

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
19 June 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 Chris Pascuzzi

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: None
2. Baptism Requests: Michael David Allen III
son of Elizabeth and Michael Allen Jr.
Baptism will be June 24th
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

Attendances:

Current Plus Previous Three Mays

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Special Services	Total of All Sundays	Weekly Average
2015	144/36	309/77	478/120	190		1121	224
2016	135/34	197/49	435/109	208		975	195
2017	77/26	214/71	333/111	199		823	206
2018	52/26	140/70	244/122	293*		729	182

*Start of summer schedule – 2 combined services during the month

1. Reception of New Members: Tom and Sheryl Winter
Jacob and Elizabeth Velasquez Ruiz
Yunbyong Chae and Nayoung Lim
2. Baptisms: Elizabeth Velasquez Ruiz
Roman Gage Velasquez Ruiz
Ariabella Angela Velasquez Ruiz
3. Church Weddings: None
4. Member Transfers: Tim and Debbie Sparks, children Jack and Henry
to Wesley A United Methodist Fellowship, Evans, GA
5. 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 Massanetta Springs (enclosure 3)
2. Note from Rev. John McCall (enclosure 4)

PEVA / CHURCH INFORMATION

None

CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (5) Clerk
2. Church Wi-Fi/System Upgrade Discussion - Update
3. Start Date for Lacy Schimmel

NEW BUSINESS

1. Report from Thom Sare

STAFF REPORTS

Director of Music Ministries
Associate Pastor
Pastor / Head of Staff

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

Over the past month I have made numerous phone calls as well as 31 pastoral visits in homes, hospitals, and rehabs. So much of pastoral ministry takes place behind the scenes with only

the pastor and those visited or called aware of what has taken place. I thought I would share with you one of my most recent days in ministry.

On a Monday morning following my devotional reading I realized a church member had placed a note in the pew pads that said please call. I placed the call and heard about someone going through a painful divorce who is battling depression and PTSD and has a family member that is also struggling with depression who has considered suicide. After much time in conversation and prayer I went to the hospital visited the member who had a stroke and ran into another member on the way out whose husband was in for a serious heart procedure. All of these visits and conversations took place before noon. Not every day is that busy and yet some are busier. I thank God for being able to provide a ministry of presence to those in need. Yet, I believe that it is important to note that many of the pastoral situations ministers are called into are only known by those involved.

As you hear or read this report I will be knee deep in my work as a commissioner to the General Assembly. I continue to give thanks to God for the wonderful family of faith I am part of here at Bayside as well as the P.C.U.S.A. our denomination. I believe God is breathing new life into Bayside as well as the church as a whole.

In Christ's service, David

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday August 21, 2018 7pm ?? – Devotion

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

Saturday, June 16, 2018

Page 1 of 2

Account #	Account Name	YTD Balance
1100.0500.0000	BB&T Money Market	161,170.15
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	39,011.88
1100.2100.0000	Towne Bank Money Market	191,031.29
	Cash Assets	\$391,513.41
1100.2453.0000	Session Loan (4)	6,011.62
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	\$348,991.08
1100.4100.0000	Endowment MM TowneBank	18,173.96
1100.4500.0000	TD Ameritrade	475,292.93
	Endowment Assets	\$493,466.89
		\$1,233,971.38
Fund Balance		
3100.0000.0000	General Fund	227,071.36
3100.7000.0000	Assoc Pastor Cont Educ Fund	841.93
3200.0000.0000	Non-Budget Fund	3,978.59
3200.0200.0000	Minister's Special Benevolence	4,882.25
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3200.4430.0000	Wedding Fund	85.65
3200.5000.0000	Food Pantry Fund	13,767.63
3300.0000.0000	Preschool Fund	77,615.75
3400.0000.0000	Educational Fund	6,139.76
3400.1000.1000	Library Fund	407.15
3400.1100.0000	Youth Ministries Fund	2,049.04
3400.1110.0000	Youth Mission Trips	12,939.48
3400.1120.0000	Adult Mission Trip Fund	3,445.25
3500.0000.0000	Property Fund	146,918.47
3500.0210.0000	Transportation Fund Balance	27,167.73
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	1,795.66
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	9,113.62

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

Saturday, June 16, 2018

Page 2 of 2

Account #	Account Name	YTD Balance
3800.5000.0000	Earnings Fund	1,475.63
	General & Special Funds	\$740,504.49
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	\$1,233,971.38
	Total Liabilities and Fund Balance	<u>\$1,233,971.38</u>

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

Saturday, June 16, 2018 2:46 PM

Page 1 of 5

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Income					
4100.0000.0000	Pledge Offering	28,616.00	179,132.00	80	540,058.00
4100.0100.0000	Non-pledged Offering	4,290.86	39,683.26	95	100,000.00
4100.0200.0000	Visitor Offering	65.00	741.00*	119	1,500.00
4100.0300.0000	Loose Cash Offering	872.67	4,168.98*	125	8,000.00
4100.0400.0000	Church School Offering	1.00	10.00	25	100.00
4100.0500.0000	Envelope Offering	0.00	292.00*	234	300.00
	Regular Offerings	\$33,845.53	\$224,027.24	83	\$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	3,975.00	100	9,540.00
4100.2100.0000	Soft Drinks/Coffee Inc.	4.20	18.62	0	0.00
4100.2200.0000	Tenant Donations	1,550.00	4,435.00*	118	9,000.00
	Other Income	\$2,349.20	\$8,428.62*	109	\$18,540.00
4100.1101.0000	Preschool DoMM Donation	352.00	1,296.00*	130	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	\$36,546.73	\$233,751.86	75	\$743,795.00
Expense					
5100.1000.0000	Salary - Minister	8,360.51	41,802.55	100	100,326.00
5100.1005.0000	Salary - Associate Pastor	4,715.43	23,577.15	100	56,818.00
5100.1010.0000	Salary - Director of Music	4,234.16	21,170.80*	100	50,810.00
5100.1011.0000	Salary - Praise Team Music	793.83	6,449.84	87	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	13,604.80*	102	32,143.00
5100.1022.0000	Salary - PT Bookkeeper	100.00	400.00	83	1,150.00
5100.1030.0000	Salary - Nursery	688.50	3,645.15	91	9,580.00
5100.1031.0000	Salary - Bldg/Grnds Super	2,989.36	14,946.80*	100	35,872.00
5100.1032.0000	Custodian A	1,006.26	4,541.70	85	12,789.00
5100.1035.0000	Employer Social Security	816.87	4,177.02	73	13,811.00
	Salary Expense	\$26,178.52	\$134,315.81	86	\$376,160.00
5100.0100.0000	Office Supplies	79.40	1,354.43	81	4,000.00
5100.0105.0000	Postage Exp. 2	200.00	899.00*	108	2,000.00

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

Saturday, June 16, 2018 2:46 PM

Page 2 of 5

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0110.0000	Postage Meter Lease	0.00	216.00*	103	500.00
5100.0115.0000	Copier Lease/Maintenance	933.71	4,363.33	91	11,500.00
5100.0120.0000	Internet Expense	460.50	1,519.08*	146	2,500.00
5100.0126.0000	Office Equipment Repair	0.00	0.00	0	1,000.00
5100.0130.0000	Telephone Service	448.50	1,313.05*	109	2,900.00
5100.0155.0000	Phone Message System	85.00	425.00	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*	235	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	1,488.36	71	5,000.00
	Office Administration	\$2,207.11	\$13,538.00	76	\$42,470.00
5100.1040.0000	Benefits - Minister	2,886.20	14,431.00*	100	34,634.00
5100.1045.0000	Benefits - Assoc Pastor	1,620.72	9,066.52*	111	19,529.00
5100.1050.0000	Benefits - Director of Music	388.24	2,011.20*	104	4,659.00
5100.1051.0000	Medical Insurance Opt-Out- DoMM	333.34	1,666.70*	100	4,000.00
5100.1055.0000	Benefits - Dir of Educ Min	337.02	337.02	7	11,182.00
5100.1061.1000	Benefits - Church Secretary	840.84	4,274.20*	102	10,090.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,289.41	6,687.05*	104	15,471.00
	Benefits Expense	\$7,695.77	\$38,473.69	93	\$99,565.00
5100.1065.0000	Prof. Exp. - Minister	154.22	1,138.16	68	4,000.00
5100.1066.0000	Cont Ed - Minister	305.92	919.01	88	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	36.11	423.90	34	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	135.17	518.80	53	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	20	450.00
	Professional Expense	\$631.42	\$3,038.02	45	\$16,150.00
	Total Administrative Expense	\$36,712.82	\$189,365.52	85	\$534,345.00
5100.2001.0000	Beach Health Clinic	100.00	200.00*	121	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	600.00	1,200.00*	120	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	125.00	250.00*	119	500.00
5100.2013.0000	St. Columba Ministries	2,600.00	5,200.00*	120	10,400.00

Bayside Presbyterian Church - Virginia Beach VA
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Saturday, June 16, 2018 2:46 PM

Page 3 of 5

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.2021.0000	Judeo-Christian Outreach Cente	700.00	1,400.00*	120	2,800.00
5100.2027.0000	Seton Youth Shelter	125.00	250.00*	119	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	400.00	800.00*	120	1,600.00
5100.2033.0000	Winter Shelter Program	0.00	0.00	0	400.00
5100.2038.0000	Faith Works Coalition	600.00	1,200.00*	120	2,400.00
5100.2039.0000	Virginia Supportive Housing/Crescent Square	700.00	1,400.00*	120	2,800.00
5100.2041.0000	Project Activity	0.00	160.01	48	800.00
	Community Service Expense	\$5,950.00	\$12,060.01*	116	\$25,000.00
5100.2055.0000	Fellowship	0.00	6.36	1	1,700.00
5100.2060.0000	Card Ministry	0.00	0.00	0	100.00
5100.2063.0000	Bereavement Team	169.61	180.94	57	750.00
5100.2070.0000	Stephen Ministry	0.00	0.00	0	450.00
	Congregational Care Expense	\$169.61	\$187.30	15	\$3,000.00
5100.3000.0000	Equipment/	0.00	0.00	0	750.00
5100.3001.0000	Supplies	148.85	85.49	10	2,000.00
5100.3003.0000	DCE Conferences	0.00	0.00	0	1,250.00
5100.3005.0000	Curriculum	0.00	1,439.30*	108	3,200.00
5100.3006.0000	Background_ Checks	0.00	42.85*	107	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	272.00	782.00*	125	1,500.00
5100.3014.0000	MOPS	424.00	842.78*	112	1,800.00
5100.3015.0000	Vacation Bible School Exp.	713.83	1,111.31	70	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	135.42	162.66	56	700.00
5100.3041.0000	HS Ministry	135.42	162.65	77	500.00
5100.3042.0000	Confirmation	0.00	0.00	0	300.00
5100.3043.0000	Children's Ministry	741.86	3,286.43*	657	1,200.00
5100.3045.0000	Publicity/Promotion	21.14	21.14	3	1,800.00
	Education Expense	\$2,592.52	\$7,936.61	98	\$19,400.00
5100.3505.0000	New Visitor Materials	0.00	0.00	0	500.00
5100.3525.0000	Evangelism Materials	0.00	452.76*	216	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 May 2018 for General Fund

Saturday, June 16, 2018 2:46 PM

Page 4 of 5

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Evangelism Expense		\$0.00	\$452.76	24	\$4,500.00
5100.4000.0000	Building Maintenance	188.18	5,524.49*	166	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	525.00	1,893.00*	227	2,000.00
5100.4015.0000	Fire & Safety System Maint.	0.00	281.94	34	2,000.00
5100.4020.0000	Grounds Maintenance	555.00	5,004.00*	120	10,000.00
5100.4025.0000	Supplies & Cleaning Materials	374.98	1,401.88	84	4,000.00
5100.4030.0000	Kitchen Maintenance	0.00	486.70	58	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	3,201.52	9,237.42	89	25,000.00
5100.4055.0000	Gas	597.23	6,600.19*	158	10,000.00
5100.4060.0000	Water & Sewer	706.91	3,608.63	87	10,000.00
5100.4065.0000	Refuse Collection	189.30	1,366.77*	164	2,000.00
Property Expense		\$6,338.12	\$35,405.02*	104	\$82,000.00
5100.4080.0000	Payroll Preparation	49.63	350.56	80	1,050.00
5100.4082.0000	Bank Fees	38.25	259.60*	113	550.00
5100.4086.0000	Audit Fees	0.00	0.00	0	1,400.00
Stewardship Expense		\$87.88	\$610.16	49	\$3,000.00
5100.4101.0000	Church Develop - Limete	0.00	0.00	0	500.00
5100.4110.0000	Mission Giving	0.00	8,750.00	60	35,000.00
5100.4120.0000	Theological Education Fund	0.00	250.00	60	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	500.00*	238	500.00
5100.4132.0000	Miscellaneous expenses	0.00	0.00	0	500.00
5100.4134.0000	Clean Water Project	95.36	7,352.78*	252	7,000.00
5100.4135.0000	Mogodeshu Hospital	0.00	0.00	0	500.00
Witness/Global Mission		\$95.36	\$16,852.78	86	\$47,000.00

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

Saturday, June 16, 2018 2:46 PM

Page 5 of 5

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4200.0000	Special Music Programs	251.45	1,480.94*	142	2,500.00
5100.4205.0000	Music Literature(all sevices	58.38	121.17	29	1,000.00
5100.4215.0000	Robe Maintenance/Cleaning	0.00	0.00	0	900.00
5100.4220.0000	Workshops/Memberships/licensing	358.55	1,635.06*	279	1,400.00
5100.4225.0000	Substitute Organist	0.00	500.00	75	1,600.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	98.38	24	1,000.00
5100.4232.0000	Section Leaders	1,140.00	3,755.00	85	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*	200	400.00
5100.4245.0000	Communion Supplies	0.00	64.52	52	300.00
5100.4250.0000	Supplies/Equipment	294.04	191.06	54	850.00
5100.4251.0000	Children's Choir Supplies	100.00	194.13	78	600.00
5100.4255.0000	Keyboard Instr. Maintenance	0.00	111.80	30	900.00
5100.4260.0000	Audio/Visual	195.00	195.00	93	500.00
5100.4265.0000	Handbell Maintenance	105.00	105.00		
5100.4270.0000	Praise Team Drummer	170.00	1,515.00*	140	2,600.00
	Worship Expense	\$2,672.42	\$10,296.86	97	\$25,550.00
	Total Expenses	\$54,618.73	\$273,167.02	88	\$743,795.00
	Difference	<u>(\$18,072.00)</u>	<u>(\$39,415.16)</u>		<u>\$0.00</u>

* = Income/Expense exceeds amount budgeted to date



A place for all people to experience God through renewal, discovery and hospitality.

April 12, 2018

Bayside Presbyterian Church
1400 Ewell Rd
Virginia Beach, VA 23455-4908

Dear Friends in Christ,

Thank you. It's a phrase we use all the time. We say it when we are passed something out of our reach at the dinner table. We say it when a stranger holds a door open for us heading into our favorite store. We say it when we receive a gift, or when we are offered any sort of kindness. We say, "thank you," so often, we sometimes hardly even hear it.

I imagine the same might be true for this letter. As soon as you open it, you'll likely know that it is a note thanking you for your generosity to Massanetta Springs. Somewhere in the back of your mind, you may even be thinking this is just something Massanetta does, because it is the right thing to do when a gift is given. Your eyes may be tempted to simply scroll down to the bottom of the letter where your gift is acknowledged to be sure we have the particulars of your generous gift correct.

However, if you do, you'll miss my heartfelt thanks. You'll miss gratitude given, not out of obligation, but out of sincere appreciation for what your gift makes possible. Your participation in our ministry through your gift keeps Massanetta Springs, "a place for all people to experience God through renewal, discovery, and hospitality." Children, youth, and adults will have transformative Christian experiences because of you, and I thank you. This little corner of God's creation will be stewarded for divine purposes because of you, and I thank you. The next generation of Christian leaders will be formed here because of you, and I thank you.

The Board of Trustees, the staff, and I are well aware that we cannot undertake this audacious ministry alone. It takes people like you who value this amazing place called Massanetta Springs to make it possible. On a personal note of thanks, it is because of people like you, that I get to live out the calling God has placed upon my life in one of the most amazing settings I could hope for, and so I thank you for that as well. You see, your Covenant Church gift of \$500 does incredible things, and is more than worth a sincere thank you. Thank you.

In Christ,

Rev. Clayton Rascoe

Executive Director

Massanetta Springs Camp and Conference Center

claytonr@massanettasprings.org

540-434-3829

Massanetta Springs Camp & Conference Center

Harrisonburg VA

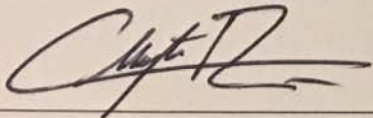
recognizes

Bayside Presbyterian Church

for your commitment as a


2018 Covenant Church

We appreciate your support



The Rev. Clayton Rascoe
Executive Director



Massanetta Springs 

Dear David, Elders, Mission Committee, and Members,

Thank you so much for your recent gift to support the mission work in Taiwan.

Your partnership in mission means a lot.

It was wonderful to be with you in March. I still have three months of interpretation around the U.S. and will return to Taiwan in early August -

Your gift is helping me to prepare and accompany church leaders in Taiwan and in greater Asia.

Gratefully, John McClure

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	