

Ministry Meeting Minutes

August 2019

Administrative Support
6 August 2019

Janet Baker, Cherie James, Amanda Long, David Rollins, Kay Niman-Meyers 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.

George opened the meeting with prayer.

Vision: Changing lives by growing Christian disciples and Living God's Word.

June minutes were approved.

Preschool Report:

Orientation Night: Wednesday, Aug 28th 5 – 7pm

Preschool and Kindergarten starts: Wednesday, September 4th (kindergarten, 2, 4, and 5-day classes) and Thursday, September 5th (2 ½'s and 3-day classes)

Camp 3: Last cap 2019 is full

Openings: 4 and 5-day 4's. Waitlist for all other classes.

New Blinds: Rooms 302 and 304 were recently updated and new blinds were put in. Both rooms look great. Thank you!

New Business: Briefly discussed staff evaluations

Celebration of 25 years for Kathy Armstrong's Anniversary.

David will email Amanda the date. Discussed having a celebration on a Sunday, minute for mission, invite preschool families. Amanda will check with Luanne to see if we can get a gift card from credit card points and check with Rose Ann Wehr to see about getting a plaque made. Discussed having a cake and punch reception in the atrium after services on that Sunday. Date TBD.

Budget Updates: Amanda will pull reports to see where we are.

2020 Budget is due 8/15, Amanda will work on a draft and we will discuss at the next meeting.

Liaisons Updates: Cherie met with Kathy and has corresponded with Saul to arrange a time to meet for coffee. Amanda met with Lacy, she is doing well, she is happy and is living into her position. Janet met with Chi Yi in June. George met with Emma she is doing well. They had dinner celebrating her birthday. Kay met with Linda for lunch and all is well. .

Church windows: Renewal was due by 1 Aug. Since we still haven't received all updates and aren't quite ready to pursue the upgrade, decision was made to renew for 6 months, then consider upgrading.

Technical updates: Completed technical updates exceeded the \$7500 we asked for from Session. Admin support can absorb the 15.22 overage.

Vacation Request Process – Clarification of the request process

Staff member fills out request and submits to Church Secretary.

Church Secretary reviews, checking leave balance prior to submitting to Head of Staff

Head of Staff reviews and forwards to Moderator, Admin Support.

Moderator, Admin Support reviews and makes known to Admin support committee for entry into minutes.

We discussed and have a way forward for clearly articulating and documenting various types of time off, continuing ed, vacation, service to the wider church, sick leave. Reviewed Personnel Handbook to understand amount of leave and sick leave that can be carried over and the need to document leave brought forth on the monthly issued Leave balance sheets provided to each staff member.

Saul's Summer Compensation: 10 hours June, 10 hours July, 5 hours Aug (14.01 hourly rate, 350.25), Cherie will communicate with Luanne to ensure Saul's Aug check includes this additional compensation.

Request for Youth Worship and Support from Praise Team. Emma contacted George, Amanda, David to pitch the idea of working with 3 other churches (Grace Covenant, First Presbyterian and Kings Grant) to have a youth worship night quarterly (Sep 15, Oct 20, Jan 25, Mar 1). Emma, Lacy and Youth Leaders from the 3 other churches. Amanda will respond to Emma that we; Admin are onboard and encourage Emma/Lacy to approach Saul to see if he and the praise team might be available to assist in this exciting endeavor. Any compensation for Saul and other Praise Team musicians will be shared between the participating churches.

Upcoming Staff Time Away/Birthdays:

Emma	4 – 10 August	Stephen Minister Leader Training
Emma	22 – 23 Aug	off
Eugene	22 – 23 Aug	off
David	25 – 29 Aug	Vacation
Chi Yi	9 – 26 Sep	Vacation
David	21 – 27 Oct	Vacation

David closed the meeting with prayer.

Christian Education
6 August 2019

Laura, Lacey, Matt, and Michelle were in attendance.

Reviewed VBS: lacey plans to debrief volunteers. Reviewed logistics of the week and figured what works well and can be applied toward next year's program. Identified a critical need for more adult volunteers in particular.

Reviewed plans for picnic with congregational care. Identified a need for adult help with games.

Youth group starts September 8th, and Jam follows the 11th. Times will remain the same as last year. Will use a new curriculum- Hands on Bible, which is a more interactive for children/youth.

We will be splitting middle and high schoolers into separate groups due to an increase participation. Expecting 7 rising 6th graders. Have planned worship services with other area presbyterian churches: 1st, kings grant, etc once a month to encourage and foster relationships with youth that participate in the same larger activities- montreat, triennium, etc. Will look into praise band assisting for worship music. Service will have a contemporary feel and be geared to youth. September 15th will be the inaugural event and held at bayside.

Lacey will send an email to schedule help with youth group over the semester.

Closed with a prayer

Community Service
6 August 2019

Call to Order: Thom Sare, Moderator. In attendance were Thom, Joyce Ward, Pam Spillman, Martha Rudell, Lorraine Gasparavic, Gloria Wardrup, and Connie Schreiber.

Minutes from June meeting: sent via email and posted on the bulletin board. No meeting in July.

Session Meeting Highlights: None, no meeting in July.

Communication: None requiring any action. Received thank you notes from Beach Health Clinic, Samaritan House, Faith Works, and Good News Jail.

Continuing Business: School Supplies. Connie is looking for the material lists from the schools we support. Suggested she check Office Max and Target at Towne Center, and look at the school sites online. Lorraine was at Walmart recently and told them about our school supply drive – they gave her many thank you bags for teachers.

- Lynne will prepare the school supplies for St. Columba and take them on Aug 16.
- Connie will prepare the school supplies the morning of Aug 23 – Thom, Joyce, and Gloria will assist.
- Emma will provide the blessing of the backpacks on Aug 25.
- Connie will complete the school supplies at the close of the drive on Aug 25 after the worship service – Pam and Martha will assist.
- Connie will deliver to schools on Aug 26 – Pam and Martha will assist.

Budget Issues: None

New Business:

- Freezer – it was decided to repair the Food Pantry freezer. Repairman came at a cost of \$694.16, but the repair did not last. Waiting on the repairman to return.
- Thanksgiving. Pam will coordinate this effort.

- Reducing baskets from 115 to 68 – 25 for Social Services (reduced from 50), 15 for Pembroke Elementary, 10 for Head Start (reduced from 15), 3 for Bayside Preschool, and 15 for call-ins (reduced from 20). The numbers for the Preschool and call-ins changed from the meeting due to discussions Pam had with Linda Vogl and Kathy Armstrong the next day.
- Instead of just donating physical turkeys, we will offer sign ups for turkeys, *or* \$20-\$25 donations of gift cards or cash/checks.
- We will offer pick up on Sunday before Thanksgiving only – between 8 am and 1 pm. Anything left over will be donated to Food Pantry.
- Thom will be in charge of the Scouting for Food coordination with the Scouts. Thom will do the Minutes for Mission.
- Feed the Hungry. Determined this effort was the same as coordinated by Neil Bonney in previous years – it is an international food effort, under the purview of Global Missions. Thom will pass it to them.

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. Next drive is Sep 3rd, Haygood UMC, 2-7 pm.
- 4) Christmas Caroling: Joyce Ward. Joyce tried to coordinate with Clint to do a Jul 4th sing-a-long, but their schedules didn't work. Joyce hopes to coordinate something in the fall. It was suggested that she provide the sing-a-longs to the tenants at Crescent Square, and coordinate through Gloria, who is looking for some activities for them.
- 5) Easter Baskets: Lynne Owen, Connie Schreiber, nothing to report.
- 6) Faith Works: Vacant. Paul Verberg left our Ministry due to travel commitments. Looking for someone to represent this program.
- 7) Food Pantry: Lynn Owen, Tracy Davis, Connie Schreiber:
 - June – provided food for 14 families (consisting of 26 adults and 32 children). The total cost of perishables was \$815.24 of which \$601.99 was donated.
 - July – provided food for 15 families (consisting of 36 adults and 20 children). The total cost of perishables was \$510.83 of which \$321.18 was donated.
 - Relative to peanut sales for this upcoming holiday season, Lynne agreed due to the healthy balance in Food Pantry (\$14,857.50 as of Aug 5), we would begin sharing the peanut sales with the youth on alternate years – Lacy agreed to take it for the youth his year. Pam is working with Bob Coffey to turnover.
- 8) Good News Jail Ministry: Audre Cannell, no report.
- 9) Human Kind: Vacant.
- 10) JCOC: Connie Schreiber, nothing to report.
- 11) Meals on Wheels: Nancy Hamilton, no report.
- 12) Samaritan House: Susie Fulcher, no report.
- 13) Back to School Supplies: Connie Schreiber, Lynne Owen – see above.
- 14) Sentara Pace Bible Study: Lynne Owen. In hiatus this summer.
- 15) Seton Youth Shelter: Vacant. Sheryl Winter moved to Atlanta with Norfolk Southern.
- 16) St. Columba: Lynne Owen. SIS made 291 sandwiches in June, and 286 sandwiches in July. Next sandwich making – Aug 20.
- 17) Thanksgiving Food Drive & Baskets: Pam Spillman - see above.
- 18) Winter Shelter: Connie Schreiber, Lynne Owen. Still Nov 20 – 24th – coordinating with cooks.

19) Virginia Supportive Housing: Gloria Wardrup. Looking for opportunities to host events at Crescent Square. Suggestions include a sing-a-long coordinated with Joyce, and may offer sandwiches from SIS.

Next meeting: Sep 3, 2019

Congregational Care
6 August 2019

Members present: Paula Jesberg, Mike Raymer, and Sandy Ronan.

Directory:

We have made the final corrections and have sent it to press.

The submitted pictures cost \$97.50 and we ordered 180 copies of the directory, 127 of which are no cost due to the photographs taken. The extra 53 are \$7.00 each thus our expenses are \$468.50. I will talk with Luann and Emma about how to finance this.

We plan to make a label for each Directory for those members who have photos in the directory. We will compose a letter to be sent to everyone explaining how the directories would be distributed and that we would have extras for purchase at \$7.00 as well as explaining the process for the online directory.

BFF:

Baseball game Sunday.

Fall picnic:

Basically follow the same plan as last year. Location here, Mission BBQ, water and lemonade, desserts to be requested from the congregation. PRAY FOR GOOD WEATHER. We will be having games for kids and adults along with good fun and fellowship to start the church/school year off to an exciting start. (preferably not tornado exciting)

I have consulted with Matt and Christian Ed is in concurrence with doing this. I stressed that the biggest need was help on the day of the picnic.

Stephen ministry: Paula reports that Emma is in Pittsburg this week for Stephen Ministry training. We are very excited to hear about her experience. It will be good to have new excitement for this most valuable program.

Funeral receptions:

We are working with the Pouliquen family on a reception for the funeral for Nancy's dad. Currently we are planning for a light reception after a funeral at 11am on Saturday, August 17th but this may be subject to change.

Meeting adjourned at 8:45
Sandy Ronan

Evangelism
6 August 2019

No Minutes Received

Global Missions
4 June 2019

No Minutes Received

Property
6 August 2019

Access Control status discussion and cost from JMAR, Rick reported cost for 2 new doors and stirkers \$5761 in addition to the \$9590 HRCT security system, discussed the plan for training our congregation people to use the new system, maybe a class conducted by Rick. Also a sign up session for "Church Guests" who would need access cards in order to use our property for their meetings. This will go into motion once Rick does a final check on system parameters, meeting next Tuesday.

Betsy and Sperry will get and plant 3 more large azaleas for property. Our SOD delivery and outside work day scheduled for Sat. Aug 17, will be postponed until September due to funeral at Church on that day included a work party for ivy in colombarium.

Eugene reported new blinds were installed in 2 rooms in pre school wing along with LED lights. We are in process of upgrade all our lights. Have to purchase a new air handler for foyer in atrium as that one is on way out approx cost \$5000 Also we still have some HVAC drainage leakage back by kitchen. Our new fire suppression system for the kitchen will be installed next week APS approx \$2700. Painting and class room ceiling replacement ongoing 302,303 new LED lighting as well.

Chi joined us briefly with a request from Norfolk Academy of Music to use our property for 4 hours a day, one day a week, for a donation of \$100 a month. Hopeful they could get a donation of a small piano for choir room as they have done for Royster PC. Our concern of course is security, Les asked about the hand bell storage area. We agreed that if she was ok with it, and the person giving the lessons is known by both her and Eugene it was approved.

Herb reported on 2020 Vision Meeting, and the property ministry thinks this project should be well planned with an architect, licensed electrical and HVAC engineers and a large contractor who can work with permit process who can give us a scope of work bid of cost prior to final money campaign drive so that if we do not acquire the needed funds we can withdraw without a large financial loss. This of course all hinges on acquiring the new organ and piano. Herb Gordon has already had a phone conversation with Dick Gresham of ET Gresham & Sons and

will meet with him. He is a member of First Presbyterian of Norfolk and has a lot experience dealing with Church renovations. Herb adjourned the meeting at 8:15 PM as acting Moderator.

Stewardship
4 June 2019

No Minutes Received

Worship
4 June 2019

No Minutes Received