

# Agenda for the Stated Session Meeting

Bayside Presbyterian Church  
20 March 2018 7:00 PM Room 508

Mission: 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.

## **SHARING OF JOYS AND CONCERNS – OPENING PRAYER**

### **DEVOTION**

Elder Tom Weeks

### **REQUESTS FOR SESSION APPROVAL** / Motions and Votes Required

1. New Member Requests: None
2. Baptism Requests: None
3. Church Wedding Requests: None

### **SACRAMENT OF COMMUNION**

All are invited!

### **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 FEBRUARY**

1. Attendance:

Previous Three Februarys

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Special Services	Total of All Sundays	Weekly Average
2015*	68/23	150/50	398/133	228		844	211
2016	95/32	198/66	335/112	191	55	819	204
2017	50/17	209/70	346/115	192		797	199
2018	80/27	194/65	283/94	172	65	729	146

\* One canceled Sunday due to snow

- 2. Reception of New Members: Missy Andrews
- 3. Baptisms: None
- 4. Church Weddings: None
- 5. Member Transfers: None
- 6. Member Deaths: (2/4) Velma Spivey

**INVITATION CELEBRATION:**

Sharing of invitations to Bayside services, events and programs.  
Upcoming opportunities?

**FINANCIAL REPORT AND ISSUES:**

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

**Motion needed.**

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

None

**PEVA / CHURCH INFORMATION**

None

**PASTOR TRAINING**

Rev. Dr. David Rollins

**CONTINUING ISSUES**

- 1. Church policy and procedures review updates - Enclosure (3) Clerk
- 2. Devotion Sign Up Clerk
- 3. Church Wi-Fi Discussion - Update

**NEW BUSINESS**

- 1. Presbyterian Man of Faith Award
- 2. Welcome Center (Enclosure 4)

**STAFF REPORTS**

Director of Music Ministries Chi-Yi Chen Wolbrink

- 1. We are still looking for a new Bass section leader.
- 2. Bayside Joyful Singers will sing Sunday, May 6<sup>th</sup> (Youth Sunday, still waiting for the date to be confirmed) and Sunday, June 3<sup>rd</sup>.

3. The Brass Quartette and the Percussionist will be part of Easter Sunday worship.
4. The Handbell Choir will play during the Lenten season on Sunday March 11 and Sunday, March 25. They will also play on Maundy Thursday (March 29<sup>th</sup>) and Sunday, June 3<sup>rd</sup> On Palm Sunday service, the Handbell Choir will play in the atrium at the beginning and the end of the service.
5. Music library /Handbell library inventory started in late February. Doug Mitchell and Paula Garrison are the main helpers. The new system includes: Scripture, Copies, Liturgical Season, Event Repertoire, Location, Level of Difficulty, Instrumental Accompaniment, Date Sung... etc  
Beyond that, the Contemporary music needs *Digital Declutte*, in order to catalog songs from the past 10 years in one electronic place.
6. Reading project - In preparation for the Calvin Worship Institution grants and 2020 vision:  
\**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. Preparing music repertoire for summer worship from May 27 to September 2 at 10 am.
8. Providing the “used” pipe organ information to the 2020 Sanctuary renovation committee.
9. Resumed the box of Hymns & Songs (Yours, Mine and Ours) suggestion at the Welcome Center.
10. Working with Mary Hubert 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 from April 8-11, 2018

#### Continuing Education:

- Presbyterian Association of Musicians, Music & Worship Conference, Montreat, NC. June 17-23, 2018

#### Serving the Wider Church & Continuing Education:

- Hymn Society Annual Conference, St. Louis, July 15-18, 2018.
- Lisa Smith will be subbing organist on April 8, and June 17.

Associate Pastor

Rev. Emma Ouellette

Over the past month there have been so many joys and so many more to look forward to. Here are some highlights from this past month (all of February into March):

- Taught a woman's circle meeting
- Preached
- Continued working with the youth
- Started working with Lindley Fox on VBS plans
- Took Vacation to meet my Nephew
- Attended NEXT Church Conference
- Did Ashes to Go on Ash Wednesday where 25 people were served Ashes
- Led Ash Wednesday service
- Attended the Men's Valentine's Breakfast
- Continued spiritual direction with a member
- Celebrated my 1 year anniversary
- Attended the Confirmation Curriculum seminar in Louisville, KY
- Helped host the Stephen Ministry Gathering on February 3<sup>rd</sup>
- Did many hospital and home visits throughout the past month and a half.
- Working on a new New Members Class
- Partnered with 2 other churches to lead a Prayer Vigil for those affected by Gun Violence

Since I wasn't at the past session meeting I included highlights going back to January. Looking forward I am excited about spending Easter with you all. I will also be helping lead the PEVA Women's Retreat on the 24<sup>th</sup> and a Maundy Thursday service at Westminster Canterbury.

Things are busier than ever. As always I appreciate and welcome the partnership in working on these different projects. I look forward to celebrating the Risen Christ with you all in a few weeks!

Joyfully,

Emma

Pastor / Head of Staff

Rev. Dr. David Rollins

Since we met in February I have 20 pastoral visits, some of those have been in the office and the others were mainly at hospitals, and rehabs. I have been teaching *Holy Solitude*, which has helped me personally on my Lenten journey. I opened the city council meeting with the invocation, attended a retirement seminar, and enjoyed leading worship with John McCall and Emma. It has been a full month and I am really looking forward to Palm Sunday, and our Easter celebration. I continue to consider it an honor and privilege to serve Christ in this place.

### **SUPPLEMENTAL MINISTRY REPORTS**

(Items/issues not included in Ministry Minutes)

### **CLOSING WITH PRAYER**

Next Meeting – Tuesday April 17, 2018 7pm

**Enclosure (1) Balance Sheet**

Bayside Presbyterian Church - Virginia Beach VA  
Balance Sheet as of February 28, 2018

Saturday, March 17, 2018

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Account #	Account Name	YTD Balance
1100.0500.0000	BB&T Money Market	176,604.51
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	86,067.09
1100.2100.0000	Towne Bank Money Market	185,820.88
	<b>Cash Assets</b>	<b>\$448,792.57</b>
1100.2453.0000	Session Loan (4)	6,279.72
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
	<b>Investment Assets</b>	<b>\$349,181.17</b>
1100.4100.0000	Endowment MM TowneBank	20,736.33
1100.4500.0000	TD Ameritrade	473,399.72
	<b>Endowment Assets</b>	<b>\$494,136.05</b>
		<b>\$1,292,109.79</b>

***Fund Balance***

3100.0000.0000	General Fund	252,168.88
3100.7000.0000	Assoc Pastor Cont Educ Fund	1,709.10
3200.0000.0000	Non-Budget Fund	2,932.10
3200.0200.0000	Minister's Special Benevolence	5,758.57
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3200.4430.0000	Wedding Fund	85.65
3200.5000.0000	Food Pantry Fund	15,338.35
3300.0000.0000	Preschool Fund	104,818.93
3400.0000.0000	Educational Fund	6,327.80
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	46,831.16
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	1,695.66
3800.0000.0000	Scholarship Fund	1,454.70
3800.1000.1000	Coleman Fund	247.17
3800.1005.0000	William & Rhonda Bertholf Education Fund Balance	15,659.00
3800.2000.0000	Minister Loan Fund	30,027.39
3800.4000.0000	Missions Fund	8,995.33
3800.5000.0000	Earnings Fund	1,442.23
	<b>General &amp; Special Funds</b>	<b>\$797,973.74</b>
3900.0000.0000	Endowment Fund	386,584.79
3900.3100.0000	Edna E Etheridge Fund Fund	107,551.26
	<b>Endowment Funds</b>	<b>\$494,136.05</b>
	<b>Total Fund Balance</b>	<b>\$1,292,109.79</b>
	<b>Total Liabilities and Fund Balance</b>	<b><u>\$1,292,109.79</u></b>

## Enclosure (2) Treasurer's Report

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

Saturday, March 17, 2018 11:05 AM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
<b>Income</b>					
4100.0000.0000	Pledge Offering	37,428.00	72,207.00	80	540,058.00
4100.0100.0000	Non-pledged Offering	5,565.00	11,054.00	66	100,000.00
4100.0200.0000	Visitor Offering	105.00	105.00	42	1,500.00
4100.0300.0000	Loose Cash Offering	728.51	1,166.20	87	8,000.00
4100.0400.0000	Church School Offering	0.00	0.00	0	100.00
4100.0500.0000	Envelope Offering	65.00	247.00*	494	300.00
	<b>Regular Offerings</b>	<b>\$43,891.51</b>	<b>\$84,779.20</b>	<b>78</b>	<b>\$649,958.00</b>
4100.1000.0000	Interest/Investment Inc.	0.00	0.00	0	7,760.00
	<b>Net Investment Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$7,760.00</b>
4100.1100.0000	Overhead Donation	795.00	1,590.00	100	9,540.00
4100.2100.0000	Soft Drinks/Coffee Inc.	0.00	5.56	0	0.00
4100.2200.0000	Tenant Donations	260.00	930.00	62	9,000.00
	<b>Other Income</b>	<b>\$1,055.00</b>	<b>\$2,525.56</b>	<b>82</b>	<b>\$18,540.00</b>
4100.1101.0000	Preschool DoMM Donation	288.00	336.00	84	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
	<b>Total Income</b>	<b>\$45,234.51</b>	<b>\$87,640.76</b>	<b>71</b>	<b>\$743,795.00</b>
<b>Expense</b>					
5100.1000.0000	Salary - Minister	8,360.51	16,721.02	100	100,326.00
5100.1005.0000	Salary - Associate Pastor	4,766.01	9,430.86	100	56,818.00
5100.1010.0000	Salary - Director of Music	4,234.16	8,468.32*	100	50,810.00
5100.1011.0000	Salary - Praise Team Music	1,488.42	2,976.84*	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	2,473.60	5,565.60*	104	32,143.00
5100.1022.0000	Salary - PT Bookkeeper	100.00	100.00	52	1,150.00
5100.1030.0000	Salary - Nursery	768.50	892.00	56	9,580.00
5100.1031.0000	Salary - Bldg/Grnds Super	2,989.36	5,978.72*	100	35,872.00
5100.1032.0000	Custodian A	919.70	1,706.86	80	12,789.00
5100.1035.0000	Employer Social Security	815.13	1,685.86	73	13,811.00
	<b>Salary Expense</b>	<b>\$26,915.39</b>	<b>\$53,526.08</b>	<b>85</b>	<b>\$376,160.00</b>
5100.0100.0000	Office Supplies	687.29	724.95*	109	4,000.00
5100.0105.0000	Postage Exp. 2	200.00	200.00	60	2,000.00

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5100.0110.0000	Postage Meter Lease	108.00	108.00*	129	500.00
5100.0115.0000	Copier Lease/Maintenance	882.08	882.08	46	11,500.00
5100.0120.0000	Internet Expense	433.69	648.63*	156	2,500.00
5100.0126.0000	Office Equipment Repair	0.00	0.00	0	1,000.00
5100.0130.0000	Telephone Service	245.49	497.32*	103	2,900.00
5100.0155.0000	Phone Message System	85.00	170.00	100	1,020.00
5100.0157.0000	Staff Appreciation	0.00	0.00	0	300.00
5100.0160.0000	Worker's Comp Insurance	0.00	1,959.75*	587	2,000.00
5100.0165.0000	Property & Liability Ins	0.00	0.00	0	9,750.00
5100.0175.0000	Computer Equip/Software	0.00	164.90	20	5,000.00
	<b>Office Administration</b>	<b>\$2,641.55</b>	<b>\$5,355.63</b>	<b>76</b>	<b>\$42,470.00</b>
5100.1040.0000	Benefits - Minister	2,886.20	5,772.40*	100	34,634.00
5100.1045.0000	Benefits - Assoc Pastor	2,333.33	3,936.66*	121	19,529.00
5100.1050.0000	Benefits - Director of Music	457.85	846.48*	109	4,659.00
5100.1051.0000	Medical Insurance Opt-Out- DoMM	333.34	666.68*	100	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	911.83	1,751.68*	104	10,090.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,530.51	2,818.82*	109	15,471.00
	<b>Benefits Expense</b>	<b>\$8,453.06</b>	<b>\$15,792.72</b>	<b>95</b>	<b>\$99,565.00</b>
5100.1065.0000	Prof. Exp. - Minister	260.38	535.73	80	4,000.00
5100.1066.0000	Cont Ed - Minister	23.60	23.60	6	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	152.54	292.22	58	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	15.83	267.00	68	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
	<b>Professional Expense</b>	<b>\$452.35</b>	<b>\$1,118.55</b>	<b>42</b>	<b>\$16,150.00</b>
	<b>Total Administrative Expense</b>	<b>\$38,462.35</b>	<b>\$75,792.98</b>	<b>85</b>	<b>\$534,345.00</b>
5100.2001.0000	Beach Health Clinic	100.00	100.00*	152	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	600.00	600.00*	150	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	125.00	125.00*	149	500.00
5100.2013.0000	St. Columba Ministries	2,600.00	2,600.00*	150	10,400.00



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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.2021.0000	Judeo-Christian Outreach Cente	700.00	700.00*	150	2,800.00
5100.2027.0000	Seton Youth Shelter	125.00	125.00*	149	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	400.00	400.00*	150	1,600.00
5100.2033.0000	Winter Shelter Program	0.00	0.00	0	400.00
5100.2038.0000	Faith Works Coalition	600.00	600.00*	150	2,400.00
5100.2039.0000	Virginia Supportive Housing/Crescent Square	700.00	700.00*	150	2,800.00
5100.2041.0000	Project Activity	0.00	0.00	0	800.00
	<b>Community Service Expense</b>	<b>\$5,950.00</b>	<b>\$5,950.00*</b>	<b>143</b>	<b>\$25,000.00</b>
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	11.33	11.33	9	750.00
5100.2070.0000	Stephen Ministry	0.00	0.00	0	450.00
	<b>Congregational Care Expense</b>	<b>\$11.33</b>	<b>\$11.33</b>	<b>2</b>	<b>\$3,000.00</b>
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	139.63	854.04*	160	3,200.00
5100.3006.0000	Background_ Checks	0.00	10.00	63	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	364.00	648.00*	259	1,500.00
5100.3014.0000	MOPS	131.28	131.28	44	1,800.00
5100.3015.0000	Vacation Bible School Exp.	0.00	265.48	42	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	35.47	86.96	75	700.00
5100.3041.0000	HS Ministry	35.46	86.95*	104	500.00
5100.3042.0000	Confirmation	0.00	0.00	0	300.00
5100.3043.0000	Children's Ministry	654.49	1,161.66*	581	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	0.00	0	1,800.00
	<b>Education Expense</b>	<b>\$1,360.33</b>	<b>\$3,244.37*</b>	<b>100</b>	<b>\$19,400.00</b>
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

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
	<b>Evangelism Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$4,500.00</b>
5100.4000.0000	Building Maintenance	335.58	2,192.08*	164	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.	0.00	140.97	42	2,000.00
5100.4020.0000	Grounds Maintenance	0.00	2,660.00*	160	10,000.00
5100.4025.0000	Supplies & Cleaning Materials	623.53	623.53	94	4,000.00
5100.4030.0000	Kitchen Maintenance	285.24	285.24	85	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	0.00	3,109.52	75	25,000.00
5100.4055.0000	Gas	1,840.16	3,391.41*	204	10,000.00
5100.4060.0000	Water & Sewer	757.17	1,490.03	89	10,000.00
5100.4065.0000	Refuse Collection	189.30	548.87*	164	2,000.00
	<b>Property Expense</b>	<b>\$4,030.98</b>	<b>\$14,441.65*</b>	<b>106</b>	<b>\$82,000.00</b>
5100.4080.0000	Payroll Preparation	48.99	209.29*	119	1,050.00
5100.4082.0000	Bank Fees	53.65	105.86*	115	550.00
5100.4086.0000	Audit Fees	0.00	0.00	0	1,400.00
	<b>Stewardship Expense</b>	<b>\$102.64</b>	<b>\$315.15</b>	<b>63</b>	<b>\$3,000.00</b>
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
	<b>Witness/Global Mission</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$47,000.00</b>

Bayside Presbyterian Church - Virginia Beach VA  
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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 sevice	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	0.00	250.00	94	1,600.00
5100.4230.0000	Music/Pulpit Honoraria	98.38	98.38	59	1,000.00
5100.4232.0000	Section Leaders	810.00	1,110.00	63	10,600.00
5100.4236.0000	Seasonal Decor	0.00	0.00	0	400.00
5100.4240.0000	Usher Supplies/Cleaning	13.50	329.80*	500	400.00
5100.4245.0000	Communion Supplies	24.55	24.55	49	300.00
5100.4250.0000	Supplies/Equipment	(231.89)	(208.94)	-147	850.00
5100.4251.0000	Children's Choir Supplies	94.13	94.13	94	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	505.00	505.00*	116	2,600.00
	<b>Worship Expense</b>	<b>\$1,313.67</b>	<b>\$2,202.92</b>	<b>52</b>	<b>\$25,550.00</b>
	<b>Total Expenses</b>	<b>\$51,231.30</b>	<b>\$101,958.40</b>	<b>82</b>	<b>\$743,795.00</b>
	<b>Difference</b>	<b>(\$5,996.79)</b>	<b>(\$14,317.64)</b>		<b>\$0.00</b>

\* = 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: Welcome Center



# Visitor Log

Welcome Center Visitor Sign-up Sheet

Date: \_\_\_\_\_

Name	Email	Phone	Service Attended