

The meeting was called to order by the Moderator who asked Session Members to share their joys and concerns, and opened the meeting with prayer.

The devotion was provided by Emily Rudiger.

There were no requests for membership or weddings. There was one request for baptism.

Motion: It was moved by Clancy Holland that Benjamin James Crawford (b. 2/19/17), son of Abbey and Earl Crawford, be approved for baptism on 1 October 2017. The motion passed.

The Sacrament of Communion was offered to all in attendance.

SESSIONAL RECORDS APPROVAL

The minutes last month's stated Session meeting and the agenda for tonight's Session meeting were provided in the read ahead package for all Session members.

Motion: It was moved by Clerk Doug Mitchell that the minutes from the last stated Session meeting and the agenda, as amended, for tonight's Session meeting be approved. The motion passed.

STATISTICS REVIEW

1. Attendance statistics for the Months of August were provided for review and amendment
2. Reception of New Members: None.
3. Baptisms: None.
4. Church Weddings: Shelley Wong and Adam Park were married in the church on 9 Sept.
5. Member Transfers: None.
6. Deaths: None.

FINANCIAL REPORT

1. The Balance Sheet & Treasurer's Report were made available to the Session on the website for review prior to tonight's meeting. Treasurer Luanne Wong reviewed the documents and facilitated discussion with the Session.

Luanne noted that pledges were at 89% of budgeted amount at the end of the summer and that percentage is similar to the situation in previous summers. Comparing expenses to income, we are currently \$46,000 overspent (we were \$41,000 overspent in 2016 at this period in time). We had more unanticipated expenses this year with the same income as in 2016. It is anticipated that pledged income will catch up in the fall.

Motion: It was moved by Gary Crossman that the Balance Sheet and Treasurer's Report be accepted with thanks. The motion passed.

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

1. Bayside Preschool Exemption letter to operate as a preschool under a religious organization pursuant to Virginia Code was provided in the agenda for review and was noted.

PEVA / CHURCH ISSUES:

1. Retreat at First Presbyterian Church of Norfolk on 30 Sept – “Why won’t they come”. An email from PEVA and the flyer announcing the retreat was provided as an enclosure to the agenda. David encouraged attendance and participation from all who can make time in their day.

PASTOR TRAINING

David provided everyone with his personal mission statement that guides his life, and how that mission statement has formed his approach to service and commitment to the church, including his recent sabbatical. He provided an overview of his sabbatical which will be made available via his pastor’s report in the minutes and will be a topic of an upcoming congregational pot-luck presentation. He noted that “Sailboat Church” was one of his many readings during the summer, and that he again recommended it to all of Session for reading prior to future discussions.

CONTINUING ISSUES

1. Church policy and procedures review updates. The clerk noted that enclosure 2 to the agenda provided the most current status of updates and that appropriate Ministries were all working towards currency.

2. Sanctuary Updates – Task Force. David provided an overview of items that had been developed by a core team over the summer, and that the group will expand to incorporate other expertise and experience so to develop a more comprehensive plan.

3. Director of Christian Education Replacement. Betsy Kennedy noted that she and Ministry members had met with David on his second day back from sabbatical to discuss. The church will be following the processes outlined in the new Manual for Administrative Operations which outlines the procedures for establishing and functioning of a search committee. Action will begin this month.

4. Discovery Fair Review and Comments. There were good comments from this past weekend’s event as well as recommendations for improvement. It was noted that the Atrium was crowded – but there was discussion as to whether that was a bad thing or a good thing. In past years, the fair was held in the fellowship hall and many congregants left after service and didn’t have the opportunity to visit displays or witness opportunities. It was discussed that the Atrium is probably a much better option. There was lots of engagement and quite a few sign-ups for participation as well as a few potential new members.

5. Church Picnic. It has been determined by the Congregational Care ministry that we will hold a “chili-cookoff” type event rather than a picnic as the fall approaches. The event is tentatively scheduled for November 12th and it will be determined if it will be a lunch opportunity after the 11:00 service or if it will be an evening event. Emily Rudiger encouraged any ideas or inputs.

6. Staff and Church Member Payments per Church Policies. Betsy Kennedy noted that all past due payments for wedding custodial services were made to Eugene, after a review of the schedule was conducted with the treasurer. Correction was made the week after last month’s session meeting. Eugene had not made this an issue, rather it was uncovered during review of the events of the early August wedding. He was very grateful for Session and Admin Support in resolving the issue and back payment was much appreciated.

7. Wedding Policy. Nancy Guy noted that Marie Parr had provided an overview of the events of a recent wedding and how those lessons learned needed to be implemented into an update to the church policy regarding weddings. Marie will meet with the other wedding coordinators as well as with Eugene and begin the policy update.

8. Clean Water Project Trip Report. Everyone made it back safely and the survey was conducted in Peru. Continued review of possible sites as well as growth of the installation teams is pending.

NEW ISSUES

1. Christmas Eve Morning Combined Worship Service Start Time.

Motion: The Worship committee moves that the start time for the approved combined worship service on Christmas Eve morning be scheduled for 10:00 am. The motion passed.

2. Stewardship – Consecration Sunday. Hugh Vaughan noted that we will have a guest preacher for Consecration Sunday and that it is felt that the best venue for both the congregation as well as the guest speaker would be to have a combined worship service.

Motion: The Stewardship Ministry moves that a combined worship service be held on Sunday 22 October. The motion passed.

3. Congregant Issues – “The Future of the Church”. Clancy Holland has been asked by various congregation members to bring some issues before Session. Discussed was the suggestion to assist in greeting visitors by asking them to stand and be recognized during worship, hoping that a way can be figured out how to make it as comfortable as possible for new folks to stand and be recognized so they can be greeted. A second note was that the music has improved “magnificently” during the summer and that the mixture of music in combined worship has been very good.

4. Congregant Issues – Bayside Staff. There were some other potential issues that have been channeled to Clancy that possibly require more detailed and private discussion. Clancy had met with David earlier last week and discussed these issues. Betsy Kennedy noted that if there are or were any significant staff issues, they had not been presented to Admin Support Ministry as they should have been. The Admin Support Ministry is the conduit for staff liaison, performance and evaluation. Other potential issues include staff working hours (both pastors observing their weekend on Friday) and that possibly staff hours should be better published.

Motion: It was moved by Clancy Holland and seconded by John Jeffcoat that an Executive Session be convened to discuss the current staffing of the church, for the purpose of discussing individual congregant concerns regarding staff performance, noting that the discussion of these issues are not appropriate for open discussion. The motion passed.

All staff and visitors were asked to excuse themselves from the room until business was complete. The executive session convened at 8:07 pm and was completed at 8:34 pm. A separate set of minutes were taken.

There were no motions made as a result of the executive session. As a result of discussions, Betsy Kennedy will reach out and discuss the issues discussed with the Admin Support Ministry and with the staff to address all areas of concern.

5. Educational Fund. Stewardship Ministry/Hugh Vaughan announced that there has been a request to establish a new educational fund in the church to assist those seeking to pursue Christian education. Bill and Rhonda Bertholf requests that the Session accept their donation and any other future donations by them or others to establish and maintain this fund. The Bertholf’s contribution is coming from the sale of personal stock shares and it is their recommendation that the scholarships from this fund be done in \$3000.00 increments

Motion: It was moved by the Stewardship Ministry that the William and Rhonda Bertholf Scholarship Fund be established for the purpose of supporting the continuing Christian education of Bayside members. The motion passed.

STAFF REPORTS

Director of Music Ministries – Chi-yi provided the following report:

A Thank You Note for Summer Worship (will appear in Binnacle)

“Music Director Chi Yi Chen Wolbrink would like to thank everyone who attended summer worship at Bayside. I am especially thankful to Rev. Vernon Murray, Rev. Emma Ouellette, Kim Coyle, Linda Vogl, Saul Fox, Sperry Davis, Steven Parker, the Praise Team and vocal ensemble who have been an integral part of guiding the Bayside community through our new summer worship schedule. There have been hundreds of prayerful and intentional hours spent preparing summer worship which has created an opportunity for God to meet each of us.”

1. Children’s Choir, Sanctuary Choir and Handbells resumed regular rehearsal the second week of September.
Children’s Choir rehearsal: Wednesdays 5:45-6:15pm, Sunday 9:30-9:50 am
Handbell rehearsal: Wednesdays 7-8:30pm
Sanctuary Choir rehearsal: Thursdays 7-8:30 pm
2. Planning worship with Rev. David Rollin and Rev. Emma Ouellette focusing on three major Sundays before Advent:

- Oct.1-World Communion Sunday
 - Oct.29 –Reformation Sunday
 - Nov.5-All Saints Sunday
3. Service to Wider Churches
 - Harmony Event- Oct 15-17, 2018 in Dallas, Texas
 - Hymn Society and Congregational Songs, North America and Canada Executive Committee-Oct 17-20, 2018, Dallas, Texas
 - Linda Althoff will be subbing organist Oct, 15, 2018
 4. Workings on donating old 1990 hymnals (around 120 copies) to Houston Presbytery, in support of the Hurricane Harvey recovery project.
 5. Sanctuary Choir outreach to Westminster Canterbury –Hymn Sing will be either February 1 or February 8, 2018 (Thursday, 7:30-8:10 pm).
 6. Reading the following books in preparation for writing the Calvin Worship Institution grants and accomplishing our 2020 vision:
 - **Church Scape*-Written by Suzanne Power Bratton.
 - **Lovin' on Jesus: A Concise History of Contemporary Worship* by Dr. Swee Hong Lim (Church Music Department Chair, Immanuel University, Canada) and Dr. Laster Ruth (Duke Divinity School Worship Professor)
 7. Provided information on used pipe organs to the 2020 Sanctuary Renovation Committee.
 8. Working with Mary Hubbard on Liturgical season articles printed in the Binnacle, titled “Why Do We……?”

Associate Pastor Report – Emma provided the following report:

Since we last met, it has been a busy month of transitioning Kim off to Seminary, Vernon off to retirement, and David back from sabbatical. I feel blessed to have been uplifted and supported all summer by this congregation. Equally I am thankful for David’s return and our partnership in ministry. Some highlights from the past month are:

- Working on a youth group schedule
- Starting up confirmation year
- Making pastoral visits and calls to our homebound
- Being invited to attend Circle meetings and fellowships
- Preaching every other week
- Working with the Sanctuary task force team
- Gathering and meeting with Stephen Ministers

Much more happened and there is much to be done. I look forward to the coming weeks and month and the ministry we have together.

Currently I have been really interested in studying issues on identity, happiness, and personality type. I’ve been doing a lot of reading on these topics. Some of the current books I’m reading are: “The road back to you” by Ian Morgan Cron and Suzanne Stabile, “Hardwiring Happiness” by Rick Hanson, and “Braving the Wilderness: The quest of true belonging and the courage to stand alone” by Brene Brown. I am hoping these resources will not only better my own understanding of identity, personality, and happiness, but will help us as a church to work towards our purposes.

Thank you as always for the honor to serve alongside you here at Bayside.

Joyfully, Emma

Head of Staff – David provided an overview of the following written report:
Sabbatical

As I said on Sunday I want to thank-you for giving me the opportunity to take my sabbatical. I found the time to be spiritually, physically, emotionally, and educationally refreshing and renewing. I believe the experience will positively impact the rest of my ministry.

The sabbatical was balanced with reading, interviewing leaders, attending conferences, and extended time with family for fun and relaxation. In June I attending the Music & Worship conference at Montreat, I was back in July for a week of reading, and at the end of August I attended the Transitional Ministry Training conference. I had a reading list before I began, but it was expanded because of some of the leaders I contacted. Prior to and during the sabbatical I read; *The Power of Many* by Meg Whitman, *Transforming Congregational Culture* by Anthony B. Robinson, *Half Time* by Bob Buford, *The 33 Laws of Stewardship* by Dave Sutherland and Kirk Nowery, *the Comeback Congregation* by Randy Frazee and Lyle Schaller, 2 books on transitional ministry *One Family's Story*, and *Transitional Ministry Today* by Ben Droth, *Sailboat Church* by Joan S. Gray, and *A Pirate Looks at 50* by Jimmy Buffet.

I spent time interviewing the following leaders face-to-face, Tom Bell Vice President Boeing, David Bernd retired CEO of Sentara, Joe Prueher U.S. Navy retired 4 Star Admiral, General John Shaw U.S.A.F., David Turner Regions Bank CEO, Bobby Bowden retired football coach FSU, and Adam Hamilton lead Pastor at Church of the Resurrection Leawood, KS. There are a few others that I couldn't meet with face-to-face that have told me they will be responding to my questions via e-mail.

My family & I enjoyed a cruise, Libby & I took an early 20th anniversary trip, we spent some time at the beach, and Mac & I played golf together about 10 times. I look forward to sharing more with the congregation about some of the insights from my sabbatical on Oct. 1 again thanks for your support. We are entering into what should be some of the most productive years of my ministry.

SUPPLEMENTAL MINISTRY REPORTS

David noted that the annual Session retreat will be held on Friday-Saturday 26-27 January in a local venue to be determined.

Worship Ministry – Nancy Guy noted that the summer worship surveys had been collected and she provided an initial statistical report on their summary of data.

Property Ministry – Due to the generosity of a few members, a new church sign has been erected next to the entrance driveway on Ewell Road. Lighting is pending. Please see Sperry if you have any recommendations on how the message on the sign should be updated.

Community Service - Pam Spillman noted that the Red Cross blood drive is pending. Also Community Service and Stewardship are teaming up to sponsor the upcoming pot-luck luncheon.

Admin Support – The Church Windows member management software program is undergoing an update. Support in personal update as well as encouraging others to update is appreciated.

A “shout-out” to Sperry Davis for the development and improvement in the online sermon recording and posting on the website. There was discussion of all the goods that have and can come from this capability.

CLOSING WITH PRAYER

With no further business, Emma closed the meeting with prayer at 8:54 pm.

These minutes approved by the Session on October 17, 2017
WDM / Doug Mitchell
Clerk of Session