Agenda for the Stated Session Meeting

Bayside Presbyterian Church

17 September 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.

SHARING OF JOYS AND CONCERNS – OPENING PRAYER

DEVOTION

REOUESTS FOR SESSION APPROVAL / Motions and Votes Required

- 1. New Member Requests: None
- 2. Baptism Requests: None
- 3. Church Wedding Requests: None

SACRAMENT OF COMMUNION

SESSIONAL RECORDS

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

Motion: It is moved by the Clerk that the Session approve the minutes from the August Session meeting and the agenda for today's Stated Meeting.

STATISTICS

Attendance:

Current Plus Previous Three August

| Year | 8:00 Total/Avg | 9:00 Total/Avg | 11:00 Total/Avg | Combined Service | Special Services | Total of ALL Sundays | Weekly Average |
|------|-------------------|-------------------|--------------------|---------------------|---------------------|----------------------------|-------------------|
| 2016 | 97/32 | 191/64 | 393/131 | 163 | NA | 844 | 211 |
| 2017 | NA | NA | NA | 642/161 | NA | 642 | 161 |
| 2018 | NA | NA | NA | 650/163 | NA | 653 | 163 |
| 2019 | NA | NA | NA | 693/173 | NA | 693 | 173 |

None

- 1. Reception of New Members:
- 2. Baptisms:
- 3. Church Weddings:
- 4. Member Transfers:
- 5. Member Deaths:

None None Helen E. Spore, Mary Robertson Virginia Hill, 8/23 All are invited!

Elder Michele Parker

Clerk of Session

INVITATION CELEBRATION:

Sharing of invitations to Bayside services, events and programs. Upcoming opportunities?

FINANCIAL REPORT AND ISSUES:

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

Motion needed.

<u>COMMUNICATIONS</u>: (Members, PCUSA, PEVA, Other):

PEVA / CHURCH INFORMATION

Approaching October Stated Meeting, October 22, 2019, Suffolk Presbyterian Church Motion needed for commissioners.

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosure 3) No updates received

2. Session Retreat (enclosure 4)

NEW BUSINESS

None

STAFF REPORTS

Director of Music Ministries

Director of Youth and Family Outreach

Associate Pastor

Pastor / Head of Staff

SUPPLEMENTAL MINISTRY REPORTS (Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday, October 15, 2019 7pm

Chi-Yi Chen Wolbrink

Lacy Schimmel

Rev. Emma Ouellette

Rev. Dr. David Rollins

Devotion – Elder Richard Guy

| | Bayside Presbyterian Church - Virginia Beach VA Balance Sheet as of August 31, 2019 | |
|----------------------------------|--|-------------------------|
| Tuesday, Septemb | Page 1 of 2 | |
| Account # | Account Name | YTD Balance |
| | | |
| 1100.1000.0000 | General Fund - Petty Cash | 100.09 |
| 1100.1500.0000 | Preschool Petty Cash | 200.00 |
| 1100.2000.0000 | Towne Bank Checking | 78,183.20 |
| 1100.2100.0000 | Towne Bank Money Market | 92,801.73 |
| 1100.2300.0000 | Langley Federal Credit Union Savings | 25.00 |
| 1100.2400.0000 | Langley Federal Credit Union Money Market | 254,237.72 |
| | Cash Assets | \$425,547.74 |
| 1100.2453.0000 | Session Loan (4) | 511.66 |
| 1100.2525.0000 | Union Bank 5110762150(6/21/2020)2.4% | 53,905.74 |
| 1100.2527.0000 | Union Bank 5110681024 (11/12/2020) 2.5% | 60,912.47 |
| 1100.2528.0000 | Union Bank 5110754383 (12/15/2020)2.5% | 31,415.22 |
| 1100.2529.0000 | Union Bank 5110771861 11/30/2020)2.5% | 49,952.61 |
| 1100.2622.0000 | Union Bank 118320425(06/07/2020)2.20% | 30,705.95 |
| 1100.2766.0000 | Towne632084227(01/15/2020)1.49% | 64,293.18 |
| 1100.2767.0000 | Towne632077972(1/20/2020)1.49% | 56,906.82 |
| | Investment Assets | \$348,603.65 |
| 1100.4100.0000 | Endowment MM TowneBank | 29,391.84 |
| 1100.4600.0000 | Charles Schwab | 582,267.26 |
| | Endowment Assets | \$611,659.10 |
| | - | \$1,385,810.49 |
| Fund Balance | | |
| 3100.0000.0000 | General Fund | 205,134.06 |
| 3100.7000.0000 | Assoc Pastor Cont Educ Fund | 1,206.62 |
| 3200.0000.0000 | Non-Budget Fund | 3,500.72 |
| 3200.0200.0000 | Minister's Special Benevolence | 2,325.77 |
| 3200.4430.0000 | Wedding Fund | 85.65 |
| 3200.5000.0000 | Food Pantry Fund | 14,138.34 |
| 3300.0000.0000 | Preschool Fund | 119,269.96 |
| 3400.0000.0000 | Educational Fund | 4,479.77 |
| 3400.1000.1000 | Library Fund | 657.15 |
| 3400.1100.0000 | Youth Ministries Fund | 3,202.04 |
| 3400.1110.0000 | Youth Mission Trips Adult Mission Trip Fund | 15,028.21 |
| 3400.1120.0000 3500.0000.0000 | Property Fund | 2,911.80 |
| 3500.0000.0000 | Transportation Fund Balance | 112,514.61 26,002.50 |
| 3500.0210.0000 | Operations Reserve Fund Balance | 38,262.55 |
| 3500.0700.0000 | Columbarium Fund | 46,605.61 |
| 3600.0000.0000 | Music Fund | 62,956.86 |
| 3600.0100.0000 | Organ Fund | 35,317.62 |
| 3600.1000.1000 | Handbell | 1,686.87 |
| 3700.0500.0000 | Session Operating Fund | 3,801.74 |
| 3800.0000.0000 | Scholarship Fund | 2,244.70 |
| 3800.2000.0000 | Minister Loan Fund | 30,027.39 |
| 3800.4000.0000 | Missions Fund | 13,265.62 |
| 3800.5000.0000 | Earnings Fund | 13,619.06 |
| | General & Special Funds | \$758,245.22 |
| 3900.0000.0000 | Endowment Fund | 475,994.85 |
| 3900.3100.0000 | Edna E Etheridge Fund Fund | 136,664.25 |
| | Endowment Funds | \$612,659.10 |
| 3200.0400.0000 | Louise Robinson Benevolence Fund Balance | 5,000.00 |

| Tuesday, Septemb | Balance Sheet as of August 31, 2019 per 17, 2019 | Page 2 of 2 |
|------------------|---|----------------|
| Account # | YTD Balance | |
| 3800.1005.0000 | William & Rhonda Bertholf Education Fund Balance | 9,906.17 |
| | Total Fund Balance | \$1,385,810.49 |
| | Total Liabilities and Fund Balance | \$1,385,810.49 |

Bayside Presbyterian Church - Virginia Beach VA

| Tuesday, Septemb | per 17, 2019 3:49 PM | | | | Page 1 of 5 |
|------------------|-----------------------------------|-----------------|--------------|-----------------------|---------------|
| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
| Income | | | | | |
| 4100.0000.0000 | Pledge Offering | 36,203.00 | 313,191.00 | 80 | 584,748.00 |
| 4100.0100.0000 | Non-pledged Offering | 4,300.00 | 52,697.00 | 79 | 100,000.00 |
| 4100.0200.0000 | Visitor Offering | 151.00 | 767.29 | 46 | 2,500.00 |
| 4100.0300.0000 | Loose Cash Offering | 739.00 | 6,076.33* | 114 | 8,000.00 |
| 4100.0400.0000 | Church School Offering | 0.00 | 28.00* | 0 | 0.00 |
| 4100.0500.0000 | Envelope Offering | 0.00 | 296.00* | 148 | 300.00 |
| | Regular Offerings | \$41,393.00 | \$373,055.62 | 80 | \$695,548.00 |
| 4100.1000.0000 | Interest/Investment Inc. | 0.00 | 0.00 | 0 | 7,760.00 |
| | Net Investment Income | \$0.00 | \$0.00 | 0 | \$7,760.00 |
| 4100.1100.0000 | Overhead Donation | 1,070.00 | 8,560.00 | 97 | 13,200.00 |
| 4100.2100.0000 | Soft Drinks/Coffee Inc. | 6.20 | 113.46 | 57 | 300.00 |
| 4100.2200.0000 | Tenant Donations | 745.00 | 6,805.00* | 113 | 9,000.00 |
| | Other Income | \$1,821.20 | \$15,478.46* | 103 | \$22,500.00 |
| 4100.1101.0000 | Preschool DoMM Donation | 0.00 | 1,527.50* | 147 | 1,560.00 |
| 4100.8888.8888 | Restricted Fund Budget Supplement | 0.00 | 0.00 | |) |
| 4100.9999.9999 | G/F ROLLOVER | 0.00 | 0.00 | 0 | 17,066.00 |
| | Total Income | \$43,214.20 | \$390,061.58 | 79 | \$744,434.00 |
| Expense | | | | | |
| 5100.1000.0000 | Salary - Minister | 8,516.53 | 68,132.24 | 100 | 102,346.00 |
| 5100.1005.0000 | Salary - Associate Pastor | 4,810.17 | 38,713.78* | 100 | 57,954.00 |
| 5100.1010.0000 | Salary - Director of Music | 4,318.86 | 34,550.88 | 100 | 51,826.00 |
| 5100.1011.0000 | Salary - Praise Team Music | 1,261.17 | 7,520.52* | 103 | 10,931.00 |
| 5100.1015.0000 | Salary - Dir Educ Min | 3,333.35 | 26,666.80* | 100 | 40,000.00 |
| 5100.1020.0000 | Salary - Church Secretary | 3,154.20 | 22,079.50* | 101 | 32,786.00 |
| 5100.1022.0000 | Salary - PT Bookkeeper | 150.00 | 700.00 | 91 | 1,150.00 |
| 5100.1023.0000 | Salary -Part Time Receptionist | 0.00 | 0.00 | | , |
| 5100.1030.0000 | Salary - Nursery | 939.50 | 6,135.00 | 97 | 9,500.00 |
| 5100.1031.0000 | Salary - Bldg/Grnds Super | 3,049.11 | 24,392.88* | 100 | 36,589.00 |
| 5100.1032.0000 | Custodian A | 1,070.88 | 8,006.76 | 92 | 13,045.00 |
| 5100.1035.0000 | Employer Social Security | 1,160.27 | 8,881.09 | 99 | 13,398.00 |
| | Salary Expense | \$31,764.04 | \$245,779.45 | 100 | \$369,525.00 |
| 5100.0100.0000 | Office Supplies | 370.73 | 2,380.37* | 115 | 3,100.00 |
| 5100.0105.0000 | Postage Exp. 2 | 200.00 | 1,008.23 | 76 | 2,000.00 |
| 5100.0110.0000 | Postage Meter Lease | 0.00 | 324.00 | 96 | 500.00 |

| Tuesday, Septemb | per 17, 2019 3:49 PM | | | | Page 2 of 5 |
|------------------|------------------------------------|-----------------|--------------|-----------------------|---------------|
| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
| 5100.0115.0000 | Copier Lease/Maintenance | 731.17 | 6,378.85 | 100 | 9,600.00 |
| 5100.0120.0000 | Internet Expense | 253.78 | 2,298.15* | 115 | 3,000.00 |
| 5100.0125.0000 | Other Office Equipment | 0.00 | 0.00 | | , |
| 5100.0126.0000 | Office Equipment Repair | 0.00 | 250.00 | 38 | 1,000.00 |
| 5100.0130.0000 | Telephone Service | 133.90 | 1,688.27 | 87 | 2,900.00 |
| 5100.0155.0000 | Phone Message System | 85.00 | 765.00* | 113 | 1,020.00 |
| 5100.0157.0000 | Staff Appreciation | 0.00 | 0.00 | 0 | 500.00 |
| 5100.0158.0000 | Staff Travel | 0.00 | 0.00 | | |
| 5100.0160.0000 | Worker's Comp Insurance | 0.00 | 2,367.11* | 118 | 3,000.00 |
| 5100.0165.0000 | Property & Liability Ins | 0.00 | 0.00 | 0 | 9,750.00 |
| 5100.0175.0000 | Computer Equip/Software | 272.00 | 5,644.89* | 130 | 6,500.00 |
| 5100.0180.0000 | Beneflex | 0.00 | 0.00 | | |
| | Office Administration | \$2,046.58 | \$23,104.87 | 81 | \$42,870.00 |
| 5100.1040.0000 | Benefits - Minister | 2,943.92 | 23,921.36* | 101 | 35,697.00 |
| 5100.1041.0000 | Benefits - Minister's Supplemental | 0.00 | 0.00 | | |
| 5100.1045.0000 | Benefits - Assoc Pastor | 1,659.94 | 13,279.52 | 98 | 20,289.00 |
| 5100.1050.0000 | Benefits - Director of Music | 114.22 | 2,857.95 | 91 | 4,686.00 |
| 5100.1051.0000 | Director of MM Insurance Opt Out | 250.00 | 2,000.00 | 100 | 3,000.00 |
| 5100.1055.0000 | Benefits - Dir of Educ Min | 1,156.96 | 7,348.98* | 104 | 10,607.00 |
| 5100.1061.1000 | Benefits - Church Secretary | 831.73 | 6,678.84* | 100 | 10,006.00 |
| 5100.1064.0000 | Benefits - Bldg/Grnds Supe | 889.17 | 7,138.36* | 100 | 10,695.00 |
| | Benefits Expense | \$7,845.94 | \$63,225.01 | 100 | \$94,980.00 |
| 5100.1065.0000 | Prof. Exp Minister | 222.79 | 2,241.46 | 84 | 4,000.00 |
| 5100.1066.0000 | Cont Ed - Minister | 0.00 | 1,301.69 | 78 | 2,500.00 |
| 5100.1070.0000 | Prof. ExpAssoc Pastor | 195.37 | 1,510.49 | 76 | 3,000.00 |
| 5100.1071.0000 | Cont Ed - Assoc Pastor | (414.19) | 0.00 | 0 | 1,500.00 |
| 5100.1075.0000 | Prof. Exp Dir. Music | 50.22 | 1,266.75 | 81 | 2,350.00 |
| 5100.1080.0000 | Prof Exp - Dir of Educ Min | 0.00 | 50.51 | 3 | 2,350.00 |
| 5100.1085.0000 | Prof.Exp - Administrator | 58.93 | 175.98 | 58 | 450.00 |
| | Professional Expense | \$113.12 | \$6,546.88 | 61 | \$16,150.00 |
| | Total Administrative Expense | \$41,769.68 | \$338,656.21 | 97 | \$523,525.00 |
| 5100.2001.0000 | Beach Health Clinic | 100.00 | 300.00* | 113 | 400.00 |
| 5100.2005.0000 | Dwelling Place | 0.00 | 0.00 | | |
| 5100.2009.0000 | Samaritan House | 600.00 | 1,800.00* | 113 | 2,400.00 |
| 5100.2010.0000 | Good News Jail & Prison Minist | 125.00 | 375.00* | 112 | 500.00 |

| • • | per 17, 2019 3:49 PM | | | | Page 3 of 5 |
|----------------|---|-----------------|--------------|-----------------------|---------------|
| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
| 5100.2013.0000 | St. Columba Ministries | 2,600.00 | 7,800.00* | 112 | 10,400.00 |
| 5100.2021.0000 | Judeo-Christian Outreach Cente | 700.00 | 2,100.00* | 113 | 2,800.00 |
| 5100.2027.0000 | Seton Youth Shelter | 125.00 | 375.00* | 112 | 500.00 |
| 5100.2029.0000 | Volunters of America | 0.00 | 0.00 | | |
| 5100.2030.0000 | Human Kind | 400.00 | 1,200.00* | 113 | 1,600.00 |
| 5100.2033.0000 | Winter Shelter Program | 0.00 | 0.00 | 0 | 400.00 |
| 5100.2038.0000 | Faith Works Coalition | 600.00 | 1,800.00* | 113 | 2,400.00 |
| 5100.2039.0000 | Virginia Supportive Housing-Crescent Square | 700.00 | 2,100.00* | 113 | 2,800.00 |
| 5100.2041.0000 | Project Activity | 6.92 | 113.69 | 21 | 800.00 |
| | Community Service Expense | \$5,956.92 | \$17,963.69* | 108 | \$25,000.00 |
| 5100.2055.0000 | Fellowship | 97.50 | 422.38 | 37 | 1,700.00 |
| 5100.2060.0000 | Card Ministry | 0.00 | 0.00 | 0 | 100.00 |
| 5100.2063.0000 | Bereavement Team | 0.00 | 170.00 | 34 | 750.00 |
| 5100.2070.0000 | Stephen Ministry | 34.95 | 157.30 | 52 | 450.00 |
| | Congregational Care Expense | \$132.45 | \$749.68 | 37 | \$3,000.00 |
| 5100.3000.0000 | Equipment/ | 0.00 | 0.00 | 0 | 750.00 |
| 5100.3001.0000 | Supplies | 0.00 | 117.46 | 9 | 2,000.00 |
| 5100.3003.0000 | DCE Conferences | 0.00 | 588.20 | 71 | 1,250.00 |
| 5100.3005.0000 | Curriculum | 861.45 | 2,278.09* | 107 | 3,200.00 |
| 5100.3006.0000 | Background_Checks | 30.00 | 60.00 | 91 | 100.00 |
| 5100.3010.0000 | Library | 0.00 | 0.00 | 0 | 200.00 |
| 5100.3013.0000 | First Fridays | (389.00) | 862.50 | 86 | 1,500.00 |
| 5100.3014.0000 | MOPS | (95.00) | 2,256.35* | 188 | 1,800.00 |
| 5100.3015.0000 | Vacation Bible School Exp. | 2,785.30 | 6,246.58* | 247 | 3,800.00 |
| 5100.3022.0000 | Nursery | (30.00) | 23.92 | 12 | 300.00 |
| 5100.3040.0000 | MS Ministry | 0.00 | 181.32 | 39 | 700.00 |
| 5100.3041.0000 | HS Ministry | 0.00 | 133.33 | 40 | 500.00 |
| 5100.3042.0000 | Confirmation | 0.00 | 480.62* | 240 | 300.00 |
| 5100.3043.0000 | Children's Ministry | 135.53 | 707.95 | 88 | 1,200.00 |
| 5100.3045.0000 | Publicity/Promotion | 0.00 | 500.83 | 42 | 1,800.00 |
| | Education Expense | \$3,298.28 | \$14,437.15* | 112 | \$19,400.00 |
| 5100.3505.0000 | New Visitor Materials | 0.00 | 0.00 | 0 | 500.00 |
| 5100.3525.0000 | Evangelism Materials | 179.28 | 1,268.28* | 377 | 500.00 |
| 5100.3531.0000 | Evangelistic Events | 0.00 | 0.00 | 0 | 500.00 |
| 5100.3540.0000 | Living Nativity | 0.00 | 0.00 | 0 | 3,000.00 |
| | Evangelism Expense | \$179.28 | \$1,268.28 | 42 | \$4,500.00 |

| Tuesday, Septemb | er 17, 2019 3:49 PM | | | | Page 4 of 5 |
|------------------|---|-----------------|-------------|-----------------------|---------------|
| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
| 5100.4000.0000 | Building Maintenance | 608.75 | 6,983.13 | 100 | 10,500.00 |
| 5100.4001.0000 | HVAC Maintenance | 248.39 | 1,066.91 | 25 | 6,300.00 |
| 5100.4005.0000 | Van Ops/Maint | 0.00 | 0.00 | 0 | 0.00 |
| 5100.4010.0000 | Exterminating Service | 0.00 | 1,368.00 | 82 | 2,500.00 |
| 5100.4015.0000 | Fire & Safety System Maint. | 0.00 | 1,263.67 | 95 | 2,000.00 |
| 5100.4020.0000 | Grounds Maintenance | 740.00 | 4,868.08 | 52 | 13,959.00 |
| 5100.4025.0000 | Supplies & Cleaning Materials | 144.96 | 2,226.68 | 84 | 4,000.00 |
| 5100.4030.0000 | Kitchen Maintenance | 174.93 | 1,022.02 | 77 | 2,000.00 |
| 5100.4035.0000 | Vending Machines | 0.00 | 0.00 | | |
| 5100.4050.0000 | Electricity | 0.00 | 13,824.25 | 81 | 25,500.00 |
| 5100.4055.0000 | Gas | 79.33 | 6,666.89 | 91 | 11,000.00 |
| 5100.4060.0000 | Water & Sewer | 903.36 | 6,092.78 | 91 | 10,000.00 |
| 5100.4065.0000 | Refuse Collection | 229.82 | 2,405.12* | 120 | 3,000.00 |
| | Property Expense | \$3,129.54 | \$47,787.53 | 79 | \$90,759.00 |
| 5100.4080.0000 | Payroll Preparation | 86.33 | 721.46* | 103 | 1,050.00 |
| 5100.4082.0000 | Bank Fees | 86.07 | 626.70* | 170 | 550.00 |
| 5100.4086.0000 | Audit Fees | 0.00 | 600.00 | 64 | 1,400.00 |
| | Stewardship Expense | \$172.40 | \$1,948.16 | 97 | \$3,000.00 |
| 5100.4101.0000 | Church Develop - Limete | 0.00 | 250.00 | 75 | 500.00 |
| 5100.4110.0000 | Mission Giving | 0.00 | 16,000.00 | 75 | 32,000.00 |
| 5100.4120.0000 | Theological Education Fund | 0.00 | 0.00 | 0 | 0.00 |
| 5100.4121.0000 | Field Missionary Support | 0.00 | 0.00 | 0 | 0.00 |
| 5100.4122.0000 | Congo Maternity Hospital | 0.00 | 250.00 | 75 | 500.00 |
| 5100.4123.0000 | Congo-Mark Shreiber School | 0.00 | 250.00 | 75 | 500.00 |
| 5100.4125.1000 | Ticul Scholarship & Staff | 0.00 | 0.00 | 0 | 0.00 |
| 5100.4125.2000 | Ticul - Material | 0.00 | 0.00 | 0 | 2,000.00 |
| 5100.4125.5000 | Youth - Mission Trips- 1/3 | 0.00 | 0.00 | 0 | 0.00 |
| 5100.4128.0000 | Disaster Response | 0.00 | 0.00 | 0 | 0.00 |
| 5100.4130.0000 | Massanetta support | 0.00 | 500.00* | 150 | 500.00 |
| 5100.4132.0000 | Miscellaneous expenses | 0.00 | 0.00 | 0 | 500.00 |
| 5100.4134.0000 | Clean Water Project | 1,290.90 | 10,455.17* | 224 | 7,000.00 |
| 5100.4135.0000 | Mogodeshu Hospital Project | 0.00 | 250.00 | 75 | 500.00 |
| 5100.4136.0000 | American Indian Children School Support | 0.00 | 0.00 | 0 | 4,000.00 |
| | Witness/Global Mission | \$1,290.90 | \$27,955.17 | 87 | \$48,000.00 |
| 5100.4200.0000 | Special Music Programs | 278.49 | 2,470.35* | 106 | 3,500.00 |
| 5100.4205.0000 | Music Literature(all sevices | 54.65 | 1,525.76* | 153 | 1,500.00 |

| Tuesday, September 17, 2019 3:49 PM | | | | | | Page 5 of 5 |
|-------------------------------------|---------------------------------|-----------------|----------------------|----------------------|-----------------------|---------------|
| Account # | Account Name | | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
| 5100.4215.0000 | Robe Maintenance/Cleaning | | 0.00 | 0.00 | 0 | 500.00 |
| 5100.4220.0000 | Workshops/Memberships/licensing | | 135.80 | 1,383.25* | 148 | 1,400.00 |
| 5100.4225.0000 | Substitute Organist | | 500.00 | 900.00* | 113 | 1,200.00 |
| 5100.4230.0000 | Music/Pulpit Honoraria | | 0.00 | 0.00 | 0 | 1,000.00 |
| 5100.4232.0000 | Section Leaders | | 1,050.00 | 8,320.00* | 125 | 10,000.00 |
| 5100.4236.0000 | Seasonal Decor | | 0.00 | 54.44 | 20 | 400.00 |
| 5100.4240.0000 | Usher Supplies/Cleaning | | 0.00 | 0.00 | 0 | 400.00 |
| 5100.4245.0000 | Communion Supplies | | 0.00 | 169.29 | 85 | 300.00 |
| 5100.4250.0000 | Supplies/Equipment | | 41.31 | 866.27* | 217 | 600.00 |
| 5100.4251.0000 | Children's Choir Supplies | | 78.00 | 553.61* | 138 | 600.00 |
| 5100.4255.0000 | Keyboard Instr. Maintenance | | 0.00 | 450.60 | 75 | 900.00 |
| 5100.4260.0000 | Audio/Visual | | 0.00 | 68.33 | 41 | 250.00 |
| 5100.4265.0000 | Handbell Maintenance | | 0.00 | 235.11* | 0 | 0.00 |
| 5100.4270.0000 | Praise Team Drummer | | 240.00 | 1,650.00 | 77 | 3,200.00 |
| 5100.4275.0000 | DoMM Continuing Education | | 42.24 | 621.70 | 62 | 1,500.00 |
| | | Worship Expense | \$2,420.49 | \$19,268.71* | 106 | \$27,250.00 |
| | | Total Expenses | \$58,349.94 | \$470,034.58 | 95 | \$744,434.00 |
| Differer | Difference | | <u>(\$15,135.74)</u> | <u>(\$79,973.00)</u> | | <u>\$0.00</u> |

* = Income/Expense exceeds amount budgeted to date

Enclosure (1): 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 | | Current | |
|---------------------|---|---------|--|
| Ministry | Policy or Procedure Name | 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 | 2015 | |
| | & Procedures | | |
| Stewardship | Mission Trip Funding Policy | 2015 | |
| Stewardship | Stewardship and Fundraising Policy | 2016 | |
| Stewardship | Operating Rules and Investment Policy for | 2015 | |
| | the Endowment Fund Committee | | |
| Stewardship | Terms of the Endowment Fund and | 2015 | |
| | Endowment Committee | | |
| 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 | |

Session Retreat

2020

Where 3100 Sandfiddler Rd. Virginia Beach, VA

When January 10—11, 2020

The retreat will begin with dinner on Friday at 6 pm. We will finish sometime after lunch on Saturday.

Why Will begin with some time focused on leadership training and development. We will review our 2020 accomplishments and reflect on the central focus for 2019 (youth). Finally we will identify our central focus for 2020 and plot our big events on the church calendar for the coming year and enjoy some fellowship.

Cost \$125 each (needed even if you are commuting)

Accommodations

We will host the retreat in the same location we used last year. The feedback from the elders was overwhelmingly positive. The house in Snadbridge can sleep 26 people. It has 11 bedrooms and 10 baths. So there is plenty of space, but it will mean sharing rooms for those spending the night. You have the option to go home and return for the remainder of the retreat. The cost is shared by all and it includes (lodging for those spending the night), meals (dinner, breakfast & lunch), and meeting space. **Payment** Please make your check out to Bayside, note session retreat, and turn it in to me so I can keep track of who has paid.

Session retreat

2020 Tentative Schedule

Friday Night 6:00 dinner at Beach Embassy

7:30 Ideas and Tools for Church Leaders

9:30 Fellowship---until

Saturday 8:30 Breakfast at Beach Embassy

9:00 2020 Accomplishments and 2019 Central Focus

10:00 Break

10:15 central focus for 2020

12:00 lunch at Beach Embassy with our youth

Closing Worship & Communion

Meals are being catered but I encourage you to bring a snack to share and perhaps a game to play during our fellowship time.