

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
18 June 2019 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 Associate Pastor Rev. Emma Ouellette, Clerk and Elder Amanda Long and Elders, Peggy Damuth, Clif Furedy, Herb Gordon, Richard Guy, Walter Martin, Chris Pascuzzi, Mike Raymer, Di Ricks, Thom Sare, Rose Ann Wehr and George Wong.

Elders Butch Brenton, Gary Crossman, Kay Niman Meyers, Michele Parker, Sandy Ronan, Ed Spillman, and Matthew Wicks were not in attendance.

Staff Member Present: Lacy Schimmel, Director of Youth and Family Outreach

Staff Members Not Present: Rev. Dr. David Rollins (Music and Worship Conference) and Chi-Yi Chen Wolbrink, Director of Music Ministries (Ill)

Visitors to the meeting included Treasurer Luanne Wong.

The meeting was called to order by the Moderator who opened the meeting with prayer after a sharing of joys and concerns.

DEVOTION -

The devotion was given by Elder Chris Pascuzzi.

REQUESTS FOR SESSION APPROVAL

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

SACRAMENT OF COMMUNION

All in attendance celebration the sacrament.

SESSIONAL RECORDS

Clerk of Session

1. Minutes from the last Stated Session Meeting and the 2 Called Session Meetings on 5/26/19 and 6/11/19,
2. Tonight's Agenda

Motion: It is moved by the Clerk that the Session approve the minutes from the May Session meeting, the Called Session Meetings of May 26, 2019 and June 11, 2019 and the agenda for today's Stated Meeting. **The motion passed.**

STATISTICS

Attendance was reviewed for the current plus previous three Mays.

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Total/Avg	Total of All Sundays	Weekly Average
2016	135/34	197/49	435/109	208	975	195
2017	77/26	214/71	333/111	199	823	206
2018*	52/26	140/70	244/122	293/147	729	182
2019*	39/20	126/63	256/128	362/181	783	196

*Start of summer schedule – 2 combined services during the month

1. Reception of New Members: Doris Brignola, Annette Conley, John Fedorowicz, Sue Harper, Ralph and Elizabeth Hoskins, Bob and Mindy Liebau, Caroline Tetschner, Alice Wicks
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. There was a discussion around invitations and the importance of personal invitations.

FINANCIAL REPORT AND ISSUES:

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

Treasurer Wong reported that we are a bit behind where we should be – only 78% at this point (84% last year) BUT we have more pledges this year and therefore are more in line with last year. We like to have \$130,000 in our general fund – \$236,000 right now – so we are in line with last year.

Article is coming out in July Binnacle about keeping pledges up to date.

Endowment met – we have all invested in Ameritrade – looking to make a move to Will, Bank, Smith and Thomas. They will handle our accounts more proactively.

Motion: Elder Walter Martin moved that we accept with praise and thanksgiving.
The motion passed.

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

None

PEVA / CHURCH INFORMATION

Next PEVA Stated Meeting, Tuesday July 23, 2019 – Denbigh – Elders Mike Raymer and George Wong volunteered to serve as commissioner.

Motion: Elder Walter Martin moved that Elder Raymer and Wong serve as commissioners.
The motion passed.

Approaching October Stated Meeting, October 22, 2019, Suffolk Presbyterian Church

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosure 3)
No updates received
2. Email vote for the following motion was sent on May 31st. 16 votes in favor of the motion was received.

Motion: The Endowment Committee recommends that session approves 2019 scholarships for 10 applicants for \$1000 each for a total of \$10,000. **The motion passed.**

NEW BUSINESS

Review of Called Session Meeting on Tuesday, June 11th. Minutes posted on website. Elder Wong provided an update. The committee consists of Doug Mitchell, George Wong (co moderator), Janet Martin (co Moderator), Chris Pascuzzi, Clif Furedy, Herb Gordon, Bill Warden, John Hamilton, Chi Yi Wolbrink (staff liaison), Sperry Davis (consultant for sound and tech).

Next meeting of the committee will be to discuss next steps on Capital Campaign. The committee is planning to meet each Sunday through the renovations.

Piano is out of the scope of this committee and is being reviewed by the Worship Ministry – working to obtain a grant of \$50,000 with \$45,000 pledged so far.

Elder Gordon suggested that we needed to set a definite time for the capital campaign. Also suggested that we need the exact amounts for the project. He is also worried about attendance during renovations.

Nominating Committee

Elder Damuth presented the nominations of Cherokee Adams, Will Abertolli, Ed Gluckowski, Ashley McLeod, Bob Orcutt, Morgan Rechkemmer and Brenda Reid.

Motion: Elder Pascuzzi moved that we set a Called Congregational Meeting on July 7th following the summer worship service to present the slate of elders to the congregation.
The motion passed.

STAFF REPORTS

Director of Music Ministries
No report received.

Chi-Yi Chen Wolbrink

Director of Youth and Family Outreach

Lacy Schimmel

Update on VBS – need for volunteers with set up and decorate.

Still looking for volunteers for the actual VBS – advised College/High youth can earn hours volunteering.

Youth Group for next year – looking for volunteers to help with study portion as we will have a potential of 20 youth and will need to split middle and high for just the study.

Associate Pastor

Rev. Emma Ouellette

This past month brought the joy of new members. It has been a pleasure to work with the 8 new members we received in May. Whether it was in the new members class or one on one, it has been wonderful to get to hear their faith journey and learn about the gifts they will bring to Bayside. Likewise, Lacy and I finished up the Confirmation process with 5 confirmands becoming members. It is always moving to watch youth express their faith and to hear the words they choose to express their faith. This month I also enjoyed a vacation for a little R&R. Looking forward I am working with another group of visitors who have interest in becoming members, along with working with a couple on premarital counseling. I have also been working on developing “Care Teams” to expand Bayside’s congregational care objectives. I’m pleased to say that the directory is almost done. We have one more look through before the final directory goes to print. Through the directory project, I have helped to update our Church Windows system. I also was able to learn a lot about the system, which I think can help with future projects. And I have been working with Amanda Long to develop a summer study for the women. The study is about Choices: Joy, Love, Grace.

As always it is a joy to do ministry by your side.

Joyfully,

Rev. Emma Lee Ouellette

Pastor / Head of Staff

No report received.

Rev. Dr. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

Elder Martin stated that Global Missions is working on the Ticul trip.

The clerk asked for a devotion leader for August meeting. Rose Ann Wehr volunteered.

CLOSING WITH PRAYER

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

Next Meeting – Tuesday, August 20, 2019 7pm

Rose Ann Wehr - Devotion

Note no scheduled meeting in July

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of May 31, 2019

Friday, June 14, 2019

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Account #	Account Name	YTD Balance
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	39,140.15
1100.2100.0000	Towne Bank Money Market	142,321.76
1100.2300.0000	Langley Federal Credit Union Savings	25.00
1100.2400.0000	Langley Federal Credit Union Money Market	252,974.21
	Cash Assets	\$434,761.21
1100.2453.0000	Session Loan (4)	2,006.16
1100.2525.0000	Union Bank 5110762150(6/21/2020)2.4%	53,905.74
1100.2527.0000	Union Bank 5110681024 (11/12/2020) 2.5%	60,912.47
1100.2528.0000	Union Bank 5110754383 (12/15/2020)2.5%	31,415.22
1100.2529.0000	Union Bank 5110771861 11/30/2020)2.5%	49,952.61
1100.2622.0000	Union Bank 118320425(06/07/2020)2.20%	30,705.95
1100.2766.0000	Towne632084227(01/15/2020)1.49%	64,293.18
1100.2767.0000	Towne632077972(1/20/2020)1.49%	56,906.82
	Investment Assets	\$350,098.15
1100.4100.0000	Endowment MM TowneBank	4,391.84
1100.4500.0000	TD Ameritrade	498,467.93
	Endowment Assets	\$502,859.77
		\$1,287,719.13
Liabilities		
2000.0000.0000	Accounts Payable/Vendors	2.00
	Total Liabilities	\$2.00
Fund Balance		
3100.0000.0000	General Fund	236,531.35
3100.7000.0000	Assoc Pastor Cont Educ Fund	2,144.85
3200.0000.0000	Non-Budget Fund	(610.30)
3200.0200.0000	Minister's Special Benevolence	3,088.73
3200.4430.0000	Wedding Fund	(14.35)
3200.5000.0000	Food Pantry Fund	14,883.25
3300.0000.0000	Preschool Fund	106,427.84
3400.0000.0000	Educational Fund	5,887.77
3400.1000.1000	Library Fund	657.15
3400.1100.0000	Youth Ministries Fund	3,202.04
3400.1110.0000	Youth Mission Trips	14,666.38
3400.1120.0000	Adult Mission Trip Fund	2,639.00
3500.0000.0000	Property Fund	121,757.11
3500.0210.0000	Transportation Fund Balance	26,956.46
3500.0300.0000	Operations Reserve Fund Balance	45,778.77
3500.0700.0000	Columbarium Fund	46,642.51
3600.0000.0000	Music Fund	36,956.86
3600.0100.0000	Organ Fund	35,317.62
3600.1000.1000	Handbell	1,686.87
3700.0500.0000	Session Operating Fund	3,801.74
3800.0000.0000	Scholarship Fund	1,889.70
3800.2000.0000	Minister Loan Fund	30,027.39
3800.4000.0000	Missions Fund	13,265.62
3800.5000.0000	Earnings Fund	11,866.83
	General & Special Funds	\$765,451.19

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of May 31, 2019

Friday, June 14, 2019

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Account #	Account Name	YTD Balance
3900.0000.0000	Endowment Fund	390,247.91
3900.3100.0000	Edna E Etheridge Fund Fund	109,826.39
3900.9000.0000	Qtrly Endow Earnings Fund	2,785.47
	Endowment Funds	\$502,859.77
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3800.1005.0000	William & Rhonda Bertholf Education Fund Balance	12,906.17
	Total Fund Balance	\$1,287,717.13
	Total Liabilities and Fund Balance	<u>\$1,287,719.13</u>

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of May 2019 for General Fund

Friday, June 14, 2019 6:40 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Income					
4100.0000.0000	Pledge Offering	34,091.00	190,612.00	78	584,748.00
4100.0100.0000	Non-pledged Offering	5,167.00	33,325.00	80	100,000.00
4100.0200.0000	Visitor Offering	33.00	467.29	45	2,500.00
4100.0300.0000	Loose Cash Offering	435.40	3,816.28*	114	8,000.00
4100.0400.0000	Church School Offering	0.00	3.00	0	0.00
4100.0500.0000	Envelope Offering	0.00	296.00*	237	300.00
	Regular Offerings	\$39,726.40	\$228,519.57	79	\$695,548.00
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	1,070.00	5,350.00	97	13,200.00
4100.2100.0000	Soft Drinks/Coffee Inc.	1.00	7.86	6	300.00
4100.2200.0000	Tenant Donations	1,475.00	4,385.00*	117	9,000.00
	Other Income	\$2,546.00	\$9,742.86	104	\$22,500.00
4100.1101.0000	Preschool DoMM Donation	341.25	1,527.50*	235	1,560.00
4100.8888.8888	Restricted Fund Budget Supplement	0.00	0.00		
4100.9999.9999	G/F ROLLOVER	0.00	0.00	0	17,066.00
	Total Income	\$42,613.65	\$239,789.93	77	\$744,434.00
Expense					
5100.1000.0000	Salary - Minister	8,678.06	42,582.65	100	102,346.00
5100.1005.0000	Salary - Associate Pastor	4,847.12	24,283.27*	101	57,954.00
5100.1010.0000	Salary - Director of Music	4,318.86	21,594.30	100	51,826.00
5100.1011.0000	Salary - Praise Team Music	910.92	4,437.51	97	10,931.00
5100.1015.0000	Salary - Dir Educ Min	3,370.30	16,666.75*	100	40,000.00
5100.1020.0000	Salary - Church Secretary	3,817.60	13,878.50*	102	32,786.00
5100.1022.0000	Salary - PT Bookkeeper	50.00	400.00	83	1,150.00
5100.1023.0000	Salary -Part Time Receptionist	0.00	0.00		
5100.1030.0000	Salary - Nursery	835.00	3,783.50	96	9,500.00
5100.1031.0000	Salary - Bldg/Grnds Super	3,200.94	15,245.55*	100	36,589.00
5100.1032.0000	Custodian A	1,148.16	5,025.96	92	13,045.00
5100.1035.0000	Employer Social Security	1,091.83	5,514.53	99	13,398.00
	Salary Expense	\$32,268.79	\$153,412.52	100	\$369,525.00
5100.0100.0000	Office Supplies	204.10	1,247.40	97	3,100.00
5100.0105.0000	Postage Exp. 2	200.00	600.00	72	2,000.00
5100.0110.0000	Postage Meter Lease	0.00	216.00*	103	500.00

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0115.0000	Copier Lease/Maintenance	720.26	4,060.39*	102	9,600.00
5100.0120.0000	Internet Expense	653.00	1,455.60*	116	3,000.00
5100.0125.0000	Other Office Equipment	0.00	0.00		
5100.0126.0000	Office Equipment Repair	0.00	250.00	60	1,000.00
5100.0130.0000	Telephone Service	234.94	1,192.47	99	2,900.00
5100.0155.0000	Phone Message System	85.00	425.00	100	1,020.00
5100.0157.0000	Staff Appreciation	0.00	0.00	0	500.00
5100.0158.0000	Staff Travel	0.00	0.00		
5100.0160.0000	Worker's Comp Insurance	0.00	2,465.00*	197	3,000.00
5100.0165.0000	Property & Liability Ins	0.00	0.00	0	9,750.00
5100.0175.0000	Computer Equip/Software	1,343.79	5,552.34*	205	6,500.00
5100.0180.0000	Beneflex	0.00	0.00		
	Office Administration	\$3,441.09	\$17,464.20	98	\$42,870.00
5100.1040.0000	Benefits - Minister	5,887.84	15,089.60*	101	35,697.00
5100.1041.0000	Benefits - Minister's Supplemental	0.00	0.00		
5100.1045.0000	Benefits - Assoc Pastor	3,319.88	8,299.70	98	20,289.00
5100.1050.0000	Benefits - Director of Music	502.61	1,966.95*	101	4,686.00
5100.1051.0000	Director of MM Insurance Opt Out	250.00	1,250.00	100	3,000.00
5100.1055.0000	Benefits - Dir of Educ Min	1,565.58	4,426.44*	100	10,607.00
5100.1061.1000	Benefits - Church Secretary	1,499.53	4,183.65*	100	10,006.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,564.90	4,470.85*	100	10,695.00
	Benefits Expense	\$14,590.34	\$39,687.19	100	\$94,980.00
5100.1065.0000	Prof. Exp. - Minister	697.63	1,290.80	77	4,000.00
5100.1066.0000	Cont Ed - Minister	0.00	715.29	69	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	47.83	895.44	72	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	383.75	1,061.47*	108	2,350.00
5100.1080.0000	Prof Exp - Dir of Educ Min	0.00	23.00	2	2,350.00
5100.1085.0000	Prof.Exp - Administrator	31.38	117.05	62	450.00
	Professional Expense	\$1,160.59	\$4,103.05	61	\$16,150.00
	Total Administrative Expense	\$51,460.81	\$214,666.96	98	\$523,525.00
5100.2001.0000	Beach Health Clinic	0.00	100.00	60	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	0.00	600.00	60	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	0.00	125.00	60	500.00

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of May 2019 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.2013.0000	St. Columba Ministries	0.00	2,600.00	60	10,400.00
5100.2021.0000	Judeo-Christian Outreach Cente	0.00	700.00	60	2,800.00
5100.2027.0000	Seton Youth Shelter	0.00	125.00	60	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	0.00	0.00	0	1,600.00
5100.2033.0000	Winter Shelter Program	0.00	0.00	0	400.00
5100.2038.0000	Faith Works Coalition	0.00	600.00	60	2,400.00
5100.2039.0000	Virginia Supportive Housing-Crescent Square	0.00	700.00	60	2,800.00
5100.2041.0000	Project Activity	0.00	22.40	7	800.00
	Community Service Expense	\$0.00	\$5,572.40	53	\$25,000.00
5100.2055.0000	Fellowship	300.00	324.88	46	1,700.00
5100.2060.0000	Card Ministry	0.00	0.00	0	100.00
5100.2063.0000	Bereavement Team	0.00	170.00	54	750.00
5100.2070.0000	Stephen Ministry	0.00	0.00	0	450.00
	Congregational Care Expense	\$300.00	\$494.88	40	\$3,000.00
5100.3000.0000	Equipment/	0.00	0.00	0	750.00
5100.3001.0000	Supplies	0.00	0.00	0	2,000.00
5100.3003.0000	DCE Conferences	588.20	588.20*	113	1,250.00
5100.3005.0000	Curriculum	24.99	1,004.13	75	3,200.00
5100.3006.0000	Background_ Checks	0.00	30.00	73	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	296.00	706.00*	113	1,500.00
5100.3014.0000	MOPS	862.98	1,909.85*	255	1,800.00
5100.3015.0000	Vacation Bible School Exp.	64.29	206.04	13	3,800.00
5100.3022.0000	Nursery	53.92	53.92	43	300.00
5100.3040.0000	MS Ministry	0.00	78.02	27	700.00
5100.3041.0000	HS Ministry	0.00	78.02	37	500.00
5100.3042.0000	Confirmation	(184.00)	438.13*	351	300.00
5100.3043.0000	Children's Ministry	39.32	491.39	98	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	0.00	0	1,800.00
	Education Expense	\$1,745.70	\$5,583.70	69	\$19,400.00
5100.3505.0000	New Visitor Materials	0.00	0.00	0	500.00
5100.3525.0000	Evangelism Materials	80.00	549.00*	261	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	\$80.00	\$549.00	29	\$4,500.00

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 Treasurer's Report as of May 2019 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4000.0000	Building Maintenance	381.19	3,856.21	88	10,500.00
5100.4001.0000	HVAC Maintenance	0.00	818.52	31	6,300.00
5100.4005.0000	Van Ops/Maint	0.00	0.00	0	0.00
5100.4010.0000	Exterminating Service	0.00	1,368.00*	131	2,500.00
5100.4015.0000	Fire & Safety System Maint.	355.66	974.70*	117	2,000.00
5100.4020.0000	Grounds Maintenance	740.00	2,463.08	42	13,959.00
5100.4025.0000	Supplies & Cleaning Materials	305.74	1,800.44*	108	4,000.00
5100.4030.0000	Kitchen Maintenance	137.82	637.09	76	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	0.00	7,590.36	71	25,500.00
5100.4055.0000	Gas	518.28	6,428.08*	140	11,000.00
5100.4060.0000	Water & Sewer	562.74	3,621.84	87	10,000.00
5100.4065.0000	Refuse Collection	557.58	1,719.90*	138	3,000.00
	Property Expense	\$3,559.01	\$31,278.22	83	\$90,759.00
5100.4080.0000	Payroll Preparation	120.41	477.92*	109	1,050.00
5100.4082.0000	Bank Fees	71.20	409.00*	178	550.00
5100.4086.0000	Audit Fees	0.00	600.00*	103	1,400.00
	Stewardship Expense	\$191.61	\$1,486.92	119	\$3,000.00
5100.4101.0000	Church Develop - Limete	0.00	125.00	60	500.00
5100.4110.0000	Mission Giving	0.00	8,000.00	60	32,000.00
5100.4120.0000	Theological Education Fund	0.00	0.00	0	0.00
5100.4121.0000	Field Missionary Support	0.00	0.00	0	0.00
5100.4122.0000	Congo Maternity Hospital	0.00	125.00	60	500.00
5100.4123.0000	Congo-Mark Shreiber School	0.00	125.00	60	500.00
5100.4125.1000	Ticul Scholarship & Staff	0.00	0.00	0	0.00
5100.4125.2000	Ticul - Material	0.00	0.00	0	2,000.00
5100.4125.5000	Youth - Mission Trips- 1/3	0.00	0.00	0	0.00
5100.4128.0000	Disaster Response	0.00	0.00	0	0.00
5100.4130.0000	Massanetta support	0.00	500.00*	239	500.00
5100.4132.0000	Miscellaneous expenses	0.00	0.00	0	500.00
5100.4134.0000	Clean Water Project	2,735.00	8,514.02*	292	7,000.00
5100.4135.0000	Mogodeshu Hospital Project	0.00	125.00	60	500.00
5100.4136.0000	American Indian Children School Support	0.00	0.00	0	4,000.00
	Witness/Global Mission	\$2,735.00	\$17,514.02	88	\$48,000.00
5100.4200.0000	Special Music Programs	0.00	1,513.10*	104	3,500.00
5100.4205.0000	Music Literature(all sevices)	24.00	529.86	85	1,500.00

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4215.0000	Robe Maintenance/Cleaning	0.00	0.00	0	500.00
5100.4220.0000	Workshops/Memberships/licensing	105.00	727.45*	125	1,400.00
5100.4225.0000	Substitute Organist	0.00	250.00	50	1,200.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	0.00	0	1,000.00
5100.4232.0000	Section Leaders	1,110.00	5,430.00*	130	10,000.00
5100.4236.0000	Seasonal Decor	54.44	54.44	33	400.00
5100.4240.0000	Usher Supplies/Cleaning	0.00	0.00	0	400.00
5100.4245.0000	Communion Supplies	0.00	76.12	61	300.00
5100.4250.0000	Supplies/Equipment	31.58	760.06*	304	600.00
5100.4251.0000	Children's Choir Supplies	1.70	368.78*	148	600.00
5100.4255.0000	Keyboard Instr. Maintenance	220.00	450.60*	120	900.00
5100.4260.0000	Audio/Visual	68.33	68.33	65	250.00
5100.4265.0000	Handbell Maintenance	29.80	29.80	0	0.00
5100.4270.0000	Praise Team Drummer	210.00	900.00	67	3,200.00
5100.4275.0000	DoMM Continuing Education	61.00	61.00	10	1,500.00
	Worship Expense	\$1,915.85	\$11,219.54	99	\$27,250.00
	Total Expenses	\$61,987.98	\$288,365.64	93	\$744,434.00
	Difference	(\$19,374.33)	(\$48,575.71)		\$0.00

* = Income/Expense exceeds amount budgeted to date

Enclosure (3): 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	2018	
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
Worship	Lay Reader Guidelines	2015	