

# Minutes of the Stated Session Meeting

Bayside Presbyterian Church  
16 March 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, Michele Parker, Connie Schreiber, Karyn Simonelli, Ed Spillman, Tom Weeks, Rose Ann Wehr, and Braden Wicks.

Session Members not in attendance: Russ Brown, Bob Orcutt, Brenda Reid, Di Ricks, Thom Sare, and Caroline Tetschner.

Staff Member Present: Associate Pastor Rev. Emma Ouellette, and Lacy Schimmel, Director of Youth and Family Outreach

Staff Members Not Present: Chi-Yi Chen Wolbrink, Director of Music

Visitors to the meeting: None

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. Rollins opened with prayer.

**DEVOTION** was shared by Elder Ed Gluckowski.

## **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

## **INVITATION CELEBRATION:**

Sharing of invitations to Bayside services, events and programs.

Upcoming opportunities?

Rev. Rollins has shared that those joining online worship have also joined in other ways, i.e. Bible Studies, etc.

## **FINANCIAL REPORT AND ISSUES:**

Balance Sheet & Treasurer's Report

Balance Sheet –

The General Fund is at \$238K

Endowment MM is down 3,070 – Community Service Winter Shelter

The PPP Loan remains on the BS as a loan – The grant application approval process is permitted 150 days from submission to be completed – which would be May. I would suspect the new PPP loan process bumped all other activity.

The Non-budget fund has \$25K earmarked for Fellowship Hall A/V upgrades. Instead of creating another new account, we will place it in the 2020 Vision line once the sanctuary projects are fully complete and paid for.

Lastly – the 2020 Vision fund is currently about \$5k – with all major known bills paid and still achieving some new funds. I think the committee continues to work issues like a privacy curtain and risers.

No questions.

Treasurer's Report –

Several things to look at here –

1. Pledge collections are doing very well. They were at 82% last month. Over 100% at this time.
2. Non-pledge has increased from 24% last month to 58% -in the right direction. We will keep an eye on this area.

First quarter payments will happen soon in Community Service and Global Missions this month. Refuse collection is slightly high due to a payment not getting credit at Bay Disposal until recently – and we were forced to pay \$500 to make sure our account stayed active while we

researched the issue. Now we have a credit with them.

No questions.

Semi-annual cash review – not an audit – has been completed satisfactorily.

**Motion:** Elder Albertoli moved that we accept the report with thanksgiving.

**The motion passed.**

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

None

### **PEVA / CHURCH INFORMATION**

Commissioners are needed for the April 20, 2021 PEVA meeting.

**Motion:** Elder Michele Parker moved that we accept Elders Connie Schrieber and Ashley McLeod as commissioners to the April 20, 2021 PEVA Meeting. **The motion passed.**

### **CONTINUING BUSINESS**

1. 2020 Vision Updates – update given in Treasurer’s report. There are a few minor things to be completed. We may need to see about getting a part time person to help with the running of the AV equipment.

3 left over pews have been claimed, about 12 remaining.

2. Need volunteer for devotions. May, June and August to December. Please email the clerk to sign up for a month. Elder Tom Weeks will take May.

### **NEW BUSINESS**

1. Respectful communication guidelines from Dr. Eric Law

R - take RESPONSIBILITY for what you say and feel without blaming others

E - use EMPATHETIC listening

S - be SENSITIVE to differences in communication styles

P - PONDER what you hear and feel before you speak

E - EXAMINE your own assumptions and perceptions

C - keep CONFIDENTIALITY

T - TRUST ambiguity because we are not here to debate who is right or wrong

Rev. Rollins discussed the above, we missed the session retreat for team building and as we meet virtually it is hard sometimes to ensure all are include and he wants to ensure that all

know that their voice is respected and valued. God put us all here to serve with purpose. This is just a good reminder to show respect to all.

2. Size of Session – Rev. Rollins shared that an article will be coming out regarding the size of sessions. We have 21 elders, but in the past few years we rarely have a full session. He is encouraging all to reflect on the size of session and we will discuss at the next meeting. Watch emails for articles and more information.
3. Shepherding Program – Rev. Ouellette shared that she has been working with Congregational Care to work toward a Shepherding program. A document will be sent out to all to review. Rev. Ouellette shared that the purpose of the program to increase church visibility to the congregation. A Shepherd would have 10-12 families to stay in touch, prayer and engagement. It is not intended to take the place of pastor's visits. It is not evangelism but to care for the congregation. Not counseling, not Stephen Ministry. There would be training, and information shared if this is something that we decide to do.

This type of program has been successful in many churches. It is not a response to COVID but has been in the works long before the pandemic began.

More to come in the next few weeks.

4. **Motion:** The Administrative Support Ministry moves that a scholarship in the amount of \$1500, from the Louise Robinson Benevolence Fund, be awarded to Lacy Schimmel to pursue her educational goals.

Lacy was placed in the waiting room while the motion was reviewed. Rev. Rollins shared that the church has been so gracious in giving to others that have pursued educational studies. He shared it is important to support her in her endeavors. After discussion it was requested that we asked Lacy to share her goals and educational pursuits prior to the next meeting.

5. Elder McLeod shared that worship is working with the staff about offering an Easter Service Outside. If approved:
  - Tent reserved, allowing for social distancing.
  - Attendance 100-120. Again, multiple services are an option if demand.
  - Reservation system (sign up genius) to be utilized.
  - Music- live and recorded music will be used during service, to be determined by the Music Director.  
Congregants will be able to sing ONLY if wearing a mask.
  - Communion will be given per portioned cup/wafer.

Elder Weeks shared that he has talked to other churches that are opening for Easter and other services.

Rev. Ouellette shared asked to confirm that there would be a pre-recorded service shared online. Yes, it was confirmed that there would be a service shared online.

Elder Wehr just wanted to share that it can be loud in the front of the church and to just be aware.

**Motion:** Worship Committee moves that session approve an outside Easter worship service on Sunday, April 4<sup>th</sup> at 10:00am, be held on the front lawn. Should demand exceed 100-120, a second service may be offered, at the discretion of head of staff. **The Motion Passed.**

Elder McLeod shared that worship is working with staff to discuss potential next steps toward moving back to in person worship. Rev. Rollins shared only 50 in the sanctuary with the social distancing requirements. When we are ready, we would be doing reservation style worship and offering one service to start and adding a second service if needed. He shared that he has reviewed CDC guidance and we will continue to follow their guidelines. Elder Weeks asked about Presbytery guidance and they do not offer guidance because sessions set the place and time of worship.

There was a discussion also around the running of the AV board for the services. We need volunteers and the potential for a paid position.

6. **Motion:** Worship ministry moves that the Sacrament of Communion be shared the first Sunday of the month traditional services and third Sunday for Sail On, as well as additional appropriate services as determined by the pastoral staff. **The Motion Passed.**

## **STAFF REPORTS**

### **Director of Music Ministries**

Chi-Yi Chen Wolbrink

### **Weekly Schedule**

- Sunday: 8:30am preparation
  - 10-11:45 am, Section leaders' rehearsal and video recording
  - 12-1:00pm Handbell small group
- Monday: 9am-4pm, in office
- Tuesday: 9am-4pm, in office
  - 4:45-5:35pm, Handbell small group
- Wednesday: 9am-4pm
  - 12:00pm, Kindergarten Music
  - 1:00pm, Handbell Small group
  - 5:00pm, Children's Choir during JAM
  - 7:00pm, Zoom "Today is our Singing Say" with the 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
  - 12:30pm, Worship recording

### **Extra/New Activities:**

1. Thank you to Sperry and others, the camera has moved back to the Sanctuary, and the first music recording in the new Sanctuary will be Sunday, February 28<sup>th</sup>.
2. Planning Maundy Thursday, Easter Music Sunday with pastors, Choir Section leaders.
3. We have a new handbell ringer, Rita Dunning. She joined in February. Our new young choir member is Cassidy Garrison .We are sending cards to our handbell choir member who is working on the medical front line, and Choir members who are unable to join in the Zoom check-in. We are trying to stay in touch.
  - Handbell choirs ( two small groups), started record in Sanctuary on March 7<sup>th</sup> and 14<sup>th</sup>.
4. Every Friday Morning I participate in Nationwide Prayer. There are 60 participants including 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/pastors nationwide to determine what is best for our church as we continue to nurture our spiritual life through music.
5. The organ console was installed. The 289 Flute and Principle (8, 4, 2 feet) pipes (4 ranks) are also fully installed and are being voicing on February 26. The next step will be digital section to voicing; the date has not yet been confirmed. Additionally, 12 Pedal pipes will be installed later this year. the Pedal pipes are a free to us from the Whitesel Organ company.
6. Otto Pebworth, who has installed 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/7511110002/)
7. Communicate with Property ministry and discuss the temperature settings for both new instruments. Documents on the Warranty.
8. The Brass instructors from Little Greek Naval Base School of Music are highly interested in giving a live stream concert in the Sanctuary in April. The details are still under discussion.

### **Serving the Wider Church:**

1. I will be the one of the hosts for a seminar at New Brunswick Theological Seminary, NJ. It is a seminar on "Online music making", March 6<sup>th</sup> Saturday.
2. An invitation for recording the hymn " When I Survey the Wondrous Cross" from PCUSA Worship & Music, our section leaders has scheduled to record on March 21 Sunday, it will be on virtual Good Friday service, 3pm April 2.

3. Serve as a member of the Presbyterian Association of Music (PAM) Executive Board on the sub-committee for Amplifying Diversity in Sacred Music. Also, on the planning team for 2023 Music, Arts and Worship Annual Montreat conference. This appointment was effective February 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.
4. Serve as a consultant for the Music Director hiring committee at University Presbyterian Church, Austin, TX.

**Director of Youth and Family Outreach**

Ms. Lacy Schimmel

Lacy shared that youth has started meeting in person – 4-5 coming each week. Three families signed up for the traveling Easter Egg hunts.

**Associate Pastor**

Rev. Emma Ouellette

This past month my main focus has been getting the shepherding program organized. Working with congregational care, we are excited to be bringing this program to you all. We will be brining the documents to the session next month. I also have been working with David on the Lenten study.

My work with Presbytery continues as moderator of the CPM. I also have been working on Easter and future liturgy work. We are excited for the spring and getting back to worship. Along with the normal pastoral care calls, I am getting back to doing some socially distant visits with those who feel safe. Little by little we are getting things open and with Easter on the horizon it's exciting to see a "new birth" in the church.

**Pastor / Head of Staff**

Rev. Dr. David Rollins

I continue to meet regularly with the staff. I oversee staff meetings and work with core staff to plan, prepare, and deliver high quality worship experiences. After taking a break for Advent and most of January, I have been offering Wednesday morning coffee and conversation via zoom, and leading Sunday evening vespers on Facebook live.

I have begun to meet with this year's nominating committee as they prayerfully discern whom God is calling into the next class of leaders at Bayside. I have reached out and identified members of a task force to investigate the future needs of the fellowship hall and they will begin to meet soon. I have been regularly reviewing the CDC guidance and I am looking forward to our in-person worship services starting back in April.

I recently completed my Coach Approach Skills Training (C.A.S.T.). The training required a fair amount of reading, homework, and 60 hours of class time. It is no doubt one of the best things I have ever done for continuing education. I will be part of a coaching team within The Presbytery of Eastern Virginia and the skills will benefit me in my role both as a pastor and the head of staff at Bayside. I continue to thank God for the opportunity to serve alongside the incredible staff and members here at Bayside.

Peace,

David

## **SUPPLEMENTAL MINISTRY REPORTS**

(Items/issues not included in Ministry Minutes)

From Property: Yard cleanup day scheduled for Saturday March 20. We'll get started about 0830. Any help is appreciated and if 830 is too early for some, they can just come later.

From Property: Need 2 people to operate the new audio/visual equipment at the rear of the sanctuary every Sunday when we return to in-person services.

Elder Schreiber shared that we are doing the Easter Baskets – bringing in complete baskets instead of putting them together. Please contribute if you can.

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

Next Meeting – April 20, 2021 7pm

Elder Rose Ann Wehr Devotion