

# Minutes of the Stated Session Meeting

Bayside Presbyterian Church  
19 January 2021 7:00 PM Via Zoom

The Session of Bayside Presbyterian Church met in a Stated Meeting at 7:00 pm via Zoom due to the current COVID-19 social distancing restrictions. Members present, constituting a quorum, were Moderator Associate Pastor Rev. Emma Ouellette, Clerk Amanda Long and Elders Cherokee Adams, Will Albertoli, Ed Gluckowski, Richard Guy, Benjamin Hubbard, Ashley McLeod, Bob Orcutt, Michele Parker, Di Ricks, Thom Sare, Connie Schreiber, Karyn Simonelli, Ed Spillman, Tom Weeks, Rose Ann Wehr, and Braden Wicks.

Session Members not in attendance: Russ Brown, Brenda Reid, and Caroline Tetschner.

Staff Member Present: and Lacy Schimmel, Director of Youth and Family Outreach, Chi-Yi Chen Wolbrink, Director of Music

Staff Members not in attendance: Rev. Dr. David Rollins (on study leave)

Visitors to the meeting George Wong and Paul Verburg.

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**

Joys and concerns were shared, and Rev. Ouellette opened with prayer at 7:03pm.

**DEVOTION** was shared by Elder Michele Parker.

## **REQUESTS FOR SESSION APPROVAL**

1. New Member Requests: None
2. Baptism Requests: None
3. Church Wedding Requests: None

## **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 last month's Session meeting and the agenda for today's Stated Meeting. **The Motion Passed.**

## **STATISTICS**

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: None

5. Member Deaths: None

## **2020 VISION UPDATE**

George Wong

George Wong shared that we started in March/April the 2020 Vision Renovations.

Some surprises and delays, but it has all be taken care of. Property assisted by having the roof fixed to solve any future leaks. Repainted the ceilings.

Things that remain – AV - Onyz is the company installing the AV. Training session are being planned to train volunteers to assist with running AV and recordings. Purchased new computer for the AV platform to run the program. And the pulpit needs to be hooked up. The pulpit if fully movable now and on casters.

Pew restorations slow but study – 15 or so remain. Hopeful they will be done tomorrow and ET Gresham will be in to secure them to the floor.

Pulpit is being cleaned and restored. Also hopeful that will be finished tomorrow.

Organ installation is this week. The old organ is gone and the pipes are going in. Hopeful they will done this week.

George will be meeting with ET Gresham to do some final repairs. ET Gresham has been really good to work with and George thanked to Herb Gordon for suggesting them.

Pew Walls in the front of the church will be reviewed to see if they should be restored or removed.

Money - we are hoping that we will finish in the black. 95 units, 10 have not fulfilled pledge yet, George is planning to call them to review the status and confirm if they are still planning on giving.

Rev. Ouellette thanked George and the committee for their hard work. We are all looking forward to seeing the finished result.

## **INVITATION CELEBRATION:**

Sharing of invitations to Bayside services, events and programs.

Upcoming opportunities?

None reported.

## **FINANCIAL REPORT AND ISSUES:**

Balance Sheet & Treasurer's Report

Balance Sheet –

The General Fund is at \$226K at the end of 2020 – tracking as expected and well above our \$130K minimum target.

You can see we generated 2 new accounts - Yearend Liabilities and a Prepaid Pledges accounts. In this case, year-end liabilities are a couple bills that should be paid in 2019 and are significant enough costs we really do not want to roll their burden into the next year just because a bill can't be paid before year end. In this case the liabilities include the 9K property and casualty insurance bill that we normally receive in December – it is delayed this year. We shall discuss the need to ensure prepaid pledges are rolled into the next year in a bit. The pre-paid pledges you see here at the end of 2020 came from donations provided last month – as of today, they are now moved from

the BS and are on the January 2021 Treasure's Report as income.

The PPP Loan remains on the BS as a loan – waiting for results of the expected grant. Once granted- we will be able to commit the funds to 2020 and subsequent years as we document COVID related impacts. So far - \$12,825 has been identified as possible COVID impacts to 2020 pledge collections and \$15,085 has been identified as COVID impacts to other income accounts – such as Visitor Offerings - due to church closure and/or access restrictions. The grant application approval process is permitted 150 days from submission to be completed – which would be May. However, we expect to hear the results in February, and we expect the grant to be approved for the full amount.

As of now, we do not qualify for applying for PPP Loan round 2. If that changes, we will let you know.

And lastly for the BS - the checking account is a bit heavy – but, we anticipate closing out Vision 2020 bills soon. We just paid Onyx \$29K for the A/V system.

Treasurer's Report –

Several things to look at here –

1. Pledge collections is at \$512,257 – or about \$50K short of the 2020 TR budget. Of note – we had \$56K in prepaid pledges in 2019 for use in 2020. Those dollars were credited to the 2019 TR actuals vice being carried forward. So, we actually ended fairly well in collecting pledges. In detail, we collected \$24K more from people who over contributed to their pledge and were \$17K short from people who under-contributed to their pledge. As stated earlier when discussing the PPP – 12K of this 17K shortfall for people who ended up short to their pledge was determined to be possibly COVID related. \$5K was not.
2. Non-pledge exceeded our projection – and this is the base number we are utilizing in calculating the non-pledge for our 2021 asking budget.

Costs – Admin salaries are just slightly over for most staff members. This is due to a bonus being paid in lieu of a 2021 pay raise.

We spent \$41K less than budgeted due to all the closure issues. That number would have been more, but we had a couple big roofing issues to fix.

Our bottom-line loss for 2020 is \$69,789 **for now**. When the grant is approved, we will provide dollars to the 2020 income line for COVID impacts as previously stated. That will add \$27,910 to the income and the bottom line – leaving a loss of about \$42K.

Here is where we make a Note for the pre-paid pledges - The 56K in 2020 prepaid pledges made a larger than normal difference in last years and this year's bottom line. In fact, this heavy pre-paid pledging looks to be an every other year issue – probably due to tax law changes for 2017. Thus, we have changed our procedures to actually move the pre-paid pledge collections into the intended year vice the year given. It used to be a fairly constant amount and made little difference.

For 2020, based on our COVID adjusted loss of \$42K, we would have had a profit of \$14K if the \$56K in pre-paid had been moved into 2020 income - and we should have had a loss of \$8K in 2019 - had the prepaids been credited within the year they were designated. This provides us a much clearer picture for us to manage our finances vice having an \$11K gain one year and \$42 loss the next. We are not even sure that the capability to manage prepaid pledges in this manner

existed in prior years. But we have incorporated it now. So, if these dramatic swings continue, we will now have the adjustments in place.

**Motion:** It was moved by Elder Will Albertoli that we accept the treasurers report with thanksgiving. **The motion passed.**

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

None

### **PEVA / CHURCH INFORMATION**

Commissioners for the January 23, 2021 PEVA meeting. Elders Rose Ann Wehr and Amanda Long volunteered to participate via email request.

**Motion:** It was moved by Elder Spillman that we appoint Elders Rose Ann Wehr and Amanda Long to serve as commissioners for the January Stated PEVA Meeting. **The Motion Passed.**

### **CONTINUING BUSINESS**

#### 1. COVID 19 Updates

- No updates – we continue along with no significant changes.

#### 2. Budget

Elder Guy shared his thanks to Elder Spillman for his work on the budget. Elder Guy reviewed the report.

Highlights from the treasurer.

From our previous discussion, the cost side has changed. BoP costs for health insurance did not increase as much as expected. Thus, Admin was able to reduce their budget by \$5.8K.

We ended up with 98 units pledging \$470,874. We plug that in the pledge line – change the pre-school donation IAW the Preschool budget inputs – keep all other donation lines the same as 2020 except non-budget and - add a line for COVID related income loss – which will be funded by the grant.

For the non-pledge line, we take 2020's actual "non-pledge" received and add a calculated amount of income from those members who pledged in 2020 but did not pledge in 2021 (making an assumption that between a lack of in-person services and the fact the church is closed to groups has caused people to either just not put in a pledge card or purposely not commit as a show of displeasure). We took into account any issues we know the individual might have as well as 7/8 years of pledge and giving history.

That review of 28 pledge units netted \$55,920 in probable non-pledge giving, \$30,950 in possible COVID related pledge losses, and \$16,690 in lost pledges (such as people who moved and or passed).

So – we add \$55,920 to the actual dollars received in 2020 for non-pledge and we get the non-pledge asking budget.

For the COVID related income loss – we have to consider one more issue – people who are new to our church who would have started pledging this year. I compared the past 7 years of gaining and losing pledge units and conservatively estimated that we could have gained another 7 pledge units from people who have been attending for a while or who transfer into the area. We guessed at an average pledge of \$1,500/yr and arrived at \$10,500 lost. Add that to the \$30,950 previously determined as COVID lost income from people who did not pledge this year but did last year; and, we arrive at \$41,450 to add to the budget from our COVID grant. That leaves a G/F rollover (or risk) of \$47,087 – very similar to last year.

For those tracking the COVID grant utilization – we will use \$27,910 in 2020 and now propose to use \$41,450 to make the initial 2021 budget (for a total of \$69,360 of our \$90,700 grant). These numbers could (and probably will) change some during the year. I recommend we review these estimates and any other changing pieces of the budget in May to see how it is going and what new assumptions there may be. For 2021, we will have the same potential issues with the in-person related collections we had in 2020 (although I expect much less as people give more toward the end of the year and we should be open for most if not all of that). The final impact will have to be determined once the year closes.

**Motion:** It was moved by Stewardship that we approve the budget for 2021. **The motion passed.**

### NEW BUSINESS

1. Need volunteer for devotions. See email from Clerk on 1/16/21.
2. Annual Year End Reports – Due to Linda Vogl and Amanda Long ASAP if not already provided.

### STAFF REPORTS

**Director of Music Ministries**

Chi-Yi Chen Wolbrink

#### **Weekly Schedule**

- Sunday: 9am preparation  
10-11:45 am Section leaders rehearsal and video recording  
12-12:50pm Handbell small group
- Monday: 9am-4pm, in office
- Tuesday: 9am-4pm, in office  
4:45-5:35pm, Handbell small group
- Wednesday: 9am-4pm  
5:00pm-Children’s Choir during JAM  
7:00pm Zoom “Today is our singing day” with Sanctuary Choir.  
*Check-in, select hymns or songs for the week, telling the story about songs and composers. Focus on how songs and hymns are a good resource for personal spiritual discipline.*  
8:00pm Zoom rehearsal with Section leaders
- Thursday: 9am-4pm, in office

## **Extra/New Activities:**

1. Participate in Calvin Worship Virtual Symposium from Jan 6-25.
2. Participate in Friday Morning Prayer: Nationwide, 30 participants include Presbyterian Pastors & Church Musicians. Everyone takes a turn to lead the virtual service. We share joys & concerns. I've been collaborating with ecumenical church musicians nationwide to determine what is best for our church as we continue to nurture our spiritual life through music.
3. The new Boston piano was tuned on Jan 11, Steinway & Sons piano tuner Henry Favir is helping with the special order for the cover and locker. The Steinway & Sons education department sent \$1000.00 to be used as a Church Music Scholarship.
4. The organ console was installed. The 287 string pipes are being installed this week beginning on Monday. Organ pipes technician, Otto Pebworth, who will install our new pipes, is also working at the Basilica of St. Mary in Norfolk. Here is a link to an article in the Virginia Pilot, "After 40 years of silence, historic pipe organ at St. Mary's," Dec.9 2020 [After 40 years of silence, historic pipe organ at St. Mary's finally sings - The Virginian-Pilot - The Virginian-Pilot \(pilotonline.com\)](https://www.pilotonline.com/story/news/local/2020/12/09/after-40-years-of-silence-historic-pipe-organ-at-st-marys-finally-sings-the-virginian-pilot-the-virginian-pilot-pilotonline.com/5811110002/)
5. Communicate with Property ministry and discuss the temperature settings in the Sanctuary to protect our instruments.
6. James Liverman (instructor at the Little Greek Naval Base School of Music) is going to play trumpet for our last two Sunday services in January and the first two Sundays in February

## **Serving the Wider Church:**

1. Serving as a member of the Presbyterian Association of Music Executive Board on the sub-committee for Amplifying Diversity in Sacred Music. This appointment will be effective January 2021. Through a once a month Zoom meeting, we will seek, hear, and celebrate racial and ethnic hearts and voices that all too often have not been among us.
2. Consultant for the Music Director hiring committee at University Presbyterian Church, Austin, TX.
3. Maintain connections with new church music publications, recording the new song, "Another World is Possible" for G.I.A. publication.
4. Lead the morning worship for the Association of Presbyterian Church Educators(APCE) annual virtual event in the first week of February, 2021

## **Director of Youth and Family Outreach**

Ms. Lacy Schimmel

Zoom meeting with JAM kids continue. Curriculum has videos and the kids are really enjoying it. Youth Group is continuing on Zoom. The Garrison's and Damuth's have volunteered to host bonfire when the weather permits.

CE is taking about doing a delivery Easter Egg hunt – more to come about that will be shared soon.

## **Associate Pastor**

Rev. Emma Ouellette

Well we survived Christmas and the new year! A BIG thank you to Sperry Davis for all the editing and behind the scene work for all our worship services in December. There was a lot!

With the new year starting, I have been working on a lot of future planning. Liturgy, Lent, and worship brainstorming has been keeping me busy during office hours. I continue to make pastoral

care phone calls and continue to pray for the day I can visit once again. I've also officially taken over as the sole moderator for the Presbytery's Committee on Preparation for Ministry. Again, I love this work! Helping people discern their calls and walk with them through their journey of becoming a pastor is a great honor.

I look forward to Lent and all that has to offer. I can't believe we are coming up on a year of being in this unique situation. We are also coming up (in February) on my 4<sup>th</sup> anniversary of being at Bayside. It's been a wild ride so far and I'm looking forward to what the road has ahead of us.

Joyfully,  
Emma

**Pastor / Head of Staff**

Rev. Dr. David Rollins

Since our last meeting I have enjoyed my normal pastoral duties such as praying with and for members, meeting with staff individually and corporately, preparing for worship, meeting with new members, and responding members as needs arise.

I am submitting this report from one of my favorite places Montreat, NC. I arrived here on Saturday on what was my mom's birthday almost exactly a week after the memorial service for my mother-in-law. I give thanks to God for this time to step back, pause, walk in the woods, and study. While I am here, I will be outlining sermons and picking hymns for the next few months, developing the preaching schedule, and beginning my training to become a coach for fellow clergy. I continue to thank God for the people I get to serve and the amazing team at Bayside I get to partner with in ministry.

Respectfully,

David

**SUPPLEMENTAL MINISTRY REPORTS**

(Items/issues not included in Ministry Minutes)

No other reports or items were shared.

**CLOSED WITH PRAYER**

Rev. Ouellette closed the meeting with prayer at 7:50pm

Next Meeting – February 16, 2021 7pm  
Elder Caroline Tetschner Devotion