

# Ministry Meeting Minutes

## February 2019

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Administrative Support  
5 February 2019

Amanda 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.

January minutes were approved.

### Preschool Report

Community Service Project for February: Toothbrushes & toothpaste for St. Columba Ministries Summer Camp 2018 – (Ages 2 – 6)

Three 2 week camps (Tuesdays, Wednesdays and Thursdays)

9am to 12 noon. Total fee for each camp is \$100. Each camp has a \$35 non-refundable deposit and the remainder of the camp fee of \$65 is due when camps start.

Registration starts Thursday, March 1<sup>st</sup>

Summer Camp 1: "Wild Animals" June 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup>

Summer Camp 2: "Weather" July 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup>

Summer Camp 3: "Science" August 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup>

Registration for Fall 2019:

The following class are full for September 2019:

Kindergarten class, both 2 ½'s classes and the 3 and 5-day 3's classes.

Both 4-day 4's classes have several openings each each and other classes have openings available.

### Old Business:

Need to complete and finalize 2018 annual reviews, reviewing PDs.

Liaisons Updates – Discussed the need touch base with staff member monthly, discuss any cares or concerns and sit down quarterly with staff member to ensure cares and concerns are being addressed and met.

Church Windows database still needs updating. George suggested coordinating with the taking of church pictures for the directory, scheduling admin folks while congregants arrive to have their pictures taken. They can update while waiting or be provided a card with the link so they can complete at home. We also need to begin the process of finding congregant gifts, and current or potential future involvement (i.e. choir, praise team, bells, stewards of the dirt, flowers, etc)

### New Business:

Technical Updates:

Video Surveillance System – Cameras and surveillance are on line, motion sensor activated (recording). The large video monitor on church secretary’s desk/credenza was originally intended to be mounted on the wall, but it was her request to not permanently mount the monitor.

Carbonite, LogMeIn and email. Carbonite renews early Feb, committee agreed that the most economical renewal option for Carbonite would be a 3 year Power plan. Amanda will email Linda so she can respond by the 11 February renewal date.

Inventory of computers/systems – Amanda, will ask Linda to work on an inventory of computers and operating systems. Linda received an email from Cox regarding recent email issues, and will do some more investigating regarding the firewall. Amanda will follow up with Linda regarding these issues and will most likely require future discussion and clarification for overall understanding by all.

Discussed Potential Training on phishing. Briefly discussed free training that is available on LINKED IN learning. This is worth pursuing.

Budget Updates – Amanda will add as attachment to the agenda for next meeting.

Admin Support has the flowers in Oct for Staff Appreciation

Amanda will work on creating a password protected Admin Support page.

Upcoming Staff Time Away/Birthdays

Emma	8 – 11 Feb	Vacation
Linda	19 Feb	Birthday
Linda	22 Feb	Vacation
Kathy	5 Mar	Birthday
Chi Yi	10 -11 Mar	Vacation
David	12 - 19 Mar	Peru, Living Waters
Emma	27 Mar – 4 Apr	Vacation

George closed the meeting with prayer.

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Christian Education  
5 February 2019

No Minutes Received

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Community Service  
5 February 2019

Meeting called to order by Thom Sare, Moderator

No Session meeting highlights from January were provided, as Thom was not in attendance. Thom reported that the Session Retreat discussed membership and youth – specifically, there is an initiative to create a “talent” database to offer volunteer help to all ministries, and an initiative to expand the children and youth program at Bayside.

Old Business: HumanKind. Thom reported the Treasurer reissued the returned 4<sup>th</sup> quarter, 2018 check to HumanKind’s new address in Lynchburg. Pam Spillman reported that HumanKind was very sorry for the mix-up, and confirmed they continue to serve adults and families in Hampton Roads with services for those with intellectual disabilities. Pam was charged with contacting HumanKind again to determine where our donation dollars are used, and if they have a local representative to brief our Ministry. In the meantime, Thom is holding the disbursement voucher for HumanKind for the 1<sup>st</sup> quarter, 2019.

New Business: the Ministry discussed sending JCOC an additional donation to help with any costs they incurred helping Federal civil service and contractor employees with food needs during the recent government shutdown. This need have been overcome by events, since the Federal Government has now re-opened. But, if it closes again, our Ministry would agree to donate up to \$200 to JCOC. There was follow-on discussion that the \$200 might be better spent towards our own Food Pantry and/or Minister’s Special Benevolence funds, so if this occurs, we may want to revisit the approved extra funds to JCOC.

Agency Reports (only reporting those with activity):

1. Blood Drive – next drive is March 12, but the location will be at Haygood United Methodist Church, not Bayside.
2. Christmas Caroling – Joyce Ward reported there were 11 Bayside participants at this past December’s Christmas Caroling at Bayside Health and Rehabilitation Center. Next year she will talk to Clint Damuth to see if we would be better off dividing into groups so as to bring the holiday music to only those residents who desire it, rather than banding together as one big group.
3. Easter Baskets – dates for donative drive is March 10 to April 14. Lynne will get it included in the March Binnacle (deadline: February 15), and talk to Lacy about getting youth to assist with assembling the baskets.
4. Food Pantry – in January, Food Pantry helped 11 families (22 adults, 19 children), spending a total of \$511.25 (of which \$468.05 was donated by the shoppers). Also Souper Bowl Sunday produced a donation of 1,368 units – which represented \$1,144 and 224 canned goods.
5. Samaritan House – Susie Fulcher reminded us she is planning a baby clothing donation drive in May.
6. St. Columba – SIS made 280 sandwiches for St. Columba in January.
7. Thanksgiving Baskets – position remains vacant.
8. Virginia Supportive Housing/Crescent Square – Gloria Wardrup reported she and Di Ricks are planning some sort of event for Crescent Square by the end of March. More info will be forthcoming when it is decided. Arden Reed from VSH asked to have lunch with Thom and Gloria to meet Bayside’s new Moderator for Community Service. Finally, Gloria asked if she should be reporting things she and Di do personally for Crescent Square. For instance, Gloria is

donating a TV to them, and she and Di held a dinner for them this past Thanksgiving. Guidance was given to report it.

9. Winter Shelter – A recent email from JCOC indicated there will be one more year of Winter Shelter. Our week stays the same as last year – 11/27 until 12/4, but Connie and Lynne need to discuss this date further because it crosses over Thanksgiving.

Meeting ended 7:50 pm.

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Congregational Care  
5 February 2019

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

**BFF**

Our planning meeting took place on 1/11/19 and planned for our quarterly Luncheon program on February 25th where we will have a program on Genealogy. Some have been delving into their genealogy for sometime now and are enjoying it so much we thought others may be interested in joining in. We will have two experts with a most interesting program and good information to get us started. Book Club, Bridge and Yoga are continuing. Check the welcome center and our bulletin board for more info.

**Funeral receptions**

We provide a reception for the funeral of Frank Reece which went very well. Several of Frank's VMI brothers were in attendance and added some traditional VMI traditions to the activities. His family very much appreciated the service and remembrances of him from his friends.

**Pictorial Directory**

Photographers will be here March 21, 22, and 23. Appointment sign-ups will be available in the Atrium from 2/17/19 to 3/10/19 or you may sign up online. We will send an email with a link to the site. We would really like pictures from our many activities. If you have some or can take some, please email them to me ([ronan73@cox.net](mailto:ronan73@cox.net)) or Emma ([couelette@baysidepresby.org](mailto:couelette@baysidepresby.org)).

**Pictures, pictures, pictures!**

We will organize our pictures roughly into 5 areas: Service/Mission, Fun and Fellowship, Music/Worship, Youth/DVBS and Leadership.

We will be sitting up a table in the atrium with information and sign up sheets so check it out.

**Adjournment**

The meeting was adjourned at 8:30pm.

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Evangelism  
5 February 2019

Members present: Rev. Emma Ouellette, Russ Brown, John Hamilton, Terri Dannemann, John Dannemann and Butch Brenton

Old Business:

1. Visitor Bags made up in January for Welcome Center. Terri straightened out our storage closet and organized ministry's materials. She demonstrated how to put the bags together.
2. Evangelism Members did a great job manning the Welcome Center, especially during the busy months of November, December and January. Sign up sheets to man Welcome Center for Feb. & Mar. will be taken to the next Session Meeting to seek volunteers. Still in need of a sign for the Welcome Center. (John H.)
3. Report on New Members and Visitor to New Member Classes. Rev. Emma will get back to us with this information.

New Business:

1. Rev. Emma joined us and enthusiastically presented a way for us to reach out to new members of our church community through a company called d2design and a program it offers called ConnectFirst. Rev. Emma will be speaking to a representative of the company this week and will forward any new information to us. The Ministry appreciated the handouts Rev. Emma supplied and are looking forward to learning more about this opportunity. TBC...
2. Ministry Members agreed with Rev. Emma to jump on the opportunity to advertise our church information on the new Harris Teeter paper bags. Rev. Emma will continue to head up this initiative. Thanks Rev. Emma for bringing us new opportunities to reach out to others.
3. Discussed "Rethinking Evangelism" article Rev. Emma e-mailed us earlier this month.
4. Discussed the possibility of having an Edna Etheridge guest speaker this year.
5. Peggy will not be at the next ministry meeting. We thank Peggy for her great leadership in the moderator's seat for 2018 and we are looking forward to working with our new moderator, Butch Brenton.

Peggy Damuth closed the meeting in prayer.

Minutes Submitted by J&T Dannemann

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Global Missions  
5 February 2019

No minutes received.

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Property  
5 February 2019

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

The meeting was opened with prayer.

Items Discussed and Actions Taken:

HRCT completed installation of the video surveillance system with eight cameras and two monitors. Eugene has signs that he will put up by main entrance doors. The policy of Property is to retain video for approximately 30 days. Property will discuss with Dr. Rollins who should have access to review video. It was recommended that those called when the security alarm has been tripped should probably have access to the live video via cell phone.

The Access Control project team will obtain bids for work that needs to be done to secure the building. This will include modification to the Adult wing entrance doors so they can be locked electrically and opened remotely. The main entrance and the Adult wing entrance should have a video intercom with master station in Linda's office. Rick Rudell hopes to make progress on this during February and March.

Prior to Spring Cleanup Saturday, Betsy Davis will arrange for 5 yards of good top soil for the triangle area. This will be used to improve the grade and soil conditions around the benches and under the trees where the ground is extremely compacted. Additional plants will be deferred for now. Routine grounds trimming and clean-up will continue on the third Saturday of each month.

Note: After this meeting, the Boy Scouts asked to move the Spring Clean Up day in April to the 20<sup>th</sup>, which is the third Saturday.

The technician installing the video cables noticed evidence of vermin in some parts of the ceiling. Eugene said this was old and no new evidence has been seen since the exterminators had put out traps and filled in the pathways into the building. He said most evidence had been cleaned out during the past year but he would check again to make sure.

Some of the suspended ceilings were observed to be in poor condition. Several Property team members volunteered to form a work group to survey what needs work and make recommendations.

Eugene had arranged for an electrician to install a sample new light in the atrium for evaluation. It was agreed to be acceptable and to have all the lights replaced with the new style. Eugene will proceed with that work order.

No satisfactory solution was found for premature lamp failure in the Fellowship Hall. One solution was to try a different brand of lamp. Also, Eugene will write the date on the bulbs when they are replaced to track how long they last and follow up on manufacturer's warranty.

Several church members advised Property that there were heating issues in the Music Wing and Youth Wing. Eugene felt the Youth Wing problems were the result of unauthorized thermostat programming changes and he was attempting to get them correctly re-programmed. The Music Wing has a part on order that was not expected until March.

Note: Since this meeting, temperature readings were taken in the Music Wing and they ranged from mid-50's to low 60's. Temporary electric heaters could be used if the interior temperature dropped lower or staff were uncomfortable. Two portable heaters were provided to Eugene.

No other significant physical plant issues were known.

The group was briefed on some of the relevant topics and discussions from the January Session Retreat.

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

Clifton G. Furedy

Property Moderator

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Stewardship  
5 February 2019

1. Meeting was called to order by the Moderator, Gary Crossman at approximately 710 pm.
2. Members present were Gary Crossman, Bob Baker, Richard Guy, Ed Spillman, Luann Wong (Treasurer) and Dr. David Rollins (for the first part of the meeting).
3. Dr. Rollins reported that he had asked a potential speaker for Consecration Sunday and will get back to us.
4. Bob gave the moderator a guide book of Ministry requirements, duties, etc., which the moderator will review and discuss with Bob and the Ministry later.
5. It was recommended that the Moderator attend a Board of Pensions meeting in Richmond. He will work with Luann in setting that up.
6. Luanne discussed the Treasurers' report and answered questions
7. The meeting was closed with prayer at approximately 800pm.

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Worship  
5 February 2019

Ministry Members Present: Judy Crossman, Nancy Guy, Mary Jo Kennedy, Dardy Long, Doug Mitchell, Marie Parr, and Chris Pascuzzi, moderator. Chi-yi had not been feeling well all day and was not in attendance.

Pastor David briefly participated in the meeting to discuss issues as identified in these minutes.

The meeting was called to order at 7:05.

The agenda was approved.

Issues for discussion with the pastor:

Communion logistics: David mentioned that there recently had been some “problems” in serving the bread at communion. The bread pieces apparently were moist when cut, and after the trays were stacked some of the pieces of bread in one plate would stick to the bottom of the plate that was stacked above. Some of the pieces of bread had even turned green when the interaction between the moist bread and the silver plate occurred. This possibly could be remedied by placing parchment paper between the trays, or there may be another solution. It was mentioned that the bread is normally cut when it is frozen, and as such the moisture from the thawing might be the issue. Those preparing communion in the future will determine a solution.

Easter lilies. Pending discussion later in the meeting, it was mentioned as an aside that David has an “annual allergy” to the pollen from the lilies. But he noted that it is something that he deals with and there should be no concern regarding his allergies when having subsequent discussions regarding the lilies.

Open Issues / Old Business:

Organ Committee – Sanctuary Renovation Committee. Since the report to Session prior to the holidays, there has been no decision nor direction from Session as to a path ahead. It was mentioned that the discussion amongst Elders is that “firm numbers” are needed in order for the Session to make a decision. Although there is a lot of work involved in developing a bottom line, and possible expense should architects be required to develop an accurate estimate for renovations. While some effort has been made to identify multiple sources and options for used pipe organs, there are many accompanying issues with regard to sanctuary modification that will come with a new organ, whether it is a pipe organ or an electronic organ. The ad-hoc committee created by the staff needs to be invigorated with a good cross-section of the congregation where all facets of the sanctuary modification and organ replacement can be addressed, including the need for a new piano. The activity in researching the organ and sanctuary has dwindled down to just a few individuals, and there needs to be a more structured and representative collection from the congregation where a significant amount of funding, including asking for contributions, will be involved. It was discussed that Mary Hubbard and Chi-yi had met with the music director at Kings Grant Presbyterian, who had just experienced a sanctuary renovation including modifications to support a pipe organ. The discussion was well received and it was thought that there may be some benefit in having an information presentation to our interested congregants so that the scope, challenges, and benefits of such a large undertaking may be better understood, and solidify the decision for moving forward with planning. More discussion is required with the staff to move forward.

Wedding Committee – Marie indicated that she has gathered a significant amount of information for discussion in updating/revising the current policy. She has not yet coordinated a committee to review and look at a revision. She will get on it.

New business:

Report of the Music Director – Chi-yi was not present from the meeting but provided a written outline of the current status of the music program. Of note was the addition of 5 new members to the Sanctuary Choir, including 3 young Marines from the school of music at Joint Expeditionary Base Little Creek. It was noted that there is good positive growth in the music program in addition to the choir increase. There is a beginning handbell class being offered by Martha Berryman, a percussion circle for middle school or older children, and the Joyful Singers youth choir is doing very well.



Loving Tree / Prayer Tree – Hearts are going up on Sunday mornings as well as during other church events as well as the pre-school. It was discussed that the “transition” from the Loving Tree to the Prayer Tree will occur after Valentines Day week at an exact date to be determined between discussions with Chris Pascuzzi and Rev. Rollins. The beginning date of the Prayer Tree will be either the 17<sup>th</sup> or the 24<sup>th</sup> of February and may be determined by the date when the tree structure will be taken down. There was discussion that the tree might come down before Ash Wednesday, although there was no firm decision pending discussions with Chris and David.

Easter Lilies – in years past the congregation has been provided the opportunity to donate lilies in memory or in honor of friends, family, or loved ones and it was agreed that that process will continue. Nancy and Chris will compare prices and sources for lilies with the intent of having enough to complete the “tree stand” that is normally placed on the chancel. Nancy indicated that a bulletin insert has been the previous method of obtaining lily donations and that is has usually been done about 3 weeks in advance. So mid-March is the target date for the insert.

With no further business the meeting closed with prayer at 8:30 pm.

Doug Mitchell, recorder