

# Minutes of the Stated Session Meeting

Bayside Presbyterian Church  
18 September 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.

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, Gary Crossman, Cliff Furedy, Bonita Gilchrist, Libby Graves, Betsy Kennedy, Walter Martin, Gregor McLeod, Beth Montoya, Kay Niman Meyers, Sandy Ronan, Martha Rudell, Mark Schreiber, Thomas Weeks, and George Wong.

Elders Butch Brenton, Peggy Damuth, Beth Parker, Chris Pascuzzi, Mike Raymer, and Matthew Wicks were not in attendance.

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

Visitors to the meeting included Treasurer Luanne Wong, Rev. Jenny Spivey (PEVA Liaison)

Introductions around the table with Rev. Spivey. We shared in joys and concerns.

The meeting was called to order by the Moderator who opened the meeting with prayer at 7:05pm.

The devotion was shared by Elder George Wong.

## **REQUESTS FOR SESSION APPROVAL**

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

## **SACRAMENT OF COMMUNION**

All were invited!

## **PEVA LIAISON**

Rev. Jenny Spivey

Rev. Spivey shared the reason for her visit. She is the liaison for Bayside and PEVA's Committee on Ministry. Her visit was an opportunity to share in gifts and to get to know each other. COM encourages a visit annually. In an effort to get to know each other Rev. Spivey asked the following questions:

*Where do you feel the Holy Spirit is inspiring the congregation's work and ministry in this season?* Some ideas shared – Men's Group, fellowship. Community Service, events (Back to School, Thanksgiving baskets, Angel Tags, Winter Shelter, etc.) Congregation is wonderful and supportive of service events. Treasurer – preschool has started again, but more festive and energetic with kids back in school. Overwhelmed by the sheer number of things that we do as a congregation. We are able to do more as a community than as a small group could do. List is incredible. The Holy Spirit is at work here. Blessed by our staff and ministers. Picnic – decided

to do outdoors – then weather intervened and the setup was moved indoors, it was a miracle! Service – this church feels led to serve locally and internationally. Not just because we do it, we are led. YAVs – 3 for the prior year. How well used our church is for community groups. Open doors to community groups. Support military counseling services (quiet, safe place for them). Chi Yi and new energy to music program. Lacy’s, new staff – Holy Spirit moved to bring her here and we look forward to how it moves forward.

*We take a vision to help inspire us – what are the challenges? How are you as leaders together are navigating challenges and changes recently.* Funds available for mission. Gap for young adults. We will do anything for anyone but change how we do it. Change equals conflict – struggle navigating that conflict. Volunteer fatigue – we have been in constant transition for awhile and the fatigue has been on the 20% - lack of imagination due to fatigue. Change can drive people to leave a church – looking for consistency – hopeful that the swirling dynamic in the world is left outside. Analogy given - Most prized possessions– was china service – not important anymore. Church used to be one of the only choices for extra curricular activity – not anymore – we compete with many other things. Financial challenges – do more with less. We have a less than healthy anxiety over resources. There is a good bit of paying for things on our own. There is a good bit of quiet giving as well.

*So we gave a lot of good examples but not a lot of examples of how we are navigating. Rev. Spivey encouraged us to think about navigation.*

*How do you spend the time at session.* Review and sharing of each committee business – to come together. Finances, how to pay for and use our resources.

*COM wants to ask – what can COM/PEVA pray or support you.* Gap in being a community churches, pray for volunteer fatigue, fear of change, young adults.

**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. **Motion Passed**

**STATISTICS**

Attendance: Reviewed

Current Plus Previous Three - August

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Special Services	Total of All Sundays	Weekly Average
2015	133/33	315/79	368/92	189	n/a	1005	201
2016	97/32	191/64	393/131	163	n/a	844	211
2017	n/a	n/a	n/a	642/161	n/a	642	161
2018	n/a	n/a	n/a	650/163	n/a	650	163

1. Reception of New Members: Paul Verburg (8/2) Transfer of Letter  
Yungyong & Nayoung Chae (August, missed in Agenda  
and minutes for last month)
2. Baptisms: None
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? Shared a few invites.

### **FINANCIAL REPORT AND ISSUES:**

1. Balance Sheet (enclosure 1) & Treasurer's Report (enclosure 2) Luanne Wong

Luanne shared a handout of trends from 2014-2017. Reviewed document. Encouraged ministries to live into our budgets. Shared for elders to have a better understanding of trends. Use Endowment in a better way. Suggestion to share training for new elders about Endowment and how it works.

**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):

None

### **PEVA / CHURCH INFORMATION**

None

### **PASTOR TRAINING**

Rev. Dr. David Rollins

Regarding ruling elders – bottom of PCUSA website – encourages us to read – feeding of 5000 – what do we do when we don't get enough – Disciples told Jesus to send people away – but Jesus multiplied and fed the 5000.

Link to the PCUSA Ruling Elder website –

<http://oga.pcusa.org/section/mid-council-ministries/ruling-elders/>

### **CONTINUING ISSUES**

1. Church policy and procedures review updates - Enclosure (3) Clerk
2. Church Wi-Fi/System Upgrade Discussion - Update  
Close to finishing – a bit of final work to do. They owe us a “heat map” of coverage area and final documentation.

## NEW BUSINESS

1. Session Retreat – January 25-26 – Sandbridge, VA – more information to come
2. Pet Blessing Service – October 14, 2018
3. Service Project Request – Laura Naud – Blessing Bags

<https://www.togetherwerise.org/team-building-for-foster-children/church/sweet-cases/>

**Motion:** Elder Gary Crossman moved that we ask Endowment for \$1000 and approve Laura Naud to organize program event. **The motion passed.**

4. Commissioners for PEVA Meeting – Oct 23<sup>rd</sup>. Tuesday 1-5:30 Green Acres Presbyterian

Email Motion: On September 19, 2018 the following motion was made via email by Elder Libby Graves. I move that Bonita Gilchrist and Walt Martin serve as commissioners for the October PEVA meeting. **The motion passed.**

## STAFF REPORTS

### **Director of Music Ministries**

Chi-Yi Chen Wolbrink

Chi Yi Chen Wolbrink Music Ministry report- , September 18, 2018

Update from old Business

\*Welcome our new Soprano Section Leader- Christina Kilinauskas, Christina is currently junior Voice Performance student at O.D.U.

\*Bayside Joyful Singers are going to start first rehearsal on tomorrow, the September 19 (Wed), will sing at October 7, the World Communion Sunday.

\*New Schedule for Hand bell Choir and Sanctuary Choir starts September 5<sup>th</sup>, Hand Bell 6:15-7:30 and Sanctuary Choir 7:30-9. Since choir starts rehearsal on Wednesdays, the number has been growing up.

\* Sing in Mission-Sanctuary Choir & Some of Praise Team will lead the Hymns and Songs Fall Festival at Wesminister-Cantebury October 18 7:30-8:30. The Theme will be – ***Singing our Story.***

\* Mary Hubbard and I had good visit King's Grant PC Music Director Janet Phelps on August 30<sup>th</sup>, to inquiry about KGPC pipe organ installation process and how pipe organ benefits music program.

\* Will Continue the box of Hymns & Songs ( Yours,Mine and Ours) suggestion at Welcome Center.

\*Will Update the Liturgical Season Art displayed around the Music wing.

Serving the wider church

\*The opportunity to participate in the Hymn Society Executive Committee meeting

Oct.23-27, 2018, In Chicago.

**New: The church is allowing me to serve as Program Co-Director for Hymn Society Conference, July 12-17 Dallas TX 2019**

**And I will also serve as Program Planning Team member for the Music & Arts Annual Conference of PCUSA, June 14-27 2020 in Montreat.**

From the summer, at these conferences, I also learned of several new young hymn writers: **David Bjorlin, Deanna Witkowski**-We've sung her song in our worship couple times, **Simei Monteiro** and **Audrey Assad**.

Short Forms & Songs for the Street

**Ana Hernandez, Yara Allen,**

**Paul Vasile. Music That Makes Community**

Band –Driven Songs, those are the websites:

**Sandra McCracken:** "Trinity Song."

**Ryan Flannigan:** Liturgical Folk

**Wendell Kimbrough**-Check out his setting of Psalm 107 here .Southern twangs for Psalm singing.

**Urban Doxology**- Based in Richmond, the members are leading worship weekly, those song leaders are ordained pastors so their music rarely strays from being accessible and sing able worship songs for an average congregation. accessible and singable worship songs

Besides those Christian Music Band, there are also some protests songs have been introduced at conference.

Discussion around pipe organ – will be addressed at the next session meeting.

**Director of Youth and Family Outreach**

Ms. Lacy Schimmel

Youth group starts Sunday – Wednesday at Well tomorrow.

**Associate Pastor**

Rev. Emma Ouellette

September has been a busy month as we kicked off another program year at the church. Some highlights from this month are:

- Several visitations (hospital and home)
- Worked with Lacy during the transition of her position
- Worked on Confirmation class schedule and curriculum
- Officiated a wedding at The Signature at West Neck
- Attended staff meetings and ministry team meetings
- Attended the Housing Resource Center grand opening back on August 23

- Preached
- Continued my work on the Committee of Preparation for Ministry
- Work with Presbytery on an Administrative Commission for the closure of Thalia Trinity Church
- Work on a new members class to start at the end of October
- Continued building relationships with the women circles
- Continued to work on creative expressions for worship

A typical daily schedule for me often changes and I try to be as flexible as possible to accommodate those needs. I am also currently reading “The Path Between Us” by Suzanne Stabile. This is a book about healthy relationships and using the Enneagram to journey through those relationships. I hope to put together a study on the enneagram and how it helps your spiritual life and your relationships. My hope is this study be offered after the first of the year.

As always it is an honor to work alongside you in ministry here at Bayside.

Joyfully,

Emma

**Pastor / Head of Staff**

Rev. Dr. David Rollins

Over the last month I have made a number of pastoral visits and phone calls. I have spent time reviewing and preparing for my upcoming Wednesday evening class, and started the process of elder training for the incoming class of elders. I continue to enjoy the incredible ministry team here at Bayside that you have helped to assemble. Leading our staff meetings is fun and is providing space for us to grow in our understanding of each other and how best to serve Christ in this place. I believe our worship services are uplifting and inspirational and I find great joy in preparing for them each week. I am excited to see what God is going to do with us and through us in the years ahead.

### **SUPPLEMENTAL MINISTRY REPORTS**

(Items/issues not included in Ministry Minutes)

Global Witness – we have money in our budget for Coastal Carolina churches – 27 under water – sending money in late November. \$500. From the ministry

**Motion:** Global Missions moves that session approve sending \$500 from the Global Mission budget to Coastal Carolina. **The motion passed.**

David encouraged to give to PDA.

Reminder to read material and get to clerk in timely manner for posting.

Rise Against Hunger rescheduled 21<sup>st</sup>.

### **CLOSING WITH PRAYER**

Next Meeting – Tuesday October 16, 2018 7pm Elder Butch Brenton – Devotion

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

Thursday, September 13, 2018

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Account #	Account Name	YTD Balance
1100.0500.0000	BB&T Money Market	150,157.36
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	98,235.95
1100.2100.0000	Towne Bank Money Market	191,224.49
	<b>Cash Assets</b>	<b>\$439,917.89</b>
1100.2453.0000	Session Loan (4)	5,742.30
1100.2525.0000	Xenith Bank 5110762150(11/21/2018)1.19%	53,481.06
1100.2527.0000	Xenith Bank 1024 (4/12/2019)1.24%	60,225.57
1100.2528.0000	Xenith Bank 5110754383(5/15/2019)1.24%	31,029.34
1100.2529.0000	Xenith Bank 5110771861(4/30/2019)1.24%	49,339.02
1100.2621.0000	Xenith Bank 4437(4/26/2019)1.54%	30,312.65
1100.2766.0000	Towne632084227(1/15/2020)1.49%	63,815.56
1100.2767.0000	Towne632077972(1/20/2020)1.49%	56,484.08
	<b>Investment Assets</b>	<b>\$350,429.58</b>
1100.4100.0000	Endowment MM TowneBank	10,348.96
1100.4500.0000	TD Ameritrade	478,681.53
	<b>Endowment Assets</b>	<b>\$489,030.49</b>
		<b>\$1,279,377.96</b>
<b>Fund Balance</b>		
3100.0000.0000	General Fund	249,485.19
3100.7000.0000	Assoc Pastor Cont Educ Fund	761.85
3200.0000.0000	Non-Budget Fund	17,534.34
3200.0200.0000	Minister's Special Benevolence	4,702.25
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3200.4430.0000	Wedding Fund	85.65
3200.5000.0000	Food Pantry Fund	11,037.34
3300.0000.0000	Preschool Fund	102,105.44
3400.0000.0000	Educational Fund	5,395.76
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	137,180.47
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	1,516.74
3800.0000.0000	Scholarship Fund	1,889.70
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	9,631.62
3800.5000.0000	Earnings Fund	3,657.63
	<b>General &amp; Special Funds</b>	<b>\$790,347.47</b>
3900.0000.0000	Endowment Fund	378,806.26

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

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Account #	Account Name	YTD Balance
3900.3100.0000	Edna E Etheridge Fund Fund	104,942.42
3900.9000.0000	Qtrly Endow Earnings Fund	5,281.81
	<b>Endowment Funds</b>	<b>\$489,030.49</b>
	<b>Total Fund Balance</b>	<b>\$1,279,377.96</b>
	<b>Total Liabilities and Fund Balance</b>	<b><u>\$1,279,377.96</u></b>

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

Thursday, September 13, 2018 5:19 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
<b>Income</b>					
4100.0000.0000	Pledge Offering	48,611.00	330,162.32	92	540,058.00
4100.0100.0000	Non-pledged Offering	5,208.42	58,961.88	88	100,000.00
4100.0200.0000	Visitor Offering	230.00	1,806.00*	181	1,500.00
4100.0300.0000	Loose Cash Offering	577.05	6,178.49*	116	8,000.00
4100.0400.0000	Church School Offering	0.00	10.00	16	100.00
4100.0500.0000	Envelope Offering	0.00	342.00*	171	300.00
	<b>Regular Offerings</b>	<b>\$54,626.47</b>	<b>\$397,460.69</b>	<b>92</b>	<b>\$649,958.00</b>
4100.1000.0000	Interest/Investment Inc.	0.00	0.00	0	7,760.00
	<b>Net Investment Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$7,760.00</b>
4100.1100.0000	Overhead Donation	795.00	6,360.00	100	9,540.00
4100.2100.0000	Soft Drinks/Coffee Inc.	17.54	274.45	0	0.00
4100.2200.0000	Tenant Donations	510.00	5,960.00	99	9,000.00
	<b>Other Income</b>	<b>\$1,322.54</b>	<b>\$12,594.45</b>	<b>102</b>	<b>\$18,540.00</b>
4100.1101.0000	Preschool DoMM Donation	0.00	1,296.00	81	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
	<b>Total Income</b>	<b>\$55,949.01</b>	<b>\$411,351.14</b>	<b>83</b>	<b>\$743,795.00</b>
<b>Expense</b>					
5100.1000.0000	Salary - Minister	8,360.51	66,884.08	100	100,326.00
5100.1005.0000	Salary - Associate Pastor	4,715.43	37,723.44	100	56,818.00
5100.1010.0000	Salary - Director of Music	4,234.16	33,873.28*	100	50,810.00
5100.1011.0000	Salary - Praise Team Music	793.83	8,831.33	74	17,861.00
5100.1015.0000	Salary - Dir Educ Min	2,907.19	3,642.49	12	45,000.00
5100.1020.0000	Salary - Church Secretary	2,473.60	21,025.60	98	32,143.00
5100.1022.0000	Salary - PT Bookkeeper	100.00	600.00	78	1,150.00
5100.1030.0000	Salary - Nursery	1,134.50	6,292.15	99	9,580.00
5100.1031.0000	Salary - Bldg/Grnds Super	2,989.36	23,914.88*	100	35,872.00
5100.1032.0000	Custodian A	822.32	6,705.70	79	12,789.00
5100.1035.0000	Employer Social Security	964.89	6,782.87	74	13,811.00
	<b>Salary Expense</b>	<b>\$29,495.79</b>	<b>\$216,275.82</b>	<b>86</b>	<b>\$376,160.00</b>
5100.0100.0000	Office Supplies	392.68	1,988.73	75	4,000.00
5100.0105.0000	Postage Exp. 2	210.00	1,309.00	98	2,000.00
5100.0110.0000	Postage Meter Lease	0.00	324.00	96	500.00
5100.0115.0000	Copier Lease/Maintenance	(789.02)	4,972.10	65	11,500.00

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

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0120.0000	Internet Expense	223.00	2,188.08*	131	2,500.00
5100.0126.0000	Office Equipment Repair	0.00	292.43	44	1,000.00
5100.0130.0000	Telephone Service	253.90	2,045.41*	106	2,900.00
5100.0155.0000	Phone Message System	85.00	680.00	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	2,816.70*	211	2,000.00
5100.0165.0000	Property & Liability Ins	0.00	0.00	0	9,750.00
5100.0175.0000	Computer Equip/Software	656.48	2,144.84	64	5,000.00
	<b>Office Administration</b>	<b>\$1,032.04</b>	<b>\$18,761.29</b>	<b>66</b>	<b>\$42,470.00</b>
5100.1040.0000	Benefits - Minister	2,886.20	23,089.60*	100	34,634.00
5100.1045.0000	Benefits - Assoc Pastor	1,620.72	13,928.68*	107	19,529.00
5100.1050.0000	Benefits - Director of Music	388.24	3,175.92*	102	4,659.00
5100.1051.0000	Medical Insurance Opt-Out- DoMM	333.34	2,666.72*	100	4,000.00
5100.1055.0000	Benefits - Dir of Educ Min	0.00	337.02	5	11,182.00
5100.1061.1000	Benefits - Church Secretary	840.84	6,796.72*	101	10,090.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,289.41	10,555.28*	102	15,471.00
	<b>Benefits Expense</b>	<b>\$7,358.75</b>	<b>\$60,549.94</b>	<b>91</b>	<b>\$99,565.00</b>
5100.1065.0000	Prof. Exp. - Minister	1,170.10	2,712.28*	102	4,000.00
5100.1066.0000	Cont Ed - Minister	0.00	919.01	55	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	63.03	645.36	32	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	89.67	1,000.28	64	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	77.39	25	450.00
	<b>Professional Expense</b>	<b>\$1,322.80</b>	<b>\$5,354.32</b>	<b>50</b>	<b>\$16,150.00</b>
	<b>Total Administrative Expense</b>	<b>\$39,209.38</b>	<b>\$300,941.37</b>	<b>84</b>	<b>\$534,345.00</b>
5100.2001.0000	Beach Health Clinic	100.00	300.00*	114	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	600.00	1,800.00*	113	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	125.00	375.00*	112	500.00
5100.2013.0000	St. Columba Ministries	2,600.00	7,800.00*	112	10,400.00
5100.2021.0000	Judeo-Christian Outreach Cente	700.00	2,100.00*	113	2,800.00
5100.2027.0000	Seton Youth Shelter	125.00	375.00*	112	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	400.00	1,200.00*	113	1,600.00

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

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.2033.0000	Winter Shelter Program	0.00	0.00	0	400.00
5100.2038.0000	Faith Works Coalition	600.00	1,800.00*	113	2,400.00
5100.2039.0000	Virginia Supportive Housing/Crescent Square	700.00	2,100.00*	113	2,800.00
5100.2041.0000	Project Activity	125.81	285.82	53	800.00
	<b>Community Service Expense</b>	<b>\$6,075.81</b>	<b>\$18,135.82</b>	<b>109</b>	<b>\$25,000.00</b>
5100.2055.0000	Fellowship	0.00	6.36	1	1,700.00
5100.2060.0000	Card Ministry	10.00	10.00	16	100.00
5100.2063.0000	Bereavement Team	0.00	11.33	2	750.00
5100.2070.0000	Stephen Ministry	0.00	0.00	0	450.00
	<b>Congregational Care Expense</b>	<b>\$10.00</b>	<b>\$27.69</b>	<b>1</b>	<b>\$3,000.00</b>
5100.3000.0000	Equipment/	0.00	0.00	0	750.00
5100.3001.0000	Supplies	116.65	236.76	18	2,000.00
5100.3003.0000	DCE Conferences	0.00	0.00	0	1,250.00
5100.3005.0000	Curriculum	0.00	1,400.53	66	3,200.00
5100.3006.0000	Background_ Checks	10.00	92.85*	145	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	198.00	756.00	76	1,500.00
5100.3014.0000	MOPS	12.50	980.28	82	1,800.00
5100.3015.0000	Vacation Bible School Exp.	2,631.42	8,135.63*	321	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	16.95	219.30	47	700.00
5100.3041.0000	HS Ministry	16.95	219.29	65	500.00
5100.3042.0000	Confirmation	0.00	0.00	0	300.00
5100.3043.0000	Children's Ministry	296.00	4,202.91*	525	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	167.14	14	1,800.00
	<b>Education Expense</b>	<b>\$3,298.47</b>	<b>\$16,410.69</b>	<b>127</b>	<b>\$19,400.00</b>
5100.3505.0000	New Visitor Materials	451.00	451.00*	134	500.00
5100.3525.0000	Evangelism Materials	0.00	467.75*	139	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
	<b>Evangelism Expense</b>	<b>\$451.00</b>	<b>\$918.75</b>	<b>31</b>	<b>\$4,500.00</b>
5100.4000.0000	Building Maintenance	277.08	6,693.53*	125	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	0.00	1,893.00*	142	2,000.00

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4015.0000	Fire & Safety System Maint.	132.72	630.63	47	2,000.00
5100.4020.0000	Grounds Maintenance	765.95	7,784.95*	117	10,000.00
5100.4025.0000	Supplies & Cleaning Materials	253.17	1,920.90	72	4,000.00
5100.4030.0000	Kitchen Maintenance	0.00	776.62	58	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	0.00	13,449.77	81	25,000.00
5100.4055.0000	Gas	75.34	6,832.07*	103	10,000.00
5100.4060.0000	Water & Sewer	732.86	5,889.96	88	10,000.00
5100.4065.0000	Refuse Collection	216.24	1,961.61*	147	2,000.00
	<b>Property Expense</b>	<b>\$2,453.36</b>	<b>\$47,833.04</b>	<b>88</b>	<b>\$82,000.00</b>
5100.4080.0000	Payroll Preparation	84.59	599.82	85	1,050.00
5100.4082.0000	Bank Fees	65.83	426.89*	116	550.00
5100.4086.0000	Audit Fees	0.00	0.00	0	1,400.00
	<b>Stewardship Expense</b>	<b>\$150.42</b>	<b>\$1,026.71</b>	<b>51</b>	<b>\$3,000.00</b>
5100.4101.0000	Church Develop - Limete	0.00	0.00	0	500.00
5100.4110.0000	Mission Giving	0.00	17,500.00	75	35,000.00
5100.4120.0000	Theological Education Fund	0.00	500.00	75	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	250.00	74	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*	149	500.00
5100.4132.0000	Miscellaneous expenses	(300.00)	108.11	32	500.00
5100.4134.0000	Clean Water Project	0.00	7,052.31*	151	7,000.00
5100.4135.0000	Mogodeshu Hospital	0.00	0.00	0	500.00
	<b>Witness/Global Mission</b>	<b>(\$300.00)</b>	<b>\$25,910.42</b>	<b>83</b>	<b>\$47,000.00</b>
5100.4200.0000	Special Music Programs	0.00	1,645.94	99	2,500.00
5100.4205.0000	Music Literature(all sevices	80.17	615.87	93	1,000.00
5100.4215.0000	Robe Maintenance/Cleaning	0.00	0.00	0	900.00
5100.4220.0000	Workshops/Memberships/licensing	485.00	2,559.93*	273	1,400.00
5100.4225.0000	Substitute Organist	150.00	950.00	89	1,600.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	98.38	15	1,000.00
5100.4232.0000	Section Leaders	1,110.00	7,145.00*	101	10,600.00

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4236.0000	Seasonal Decor	0.00	0.00	0	400.00
5100.4240.0000	Usher Supplies/Cleaning	0.00	379.75*	144	400.00
5100.4245.0000	Communion Supplies	0.00	64.52	32	300.00
5100.4250.0000	Supplies/Equipment	18.00	254.06	45	850.00
5100.4251.0000	Children's Choir Supplies	0.00	194.13	49	600.00
5100.4255.0000	Keyboard Instr. Maintenance	0.00	111.80	19	900.00
5100.4260.0000	Audio/Visual	6.99	201.99	60	500.00
5100.4265.0000	Handbell Maintenance	0.00	0.00		
5100.4270.0000	Praise Team Drummer	150.00	2,415.00*	139	2,600.00
	<b>Worship Expense</b>	<b>\$2,000.16</b>	<b>\$16,636.37</b>	<b>98</b>	<b>\$25,550.00</b>
	<b>Total Expenses</b>	<b>\$53,348.60</b>	<b>\$427,840.86</b>	<b>86</b>	<b>\$743,795.00</b>
	<b>Difference</b>	<b>\$2,600.41</b>	<b>(\$16,489.72)</b>		<b>\$0.00</b>

\* = Income/Expense exceeds amount budgeted to date

### Enclosure (3): 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	