

Agenda for the Stated Session Meeting
Bayside Presbyterian Church
20 February 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, Peggy Damuth, Cliff Furedy, Bonita Gilchrist, Libby Graves, Betsy Kennedy, Walter Martin, Gregor McLeod, Kay Niman Meyers, Chris Pascuzzi, Sandy Ronan, Martha Rudell, Thomas Weeks, and George Wong.

Elders Beth Montoya, Beth Parker, Mike Raymer, Mark Schreiber, Matthew Wicks, were not in attendance.

Staff Member Absent: Associate Pastor Rev. Emma Ouellette, Associate Pastor; Chi-Yi Chen Wolbrink, Director of Music Ministries.

Visitors to the meeting included Treasurer Luanne Wong.

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.

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

Motion: A motion was made by Elder George Wong that the wedding request for Alex James and Jessica Gaissert be approved. 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
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.

STATISTICS FOR JANUARY

1. Attendance:

Previous Three Januarys

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Total of All Sundays	Weekly Average
2015	106/35	242/81	322/107	199	869	217
2016*	118/30	264/66	435/109	231	1048	210
2017**	54/27	133/67	202/101	120/151	660	165
2018***	85/28	172/57	274/91	NA	531	177

*5 Sundays

**One canceled Sunday due to snow and 2 combined services

***3 Sundays due to snow cancelation on 1st Sunday

2. Reception of New Members: None
3. Baptisms: None
4. Church Weddings: None
5. Member Transfers: None
6. Member Deaths: (12/18) Jack Dunning, Jr. (1/24) Catherine Girard

INVITATION CELEBRATION:

Sharing of invitations to Bayside services, events and programs. Elders shared the opportunities to extend an invitation to join us on Sunday's for services and to other events in the life of the church.

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet (enclosure 1) & Treasurer's Report (enclosure 2) Luanne Wong

Treasurer Luanne Wong reviewed the documents and facilitated discussion with the Session. Luanne shared that when she takes the monies that were given in 2017 for the 2018 year and divided by the 12 months in the year, the budget is closer to the budgeted amount for offerings.

Motion: A motion was made by Elder Walter Martin that the financial reports be accepted and approved with thanks. The motion passed.

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

None

PEVA / CHURCH INFORMATION

FYI – PCUSA Co-Moderator Denise Anderson will visit on Monday, March 5th. More information to come.

PASTOR TRAINING

Rev. Dr. David Rollins

Rev. Rollins lead a discussion around the process of intentional invitations. As leaders, the elders were encouraged to begin the process of personal invitations to church services and events involving the life of the church.

Watch the video by clicking here - <https://youtu.be/4qXbgzMHaU>

The Relationship Between Inviting and Church Health

1. Inviting churches tend to be healthier churches
2. An invitation is most effective when it's one-to-one
3. In person are the most effective, but phone and digital are good as well
4. The most effective churches are striving to have annual invitations equal to the 10 times the average worship attendance
5. Moving from lag metrics to lead metrics

Some highlights from today's Rainer Report:

- Inviting unchurched friends to church takes intentionality.
- When we are energized to do positive things, we have less time and energy to do negative things.
- When church members are focused on reaching out and inviting, they're less focused on having things their way.
- In-person invites to church are the most effective invites.

CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (3) No updates.
2. Big Events Calendar - Enclosure (4) Rev. Dr. David Rollins
There was discussion around the dates for the Graduation and Scholarship Recognition event. Christian Education will work on securing a date in June or July.
3. Session Retreat Review - Enclosure (5) Clerk
Ministries remain in discussion around the ministry team structure.
4. Website Updates Clerk
Ministry team roster was passed around for updates so that the website can be updated. Moderators were advised that since many did not provide the requested updates to Mary Hubbard, the updates were processed on their behalf. All were encouraged to review the website to ensure the information is accurate.

5. Devotion Sign Up Clerk
The devotion sign up was passed around for further volunteers. Several months still remain open.

NEW BUSINESS

1. Church Wi-Fi Discussion
Discussion around the current need for repairs and updates to the church Wi-Fi and church technology. It was decided that a small task force consisting of Elders, Butch Brenton, Clif Furedy, Gregor McLeod and staff member Linda Vogl be formed to work through the proposals and provide a recommendation to session on which proposal should be accepted and to suggest what funds should be used to pay for the repairs and updates.
2. **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.
The motion passed.

STAFF REPORTS

Director of Music Ministries, Chi-Yi Chen Wolbrink sent the following written report in her absence.

1. We are looking to find new Alto and Bass section leaders.
2. Children's Choir has 12-15 in attendance at JAM, and 5-8 on Sunday mornings. The Children's Choir will plan to participate in church services once a month at the combined service. Children's Choir is going to sing at March 4th, May 6th and June 3rd Sundays.
3. Sarah Williams, the percussionist at Sail On, is teaching the drums to the Children's Choir on the last Wednesday of the month.
4. The Handbell Choir will play during the Lenten season on February 25, March 11, March 25, and Maundy Thursday (March 29th).
5. The Sanctuary Choir performed at a community outreach to Westminster Canterbury, leading a Hymn Sing event, "Yours, Mine and Ours," on February 8 from 7:30-8:15 pm. There were 11 choir members and 80 attendees. We received very positive feedback and will consider another visit in early Fall, 2018.
6. Reading project: In preparation for the Calvin Worship Institution grants and 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).
7. We are reevaluating the Sunday date for the Christmas Cantata during Advent, 2018. Is Sunday, Dec 9 a good date? Should it be one service?

8. Providing the “used” pipe organ information to the 2020 Sanctuary renovation committee.
9. Working with Mary Hubbard on writing Liturgical season article on Binnacle “Why do we.....”

Serving the wider church:

- PW of PEVA gathering, workshop “We Are Church!” on March 24, 2018.
- Lecturing for the University Presbyterian Church and Austin Seminary, TX on April 8-10, 2018.

Continuing Education,

- Presbyterian Association of Musicians, Music & Worship Conference, Montreat, NC from June 18-23, 2018.

Serving the Wider Church & Continuing Education:

- Hymn Society Annual Conference, St. Louis, July 15-18, 2018.
- Lisa Smith will be the subbing organist on April 8 and June 18, 2018.

Associate Pastor, Rev. Emma Ouellette was away on vacation and continuing education. No report was provided.

Pastor/Head of Staff, Rev. Dr. David Rollins provided the following written report.

Since we last met I have made a number of pastoral visits, met with the search team for our D.C.E. (Director of youth and family outreach), moderated the congregational meeting, prepared for the Lenten study, worked on my sermon series *Messages from the Wilderness*, and spent a week in Montreat studying and outlining upcoming worship services.

I have also been studying more in the area of leadership. I am currently reading two books related to this, *Unlocking Potential* by Michael K. Simpson, and *The Power of Positive Leadership* by Jon Gordon. Both have provided some good insight and a number of ideas that I will be implementing as I continue to serve alongside and work with the great staff assembled at Bayside.

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

1. Fundraiser Request – Request came after Admin Meeting so it is not included in the minutes. This is an FYI only. Madison Marcotte, daughter of Joey and Angela Marcotte. Dance Fitness Night. March 22nd or 23rd. Raising awareness and funds for American Childhood Cancer Organization. Fundraising goal \$1000. See Enclosure (6)
2. Global Witness thanked Linda Vogl for the support in putting together the insert for the upcoming Heifer Program
3. Sandy Ronan shared information about the upcoming BFF luncheon.

4. Betsy Kennedy shared an update on the search for the Director of Youth and Family Outreach. The search continues, and we are waiting for the posting to be finalized with PCUSA Church Leadership site. The Indeed posting has generated several applicants but none with the experience we are looking for.

CLOSING WITH PRAYER With no further business, the meeting of Session was closed with prayer at 8:17 pm.

*Next Meeting – Tuesday March 20, 2018 7pm Devotion Elder Tom Weeks

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

Enclosure (1) Balance Sheet

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of January 31, 2018

Thursday, February 22, 2018	Page 1 of 2	
Account #	Account Name	YTD Balance
1100.0500.0000	BB&T Money Market	178,540.96
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	153,997.72
1100.2100.0000	Towne Bank Money Market	120,764.90
	Cash Assets	\$453,603.67
1100.2453.0000	Session Loan (4)	6,368.81
1100.2525.0000	Xenith Bank 5110762150(11/21/2018)1.19%	53,218.54
1100.2527.0000	Xenith Bank 1024 (4/12/2019)1.24%	59,917.56
1100.2528.0000	Xenith Bank 5110754383(5/15/2019)1.24%	30,870.65
1100.2529.0000	Xenith Bank 5110771861(4/30/2019)1.24%	49,136.72
1100.2621.0000	Xenith Bank 4437(3/16/2018)1.06%	30,154.26
1100.2766.0000	Towne4227(6/15/2018)1%	63,446.40
1100.2767.0000	Towne632077972(6/20/2018)1%	56,157.32
	Investment Assets	\$349,270.26
1100.4100.0000	Endowment MM TowneBank	20,736.33
1100.4500.0000	TD Ameritrade	473,399.72
	Endowment Assets	\$494,136.05
		\$1,297,009.98
	Liabilities	
2000.1000.0000	Flexible Spending Account	511.61
	Total Liabilities	\$511.61
	Fund Balance	
3100.0000.0000	General Fund	257,654.06
3100.7000.0000	Assoc Pastor Cont Educ Fund	2,133.00
3200.0000.0000	Non-Budget Fund	2,168.45
3200.0200.0000	Minister's Special Benevolence	5,364.57
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3200.4430.0000	Wedding Fund	85.65
3200.5000.0000	Food Pantry Fund	13,504.35
3300.0000.0000	Preschool Fund	106,229.63
3400.0000.0000	Educational Fund	5,862.80
3400.1000.1000	Library Fund	407.15
3400.1100.0000	Youth Ministries Fund	2,015.04
3400.1110.0000	Youth Mission Trips	15,021.48
3400.1120.0000	Adult Mission Trip Fund	4,085.25
3500.0000.0000	Property Fund	146,836.55
3500.0210.0000	Transportation Fund Balance	27,526.13
3500.0300.0000	Operations Reserve Fund Balance	45,778.77
3500.0700.0000	Columbarium Fund	47,081.16
3600.0000.0000	Music Fund	17,306.86
3600.0100.0000	Organ Fund	35,317.62
3600.1000.1000	Handbell	1,686.87
3700.0500.0000	Session Operating Fund	2,045.66
3800.0000.0000	Scholarship Fund	1,454.70
3800.1000.1000	Coleman Fund	247.17
3800.1005.0000	William & Rhonda Bertholf Education Fund	15,659.00
	Balance	

Thursday, February 15, 2018

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Account #	Account Name	YTD Balance
	Balance	
3800.2000.0000	Minister Loan Fund	30,027.39
3800.4000.0000	Missions Fund	8,995.33
3800.5000.0000	Earnings Fund	1,367.68
	General & Special Funds	\$802,362.32
3900.0000.0000	Endowment Fund	386,584.79
3900.3100.0000	Edna E Etheridge Fund Fund	107,551.26
	Endowment Funds	\$494,136.05
	Total Fund Balance	\$1,296,498.37
	Total Liabilities and Fund Balance	<u>\$1,297,009.98</u>

Enclosure (2) Treasurer's Report

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of January 2018 for General Fund

Thursday, February 15, 2018 3:03 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Income					
4100.0000.0000	Pledge Offering	34,779.00	34,779.00	77	540,058.00
4100.0100.0000	Non-pledged Offering	5,489.00	5,489.00	66	100,000.00
4100.0200.0000	Visitor Offering	0.00	0.00	0	1,500.00
4100.0300.0000	Loose Cash Offering	437.69	437.69	66	8,000.00
4100.0400.0000	Church School Offering	0.00	0.00	0	100.00
4100.0500.0000	Envelope Offering	182.00	182.00*	728	300.00
	Regular Offerings	\$40,887.69	\$40,887.69	75	\$649,958.00
4100.1000.0000	Interest/Investment Inc.	0.00	0.00	0	7,760.00
	Net Investment Income	\$0.00	\$0.00	0	\$7,760.00
4100.1100.0000	Overhead Donation	795.00	795.00	100	9,540.00
4100.2100.0000	Soft Drinks/Coffee Inc.	5.56	5.56	0	0.00
4100.2200.0000	Tenant Donations	670.00	670.00	89	9,000.00
	Other Income	\$1,470.56	\$1,470.56	95	\$18,540.00
4100.1101.0000	Preschool DoMM Donation	48.00	48.00	24	2,400.00
4100.8888.8888	Restricted Fund Budget Supplement	0.00	0.00	0	5,137.00
4100.9999.9999	G/F ROLLOVER	0.00	0.00	0	60,000.00
	Total Income	\$42,406.25	\$42,406.25	68	\$743,795.00

Expense					
5100.1000.0000	Salary - Minister	8,360.51	8,360.51	100	100,326.00
5100.1005.0000	Salary - Associate Pastor	4,664.85	4,664.85	99	56,818.00
5100.1010.0000	Salary - Director of Music	4,400.83	4,400.83*	104	50,810.00
5100.1011.0000	Salary - Praise Team Music	1,488.42	1,488.42*	100	17,861.00
5100.1015.0000	Salary - Dir Educ Min	0.00	0.00	0	45,000.00
5100.1020.0000	Salary - Church Secretary	3,092.00	3,092.00*	115	32,143.00
5100.1022.0000	Salary - PT Bookkeeper	0.00	0.00	0	1,150.00
5100.1030.0000	Salary - Nursery	123.50	123.50	15	9,580.00
5100.1031.0000	Salary - Bldg/Grnds Super	2,989.36	2,989.36*	100	35,872.00
5100.1032.0000	Custodian A	787.16	787.16	74	12,789.00
5100.1035.0000	Employer Social Security	870.73	870.73	76	13,811.00
	Salary Expense	\$26,777.36	\$26,777.36	85	\$376,160.00
5100.0100.0000	Office Supplies	37.66	37.66	11	4,000.00
5100.0105.0000	Postage Exp. 2	0.00	0.00	0	2,000.00

Thursday, February 15, 2018 3:03 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0110.0000	Postage Meter Lease	0.00	0.00	0	500.00
5100.0115.0000	Copier Lease/Maintenance	0.00	0.00	0	11,500.00
5100.0120.0000	Internet Expense	214.94	214.94*	103	2,500.00
5100.0126.0000	Office Equipment Repair	0.00	0.00	0	1,000.00
5100.0130.0000	Telephone Service	251.83	251.83*	104	2,900.00
5100.0155.0000	Phone Message System	85.00	85.00	100	1,020.00
5100.0157.0000	Staff Appreciation	0.00	0.00	0	300.00
5100.0160.0000	Worker's Comp Insurance	1,959.75	1,959.75*	1,174	2,000.00
5100.0165.0000	Property & Liability Ins	0.00	0.00	0	9,750.00
5100.0175.0000	Computer Equip/Software	164.90	164.90	40	5,000.00
	Office Administration	\$2,714.08	\$2,714.08	77	\$42,470.00
5100.1040.0000	Benefits - Minister	2,886.20	2,886.20*	100	34,634.00
5100.1045.0000	Benefits - Assoc Pastor	1,603.33	1,603.33	99	19,529.00
5100.1050.0000	Benefits - Director of Music	388.63	388.63*	100	4,659.00
5100.1051.0000	Medical Insurance Opt-Out- DoMM	166.67	166.67	50	4,000.00
5100.1055.0000	Benefits - Dir of Educ Min	0.00	0.00	0	11,182.00
5100.1061.1000	Benefits - Church Secretary	839.85	839.85	100	10,090.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,288.31	1,288.31	100	15,471.00
	Benefits Expense	\$7,172.99	\$7,172.99	86	\$99,565.00
5100.1065.0000	Prof. Exp. - Minister	275.35	275.35	83	4,000.00
5100.1066.0000	Cont Ed - Minister	0.00	0.00	0	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	139.68	139.68	56	3,000.00
5100.1071.0000	Cont Ed - Assoc Pastor	0.00	0.00	0	1,500.00
5100.1075.0000	Prof. Exp. - Dir. Music	251.17	251.17*	128	2,350.00
5100.1080.0000	Prof Exp - Dir of Educ Min	0.00	0.00	0	2,350.00
5100.1085.0000	Prof.Exp - Administrator	0.00	0.00	0	450.00
	Professional Expense	\$666.20	\$666.20	49	\$16,150.00
	Total Administrative Expense	\$37,330.63	\$37,330.63	84	\$54,345.00
5100.2001.0000	Beach Health Clinic	0.00	0.00	0	400.00
5100.2005.0000	Dwelling Place	0.00	0.00	0	0.00
5100.2009.0000	Samaritan House	0.00	0.00	0	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	0.00	0.00	0	500.00
5100.2013.0000	St. Columba Ministries	0.00	0.00	0	10,400.00

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.2021.0000	Judeo-Christian Outreach Cente	0.00	0.00	0	2,800.00
5100.2027.0000	Seton Youth Shelter	0.00	0.00	0	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	0.00	0.00	0	1,600.00
5100.2033.0000	Winter Shelter Program	0.00	0.00	0	400.00
5100.2038.0000	Faith Works Coalition	0.00	0.00	0	2,400.00
5100.2039.0000	Virginia Supportive Housing/Crescent Square	0.00	0.00	0	2,800.00
5100.2041.0000	Project Activity	0.00	0.00	0	800.00
	Community Service Expense	\$0.00	\$0.00	0	\$25,000.00
5100.2055.0000	Fellowship	0.00	0.00	0	1,700.00
5100.2060.0000	Card Ministry	0.00	0.00	0	100.00
5100.2063.0000	Bereavement Team	0.00	0.00	0	750.00
5100.2070.0000	Stephen Ministry	0.00	0.00	0	450.00
	Congregational Care Expense	\$0.00	\$0.00	0	\$3,000.00
5100.3000.0000	Equipment/	0.00	0.00	0	750.00
5100.3001.0000	Supplies	0.00	0.00	0	2,000.00
5100.3003.0000	DCE Conferences	0.00	0.00	0	1,250.00
5100.3005.0000	Curriculum	714.41	714.41*	268	3,200.00
5100.3006.0000	Background_ Checks	10.00	10.00*	125	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	284.00	284.00*	227	1,500.00
5100.3014.0000	MOPS	0.00	0.00	0	1,800.00
5100.3015.0000	Vacation Bible School Exp.	265.48	265.48	84	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	51.49	51.49	89	700.00
5100.3041.0000	HS Ministry	51.49	51.49*	123	500.00
5100.3042.0000	Confirmation	0.00	0.00	0	300.00
5100.3043.0000	Children's Ministry	507.17	507.17*	507	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	0.00	0	1,800.00
	Education Expense	\$1,884.04	\$1,884.04*	116	\$19,400.00
5100.3505.0000	New Visitor Materials	0.00	0.00	0	500.00
5100.3525.0000	Evangelism Materials	0.00	0.00	0	500.00
5100.3531.0000	Evangelistic Events	0.00	0.00	0	500.00
5100.3540.0000	Living Nativity	0.00	0.00	0	3,000.00

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
	Evangelism Expense	\$0.00	\$0.00	0	\$4,500.00
5100.4000.0000	Building Maintenance	1,856.50	1,856.50*	278	8,000.00
5100.4001.0000	HVAC Maintenance	0.00	0.00	0	7,000.00
5100.4005.0000	Van Ops/Maint	0.00	0.00		
5100.4010.0000	Exterminating Service	0.00	0.00	0	2,000.00
5100.4015.0000	Fire & Safety System Maint.	140.97	140.97	84	2,000.00
5100.4020.0000	Grounds Maintenance	2,660.00	2,660.00*	319	10,000.00
5100.4025.0000	Supplies & Cleaning Materials	0.00	0.00	0	4,000.00
5100.4030.0000	Kitchen Maintenance	0.00	0.00	0	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	3,109.52	3,109.52*	149	25,000.00
5100.4055.0000	Gas	1,551.25	1,551.25*	186	10,000.00
5100.4060.0000	Water & Sewer	732.86	732.86	88	10,000.00
5100.4065.0000	Refuse Collection	359.57	359.57*	215	2,000.00
	Property Expense	\$10,410.67	\$10,410.67*	152	\$82,000.00
5100.4080.0000	Payroll Preparation	160.30	160.30*	182	1,050.00
5100.4082.0000	Bank Fees	52.21	52.21*	114	550.00
5100.4086.0000	Audit Fees	0.00	0.00	0	1,400.00
	Stewardship Expense	\$212.51	\$212.51	85	\$3,000.00
5100.4101.0000	Church Develop - Limete	0.00	0.00	0	500.00
5100.4110.0000	Mission Giving	0.00	0.00	0	35,000.00
5100.4120.0000	Theological Education Fund	0.00	0.00	0	1,000.00
5100.4121.0000	Field Missionary Support	0.00	0.00		
5100.4122.0000	Congo Maternity Hospital	0.00	0.00	0	500.00
5100.4123.0000	Congo-Mark Shreiber School	0.00	0.00	0	500.00
5100.4125.1000	Ticul Scholarship & Staff	0.00	0.00		
5100.4125.2000	Ticul - Material	0.00	0.00	0	500.00
5100.4125.5000	Youth - Mission Trips- 1/3	0.00	0.00		
5100.4128.0000	Disaster Response	0.00	0.00	0	500.00
5100.4130.0000	Massanetta support	0.00	0.00	0	500.00
5100.4132.0000	Miscellaneous expenses	0.00	0.00	0	500.00
5100.4134.0000	Clean Water Project	0.00	0.00	0	7,000.00
5100.4135.0000	Mogodeshu Hospital	0.00	0.00	0	500.00
	Witness/Global Mission	\$0.00	\$0.00	0	\$47,000.00

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4200.0000	Special Music Programs	0.00	0.00	0	2,500.00
5100.4205.0000	Music Literature(all sevices)	0.00	0.00	0	1,000.00
5100.4215.0000	Robe Maintenance/Cleaning	0.00	0.00	0	900.00
5100.4220.0000	Workshops/Memberships/licensing	0.00	0.00	0	1,400.00
5100.4225.0000	Substitute Organist	250.00	250.00*	188	1,600.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	0.00	0	1,000.00
5100.4232.0000	Section Leaders	300.00	300.00	34	10,600.00
5100.4236.0000	Seasonal Decor	0.00	0.00	0	400.00
5100.4240.0000	Usher Supplies/Cleaning	316.30	316.30*	958	400.00
5100.4245.0000	Communion Supplies	0.00	0.00	0	300.00
5100.4250.0000	Supplies/Equipment	22.95	22.95	32	850.00
5100.4251.0000	Children's Choir Supplies	0.00	0.00	0	600.00
5100.4255.0000	Keyboard Instr. Maintenance	0.00	0.00	0	900.00
5100.4260.0000	Audio/Visual	0.00	0.00	0	500.00
5100.4265.0000	Handbell Maintenance	0.00	0.00		
5100.4270.0000	Praise Team Drummer	0.00	0.00	0	2,600.00
	Worship Expense	\$889.25	\$889.25	42	\$25,550.00
	Total Expenses	\$50,727.10	\$50,727.10	82	\$743,795.00
	Difference	(\$8,320.85)	(\$8,320.85)		\$0.00

* = Income/Expense exceeds amount budgeted to date

Enclosure (3): 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	

Enclosure (4) Big Calendar Items

March 4, 2018	Etheridge Speaker John McCall	Catered lunch – set up and clean up ?
April 1, 2018	Easter Brunch	Cong. Care & ??
April 21, 2018	St. Columba fundraiser/Silent Auction	St. Columba Volunteers
Sept. 16, 2018	Back to School Picnic (food trucks)	C.E. & Cong. Care
Aug. ?	Graduation & Scholarship recognition	C.E
Dec. 2, 2018	Staff Appreciation	Admin. & Evangelism

Enclosure (5) Session Retreat Overview

Session Retreat 2018 - January 26-27, 2018

Gathered were: Gregor McLeod, Walter Martin, Bonita Gilchrist, Kay Neiman Myers, Betsy Kennedy, Martha Rudell, Sandy Ronan, Butch Brenton, Chris Pascuzzi, George Wong, Tom Weeks, Gary Crossman, Clifton Furedy, Mike Raymer, Peggy Damuth, Amanda Long and BPC staff, Rev. Dr. David Rollins, Rev. Emma Ouellette, and Chi Yi Wolbrink.

Day One:

Shared in a wonderful dinner and time of fellowship.

Worshipped with song and scripture - Matthew 25 "Talents"

David shared celebrations in the past year - Emma's call to Bayside, Kim's discernment to seminary, 3 young adult volunteers - others share support of the church in Africa, support to residents of Florida, our music program, our growing youth program (special thanks to Emma), Vacation Bible School, successful summer worship, our food pantry, St. Columba support, Presbyterian Women, Presbyterian Men, the Synod Gathering, worship increase in 2017, increase in participation at the 4pm Christmas Eve family service, healing...

Discussion around Transformational Leaders - 10 Commandments, Leadership lessons from Geese, Sailboat Church (time to drop our oars and set sail?) Change takes time, change is hard, leaders must have a non-anxious presence. Nothing has prepared the church to live on the edge.

Closed in prayer and spent time in fellowship.

Day Two:

A beautiful sunrise was shared by many ~ followed by a wonderful breakfast.

Introductions

Discussion around the life cycle of a church - and the gene structure of a congregation.

Discussion around articles "Urgent Church: Nine Changes We Must Make Or Die" and "Eight Major Changes in Churches the Past Ten Years" and "Six Statements That Can Kill a Church"

Breakout groups (notes from the groups will follow)

- 1) What do we need to stop?
- 2) Are we living into our mission?
- 3) What do we do best?

4) What is mission critical?

Discussion around structure - is what we have working? **Note nothing is broken ~ nothing to fix, but can we do things better?

Session size?

Ministries - do we have the right ministries? Is there value in merging some together?

And using task force style for events/projects?

Community Service and Global Mission?

Evangelism and Congregational Care?

Is it too broad to combine? Would 3 "Super Ministries" be too broad?

Too many Ministries? Do they lead to small membership, overlapping of ideas/resources/staff?

Discussion around if Evangelism should be separate ministry or part of all ministries...

Discussion around changing ministry names?

Much discussion on taking time to review before making changes, review pros/cons, answer? "What problem are we trying to solve?"

**Action Item - all to review descriptions on website - discuss with ministry teams - focusing on our main purpose and how we are living into our mission/vision.

Discussion around communication.

All need to participate in communication - Mary Hubbard/Amanda Long/Linda Vogl manage website - but NOT content. That must come from ministries and groups.

Facebook - a good way to connect with younger families - Beth Montoya, Pastor Emma and Amanda Long help to post items, but like the website information should come from ministries and groups.

Discussion around retreat - location and agenda - agreed it was time well spent and the house at Sandbridge was a good location.

Enclosure (6) Fundraising Request

The fundraiser I am trying to hold is to help show awareness for ~~the~~ childhood cancer through the American Childhood Cancer Organization. The ~~purpose~~ purpose of this fundraiser is to help raise money as well for the American Childhood Cancer Organization. I am a senior in the Legal Studies Academy at First Colonial High School and part of my senior year entails a senior project that relates to ~~write~~ a legal research paper we wrote last semester. My project relates to ~~the~~ ^{my paper} because I ~~based~~ wrote mine on adolescent consent and focused the legal aspect on cancer cases. I wanted to host the event at church because when my grandmother was diagnosed the people were so thoughtful and made my family feel like we had a family of people watching over us. ~~Helping fundraise for a children cancer organization~~ While this fundraiser is not necessary ~~related~~ to my ministry it is a great way to get the church involved with a cancer organization and to show their support for children who are suffering from childhood cancer.