

# Agenda for the Stated Session Meeting

Bayside Presbyterian Church  
20 November 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.

## **SHARING OF JOYS AND CONCERNS – OPENING PRAYER**

### **DEVOTION**

Elder Matt Wicks

### **REQUESTS FOR SESSION APPROVAL** / Motions and Votes Required

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

### **SACRAMENT OF COMMUNION**

All are invited!

### **EXAMINATION OF ELDERS**

Rev. Dr. David Rollins

### **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.

### **STATISTICS**

Attendance:

Current Plus Previous Three - October

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Services	Special Services*	Total of All Sundays	Weekly Average
2015	93/31	200/67	281/94	198		772	193
2016 <sup>**</sup>	47/24	128/64	197/98	324 <sup>***</sup>	30	726	182
2017 <sup>^</sup>	71/24	165/55	255/85	296/148 <sup>***</sup>	?	787	157
2018	65/22	201/67	306/102	147	?	719	180

\*Blessing of the Animals

\*\*Closed for weather Oct 9, 2016 (Hurricane Matthew)

\*\*\* 2 Combined Services (Consecration Sunday)

<sup>^</sup> 5 Sundays



- |                              |  |
|------------------------------|--|
| 1. Reception of New Members: | None   |
| 2. Baptisms:                 | None   |
| 3. Church Weddings:          | None   |
| 4. Member Transfers:         | 10/4 - Donna Wilkins (removed from rolls in 2015) to<br>Emmanuel Lutheran Church |
| 5. Member Deaths:            | 08/19 - Ellen Voshell  |

### **INVITATION CELEBRATION:**

Sharing of invitations to Bayside services, events and programs.  
Upcoming opportunities?

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

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

**Motion needed.**

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

1. PEVA Stewardship Letter and Pledge Form (enclosure 3 and 4)
2. NSU Thank You (enclosure 5)

### **PEVA / CHURCH INFORMATION**

None

### **CONTINUING ISSUES**

1. Church policy and procedures review updates - Enclosure (6) Clerk

### **NEW BUSINESS**

1. Election of 2020 Nominating Committee
2. Elder Retreat (enclosure 7)
3. Worship Motion

The Worship Committee would like to request funding from the Endowment Fund for the following activities:

1. \$410 to purchase Handbell Choir Equipment - Handbell Tree
2. \$550 for Drummer/Choir Section Leaders for Advent/Christmas
4. The Next Presbytery Meeting is SAT. JAN. 26, 2019 at 10:00 AM at Hilton Presbyterian Church (34 Main Street, Newport News, VA). Motion needed to elect delegates.
5. Organ Replacement Discussion



## **STAFF REPORTS**

### **Director of Music Ministries**

Chi-Yi Chen Wolbrink

The Bayside Joyful Singers helped lead the "Turkey Basket Blessing" on November 18.

**Children:** By God's grace, I am grateful that we have about 20-22 children (Kindergarten through K6) either Sunday morning from 9:30-9:50 or Wednesday afternoon from 5:45-6:10 for rehearsals. Upcoming dates for singing include Sunday, December 9<sup>th</sup> and Monday, December 24<sup>th</sup> at 4pm for the Christmas Eve family service.

**Singing Mission:** The Sanctuary Choir & two Praise Team members (18 total) led the hymns and songs for the Fall Festival at Westminster-Canterbury on October 18 from 7:30-8:30 pm. The theme was *Singing our Story*. ***There were about 90-95 in attendance.*** The next two events for the Sanctuary Choir are going to be singing with our winter shelter friends on November 28<sup>th</sup> and Caroling at Bayside Health and Rehab center on Saturday, December 1..

**Pipe Organ:** Research on the Pipe Organ is continuing. Several web sites with good information are listed below:

<https://www.organclearinghouse.com/organs-for-sale/#/2652/schantz/arlington-va/>  
<https://www.organclearinghouse.com/organs-for-sale/#/2959-fritsche-bethlehem-pa/>  
<https://www.organclearinghouse.com/organs-for-sale/#/2869-casavant-cleveland-oh/>  
<https://www.organclearinghouse.com/organs-for-sale/#/2930-austin-alexandria-va/>  
<https://www.organclearinghouse.com/2600-skinner-player-organ-long-island-ny>  
<https://www.organclearinghouse.com/2893-patrick-j-murphy-reading-pa>

### **Supporting music in the community:**

Worship & Music ministry supported the NSU Vocal Jazz Ensemble with Grammy Award-Winning Gospel Music Artist Richard Smallwood. Bonita and I attended the concert on behalf of Bayside PC on October 21, 2018. The current Department Chair at NSU, Professor Gregory Gardner, is a well-known baritone around Hampton Roads. He is also very supportive of church music ministries and it is important for us to have a connection with him and NSU.

We provided Music Education observation credits for an O.D.U. Music Education student in October in the Bayside PC preschool music classroom.

**The suggestion box** of Hymns & Songs (Yours, Mine and Ours) at the Welcome Center will continue after Christmas in January 2019.

### **Music plan for the 11 am services during Advent:**

- December 2- Praise team/ Hand bell Choir
- December 9- Christmas Cantata: *Tomorrow Shall Be My Dancing Day*; Joyful Singers & Sanctuary Choir /Guest Harpist: Alexandra Mullin, Piano: Martha Berryman.
- December 16 Advent and Christmas music with guest musician from the School of Music at Little Creek: Travis Stanley
- December 23- Advent and Christmas medley with Brass Quartet.



- December 24, Christmas Eve services:
  - 4pm-Family service; Praise team and Joyful Singers
  - 7pm-Lessons and Carols; Sanctuary Choir and guest musician: Erika F. Frydenlund
  - 11pm-Lessons and Carols; choir ensemble and guest musician: Erika F. Frydenlund

**Bayside Handbell Choir** played before the November 18 service and plan to give a mini-Christmas concert during the Live Nativity in Fellowship Hall on Saturday, December 15<sup>th</sup> from 6-6:30pm.

**There will be two special services:**

- December 12 (Wednesday)-Celtic service at 7pm
- December 21 (Friday)- Longest Night service at 7pm

**Outreach invitation:**

The Center for Sacred Music at Virginia Wesleyan is hosting a Fall Hymn Festival, honoring Veterans' contributions to our search for peace in a troubled world. This hymn festival was held at Wycliffe PC at 4 pm on November 11. I was one of readers.

**Community Patronage:**

Bayside PC , Wycliffe PC and St. Michael's Lutheran church are hosting a special Advent piano service played by church musician Tom Keesecker entitled "Quiet Center." This presentation will include scripture, readings and Advent music on piano (about an hour in length). Tom has served as a parish musician in both Lutheran and Roman Catholic settings in Virginia, Montana, and Maryland. Tom's piano music arrangements have been published by Morning Star.

There are three different times for this presentation:

December 11 (Tuesday) Noon: Wycliffe PC

December 11 (Tuesday) 7pm: **Bayside PC ( Flyer as attached)** (enclosure 8)

December 12 (Wednesday) 7pm: St. Michael's Lutheran Church (General Booth Blvd)

**Serving the wider church:**

I will have the opportunity to participate in the Hymn Society Executive Committee meeting from Oct.23-27, 2018, In Chicago.

I cancelled my vacation from October 28-November 2nd.

*(Personal note: Jeff and I are dealing with trees that fell on our house during hurricane Michael. We are still waiting on the insurance estimates.)*

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

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

**Director of Youth and Family Outreach**  
**Associate Pastor**  
**Pastor / Head of Staff**

Ms. Lacy Schimmel  
 Rev. Emma Ouellette  
 Rev. Dr. David Rollins

**SUPPLEMENTAL MINISTRY REPORTS**

(Items/issues not included in Ministry Minutes)

**CLOSING WITH PRAYER**

Next Meeting – Tuesday, December 18, 2018 7pm Elder Bonita Gilchrist – Devotion



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

Sunday, November 11, 2018

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Account #	Account Name	YTD Balance
1100.0500.0000	BB&T Money Market	141,703.33
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	39,507.37
1100.2100.0000	Towne Bank Money Market	241,368.93
	<b>Cash Assets</b>	<b>\$422,879.72</b>
1100.2453.0000	Session Loan (4)	5,562.07
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>\$350,249.35</b>
1100.4100.0000	Endowment MM TowneBank	6,684.96
1100.4500.0000	TD Ameritrade	478,681.53
	<b>Endowment Assets</b>	<b>\$485,366.49</b>
		<b>\$1,258,495.56</b>
<b>Fund Balance</b>		
3100.0000.0000	General Fund	252,487.19
3100.7000.0000	Assoc Pastor Cont Educ Fund	731.30
3200.0000.0000	Non-Budget Fund	2,338.82
3200.0200.0000	Minister's Special Benevolence	3,534.03
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3200.4430.0000	Wedding Fund	85.65
3200.5000.0000	Food Pantry Fund	11,402.34
3300.0000.0000	Preschool Fund	112,228.99
3400.0000.0000	Educational Fund	5,245.76
3400.1000.1000	Library Fund	407.15
3400.1100.0000	Youth Ministries Fund	2,049.04
3400.1110.0000	Youth Mission Trips	15,776.47
3400.1120.0000	Adult Mission Trip Fund	3,445.25
3500.0000.0000	Property Fund	123,147.11
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	17,056.86
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	9,735.62
3800.5000.0000	Earnings Fund	3,835.34
	<b>General &amp; Special Funds</b>	<b>\$773,129.07</b>
3900.0000.0000	Endowment Fund	375,142.26
3900.3100.0000	Edna E Etheridge Fund Fund	104,942.42



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

Sunday, November 11, 2018

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Account #	Account Name	YTD Balance
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3900.9000.0000	Qtrly Endow Earnings Fund	5,281.81
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	<b>Endowment Funds</b>	<b>\$485,366.49</b>
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	<b>Total Fund Balance</b>	<b>\$1,258,495.56</b>
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	<b>Total Liabilities and Fund Balance</b>	<b><u>\$1,258,495.56</u></b>
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Bayside Presbyterian Church - Virginia Beach VA  
Treasurer's Report as of October 2018 for General Fund

Sunday, November 11, 2018 3:08 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
<b><i>Income</i></b>					
4100.0000.0000	Pledge Offering	40,893.00	422,553.32	94	540,058.00
4100.0100.0000	Non-pledged Offering	5,532.03	81,397.95	98	100,000.00
4100.0200.0000	Visitor Offering	517.00	2,943.00*	235	1,500.00
4100.0300.0000	Loose Cash Offering	523.75	7,451.97*	112	8,000.00
4100.0400.0000	Church School Offering	0.00	10.00	13	100.00
4100.0500.0000	Envelope Offering	0.00	362.00*	145	300.00
	<b>Regular Offerings</b>	<b>\$47,465.78</b>	<b>\$514,718.24</b>	<b>95</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	7,950.00	100	9,540.00
4100.2100.0000	Soft Drinks/Coffee Inc.	0.00	277.45	0	0.00
4100.2200.0000	Tenant Donations	710.00	7,420.00	99	9,000.00
	<b>Other Income</b>	<b>\$1,505.00</b>	<b>\$15,647.45</b>	<b>101</b>	<b>\$18,540.00</b>
4100.1101.0000	Preschool DoMM Donation	352.00	1,592.00	80	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>\$49,322.78</b>	<b>\$531,957.69</b>	<b>86</b>	<b>\$743,795.00</b>
<b><i>Expense</i></b>					
5100.1000.0000	Salary - Minister	8,360.51	83,605.10	100	100,326.00
5100.1005.0000	Salary - Associate Pastor	4,715.43	47,154.30	100	56,818.00
5100.1010.0000	Salary - Director of Music	4,234.16	42,245.60	100	50,810.00
5100.1011.0000	Salary - Praise Team Music	793.83	10,418.99	70	17,861.00
5100.1015.0000	Salary - Dir Educ Min	3,333.33	10,328.86	28	45,000.00
5100.1020.0000	Salary - Church Secretary	2,473.60	26,591.20	99	32,143.00
5100.1022.0000	Salary - PT Bookkeeper	50.00	812.50	85	1,150.00
5100.1030.0000	Salary - Nursery	655.00	7,503.65	94	9,580.00
5100.1031.0000	Salary - Bldg/Grnds Super	2,989.36	29,893.60*	100	35,872.00
5100.1032.0000	Custodian A	1,033.31	8,545.10	80	12,789.00
5100.1035.0000	Employer Social Security	1,087.69	8,990.85	78	13,811.00
	<b>Salary Expense</b>	<b>\$29,726.22</b>	<b>\$276,089.75</b>	<b>88</b>	<b>\$376,160.00</b>
5100.0100.0000	Office Supplies	48.33	2,365.05	71	4,000.00
5100.0105.0000	Postage Exp. 2	200.00	1,709.00*	102	2,000.00
5100.0110.0000	Postage Meter Lease	108.00	447.28*	106	500.00
5100.0115.0000	Copier Lease/Maintenance	1,486.58	7,616.30	80	11,500.00



Bayside Presbyterian Church - Virginia Beach VA  
Treasurer's Report as of October 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	311.13	3,230.51*	155	2,500.00
5100.0126.0000	Office Equipment Repair	0.00	292.43	35	1,000.00
5100.0130.0000	Telephone Service	160.51	2,444.73*	101	2,900.00
5100.0155.0000	Phone Message System	85.00	850.00	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*	169	2,000.00
5100.0165.0000	Property & Liability Ins	0.00	500.00	6	9,750.00
5100.0175.0000	Computer Equip/Software	18.94	4,398.86*	105	5,000.00
	<b>Office Administration</b>	<b>\$2,418.49</b>	<b>\$26,670.86</b>	<b>75</b>	<b>\$42,470.00</b>
5100.1040.0000	Benefits - Minister	2,886.20	28,862.00*	100	34,634.00
5100.1045.0000	Benefits - Assoc Pastor	1,620.72	17,170.12*	106	19,529.00
5100.1050.0000	Benefits - Director of Music	388.24	3,952.40*	102	4,659.00
5100.1051.0000	Medical Insurance Opt-Out- DoMM	333.34	3,333.40*	100	4,000.00
5100.1055.0000	Benefits - Dir of Educ Min	696.45	2,101.35	23	11,182.00
5100.1061.1000	Benefits - Church Secretary	840.84	8,478.40*	101	10,090.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,887.31	13,732.00*	107	15,471.00
	<b>Benefits Expense</b>	<b>\$8,653.10</b>	<b>\$77,629.67</b>	<b>94</b>	<b>\$99,565.00</b>
5100.1065.0000	Prof. Exp. - Minister	184.32	2,951.40	89	4,000.00
5100.1066.0000	Cont Ed - Minister	534.65	1,900.56	91	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	79.66	752.46	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	54.56	1,054.84	54	2,350.00
5100.1080.0000	Prof Exp - Dir of Educ Min	85.00	85.00	4	2,350.00
5100.1085.0000	Prof.Exp - Administrator	52.63	130.02	34	450.00
	<b>Professional Expense</b>	<b>\$990.82</b>	<b>\$6,874.28</b>	<b>51</b>	<b>\$16,150.00</b>
	<b>Total Administrative Expense</b>	<b>\$41,788.63</b>	<b>\$387,264.56</b>	<b>87</b>	<b>\$534,345.00</b>
5100.2001.0000	Beach Health Clinic	0.00	300.00	91	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	0.00	1,800.00	90	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	0.00	375.00	89	500.00
5100.2013.0000	St. Columba Ministries	0.00	7,800.00	90	10,400.00
5100.2021.0000	Judeo-Christian Outreach Cente	0.00	2,100.00	90	2,800.00
5100.2027.0000	Seton Youth Shelter	0.00	375.00	89	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	0.00	1,200.00	90	1,600.00



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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	90	2,400.00
5100.2039.0000	Virginia Supportive Housing/Crescent Square	0.00	2,100.00	90	2,800.00
5100.2041.0000	Project Activity	0.00	285.82	43	800.00
	<b>Community Service Expense</b>	<b>\$0.00</b>	<b>\$18,135.82</b>	<b>87</b>	<b>\$25,000.00</b>
5100.2055.0000	Fellowship	21.98	1,227.34	86	1,700.00
5100.2060.0000	Card Ministry	0.00	10.00	13	100.00
5100.2063.0000	Bereavement Team	0.00	11.33	2	750.00
5100.2070.0000	Stephen Ministry	0.00	258.43	68	450.00
	<b>Congregational Care Expense</b>	<b>\$21.98</b>	<b>\$1,507.10</b>	<b>60</b>	<b>\$3,000.00</b>
5100.3000.0000	Equipment/	0.00	0.00	0	750.00
5100.3001.0000	Supplies	0.00	248.10	15	2,000.00
5100.3003.0000	DCE Conferences	0.00	0.00	0	1,250.00
5100.3005.0000	Curriculum	(283.00)	1,449.91	54	3,200.00
5100.3006.0000	Background_ Checks	10.00	102.85*	129	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	(187.00)	736.00	59	1,500.00
5100.3014.0000	MOPS	107.61	1,265.39	84	1,800.00
5100.3015.0000	Vacation Bible School Exp.	0.00	8,511.97*	269	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	0.00	219.30	38	700.00
5100.3041.0000	HS Ministry	0.00	219.29	52	500.00
5100.3042.0000	Confirmation	0.00	0.00	0	300.00
5100.3043.0000	Children's Ministry	41.00	4,310.39*	431	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	167.14	11	1,800.00
	<b>Education Expense</b>	<b>(\$311.39)</b>	<b>\$17,230.34</b>	<b>106</b>	<b>\$19,400.00</b>
5100.3505.0000	New Visitor Materials	0.00	451.00*	107	500.00
5100.3525.0000	Evangelism Materials	0.00	467.75*	111	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>\$0.00</b>	<b>\$918.75</b>	<b>24</b>	<b>\$4,500.00</b>
5100.4000.0000	Building Maintenance	504.55	7,481.87*	112	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*	113	2,000.00



Bayside Presbyterian Church - Virginia Beach VA  
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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4015.0000	Fire & Safety System Maint.	380.97	1,251.60	75	2,000.00
5100.4020.0000	Grounds Maintenance	3,600.00	12,309.95*	148	10,000.00
5100.4025.0000	Supplies & Cleaning Materials	218.80	2,372.20	71	4,000.00
5100.4030.0000	Kitchen Maintenance	82.74	1,284.50	77	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	2,427.06	20,510.68	98	25,000.00
5100.4055.0000	Gas	83.12	6,992.48	84	10,000.00
5100.4060.0000	Water & Sewer	714.39	7,361.52	88	10,000.00
5100.4065.0000	Refuse Collection	216.24	2,394.09*	143	2,000.00
	<b>Property Expense</b>	<b>\$8,227.87</b>	<b>\$63,851.89</b>	<b>93</b>	<b>\$82,000.00</b>
5100.4080.0000	Payroll Preparation	67.13	742.53	84	1,050.00
5100.4082.0000	Bank Fees	78.50	560.03*	122	550.00
5100.4086.0000	Audit Fees	0.00	0.00	0	1,400.00
	<b>Stewardship Expense</b>	<b>\$145.63</b>	<b>\$1,302.56</b>	<b>52</b>	<b>\$3,000.00</b>
5100.4101.0000	Church Develop - Limete	375.00	375.00	89	500.00
5100.4110.0000	Mission Giving	8,750.00	26,250.00	90	35,000.00
5100.4120.0000	Theological Education Fund	250.00	750.00	90	1,000.00
5100.4121.0000	Field Missionary Support	0.00	0.00		
5100.4122.0000	Congo Maternity Hospital	375.00	375.00	89	500.00
5100.4123.0000	Congo-Mark Shreiber School	125.00	375.00	89	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*	119	500.00
5100.4132.0000	Miscellaneous expenses	0.00	108.11	26	500.00
5100.4134.0000	Clean Water Project	0.00	5,859.90*	101	7,000.00
5100.4135.0000	Mogodeshu Hospital	375.00	375.00	89	500.00
	<b>Witness/Global Mission</b>	<b>\$10,250.00</b>	<b>\$34,968.01</b>	<b>89</b>	<b>\$47,000.00</b>
5100.4200.0000	Special Music Programs	119.25	1,765.19	85	2,500.00
5100.4205.0000	Music Literature(all sevices	38.68	946.67*	114	1,000.00
5100.4215.0000	Robe Maintenance/Cleaning	378.60	378.60	50	900.00
5100.4220.0000	Workshops/Memberships/licensing	0.00	2,744.93*	235	1,400.00
5100.4225.0000	Substitute Organist	0.00	950.00	71	1,600.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	98.38	12	1,000.00
5100.4232.0000	Section Leaders	1,290.00	9,155.00*	104	10,600.00



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

Sunday, November 11, 2018 3:08 PM

Page 5 of 5

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*	115	400.00
5100.4245.0000	Communion Supplies	0.00	64.52	26	300.00
5100.4250.0000	Supplies/Equipment	66.36	320.42	45	850.00
5100.4251.0000	Children's Choir Supplies	0.00	194.13	39	600.00
5100.4255.0000	Keyboard Instr. Maintenance	0.00	111.80	15	900.00
5100.4260.0000	Audio/Visual	0.00	201.99	48	500.00
5100.4265.0000	Handbell Maintenance	0.00	0.00		
5100.4270.0000	Praise Team Drummer	300.00	2,955.00*	136	2,600.00
<b>Worship Expense</b>		<b>\$2,192.89</b>	<b>\$20,266.38</b>	<b>95</b>	<b>\$25,550.00</b>
<b>Total Expenses</b>		<b>\$62,315.61</b>	<b>\$545,445.41</b>	<b>88</b>	<b>\$743,795.00</b>
<b>Difference</b>		<b><u>(\$12,992.83)</u></b>	<b><u>(\$13,487.72)</u></b>		<b><u>\$0.00</u></b>

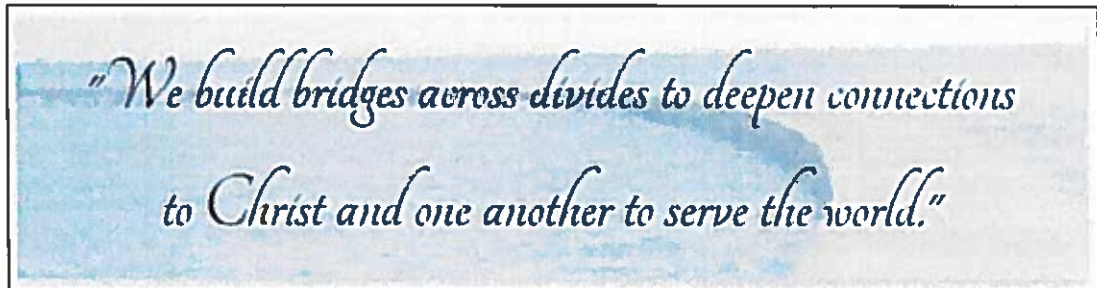
\* = Income/Expense exceeds amount budgeted to date





November 1, 2018

Dear Friends,



This purpose statement, adopted by the Presbytery of Eastern Virginia Council, is a wonderful image of what it means to be a Presbytery. It reminds us of where we live: on peninsulas, shore lines and river sides. It reminds us that our ability to serve, worship and fellowship is dependent on bridges to cross the waters.

Paul reminds us that Christ has removed all things that divide us. (Ephesians 2:14) The bridges we build between our diverse congregations continues to deepen our connections to Christ and to one another. We are a connectional church and our Presbytery is the primary bridge which connects us. We were reminded of the many ways our Presbytery connects our churches and facilitates our ministries in the *2019 Budget Narratives* presented at our October Presbytery meeting. Those narratives can be read on the PEVA website in the Presbytery meeting documents (<http://www.pcusa-peva.org/md>).

We build these bridges and make these connections to Christ and one another to serve the world. Our desire is to spread the gospel in Eastern Virginia, the United States and around the world.

I encourage each congregation to continue to build bridges by generously supporting our Presbytery, Synods and General Assembly. **Please prayerfully discern what your church can contribute to our mission and return your church's pledge by the January 26, 2019 Presbytery meeting so that we can connect with one another to serve the world.**

Peace,

Rev. Dr. John E. Morgan  
Chair Stewardship Ministry Team

peva

Presbytery of  
Eastern Virginia  
PRESBYTERIAN CHURCH (U.S.A.)



801 Loudoun Avenue  
Portsmouth Virginia  
23707-3216

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## 2019 PLEDGE FORM PRESBYTERY OF EASTERN VIRGINIA



### I. Unified Mission Giving Undesignated Church Giving (Fund 1000)

These funds are used to underwrite the mission, program and meeting expenses of the Presbytery of Eastern Virginia Inc. the Synod of the Mid-Atlantic, and the General Assembly (PCUSA). The Presbytery passes on the Per Capita apportionment for both General Assembly and the Synod. **For 2019, the Per Capita apportionment for the Synod of the Mid-Atlantic is \$.85 per member and for General Assembly \$8.95 per member.**

**Do NOT include amounts designated for missionaries, gifts to support designated causes/agencies, or approved offerings by the Office of the General Assembly in the Unified Mission Giving Total. Please include those in Designated Giving Total.**

### 2019 Unified Mission Giving Undesignated Church Pledge:

(Includes contribution for our congregation's share of  
GA/Synod Per Capita)

\$ \_\_\_\_\_

Projected Method of Payment:

12 Monthly Payments of \$ \_\_\_\_\_

4 Quarterly Payments of \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

### II. Designated Giving "Over and Above" (See Page 2, to list Designated Giving)

Please use this form to provide a consolidated Unified Mission Giving Undesignated Church Giving Pledge and Designated Giving Commitment. (See Page 3, Designated Mission Codes Sheet for a List of Codes)

#### GRAND TOTAL:

**2019 TOTAL UNIFIED MISSION GIVING UNDESIGNATED CHURCH GIVING** \$ \_\_\_\_\_

**PLUS** Over and Above Designated Mission Projects (From Reverse Side) : \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Approved by the Session of \_\_\_\_\_ Presbyterian Church of

\_\_\_\_\_ City

\_\_\_\_\_ PIN #

Signature of Moderator or Clerk of Session: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SUBMIT PLEDGE FORM NO LATER THAN**

**JANUARY 26, 2019**

PLEASE RETURN TO: JESSICA FITZGERALD by mail: PEVA, 801 Loudoun Ave., Portsmouth, VA 23707,  
fax 757-397-7246, and/or email: [jessica@pcusa-peva.org](mailto:jessica@pcusa-peva.org)



## 2019 DESIGNATED MISSION GIVING

**II. Funds that represent giving "Over and Above" the Unified Mission Giving Undesignated Church Giving Pledges. These "Over and Above" commitment amounts are for those Designated Mission Projects to which your church intends to give "Over and Above" the church pledge of Unified Mission Giving Undesignated**

**Benevolent Causes** - Codes Provided on Designated Mission Codes Sheet

**(a) DESIGNATED FOR MISSIONARY SUPPORT (See *Designated Mission Codes Sheet for 2000 Series Codes*)**

[illegible]**(b) GA PROJECTS (See Designated Mission Codes Sheet for 3000 Series Codes)**[illegible]

**(c) GA APPROVED OFFERING (See *Designated Mission Codes Sheet* for 5000 Series Codes)**

[illegible]

**(d) SYNOD VALIDATED CAUSES (See *Designated Mission Codes Sheet* for 6000 Series Codes)**

[illegible]

**(e) PRESBYTERY VALIDATED CAUSES (See Designated Mission Codes Sheet for 4000 and 10000 Series Codes)**

[illegible]



**DESIGNATED MISSION GIVING CODES** (Please keep this page for future use)<sup>Presbytery of Eastern Virginia</sup>

PCUSA OGA MINISTRIES /GIVINGS			FUND #	SYNOD VALIDATED CAUSES (SV)
If you do not find the missionary which you choose to support, please visit <a href="https://www.presbyterianmission.org/ministries/mission-connections/">https://www.presbyterianmission.org/ministries/mission-connections/</a> to find a complete listing of PC (USA) sponsored mission. If you find a missionary that you prefer to support, you may donate to that missionaries' ministry by citing "Designated Giving Code 2999" and putting the missionaries name and PC(USA) project number on your remittance form. You can also request that PEVA establish a "designated giving" code for that missionary to make your remittances easier.			6001	SV- Barium Springs Children's Home
			6003	SV- Edmarc
			6004	SV- Presbyterian Children's Home of the Highlands
			6005	SV- Massenetta Springs
			6012	SV- Montreat Conference Center
			6006	SV- HumanKind ( <i>Presbyterian Homes &amp; Family Services</i> )
			6007	SV- Sunnyside Retirement Home
			6008	SV- Union Seminary
			6009	SV- Volunteer Emer Fam for Children
			6000	SV- Not Yet Assigned a Fund Code
FUND #	MISSION CO-WORKERS SENT BY PCUSA (DM)	PROJECT #	FUND #	PRESBYTERY VALIDATED CAUSES (PV)
2019	Ayoub, Nadia (Greece) <b>D506029</b>	<b>E200473</b>		<b>PEVA MINISTRIES</b>
	Boyd, Jeff & Christi (DRC) <b>D506075</b>	<b>E200314</b>		
2040	Brown, Ruth (Ghana) <b>D507542</b>	<b>E200528</b>		<b>CAMPUS MINISTRY - ODU UPM</b>
	Corell, Cindy (Haiti) <b>D507566</b>	<b>E200482</b>		
2201	Esslinger, Kurt (South Korea) <b>D507560</b>	<b>E200496</b>		
2142	King-Ortega, Tracey (Central America) <b>D507539</b>	<b>E200518</b>	4015	ODU UPM - Campus Ministry Operations
2199	McGill, James & Jodi (Niger&South Sudan) <b>D506718</b>	<b>E200385</b>	4051	ODU UPM - Programming
	Parker, Elmarie & Scott (Iraq,Lebanon & Syria) <b>D507569</b>	<b>E200504</b>	4052	ODU UPM - Local (USA) Mission Trip
2196	Morgan, Leslie & Cynthia (Asia) <b>D506770</b>	<b>E200389</b>	4053	ODU UPM - International Mission Trip
2160	Sthresley, Larry & Inge (DRC) <b>D505045</b>	<b>E200412</b>	ODU-10062	ODU UPM - Covenant Partnerships Church Commitment
2200	Wagstaff, Leisa (South Sudan) <b>D504924</b>	<b>E200501</b>	100036	Reduce UPM Mortgage - ODU
2180	Weller, Micheal & Rachael (Ethiopia) <b>D507277</b>	<b>E200421</b>		
				<b>HUNGER</b>
2999	Not Yet Assigned a Fund Code			
PCUSA OGA PROJECTS			4014	Hunger - NAM Funds for Hunger Grants
If you do not find the GA project you wish to support, please visit <a href="https://www.presbyterianmission.org/donate/102/">https://www.presbyterianmission.org/donate/102/</a> If you find a project that you prefer to support, you may donate to that project or ministry by citing "Project name and PC (USA) project number" on your remittance form. You can also request that PEVA establish a "Designated Giving" code for that project to make your future remittances easier.			4017	Hunger - Migrant Farm & Seasonal Agriculture Workers
			4019	Hunger - Heifer Project - Ark Funds
				<b>INTERNATIONAL PARTNERSHIP MINISTRIES (CPM)</b>
			4005	CPK - Congo Partnership Ministries
			4003	CPK - For Use by Sister Church
			4006	CPK - PW Feeding Program
			4302	CPK - Education
FUND #	NAME	PROJECT #	4062	CPK - Medical Mission
3001	Disaster Relief-CWS Blanket Fund	<b>DR000072</b>		
3003	OGA Hunger Program Fund	<b>H999999</b>		<b>PEVA OTHERS</b>
	Joining Hands Against Hunger	<b>E051608</b>		
3014	Living Waters For the World	<b>E050212</b>	4004	PEVA - Church Professional Assistance
3004	Medical Benevolence Foundation	<b>E862700</b>	4012	PEVA - Catawba Camping Scholarship Fund
3010	PDA - Disaster Assistance	<b>OGA100000</b>	4055	PEVA - PDA Local Disaster-Contingency Fund
3011	PDA - Disaster Relief Pastoral Support & Care	<b>DR000177</b>	8566	PEVA - Candidates Scholarships
3005	Theological Education General Fund of PCUSA	<b>TE999999</b>	10025	PEVA - Pilgrimage
3000	Not Yet Assigned a Fund Code	<b>DR2000072</b>	208900	PEVA - Outdoor Ministry Fund
FUND #	OGA APPROVED OFFERING (AO)	PROJECT #		
5007	Centsability - GA	<b>H000107</b>		<b>PASS THROUGH FUNDS</b>
5006	Christmas Joy	<b>CJ999999</b>		
5002	One Great Hour of Sharing	<b>OG999999</b>		
5005	Peace & Global Witness	<b>PG999999</b>	4024	Accomac Interfaith Coalition
5008	Souper Bowl of Sharing	<b>H000213</b>	4018	Eastern Shore Presbyterian Ministry (ESPM)
5004	Thanksgiving (Barium Springs)		4026	Foodbank of Southeastern Va
5001	Pentecost	<b>PC999999</b>	4028	Int'l Cooperating Ministries
			4032	Onesimus Prison Ministry
5000	Not Yet Assigned a Fund Code		4056	Rev. Rayfield Scholarship
			4034	Samaritan House
			4035	Seaman's Friends
			4010	St Columba Ministries
			4038	Tidewater Pastoral Counseling
			4039	Union Mission
			4041	Urban Discovery
			4043	Young Life of Norfolk
			4044	YWCA Women's Shelter
			4000	Not Yet Assigned a Fund Code

**D** Direct Missionary Support  
**E** Extra Commitment Opportunity





# NORFOLK STATE UNIVERSITY

We see the future in you.

## OFFICE OF THE PRESIDENT

700 Park Ave., HBW Suite 520, Norfolk, Virginia 23504  
P: 757-823-8670 | F: 757-823-2342 | nsu.edu

November 1, 2018

The Rev. Dr. David Rollins, Pastor  
Bayside Presbyterian Church  
1400 Ewell Road  
Virginia Beach, VA 23455-4908

Dear Reverend Rollins:

Thank you for your generous financial support of Norfolk State University and for believing in the unlimited potential of our students. The support we receive from alumni and friends cannot be overstated because it plays an integral role in NSU's ability to increase the positive impact of its work and serve its students and the greater Hampton Roads community.

At Norfolk State University, students will always be first and a high quality higher education will always be accessible to those who come through our doors committed to the pursuit of higher learning and self-empowerment. What sets NSU apart from the rest of higher education is not just our state-of-the-art buildings – although they are impressive. Not our highly relevant academic programs or expert faculty – although they are very well respected in the field. Not even our band and choir – although they are remarkable. What sets NSU apart is our strong sense of community. . . a community that fully embraces our students the very first time they step foot on campus and says to them that we respect you as an individual and believe in your hopes, your dreams, and your ability to succeed.

Again, thank you for your gift. I look forward to sharing with you what we are building together the next time you are on campus.

Sincerely,

Melvin T. Stith, Sr., Ph.D.  
Interim President

**About your gift to the NSU Foundation:**

Gift amount:	\$250.00
Gift receipt:	\$250.00
Designation(s):	Music Department Fund
Gift date:	10/23/2018

*Your support is Special  
Behaved!*

*Please retain this letter as your official receipt. The IRS no longer accepts canceled checks as proof of donations. No goods or services were provided in exchange for your contribution. The federal tax identification number for the NSU Foundation is 23-7235954.*



## **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 / <b>Updates since last month in Red</b>
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	



## Session Retreat

**2019**

**Where** 3100 Sandfiddler Rd. Virginia Beach, VA

**When** January 25-26, 2019

The retreat will begin with dinner on Friday at 6 pm. We will finish sometime after lunch on Saturday.

**Why** We will discuss some of the points in *Changing the Conversation chapters 1 & 2*, hear a brief report from Ed Spillman, watch “When God left the building”, discuss goals for 2019, and enjoy fellowship.

**Cost** \$125 each

### **Accommodations**

We will host the retreat in the same location we used last year. The feedback from the elders was overwhelmingly positive. The house in Sandbridge can sleep 26 people. It has 11 bedrooms and 10 baths. So there is plenty of space, but it will mean sharing rooms for those spending the night. You have the option to go home and return for the remainder of the retreat. The cost is shared by all and it includes (lodging for those spending the night), meals (dinner, breakfast & lunch), and meeting space.

**Payment** Please make your check out to Bayside, note session retreat, and turn it in to me so I can keep track of who has paid.



## Session retreat

### 2019 Tentative Schedule

Friday Night 6:30 dinner at Beach Embassy

7:30 Changing the Conversation & When God left the building

9:30 Fellowship---until

Saturday 8:30 Breakfast at Beach Embassy

9:15 Ed Spillman

10:00 Break

10:15 central focus for 2019

12:00 lunch at Beach Embassy

Closing Worship & Communion

Meals are being catered but I encourage you to bring a snack to share and perhaps a game to play during our fellowship time.





Thomas Keesecker

# *The Quiet Center*

Enjoy an hour of Advent & Christmas piano music, performed by composer Thomas Keesecker, with scripture and prayer.

**Tuesday, December 11, 2018 | 7:00 pm**

**Bayside Presbyterian Church**

1400 Ewell Road, Virginia Beach