

# Ministry Meeting Minutes

## November 2018

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### Administrative Support

#### 6 November 2018

Amanda opened the meeting with prayer.

Janet Baker, Clint Damuth, Cherie James, 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.

November minutes were approved.

#### Preschool Report

No report

#### Old Business

- Staff evaluations update – spreadsheets provided. Gregor will work to provide a different format for ease of viewing. Discussed expanding the number of participants asked to provide feedback next year.
- Asking Budget: Office supplies will remain the same as last year, BOP data was entered, those values need to be transferred to the budget, Gregor will send to Stewardship.
- Gregor will work to complete the end of year report using last year's as a template

#### New Business:

- Admin Support hosts December Staff Appreciation Pot Luck, 2 Dec will be a true potluck. Amanda will take care of communications for Helmsman/Binnacle/Revo Board. Cherie will take care of the formal invites to staff. Kay will take care of providing table decorations (small poinsettias). Amanda will look for seasonal table cloths. Baskets for each staff member and treasurer's office will be set up in the atrium for congregants to place cards and notes of thanks/encouragement. Winter shelter will be going on so setup will need to be done on Sunday morning (15 tables, 8 chairs per table)
- PEVA changes:
  - Moving expenses no longer a deduction for taxes
  - BOP no more vacancy dues!

#### Birthdays and Staff time away:

Chi Yi	1 – 2 Nov	Vacation
Eugene	22 Dec	Birthday
David	31 Dec	Birthday
David	13 – 19 Jan	Continuing Education

David closed the meeting with prayer.

**Janet Baker, Recording Secretary**

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Christian Education  
6 November 2018

Christian Education minutes November 2018

Present: Beth Montoya, Laura Touhey, Lacy Schimmel

1. Laura discussed her project for Together We Rise. 40 duffle bags will be decorated and donated to foster children when they are transitioning between homes. Each bag will contain a blanket, a bear, a book, and a card. All bags stay in Hampton Roads. We discussed having the Youth Group help with decorating the bags as well as opening up the opportunity to the congregation. The project will hopefully be scheduled for the end of January.

2. Lacey discussed the Youth Group's attendance at the PEVA Retreat at the Great Wolf Lodge November 3rd and 4th. Eight youth from Bayside attended. Adult chaperones were Lacy and Cherokee Adams,

3. Lacey discussed plans for Youth Group including a 30 hour famine. This would be a Lock In at the church. Participants would fast from Friday at 1pm to Saturday at 7pm to highlight the issue of hunger in the world. On Saturday they would all enjoy a Break the Fast meal together. During the fast, the youth will participate in games and activities together. Possible date February 23.

Discussed the possibility of doing the Together We Rise bags at this event and inviting others in. More on this at next meeting.

4. Brainstorming: Discussed other events that could be offered to the Youth- Million Bulb Walk, Christmas Town at Busch Gardens, etc. Discussed fund raising ideas for the youth- restaurants that offer event nights where part of night's proceeds would go to the youth (Gordon Bierse, Village Inn, Skinny Dip), gift wrapping, etc.

5. Discussed Facebook page. Lacy to be added as Admin on page. Beth plans to be taken off at end of year.

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**Community Service**  
**6 November 2018**

**Members Present:** Martha Rudell, Moderator, Libby Graves, Lorraine Mahone, Lynne Owen, Di Ricks, Connie Schreiber, Pam Spillman, Paul Verburg and Joyce Ward. Emma joined us for first portion of meeting.

**Announcements:** November birthdays – Pam - Nov 4, Carlos - Nov 18, Libby - Nov 26, Audre - Nov 29  
December birthday - December 1 - Gloria.

**Session Highlights:** Following prayer concerns and celebrations the session shared communion and examined incoming elder Di Ricks. We highlighted that worship attendance in September was up over the previous three years. We received current budget and treasure's reports showing the church is on target with our financial projections for the year. We listened to a report from the team that has been looking into options for replacing the organ and upgrades to the sanctuary. (We would love to have some new

members on this team please call or e-mail the church office if you are interested.) We approved the pre-school budget. Approved language that clarifies what we do when we receive bequests. We heard reports from staff and ministry teams and closed with prayer.

### **Agency Reports:**

1. Angel Tags (Lynne, Pam) - Lynne said there are 219 angel tags so far and anticipates adding more for a total of 240. Tags will be available to pick up starting Sunday, Nov. 11, and end Sunday, Dec. 9. Delivery will be Dec. 12.
2. Beach Health Clinic (Bill) - No report.
3. Blood Drive (Martha) - Blood Drive was today at BPC. Had 24 volunteers with 3 deferrals for a total of 21 productive donations. Thanks to Marty Rich (Haygood UMC), Susie Fulcher, Paula Jesberg and Lorraine Mahone for helping Martha with the drive. The next drive is at BPC on Jan. 8.
4. Caroling (Joyce) - Joyce said caroling will be Sat., Dec. 1, at 10:00 at Bayside Health & Rehabilitation Center.
5. Easter Baskets (Connie, Lynne) - No report.
6. Faith Works Coalition (Paul) – Paul reported they did 8 projects for 15 families. Lots of leaks. \$1,874.00 spent. Connie Zuidema made sandwiches for one of the project days.
7. Food Pantry (Lynne, Tracy, Connie) – October - 14 families, 31 adults, 25 children, \$482.00 spent, \$204.72 cash used, \$277.28 donated. Little Blue Wagon item for November is canned fruit. Lynne asked that items from the Thanksgiving drive that are given to our pantry be put in the Community Service storage room. Dana and the girls will handle from there. Bob Coffee was again able to get the peanut products for us to sell to benefit the Food Pantry budget. Sales will begin Sun., Nov. 18, and continue till all are gone.
8. Good News Jail Ministry (Audre) – No report.
9. HumanKind (Martha) – No report.
10. JCOC (Connie) - No report. They are having a meeting this Friday, Nov. 8, to give update on Winter Shelter. Pam will attend and report back to committee.
11. Meals on Wheels - (Nancy Hamilton) – No report.
12. Samaritan House (Susie) – This year 50 businesses participated in the Paint 757 Purple campaign. Total of donations not tallied yet. New this year – businesses were encouraged to have a Samaritan House rep meet with employees to talk about 1) the SH mission and, 2) spotting /helping victims of domestic violence. Samaritan House said thanks to BPC for continued support.
13. School Supplies - (Connie, Lynne) – No report.
14. Sentara Pace Bible Study (Lynne) - Going well.
15. Seton Youth Shelter (Sheryl) – No report.
16. St. Columba (Lynne) - SIS Bible Study group made 253 sandwiches Oct. 16 and Carol Scott delivered them.

17. Thanksgiving Baskets (Libby) -Libby reported things are on schedule. Decorated bags will be set up on Fri., Nov. 16, at 1:30 pm. Cub Scouts will again collect food and baskets will be filled on Sat., Nov. 17, (8:30 am until complete) with clients picking up on Sun., Nov. 18, or Mon., Nov. 19. In addition to Saturday, Libby needs help at all these times and on Sunday (8:30 am – 12:30 pm) and Monday (9:00 am – 12:30 pm) giving out baskets. Paul volunteered to help Saturday, Sunday and Monday. Emma stated she will be available and involved with the basket project. Chi Yi is again supporting our projects by coordinating music in the Atrium on Sunday. We always get good comments when music is used in conjunction with our activities and appreciate all Chi Yi does in this regard.

18. Winter Shelter (Lynne, Connie) - Will be at BPC Nov. 28 - Dec. 5 this year. Nancy Guy is coordinating with MOPS to help sort and hang up clothes on Nov. 26. Connie is recruiting volunteers to be the church contact person each morning and night during Winter Shelter. Emma said Eugene suggested setting up a designated smoking area – maybe outside door of Room 804. Emma said she will be present and involved at the shelter most evenings (floating). The members expressed their appreciation to Emma for her support!

19. VA Supportive Housing (Gloria, Di) – Di had asked that the committee discuss the possibility of another Bingo night at Crescent Square in January. Pam expressed concern about events that cost and are not budgeted. We will discuss again at our January meeting.

The meeting was closed in prayer.

Martha Rudell, Moderator

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**Congregational Care  
6 November 2018**

No Minutes Received

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**Evangelism  
6 November 2018**

No Minutes Received

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**Global Missions  
6 November 2018**

No Minutes Received

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**Property  
6 November 2018**

Those present were Bob Allen, Steve Baker, Leslie Parr, Eugene Towler and Moderator Clif Furedy.

The meeting was opened with prayer.

Items Discussed and Actions Taken:

The WiFi system remains 98% complete. Final punch list items include network configuration, documentation and familiarization. Emails to HRTC management generated a response from the WiFi technician but we have been unable to meet.

Sperry Davis and Clif Furedy met with HRCT at the church to go over questions and final details of the Security Camera system. The results of this meeting were briefed to the Property team. The decision was reached to purchase an enterprise level 16-channel network video recorder, a 4K Ultra High Definition camera for the Pre-School play area and to proceed with two Mini-PCs to control the video display for Linda and the Pre-School. Final cost is pending from HRCT.

The Access Control project needs to have answers before final procurement can be set. There was not time to discuss this issue during the October Session meeting, so the following policy questions were addressed to the Admin Support Ministry and a copy of these items was given to Gregor McLeod for research.

- 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?

Eugene said he discussed the Adult Wing exterior door with J-Mar and expects to obtain a quote to make the door handicap accessible.

The “Triangle” landscape project team spread top soil on the triangle area and fenced it off. The church lawn contractor was hired to aerate and seed the area. The question remains 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.

Members of the Cub Scouts and Boy Scouts joined church members on November 3<sup>rd</sup> for Fall Cleanup day around the church. Pine needles were raked up, tree limbs were collected, the Columbarium was cleaned up and various other outdoor areas were dressed. Potentially there will be more work to do on the third Saturday since most leaves had not yet fallen.

Eugene advised that a phone call to Virginia Beach Codes & Compliance Fire section said that our existing kitchen fire suppression system is acceptable and unless identified in the annual fire inspection, does not need to be replaced. Issue closed.

There was minor storm damage to the Pre-School entrance canopy which has now been completely repaired at minimal cost.

Lights on the Fellowship Hall stage are being replaced with LED bulbs. This will reduce heat, lower electricity costs and extend the period between replacements.

The faucets in the mop sink have been replaced.

Filters were replaced and the entire heating system inspected in preparation for colder weather.

The Building Use Policy was discussed and comments were forwarded to Steve Baker. He expects to consolidate team recommendations into a final version for submission to the Session.

The Property Team was briefed on the presentation provided to the Session about Sanctuary changes and organ replacement. They were advised that volunteers were needed to continue research in this future project. There were no volunteers. Several members did express interest in reading the presentation and that will be sent by email to them.

The meeting was closed with prayer at 9 pm.

Clifton G. Furedy  
Property Moderator

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### **Stewardship 6 November 2018**

The Stewardship Ministry met in the Brides Room at 7: 15 PM. Present were Moderator Tom Weeks, Gary Crossman and Treasurer Luanne Wong.

Luanne distributed the Treasurer's Report and Balance Sheet. Luanne reported 104 pledges received to date for total of \$552,898 which exceeds 2018 pledges by approximately \$10K. Review of other income showed received income close to 2018 estimates. Exception was Visitor Offering which is running more than twice that estimated. For 2019, estimated Visitor Offering will be increased from \$1500 to \$3000, but will have little effect on overall budget since small percentage. Investment income to date less than expected because interest on CDs not reported until CDs come due.

Luanne recommended funds in BB&T Money Market be transferred to Town Bank Money Market because of significantly higher interest rates. BB&T account be closed out. All agreed.

Discussed ministry budget requests. Three ministries requested budget increases, Property 3%, Global Mission 2% and Worship 27% (revised, initial request was same as 2018). Almost all of Worship increase due to music related items. Luanne agreed to meet with Chi to discuss justification for increases. Schedule has Stewardship presenting budget to Session for approval at Nov meeting but still no budget request from Admin. Tom said that he would contact Admin again.

Gary said he was concerned that Bayside's mission giving (PEVA) was decreasing as our budget is increasing. Tom agreed that was indication of Bayside turning inward rather than outward. Luanne reminded that much of Bayside's giving is not budgeted and provided Angle Tags, Food Pantry and Thanksgiving Turkeys as examples.

Gary said that if ministries don't get everything they're asking for, they should be made aware that items can be added to budget later in the year if income exceeds projections. All agreed.

The meeting was closed at 8:30 PM.

Tom Weeks

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**Worship**  
**6 November 2018**

No Minutes Received