

Minutes for the Stated Session Meeting

Bayside Presbyterian Church
21 May 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 Rev. Dr. David Rollins, Clerk and Elder Amanda Long and Elders, Butch Brenton, Gary Crossman, Peggy Damuth, Cliff Furedy, Herb Gordon, Richard Guy, Kay Niman Meyers, Michele Parker, Chris Pascuzzi, Mike Raymer, Di Ricks, Sandy Ronan, Thom Sare, Ed Spillman, Rose Ann Wehr and George Wong.

Elders Walter Martin and Matthew Wicks were not in attendance.

Staff Member Present: Associate Pastor Rev. Emma Ouellette, Chi-Yi Chen Wolbrink, Director of Music Ministries, Lacy Schimmel, Director of Youth and Family Outreach

Visitors to the meeting included Treasurer Luanne Wong, visitor Mila (Herb's dog)

The meeting was called to order by the Moderator who opened the meeting with prayer.

SHARING OF JOYS AND CONCERNS – OPENING PRAYER

DEVOTION was shared by Elder Mike Raymer.

REQUESTS FOR SESSION APPROVAL

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

SACRAMENT OF COMMUNION All present were invited to join in the celebration of communion.

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. **The motion passed.**

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 were discussed.

FINANCIAL REPORT AND ISSUES:

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

Luann shared that we are a little down on the pledged support - 80% to date. There is an article coming in the Binnacle to stay current with pledges. We have had some expenses that we did this year that will cover multiple years. Peru trip also was early in the year and they will be going back in the fall. Deficit \$29,000 – much like normal, but a little down from prior years at this point.

Motion: Elder Ronan moved that we accept the report with praise and thanksgiving.
The motion passed.

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

Reviewed letter from Massanetta Springs – thanking BPC for the donation.

PEVA / CHURCH INFORMATION

Elder Spillman and Elder Gordon – shared a brief report on the recent PEVA meeting.

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosure 4)
No updates received
2. Next Edge Request Update – Rev. Rollins updated us that when he sent the updated copy – he has not heard anything further from them.
3. Hybrid Organ Demo Summary (enclosure 5) – encouraged all to read the report. Chi Yi went to Harrisonburg to visit a different company. (Whitesell?) Will be in Portsmouth on June 10th willing to meet with us.

Reported that a member has graciously agreed to fund \$100,000 toward the organ replacement.

Elder Wong discussed next steps for the Sanctuary, Organ and Piano projects. Suggested working committee to work toward decision and implementation. Also discussed Sloan Grant which will match the raised funds. (up to \$50,000). Mary Hubbard is willing to write the grant. Volunteers were solicited – Elders Spillman, Wong, Pascuzzi agreed to serve on the committee. This group will recruit 2 or so more to complete the committee.

4. Community Engagement Unit Summary “Proactive Usher” (enclosure 6)
Elder Long will find some courses for first aid and triaging.

NEW BUSINESS

There is a called session meeting Sunday morning May 26th at 9:40 in the Library to receive new members.

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.
The motion passed.

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

Community Service – Elder Thom Sare discussed concerns around the Thanksgiving baskets. The ministry is recommending reducing the number of baskets and focus on those that really need the help. In some cases individuals register with multiple resources and then don’t show. We have lots of leftovers and not picked up.

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.

Confirmed that they are a non-profit.

Motion: Elder Damuth moved that we agree to the request. **The motion passed.**

Bayside Man of the Year – Bayside Presbyterian Men’s Organization, Elder Spillman shared the list of names. Mike Raymer, John Hamilton, Chris Viano, Butch Brenton.

Motion: Elder Spillman moved that we approve Mike Raymer as the 2019 Man of the Year. **The motion passed.**

Voice of Virginia – Fundraising Request (enclosure 8) Visitors Cristina Loyola, and Dr. Nancy Klein joined us to share information regarding Voice Of Virginia and their mission this coming summer to Turkey.

Motion: Elder Guy moved that we accept the request for use of the building. **The motion passed.**

Elder Long asked that we look to see if Bayside could give a donation in addition to the use of the building. Luann will review to see if monies are available. Luann suggested that we use the Louise Robinson Fund to give a gift to the VOV.

Motion: Elder Gordon moved that we give \$1500 to VOV for their mission trip. **The motion passed.**

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

Director of Youth and Family Outreach

Lacy Schimmel

Youth Sunday was May 5th, we had 11 youth participate in service, some had speaking roles, and some played their instruments. Joelle Cook wrote the script for the skit the youth did.

The last JAM will be May 22, 2019

The last night of youth group will be June 2nd

Graduation and Scholarship Recognition will be June 2nd

9 scholarship applications, 3 school of music grads, and 1 high school grad

Confirmation Sunday will be June 9th

Montreat youth conference will be July 7th-13th, Bob Orcutt and I will be chaperoning 4 youth

Massanetta youth conference will be July 16th-19th, Peggy Damuth and I will be chaperoning 4 female youth

VBS will be July 22-26th, Forrest and Eden will be heading up the decorating this year, I still need volunteers!!! We have about 26 kids registered right now

Associate Pastor

Rev. Emma Ouellette

Pastor / Head of Staff

Rev. Dr. David Rollins

There is so many reasons to celebrate what God is currently doing at Bayside. I decided to use the space of my pastor's report as well as my upcoming newsletter article to highlight several things we should be lifting in praise.

- * We had the largest attendance in Easter in 5 years.
- * Youth group attendance is up over previous years and they are more active than they have been in the past 4 or 5 years. The Wednesday at the Well program has continued to grow. Lacy's ministry is going strong.
- * Emma has overseen and guided a very thorough confirmation process which allowed young people to further explore their faith and as a result 5 will be joining Bayside. Emma has also worked with potential new members and we have several joining this Sunday.
- * Thanks to Chi's gifts our music ministry is growing with new faces from all generations. She has offered new opportunities to learn the bells and expanded our children's choirs and presence in worship.

I could write a book on all the great things I see happening here. We are responding well to God's call in word and deed and it is bearing much fruit.

I will be attending the Montreat music and worship conference in June, after which I will enjoy my first vacation time of 2019.

Peace,

David

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

Elder Gordon requests assistance with ushering especially in June. Volunteers are needed.

Elder Brenton passed a sign up for visitor center coverage.

Elder Crossman advised that 2020 asking budgets should begin to think and will be due in August.

Elder Ronan – currently proofing directory.

The meeting was closed with prayer at 8:30.

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	