

Ministry Meeting Minutes

March 2019

Administrative Support
5 March 2019

David opened the meeting with prayer.

Janet Baker, Cherie James, Amanda Long, Kay Niman-Meyers, David Rollins and George Wong were present.

Sharing of joys and concerns: Saul Fox, Keith Phillips and Decatur congregation, Patrick Long, Rob James

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.

February minutes were approved.

Preschool Report:

Fall 2019 Registration

Openings: all Toddlers classes have at least 1 opening, 2-day 3's openings, several 4-day 4's openings and 5-day 4's openings

Kindergarten class is full with several children on waitlist

Trahadias Studios: Class and individual pictures

Monday, March 18th– Monday Toddlers, Rivers, Colthorpe, Dunstan and Kindergarten

Tuesday, March 19th – Tues / Thurs. Toddlers, T/Th 2 ½'s, Jost (3-day) and Smith

Wednesday, March 20th– Wed / Friday Toddlers, W/F 2 ½'s, Bradley and Hogan

Summer Camp Registration began March 5th

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

Summer Camp 2: "Weather Fun" July 9th, 10th, 11th, 16th, 17th and 18th

Summer Camp 3: "Science Fun" August 6th, 7th, 8th, 13th, 14th and 15th

We love the cameras – Parents, children, teachers and me!

Old Business:

Staff Evaluations. Chi Yi and Linda's annual evaluations remain. Discussed finalizing these and in coming years, expanding evaluations amongst the congregants with liaisons making direct contact with those asked.

Liaisons Updates

Cherie had coffee with Saul, discussed that music selection for summer will take some time.

Kay will be having lunch with Linda on Friday. Kay will mention the Church Business Administrator training opportunities that are available.

Cherie went to lunch with Kathy and provided flowers and gift card for her Birthday

Church Windows Update, Amanda talked a bit with Ed Spillman he wants to partner with us for the gifts and talents. (google doc)

Coordinate with Pictorial Directory –Amanda will ask Sandy Ronan about potentially assisting with this using church computer and or providing cards with the link to the google document so they can provide the information from home. George also indicated he'd be available to assist.

Linda provided responses to the questions we had from our last meeting regarding our Computer resources.

Technical Updates – LogMe in is paid for, so no changes can be made at this point. We need to prepare for alternatives for next year if we want to try other services. Suggestion to add to our October agenda so we don't lose sight of this during the holiday season.

Microsoft Office 365 Business Premium. Agreed to have Linda contact HRCT to begin this process \$30 per month.

Agreed to move forward with Sophos Enterprise Guard Plus Security Subscription Firewall, \$138 per month, \$1656 per year (Taken from Admin budget computer Equip/Software line item (\$6500). At budget time, it was suggested that we break this out to a separate line item so it is easily identified.

Review of computer systems information. Our Win7 machines need to be updated by Jan 2020 as WIN7 operating system will no longer be supportable. We need to get WIN10 on those machines, MSoft offers several nonprofit discounts. Suggest keeping this on our agenda so we don't lose sight of this requirement to move forward with this.

New Business:

Coordinate with Church Survey (Ed Spillman) and beginning the process of discovering congregant gifts and current/future involvement. Amanda will provide some information from the session retreat for further awareness and discussion via email.

Upcoming Staff Time Away

Kathy Armstrong	5 Mar	Birthday
Chi Yi	10-11 & 20-21 Mar	Vacation
David	12 – 19 Mar	Peru, living waters
Emma	27 Mar – 4 Apr	
David	9 Apr	Vacation
Chi Yi	5 May	Birthday
Lacy	10 – 13 May	Vacation
Emma	16 – 18 May	Study Leave
Emma	29 May – 4 Jun	Vacation

Amanda closed the meeting with prayer.

Christian Education 5 March 2019

Reviewed planned events, and put out request for survey questions.
Discussed possible fundraisers for Montreat & Massanetta.
Passed on college scholarship to Lacey for posting.

Lacey, Matt, and Laura were present.

Community Service
5 March 2019

Meeting was called to order by Thom Sare, Moderator. Martha Rudell, Emma Ouellette, Lorraine Mahone, Connie Schreiber, Sheryl Winter, Pam Spillman, and Lynne Owen were in attendance.

Session Meeting Highlights: Encouraged to include our youths in any of our programs.

Communication: Thank you from Food Bank & Seton Youth Shelters, no action required.

Old Business: HumanKind. Fourth quarter check for 2018 was reissued and address updated.

Budget Issues: None

New Business:

- Easter Baskets:
 - Starts March 10 and runs through April 14.
 - On April 10 (after SIS), anyone is invited to help Lynne set up and sort items on the Fellowship Hall stage.
 - April 10 (at W@W, about 6:15 pm) Lacey will have JAM help with filling the Easter Baskets. Emma will ask Lacey to have youth and parents help guide JAM kids. Lynne, Martha, and Emma will also be there to do same.
 - April 14, donation drive ends.
 - April 15, Lynne and Connie will meet at 8:30 am to do last minute preps and they (and possibly Thom as needed) will deliver the baskets to St. Columba.
- Stewardship's Time, Talent and Treasures Program – Ed Spillman asked for two things from each ministry:
 - Provide questions the ministry would like to include on the survey to the congregants. This survey is intended to be a "How Goes It?" type questionnaire with the ultimate goal of increasing membership and attendance at our church. Our ministry could not think of anything concrete to ask, but will continue to mull it over.
 - Provide a list of volunteer opportunities for congregants for events conducted by our ministry. Pam Spillman sent out a strawman list of such opportunities via email the next day – each Community Service Member should read and comment (with changes or compliance) on events within their purview.

Agency Reports:

1) Angel Tags - Lynne Owen, Pam Spillman – nothing to report

2) Beach Health Clinic - Bill Warden – no report

3) Red Cross Blood Drive - Martha Rudell. March 5 at Haygood United Methodist Church. Martha was not in attendance as she was helping with Strove Tuesday. She will let us know how many units of blood were received. Next drive is May 7th.

4) Christmas Caroling - Joyce Ward – nothing to report

5) Easter Baskets - Lynne Owen, Tracy, Connie Schreiber – see above

6) Faith Works - Paul Verburg - no report

7) Food Pantry - Lynne Owen, Tracy, Connie Schreiber. In February, the Food Pantry shoppers helped 17 families, consisting of 37 adults and 24 children. The total spent on groceries by the shoppers was \$792.90, of which \$668.48 was donated.

8) Good News Jail Ministry: Audre Cannell - no report

9) HumanKind – Pam Spillman – see old business above, plus earlier in month Pam had sent out via email to ministry members the answers to remaining questions our ministry asked of HumanKind. Their answers were that donated funds can be designated to supporting services in Hampton Roads only, and they do have employees who could visit our meetings to discuss the program. They thanked us again for our continued support.

10) JCOC - Connie Schreiber – JCOC is hosting a fundraiser (see their website), and will host a closing meeting for Winter Shelter on March 28th at 11:45 pm at St. John Baptist Church. Lynne and Connie will attend, with the specific goal of determining if our week next year can be changed to something other than the week of Thanksgiving.

11) Meals on Wheels: Nancy Hamilton

12) Samaritan House - Susie Fulcher – Susie is organizing a baby/toddler clothing and other items donation drive in May. Thom will inform Session.

13) Back to School Supplies - Connie Schreiber, Lynne Owen – nothing to report

14) Sentara Pace Bible Study - Lynne Owen – going well

15) Seton Youth Shelter - Sheryl Winter – nothing to report

16) St. Columba - Lynne Owen – SIS made 180 sandwiches for St. Columba. Next date to make sandwiches is March 19.

17) Thanksgiving Food Drive & Baskets – still vacant for 2019

18) Winter Shelter - Connie Schreiber, Lynne Owen – see JCOC above

19) Virginia Supportive Housing - Gloria W, Di Ricks – no report

Next meeting: April 2, 2019

Meeting adjourned.

Congregational Care
5 March 2019

Members Present: Paula Jesburg, Sandy Odom, Sandy Ronan, Mike Raymer, Rose Ann Wehr, Terri Wilkins and Emma Ouellette.

Pictorial Directory

Signups for pictures are wrapping up after adding more appointment times to accommodate our needs. Picture taking will be Wednesday March 20 through Saturday March 23. Our committee will be on site as follows Mike - Wednesday (4pm-8pm) , Paula - Thursday (3pm-9pm), Rose Ann - Friday (2pm-7pm) and Sandy Ronan - Saturday(10am-2pm). Give me a call if you need to change this (481-1366 or 408-3787). We will be setting up a time to get together with Emma to select candid.

BFF

BFF had a very successful quarterly meeting on Monday, February 25th attended by 35 people eager to learn about genealogy. Thank you so much to Fran Florence and Bobbi Brenton for an excellent program. Thanks also to Bob Brenton for the wonderful chicken soup.

We will be having a planning meeting for the next quarter April 12 at 10:30 am. Mike has been in touch with the Tides concerning arrangements for a ball game.

Easter Brunch

There will be 3 services this Easter thus brunch will be held in the Sunday school hour from 9:30 to 10:45 in the 508 complex across from the kitchen. I will check with Lacey for a start time on the Easter egg hunt and will publicize it on the sign up sheet. I will also ask session members at our meeting next week to bring casseroles as we end up heavy on breads. WE will provide coffee and juice. Terri Wilkins and Sandy Odom will take care of decorating.

Adjournment

We adjourned with prayer by Emma at 8:20pm

Evangelism
5 March 2019

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

Russ Brown opened the meeting with prayer.

Old Business:

1. D2Design ConnectFirst Mailing Flyers: Rev. Emma has taken the lead on this project to reach out to new members of our community. She is working on administrative things as well as the design. She is trying hard to make the March 13th deadline for flyers to be mailed in April.
2. Harris Teeter bags with our church information printed on them: Rev. Emma reported that she has turned everything in to Harris Teeter and we are simply waiting for the new HT store to open.
3. Living Nativity 2019: How can we improve event? Discussion TBC...
4. Welcome Center Volunteer Sign-ups: Russ has revised and emailed members new sign up sheets. Butch Brenton is taking them to the next Session Meeting to ask for volunteers.
5. Welcome Center Sign: John Hamilton researching.
6. Sign on Independence: Not enough input to discuss at this time.
7. New Members Class: Rev. Emma reported that there are 6 people in the class that wish to join our congregation! She will be seeking individuals to serve as sheppards for these new members. They will be presented to Session on April 23rd and to the congregation on April 28th.

New Business:

1. Edna Etheridge Guest Speakers for 2019: Rev. Emma reported that Rev. David was working on a guest speaker for Consecration Sunday (preaching) and Saturday (presenting), in October. He may find another speaker before October as well.
2. Ed Spillman is heading up a future congregational survey to address our declining enrollment at BPC. He is asking each ministry to come up with some questions for the survey and add events and volunteer opportunities (relative to our specific ministry) to the 2019 church calendar he provided us with at the large group ministries meeting Tuesday evening. Not sure how we plan to accomplish this yet. Discussion TBC....

John Hamilton closed the meeting in prayer.

Global Missions
5 March 2019

Attendees: Mark Schreiber, Bob Orcutt, Walt Martin

Bob opened the meeting with prayer. The upcoming Peru trip was discussed with a review of work schedule. The trip departs on March 14th with a trip to the installed unit at the Boys' school followed by a trip to eastern Peru to inspect a new site.

Mark Schreiber reviewed the Congo funds with a note that Bote-Chek was planning a visit in June or July. Mark noted that was not enough time for adequate planning on his part and he could not participate.

Walt then reviewed budget status.

Mark adjourned the meeting with prayer.

Property
5 March 2019

Those present were Steve Baker, Herb Gordon, Les Parr, Eugene Towler, Rick Rudell, Bob Allen and Moderator Clif Furedy.

The meeting was opened with prayer.

Items Discussed and Actions Taken:

The Access Control project team described their meetings with prospective vendors and said they were impressed with HRCT, who seemed to have a lot more information than the other. Rick Rudell said the cost is higher than anticipated when the modifications to the Adult Wing door are included. Rick will make sure the costs include video intercom and remote control for the main entrance and the Adult wing.

Bob Allen has improved sufficiently to participate again and he will coordinate with Betsy Davis about planned improvements to the Triangle area.

It was recommended that along with Easter Lilies, possibly the congregation could be given the opportunity to donate Azaleas that could be planted around the building after Easter has passed. This will be suggested to Worship Ministry.

Eugene Towler reported that Ed Spillman had moved all the collected pine needle piles into the dumpster. Certainly a big job and we appreciate Ed's efforts.

Third Saturday grounds maintenance will be on March 16th, if it's not raining like it was in February.

Eugene will arrange for a dumpster prior to the Spring Cleanup Saturday on April 20th.

A survey of ceilings in the Youth Wing recommended replacing the entire ceiling in Rooms 302, 304 and 307. Those ceilings are sagging, bent and rusted. The light fixtures will be upgraded to use LED tubes and above-ceiling insulation will be replaced. Other rooms in that hall are OK and can wait to be done at a later date.

The new LED lights have been installed in the Atrium and look great. You can actually see to read something there in the evening now.

Eugene is testing LED lamps in the fellowship hall and has written the date on bulbs to see how well they hold up. This study is on-going.

Heating is still not working in the Music wing. We are told a part remains on order but not expected for several weeks yet. Temperatures are monitored and remain around 60°~62°. A portable electric heater was placed in Chi Yi's office.

No other significant physical plant issues were known.

Herb Gordon is leading a group that will attend Church Security Training put on by the Virginia Beach Police Department. This group will hopefully have representatives from all three Sunday services. It is not intended to replace uniformed police officers, but to be familiar with policies and procedures to avoid confrontation, defuse crisis situations and know when to call 911.

The meeting was closed with prayer at 8:15 pm.

Clifton G. Furedy

Property Moderator

Stewardship
5 March 2019

No meeting in March

Worship
5 March 2019

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

The meeting was called to order at 7:10.

The agenda was approved.

Open Issues / Old Business:

Wedding Policy Committee – Marie has gathered information from other churches that can be used in discussions to update the current wedding policy for the church. She stated that a committee was being formed and that the collected information will be provided to the committee for review and discussion and the resulting recommended changes will be brought to the Worship Ministry for review prior to sending to Session as a recommendation for an updated policy.

Organ Committee/Sanctuary Remodel - will be discussed in Chi-yi's report.

The "Tree" – the transition from the February "loving tree" to the Lenten "prayer tree" went well. It was discussed that the tree will remain in the Atrium with ribbons available for additional prayer ribbons to be attached. Tree take-down will be during the week of 7 April, so that the tree will be down before Palm Sunday when the Atrium is traditionally used for congregation assembly and parade into the Sanctuary. The exact take down date will be determined at the April ministry meeting.

Easter Lilies – bulletin inserts for signup to purchase lilies in memory or honor will be in the March 24 and 31 bulletins as well as the 7 April bulletin. Lilies will be required for both the Sanctuary and the Fellowship Hall when considering the total number of lilies required. Nancy Guy is researching.

New business:

Report of the Music Director – Chi-yi provided a written report that included many positive goings-on in the Music Department. There has been a tremendous increase in the choir and musical instrument contributions to worship with the inclusion of many members of the Marine Corps School of Music from Joint Base Little Creek. There are 7 USMC student musicians who are participating in the choir as well as providing brass and woodwind music. It was also noted that she has a new participating Tenor section lead from ODU who is filling in for Tony Lu as he performs with the Virginia Opera this spring

Steinway Piano Grant / Piano replacement opportunity. Chi-yi noted that 2 local agencies (Virginia Wesleyan and a church on the Peninsula) both recently purchased Steinway pianos under the local Steinway grant program. She will visit and report on her findings as we continue to look at the opportunity to replace/upgrade our sanctuary piano. There are many churches and other organizations who are using 50% purchase grants to replace or upgrade their pianos with a top-end Steinway piano at a very reasonable price.

Organ Replacement – Chi-yi met with the Music Director of St Thomas Episcopal Church in Chesapeake. They recently have replaced their electronic organ with a “hybrid” organ, which is a combination of a new electronic organ with expanded digital capabilities that is interconnected with the equipments (blowers, piping, electricity) and multiple ranks of pipes from disassembled pipe organs. St Thomas had used 10 ranks of pipes from a closing church whose pipes were available for reinstallation somewhere else. The balance of pipes from the organ were used in the installation of another hybrid organ somewhere else. Bottom line was that the capability, flexibility and sound produced by this organ was tremendous as well as affordable. Chi-yi indicated that the Music Director was willing to provide a special information session to Bayside members who might be interested in learning of their process so that it could support or provide a basis for our organ replacement discussions. Chi-yi will set up a visit time for Thursday March 14th at 1:00. Doug and Chris will discuss with David and see if Session can be solicited for members to join in the presentation so that there can be some Session members involved in the organ discussions who will “carry the issue” in subsequent session meetings.

Chris noted that Ed Spillman had discussed a congregational survey that is in development that is looking for time and talents and how they can be applied to the church calendar for the remainder of the year. Chris had a draft memo from Ed that was shared but noted that the complete and final survey was pending. The target date for survey distribution is by the end of April.

Easter Sunday morning schedule was briefly discussed again (the discussion regarding the number of services was previously discussed in January). It was noted that Session had agreed to maintain the routine of a 3-worship service morning, but the ministry noted that the potential for complication is significant with the one-hour period between 10 and 11 when the preparation, execution, and cleanup for the luncheon and children’s egg hunt is planned. The issue is not with the services themselves, but rather with the potential challenge of having the people available prior to and after the lunch/egg hunt hour for preparation and clean-up, especially on an Easter morning. It was discussed that those responsible for coordinating the events outside of the worship services be attentive to the logistics and people required to make everything happen smoothly. Noting there will be visiting people as well as non-regular attendees who may not understand the busy-ness of the morning. It was remembered that last year was a combined service Sunday (first Sunday) and the coordination was simple. In 2017 there was a 3-service morning with brunch and an egg hunt and many remembered that the coordination was difficult. Chris will mention to David, not to change the 3-service plan, but to recommend that the responsible Ministries/personnel take an early look at the people and processes for the morning schedule.

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

Doug Mitchell, recorder