

Ministry Meeting Minutes December 2018

Administrative Support
4 December 2018

Clint opened the meeting with prayer.

Janet Baker, Clint Damuth, Cherie James, Betsy Kennedy, 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

- Community Service Project for December: Stockings and stocking fillers – will fill stockings for St Columba by Tuesday, December 11th (32 stockings this year).

- Christmas Program: "He Came Down": Thursday, December 6th at 6:30 in the Sanctuary – All 3 and 4 year classes and kindergarten class will perform with Chi Yi Chen Wolbrink

- Santa Visits: Monday, December 10th from 10 – noon and Tuesday December 11th from 10 – noon.

- Christmas Break: 21 December – 1 January. School resumes Wednesday, 2 January.

- Registration for Fall 2019:

Current students and siblings: Wednesday, January 23rd at 9:00 a.m.

Church members and waitlists: Monday, January 28th

Open to everyone: Wednesday, January 30th

Registration Fees: Preschool is \$150 and Kindergarten is \$250

Old Business

- Staff evaluations update – Meetings with staff member, liaison and HOS will begin in January. Liaisons need to coordinate a time to meet that is agreeable to initiate/finalize the evaluation. It is suggested that each staff member review their job description making any necessary suggestions. After this meeting, HOS and staff member will meet again to discuss goals.

- Budget: Committee met with Treasurer to discuss questions with numbers. All questions were addressed. Amanda worked to provide updated budget to the Treasurer's office before leaving.

New Business:

- Property request: Property submitted Access Control project questions that need to be addressed before they can proceed with procurement. Head of Staff will address the questions in property's request for information and provide the necessary feedback.

- Staff Appreciation: Feedback was received regarding the timing of this year's staff appreciation. Moving forward, we discussed 2019 Staff appreciation in October and May of 2020.

- Modification to Inclement weather closing guidance adds the following statement:

The purpose of this policy is to try and ensure the safety of church staff, members, and guests. In the event that Virginia Beach Schools are closed and the staff can safely get to and from the church, they are encouraged to do so. On the days we are able to staff the office, the church will be open. Gregor will work to get the Personnel and Policy Handbook.

- Janet will work to update the Praise team director contract for 2019.

Birthdays and Staff time away:

Eugene	22 Dec	Birthday
David	31 Dec	Birthday
David	13 – 19 Jan	Continuing Education
Lacy	20 – 24 Jan	Vacation
Chi	5 – 9 Feb	Continuing Education (tentative)

David closed the meeting with prayer.

Janet Baker, Recording Secretary

Christian Education
4 December 2018

In attendance: Beth Montoya, Matt Wicks, Laura Touhey, Lacy Schimmel.

Christian Ed met for a brief basic review meeting. No new agenda items.

- Next big project will be for Lent. Planning to begin after the New Year.
- There are now 2 Sunday School classes for children!
- Bags for foster children will be packed the last Sunday in February
- Last Sunday, the Youth Group attended a Bethlehem Walk at Kings Grant Presbyterian Church.

Community Service
4 December 2018

No Minutes Received

Congregational Care
4 December 2018

No Minutes Received

Evangelism
4 December 2018

Members present: Rev. Emma Ouelette, Peggy Damuth, Russ Brown, John Hamilton, Terri Dannemann, and John Dannemann Special Visitor: Thom Sare

Peggy Damuth opened the meeting with prayer.

Old Business:

Visitor to New Member Process

1. Welcome Center sign ups for the rest of December
 - a. Sunday 12/02 Russ Brown
 - b. Sunday 12/09 Peggy Damuth
 - c. Sunday 12/16 John Hamilton
 - d. Sunday 12/23 John and Terri Dannemann
 - e. Sunday 12/30 Butch Brenton
 - Note...it is ok to put the Living Nativity sign up board near the Welcome Center and kind of do double duties until 12/16. Also Peggy is going to take our January sign-up sheet to the next session meeting to ask members to sign up.
2. John Hamilton will continue to look into a Welcome Center sign for us to purchase in the future.

New Business:

The Living Nativity Dec. 15th and 16th, 2018

1. Sign Up Board review. We need many, many more people to sign up! All help Butch cover the sign up board before and after this Sunday's service, please. John and I will be there but have to usher and clean up after church. Thanks Team E.
2. Thom Sare joined us to talk about the lighting needs. The ministry approved of Thom purchasing new outdoor lighting and the ministry will reimburse him. The men of the ministry agreed to meet Thom at church on Friday, Dec. 7th and Wednesday, Dec, 12th, both days at 10:00AM, to put up the lighting.
3. John Hamilton has already contacted Lonnie Minson regarding the tall light.
4. Rev. Emma Ouellette is sending our advertisement flyer to the Presbytery.
5. Terri Dannemann submitted articles for the Binnacle and The Helmsman.
6. Terri Dannemann and her friend Cheri will be meeting at the church on Dec. 11th to copy the sign-up board so that we can call people to remind them of their sign up night and time.

7. Peggy is going to...
 - a. call Spell Bound, the animal company, and ask them to please arrive early enough to set up and be ready to begin by 5:00.
 - b. talk with Lacy about getting the youth to sign up for characters.
 - c. check supplies for fellowship hall.
 - d. talk with Amanda Long about the slide show and speaker for music in the fellowship hall.
 - e. work on some more outside advertising (Civic Leagues, Craigslist, SkyView 4)

8. The Evangelism Team needs to be at church no later than 4:00pm on both nights.

Terri Dannemann closed the meeting with prayer.

Global Missions
4 December 2018

No Minutes Received

Property
4 December 2018

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

The meeting was opened with prayer.

Items Discussed and Actions Taken:

The WiFi system is complete. Documentation and instructions were received from HRCT. It is understood that final payment has been made by the Treasurer.

HRCT provided a revised Video Surveillance System proposal that met all requirements. Total cost is \$13,207.00. This proposal was reviewed and there was a motion made, seconded and approved by a voice vote to proceed with procurement. The Pre-School had previously offered to provide \$5,000.00 toward the cost of the video system. Note: After the ministry meeting, the proposal was forwarded by email to Eugene with authorization to sign the purchase agreement and obtain the 50% check from the Treasurer.

The Access Control project is on hold pending receipt of decisions and policy from the Admin Support Ministry regarding how to implement access security. Note: After the ministry meeting, we learned that Admin Support decided that building security decisions and policy falls under the Head of Staff and not the Admin Support Ministry. Rick Rudell agreed to review this with Rev. David Rollins.

Eugene provided a copy of a quote from Janmar Door Controls to upgrade the Adult Wing entrance door for handicap access. Janmar total cost is \$6,952.00, but does not include some necessary items such as electrician, any structural work, locksmith and permits. Additional review was recommended and no decision was reached.

The “Triangle” grass is growing in many areas and Eugene said he would take down the orange construction fence. Unfortunately, some of the plants put in over the summer did not survive due to lack of water and over-active play around them. The team was advised that it is the general feeling of the Session that many people enjoy the area and continued efforts to maintain and improve the Triangle are worthwhile. Bob Allen said there would not be an outdoor work day in December, but possibly in January.

Eugene was aware of lamp outages both in the Atrium and in the Sanctuary. He said he would survey what had failed and obtain costs to either fix or replace the fixtures with LED-type lights. The spotlight on the Sanctuary pulpit will require special equipment to reach in a safe manner. Several team members described past efforts that are considered too dangerous to attempt now.

Lights in the Fellowship Hall are also an issue according to Eugene. Although recently replaced with LED bulbs, there are premature failures. Eugene was going to research a possible long-term fix.

No other significant physical plant issues were known.

Steve Baker said the Building Use Policy had been reviewed by many team members and he was consolidating the notes and suggested changes into a final draft. He said he would provide the final copy prior to the December Session meeting. Note: The Building Use Policy has been received from Steve and forwarded to the Clerk of Session.

The members were briefed on communications from a church member with concerns about the safety and security of the church and staff members. An attachment with the communication described a church in another state that established security teams who carried firearms. It was unanimously agreed by the members present that this was absolutely unnecessary in our building.

There was continued discussion about the potential changes to the Sanctuary and the need for an organ replacement. Team members had received copies of the Sanctuary Modifications & Worship Enhancements presentation that was given to the Session in October. All members present agreed that long term support for a pipe organ was far beyond the available funding of the Property Ministry. Several members stated that, in their experience at other churches, tuning and maintenance of pipe organs was extremely expensive, when skilled people could be found to do it. The recommendation from the members of the Property Ministry is that if individuals are willing to fund the purchase of a pipe organ, the funding should include the cost of not only refurbishment and installation, but also Sanctuary modifications and an endowment fund for out-year maintenance and tuning.

Additional discussions continued about Sanctuary modifications. Moving the organ, choir and expanding the distance between pews was considered acceptable, but unless the worshipers in

the Fellowship Hall agree to move into the Sanctuary, expanding the chancel and installing multiple video monitors seemed unnecessary.

The meeting was closed with prayer at 8:30 pm.

Clifton G. Furedy
Property Moderator

Stewardship
4 December 2018

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

Luanne distributed the Treasurer's Report and Balance Sheet. Luanne reported 111 2019 pledges received to date for total that exceeds 2018 pledges by approximately \$35K. Luanne also noted that 2018 pledged offering is being received as promised and that additional gifts of \$20K and \$5K (on line) recently received.

Gary commented that General Fund was healthy so can roll over funds if necessary.

Discussed ministry asking budgets. Admin budget possibly increasing as much as 1-1/2% due to salary increases but will be partially offset due to decrease in Board of Pension benefits. Worship asking budget up 6% mainly due to special music programs and music literature (required to pay to use). Property up 3% due to increased building maintenance costs and utilities. Global Mission up 2% due to addition of \$4K support for American Indian Children School. However, Luanne commented that Indian School is ideal candidate for Endowment funding in 2019. Tom concurred. Therefore, will delete Indian School funding from Global Mission budget. This would reduce Global Mission funding to 94% of 2018 budget. Option is to keep Global Mission funding at 2018 level and increase PEVA contribution which has been reduced yearly. Will discuss with Global Mission.

All agreed that ministry asking budgets were reasonable considering increased pledged for 2019. Luanne said that she would compile Bayside's budget from ministry asking budgets and forward to Stewardship members for comment and approval prior to submission to Session at Dec meeting.

Bob reminded Tom and Luanne that Balanced and Sustainable letter (certifies that budget is balanced and can be sustained thru 2019) needed to be signed before end of year. Tom said he would prepare letter using last year's letter as guide.

The meeting was closed at 8:00 PM.

Tom Weeks

Worship
4 December 2018

Worship Ministry Meeting Minutes

December 4, 2018 7:00 PM

Bonita Gilchrist, Chris Pascuzzi, Marie Parr, Mary Jo Kennedy, Chi Yi Chen Wollbrink, Doug Mitchell

Excused absences: Doug, Judy, Berny

The meeting was called to order shortly after 7:00 pm. We met in the Choir Room as our normal room was being used for Winter Shelter.

We did not review the minutes from last month's meeting as Bonita did not receive them from Chris Horne.

We discussed the Organ Committee report that was presented at the last session meeting and agreed that it would benefit all to have a town meeting to give the congregation an opportunity to weigh in on the matter.

During our discussion regarding the update for our Wedding policies and procedures a need was identified to have a point of contact between the wedding parties and staff especially when guest musicians/clergy are involved. There needs to be clear communication as to what is needed in terms of preparation and any music/readings should be reviewed and approved to assure that the service is in keeping with our traditions and standards.

There was a brief discussion of the Thanksgiving basket distribution during the November 18 service and how we might further include the basket recipients in the service.

In January we will discuss in further detail the Loving Tree display for Valentines Day.

We discussed upcoming services for the month as well as setting dates for Poinsettia setup and Christmas undecorating.

The meeting adjourned at 8:30 PM with a unison prayer.

Respectfully submitted, Chris Pascuzzi