

Minutes
Bayside Presbyterian Church Stated Session Meeting
21 November 2017 7:00 PM Room Choir Room

The Session of Bayside Presbyterian Church met in a Stated Meeting at 7:00 pm in the choir room. 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, Betsy Kennedy, Walter Martin, Gregor McLeod, Sandy Ronan, Martha Rudell, Emily Rudiger, Mark Schreiber, Pam Spillman, Thomas Weeks, and George Wong.

Elders John Jeffcoat, Doug Mitchell, Beth Montoya, Beth Parker and Hugh Vaughan were not in attendance.

Staff Members 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, Thom Sare, and elders elect: Butch Brenton, Cliff Furedy and Michael Raymer.

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 Betsy Kennedy.

There were no requests for membership, baptism, or weddings.

The Sacrament of Communion was offered to all in attendance.

EXAMINATION OF INCOMING ELDERS

Incoming Elder Examination. Rev. Rollins introduced incoming Elders (Butch Brenton, Cliff Furedy, and Micheal Raymer) who were present for the meeting. Incoming Elders shared their faith journeys, backgrounds, and some provided a statement of faith. Current Elders were given the opportunity to examine the incoming Elders.

Motion: It was moved by Nancy Guy that elders elect, Butch Brenton, Cliff Furedy and Michael Raymer be presented to the congregation for ordination and installation.
The motion passed.

Noted remaining elders to be examined at the December Meeting. Chris Pascuzzi, Libby Graves, Kay Newman Myers and Matt Wicks.

Noted the service for ordination and installation will be on January 7, 2018.

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 Walter Martin 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 October were provided for review and amendment
2. Reception of New Members: None
3. Baptisms: None
1. Church Weddings: None.
4. Member Transfers: Jenny Conway (request to remove from roll)
5. Member Deaths: Marie Painter

FINANCIAL REPORT

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 for 2018 we currently had 94 pledging units for a total of \$486,000+. This amount is down from the same time last year.

Thank you letters have gone out to all who have pledged. Reminder letters have gone to those that have not yet pledged. David will follow up with final letter in December.

Discussion around the General Fund - current amount is approximately \$42,000 over the amount we like to keep on hand in case of financial need.

Motion: It was moved by Clancy Holland that the Balance Sheet and Treasurer's Report be accepted with thanks.

The motion passed.

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

1. Norvell Scott Memorial Donation to Endowment fund
Reviewed letter
Enclosure (2) in the agenda
2. Letter from Kim Coyle
Reviewed letter
Enclosure (3) in the agenda
3. Notice from Thom Sare regarding Troop 364
Thom Sare discussed the communication and the reasoning behind the decision.
Enclosure (4) in the agenda

PEVA / CHURCH ISSUES:

Report of Commissioners for the 24 October PEVA Meeting. Elders Gary Crossman and Walter Martin provided an overview of the issues from the PEVA meeting.

Items of note from Presbytery meeting:

James River camp (Camp Hanover) came to discuss what they have to offer and invited PEVA churches to utilize their camp. It was noted that equipment and material from Makemie Woods was sent to Camp Hanover upon the camps closure.

Carol Bayma former Bayside member was approved for Ordination.

There is many things going on in PEVA churches - check out the PEVA website for more details. It was noted that you can also sign up to receive weekly emails through PEVA.

David encourage anyone who had not served as a commission to do so in the future.

PASTOR TRAINING

David asked if any elders had questions or thoughts on the questions distributed at the last meeting - questions around the book "Sailboat Church". He advised a deeper dive would be held at the session retreat in January.

David discussed the concept of Adaptive Change - doing church in a new way.

David also mentioned the potential for church growth due to the new school being built nearby.

CONTINUING ISSUES

1. Church policy and procedures review updates. The moderator noted that enclosure 5 to the agenda provided the most current status of updates and that appropriate Ministries were all working towards currency.
2. Sanctuary Updates – Task Force
Emma reported that the group was in the process of getting general quotes and would be presenting proposals to session in the coming months. It was also noted that no decisions have been made and that the task force will not be the ones to make decisions, just proposals to session for review and approval.
3. Director of Christian Education Replacement. Betsy Kennedy presented the proposed job description (enclosure 6 in the agenda) for review and discussion. The session modified the job description by adding SIS

to the programs in section 5, changed the wording in section 6 to children's youth and amended the required experience to state a minimum of a Bachelor's Degree.

Motion: It was moved by Nancy Guy that the amended job description be accepted and approved.
The motion passed.

4. Wedding Policy. Nancy reported that there was nothing to report. The policy is with the ministry waiting on feedback from the appropriate parties.
5. Session Retreat. David shared information about the session retreat - reasoning behind the location change and the logistics of meals. Referred elders to enclosure 7 for review. Checks should be made to BPC, memo for Session Retreat and given to David.

NEW ISSUES

1. 2018 Communion Dates

Motion: Worship Ministry moves that in 2018 communion be served at all First Sunday Combined Services, each 3rd Sunday of each month in Sail On, and quarterly (Jan 21st, Apr 15th, July 15th, Oct 21st) at the 8 am service as well as Maundy Thursday (Mar 29th) and Christmas Eve (Dec 24th).
The motion passed.

2. Smoke Free Campus Motion

Motion: "The Property Ministry moves that, as of January 1st 2018, Bayside Presbyterian Church will become a Smoke Free Campus."
No vote - motion sent back to ministry

Discussion around how this would impact visitors to the church. Motion was sent back to the ministry for further review and amendments.

3. Admin Support Request

Emma Ouellette and Chi Yi Wolbrink were asked to step out of the meeting for a brief discussion.

Motion: Admin Support made a motion that the staff be gifted for their hard work and dedication through the summer while covering for David's Sabbatical.
The motion passed.

4. It was noted that Annual Reports are due to Linda Vogl and the Clerk no later than January 11th for assembly and distribution to the Congregation at the February Annual Meeting.

STAFF REPORTS

Director of Music Ministries – Chi-yi provided a verbal report and supplemental written report:

Coming up Business:

1. Bayside Joyful singers will lead the beginning of the Advent combined service on December 3 and will also sing the Choral introit. They will also sing one song with the Sanctuary Choir on December 17 for the Christmas Cantata.

Many thanks to Sarah Williams (the percussionist at Sail On) who is teaching drumming to the Children's Choir on the last Wednesday of the Month.

2. The Handbell choir is going to ring after the first Living Nativity from 5:20-6pm on December 9th. This will be a mini Christmas Handbell concert in the Fellowship hall.

3. Sanctuary choir sang for the Winter Shelter on Nov. 16, 2017.

The Sanctuary Choir will present the Christmas Cantata on Sunday, Dec. 17th at the 11 am service. They will also lead gathering songs on all the Advent Sundays, and will sing on December 24th at the 10 am and 7 pm services. The section leader will sing at the 11 pm service. Section leaders also serve as singing leader on December 9 and 10th Living Nativity from 4:45-6:15.

4. The Sanctuary Choir will lead a Hymn Sing at Westminster Canterbury on February 8, 2018 (Thursday, 7:30-8:10 pm).

5. The Congregation's favorite hymns and songs (39) have been compiled (Yours. Mine and Ours) These results have been shared with both pastors to help in worship planning. The box will be out again at Epiphany.
Update Business:

1. Three pianos are tuned-one in the choir room and two in the Sanctuary. The Kawai piano in the choir room needs a dehumidifier installed to keep 40-50 degrees dry. The best piano tuner in Hampton Roads, Mr. Henry Favir, has suggested we install 25W and 85W dehumidifier equipment. If it is installed, there will be no food and drink in the music room except bottled water.
2. Organ pedal repair was completed November 21.
3. Chris Horne has volunteered to help put the music library inventory on a better computer file. He works every Tuesday from 5-7 pm. We are cleaning the cabinets and the music storage room; it will take a few months to finish.
4. We are trying to find a way for the school of music musicians at Little Creek to participate in our music program. I have connected on social networks with the Little Creek Chaplin Rev. John Potter.
5. Reading project, preparing for the Calvin Worship Institution Grants Writing and 2020 Vision; it will resume in the Spring of 2018.

*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).

6. Organ Builder Mark Thompson (Yorktown Pipe Organ Company) came to our Sanctuary to look and estimate what the cost would be of installing a used pipe organ. Doug Mitchell also met with him.
7. Working with Mary Hubbard on writing Liturgical season article on Binnacle "Why do we..." and will add some good hymn resources.

Serve Wider Church and Vacation away

- Taiwan Presbyterian Theological Seminary – January 9th, 2018

Lecturing on "The Wonderful Christian Family Album-Glory to God Hymnal"

Taipei, Taiwan.

Chi Yi will be away from December 28th-January 17th.

While I am visiting in Taiwan with family, Lisa Smith will be subbing as organist on December 31, Jan 7th and 14th .

Associate Pastor Report – Emma provided the following verbal report and supplemental written report:

Over the past month things have been busy working with the youth program and preparing for Christmas. Some highlights are:

- Weekly youth group meetings on Sunday evening
- Pet Blessing on Oct 22
- Chili Cook off
- Went to the PEVA meeting
- Did many visits
- Had regular spiritual guidance sessions with a couple of congregation members
- The youth made 10 double fleece blankets that were donated to Samaritan House
- Participated in the Ecumenical Thanksgiving Service
- Lead a Woman's circle meeting
- Continue to lead and coordinate the Sanctuary Task Force
- Weekly staff meetings
- Frequent check ins with David
- Worship planning: liturgy writing, advent candle writing, Christmas eve 4:00 service

This month I have also taken a huge step in my self care. I have been taking time each day for myself, so my cup can be full. I am currently reading Brene Brown's book "Rising Strong" in which Brene Brown continues to write about the importance of vulnerability and counting yourself as "enough". This past month I also switched my day off to Monday. As always I continue to thank God for the privilege to worship and serve alongside you here at Bayside.

Respectfully Submitted

Rev. Emma Lee Ouellette

Head of Staff – David provided the following verbal report and supplemental written report:

In the past month I have had the opportunity to attend a class at Sentara Princess Anne Hospital about how churches can partner with first responders in times of crisis and natural disasters. I attended the community forum held by the Virginia Beach police department which provided insight on how churches can be better prepared for emergencies. I attended the workshop offered by PEVA on healthy churches led by Peter Steinke. I made several visits. I attended the October meeting of the Presbytery of Eastern Virginia with Emma and our commissioners Thom Weeks and Gary Crossman. I have met with the D.C.E. search committee a few times and with the help of two members of that group met with Jamie Ambrose who has a thriving youth program at Green Acres Presbyterian Church to get her insight. I participated in the trunk-or-treat with Bayside's preschool. I officiated at the funeral for Jennifer Costello's dad in Chester, VA. I attended the November C.O.M. meeting. I joined others in sorting canned goods and getting things ready for the thanksgiving baskets, and I served breakfast twice to our homeless guests. The past month flew by because time flies when you are having fun. I continue to give thanks to God for the ways you serve Christ in ministry.

SUPPLEMENTAL MINISTRY REPORTS

Items noted:

Community Service Ministry expressed gratitude for all who whelp with Winter Shelter, Angel Tags, Peanuts. Noted that decorating the church for Christmas will be held on Nov 28th at 10am.

Global Missions noted the upcoming BBQ sale to benefit Living Waters. Orders taken on December 3rd for December 16th pick up.

Also noted January will focus on Heifer International

Stewardship - December 8th the ministry will be to review Budget vs Pledges. There is a Session working budget meeting on December 15th at 6pm. Budget must be approved on December 19, 2017.

Also noted that the Tree of Memories ornaments are due to the church office so that they can be placed on the tree.

CLOSING WITH PRAYER

With no further business, the meeting of Session was closed with prayer.

These minutes approved by the Session on December 19, 2017
WDM/Doug Mitchell
Clerk of Session