

Ministry Meeting Minutes

February 2020

Administrative Support

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

BPC Mission Statement: 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.

Prayer concerns: Kristin, Emma's mom, Cherokee's Mom, Joy - Birth of Derek's baby 22 Jan.

Amanda opened the meeting with prayer.

Preschool report:

Community Service Project for February: Toothbrushes & toothpaste for St. Columba Ministries Summer Camp 2020 – (Ages 2 to 6)

Three 2 week camps (Tuesdays, Wednesdays and Thursdays)

9a.m to Noon. Total fee for each camp is \$100. Each camp has a \$35 non-refundable deposit and the remainder of the camp fee of \$65 is due when the camps start.

Registration starts Tuesday, March 3rd

Summer Camp 1: "Farm Animals"

June 2nd, 3rd, 4th, 9th, 10th and 11th

Summer Camp 2: "Dinosaurs"

July 7th, 8th, 9th, 14th, 15th and 16th

Summer Camp 3: "Ocean Fun"

August 4th, 5th, 6th, 11th, 12th and 13th

Registration for Fall of 2020:

The following classes are full for September 2020: Toddler (all spots) and 3-day 3's classes

Old Business:

Evaluations will be conducted after Easter. Discussed simplifying the process. Our intentions are to start communications in May and wrap up in June.

Budget 2020 – approved. The Terms of Call will be provided to the Presbytery.

Church Windows - Linda is working through church windows update.

New Business:

Personnel Policies and Procedures handbook review is needed, Amanda will work on the update
Talked about Confidentiality and review of our purpose and mission. Confidentiality statements

will be addressed next meeting.

Admin support is co-hosting March Potluck (Staff Appreciation) with Stewardship. It will be a true potluck. Admin responsible for table decorations, briefly discussed a plant and candy.

Notices of the staff appreciation potluck will be sent to staff members inviting them to the luncheon. There will be a gift bag for each Staff member for congregants to place their notes of appreciation, thanks and encouragement. Blank thank you cards will be provided. Amanda will provide verbiage for the helmsman to invite the congregation to participate in our appreciation of our staff.

2020 Liaisons:

David (12/31):	Amanda
Emma (7/27):	Amanda
Chi Yi (5/5):	Janet
Lacy (9/23):	Clint
Linda (2/19):	Kay
Eugene (12/22):	Ed
Saul (4/9):	Cherie
Kathy (3/5):	Cherie
David Black (7/7)	

Upcoming Staff Time Away and Birthdays

Emma	Vacation	6 – 15 Feb
Linda	Vacation	10 – 14 February
Linda	Birthday	19 February
Linda	Off	13 March
Lacy	Off	17,24,27 Mar
Emma	Off	30 Mar – 4 Apr
David	Vacation	14 – 16 Apr
David	Living Waters Trng	19 – 25 Apr
Lacy	Con Ed	3 – 9 May

Clint closed the meeting with prayer.

Christian Education

In attendance was Cherokee Adams, Laura Touhey, Lacey Schimmel, Michele Parker

Meeting started at 715pm

Chi Yi spoke to us about the Montreat music conference in June. There are scholarships for youth that are interested in going.

Need youth group helpers to help out for when Lacey and Emma are teaching confirmation classes.

Need help with clean up at Wed @well after dinner.

30 hour famine is March 13, and 14th youth will be making subs that Saturday afternoon to raise money for the awareness.

Easter egg hunt is April 12, 2020

Need chaperons to watch kids to make sure everyone is sharing and getting their share fair of eggs.

Youth Sunday will be May 3, 2020 in fellowship hall

Need help with childcare during yoga Tuesdays and Thursdays. Lacey is going to speak to Emma about this situation.

Meeting ended at 8pm.

Community Service

Called to Order at 7:25 by Thom Sare, Moderator.

Members Present: Thom Sare, Moderator, Lorraine Mahone, Lynne Owen, Di Ricks, Connie Schreiber, Morgan Rechemmer, and Susie Fulcher

Budget Issues: 2020 budget of \$23,000 was approved.

Agency events that require or required action:

Red Cross Blood Drive: Next drive will be held on March 8 at Haygood United Methodist Church.

Food Pantry: Helped 23 families, 43 adults and 33 children. Total spent \$771.91, \$639.82 donated by the shoppers, only \$132.09 used from Food Pantry budget. There will be a “shopper appreciation” brunch on February 21 at the church.

Easter Baskets: Collection will start March 8 and delivered on April 8.

Human Kind: Cut from budget, letter will be sent.

St. Columba: 467 sandwiches were provided in January.

Winter Shelter: Unsure about plans for 2020.

Virginia Supportive Housing: Planning on a Bingo Night in February 19 at Crescent Square. Sisters in Service will make sandwiches.

Submitted February 6, 2020 by Thom Sare, Moderator

Congregational Care

Member present – Michael Raymer, Sandy Odom, Paul Jesburg and Rose Ann Wehr - Moderator

Guest Speaker – Joan Motley – from Interim Health Care -gave us a small presentation of some of the different Power Point Presentations she is able to provide our church members. She began her career in 1966 and has a passion for showing the elderly and their families how to get the help they need via Medicare and Medicaid -loopholes and how

to get approvals for care needed. She feels that this is a passion of hers and would like to provide help and Presentation -1 ½ - 2 hours to our congregation. Sandy, Michael and I listened attentively and thought it might be a good thing for our aging congregation. Paula had other comments – she feels that these topics have been addressed with our congregation -Stephen’s ministry has provided presentations and recently one about Alzheimer disease – she also felt that perhaps Joan’s company might have an edge if we were to allow the presentations – she was definitely not onboard with us proceeding with any presentations. I thanked Joan for coming and told her we would discuss with Reverend Emma and the Session and get back to her.

Discussed Jean Felts funeral – it was well attended and thanked Paula and her team for doing an outstanding job as usual. She mentioned that she was going to add another volunteer request for funerals -to pick up and wash and return the table clothes after the funeral – she felt that this is a time consuming task at end of the funeral that we may need help with in future. At this time she is ok but will begin to ask for help when needed. It was discussed that we need to have instructions on holding Funeral – should anything happen and Paula or Bobbie not available -not sure if we could do as good a job as they do -we would do our best but if we had a book with instructions -that will be our Guide for Funerals -as we all know -we are all getting older and always good to have people cross trained. Will work on that with Paula.

Congregational Care is providing the meal for Wednesday at the well on Wed Feb 19th -we plan to have Stuffed shells, Spaghetti, salad and bread and deserts and drinks – looking forward to that ministry.

We discussed the Visitation and Shepherding program – this kind of fell by wayside when Rev. Kate left. Rev Emma and I (Roseann) had a meeting on Jan. 22 to discuss – she notated that there were no notes in computer on program -I offered to reach out to Kate and see if she had anything to add – she replied to me that night -said it was in very early stage and that she was working on list to get to Elders to be responsible to contact those homebound -shut in that cannot attend church anymore. Emma had a list of some members that she has been visiting -provided me a copy which I passed out – Paula said she had more to add -I asked her to get the list to me so that we can update it and then I will discuss more with Rev Emma but we think plan will be to place article in Newsletter asking for list of those needing visitation as well as those who would like to Volunteer to be on Congregation care to help us achieve letting our members know they are missed and we are thinking of them and see if there are any needs. Since we are such a small core group – we will need congregational / session help to get this achievement off the ground. We would like to ask if we can get list of those getting the flowers that are delivered on Monday – way we can keep track and suggest delivery options – Paula says she has asked but hasn’t gotten one. Paula also feels we have a wealth of knowledge and I will speak with Linda Wallace and see if she can think of some of members needing to be on our spreadsheet. She does such a great ministry with Birthday calls and cards sent to members.

Paula also suggested that I speak with Ed Spilman to see if there were any from the survey that wanted to volunteer to do things that Congregational Care is responsible -so we can add to the core team -even if we just call for one or two events.

Meeting was adjourned at 8:30

Evangelism

In attendance – John Dannemann, John Hamilton and Peggy Damuth

Opened with prayer at 7:10 – John Dannemann

Old Business –

- 1) Since we had only 3 members at the meeting, not much to report on the survey. Will address again at next meeting.
- 2) Discussed some marketing ideas to potentially bring more people to church.
- 3) Edna Etheridge Speaker series was discussed, but refer that to Emma and David.
- 4) Living Nativity went well with the 2 hour slots. Looking for additional ideas to increase visibility.

New Business –

- 1) Possible other ways to Evangelize discussed. From our last meeting, Brenda was checking on a couple things which may be incorporated into evangelizing to the community.
- 2) Will provide additional information once discussed from the entire group.

Meeting ending with prayer at 7:55.

Global Mission

The meeting began at 7:16 with prayer by Bob.

Attending: Will Albertolli, Mark Schreiber and Bob Orcutt

Mark reviewed events of our African missions including a possible visit this year to our sister churches in Lemba and Limate and the Mark Schreiber School in The Democratic Republic of the Congo.

PEVA has requested that Bayside Presbyterian act as sponsor for this trip.

A document (Liability Release) was prepared and given to David Rollins who will pass it by our attorney to ensure there is no potential liability for our church.

Our mission trip to Ticul, Mexico in June 2020 is still in the planning stage. At this point we have 14 - 15 people going.

Living Water missions in CIMA and Juan Guerra.

The problems we had encountered with the system at Juan Guerra have apparently been corrected and we now are producing clean water for the participants there.

A school building is being built on the church property for children from the surrounding areas.

Our church there in Juan Guerra was chosen as the location for the school because of the source of clean drinking water for the children.

Will, in his role as vice moderator of the Peru Network attended the water conference in Lima. While he was there he learned of two potential sites that we will survey in either late March or early April. These two sites are within several miles of each other so we should be able to build systems at these sites with some attendant savings because of the location. The location of the two sites is Trujillo, the third largest city in Peru, which is located north of Lima on the Pacific coast

We then discussed the special offerings for this year.

Pentecost- Bob Orcutt

A request has been made for Bob to present a Minute for Mission on May 3rd.

One Great Hour of Sharing - Walter Martin

Peace and Global Witness - Mark Schreiber

Christmas Joy - Will Albertoli

Our meeting was closed with prayer by Mark at 8:23.

Property

Those present were Bob Allen, Betsy Davis, Sperry Davis, Les Parr, Eugene Towler, and Moderator Clif Furedy.

Items Discussed and Actions Taken:

Budget: A pie chart of 2019 expenses was handed out and there was discussion about possible areas for lower costs in 2020. Unfortunately, items such as electricity, natural gas and water/sewer costs are half of the expenses and very difficult to limit. Users of church facilities must be continually reminded to turn thermostats to off when leaving a room. Eugene agreed to place small notices by each thermostat stating that it should be set to "OFF" when a room is no longer in use. Property will limit optional improvements to keep expenses in other areas to a minimum.

Eugene reported that the Access Control System installation is complete. He and Linda are managers of the software that controls individual access. Plastic fobs have been issued to church staff and the Preschool teachers. Eugene said they all report it is working as it should. Eugene prepared a draft letter to be given to outside organizations about the access control system and their responsibilities. Initially, the fee to replace an outside organization's lost proximity card was \$10 but the Property team felt it should be more. It was moved, seconded and approved to charge \$25. Eugene will be working with all the outside groups to ensure they understand the system and are issued badges. A tentative date to re-key all locks and rely almost exclusively on the access control system is March 9th.

Lake Smith Terrace Garden Club provided and planted two young trees in the lawn behind the

main sanctuary. They will frame the sanctuary façade and cross as they grow to maturity. A thank you letter will be prepared and sent to them for their generosity.

Tree trimming was completed in January by the contractor.

It was confirmed that there would be no Third Saturday Work Day in February. This tradition will resume again on March 21st.

The cause of the false fire alarms is supposed to have been fixed. However, BFPE and APS still disagree on the alarm sensor in the kitchen range hood. It was recommended that no work be done by either contractor unless both are present. This is considered a priority for resolution. It was also noted that the vent fan is noisy.

Atlantic Glass has been contracted to repair the sanctuary stained glass windows. But they advised that six to eight additional glass panels must be obtained. Eugene said he would talk with a previous contractor, Glass Act, to see if they could provide the colored glass panels.

Eugene expects to have a contractor survey the sanctuary roof drain for a final solution within a week.

One of the Youth Wing HVAC rooftop units has damaged coils. The HVAC contractor has proposed replacing the coils for \$1,600. There was a discussion about how the existing coils could have been damaged and whether they could be straightened. No decision was reached.

No painting is currently planned. This will be reviewed again as summer approaches.

The Vision 2020 Sanctuary Expansion and Renovation project was reviewed but there is still no estimate from the contractor. There was a meeting with the architect and contractor's team that covered many topics. Construction of the chancel can be assembled from metal studs, plywood and hard wood steps rather than concrete and masonry to reduce cost and improve flexibility for future organ changes. Full carpeting of the sanctuary would be less expensive than a mix of vinyl tile and carpet. Support for audio system cables and a platform in the rear of the sanctuary for the audio board were included in the project. The contractor was advised it would be their job to re-install the renovated pews. Chancel lighting was discussed but the exact details remain to be worked out by the architect.

The meeting was closed with prayer at 8:45 pm.

Clifton G. Furedy
Property Moderator

Stewardship

1. The meeting was called to order by the Moderator, Richard Guy, at approximately 7:01 pm.
2. Members present were Richard Guy and Luanne Wong (Treasurer).

3. Luanne discussed the Treasurer's report and balance sheet and answered questions about them. There are still closing entries to be processed before we have the final financial statements as of December 31, 2019.
4. It was mentioned that Dr. Rollins is endeavoring to line up a speaker for Consecration Sunday. The date will depend upon the speaker's schedule.
5. The meeting was closed with prayer at approximately 7:35 p.m.

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 7:17 pm.

Old Business:

Sanctuary Renovation / Vision 2020 – Chris noted that a rough estimate for the contract should be provided soon by the contractor. The current plan is for work to begin in mid to late April, after Easter and that the estimated timeframe for the work to be completed is 3-4 months. During the renovation services for all three of the current worship congregations will be held in the fellowship hall. It is the recommendation from the Committee to Session that the separate services continue as currently scheduled and that Combined services will occur only during the summer as in recent years.

Congregational Survey – At last month's meeting, the questions and responses from the survey questions for the Worship committee were divided up between the committee members for review/consolidation/reporting the overarching response. Each of the survey questions was reviewed and significant issues that were identified by majority response, were discussed with potential action.

Wednesday at the Well (February 12) Dinner – It was noted that tomorrow's sponsors have also decided to provide lasagna to the participants. 😊 But we will continue with our plan to serve lasagna as well. Food providers from the ministry were confirmed and we will begin set-up at 4:00 pm with dinner being served at 5:15. It was decided that we will serve dinner on paper products and that the quantities available in the kitchen are sufficient. Menu consists of Lasagna, salad and dressing, garlic bread, cookies, lemonade and water. We may add pizza bagels to the menu for any small children.

Pet Blessing Service – The scheduled date is March 29th at 2:00 PM. It was noted that a local animal shelter has been invited and has accepted to participate and bring animals that would be available for adoption. Chi-yi noted that the children's choir will also participate with "animal-appropriate" music.

Easter Lily Donation/Remembrance Forms – they will be included in the church bulletins on 3 or 4 Sundays in advance of Easter (April 12). After the Good Friday service on the 10th, the lilies will be moved in to the Sanctuary and the Fellowship Hall on Saturday April 11th.

Report of the Music Director – Chi-yi delivered a copy of her monthly report to Session and

highlighted significant issues / items. She also will be participating in the Presbyterian Association of Musicians at Montreat in late June/early July.

With no further business, the meeting was closed at 8:10.

Doug Mitchell, recorder