

Ministry Meeting Minutes
October 2017

Administrative Support
3 October 2017

Amanda opened the meeting with prayer.

Members present: Janet Baker, Cherie James, Betsy Kennedy, Amanda Long, Gregor McLeod and David Rollins

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.

September Minutes were approved.

Preschool Report

- Taylor Farms Pumpkin Patch Field Trip: Children visit for a tour of the farm, a hayride, playground fun and pumpkin picking on Tuesday, October 3rd and Wednesday, October 4th
- Trahadias Studios: Pictures on Monday, October 23rd, Tuesday, October 24th and Wednesday, October 25th.
- Parent Conferences: Tuesday, November 7th. No preschool or kindergarten classes - childcare available in YAR during conferences.
- Trunk or Treat: Tuesday, October 31st (10:00 to 11:30 am in parking lot area next to the playground)
- Preschool Enrollment: There is one opening in the W/F 2 ½'s that a parent is interested in and will make us 100% full if they take it. I will know by Wednesday. We are happy!
- Preschool budget has been provided to be presented to session. Betsy will provide to Clerk of Session for inclusion in the consent agenda.

Old Business

- CE coverage – No issues with Sunday Discipleship classes. Wednesdays at the Well, meals are covered through Christmas. Working through some set up issues (tables, tablecloths, silverware, set up drinks). The Fellowship Hall is often used the evening prior to or morning of Wednesdays at the Well. Mike Raymer and Chris Viano may be able to assist with set up early Wednesday afternoons. Monthly PW Study review. Amanda will contact George Wong, to see if CE can provide someone to conduct the PW Study review.
- Copier Codes are currently on. Amanda will talk to Linda for clarification.
- Update of church windows dB – We need to get the word out to the congregation regarding our need to update church windows via helmsman articles, email blast, phone tree call. Link to the form will be provided. Amanda will provide the verbiage for these communications.
- DCE position and search committee: George Wong was present for this discussion. Search committee needs to be formed to begin and move forward in determining Bayside's needs for the DCE position. Admin and Christian Ed brainstormed to come up with the following list of congregants to ask to serve on this committee:
Betsy Kennedy – Admin Support Beth Montoya – Christian Education
Aaron Long and Mac Rollins – Youth Ron Garrison
Ashley McLeod Bill Warden
- Backups: George Wong – Christian Ed, Ed Spillman, Kelly or Mark Cook,
Linda will be asked to send a preliminary email. David will follow up with a phone call.

2018 Budget. Need to ensure that the BPC website hosting fee is captured in the budget.
Staff Benefit changes in 2018. Amanda and Betsy will meet with Luanne to ensure the budget amounts and the Employer plan numbers within BOP tool are correct and match. The Employer plan on the Board of Pensions website must be entered by 13 October. Employees may want to buy up from the EPO plan to the PPO plan, Amanda has broken down this information for Eugene and Linda and will sit down with each of them to discuss.

Chi Yi's BOP benefits opt out value is \$4000 this year.

David will discuss upcoming open season (30 October – 17 November) at upcoming staff meetings.

Gregor will work to meet with Walter to gain an understanding of BPCs network/server configuration requirements.

New Business

Upon return from vacation, Emma will work Fridays. Her days off will be Saturday and Monday.

Admin spoke with David regarding the concern of growing BPC membership and suggestions made by members of Session. We discussed that this is not the sole responsibility of the pastor(s). We all need to work together to grow the church working with evangelism, other committees, session, and the entire congregation.

Discussed the need to have a policy on service to the wider church limiting it to 2 weeks.

We are roughly saving \$16,000 with the vacant DCE position. Suggestion to provide Linda, Eugene, Emma and Chi Yi a one-time gift (\$2,000) for their hard work this summer. Funds are within our budget, but a motion to session is needed.

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| Staff Time away | | |
| Emma Ouellette | 5 – 16 Oct | Vacation |
| Chi Yi Wolbrink | 15 – 21 Oct | Hymn Society Mtg |
| Saul Fox | 29 Oct | Vacation |

David closed the meeting with prayer

Janet Baker, Recording Secretary

Christian Education
3 October 2017

Members present: George Wong, Laura Touhey, Beth Montoya

Live Streaming 2020

Phase 1 - Streaming of our church service to our video board in the Atrium - On going

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

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

Phase 4 - E-Mail List - of college students, spouses deployed, home bound congregants - a weekly note from Linda Vogel inviting all to log on & enjoy the sermon and scripture readings - TBA Phase 5 - E-Mail to unchurched friends and relatives by Session and the Congregation to help grow the church - once a month after combined service - TBA

Facebook - Contributions - Amanda Long, and Beth Montoya are the administrators for our Facebook. Activity on Facebook is very robust!

Admin / Education Meeting - The search for the new DCE has started. The Search Committee is being formed with Christian Education to be represented by Beth Montoya.

Holiday Festival Fund Raiser - Laura Touhey will organize a Fair with Vendors to raise money for updates to the Nursery. (Furniture and new cushions for the rocking chairs). Lindley Fox will sort through the toys to make sure they are in good repair and age appropriate.

Discovery Fair - It was a bee hive of activity and resulted in new volunteers for several ministries.

Living Nativity - Evangelism and Christian Education will partner to inject some energy and new ideas for this community outreach.

2018 Sunday School Kick Off with Congregation Care on the Triangle with festivities & food trucks.

Bayside Presbyterian Scholars - 2017 - E-Mail List Pending

Ashley Brenton - William and Mary, Madison Brown - JMU, Wesley Brown - George Mason Sam Kennedy - Clark University, Emilie Allen - Virginia Tech, Sydnie Allen - Virginia Wesleyan, Anthony Peters - JMU, Eden Fox - East Carolina, Meghan Rayhill - JMU, Connor Rayhill - JMU

George Wong, Moderator

Community Service
3 October 2017

Members present - Pam Spillman (Moderator), Martha & Rick Rudell, Lynne Owen, Connie Schreiber, Libby Graves, Susie Fulcher, Carlos & Judy Fletcher, Di Ricks, and Thom Sare. Emma dropped in for a while. We welcomed Joyce Ward to our meeting – Joyce is considering joining our Ministry, and learned about us at the Discovery Fair.

Mail –

- thank you notes from VA Supportive Housing, JCOC, and Seton for quarterly donations. Diamond Springs Elementary sent a thank you for school supplies.
- letter from VB Education Foundation to announce the “Beach Bags” program to feed students during weekends and school breaks. The food drive will be held 7 am – 7 pm, Thursday, October 26 at Pembroke Mall (near Kohl’s).

Events

1. Happy birthday to: Martha (10/11, not the 18!), Lynne (10/21)
2. Blood Drive –
 - Oct 10 (2 – 7 pm)
 - Martha needs volunteers to work at the registration desk – Joyce Ward will assist. Susie and Judy helping.
 - Since this is an ecumenical program – Martha is trying to get the other related churches involved.
3. Angel Tags –
 - starts Nov 12; ends Dec 3.
 - There will be 25 less tags than last year’s total of 264, due to Will’s work relocation. It was agreed to leave the tag total at the lesser amount due to decreased member rolls in the church, and to handle pop-up tag needs.
 - Susie will assist again this year.
 - Lynne has not heard whether Laura Touhey’s plan to donate to Angel Tags from her fundraiser has been approved.
 - Lynne will send an advertisement request to Linda by Oct 15 for the November Binnacle.
4. Thanksgiving Baskets –
 - Setup Nov 17, 1:30 pm; Food intake and fill of bags - Nov 18; loading of food in receiver’s cars - Nov 19.
 - Need BIG help Saturday and Sunday, and smaller help on Friday.
 - Susie helping Libby with planning/coordinating.
 - Libby working with Thom for Scout participation (Cub Scouts collect “Scouting for Food” donations in the neighborhood; Boy Scouts receive food at the church and bring to us).
 - Libby will coordinate a Minute for Mission possibly at Combined Service October 22.
 - Libby will put bins out mid-October.
 - Pam will make sure there are bin signs.
 - Libby is working with Kathy for preschool help with decorate bags – will ask if they can double bag.
 - The October Binnacle had an article on Thanksgiving Baskets – she will ask for it to be re-run for November.

TIME TABLE FOR THANKSGIVING BASKETS---2017

January, 2017 Reserve atrium for the Friday afternoon, Saturday morning & Afternoon and Sunday morning on the weekend of November 17-19

September; First week (after Labor Day) send out letters to
Pembroke Elementary School for 15
Mile-High Kids (Head Start) for 15
Health Services: Holiday Projects for 50
Bayside Pre-School for up to 15.
Linda Vogl for up to 20 for Bayside list & Thom Sare for Boy Scout food collection

Blurb for October Binnacle, T.V. Monitor, Web Page and condensed version for Helmsman issues.

October: Send out invitations to recipients of Baskets whose information has been provided by the agencies, with all the pick-up information.

November 1: Check with agencies on recipients whose letters were returned for correct contact information.
November 8: Call all recipients to remind them to pick up that Sunday or to call to make arrangements to pick up on Monday morning.

November 17: 1:30; open and arrange paper bags according to agency. Eugene will have set up the tables already.

November 18: 8:30 until..... bring donated food up from closet, accept food collected by scouts (checking for expiration dates etc.) and organize on dedicated tables and then start filling bags. (this takes many hands and much time)

November 19: 8:00 am-12:30 pm. Distribute bags & turkeys. Any left over, call if no arrangements have been made to pick up on Monday morning.

November 20: 9 a.m. distribute left overs, call Mile High, Human Services and Pembroke to ascertain what to do with left overs. Kathy will pick up Baskets for Preschool.

5. Winter Shelter –

- Nov 15-22
- JCOC sent email asking if we wanted “99 for the 1” to bring their shower ministry to our church for the shelter time. Thom said to ask about drainage considerations – may be complicated. Also timing is a consideration when coordinating dinner and clothing closet, etc. for the group. Connie to talk to Nicole/JCOC to learn more.
- As we mentioned previously, JCOC is planning to bring the bus earlier this year – maybe 8:30 pm.
- Connie is doing well with dinner sign-ups – only two spots open. Breakfast is less signed up but prospects are good.
- Clothing closet will again be in the library, using the z-racks. Coats will be given to JCOC ahead of time.
- Winter Shelter and Thanksgiving Turkeys will share the collection bins.
- Connie asked Emma to coordinate with David to show ministerial presence at the shelter, and maybe conduct a Bible study. Emma suggested that we can show the previous worship sermon on our website – could show it on the big screen at dinner.

6. Caroling – Dec 2, 10 am – Bayside Health & Rehab. Pam confirmed date/time with Clint; need to confirm with Bayside Health & Rehabilitation.

7. CSM Christmas Party – we decided that Dec 2 (6 pm, Pam’s house) is the best night. Pam will send out invitations.

8. We are again going to offer peanut sales to benefit Food Pantry during the holidays. Lynne talked with Bob Coffey/Lions Club and he will assist. Pam will assist Lynne. Lynne to set up meeting with Bob and Pam soon.

Old Business

1. Keim Center replacement – Pam to visit “Newborns in Need” and report back.
2. Results of Discovery Fair – Sep 17 – two prospects - Joyce Ward and Victor Weeks.
3. Results of Quarterly Potluck – Oct 1 – went well – thanks to all that helped.

Treasurer’s Report

1. Budget Status – \$19,055.61 of the \$25,000.00. Spending related to 1st through 3rd quarterly payments to our agencies. Also spent \$150.00 in Winter Shelter to pay JCOC to wash blankets. In Project Activity spent \$45.30 to buy warm weather clothing for Crescent Square; \$13.73 for Blood Donor return date cards; \$48.91 to augment donated razors/deodorant for St. Columba; \$24.99 for bottled water for St. Columba; and \$22.68 shared expense with Stewardship to decorate for the Oct 1 Potluck.
2. Food Pantry – balance available of \$4,782.33.
3. Non-Budget Account – \$0.

Session Highlights

1. In process – planning for sanctuary upgrades, and looking for volunteers to join planning committee.
2. In process – replacement for Kim. Next step to establish search committee – they would welcome any thoughts about position.
3. Discovery Fair went well – crowded, friendly, energetic “happening” place. Posted the fair as it was happening on Facebook, and it resulted in a lady and her daughter stopping in and signing up for Ministries.
4. Possibility for Nov 12 to be a Chili Cookoff – in replacement for picnic that had to be cancelled.
5. The issue with Eugene (not being paid for past wedding work) – has been resolved. Related – working on revised wedding policy.
6. Session agreed that the Christmas Eve service would be 10 am in addition to the three evening services. That is a Sunday.
7. Ron Stafford (name close but not correct) will be the guest speaker for Consecration Sunday – that will be a Combined Service – notification will be in Binnacle.
8. Bill Bertholf donated \$11K to be used to give \$3K per year related to Christian Education – similar to Coleman Fund.

Agency Reports:

1. Angel Tags (Lynne, Susie) – see above
2. Beach Health Clinic (Bill) – no report
3. Blood Drive (Martha) – see above
4. Caroling (Pam) – see above
5. Crisis Pregnancy Layette Collection (Pam) – see above
6. Easter Baskets (Connie, Lynne) – nothing to report
7. Emergency Disaster Shelter (Di) – Di was unable to stay for the entire meeting, but left message with Martha that she would like to revisit the need for this program.
8. Faith Works (Bob) – no report
9. Food Pantry (Lynne, Tracy, Connie)
 - Sep report – 14 families (26 Adults, 30 children); total costs \$468.92, \$400.00 donated.
 - Little Blue Wagon item for the month of October: Cereal
 - It was mentioned that Kroger (Shore Dr) also accepts tax exempt form and can be done at the register.
10. Good News Jail Ministry (Audre) – Audre called her contact – all is going well and they appreciate our continued support.
11. HumanKind (Carlos) – now part of a larger organization – brought us their annual report in recent months.
12. JCOC (Connie) – see above. In addition, JCOC asked if we would consider reinstating the quarterly dinners. This might be considered in 2018 if Winter Shelter is no longer necessary due to the city homeless building facility being built.
13. Meals on Wheels (Nancy) – no report
14. Samaritan House (Susie) –
 - October is Domestic Violence Awareness month, designated by people wearing purple, and associated events. Susie brought us some purple-wrapped Hershey kisses to mark the occasion.
 - Susie brought us a business card – with information about the Regional Housing Crisis Hotline (757-587-4202). Call them if we see a homeless person needing help.
15. School Supplies (Connie, Lynne) – nothing to report
16. Sentara Pace Bible Study (Lynne) – going again
17. Seton Youth Shelter (Pam)

- Seton Youth Shelter 23rd Annual Fashion Show and Luncheon, Thursday, November 16, 2017, 11 am – 2 pm, at Princess Anne Country Club. Tickets start at \$55. For tickets and info contact Melissa Ramsey at 757-963-5795 X 103 or mramsey@setonyouthshelters.org.
18. St. Columba (Lynne)
- Sandwiches delivered by SIS for the month of September: 310
19. Thanksgiving Baskets (Libby) – see above
20. Winter Shelter (Lynne, Connie) – see above
21. VA Supportive Housing (Gloria, Di) – no report

Pam Spillman, Moderator

Congregational Care
3 October 2017

Minutes pending.

Sandy Ronan & Emily Rudiger, Moderators

Evangelism
3 October 2017

Meeting opened at 7:15 pm

Members Present: Peggy Damuth, John Dannemann, Terri Dannemann and John Hamilton

1. Living Nativity - Handbell choir Saturday 5-6. Paid section leaders both nights.
2. George Wong visited and offered help from the Education ministry to make the living nativity a success.
3. Terri Dannemann handed out the living nativity timeline of events.

The meeting closed in prayer at 8:00 pm

Minutes submitted by Peggy Damuth

Global Missions
3 October 2017

Minutes Pending

Walter Martin, Moderator

Property
3 October 2017

The meeting was opened with prayer by Sperry Davis at 7:12 PM. Also present were Leslie Parr, Bob Allen, Steve Baker, Eugene Towler, and Betsy Davis.

It was reported the electric lighting of the new Ewell Road sign will be investigated when the contractor returns from vacation. Eugene also reported that White Electric will be working later in the week on several problems within the building including:

- Front entrance lights not coming on at dark

- Fellowship hall dimmers and lights
- Adult wing entrance light not turning off during daytime

Eugene reported there are no other electrical, plumbing, or water leak problems at this time.

The kitchen is in the process of being painted. Replacement cabinet hardware has been purchased along with several lemonade and water dispensers.

As his Eagle Scout project, Jake Rasmussen from our Boy Scout troupe has built and installed a “Little Library” in the parking lot near the youth wing.

As part of the landscaping project Bob Allen has planted some Vinca around the Oak tree roots. Various members of the Property Ministry have been taking turns watering the new grass in the Triangle. Bob will be buying pansies at the appropriate time for the front entrance. It was noted that the lawn sprinkler system is running too much and some areas and plants are suffering. The group will be working to correct the problem.

Betsy reported that the pre-school had received a good report from recent fire inspection.

Several members of the Property Ministry will not be available for the November 4th Fall Cleanup. Eugene will order an additional dumpster for yard debris. Reminder of the event will be in the form of a minute for mission on October 29th.

Bob Allen closed the meeting with prayer at 8:10PM.

Sperry Davis, Moderator

Stewardship
3 October 2017

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

Present were Hugh Vaughan, Luanne Wong, Bill Graves, Bob Baker, Gary Crossman, and Tom Weeks. While presenting the Treasurer’s Report and Balance Sheet, Luanne commented that we’re currently \$47K in the red due to only 89% of pledged offerings received to date but this is like last year and we ended up in the black as contributions increased during the Thanksgiving/Christmas season.

Luanne said that she had booked flights and hotel room for Consecration Sunday speaker, Dr. Sadler.

Group discussed how to appropriate funds Louise Robinson bequeathed to Bayside. Decided to recommend to Session that funds be divided equally between Minister’s Special Benevolence, Food Pantry Fund, William and Rhonda Bertholf Educational Fund, and Louise Robinson Fund (new fund administered by Stewardship Ministry).

Bob reminded that Stewardship calendar should include ½ day budget workshop on 11/18 and Stewardship meeting 11/14 to review of pledges received and prepare for the ½ day workshop.

Gary recommended that 2018 budget not include any new items that weren’t in last year’s budget unless supported by pledges. Tom commented that ministry’s 2018 budget requests were within 2% of last year with exception of Global Mission

The meeting was closed at 8:30 PM.

Minutes submitted by Tom Weeks

Worship
3 October 2017

Worship Ministry Meeting was called to order by moderator, Nancy Guy.

Those in attendance were as follows: Nancy Guy, Mary Jo Kennedy, Dardy Long, July Crossman, Berny Wallace
Chi Yi Wolbrink, Janet Martin

Old Business: Ministry Fair was deemed a success as several people signed up to help with flowers, ushering and etc.

Summer Worship survey was summarized and discussed. The total summary will be sent by Nancy directly to the Clerk via e-mail. The data will be kept on file for helping with decision making next summer.

The Pet Blessing Service is scheduled for October 22, 2017 at 2PM. It will be held outside, weather permitting.

New Business: We discussed special advent services and it was decided to postpone the Celtic Service for one year when we will have a new Christian Ed Director to assist.

The Longest Night will take place on December 21st directed by Pastor Emma.

Chi Yi suggested we reinstate our greeter program with better emphasis on identifying new visitors and making them feel welcome.

Reports: Chi Yi gave out a written report on the accomplishments of the music programs along with the many music events planned for the rest of the year and beyond.

It was noted by the members present the success of the children's choir with 23 children being present in worship on Sunday with many singing in the children's choir. Kudos given to Chi Yi for her hard work this summer working along with Saul to bring excellent music to our worship service.

Closed with prayer by Judy Crossman

Berny Wallace, recorder