

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
15 May 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 Libby Graves

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: Tom Winters, Sheryl Winters,
Nayoung Chae, Yunbyong Chae
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 Aprils

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Special Services	Total of All Sundays	Weekly Average
2015	89/30	230/77	285/95	395*	105	999	250
2016	104/35	222/74	306/102	194	NA	826	207
2017	102/34	283/94	514/171	163 & 122**	75	1184***	237
2018	85/21	271/68	447/112	339*	NA	1142	228

*Easter (1 service)

** Rev. Ouellette's Installation

***Easter (3 Services)

- | | |
|------------------------------|-----------------------|
| 2. Reception of New Members: | None |
| 3. Baptisms: | None |
| 4. Church Weddings: | None |
| 5. Member Transfers: | None |
| 6. Member Deaths: | 4/14 - Clarine Kelsay |

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 VA Beach History Museums (enclosure 3)

PEVA / CHURCH INFORMATION

1. Letter from PEVA (enclosure 4)

PASTOR TRAINING

Rev. Dr. David Rollins

In order for us to strengthen our 2020 vision efforts I am attaching a rubric (enclosure 4) that will help us as we seek to add and implement additional goals. I encourage you to be thinking about specific goals we can add as well as action steps to accompany the goals. Ed Spillman has done over 50 interviews and will be sharing his results in the near future. I believe it will offer us some concrete action steps to include in our planning. I am excited about the number of visitors we have had recently as well as those that have expressed an interest to join. Thanks so much for all you do I am honored to tell people Bayside is the church where I serve.

CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (5)
2. Church Wi-Fi/System Upgrade Discussion - Update
3. Search for DYFO - Update

Clerk

NEW BUSINESS

1. Bayside Man of the Year
2. Sanctuary Update

STAFF REPORTS

Director of Music Ministries
Associate Pastor
Pastor / Head of Staff

Chi-Yi Chen Wolbrink
Rev. Emma Ouellette
Rev. Dr. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday June19, 2018 7pm Chris Pascuzzi – Devotion

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of April 30, 2018

Sunday, May 13, 2018

Page 1 of 2

Account #	Account Name	YTD Balance
1100.0500.0000	BB&T Money Market	165,344.25
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	61,060.29
1100.2100.0000	Towne Bank Money Market	215,958.22
	Cash Assets	\$442,662.85
1100.2453.0000	Session Loan (4)	6,101.12
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	\$349,080.58
1100.4100.0000	Endowment MM TowneBank	18,173.96
1100.4500.0000	TD Ameritrade	475,292.93
	Endowment Assets	\$493,466.89
		\$1,285,210.32
Fund Balance		
3100.0000.0000	General Fund	245,143.36
3100.7000.0000	Assoc Pastor Cont Educ Fund	841.93
3200.0000.0000	Non-Budget Fund	1,347.86
3200.0200.0000	Minister's Special Benevolence	5,154.25
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3200.4430.0000	Wedding Fund	85.65
3200.5000.0000	Food Pantry Fund	13,693.63
3300.0000.0000	Preschool Fund	111,448.56
3400.0000.0000	Educational Fund	5,984.14
3400.1000.1000	Library Fund	407.15
3400.1100.0000	Youth Ministries Fund	2,049.04
3400.1110.0000	Youth Mission Trips	15,019.48
3400.1120.0000	Adult Mission Trip Fund	3,445.25
3500.0000.0000	Property Fund	146,618.47
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	9,088.62

Bayside Presbyterian Church - Virginia Beach VA

Balance Sheet as of April 30, 2018

Sunday, May 13, 2018

Page 2 of 2

Account #	Account Name	YTD Balance
3800.5000.0000	Earnings Fund	1,384.71
	General & Special Funds	\$791,743.43
3900.0000.0000	Endowment Fund	386,631.26
3900.3100.0000	Edna E Etheridge Fund Fund	104,942.42
3900.9000.0000	Qtrly Endow Earnings Fund	1,893.21
	Endowment Funds	\$493,466.89
	Total Fund Balance	\$1,285,210.32
	Total Liabilities and Fund Balance	<u>\$1,285,210.32</u>

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

Sunday, May 13, 2018 7:34 AM

Page 1 of 5

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Income					
4100.0000.0000	Pledge Offering	42,925.00	150,516.00	84	540,058.00
4100.0100.0000	Non-pledged Offering	8,144.00	35,392.40*	106	100,000.00
4100.0200.0000	Visitor Offering	206.00	676.00*	135	1,500.00
4100.0300.0000	Loose Cash Offering	1,368.27	3,296.31*	124	8,000.00
4100.0400.0000	Church School Offering	9.00	9.00	28	100.00
4100.0500.0000	Envelope Offering	30.00	292.00*	292	300.00
	Regular Offerings	\$52,682.27	\$190,181.71	88	\$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	3,180.00	100	9,540.00
4100.2100.0000	Soft Drinks/Coffee Inc.	8.86	14.42	0	0.00
4100.2200.0000	Tenant Donations	1,255.00	2,885.00	96	9,000.00
	Other Income	\$2,058.86	\$6,079.42	98	\$18,540.00
4100.1101.0000	Preschool DoMM Donation	240.00	944.00*	118	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	\$54,981.13	\$197,205.13	80	\$743,795.00
Expense					
5100.1000.0000	Salary - Minister	8,360.51	33,442.04	100	100,326.00
5100.1005.0000	Salary - Associate Pastor	4,715.43	18,861.72	100	56,818.00
5100.1010.0000	Salary - Director of Music	4,234.16	16,936.64*	100	50,810.00
5100.1011.0000	Salary - Praise Team Music	1,190.75	5,656.01	95	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	11,131.20*	104	32,143.00
5100.1022.0000	Salary - PT Bookkeeper	100.00	300.00	78	1,150.00
5100.1030.0000	Salary - Nursery	859.50	2,956.65	93	9,580.00
5100.1031.0000	Salary - Bldg/Grnds Super	2,989.36	11,957.44*	100	35,872.00
5100.1032.0000	Custodian A	908.88	3,535.44	83	12,789.00
5100.1035.0000	Employer Social Security	865.28	3,360.15	73	13,811.00
	Salary Expense	\$27,315.87	\$108,137.29	86	\$376,160.00
5100.0100.0000	Office Supplies	539.85	1,275.03	96	4,000.00
5100.0105.0000	Postage Exp. 2	499.00	699.00*	105	2,000.00

Bayside Presbyterian Church - Virginia Beach VA
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Sunday, May 13, 2018 7:34 AM

Page 2 of 5

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0110.0000	Postage Meter Lease	108.00	216.00*	129	500.00
5100.0115.0000	Copier Lease/Maintenance	765.73	3,429.62	89	11,500.00
5100.0120.0000	Internet Expense	190.00	1,058.58*	127	2,500.00
5100.0126.0000	Office Equipment Repair	0.00	0.00	0	1,000.00
5100.0130.0000	Telephone Service	121.83	864.55	89	2,900.00
5100.0155.0000	Phone Message System	85.00	340.00	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*	293	2,000.00
5100.0165.0000	Property & Liability Ins	0.00	0.00	0	9,750.00
5100.0175.0000	Computer Equip/Software	483.47	1,488.36	89	5,000.00
Office Administration		\$2,792.88	\$11,330.89	80	\$42,470.00
5100.1040.0000	Benefits - Minister	2,886.20	11,544.80*	100	34,634.00
5100.1045.0000	Benefits - Assoc Pastor	1,620.72	7,445.80*	114	19,529.00
5100.1050.0000	Benefits - Director of Music	388.24	1,622.96*	105	4,659.00
5100.1051.0000	Medical Insurance Opt-Out- DoMM	333.34	1,333.36*	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	3,433.36*	102	10,090.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,289.41	5,397.64*	105	15,471.00
Benefits Expense		\$7,358.75	\$30,777.92	93	\$99,565.00
5100.1065.0000	Prof. Exp. - Minister	380.14	983.94	74	4,000.00
5100.1066.0000	Cont Ed - Minister	122.97	613.09	74	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	34.95	387.79	39	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	37.01	383.63	49	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	38.15	25	450.00
Professional Expense		\$575.07	\$2,406.60	45	\$16,150.00
Total Administrative Expense		\$38,042.57	\$152,652.70	86	\$534,345.00
5100.2001.0000	Beach Health Clinic	0.00	100.00	76	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	0.00	600.00	75	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	0.00	125.00	74	500.00
5100.2013.0000	St. Columba Ministries	0.00	2,600.00	75	10,400.00

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Sunday, May 13, 2018 7:34 AM

Page 3 of 5

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5100.2021.0000	Judeo-Christian Outreach Cente	0.00	700.00	75	2,800.00
5100.2027.0000	Seton Youth Shelter	0.00	125.00	74	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	0.00	400.00	75	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	75	2,400.00
5100.2039.0000	Virginia Supportive Housing/Crescent Square	0.00	700.00	75	2,800.00
5100.2041.0000	Project Activity	160.01	160.01	60	800.00
	Community Service Expense	\$160.01	\$6,110.01	73	\$25,000.00
5100.2055.0000	Fellowship	6.36	6.36	1	1,700.00
5100.2060.0000	Card Ministry	0.00	0.00	0	100.00
5100.2063.0000	Bereavement Team	0.00	11.33	4	750.00
5100.2070.0000	Stephen Ministry	0.00	0.00	0	450.00
	Congregational Care Expense	\$6.36	\$17.69	2	\$3,000.00
5100.3000.0000	Equipment/	0.00	0.00	0	750.00
5100.3001.0000	Supplies	0.00	(63.36)	-9	2,000.00
5100.3003.0000	DCE Conferences	0.00	0.00	0	1,250.00
5100.3005.0000	Curriculum	(342.67)	1,439.30*	135	3,200.00
5100.3006.0000	Background_ Checks	0.00	42.85*	134	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	(477.00)	510.00*	102	1,500.00
5100.3014.0000	MOPS	(210.00)	418.78	70	1,800.00
5100.3015.0000	Vacation Bible School Exp.	108.00	397.48	31	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	28.78	27.24	12	700.00
5100.3041.0000	HS Ministry	28.78	27.23	16	500.00
5100.3042.0000	Confirmation	0.00	0.00	0	300.00
5100.3043.0000	Children's Ministry	515.91	2,544.57*	636	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	0.00	0	1,800.00
	Education Expense	(\$348.20)	\$5,344.09	83	\$19,400.00
5100.3505.0000	New Visitor Materials	0.00	0.00	0	500.00
5100.3525.0000	Evangelism Materials	452.76	452.76*	270	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 April 2018 for General Fund

Sunday, May 13, 2018 7:34 AM

Page 4 of 5

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Evangelism Expense		\$452.76	\$452.76	30	\$4,500.00
5100.4000.0000	Building Maintenance	1,750.00	5,336.31*	200	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	1,368.00*	205	2,000.00
5100.4015.0000	Fire & Safety System Maint.	140.97	281.94	42	2,000.00
5100.4020.0000	Grounds Maintenance	185.00	4,449.00*	134	10,000.00
5100.4025.0000	Supplies & Cleaning Materials	195.06	1,026.90	77	4,000.00
5100.4030.0000	Kitchen Maintenance	201.46	486.70	73	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	0.00	6,035.90	72	25,000.00
5100.4055.0000	Gas	1,363.50	6,002.96*	180	10,000.00
5100.4060.0000	Water & Sewer	1,396.93	2,901.72	87	10,000.00
5100.4065.0000	Refuse Collection	189.30	1,177.47*	176	2,000.00
Property Expense		\$5,422.22	\$29,066.90*	106	\$82,000.00
5100.4080.0000	Payroll Preparation	47.26	300.93	85	1,050.00
5100.4082.0000	Bank Fees	50.00	221.35*	120	550.00
5100.4086.0000	Audit Fees	0.00	0.00	0	1,400.00
Stewardship Expense		\$97.26	\$522.28	52	\$3,000.00
5100.4101.0000	Church Develop - Limete	0.00	0.00	0	500.00
5100.4110.0000	Mission Giving	8,750.00	8,750.00	75	35,000.00
5100.4120.0000	Theological Education Fund	250.00	250.00	75	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	500.00	500.00*	298	500.00
5100.4132.0000	Miscellaneous expenses	0.00	0.00	0	500.00
5100.4134.0000	Clean Water Project	7,195.25	7,257.42*	311	7,000.00
5100.4135.0000	Mogodeshu Hospital	0.00	0.00	0	500.00
Witness/Global Mission		\$16,695.25	\$16,757.42*	107	\$47,000.00

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

Sunday, May 13, 2018 7:34 AM

Page 5 of 5

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4200.0000	Special Music Programs	46.00	1,229.49*	148	2,500.00
5100.4205.0000	Music Literature(all sevice	(147.50)	62.79	19	1,000.00
5100.4215.0000	Robe Maintenance/Cleaning	0.00	0.00	0	900.00
5100.4220.0000	Workshops/Memberships/licensing	1,177.51	1,276.51*	273	1,400.00
5100.4225.0000	Substitute Organist	250.00	500.00	94	1,600.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	98.38	30	1,000.00
5100.4232.0000	Section Leaders	750.00	2,615.00	74	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*	250	400.00
5100.4245.0000	Communion Supplies	39.97	64.52	65	300.00
5100.4250.0000	Supplies/Equipment	9.00	(102.98)	-36	850.00
5100.4251.0000	Children's Choir Supplies	0.00	94.13	47	600.00
5100.4255.0000	Keyboard Instr. Maintenance	221.80	111.80	37	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	510.00	1,345.00*	155	2,600.00
Worship Expense		\$2,856.78	\$7,624.44	90	\$25,550.00
Total Expenses		\$63,385.01	\$218,548.29	88	\$743,795.00
Difference		<u>(\$8,403.88)</u>	<u>(\$21,343.16)</u>		<u>\$0.00</u>

* = Income/Expense exceeds amount budgeted to date



April 16, 2018

Reverend Dr. David Rollins
Bayside Presbyterian Church
1400 Ewell Road
Virginia Beach, VA 23455

Dear Dr. Rollins:

Thank you so much for allowing the Virginia Beach History Museums to use a section of the parking lot at Bayside Presbyterian Church during our grand opening celebration for the Thoroughgood House Education Center on May 18 and 19. Please accept the enclosed donation as a token of our gratitude.

We are excited about our new facility and hope that you and your parishioners will join us on opening weekend. We will have family-friendly activities on both days from 10 a.m. until 4 p.m., including early American toys and games, mock archaeological digs, visits with Revolutionary War re-enactors, tours of the historic Thoroughgood House, and more.

If you have any concerns or feedback, please contact me by phone at 385-5100 or via email at amiller@vbgov.com. Again, we appreciate your help with our event.

Sincerely,

Anne Miller
Manager, Virginia Beach History Museums

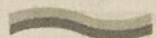
Enclosure (1)



April 25, 2018

peva

Presbytery of
Eastern Virginia
PRESBYTERIAN CHURCH (U.S.A.)



801 Loudoun Avenue
Portsmouth Virginia
23707-3216

telephone
757.397.7063

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1.800.989.2193

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web
www.pcusa-peva.org

Ruling Elder Doug Mitchell
Clerk of Session
Bayside Presbyterian Church
1400 Ewell Road
Virginia Beach, VA 23456-4908

Dear Mr. Mitchell:

On behalf of the Presbytery of Eastern Virginia, I would like to formally express our deep appreciation to the Session, Pastors, Staff and all the volunteers at Bayside Presbyterian Church for a splendid job of hosting the April 24, 2018 Stated Meeting of the Presbytery. The day went well as we worshipped together, socialized, did the business of the Presbytery, and managed to adjourn on time.

Please convey to the Session and Congregation our thanks for a job well done and please relate our continuing interest in your church as you seek to serve Christ in your community. The day was blessed by Providence, notwithstanding the inclement weather and we were in a wonderful setting.

Express our special thanks to Mr. William Bertholf, Mr. Michael Raymer, all those that participated in the serving of refreshments, in registering the attendees, the music program under the direction of Ms. Chi Yi Chen Wolbrink and to those doing "behind-the-scene" tasks that made this meeting a success. The reviews that were received by the Presbytery office were all very complementary of Bayside Presbyterian Church. The whole process was extremely well planned, and implemented.

Thank you for all that you and Bayside Presbyterian Church do in the Presbytery and for the greater mission of our Lord and Savior, Jesus Christ.

Faithfully yours in Christ,

Q. John Tamm
Stated Clerk

Cc: Rev. Dr. Rollins
Rev. Ouellette

S

Specific

A defined end point or target date

M

Measurable

Attach numbers and timelines to the goal

A

Achievable

Based on existing figures and research is it achievable?

R

Relevant

Is this goal in line with the church's broader goals?

T

Time Limited

The goal must be measurable over a period of time

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	