

# Ministry Meeting Minutes

## August 2018

### Administrative Support 7 August 2018

Clint opened the meeting with prayer.

Janet Baker, Clint Damuth, Betsy Kennedy, Amanda Long, Gregor McLeod, and Kay Niman-Meyers were present. Cherie James, David Rollins and George Wong were not present.

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.

June minutes were approved.

#### Preschool Report

- Orientation Night – Wednesday, August 29<sup>th</sup> 5 – 7 pm
- Preschool and Kindergarten Starts – Wednesday, September 5<sup>th</sup> (Kindergarten, 2, 4, and 5-day classes and Thursday, September 6<sup>th</sup> (2 ½'s and 3 day classes)
- Camp 3 – Last camp 2018 is full.
- Openings – 5-day 4's and 2-day 3's. Waitlist for most classes.

#### Old Business

- Staff evaluations update – Google docs forms for evaluation completion have been sent to identified staff members, congregants, moderators, head of staff and liaisons. Some have been completed. Compilation spreadsheet will be prepared for each staff member.
- Windows 10 upgrades. Gregor will ask Linda for an inventory of all computers, it will need to be determined if existing computers can update to WIN10, this may require HRCT input.
- Office 365 purchase – Monthly cost per computer, per month is \$8.25
- Church Windows Update, congregant input is still required, and overall cost of the update is needed for inclusion in our asking budget.

#### New Business:

- Gift for Lindley Fox – We agreed that a \$50 gift card is appropriate in appreciation for hard work preceding and during vacation bible school. Gregor will talk to Luanne about using points on the card.
- Lacy Schimmel arrives in the area Monday, 13 Aug. First day is 15 Aug, Luanne will discuss benefits with Lacy, David will provide orientation, her first Sunday is 19 Aug, reception is planned in the atrium after the service. Admin will provide snacks and refreshments.
- Betsy will provide 2018 budget information to Gregor and will provide the benefits information from our 2020 vision which steps down BPCs responsibility and increases employee responsibility, so he can begin work on our asking budget. We will also need to obtain Linda's input for office supplies needs.

#### Motion for 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**

Birthdays and Staff time away:

David	1 – 13 Aug	Vacation
Chi Yi	9 – 13 Aug	Vacation
David	27 – 31 Aug	Continuing Ed
Lacy	23 September	Birthday
Emma	24 Sep – 8 Oct	Vacation
Linda	3 – 6 Oct	Vacation

Clint closed the meeting with prayer.

**Janet Baker, Recording Secretary**

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**Christian Education  
7 August 2018**

Present: Beth Montoya, Matt Wicks

1. Discussed asking budget for ministry for 2019. As this year was not normal for the ministry budget and we cut the budget from 2017 to 2018, it was decided to leave the asking budget the same as the budget for the adjusted budget for 2018.
2. Discuss Lacey Schimmel beginning her work at Bayside this month.
3. Discussed joint planning of picnic with Congregational Care. Laura Touhey has posted sign up board for the event. Matt Wicks got estimate from Mission BBQ of \$12/person. Beth Montoya will meet with Congregational Care this evening for continued planning of the event.

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**Community Service  
August 2018**

No Minutes Received

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**Congregational Care  
August 2018**

Attending: Sandy Odom, Paula Jesberg, Sandy Ronan, Emma Ouellette  
Also Beth Montoya and Matt Wicks from Christian Education

**Sunday school kickoff and Congregational Picnic**

The following information was presented on food pricing:

Mission Barbecue will provide a choice of 3 meats and 3 sides for approximately \$12 per person. We need to further ascertain whether they provide paper and plastic products, serving utensils, and set-up as well as serving and breakdown.

Moe's will provide a choice of bars such as a fajita bar or salad bar with prices varying but probably between \$11 and \$12 per person. Salsa and chips are included at no extra cost. We would need to verify the issues set out above for Mission.

After some discussion, we decided that BBQ has the advantage of being easier to eat and handle in a picnic setting. We will provide Lemonade and ice water and ask attendees to bring dessert items. Laura has created a sign up board which is on an easel next to the visitor center.

The sign-up sheets also provide the opportunity for folks to volunteer to help out.

We plan to have our committee members walk around the grounds between Ewell Street and Independence Blvd to determine where we will set up food tables etc. for easiest and safest access. We will ask folks to bring their own lawn chairs but will set up a few tables and chairs in the area for those who prefer that arrangement. We can always bring out more chairs if needed. Laura will provide games and activities for the children and we will provide corn hole for all ages. We are still looking into providing some kind of music.

In case of rain, we will move indoors into the fellowship hall also opening up the 508 area for activities and overflow seating. Should this happen, we need to be mindful of the Sail-On service and Sunday school classes.

Thanks so much to Beth and Matt for rearranging their meeting time to coordinate this activity with us.

**Pictorial Directory:**

I have contacted CP Photo and Video for information about the pictorial directory as they handled the 2016 directory for us and the committee felt that they were good to work with and provided a nice product. I forwarded to our committee members the information they e-mailed to me. We are looking at finishing up and distributing the directories in the spring of 2019. Emma has also mentioned that we can produce our own directories using the Church Windows software. We will look into this before a final decision is made.

**BFF:** In full swing. Many activities planned for the fall.

**Stephen Ministry:** No report

The meeting was adjourned at 8:30pm

Sandy Ronan

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**Evangelism  
7 August 2018**

Members present: Peggy Damuth, John Hamilton, Terri Dannemann, and John Dannemann

Old Business:

1. Visitor to New Member Process
  - a. Terri Dannemann reported that she and John had travel mug details and quotes from Post Net. The ministry decided to order 100 of the "Bayside Travel Mugs" for us to put in the Visitor Bags housed in the Welcome Center.
  - b. Peggy Damuth got some of us to sign up for Welcome Center duty in September. She will also seek sign ups at the next Session Meeting. We had one visitor last Sunday who signed the friendship register and stopped at the Welcome Center to become more acquainted with members and receive a Visitor Bag.
  - c. The ministry agreed that we need a sign for the Welcome Center. We all went down to see what the signs already in place outside of the Sanctuary look like and decided that a new one for the Welcome Center should match the ones we already have. John Hamilton offered to

contact church members who might know where the existing signs came from, so we can research the details of purchasing one for the Welcome Center.

#### New Business:

1. The ministry has been brainstorming other ways to inform the public about our church. At our last Ministry Meeting, Peggy Damuth brought up the idea of putting a 42" monitor in the adult wing and running the same information on it as is already being run in the atrium. Many people use that wing of the church and never make it down to the atrium. Our only concern now is that the project is much more expensive than we initially thought it would be (approximately \$2,333.00) and our ministry doesn't have the funds in their 2018 budget to cover it. Peggy is going to talk with Butch Brenton and Pastor David about possible funding for this initiative.
2. We talked about our budget for 2019 in length.
3. 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 will begin working on the Living Nativity Timeline to help get us organized for the event.

Terri Dannemann closed the meeting with prayer.

Minutes Submitted by J&T Dannemann

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### **Global Missions 7 August 2018**

The Team met August 7 and reviewed the budget for 2019 which is attached. Walt m\Martin gave the opening prayer and Mark Schreiber gave the closing prayer.

Review of the existing budget was made as well as the African Representative Breakfast.

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### **Property June/July 2018**

Property Ministry Update from June, July and part of August, 2018

No Ministry Meeting was held in August because the moderator was AWOL.

Items of Interest and Actions Taken over the summer:

Most notable, the WiFi proposal from HRCT was finally hammered out and signed. The treasurer has given them a 50% down payment. HRCT says they may start the installation the week of 20 August. Total cost \$5,906.00.

Eugene worked with BFPE and we signed an order for them to replace and upgrade the fire protection system for the range and hood in the kitchen. The legacy system was no longer approved and would not have passed the annual fire inspection. \$2,745.00.

The moveable walls in the Adult Wing have been restored. Need to get final cost from Eugene. Last figure I saw was \$8,976.00.

The windows in the Fellowship Hall have been replaced. There was a small trim strip that Eugene will stain to match the new wood frames. \$6,755.00.

Sperry, Les and I reorganized the network head end in the old Custodian's room. Moved the network equipment away from the electrical panel and mounted it lower so it is more easily accessible. UPS batteries were replaced and the network cable modem, router and switch are now on a UPS. There are still several network cables that need to be moved. This is in preparation for installation of the WiFi equipment, Video Surveillance system and eventually Access Controls.

In June there was a successful Old SODs work day on the third Saturday. Unfortunately, the third Saturday in July was a washout. This coming weekend we hope will be good weather; no rain and not too hot. There is still plenty that needs to be done.

A ring and compost was installed around the new church sign on Ewell Road. I do not have the names of the volunteers who worked on that but it looks very good.

The new grass in the Triangle area survived the Vacation Bible School picnic in July. That's what the improvements were designed for. The grass is doing well in some areas and sparse in others. The plan remains to add good top soil in the fall and reseed where needed.

Four video surveillance proposals were received and are slowly being evaluated. Costs range from \$7.8K to \$9.2K. No decision has been reached yet.

There is no change in status for the Access Control system. A Request For Proposals is still in the development stage.

Eagle Scout candidate Matthew "Matt" Brown of Boy Scout Troop 364, completed installing the outdoor benches and they have been placed outside the Music wing and the Youth wing. Thanks to Matt for an excellent project. He obtained a number of donations so the cost was much lower than anticipated. Final cost \$19.41.

No change in status of the Building Use document. Steve Baker continues to edit it. He is preparing a final version for submission to the Session.

I have prepared a Property Budget for 2019, but realistically, it has to increase. Building utilities, maintenance and upkeep are not significantly affected by the number of people in the pews. The 2017 and 2018 budgets were identical at \$82,000. But if we continue at the present rate, we will exceed that figure this year. For 2019 I am requesting a 3% increase to \$84,500.

FYI: The expenses in this report alone total \$24,400. And that doesn't include the video or access control systems.

Clifton G. Furedy  
Property Moderator

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**Stewardship**  
**7 August 2018**

The Stewardship Ministry met in the Brides Room at 7: 15 PM. Present were Moderator Tom Weeks, Bill Graves, 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 near 100% of pledged (corrected for 2018 pledges received at end of 2017). Luanne commented that Education Ministry expenses exceeded budgeted amount due to paying L. Fox to coordinate VBS in absence of DCE. Building Maintenance under Property Ministry also high due to installation of Wi-Fi being charged to Building Maintenance.

Tom provided proposed Stewardship Fall calendar. Following discussion and agree upon changes, calendar is as shown below:

8/12 Minute for Mission, Luanne will explain that BPC has expenses and relies on generosity of our members to ensure BPC will always be here as gathering place so that we and future generations will have a place worship

8/21 Session, budget requests due

9/2 Minute for Mission, Bob will explain how pledging is necessary for our planning process

9/4 Ministry meeting

9/18 Session

9/20 Budget workshop if needed

9/30 Minute for Mission, Tom on importance of pledging, pledging is non-binding estimate of expected giving, and ask congregation to consider increasing their pledge 2% or 3% because BPC costs are going up like everything else in life.

10/2 Ministry meeting

10/7 Consecration Sunday

10/15 Thank you letter to those who pledged

10/16 Session

10/17 Follow up letter to those that haven't pledged yet

10/28 Minute for Mission if needed (importance of pledging)?

11/6 Ministry meeting (pledges vs budget)

11/13 2nd ministry meeting if needed (pledges vs budget)

11/20 Session, present budget to session for approval

The meeting was closed at 8:30 PM. Tom Weeks

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### **Worship 7 August 2018**

Ministry Members Present: Bonita Gilchrist, Judy Crossman, Nancy Guy, Mary Jo Kennedy, Dardy Long, Doug Mitchell, Janet Martin, Chris Pascuzzi, and Bernie Wallace. Chi-yi Chen and Marie Parr were not present .

Visitors to the meeting included Pastor Emma and Treasurer Luanne Wong who briefly participated in relevant discussions.

Bonita Gilchrist, moderator, opened the meeting with prayer at 7:15.

#### Open Issues / Old Business:

Organ Committee – the first meeting of the committee is still pending. Membership of the committee, so far, includes Chi-yi Chen, Nancy Guy, Wayne Pollock, Mary Hubbard and Doug Mitchell. Chi-yi had indicated that there are two local pipe organists from outside the church who are willing to join the committee – conversation with Chi-yi is required to complete the membership. Bonita will also discuss with David.

Sail-On 10-Year Celebration Service. The date of the service was eventually confirmed as 2 September as approved by Session in the June meeting. There had been discussion since then with the possibility of a 9 September date (not on Labor Day weekend) but all major participants in the service have already cleared plans and calendars for a 2 September Service. Saul has questioned as to whether he will be the sole developer of the music program for the service and Chi-yi indicated to Bonita that he in fact will be coordinating the entire service. The Praise Team begins rehearsals on 22 August. Discussion regarding support to the celebration included the purchase of a celebratory cake, invitation of original Sail-on Service participants like Jim Hamilton, and other ideas. The service will be at 10:00 and will be the last combined service of the current summer schedule. David and Emma will be coordinating the service. Emma mentioned that they will include those “traditional” portions of the Presbyterian order of worship that are not usually conducted in the contemporary/Sail-on worship.

Wedding Committee – no update.

#### New business:

Worship Ministry Membership – Chris Horne has volunteered to be part of the committee but was not present for this evening’s meeting.

Budget request submission. Inputs to the 2019 budget are due at the next meeting of Session. This was the first time this was addressed with the ministry and Bonita was not aware of the deadline until this evening. Bonita will forward a copy of the 2018 budget to all ministry members for their review and comment so that a draft budget input can be developed and provided to the Stewardship Ministry at the next Session meeting in 2 weeks. Luanne Wong visited the ministry meeting briefly to discuss some current issues within the Worship ministry budget. One issue is the inclusion of the claims for Chi-yi’s professional education and/or greater church service in the ministry budget. It is the consensus of the committee that those funds are within Chi-yi’s contract and the management of approved funds for her professional development and greater church service, just like salary, medical benefits, and other funding lines, should be handled by Admin. Bonita will call Chi-yi to discuss her current status and requirements for licensing music for the praise team.

Pet Blessing Service. It was discussed and a proposed date of 14 October, at a time to be determined in the afternoon, will be presented to David and to the Session, if required, for approval.

The Blessings Tree. The assembly and purpose for the tree in the coming months was discussed. It was determined that use for back-to-school is too close to manage. There is no good event that supports its assembly prior to Thanksgiving (the tree must be disassembled prior to the Sunday of distribution of Thanksgiving baskets). The next viable time for assembly of the tree will be for Valentines – a “love tree”. Discussion pending.

Services of “healing and wholeness” – Emma presented her proposal for special services that would offer an environment of calmness and healing. While this is a service recognized and governed by the PCUSA Directory for Worship and the Book of Order, it is a service that should involve both the Worship Ministry and the Session in its developmental process. There will be more information to follow. Discussion included frequency (quarterly or semi-annually, or as needed), Longest Night service may incorporate this theme. It was recommended that advertising for this service be made to the community at large as well.

#### Calendar dates:

Session Meeting August 21<sup>st</sup>.

Next Ministry Meeting September 4<sup>th</sup>.

Sail-on 10-year Celebration Service will be September 2<sup>nd</sup>.

Pet Blessing Service October 14 (tentative)

Christmas Decoration Removal will be on January 7<sup>th</sup> at 10:00 am  
“Love Tree” – assembly late January/Early February (to be determined)

With no further business, the meeting was closed with prayer at 8:18 pm.

Doug Mitchell, recorder