

# Ministry Meeting Minutes

## June 2018

### Administrative Support 5 June 2018

Clint opened the meeting with prayer.

Clint Damuth, Cherie James, Betsy Kennedy, Amanda Long, Gregor McLeod, Kay Niman-Myers, George Wong and David Rollins were present. Janet Baker was spending time with out of town family.

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.

May Minutes were approved.

#### Preschool Report

- Application Renewal Process for Social Services: In June of each year, prepare papers for Social Services (Religious Exempt Documentation) which includes a Fire Inspection, Health Inspection, Statement of Intent, Staff-Child Ratio info, Staff Health reports and Statement of Code Compliance. Paperwork is almost complete and ready to be sent.
- Summer Camps: Camp 1 starts Tuesday, June 5 and is almost full (62 children are scheduled to attend).
- Fall Registration: Openings are available in 2 and 5-day 3's and in 5-day 4's. All other classes are currently full with waitlists.

#### Old Business

- WiFi: Waiting on Property to finish review of proposals. 2 proposals sent back for best and final offers.
- Still working on the process for the Windows 10 update requirement for all computers.
- Reviewed staff evaluation process and selected questions that are more in line with the duties and responsibilities of a church staff. Amanda is working to have it available online. Reviewed list of congregants to ask to assist in the process.
- Service to the Wider Church – The group discussed the need to have guidelines around service to the wider church. It was agreed that we would propose the following to session:

Admin Support moves that the policy manual be updated to include the following guidelines around service to the wider Church. BPC staff will be granted 2 weeks of time in service to the wider Church. Additional time can be taken via the use of vacation time or at the approval of the Head of Staff and Admin Support

#### New Business:

- Copier Lease is up, we reviewed and agreed to go with Option 2 as recommended by Linda Vogl.

#### Upcoming Birthdays and Staff time away:

David	14 – 24 June	General Assembly
David	28 June	Personal Day
Chi Yi	17 – 22 June	Continuing Ed (Montreat)
David Black	7 July	Birthday
Chi Yi	13 – 19 July	Vacation
Emma	18 – 14 July	Montreat with Youth
Eugene	18 – 20 July	Vacation
Emma	27 July	Birthday

Clint closed the meeting with prayer.

**Amanda Long, Recording Secretary**

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**Christian Education  
5 June 2018**

No Minutes Received

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**Community Service  
5 June 2018**

No Minutes Received

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**Congregational Care  
5 June 2018**

Present: Nancy Hamilton, Paula Jesberg, Sandy Ronan and From Christian Education, Beth Montoya, Laura Touhey and Matt Wicks.

The focus of our meeting was to plan for the churchwide picnic and Sunday school kickoff. We considered many ideas for this event; location, activities, and food. We have \$1700 in our budget for this event and may be able to find other sources for special activities.

Activities: Laura will coordinate activities for the children.

Location: We would like to have this picnic on the lawn bordering Ewell and Independence and will coordinate with the Property Ministry regarding safety. Being close to the preschool playground would get us away from the streets and accessible to the playground activities.

Food: Since this will be the major expense for the picnic, we tossed around many ideas and decided to start looking at a catered event ?BBQ, ?mexican. I have contacted Moe's Southwest Grill and spoken with Gary Weaver who will give us a 10% discount and we would be tax exempt as a church. If you go to the Moe's web site you can see the choices and price range - generally between \$8.75 and \$11.75 per person. We also considered hamburgers/hot dogs grilled by church members with sides provided by the attendees. We are lukewarm about this as it is a lot of work for those grilling.

We will need a sign up sheet for attendees in order to get a count. We will also be putting out signup sheets for volunteers to assist in 3 areas: set up, serving, and cleanup.

Stay tuned for more information.

The Christian Ed representatives excused themselves at this time. The picnic committee will reconvene at a mutually agreed upon time.

**BFF** Paula has submitted a separate report for this activity which will be included with these minutes.  
**Remember our Virtual Dementia experience June 19th.**

**Stephen Ministry.** Paula has also submitted a separate report for this organization.

We provided a **funeral** reception for the Kelsey family which went very well. We then had a discussion about what works; what we could do better; and what could change.

The meeting was adjourned at 8:45pm.

Sandy Ronan

## BFF\* CORE PLANNING MEETING NOTES 5/11/2018

(\*Bayside Fun and Fellowship)

Core Group met Friday May 11 at 11:30 Present Sandy Ronan, Bill Graves, Rick and Martha Rudell, Bobbie Brenton, Marie Parr and Paula Jesberg and ChiYi. Absent, Charlene Albertoli and Emma  
We reviewed ongoing programs and discussed the upcoming presentation on May 21 by Chi Yi Wolbrink our Music Director. We planned on pulpit announcements and other sources prior to the Program as well as highlighting the change of time due to conflict in the Fellowship Hall. Plans were put in place for room set up and food.

Bridge will start on June 6 from 6:30-8:00 Wednesday evenings in room 512 with dessert and drink provided. There will be discussion about continuing Wednesday evenings or another day and time the group chooses.

The Virtual Dementia Tour will be held Tuesday June 19 from 10-12 with lunch being served at Georgian Manor in Chesapeake. Signup sheets and announcements put in place. Car pool from Bayside is best.

Paula will contact each person signed up by June 15 for exact number.

Martha will research setting up a wine class at an outside venue and report back. Bill Graves will research opportunities at the Chrysler Museum Glass Blowing for a possible BFF outing during the summer.

Publicity will be generated for any events added.

In the Fall the next Christian Book Club will be September 17 at 2:00 in the Prayer Room for discussion of THE GRAMMAR OF God by Aviya Kushner. All are welcome.

The Blue Angels will appear at Oceana from September 21-23. Rick Rudell is the POC for publicity and opportunities to attend a chalet. PR will follow closer to the event.

The next Core Planning Group meeting will be held August 10, time TBA

The next BFF gathering will be Monday October 15 – program/time TBA

### STEPHEN MINISTRY REPORT June 5, 2018

Stephen Ministry met Tuesday May 22, 2018 to hear a presentation by Iris James from Senior Services of Southeastern Virginia who gave an overview of services provided in our community. One member of the Congregation attended, although all were invited to this open training session for Bayside Stephen Ministers. Pamphlets were left that will be made available upon request to Emma, [baysidepresby.org](mailto:baysidepresby.org). The website is: [services@ssseva.org](mailto:services@ssseva.org) for information.

On June 19 a Virtual Dementia Tour will be available to those signed up by June 12. Car pools will be from Bayside, leaving at 9:15 for the trip to Georgian Manor in Chesapeake. The tour will last from 10-12 with lunch being served. Signups are at the Welcome Center, and each will be contacted by phone to confirm attendance.

Five Stephen Ministers are currently serving as caregivers. The next Training Session will be July 24 at 6 pm at church.

Submitted by

Paula Jesberg

Stephen Ministry Coordinator

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**Evangelism**  
**5 June 2018**

Members present: Butch Brenton, Peggy Damuth, Russ Brown, John Hamilton, Terri Dannemann, John Dannemann,

Terri opened the meeting with prayer.

Old Business:

1. Visitor to New Member Process
  - a. Terri Dannemann reported that she and John had come in and put together 10 more Visitor Bags for the Welcome Center. She informed the ministry that we have run out of coffee mugs and books for the bags. The ministry discussed what nice gift to purchase next and decided to get nice insulated travel mugs. Terri Dannemann will obtain a quote from Post Net since they already have our logo and report back to ministry members. She will also ask Post Net about a sign for the Welcome Center.
  - b. Joyfully we are welcoming our new members to Bayside this Sunday, June 10<sup>th</sup>!!
2. Ecycle-Recycle Event  
Ministry members decided it would be too costly to move forward with planning this event. We would have to spend \$750.00 for the two service vendors needed.

New Business:

1. The ministry has been brainstorming other ways to inform the public about our church. Peggy Damuth brought up the idea of putting a 42" flatscreen TV in the adult wing and running the same information on it as is already being run in the atrium. Her rationale is that many people from the community and elsewhere come in to that area of our church and never go down to the atrium. The ministry agreed that this would "reach" more people and was a better use of funds than the Ecycle-Recycle Event. Butch Brenton will talk to Linda Vogl about this initiative and report back. Peggy will present this initiative to Session at their upcoming meeting and make sure it's approved. Then our ministry members will be on the lookout for a good deal!
2. Living Nativity The new dates for the Living Nativity are December 15<sup>th</sup> and 16<sup>th</sup>. Peggy has ordered the animals from Spellbound. She also reported that The Bells of Bayside will be ringing in the Fellowship Hall this year.

Terri Dannemann closed the meeting with prayer.

Minutes Submitted by J&T Dannemann

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**Global Missions**  
**5 June 2018**

Present: Walt Martin (Moderator), Bob Orcutt and Beth Parker (Scribe)

We welcomed the team back from Peru. Bob reported they were still producing water when he left the project. A flow gauge broke while there, there was a small problem but they were still able to produce. We decided we are going to send more money instead of soccer nets. Consequently, we will be moving funds from the miscellaneous fund in our budget over for this purpose. The budget for this year was discussed as it relates to reducing PEVA and the Congo. The Congo, in particular, was reduced to a minimum. All members of the Ministry need to consider the budget for next year.

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**Property**  
**5 June 2018**

Those present were Bob Allen, Betsy Davis, Sperry Davis, Leslie Parr, Rick Rudell, Eugene Towler and Moderator Clif Furedy.

The meeting was opened with prayer.

Items Discussed and Actions Taken:

Bob Allen advised that there is significant outdoor plant maintenance required around the church and provided a report which highlighted many areas of concern. His full report is attached. Bob said the most important areas are: The Columbarium, Memorial Garden and area around the Storage Room door. He proposed that the third Saturday of each month be advertised for volunteers to correct and maintain the various botanical problems. Bob agreed to be the point of contact for this project.

Three proposals for WiFi were reviewed by members of the ministry but the various options and costs required further analysis. Steve Baker, Sperry Davis and Clif Furedy determined that one proposal was not sufficiently responsive and the remaining two required additional information. Clif prepared a specific list of required items and sent a Request for Best & Final proposal to the two offerors. The deadline for a response is 12 June.

The RFP for the video system had been mailed to (9) prospective vendors. The due date is 25 June at 4:30pm.

No change in status of the Access Control and Building Security project. Rick Rudell expects to have time to research this during June.

The landscaping of the triangle area is now ready for general use. We have moved from installation to the continuing maintenance phase. Any plant donations will be added as received. Additional good top soil and grass seed will be considered in the fall. Our thanks to the on-going efforts of Betsy and Sperry Davis, plus all the volunteers who assisted over the last several months.

Eugene went over the following:

- The contractor has revised his cost to repair the moveable walls but still was researching some of the legacy hardware items. Eugene was given approval to have the contractor begin work. The original bid was \$15,000 but we have reduced the scope of work and the cost is now \$8,976.00.
- Two vendors provided quotes to repair/replace the deteriorating windows in the Fellowship Hall. One vendor was very high and rejected as excessive. The second vendor was about half the cost. The group discussed the best way to replace the lower part of the windows but not change the upper part containing the colored glass. Eugene and Betsy Davis were to meet with the second vendor, confirm style and frame colors, verify what was to be done and then Eugene would give the vendor approval to proceed.
- The faucet in the Utility Room sink continues to leak. Eugene said he will call a plumber to provide an estimate to replace the entire faucet.
- The concrete walkway outside the Fellowship Hall door has settled and may become a trip hazard. Eugene will contact a concrete firm to see what options are available.

Les Parr advised that gas to the kitchen ovens was still being left on. The group looked at the oven after the meeting adjourned and noted that it's not obvious that there are two control knobs to start and shut down the ovens. Eugene agreed to see about an additional label to make operation more clear.

It was suggested that an “Activity Board” be built behind the Welcome Island in the Atrium. This would hold the various handouts that now clutter the counter top. All agreed this was worthwhile and that Property would provide up to \$250 for material.

No change regarding inspection and testing the audio presently installed in the classrooms and Nursery. This remains open.

Steve Baker was unable to attend but provided an email containing the draft of the Building Use Policy for members of the ministry to review. Steve will receive comments from the team members and prepare a final version for submission to the Session.

Steve also reported that Eagle Scout candidate Matthew “Matt” Brown of Boy Scout Troop 364, had completed his project and the two benches were ready to be placed at a location to be determined. Possible locations are: Outside the Youth Wing door on the East side where another bench had been, and possibly outside the Preschool play area, depending on bench size.

The meeting was closed with prayer at 9:00pm.

Clifton G. Furedy  
Property Moderator

Attachment: OLD SOD Report, dtd May 28, 2018

### **OLD SOD Report on Monday, May 28, 2018**

This Walk About took place @ 11:00 AM, an hour prior to the noon shower. Linda and I walked around the church and tried to identify the various plant problems that need to be corrected. I suspect that this list is not a complete list of tasks that need to be done.

We started beside the door of the storage room and walked counter clockwise around the church.

Storage Room area: (1) The Junipers are dying, look tired and need to be removed. (2) The Myrtle left of the walk leading to the water pump should be pruned and the Nandina to the right of the walk should be thinned out.

[Done 6/1/18] Garden with the rock (The Triangle): (1) Remove some of the Cleome around the Spiraea plant (the woody shrub with pink flowers). (2) Remove weeds under the Day Lilies.

Adult Wing Entrance: (1) Thin out and trim the Liriope and Daffodils on either side of the steps.

Ewell Road sign: (1) Purchase and plant 2 Pencil Hollies, one for each end of the sign. (If approved)

Columbarium: (1) Outside entrance, remove the small dead or dying Azaleas on the right side of the walk and trim the Azalea on the left. (2) Inside the Columbarium, Trim the Pencil Hollies and the Weeping Holly. (3) Trim the 2 Camellias, lightly top the Japanese Maple and top the plants behind the Maple. (4) Remove any dying or dead small border shrub. (5) Return the two large pots on either side of the monument and plant some flowers in the pots. (6) Have the sprinklers heads checked and cap off the ones that are flooding the area.

Independence Blvd side of the Church: (1) Weed around the Nandina and along the lawn.

Bordering the Play Ground: (1) Trim the hedge. (2) Pick up the sticks and limbs in the area.

Youth Wing side of Church bordering the parking lot: (1) Cut the Nandina and other plants down just below the windows. (2) At the pre school teachers entrance, sweep tree debris off the walk. (3) Cut back the Lirope at the end of the building.

[Done 6/4/18] Independence Blvd Sign: (1) Clean out the leaves and weeds around the Lantana. (2) Plant 5 Variegated Lirope in front of the sign.

Youth Wing Entrance: (1) Trim back hedge.

Lawn area in front of Youth Wing, Preschool and Music Wing: (1) Trim dead limbs out of the Plum Trees. (2) Remove weeds from within the shrubs. (3) Mulch the purple Weigela plant on the front corner.

[Done 6/1/18] Church Entrance: (1) Trim the Golden Mop, Inkberry, Nandina and Pittosporum shrubs, (2) Weed the area, break up the mulch and cover with new brown mulch. (3) Prepare entrance area for planting of approx. 12 or so Vinca plants.

Memorial Garden: (1) Remove dead Dogwood and dead limbs from the 2<sup>nd</sup> Dogwood. (2) Trim Azaleas, Camellias and Nandina so that the windows are showing. (3) Trim the Boxwoods. (4) Remove the weeds.

[Bench fixed] Island Garden: (1) **Repair Gazebo's broken bench seat.** (2) Weed around bench backing the trash container area.

Proposed: Advertise in the Helmsman

This is a call for all SODs, gardeners, and able body yard workers to help with the care of the Church's planted areas. Jobs needed to be done are the weeding of beds, trimming of shrubs and removal of unwanted and dead plants.

This action is scheduled for the 3<sup>rd</sup> Saturday morning of every month until the snow comes. The first Saturday will be June 16, 2018 , 08:30 to 10:30 AM.

Hoping to see you. The old SOD, Bob Allen.

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### Stewardship 5 June 2018

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

Present were Moderator Tom Weeks, Bill Graves, Mike Raymer, Gary Crossman, Bob Baker, and Treasurer Luanne Wong.

Luanne distributed the Treasurer's Report and Balance Sheet. Review of Treasurer's Report showed pledged offering received to date at 91% of pledged (corrected for 2018 pledges received at end of 2017). Luanne commented that giving in May was only about \$28k.

Tom opened discussion on Minutes for Mission schedule and topics. Bill said he was on track for Mission for Minute 6/10 reminding the congregation of how their gifts benefit the various community groups using our building. Gary volunteered to present Minute for Mission 7/8 explaining how gifts are used to support Church School and VBS. Luanne said that she would do Minute for Mission in August but had not yet decided on a topic. Bob said he could do a Minute for Mission in September on benevolence.

Bob asked if we had set a date for Consecration Sunday. Tom replied we hadn't. Group then agreed that October 14 would be Consecration Sunday. David offered to join with Emma to seek a speaker for Consecration Sunday. Group agreed to accept David's offer.

Bob said that Ministries should be reminded at June session meeting that asking-budgets should be provided to Stewardship at August Session meeting. All agreed that Ministries should be encouraged to not exceed 2018 budgets if possible since yearly spending currently exceeds revenue. Due to Admin budget alone consuming close to 80% of total revenue, Luanne and Gary expressed need to meet with Admin to review details of their asking-budget shortly after their asking-budget is available.

Tom reminded everyone that Stewardship is cohosting a Scholarship luncheon this Sunday.

The meeting was closed at 8:30 PM.

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**Worship**  
**5 June 2018**

No Minutes Received