

Ministry Meeting Minutes

September 2018

Administrative Support

4 September 2018

Amanda opened the meeting with prayer.

Janet Baker, Clint Damuth, Cherie James, Betsy Kennedy, Amanda Long, Gregor McLeod, Kay Niman-Meyers, David Rollins and George Wong. were 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.

August minutes were approved.

Preschool Report

- School starts Wednesday September 5th
- Spanish: Senorita Mercedes will meet with the 3's, 4's and Kindergarten classes beginning September 12th and 14th (Wednesdays & Fridays)
- Box Tops for Education: Collection box by Preschool Office door.
- Openings: two 5-day 4's openings

Old Business

- Staff evaluations update – Work in progress. Received enough congregant and all staff evaluations, less Saul's, Amanda will engage Saul for his self-evaluation and will continue working on worksheet compilations sending to committee members upon completion.
- Asking Budget: Still working, need to obtain input from Linda regarding Office supplies, Gregor will follow up. BOP costs {37%; 11% - retirement, 25% Medical, 1% Death and Dismemberment} Gregor will continue is work and Amanda will provide BOP 2019 link; benefits at a glance for all committee members to review, she will have plan recommendations at our next meeting on 2 October. Plans must be entered into BOP by Oct 12. Annual enrollment Oct 29th, Staff has 30 days to make elections.
- Windows 10 upgrade: 7 computers (Secretary, Receptionist, Treasurer, Treasurer2, Bldg Superintendent, Volunteer Desk and Sail on Laptop are all in need of upgrading to WIN10) Pastor's computer will be replaced with a laptop, same specifications as newly purchased Director of Youth and Family Outreach computer.
- Office 365 purchase – Monthly cost per computer, per month is \$8.25 Gregor continues working on this, investigating MS Azure
- Lacy Schimmel orientation/paperwork: elections have been made; all has been loaded into Benefits.
- Church Windows Update, overall cost of the update is needed for inclusion in our asking budget.

New Business:

Birthdays and Staff time away:

Lacy	23 September	Birthday
Emma	24 Sep – 8 Oct	Vacation
Linda	24 – 28 Sep	Vacation
Linda	3 – 6 Oct	Vacation
Chi Yi	23 – 31 Oct	Service to Wider Church
Chi Yi	1 – 2 Nov	Vacation

Clint closed the meeting with prayer.

Janet Baker, Recording Secretary

Christian Education
4 September 2018

Met with Congregational Care to go over last minute details of Church picnic.

- Mission Barbeque will deliver and bring all paper products.
- Church members to bring desserts and lawn chairs.
- We will start set up right after the set up service at 10AM. Clean up at 2PM.
- Currently 60 people have signed up.
- Lacy to handle games- sack races, Pick up Ducks, Chuck a Duck, Corn Hole, water ballons.
- Rain plans- Will hold in social hall with games in room 508.

After meeting with Congregational Care, Education Ministry met with Lacy Schimmel to discuss her plans for the next few months. She is working on:

- Peva retreat for youth at Great Wolf Lodge in November.
- JAM- may change the curriculum since there have been requests for new studies.
- changing education bulletin board in youth wing
- Youth Retreat at Montreat in July
- Youth Group starts Sept 23.

Community Service
4 September 2018

No Minutes Received

Congregational Care
4 September 2018

No Minutes Received

Evangelism
4 September 2018

Members present: Rev. Emma Ouellette, Russ Brown, John Hamilton, Terri Dannemann, and John Dannemann

John Dannemann opened the meeting with prayer.

Old Business:

1. Visitor to New Member Process
 - a. Terri and John Dannemann reported that they had the new "Bayside Travel Mugs" and will see to it that they are added to the newly made Visitor Bags for our Welcome Center.
 - b. Terri announced at the collective ministry meeting that we needed help this month to occupy the Welcome Center. Volunteers signed up with Terri after the initial meeting and we now have all Sail On and 11:00 services covered for the rest of the month. Russ will make us a new Church Member Sign-Up sheet for Peggy and I to use for October. John Hamilton will sign up for October. Russ signed up for Sail-On services on 9/09 and 9/16.
 - c. Rev. Emma attended and caught us up on several plans she has to assist in the Visitor to New Member Process. 1. She is going to work with Linda Vogl to update the Bayside Church Flyer which we will use in the Visitor Bags. 2. She is planning on doing the New Member Class (Join the Journey) on October 21st and October 28th. 3. She is planning on working with Lacey to begin confirmation classes mid Oct., on the 2nd and 4th Sundays each month through May. She'll let us know how we might be able to assist here.

- d. John Hamilton reported that he contacted Bob Allen regarding a sign for the Welcome Center (to match other existing signs) but hadn't heard back from him. He will contact him again along with Eugene, so that we might be able to move forward on this project.

New Business:

1. Peggy informed Evangelism members that Bayside's Session agreed to ask the Endowment Committee to vote on paying for the Church Events Monitor to be installed in the hallway near the Fellowship Hall, adult classrooms, and kitchen, if approved.
2. Our budget for 2019 will be the same as it was for 2018 which is \$4,500.00.
3. Living Nativity
The new dates for the Living Nativity are December 15th and 16th.
Peggy has ordered the animals from Spellbound and reported that The Bells of Bayside will be ringing in the Fellowship Hall again this year. Terri has begun working on the Living Nativity Timeline to help get us organized for the event and will present it at October's Ministry Meeting. Emma volunteered to inform Lacey about the Living Nativity and will seek her help in getting our youth to sign up for the various roles and jobs relative to the event.
The Dannemanns, Russ Brown, and John Hamilton examined the Living Nativity Sign Up Board from last year to ensure that we order it correctly this year.

Russ Brown closed the meeting with prayer.

Minutes Submitted by J&T Dannemann

**Global Missions
4 September 2018**

No Minutes Received

**Property
4 September 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:

The WiFi system is 98% complete. Minor punch list items remain including network configuration and documentation.

The Network Head End Re-organization by Sperry, Les and Clif was completed.

The Security Camera negotiations bogged down while one of the vendors researched requested items. More info was provided by the vendor after the ministry meeting, but remains incomplete. There is a tentative demo in about two weeks where system architecture will be discussed face-to-face.

The Access Control project specifications were reviewed and potential vendors identified. Rick will begin negotiations with at least one vendor.

The "Triangle" landscape project team will research costs to aerate the ground, reseed and add quality top soil, possibly during October.

The moveable wall restoration in the Adult Wing continues slowly. So far the completed work is nearly invisible as it pertains to the rollers hidden inside the walls. It was agreed that some additional money should be spent to fill all surface holes, nicks and paint the walls so they look fresh and as new as possible.

The Fellowship Hall window work by the contractor is complete. A minor trip piece remains to be stained to match and Eugene is researching the correct color.

Eugene was authorized to proceed with the driveway repair at the intersection with Ewell Road where the tree roots have heaved the pavement.

Eugene will instruct BFPE to replace the kitchen fire suppression system so it is up to current code requirements.

There was a successful Old SODs work day on August 18th. A good crew of the usual volunteers turned out to clean up by the front on Independence and in the Memory Garden. Everyone ran out of steam about the same time as the dumpster was full. Another Old SODs work day is scheduled for 15 September.

Eugene reported on several minor repairs that were accomplished around the facility.

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.

The Moderator briefed the Property team on the church's need to reduce expenses as revenue declines and the Property budget submission for 2019. Members of the team reaffirmed that the Property Fund needed to remain no lower than \$100K to ensure that major repairs could be dealt with.

The possibility of an Energy Audit was explained but there were no suggestions of anyone who might have that skill.

The meeting was closed with prayer at 8:45pm.

Note: The Property Moderator will be on travel from 9 to 17 September. He will have limited email capability but can be reached by text to 757-641-3276.

Clifton G. Furedy
Property Moderator

Stewardship 4 September 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. David Rollins sat in for beginning of meeting.

Luanne distributed the Treasurer's Report and Balance Sheet. Luanne commented that we're showing over 100% pledged offering received to date (corrected for 2018 pledges received at end of 2017) due to several people having recently paid balance of this year's pledges. Also explained that expenses listed under DCE salary prior to Lacy coming onboard are moving and misc recruiting expenses. Listed under salary because no other line item for DCE expenses. Also, expenditures for Vacation Bible School and Children's Ministry exceed annual budget because of paying L. Fox to fill in until DCE onboard. However, VBS was a great success, serving 122 children with a cost to BPC of less than \$5/day/child.

David said that Consecration Sunday (10/7) speaker will be Jeff Quinn.

Reviewed asking budgets received from eight ministries received to date (all but Admin). Five had no change from last year and Evangelism was same as last year except for addition of funding for adult wing monitor. Since Session voted to request Endowment finance cost of monitor, Evangelism's asking budget is also considered unchanged. Global Mission asked for 2% increase and property a 3% increase. Due to expenditures exceeding income in recent years, Stewardship agreed to request all ministries limit increases to 1% unless pledges support larger increases. Stewardship did this with the understanding that this may be difficult for Property since most of their needs are fixed

(utilities, building and grounds maintenance, etc.) making their costs dependent on free market over which they have no control. However, all agreed that if unexpected property related costs arise, church will provide necessary funds. Tom will inform ministries of 1% increase limitation unless pledges support larger increases.

Bob reminded that a letter from Stewardship and pledge cards needs to be mailed two weeks before Consecration Sunday. Tom said that he would draft letter for review by Stewardship members.

Stewardship Fall calendar below:

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

9/18 Session

9/20 Budget workshop if needed

9/24 mail pledge cards and Stewardship letter

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

**Worship
4 September 2018**

Ministry Members Present: Bonita Gilchrist, Chi-yi Chen Wolbrink, Judy Crossman, Chris Horne, Mary Jo Kennedy, Dardy Long, Doug Mitchell, Janet Martin, Marie Parr, Chris Pascuzzi, and Bernie Wallace.

Bonita Gilchrist, moderator, opened the meeting at 7:10.

Open Issues / Old Business:

Organ Committee – Chi-yi noted that the committee had its first meeting and discussion of the current state of the organ research, including a draft presentation that is being prepared for Session. As a result of the first meeting, Chi-yi and Mary Hubbard made a visit to Kings Grant Presbyterian Church who has a similar sized congregation and recently installed a pipe organ. Chi-yi included a summary of their visit in her written report to the Ministry and pending submission to the Session. Chi-yi noted in her verbal review of her report that the music produced by a pipe organ is significantly different to that produced by an electronic organ, and she encouraged all members to seek out churches with pipe organs when they have the occasion to visit other churches during travel or vacation.

Sail-on Celebration Feedback – everyone felt that the service went extremely well. Attendance numbers were recorded as 168 people. There was some limited confusion amongst the planners of the service as there may

have been redundant planning in the areas of ushers, communion preparation, and other areas, where the people who have been the planning the summer combined worship continued in their efforts and sail-on planners also did a lot of the same work. Despite the limited confusion, everything was in place and there were no apparent problems with the service.

2019 Budget – Bonita submitted the draft budget to the Stewardship Committee, using the same information as in the current 2018 budget. Chi-yi noted some significant differences in the budget allotments for our music program as compared to the financial assets of the Kings Grant music department. This was just for information and comparison to a similar church who has a huge music participation (9 choirs and an associate music director). Information was provided in the hope that our music program will hopefully grow in a similar fashion.

Confirmation of Christmas Church Decoration – It was determined that the decoration of the church for Christmas will happen in the week after Thanksgiving, which is also the week before the first Sunday in Advent. The scheduled day for starting decorations is Tuesday November 27th at 10:00 am.

Wedding Committee – no update. Marie Parr indicates she is still working on the process.

New business:

Lay Readers for the Sail-On Service – The Worship Committee was asked if they could coordinate and maintain a list of people to be the scripture readers and to lead the opening prayer for the Sail-on service. It was determined that the best process for doing that is within the participants of the service. Chris Pascuzzi took the issue for action and will coordinate the effort within the Sail-on attendees. Chris will contact Peggy Damuth.

Report of the Music Director – Chi-yi provided a written report that included a spot update since the last meeting in August. One specific note is that the youth choir (Bayside Joyful Singers) will begin rehearsals on Wednesday September 19th. Chi-yi had been asked by participants of the church Pre-School program if she could include Music Education as part of the pre-school events. She noted that her time and the time and planning process of the pre-school would probably not allow that to occur during the pre-school current schedule. But, she may propose that a Music Education opportunity be provided as part of the Joyful Singers existing program where pre-school participants could come to the Wednesday evening rehearsals and participate in the associated church services as they would be available. More to follow on those thoughts. It may not happen, if it happens, until next year. Her written report also included some photos of churches that received pipe organ upgrades, information on a Richmond worship movement called “Urban Doxology”, the children’s choir season commencement announcement, and Mary Hubbard’s summary of the visit to King’s Grant Presbyterian.

Greeting Visitors for Thanksgiving – Chi-yi noted that we should explore the opportunity of opening worship more effectively on the Sunday where the Thanksgiving baskets are distributed (Nov 18th this year). Historically we have had volunteers distributing the food from the Atrium while the “routine” of worship exists behind closed doors. Her recommendation was to consider leaving the doors to the sanctuary open while conducting a more musical / informal service of hymns/music as was done recently during the hymn sing. A program / schedule could be developed where people visiting to pick up thanksgiving baskets could have an easier way to find their way in to participate in worship.

Calendar dates:

Session Meeting September 18th

Next Ministry Meeting October 2nd.

Pet Blessing Service October 14 at 2:00 pm (confirmed)

Christmas Decoration Setup will be on November 27th at 10:00 am

Christmas Decoration Removal will be on January 7th 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 8:27 pm.

Doug Mitchell, recorder