

Ministry Meeting Minutes

October 2018

Administrative Support

2 October 2018

Amanda opened the meeting with prayer.

Janet Baker, Clint Damuth, Cherie James, Betsy Kennedy, Amanda Long, Gregor McLeod, 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.

September minutes were approved.

Preschool Report

- Farmer's Market – Fun on the Farm Tour: Children visit for a tour of the farmer's market and learn about how pumpkins grow on Monday, October 15th (4 classes) and Thursday, October 18th (4 more classes)
- Trahadias Studios: Pictures on Monday, October 22^d, Tuesday, October 23th and Wednesday, October 24th.
- Parent Conferences: Tuesday, November 6th. No preschool or kindergarten classes - childcare available in YAR during conferences.
- Trunk or Treat: Tuesday, October 30th (10:00 to 11:30 am in parking lot area next to the playground)
- Preschool Enrollment: We are 100% full with waitlists in some classes. We are happy!
- Preschool budget has been provided to be presented to session and has been provided to Clerk of Session for inclusion in the consent agenda.

Old Business

- Staff evaluations update – Work in progress. Amanda will work on worksheet compilations sending to committee members upon completion.
- Asking Budget: Still working, waiting on Office supplies amount, BOP costs and time to review. Employee 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 – discounted for Non profits to \$3.25

New Business:

- Preschool budget was received.

A motion to approve the preschool budget needs to be made at the next session meeting.

- This is Betsy Kennedy's last admin support ministry meeting. She leaves admin support to serve on Christian Education. Thank you for your years of work and service on Admin Support and for your continued service on Christian Education.
- Lacy is settling in. She is doing a great job, really connecting with the youth in Youth Group.

Birthdays and Staff time away:

Emma	24 Sep – 8 Oct	Vacation
Eugene	3 – 13 October	Vacation
Linda	3 – 5 Oct	Vacation
Chi Yi	23 – 31 Oct	Service to Wider Church
Chi Yi	1 – 2 Nov	Vacation
David	13 – 19 Jan	Continuing Education

Clint closed the meeting with prayer.

Janet Baker, Recording Secretary

Christian Education
2 October 2018

Present: Beth Montoya, Lacy Schimmel, Laura Touhey, Matt Wicks

1. Met with Chi Yi who discussed a merger of music and education, offering opportunities to community and congregation. She will send a report from meeting at King's Grant for the committee to read. Discussed present opportunities such as the Montreat Music/Arts/Worship Conference which is available for all ages. Suggested the possibility of somehow funding scholarships for those who would like to attend.

Committee continued to discuss music education after Chi Yi returned to Worship Ministry meeting. Discussed with Lacy the possibility of adding more music into the Sunday school hour so that children who do not attend Children's Choir can receive some exposure to Christian music. Perhaps a volunteer could be found to help. This idea was added to goals for the coming year.

2. Received report from Lacy on plans for Youth Group.

3. Beth started discussions on plans for the Ministry for the coming year. Would like to have an event approximately 4 times over the year- Lent, Graduate event, Bible School, and Christmas event. The group will continue with this discussion at next meeting in November.

4. Received information from Laura on the event she is planning (just received \$1000 from Endowment) to make duffle bags for foster children in transition. This was discussed at last session meeting. Laura proposed the possibility of having the Youth Group help.

Community Service
2 October 2018

No Minutes Received

Congregational Care
2 October 2018

Members Present: Paula Jesburg, Sandy Ronan and our new Member Mike Raymer.

WELCOME MIKE!

We started our meeting with a good discussion to orient Mike to what the Congregational Care Ministry is and does. It was a great summation for all of us.

Picnic

The picnic was a great success despite a last minute relocation to the Fellowship Hall due to Tornado warnings. Mission BBQ provided the food and attendees brought desserts. Lacy provided games for the kids and Jennifer Rayhill painted the faces of many satisfied children.

Stephen Ministry

Paula reports that the area Stephen Ministry Network will be meeting here Saturday Oct. 19, 2018 at 10am. This group is comprised of the 7 VB churches with Stephen Ministry Programs and meets quarterly. Each church has a two year term to host these meetings on the second Saturday of the month. Our official term starts in February 2019.

Bayside's Stephen Ministers will meet Oct 30, 2018 at 6pm for training and coordination/. They have scheduled meetings on the 2nd and 4th Tuesdays of the month but may cancel one if activity is down.

There will be local training for new Stephen Ministers at Old Donation Episcopal Church starting in January 2019. The program consists of 50 hours of training on Monday nights starting January 14, 2018 and the cost is about \$100.00.

If you are interested, please contact Emma Ouellette.

The success of this program is dependent on supervision and communication among our clergy and our Stephen Ministers and we would encourage our ministers to attend a Stephen Ministry Leadership class to expand and improve the program here at Bayside.

BFF

Save these dates for Fall fun and information: Wednesday, October 3 - Card making for the troops sponsored by Bobbie Brenton...at 6:00 pm following Wednesday at the Well supper.

Sunday October 14 at 2:30 La Cage (Bird Cage) at Sandler Center 2:30 pm...PAY for tickets in the church office NLT October 10 WITH payment @\$20 per ticket (checks to Virginia Musical Theater)...PICK UP at Will Call.

Monday October 29 at 11:30 am Lunch provided with Program SAFE DRIVING FOR MATURE OPERATORS.

This course is taught by an AAA-certified instructor trained to make your experience educational and engaging so you can be a better driver. You will be able to ask the instructor questions, and learn from others in a group setting. Sign up at the Atrium or on the BFF Bulletin Board by October 23. Bob Orcutt kindly will prepare our nourishing hearty soup and salad lunch. Core group planners will provided dessert and drinks.

On November 27 at 2:00 pm Bill Graves will lead another fabulous Christian Book Club in the church Prayer Room. He recommends "Sea Prayer" by Khaled Hosseini - check the October Binnacle for the write-up.

Remember Genealogy the third Wednesdays at 10 am at Church. Yoga is ongoing at 10 am on Tuesdays and Thursdays in the Fellowship Hall.

Bridge at Bayside for ALL levels meets on Fridays at 1 pm in the Fellowship Hall on the following dates: October 12/26 - November 9 and December 14 to round out this year. Contact Paula at pakeje36@aol.com to sign up or do so on the BFF Bulletin Board.

Remember Wednesdays at the Well at 5:15 and the upcoming Bible Study.

Looking forward to seeing you ALL on October 29 at 11:30 for lunch. Bring you ideas for future outings and/or programs...your Core (planning) Group welcomes all input.

Directory

We reviewed the info from Lifetouch but no one on our committee was pleased with past dealings with them and Since the last directory was done by CP Photography and all were pleased with the process, we decided to hire them to do the Directory this year. We did consider the possibility of doing it totally in house but decided it would be better to let a company whose business this is handle it. I will contact them.

We would like to release this directory in the spring – April/May timeframe so will work backwards from this to get things done according to schedule. Issues to deal with are verifying the accuracy and completeness of our current church listing gathering pictures for the candids.

Adjournment: We adjourned at 8:45pm.

Sandy Ronan

Evangelism 2 October 2018

Members present: Russ Brown, Peggy Damuth, Terri Dannemann, and John Dannemann

Terri Dannemann opened the meeting with prayer.

Old Business:

1. Visitor to New Member Process
 - a. Terri and John Dannemann reported that they had made up some new visitor bags for the Welcome Center.
 - b. Terri and Peggy asked ministry members to sign up to occupy the Welcome Center for the remaining October Services. Everyone present signed up. We signed Butch Brenton up for the 9:00 service on 10/28 and John Hamilton up for the 11:00 service on 10/07. We are now starting the November Sign-up sheet. The upcoming session meeting would be a good place to request assistance for November. (Butch or Peggy?)
 - c. Rev. Emma is going to work with Linda Vogel 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 her plans are progressing.
 - d. John Hamilton is contacting Bob Allen and Eugene Towler regarding signage for the atrium's Welcome Center which we want to match the signage that already exists there.

New Business:

1. Peggy shared with the group that Session approved the purchase of the flat screen sign for the kitchen area. The money to purchase the sign components and labor will come from Bayside's Endowment Fund. John D. offered to contact HRTC and Linda Vogel to set up a date for it's installation.
2. Living Nativity 12/15 and 12/16

Terri Dannemann presented the Time-Line of Events leading up to the Living Nativity. The committee members went over the events and signed up for Minutes for Mission during November and December. Terri will forward the Timeline on to the two members absent tonight.

John Dannemann closed the meeting with prayer.

Minutes Submitted by J&T Dannemann

**Global Missions
2 October 2018**

No Minutes Received

**Property
2 October 2018**

Those present were Bob Allen, Steve Baker, Sperry Davis, Leslie Parr, Rick Rudell, and Moderator Clif Furedy.

Items Discussed and Actions Taken:

The WiFi system remains 98% complete. Minor punch list items include network configuration, documentation and familiarization. (A call on 9 October to HRTC management generated movement to accomplish these items).

The potential Security Camera salesman has been extremely slow to respond to requests for additional information and nothing has changed. A request to meet face-to-face has been put off with no date set yet. (The call on 9 October to HRTC management identified one of their staff who could answer our questions but as yet we have not received any additional information.)

The Access Control project is now at the stage where church policy and firm specifications need to be identified. This will require input from Admin and the church staff. Specifically:

- What doors can be unlocked and when?
- What doors need to be controlled by proximity badges?
- What doors should be secured by only keys?
- What doors should have bells, intercoms or video intercoms?
- Does the Adult Wing need to be secured from the Atrium & Sanctuary?
- Does the Atrium & Sanctuary need to be secured from the Adult Wing?
- Who can have a prox badge and to what doors?
- Who can have a key and to what doors?
- Who are the present "on-call" people, how many should there be and what access should they have?
- Who will be the Access Control administrator?
- Does the Adult Wing outside entrance door need to be handicap accessible?

The "Triangle" landscape project team will obtain additional top soil and hope to spread it on the 3rd Saturday of October work day. Then hire the Brenneman's to aerate and seed the area. The question was raised about future use of the Triangle. Since the area was not deemed suitable for the recent church family picnic, is there any need to improve the Triangle any more than at present? This question is directed to the Session as a group.

The moveable wall restoration in the Adult Wing is complete and several members of the congregation have commented on its improved appearance..

The Ewell Road driveway asphalt repairs are complete.

Eugene was away on travel and the status of the kitchen Fire Suppression System replacement was unknown.

A draft of the Building Use Policy was provided to the team for review and comments. Steve Baker expects to consolidate team recommendations into a final version for submission to the Session.

The Boy Scouts again have offered to assist with Fall grounds cleanup. The agreed date is November 3rd. They will also plan to help with Spring cleanup on April 13. No time was set.

The meeting was closed with prayer at 9 pm.

Clifton G. Furedy
Property Moderator

Stewardship 2 October 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. 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 already paid balance of this year's pledges. Also, General Fund balance up due to an unexpected \$10K contribution and receiving \$10K from estate of Clem Llewellyn. However, second half of year PEVA donation, \$17,500, not yet paid.

David said that Consecration Sunday (10/7) scheduled speaker, Jeff Quinn, has other commitments so he (David) will preach.

Bill asked if all ministry "asking budgets" had been received. Tom replied, all received with exception of Admin. Luanne commented that Admin was still working of their budget and that part of delay was due to difficulty getting Board of Pensions info. All agreed to go forward assuming 1% increase for Admin.

Tom commented that Session has been accepting requests from Ministries for Endowment Funds and Session has voted to approve most requests. Tom said that spending to date is below that allowed by Endowment policy (5% of funds) but asked Luanne for exact figures. Luanne clarified that Edna Etheridge Fund, although managed by the Endowment Committee, is not part of the Endowment Fund and therefore 5% per year does not apply. With Endowment Fund currently at \$376,331, 5% is \$18,816. To date, Session has approved \$8,000 for scholarships, \$2500 for Rise Against Hunger, \$2333 for Adult Wing monitor, and \$1000 for foster child supplies, totaling \$13,833.

Tom said that he would ask Session to vote on Allocation of Financial Gifts policy paper prepared by Bob at next Session meeting. Paper clarifies that only funds designated by the giver for the Endowment Fund will be placed in the Endowment Fund.

Stewardship Fall calendar below:

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 2 October 2018

Ministry Members present: Bonita Gilchrist, Judy Crossman, Mary Jo Kennedy, Marie Parr, Berny Wallace, Janet Martin, Chris Pascuzzi, Nancy Guy

Excused : Doug Williams

The meeting was called to order at 7:12 pm with a prayer from the Moderator, Bonita Gilchrist

Open/Old Business

Organ Committee – Chi Yi will present a report at the October Session meeting based on the information the group has gathered. We hope to encourage Session to consider the benefit of having a pipe organ to enhance our Music Program and encourage further participation and growth.

Wedding Committee Update – no new information

2019 Budget – our budget, which is the same as what was requested last year, was submitted to the Stewardship Committee.

Sail On Update for Lay Leaders – Chris has secured the October schedule and will submit the names to Linda. Mary Jo Kennedy volunteered to read on November 18.

New Business

Review of items for Bulletin Inserts – there were no items to review this month.

Chi Yi's report – Chi Yi will be attending the Hymn Society festival October 23 – 27. Children's Choir will be singing at the combined service October 7. There was also a discussion to consider asking for an increase in funds for special musicians.

Items for Funding via Endowment – \$250 donation to the Norfolk State University to support music scholarships and enrichment activities for deserving students, \$410 to purchase Handbell tree for the Handbell Choir, and \$550 for Drummer/Choir Section Leaders for Advent/Christmas.

Calendar

Pet Blessing Service – The service will be held on Sunday, October 14. Last year there were 40 – 50 attendees. Nancy Guy will bring treats for the pets, Judy Crossman is in charge of cookies. We will serve

lemonade. Nancy, Marie and Chris will help with set up, Chi Yi will talk to Emma about the service and the certificates to be presented to the pets.

Christmas Decorating Day – Tuesday, November 27 10 AM

Christmas Decoration Removal – Monday, January 8 10 AM

Love Tree – February 2019

The meeting was adjourned with a group prayer at 8:30 PM

Respectfully submitted,

Chris Pascuzzi, recorder