

Agenda for the Stated Session Meeting
Bayside Presbyterian Church
16 January 2018 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, Clerk Amanda Long and Elders, Butch Brenton, Gary Crossman, Cliff Furedy, Bonita Gilchrist, Betsy Kennedy, Walter Martin, Gregor McLeod, Beth Montoya, Kay Niman Meyers, Chris Pascuzzi, Mike Raymer, Sandy Ronan, Martha Rudell, Mark Schreiber, Thomas Weeks, and George Wong.

Elders Peggy Damuth, Libby Graves, Beth Parker, and Matthew Wicks, were not in attendance.

Staff Member Presents: Associate Pastor Rev. Emma Ouellette; Staff Members Not Present: Chi-Yi Chen Wolbrink, Director of Music Ministries.

Visitors to the meeting included Treasurer Luanne Wong and Wayne Pollok.

The meeting was called to order by the Moderator who opened the meeting with prayer.

The devotion was provided by Sandy Ronan.

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: Wayne Pollok

Motion: It was moved by Walter Martin to accept with joy new member Wayne Pollok.
The motion passed.

The Sacrament of Communion was offered to all in attendance.

SESSIONAL RECORDS

Clerk of Session

1. Minutes from the last Stated Session Meeting

Motion: It was moved by Walter Martin that the Session approve the minutes from last month's Session meeting.
The motion passed.

2. Tonight's Agenda

Additions to agenda – Request for a Congregational Meeting and a Meeting of the Corporation.
Housekeeping items from the Clerk.

Motion: It was moved by the Walter Martin that the Session approve the amended agenda for today's Stated Meeting.
The motion passed.

STATISTICS FOR DECEMBER

1. Attendance

Previous Three Decembers

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Total of All Sundays	Weekly Avg
2014	104/35	249/83	425/142	258	1036	259
2015	95/32	168/56	373/124	203	839	210
2016	59/30	145/72	271/136	184/55*	659	165
2017	76/25	165/55	379/126	169/148**	937***	187

* Christmas Day

** Christmas Eve Morning

*** 5 Sundays

Year	Celtic	Longest Night	CE 4pm	CE 7pm	CE 11pm
2014	NA	NA	259	264	67
2015	40	15	312	286	50
2016	50	41	175	254	57
2017	NA	TBD	208	258	58

- 2. Reception of New Members: None
- 3. Baptisms: Simon Rechkemmer son of Matt & Morgan – set for Feb 18th
- 4. Church Weddings: None
- 5. Member Transfers: None
- 6. Member Deaths: 11/29 Eve Skinner, 12/5 Rudy Felts; 12/8 Peter Wojcikowski (NM);
12/21 Lil Lamm

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer’s Report

Luanne Wong

Luann reported that 2017 is closed out and Giving Statements are in process.

2017 – Some members made “pre paid” donations in 2017 for 2018. This has inflated our 2017 numbers as follows:

With Prepaid pledges it appears we are \$42,000 in the black.

2017 Pledges received was truly \$550,000 (est) (this is 97% of pledged amount) leaving us with a balance of -\$16,000.

We used \$16,000 of rollover funds to balance the year end numbers.

If we had been fully staffed for all of 2017 the number would have been closer to \$37500.

Giving Units – 2017 was 127 for 2018 is 111.

Motion: It is moved by Walter Martin that the treasurer’s report and balance sheet be accepted with thanks.
The motion passed.

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

1. Session Resignation - Emily Rudiger

Enclosure (1)

PEVA / CHURCH ISSUES

1. 2 Commissioners needed for PEVA Stated Meeting – Saturday January 27th 10am – 3pm
Providence Presbyterian Church

David requested names of resting elders that could attend the upcoming Stated Meeting of PEVA due to the conflict with the session retreat.

Motion: It is moved by Betsy Kennedy that 2 “resting elders” (to be named at a later date) attend the upcoming PEVA Stated Meeting.

The motion passed.

2. Upcoming PEVA Meetings
 - a. Tuesday April 24th 1-5:30 Bayside Presbyterian *Note we are hosting. Help will be needed.
 - b. Tuesday July 24th 1-5:30 Wythe Presbyterian
 - c. Tuesday October 23rd 1-5:30 Green Acres Presbyterian

PASTOR TRAINING

Rev. Dr. David Rollins

Pastor Rollins shared the following:

5 Reasons Church Members Attend Church Less Frequently
BY THOM S. RAINER, CHRISTIAN POST CONTRIBUTOR

Something is wrong with this picture. For 2,000 years, the local church, as messy as it is, has been God's place for believers to gather, worship, minister, and be accountable to one another.

And every time I write something about church membership and attendance, I inevitably hear cries of "legalism" or "the church is not a building" or "the church is a messed up institution."

But the local church, the messy local church, is what God has used as His primary instrument to make disciples. But commitment is waning among many church members.

Why?

1. **We are minimizing the importance of the local church.** When we do, we are less likely to attend. A few drops of rain may keep many folks from attending church, but it won't stop them from sitting three hours in the downpour watching their favorite football team.
2. **We worship the idols of activities.** Many members will replace a day in their church with a day at kid's soccer or softball games or sleeping off the hangover of the previous day's activities.
3. **We take a lot of vacations from church.** I am not anti-vacation. But 20 years or so ago, we would make certain we attended a church where we were taking a vacation. Today, many members take a vacation from church.
4. **We do not have high expectations of our members.** Any purposeful organization expects and gets much of it members, whether it's a sports team or a civic organization. It is ironic that most churches do not come close to being a high expectation church.
5. **We make infrequent attendees leaders in our churches.** When we do, we are making a clear statement that even the leaders of the church do not have to be committed to the place they supposedly lead.

I heard a leader of an organization tell the members he did not want them if they were not fully committed. They could not be AWOL if they wanted to be a part of the group. He expected full commitment.

He is a high school football coach. And all the team members follow that high expectation of commitment.

If we truly expect to make a difference in our communities and our families, members of local churches need to have at least the same level of commitment as members of sports teams.

After all, the mission of each local church is far more important.

At least it should be.

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.

NEW ISSUES

1. Election of 2 Elders to Co/Chair the 2018 Nominating Committee - motion needed.

David shared that members of the 2018 class of elders were needed to serve on the nominating committee for 2018.

Motion: Motion was made by Betsy Kennedy that Tom Weeks and Gregory McLeod be named as co/chairs of the 2018 Nominating Committee.

The motion passed.

2. Request for Congregational Meeting and a Meeting of the Corporation.

Motion: Motion was made by Mark Schreiber that we hold the annual meeting of Bayside Presbyterian Church on Feb 4 following worship for the purpose of receiving the budget, annual reports, and voting on changes in terms of call. It was also moved that the annual meeting of the corporation will follow the congregational meeting.

The motion passed.

3. Housekeeping Items from the Clerk

Copies of relevant pages from the website were handed out. Mary Hubbard requests that they be reviewed and updated. Updates can be given to Linda Vogl. Keeping the website up to date is important. Last week we have 692 hits on the website. We currently have 2431 pages that are maintained. It takes all of us to ensure the information is up to date and accurate.

Amanda is working on the session portion of the website – the roster is in progress – new elders are asked to email Amanda their contact information.

Deadlines: Ministry minutes and items for session review are due to Amanda by the Thursday prior to the session meeting. The agenda and documents will be posted on the Saturday prior to the session meeting. Any items that need to be shared or reviewed must be brought by the elder with enough copies for all, as appropriate.

Year End Reports are past due. Please submit ASAP.

STAFF REPORTS

Director of Music Ministries
No report – on vacation

Chi-Yi Chen Wolbrink

Associate Pastor

Rev. Emma Ouellette

Pastor Ouellette shared the following via a verbal/written report – highlighting the APCE conference and another conference in February for Next Church. She will also be on vacation in February to meet her nephew, once he is born.

Greetings,

It's hard to believe that we are half way through January. Over the past month my life has been consumed by Christmas and moving into the New Year. Here are some highlights:

- Longest Night Service
- Our 4 worship services on Christmas Eve
- Met with Stephen Ministry leaders and BFF leaders to plan 2018 events
- Attended committee meetings
- Met with a local rep from Young Life to form connections with the community
- Met with 2 of my clergy groups
- Attended a New Pastors gathering at the Presbytery
- Went on Hospital visits and homebound visits
- Prepared liturgy for the next few months of worship services
- Continued to work on the Youth schedule and youth planning
 - Including Montreat and Massanetta for the summer

Because of the holidays and the snow storm it feels like the time in the office has been limited, but the work never stopped with several phone conversations, emails, and planning. Looking forward to this month we will have our session retreat and I will be going to the APCE conference (Association for Presbyterian Christian Educators) to be a part of the roll out for the denominations new confirmation curriculum. I've also been working on how we can use our social media in different ways to connect and promote our church. I am working towards doing a VLOG (video blog) either weekly or every other week on our Facebook page. I'd like to get to a point where I could Facebook live and have a group who will tune in and ask questions and be a part of a conversation. This is just another way for us connect.

2018 promises to be a full year and I look forward to walk alongside you through it.

Joyfully,

Emma

Respectfully submitted January 12, 2018

Pastor / Head of Staff

Rev. Dr. David Rollins

Pastor Rollins shared the following via a verbal/written report – highlighting the information around the Etheridge series.

Pastor's Report
January 2018

December was especially busy this year. December contained the normal stuff such as; preparing and leading a study during Advent, working with staff to provide uplifting worship services for Advent and Christmas Eve, as well as a more somber longest night service, staff meetings and ministry teams. December was also a big month in terms of grief and loss. 3 of our members joined the circle of the saints and I had the privilege of offering care and officiating at graveside and memorial services, and attending another at Westminster Canterbury.

I have been meeting with the Director of youth and family outreach and am pleased to announce the position has been posted in a couple of places and will be posted on the PCUSA's leadership connection in the near

future. I ask you to keep this search in your prayers. It will be a blessing when we are fully staffed. I am waiting to hear back from John McCall about this year's Etheridge series.

I have spent a great deal of time in preparation for our session retreat. It is my hope that it will help to prepare us for a very productive 2018. I give thanks to God for all you do in ministry and I look forward to seeing how God will guide us this year.

SUPPLEMENTAL MINISTRY REPORTS

Global Witness – Walter Martin reported that the Heifer Project and Nickel a Meal will be held in February.

Congregational Care – Sandy Ronan reported that they are working on a potluck for the February 4th Combined Worship Service and Congregational Meeting.

Property – Clifton Furedy reported that property is looking for input for painting projects. Please contact him or Martha Ruddell to participate so that they can funnel information to Eugene.

*Next meeting February 20, 2018 - Devotion: Betsy Kennedy.

CLOSING WITH PRAYER

With no further business, the meeting of Session was closed with prayer at 8 pm.

These minutes approved by the Session on February 20, 2018
AGL/Amanda G Long
Clerk of Session

Enclosure (1) Letter from Emily Rudiger

December 19, 2017

Dr. David Rollins, Head of Staff

Bayside Presbyterian Church
1400 Ewell Road
Virginia Beach, VA 23455

Dear David,

I regret the need for this letter; however, I am writing to inform you of my resignation as a member of Session, effective immediately. Being an Elder has been a privilege for me, and being asked to serve again on the current Session was an honor. However, after much reflection, it has become apparent to me that I am unable to balance the needs of work and family, while giving adequate effort also to my Session and Ministry duties. The Session, the Ministry, and the congregation deserve better.

Thank you to you and Emma for your warm welcome to me on Session, and your respect for all members of that body. I anticipate and hope that I will be able to serve Bayside in other capacities.

Thank you and God bless,

Emily Rigby Rudiger

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	

