

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
16 October 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, , Gary Crossman, Peggy Damuth, Cliff Furedy, Bonita Gilchrist, Libby Graves, Betsy Kennedy, Walter Martin, Gregor McLeod, Beth Montoya, Chris Pascuzzi, Mike Raymer, Sandy Ronan, Martha Rudell, Mark Schreiber, Thomas Weeks, and Matthew Wicks.

Elders, Butch Brenton, Kay Niman Meyers, Beth Parker, and George Wong and were not in attendance.

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

Visitors to the meeting included Di Ricks (incoming 2019 Elder), Jack Ricks, Doug Mitchell and Nancy Guy.

The meeting was called to order by the Moderator who opened the meeting with prayer.

The devotion was provided by Rev. Emma Ouellette.

REQUESTS FOR SESSION APPROVAL

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

SACRAMENT OF COMMUNION

All were invited!

EXAMINATION OF ELDERS

Rev. Dr. David Rollins

Incoming Elder Di Ricks shared her faith journey and was examined.

Motion: Elder Walter Martin moved that we accept Elder Ricks with joy as an elder for the 2019-2012 term. **The motion passed.**

SESSIONAL RECORDS

Clerk of Session

1. Minutes from the last Stated Session Meeting
2. Tonight's Agenda – removed Item 4 under new business as Endowment advised those items would not be covered under the endowment structure.

Motion: It was moved by Elder Betsy Kennedy that the Session approve the minutes from last month's Session meeting and the revised agenda for today's Stated Meeting.

STATISTICS

Reviewed records – noted positive change for 2018.

Attendance:

Current Plus Previous Three - September

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Special Services	Total of All Sundays	Weekly Average
2015	103/34	218/73	295/98	146	n/a	762	190
2016	97/32	180/60	281/94	175	n/a	733	183
2017	89/30	204/68	257/86	157	n/a	707	177
2018	95/24	277/69	480/120	168	n/a	1020	204

1. Reception of New Members: None
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. Scout mother driving by noted the pet blessing and stayed with her dog and shared fellowship.

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet (enclosure 1) & Treasurer's Report (enclosure 2) Elder Tom Weeks

We are at a good place with giving. Still some outstanding bills – incoming is looking good. 80% of where we need to be for 2019.

Motion: It was moved by Elder Gary Crossman that we accept the treasurer's report as presented with joy and thanksgiving. **The motion passed.**

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

1. Next Edge – Update (enclosure 3) Rev. Dr. David Rollins
Reviewed letter.
2. Letter from Elder Libby Graves (enclosure 4) Rev. Dr. David Rollins
Elder Graves shared more information on the reason for leaving. Looking forward to caring for the “fur and regular” babies.

PEVA / CHURCH INFORMATION

None to share

PASTOR TRAINING

Rev. Dr. David Rollins

Rev. Rollins shared the Elder materials from PCUSA for this week.
<http://oga.pcusa.org/section/mid-council-ministries/ruling-elders/>

CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (5) Clerk
No update

NEW BUSINESS

1. Sanctuary Upgrade Research Presentation Committee
Presentation emailed on 10/12 and is available via the Session Documents link off the webpage.

Doug Mitchell and Nancy Guy shared the findings of the committee. Rev. Rollins asked that we think through the question about what is best for BPC for the years to come – the next 10-15-20 years.

Discussion around cost of Pipe Organ vs Electronic Organ – years each will last. Lots of questions remain.

Session was task with praying, studying and internal discussions regarding next steps. Volunteers were solicited and should speak to Doug, Nancy or David to join.

Motion: Elder Clif Furedy made a motion to continue the exploration of a pipe organ.
The motion passed.

2. BPC Preschool Budget (enclosure 6) Elder Gregor McLeod
Motion: The Administrative Support Ministry moves that the 2019 Preschool budget be approved as presented. **The motion passed.**

3. Allocation of Financial Gifts (enclosure 7) Elder Tom Weeks
Elder Weeks shared the reason behind the enclosure – we need clarification about how money gets into the Endowment Fund.

Motion: The Stewardship Ministry moves that gifts intended for the endowment fund must be designated. Undesignated gifts will go to the General Fund. **The motion passed.**

STAFF REPORTS

Director of Music Ministries
Provided a verbal report

Chi-Yi Chen Wolbrink

Director of Youth and Family Outreach
8 youth going to PEVA retreat at Great Wolf.

Ms. Lacy Schimmel

Associate Pastor
Provided a verbal report

Rev. Emma Ouellette

Provided the following written report:

During the past month I have made several pastoral visits, led staff meetings, completed elder training for the incoming class, led worship, and began a Wednesday night study. The core staff and I have already begun making plans for Advent and started brainstorming about Lent in 2019. Reservations have been made for the elder retreat, and you should have received some reading material that will help frame part of our time together. I continue to consider it an honor to serve along-side you and to work with such an incredibly talented team in mission and ministry.

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

Elder Martha Ruddel shared a busy season – Thanksgiving Baskets – November 17-18. Winter Shelter November 28th to December 5th. Angel Tags Oct 23 – Dec 9. Peanut sales will be held again this year.

Elder Clif Furedy – there was an awning that blew off and the entrance way to the playground needs to be repaired.

Elder Clif Furedy – there is a meeting this coming week regarding next steps for the security system.

Elder Peggy Damuth – monitor will be installed in the next week or two.

Meeting was closed with prayer by Rev. Ouellette at 8:35pm.

CLOSING WITH PRAYER

Next Meeting – Tuesday November 20, 2018 7pm Elder Matt Wicks – Devotion

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of September 30, 2018

Sunday, October 14, 2018

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Account #	Account Name	YTD Balance
1100.0500.0000	BB&T Money Market	146,183.57
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	45,471.33
1100.2100.0000	Towne Bank Money Market	241,285.82
	Cash Assets	\$433,240.81
1100.2453.0000	Session Loan (4)	5,652.25
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
	Investment Assets	\$350,339.53
1100.4100.0000	Endowment MM TowneBank	7,873.96
1100.4500.0000	TD Ameritrade	478,681.53
	Endowment Assets	\$486,555.49
		\$1,270,135.83
Fund Balance		
3100.0000.0000	General Fund	265,480.02
3100.7000.0000	Assoc Pastor Cont Educ Fund	761.85
3200.0000.0000	Non-Budget Fund	3,617.01
3200.0200.0000	Minister's Special Benevolence	3,702.37
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3200.4430.0000	Wedding Fund	85.65
3200.5000.0000	Food Pantry Fund	11,332.34
3300.0000.0000	Preschool Fund	106,813.55
3400.0000.0000	Educational Fund	6,140.76
3400.1000.1000	Library Fund	407.15
3400.1100.0000	Youth Ministries Fund	2,049.04
3400.1110.0000	Youth Mission Trips	12,976.47
3400.1120.0000	Adult Mission Trip Fund	3,445.25
3500.0000.0000	Property Fund	126,472.47
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
3800.1005.0000	William & Rhonda Bertholf Education Fund Balance	12,906.17
3800.2000.0000	Minister Loan Fund	30,027.39
3800.4000.0000	Missions Fund	9,631.62
3800.5000.0000	Earnings Fund	3,735.78
	General & Special Funds	\$783,580.34
3900.0000.0000	Endowment Fund	376,331.26
3900.3100.0000	Edna E Etheridge Fund Fund	104,942.42

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of September 30, 2018

Sunday, October 14, 2018

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Account #	Account Name	YTD Balance
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3900.9000.0000	Qtrly Endow Earnings Fund	5,281.81
	Endowment Funds	\$486,555.49
	Total Fund Balance	\$1,270,135.83
	Total Liabilities and Fund Balance	<u>\$1,270,135.83</u>

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

Sunday, October 14, 2018 4:54 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Income					
4100.0000.0000	Pledge Offering	51,498.00	381,660.32	94	540,058.00
4100.0100.0000	Non-pledged Offering	16,904.04	75,865.92*	101	100,000.00
4100.0200.0000	Visitor Offering	620.00	2,426.00*	216	1,500.00
4100.0300.0000	Loose Cash Offering	749.73	6,928.22*	115	8,000.00
4100.0400.0000	Church School Offering	0.00	10.00	14	100.00
4100.0500.0000	Envelope Offering	20.00	362.00*	161	300.00
	Regular Offerings	\$69,791.77	\$467,252.46	96	\$649,958.00
4100.1000.0000	Interest/Investment Inc.	0.00	0.00	0	7,760.00
	Net Investment Income	\$0.00	\$0.00	0	\$7,760.00
4100.1100.0000	Overhead Donation	795.00	7,155.00	100	9,540.00
4100.2100.0000	Soft Drinks/Coffee Inc.	3.00	277.45	0	0.00
4100.2200.0000	Tenant Donations	750.00	6,710.00	99	9,000.00
	Other Income	\$1,548.00	\$14,142.45	102	\$18,540.00
4100.1101.0000	Preschool DoMM Donation	(56.00)	1,240.00	69	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
	Total Income	\$71,283.77	\$482,634.91	87	\$743,795.00
Expense					
5100.1000.0000	Salary - Minister	8,360.51	75,244.59	100	100,326.00
5100.1005.0000	Salary - Associate Pastor	4,715.43	42,438.87	100	56,818.00
5100.1010.0000	Salary - Director of Music	4,138.16	38,011.44	100	50,810.00
5100.1011.0000	Salary - Praise Team Music	793.83	9,625.16	72	17,861.00
5100.1015.0000	Salary - Dir Educ Min	3,353.04	6,995.53	21	45,000.00
5100.1020.0000	Salary - Church Secretary	3,092.00	24,117.60*	100	32,143.00
5100.1022.0000	Salary - PT Bookkeeper	162.50	762.50	88	1,150.00
5100.1030.0000	Salary - Nursery	556.50	6,848.65	95	9,580.00
5100.1031.0000	Salary - Bldg/Grnds Super	2,989.36	26,904.24*	100	35,872.00
5100.1032.0000	Custodian A	806.09	7,511.79	78	12,789.00
5100.1035.0000	Employer Social Security	1,120.29	7,903.16	76	13,811.00
	Salary Expense	\$30,087.71	\$246,363.53	87	\$376,160.00
5100.0100.0000	Office Supplies	327.99	2,316.72	77	4,000.00
5100.0105.0000	Postage Exp. 2	200.00	1,509.00*	100	2,000.00
5100.0110.0000	Postage Meter Lease	15.28	339.28	90	500.00
5100.0115.0000	Copier Lease/Maintenance	1,157.62	6,129.72	71	11,500.00

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0120.0000	Internet Expense	731.30	2,919.38*	156	2,500.00
5100.0126.0000	Office Equipment Repair	0.00	292.43	39	1,000.00
5100.0130.0000	Telephone Service	238.81	2,284.22*	105	2,900.00
5100.0155.0000	Phone Message System	85.00	765.00	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*	187	2,000.00
5100.0165.0000	Property & Liability Ins	500.00	500.00	7	9,750.00
5100.0175.0000	Computer Equip/Software	2,235.08	4,379.92*	117	5,000.00
	Office Administration	\$5,491.08	\$24,252.37	76	\$42,470.00
5100.1040.0000	Benefits - Minister	2,886.20	25,975.80*	100	34,634.00
5100.1045.0000	Benefits - Assoc Pastor	1,620.72	15,549.40*	106	19,529.00
5100.1050.0000	Benefits - Director of Music	388.24	3,564.16*	102	4,659.00
5100.1051.0000	Medical Insurance Opt-Out- DoMM	333.34	3,000.06*	100	4,000.00
5100.1055.0000	Benefits - Dir of Educ Min	1,067.88	1,404.90	17	11,182.00
5100.1061.1000	Benefits - Church Secretary	840.84	7,637.56*	101	10,090.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,289.41	11,844.69*	102	15,471.00
	Benefits Expense	\$8,426.63	\$68,976.57	92	\$99,565.00
5100.1065.0000	Prof. Exp. - Minister	54.80	2,767.08	92	4,000.00
5100.1066.0000	Cont Ed - Minister	446.90	1,365.91	73	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	27.44	672.80	30	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	0.00	1,000.28	57	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	23	450.00
	Professional Expense	\$529.14	\$5,883.46	49	\$16,150.00
	Total Administrative Expense	\$44,534.56	\$345,475.93	86	\$534,345.00
5100.2001.0000	Beach Health Clinic	0.00	300.00*	101	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	0.00	1,800.00	100	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	0.00	375.00	99	500.00
5100.2013.0000	St. Columba Ministries	0.00	7,800.00	100	10,400.00
5100.2021.0000	Judeo-Christian Outreach Cente	0.00	2,100.00*	100	2,800.00
5100.2027.0000	Seton Youth Shelter	0.00	375.00	99	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	0.00	1,200.00*	100	1,600.00

Bayside Presbyterian Church - Virginia Beach VA
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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	0.00	1,800.00	100	2,400.00
5100.2039.0000	Virginia Supportive Housing/Crescent Square	0.00	2,100.00*	100	2,800.00
5100.2041.0000	Project Activity	0.00	285.82	47	800.00
	Community Service Expense	\$0.00	\$18,135.82	97	\$25,000.00
5100.2055.0000	Fellowship	1,199.00	1,205.36	94	1,700.00
5100.2060.0000	Card Ministry	0.00	10.00	14	100.00
5100.2063.0000	Bereavement Team	0.00	11.33	2	750.00
5100.2070.0000	Stephen Ministry	258.43	258.43	76	450.00
	Congregational Care Expense	\$1,457.43	\$1,485.12	66	\$3,000.00
5100.3000.0000	Equipment/	0.00	0.00	0	750.00
5100.3001.0000	Supplies	11.34	248.10	17	2,000.00
5100.3003.0000	DCE Conferences	0.00	0.00	0	1,250.00
5100.3005.0000	Curriculum	332.38	1,732.91	72	3,200.00
5100.3006.0000	Background_ Checks	0.00	92.85*	129	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	167.00	923.00	82	1,500.00
5100.3014.0000	MOPS	177.50	1,157.78	86	1,800.00
5100.3015.0000	Vacation Bible School Exp.	376.34	8,511.97*	298	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	0.00	219.30	42	700.00
5100.3041.0000	HS Ministry	0.00	219.29	58	500.00
5100.3042.0000	Confirmation	0.00	0.00	0	300.00
5100.3043.0000	Children's Ministry	66.48	4,269.39*	474	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	167.14	12	1,800.00
	Education Expense	\$1,131.04	\$17,541.73	120	\$19,400.00
5100.3505.0000	New Visitor Materials	0.00	451.00*	119	500.00
5100.3525.0000	Evangelism Materials	0.00	467.75*	124	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
	Evangelism Expense	\$0.00	\$918.75	27	\$4,500.00
5100.4000.0000	Building Maintenance	283.79	6,977.32*	116	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*	126	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.	240.00	870.63	58	2,000.00
5100.4020.0000	Grounds Maintenance	925.00	8,709.95*	116	10,000.00
5100.4025.0000	Supplies & Cleaning Materials	232.50	2,153.40	72	4,000.00
5100.4030.0000	Kitchen Maintenance	425.14	1,201.76	80	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	4,633.85	18,083.62	96	25,000.00
5100.4055.0000	Gas	77.29	6,909.36	92	10,000.00
5100.4060.0000	Water & Sewer	757.17	6,647.13	89	10,000.00
5100.4065.0000	Refuse Collection	216.24	2,177.85*	145	2,000.00
	Property Expense	\$7,790.98	\$55,624.02	90	\$82,000.00
5100.4080.0000	Payroll Preparation	75.58	675.40	85	1,050.00
5100.4082.0000	Bank Fees	54.64	481.53*	116	550.00
5100.4086.0000	Audit Fees	0.00	0.00	0	1,400.00
	Stewardship Expense	\$130.22	\$1,156.93	51	\$3,000.00
5100.4101.0000	Church Develop - Limete	0.00	0.00	0	500.00
5100.4110.0000	Mission Giving	0.00	17,500.00	67	35,000.00
5100.4120.0000	Theological Education Fund	0.00	500.00	67	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	66	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*	132	500.00
5100.4132.0000	Miscellaneous expenses	0.00	108.11	29	500.00
5100.4134.0000	Clean Water Project	(1,192.41)	5,859.90*	112	7,000.00
5100.4135.0000	Mogodeshu Hospital	0.00	0.00	0	500.00
	Witness/Global Mission	(\$1,192.41)	\$24,718.01	70	\$47,000.00
5100.4200.0000	Special Music Programs	0.00	1,645.94	88	2,500.00
5100.4205.0000	Music Literature(all sevices	292.12	907.99*	122	1,000.00
5100.4215.0000	Robe Maintenance/Cleaning	0.00	0.00	0	900.00
5100.4220.0000	Workshops/Memberships/licensing	185.00	2,744.93*	261	1,400.00
5100.4225.0000	Substitute Organist	0.00	950.00	79	1,600.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	98.38	13	1,000.00
5100.4232.0000	Section Leaders	720.00	7,865.00	99	10,600.00

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

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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*	128	400.00
5100.4245.0000	Communion Supplies	0.00	64.52	29	300.00
5100.4250.0000	Supplies/Equipment	0.00	254.06	40	850.00
5100.4251.0000	Children's Choir Supplies	0.00	194.13	43	600.00
5100.4255.0000	Keyboard Instr. Maintenance	0.00	111.80	17	900.00
5100.4260.0000	Audio/Visual	0.00	201.99	53	500.00
5100.4265.0000	Handbell Maintenance	0.00	0.00		
5100.4270.0000	Praise Team Drummer	240.00	2,655.00*	136	2,600.00
Worship Expense		\$1,437.12	\$18,073.49	94	\$25,550.00
Total Expenses		\$55,288.94	\$483,129.80	87	\$743,795.00
Difference		<u>\$15,994.83</u>	<u>(\$494.89)</u>		<u>\$0.00</u>

* = Income/Expense exceeds amount budgeted to date

From: Jennifer Lapp <jlapp@nextedgenetworks.com>
To: nolanrollins@yahoo.com <nolanrollins@yahoo.com>
Cc: Coni Campbell <ccampbell@nextedgenetworks.com>; Claudine Vipperman
<cvipperman@nextedgenetworks.com>
Sent: Monday, October 01, 2018 10:30:13 AM EDT
Subject: FW: NextEdge and Verizon Modem Install for VA60561\Bayside Presbyterian Church\1400
Ewell Rd, Virginia Beach, VA 23455

Hello Mr. Rollins,

I received your email regarding the T Mobile project from our construction team. I apologize that you were not notified that T Mobile had removed the site from the program back in July. We are definitely still in business, unfortunately they received authorization to build a macro site in your area, which means they will not utilize the church for the test program. They had determined that the area was in immediate need of help.

Again I apologize you were not contacted, and we hope this did not cause any inconvenience. I have attached your voided agreement for your records. We thank you for your time and consideration, and if they move forward with any new projects that involve your market, we will definitely reach out and see if we can work together !

Thank you again, and we wish you the best in all your future endeavors!

Jennifer Lapp

National Site Acquisition Manager

2 October 2018

Rev. Dr. David Rollins
Pastor & Head of Staff,
Bayside Presbyterian Church

Dear David;

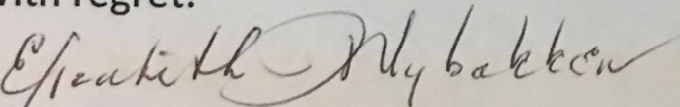
As I indicated to you last week, I am resigning as an Elder as of January 1. Bill and I are moving to Omaha, Nebraska within the year to help our children and grandchildren.

Sarah often has to attend after-hour meetings and conferences in her professional capacity as the School Psychologist for the district; Charlie will have multiple deployments in the next 6 years; they have two young children and we would like to be near to help.

Both Bill and I will remain on our ministries (Community Service for me and Stewardship for Bill) but need to employ most of our time to cleaning out the house and downsizing to the much smaller continuum of care facility that we are moving to in Omaha.

This was an unexpected turn in our lives and I am sorry that I have to resign after so short a time on Session.

With regret:


Elizabeth Nybakken Graves

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	

Bayside Presbyterian Preschool and Kindergarten

ANNUAL BUDGET 2019

Budget Highlights:

INCOME

- We continue to assess the impact of all-day kindergarten in the Virginia Beach Public Schools. We have included the cost of keeping our kindergarten for fall 2019 at the time of this budget draft - September 2018. However, we will decide in December whether to replace that class with a 3-day Threes class. There is a very large demand for this age group. This decision would impact our tuition income, but would be somewhat self-balancing with 2 3-day teachers instead of 2 5-day teachers.
- We will add a Wednesday Stay and Play class, so this amount is increased.
- Some tuition rates will increase for the fall 2019, but not kindergarten. This would allow our budget to be balanced should we drop the kindergarten and allow us to increase our pledge to the church.

EXPENSES

- We increase pay by 2% or \$.25 per hour for teachers and 2% for the director.
- Most line items remain the same, with some increases to some items.
- Online tuition payment plan through the website has been implemented and been a great success. Approximately 50 families pay online. The cost is charged to us under the Membership, Fees and Dues line item.
- Workmen's Compensation - is decreased due to revised information from the treasurer.
- Donation/Pledge to church - will increase to \$10,800 per year, an annual increase of \$3300.

Bayside Presbyterian Preschool and Kindergarten

Annual Budget for 2019

INCOME:	<u>2019 Budget</u>	<u>2018 Budget</u>	<u>Account Number</u>
Registration Fees	\$26,250.00	\$26,250.00	4300-1100-0000
Tuition	\$295,360.00	\$291,520.00	4300-1110-0000
Tuition-Early Drop-off	\$7,000.00	\$6,000.00	4300-1113-0000
Tuition-Afternoon Program	\$8,000.00	\$7,000.00	4300-1115-0000
Summer Camp Tuition	\$15,000.00	\$14,750.00	4300-1111-0000
Special Projects-Box Tops	\$600.00	\$600.00	4300-1115-0000
School Picture Commission	\$700.00	\$700.00	4300-1120-0000
Fees	\$500.00	\$500.00	4300-1125-0000
Interest Income	<u>\$150.00</u>	<u>\$150.00</u>	4300-1130-0000
TOTAL INCOME:	<u>\$353,560.00</u>	<u>\$347,470.00</u>	

EXPENSES:			
Classroom Supplies	\$13,400.00	\$13,000.00	5300-1100-0000
Paper Products	\$1,450.00	\$1,100.00	5300-1105-0000
Snacks	\$2,300.00	\$2,200.00	5300-1110-0000
<i>Copier Fee - Bayside Presb. Church</i>	\$2,400.00	\$2,400.00	5300-1115-0000
Other Consumables	\$2,800.00	\$2,800.00	5300-1120-0000
Postage	\$175.00	\$175.00	5300-1125-0000
Books	\$225.00	\$225.00	5300-1130-0000
Equipment	\$5,500.00	\$5,000.00	5300-1135-0000
Teacher Resources/Curriculum	\$1,600.00	\$1,100.00	5300-1140-0000
<i>Donations - Pledge to Church</i>	\$10,800.00	\$7,500.00	5300-1141-0000
Salaries & Wages	\$277,950.65	\$276,295.90	5300-1150-0000
Social Security-Employer	\$21,263.33	\$21,136.63	5300-1151-0000
<i>Workmen's Compensation</i>	\$1,800.00	\$3,200.00	5300-1152-0000
<i>Payroll Service-BPC</i>	\$2,050.00	\$2,000.00	5300-1155-0000
Teacher Training-CPR/First Aid	\$700.00	\$400.00	5300-1160-0000
Criminal Records Checks	\$300.00	\$300.00	5300-1165-0000
Bank Fees	\$75.00	\$75.00	5300-1170-0000
Memberships, Fees & Dues	\$800.00	\$800.00	5300-1171-0000
School T-Shirts	\$1,650.00	\$1,450.00	5300-1175-0000
Teacher Gifts to Students	\$375.00	\$375.00	5300-1176-0000
Teas-Parent Day	\$400.00	\$400.00	5300-1177-0000
Special Projects-Enrichment	<u>\$5,500.00</u>	<u>\$5,500.00</u>	5300-1180-0000
TOTAL EXPENSES	<u>\$353,513.98</u>	<u>\$347,432.53</u>	

NET DIFFERENCE	<u>\$46.02</u>	<u>\$37.47</u>
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ALLOCATION OF FINANCIAL GIFTS

Bayside Presbyterian Church annually encourages financial pledges from all active members and always welcomes financial gifts from members and friends in support of specific ministries and/or projects sponsored by the Session. Additionally, Bayside welcomes financial gifts in honor of or in memory of members of the Church. Frequently such gifts are meant to support Bayside's Endowment Fund, sometimes without being specifically designated as such.

To clarify Bayside's policy regarding the allocation of all financial gifts, Session has approved the following policy statement:

Session believes God has provided gifts of time, talent, and treasure to all of His children. We encourage all members to pledge a generous portion of His gifts to support the life, mission, and ministry of Bayside Church. Additionally, Session sponsors, throughout the year, a number of "fund-raisers" that support specific activities or projects.

The allocation of funds generated through pledges and the procedures for "fund-raisers" and the allocation of those funds are addressed in the "Stewardship and Fund-Raising Policy" that can be found on the web site.

Session also supports gifts to the Bayside Endowment Fund from members and friends and family in honor of or memorializing members. Gifts to the Endowment Fund may also be used to honor worthy causes.

Gifts intended for the Endowment Fund must be specifically designated as such at the time the gift is offered.

Policies and Procedures of Endowment Committee are addressed in two Policy papers that can be found on the web site.