

Agenda for the Stated Session Meeting
Bayside Presbyterian Church
17 October 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 of Session

1. Minutes from the last Stated Session Meeting
2. Tonight's Agenda

Motion: It is moved by the Clerk that the Session approve the minutes from last month's Session meeting and the agenda for today's Stated Meeting, as amended.

STATISTICS FOR SEPTEMBER

1. Attendance:

Previous Three Septembers

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Total of All Sundays	Weekly Average
2014	108/36	224/75	300/100	326	958	239
2015	103/34	218/73	295/98	146	762	191
2016	97/32	180/60	281/94	175	733	183
2017	89/30	204/68	257/86	157	707	177

2. Reception of New Members: None
3. Baptisms: 01 October: Benjamin Crawford (son of Abbey and Earl Crawford)
4. Church Weddings: None.
4. Member Transfers: None.
5. Member Deaths: None

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report

Luanne Wong

Motion: It is moved by _____ that the treasurer's report and balance sheet be accepted with thanks.

2. Discussion and motion for distribution of funds from the estate of Louise Robinson (Motion will be required)

Stewardship

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

1. Bayside Preschool Budget (for Info)
2. Letter from the Head Usher / Terri Dannemann

Enclosure (1)

Enclosure (7)

PEVA / CHURCH ISSUES

1. Comments on Retreat at First Pres Norfolk on 30 Sept / "Why Won't They Come?"
2. Election of Commissioners for PEVA Meeting

Tuesday, 24 October, 1-5 pm, 2nd Presbyterian Church of Norfolk

Motion to approve:

PASTOR TRAINING

Rev. Dr. David Rollins

CONTINUING ISSUES

- | | | |
|--|------------------|---------------|
| 1. Church policy and procedures review updates | Clerk | Enclosure (2) |
| 2. Sanctuary Updates – Task Force | Rev. Dr. Rollins | |
| 3. Director of Christian Education Replacement | Admin Support | |

Motion: The Admin Support Ministry moves that Betsy Kennedy, Beth Montoya, Aaron Long, Mac Rollins, Ron Garrison, Ashley Mcleod, and Bill Warden be approved as the Search Committee for the Director of Christian Education.

- | | | |
|--------------------------|------------------|---------------|
| 4. Wedding Policy | Worship | |
| 5. Summer Worship Survey | Worship | Enclosure (3) |
| 6. Session Retreat | Rev. Dr. Rollins | |

NEW ISSUES

- | | | |
|---|---------------------|---------------|
| 1. Church Nursery Fundraising Request
Motion required. | Christian Education | Enclosure (4) |
| 2. Living Waters Fundraising Request
Motion required. | Global Missions | Enclosure (5) |
| 3. Communion for 19 November Evening Ecumenical Service
Motion required. | Dr. Rollins | |

STAFF REPORTS

Director of Music Ministries	Chi-Yi Chen Wolbrink	Enclosure (6)
Associate Pastor	Rev. Emma Ouellette	
Pastor / Head of Staff	Rev. Dr. David Rollins	

SUPPLEMENTAL MINISTRY REPORTS

Items/issues not included in Ministry Minutes

EXECUTIVE SESSION

To review and approve the minutes from the September Executive Session Meeting

CLOSING WITH PRAYER

Enclosure (1) Bayside Preschool Budget

Bayside Presbyterian Preschool and Kindergarten

ANNUAL BUDGET 2018

Budget Highlights:

INCOME

- We continue to assess the impact of the expansion of many area private schools into preschool programs, the higher demand for daycare only and the beginning of all-day Kindergarten in Virginia Beach. We increase our vacancy amounts due to these uncertainties.
- Our total openings are decreased from 185 to 171 due to the high demand for 5-day threes; this effectively eliminates a 2-day threes class, but provides a more accurate estimate of tuition fees.
- Tuition Rates will increase in the fall 2018 for all classes except Toddlers.

EXPENSES

- All pay rates remain the same. However, total teaching days increase due to *an early Labor Day* this year.
- Most line items remain the same, with some small decreases to some items.
- Memberships and Fees – are increased for the possible start of an *online tuition payment option* and the fees or costs associated with this service.
- Donation/Pledge – has not been decreased. A reclassification of a payroll cost was requested by the Church Treasurer.

Bayside Presbyterian Preschool and Kindergarten					
Annual Budget for 2018					
INCOME:			2017 Budget	2018 Budget	Account Number
Registration Fees			\$29,350.00	\$26,250.00	4300-1100-0000
Tuition			\$293,400.00	\$291,520.00	4300-1110-0000
Tuition-Early Drop-off			\$5,400.00	\$6,000.00	4300-1113-0000
Tuition-Afternoon Program			\$4,000.00	\$7,000.00	
Summer Camp Tuition			\$14,000.00	\$14,750.00	4300-1111-0000
Special Projects-Box Tops			\$600.00	\$600.00	4300-1115-0000
School Picture Commission			\$700.00	\$700.00	4300-1120-0000
Fees			\$750.00	\$500.00	4300-1125-0000
Interest Income			\$150.00	\$150.00	4300-1130-0000
TOTAL INCOME:			<u>\$348,350.00</u>	<u>\$347,470.00</u>	
EXPENSES:					
Classroom Supplies			\$13,000.00	\$13,000.00	5300-1100-0000
Paper Products			\$1,100.00	\$1,100.00	5300-1105-0000
Snacks			\$2,200.00	\$2,200.00	5300-1110-0000
Copier Fee - BPC			\$2,400.00	\$2,400.00	5300-1115-0000
Other Consumables			\$2,800.00	\$2,800.00	5300-1120-0000
Postage			\$175.00	\$175.00	5300-1125-0000
Books			\$225.00	\$225.00	5300-1130-0000
Equipment			\$6,000.00	\$5,000.00	5300-1135-0000
Teacher/Parent Resources			\$1,100.00	\$1,100.00	5300-1140-0000
Donations - Pledge to Church			\$9,240.00	\$7,500.00	5300-1141-0000
Salaries & Wages			\$273,725.00	\$276,295.90	5300-1150-0000
Social Security-Employer			\$20,939.96	\$21,136.63	5300-1151-0000
Workmans Comp/Liability Insurance			\$3,200.00	\$3,200.00	5300-1152-0000
Payroll Service			\$2,000.00	\$2,000.00	5300-1155-0000
Teacher Training-CPR/First Aid			\$400.00	\$400.00	5300-1160-0000
Criminal Records Checks			\$300.00	\$300.00	5300-1165-0000
Bank Fees			\$75.00	\$75.00	5300-1170-0000
Memberships, Fees & Dues			\$225.00	\$800.00	5300-1171-0000
School T-Shirts			\$1,450.00	\$1,450.00	5300-1175-0000
Teacher Gifts to Students			\$375.00	\$375.00	5300-1176-0000
Teas-Parent Day			\$400.00	\$400.00	5300-1177-0000
Special Projects-Enrichment			<u>\$7,000.00</u>	<u>\$5,500.00</u>	5300-1180-0000
TOTAL EXPENSES			<u>\$348,329.96</u>	<u>\$347,432.53</u>	
NET DIFFERENCE			<u>\$20.04</u>	<u>\$37.47</u>	

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	2017	
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	
Congregational Care	Active Membership Policy	2016	
Property	Building Use Policy	2010	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 – 2020 Vision	2017	
Worship	Funeral Policy	2016	
Worship	Wedding Policy	2015	Update in progress based on August wedding experience
Worship	Lay Reader Guidelines	2015	

SUMMER WORSHIP SURVEY

On Sunday, September 17 surveys were distributed to all who attended the three services of worship. Surveys were made available in the office through Monday, September 25. A total of 119 surveys were returned, 23 from the 8:00 service, 32 from the 9:00 service and 64 from the 11:00 service.

Results

Attended during the summer

8:00	22 of 23 (96%)
9:00	32 of 32 (100%)
11:00	57 of 64 (89%)
TOTAL	111 of 119 (93%)

Average number of services attended from those reporting an estimate

8:00	9.8 out of 12
9:00	9.4 out of 12
11:00	8.0 out of 12

Reasons for not attending:

The one person from 8:00 said it was “too late”

All 7 of the people from 11:00 who did not attend said the service was “too early”

In addition, 11 of the people from the 11:00 service who HAD attended some of the summer services said it was “too early” and they would have attended more often if it was later.

Enjoyment of service (of the 111 who attended)

Number who reported that they enjoyed the service

8:00	22 of 22 (100%)
9:00	31 of 32 (97%)
11:00	55 of 57 (96%)
TOTAL	108 of 111 (97%)

Reasons:

Of the 3 people who reported not enjoying the services, the one from 9:00 said it “dragged on too long” and the two from 11:00 “did not like the combined format.”

Of the 108 who did report enjoying the service, not everyone noted reasons. The most reported reason was that they liked seeing people who they did not regularly see (91%). Second was “having a full church” at 82%.

It is notable that a significant majority of people (77%) reported affirmatively enjoying the music, which also garnered a number of hand written comments including: “Great combination of traditional and contemporary,” “Enjoyed having both traditional and contemporary music,” “Really enjoyed the music!” “Exceptional!”, “Great job with the music!”

It is also notable that 50% of the people from the Sail On service reported that they enjoyed being in the Sanctuary and two of them starred the answer.

Should we have a combined service next summer?

The overwhelming majority voted to have a single combined service next year.

Six people wrote that we should do it all year.

Voting “yes” to doing it next summer

8:00	22 of 23 (96%)
9:00	30 of 32 (93%)
11:00	56 of 64 (87%)
TOTAL	108 of 119 (91%)

The total number of people voting a time preference (115) exceeded the number of people voting to have a combined service. All seven of the people who voted not to continue but expressed a time preference were people from the 11:00 service who voted for a time of 11:00, which may skew the results for that time.

There were a wide variety of times suggested as follows:

	8:00	9:00	11:00	TOTAL	Percent
8:00	1	0	0	1	less than 1%
9:00	11	12	8	31	27%
9 or 10	3	3	5	11	10%
10:00	6	9	25	40	35%
10 or 11	0	0	4	4	3%
11:00	0	1	13	14	12%
No Preference	1	7	6	14	12%
TOTAL	22	32	61	115	100%

One person suggested 9:30 but was counted as “9 or 10” and one person wanted two services one at 9:00 and one at 10:00

Summer attendance was down this year over previous years. It is hard to know whether it was entirely a function of the single service given the general downward trend in attendance and the fact that we had a temporary minister. (Although two people expressly noted that they enjoyed Vernon Murray.) The people who DID come seemed to really enjoy the service, as reflected in the 97% response on the survey.

If we do it again the time with the most consensus is 10:00, since 48% did at least mention that time as an option (combining 10:00 with “9 or 10”).

**BAYSIDE PRESBYTERIAN CHURCH
FUNDRAISING APPLICATION FORM**

Name of Organization/Group (must be a recognized church affiliated organization):

Christian Education & Property

Contact Person (must be a church member): Laura Naud
E-Mail: Laura21Christine@hotmail.com Phone: (757) 944-1232

For what purpose are funds being raised?

to update the nursery with new cabinets, high chairs
& cushions for the chairs.

What event or activity are you wishing to conduct? (Candy or other sale, concert, show, etc.)

A Holiday Bazaar

Date(s) and Time(s) desired for fundraiser:

Nov. 4th 2-7pm event will be (3-4) one hour to setup & clean up.

Note: Your request must be scheduled through the Church front office. This form does not constitute a request or confirmation for rooms or space at Bayside Presbyterian Church. Rooms and the outside grounds and dates are subject to availability.

What is your financial goal (the amount you wish to raise?): \$ 300

What is the cost (before profit) that you will expend in order to fundraise? \$ _____

How much seed money (cash advance) is needed? \$ _____

How many people will you involve in the work of fundraising? (i.e., 20 church members will cook, serve, market, set-up and clean up)

about 15 people

How does this activity you are sponsoring reflect the mission of the Church?

It will give young families a comfortable/safe place for their bundles of joy to be cared for.

Does this activity support funding necessary for your ministry? If no, what is the purpose of the fundraising and how does it support the mission of the Church?

Yes, we will raise money for the church nursery.

I have read and understand Bayside Presbyterian Church's Fundraising Policy and Procedures.

Laura Naud
Signature of Requesting Representative (Church Member)

Acknowledgement - Signature of Church Secretary

Facilities available _____ Not available _____

Signature of Admin Support Moderator

Request Approved _____ Disapproved _____

**BAYSIDE PRESBYTERIAN CHURCH
FUNDRAISING APPLICATION FORM**

Name of Organization/Group (must be a recognized church affiliated organization):

LIVING WATERS OF THE WORLD

Contact Person (must be a church member):

DI RICKS

E-Mail: DIRICKS91@GMAIL.COM

Phone: 5766097

For what purpose are funds being raised?

PURCHASE HYGIENE TRG. MATERIALS TO TEACH RESIDENTS OF PERU ORPHANAGE WHEN WE RETURN TO INSTALL SYS

What event or activity are you wishing to conduct? (Candy or other sale, concert, show, etc.)

SELL CRAFTS MADE BY ORPHANAGE & STUDENTS

Date(s) and Time(s) desired for fundraiser:

11/5 OR 12/3 BEFORE & AFTER COMBINED SERVICE

Note: Your request must be scheduled through the Church front office. This form does not constitute a request or confirmation for rooms or space at Bayside Presbyterian Church. Rooms and the outside grounds and dates are subject to availability.

What is your financial goal (the amount you wish to raise?):

\$ HOPEFULLY \$150+

What is the cost (before profit) that you will expend in order to fundraise?

\$ \$70

How much seed money (cash advance) is needed?

\$ 0

How many people will you involve in the work of fundraising? (i.e., 20 church members will cook, serve, market, set-up and clean up)

PERU COMMITTEE (5)

How does this activity you are sponsoring reflect the mission of the Church?

AS REFLECTED IN 2020 GOALS

Does this activity support funding necessary for your ministry? If no, what is the purpose of the fundraising and how does it support the mission of the Church?

PLEASE SEE ABOVE

I have read and understand Bayside Presbyterian Church's Fundraising Policy and Procedures.

Dricks

Signature of Requesting Representative (Church Member)

Acknowledgement - Signature of Church Secretary

Signature of Admin Support Moderator

Facilities available _____ Not available _____

Request Approved _____ Disapproved _____

Enclosure (6): Director of Music Ministries Report

1. We have a new Soprano section leader-Brenna Miller. Brenda graduated from the University of Richmond with a major in Voice Performance, and is now teaching at La Pettie Academy. We are still looking for the Bass section leader.
2. The Children's Choir has 12-15 attendance at JAM and about 5-8 on Sunday mornings. The Children's choir plans to participate in the monthly Combined service. Their next performance will be at the November 5th All Saints Sunday combined service.
3. Sarah Williams (the percussionist at Sail On) is teaching the children to use the drums on the last Wednesday of the month during JAM.
4. During the Christmas season the Handbell Choir will play from 5:20-6pm on December 9 during one of the Nativity Programs. They will also play during the Dec. 10th Sunday worship
5. The Sanctuary Choir will present a Christmas Cantata on Sunday, Dec. 17th at the 11am service
6. I am working on sending the 1990 hymnals (around 120 copies) as a donation to Churches through Amanda Long, in support of PCUSA and the disaster recovery project.
7. The Sanctuary Choir will participate in a hymn sing at Westminster Canterbury on February 8, 2018 (Thursday, 7:30-8:10 pm).
8. For my reading project in preparation for the Calvin Worship Institution grants writing project and the 2020 vision, I am reading:
**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).
9. I am providing information on used pipe organs to the 2020 Sanctuary renovation committee.
10. I am working with Mary Hubbard on writing Liturgical season articles for the Binnacle: "Why do we....."

New Business:

1. Three pianos have been tuned-one in the choir room, two are in the Sanctuary. The Kawai piano in the Choir room needs a dehumidifier installed to keep the humidity at 40-50%. The best piano tuner in Hampton Roads is Mr. Henry Favir, and he has suggested that we install 25W and 85W Dehumidifier equipment. If we install before the end of October, the cost is still under budget.
2. We are updating the Music Library inventory with a better computer program. Chris Horne has volunteered to help every Tuesday from 5-7. We are cleaning the cabinet and music storage room also; it will take a few months.
3. We are connecting through social networks with Little Greek Chaplin Rev. John Potter and trying to find ways we can invite school of music musicians to participate our music program in near future.

Serving the Wider Churches:

- Lecturing for the North America Taiwanese Pastors retreat on "God With Us in Worship-Always being Reformed"- Oct 6-7, 2017 Baltimore
- Harmony event- Oct 15-17, 2017 in Dallas TX
- Hymn Society and Congregational Songs, North America and Canada Executive Committee annual meeting Oct 17-20, 2017 in Dallas TX
- Linda Althof will be the substitute organist on Oct 15, 2017.

Enclosure (7): Letter from the Head Usher, Terri Dannemann

Dear Doug,

I would greatly appreciate you reading this to Session at the upcoming November meeting.

Thank you, Terri Dannemann

Dear Bayside Friends,

I want to inform you that as of January 01, 2018, I will no longer serve Bayside (and God) as Head Usher for the 11:00 services. I have been talking to God about wanting to resign from this position for some time now. I took over the job about 10 years ago when Jim and Joyce Hamilton left the church and I saw Herb Gordon struggling with the job. Herb did intend to help me more with this position initially, but more or less left me pretty much on my own to carry out the job. I shared my decision to step down from this position in August with Herb and he indicated that he would "step up" and take over in January. Recruiting, training, updating, reminding, replacing ushers is a more challenging and time-consuming job than most would imagine it to be. I am simply weary of the position and desperately need a change. I only have one permanent Usher for December because it is such a busy time for church members they simply don't want to commit to ushering for the whole month. So for years, I have obtained "fill ins" to cover all of the services in December. And my husband and I fill in as well. We will do our best to cover it again this December. After that, it is time for me to pass the Head Usher baton to Herb or someone else. Thank you for your consideration.

IHN, Terri Dannemann