

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
21 August 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 George Wong

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.

STATISTICS

Attendance:

Current Plus Previous Three - June

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Special Services	Total of All Sundays	Weekly Average
2015	142/47	248/83	257/86	220	NA	867	217
2016	111/37	198/66	280/93	215	NA	803	201
2017	NA	NA	NA	662/166	NA	662	166
2018	NA	NA	NA	729/182	NA	729	182

Current Plus Previous Three - July

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service Total/Avg	Special Services	Total of All Sundays	Weekly Average
2015	102/34	220/73	246/82	165	NA	733	183
2016	126/32	283/71	391/98	162	NA	962	192
2017	NA	NA	NA	720/144	NA	720	144
2018	NA	NA	NA	803/161	NA	803	161

1. Reception of New Members: Jacob & Elizabeth Velasquez Ruiz
Moved Elizabeth (Ficarra) Allen to own record
2. Baptisms: Elizabeth Velasquez Ruiz (Adult), Roman Gage Ruiz (age 4), Ariabella Angela Ruiz (age 2)
Michael David Allen III (infant)
3. Church Weddings: None
4. Member Transfers: None
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 Judeo-Christian Outreach Center (enclosure 3)
2. Preschool Exemption (enclosure 4)
3. PEVA Racial Dialogue Team (enclosure 5)
4. Letter from Paula Jesberg (enclosure 6)

PEVA / CHURCH INFORMATION

Called Presbytery Meeting – August 22, 2018 Noon – PEVA Office

CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (7)
2. Church Wi-Fi/System Upgrade Discussion - Update

Clerk

NEW BUSINESS

1. Motion from Stewardship regarding scholarship for Kim Coyle
Letter of request (Enclosure 8)

STAFF REPORTS

Director of Music Ministries
Director of Youth and Family Outreach
Associate Pastor
Pastor / Head of Staff

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

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday September 18, 2018 7pm Elder Walt Martin – Devotion

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	