

Ministry Meeting Minutes November 2017

Administrative Support
7 November 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.

October Minutes were approved.

Preschool Report

- Community Service Project:
- Turkeys and Thanksgiving food items, children are decorating 130 bags.
- Conference Day: Tuesday, November 7th, preschool is closed. Child care was in the Youth Activity Room during conferences
- Veteran's Day: Friday November 10th, preschool is closed for the day
- Thanksgiving Feasts: Monday, November 20th - 2-day 3's classes (Colthorpe and Jost) in Youth Activity Room. Tuesday, November 21st - All 4's classes in the Fellowship Hall, All 3's classes (Stephanie Smith and Amy Jost) in Youth Activity Room. Kindergarten class in Room 404
- Thanksgiving Holiday: Wednesday November 22nd - Friday November 24th
- Stay and Play: 8 Children for Tuesdays and 6 Children for Thursdays
- Preschool Classes: All preschool classes and the kindergarten class are 100% full

Old Business

DCE position and search committee update:

Committee has met, reviewed the Job description, making changes to address BPC's current needs in filling the position. Committee was in agreement that this should be a full time position.

2018 Budget items

Discrepancies and errors were found with 2017 BOP staff entries, moving forward, 2 people (Treasurer and Admin Support) need to be involved with these BOP entries.

Fee for hosting BPC website is not a separate line item in the budget; however, the Computer Equipment/ Software line was increased, the website fee can be absorbed here.

Benefits Open Season 30 Oct – 17 November

Amanda has gone over the benefits changes with Eugene and Linda, these coming changes were briefed to the staff last year in response to BOP changes and are in keeping with our 2020 vision.

David's BOP benefits, Amanda has compared the entry and no changes have been made. David will complete the BOP actions (dental/life) before the suspense date and Amanda will check with Luanne to determine if additional actions are taken/needed.

Update on church computers

Walter has not returned Gregor's calls. Discussed the need to have an assessment of the church computers/network. Gregor will contact Linda to obtain contact information for the company that provided the temporary and permanent solution to our wifi switch problems last month.

New Business:

Gregor will serve as Moderator of Admin Support next year, Kay Neiman Meyers will join Admin as a new Elder

Birthdays and Staff Time away

Eugene Towler	29 – 30 Nov	Vacation
Eugene Towler	22 Dec	Birthday
Chi Yi	28 Dec – 17 Jan	Vacation
David Rollins	31 Dec	Birthday

Amanda closed the meeting with prayer

Janet Baker, Recording Secretary

Christian Education
7 November 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

Beth Montoya will write a short piece to use in the Helmsman or Binnacle urging church members to notify friends and families about our online Sermons. We believe this is a great way to keep our members connected and a tool to recruit new members.

Facebook - Contributions - Amanda Long and Beth Montoya are the administrators for our Facebook. Activity on Facebook is robust! We are in need of cub reporters to take photos. Pictures of church activities and members in action help to put a face on our church. Pictures can be sent to Baysidepresbypics@gmail.com

Admin / Education Meeting - The search for the new DCE has started. The Search Committee is being formed with Christian Education represented by Beth Montoya. A new job description has been developed and will be presented to Session before the search proceeds.

Holiday Festival Fund Raiser - Laura Touhey organized a Fair with Vendors and raised several hundred dollars for updating on Nursery. New cushions for the rockers will be purchased.

Living Nativity - Evangelism and Christian Education will partner to inject some energy and new ideas for this community outreach. Our Bell choir will possibly perform. Possible use of our section leaders and choir were also discussed.

Faith Inclusion Network - Our Contact Person is our own Laura Touhey.

Submitted by Moderator George Wong

Community Service
7 November 2017

Members present - Pam Spillman (Moderator), Connie Schreiber, Libby Graves, Susie Fulcher, Di Ricks, Joyce Ward, Lorraine Mahone, and Emma Ouellette.

Mail – received a thank you note from JCOC/quarterly donation.

Events coming up

1. Happy Birthday: Pam – Nov 4, Carlos – Nov 18, Libby – Nov 26, Audre - Nov 29
2. Angel Tags: Nov 12 to Dec 3
 - Preparation of the tags moving along
 - Trying to hold total tags to 225
3. Thanksgiving Baskets:
 - Only 54 of the approx. 110 turkeys are signed up for so far – Emma will ask for more donations this Sunday – Libby to send her what to say
 - Kathy Armstrong is working on decorating the grocery bags and will double bag them
 - Need help for set up - Nov 17, 1:00 pm
 - Need help for food sorting - Nov 18, 8:30 to noon
 - Need help to give out bags–Nov 19
 - Pam will help on Monday with whatever doesn't get picked up

4. Winter Shelter: Nov 15 - 22

- Progress of help for breakfast, dinner, clothes closet – need helpers, and could use more clothing donations for ladies. Emma will announce from pulpit Sunday, Connie to send her what to say
- Shower facilities – will need to wash the towels used each night
- Choir will come Thursday night, and Praise Band practices on Monday night
- Podiatrist will come Monday night
- MOPS pre-sorted clothes – Nov 6th
- Need help to set up in Library with clothes closet on Monday, Nov 13th at noon

5. Peanut Sales: Nov 19 to Dec 17

- Offering a few new varieties this year
- Submitted Fundraising Application Form to Stewardship and Linda Vogl – pre-approved due to Food Pantry exemption
- Sending Preschool order forms to distribute to parents, vice selling in person
- Need help selling on Sundays

6. Caroling at Bayside Healthcare: Dec 2, 10 am

- Clint contacted/agreed to help - Clint contacted others to participate too
- Contacted Shannon Rowe, Activities Director at Bayside Health & Rehab – she agreed to the date/time

7. CSM Christmas Party at the Spillman's: Sat, Dec 2, 6 pm, invitations handed out at meeting

Old Business

1. Blood Drive Results – Oct 10

- Number of units collected: 33
- All going well, new volunteers

2. Layette Program - Substitute for Keim Center:

- Newborns in Need – sent email of info to ministry members on Oct 24. They don't limit clothing donations to only those in need, but believe about 95% go to low socio-economic babies.
- Other ideas – Samaritan House?
- Discussed this at length. We had previously decided not to support Keim Center since their primary focus was to prevent abortion, vice (our primary mission to) help the poor. In this meeting we discussed who we would support instead – but the group decided to NOT conduct the layette drive this December. Instead we will look for another (less crowded) time of year - since the previous connection with the layette to Christmas and the birth of baby Jesus was lost years ago. Also, the group is not convinced we need to introduce a new agency (like Newborns in Need) when perhaps we could combine layette giving with another existing agency, like Samaritan House. While Samaritan House may not need the vast quantities of baby items we collect – they do need some of these, and other non-baby things – and we currently have trouble fitting those types of donations into our schedule (see discussion for Samaritan House below).

New Business

1. Living Nativity – Pam coordinating with Evangelism to bring a canned good for Food Pantry. Set out Little Blue Wagon.

Treasurer's Report

1. Budget Status –

- \$25,000.00 less \$19,035.61 spent to date, equals \$5,964.39 remaining.
- Pending 4th quarter payments to our agencies will reduce this balance by \$5,050.00.
- “Real” amount remaining is \$914.39 left to help with additional needs of Winter Shelter, Angel Tags, and Thanksgiving Turkeys.

2. Food Pantry balance: \$10,874.33.

3. Non budget status: \$0. Received \$20 from Jean Reid for turkeys, but this was moved into the Asking Budget above.

Session Highlights

1. Biggest news – former Bayside member Louise Robinson passed away several years ago, leaving Bayside \$24,500.00. This bequest was contested by her daughter. Bayside finally received funds – Stewardship proposed and Session approved the distribution as follows: \$6,000 to Food Pantry; \$6,000 to Minister's Benevolence Fund; \$6,000 to Educational Fund; and \$6,500 to a Louise Robinson fund to be used as deemed by Session.

2. Terri Danneman is stepping down as Head Usher – Herb Gordon will take it but looking for assistance.

3. There will be an Ecumenical Thanksgiving Service in the Sanctuary on Nov 19 at 6 pm. Should be over before Winter Shelter.

4. The process to replace Kim is underway – first meeting of search committee was Oct 23. They are looking at Kim's current job description but everything is on the table.

5. Summer worship survey – most liked one service but consensus was to change from 9 am to 10 am next summer.

6. Two Fundraising Events coming up – one from Laura Naud to raise money to update the church nursery; and second to raise money to help Living Waters.

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) – no report
 8. Faith Works (Bob) – no report
 9. Food Pantry (Lynne, Tracy, Connie)
 - Report for October: 14 Families (33 Adults, 26 children); Total Spent: \$564.84, Total Donated: \$499.02
 - Item of the month for LBW: November, Canned Fruit
 10. Good News Jail Ministry (Audre) – nothing new to report, all going well
 11. HumanKind (Carlos) – no report
 12. JCOC (Connie) – see above
 13. Meals on Wheels (Nancy) – no report
 14. Samaritan House (Susie) –
 - SH put out a need for donations for furniture and furnishings, but Susie felt we were too busy right now to help. Suggested she (1) look for a different time of year to conduct drive, or (2) use our budget to purchase thrift store items to donate. If (2) is chosen, would need vote by our group as to amount allowable from budget.
 - Emma said the Ecumenical Thanksgiving Service on Nov 19 will distribute its freewill donation to Samaritan House.
 15. School Supplies (Connie, Lynne) – nothing to report
 16. Sentara Pace Bible Study (Lynne) – going well in a private room there
 17. Seton Youth Shelter (Pam) –
 - 23rd Annual Fashion Show and Luncheon, Nov 16, 11 am – 2 pm, Princess Anne Country Club. Tickets start at \$55. For more info call Melissa Ramsay, 757-963-5795 x 103
 -
 18. St. Columba (Lynne)
 - Number of sandwiches made/delivered by SIS for October: 265
 - They will take excess sandwiches from Winter Shelter to in November
 - Will not take sandwiches in December because they get lots of food donated in December because of the holidays
 19. Thanksgiving Baskets (Libby) – see above
 20. Winter Shelter (Lynne, Connie) – see above
 21. VA Supportive Housing (Gloria, Di) – VSH asked us to consider hosting a meal at Thanksgiving for the residents of Crescent Square. This request was too short-notice given our current packed schedule for November. But we could consider hosting a dinner for them at another, less busy time of the year – maybe Valentine’s Day or Easter.
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Congregational Care
7 November 2017

Attending: Nancy Hamilton, Paula Jesberg, Sandy Odom, Sandy Ronan and Emma Oulette

Most of our meeting was spent discussing the logistics of the Chili Cook off which was most successful. Not only was there an extensive variety of chili dishes but there were also games enjoyed by both adults and children. Emma thoughtfully provided kid friendly Mac n Cheese which was a real hit.

BFF has many activities planned through December. If anyone has an idea of something that folks might enjoy, we welcome you to talk to Paula or any one of us. These events come under the umbrella of Congregational Care but are set up by anyone with a special interest in an activity.

Tech Savvy is held on the first Monday of the month depending on interest from attendees and the availability of Walter. Bring your questions and share your problems and experiences.

The meeting was adjourned at 8:30 pm.

Sandy Ronan & Emily Rudiger, Moderators

Evangelism
7 November 2017

Opening Prayer – Terri Dannemann – 7:30 pm

Members Present: 1. John Dannemann 2. Terri Dannemann 3. Clancy Holland 4. John Hamilton
5. Russ Brown 6. Emma Ouellette – made a brief appearance

Old Business

A. Mentoring Issue: Pastor Emma reported on 2 potential members who might need mentors. Terri D. advised mentors on hand are: Tom Weeks and Terri Wilkins. B. 2018 Evangelism Budget: Moderator spoke on, advising budget was increased for 2018 and voted on by ministry members in June - \$4,500.00. Increase caused by increased fee for LN animals. Budget workshop rescheduled to 12/15/17. Moderator will reaffirm increase which was sent to Stewardship moderator June 8, 2017. C. Living Nativity –12/9 & 12/10, 2017 @ 5-8 pm – Animals scheduled. • John Hamilton procured proof for sign-up board and emailed to all to review, NOV 7, 2017 – proof attached. If approved by all, sign-up board will be displayed in NOV/DEC. • Terri D. passed out time line and text to be used in minutes for mission. Participant & dates also appointed. Pastor Emma volunteered to present for Jean Reid (11/19/17 @ 8am service &

11/26/17 @ 8am service) because of recent, demanding family conditions in the Reid household. • Terri D. advised she ordered long needed replacement angel wings (3) + silver halos (1 doz.) + token gifts for LN participants (refrigerator magnets): estimated total cost = \$95+. She was encouraged to submit bills for reimbursement from our budgeted expense fund. • John Hamilton advised housing for the LN is on schedule (12/2, SAT) as are erectors. In addition, he stated outdoor lighting was on scheduled. • Terri D. confirmed she was working with Chi for bell-ringers to participate in LN at scheduled intervals. • Russ Brown is to contact Sperry Davis and Steve Baker Monday, 11/20/17 to make sure they can arrange for technical support (set up and take down of audio system) on 12/9 & 12/10. • LN critique forms – additional discussion scheduled @ next ministry meeting, 12/5/17. • Discovery Fair (9/17/17)– “Catch the Wind” – Pastor Emma reported on her dialog with Rachel Miller and with Lane Meyers. Positive feedback for Mrs. Miller and not so positive for Mr. Meyers. Contact with Mr. Meyers difficult because of his failure to return calls. Also, his church attendance is “spotty.” Pastor Emma to follow up with Mrs. Miller, a navy person with 2 children. • Separate lectern for committee sign-up in church foyer: already too crowded. Table idea for now. New Business

1. Incoming Elder assigned to Evangelism – Butch Brenton. No discussion. 2. Hugh Vaughn (Stewardship Ministry Moderator) – sent an email 10/14/17: Bob Baker has suggested that Evangelism should add a social media component to the program. Please give it consideration November's ministry meeting. It would add to your tasks: face book, video streaming, etc. Pastor Emma addressed: Said this represented several social media medias – Instagram, Twitter, BPC web site, etc. and was much too large a topic to decide upon during this time of year, a topic better served in 2018 during a “brainstorming meeting.” Closing Prayer – Russ Brown – 8:30 pm

Minutes Respectfully Submitted by, Russ Brown

Attachment: LN Sign up proof

Minutes submitted by Peggy Damuth

Global Missions
7 November 2017

No minutes received.

Walter Martin, Moderator

Property
7 November 2017

The present were Leslie Parr, John Jeffcoat, Steve Baker, Eugene Towler, and Dawn Burns.

Lighting of the new Ewell Road sign was discussed and Eugen will contact Miss Utility to get old underground wiring marked in the area of the sign.

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

The kitchen painting is complete. Ice machine venting is waiting on contractor to return from family emergency.

On the landscaping project John Jeffcoat has volunteered to be the contact with the sprinkler company to research adding a zone to the youth wing well pump.

Eugene is looking into LED lighting for the Sanctuary.

The group discussed converting the adult wing entrance to a handicap accessible door. That entrance has had a handicap ramp for many years but the doors do not meet ADA requirements. Eugene with contact vendor. The group also discussed security system, card keys, and cameras. Meeting will be set up Damuth, APS, and J-MAR to get proposals.

Request has been made to repair sanctuary audio to classrooms and nursery.

The property ministry would also like to make the church building and grounds a non-smoking campus. The meeting was closed with a brief prayer at 8:15 PM.

Sperry Davis, Moderator

Stewardship
7 November 2017

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

Present were Hugh Vaughan, Luanne Wong, Bill Graves, Bob Baker, Bill Warden, and Tom Weeks. Hugh asked Luanne for an up-date on pledges. Luanne responded that current pledges for 2018 are \$122K less than pledged for 2017, 82 pledges vs 127 pledges, \$444K vs \$566K. Hugh questioned whether we needed David to provide a reminder form the pulpit. Bill G said that another letter to those that haven't pledged may also be needed. Bill W questioned whether the congregation should be informed of the figures. Hugh proposed budget workshop as part of next (Nov 21) Session meeting. Bill G responded that meeting may not be well attended due to holiday. Bob said that Stewardship Ministry needed to meet prior to Session workshop to develop recommendations for Session. All agreed for Stewardship Ministry to meet 12/8, 7 P.M., to compare pledges to Ministry budget requests and develop recommendations if pledges do not fully support budget requests. Also agreed to schedule budget workshop with Session for 12/15 so budget could be approved at 12/19 Session meeting. Bill G reminded that budget must be approved prior to new year to comply with IRS requirements for minister's housing allowance.

While presenting the Treasurer's Report and Balance Sheet, Luanne commented that non-pledged offering received to date is higher than estimated in 2017 budget and that large end of year pledged offerings were narrowing gap between received and pledged.

Discussed declining attendance at worship services and concluded that, when those who regularly attend are absent successive Sundays, they should be contacted.

Luanne reminded that a review of Kate Rascoe's loan is due but also noted that Kate has continued monthly payments in 2017 as approved by Session.

The meeting was closed at 8:30 PM.

Minutes submitted by Tom Weeks

Worship
7 November 2017

Present: Nancy Guy, Janet Martin, Doug Mitchell, Marie Parr, Mary Jo Kennedy, Bernie Wallace

The moderator called the meeting to order at 7:25.

The agenda was approved.

Old Business:

Pet Blessing Service. It was reported that the service was well attended with 20+ dogs, one cat, and all owners! The service sequence will be reviewed for improvement at next year's service. Nancy will work with David and Emma and review lessons learned from this and last year to be used for next year.

Revision of Wedding Policy. Nancy met with Chi-yi and received her inputs regarding the difficult wedding last summer as well as other recommendations for change. Marie will coordinate with the wedding coordinators and the pastors, as well as with Eugene and Chi-yi to do a comprehensive review of the policy. Goal is to complete and get to session for review and approval at the December meeting.

New Business:

Advent Items. The need for ushers at all three Christmas Eve services, readers for all services' Advent Wreath lighting, and the support for Christmas Eve communion was discussed. Nancy will prepare notes for the Helmsman and bulletins to obtain readers. Volunteers from the Ministry noted that they would coordinate communion preparation/clean-up and ushers as normally done. To ease the issue of the work associated with communion clean up on Christmas Eve, it was discussed that communion may be served by intinction at some of the services. Nancy will discuss with the Pastors

Christmas decorating. It was decided that most ministry members could support the decorating after Thanksgiving and before the first Sunday of advent (Dec 3rd) with the planned date being Tuesday the 28th of November from 10am – 3pm. Other church members will be contacted / requested to help as they can. Nancy will contact McDonald's nursery to put up the big tree as usual.

Communion for 8:00 Contemporary service. Janet Martin noted that there is support for observing the sacrament of communion by intinction at the 8:00 services beginning in January. A tray of bread and cups would be available for those desiring it. Janet will coordinate as required.

Children singing in worship – coordination with Sunday School. It was noted that there was some confusion this past Sunday when the children were rehearsing in the Sanctuary at the beginning of the Sunday School hour and that when finished with rehearsal, some did not make it to their Sunday School classroom. It was recommended that teachers wait/stay with the children in the Sanctuary during rehearsal rather than waiting for them in the Sunday School rooms.

With no further business, the meeting was adjourned at 8:15 pm.

Doug Mitchell, recorder