

Bayside Presbyterian Church
17 April 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, Gary Crossman, Cliff Furedy, Bonita Gilchrist, Libby Graves, Walter Martin, Gregor McLeod, Beth Montoya, Kay Niman Meyers, Beth Parker, Chris Pascuzzi, Mike Raymer, Sandy Ronan, Martha Rudell, Mark Schreiber, Thomas Weeks, Matthew Wicks and George Wong.

Elders Butch Brenton, Betsy Kennedy, Peggy Damuth were not in attendance.

Staff Member Present: 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 opened the meeting with prayer.

SHARING OF JOYS AND CONCERNS – OPENING PRAYER

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. The motion passed.

STATISTICS FOR MARCH

The statistics and attendance were reviewed.

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:

Nothing was reported.

FINANCIAL REPORT AND ISSUES:

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

Luann reviewed: Balance sheet – general fund good. Treasurer's report – pledged is 80% with prepaid is 90%. Non pledged up as well. Point out couple of things under benefits – bonuses paid % to BOP. Witness – sent PEVA quarterly Luann checked on Congo mission funds (we did not send those in right now as they are not being dispersed now) We will hold those funds until we get direction

In red 13,000 (prepaid pledges for these 3 months is 14000 so we are in the black)

It was moved by Elder Gary Crossman that report and information from the treasure be passed. The Motion Passed

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

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

PEVA / CHURCH INFORMATION

1. Letter from PEVA (enclosure 4) – point of information only.

PASTOR TRAINING

Rev. Dr. David Rollins

2 websites to keep up with denomination – check them out prior to General Assembly – June 16-23rd. Read regularly the updates and PRAY for all involved.

<https://ga-pcusa.org/> - You can go to this site to get electronic updates on the GA.

Discussed levels of our polity

David going as a commissioner from PEVA

36 overtures/committees

David is serving on the committee for “Way Forward” Look at how we are structured and how to move forward.

CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (5) Clerk
No updates

2. Church Wi-Fi Discussion - Update and Motion

Clif – 10 vendors were sent request for proposals – deadline of 30th of April

Price may vary due to options and warranty options.

This will be a backbone to other infrastructure.

Discussion around where the 10k comes from? Admin has \$5000 but that will be for server upgrade – Endowment? Not really set for this type of expense. Property – property feels it is not “brick and mortar” – discussion around the large property fund

Should it be under admin?

Discussion between admin and property

Property upcoming costs –

video surveillance system (5K from preschool) cost 15-25K

Access control system – keycard entrance (in place of keys) 40K

ADA door by fellowship hall – 10-15K

Landscaping – irrigation - 7k

Goal to retain portion of fund for emergency maintenance

Discussion around revising motion.

Motion: Admin Ministry moves that Session approve moving forward on the overhaul the Church WiFi network in order to re-establish our WiFi capability that has been very limited for the past several months. The motion passed.

3. Welcome Center Update – people are picking up bags – seems to be going well.
4. Search for DYFO Update – Phone interview – person coming to visit BPC in April.

NEW BUSINESS

1. Request from Next Gen to put usage devices in the church (at our discretion). The initial payment to Bayside would be \$1500. This may lead to future revenue for the church.

Elder Clif Furedy moved that Bayside move forward and Rev. Rollins sign the contact with Next Gen. The motion passed

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-"Blest 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 Seminarists 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 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

Youth Sunday May 6th.

Wrote an article for Binnacle – changes of Youth Ministry through the years.

She is now serving on the Committee on Preparation for Ministry for PEVA.

Kim Coyle is doing well – first year coming to an end and exams are coming

Pastor / Head of Staff

Rev. Dr. David Rollins

Sent the following written report and shared kudos for Easter Service and all who assisted in the day.

Since our meeting in March we enjoyed an incredible Easter worship service preceded by a time of great fellowship, food, and an egg hunt. My heartfelt thanks goes out to all those who helped

insure the excellence of Easter here at Bayside. I finished up my Lenten study and have been enjoying the fellowship time on Wednesday nights. In terms of pastoral duties and administrative responsibilities I have been meeting regularly with the nominating committee, the search team for DYFO, and our talented staff. Bayside is a great beacon of God's light and love and I believe our best days are in front of us. Worship attendance is starting to increase I am not sure yet if it is a trend but it is moving in the right direction, we have had an increase of visitors and people expressing interest in joining. Remember to extend the invitation in many ways as you can as often as you can, and as always I give thanks to God for all you do in Christ's service.

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

Global Witness – we will be purchasing bees from Heifer Project funds raised.

Property ministry – thanks to the Davis' donation of plants

Education – Lunch for scholars/graduates June 10th

Elder Chris Pascuzzi advised that she would be unable to attend the upcoming PEVA meeting – Elder Tom Weeks agreed to go in her place. Elder Crossman moved that Tom Weeks serve as a commissioner. The motion passed – PEVA commissioner

St. Columba dinner this Saturday - tickets available.

CLOSING WITH PRAYER

With no further business, the meeting of Session was closed with prayer at 8:15 pm.

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

These minutes approved by the Session on February 20, 2018

AGL/Amanda G Long

Clerk of Session

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	