

Minutes of the Stated Session Meeting

Bayside Presbyterian Church

15 October 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, Butch Brenton, Gary Crossman, Peggy Damuth, Clif Furedy, Richard Guy, Walter Martin, Michele Parker, Chris Pascuzzi, Mike Raymer, Di Ricks, Sandy Ronan, Thom Sare, Ed Spillman, and Rose Ann Wehr,

Elders Herb Gordon, Kay Niman Meyers, Matthew Wicks and George Wong were not in attendance.

Staff Member Present: Associate Pastor Rev. Emma Ouellette, Lacy Schimmel, Director of Youth and Family Outreach, Chi-Yi Chen Wolbrink, Director of Music Ministries

Visitors to the meeting included Bill Warden.

The meeting was called to order by the Moderator who opened the meeting with prayer after the sharing of joys and concerns.

DEVOTION was given by Elder Richard Guy.

SACRAMENT OF COMMUNION All present shared in the sacrament of communion.

REQUESTS FOR SESSION APPROVAL

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

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: Current Plus Previous Three Septembers

| 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 | 180/60 | 281/94 | 175 | NA | 733 | 183 |
| 2017 | 89/30 | 204/68 | 257/86 | 157 | NA | 707 | 177 |
| 2018 | 95/24 | 277/69 | 480/120 | 168 | NA | 1020 | 204 |
| 2019 | 76/19 | 255/64 | 539/136 | 185 | NA | 1055 | 211 |

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: None
5. Member Deaths: 9/10/19, Isabel Pflueger

INVITATION CELEBRATION:

Sharing of invitations to Bayside services, events and programs. None reported

FINANCIAL REPORT AND ISSUES:

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

Rev. Rollins and Elder Crossman shared an overview – we are still running 80ish% on giving.

Motion: Elder Walter Martin moved that we accept the report with joy and thanksgiving.
The motion passed.

COMMUNICATIONS: (Members, PCUSA, PEVA, Other): None received

PEVA / CHURCH INFORMATION

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

Commissioners – Elders Mike Raymer and Sandy Ronan

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosure 3)
No updates received
2. Session Retreat (enclosure 4)
Rev. Rollins requested the payment for the retreat from those that have not paid.

3. 2020 Sanctuary Committee Update

*Note prior committee minutes posted on Session Working Documents Page

We paid the initial contract for the contractor, but no other updates.

NEW BUSINESS

Motion: Global Witness requested and was approved for \$2,500 to be spent from the Endowment for the Rise Against Hunger Event. Global Witness moves that session approve the expenditure from the Endowment Committee. **The motion passed.**

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

Regular activities for Fall 2019:

Joyful Singers (K-2) & *Cantate Domino (3-5) : Sundays from 9:30-9:55 a.m. and
Wednesdays from 5:45-6:10 p.m.

Handbell Choir: Wednesdays from 6:15-7:25 p.m.

Sanctuary Choir: Wednesdays from 7:30-9 p.m. and Sundays from 10-10:45.a.m.

Beginner's Handbell Choir: Thursdays from 11:30 a.m.-12:30 p.m.

- Cantate Domino means "Sing to the Lord"

Extra/New Activities:

1. We've ordered thirty new choir robes from the Korean Christian Store, its USA agency located at Atlanta, GA. We are thankful to have our a member of Bayside, Nayoung Lim, who gave her time and service in translation. Each robe cost \$52 instead of \$230 (from Academic Choir Apparel, California CA). We saved almost \$5,000. The robes will be arriving before the end of November.
2. Sanctuary Choir, Joyful Singers and Cantate Domino are rehearsing for the November 3rd All Saints' Sunday family combined service and Advent/Christmas music.
3. Thank you to Katie Wesley and Mike Belote who are serving as teaching assistants for Cantate Donimo Choir.
4. The Whitesell Church Organs company, CEO Josh Dove, has accepted half payment for a Hybrid Organ and will cooperate with the architect as we renovate our Sanctuary.
5. A Suggestion Box has been placed outside of the Music office. It is being used temporarily for depositing the Thanksgiving gift cards and/or money. It will resume use as a suggestion box for songs for worship on the 1st of December.

In addition to these regular activities of the church, I represented our church in a variety of local and national groups. Among these activities are:

1. I received an invitation from the PCUSA central office to be one of four regular columnists for *Call to Worship* in 2019-2020.
My first article was titled “Space of Worship” and was been published in November 2019. The second article, “Worship for Triune God”, is going to be published in January 2020.
2. As a member of the planning team for the Presbyterian Association of Music (PAM) Montreat Conference 2020, I will be work with Lacy Schimmel to encourage our young worshipers to attend This is the conference’s 50th Anniversary. St. Phillip Presbyterian Church from Houston TX gave a \$20,000 grant to offer 30-50 scholarships to youth and children. This great opportunity will only happen in the coming year. I am hoping we can have some of our young worshipers attend. And I will be presenting at the PEVA meeting at Williamsburg Presbyterian Church, January 2020.
3. I will be away attending the Hymn Society & Center of Congregational Songs North America and Canada Executive Committee at Chicago October 22- 26. This will be my last board meeting.

Coming up vacation will not be until Christmas

Director of Youth and Family Outreach

Lacy Schimmel

Lacy reported FALL PEVA youth retreat – 7 kids signed up
Another use service will be this coming Sunday at Grace Covenant
Youth are taking the peanut sales for this coming year (Nov) – will rotate with community service.
Youth received over \$2500 from the Golf Outing.

Associate Pastor

Rev. Emma Ouellette

Over the past month our “normal” fall schedule started, and I have been busy with the following:

- Leading Inspired book study with David on Wednesday nights
- Working with Lacy on Youth Worship service and other youth activities
- Taught new members class
- Did many pastoral visits and meetings
- Worked on writing fall and winter liturgy for worship
- Continued my work with the Committee on Preparation for Ministry (CPM) through the presbytery
- Was asked and accepted becoming the Moderator of the CPM, starting January 2020
- Lead children’s worship for Preschool on Thursday mornings
- Started research for new studies and teachings for 2020

This is just some of what I have been working on over the past month. Along with the day to day office work and the pastoral meetings that happen when someone pops in the office. While it’s been a busy month, I feel a great energy at the church and I’m excited for what is to come.

As always, it’s an honor to do ministry along side each of you here at Bayside.

Joyfully,
Emma

Since our last meeting, I have made a number of pastoral care visits, helped plan and host the Etheridge/Consecration Sunday speaker, plan and led worship, participated in the Roy Brun Golf tournament, began meeting with an ecumenical clergy leadership group, helped lead Wednesday night class, moderated staff meetings and continued to prepare for our upcoming session retreat. I have begun to look at the calendar and plan for the times I will be away in 2020 so that they are spread out and do not conflict with most major church events.

Sunday after worship I will leave to drive to down to Alabama to visit my dad and then on to Bradenton, Florida to spend some time with my younger brother William and his wife Andrea. I will be back in Virginia Beach sometime on the evening of October 27th.

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

Rev. Rollins reminded ministries to submit their minutes to the clerk so that they can be updated for all to share and understand.

Elder Walt Martin reported Bayside has been asked to host a dinner for the Congo Ministry, 7pm on October 24th. All are invited.

Elder Brenton advised June 24th to the 29th for a trip to Ticul. They are working on the arrangements and need RSVP, Yes or Maybe as soon as possible so that they can block airline tickets. See him or Bob Brenton.

Elder Brenton also advised to read minutes from Evangelism for the Living Nativity.

The last Peru trip the clean water system they installed is up and working.

CLOSING WITH PRAYER

Next Meeting – Tuesday, November 19, 2019 7pm

Devotion – Elder Matt Wicks

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of September 30, 2019

Sunday, October 13, 2019

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Account # Account Name YTD Balance

| | | |
|----------------|---|------------|
| 1100.0000.0000 | BB&T Checking | 0.00 |
| 1100.0500.0000 | BB&T Money Market | 0.00 |
| 1100.1000.0000 | General Fund - Petty Cash | 100.09 |
| 1100.1500.0000 | Preschool Petty Cash | 200.00 |
| 1100.2000.0000 | Towne Bank Checking | 124,529.57 |
| 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 \$471,894.11

| | | |
|----------------|---|-----------|
| 1100.2453.0000 | Session Loan (4) | 0.00 |
| 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 |
| 1100.2621.0000 | Union Bank 5110664437 (4/26/2019)1.54% | 0.00 |
| 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 \$348,091.99

| | | |
|----------------|-------------------------------------|------------|
| 1100.4000.0000 | Endowment MM BB&T | 0.00 |
| 1100.4100.0000 | Endowment MM TowneBank | 21,391.84 |
| 1100.4240.0000 | Bank of HR 5110762159(04/14/2017)1% | 0.00 |
| 1100.4300.0000 | Fidelity Investments S&P 500 | 0.00 |
| 1100.4500.0000 | TD Ameritrade | 0.00 |
| 1100.4600.0000 | Charles Schwab | 582,912.91 |

Endowment Assets \$604,304.75

\$1,424,290.85

Liabilities

| | | |
|----------------|---------------------------|------|
| 2000.0000.0000 | Accounts Payable/Vendors | 0.00 |
| 2000.1000.0000 | Flexible Spending Account | 0.00 |

Total Liabilities \$0.00

Fund Balance

| | | |
|----------------|--------------------------------|------------|
| 3100.0000.0000 | General Fund | 193,970.30 |
| 3100.5000.0000 | Pastor's Cont Educ Fund | 0.00 |
| 3100.6000.0000 | Interim Assoc Cont Educ Fund | 0.00 |
| 3100.7000.0000 | Assoc Pastor Cont Educ Fund | 1,206.62 |
| 3100.9000.0000 | PNC Fund | 0.00 |
| 3200.0000.0000 | Non-Budget Fund | 1,324.87 |
| 3200.0200.0000 | Minister's Special Benevolence | 2,325.77 |
| 3200.4430.0000 | Wedding Fund | 85.65 |
| 3200.5000.0000 | Food Pantry Fund | 14,032.94 |
| 3300.0000.0000 | Preschool Fund | 126,980.87 |
| 3400.0000.0000 | Educational Fund | 4,289.77 |
| 3400.1000.1000 | Library Fund | 657.15 |
| 3400.1100.0000 | Youth Ministries Fund | 3,202.04 |
| 3400.1110.0000 | Youth Mission Trips | 14,828.21 |
| 3400.1120.0000 | Adult Mission Trip Fund | 2,911.80 |
| 3400.9000.0000 | Worship Fund Balance | 0.00 |
| 3500.0000.0000 | Property Fund | 112,514.61 |
| 3500.0210.0000 | Transportation Fund Balance | 24,532.50 |

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of September 30, 2019

Sunday, October 13, 2019

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| Account # | Account Name | YTD Balance |
|----------------|--|------------------------------|
| 3500.0300.0000 | Operations Reserve Fund Balance | 38,262.55 |
| 3500.0400.0000 | Gifts & Furnishings | 0.00 |
| 3500.0700.0000 | Columbarium Fund | 45,928.61 |
| 3600.0000.0000 | Music Fund | 67,956.86 |
| 3600.0100.0000 | Organ Fund | 65,339.35 |
| 3600.1000.1000 | Handbell | 1,686.87 |
| 3700.0000.0000 | Capital Campaign 2013 Balance | 0.00 |
| 3700.0500.0000 | Session Operating Fund | 3,801.74 |
| 3700.1000.0000 | Sanctuary Renovation Fund 2020 Balance | 20,000.00 |
| 3800.0000.0000 | Scholarship Fund | 2,244.70 |
| 3800.1000.1000 | Coleman Fund | 0.00 |
| 3800.2000.0000 | Minister Loan Fund | 30,027.39 |
| 3800.4000.0000 | Missions Fund | 13,265.62 |
| 3800.5000.0000 | Earnings Fund | 13,703.14 |
| | General & Special Funds | \$805,079.93 |
| 3900.0000.0000 | Endowment Fund | 469,494.85 |
| 3900.0000.1000 | Endowment - Earnings | 0.00 |
| 3900.3100.0000 | Edna E Etheridge Fund Fund | 134,164.25 |
| 3900.3200.0000 | Kerr Sanctuary Choir Fund | 0.00 |
| 3900.9000.0000 | Qtrly Endow Earnings Fund | 645.65 |
| | Endowment Funds | \$604,304.75 |
| 3200.0400.0000 | Louise Robinson Benevolence Fund Balance | 5,000.00 |
| 3800.1005.0000 | William & Rhonda Bertholf Education Fund Balance | 9,906.17 |
| | Total Fund Balance | \$1,424,290.85 |
| | Total Liabilities and Fund Balance | <u>\$1,424,290.85</u> |

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

Sunday, October 13, 2019

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| Account # | Account Name | Period Activity | YTD Balance | Annual Budget | % of Budget YTD |
|----------------|-----------------------------------|--------------------|---------------------|---------------------|-----------------|
| Income | | | | | |
| 4100.0000.0000 | Pledge Offering | 48,246.66 | 361,437.66 | 584,748.00 | 82 |
| 4100.0100.0000 | Non-pledged Offering | 8,279.00 | 60,976.00 | 100,000.00 | 81 |
| 4100.0200.0000 | Visitor Offering | 185.00 | 952.29 | 2,500.00 | 51 |
| 4100.0300.0000 | Loose Cash Offering | 1,127.35 | 7,203.68* | 8,000.00 | 120 |
| 4100.0400.0000 | Church School Offering | 0.00 | 28.00* | 0.00 | 0 |
| 4100.0500.0000 | Envelope Offering | 0.00 | 296.00* | 300.00 | 132 |
| | Regular Offerings | \$57,838.01 | \$430,893.63 | \$695,548.00 | 83 |
| 4100.1000.0000 | Interest/Investment Inc. | 0.00 | 0.00 | 7,760.00 | 0 |
| | Net Investment Income | \$0.00 | \$0.00 | \$7,760.00 | 0 |
| 4100.1100.0000 | Overhead Donation | 1,070.00 | 9,630.00 | 13,200.00 | 97 |
| 4100.2100.0000 | Soft Drinks/Coffee Inc. | 6.00 | 119.46 | 300.00 | 53 |
| 4100.2200.0000 | Tenant Donations | 535.00 | 7,340.00* | 9,000.00 | 109 |
| | Other Income | \$1,611.00 | \$17,089.46* | \$22,500.00 | 101 |
| 4100.1101.0000 | Preschool DoMM Donation | 48.75 | 1,576.25* | 1,560.00 | 135 |
| 4100.8888.8888 | Restricted Fund Budget Supplement | 0.00 | 0.00 | | |
| 4100.9999.9999 | G/F ROLLOVER | 0.00 | 0.00 | 17,066.00 | 0 |
| | Total Income | \$59,497.76 | \$449,559.34 | \$744,434.00 | 81 |
| Expense | | | | | |
| 5100.1000.0000 | Salary - Minister | 8,516.53 | 76,648.77 | 102,346.00 | 100 |
| 5100.1005.0000 | Salary - Associate Pastor | 4,810.17 | 43,523.95* | 57,954.00 | 100 |
| 5100.1010.0000 | Salary - Director of Music | 4,318.86 | 38,869.74 | 51,826.00 | 100 |
| 5100.1011.0000 | Salary - Praise Team Music | 910.92 | 8,431.44* | 10,931.00 | 103 |
| 5100.1015.0000 | Salary - Dir Educ Min | 3,333.35 | 30,000.15* | 40,000.00 | 100 |
| 5100.1020.0000 | Salary - Church Secretary | 2,523.40 | 24,602.90* | 32,786.00 | 100 |
| 5100.1022.0000 | Salary - PT Bookkeeper | 125.00 | 825.00 | 1,150.00 | 95 |
| 5100.1023.0000 | Salary -Part Time Receptionist | 0.00 | 0.00 | | |
| 5100.1030.0000 | Salary - Nursery | 620.50 | 6,755.50 | 9,500.00 | 95 |
| 5100.1031.0000 | Salary - Bldg/Grnds Super | 3,049.11 | 27,441.99* | 36,589.00 | 100 |
| 5100.1032.0000 | Custodian A | 999.12 | 9,005.88 | 13,045.00 | 92 |
| 5100.1035.0000 | Employer Social Security | 1,102.75 | 9,983.84 | 13,398.00 | 99 |
| | Salary Expense | \$30,309.71 | \$276,089.16 | \$369,525.00 | 100 |
| 5100.0100.0000 | Office Supplies | 523.80 | 2,904.17* | 3,100.00 | 125 |
| 5100.0105.0000 | Postage Exp. 2 | 400.00 | 1,408.23 | 2,000.00 | 94 |
| 5100.0110.0000 | Postage Meter Lease | 0.00 | 324.00 | 500.00 | 86 |

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

Sunday, October 13, 2019

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| Account # | Account Name | Period Activity | YTD Balance | Annual Budget | % of Budget YTD |
|----------------|-------------------------------------|--------------------|---------------------|---------------------|-----------------|
| 5100.0115.0000 | Copier Lease/Maintenance | 880.32 | 7,259.17* | 9,600.00 | 101 |
| 5100.0120.0000 | Internet Expense | 400.00 | 2,698.15* | 3,000.00 | 120 |
| 5100.0125.0000 | Other Office Equipment | 0.00 | 0.00 | | |
| 5100.0126.0000 | Office Equipment Repair | 0.00 | 250.00 | 1,000.00 | 33 |
| 5100.0130.0000 | Telephone Service | 245.91 | 1,934.18 | 2,900.00 | 89 |
| 5100.0155.0000 | Phone Message System | 85.00 | 850.00* | 1,020.00 | 111 |
| 5100.0157.0000 | Staff Appreciation | 0.00 | 0.00 | 500.00 | 0 |
| 5100.0158.0000 | Staff Travel | 0.00 | 0.00 | | |
| 5100.0160.0000 | Worker's Comp Insurance | 0.00 | 2,367.11* | 3,000.00 | 105 |
| 5100.0165.0000 | Property & Liability Ins | 500.00 | 500.00 | 9,750.00 | 7 |
| 5100.0175.0000 | Computer Equip/Software | 165.00 | 5,809.89* | 6,500.00 | 119 |
| 5100.0180.0000 | Beneflex | 0.00 | 0.00 | | |
| | Office Administration | \$3,200.03 | \$26,304.90 | \$42,870.00 | 82 |
| 5100.1040.0000 | Benefits - Minister | 2,943.92 | 26,865.28* | 35,697.00 | 100 |
| 5100.1041.0000 | Benefits - Minister's Supplemental | 0.00 | 0.00 | | |
| 5100.1045.0000 | Benefits - Assoc Pastor | 1,659.94 | 14,939.46 | 20,289.00 | 98 |
| 5100.1050.0000 | Benefits - Director of Music | 388.39 | 3,246.34 | 4,686.00 | 92 |
| 5100.1051.0000 | Director of MM Insurance Opt Out | 250.00 | 2,250.00 | 3,000.00 | 100 |
| 5100.1055.0000 | Benefits - Dir of Educ Min | 882.79 | 8,231.77* | 10,607.00 | 103 |
| 5100.1061.1000 | Benefits - Church Secretary | 831.73 | 7,510.57* | 10,006.00 | 100 |
| 5100.1064.0000 | Benefits - Bldg/Grnds Supe | 889.17 | 8,027.53* | 10,695.00 | 100 |
| | Benefits Expense | \$7,845.94 | \$71,070.95 | \$94,980.00 | 100 |
| 5100.1065.0000 | Prof. Exp. - Minister | 228.95 | 2,470.41 | 4,000.00 | 82 |
| 5100.1066.0000 | Cont Ed - Minister | 150.00 | 1,451.69 | 2,500.00 | 77 |
| 5100.1070.0000 | Prof. Exp. - Assoc Pastor | 40.00 | 1,550.49 | 3,000.00 | 69 |
| 5100.1071.0000 | Cont Ed - Assoc Pastor | 188.86 | 188.86 | 1,500.00 | 17 |
| 5100.1075.0000 | Prof. Exp. - Dir. Music | 12.20 | 1,278.95 | 2,350.00 | 73 |
| 5100.1080.0000 | Prof Exp - Dir of Educ Min | 0.00 | 50.51 | 2,350.00 | 3 |
| 5100.1085.0000 | Prof.Exp - Administrator | 0.00 | 175.98 | 450.00 | 52 |
| | Professional Expense | \$620.01 | \$7,166.89 | \$16,150.00 | 59 |
| | Total Administrative Expense | \$41,975.69 | \$380,631.90 | \$523,525.00 | 97 |
| 5100.2001.0000 | Beach Health Clinic | 0.00 | 300.00 | 400.00 | 100 |
| 5100.2005.0000 | Dwelling Place | 0.00 | 0.00 | | |
| 5100.2009.0000 | Samaritan House | 0.00 | 1,800.00 | 2,400.00 | 100 |
| 5100.2010.0000 | Good News Jail & Prison Minist | 0.00 | 375.00 | 500.00 | 99 |

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

Sunday, October 13, 2019

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| Account # | Account Name | Period Activity | YTD Balance | Annual Budget | % of Budget YTD |
|----------------|---|-------------------|--------------------|--------------------|-----------------|
| 5100.2013.0000 | St. Columba Ministries | 0.00 | 7,800.00 | 10,400.00 | 100 |
| 5100.2021.0000 | Judeo-Christian Outreach Cente | 0.00 | 2,100.00 | 2,800.00 | 100 |
| 5100.2027.0000 | Seton Youth Shelter | 0.00 | 375.00 | 500.00 | 100 |
| 5100.2029.0000 | Volunters of America | 0.00 | 0.00 | | |
| 5100.2030.0000 | Human Kind | 0.00 | 1,200.00 | 1,600.00 | 100 |
| 5100.2033.0000 | Winter Shelter Program | 0.00 | 0.00 | 400.00 | 0 |
| 5100.2038.0000 | Faith Works Coalition | 0.00 | 1,800.00 | 2,400.00 | 100 |
| 5100.2039.0000 | Virginia Supportive Housing-Crescent Square | 0.00 | 2,100.00 | 2,800.00 | 100 |
| 5100.2041.0000 | Project Activity | 104.73 | 218.42 | 800.00 | 36 |
| | Community Service Expense | \$104.73 | \$18,068.42 | \$25,000.00 | 96 |
| 5100.2055.0000 | Fellowship | 1,148.00 | 1,570.38* | 1,700.00 | 123 |
| 5100.2060.0000 | Card Ministry | 0.00 | 0.00 | 100.00 | 0 |
| 5100.2063.0000 | Bereavement Team | 0.00 | 170.00 | 750.00 | 30 |
| 5100.2070.0000 | Stephen Ministry | 0.00 | 157.30 | 450.00 | 46 |
| | Congregational Care Expense | \$1,148.00 | \$1,897.68 | \$3,000.00 | 84 |
| 5100.3000.0000 | Equipment/ | 0.00 | 0.00 | 750.00 | 0 |
| 5100.3001.0000 | Supplies | 0.00 | 117.46 | 2,000.00 | 8 |
| 5100.3003.0000 | DCE Conferences | 0.00 | 588.20 | 1,250.00 | 63 |
| 5100.3005.0000 | Curriculum | (220.58) | 2,057.51 | 3,200.00 | 86 |
| 5100.3006.0000 | Background_ Checks | 0.00 | 60.00 | 100.00 | 80 |
| 5100.3010.0000 | Library | 0.00 | 0.00 | 200.00 | 0 |
| 5100.3013.0000 | First Fridays | (116.00) | 746.50 | 1,500.00 | 66 |
| 5100.3014.0000 | MOPS | (255.00) | 2,001.35* | 1,800.00 | 148 |
| 5100.3015.0000 | Vacation Bible School Exp. | (36.53) | 6,210.05* | 3,800.00 | 218 |
| 5100.3022.0000 | Nursery | 0.00 | 23.92 | 300.00 | 11 |
| 5100.3040.0000 | MS Ministry | 0.00 | 181.32 | 700.00 | 35 |
| 5100.3041.0000 | HS Ministry | 0.00 | 133.33 | 500.00 | 36 |
| 5100.3042.0000 | Confirmation | 0.00 | 480.62* | 300.00 | 214 |
| 5100.3043.0000 | Children's Ministry | 106.92 | 814.87 | 1,200.00 | 91 |
| 5100.3045.0000 | Publicity/Promotion | 0.00 | 500.83 | 1,800.00 | 37 |
| | Education Expense | (\$521.19) | \$13,915.96 | \$19,400.00 | 96 |
| 5100.3505.0000 | New Visitor Materials | 0.00 | 0.00 | 500.00 | 0 |
| 5100.3525.0000 | Evangelism Materials | 179.28 | 1,447.56* | 500.00 | 383 |
| 5100.3531.0000 | Evangelistic Events | 0.00 | 0.00 | 500.00 | 0 |
| 5100.3540.0000 | Living Nativity | 0.00 | 0.00 | 3,000.00 | 0 |
| | Evangelism Expense | \$179.28 | \$1,447.56 | \$4,500.00 | 43 |

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

Sunday, October 13, 2019

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| Account # | Account Name | Period Activity | YTD Balance | Annual Budget | % of Budget YTD |
|----------------|---|--------------------|---------------------|--------------------|-----------------|
| 5100.4000.0000 | Building Maintenance | 2,919.96 | 9,903.09* | 10,500.00 | 126 |
| 5100.4001.0000 | HVAC Maintenance | 6,001.16 | 7,068.07* | 6,300.00 | 150 |
| 5100.4005.0000 | Van Ops/Maint | 0.00 | 0.00 | 0.00 | 0 |
| 5100.4010.0000 | Exterminating Service | 0.00 | 1,368.00 | 2,500.00 | 73 |
| 5100.4015.0000 | Fire & Safety System Maint. | 1,284.96 | 2,548.63* | 2,000.00 | 170 |
| 5100.4020.0000 | Grounds Maintenance | 925.00 | 5,793.08 | 13,959.00 | 55 |
| 5100.4025.0000 | Supplies & Cleaning Materials | 67.31 | 2,293.99 | 4,000.00 | 76 |
| 5100.4030.0000 | Kitchen Maintenance | 0.00 | 1,022.02 | 2,000.00 | 68 |
| 5100.4035.0000 | Vending Machines | 0.00 | 0.00 | | |
| 5100.4050.0000 | Electricity | 2,453.07 | 16,277.32 | 25,500.00 | 85 |
| 5100.4055.0000 | Gas | 89.53 | 6,756.42 | 11,000.00 | 82 |
| 5100.4060.0000 | Water & Sewer | 677.66 | 6,770.44 | 10,000.00 | 90 |
| 5100.4065.0000 | Refuse Collection | 229.82 | 2,634.94* | 3,000.00 | 117 |
| | Property Expense | \$14,648.47 | \$62,436.00 | \$90,759.00 | 92 |
| 5100.4080.0000 | Payroll Preparation | 79.59 | 801.05* | 1,050.00 | 102 |
| 5100.4082.0000 | Bank Fees | 77.13 | 703.83* | 550.00 | 170 |
| 5100.4086.0000 | Audit Fees | 600.00 | 1,200.00* | 1,400.00 | 114 |
| | Stewardship Expense | \$756.72 | \$2,704.88* | \$3,000.00 | 120 |
| 5100.4101.0000 | Church Develop - Limete | 125.00 | 375.00 | 500.00 | 100 |
| 5100.4110.0000 | Mission Giving | 8,000.00 | 24,000.00 | 32,000.00 | 100 |
| 5100.4120.0000 | Theological Education Fund | 0.00 | 0.00 | 0.00 | 0 |
| 5100.4121.0000 | Field Missionary Support | 0.00 | 0.00 | 0.00 | 0 |
| 5100.4122.0000 | Congo Maternity Hospital | 125.00 | 375.00 | 500.00 | 100 |
| 5100.4123.0000 | Congo-Mark Shreiber School | 125.00 | 375.00 | 500.00 | 100 |
| 5100.4125.1000 | Ticul Scholarship & Staff | 0.00 | 0.00 | 0.00 | 0 |
| 5100.4125.2000 | Ticul - Material | 0.00 | 0.00 | 2,000.00 | 0 |
| 5100.4125.5000 | Youth - Mission Trips- 1/3 | 0.00 | 0.00 | 0.00 | 0 |
| 5100.4128.0000 | Disaster Response | 0.00 | 0.00 | 0.00 | 0 |
| 5100.4130.0000 | Massanetta support | 0.00 | 500.00* | 500.00 | 133 |
| 5100.4132.0000 | Miscellaneous expenses | 0.00 | 0.00 | 500.00 | 0 |
| 5100.4134.0000 | Clean Water Project | 2,042.95 | 12,498.12* | 7,000.00 | 238 |
| 5100.4135.0000 | Mogodeshu Hospital Project | 125.00 | 375.00 | 500.00 | 100 |
| 5100.4136.0000 | American Indian Children School Support | 0.00 | 0.00 | 4,000.00 | 0 |
| | Witness/Global Mission | \$10,542.95 | \$38,498.12* | \$48,000.00 | 107 |
| 5100.4200.0000 | Special Music Programs | 139.99 | 2,610.34 | 3,500.00 | 99 |
| 5100.4205.0000 | Music Literature(all sevice) | 0.00 | 1,525.76* | 1,500.00 | 136 |

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

Sunday, October 13, 2019

Page 5 of 5

| Account # | Account Name | Period Activity | YTD Balance | Annual Budget | % of Budget YTD |
|----------------|---------------------------------|-----------------------------|-----------------------------|----------------------|-----------------|
| 5100.4215.0000 | Robe Maintenance/Cleaning | 106.00 | 106.00 | 500.00 | 28 |
| 5100.4220.0000 | Workshops/Memberships/licensing | 0.00 | 1,383.25* | 1,400.00 | 132 |
| 5100.4225.0000 | Substitute Organist | 0.00 | 900.00 | 1,200.00 | 100 |
| 5100.4230.0000 | Music/Pulpit Honoraria | 0.00 | 0.00 | 1,000.00 | 0 |
| 5100.4232.0000 | Section Leaders | 1,320.00 | 9,640.00* | 10,000.00 | 129 |
| 5100.4236.0000 | Seasonal Decor | 0.00 | 54.44 | 400.00 | 18 |
| 5100.4240.0000 | Usher Supplies/Cleaning | 0.00 | 0.00 | 400.00 | 0 |
| 5100.4245.0000 | Communion Supplies | 0.00 | 169.29 | 300.00 | 75 |
| 5100.4250.0000 | Supplies/Equipment | 0.00 | 866.27* | 600.00 | 193 |
| 5100.4251.0000 | Children's Choir Supplies | 0.00 | 553.61* | 600.00 | 123 |
| 5100.4255.0000 | Keyboard Instr. Maintenance | 0.00 | 450.60 | 900.00 | 67 |
| 5100.4260.0000 | Audio/Visual | 20.88 | 89.21 | 250.00 | 47 |
| 5100.4265.0000 | Handbell Maintenance | 0.00 | 235.11* | 0.00 | 0 |
| 5100.4270.0000 | Praise Team Drummer | 240.00 | 1,890.00 | 3,200.00 | 79 |
| 5100.4275.0000 | DoMM Continuing Education | 0.00 | 621.70 | 1,500.00 | 55 |
| | Worship Expense | \$1,826.87 | \$21,095.58* | \$27,250.00 | 103 |
| | Total Expenses | \$70,661.52 | \$540,696.10 | \$744,434.00 | 97 |
| | Difference | <u>(\$11,163.76)</u> | <u>(\$91,136.76)</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 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.