

Ministry Meeting Minutes

March 2020

Administrative Support

Janet Baker, Clint Damuth, Ed Glucowski, Amanda Long, Kay Niman-Meyer 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.

Clint opened the meeting with prayer.

Vision: Changing lives by growing Christian disciples and Living God's Word.

Preschool report:

FALL 2020 REGISTRATION:

Openings - W/F 2 ½'s class – several openings, 2-day 3's have two openings, several 4 & 5-day 4's openings and several Kindergarten openings

TRAHADIAS STUDIOS: Class and individual pictures

Monday, March 23rd – Monday Toddlers, Rivers (2-day), Dunstan and Kindergarten

Tuesday, March 24th – Tues / Thurs. Toddlers, T/Th 2 ½'s, Jost and Rivers (3-day)

Wednesday, March 25th – Wed / Friday Toddlers, W/F 2 ½'s, Bradley and Smith

Old Business:

Continued discussions for our plan to complete annual Staff evaluations, our intentions are to start communications in May. David is away 2 weeks in June but we plan to have all evaluations completed by the end of July. Amanda will develop a draft for further discussion at our next meeting.

Liasion updates: Cherie's met with Saul and is meeting with Kathy on 5 Mar.

Ed met with Eugene.

New Business:

Linda Vogl's diagnosis. Amanda will coordinate with David/Emma, Bob and his congregation for providing support.

Beth Parker volunteers 3 days a week. Can assist in Linda's absence (6 weeks)

Personnel Policies and Procedures handbook review is needed, Amanda is work on updating. We also discussed Amanda including a sick leave donation process for the handbook. Amanda will share our way forward as she completes her research.

We all felt the Staff Appreciation potluck went well, was well attended and we had plenty of food.

Upcoming Staff Time Away and Birthdays

Kathy	Birthday	5 Mar
Linda	Off	13 Mar
Lacy	Off	17,24,27 Mar
Saul	Birthday	9 Apr
David	Vacation	14 – 16 Apr
David	Living Waters Trng	19 – 25 Apr
Lacy	Con Ed	3 – 9 May
Chi Yi	Birthday	5 May
David Black	Birthday	7 July
Emma	Birthday	27 July

Amanda closed the meeting with prayer.

Christian Education

No minutes received.

Community Service

The meeting was NOT held – below is the pertinent information about our Ministry this month.

Minutes from February meeting were received by members; no changes requested.

Agency Reports:

- 1) Angel Tags: Lynne Owen, Pam Spillman, no report.
- 2) Beach Health Clinic: Bill Warden, no report.
- 3) Red Cross Blood Drive: Martha Rudell. A Blood Drive was held Mar 3rd at Haygood United Methodist Church where 12 units of blood were collected.
- 4) Christmas Caroling: Joyce Ward, no report.
- 5) Easter Baskets: Lynne Owen, Tracy, Connie Schreiber, donation drive started March 1, 2020, and ends on Palm Sunday (Apr 5, 2020). All donation boxes and signs have been put out.
- 6) Faith Works: Paul Verburg, no report.
- 7) Food Pantry: Lynn Owen, Tracy, Connie Schreiber
 - Feb 2020 – 15 families (consisting of 35 adults and 35 children) received groceries. Shoppers spent a total of \$492.71, of which they donated \$304.28.
 - Lynne hosted a Food Pantry brunch to thank shoppers on Feb 28, 2020.
- 8) Good News Jail Ministry: Audre Cannell, no report.
- 9) Human Kind: Pam sent an email to HumanKind on Feb 17, 2020 to inform them we would no longer be able to support their programs due to budget constraints. Bob Dendy, from HumanKind thanked us for letting him know and sent their appreciation for all the years of generosity. Bob said they would continue to update us about their program.
- 10) JCOC: Connie Schreiber, no report.
- 11) Meals on Wheels: Nancy Hamilton, no report.
- 12) Samaritan House: Susie Fulcher, no report.
- 13) Back to School Supplies: Connie Schreiber, Lynne Owen, no report.
- 14) Sentara Pace Bible Study: Lynne Owen, no report.

15) Seton Youth Shelter: Vacant, no report.

16) St. Columba: Lynne Owen. Number of sandwiches taken to St. Columba in Feb 2020: 499. Next sandwich making opportunity for SIS is the 3rd Tuesday in March.

17) Thanksgiving Food Drive & Baskets, Pam Spillman. Still need a coordinator for 2020.

18) Winter Shelter: Connie Schreiber, Lynne Owen, no report.

19) Virginia Supportive Housing/Crescent Square: Di Ricks and Gloria Wardrup – on Feb 19, 2020, Di, Gloria, Martha, and Pam brought 70 sandwiches (donated by SIS) and other food and drink for dinner, and held a bingo with prizes. All residents in attendance were enthusiastic and appreciated our efforts.

Next meeting: Apr 7, 2020

Congregational Care

No minutes received.

Evangelism

In attendance: John Dannemann, Peggy, John Hamilton, and Emma.

Meeting began at 7:10

Old Business-

- 1) Discussed different outreach projects to include mailings to different neighborhoods, flyers explaining who Bayside is and the services we provide.
- 2) Primary goal is to encourage membership in Bayside thru the use of greeting people coming to church, if they have come before and to use our many current members to bring friends and neighbors to service. We also oversee the New Member Mentor program. To extend our hand in fellowship to those who need it.
- 3) Indicated that the Living Nativity will be on Dec. 12-13 of 2020. Will be confirming animal availability.
- 4) Edna Etheridge speaker series to continue.

New Business-

- 1) Updating church's website and updating our ministry's objective.
- 2) Pet Blessing to be held on or around March 29th at 2:00 at the front on the church.

Meeting ended with prayer by Peggy at 7:50 PM.

Global Mission

No meeting was held.

Property

Those present were Bob Allen, Steve Baker, Betsy Davis, Herb Gordon, Les Parr, Rick Rudell, Eugene Towler, and Moderator Clif Furedy. Also present was guest Paul Verburg.

Items Discussed and Actions Taken:

Eugene spent the month of February issuing access cards to members and outside organizations that require entry when the building is locked. He reported that almost all groups have cards now and the system is working well. Church members with cards have anytime access, but outside groups have access only at specified time periods. All door locks will be re-keyed by the end of March. Only a few keys will be issued to staff and specific on-call members who respond to security and fire alarms. Eugene is working with the access control software to set lock and unlock times.

After unsupervised children from an outside group using the fellowship hall caused damage to sanctuary AV equipment and roamed freely through rooms in the Youth Wing, it appears necessary to more strictly control interior building access. Securing the sanctuary doors and ensuring the Youth Wing doors are closed and locked were topics discussed. Eugene will obtain costs to put locks and panic bars on the four sanctuary doors. This item will be discussed again next month prior to a final decision.

A thank you letter was signed by Rev. Rollins and sent to the Lake Smith Terrace Garden Club for their gift of two young trees in the lawn behind the main sanctuary.

March 21st will be the next Third Saturday Work Day. Followed two weeks later by the annual Spring Cleanup on April 4th. The scouts have confirmed they will participate.

The false fire alarm issue has been repaired by APS after a joint meeting with them and BFPE showed the problem to be with APS equipment.

The noisy kitchen vent fan was discussed again but it was not determined if the noise was part of normal operation or a maintenance issue. Additional observations will be made by team members who use the kitchen on a regular basis.

Atlantic Glass can provide red glass to repair the sanctuary windows, but exact cost was not available. Eugene will talk with them to better understand how much glass we would get and how much it will cost. It will also need to be cut to appropriate size. It was suggested that Atlantic Glass be tasked with cutting the glass as well as installing it. No decision was made about when to have the repairs done since the Vision 2020 Project will use heavy equipment during demolition of the chancel and it may cause considerable vibration.

Eugene reported that he has a contractor who can remodel the roof drain that causes water to leak into the sanctuary. He will have the contractor proceed with this modification.

The Youth Wing HVAC roof-top unit with defective coils has had the coils replaced.

In view of hyper-awareness about potential Covid-19 infections, Eugene has a regular program of cleaning, mopping and “fogging” rooms in the Pre-School area.

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

Eugene has been cleaning clutter out of various spaces around the building. He reported he has a good roll of carpet that potentially can be installed in the Pre-School Craft Room to replace the existing worn and discolored carpet. He will measure to see if he has enough carpet and then proceed.

The Vision 2020 Sanctuary Expansion and Renovation project was reviewed. Cost estimates were considerably higher than expected so thorough review of planned work will be necessary. Herb met with the contractor and some of the sub-contractors to survey the project scope. One noteworthy item was the pew renovations and storage. The pews need to be kept in a climate-controlled environment both before and after restoration, rather than stored in external trailers. There was consideration to use Room 508 as well as the two rooms with moveable walls next to 508. A combination of this and working on only half of the sanctuary floor at one time was discussed. Herb advised that the current scope of work does not include any painting, but this may need to be addressed for any areas where the contractor cuts into and repairs drywall.

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

Clifton G. Furedy
Property Moderator

Stewardship

No minutes received.

Worship

Ministry Members Present: Ministry Moderator Chris Pascuzzi, Mary Jo Kennedy, Ashley McLeod, Doug Mitchell, Marie Parr, and Music Director Chi-yi Chen Wolbrink. Rev David Rollins and Rev Emma Oulette each participated in portions of the meeting.

The meeting was called to order at 7:15 pm.

Pet Blessing Service – will be held on Sunday 29 March at 2:00 pm. Ministry members are asked to arrive at 1:00 to help prepare and set-up. Ministry members are also asked to bring some cookies or other snacks. Drinks will be provided. The service will include the children's choir and a "selfie-photo booth" will be available for pet and owner photos. The K9 Justice League will participate by bringing shelter dogs who will also be available for adoption processes.

Easter Lilies – bulletin inserts will begin on the 8th of March and be included in the bulletin until the 29th which will be the deadline for ordering. The cost of one lily and a foil cover is \$10.80 so the cost for each lily will be \$12.00. Sixty flowers/pots will be ordered which will be placed in the Sanctuary, the Fellowship Hall, and at the base of the angel statues. The lilies will be delivered to the church on Good Friday and worship ministry members will prepare and place the lilies on either Friday or Saturday. Chris will notify everyone of the date.

Palm Branches – we need to find out where the palm branches were previously ordered from. Chris will check with the office (Linda or LuAnne) or with Nancy Guy to find out where we

bought them last year.

Flowers – there was some congregational concern that on occasion the flowers from the Sunday service are not always being delivered to shut-in or ill congregation members. They are routinely being taken from the Sanctuary and broken up into 4 smaller bouquets, but they are not always sent on. Emma discussed and agreed that the delivery of the flowers should be the responsibility of Congregational Care ministry – she will let them know. The Worship ministry obtains the flowers, arranges them, places them in the Sanctuary and Fellowship Hall, and then breaks them up in to bouquets. They will continue to do that. The pastors/staff determine where the flowers will be sent. Ashley will coordinate the break-out from the delivered flowers for the smaller flower vase for the Fellowship Hall/Sail-On service.

Vision 2020 Update – Doug provided an overview of what was discussed at the Sanctuary Upgrade Committee meeting this past Sunday. Minutes from that meeting are available from George Wong.

Music Director's Report – Chi-yi provided a written report outlining the Spring activities for the various choirs, new and upcoming activities, and notes on her recent representation of the church to local and national groups.

With no further business, the meeting was adjourned at 8:20.

Doug Mitchell, recorder