

Ministry Meeting Minutes

MARCH 2018

Administrative Support 6 March 2018

David 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.

February Minutes were approved.

Preschool Report

- FALL 2017 REGISTRATION:

Openings - W/F 2 ½'s class – several openings, 2-day 3's openings, several 5-day 3's openings and 5-day 4's openings Kindergarten class is almost full

- TRAHADIAS STUDIOS: Class and individual pictures

Monday, March 26th– Monday Toddlers, Jost, Snyder, Dunstan and Kindergarten

Tuesday, March 27th – Tues / Thurs. Toddlers, T/Th 2 ½'s, Jost (3-day), Smith and Colthorpe

Wednesday, March 28th– Wed / Friday Toddlers, W/F 2 ½'s, Bradley and Hogan

Old Business

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

Met Mar 5th of the applicants received; awaiting responses from four.

- Church computers and network. Walter has been advised that his services are no longer needed.

Passwords have been changed. Gregor will be meeting with property to talk about Wi-Fi and LAN/server requirements for BPC.

- Church Windows update; there have been 62 responses to the church windows update request.

Discussed having a minute for mission on 29 April and a focused push on 6 May for everyone to complete this task.

- All committee members signed Non-Disclosure Agreement relating to committee discussions.

New Business:

- A suggestion was made to include upcoming staff time off in the Binnacle and Helmsman communications.

- Staff evaluations. We will begin the process after Easter and will discuss at our April meeting; which, due to Spring Break, Admin Support decided to meet on April 10th vice April 3rd. Committee members are asked to come to the April meeting with suggested congregants to participate in providing input for their staff members. Amanda offered to make the evaluation form into a google document. It may make it more convenient for those identified to provide this necessary.

- Admin Support Plan of Action and Milestones. Gregor will make updates to Admin Support's annual timeline of responsibilities.

Birthdays and Staff time away:

Kathy Armstrong 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**

In attendance: Beth Montoya, George Wong, Matt Wicks

1. Update from George on purchasing a new Revo board to have in hallway near Social Hall. Property Ministry helping with cost is not going to happen at this time. There is the possibility of repurposing one of the TV screens in the Young Wing which is not being used at this time. Will have to check into equipment needed to play informational loop.
 2. Due to family emergency, Beth has not yet contacted Lindley Fox to discuss how we can help with preparations for Bible School. She will get in contact and follow up with group.
 3. Discussed scholarships and Grad breakfast. We would still like to have grads and scholarship recipients honored at a lunch after a combined service instead of having a breakfast. Decided on date of June 10. George to make sure this date is free and get lunch on calendar. See last month's notes on soup and sandwich idea. There are leftover books in the storeroom that Kim bought last year that we have for Grad gifts.
- Scholarship application to go on website ASAP. George to get to Mary Hubbard for website and have Linda Vogl put on Revo board. Will also ask about putting list of Sunday School classes on Revo board.
4. Discuss Back to School Picnic that was discussed during Session Retreat. All agreed food truck idea is not feasible at this time. Ministry members are willing to work with Congregational Care on a different type of picnic if they choose to do this.
 5. DYFO update. Applications coming in and are being reviewed with hope of interviews to begin soon.
 6. Rescheduled April meeting to Thurs 4/15 at 6:30pm.

**Community Service
6 February 2018**

Members Present – Martha Rudell (Moderator), Thom Sare, Pam Spillman, Libby Graves

Upcoming Events:

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

Old Business:

Di could not be here but asked that we discuss our relationship with the Red Cross and decide if we want to continue it. She feels that we should discontinue our roll as any kind of “shelter” as we have not been called for help and do not feel that we are ready if called. It was discussed and unanimously approved that we should terminate any shelter relationship we have with the Red Cross. It was requested that Di send them a letter formally notifying them of our decision. We have increased our Blood Drives to six a year so do feel we are continuing to support them in this way.

New Business:

1. It was requested that all meetings, events, etc. that we know of be given to Linda as soon as possible so as to reserve the rooms needed. Also, reviewed that Helmsman articles need to be given to Linda by Thursday morning of each week. Articles for the Binnacle should be given to Linda by the 15th of the month for the next month’s publication.

Session Highlights

Approved Missy Andrews for membership.

Discussed 2 proposals related to updating and solving our current WiFi issues. Butch Brenton and Gregory McLeod agreed to help committee with this task.

Approved having one worship service at 10:00 am May 27 – Sept. 2.

Approved having one service each Sunday for the month of December.

Discussed goals for inviting people to church. One on one invitations work best.

Agency Reporting this Month:

1. Blood Drive (Martha) Blood Drive is set for this Thursday, March 8. Goal is 29 pints. We have great volunteers lined up. Thursday, May 3, is our next drive.
2. Easter Baskets (Connie, Lynne) Easter Baskets will be assembled on Monday, March 26, (day after Palm Sunday) at 9:30 a.m. on the stage in the Fellowship Hall. Lynne needs helpers.
3. Food Pantry (Lynne, Tracy, Connie) February - 13 families, 26 adults, 18 children, \$555.92 spent, cash used \$138.91, donated \$417.01. Little Blue Wagon item for March is peanut butter.
4. Good News Jail Ministry (Audre) Audre spoke again with the present chaplain. He and his wife are still leaving in March and a replacement has not been hired. He will keep her advised.
5. HumanKind (Carlos) Pam will send me last update on HumanKind.
6. JCOC (Connie) Connie was absent but it was noted that a JCOC Winter Shelter meeting will be Wed., March 28, 12:00 pm – 1:30 pm at St. John the Baptist Church, Holland Road. JCOC will provide lunch. Will coordinate with Connie who will represent BPC.
7. Samaritan House (Susie) In Susie’s absence I was asked to present this opportunity for consideration: Samaritan House has an ongoing need for baby items. All kinds of clothes, blankets and baby gear are needed. The #1 need on a regular basis is disposable diapers of all sizes. She proposed collecting baby items in May to coincide with a slower time at the church as well as Mother’s Day. This project was enthusiastically received and approved. I will check church policy to see if Session approval is needed
8. Sentara Pace Bible Study (Lynne) Lynne sent word it’s still going well.
9. Seton Youth Shelter (Pam) – No report.
10. St. Columba (Lynne) SIS Bible Study group made 178 sandwiches and delivered them in February.
11. VA Supportive Housing (Gloria, Di) – In Di’s absence, I reported that she and I met with Arden Reed, Major Gifts Donor, Hampton Roads, Va. Supportive Housing and was given a good update. We asked if there were any specific things that we could do to help the project. She said she would look into it and get back with us. We subsequently received an email stating that Brian Williams of Crescent Square said Bingo would be a great activity for the residents. There was not a current need for computer training. Kiwanda, their property manager, said she has a very small budget for food social events and would welcome Bayside’s periodically hosting a “healthy” food night, perhaps with a presentation on how to eat healthy. There was some positive

comments and it was felt Di should follow up and get more information and bring her thoughts and proposals to our next meeting.

The meeting was closed in prayer.

Martha Rudell, Moderator

**Congregational Care
6 February 2018**

No minutes received.

Sandy Ronan, Moderators

**Evangelism
6 February 2018**

Members Present: Peggy Damuth, Russ Brown, John Dannemann, Butch Brenton, Emma Ouellette

Butch Brenton opened the meeting with prayer.

Old Business:

1) Visitor to New Member Process:

Visitor Gift Bags: Discussed possible ways to reach out to visitors. It was decided that we offer a visitor gift bag, at the welcome center, to visitors as they leave the sanctuary or fellowship hall after Sunday services. This may give designated members a chance to speak with them (evangelize) and hopefully get information from them. Russ Brown has created a visitor information sign-up chart to use. It was determined that someone will need to man the information desk. Peggy will be proposing at the session meeting on 3/20 that session members might want to assist at the welcome center, being that “designated person” to speak to visitors after their service of worship and give them their visitor gift bag (see Peggy after session meeting to sign up.) Emma and Butch will be putting together a ‘what to say’ document which “designees” can refer to as needed. Emma and Linda will be working on a new brochure about Bayside Church to go in the gift bags. John checked into the cost of refrigerator magnets with church information on them. They would cost \$165.00 for 500. We already have book marks, pens, and coffee mugs and a few other things to go in them. Peggy and Terri Dannemann will put the bags together. Emma shared her “New Member’s Class Proposal” handout and discussed key points with ministry members.

2) The Edna Etheridge speaker, John McCall, did an outstanding job and the luncheon presentation was well attended. Terri and Russ manned the registration table.

New Business:

1) Our 11:00 Combined Service banner is worn out. We will revise the time on the banner we bought last summer for use now. We will order a new banner for summer hours after our April ministry meeting. John will take care of banner revision and new banner order and deliveries of each.

- 2) The Evangelism Committee wants to host another “Ecycle” event in the early fall, September or October. John Hamilton will be contacting Eggleston Services and Sims Metal to confirm interest and availability for this project. More details will be forthcoming.

The meeting ended at 8:15 with prayer by Russ Brown.

Minutes Submitted by John Dannemann

**Global Missions
6 February 2018**

No minutes received.

Walter Martin, Moderator

**Property
6 February 2018**

Those present were Bob Allen, Dawn Burns, Sperry Davis, Leslie Parr, Eugene Towler, Moderator Clif Furedy and new volunteer Rick Rudell.

The meeting was opened with prayer.

Items Discussed and Actions Taken:

A member of the Kitchen Task Force had suggested to Eugene that the existing kitchen hardware was adequate and does not need to be replaced. Item closed.

Due to time constraints, there was no change in status of the Access Control, Building Security, ADA door and Video Surveillance projects. Additional research and negotiations will be required to obtain necessary security at a reasonable cost. New team member Rick Rudell volunteered to review the requirements and proposals. New proposals will probably be required.

Landscaping Project remains on hold pending warmer weather. A proposal and cost to place a faucet in the island will be requested from the sprinkler contractor.

The annual sprinkler maintenance contract will be renewed for 2018.

The Cox phone and Internet contract will be renewed for 24 months. Internet speed increased to 100Mbps and bill will be about \$50 less per month. Planning to replace the existing Comdial PBX is presently on the back burner.

Aside from a minor flood in the Adult Wing bathroom that required cleaning the hall carpet, Eugene reported no major building issues. Frayed hall carpet in the Youth Wing was discussed and will require a call to the installation company. As this carpet has already been replaced once, the type/style and warranty will be considerations in any replacement this time.

Les Parr gave a full run-down of his survey with Eugene of the temporary walls in Adult Wing Rooms 506 and 512. There are many small problems that require work on almost all panels. The high cost to

replace the existing vinyl covering is a major problem. Bob Allen and Les agreed to meet later and develop a repair plan that is affordable.

No one has had time to inspect and test the audio presently installed in the classrooms and Nursery. No time table was set so this remains open.

Eugene reported new cost figures from the vendor for blind replacement in rooms 506, 508, 512, 514 and the Kitchen. It was agreed he should tell the vendor to go ahead with the work.

Sperry Davis said he would work with Steve Baker to finalize the Building Use Policy. That can be reviewed at a future meeting.

No further action regarding an additional video monitor at the entrance to the Fellowship Hall. The item was elevated to the Full Session for funding and implementation.

Spring Cleanup is scheduled for 17 March. Sperry Davis and Les Parr agreed to do a Minute for Mission at the 9 and 11 o'clock services. Inputs for necessary work will be solicited from previous participants.

A continuing significant discussion topic is the church wide WiFi replacement project. Butch Brenton of Evangelism and Gregor McLeod of Admin Support teamed up with Property to analyze the needs and possible solutions, then see how the current vendor proposals meet the requirements. Potential users, bandwidth requirements, self-help work, hardware and labor costs and sources of funds were all debated. Butch, Gregor and Clif Furedy agreed to develop a draft Statement of Work that can be sent back to the vendors.

The meeting was closed with prayer at 9:20pm.

After the meeting there was a field trip into Eugene's Office to survey the existing network hardware. This info will form the baseline of the WiFi SOW.

Clifton G. Furedy
Property Moderator

Stewardship 6 February 2018

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

Present were Moderator Tom Weeks, Mike Raymer, Bill Graves, and Treasurer Luanne Wong.

Luanne presented Treasurer's Report and Balance Sheet. She noted that pledged offering shows as 80% but is actually 91% due to pledges for 2018 being given in 2017 for tax reasons. Mike commented that of more concern was Non-pledged offering being only 66% of projected. Bill questioned whether Admin budget included DCE salary and Luanne confirmed it was included. Luanne also noted that Christian Ed spending for Curriculum was at \$160% due to paying helpers to plan for Church School and JAM since we have no DCE. Bill asked if payment of minister loans was current and Luanne confirmed payment was on schedule. Luanne said that she would develop an insert for an April bulletin to recap finances.

Tom said that Session discussed sources for the \$3K-\$10K required to replace the WIFI system. Tom reminded that "Articles Restating Terms of Endowment Fund" prohibits use for church operations but allows for expanding the mission of the church thru benevolence, education, or mission work. All agreed that Endowment Fund would not be an acceptable source as recommended by some on Session. Agreed

should be paid for by Property or combination of Property and Admin since could be considered office equipment. Since there are things Endowment can be used for, Tom would remind Session at next meeting that Ministries can request funds from Endowment for expanding the mission of the church. Luanne also recommended Endowment Committee prepare a bulletin insert explaining advantages of donating to the fund. Bill commented that one of the advantages is that your gift continues supporting the mission of the church into perpetuity.

Tom provided everyone a copy of a policy paper, Allocation of Financial Gifts, prepared by Bob Baker to clarify how gifts are directed to the Endowment Fund. All agree was good policy. Bill suggested presenting to Endowment before bringing before session for approval.

Bill said reportedly some at Westminster Canterbury are interested in attending services at Bayside but lack transportation. Suggested that Westminster Canterbury may provide transportation for a fee. Tom said he would check with Ty Brown who is on Westminster Canterbury board of directors.

The meeting was closed at 8:15 PM.

Tom Weeks

Worship 6 February 2018

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

Bonita Gilchrist, moderator, opened the meeting with prayer at 7:10.

The agenda was approved.

Open / Old Business Issues:

The following motion from the Ministry was taken to Session at their February meeting and was approved: "It is moved by the Worship Ministry than 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"

Chi-yi also noted that the May 27th combined service will be held in the Fellowship Hall, as coordinated with staff.

New Business:

Palm Sunday / Maundy Thursday / Easter Events

- Nancy will order the palm branches and pick them up Monday the 19th for use in Pre-School chapel (Wednesday)
- Nancy is coordinating Easter Lily orders/bulletin inserts and will pick up Lilies from Chesapeake Wholesale the week of March 26th. She will send an email to Ministry members when help is needed in arranging lilies.
- Decoration of the church and placement of lilies/banners/angel figurines – plan to decorate Saturday morning the 31st at 9:00, immediately prior to the choir rehearsal, so that choir members can come early to assist in decoration.
- Flower cross/chicken wire – it seems to have been misplaced a few years ago but one last place to look is in the second-floor storage above the stage in the fellowship hall. If it is found, we will use it for next year. If it cannot be found, Bonita will discuss with Thom Sare and see if a new cross might be created for next year.
- Suggestion from a church member was to present small pins (doves, other) to all people attending the Easter service as they had seen this done in another church. Sample pins were brought by Bonita and the dove pin seemed appropriate for Pentecost. Will think about it.

Usher observation was provided to the Ministry. There seems to be some confusion or lack of volunteers to usher as their names are not being published in the bulletin, although there has never been a "crisis" for lack of ushers. It

may just be a different way of coordinating the ushers where the names of ushers just aren't being provided to Linda for inclusion in the bulletin.

Communion – Elders serving need to ensure that in addition to those adults in the nursery, that those who may be observing the service from the Atrium are also included in offering the sacrament.

Music Director's Report – Chi -yi provided a written report to everyone outlining her activities over the past month, continuing and new events. Of note was the increased frequency of the youth (Bayside Joyful Singers) in the combined services and that percussionist Sarah Williams is teaching drums to the children's choir. She noted that there is work to catalogue and organize the church's music library of traditional and praise songs into a searchable database so that we know what music is available. There are well over a thousand pieces in the library that are being catalogued. Chi-yi provided the dates that she will be away serving the wider church at PEVA and at the Austin Seminary as well as continuing education at Montreat Music & Worship Conference and the Hymn Society Conference, both in July.

Dates for decorating for the Advent and Christmas season are pending.

Church Sanctuary Refurbishment. Doug provided a brief update of the committee discussions and activities and the potential modifications that are being researched and which will eventually be presented to Session for discussion and approval. There are various projects that are dependent on need, desire, funding, and schedule.

Communion Service silver will be polished prior to Easter. Wednesday the 21st at 1:00 was agreed upon for Ministry members to participate.

With no further business, the meeting was closed with prayer at 8:30.

Doug Mitchell, recorder