

Minutes of the Stated Session Meeting

Bayside Presbyterian Church
15 January 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.

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, Butch Brenton, Gary Crossman, Cliff Furedy, Herb Gordon, Walter Martin, Michele Parker, Chris Pascuzzi, Sandy Ronan, Ed Spillman, Matthew Wicks, Rose Ann Wehr and George Wong.

Elders, Peggy Damuth, Richard Guy, Kay Niman Meyers, Mike Raymer, Di Ricks, Martha Rudell, Thom Sare and Mark Schreiber were not in attendance.

Staff Member Present: Chi-Yi Chen Wolbrink, Director of Music Ministries, Lacy Schimmel, Director of Youth and Family Outreach

Staff Members Not Present: Rev. Dr. David Rollins who was away on continued education time.

Visitors to the meeting included Treasurer Luanne Wong, Will Abertoli, Mary Hubbard and Kim Coyle.

SHARING OF JOYS AND CONCERNS

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

DEVOTION was shared by Elder Butch Brenton.

REQUESTS FOR SESSION APPROVAL

1. New Member Requests: Will Abertoli

Will Abertoli shared his faith story and his desire to join the church. He will be presented to the congregation on the 27th of January at the Sail On Service.

Motion: Elder Walter Martin moved that we accept Will Abertoli into membership.
The motion passed.

2. Baptism Requests: None
3. Church Wedding Requests: None

SACRAMENT OF COMMUNION All were 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 last month’s Session meeting and the agenda for today’s Stated Meeting.

STATISTICS

Attendance: Current Year Plus Previous Three – December and Special Services

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Services	Total All Sundays	Weekly Average	Total All Services
2015	95/32	168/56	373/124	203	839	210	1542
2016	59/30	145/72	271/136	184/55*	659	165	1291
2017	76/25	165/55	379/126	169/148**	937***	187	1504
2018^	NA	NA	NA	938/188	938	188	1491

* Christmas Day ** Christmas Eve Morning *** 5 Sundays ^ All Combined Services

Year	Celtic	Longest Night	Christmas Eve – 4pm	Christmas Eve – 7pm	Christmas Eve – 11pm	Total Special Services
2015	40	15	312	286	50	703
2016	50	41	175	254	57	577
2017	NA	43	208	258	58	567
2018	75	8	288	241	68	680

- 1. Reception of New Members: None
- 2. Baptisms: None
- 3. Church Weddings: None
- 4. Member Transfers: None
- 5. Member Deaths: Jack Ricks 12/23

REQUEST

Kim Coyle visited with us to discuss next steps in seminary journey. Kim is currently an inquiry at Union Seminary. She is in her 2nd year. Preparation on Ministry has approved her moving forward with her candidacy. She will be brought forward to the presbytery at the upcoming meeting on Saturday January 26th. Kim shared some of her story and journey. Kim asked that we continue to pray for her journey.

Mary Hubbard, Kim’s liaison, shared that each time she sees Kim she is different – really peaceful and feels that she believes she is totally in the right place and on the journey.

Motion: Elder Gary Crossman moved that we accept and approve Kim Coyle’s move to candidacy with joy. **The motion passed.**

INVITATION CELEBRATION:

Sharing of invitations to Bayside services, events and programs.
None reported – Rev. Ouellette reminded all that we need to be intentional in our invitations.

FINANCIAL REPORT AND ISSUES:

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

Luann shared that 2018 was a good year for the church. We ended in the black by \$12,500. We were blessed by 2-3 large gifts this year. We did not use any of the rollover. Only one ministry went over budget – Worship. There will be a motion later in the meeting from Stewardship to move monies for the over expenditure.

Luann asked that we look at the non-budget funds – we are in the red around \$900. This is the line item that supports Wed@Well and sanctuary flowers. She will talk to former treasurer Tracy Davis about whether we need to move money to zero it out or should we leave it as it is? Question was asked if for 2020 should we budget those expenses. That will be discussed as we prep the budget for next year.

Luann also shared that there was a potential discrepancy in the Endowment fund which turned out not to be... We had a gift of stocks and we held that until the stock rebounded and that led to the difference in the numbers that appeared to show as a discrepancy.

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

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

None

PEVA / CHURCH INFORMATION

None

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosure 3) Clerk
No updates received

NEW BUSINESS

1. Elder Retreat - (enclosure 4) – Rev. Ouellette reminder us that we have been asked 2 chapters from a book to read, received via email and posted on the website. Please begin to think about 2020 and in particular the Organ Replacement plan so that we can be in active discussion. Reminder to bring snacks to share. Carpooling is a good idea.
2. Attendance Survey Discussion – Elder Ed Spillman shared a preview of the attendance presentation.
3. The Next Presbytery Meeting is SAT. JAN. 26, 2019 at 10:00 AM at Hilton Presbyterian Church (34 Main Street, Newport News, VA). Motion needed to elect delegate to join Tom Weeks.

Motion: Elder Gary Crossman moved that we approve a yet to be named resting elder to serve as a delegate to the PEVA meeting on January 26, 2019, if one could be identified. **The motion passed.**

4. From Worship:

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.

The **motion was withdrawn** from the floor until after the discussion at the session retreat.

Elder Spillman suggested that we talk more about the impact of combined services. We will delve deeper at the Session Retreat.

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

***Joyful Singers:** By God's grace, I am grateful that we have about 15-20 children (Kindergarten through K6) in Joyful Singers. Rehearsals are Sunday mornings from 9:30-9:50 and Wednesday afternoons from 5:45-6:10. We resumed the first rehearsal of the year on Jan 9th. You might have noticed during the Advent season that the children were leading the invocation singing. We will keep this format for the upcoming Lenten Season Sundays. Here are singing dates: February 3rd, March 3rd, April 7th, April 28th, June 2nd.

***Sanctuary Choir:** Our first rehearsal was Jan 9th with two new singers joining us last Sunday: Jacob Allen, who is 18 years old and in a 6 month intensive School of Music at Little Creek Navy Base and Bryleigh Peel, a 13 year old middle school student. Both of them are very musical, and even more important, their ages have reduced the average age of choir!

***Hand bell Choir:** Rehearsal resumed on Jan 9th at 6:15pm. As of now, they plan to play at 11 am services on: February 24, March 31, June 9th (Pentecost) and April 18 (Maundy Thursday 7pm).

*Martha Berryman has very kindly provided a new beginner's hand bell class on Thursday from 12-1pm. If we can get 5 ringers to sign up, we will start February 7th.

***Upgrade information on instruments for the Sanctuary:**

The Whitesel Church Organ company sent an email to the church to express their interest in helping us with a pipe organ. I've forwarded the email to Doug Mitchell.

***The suggestion box** of Hymns & Songs (Yours, Mine and Ours) at the Welcome Center will resume in February.

Serving the wider church:

Co-Director, for the Hymn Society Conference, July 12-17 Dallas TX 2019.

Program Planning Team member, for the Music & Arts Annual Conference of PCUSA, June 14-27, 2020 in Montreat.

Visiting conductor for Maury High school choirs, Norfolk in February and March, 2019

Columnist for "Call to Worship" – May 2019 through September 2019. There are three different topics: Spaces for Worship, Worshiping the Triune God, and Word in Worship.

Keynote speaker & Lecturing: Taiwanese Presbyterian Church of Washington, February 16th (Saturday).

Personal notes: I cancelled my vacation from October 28-November 2nd 2019 because of damage to my home. The repair project will start around mid or late February. I have no personal vacation planned so far.

Director of Youth and Family Outreach

Ms. Lacy Schimmel

Lacy shared Youth Sunday will be May 5, 2019. VBS will be the last full week of July (22-26). This will allow a week between Montreat and VBS for preparation. Lacy is getting with Lindley Fox to get input on the theme. Also 30-hour famine is February 22 and 23 – there is a curriculum through World Vision – the cost is free – but any donations will go to World Vision. The fundraiser will begin next week. Perhaps a Sandwich fundraiser for the 3rd of February. First Presbyterian at the beach is joining the famine with our youth.

Associate Pastor

Rev. Emma Ouellette

The past month have celebrated Christmas together. I enjoyed having the opportunity again to work on the 4:00 Christmas Eve service with Lacy. The ABCs of Christmas were fun to put together and I believe well received.

This past month for me has been about healing. I am forever grateful for a caring congregation, and understanding congregation, during my medical issues. Healing has taken a bit longer than expected, but everyday is better than the last. Your prayers, cards, and kind words have made the experience more bearable. As always I'm thankful for how you welcome my family into the Bayside family when they come to visit. It was great to have them here for the holiday, and to help take care of me and Ziggy after the surgery.

I look forward to this year and all that we will accomplish together. I believe that together we can continue to grow and try new things to challenge and strengthen our faith. I started teaching a Wednesday evening study on the book All the Place to Go by John Ortberg, and It's been a fun study so far looking into the doors God opens for us and the ones we try to force open.

A fun addition to the binnacle this year will be The Book Corner. Each month I will do a short review on a children's book. The idea for this article came after talking to young parents about resources they can pick up for their children at home. So if you are someone who could use a resource like this be looking for it in each month's binnacle. Or make sure you spread the word and pass it along to those who could benefit from it.

As always my prayers are with you and I am honored to serve God with you here at Bayside.

Joyfully,
Emma Ouellette

Pastor / Head of Staff

Rev. Dr. David Rollins

Since our meeting in December I have helped to organize and lead worship services on December 21, 23, 24, 30, and Jan. 6. I have had the opportunity and privilege to make multiple pastoral visits in hospitals and homes walking along side people dealing with a wide variety of things. I have been working on the session retreat, and outlining worship services

for this year. I have spent some time with our Living Waters of the World mission group and am preparing to join them on their next trip in March.

Almost every week the staff and I meet at 9:30 am on Tuesdays in the conference room to pray, touch base, plan and prepare for upcoming events. We also review the bulletin and worship plans for the coming Sunday. Every time we gather I am impressed by the team that God has put together in this place. Bayside is fortunate because we have an incredibly talented staff that serve passionately and joyfully in their callings. I am in Montreat this week to take some time for spiritual renewal and continuing education. While I am not with you in person you are in my heart and in my prayers. Thanks so much for all you do to serve Christ.

Peace,

David

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

Elder Gary Crossman – the date of Consecration Sunday is set for the 1st Sunday October.

Motion: The Stewardship Ministry moves that "The over expenditure of the 2018 budget by the Worship Ministry be accepted and approved by the Session. **The motion passed.**

Elder Sandy Ronan asked that everyone take pictures for the upcoming church directory. Please sent to her or to Rev. Ouellette.

Elder Clif Furedy - Property is asking that their budget be changed and carried over to the same amount. Property suggests that we designate the \$8000 from the underuse – this is not an option but a nice thought.

Clerk Amanda Long reminded that annual reports needed to be turned in if not already received.

Elder Butch Brenton shared thanks for support of the annual Living Nativity and asked for any feedback while it is fresh in our minds.

Elder George Wong shared that the scholarship forms will be up on the website in March.

Elder Long closed meeting with prayer at 8:35pm.

Next Meeting – Tuesday, February 19, 2019 7pm Elder Thom Sare – Devotion

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of December 31, 2018

Saturday, January 12, 2019

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Account # Account Name YTD Balance

1100.0500.0000	BB&T Money Market	135,554.50
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	94,101.17
1100.2100.0000	Towne Bank Money Market	241,521.73

Cash Assets \$471,477.49

1100.2453.0000	Session Loan (4)	4,480.12
1100.2525.0000	Union Bank 5110762150(6/21/2020)2.37%	53,800.94
1100.2527.0000	Xenith Bank 1024 (4/12/2019)1.24%	60,225.57
1100.2528.0000	Xenith Bank 5110754383(5/15/2019)1.24%	31,029.34
1100.2529.0000	Xenith Bank 5110771861(4/30/2019)1.24%	49,339.02
1100.2621.0000	Xenith Bank 4437(4/26/2019)1.54%	30,312.65
1100.2766.0000	Towne632084227(1/15/2020)1.49%	63,815.56
1100.2767.0000	Towne632077972(1/20/2020)1.49%	56,484.08

Investment Assets \$349,487.28

1100.4100.0000	Endowment MM TowneBank	5,391.84
1100.4500.0000	TD Ameritrade	487,711.33

Endowment Assets \$493,103.17

\$1,314,067.94

Fund Balance

3100.0000.0000	General Fund	278,518.66
3100.5000.0000	Pastor's Cont Educ Fund	586.72
3100.7000.0000	Assoc Pastor Cont Educ Fund	2,231.30
3200.0000.0000	Non-Budget Fund	(868.86)
3200.0200.0000	Minister's Special Benevolence	3,806.98
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3200.4430.0000	Wedding Fund	(14.35)
3200.5000.0000	Food Pantry Fund	15,009.05
3300.0000.0000	Preschool Fund	112,050.00
3400.0000.0000	Educational Fund	5,245.76
3400.1000.1000	Library Fund	407.15
3400.1100.0000	Youth Ministries Fund	2,049.04
3400.1110.0000	Youth Mission Trips	16,276.47
3400.1120.0000	Adult Mission Trip Fund	3,445.25
3500.0000.0000	Property Fund	126,543.61
3500.0210.0000	Transportation Fund Balance	26,956.46
3500.0300.0000	Operations Reserve Fund Balance	45,778.77
3500.0700.0000	Columbarium Fund	46,831.16
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	3,301.74
3800.0000.0000	Scholarship Fund	1,889.70
3800.1005.0000	William & Rhonda Bertholf Education Fund Balance	12,906.17
3800.2000.0000	Minister Loan Fund	30,027.39
3800.4000.0000	Missions Fund	9,735.62
3800.5000.0000	Earnings Fund	4,339.03

General & Special Funds \$827,514.17

3900.0000.0000	Endowment Fund	373,849.14
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Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of December 31, 2018

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Account #	Account Name	YTD Balance
3900.3100.0000	Edna E Etheridge Fund Fund	104,942.42
3900.9000.0000	Qtrly Endow Earnings Fund	7,762.21
	Endowment Funds	\$486,553.77
	Total Fund Balance	\$1,314,067.94
	Total Liabilities and Fund Balance	<u>\$1,314,067.94</u>

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of December 2018 for General Fund

Saturday, January 12, 2019 5:01 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Income					
4100.0000.0000	Pledge Offering	61,185.40	540,806.72*	100	540,058.00
4100.0100.0000	Non-pledged Offering	16,658.75	118,170.70*	118	100,000.00
4100.0200.0000	Visitor Offering	436.00	3,450.00*	230	1,500.00
4100.0300.0000	Loose Cash Offering	2,660.00	10,869.07*	136	8,000.00
4100.0400.0000	Church School Offering	0.00	10.00	10	100.00
4100.0500.0000	Envelope Offering	0.00	362.00*	121	300.00
	Regular Offerings	\$80,940.15	\$673,668.49	104	\$649,958.00
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	795.00	9,540.00	100	9,540.00
4100.2100.0000	Soft Drinks/Coffee Inc.	1.80	284.85	0	0.00
4100.2200.0000	Tenant Donations	1,300.00	9,115.00*	101	9,000.00
	Other Income	\$2,096.80	\$18,939.85	102	\$18,540.00
4100.1101.0000	Preschool DoMM Donation	384.00	2,264.00	94	2,400.00
4100.8888.8888	Restricted Fund Budget Supplement	0.00	0.00	0	5,137.00
4100.9999.9999	G/F ROLLOVER	0.00	0.00	0	60,000.00
	Total Income	\$83,420.95	\$694,872.34	93	\$743,795.00
Expense					
5100.1000.0000	Salary - Minister	9,437.01	101,402.62*	101	100,326.00
5100.1005.0000	Salary - Associate Pastor	5,791.93	57,661.66*	101	56,818.00
5100.1010.0000	Salary - Director of Music	5,234.16	51,713.92*	102	50,810.00
5100.1011.0000	Salary - Praise Team Music	1,043.83	12,256.65	69	17,861.00
5100.1015.0000	Salary - Dir Educ Min	3,833.33	17,495.52	39	45,000.00
5100.1020.0000	Salary - Church Secretary	4,092.00	33,156.80*	103	32,143.00
5100.1022.0000	Salary - PT Bookkeeper	50.00	912.50	79	1,150.00
5100.1030.0000	Salary - Nursery	1,201.50	9,434.15	98	9,580.00
5100.1031.0000	Salary - Bldg/Grnds Super	3,989.36	36,872.32*	103	35,872.00
5100.1032.0000	Custodian A	1,381.83	11,003.52	86	12,789.00
5100.1035.0000	Employer Social Security	1,413.21	11,486.18	83	13,811.00
	Salary Expense	\$37,468.16	\$343,395.84	91	\$376,160.00
5100.0100.0000	Office Supplies	1,082.01	3,590.97	90	4,000.00
5100.0105.0000	Postage Exp. 2	0.00	1,909.00	95	2,000.00
5100.0110.0000	Postage Meter Lease	0.00	447.28	89	500.00
5100.0115.0000	Copier Lease/Maintenance	736.58	9,038.87	79	11,500.00

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of December 2018 for General Fund

Saturday, January 12, 2019 5:01 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0120.0000	Internet Expense	231.30	3,693.11*	148	2,500.00
5100.0126.0000	Office Equipment Repair	225.23	517.66	52	1,000.00
5100.0130.0000	Telephone Service	237.55	2,922.13*	101	2,900.00
5100.0155.0000	Phone Message System	85.00	1,020.00	100	1,020.00
5100.0157.0000	Staff Appreciation	77.53	77.53	26	300.00
5100.0160.0000	Worker's Comp Insurance	0.00	2,816.70*	141	2,000.00
5100.0165.0000	Property & Liability Ins	9,118.00	9,618.00	99	9,750.00
5100.0175.0000	Computer Equip/Software	0.00	4,398.86	88	5,000.00
	Office Administration	\$11,793.20	\$40,050.11	94	\$42,470.00
5100.1040.0000	Benefits - Minister	2,886.20	34,634.40*	100	34,634.00
5100.1045.0000	Benefits - Assoc Pastor	1,620.72	20,411.56*	105	19,529.00
5100.1050.0000	Benefits - Director of Music	388.24	4,728.88*	101	4,659.00
5100.1051.0000	Medical Insurance Opt-Out- DoMM	333.34	4,000.08*	100	4,000.00
5100.1055.0000	Benefits - Dir of Educ Min	896.45	4,401.25	39	11,182.00
5100.1061.1000	Benefits - Church Secretary	840.84	10,160.08*	101	10,090.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,349.20	16,430.40*	106	15,471.00
	Benefits Expense	\$8,314.99	\$94,766.65	95	\$99,565.00
5100.1065.0000	Prof. Exp. - Minister	393.56	3,563.94	89	4,000.00
5100.1066.0000	Cont Ed - Minister	599.44	2,500.00	100	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	236.85	1,343.29	45	3,000.00
5100.1071.0000	Cont Ed - Assoc Pastor	1,500.00	1,500.00	100	1,500.00
5100.1075.0000	Prof. Exp. - Dir. Music	230.75	1,309.05	56	2,350.00
5100.1080.0000	Prof Exp - Dir of Educ Min	125.00	210.00	9	2,350.00
5100.1085.0000	Prof.Exp - Administrator	0.00	130.02	29	450.00
	Professional Expense	\$3,085.60	\$10,556.30	65	\$16,150.00
	Total Administrative Expense	\$6,661.95	\$488,768.90	91	\$534,345.00
5100.2001.0000	Beach Health Clinic	0.00	400.00	100	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	0.00	2,400.00	100	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	0.00	500.00	100	500.00
5100.2013.0000	St. Columba Ministries	0.00	10,400.00	100	10,400.00
5100.2021.0000	Judeo-Christian Outreach Cente	0.00	2,800.00	100	2,800.00
5100.2027.0000	Seton Youth Shelter	0.00	500.00	100	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	0.00	1,600.00	100	1,600.00

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.2033.0000	Winter Shelter Program	130.65	130.65	33	400.00
5100.2038.0000	Faith Works Coalition	0.00	2,400.00	100	2,400.00
5100.2039.0000	Virginia Supportive Housing/Crescent Square	0.00	2,800.00	100	2,800.00
5100.2041.0000	Project Activity	0.00	285.82	36	800.00
	Community Service Expense	\$130.65	\$24,216.47	97	\$25,000.00
5100.2055.0000	Fellowship	0.00	1,252.86	74	1,700.00
5100.2060.0000	Card Ministry	0.00	10.00	10	100.00
5100.2063.0000	Bereavement Team	0.00	11.33	2	750.00
5100.2070.0000	Stephen Ministry	0.00	258.43	57	450.00
	Congregational Care Expense	\$0.00	\$1,532.62	51	\$3,000.00
5100.3000.0000	Equipment/	0.00	0.00	0	750.00
5100.3001.0000	Supplies	54.54	302.64	15	2,000.00
5100.3003.0000	DCE Conferences	0.00	0.00	0	1,250.00
5100.3005.0000	Curriculum	748.73	2,226.12	70	3,200.00
5100.3006.0000	Background_ Checks	10.00	142.85*	143	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	(70.00)	956.00	64	1,500.00
5100.3014.0000	MOPS	840.82	2,463.54*	137	1,800.00
5100.3015.0000	Vacation Bible School Exp.	(2,395.01)	6,116.96*	161	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	0.00	219.30	31	700.00
5100.3041.0000	HS Ministry	2.26	221.55	44	500.00
5100.3042.0000	Confirmation	275.60	275.60	92	300.00
5100.3043.0000	Children's Ministry	193.52	4,550.13*	379	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	167.14	9	1,800.00
	Education Expense	(\$339.54)	\$17,641.83	91	\$19,400.00
5100.3505.0000	New Visitor Materials	0.00	451.00	90	500.00
5100.3525.0000	Evangelism Materials	0.00	467.75	94	500.00
5100.3531.0000	Evangelistic Events	0.00	0.00	0	500.00
5100.3540.0000	Living Nativity	1,629.22	1,629.22	54	3,000.00
	Evangelism Expense	\$1,629.22	\$2,547.97	57	\$4,500.00
5100.4000.0000	Building Maintenance	979.92	9,336.79*	117	8,000.00
5100.4001.0000	HVAC Maintenance	623.77	812.52	12	7,000.00
5100.4005.0000	Van Ops/Maint	0.00	0.00		
5100.4010.0000	Exterminating Service	0.00	1,893.00	95	2,000.00

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of December 2018 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4015.0000	Fire & Safety System Maint.	0.00	1,251.60	63	2,000.00
5100.4020.0000	Grounds Maintenance	453.00	13,882.95*	139	10,000.00
5100.4025.0000	Supplies & Cleaning Materials	196.77	2,780.93	70	4,000.00
5100.4030.0000	Kitchen Maintenance	47.84	1,464.09	73	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	0.00	21,755.29	87	25,000.00
5100.4055.0000	Gas	1,025.32	8,249.18	82	10,000.00
5100.4060.0000	Water & Sewer	867.58	8,961.96	90	10,000.00
5100.4065.0000	Refuse Collection	225.58	2,835.91*	142	2,000.00
	Property Expense	\$4,419.78	\$73,224.22	89	\$82,000.00
5100.4080.0000	Payroll Preparation	99.59	910.93	87	1,050.00
5100.4082.0000	Bank Fees	64.40	665.10*	121	550.00
5100.4086.0000	Audit Fees	600.00	600.00	43	1,400.00
	Stewardship Expense	\$763.99	\$2,176.03	73	\$3,000.00
5100.4101.0000	Church Develop - Limete	125.00	500.00	100	500.00
5100.4110.0000	Mission Giving	8,750.00	35,000.00	100	35,000.00
5100.4120.0000	Theological Education Fund	250.00	1,000.00	100	1,000.00
5100.4121.0000	Field Missionary Support	0.00	0.00		
5100.4122.0000	Congo Maternity Hospital	125.00	500.00	100	500.00
5100.4123.0000	Congo-Mark Shreiber School	125.00	500.00	100	500.00
5100.4125.1000	Ticul Scholarship & Staff	0.00	0.00		
5100.4125.2000	Ticul - Material	0.00	0.00	0	500.00
5100.4125.5000	Youth - Mission Trips- 1/3	0.00	0.00		
5100.4128.0000	Disaster Response	0.00	0.00	0	500.00
5100.4130.0000	Massanetta support	0.00	500.00	100	500.00
5100.4132.0000	Miscellaneous expenses	0.00	108.11	22	500.00
5100.4134.0000	Clean Water Project	0.00	5,859.90	84	7,000.00
5100.4135.0000	Mogodeshu Hospital	125.00	500.00	100	500.00
	Witness/Global Mission	\$9,500.00	\$44,468.01	95	\$47,000.00
5100.4200.0000	Special Music Programs	1,125.00	2,989.93*	120	2,500.00
5100.4205.0000	Music Literature(all sevices	4.00	977.67	98	1,000.00
5100.4215.0000	Robe Maintenance/Cleaning	0.00	378.60	42	900.00
5100.4220.0000	Workshops/Memberships/licensing	0.00	2,744.93*	196	1,400.00
5100.4225.0000	Substitute Organist	0.00	950.00	59	1,600.00
5100.4230.0000	Music/Pulpit Honoraria	1,700.00	1,798.38*	180	1,000.00
5100.4232.0000	Section Leaders	1,530.00	11,615.00*	110	10,600.00

Bayside Presbyterian Church - Virginia Beach VA
 Treasurer's Report as of December 2018 for General Fund

Saturday, January 12, 2019 5:01 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4236.0000	Seasonal Decor	421.17	496.17*	124	400.00
5100.4240.0000	Usher Supplies/Cleaning	0.00	745.75*	186	400.00
5100.4245.0000	Communion Supplies	0.00	64.52	22	300.00
5100.4250.0000	Supplies/Equipment	179.26	638.67	75	850.00
5100.4251.0000	Children's Choir Supplies	0.00	194.13	32	600.00
5100.4255.0000	Keyboard Instr. Maintenance	330.00	441.80	49	900.00
5100.4260.0000	Audio/Visual	0.00	201.99	40	500.00
5100.4265.0000	Handbell Maintenance	0.00	0.00		
5100.4270.0000	Praise Team Drummer	290.00	3,515.00*	135	2,600.00
	Worship Expense	\$5,579.43	\$27,752.54	109	\$25,550.00
	Total Expenses	\$82,345.48	\$682,328.59	92	\$743,795.00
	Difference	\$1,075.47	\$12,543.75		\$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 based on August wedding experience
Worship	Lay Reader Guidelines	2015	

Session Retreat

2019

Where 3100 Sandfiddler Rd. Virginia Beach, VA

When January 25-26, 2019

The retreat will begin with dinner on Friday at 6 pm. We will finish sometime after lunch on Saturday.

Why We will discuss some of the points in *Changing the Conversation chapters 1 & 2*, hear a brief report from Ed Spillman, watch “When God left the building”, discuss goals for 2019, and enjoy fellowship.

Cost \$125 each

Accommodations

We will host the retreat in the same location we used last year. The feedback from the elders was overwhelmingly positive. The house in Sandbridge can sleep 26 people. It has 11 bedrooms and 10 baths. So there is plenty of space, but it will mean sharing rooms for those spending the night. You have the option to go home and return for the remainder of the retreat. The cost is shared by all and it includes (lodging for those spending the night), meals (dinner, breakfast & lunch), and meeting space.

Payment Please make your check out to Bayside, note session retreat, and turn it in to me so I can keep track of who has paid.

Session retreat

2019 Tentative Schedule

Friday Night 6:30 dinner at Beach Embassy

7:30 Changing the Conversation & When God left the building

9:30 Fellowship---until

Saturday 8:30 Breakfast at Beach Embassy

9:15 Ed Spillman

10:00 Break

10:15 central focus for 2019

12:00 lunch at Beach Embassy

Closing Worship & Communion

Meals are being catered but I encourage you to bring a snack to share and perhaps a game to play during our fellowship time.