

# Ministry Meeting Minutes

## September 2019

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Administrative Support  
3 September 2019

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

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.

Sharing of Joys and Concerns – Prayers for David's in-laws for sale of home and Amanda's prayer concerns.

David opened the meeting with prayer.

August minutes were approved.

Preschool report: None

New Business: Placeholder to ensure we remain on track in 2020 for the 2019 year staff evaluations to include salary reviews.

Old Business:

Budget 2020 Review: Reviewed and discussed draft budget.

Celebration of 25 years for Kathy Armstrong's Anniversary – 15 September. Linda has sent invitations for preschool families, .ppt for revo board, request to include info in next two publications of the helmsmen. Amanda will have a basket in the atrium for cards and notes (next week). Janet will take care of punch, Amanda will get help from family for tables in atrium, cake and cupcakes. RoseAnn Wehr is doing frame, certificate will be done, informal verbiage will be used. David will speak with Luanne for a visa gift card from points. Amanda will obtain tablecloths, plates, cups.

Church Windows (must review by Jan for 6 month renewal) – placeholder to ensure we are prepared to transition. Amanda will work with Linda and work towards moving to the update.

Technical Updates – Completed. Nothing to report.

Upcoming Staff Time Away

Emma	3 – 7 Sep	Off
Chi Yi	9 – 26 Sep	Vacation
David	21 – 27 Oct	Vacation
Lacy	25, 27 Oct	Off

Upcoming Staff Birthday

Lacy	23 Sep
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Amanda closed the meeting with prayer

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Christian Education  
3 September 2019

Discussed picnic in light of hurricane Dorian, and moving forward as planned.

Reviewed youth group assistant schedule. We are currently good through September, but will need additional volunteers moving forward.

First combined church youth group on the third Sunday in September, will be held at bayside.

Discussed upcoming potential schedules for confirmation classes, and potential curriculums. Looking at Jan - June on either Wednesday nights or Sunday nights. Lacey mentioned needing more time.

Budget review: kept same as last year.

Planning on a youth retreat after the session retreat at the beach house in Sandbridge, as the house is rented for the whole weekend.

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Community Service  
3 September 2019

Meeting was called to order by Thom Sare, Moderator. In attendance were Thom, Pam Spillman, Lynne Owen, Paul Verburg, Lorraine Gasparavic, Joyce Ward, Connie Schreiber.

There were no changes from the minutes to the August 6 meeting.

Session Meeting Highlights: Sanctuary overhaul was the biggest topic. Thom will not be at September meeting – he will be in Peru.

Communication: None requiring any action.

Continuing Business: Thanksgiving – see report below.

Budget Issues: 2020 Asking Budget due this month. Discussed and decided to submit budget for same amount as last year - \$25,000, with the same division to agencies as last year. The only potential change was for HumanKind. Not all members support this agency, and no one has stepped up to advocate for it since Carlos left the team. It was decided that if we are asked to reduce our Budget from \$25,000, this agency's funds will be the first cut. If our budget is approved at \$25,000, we will ask HumanKind to visit and discuss this program – afterwards we will either continue to support them as in the past, or divide their funds among other agencies.

New Business:

- Emma asked each ministry team to consider supporting a dinner for Wednesday at the Well. Our team signed up for the October 16<sup>th</sup> dinner. Joyce Ward will develop menu and assign duties.
- Connie will arrange a tour of the Housing Resource Center on Witchduck Rd.

Agency Reports:

- 1) Angel Tags: Lynne Owen, Pam Spillman. No report.
- 2) Beach Health Clinic: Bill Warden. No report.
- 3) Red Cross Blood Drive: Martha Rudell. Today was our Blood Drive at Haygood UMC, 2-7 pm. When Martha returns we will get the number of units collected. Next Blood Drive is Nov 12
- 4) Christmas Caroling: Joyce Ward. No immediate plans yet.
- 5) Easter Baskets: Lynne Owen, Connie Schreiber. No report.
- 6) Faith Works: Paul Verburg. FWC completed the following jobs, which included work to roofs, toilets, access ramps, insulation, leaks, etc. for families in need.
  - April 2019 – 4 jobs, \$340
  - May 2019 – 4 jobs, \$1,831
  - June 2019 – 7 jobs, \$2,741
  - July 2019 – 11 jobs, \$4,442
  - August 2019 – 8 jobs, \$1,350
- 7) Food Pantry: Lynn Owen, Tracy Davis, Connie Schreiber.
  - The Food Pantry freezer is now working!
  - August report – 15 families (consisting of 35 adults and 14 children) were served by the Food Pantry. Total spent by shoppers: \$667.90, of which \$532.21 was donated.
- 8) Good News Jail Ministry: Audre Cannell. No report.
- 9) Human Kind: Vacant. See budget discussion above.
- 10) JCOC: Connie Schreiber – JCOC is hosting a Black & White Gala to raise funds for their organization on Friday, Oct 18. Details on JCOC website, or ask Connie if interested.
- 11) Meals on Wheels: Nancy Hamilton. No report.
- 12) Samaritan House: Susie Fulcher. No report beyond budget discussion forwarded in email to all members.
- 13) Back to School Supplies: Connie Schreiber, Lynn Owen. All supplies were delivered to Tri-Campus, Pembroke Elementary, Bayside Middle, Eastern Shore Migrant Workers, and St. Columba. Each school was very grateful. This year we were requested to donate headphones/earbuds so students could research and study on computers in a quieter environment. We did not receive many donations for this new item, so we used \$100 from the 2019 Asking Budget to buy them. Also, on the last day of the donation drive we received \$150 in donations – we bought more headphones/earbuds with this money and delivered them to the schools.
- 14) Sentara Pace Bible Study: Lynne Owen. Will start back in September after summer hiatus.
- 15) Seton Youth Shelter: Vacant. No report.
- 16) St. Columba: Lynne Owen.
  - Grateful for school supplies.
  - 415 sandwiches made by SIS for September. Sandwiches are made on the third Tuesday of the month.
- 17) Thanksgiving Food Drive & Baskets, Pam Spillman.
  - Donation drive will be Sunday, Oct 20 – Friday, Nov 22.
  - Pam sent out emails to VB Social Services, Pembroke Elementary, Mile High Kids, and Preschool offering a total of 68 spots for baskets – heard from four already. Also sent email to Linda Vogl and Thom Sare to request back-up help.
  - Scouting for Food day is Saturday, Nov 23 – Thom will coordinate with Scouts.
  - Basket distro day is Sunday, Nov 24. Might use room 508 for basket pickup vice Atrium.
  - Ads will appear in Binnacle, Helmsman, Revo Board, & Church Bulletin throughout drive.
  - Congregants can donate a turkey, or give a \$20-\$25 gift certificate for a turkey. Gift cards can be dropped off in locked box near Chi Yi's office.
- 18) Winter Shelter: Connie Schreiber, Lynn Owen. Nov 20-24. Connie working on groups to prepare breakfast, dinner. Pam asked Connie, Lynn to have JCOC personnel remove all bedding from room 508 prior to 8 am Nov 24 – so we can use for turkey basket distribution.
- 19) Virginia Supportive Housing: Gloria Wardrup. VSH invited us to a gathering in September - Gloria will attend.

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Congregational Care  
3 September 2019

**Members present:** Mike Raymer, Rose Ann Wehr, Terri Wilkins, Sandy Odom, Sandy Ronan and Emma Ouellette.

**Directory:**

The directories have been delivered and are being distributed to our members. In pursuing information on the online directory I have found out that apparently internet access to our directory is actually provided by a different company. CP Photo millwork with us is setting up the data base but after that it would cost us about \$300 for a 3 year period per Chad who sent me the web site for this company. My question to the committee was where we should go from here. Emma said that she and David often gets inquiries from new and potential members about this capability and that she felt it was important. We agreed that I would continue to research this and find out exactly what would be involved.

**BFF and Stephen Ministry:**

Following is Paula's report on these activities.

**Fall picnic:**

The main discussion on this was changing the date and inside or outside. We decided to forge ahead with faith that the weather would cooperate - after the 11am service out doors. Since the event has taken place, I would like to report that it was very successful and the attendance was great. We could have used more food as it was basically gone when all had been served but we had plenty of desserts. The kids enjoyed the playground and all the games provided by Lacy. THANKS TO EVERYONE WHO PARTICIPATED! YOUR HELP WAS INVALUABLE AND MOST APPRECIATED.

**Funeral receptions:**

We provided a reception after a beautiful funeral service for Virginia Hill which was most appreciated by her family.

Linda Wallace made arrangements on her own for Gene's funeral.

**Stephen Ministry** – Met August 27 for debrief from Emma following her attendance at Leader Training...next meeting September 24 at 6 Locally there will be Stephen Minister training at Old Donation Episcopal Church beginning Thursday September 12 from 6:30 to 9:00, continuing on until 50 hours are completed. We will have one trainee enrolled and one Leader from Bayside attending. Others interested should contact Emma or Paula.

The Virginia Beach Network of Stephen Ministers will hold its second Retreat on February 8, 2020 at Bayside Presbyterian Church for all area Stephen Ministers. The Calendar and space has been cleared with Linda for that day from 8:30 to 1:00.

**BFF** - Fall programs that are beginning have been printed in the Binnacle. A Core Group planning meeting will be held in September.

**Bereavement** - Two Memorial Service receptions were held in the church Fellowship Hall during August. The Committee of helpers on short notice (as is ALWAYS the case regarding deaths) pulled together before, during and after ensuring a very smooth gathering each time.

Meeting adjourned at 8:15  
Sandy Ronan

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Evangelism 6 August 2019

No Minutes Received

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Global Missions  
4 June 2019

No Minutes Received

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Property  
6 August 2019

Those present were Bob Allen, Steve Baker, Betsy Davis, Sperry Davis, Les Parr, Eugene Towler, Herb Gorden and Moderator Clif Furedy.

The meeting was opened with prayer.

Items Discussed and Actions Taken:

Rick was on holiday so Herb and Eugene filled the group in about the two contracts to upgrade the Adult Wing doors and install the electronic access control system. The handicap- and electronic-lockable double doors will be done by JMar in the next couple of weeks, followed by the electronics package by HRCT. We hope this will be done by the beginning of November. Part of the project includes Rick's plan for administering the entire system, re-keying all key locks, distributing proximity cards or badges and training the users. Costs are \$5761 to JMar and \$9590 to HRCT; total \$15,351. To partly offset that cost we previously received a \$5,000 anonymous donation.

The Third Saturday Workday in September will be the 21<sup>st</sup>. Bob recommended continued clean-up and planting in the Columbarium. We want to clean the brick path and Herb offered to bring a pressure washer. An item was sent to Linda advertising the Third Saturday Work Day.

Eugene explained about the colored glass that popped out of a window in the Fellowship Hall. He has checked all the other windows to ensure they are secure. He will move ahead to have a contractor repair and replace the section that fell out.

The Fire Suppression System over the kitchen range is scheduled for completion by APS in the next 30 days. It was recommended the work not be started on a Friday prior to a Saturday Men's Breakfast. The cost is \$2700 plus \$950 for an electrician and \$550 for plumbing; total \$4,200.

The ceiling replacement and insulation installation in classrooms 302 and 304 of the Youth Wing has been completed.

The stained glass windows in the sanctuary have been removed from the Vision 2020 project and

Property will arrange for and fund the cleaning and minor repairs required. Eugene will identify a contractor to complete this work.

The group was updated on the Sanctuary renovations and Chancel expansion. Draft plans were discussed showing the main elements awaiting cost estimates from the architect and general contractor. The organ selection is still fluid but most of the funding has been provided by a generous donor. There is also a grant proposal being submitted for matching funds to purchase a new Steinway piano.

The final topic was preparation for the hurricane forecast to arrive later in the week. Eugene feels the building was sound, previous roof leaks repaired and he planned to ensure the Sanctuary roof drains were clean.

The meeting was closed with prayer at 9:00 pm.

Clifton G. Furedy  
Property Moderator

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Stewardship  
4 June 2019

1. Meeting was called to order at approximately 7:05 pm.
2. Members present were Bob Baker, Richard Guy, Ed Spillman, Luanne Wong (Treasurer).
3. The treasurer reported that pledged giving was still down.
4. Richard Guy continues a complete review of the Bayside Corporation by-laws.
5. Ed Spillman continues work on the revitalizing the church volunteer database, surveying the congregation on 15 questions the various Ministries have proposed and, assisting Admin ministry in updates to the Church Windows congregational data. Survey packages have been produced and are being distributed.
6. Stewardship campaign issues to include pledge cards and 3 short presentations to the congregation (on Sundays – Minute for Mission) were discussed.
7. The process for developing the church budget was discussed.
8. Details for the Stewardship asking budget were discussed.
9. Timing of the fund drive for the sanctuary refurbishment as it relates to the annual Stewardship fund drive for church operating expenses was discussed – with concerns to ensure the two do not overlap and compete with each other.
10. The meeting was closed with prayer.

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Worship  
4 June 2019

No Minutes Received