

# Ministry Meeting Minutes

## September 2021

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### Administrative Support

Janet Baker, Clint Damuth, Ed Glucowski, Cherie James and Amanda Long were present via zoom 7:00.

BPC Mission Statement: Bayside is a covenant community of Christ's people seeking to know and do the will of God.

Shared joys and concerns. Amanda opened the meeting with prayer.

Liaisons provided updates on staff personnel. A reminder that we must advocate for our staff members, stepping up/in as required. Clint shared one the practices in his business. Direct with respect. What they want to avoid is a FISH (Foul, Insensitive, Slimy Hit).

Preschool Update:

School Starts: Wednesday, September 8

Chapel, Music, Spanish: Chapel and Music classes begin on Wednesday, September 15<sup>th</sup>.

Senorita Mercedes will meet with the 3's, 4's and Kindergarten classes beginning September 15<sup>th</sup> and 17<sup>th</sup> (Wednesdays & Fridays).

Openings: We have NO openings. The Preschool and Kindergarten classes are all 100% full.

Staff Needs:

New Keyboard for Praise Team, worship moderator has that on agenda/discussions.

Also a request for some section leaders/depth in praise team, which will be addressed in budget

Budget 2022

Amanda will work with Treasurer to determine prorated amount for appropriate portion of this year. Budget has not yet been submitted. Office supplies remains the same, we have been asked not to do any increases in the budget.

Draft budget has been provided to the committee. Amanda will submit the BOP Benefit Plan Model submitted after Pam/Ed review.

Another question came up regarding some of the budget line items:

Staff is under Admin, Saul is staff so that makes sense. Child Care from CE is under our budget, Section Leaders, Praise Team Contemporary Service Section leaders is under Worship. The AV person is covered through 2022 from found money, but where does that person go?

Worship/Admin. Do they all fall under Admin like Child Care, and the CE moderator and or Worship moderators live within the stated line item budget. More consideration and discussion is needed. Amanda will talk with David to get his feeling on where these people/line items should be then work with Ed and Richard Guy to see about them having a conversation with us about where they need to go, and perhaps add Worship and Christian Ed Moderator to address it once and for all. More to follow.

Amanda will submit the Budget to Stewardship.

Upcoming Staff time away/birthdays:

Linda	Vacation	20 Sep – 1 Oct
Chi Yi	Vacation	21 – 25 Sep
Lacy	Birthday	23 Sep
Eugene	Vacation	4 – 8 Oct
Chi Yi	Svc to Wider church	10 – 14 Oct

Clint closed the meeting with prayer.

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### Christian Education

No minutes received.

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### Community Service

The following were present at the in-person meeting: Connie Schreiber, Joyce Ward, Martha Rudell, Susie Fulcher, Emma Ouellette, Paul Verburg, and on zoom, Di Ricks.

**Session highlights:** Ministry budgets are overdue. Only a few have been sent in. On September 19 we will go back to having two services, both in the sanctuary. The Sail-on service will be at 9:00 am and the Traditional service at 11:00 with Sunday School in between at 10:00.

**New Business:** Budget 2022. We discussed the agencies that we give to quarterly and tried to find funding to help People In Need since they have taken on the responsibility of running Winter Shelter. Beach Health Clinic is closing so we will have \$400 for PIN next year. We also discussed Good News Prison and Jail Ministry. Since they do not have a minister working in our area we decided to use that \$500 for local agencies. That will also go to PIN. PIN has asked for \$1500 from all participating Winter Shelter churches for operating expenses. We have \$900 to budget for them and will try to find additional funds from unused Project Activity and our Winter Shelter expenses from the end of this year and next year. Our asking budget this year will be \$23,000, the same as last year. We had some discussion about how much we give to each agency. We will continue to discuss changing some of the disbursement amounts when we find out how much we will be allotted. We will continue to gather more information about the money PIN is asking for.

### Agency and Project Reports:

Angel Tags: Lynne Owen, no report.

Beach Health Clinic: Bill Warden has told us that the agency is closing because there is not a need for it. We will discontinue our quarterly payments.

Red Cross Blood Drive: Martha Rudell reported there will be a blood drive on November 2, 2021 here at Bayside Presbyterian Church.

Christmas Caroling: Joyce Ward will continue to organize the caroling but is too early to book

now.

Easter Baskets: Lynne Owen and Connie Schreiber: No report now.

Faith Works Coalition: Paul Verburg will be the liaison to Bob Brenton and report to us.

Food Pantry: Lynne Owen reported that in July we shopped for 11 families (21 adults and 13 children) and spent a total of \$500.28. \$225.28 was donated by shoppers so \$275.00 was taken from the budget. In August we shopped for 10 families (24 adults and 7 children) and spent \$156.43. \$156.00 of that was donated by shoppers so \$225.00 was taken from the budget.

JCOC: Connie Schreiber reported that JCOC will have a 35<sup>th</sup> Anniversary fundraiser on October 15, 2021 at the Westin. The cost is \$ 100 per person.

Samaritan House: Susie Fulcher told us about the many needs the Samaritan house has and that October will be Domestic Violence Awareness.

School Supplies: Connie Schreiber and Lynne Owen reported that a carload of supplies was delivered to St. Columba Ministries and also a carload to the Tri-Campus schools in Virginia Beach on August 30, 2021. They were very appreciative. The congregation donated very generously many supplies and also \$200 that was used to buy additional supplies. We gave many anti-bacterial cleaning supplies this year which they had requested due to Covid.

Virginia Supportive Housing: Di Ricks reported no major fundraisers lately but there will be a fundraiser at Old Donation Church together with St. Mary's Children's Home on October 16 and 17, 2021.

Seton House: We don't have a representative for this agency presently. If anyone is interested in this job please let us know. No report.

St. Columba: Lynne Owen reported that 230 sandwiches and 3 cases of water were donated in July.

Thanksgiving Baskets: We don't have anyone to chair this activity currently. Martha Rudell has volunteered to look into groups to give them to. We talked about ways to make sure the bags get picked up in a timely manner and also discussed giving more gift cards instead of food.

Winter Shelter: Lynne Owen and Connie Schreiber: Our week for Winter Shelter will be December 29, 2021 – January 5, 2022. Depending on Covid cases, there is a possibility the homeless will be in hotels again this year.

Closing Prayer: Emma Ouellette

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## Congregational Care

Meeting was held at the church and began with prayer from Emma

RoseAnn, Emma Thom Sare were in attendance

Old Business:

Discuss where we are with Shepherding program – discuss any updates Emma might have since announcing the program at Session meeting -this is on hold but we have someone who might want to spearhead and we will see what happens in future months.

**Reception for Renovation of Sanctuary** – we will serve cake and water after 10:00- service this Sunday Sept 12<sup>th</sup> -tables set up for those who want to socialize -cake and bottled water with fork wrapped in napkin will be at each table and extras of both cake and bottled water will be set up on rectangular tables for anyone who wants to take and run

Due to Delta Variant – we have made couple of revisions -no punch – bottled water and cake only

Table clothes- blue plastic one – need qty to purchase (how many round and rectangular needed )

Round \_\_\_\_ 12 tables \_\_\_\_\_

Rectangular \_\_\_\_ 3 \_\_\_\_\_

Would like to have tables set with cake with fork in napkin set on tables with bottle of water –tables for 8 people – so if we set up 12 -that will 96 or should we set up more?

Cakes are on order -2 full size sheets – should be able to make 150 pieces (Emma suggested we have enough cake for 150) ordered and Larry will pick up on Friday at noon and bring to church so we can have to cut and wrap on Saturday morning

Bottled water – RW will pick up to 150 bottles unless we have some at church we can use- I am making a wrapper for them to be put around them

Check closet to see if we have blue napkins and clear plastic plates so we can set up on Saturday or early Sunday morning – will decide tonight with team what works -if I can get in the church Sat -I will be happy to go in and cut cake and put on plates and wrap with saran wrap – then set up on Sunday won't take as long. Set up on Saturday Sept 11<sup>th</sup> at 9:30

### **New Business:**

Received email from Terri -she is stepping down from ministry as she will be out of town at her house on Eastern Shore and will be gone a lot – we need to do some recruiting for new ministry members.

Budget- sent to Richard Guy -same as last year in hopes we may end up doing Easter Brunch and picnic this coming year. Will adjust as needed.

Closed meeting at 7:30 with prayer

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### Evangelism

No minutes received.

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### Global Mission

Attending: Karyn Simonelli, Mark Schrieber and Bob Orcutt

Bob opened with Prayer.

Mark gave an update on Our Congo Mission and the Schrieber School.

Bob gave an update on our Peru Living Waters Mission. Both locations are up and running smoothly. The Juan Guerra installation has received accreditation and is able to sell water outside the original church location. They have two employees running the operation and delivering the water daily.

Bob gave an update on the Ticul, Mexico Mission. Unfortunately, we were not able to join them last year for the dedication of the church complex we assisted them with because of the pandemic.

We discussed future plans for LWW mission.

We discussed the 2022 Proposed budget.

We discussed future Ministry assignments.

Meeting was closed with prayer by Mark.

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## Property

A virtual meeting was held using Zoom, organized by Clif. Those present were Les Parr, Rick Rudell, Eugene Towler, Clif Furedy, Steve Baker and Ben Hubbard, acting as moderator.

The meeting was opened at 7:00 with prayer for guidance of the ministry's maintenance and improvement of the church property.

### **Items Discussed and Actions Taken:**

#### **Building Access**

- Eugene reported that additional access cards had been issued to members of various using groups with appropriate training. The master list of those individuals holding access cards is kept by the Church Secretary, Linda.  
There are 13-14 master access keys to the church which override the card entry. Rick will review with the Church Secretary the classification of access issued with the cards by date and time and report to this ministry next month on suggestions for maintaining day and time restrictions on the access cards.

#### **Active Projects**

#### **Landscape Projects:**

- Rick reported that all major landscape and clean-up projects at specific locations at the church had been completed with the columbarium clean-up finished several weeks ago.
- Eugene reports that the Hollies need to be cut before the holidays. He will contact Knuckles Tree Service to establish a date to have the Hollies cut during the last couple of weeks in October to as late as thanksgiving Holidays in November.
- Fall Landscape clean-up needs to have a date set before the second or third week in October. Eugene will contact the Scout representative Steve Moninger to agree upon a weekend date that the Scouts will be available for a weekend project. The date of Fall Cleanup needs to be established by 15 September so it can be reported to the Church Secretary for inclusion in the Binnacle.

#### **General Maintenance Updates**

- Preschool. The Preschool will pay for the window replacement of a leaking window in room 309. Eugene will check with a manufacturer to determine if a matching window is available and its cost which will be paid by the school.
- Painting – There are currently no ongoing painting projects.
- Roof Leaks  
The Choir Room ceiling leak source has not been located. It is occurring in a roof that is

10/15 years old. Eugene will continue to monitor this leak.

Water on floor at entrance to Fellowship Hallway at Kitchen continues to appear after heavy rains. There is no evidence that this leak is coming from overhead. Eugene has spoken with a member of a group who regularly meets at the church who has offered to view the roofing system at this location. Eugene has had success on previous occasions with this individual locating sources of leaking at the church. This leak was last visible on the floor during the third week in August.

- Trash and Recycling services provided by private contractor. Eugene suggested that the recycling service be terminated as it anecdotally appears there is not a market for recycled materials and most materials classified for recycling are being trashed. Therefore, a motion was made by Clif and seconded by numerous ministry members to contact the recycling provider to determine the contract terms through which the recycling service can be terminated. A report on these recycling termination terms will be provided at the next ministry meeting by Eugene.

## New Items

### **Proposed 2022 Budget**

- Moderator Tom Weeks' first draft of the 2022 Asking Budget for Property Ministry was discussed by ministry members. This draft was previously sent to the Stewardship Committee through Richard Guy. All were in agreement with Tom's analysis and suggestions for the 2022 budget with the exception of the annual reduction of the \$2000 amount for electricity. Ministry members voiced concern that increased use of the church property by various groups returning in person to the church will lead to increased electrical use. This comment is to be included in the meeting minutes for Tom Weeks review.

The meeting was closed with prayer at 8:01 pm.

Minutes recorded by Ben Hubbard and submitted by Tom Weeks, Property Moderator.

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### Stewardship

No minutes received.

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### Worship

Tonight's meeting was very productive. I will be doing some specific emails per topic but here is a quick recap, bolded several items for emphasis, items in **red**- changes or recommendations approved by committee. **\*\*\*After typing out the budget recommendations below and reviewing our efforts made to remain budget increase neutral ... I am recommending that we leave \$4,000 for special music proposing only a \$700 increase for 2022 and then work hard to save \$700 in various line items as we go along to still remain "neutral". Hoping you'll agree, thoughts/feedback always welcome.**

**Audio Visual**- our part time AV person has been working several Sundays and all is going well. David and admin committee are working with him determining hours required for accomplishing responsibilities for two services.

**Bulletins-** The worship committee agreed and recommends: as the sanctuary AV equipment is now functional allowing song lyrics, scripture, announcements etc. to be projected, that **bulletins need not be “required” for services, that only an “Order of Service” should be provided/printed**, with visitors in mind who are not familiar with service and members who will appreciate having an outline. The pastoral staff may choose to have printed bulletins should they believe the service warrants, but it will not be required weekly for services.

As the church administrator now has the responsibility to prepare pro-presenter projections for services, this will allow for more efficient use of staff time, in addition to decreasing costs associated with printing 100+ multi page bulletins weekly. While contemporary service congregants were already use to this and will likely be comfortable, should congregants express their concern, worship committee will reconsider with recommendation from the pastoral staff.

**Ushers/Greeters** - As we resumed in person services this summer, we have managed with just one person serving as “usher/greeter” providing guidance to visitors and members (thank you Dardy Long), especially once the pastors move to the pulpit for the service after greeting congregants as they arrive. Therefore we will continue with securing at least one person per service to serve in this capacity until otherwise warranted.

**Communion-** (from August meeting) Will continue to be prepackaged cup and wafer as congregants enter service on first Sundays.

**Sanctuary flowers-** for the time being will continue to be our artificial arrangements, UNLESS a member specifically asks and contributes towards having flowers done in honor of a special occasion or remembrance. Traditionally sanctuary flowers have been broken down and taken to shut ins or those in hospital therefore have been “multipurposed”, however due to covid some restrictions in place prevent delivery and volunteers to deliver are limited.

**Friendship Registers-** Friendship registers were not being fully utilized therefore we will not resume putting them in pews, HOWEVER... **in order to get visitors information, we will provide a QR code in the pew racks that visitors can scan and complete online form that will be captured by church administrator or complete a card and drop in offering plate should they prefer.** Usher will be asked to count the number attending for purpose of tracking weekly attendance.

**September 12<sup>th</sup>**- Invites have been emailed and mailed. Representatives from congregational care and worship handling set up for cake and punch reception. Pastors coordinating order of worship service to include sanctuary dedication and giving thanks.

**Wedding and Funeral Policies-** committee asked to continue to review and make recommendations for October meeting.

**Request was approved to allocate \$4,200- 5,000 from the Music Fund for the purchase of new keyboard & UVI orchestral suite, amplifier & tiltback stand, and GFW media tray for the praise team.** Range was given as prices were based on prices in January, therefore allowing for slight increases if necessary.

**Budget Review:** Clarification regarding dedicated funds and operating budget line items were reviewed in preparation for submitting a 2022 budget to the stewardship committee. Clarification was warranted after some varied opinions at the August worship committee meeting.

**Music Fund-** is funded by contributions made specific to this fund. Oversight of the use of this funds requires approval from the worship committee. There are no restrictions by contributors in how these funds are used, it is left to the approval of the worship committee.

**Handbell Funds-** directly contributed, specifically for handbell purposes. Oversight requires approval of worship committee.

**Edna Etheridge Fund-** fund available by proposal request with purpose of “expanding the worship of Christ throughout the community”

**Operating Budget-** oversight and approval by worship committee.

Most line items pretty clear, but below are some clarifications- notes also made in the right column for budget requests.

**Special Music Fund-** for purpose of funding musicians to be brought in by DoMM to enhance traditional and combined worship services

**Music Literature-** funds purchase of music for both contemporary and traditional services.

**Pulpit Honoraria-** guest pastors/speakers (dropping music as other funds available for such purpose)

**Keyboard Instrument Maintenance-** previously just for piano, now for organ annual tuning as well

**Praise Team Musicians-** (change from just drummer) for purpose of funding musicians for praise team/contemporary service (does not include combined service)

**Worship Committee adjusted line items to present stewardship committee a budget with only a \$700 increase for 2022.**

Account #	Account Name Clarification or Reason for increase or decrease	Period	YTD	21 Budget	2022 Budget Request	
						<b>DRAFT</b>
5100.4200.0000	Special Music Programs choral/ traditional music needs	0.00	1,540.00	4,000.00	4,000	specific to
5100.4205.0000	Music Literature (all services) choir/\$500 praise team)	205.59	1,123.08*	1,800.00	1,800.	(\$1,300)
5100.4215.0000	Robe Maintenance/Cleaning	0.00				
5100.4220.0000	Workshops/Mbrships/Licensing streaming licensing	681.99	1,667.57*	1,600.00	1,800	+200
5100.4225.0000	Substitute Organist \$225 is sub rate- FYI	0.00	400.00	1,400.00	1,400	
5100.4230.0000	Music/Pulpit Honoraria -500 per David- guest speakers/pastors	300.00	300.00	1,000.00	500.00	
5100.4232.0000	Section Leaders (choir) to increase by \$6,800- not approved by committee	1,696.	8,640.00*	14,000.00	14,000	Concern- request was
5100.4236.0000	Seasonal Decor	0.00	337.24*	400.00	400.	
5100.4240.0000	Usher Supplies/Cleaning	0.00	0.00	400.00	400.	
5100.4245.0000	Communion Supplies Need to confirm cost if prepackaged required in 2022	4.17	290.84*	300.00	300.*	
5100.4250.0000	Supplies/Equipment "over" in 21 for tent etc. for easter service	26.13	2,034.82*	600.00	600.	Went
5100.4251.0000	Children's Choir Supplies -500	84.64	199.10	1,000.00	500.	
5100.4255.0000	Keyboard Instrument Maintenance +1,500 increase as new organ requires tuning twice per year	0.00	0.00	1,200.00	2,700	
5100.4260.0000	Audio/Visual TBD	15.00	15.00	250.00	*	
5100.4265.0000	Handbell Maintenance Oil for maintenance	0.00	18.68			
5100.4270.0000	Praise Team-Drummer Musicians praise team music/contemporary service needs	480.00	2,336.00*	4,000.00	4,000	Specific to
5100.4275.0000	DoMM Continuing Education benefits section like other staff)	0.00	1,497.61*	1,500.00	1,500	(can this be moved to
Worship Expense		\$3,493.52	\$20,399.94*	\$33,450.00	\$34,159	+700