

Ministry Meeting Minutes

January 2019

Administrative Support
8 January 2019

Clint opened the meeting with prayer.

Janet Baker, Clint Damuth, Cherie James, Amanda Long, 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.

December minutes were approved.

All committee members signed Confidentiality Agreements

Preschool Report

- Kindergarten News: "Meet and Greet" on Thursday January 10th for parents of students in all of our 4 year old classes concerning next fall's kindergarten class.

- Registration for Fall 2019

Current students and siblings: Wednesday, January 23rd

Church members and waitlists: Monday, January 28th

Open to everyone: Wednesday, January 30th

- Preschool Closings: Martin Luther King, Jr. Day; Monday January 21st

- Preschool Openings: (99.4% full) One opening in a 5-day 4's class. There are two 2 ½ families who left at the end of December but we were able to fill those spots.

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 changes. After this meeting, HOS and staff member will meet again to discuss goals. Liaisons should be made aware of goals that have been set to better partner and encourage staff member. Also discussed taking time to conduct salary reviews as needed.

- Budget: Our meeting with Luanne before the Dec meeting was very helpful. Admin support budget was approved. We are in a good place. Next year when considering year end bonuses, we need to be mindful of the BOP (37%) calculation.

- Gregor will complete the end of year report for inclusion in the annual report. Amanda will reach out to him to obtain any outstanding actions he may have been working.

- Janet updated Praise team director contract for 2019, signatures obtained. Contract will be scanned and retained on file.

New Business:

- Amanda and George Wong will co-Moderate the Admin Support ministry

- Liaisons for 2019

David – Amanda
Emma – George
Chi Yi – Janet
Lacy – Amanda
Linda – Kay

Eugene – Clint
Saul – Cherie
Kathy – Cherie
David B – Clint

Birthdays and Staff time away:

David	13 – 19 Jan	Continuing Education
Lacy	17 – 24 Jan	Vacation
Chi	5 – 12 Feb	Continuing Education (tentative)
Emma	8 – 11 Feb	
Linda	Birthday 19 Feb	
Emma	27 Mar – 4 Feb	

David closed the meeting with prayer.

Janet Baker, Recording Secretary

Christian Education
8 January 2019

Christian Education Ministry Minutes January 2019

Present: Lacy Schimmel, Beth Montoya, Laura Touhey, Betsy Kennedy.

1. Discussed Vacation Bible School. Lacy has tentatively scheduled VBS for July 22-26. She is looking at a curriculum entitled, "The Incredible Race." Cost in previous years has been \$25 per child, \$10 each additional child in a family. We will address cost again as plans continue for this event.
2. The Youth Group will participate in a 30 Hour Famine with First Presbyterian Virginia Beach Feb. 22 & 23. The Youth will begin the fast Friday at 1pm and continue until Saturday at 7pm when they will share a meal together. Youth will be at a lock in at the church from 5pm on Friday. They will participate in games and lessons and will also be preparing the bags for foster children (service event planned by Laura Touhey) as planned in previous meetings.
3. We began to discuss our Lenten project. Lacy is looking into devotional booklets which will be offered to the congregation for Lenten study. She will bring samples to the next meeting so that the Ministry can choose the one to be used.
4. Congregational Care Ministry is planning an Easter Brunch. There will be three services that Sunday. In lieu of Sunday School that day, the brunch will be held at 10am. Christian Education will plan an Easter egg hunt for the children during the last 20 minutes or so of the brunch.

5. Lacy is planning to have Youth Group participate in a Stations of the Cross on the first Sunday in April. There will be no Youth Group meetings April 14 or 21.
6. Youth Sunday will be May 5. There will be a combined service that day.
7. Confirmation Sunday will be June 9. Lacy has 6 youth in the confirmation class.
8. We began to discuss our annual graduate celebration and decided to have a reception after the 11 O'clock service instead of a breakfast since last year's reception was so well received. June 2nd was chosen as the date for this event. Lacy will check with Linda to get on the calendar. We also discussed the need to begin the process of scholarship applications. We will need to get with the Endowment Committee to have scholarships approved for this year. We will discuss more at our February meeting.

Minutes submitted by Beth Montoya

Community Service
8 January 2019

Called to Order at 7:22 by Thom Sare, Moderator.

Members Present: Thom Sare, Moderator, Lorraine Mahone, Lynn Owen, Martha Rudell,
Pam Spillman, Gloria Wardrup, Sheryl Winter.

Budget Issues: None

Agency events that require Action:

Red Cross Blood Drive: Drive held at BPC 1/9/19, 22 units collected. Next event March 12 at BPC.

Food Pantry: Seventy families helped, 39 adults, 13 children. \$449.67 spent from pantry funds, \$328.42 donated by four shoppers. Peanut sales brought in \$3228.51 for pantry use.

Human Kind: Forth quarter check returned. Pam Spillman will look into it. Looking for a new coordinator.

Samaritan House: We will again collect baby supplies in May.

St. Columba: 468 sandwiches were provided in December.

Thanksgiving Food Drive & Baskets: Looking for a new coordinator for 2019.

Winter Shelter: Went well. Unsure about plans for 2019.

Virginia Supportive Housing: Planning on a Bingo Night in February.

Submitted January 10, 2019 by Thom Sare, Moderator

Congregational Care
8 January 2019

Members Present: Paula Jesburg, Sandy Odum, Sandy Ronan, Mike Raymer, Rose Ann Wehr and our favorite staff member, Emma Ouellette.

WELCOME Rose Ann

Planning for 2019

In looking ahead to the first half of 2019, we decided to have the Easter Brunch with the Easter Egg Hunt. There will be 3 services that day so we will plan to serve between 9:30am and 10:30am using the complex of rooms around 508 and will have a sign up sheet for food items. If needed we can use the fellowship hall for overflow after on the Sail On service. Emma and Lacey will set up the egg hunt and we will publicize the time for that event so that guests can plan their time.

We will honor all moms and dads on their respective days.

The Pictorial Directory will be our main thrust over the next few months. We will be going to the Congregation and Ministries for candid photos to include. Photography shoots have been scheduled for March 21st-23rd with further info to be provided later.

BFF

We will be having a planning meeting 1/11/19 so there will be publicity on those events later. Book Club, Bridge and Yoga are continuing.

Stephen Ministry

We are working toward training more Stephen Ministers and possibly expanding their role to include participation in our “shepherding program” Emma plans to become a Stephen Minister when her schedule permits to expand our clergy input.

Prayer Shawls and Baby Gifts

Bobbie Brenton has volunteered to oversee this program which will continue.

Card Ministry

Our card ministry will continue.

Other

Mike is planning a possible outing to a Tides game over the summer.

Any suggestions, thoughts and ideas are very welcome!

Our meeting was closed in prayer by Rose Ann with adjournment at 8:15pm.

Evangelism
8 January 2019

Members present: Rev. Emma Ouelette, John Dannemann, Terri Dannemann

Visitor to New Member Process

1. John Hamilton will continue to look into a Welcome Center sign for us to purchase in the near future.
2. Rev. Emma is working on a new updated Bayside brochure to put in the visitor bags.

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

1. Members agree that we need to work with Lacey more and earlier next year to illicit participation for character roles from our Youth.
2. Event went very well thanks to the hard work of the Evangelism Ministry and the entire congregation.
3. Rev. Emma is collecting feedback from other church administrators and the office staff to share with us at our next meeting.
4. The sign up board with modifications has been stored behind the costume closet for next year's planning.

Global Missions
8 January 2019

Attendees: David Rollins, Will Albertolli, Bob Orcutt and Di Ricks

Background: Tarapoto, Peru: This site is in need of purified water system to supply the needs of the Church and the residents of the District. The Church members are mostly elderly, adolescent children and young people who form purely agricultural families. They are poor and humble. They live from the products that they harvest. The population consists of 900 families with approximately 3,500 people.

Discussion: Met to re-group on a previous plan to re-visit CIMI in Peru, attend the Regional Conference and visit a potential new site, in the Providence of Tarapoto the beginning 2/4/19. Instead the plans are in March 2019, to visit CIMA to see if there are any needs with their water system or training in upkeep or health/hygiene. Then visit and meet with the Parish in Tarapoto and conduct an Assessment which will consist of description of the local area and population, the type of site, potential number of population to be served, community health issues, water source, and an evaluation of the potential for long-term sustainability of the system. David expressed the desire to join the "team" along with potentially Jack Rick's brother, David and his adult daughter, Jennie also joining. Both David and Jennie live in FL. and have a history as long time missionaries. It was discussed with they would have to attend training the Clean Water

University prior to going on future trips and that is being investigated. The meeting ended with each member who was interested in going on the trip in March to see what time-frame works with them and come to a definite date and then reach out to CIMA and Tarapoto to see if those dates will also work.

Meeting Adjourned.

Submitted by Di Ricks

Property
8 January 2019

Those present were Steve Baker, Betsy Davis, Sperry Davis, Herb Gordon, Rick Rudell, Eugene Towler, and Moderator Clif Furedy.

The meeting was opened with prayer.

Items Discussed and Actions Taken:

Team members were advised of the anonymous \$10,000 donation to the Property fund that will be split evenly between the video system and the access control system.

HRCT has been given the down payment for the Video Surveillance System and expects to begin work during the second or third week of January. Completion in seven to ten days. Betsy and Eugene will confirm locations of the monitors. Eugene is cleaning out the Network Room so there is desk space for the Network Video Recorder.

The Access Control project can proceed now that we have input from Rev. David Rollins as head of staff. The answers provided were very thorough and will be a great aid to final design of the system. Rick hopes to have the bulk of the design complete within 30 days.

One item of note in David's response was that handicapped access would not be required on the end door to the adult wing. Eugene will get revised quotes so we can evaluate costs to prepare the door for an electric lock.

The triangle area is in hibernation now. Additional work on plants and grass will be deferred until spring.

There will be a grounds work day on January 19th. Bob Allen is home-bound as he recovers from neck surgery for four to six weeks. We wish him a speedy recovery and we'll have to carry on without his Master Gardener experience. Betsy suggested that necessary grounds work would be rake-up and pick-up.

Around the building, the main maintenance area is lighting. Eugene has three quotes to replace/repair lights around the building. Replacing legacy fixtures in the Atrium and upgrading hall fluorescent fixtures to LED were costly and additional information was requested before making a decision. The third quote was a minor repair to the light on the outdoor front face of

the church where the fixture has corroded and will be replaced. Eugene will move ahead with that.

Eugene reported that the premature failure of new light bulbs in the Fellowship Hall might be fixed by calibrating the dimmer switches. This will be explored with the electrical contractor.

With assistance from Herb and Chris Viano, Eugene was able to replace the pulpit spot light and make adjustments so it was not too bright for the video camera. At this time, other bulb changes in the sanctuary are on hold.

Several windows in the Preschool classrooms have lost their seal and should be replaced. Eugene will solicit costs from vendors.

The tile floor in the Adult Wing rooms need to be replaced but the cost is extremely high. Eugene will explore dividing the project into two parts.

No other significant physical plant issues were known.

The Building Use Policy was turned over to the Clerk of Session for further action. We will consider that item closed.

There was additional discussion about the future changes to the Sanctuary and the need for an organ replacement. A majority of team members indicated they often attend the contemporary service in the Fellowship Hall and have little interest in moving that service to the sanctuary. They felt before huge sums were spent changing the Sanctuary, some should be spent to put a larger screen and brighter projector in the Fellowship Hall.

The expenses for Property in 2018 are almost complete and the budget for 2019 submitted. It appears that all funds budgeted for Property in 2018 will not be used. The Property Moderator proposed that unused Property funds should be re-allocated to Global Mission since so much had been cut from that budget over the past few years.

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

Clifton G. Furedy

Property Moderator

Stewardship
8 January 2019

1. Meeting was called to order by the Moderator, Gary Crossman at approximately 7:10 pm.
2. Members present were Gary Crossman, Bob Baker, Richard Guy, Ed Spillman, Luanne Wong (Treasurer), and Dr. David Rollins (for the first part of the meeting)
3. New Ministry members were introduced and welcomed.
4. Pastor Rollins was given the floor and he briefly talked about getting a jump start on the 2019 Stewardship Campaign, particularly in regards to setting a date for Consecration Sunday so he could begin to work on getting a speaker for that Sunday. He also mentioned some ideas to be

used during the campaign including developing some handouts and/or weekly letters. After Pastor Rollins left, it was discussed and the Ministry selected the first Sunday in October as Concentration Sunday.

5. As moderator of this Ministry, it will be my duty to moderate the Annual Meeting of the Corporation, BPC, Incorporated on the first Sunday in February.

6. General discussion ensued concerning the duties of the Ministry and our relationship with the Endowment Committee and the Columbarium Committee.

7. MOTION: Since the Worship Ministry overspent their budget in 2018, it is necessary for the Session to approve(accept) that over expenditure. The church treasurer will have details at the Session meeting. The Stewardship Ministry moves that "The over expenditure of their 2018 budget by the Worship Ministry be approved(accepted) by the Session.

8. The meeting ended at approximately 810 pm.

Worship 8 January 2019

Ministry Members Present: Judy Crossman, Nancy Guy, Mary Jo Kennedy, Dardy Long, Doug Mitchell, Janet Martin, Marie Parr, Chris Pascuzzi, and Music Director Chi-yi Chen Wolbrink.

Pastors David and Emma briefly participated in the meeting to bring issues as identified in these minutes.

The meeting was called to order at 7:10.

The agenda was approved.

Open Issues / Old Business:

Organ Committee – There was no report as the Christmas season had so much going on that there was no discussions held regarding Sanctuary upgrades.

Wedding Committee – Marie has gathered information from other churches and will put together a committee to review and update the current policy.

New business:

Report of the Music Director – Chi-yi provided a written report that included updates on the children's choir (Joyful Singers) and the sanctuary choir and handbell choir. Martha Berryman may be creating a beginner's handbell class with pre-school ringers. Also discussed was the opportunity to obtain a new piano for the sanctuary. The current piano doesn't hold its tune. The music fund has received a \$20,000 donation towards the purchase of a new or refurbished piano. Chi-yi has been made aware of a grant available from E.K. Sloane who is matching funds with preference on Steinway pianos that will be available for music enhancement in the communities.

Christmas Review – Many positive comments were received from the congregation regarding the new decorations and how nice they were. The angel statues, which were loaned to another church for the Advent season, are being returned. The decorations were all boxed up and stored this past week. It was also discussed that based on feedback from the congregation, the combined services throughout the month of December was good and should be done again next year.

Communion – one of the complicating issues with the 3 Christmas Eve services was the time involved in the preparation, serving, and clean up from the communion sacrament. With so many people attending, the sacrament took up 20 minutes in the 4:00 service and 15 minutes in

the 7:00 service. Intinction and passing of the bread and cup were discussed with pros and cons. The overriding issue was the amount of time and effort required, and whether or not communion was being done out of habit, since it is not really liturgical during Christmas Eve. The Ministry agreed that the serving of communion on Christmas Eve took time away from preaching, music, and the general atmosphere of the Christmas season, and it was agreed that there is no need to complicate or possibly detract from Christmas by serving communion. Also discussed was the serving of Communion on Easter Sunday. Communion is offered on Maundy Thursday and in recent years has been offered on Easter Sunday when there was a combined service. This year there will be three Easter services and it was thought that again, Communion was not necessary. Chris will discuss both issues with the pastors so that the issue can be addressed at Session this coming Tuesday when Session will most likely approve the communion dates for 2019.

“The Tree” – Originally planning to discuss the “Loving Tree”, it was discussed and proposed that the tree assembled in the Atrium in previous years be brought out again this year for the months of February and March. The “Loving Tree” will be put up on February 2 so it can be visited by the congregation for 2 Sundays during the Valentine holiday. JAM will be approached to assist in setting up the decorations for the tree on January 30. The hearts that will be on the decorated “Loving Tree” will be removed in time for February 24th and March 3rd Sundays where it will serve as the “Prayer Tree”.

Easter Lilies – Chris and Nancy will coordinate and provide information as required

Emma stopped in to initiate a discussion regarding services for Easter Sunday, as the decision would impact discussion in another Ministry. It was felt by the Ministry that there should be 3 services, vice a Combined service, on Easter 21 April. There would be no Sunday School classes, and the 10 o'clock hour would be used for the brunch and the Easter egg hunt.

David stopped in to ask for discussion regarding the summer schedule. It was felt by everyone that the single service during the summer worked out very well and that we should do it again this coming summer. It was agreed that combined services would start on May 26th (Memorial Day weekend) and the last combined summer service will be on September 1st (Labor Day weekend). The following motion will be made to Session:

Motion: The Worship ministry moves that the summer combined worship schedule begin on May 26th and end on September 1st, with services being held at 10:00 am.

With no further business the meeting closed with prayer at 8:35 pm.

Doug Mitchell, recorder