

# Minutes of the Stated Session Meeting

Bayside Presbyterian Church

17 December 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, Richard Guy, Walter Martin, Kay Niman Meyers, Michele Parker, Chris Pascuzzi, Mike Raymer, Sandy Ronan, Thom Sare, Ed Spillman, and Rose Ann Wehr.

Elders Butch Brenton, Di Ricks, 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 Incoming Elders, Bob Orcutt, Cherokee Adams, Morgan Rechkemmer, and Brenda Reid.

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 Herb Gordon.

## **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 present took part in the sacrament.

## **EXAMINATION OF ELDERS**

Rev. Dr. David Rollins

Those incoming elders present shared their story of faith.

**Motion:** Elder Martin moved that we receive the elders with joy and thanksgiving.

**The Motion Passed.**

## **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 November Session meeting and the agenda for today's Stated Meeting.

**The Motion Passed.**

## **STATISTICS**

The attendance reports were reviewed. We did take a little decline in November but have seen an increase in December.

Attendance: Current Plus Previous Three Novembers

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Special Services	Total of ALL Sundays	Weekly Average
2016	93/31	205/68	306/102	190	n/a	794	199
2017	85/28	210/70	286/95	167	n/a	748	187
2018	66/22	201/67	342/114	188	n/a	797	199
2019	55/18	196/65	300/100	171	n/a	722	181

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: None
5. Member Deaths: 11/18 Minnie Ludwick

## **INVITATION CELEBRATION:**

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

RoseAnn shared that she extended to a friend and they did attend this past Sunday.  
Michelle invited a friend  
Peggy invited a friend to the cantata.

## **FINANCIAL REPORT AND ISSUES:**

We are looking for a treasurer.  
Elder Crossman shared that we are about where we were last month but we are seeing an slow increase.

**Motion:** Elder Herb Gordon moved that we accept the report with joy and thanksgiving.  
**The motion passed.**

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

We did not get the grant for the piano. We are trying to contact the organization to see why and to see if we can apply again.

## **PEVA / CHURCH INFORMATION**

Clerk passed the devotions and session roster for 2020.  
There was discussion about elders sitting together and standing together at the funeral for Terri Dannemann.

## CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosure 1)  
No updates received
2. Session Retreat (enclosure 2)  
Reviewed dates and agenda.
3. 2020 Sanctuary Committee Update  
\*Note prior committee minutes posted on Session Working Documents Page
4. Budget Update  
Elder Crossman thanked the ministries for reviewing and updating the request – we are closer but still short. The committee is working on the justification of the budget. We will have an update in January.
5. Annual Reports – Due by January 5, 2020 to the Clerk of Session

## NEW BUSINESS

1. Election of 2021 Nominating Committee - Courtney Whorton, Tom Weeks, John Hamilton, Peggy Damuth and 2 elders rolling off session.  
  
Elders Kay Neiman Myers and Mike Raymer agreed to volunteer to serve.  
  
**Motion:** Elder Ed Spillman moved that we accept the nominations with gratitude.  
**The motion passed.**
2. Motion from Endowment.  
  
**Motion:** Endowment Committee moves distributing the unallocated balance of the 2019 Endowment Budget of \$6,500 to Christian Education to be used for 2020 scholarships and other needs.  
**The motion passed.**
3. PEVA Stated Meeting – Saturday January 25<sup>th</sup>, 10am at Williamsburg Presbyterian  
Commissioner volunteers needed.  
  
Elders Michelle Parker and Rose Ann Wehr volunteered.  
  
**Motion:** Elder Clif Furedy moved that we accept the commissioners with gratitude.  
**The motion passed.**
4. Housing Allowance for Rev. Rollins and Rev. Ouellette – no change to %. Rev Rollins is \$35700 and Rev. Ouellette \$15000  
  
**Motion:** Admin Support Ministry moves that we approve the housing allowances for 2020, as stated with no change.  
**The motion passed.**
5. Elder Installation and Ordination – January 5th

**Motion:** Elder Crossman moved that we set the Installation and Ordination on January 5th.  
**The motion passed.**

6. 2020 Congregational Meeting – **Motion needed** -February 2, 2020

**Motion:** Elder Chris Pascuzzi moved that we set the congregational meeting for February 2, 2020.  
**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. Handbell choir will play for Blue Christmas service on December 18. We have two new Bell Trees hand made by Thom Sare. Many thanks to Thom who did a wonderful job. They will be played in the atrium or during worship at the beginning of 2020.
2. Joyful Singers and Cantate Domino are rehearsing for the December 24 Christmas Eve 4pm Family Service. The Sanctuary Choir will sing at the 7pm Service and the Choir Section Leaders will sing at the 11pm service.
3. Music rehearsals are breaking during the holidays and will resume on Wednesday, January 8<sup>th</sup> .

**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" 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 50<sup>th</sup> 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 taping a video conversation on Thursday, December 29<sup>th</sup>. 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

Peanut sales are going well – a few left – please buy!

Youth retreat is in the works for after the session retreat.

Lacy has been asked to serve on a task force to redesign the ODU campus ministry

Dates for VBS Last full week in July

July 12-18 Montreat

Massanetta in June week after school

August first week in mission trip

Wed @ Well sign ups are needed

30 hr Famine last week in February

Confirmation will start January 5<sup>th</sup>

**Associate Pastor**

Rev. Emma Ouellette

The past month has been busy putting the last minute touches on Advent and Christmas services. It's been a joy to work with liturgy to put together special worship services like the Celtic Christmas and Blue Christmas. I truly believe in those special services people experience God differently. I've also been working on different ideas for liturgy, worship, and study ideas for 2020.

Of course the Living Nativity was a huge part of the month. With Terri being sick and with her passing, the Evangelism team had to come together in a different kind of way to bring the Living Nativity to life. I am so proud of their hard work and their prayerful development in honor of Terri.

This month there has been several pastoral issues as well. Walking with people in the midst of grief, healing, and confusion is truly Holy Ground and it's an honor to remove my sandals to walk that road.

During the past month I've also been in touch with many visitors who have enjoyed worship at Bayside. We have several people in the wings ready to become members, but with the holiday season haven't been able to get a Sunday where they are all together to make that happen. Expect this to come full circle in the new year.

I'm looking forward to 2020 and all we will do together as we minister to God's people here at Bayside.

Joyfully,

Emma

Since we met in November, I have led four staff meetings, prepared and led worship alongside our talented staff, made numerous pastoral visits (both in hospitals and residences), and entered the scared space as loved ones said good-bye to family and friends. I plan and led the memorial service for Lee Norton, and I am currently preparing for the memorial service for Terri Dannemann.

I saw God's spirit at work as Chi and the choir proclaimed the word through song during their Christmas cantata on December 8<sup>th</sup>, and my heart was filled with joy as crowds gathered around to participate in and see our annual Living Nativity. I took part in our annual Celtic Christmas service and I am looking forward to being a part of our Blue Christmas on December 18<sup>th</sup>.

So much is happening it can be easy to get caught up in the business of the season, but this year as we move through Advent my heart has been warmed and my spirit has been lifted watching you serve Christ with your gifts of energy, imagination, intelligence, and love.

### **SUPPLEMENTAL MINISTRY REPORTS**

(Items/issues not included in Ministry Minutes)

Elder Ronan – Paula Jesberg is working on the reception for the Dannemann funeral on Sunday.  
Elder Damuth passed a sign up for help.

Incoming Elder Ashley McLeod will be examined on Sunday the 22<sup>nd</sup> at 10am

Elder Martin shared that a trip to Africa is in the planning stages.  
PEVA Men will be at Massanetta – Rev. Rollins is speaking.

Outgoing Elders shared thoughts and words of wisdom.

### **CLOSING WITH PRAYER**

Next Meeting – Tuesday, January 21, 2019 7pm

Devotion – Thom Sare

## **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	