

Minutes of the Stated Session Meeting

Bayside Presbyterian Church

19 November 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.

The Session of Bayside Presbyterian Church met in a Stated Meeting at 7:00 pm in Room 508. A quorum, was present.

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

It was noted that Clerk of Session Amanda Long was absent, Elder Ed Spillman agreed to take the minutes.

DEVOTION was given by Elder Matt Wicks.

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

EXAMINATION OF ELDERS Incoming elders Will Albertoli, Ed Gluckoski and Cherokee Adams were examined by the session and shared their faith journeys.

Motion: Elder Martin moved to accept the new elders. **The Motion Passed.**

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

Elder Martin noted a correction to the minutes – Adding Isabel Pfluger to the members who passed. This was noted in the prior session minutes.

Motion: It is moved by the Clerk that the Session approve the minutes from the October Session meeting and the agenda for today's Stated Meeting. **The motion passed.**

STATISTICS

Attendance: Current Plus Previous Three Octobers

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Special Services	Total of ALL Sundays	Weekly Average
2016 ^{^**}	47/24	128/64	197/98	324 ^{***}	30*	726	182
2017 [^]	71/24	165/55	255/85	296/148 ^{***}	NA	787	157
2018	65/22	201/67	306/102	147	NA	719	180
2019	68/23	172/57	247/82	148	NA	635	159

*Blessing of the Animals

**Closed for weather Oct 9, 2016 (Hurricane Matthew)

*** 2 Combined Services (Consecration Sunday)

[^] 5 Sundays

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: None
5. Member Deaths: 10/13/19 Buck Steere; 10/16/2019 Mary Robertson;
10/30/2019 Dorothy Wills

INVITATION CELEBRATION:

Sharing of invitations to Bayside services, events and programs.

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet & Treasurer's Report – to be posted on website – Tithing/income is at 84%.

Motion: Elder Ronan moved that we accept the report with thanksgiving. **The Motion Passed.**

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

PEVA / CHURCH INFORMATION

October Stated Meeting, October 22, 2019, Report

Commissioners – Elders Mike Raymer and Sandy Ronan

Elder Ronan provided a report on the recent PEVA meeting. Full report can be found on the PEVA website.

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosure 1)
No updates received
2. Session Retreat (enclosure 2)
3. 2020 Sanctuary Committee Update – we are waiting on drawings to be complete so bids to be set –

maybe January.

*Note prior committee minutes posted on Session Working Documents Page

NEW BUSINESS

1. Election of 2021 Nominating Committee – Need 2 Elders who are rolling off session to participate.
2. Annual Reports – Due by January 5, 2020 to the Clerk of Session
3. **Motion:** Admin Support move that we accept with praise and thanksgiving the Bayside Preschool Budget. (Posted on website). **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. New used Yamaha upright piano donated by Rev. George Fitzgerald was moved to the Handbell Room. This donation was through the Academy of Music in Norfolk, They also payed for the moving and first tuning fee. The older pianos p (one digital, one regular) were given to two preschool families.
2. Sanctuary Choir, Joyful Singers and Cantate Domino are rehearsing for the December 1 Combined Service and the December 8 Christmas Cantata music.
3. The Sanctuary Choir will be sing tomorrow night for the Winter Shelter and December 11 for the Celtic Christmas service, The Handbell Group is playing December 18th for the Blue Christmas service,
4. Thank you to Katie Wesley and Mike Belote who are serving as teaching assistants for Cantate Donimo Choir.
5. The Choir has worn the new nav-colored robes since November 3 Sunday, The old Choir robes are going to be donated or go to a fabric recycle center.
6. 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, On Music: Stirring the Soul- Creating a Hospitable Space for Community” (please see the other pages) and was published in November 2019. The second article, “Worship for Triune God”, is going to be published in January 2020.
2. I am a member of the planning team for the Presbyterian Association of Music (PAM) Montreat Conference 2020. The theme will be : A Great Cloud of Witnesses. This is the conference’s 50th Anniversary
I will be working with Lacy Schimmel to encourage our young worshipers to attend. This year is very exciting because St. Phillip Presbyterian Church from Houston TX gave a \$20,000 grant to offer 30-50 scholarships to youth and children. This is a great opportunity that will only happen in the coming year.
I am hoping we can have some of our young worshipers attend. And I will be presenting information about this conference at the PEVA meeting at the Williamsburg Presbyterian Church in January 2020.
3. I will be on few video conversations about Worship in November and December. This invitation was from Duke University Chapel for their project on: *Teaching Toward Pentecost: Moving Beyond Eurocentric Worship*

I will not have vacation time until Christmas

Director of Youth and Family Outreach

Lacy Schimmel

New Confirmation Class is starting soon
PEVA Youth Retreat – Bayside participated at the recent retreat
Peanut Sales starting soon
There will be a mission trip to Raleigh NC in early August
Recently attended Suicide Prevention Training

Associate Pastor

Rev. Emma Ouellette

MOPs has grown a lot in the last few years. There is a need for mentor moms.
Blue Christmas will be held on December 18th
Living Nativity coming – volunteers needed

Pastor / Head of Staff

Rev. Dr. David Rollins

Participating in monthly Ecumenical group – he is enjoying it.

8-10 people are expected to join the church in the new future.

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

Dec 1st and 8th we will have one service
Looking for supplies for Winter Shelter

Elder Crossman provided an update on the budget – current projection is a deficit of 72K – just a heads up.

CLOSING WITH PRAYER

Next Meeting – Tuesday, December 17, 2019 7pm

Devotion – Elder Herb Gordon

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	