

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
17 April 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 Betsy Kennedy

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 MARCH

1. Attendance:

Current Plus Previous Three March

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Special Services	Total of All Sundays	Weekly Average
2015	148/37	283/71	443/111	192	n/a	1066	213
2016*	133/44	289/96	476/159	167	65	1065	266
2017	77/26	196/65	291/97	188	85	837	188
2018	79/26	166/55	403/134	165	72	885	203

*Easter (3 Services)

- | | |
|------------------------------|------|
| 2. Reception of New Members: | None |
| 3. Baptisms: | None |
| 4. Church Weddings: | None |
| 5. Member Transfers: | None |
| 6. Member Deaths: | None |

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):

1. Letter from Rev. Keith Phillips (enclosure 3)

PEVA / CHURCH INFORMATION

1. Letter from PEVA (enclosure 4)

PASTOR TRAINING

Rev. Dr. David Rollins

CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (5) Clerk
2. Church Wi-Fi Discussion - Update and Motion

Motion: Admin committee moves that Session approve the expenditure up to \$10,000 to overhaul the Church WiFi network in order to re-establish our WiFi capability that has been very limited for the past several months.

3. Welcome Center Update
4. Search for DYFO Update

NEW BUSINESS

1. Request from Next Gen

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

Update:

- Mike Belote will be the Bass section leader; still looking for an Alto section leader
- Bayside Joyful Singers are going to sing on May 6th and June 3rd.
- The Handbell Choir will play June 3rd.
- Music library /Handbell library inventory continues, and the Praise team music will be stored in one electronic place by the end of April or early May.
The new system includes: Scripture, Copies, Liturgical Season, Event Repertoire, Location, Level of Difficulty, Instrumental Accompaniment, Date Sung...etc
- Preparation is taking place for the music repertoire for the 10 am summer worship from May 27th through September 2nd. The first summer worship session will be held in Fellowship Hall on May 27. An article about our summer worship will appear in the Binnacle. It is titled "Bayside at 10."
- I continue to provide the "used" pipe organ information to the 2020 Sanctuary renovation committee.
- The box of Hymns & Songs suggestions(Yours, Mine and Ours) has been returned to the Welcome Center.
- Working with Mary Hubbard on Liturgical season Art displayed around the Music wing.

Serving the wider church:

- Led worship at University Presbyterian Church on Sunday, April 8.
- Lecture-"Blessed be the tie that Binds- Unity without uniformity" at Austin Seminary, TX April 9-11, 2018.

Subbing Organist: Lisa Smith –April 8th, 8 and 11am both service

Thank you for allowing me to serve at University Presbyterian Church and Austin Theological Seminary on April 8th-April 11th. The invitation was under the Hal Hopson Endowed Music and Worship Symposium. I was very honored to be the keynote speaker and guest musician. Last Sunday, I conducted the University Presbyterian Church choir, the Director of Music Ara Carapetyan at UPC is 89 YEARS-YOUNG! The worship went very well, with 40 choir members. We had a joyful worship service (the first Sunday of Easter) with Korean, Malay and Taiwanese Hymns.

Monday, I gave lectures in the morning. The class was for second career Seminarians looking to be chaplains in a retirement facility and wanted to find more useful hymns and songs to help people through the healing process. The Seminary choir worked with me to prepare a campus communion worship based on John 20 :19-31. The message was preached by one of the members of the Board of Trustees Reverend Bobbi Kaye Jones, a local Methodist pastor. The most meaningful part of the service to me was when my host, Austin Theological Seminary Worship and Music Professor Eric Wall, introduced me to the church and Seminary as "Chi Yi Chen Wolbrink, Director of Music at Bayside Presbyterian Church." Glory to God!

New:

Program Co-Director for Hymn Society Conference, July 12-17 Dallas TX 2019

Program planning team for Music & Arts Annual Conference of PCUSA ,June 14-27 Montreat , NC 2020

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

- Subbing Organist : Katie Grant-June 17th 10 am Summer worship

Continuing Education:

- Hymn Society Annual Conference , St. Louis, July 15-18, 2018
- Subbing Organist: Lisa Smith –July 15th 10 am Summer worship

Bayside at 10

Summer worship starts May 27th through September 2

After Worship Ministry committee had survey from last year summer worship, it helps the committee to know the majority of congregation are willing to see if our summer worship be at **10am** during summer time, May 27th first worship will locate at Fellowship Hall to celebrate the 10th Anniversary of “ Sail On” . I I wanted to firm our summer worship is distinguished from monthly combine service.

What do you want to know?

- *invites home coming young adults /young worshipers share their talents.
- * Family ensemble are welcome.
- * Singing or Instruments rehearsal will be held on Wednesday afternoon or early evening depends on musicians schedule,
- * Sing along once a month
- * Includes varieties and Global songs and hymns.

How can you help?

***help us to know what is your favorite hymns and songs , write and put in “ Yours, Me and Ours” box at welcoming center.**

- * Dig out what do we have musical treasure in our family and congregation

Any suggestions please email

Rev. David Rollins:drrollins@baysidepresby.org

Rev. Emma Ouellette:eouellette@baysidepresby.org

Chi Yi Chen Wolbrink : cwolbrink@baysidepresby.org

Associate Pastor

Rev. Emma Ouellette

Pastor / Head of Staff

Rev. Dr. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday May 15, 2018 7pm Libby Graves – Devotion

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

Saturday, April 14, 2018

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Account #	Account Name	YTD Balance
1100.0500.0000	BB&T Money Market	171,971.74
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	58,293.55
1100.2100.0000	Towne Bank Money Market	215,884.65
	Cash Assets	\$446,450.03
1100.2453.0000	Session Loan (4)	6,190.49
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(4/26/2019)1.54%	30,232.27
1100.2766.0000	Towne4227(6/15/2018)1%	63,446.40
1100.2767.0000	Towne632077972(6/20/2018)1%	56,157.32
	Investment Assets	\$349,169.95
1100.4100.0000	Endowment MM TowneBank	18,278.88
1100.4500.0000	TD Ameritrade	478,616.12
	Endowment Assets	\$496,895.00
		\$1,292,514.98
Fund Balance		
3100.0000.0000	General Fund	253,566.89
3100.7000.0000	Assoc Pastor Cont Educ Fund	1,217.10
3200.0000.0000	Non-Budget Fund	2,990.38
3200.0200.0000	Minister's Special Benevolence	5,074.25
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3200.4430.0000	Wedding Fund	85.65
3200.5000.0000	Food Pantry Fund	15,482.35
3300.0000.0000	Preschool Fund	106,721.36
3400.0000.0000	Educational Fund	7,337.80
3400.1000.1000	Library Fund	407.15
3400.1100.0000	Youth Ministries Fund	2,015.04
3400.1110.0000	Youth Mission Trips	14,879.48
3400.1120.0000	Adult Mission Trip Fund	3,445.25
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	17,454.36
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

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

Saturday, April 14, 2018

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Account #	Account Name	YTD Balance
3800.5000.0000	Earnings Fund	1,602.97
	General & Special Funds	\$800,836.38
3900.0000.0000	Endowment Fund	386,584.79
3900.3100.0000	Edna E Etheridge Fund Fund	105,093.81
	Endowment Funds	\$491,678.60
	Total Fund Balance	\$1,292,514.98
	Total Liabilities and Fund Balance	<u>\$1,292,514.98</u>

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

Saturday, April 14, 2018 1:24 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Income					
4100.0000.0000	Pledge Offering	35,384.00	107,591.00	80	540,058.00
4100.0100.0000	Non-pledged Offering	16,194.40	27,248.40*	109	100,000.00
4100.0200.0000	Visitor Offering	365.00	470.00*	125	1,500.00
4100.0300.0000	Loose Cash Offering	761.84	1,928.04	96	8,000.00
4100.0400.0000	Church School Offering	0.00	0.00	0	100.00
4100.0500.0000	Envelope Offering	15.00	262.00*	349	300.00
	Regular Offerings	\$52,720.24	\$137,499.44	85	\$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	2,385.00	100	9,540.00
4100.2100.0000	Soft Drinks/Coffee Inc.	0.00	5.56	0	0.00
4100.2200.0000	Tenant Donations	700.00	1,630.00	72	9,000.00
	Other Income	\$1,495.00	\$4,020.56	87	\$18,540.00
4100.1101.0000	Preschool DoMM Donation	368.00	704.00*	117	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	\$54,583.24	\$142,224.00	76	\$743,795.00
Expense					
5100.1000.0000	Salary - Minister	8,360.51	25,081.53	100	100,326.00
5100.1005.0000	Salary - Associate Pastor	4,715.43	14,146.29	100	56,818.00
5100.1010.0000	Salary - Director of Music	4,234.06	12,702.38*	100	50,810.00
5100.1011.0000	Salary - Praise Team Music	1,488.42	4,465.26*	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	8,039.20*	100	32,143.00
5100.1022.0000	Salary - PT Bookkeeper	100.00	200.00	69	1,150.00
5100.1030.0000	Salary - Nursery	1,185.50	2,077.50	87	9,580.00
5100.1031.0000	Salary - Bldg/Grnds Super	2,989.36	8,968.08*	100	35,872.00
5100.1032.0000	Custodian A	919.70	2,626.56	82	12,789.00
5100.1035.0000	Employer Social Security	809.01	2,494.87	72	13,811.00
	Salary Expense	\$27,275.59	\$80,801.67	86	\$376,160.00
5100.0100.0000	Office Supplies	10.23	735.18	74	4,000.00
5100.0105.0000	Postage Exp. 2	0.00	200.00	40	2,000.00

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

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0110.0000	Postage Meter Lease	0.00	108.00	86	500.00
5100.0115.0000	Copier Lease/Maintenance	1,781.81	2,663.89	93	11,500.00
5100.0120.0000	Internet Expense	219.95	868.58*	139	2,500.00
5100.0126.0000	Office Equipment Repair	0.00	0.00	0	1,000.00
5100.0130.0000	Telephone Service	245.40	742.72*	102	2,900.00
5100.0155.0000	Phone Message System	85.00	255.00	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*	391	2,000.00
5100.0165.0000	Property & Liability Ins	0.00	0.00	0	9,750.00
5100.0175.0000	Computer Equip/Software	839.99	1,004.89	80	5,000.00
Office Administration		\$3,182.38	\$8,538.01	80	\$42,470.00
5100.1040.0000	Benefits - Minister	2,886.20	8,658.60*	100	34,634.00
5100.1045.0000	Benefits - Assoc Pastor	1,888.42	5,825.08*	119	19,529.00
5100.1050.0000	Benefits - Director of Music	388.24	1,234.72*	106	4,659.00
5100.1051.0000	Medical Insurance Opt-Out- DoMM	333.44	1,000.12*	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	840.84	2,592.52*	103	10,090.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,289.41	4,108.23*	106	15,471.00
Benefits Expense		\$7,626.55	\$23,419.27	94	\$99,565.00
5100.1065.0000	Prof. Exp. - Minister	68.07	603.80	60	4,000.00
5100.1066.0000	Cont Ed - Minister	466.52	490.12	79	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	60.62	352.84	47	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	79.62	346.62	59	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	38.15	38.15	33	450.00
Professional Expense		\$712.98	\$1,831.53	45	\$16,150.00
Total Administrative Expense		\$38,797.50	\$114,590.48	86	\$534,345.00
5100.2001.0000	Beach Health Clinic	0.00	100.00*	101	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	0.00	600.00	100	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	0.00	125.00	99	500.00
5100.2013.0000	St. Columba Ministries	0.00	2,600.00	100	10,400.00

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

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.2021.0000	Judeo-Christian Outreach Cente	0.00	700.00*	100	2,800.00
5100.2027.0000	Seton Youth Shelter	0.00	125.00	99	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	0.00	400.00*	100	1,600.00
5100.2033.0000	Winter Shelter Program	0.00	0.00	0	400.00
5100.2038.0000	Faith Works Coalition	0.00	600.00	100	2,400.00
5100.2039.0000	Virginia Supportive Housing/Crescent Square	0.00	700.00*	100	2,800.00
5100.2041.0000	Project Activity	0.00	0.00	0	800.00
	Community Service Expense	\$0.00	\$5,950.00	95	\$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	11.33	6	750.00
5100.2070.0000	Stephen Ministry	0.00	0.00	0	450.00
	Congregational Care Expense	\$0.00	\$11.33	2	\$3,000.00
5100.3000.0000	Equipment/	0.00	0.00	0	750.00
5100.3001.0000	Supplies	(63.36)	(63.36)	-13	2,000.00
5100.3003.0000	DCE Conferences	0.00	0.00	0	1,250.00
5100.3005.0000	Curriculum	927.93	1,781.97*	222	3,200.00
5100.3006.0000	Background_ Checks	32.85	42.85*	179	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	339.00	987.00*	263	1,500.00
5100.3014.0000	MOPS	497.50	628.78*	140	1,800.00
5100.3015.0000	Vacation Bible School Exp.	24.00	289.48	30	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	(88.50)	(1.54)	-1	700.00
5100.3041.0000	HS Ministry	(88.50)	(1.55)	-1	500.00
5100.3042.0000	Confirmation	0.00	0.00	0	300.00
5100.3043.0000	Children's Ministry	867.00	2,028.66*	676	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	0.00	0	1,800.00
	Education Expense	\$2,447.92	\$5,692.29*	117	\$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

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

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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	1,394.23	3,586.31*	179	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	1,368.00	1,368.00*	273	2,000.00
5100.4015.0000	Fire & Safety System Maint.	0.00	140.97	28	2,000.00
5100.4020.0000	Grounds Maintenance	1,604.00	4,264.00*	171	10,000.00
5100.4025.0000	Supplies & Cleaning Materials	208.31	831.84	83	4,000.00
5100.4030.0000	Kitchen Maintenance	0.00	285.24	57	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	2,926.38	6,035.90	97	25,000.00
5100.4055.0000	Gas	1,248.05	4,639.46*	186	10,000.00
5100.4060.0000	Water & Sewer	14.76	1,504.79	60	10,000.00
5100.4065.0000	Refuse Collection	439.30	988.17*	197	2,000.00
Property Expense		\$9,203.03	\$23,644.68*	115	\$82,000.00
5100.4080.0000	Payroll Preparation	44.38	253.67	96	1,050.00
5100.4082.0000	Bank Fees	65.49	171.35*	124	550.00
5100.4086.0000	Audit Fees	0.00	0.00	0	1,400.00
Stewardship Expense		\$109.87	\$425.02	56	\$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	62.17	62.17	4	7,000.00
5100.4135.0000	Mogodeshu Hospital	0.00	0.00	0	500.00
Witness/Global Mission		\$62.17	\$62.17	1	\$47,000.00

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

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4200.0000	Special Music Programs	1,183.49	1,183.49*	190	2,500.00
5100.4205.0000	Music Literature(all sevice	210.29	210.29	84	1,000.00
5100.4215.0000	Robe Maintenance/Cleaning	0.00	0.00	0	900.00
5100.4220.0000	Workshops/Memberships/licensing	99.00	99.00	28	1,400.00
5100.4225.0000	Substitute Organist	0.00	250.00	63	1,600.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	98.38	40	1,000.00
5100.4232.0000	Section Leaders	755.00	1,865.00	70	10,600.00
5100.4236.0000	Seasonal Decor	0.00	0.00	0	400.00
5100.4240.0000	Usher Supplies/Cleaning	0.00	329.80*	333	400.00
5100.4245.0000	Communion Supplies	0.00	24.55	33	300.00
5100.4250.0000	Supplies/Equipment	96.96	(111.98)	-53	850.00
5100.4251.0000	Children's Choir Supplies	0.00	94.13	63	600.00
5100.4255.0000	Keyboard Instr. Maintenance	(110.00)	(110.00)	-49	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	330.00	835.00*	128	2,600.00
Worship Expense		\$2,564.74	\$4,767.66	75	\$25,550.00
Total Expenses		\$53,185.23	\$155,143.63	83	\$743,795.00
Difference		<u>\$1,398.01</u>	<u>(\$12,919.63)</u>		<u>\$0.00</u>

* = Income/Expense exceeds amount budgeted to date

Keith Phillips
508 E. Iron Ave.
Salina, KS 67401
February 19, 2018

Bayside Presbyterian Church
Attn: Session and Staff
1400 Ewell Rd.
Virginia Beach, VA 23455

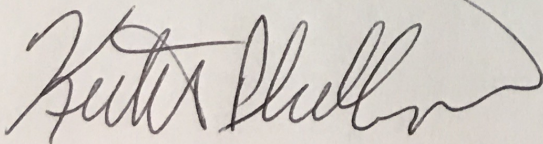
Dearest friends –

I will never forget the many ways that Bayside Presbyterian Church has supported me since I first visited in 2009. That support became very tangible in my ordination service last month. From those who worshiped with me that day, to those who helped plan and prepare the service and the reception that followed, to those who shared their gifts of music, to the people who showed hospitality – thank you. I am grateful to God for each one of you and the ways that you helped to shape one of the most special days in my life.

David and I have shared conversations about the tremendous ways that Bayside has supported people as they have answered God's call to discipleship. You have supported Kim Coyle and I by helping us to discover and respond to our calls to ordination as teaching elders. You have supported Cherokee Adams, Patrick Long, and Sydney Reid as they have discerned and responded to their calls to become Young Adult Volunteers. These are among the more noticeable ways that Bayside has changed lives, grown Christian disciples, and lived God's Word. But they certainly aren't the only ways.

I urge you to recall the words of the Parable of the Soils in Matthew 13. God is planting seeds at Bayside, and Bayside is working hard to tend the soils so that those seeds will bear fruit. I join you in gratefully celebrating the fruits of discipleship that have been borne through the seeds planted at Bayside. I pray that you will continue to gratefully partner with God in the hard work of tending to the soils of discipleship, and that you would continue to see the fruits of your partnership with God multiply thirty, sixty, and one hundredfold.

Joyfully and gratefully, I am your brother in Christ,

A handwritten signature in dark ink, appearing to read "Keith Phillips", with a large, sweeping flourish extending from the end of the name.

Rev. Keith Phillips

Memo

TO: Rev David Rollins,
Mrs Amanda Long
FROM: PEVA Commission on Ministry
RE: COM Church Liaisons
DATE: February 14, 2018

The PEVA Commission on Ministry (COM) is very committed to maintaining a healthy relationship with each of our churches in the Presbytery. We appoint a COM member as liaison for each congregation as one way that our "connectedness" as a denomination can be strengthened. We want to be able to celebrate with you what is happening in your church that is building up the Church. We are also a resource when questions arise. We pray for you and your congregation monthly as a part of our regular meeting.

Because some COM members rotate off annually and new ones join us in our work, we want to provide you with the name and contact information of your 2018 Liaison. It may be a person with whom you've worked for several years or it may be someone new. You will be hearing from your member to introduce or check in with you and to schedule a date to meet with you and your Session. Of course, if you need something immediately, please don't hesitate to make the first contact.

Your 2018 Liaison(s):

Rev Jennifer Spivey

Phone: 757-217-2445

Cell: 757-750-1693

Email: jennymspivey@yahoo.com

Enclosure (5): 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	