

Minutes for the Stated Session Meeting

Bayside Presbyterian Church

17 September 2019 7:00 PM Room 508

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 Rev. Dr. David Rollins, Clerk and Elder Amanda Long and Elders, Gary Crossman, Peggy Damuth, Clif Furedy, Herb Gordon, Walter Martin, Kay Niman Meyers, Michele Parker, Chris Pascuzzi, Mike Raymer, Sandy Ronan, Rose Ann Wehr, Matthew Wicks and George Wong.

Elders Butch Brenton, Richard Guy, Di Ricks, Thom Sare, Ed Spillman, were not in attendance.

Staff Member Present: Associate Pastor Rev. Emma Ouellette, Lacy Schimmel, Director of Youth and Family Outreach

Staff Members not in attendance. Chi-Yi Chen Wolbrink, Director of Music Ministries, on vacation.

Visitors to the meeting included Treasurer Luanne Wong.

The meeting was called to order by the Moderator who opened the meeting with prayer.

SHARING OF JOYS AND CONCERNS – OPENING PRAYER

DEVOTION was shared by Elder Michele Parker.

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

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

SACRAMENT OF COMMUNION: All in attendance celebrated in the sacrament of communion.

SESSIONAL RECORDS

Clerk of Session

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.

The motion passed.

STATISTICS

Attendance was discussed – noted that there was a nice increase year over year.

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

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: Helen E. Spore, Mary Robertson
5. Member Deaths: Virginia Hill, 8/23

INVITATION CELEBRATION:

Sharing of invitations to Bayside services, events and programs. Discussed visitors at the picnic. Peggy has invited friends to the golf tournament.

FINANCIAL REPORT AND ISSUES:

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

80% of where we should be (by last year). 80,000 in the red at this time. Ministries are at budget – we are not overspending the gifts are just down. GF down to 205,000.

Endowment fund \$612,000+ in a great place.

Audit will be done next week.

Office is fairly well covered. We do have a part time person that does payroll and she will be coming each week instead of every other week.

Motion: It was moved that the treasurers report was approved with joy and celebration.
The motion passed.

COMMUNICATIONS: (Members, PCUSA, PEVA, Other):

PEVA / CHURCH INFORMATION

Approaching October Stated Meeting, October 22, 2019, Suffolk Presbyterian Church

Motion needed for commissioners. Elders Mike Raymer and Sandy Ronan volunteered. With Elder Herb Gordon and Walt Martin are alternates.

Motion: Elder Gary Crossman moved that Elders Raymer and Ronan be approved as commissioners to the October PEVA meeting.

The motion passed.

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosure 3)

No updates received

2. Session Retreat (enclosure 4)

Discussed retreat and we will be having lunch with the youth on Saturday afternoon and then they will stay for an overnight

NEW BUSINESS

None

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

Director of Youth and Family Outreach

Lacy Schimmel

Youth worship – about 50 youth attended. Praise team lead music.

Wednesday at the Well began this past week – 10 or so JAM kids participated. Still looking for cooks for upcoming weeks.

Associate Pastor

Rev. Emma Ouellette

New member beginning of October. Encouraged session to encourage our visitors or friends that we know to attend. Book study begins tomorrow night. “Inspired” – books available in the office.

Emma was honored to preach the sermon last night.

Praise to Lacy for her interaction with the youth and the size of the youth group has doubled.

Pastor / Head of Staff

Rev. Dr. David Rollins

Moderated staff meetings, planned worship & delivered sermons, made numerous visits, met with several people in my office, prepared for elder training and upcoming Wednesday night study. I have been meeting regularly with the 2020 vision implementation team. With the help of stewardship, Linda & I have compiled a flyer and accompanying letter that celebrates many of the great things about Bayside Presbyterian Church it will go out in the mail next week accompanied by pledge cards. I have also been planning and preparing for our next session retreat.

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

1. Elder Crossman – reminded everyone to submit asking budgets ASAP.

2. Elder Wong – 2020 Update

2 quotes on pews restoration...one still coming. A motion will be coming once a vendor is selected

Time frame for renovations will be after Easter – through summer and early fall.

Some documents have been sent to Elder Guy for review – as he is available. If he doesn't have time then the committee will review and have only concerns reviewed.

There is a gift of 100k coming into the vision funds for the renovations.

Motion: Elder Wong moved that session approve for the option 2 to the Whitsell Organ group for the expenditure of 50% of the cost of the organ and then 50% at the completion of the project.

The motion passed.

Elder Gordon discussed the contractor for the project. E.T. Gresham has sent a letter of intent. Elder Gordon discussed letter and the process. We have a good rapport with the business, and they have knowledge and understanding of the church, polity and fundraising. They are giving us to 2021 to raise the funds. They are advising that they will get a minimum of 3 bids for each aspect of the renovation. Elder Gordon discussed that E.T. Gresham is a well know very reputable business. He reviewed the process and how they will work the contractors with us.

Motion: Elder Gordon moves that session approve the per construction services of E.T. Gresham per the letter of intent that was presented.

The motion passed.

Fundraising will begin after stewardship season is over.

3. The treasurer reported that Rev. Kate Rascoe has paid off her loan. A letter will be sent to her as a receipt.

CLOSING WITH PRAYER

Next Meeting – Tuesday, October 15, 2019 7pm

Devotion – Elder Richard Guy

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of August 31, 2019

Tuesday, September 17, 2019

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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	15,028.21
3400.1120.0000	Adult Mission Trip Fund	2,911.80
3500.0000.0000	Property Fund	112,514.61
3500.0210.0000	Transportation Fund Balance	26,002.50
3500.0300.0000	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

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of August 31, 2019

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Account #	Account Name	YTD Balance
3800.1005.0000	William & Rhonda Bertholf Education Fund Balance	9,906.17
	Total Fund Balance	<u>\$1,385,810.49</u>
	Total Liabilities and Fund Balance	<u>\$1,385,810.49</u>

Bayside Presbyterian Church - Virginia Beach VA
 Treasurer's Report as of August 2019 for General Fund

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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

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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. Exp. -Assoc 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

Bayside Presbyterian Church - Virginia Beach VA
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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

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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

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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
	Difference	(\$15,135.74)	(\$79,973.00)		\$0.00

* = 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 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	

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.