

Minutes for the Stated Session Meeting

Bayside Presbyterian Church
21 August 2018 7:00 PM Room 508

The Session of Bayside Presbyterian Church met in a Stated Meeting at 7:00 pm in Room 508. Members present, constituting a quorum, were Moderator Rev. Dr. David Rollins, Clerk Amanda Long and Elders, Butch Brenton, Peggy Damuth, Cliff Furedy, Bonita Gilchrist, Libby Graves, Walter Martin, Gregor McLeod, Beth Montoya, Kay Niman Meyers, Chris Pascuzzi, Sandy Ronan, Martha Rudell, Mark Schreiber, Thomas Weeks, Matthew Wicks and George Wong.

Elders Gary Crossman, Betsy Kennedy, Beth Parker, Mike Raymer and were not in attendance.

Staff Member Present: Rev. Emma Ouellette, Associate Pastor; Chi-Yi Chen Wolbrink, Director of Music Ministries, and Lacy Schimmel, Director of Youth and Family Outreach.

Visitors to the meeting included Treasurer Luanne Wong.

The meeting was called to order by the Moderator who opened the meeting reading the mission and vision and sharing of joys and concerns. Followed by prayer at 7pm.

The devotion was provided by Elder Walter Martin.

REQUESTS FOR SESSION APPROVAL

1. New Member Requests: None
2. Baptism Requests: None
3. Church Wedding Requests: None

SACRAMENT OF COMMUNION – all were invited to take communion

SESSIONAL RECORDS

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. **The motion passed.**

STATISTICS

Attendance and statistics were reviewed.

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 and upcoming opportunities.

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet (enclosure 1) & Treasurer’s Report (enclosure 2)

Treasurer Luanne Wong shared that it looks like we spent a lot on VBS (\$5600) but we took in \$2400 tuition/fees/donations. We also paid Lindley Fox for her time in organizing and running VBS since we did not have a staff member to run the program. Cost per child we roughly \$20. Money well spent.

She also shared we are at 89% of pledges (prepaid pledges bring us to close to 100%) 19,000 in the red at this time – last year at this time we were 32,000. We have not used any of the roll over funds so in all actuality we are in the black. The general fund is also in good shape.

Motion: It is moved by Elder Walter Martin that the treasurer’s report and balance sheet be accepted with thanks. **The motion passed.**

COMMUNICATIONS: (Members, PCUSA, PEVA, Other):

1. Letter from Judeo-Christian Outreach Center (enclosure 3) – for information only
2. Preschool Exemption (enclosure 4) – annual item for information only
3. PEVA Racial Dialogue Team (enclosure 5) – for information only
4. Letter from Paula Jesberg (enclosure 6) – there was a communication error with the clerk transition that lead to a delay in posting. All minutes are up to date at this time. Discussion around what is posted and if it should be password protected. This will be addressed at a later date if needed.

PEVA / CHURCH INFORMATION

Called Presbytery Meeting – August 22, 2018 Noon – PEVA Office
Elder Tom Weeks has volunteered

Motion: It is moved by Elder Chris Pascuzzi that the Elder Tom Weeks be appointed commissioner to the called PEVA meeting on August 22, 2018. **The motion passed.**

CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (7) No Update
2. Church Wi-Fi/System Upgrade Discussion - Update the installation is in progress.

NEW BUSINESS

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

Motion: Elder Tom Weeks shared that Stewardship moves to grant Kim Coyle a scholarship of \$3000 for the upcoming year. The balance of the Coleman fund would be used and then the remaining from the Bertoff fund. **The motion passed.**

2. Service to the wider church policy. Discussion was around the fact that no current policy was in place.

Motion: 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 personal vacation time or at the approval of the Head of Staff and Admin Support. **The motion passed.**

3. Global Mission – Elder Mark Schreiber shared that we have a considerable amount of money slated for the Congo. There is not a conduit to which we can safely send the funds. This is holding up getting them the funds. In an effort to not lose the funds (as part of the non-rollover of funds which are part of our current budgeting practice). Discussion continued about our budgeting practice and if we should allow rollover funds.

Discussion around if we wanted to move from General Fund to an account. Treasurer Luanne Wong shared that she felt this was not a good practice to get into.

Motion: Global Mission moves that the Congo funds be transferred to PEVA to hold in their main accounts until such time as we can get it to the appropriate individuals in the Congo. **The motion passed.**

4. Rise Against Hunger Funding (Event is September 16, 2018)

Motion: Elder Walter Martin moves that the \$2500 funding for Rise Against Hunger comes from Endowment. (This would need to be presented to Endowment as well). **The motion passed.**

5. Elder Tom Weeks suggested that Endowment pay for the additional REVO Board and TV.

Motion: Elder Peggy Damuth moves that Endowment pay for a new REVO Board and TV for the Adult Wing around the kitchen. **The motion passed.**

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

Thanks to all for a successful summer worship and music suggestions and ideas. Brenna Miller will be leaving our church to be the Music Director for a church in Norfolk. This coming Sunday will be her last Sunday with us. Bayside Joyful Singers will start on Sept 19th. Choir and Handbells will rehearse on Wednesdays this coming year. October 18th will be a Fall Festival of Hymn and singing at Westminster Canterbury. Thanks to Doug and Jill Mitchell for their organizing the music electronically for us. First meeting of the Organ Replacement team was this evening. She will continue to use the box for requested hymns for the coming year. Invited all to see Liturgical art in the Music Wing. So grateful to be allowed to serve the wider church. She will be serving at Hymn Society of North America conference.

Director of Youth and Family Outreach

Lacy Schimmel

Lacy shared that she is glad to be here. Sunday the 23rd of September will begin the youth group.

Associate Pastor

Rev. Emma Ouellette

Busy summer. Peggy Damuth volunteered to go to Montreat this summer and it was a joy. VBS was amazing – 122 kids attended, even some children were turned away. Working on transition for Lacy's arrival and first few weeks. Continue to work on Preparation for Ministry at PEVA and is also serving on Administrative Commission for a church that is closing. She is looking forward to time away to visit family this fall.

Pastor / Head of Staff

Rev. Dr. David Rollins

Welcome again to Lacy and share how grateful he is that the church supports women in ministry and what a gift it is and how needed it is this day and age. David shared how well this summer worship went. Working on staff evaluations and elder training. He also thanked the church for time away with family. Shared a resource for elders - pcusa.org – regarding ruling elders. This will help with guidance and development on how to lead.

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

Elder Martha Rudell shared thanks for school supply drive – Community Service just gained 3 new members. Noted that for the first time all supplies were displayed so that the congregation could see the result of their generosity.

Elder Tom Weeks shared thanks to all who have turned in their budget.

CLOSING WITH PRAYER

Next Meeting – Tuesday September 18, 2018 7pm Elder George Wong – 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	