

Minutes of the Stated Session Meeting

Bayside Presbyterian Church
16 February 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 Rev. Dr. David Rollins, Clerk Amanda Long and Elders Cherokee Adams, Will Albertoli, Ed Gluckowski, Richard Guy, Benjamin Hubbard, Ashley McLeod, Bob Orcutt, Michele Parker, Brenda Reid, Di Ricks, Thom Sare, Connie Schreiber, Karyn Simonelli, Ed Spillman, Caroline Tetschner, Tom Weeks, and Braden Wicks.

Session Members not in attendance: Russ Brown and Rose Ann Wehr.

Staff Member Present: Associate Pastor Rev. Emma Ouellette, and Lacy Schimmel, Director of Youth and Family Outreach, Chi-Yi Chen Wolbrink, Director of Music

Visitors to the meeting: Marie Parr

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.

Joys and concerns were shared, and Rev. Rollins opened with prayer.

DEVOTION was shared by Elder Caroline Tetschner.

REQUESTS FOR SESSION APPROVAL

1. New Member Requests: Mr. Lee and Mrs. Catlin Lee
2. Baptism Requests: None
3. Church Wedding Requests: None

Motion: Elder Ashley McLeod moved that we accept the request from Mr. and Mrs. Lee to join the church. **The motion passed.**

SESSIONAL RECORDS

Clerk of Session

1. Minutes from the last Stated Session Meeting
2. Tonight's Agenda – amended to add notation of emailed motion.

Motion: It is moved by the Clerk that the Session approve the minutes from last month's Session meeting, the amended agenda for today's Stated Meeting and the minutes from the February 7, 2021 Congregational 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

INVITATION CELEBRATION:

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

New individuals and potential members are finding us via the online services.

FINANCIAL REPORT AND ISSUES:

Balance Sheet & Treasurer's Report (posted to website)
Balance Sheet (BS) –

The General Fund is at \$215K – well above our \$130K minimum target.
The PPP Loan remains on the BS as a loan – waiting for results of the expected grant.
The organ fund is gone – it was all spent on the organ.
The Sanctuary renovation fund is still positive (about \$5K after paying the final ET Gresham bill).
There are still some smaller requirements to work as well as some pledges to collect. Right now, it appears the Vision 2020 renovation will end at break even or slightly positive.

No questions on the balance sheet report.

Treasurer's Report –

Several things to look at here –
Pledge collections are doing well. While at 82% at the end of January – there were several full annual contributions that came in at the beginning of Feb at it appears we will be over 100% at the end of the month. However, non-pledge is significantly behind. Neither account is tracking as historically noted over the last 5 years. We will continue to track that.
While some of the expenditure numbers look a little wonky in budgeted percent spent, none are a concern at this time.

No questions on Treasurer's report.

Training – Now look at the expense voucher that was posted for the session working notes.
Like any organization we have established procedures to ensure those responsible for the care of our funds are informed when and where those funds are being spent – for what purpose - and by whom. Each moderator is responsible for their budget and the associated expenditures. The treasurer's office tries to ensure expenditures are accomplished properly – but, they can only do so much. One thing that can be done, since there is no way of the treasurer knowing what has been authorized to be expended or that the service or item has been received and the bill is ready to be paid – is to require an expenditure voucher for each payment. That voucher authorizes payment, establishes which account will be charged and specifies the appropriate amount to pay the vendor for services or items rendered. Each of those responsibilities is the ministry's and not the treasurers. The treasurer executes the payment – not decides on its authorization, the amount to be paid or the assigned account to charge. The treasurer validates that the request to pay seems appropriate and valid. If not, the originator must clear up any issues.

When a payment is required to be made, please fill in as much info as possible on the expense voucher - whom to pay and invoice number and such. It is all useful for us. Of particular note is the expense line to be charged (the list of these is available on your treasurer's budgets posted on the session working documents every month. They are also available in the treasurer's office).

Also, the approval signature – and please print at least a last name so it can be read. If you are like me, there is no way someone could read my signature – they have to know it in order to know it is me. So, for someone in the treasurer’s office to know who to contact if there are any questions or updates – there needs to be a legible name.

With exception of paying monthly or quarterly contributions to organizations like PEVA or Samaritan House, all expense vouchers should have a receipt attached. If there is no receipt, there should be a long explanation of why.

Ministry moderators – it is your budget – your allocation of church funds. Please ensure people who are authorized to expend the funds know what they need to do – and you know who is authorized to spend your funds.

Elder McLeod offered to produce an electronic version to be posted on the website.

Motion: Elder Ashley McLeod moved that we accept the report with thanksgiving.
The motion passed.

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

None

PEVA / CHURCH INFORMATION

Just an FYI that Commissioners will be needed for the April 20, 2021 PEVA meeting. Rev. Rollins encouraged all those that have not yet served to consider being a commission for an upcoming meeting.

CONTINUING BUSINESS

1. 2020 Vision Updates – Rev. Rollins shared this project is a great joy and celebration. He thanked the session and the 2020 Vision Committee for all the hard work. Special thanks to George Wong.
2. The following motion was emailed to session on Tuesday, February 9, 2021 8:08 PM
Motion: Elder Caroline Tetschner moves that session approves he request from Robert Covington to organize and seek donations as part of the Youth Volunteer Corps of Hampton Roads Drive to support relief workers. **The motion passed** per an email vote of 15 to 2.

NEW BUSINESS

1. Annual Statistical Report – PCUSA (posted on website) – no action needed just for your information.
2. Need volunteer for devotions. May, June and August to December. Please email the clerk to sign up for a month.

3. **Motion:** The Endowment Committee recommends that the Trustees approve the Treasurer to distribute \$3,070 from the Endowment Fund to support the Winter Shelter program as requested by the Community Service Ministry. **The motion passed.**

No discussion or concerns.

4. Request from Bayside Men's Organization for permission to meet inside the building. Motion pending from Elder Tom Weeks.

Motion: Elder Tom Weeks moves that small groups of BPC be permitted to utilize indoor meeting spaces for regularly scheduled meetings. These groups would consist of 15 or fewer members, specifically the Presbyterian Women, the Men's Organization, and Ministry Groups, Youth, Music, and Scouts. Rooms would be reserved in advance by calling the church office. Individuals or parents must complete the required waiver. Masking and social distancing requirements must be followed. **The motion passed.**

Elder Weeks provided a little background that the men's group had been meeting outside but the weather is no longer allowing the outside meetings. They think now is a good time, since the Sanctuary is complete and with the pews being removed from the larger adult rooms. "Some/several" have at least first vaccine and the COVID numbers are down. They suggest that the groups would book through the office - one meeting per day per room to allow cleaning between meetings. No kitchen use allowed. In addition, he has reached out to other churches (Presbyterian) who are allowing in person services or at least allowing small group meetings.

Rev. Rollins stated that if approved that masks and social distancing would be required.

Elder McLeod agreed and is favor of the motion – appreciated the forethought, plan and that they have checked with Eugene Towler that he is able to meet the requirements on cleaning. She asked about adding music groups, youth groups and Boy Scouts. The scouts are currently meeting at Haygood Methodist as that church was able to accommodate them.

Rev. Rollins shared that if passed we would rely on those groups to live into the rules and regulations.

Elder Guy shared concerns about someone holding the church responsible if they were to get COVID. He is asking to amend the motion to require anyone meeting in the building to sign the waiver prior to meeting inside the church.

Elder Reid asked about if they would have to sign each time or one waiver.

Elder Guy stated it would be the group leader's responsibility to ensure that each participant sign the waiver. It was suggested that they screen each time.

Elder Ricks is in favor of the release and the motion.

Elder Hubbard shared a comment – much of the discussion has shared around youth – if it is 18 or less it would have to be signed by a parent or guardian. Elder Guy shared that there is a place for a parent to sign.

Rev. Rollins shared that the church office will send out a message to the leaders of those groups to advise. Rev. Ouellette shared that we should also ensure that everyone knows that this is optional and they are not required to attend and Zoom should still be used for those

meetings.

5. The Thoroughgood Civic Center is asking if they could possibly hold their Easter Egg Hunt here (outdoor) on March 27th. They are scheduling only a few families at a time to be able to participate between the times of 9 am – 12 pm. They have been advised that if approved they would not have access to the building. Their first plan is to use the Thoroughgood House – Bayside would be a backup plan.

Elder Simonelli asked if the church would be liable for outdoor. Elder Guy shared that it would be and his waiver covers outside as well.

Motion: Elder Tetschner moves that we allow them to use the facility grounds if they sign the waiver. **The motion passed.**

Elder McLeod asked why we are mandating the waiver – is it COVID related. Elder Guy shared there are some insurances are not covering COVID and that waiver is extra protection.

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

Organ company is coming to tune pipes this week and she received training on how to move organ console.

She is thankful for Sperry, he will be moving the camera back to sanctuary on the 26th. Recording will be better.

Music groups are still meeting and recording as they have been. A new choir member has joined. She is quarantining now and that will end next week.

Director of Youth and Family Outreach

Ms. Lacy Schimmel

There will be a traveling easter egg hunt being sent to families that are wanting them. More details to come. Volunteers maybe needed to help deliver and hide eggs. Let Lacy know if you are willing and able to help. Elder Wicks ask why we approved a neighborhood egg hunt and why not our own church families. Rev. Rollins stated that question should be directed back to Christian Education for review. Lacy shared that they were trying to live into the remote service process and that is why the thought was to deliver instead of having some come to church.

Associate Pastor

Rev. Emma Ouellette

Rev. Ouellette share her recent focus has been Lent. She is working on how to connect remotely and that is how Lent in a Bag and remote Ashes. Liturgy research. Continuing her work with Committee on Preparation for Ministry. Hearing from those in Seminary is exciting and inspiring and is life giving. Rev. Ouellette shared her thanks to Elder Parker for being such a wonderful liaison for our inquirer, Patrick Long.

She is working on partnering some church leaders, i.e. session elders to take a portion of the church to assist in checking in and caring for the members of the church.

Since our last session meeting, I have continued to live into the daily routine parts of my call to Bayside. I have prayed with and for members and staff. Weekly staff meetings have been held and enjoyed as we touch base with each other, report on our various ministries, and plan for future endeavors. The coaching class I am part of meets two days a week and I will complete my training by the middle of March. We continue to work together to provide quality worship experiences including our first ever virtual Ask Wednesday. Bible study and worship preparation are a big part of my weekly routine and I am looking forward to our new Lenten study. I continue to facilitate weekly fellowship with coffee and conversation and offer Sunday evening vespers as a time of quiet reflection.

I have begun the process of pulling together a task force to look at the needs for the fellowship hall. In the very near future, I will begin meeting with the nominating committee as we discern who God is calling to serve in the next class of elders on session. Personally, I am making strides to get my health back to what it was pre-pandemic so that I can better serve God and the people of faith at Bayside. I give thanks to God for the incredible staff and the elders that I get to join with in service.

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

Elder Albertoli asked what the schedule was for the service for Ash Wednesday – the service is at 7pm. Ashes at church for pick up as desired.

Elder McLeod shared that worship is already beginning discussions on what returning to worship will look like. She also shared that we need to start to discuss about sharing whether both types of services would be broadcast. She also suggested that we look at keeping a camera in the fellowship hall for future use. There is also a task force about how to make improvements for fellowship hall so that it will work well for all groups going forward not just one group or another.

Elder Schreiber thanked the endowment committee for the funds to help assist with Winter Shelter – they are scheduling 3 hot meals and then supplemental bags for other parts of the week. PIN Ministries is doing a great job with the program.

CLOSING WITH PRAYER –

Rev. Ouellette closed the meeting with prayer at 8:20.

Next Meeting – March 16, 2021 7pm
Elder Ed Gluckowski Devotion