

Ministry Meeting Minutes

FEBRUARY 2018

Administrative Support 6 February 2018

Amanda opened the meeting with prayer.

Members present: Janet Baker, Clint Damuth, Cherie James, Betsy Kennedy, Amanda Long, Kay Niman-Meyers, David Rollins and George Wong.

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.

January Minutes were approved.

Introductions were made as we have new ministry members.

Preschool Report

- Community Service Project for February: Toothbrushes & toothpaste for St. Columba Ministries
- Summer Camp 2018 – (Ages 2 – 6)

Three 2 week camps (Tuesdays, Wednesdays and Thursdays)

9am to 12 noon. Total fee for each camp is \$100. Each camp has a \$35 non-refundable deposit and the remainder of the camp fee of \$65 is due when camps start.

Registration starts Thursday, March 1st

Summer Camp 1: "Farm Animals" June 5th, 6th, 7th, 12th, 13th and 14th

Summer Camp 2: "Dr. Seuss" July 10th, 11th, 12th, 17th, 18th and 19th

Summer Camp 3: "All About Insects" August 7th, 8th, 9th, 14th, 15th and 16th

- Registration for Fall 2018:

The following classes are full for September 2018:

All the Toddler classes, T/Th 2½'s class and 3-day 3's class.

Both 4-day 4's classes have 1 opening each and all other classes have openings available.

Old Business

- Directory of Youth and Family Outreach position and search committee update:

Met Feb 5th, no viable applicants at this time. Ministry Information Form has been completed and the position should be posted this week through PCUSA, Church Leadership Connection (CLC). Betsy will follow up with John Tamm Stated Clerk to see if there are any issues and will provide Amanda with a good number to CLC as her password is not working.

- Saul Fox Contract - Review of contract and discussion of changes. Janet will revise, meet with Saul and notify the treasure of the change.

- No update regarding church computers/Network, Gregor was not available and as of our last meeting had not been able to connect with Walter to gain a better understanding of the church computers/network.

- Church Windows update; a coordinated effort is needed to obtain member information as we work to improve our church database. Church WiFi issues has slowed our progress to be a presence before and after services to pursue this effort. There will be minute for mission on 4 March to highlight our need to collect this necessary information, the focus on everyone entering the data vice "updating" existing data.

- A basic confidentiality agreement is needed for all ministry members. Gregor, Committee moderator has been assigned this task.

New Business:

- Board of Pensions Benefits connection training is available on April 12th in Richmond. Registration opens Feb 26th. Amanda is planning to attend. Betsy may be able to attend.

Birthdays and Staff time away

Linda	19 Feb	Birthday
David	11 - 17 Feb	Continuing Ed
Chi Yi	19 – 20 Feb	Vacation
Emma	19 – 24 Feb	Vacation
Emma	25 Feb – 2 Mar	Continuing Ed (NEXT conference)
Kathy	5 Mar	Birthday
Chi Yi	7 -10 April	Service to wider church
Saul Fox	9 Apr	Birthday
David	30 Apr – 13 May	Vacation
Chi Yi	5 May	Birthday
Emma	1 – 5 June	Vacation

Clint closed the meeting with prayer.

Janet Baker, Recording Secretary

**Christian Education
6 February 2018**

No minutes received.

**Community Service
6 February 2018**

Members Present – Martha Rudell (Moderator), Rick Rudell, Thom Sare, Lorraine Mahone, Susie Fulcher, Pam Spillman, Steve Wilkins, Gloria Wardrup, Libby Graves, Connie Schreiber, and Joyce Ward..

Guest Speaker: Bob Brenton gave a brief update on Faith Works Coalition which is supported by our church through our ministry. He reviewed the wonderful projects they had done in 2017 and thanked us for our support.

Upcoming Events:

1. Red Cross Blood Drive at BPC on Thursday, March 8.
2. Easter Basket Drive begins February 18.

Old Business:

None

New Business:

1. At the Session Retreat it was asked that Moderators present to their committees the possibility of

merging two ministries. Martha had emailed the members and had received good feedback from several of them. It was discussed and everyone agreed that Community Service should not be combined with any other ministry. Our thoughts and recommendations will be taken to the Session Meeting.

2. Do we want to continue trying to work with Red Cross as a Shelter? In Di's absence to give us information on this, we will discuss at the next meeting.

Session Highlights

Highlights of the last Session Meeting were presented.

Agency Reporting this Month:

1. Blood Drive (Martha)

- Blood Drive – was held January 9 – reached our goal of 29 units. Thanks to Susie Fulcher, Marie Parr, Carol Scott and Marty Rich (Haygood United Methodist Church) for helping me. Next one will be Thurs., March 8, 1:00 pm – 6:00 pm.

2. Easter Baskets (Connie, Lynne) – collection bins will be put out beginning Fri., Feb. 16, and ending on Sunday, March 25, when we will assemble the baskets.

3. Faith Works (Bob) – gave update in presentation

4. Food Pantry (Lynne, Tracy, Connie)

- January report – 13 families (32 Adults, 18 children); total costs \$407.56 – cash used \$106.21, donated \$301.35. Souper bowl - \$1617 cash donated (\$89 Patriots & \$1528 Eagles); 191 food items donated (39 Patriots & 152 Eagles).
- Little Blue Wagon – items for the month of February – canned spaghetti & spaghettios.

5. Good News Jail Ministry (Audre) – Audrey received a call from the present chaplain stating he and his wife are leaving in March. His wife was chaplain for the women. They are looking for a replacement for him. They will keep Audre advised. They expressed appreciation for all of our involvement in their ministry.

5. JCOC (Connie) – Connie stated someone from another church that had Winter Shelter at their church had some concern about the visitors and the fact they didn't seem to be vetted as well as in the past. Connie will share her concerns with JCOC. She will also continue to get more information about the new facility and possible visitation.

6. Samaritan House (Susie) – Susie will stay in contact with them and if a need arises that we can help with, she will bring it to the committee.

7. Sentara Pace Bible Study (Lynne) – Going well with Lynne & Carol Scott doing the studies.

8. Seton Youth Shelter (Pam) – Having their 19th Annual Kentucky Derby party at Back Bay Farms, May 5. Tickets must be purchased by March 15 to get the early bird price of \$100.00.

9. St. Columba (Lynne) – Martha reported for Lynne that 373 sandwiches were made by SIS in January and delivered. Steve Wilkins stated his company had given them a large donation of individual toiletry kits. It was stated they may have a need for individual lotions. Martha will pass this information along to Lynne to check on.

10. VA Supportive Housing (Gloria, Di) – Gloria is maintaining contact and will let us know if any project or opportunity to help comes up.

The meeting was closed with prayer.

Martha Rudell, Moderator

**Congregational Care
6 February 2018**

No minutes received.

Sandy Ronan, Moderators

**Evangelism
6 February 2018**

Opening Prayer – Peggy Damuth – 7:30 pm

Members Present: 1. Peggy Damuth - moderator 2. John Hamilton 3. Russ Brown

Old Business

Visitor to New Member Process - Rev. Emma is actively seeking new ideas to share with the Evangelism Ministry as we look for refining the model Pastor Kate started and had the Evangelism Ministry continue after she left. Members are concerned there has been little to no growth in membership in over a year. No one is taking the Believing and Belonging classes. No new mentors are needed as Evangelism has several in waiting. **OPTIONS** * Prepare and give visitor(s) a small gift bag – determine what to put in gift bags & announce the bags can be picked up @ the information booth. At “pick up time,” someone should attempt to obtain contact information from potential members. * Make sure Information booth in foyer is manned during significant times – before & after services. * Welcome all visitors – pastors should do when they ask the friendship register to be signed. * Re-activate Information Brochure for back of pews – check with pastors about what to include in brochure – who designs? Then get in motion ASAP.

Rev. David and Rev. Emma are to review, revise, and revamp how to “grow our flock” together and discuss ways Evangelism can support this, e.g., support the social media aspect previously discussed with Rev Emma at our 1/2/18 ministry meeting. Rev Emma is interested in updating Bayside’s website and using “Facebook Live”.

New Business

Edna Etheridge Speaker – MAR 3 & 4 Peggy to check with pastor David to see how Evangelism is to be involved. There is a catered lunch after the EE speaker service. Combining Evangelism with another ministry - Pros and cons: Pro – More people and ideas Con – Ministry becomes “watered down” w/concept lost in the combining process. E-Cycle Event Committee members present were in favor of doing again. Was last done in 2014. Peggy said she could help with advertising and John Hamilton volunteered to contact Simms Metal and Eggleston Paper for support. Possible warm months of event: May, June, Sept. or Oct.

Closing Prayer – Peggy Damuth – 8:25 pm

Minutes by, Russ Brown 2/8/18 Minutes submitted by Peggy Damuth

**Global Missions
6 February 2018**

No minutes received.

Walter Martin, Moderator

**Property
6 February 2018**

Those present were Bob Allen, Steve Baker, Dawn Burns, Sperry Davis, Leslie Parr, Eugene Towler, and Moderator Clif Furedy.

The meeting was opened with prayer.

Items Discussed and Actions Taken:

Vent for Kitchen ice machine is complete.

Kitchen hardware is being researched and priced by Eugene.

A two-part proposal was received from Damuth Trane for Access Control and Video Surveillance. Both costs were considered extremely expensive. We are waiting on proposals from APS. Additional research and negotiations will be required to obtain necessary security at a reasonable cost.

Installation of a handicap-accessible door to the Adult Wing was not included in the above proposal. Additional proposals will be requested from Damuth, APS and J-Mar. The combination of automated opening and security may require complete door replacement with a single wider door and glass side panels.

Landscaping Project is on hold pending warmer weather. Cost for a water line will be researched.

The Cox phone proposals and bill were reviewed. The bill shows reasonable phone line charges, minimum long distance cost but Internet costs were too high for the limited speed provided. Negotiations are in progress to cut unnecessary costs and improve the Internet speed. The Cox proposal to replace the existing phone system was considered too expensive. A long-term plan will be developed to purchase a modern phone system as replacement for the existing legacy church-owned system. Funding will have to be identified.

The WiFi system proposal from TCI was reviewed. Everyone agreed there was a need, the proposal was satisfactory and the cost reasonable. There was a motion and approval to accept the proposal and have TCI begin work. This item is not in the budget and requires funding. Recommend this be an agenda item for the full session.

Eugene said there were no significant building maintenance problems to report.

A proposal to re-build and restore the temporary walls in room 506 and 512 was reviewed. Although expensive, there was agreement of the need for temporary walls, total replacement would be far more expensive and the work should be done. There was a motion and approval to have Coastal Contractors go ahead with the work.

Eugene reported that the invoice for previous HVAC work done to replace heat exchangers was far less expensive than anticipated. It was recommended that a letter of appreciation and thanks be sent to the contractor.

Approval was given to Eugene to move ahead with blind replacement in rooms 506, 508, 512, 514 and the Kitchen.

An additional monitor with PC for the entrance to the Fellowship Hall was discussed. This would be similar to the one in the Atrium. No one knew who purchased or installed the Atrium monitor and PC. There was no objection to the concept, but it should be funded and accomplished by the ministry that has the need.

No action on audio to classrooms and nursery. Testing will be done to see if the existing audio system has the desired capability.

The Boy Scouts have offered to assist with Spring Cleaning and the date of March 24th was proposed. (Note: since this meeting, the Church Office advised there would be a conflict with the Presbytery of Eastern Virginia meeting on that date, so the alternate date of March 27th was set for Spring Cleaning.)

The meeting was closed with prayer at 9:15pm.

Property Moderator

Clifton G. Furedy, Moderator

Stewardship 6 February 2018

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

Present were Moderator Tom Weeks, Mike Raymer, Bob Baker, Gary Crossman, Bill Graves, and Treasurer Luanne Wong.

Luanne reported that due to copier/internet issues there were no Balance Sheets or Treasurer's Reports to review. However, she noted that pledged offering received in January was only 75% of pledged. She also noted that service was cancelled one Sunday in January due to snow and that percentage was skewed due to significant number of 2018 pledges being paid in 2017 due to new tax law and that accounting software would now allow those contributions to be shown in 2018. Bob commented that we'll need to continually remind others of that when presenting the financial reports. Bill recommended brief quarterly financial report to congregation during worship service.

Based on conversation at most recent Endowment Committee meeting, clarification needed for routing of gifts to either General & Special Funds or to Endowment Fund. A review of the church's two policies on the Endowment Fund shows written policies do not address how gifts are directed to Endowment Fund.

Tom recommended implementing an earlier suggestion by Luanne of periodic articles in Binnacle to explain how the Endowment Fund works and reminding that, if you want your gift to go into the Endowment Fund, you need to specify that when you give. Bob commented that the written policy should also be specific. Luanne commented, that in past, most gifts given in memory of recently deceased go into endowment and suggested that when pastors talk with family of deceased, they can get idea of where they want the any memorial gift to go. Mike concurred and said that's how it's done in his mother's large Catholic church. All agreed that Stewardship could suggest changes to written policy, but session should decide. Bill commented, that with recent downward trend in pledges, gifts are really needed for church operations in lieu of Endowment Fund where cannot be used for operations. Tom said he would develop a proposed change to policy and route thru Stewardship before submitting to Session.

Discussed combining of ministries as requested during retreat. Tom informed group that talks stalled at retreat when someone asked what problem we were trying to fix and how combining would improve. Bob said that problem is that it's difficult to get enough elders and the ministries don't communicate with each other. Ministry elders must understand their ministry's role and its relationship to the other ministries to be effective leaders. Bob suggested three Super Ministries:

- Minister to the Congregation, consisting of Christian ED, Congregational Care, and Worship (recommendation based on all "face" inward, they serve the congregation)
- Living God's Word, consisting of Community Service, Global Witness, and Evangelism (recommendation based on all "face" outward, they work with community and /or world)
- Stewardship of our Resources, consisting of Stewardship, Admin Support, and Property (recommendation based on all deal with management/administration)

If we keep current ministry arrangement, Bob suggested quarterly meetings of the moderators as grouped above. Luanne recommended more lay people be recruited to serve on ministries.

Bob reminded that 2020 vision number one priority is increasing membership. Mike recommending emphasis on welcoming center and suggested ministers offer visitors chance to stand and be recognized during services. Group discussed pros and cons and concluded that giving visitors a chance to stand is good idea since with multiple services we don't all know each other.

The meeting was closed at 8:30 PM.

Minutes submitted by Tom Weeks

Worship 6 February 2018

Present: Judy Crossman, Bonita Gilchrist, Dardy Long, Janet Martin, Doug Mitchell, Marie Parr, Chris Pascuzzi, Bernie Wallace, and Chi-yi Chen Wolbrink.

Rev. David Rollins was present for the beginning of the meeting

Bonita Gilchrist, moderator, called the meeting to order at 7:10.

The agenda was approved.

David discussed communion preparation.

Open Issues:

Christmas Decorations Removal. Bonita thanked everyone for their assistance in taking down and storing the Christmas decorations in early January and appreciated everyone's flexibility during the snow cancellations of previously scheduled dates. Day 2 of the take-down included reorganization of the storage areas.

Lesson Learned for next year: the first day of decoration effort should be to refurbish/repair/clean the decorations prior to putting them up, as a lot of the time on day one was spent preparing decorations rather than putting them up.

Wedding Policy Update. Marie noted that she still needs to coordinate a meeting with those who can contribute to an update.

Lenten Activities. At the last meeting, there were some congregational activities discussed that might be "fun" during the lent season. One was a "Lenten Bingo Card" that would be included weekly in the bulletins that might encourage family, congregational, or community outreach during Lent in a fun way, with possible "prizes" for those who complete a "Bingo" during Lent. Another fun thing that Doug mentioned his first church back in Ohio did was a congregational word find, where congregation members last names were constructed into a word find puzzle. Doug has completed a draft of both and will send out to Ministry members for their review and comment. We will check with the clergy to see if this is something that might be fun, and uniting is a way for the congregation.

Music Director's Report:

Chi-yi provided a written outline for the Ministry members' awareness. Issues included section leader search, Children's choir event planning, hand bell and sanctuary choir pending events. She provided her reading project in preparing for the Calvin Worship Institution grants and the music departments support of the 2020 vision. She recommended Ministry/Session consideration for a combined service for the Christmas Cantata on the second Sunday in December. She also addressed the pending input to the Sanctuary Update Committee regarding the purchase/installation of a used pipe organ. She is working with Mary Hubbard on writing a Liturgical season article for the Binnacle. She provided her intended schedule for 2018 including her service to the wider church (PEVA workshop 24 March and Lecture to Austin Seminary 8-10 April) and for continuing education in Montreat 18-23 June. Substitute organists for those periods, where required, is being planned.

New Business:

Combined Worship Services for 2018. Discussion regarding combined services, in addition to 1st Sundays, was held so to provide a recommended motion to Session for approval. Easter is on the 1st Sunday of April so will already be a combined service. Summer services are recommended to be combined from June 3rd through the September 2nd (the 1st Sunday in September - Labor Day weekend). Per feedback from the summer worship survey conducted this fall, summer combined worship is recommended to be at 10:00 am preceded by Sunday School at 9:00. Discussion was significant for the month of December, resulting in the recommendation that all of December be combined services on all Sunday's for the following reasons:

1st Sunday – always combined.

2nd Sunday – Cantata Sunday – rather than only celebrating with the 11:00 congregation and based on feedback from other services and the combination of singers from the entire congregation

3rd Sunday – only Sunday in December that would not otherwise be combined

4th Sunday – if separate services, there would be 3 services on Sunday and 3 services on Monday (Christmas Eve)

5th Sunday – New Years Eve weekend. Historically low attendance at all services. Makes sense to combine.

Motion to Session: It is moved by the Worship Ministry that in addition to first Sunday combined services throughout the year, that combined services be held at 10:00 am on all Sundays from May 27th (Memorial Day weekend) through September 2nd (Labor Day weekend) and that all Sundays in the month of December also be combined services.

Note in amplification of the above motion. Recommend that Session discuss the start time for all combined services after the Summer schedule to be at 10:00 based on congregation feedback. The feedback from the congregation regarding the summer combined services applies equally to any combined service, and the transition would be more easily made after a summer of 15 services at 10:00.

Easter/Lent Preparations. Discussion included decorating preparations for the Easter Cross (wire mesh for flower placement – need to find the cross), Easter lilies, angel statues, etc.). It was decided that the large tree not be used this year with no specific idea for how to incorporate its use.

Longest Night Service. It was not well attended this past year and it was discussed that the previous years' efforts in advertising it was not done this past year. We will send a note to PEVA and all PEVA churches for publication and invitation as well as to other local churches, as many denominations to not hold this type of service.

Celtic Christmas. It was noted by many that this service was missed this past year. The Ministry wants to revive it. Bonita will discuss with the pastors and explore options for how this service can again be held. Kim had offered to return and help with the service this past year, but we did not take her up on her offer. The new youth and church activities director, if in place by fall, may be an option to help reestablish this service.

Decorating for Advent. Dates to be determined, first day to be for refurbishment of stored decorations, and second day to be for decorating.

Worship relocation with Sanctuary construction. Start thinking ahead regarding worship services should Session approve sanctuary upgrades and a pipe organ installation. Construction of chancel enlargement and installation of organ will displace the congregation from the Sanctuary for a period of 4-6 weeks and services will have to be held in the Fellowship Hall.

Reminder that this Sunday is Boy Scout Sunday and the Scouts will be supporting much of the service.

With no further business, the meeting was closed with prayer at 8:25 pm

Doug Mitchell, recorder