

Ministry Meeting Minutes

December 2019

Administrative Support

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

Amanda opened the meeting with prayer. Sharing of Joys and Concerns: Cherie's mom move, Cherie new job,

Preschool report:

Community Service Project for December: Stockings and stocking fillers for St. Columba Ministries – will fill stockings by Wednesday, December 11th (37 stockings this year)

Christmas Program: “*Going on a Special Journey*”: Thursday, December 5th at 6:30 pm in the Sanctuary – All 3- and 4-year classes and kindergarten class will perform with Chi Yi Wolbrink.

Santa Visits: Monday, December 9th 10 to noon and Tuesday, December 10th 10 am to noon.

Christmas Break: Friday, December 20th to Wednesday, January 1st. We return to school on Thursday, January 2nd.

Registration for Fall 2020

Current students and siblings: Wednesday, January 22nd at 9:00 am

Church members and waitlists: Monday, January 27th

Open to everyone: Wednesday, January 29th

Registration Fees: Preschool \$150, Kindergarten \$250, 2-day Toddler or 4-day 2 ½'s \$200

Old Business:

Budget 2020, discussed the budget shortfall and how we might trim even more from our budget. We discussed, tweaking our asking budget. Amanda will advise stewardship of our changes.

Church Windows (must review by Jan for 6-month renewal) – Amanda will let Linda know.

Upcoming Staff Time Away and Birthdays

Eugene	Birthday	22 Dec
David	Vacation	26 Dec – 4 Jan
Linda	Off	26 – 27 Dec
David	Birthday	31 Dec
David	Montreat	18 – 25 Jan
Linda	Vacation	10 – 14 February
Linda	Birthday	19 February

David closed the meeting with prayer.

Christian Education

Lacy, Cherokee, and Matt were in attendance.

Reviewed budget and determined a 12% cut would be acceptable.

Reviewed youth group schedule for Sunday upcoming.

Discussed Lacey's upcoming involvement in the task force for replacement for ODU ministry lead.

Community Service

Meeting called to order by Thom Sare, Moderator. Other members present were Pam Spillman, Connie Schreiber, Lynne Owen, Martha Rudell, Lorraine Gasparavic, Joyce Ward, Susie Fulcher, and Paul Verburg. Thom handed out homemade holiday treats made by Tricia – thank you Tricia!!

Minutes from November meeting received. There were no changes.

Session Meeting Highlights: Introduced new Elders. Morgan Rechkemmer will be assigned to Community Service.

Communication: None requiring any action.

Continuing Business:

- Thanksgiving Baskets – Pam Spillman
 - 68 baskets created for families – only 37 picked up Sunday. Contacted agencies – some families picked up on Monday/Tuesday, some bags given to waitlist and other families calling in on Monday/Tuesday for help. The remaining 5 bags returned to Food Pantry and will be used by them.
 - Scouting for Food a success – 2,242 lbs of food for T-Baskets and Food Pantry.
 - Option to provide cash/check/gift card (in lieu of turkeys) well received.
 - All turkeys distributed – most gift cards distributed. Left over gift cards used for Angel Tags or Food Pantry.
 - Need working group to determine how to improve pick-up performance for Thanksgiving Turkeys.
 - Pam cannot manage Thanksgiving Turkeys next year – we will have Peanut sales back and she manages that at the same time as the Turkeys.
 - Will attach final report along with December minutes for more detail.
- Winter Shelter – Lynne Owen and Connie Schreiber
 - Went well, 38-43 people a night.
 - Lynne is attending meetings to “Reimagine Winter Shelter” with JCOC and other churches. JCOC will not manage Winter Shelter in 2020. It currently runs for 19 weeks, with 19 churches each season. The City would like to stop funding it – about \$140K per year, in lieu of Housing Resource Center support. At the first meeting, the group heard from the Winter Shelter program in Norfolk, where the City pays nothing – all costs are borne by the churches. Perhaps the answer is to involve more churches to share the costs. Next meeting – Feb 2020.

Budget Issues: Turned in 2020 Asking Budget for \$25,000. Stewardship asked for cuts from all

Ministries in lieu of reduced pledges. Agreed to a reduction of \$2,000: \$1,600 to discontinue HumanKind, support and \$400 from Project Activity. Pam will inform HK once budget is finalized. Thom will inform Stewardship.

New Business: Annual Report for 2019 – due in January – Thom asked Martha to draft.

Agency Reports:

- 1) Angel Tags: Lynne Owen, Pam Spillman – in progress, all tags (246) issued. Will sort gifts in Bell Room on Thursday starting at 10:00 am (Lynne, Pam, and Martha), and package family bags on Sunday/Monday (Pam, Martha, and Connie) – time TBD. Delivery Wednesday (Thom to help).
- 2) Beach Health Clinic: Bill Warden, no report.
- 3) Red Cross Blood Drive: Martha Rudell. 25 units received in Nov 12th drive. Next blood drive is Jan 7, 2020 from 2-7 pm at Bayside Presbyterian Church.
- 4) Christmas Caroling: Joyce Ward. Date: Dec 7, 2019, Time 10 – 11 am, meet at Bayside Health & Rehab.
- 5) Easter Baskets: Lynne Owen, Tracy, Connie Schreiber, nothing to report.
- 6) Faith Works: Paul Verburg, no report.
- 7) Food Pantry: Lynn Owen, Tracy, Connie Schreiber
 - Nov report: 19 families, consisting of 46 adults and 31 children. Total spent \$809.52, of which \$556.03 was donated.
 - Living Nativity will collect canned goods for our Food Pantry – thank you Evangelism!
 - Thanks also to the Keever anniversary celebration (Dec 28?) who will also collect canned goods for Food Pantry.
- 8) Good News Jail Ministry: Audre Cannell, no report.
- 9) Human Kind: Vacant, no report.
- 10) JCOC: Connie Schreiber – took coats and other clothing to JCOC from Winter Shelter.
- 11) Meals on Wheels: Nancy Hamilton, no report.
- 12) Samaritan House: Susie Fulcher, nothing to report.
- 13) Back to School Supplies: Connie Schreiber, Lynn Owen, nothing to report.
- 14) Sentara Pace Bible Study: Lynne Owen, going well.
- 15) Seton Youth Shelter: Vacant, no report.
- 16) St. Columba: Lynne Owen
 - Sandwiches for Nov: 413. Will take sandwiches from Winter Shelter in December.
- 17) Thanksgiving Food Drive & Baskets, Pam Spillman, see “Continuing Business.”
- 18) Winter Shelter: Connie Schreiber, Lynn Owen, see “Continuing Business.”
- 19) Virginia Supportive Housing: Gloria Wardrup, no report.

Meeting adjourned 8:10 pm.

Congregational Care

No Minutes Received.

Evangelism

Members present: John Hamilton - Russ Brown – Peggy Damuth – Emma Ouelette
Open the meeting with prayer: Waived – 7:15 pm.

Old Business:

D2Design Connect – No recent updates.

Etheridge Speaker – 10/5/19: No Update – Completed for year

Budget: Completed /submitted: 2020 - \$6,000.00.

Church 2019 Survey Feedback: Ed Spillman passed out answers/feedback to survey dealing with Evangelism. Consensus was to table further discussion until 2020.

Current Business:

The Living Nativity Dec. 14th and 15th, 2019

1. For health reasons Terri D. and John D. are not going to be able to participate - We're keeping them in our prayers.
2. 2 people have been conscripted assist with costumes. Rev. Ouelette said she would assist/supervise if needed.
3. LN Board Completed – up and at least 50% filled – ministry members asked to stand by board before & after church service to help stimulate more participation.
4. John H. & Russ B. discussed erecting LN 12/7 – 10 AM. This was subsequently changed to 12/6 @ 10 AM and was completed by 12 PM.
5. Thom Sare committed to install walkway lights separately and at his convenience. He will contact a ministry member if he needs assistance. I volunteered as I'm only 5 minutes away from church but need a day's notice.
6. Tall spotlights not up yet – John H. to follow up on. Lights are on church property – just need to be placed and anchored + check to see if bulbs actually work.
7. Russ contacted Sperry Davis about setting up audio and he graciously agreed.
8. Narrative script - Peggy has and will bring.
9. Song brochure – Linda has on her computer & will print additional as needed – someone needs to follow up with her.
10. Russ B. has located LN attendee feedback forms and will place on tables in Fellowship Hall.
11. Animals all set – Peggy last meeting – 2 days only.

New Business:

BPC 2020 Budget: Because of a “budget shortfall,” Ed Spillman of Stewardship requested each ministry see if they could reduce their budget. He passed out an email explanation from their moderator explaining the reasons for the shortfall along with a spreadsheet of Evangelism's spending for the last 4 years 2015-2019.

Members present reviewed YTD spending and projected rest of years pending and agreed we could reduce budget from \$6000.00 to \$4500.00. Stewardship was notified accordingly – email 12/4/19

Evangelism Ministry Meeting Minutes, November 5, 2019

Peggy reported Session did not received our November minutes. The next day 12/4/19 I emailed them to Amanda Long – clerk of session.

Close meeting with prayer: 8:300 pm – Peggy Damuth

Global Witness

No Minutes Received.

Property

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

Items Discussed and Actions Taken:

Budget: There was a request by Stewardship to reduce the 2020 Asking Budget. The group was advised that per previous discussions, our 2020 Asking Budget was \$2,000 less than the 2019 budget. However, current year expenses are expected to exceed that because of mold remediation in Youth Wing classrooms, in addition to increases in other regular expenses. Some energy conservation can be achieved if users will remember to turn off lights and restore thermostats to original settings after finishing with a space. Unfortunately, many expenses, such as building and grounds maintenance, remain constant regardless of church population.

Access Control System installation continues slowly. Most door hardware and interior wiring has been completed by JMar and HRCT. The replacement door for the Adult Wing entrance is still on order. Possible completion by January. Admin and PreSchool staff will be first to receive new badges. Kinks will be ironed out and then Rick and Eugene will disseminate the new Security Plan to all outside organizations using our facilities. It is still too early to set a date to re-key all locks.

Rick met with the Lake Smith Terrace Garden Club representatives to select a place to plant the new tree they are giving the church in thanks for being able to use church spaces. Rick and Eugene will mark the final location.

Eugene reported that there is no wet fire sprinkler system in any part of our building. There is a remnant of a past system in one room and he will survey if it can be removed.

Tree trimming is still on hold waiting for the contractor to work down his list to us. Currently, the tree trimming may not occur until the first weeks of January.

The exterior wall cleaning contractor completed his work and Herb reported it looks very good. Eugene said he now has another, lower bid to replace the ceiling in the Scout Room and eliminate mold and mildew in there. It was agreed he should have that contractor do the work during the PreSchool Christmas break.

Finding someone to repair the broken section of stained glass from the Fellowship Hall has proven elusive. Several suggestion have come to dead ends. Betsy gave Eugene some business

card from her research. They sounded promising and it's hoped they can complete the repair.

The minor repair to the Sanctuary stained glass windows is also still in the research stage. Apparently, the job is too big for little companies and too little for big companies and no one is interested in giving us a bid. The search continues. Herb said he would talk with the Sanctuary renovation contractor to see if they had any suggestions.

Eugene reported the primary kitchen-bathroom water heater had been replaced.

Lights were repaired in the Independence Road sign and it is now working again.

The Sanctuary roof drain still needs to be surveyed for a final solution. Presently it fills with leaves and pine needles until water backs up and leaks through into the left side of the Sanctuary. The present solution is for Eugene to get a ladder, climb up and clean out the roof drain. Eugene said he would ask Advance Vinyl to look at the problem and propose a permanent fix.

There were no updates to report from the Vision 2020 Sanctuary Expansion and Renovation project. Fund raising is expected to be the main focus after the first of January.

The meeting was closed with prayer at 8:30 pm.

Stewardship

No Minutes Received.

Worship

Ministry Members Present: Ministry Moderator Chris Pascuzzi, Mary Jo Kennedy, Doug Mitchell, Janet Martin, Marie Parr, and Music Director Chi-yi Chen Wolbrink.

The meeting was called to order at 7:15.

Chi-Yi provided a verbal report of the past month's activity in the Music Program. Noted activities included the piano donated by Rev. Fitzgerald was moved to the Handbell room with the cost of movement and tuning paid for by the Academy of Music in Norfolk. Two of our older pianos were donated to two preschool families whose children have an interest in music. The Sanctuary Choir and both of the youth choirs are continuing their preparations for this Sunday's Christmas Cantata during the worship service. The music suggestion box has been returned to its normal purpose, having recently served as the point for receiving Thanksgiving gift cards.

Chi-yi noted that she had received an invitation from PCUSA to be one of four regular columnists for the 2019-2020 *Call to Worship* monthly publication. She provided a copy of her first submission.

Discussions:

Wednesday at the Well – request from Lacy for Ministry support. It was agreed to that the Worship Ministry would provide the meal preparation and serving responsibility for Wednesday February 12th and the volunteer board in the Atrium was annotated.

Budget Revision Discussion – Ed Spillman/Stewardship Committee noted that the projection for next years budget was about \$60K lower than anticipated. Ministries were asked to take a look at their budgets and review possible reductions in order to remain within budget projections. Chris provided copies of Ministry past and current budgets along with the 2020 asking budget and a review for possible modifications was discussed. Chris will review along with discussions in other ministries for similar budget lines and will provide an updated input to Ed. It was noted at the opening meeting that the Stewardship Ministry was meeting on Thursday evening to review the budget in preparation for Session review and approval on the 17th, and that he requested that all inputs be made as soon as possible.

Survey Results – discussion will be at the January meeting. Either Chris, Ed, or Chi-yi will provide a copy of the questions so that the consolidated answers can be reviewed. (Note: Chi-yi provided a copy of the survey questions by email to me by email this evening that I will forward to Ministry members)

Christmas Decorating – discussion and determination of dates and time was held regarding the decorating of the 2 trees in the fellowship hall. Decoration will be done Wednesday evening in conjunction with Wednesday at the Well so the kids can participate. We somehow overlooked the assembly of the tree in the front office – Chris and Mary Jo will coordinate, probably at 4:00 on Wednesday.

Christmas Un-Decorating – will occur the week of 6 January after Epiphany Sunday. There was no one in the room this evening that had past experience with taking down the atrium tree or the Chrismon tree, so members will ask around to determine past processes and storage locations.

Poinsettia delivery – will be delivered December 17th between 9 am and 1 pm. The deliverers will bring them in in boxes so they will need to be unboxed and placed on the stage. Those receiving the plants will ask if the deliverers can place them on the stage, thus save a moving effort. They will be prepared and watered on the stage and moved to the display locations in the sanctuary and fellowship hall on Saturday the 21st at 10:00.

Advent Candle Lighting for Advent and Christmas Eve Services – Janet and Chris are coordinating for a few remaining families to help. Most services are covered and there should be no problem gathering a couple more families, looking for families with children.

With no further business, the meeting was closed with prayer at 8:05.