

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
18 February 2020 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.

SHARING OF JOYS AND CONCERNS – OPENING PRAYER

DEVOTION

Elder Mike Raymer

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 invited!

SESSIONAL RECORDS

Clerk of Session

1. Minutes from the last Stated Session Meeting
2. Congregational Meeting
3. Tonight's Agenda

Motion: It is moved by the Clerk that the Session approve the minutes from last month's Session meeting, the February 2nd Congregational Meeting, the Called Session Meeting on February 9th and the agenda for today's Stated Meeting.

STATISTICS

Attendance: Current Plus Previous Three – January

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Services	Total All Sundays	Weekly Average
2017 [^]	54/27	133/67	292/101	271/136*	660	165
2018	85/28	172/57	274/91	Closed Snow	531	177
2019	52/17	200/67	284/95	210	746	187
2020	65/22	246/82	389/130	181	881	220

[^] Combined Service on 1/22 Congregational Meeting (Associate Pastor)

* Closed due to snow 1/8/17 and 1/7/18

1. Reception of New Members: None
2. Baptisms: Wesley Hathaway, January 26, 2020
3. Church Weddings: None
4. Member Transfers: Bill and Libby Graves
5. Member Deaths: Jean Felts (1/28), Harry Cummings (12/15)

INVITATION CELEBRATION:

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

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet (enclosed) & Treasurer's Report (enclosed)

Motion needed.

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

PEVA / CHURCH INFORMATION

None

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosed)
No updates received
2. 2020 Vision Update

NEW BUSINESS

Motion: The Worship Ministry moves that there be a free will offering to benefit the K9 Justice League during the Pet Blessing service that is being held on Sunday, March 29 at 2:00 pm.

Motion: The Worship Ministry moves that the Sacrament of Communion be shared the first Sunday of each month, Easter Sunday, and once a quarter at the 8am Service, and every 3rd Sunday at Sail-on.

STAFF REPORTS

Director of Music Ministries
Director of Youth and Family Outreach
Associate Pastor
Pastor / Head of Staff

Chi-Yi Chen Wolbrink
Ms. Lacy Schimmel
Rev. Emma Ouellette
Rev. Dr. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday, March 17, 2020 7pm

Elder Chris Pascuzzi – Devotion

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of January 31, 2020

Sunday, February 16, 2020

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Account #	Account Name	YTD Balance
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	65,101.70
1100.2100.0000	Towne Bank Money Market	262,928.17
1100.2300.0000	Langley Federal Credit Union Savings	25.00
1100.2400.0000	Langley Federal Credit Union Money Market	256,811.80
	Cash Assets	\$585,166.76
1100.2525.0000	Union Bank 5110762150(6/21/2020)2.4%	55,197.27
1100.2527.0000	Union Bank 5110681024 (11/12/2020) 2.5%	61,925.53
1100.2528.0000	Union Bank 5110754383 (12/15/2020)2.5%	31,872.99
1100.2529.0000	Union Bank 5110771861 11/30/2020)2.5%	50,783.39
1100.2622.0000	Union Bank 118320425(06/07/2020)2.20%	31,142.26
1100.2766.0000	Towne632084227(01/15/2020)1.49%	64,293.18
1100.2767.0000	Towne632077972(1/20/2020)1.49%	56,906.82
	Investment Assets	\$352,121.44
1100.4100.0000	Endowment MM TowneBank	14,580.29
1100.4600.0000	Charles Schwab	590,256.34
	Endowment Assets	\$604,836.63
		\$1,542,124.83
Liabilities		
2000.0000.0000	Accounts Payable/Vendors	(0.30)
	Total Liabilities	(\$0.30)
Fund Balance		
3100.0000.0000	General Fund	280,029.23
3100.5000.0000	Pastor's Cont Educ Fund	976.58
3100.7000.0000	Assoc Pastor Cont Educ Fund	1,704.23
3200.0000.0000	Non-Budget Fund	1,578.47
3200.0200.0000	Minister's Special Benevolence	2,273.92
3200.4430.0000	Wedding Fund	85.65
3200.5000.0000	Food Pantry Fund	12,401.58
3300.0000.0000	Preschool Fund	130,667.76
3400.0000.0000	Educational Fund	5,064.77
3400.1000.1000	Library Fund	657.15
3400.1100.0000	Youth Ministries Fund	3,202.04
3400.1110.0000	Youth Mission Trips	23,218.09
3400.1120.0000	Adult Mission Trip Fund	2,639.00
3500.0000.0000	Property Fund	91,719.61
3500.0210.0000	Transportation Fund Balance	24,447.50
3500.0300.0000	Operations Reserve Fund Balance	38,262.55
3500.0700.0000	Columbarium Fund	45,371.69
3600.0000.0000	Music Fund	66,710.21
3600.0100.0000	Organ Fund	64,235.62
3600.1000.1000	Handbell	1,686.87
3700.0500.0000	Session Operating Fund	(1,056.70)
3700.1000.0000	Sanctuary Renovation Fund 2020 Balance	67,680.00
3800.0000.0000	Scholarship Fund	8,744.70
3800.2000.0000	Minister Loan Fund	30,027.39
3800.4000.0000	Missions Fund	13,365.62
3800.5000.0000	Earnings Fund	6,688.80
	General & Special Funds	\$922,382.33

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of January 31, 2020

Sunday, February 16, 2020

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Account #	Account Name	YTD Balance
3900.0000.0000	Endowment Fund	463,046.43
3900.3100.0000	Edna E Etheridge Fund Fund	133,801.12
3900.9000.0000	Qtrly Endow Earnings Fund	7,989.08
	Endowment Funds	\$604,836.63
3200.0400.0000	Louise Robinson Benevolence Fund Balance	5,000.00
3800.1005.0000	William & Rhonda Bertholf Education Fund	9,906.17
	Balance	
	Total Fund Balance	\$1,542,125.13
	Total Liabilities and Fund Balance	<u>\$1,542,124.83</u>

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of January 2020 for General Fund

Sunday, February 16, 2020 10:30 AM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Income					
4100.0000.0000	Pledge Offering	33,334.00	33,334.00	71	564,822.00
4100.0100.0000	Non-pledged Offering	5,157.00	5,157.00	77	80,000.00
4100.0200.0000	Visitor Offering	186.00	186.00*	111	2,000.00
4100.0300.0000	Loose Cash Offering	623.25	623.25	88	8,500.00
4100.0400.0000	Church School Offering	0.00	0.00		
4100.0500.0000	Envelope Offering	275.00	275.00*	1,100	300.00
	Regular Offerings	\$39,575.25	\$39,575.25	72	\$655,622.00
4100.1000.0000	Interest/Investment Inc.	0.00	0.00	0	10,000.00
	Net Investment Income	\$0.00	\$0.00	0	\$10,000.00
4100.1100.0000	Overhead Donation	1,120.00	1,120.00	97	13,800.00
4100.2100.0000	Soft Drinks/Coffee Inc.	0.00	0.00	0	300.00
4100.2200.0000	Tenant Donations	665.00	665.00	89	9,000.00
	Other Income	\$1,785.00	\$1,785.00	93	\$23,100.00
4100.1101.0000	Preschool DoMM Donation	149.85	149.85	50	3,596.00
4100.8888.8888	Restricted Fund Budget Supplement	0.00	0.00		
4100.9999.9999	G/F ROLLOVER	0.00	0.00	0	47,652.00
	Total Income	\$41,510.10	\$41,510.10	67	\$739,970.00
Expense					
5100.1000.0000	Salary - Minister	8,521.87	8,521.87	97	105,280.00
5100.1005.0000	Salary - Associate Pastor	4,812.11	4,812.11	97	59,693.00
5100.1010.0000	Salary - Director of Music	4,448.42	4,448.42*	100	53,381.00
5100.1011.0000	Salary - Praise Team Music	910.92	910.92	97	11,259.00
5100.1015.0000	Salary - Dir Educ Min	3,433.34	3,433.34*	100	41,200.00
5100.1020.0000	Salary - Church Secretary	4,007.58	4,007.58*	140	34,445.00
5100.1022.0000	Salary - PT Bookkeeper	100.00	100.00*	104	1,150.00
5100.1023.0000	Salary -Part Time Receptionist	0.00	0.00		
5100.1030.0000	Salary - Nursery	753.00	753.00	95	9,500.00
5100.1031.0000	Salary - Bldg/Grnds Super	3,140.61	3,140.61	100	37,687.00
5100.1032.0000	Custodian A	1,011.42	1,011.42	90	13,436.00
5100.1035.0000	Employer Social Security	1,217.65	1,217.65*	103	14,227.00
	Salary Expense	\$32,356.92	\$32,356.92*	102	\$381,258.00
5100.0100.0000	Office Supplies	724.34	724.34*	281	3,100.00
5100.0105.0000	Postage Exp. 2	200.00	200.00*	120	2,000.00
5100.0110.0000	Postage Meter Lease	108.00	108.00*	257	500.00

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of January 2020 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0115.0000	Copier Lease/Maintenance	92.54	92.54	12	9,600.00
5100.0120.0000	Internet Expense	404.54	404.54*	162	3,000.00
5100.0125.0000	Other Office Equipment	0.00	0.00		
5100.0126.0000	Office Equipment Repair	0.00	0.00	0	1,000.00
5100.0130.0000	Telephone Service	150.00	150.00	62	2,900.00
5100.0155.0000	Phone Message System	90.00	90.00	100	1,080.00
5100.0157.0000	Staff Appreciation	0.00	0.00	0	500.00
5100.0158.0000	Staff Travel	0.00	0.00		
5100.0160.0000	Worker's Comp Insurance	3,033.00	3,033.00*	1,213	3,000.00
5100.0165.0000	Property & Liability Ins	0.00	0.00	0	9,750.00
5100.0175.0000	Computer Equip/Software	59.96	59.96	18	4,000.00
5100.0180.0000	Beneflex	0.00	0.00		
	Office Administration	\$4,862.38	\$4,862.38*	144	\$40,430.00
5100.1040.0000	Benefits - Minister	2,943.92	2,943.92	97	36,387.00
5100.1041.0000	Benefits - Minister's Supplemental	0.00	0.00		
5100.1045.0000	Benefits - Assoc Pastor	1,659.94	1,659.94	97	20,517.00
5100.1050.0000	Benefits - Director of Music	391.13	391.13	100	4,707.00
5100.1051.0000	Director of MM Insurance Opt Out	166.66	166.66	100	2,000.00
5100.1055.0000	Benefits - Dir of Educ Min	909.80	909.80	100	10,948.00
5100.1061.1000	Benefits - Church Secretary	861.00	861.00	100	10,374.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	885.14	885.14	100	10,649.00
	Benefits Expense	\$7,817.59	\$7,817.59	98	\$95,582.00
5100.1065.0000	Prof. Exp. - Minister	288.28	288.28	87	4,000.00
5100.1066.0000	Cont Ed - Minister	0.00	0.00	0	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	308.21	308.21*	123	3,000.00
5100.1071.0000	Cont Ed - Assoc Pastor	0.00	0.00	0	1,500.00
5100.1075.0000	Prof. Exp. - Dir. Music	266.44	266.44*	136	2,350.00
5100.1080.0000	Prof Exp - Dir of Educ Min	0.00	0.00	0	2,350.00
5100.1085.0000	Prof.Exp - Administrator	0.00	0.00	0	450.00
	Professional Expense	\$862.93	\$862.93	64	\$16,150.00
	Total Administrative Expense	\$45,899.82	\$45,899.82	103	\$533,420.00
5100.2001.0000	Beach Health Clinic	0.00	0.00	0	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	0.00	0.00	0	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	0.00	0.00	0	500.00

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.2013.0000	St. Columba Ministries	0.00	0.00	0	10,400.00
5100.2021.0000	Judeo-Christian Outreach Cente	0.00	0.00	0	2,800.00
5100.2027.0000	Seton Youth Shelter	0.00	0.00	0	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	0.00	0.00		
5100.2033.0000	Winter Shelter Program	0.00	0.00	0	400.00
5100.2038.0000	Faith Works Coalition	0.00	0.00	0	2,400.00
5100.2039.0000	Virginia Supportive Housing-Crescent Square	0.00	0.00	0	2,800.00
5100.2041.0000	Project Activity	0.00	0.00	0	400.00
	Community Service Expense	\$0.00	\$0.00	0	\$23,000.00
5100.2055.0000	Fellowship	0.00	0.00	0	1,900.00
5100.2060.0000	Card Ministry	0.00	0.00	0	100.00
5100.2063.0000	Bereavement Team	0.00	0.00	0	500.00
5100.2070.0000	Stephen Ministry	244.75	244.75*	644	450.00
5100.2072.0000	Directory	0.00	0.00	0	300.00
	Congregational Care Expense	\$244.75	\$244.75	90	\$3,250.00
5100.3000.0000	Equipment/	0.00	0.00		
5100.3001.0000	Supplies	0.00	0.00		
5100.3003.0000	DCE Conferences	16.05	16.05	15	1,250.00
5100.3005.0000	Curriculum	104.12	104.12	39	3,200.00
5100.3006.0000	Background_ Checks	20.00	20.00*	250	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	226.00	226.00*	181	1,500.00
5100.3014.0000	MOPS	254.22	254.22*	169	1,800.00
5100.3015.0000	Vacation Bible School Exp.	0.00	0.00	0	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	20.24	20.24	35	700.00
5100.3041.0000	HS Ministry	147.61	147.61*	351	500.00
5100.3042.0000	Confirmation	62.07	62.07*	248	300.00
5100.3043.0000	Children's Ministry	123.22	123.22*	123	1,200.00
5100.3045.0000	Publicity/Promotion	180.00	180.00		
	Education Expense	\$1,153.53	\$1,153.53	79	\$14,850.00
5100.3505.0000	New Visitor Materials	0.00	0.00	0	500.00
5100.3525.0000	Evangelism Materials	0.00	0.00	0	500.00
5100.3531.0000	Evangelistic Events	0.00	0.00	0	500.00
5100.3540.0000	Living Nativity	0.00	0.00	0	3,000.00

Bayside Presbyterian Church - Virginia Beach VA
 Treasurer's Report as of January 2020 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.3542.0000	Visitor Center Improvements	0.00	0.00	0	1,000.00
5100.3545.0000	Marketing/Community Outreach	0.00	0.00	0	800.00
	Evangelism Expense	\$0.00	\$0.00	0	\$6,300.00
5100.4000.0000	Building Maintenance	680.42	680.42	82	10,000.00
5100.4001.0000	HVAC Maintenance	0.00	0.00	0	4,000.00
5100.4005.0000	Van Ops/Maint	0.00	0.00		
5100.4010.0000	Exterminating Service	0.00	0.00	0	2,200.00
5100.4015.0000	Fire & Safety System Maint.	0.00	0.00	0	1,800.00
5100.4020.0000	Grounds Maintenance	70.00	70.00	8	11,000.00
5100.4025.0000	Supplies & Cleaning Materials	0.00	0.00	0	3,200.00
5100.4030.0000	Kitchen Maintenance	352.34	352.34*	211	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	0.00	0.00	0	23,000.00
5100.4055.0000	Gas	1,305.00	1,305.00*	157	10,000.00
5100.4060.0000	Water & Sewer	900.68	900.68*	114	9,500.00
5100.4065.0000	Refuse Collection	282.04	282.04*	103	3,300.00
	Property Expense	\$3,590.48	\$3,590.48	54	\$80,000.00
5100.4080.0000	Payroll Preparation	0.00	0.00	0	1,200.00
5100.4082.0000	Bank Fees	0.00	0.00	0	1,100.00
5100.4086.0000	Audit Fees	0.00	0.00	0	1,200.00
	Stewardship Expense	\$0.00	\$0.00	0	\$3,500.00
5100.4101.0000	Church Develop - Limete	0.00	0.00	0	500.00
5100.4110.0000	Mission Giving	0.00	0.00	0	32,000.00
5100.4120.0000	Theological Education Fund	0.00	0.00		
5100.4121.0000	Field Missionary Support	0.00	0.00		
5100.4122.0000	Congo Maternity Hospital	0.00	0.00	0	500.00
5100.4123.0000	Congo-Mark Shreiber School	0.00	0.00	0	500.00
5100.4125.1000	Ticul Scholarship & Staff	0.00	0.00		
5100.4125.2000	Ticul - Material	0.00	0.00		
5100.4125.5000	Youth - Mission Trips- 1/3	0.00	0.00		
5100.4128.0000	Disaster Response	0.00	0.00	0	500.00
5100.4130.0000	Massanetta support	0.00	0.00	0	500.00
5100.4132.0000	Miscellaneous expenses	0.00	0.00	0	500.00
5100.4134.0000	Clean Water Project	400.00	400.00	56	8,500.00
5100.4135.0000	Mogodeshu Hospital Project	0.00	0.00	0	500.00
5100.4136.0000	American Indian Children School Support	0.00	0.00		

Bayside Presbyterian Church - Virginia Beach VA
 Treasurer's Report as of January 2020 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
	Witness/Global Mission	\$400.00	\$400.00	11	\$44,000.00
5100.4200.0000	Special Music Programs	355.59	355.59*	122	3,500.00
5100.4205.0000	Music Literature(all sevice	182.50	182.50*	122	1,800.00
5100.4215.0000	Robe Maintenance/Cleaning	0.00	0.00		
5100.4220.0000	Workshops/Memberships/licensing	0.00	0.00	0	1,600.00
5100.4225.0000	Substitute Organist	0.00	0.00	0	1,200.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	0.00	0	1,000.00
5100.4232.0000	Section Leaders	1,156.00	1,156.00	99	14,000.00
5100.4236.0000	Seasonal Decor	0.00	0.00	0	400.00
5100.4240.0000	Usher Supplies/Cleaning	0.00	0.00	0	400.00
5100.4245.0000	Communion Supplies	0.00	0.00	0	300.00
5100.4250.0000	Supplies/Equipment	113.30	113.30*	227	600.00
5100.4251.0000	Children's Choir Supplies	25.34	25.34	31	1,000.00
5100.4255.0000	Keyboard Instr. Maintenance	0.00	0.00	0	900.00
5100.4260.0000	Audio/Visual	0.00	0.00	0	250.00
5100.4265.0000	Handbell Maintenance	0.00	0.00		
5100.4270.0000	Praise Team Drummer	126.00	126.00	47	3,200.00
5100.4275.0000	DoMM Continuing Education	0.00	0.00	0	1,500.00
	Worship Expense	\$1,958.73	\$1,958.73	74	\$31,650.00
	Total Expenses	\$53,247.31	\$53,247.31	86	\$739,970.00
	Difference	<u>(\$11,737.21)</u>	<u>(\$11,737.21)</u>		<u>\$0.00</u>

* = Income/Expense exceeds amount budgeted to date

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 based on August wedding experience
Worship	Lay Reader Guidelines	2015	