

Minutes of the Stated Session Meeting

Bayside Presbyterian Church
19 March 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, Peggy Damuth, Cliff Furedy, Herb Gordon, Richard Guy, Walter Martin, Chris Pascuzzi, Mike Raymer, Sandy Ronan, Ed Spillman, Matthew Wicks, Rose Ann Wehr and George Wong.

Elders Michele Parker, Kay Niman Meyers, Di Ricks, and Thom Sare 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 was on the Peru Mission Trip

Visitors to the meeting included Treasurer Luanne Wong

SHARING OF JOYS AND CONCERNS – OPENING PRAYER

Sharing of joys and concerns followed by the meeting being opened with prayer.

DEVOTION

Elder Gary Crossman shared the devotion.

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: None
2. Baptism Requests: None
3. Church Wedding Requests: Lorraine Mahone and Gary Gasparovic
May 7th at 1:00pm

Motion: Elder Sandy Ronan moved that we approve the request for marriage for Lorraine Mahone and Gary Gasparovic. **The motion passed.**

SACRAMENT OF COMMUNION

All present shared in communion.

SESSIONAL RECORDS

1. Minutes from the last Stated Session Meeting
2. Tonight's Agenda

Motion: Elder Wicks moved that we approve the minutes from last month’s Session meeting and the agenda for today’s Stated Meeting. **The motion passed.**

STATISTICS

Attendance: Current Plus Previous Three Years – February

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Services	Total All Sundays	Weekly Average	Ash Wednesday
2016	95/32	198/66	335/112	191	819	205	55
2017	75/25	209/70	346/115	192	822	206	NA
2018	80/27	194/65	283/94	172	729	182	65
2019	51/17	199/66	393/131	191	834	209	NA

- 1. Reception of New Members: None
- 2. Baptisms: None
- 3. Church Weddings: None
- 4. Member Transfers: Wayne and MaryAnn Clements
- 5. Member Deaths: None

INVITATION CELEBRATION:

Sharing of invitations to Bayside services, events and programs.
Upcoming opportunities? Discussion around Facebook, website and upcoming directory.

FINANCIAL REPORT AND ISSUES:

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

Luann Wong shared income is down, but that is usual for this time of year. Nice healthy general fund we like to keep 130k and it is roughly at 250k .
Balance sheet – notice the loan from the Rascoe’s is being paid off at a higher than normal rate. Closed BBT account opened a new account with Langley.
We are in a deficit right now but yearly expenses have been paid and with income down – nothing concerning.
Accountant came last week and did financial review and all is well.

Motion: Elder Martin moved that the report be accepted with joy and 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)

No updates received

2. Next Edge Request Update - (enclosure 4)

The updated contract was shared in the packet. Elder Guy added a section about not penetrating the roof. Added 30-day clause for BPC as well. All issues we had are addressed in the contract. Elder Fuerdy asked that we send a cover letter that we will not budge on the agreement.

Motion: Elder Brenton moved that we send the updated contract to Next Edge for review and if they accept we move forward and Rev. Rollins be granted approval to sign agreement. **The motion passed.**

3. Webpage updates – Please review the pages and send email to clerk for updates.
4. Community Engagement Unit – Training Update on participants (March 30th) – all is set and will report when it is complete.

NEW BUSINESS

1. Fundraising Request – Laura Naud (enclosure 5)

Motion: Admin Support moves that Laura Naud be approved to host a Teacher Fun Day – raising funds for the BPC Scholarship Fund and supplies for the nursery.

The motion passed.

2. Vocation Description and Expectations for Elders (enclosure 6) – shared hard copies with all who needed and Rev. Ouellette shared that Rev. Rollins will be discussing at a later meeting.

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

Regular Activities:

Joyful Singers, Hand bell Choir and Sanctuary Choir are keeping our regular rehearsals.

Joyful Singers: Wednesday 5:45-6:10 p.m., Sunday 9:30-9:55a.m.

Handbell Choir: Wednesday 6:15-7:25 p.m.

Sanctuary Choir: Wednesday 7:30-9 p.m., Sunday: 10-10:45a.m.

Drum circle: every first Sunday 9-9:50a.m. Play at atrium 10:50 a.m. Participate in the Combined Service.

Extra/New Activites:

1. We have several musicians who have joined the Sanctuary Choir. They are Marine Band musicians from the School of Music, Little Creek Navy Base:

Jacob Allen: Bass/Tuba

Noah Bishop: Bass, Baritone/ French Horn

Thomas Lykins : Bass/ French Horn

Jessica Jonasson: Soprano/ Flute

Noah King: Baritone, Tenor/ Tuba

Tylor Tanne: Baritone , Tenor/ Trombone

Noelle Thompson: Alto/ Oboe

Tony Lu is out performing in an Opera chorus until April. We have a temporary Tenor section leader: *James Nicholson*. As of this time, James will stay with us until June 9th.

2. We are researching new robes for the Sanctuary choir....not only domestic (\$230 per-robe) but also international companies. The Korean Christian Store Agent at California has offered \$70 per robe. We are going to order one sample and let the choir members try it on. Many thanks to Nayyoung Chae for her time and translation in this process. (Husband Dr. Yung Chae and two sons, Heeseo and Aiden, are our church members since last year.)
3. Coordinating Beginner's Hand Bell class with Martha Berryman. It will be on Thursdays from 11:30 noon-1:00pm, beginning February 7th. Three to four people have responded to this invitation so far. Please come if you are interested.
4. Joyful singers are singing April 28th- the first Sunday after Easter (due to Spring break being April 14-21), and June 2nd for the first summer worship time at 10am.
5. Virginia Childrens' Chorus will have a concert in our Sanctuary at 4pm, Saturday, May 18th. It will be free for our Church staff and a special rate of \$7 (regularly \$12) for Bayside Church Members. Please contact me to reserve the tickets by May 12.
6. The Hand Bell Choir will be play at Maundy Thursday service (April 18th) and June 9th on Pentecost Sunday.
7. Looking into the possibility of upgrading the Sanctuary piano. It was donated as a used piano in 1984 and is out of tune and worn out.
8. In addition to the piano, the organ was last updated in 1981 and 1988. Recently we visited St. Thomas Episcopal Church in Chesapeake to look at the four year old Hybrid Organ. Those who went included Rev. Emma, Ed Spillman, Clif Furedy, Walter Martin, and George Wong from Session, Marie Parr, Doug Mitchell, Jennet Martin and Mary Jo Kennedy from Worship committee, Thank you to Ralph Spoettle who demonstrated the Hybrid Organ's multiple functions. It can play different period and style repertoires as well as traditional and contemporary church music.

In addition to these regular activities of the church, I represent our church in a variety of area and community activities. Among these activities are:

1. Program director for Hymn Society Conference at Dallas Texas, July 14-18 2019. I am writing an article to be published in "The Hymn journal" in March.
2. Visiting Choral Conductor for Norview High School, Norfolk, on Tuesday March 12 from 6 p.m. to 7:30 p.m.
3. Once a month I participate in a Zoom meeting on the planning team for Montreat Worship & Music Conference 2020. Coming up is a Zoom meeting March 22, Friday at 10 a.m. and May 17th, Friday at 10 a.m.
4. PAM 2020 planning is going to meet June 23-29 for the PAM Worship & Music conference in Montreat, NC.
5. Received an invitation from the PCUSA central office to be one of four regular columnists for "Call to Worship" in 2019-2020.
6. Lecturing at Virginia Wesleyan University's Sacred Music Summer Conference on "World Hymnody," Wednesday, July 24.

Upcoming vacation:

* March 27-28, Princeton Theological Seminary study vacation.

Director of Youth and Family Outreach

Lacy Schimmel

Lacy reported 30 hour famine raised \$1500. Youth did well. Decorated duffle bags with foster kids. 40 bags. 3 kids signed up for Massanetta in July. Registration for VBS in the next few days. and will be working on getting volunteers. July 22nd to July 26th.

Associate Pastor

Rev. Emma Ouellette

Pastor Emma reported new members class starting Sunday 4 or maybe 6 – if any visitors are ready please encourage them. Assisting with Peter study. Starting the process of putting a congregational care system (for home bound, etc.) Directories – pictures this week.

Pastor / Head of Staff

Rev. Dr. David Rollins

No report

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

BPMO – Man of the Faith – annual recognition – nominations for this year are requested and encouraged. Please complete nomination forms and return as requested.

Mary Hubbard has agreed to serve as assistance treasurer. Tracy Davis has had to step aside while she takes care of her family.

Motion: It was moved by Elder Crossman that the session approve Mary Hubbard as an assistant treasurer. **The motion passed.**

Sandy – Easter brunch – need for breakfast casseroles.

Pastor Emma shared that we will be sending mailings to new neighborhood families – flyer with lots of information – 200 a month will be going out to a 3 mile radius. We will get a report of addresses sent that could be used later for a “welcome wagon” type event. She also reported that Harris Teeter pharmacy bags will have BPC information.

Pastor Emma also asked that we ensure that we are communicating clearly. There have been some instances where things have not been communicated clearly to the all appropriate parties. Please make sure that the ministry minutes clearly communicate that actions and discussions of the meeting.

CLOSING WITH PRAYER

Elder Martin closed the meeting with prayer at 8:15pm

Next Meeting – Tuesday, April 16, 2019 7pm Elder Chris Pascuzzi – Devotion

Enclosure (3): Church Policy and Procedure Reviews

The below table contains the policies and procedures currently in effect in Bayside Presbyterian Church. Note that there is a distinct difference between a policy and a set of procedures. Policies reflect Session or Corporation directed processes. Procedures are written where guidelines only are required to maintain awareness of a routine process that may from time to time be changed, for example Food Pantry or Lay Reader Procedures. Policies and procedures both serve as the approved processes for conduct events within the church and provide guidance for the church officers, Ministries, congregation members as well as non-members in the conduct of routine business or events in our church. These documents are currently available on the church website or in hard copy in the office for reference.

All policies and procedures are approved by the Session. Regardless of the current content, the existing policies are the approved versions and must be kept current if they are to be of value. If they are thought to be out of date, the policy and any decision recommended that is not in accordance with the policy must be approved by the Session as “an exception to policy”. When updating a policy, the final draft should be reviewed by the Ministry and other involved congregation members by way of email correspondence or at a Ministry meeting. The final policy will be presented to the Session for approval.

While a policy may not be able to address every possible situation, it should be encompassing for normal operations in the church. Exceptions to policy, anticipated that they will be kept to a minimum, must be addressed and approved by the Session. A statement regarding the process for requesting an exception to policy should be included at the end of every policy document.

Each of the below policy or procedure reviews should be included as a standing agenda item for each Ministry meeting until they are current. The status of the reviews should be included in the monthly Ministry minutes.

Responsible Ministry	Policy or Procedure Name	Current Version	Comments / Updates since last month in Red
Admin Support	Personnel Policies & Procedures	2017	
Admin Support	Manual of Administrative Operations	2016	
Admin Support	Sexual Misconduct Policy	2016	
Admin Support	Child and Youth Protection Policy	2017	
Christian Education	Library Procedures	2015	
Christian Education	Transportation Policy	2015	
Community Service	Food Pantry Procedures	2015	
Congregational Care	Bereavement Reception Procedures	2016	
Congregational Care	Visitation/Shepherding Program Procedures	New	
Congregational Care	Active Membership Policy	2016	
Property	Building Use Policy	2018	
Property	Memorial Garden and Columbarium Rules & Procedures	2015	
Stewardship	Mission Trip Funding Policy	2015	
Stewardship	Stewardship and Fundraising Policy	2016	
Stewardship	Operating Rules and Investment Policy for the Endowment Fund Committee	2015	
Stewardship	Terms of the Endowment Fund and Endowment Committee	2015	
Stewardship	Corporate By-Laws	2013	
Stewardship	Credit Card Points Usage Policy	2016	
Stewardship	Priorities Plan – 2020 Vision	2017	
Worship	Funeral Policy	2016	
Worship	Wedding Policy	2015	Update in progress
Worship	Lay Reader Guidelines	2015	