

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
21 May 2019 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 Mike Raymer

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!

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 the March Session meeting and the agenda for today's Stated Meeting.

STATISTICS

Attendance: Current Plus Previous Three Years – April

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Services	Total All Sundays	Weekly Average	Special Services
2016	104/35	222/74	306/102	194	826	207	NA
2017	102/34	283/94	*514/171	163	1062	265	#75/122^
2018	85/21	271/68	447/112	*339	1142	228	NA
2019	89/30	282/94	*612/204	177	1160	312	#86

*Easter Sunday

#Maundy Thursday

^Rev. Ouellette's Installation Service

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: Doug and Martha Sorensen (transferred in 2014, records were not updated.)
Harry and Jill Wright
5. Member Deaths: None

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):

Letter from Massanetta Springs (enclosure 3)

PEVA / CHURCH INFORMATION

None

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosure 4)
No updates received
2. Next Edge Request Update
3. Hybrid Organ Demo Summary (enclosure 5)
4. Community Engagement Unit Summary "Proactive Usher" (enclosure 6)

NEW BUSINESS

Admin Support – **Motion:** Admin Support moves that we utilize up to \$7500 from the Reserved Operation Funds to support the required updates to computers and computer systems.

Worship – **Motion:** Worship moves that the 2nd Sunday in December be a combined service for the Cantata.

Community Service – Elder Thom Sare will discuss concerns around Thanksgiving.

Academy Of Music Building Request (enclosure 7)

Attached is a building use request form from/for Galina Epelman of Academy of Music. She is asking to use the choir room to teach music lessons. The Academy would be donating \$100 a month for the use of the choir room. Based on the days requested (it is up to us to choose which one is best for Bayside) There is no conflict of room usage.

Bayside Man of the Year – Bayside Presbyterian Men's Organization

Voice of Virginia – Fundraising Request (enclosure 8)

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

Director of Youth and Family Outreach

Lacy Schimmel

Associate Pastor

Rev. Emma Ouellette

Pastor / Head of Staff

Rev. Dr. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday, June 18, 2019 7pm Elder Chris Pascuzzi – Devotion

Note no scheduled meeting in July

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of April 30, 2019

Friday, May 17, 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	93,230.09
1100.2100.0000	Towne Bank Money Market	142,134.97
1100.2300.0000	Langley Federal Credit Union Savings	25.00
1100.2400.0000	Langley Federal Credit Union Money Market	252,974.21
	Cash Assets	\$488,664.36
1100.2453.0000	Session Loan (4)	2,502.66
1100.2525.0000	Union Bank 5110762150(6/21/2020)2.37%	53,905.74
1100.2527.0000	Union Bank 5110681024 (11/12/2020) 2.47%	60,912.47
1100.2528.0000	Union Bank 5110754383 (5/15/2019)1.24%	31,254.56
1100.2529.0000	Union Bank 5110771861 11/30/2020)2.5%	49,952.61
1100.2621.0000	Union Bank 5110664437 (4/26/2019)1.54%	30,586.11
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	\$350,314.15
1100.4100.0000	Endowment MM TowneBank	4,391.84
1100.4500.0000	TD Ameritrade	496,277.65
	Endowment Assets	\$500,669.49
		\$1,339,648.00
Fund Balance		
3100.0000.0000	General Fund	255,905.68
3100.7000.0000	Assoc Pastor Cont Educ Fund	2,144.85
3200.0000.0000	Non-Budget Fund	(831.83)
3200.0200.0000	Minister's Special Benevolence	2,973.73
3200.4430.0000	Wedding Fund	(14.35)
3200.5000.0000	Food Pantry Fund	14,693.25
3300.0000.0000	Preschool Fund	142,077.76
3400.0000.0000	Educational Fund	5,448.77
3400.1000.1000	Library Fund	657.15
3400.1100.0000	Youth Ministries Fund	3,202.04
3400.1110.0000	Youth Mission Trips	17,700.38
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	10,765.62
3800.5000.0000	Earnings Fund	11,395.26
	General & Special Funds	\$819,572.34
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	595.19
	Endowment Funds	\$500,669.49

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of April 30, 2019

Friday, May 17, 2019

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Account #	Account Name	YTD Balance
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		<u>\$1,339,648.00</u>
Total Liabilities and Fund Balance		<u>\$1,339,648.00</u>

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

Friday, May 17, 2019 6:24 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Income					
4100.0000.0000	Pledge Offering	47,603.00	156,521.00	80	584,748.00
4100.0100.0000	Non-pledged Offering	7,430.00	28,158.00	84	100,000.00
4100.0200.0000	Visitor Offering	82.53	434.29	52	2,500.00
4100.0300.0000	Loose Cash Offering	1,155.18	3,380.88*	127	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*	296	300.00
	Regular Offerings	\$56,270.71	\$188,793.17	81	\$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	4,280.00	97	13,200.00
4100.2100.0000	Soft Drinks/Coffee Inc.	6.86	6.86	7	300.00
4100.2200.0000	Tenant Donations	930.00	2,910.00	97	9,000.00
	Other Income	\$2,006.86	\$7,196.86	96	\$22,500.00
4100.1101.0000	Preschool DoMM Donation	195.00	1,186.25*	228	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	\$58,472.57	\$197,176.28	79	\$744,434.00
Expense					
5100.1000.0000	Salary - Minister	8,355.00	33,904.59	99	102,346.00
5100.1005.0000	Salary - Associate Pastor	4,773.22	19,436.15*	101	57,954.00
5100.1010.0000	Salary - Director of Music	4,318.86	17,275.44	100	51,826.00
5100.1011.0000	Salary - Praise Team Music	910.92	3,526.59	97	10,931.00
5100.1015.0000	Salary - Dir Educ Min	3,296.40	13,296.45	100	40,000.00
5100.1020.0000	Salary - Church Secretary	1,860.00	10,060.90	92	32,786.00
5100.1022.0000	Salary - PT Bookkeeper	50.00	350.00	91	1,150.00
5100.1023.0000	Salary -Part Time Receptionist	0.00	0.00		
5100.1030.0000	Salary - Nursery	827.50	2,948.50	93	9,500.00
5100.1031.0000	Salary - Bldg/Grnds Super	2,897.28	12,044.61	99	36,589.00
5100.1032.0000	Custodian A	1,081.92	3,877.80	89	13,045.00
5100.1035.0000	Employer Social Security	1,146.19	4,422.70	99	13,398.00
	Salary Expense	\$29,517.29	\$121,143.73	98	\$369,525.00
5100.0100.0000	Office Supplies	(125.54)	1,043.30*	101	3,100.00
5100.0105.0000	Postage Exp. 2	0.00	400.00	60	2,000.00
5100.0110.0000	Postage Meter Lease	108.00	216.00*	129	500.00

Bayside Presbyterian Church - Virginia Beach VA
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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0115.0000	Copier Lease/Maintenance	723.71	3,340.13*	104	9,600.00
5100.0120.0000	Internet Expense	170.00	802.60	80	3,000.00
5100.0125.0000	Other Office Equipment	0.00	0.00		
5100.0126.0000	Office Equipment Repair	0.00	250.00	75	1,000.00
5100.0130.0000	Telephone Service	241.45	957.53	99	2,900.00
5100.0155.0000	Phone Message System	0.00	340.00	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*	247	3,000.00
5100.0165.0000	Property & Liability Ins	0.00	0.00	0	9,750.00
5100.0175.0000	Computer Equip/Software	133.20	4,208.55*	194	6,500.00
5100.0180.0000	Beneflex	0.00	0.00		
	Office Administration	\$1,250.82	\$14,023.11	98	\$42,870.00
5100.1040.0000	Benefits - Minister	0.00	9,201.76	77	35,697.00
5100.1041.0000	Benefits - Minister's Supplemental	0.00	0.00		
5100.1045.0000	Benefits - Assoc Pastor	0.00	4,979.82	74	20,289.00
5100.1050.0000	Benefits - Director of Music	274.17	1,464.34	94	4,686.00
5100.1051.0000	Director of MM Insurance Opt Out	250.00	1,000.00	100	3,000.00
5100.1055.0000	Benefits - Dir of Educ Min	200.00	2,860.86	81	10,607.00
5100.1061.1000	Benefits - Church Secretary	163.93	2,684.12	80	10,006.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	213.44	2,905.95	82	10,695.00
	Benefits Expense	\$1,101.54	\$25,096.85	79	\$94,980.00
5100.1065.0000	Prof. Exp. - Minister	34.99	593.17	44	4,000.00
5100.1066.0000	Cont Ed - Minister	0.00	715.29	86	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	113.10	847.61	85	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	(130.00)	677.72	86	2,350.00
5100.1080.0000	Prof Exp - Dir of Educ Min	0.00	23.00	3	2,350.00
5100.1085.0000	Prof.Exp - Administrator	0.00	85.67	57	450.00
	Professional Expense	\$18.09	\$2,942.46	55	\$16,150.00
	Total Administrative Expense	\$31,887.74	\$163,206.15	94	\$523,525.00
5100.2001.0000	Beach Health Clinic	0.00	100.00	75	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	0.00	600.00	75	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	0.00	125.00	74	500.00

Bayside Presbyterian Church - Virginia Beach VA
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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	75	10,400.00
5100.2021.0000	Judeo-Christian Outreach Cente	0.00	700.00	75	2,800.00
5100.2027.0000	Seton Youth Shelter	0.00	125.00	75	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	75	2,400.00
5100.2039.0000	Virginia Supportive Housing-Crescent Square	0.00	700.00	75	2,800.00
5100.2041.0000	Project Activity	22.40	22.40	8	800.00
	Community Service Expense	\$22.40	\$5,572.40	67	\$25,000.00
5100.2055.0000	Fellowship	0.00	24.88	4	1,700.00
5100.2060.0000	Card Ministry	0.00	0.00	0	100.00
5100.2063.0000	Bereavement Team	0.00	170.00	68	750.00
5100.2070.0000	Stephen Ministry	(1,654.00)	0.00	0	450.00
	Congregational Care Expense	(\$1,654.00)	\$194.88	19	\$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	0.00	0.00	0	1,250.00
5100.3005.0000	Curriculum	62.97	979.14	92	3,200.00
5100.3006.0000	Background_ Checks	0.00	30.00	91	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	284.00	410.00	82	1,500.00
5100.3014.0000	MOPS	250.17	1,046.87*	174	1,800.00
5100.3015.0000	Vacation Bible School Exp.	0.00	141.75	11	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	0.00	78.02	33	700.00
5100.3041.0000	HS Ministry	0.00	78.02	47	500.00
5100.3042.0000	Confirmation	0.00	622.13*	622	300.00
5100.3043.0000	Children's Ministry	0.00	452.07*	113	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	0.00	0	1,800.00
	Education Expense	\$597.14	\$3,838.00	59	\$19,400.00
5100.3505.0000	New Visitor Materials	0.00	0.00	0	500.00
5100.3525.0000	Evangelism Materials	105.00	469.00*	279	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	\$105.00	\$469.00	31	\$4,500.00

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of April 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	1,307.80	3,475.02	99	10,500.00
5100.4001.0000	HVAC Maintenance	818.52	818.52	39	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*	164	2,500.00
5100.4015.0000	Fire & Safety System Maint.	140.97	619.04	93	2,000.00
5100.4020.0000	Grounds Maintenance	478.08	1,723.08	37	13,959.00
5100.4025.0000	Supplies & Cleaning Materials	399.04	1,494.70*	112	4,000.00
5100.4030.0000	Kitchen Maintenance	0.00	499.27	75	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	3,086.53	7,590.36	89	25,500.00
5100.4055.0000	Gas	1,077.55	5,909.80*	161	11,000.00
5100.4060.0000	Water & Sewer	675.55	3,059.10	92	10,000.00
5100.4065.0000	Refuse Collection	485.58	1,162.32*	116	3,000.00
	Property Expense	\$8,469.62	\$27,719.21	92	\$90,759.00
5100.4080.0000	Payroll Preparation	72.92	357.51*	102	1,050.00
5100.4082.0000	Bank Fees	65.64	337.80*	184	550.00
5100.4086.0000	Audit Fees	600.00	600.00*	128	1,400.00
	Stewardship Expense	\$738.56	\$1,295.31	129	\$3,000.00
5100.4101.0000	Church Develop - Limete	0.00	125.00	75	500.00
5100.4110.0000	Mission Giving	0.00	8,000.00	75	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	75	500.00
5100.4123.0000	Congo-Mark Shreiber School	0.00	125.00	75	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*	299	500.00
5100.4132.0000	Miscellaneous expenses	0.00	0.00	0	500.00
5100.4134.0000	Clean Water Project	(140.55)	5,779.02*	248	7,000.00
5100.4135.0000	Mogodeshu Hospital Project	0.00	125.00	75	500.00
5100.4136.0000	American Indian Children School Support	0.00	0.00	0	4,000.00
	Witness/Global Mission	(\$140.55)	\$14,779.02	92	\$48,000.00
5100.4200.0000	Special Music Programs	1,075.00	1,513.10*	130	3,500.00
5100.4205.0000	Music Literature(all sevice	0.00	505.86*	101	1,500.00

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

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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	0.00	622.45*	133	1,400.00
5100.4225.0000	Substitute Organist	0.00	250.00	63	1,200.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	0.00	0	1,000.00
5100.4232.0000	Section Leaders	1,410.00	4,320.00*	130	10,000.00
5100.4236.0000	Seasonal Decor	0.00	0.00	0	400.00
5100.4240.0000	Usher Supplies/Cleaning	0.00	0.00	0	400.00
5100.4245.0000	Communion Supplies	0.00	76.12	76	300.00
5100.4250.0000	Supplies/Equipment	48.44	728.48*	364	600.00
5100.4251.0000	Children's Choir Supplies	0.00	367.08*	184	600.00
5100.4255.0000	Keyboard Instr. Maintenance	230.60	230.60	77	900.00
5100.4260.0000	Audio/Visual	0.00	0.00	0	250.00
5100.4265.0000	Handbell Maintenance	0.00	0.00	0	0.00
5100.4270.0000	Praise Team Drummer	180.00	690.00	65	3,200.00
5100.4275.0000	DoMM Continuing Education	0.00	0.00	0	1,500.00
Worship Expense		\$2,944.04	\$9,303.69	102	\$27,250.00
Total Expenses		\$42,969.95	\$226,377.66	91	\$744,434.00
Difference		<u>\$15,502.62</u>	<u>(\$29,201.38)</u>		<u>\$0.00</u>

* = Income/Expense exceeds amount budgeted to date

April 15, 2019

Bayside Presbyterian Church
1400 Ewell Rd
Virginia Beach, VA 23455-4908

Dear Friends in Christ,

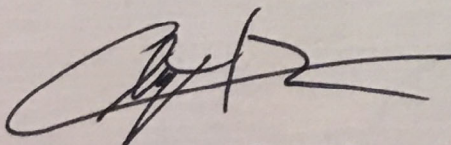
As a group of staff were walking over to the Historic Hotel recently, we noticed the very first sign of spring. The daffodils are just starting to push their way out of the ground in the little rose garden just outside my office. It seems like they are always a touch early, with freezing temperatures still in our forecast for the foreseeable future. But I love these little plants. They're ready to go, defiant, and almost screaming, "We don't care how things look now. We are going to be beautiful!" It makes me smile every time I walk past.

Like those ambitious little plants, we've spent the winter getting ready for another full season of ministry. The fruits of that labor, are just starting to push their way into view. We are launching Netta Day Camp, making updates to the first floor of the Historic Hotel, and the board of trustees spent a significant portion of our January meeting dreaming toward the future.

And so I want to thank you for making it possible for the seeds of our ministry to blossom and flourish. There is still much planning and work to do, but because of you, we know that beautiful, spirit-led, faithfully ambitious ministry will continue at Massanetta. Your generosity makes holy beauty possible. Thank you.

Know that your Covenant Church gift of \$500 is both appreciated and well stewarded. As always, if there is anything we can do at Massanetta to help you or your congregation, please do not hesitate to be in touch with me at claytonr@massanettasprings.org or 540-434-3829.

In Christ,



Rev. Clayton Rascoe
Executive Director
Massanetta Springs Camp and Conference Center

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	

St. John's Episcopal Church

Hybrid Organ Introduction to members of Bayside Presbyterian Church.

A group of Bayside members attended a demonstration of a Hybrid Electronic-Wind Pipe Organ on March 14, 2019, at St. Thomas Episcopal Church at 233 Mann Drive in Chesapeake Virginia.

The group was hosted by Mr. Ralph Spoettle who is an organist at the church and who was involved with the recent installation of the current hybrid organ at St. Thomas. Mr. Spoettle has conducted the maintenance on Bayside's current organ for many years, so he is very familiar with the capability and current material status of our organ. He is also a representative for Ahlborn-Galanti Organs.

Mr. Spoettle was able to coordinate the visit by Bayside members so to demonstrate the features, capabilities, and musical features of a hybrid organ. The organ observed by the group was a current state-of-the-art electronic organ augmented with wind blown pipes, that is capable of being played as a stand-alone modern digital organ, a windblown pipe organ, or as a combined hybrid organ.

Contact information for Mr. Spoettle: ag-organs@peoplepc.com Sound/Organ Design - authorized representative for AHLBORN-GALANTI Organs. 821 Sunnyside Drive, Suite I Virginia Beach VA 23464. 757-523-9000 studio / 757-635-1150 mobile

The visit was coordinated by Music Director Chi-Yi Chen Wolbrink. In addition to Chi-yi, Bayside members attending the introduction/demonstration were Clif Furedy, Mary Jo Kennedy, Janet Martin, Walter Martin, Doug Mitchell, Marie Parr, Rev. Emma Oulette, Ed Spillman, George Wong.

All of those participating in the demonstration were invited to provide their comments/observations. The below notes are a consolidation of observations provided by some of those in attendance. The comments are presented in complete text by those who submitted them, in order to facilitate additional discussion on their observations if desired. These notes are for future reference by the organ replacement committee.

Ed Spillman:

First, Ralph Spoettle was invaluable to this visit. Since he installed and maintains the current system at the church we visited and maintains our organ at BPC, as well as has reviewed our church for possible organ installation, I consider him an expert (or at least a WHOLE LOT more knowledgeable than the rest of us).

The system installed (and demonstrated for us) was a hybrid electronic and pipe organ. The pipes represented about 40% of a set that used to be installed at a church in Norfolk. They cost the current church about \$8,000 to purchase used. The remaining 60% were still available, but a church in Lynnhaven has first dibs (through the end of March) and their cost is about \$10,000. That many pipes might be a little small for our size church according to Ruff. Not sure if that is debatable – what the issues would be if we only had that many.

We really did not ask what the differences would be between the electric portion (keyboard) and non-hybrid organs. Nor did we ask the differences between what we saw and strictly a pipe organ. I assume the set of buttons and switches that operate the pipes as opposed to the ones that made all the rest of the sounds would be the main difference today. In a really old system, the keys might be operating the pipes manually vice electronically. That would probably be a whole new animal to explore – if we were interested. I am not, based on the fact I assume that style would be very outdated and hard to maintain - plus expensive.

The pipes that we saw used a box (2 of them – one for each side) for maintaining pressure to play sound through the pipes, vice the old-style leather bags on each pipe. There was also a pressure reserve (sounds like a fairly small box) located elsewhere. The pipes received air in each pipe by a valve moving and allowing air to pass. The version we saw did not use the "old style" leather stoppers to seal the pipes from the air. In the older style, with

the leather stoppers and bags to provide and control air pressure through the pipes, the leather would dry over time and require replacement – thus leading to a very expensive periodic overhaul. With the style set up we saw, maintenance is basically tuning twice a year – maybe \$300 or so each time.

The cost of the electronic portion of the organ we saw was approximately \$75,000. The installation of the hybrid pipe organ was estimated by Ruff at \$50,000 or so for BPC. Part of that installation cost would be to install speakers for the electronic organ section. So, the pipe organ added cost to the hybrid system is probably less than \$50,000 (maybe considerably less – as we did not ask for a breakout).

We listened to the system with and without the pipes engaged. The system sounded wonderful each way. With the pipes engaged you could “feel” the difference – maybe wind, maybe pipe vibration.... - not sure. But, you could feel it.

Maintenance people are not that hard to find – according to Ruff. Organist get more excited about having a pipe organ at their disposal than just electronic. So, if we ever needed to hire someone, it would be easier to convince someone good to join us if we had pipes. However, organist in general are becoming more scarce.

The pipe organ side has no actual volume control. The pipes come in “ranks.” I think that is numbers of complete sets of pipes. So, if we assume the one we saw demonstrated has 4 ranks, the ones left to buy of that organ from Norfolk would have 6 sets. You can engage one or more sets when played. Thus, without the pipes being behind an enclosed cabinet with louvers to control sound flow – the only way to control sound volume is by the numbers of sets engaged (fairly limited). Between limited volume control and only a pipe organ sound, I am not real interested in exploring a “pipe organ” as opposed to hybrid or electronic. On the other hand, if we can get the pipe side added to the electronic side (hybrid) for about \$50,000 or less, I think that is well worth it. And, the Pipe Organ fund – currently standing at about \$35,000 – would pretty much pay for that.

Having now read Cliff’s section below – I concur with his statements on all the sounds the organ produced. That was impressive.

I think it is important we purchase a quality organ – better sounds, capabilities and longevity. The one we saw seemed to be of good quality.

I would agree with Cliff – based on what we saw and heard, there is probably no cost savings over time with a pipe organ verses a quality electronic one – at least no one we or anyone at the church will likely see (50+ years to major overhaul or replacement of the electronic side).

Comments by Clif Furedy.

(Note that Clif’s expertise and interest is in computers and electronics, so he had a unique insight to the technical side of the hybrid organ. Clif is also a member of the Property Ministry.)

In my observations, I will use three layman’s terms:

Electronic Console. The assembly of keyboards, pedals, stops, buttons, switches and controls where the organist plays.

Pipe Organ. An instrument creating sound from wind passing through pipes.

Electronic Organ. An instrument creating sound electronically, amplified and produced in speakers.

The visit confirmed to me that an electronic organ must be the foundation of any new instrument for our church. Whether you have pipes or not is just an embellishment depending on available funding. The electronic organ is essential. Adding pipes is nice but not necessary.

The critical element of both the electronic and pipe organ is the console and it is electronics. The anticipated life of the electronic console determines the life of the instrument. Whether pipe, electronic or hybrid, the electronic console contains keys that are electrical switches connected to electronics converting the key action into digital

signals. Those digital signals either control electric air valves or electronics that produce sounds. In the case of the hybrid, it does both. Granted, the metal or wood pipes of the pipe organ could easily last hundreds of years, but they do nothing without the electronic console and system to control air flow. The electronic organ components consist of industrial (not consumer) quality power supplies, circuit boards, amplifiers and connections that are estimated to last 50 years. They have a manufacturer's warranty of 10 years.

A demonstration included our guide playing only the pipes. Then without telling us, he switched from pipes to only electronic. I could not tell the difference. A question was asked "Out of 500 people listening, how many could tell the difference?" The answer "Only a few."

The pipe organ components make pipe organ sounds. The electronic organ has a seemingly endless range of sounds that are limited only by the budget. We heard the electronic organ sound like a trumpet, flute, drums, piano, bag pipe approximation, rock band organ and a number of other instrument sounds. This allows the electronic organ to be extremely versatile to meet a vast array of musical needs. By adding pipes to the electronic organ, it becomes a very slightly better traditional organ.

Interesting facts: The pipe organ has no volume control. A pipe is either making a sound or it's not. On or off. No in-between. The organist can make the organ louder by sending air to more pipes. The more pipes included increases the apparent volume. The electronic organ has a volume pedal to amplify the sound more or less. Also, the electronic organ keyboard had special keys that detect how hard the keys are pressed. A demonstration of a piano showed that the sound was louder when the keys were pressed forcefully and the sound very soft when the keys were just brushed.

Maintenance: The keys, pedals and stops of the electronic console are its only moving parts. My opinion is there would be virtually no difference in maintenance needs for the electronic console of a pipe organ or an electronic organ. However, the pipe organ has moving parts: one or more blowers supplying air, one or more wind chests with air pressure regulation and electrically-controlled air valves, and the pipes themselves. The pipes are affected by temperature as well as the cap used for tuning. Our guide suggested that a pipe organ would require tuning twice a year as ambient temperatures change. Although the estimated cost of tuning was below \$500 (\$1,000 annually). An electronic organ requires no tuning. Maintenance on both a pipe organ or the electronic organ would be required if any electronic assembly failed.

Because the electronic console, regardless of pipe or electronic organ, is connected by wires, it can be positioned anywhere and can be moved relatively easily as long as wires are available.

The pipe organ at St. Thomas contained two pipe assemblies. Our guide suggested the size of our sanctuary should have twice as many pipes. Most likely these would all be in the front of the church. Once installed, it was expensive to move any of the pipe assemblies.

St. Thomas's electronic organ component had a 12-channel audio system. They had ten standard speakers and two large low-frequency woofers. Their speakers were all in the rear choir loft. The speakers can be located anywhere. For example, most could be up front, but some could be in the rear. The electronics control which sounds come out of which speakers. Moving speakers is limited only by wire availability and amplifiers.

The Future: The firmware in the electronic console and electronic organ can be updated or upgraded as new features become available or the budget allows their purchase. This was not discussed at St. Thomas but is described on the Ahlborn-Galanti website.

Operation: To me, as a non-musician, it appears that full utilization of the electronic console requires considerable skill, knowledge, training and above all, artistry from the organist. It was suggested than any pianist or single manual keyboardist could sit at the electronic console and play a limited sub-set of features. It is far above my pay-grade to even guess what qualifications would be necessary to master the electronic or hybrid organ. This is Chi Yi's territory.

Cost: The guide said the St. Thomas electronic hybrid console and organ (without pipes or installation) was \$75,000. Pipe assemblies, associated equipment and installation is a moving target depending on availability, age, condition, cost to refurbish and parts availability. To achieve the best result from any organ installation, an acoustic survey and modifications to the sanctuary should be done. I have no estimate what this might cost. It is my opinion that there is no basis for the suggestion that a pipe organ offers a long-term cost saving over an electronic organ.

Other Options. There are a number of organ manufacturers. Ahlborn-Galanti is one. I saw no flaws in the St. Thomas organ from a cabinetry and electronic construction point of view. This is the only organ where I have heard a cost estimate. I cannot judge its musical capabilities. I defer to the musicians in our group to judge sound quality. Is it necessary to see and hear other organs and obtain other cost figures? If we are going to present this to the congregation for a capital fund drive, we need to be able to answer cost questions.

George Wong:

From a subjective viewpoint. I thought the sound from the pipes was very rich, full and surround sound like. I would think that the electronic hybrid organ is very versatile and can allow us to add pipes when they can be purchased at a decent price.

Doug Mitchell:

The unique situation of having Mr. Spoettle make himself available for demonstration and discussion was noteworthy. He provides an overarching comprehensive view of our situation as 1) a very proficient and educated organist, 2) the maintainer and tuner for our current organ at Bayside, and 3) part of the installation team and an organist on the hybrid electronic-pipe organ at St Thomas Episcopal. His unique combination of talents make him a very valuable resource for Bayside and its pending organ replacement committee to make sound decisions regarding organ capability, longevity, price, installation issues, and many other issues.

It was noted that only a few out of a hundred people would be able to notice the difference between today's digitally produced sound and the sound of pipe organs. For that reason, it may be easy to decide that the hybrid capability for pipes is not necessary for Bayside. And if our decision regarding either a digital organ or a pipe organ is the sole issue, we would probably be basing our decision with cost being the overriding factor. In the case of a hybrid organ, the price of adding pipes to the structure of a digital organ is relatively minimal. The addition of pipes that come from recently shuttered churches that are being either demolished or repurposed for other businesses, the cost that is determined by the labor to remove, transport and re-install the pipes is a very affordable option. So, while only a few out of a hundred congregants would recognize the difference in sound between electronic sounds and pipes, those "few", depending on the situation, are very important. Future situations in our church make the pipe organ capability a significant point. There may be situations in the future (hopefully a distant future), where we are again searching for a quality music director. A pipe organ is a big factor in attracting a music director to a church. Note that our recent music director search in 2017 had 4-5 quality potential applicants not consider Bayside because we did not have a pipe organ. There is a great appreciation and passion amongst organists to be able to have the central instrument of their profession/occupation to have a pipe organ capability and sound. Additionally, churches with pipe organs make the church attractive for guest organists and outside performers which gives the church more visibility within the community. And in time, congregation members will probably come to notice the difference in sound. Growing up in various churches with pipe organs until I was in my 30's, all I knew was the sound of pipe organs. The difference was noticeable when we came to Bayside, although the digital technology of our current organ was nowhere near the technology available today. But with the price of relocated pipes from previous organ consoles being so affordable, it seems like a very sound investment for Bayside's musical future.

Our current organ is reported by maintenance teams and by Chi-yi to be on "borrowed time". The next component failure could be an immediate end to the availability of Bayside's current organ, so the proper and urgent investigation and procurement of a replacement organ, I believe, is critical. The capabilities of today's digital organ are very impressive, and the technology window is reportedly good for the next 10-15 years. The

current availability of pipes that now can be added to make a hybrid organ is a wonderful technology and is probably also in a limited window. As older churches are dismantling their organs, pipes are becoming available, but the affordability of adding pipes to create a hybrid organ is probably going to become a popular option, so pipes availability will probably diminish as churches begin incorporating pipes into their organs.

Bayside's overarching issue includes more than a relatively simple process of replacing the existing organ and speakers where they currently are located. The developing plan is to relocate the music program (choir, organ, speakers, and pipes) to the front of the Sanctuary, so enlargement of the chancel and engineering of the installation requires decision making in the very near future.

PROACTIVE USHER/SECURITY TEAM CONSIDERATIONS

1. Medical:

- a. Before each service if possible identify a medically trained person, nurse, paramedic, PA or doctor. Ask if they would mind acting as a first responder in the event of a medical emergency during service.
- b. Prior to service if no medically trained personnel are identified, standard protocol goes into effect. Should an emergency occur the head usher signals the pastor with his right hand raised. Right hand raised indicates we have a need for medical assistance, and pastor makes an announcement for anyone with medical training to please render assistance.
- c. No one available: basics: Airway, breathing and circulation, emergency medical response estimated 10 minutes or less.
- d. Preferred evacuation location, library, Head usher dictates who from staff stays with worshiper. Primary responsibility to coordinate for assistance and overwatch making sure a wheelchair is brought around in case needed.
- e. Patient assessment: getting better or worse? Is 911 necessary? Who makes the call? Who will go outside to vector and position responding units. Do we use front door or kitchen door to route for extraction.
- f. **Medical kits available, AED defibrillator use, mass casualty with ABC consideration.**

Incumbent weather assessment : are there any tornado alert sirens that provide advanced warning, what are the max sustained winds that our building is rated for, shelter in place, movement of people out or in for shelter.

Service security

- 1. Proactive security considerations start at parking lot and all side door entrances to the church. Front doors and kitchen doors are entry for majority of worshipers. One usher should be in a position in foyer to observe all who enter these doors.**
- 2. Back packs. There may be numerous reasons why people may have them, families with small children or elderly who may depend on them for medical supplies. However if someone not normally observed as a worship person seems out of place, we have a right to ask for search or ask that it be taken back out to a vehicle, should that person become confrontational security team is alerted and 911 call is made. We want to avoid confrontation and kill them kindness if at all possible however we will stand ground until Police arrive.**
- 3. Once service starts all side doors will be locked, only doors left open are 2 doors in front of the church. These doors should be one in the center and the handicap door on the right side approaching the front. One usher can then watch as late arrivals enter.**

One reason we have a TV channel to see our service in atrium is so that this it is possible for an usher to stay out front and still see sermon, while monitoring front doors for late arrivals.

ACTIVE SHOOTER:

- a. Active terrorist cell or lone wolf
 - b. Armed response if available from security team.
 - c. Assist getting people out of harms way.
 - d. Designated survivor. 911 call, have active shooter on premise prepare to assist police as they arrive. Predetermined set points, concisely and in a hurry, last known location and physical description of shooter. How many people/ type of weapon/automatic, pistol, rifle, shot gun, is there a get away vehicle, what type, direction, license plate this type of critical information will have to be passed to Police asap.
4. Immediately after
- a. Triage have mass trauma medical kit available.
 - b. Ingress and egress will be absolutely critical, no attempts to leave, calm everyone down and ask help in establishing arrival and departure corridors. Assist Police until they have control of situation. We do not want a traffic jam nightmare which delays getting critical patients to waiting EMS vehicles outside, due to parking lot panic.
 - c. Make yourself available for questions and debrief procedures.

Our security team went thru several different scenario situations with VBPD training seminar, we will be glad to share with any session members present. Three of our members were not able to attend this last seminar but may be able to attend the next one scheduled for this fall. David Rollins, Thom Sare, and Herb Gordon were in attendance.

Bayside Presbyterian Church
1400 Ewell Road
Virginia Beach VA 23455
Phone: 460-1188 e-mail: bayside@baysidepresby.org

Facility Utilization Request

Please complete this form requesting your use of Bayside's facilities for regular meeting space and/or for special events. Specific restrictions may apply. Requests should be received by the Church Administrator at least 30 days prior to the regular meeting or planned special event. Programs or special events may not be held until approved.

1. Point of Contact Information:

- a. Name Academy of Music, Bill Hunter
- b. Phone Number 757-627-0967
- c. Cell Phone 757-402-6384
- d. E-mail bhunter@aomva.org
- e. Point of contact for kitchen use/cleanup N/A

2. Description and purpose of meeting or special planned event:

For Galina Epelman to teach piano
Galina is a faculty member of the Academy

3. Date(s), times and room(s) requested:

Monday or Tuesday or Wednesday in Choir Room
4-8 p.m.

4. This event is NOT FOR PROFIT purposes.

I/We understand building use policies, and agree to pay \$25.00 for lost keys. *A*

I/We understand the recommended donation policy. *A*

W. P. Hunter
William P. Hunter, AOM Facility Mgr. Signature



For Staff Office Use

_____ **Approved** _____ **Disapproved**
_____ **Signature**

_____ **Scheduled** _____ **Keys Issued** _____ **Keys Returned**

A non-profit community music school
www.aomva.org

Bill Hunter
Facility Manager/
Administrative Associate

P.O. Box 11146
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Fax: (757) 627-0535
bhunter@aomva.org

**BAYSIDE PRESBYTERIAN CHURCH
FACILITIES USE AND/OR FUNDRAISING APPLICATION FORM**

Name of Organization/Group (must be a recognized church affiliated organization):

Voices of Virginia

Contact Person (must be a church member): Chi Yi Wolbrink

E-Mail: c.wolbrink@baysidepresby.org Phone: 732-310-3832

What is the purpose of the activity or event? Fundraise for Voices of Virginia's summer mission trip to Turkey

What event or activity are you wishing to conduct? (Candy or other sale, concert, show, etc.)
concert

Dates and times desired for the activity or event:

May 31 @ 6 pm, June 7 @ 6 pm

Your request must be scheduled through the Church front office. This form does not constitute a confirmation for rooms or space at Bayside Presbyterian Church. Rooms and the outside grounds and dates are subject to availability.

IF THERE IS A FUND-RAISING GOAL ADDRESS THE FOLLOWING QUESTIONS.

What is your financial goal (the amount you wish to raise?): \$ 3000

What is the cost (before profit) that you will expend in order to fundraise? \$ 0

How much seed money (cash advance) is needed? \$ 0

How many people will you involve in the work of fundraising?
(i.e., 20 church members will cook, serve, market, set-up and clean up) 10

How does this activity or event you are sponsoring reflect the mission of the Church? We will be spreading the Word through music by teaching a scripture-based music camp overseas.

Does this activity support funding necessary for your ministry? If no, what is the purpose of the fundraising and how does it support the mission of the Church? Any funds raised will directly fund travel + expenses for our team to travel this summer, stay for the full duration, and teach the FAST camp.

I have read and understand Bayside Presbyterian Church's Stewardship and Fundraising Policy and Procedures.

Signature of Requesting Representative (Church Member)

Acknowledgement of Space Availability - Signature of Church Secretary

_____ Facilities available _____ not available

Approved / Disapproved by vote of Session on _____
(Date)