

# Minutes of the Stated Session Meeting

Bayside Presbyterian Church  
23 August 2022

The Session of Bayside Presbyterian Church met in a Stated Meeting at 7:00 pm. Members present, constituting a quorum, were Moderator Rev. Dr. David Rollins, Clerk and Elder Amanda Long and Elders Cherokee Adams, Ed Gluckowski, Ashley McLeod, Bob Orcutt, Chris Pascuzzi, Connie Schreiber, Paul Verburg, and Rose Ann Wehr.

Session Members not in attendance: Will Albertoli, Annette Conley, Benjamin Hubbard, Brenda Reid, Karyn Simonelli, Caroline Tetschner and Elizabethe Velasquez.

Staff Member Present: Associate Pastor Rev. Emma Ouellette, Chi-Yi Chen Wolbrink, Director of Music and Treasurer Ed Spillman.

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 Ashley McLeod.

## **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. Today's Agenda

**Motion:** It is moved by the Clerk that the Session approve the minutes from July's Session meeting and the agenda for today's Stated Meeting. **The motion passed.**  
It was noted by Elder Verburg that there was a typo in the last minutes – her vs here

## **STATISTICS**

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: 07/12 - Mat & Morgan Rechkemmer
5. Member Deaths: 07/03 - Kay Niman Meyers, 07/18 - Audre Cannell
6. Roll Removal Request: None

Month	Date	10:00 AM	10:00 AM (OL)	Special	Total	Comments
Jul	3-Jul	84	136		220	July 4th Weekend
	10-Jul	79	60		139	
	17-Jul	86	103		189	
	24-Jul	90			90	Issue with online viewing
	31-Jul	94	93		187	
Total		339	392		825	
	AVG	67.8	78.4	0	165	

We are currenting tracking the in person for now, until we have a better way to track the online presence.

### **FINANCIAL REPORT AND ISSUES:**

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

**Treasurer's Report** – We are at 122% of estimates for pledge (down from 134%) and 66% (down from 68%) for non-pledge. Non-pledge continues to be a concern. Pledge has slowed its hot pace a bit.\*Loose Cash Offering and Tenant Donations continue to run a bit ahead – good news.\*

Expenses -

Property is exceeding costs in many categories – and is 11% over for the projection this point in the year. Maybe the ministry needs to assess its ability to make it to the end of the year – or possibly request additional spending authority from Session.

While Worship is only 2% over as a ministry for this point in the year, section leaders (41% of their costs) is well ahead of plan. \*

**Balance Sheet** – The General Fund (GF) is \$261K. – Down from \$291K. \*

Treasurer Ed Spillman shared - In keeping with our commitment when we first took this position, Pam and I will be stepping down as treasurers 1 Jan. We signed on for 1 year (2 years ago) – maintaining the position while we needed to stay close to Norfolk area for Pam's mom. Pam's mom has passed and now Ed's mother (90 on 10 Aug) is requiring additional support. We will be spending far more time in northern Virginia.

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

**The Motion Passed.**

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

Received a very nice thank you from Westminster Canterbury regarding the sale held here at Bayside. The singled out their appreciation for the support and assistance received by Linda Vogl and Eugene Towler. We have received a donation of \$2500.

## **PEVA / CHURCH INFORMATION**

### 1. PEVA Meetings 2022 – \*Note Date Changes\*

- Tuesday October 25<sup>th</sup> 10am – Bethany Presbyterian – Zuni
  - Elders Cherokee Adams and Bob Orcutt were elected as commissioners in prior meetings.

## **NEW BUSINESS**

1. **Motion:** The Worship Ministry moves that we have one service on the following Sundays: October 2 at 11:00 AM, November 6 at 11:00 AM, December 4 at 11:00 AM, December 25 at 10:00 AM (this will be an informal service) and January 1 at 11:00 AM.

**The motion passed.**

2. **Motion:** The Worship Ministry moves that we hold 3 services on December 24<sup>th</sup>, at 4pm (Family Service) and 7pm and 11pm (Candlelight Service)

**The motion passed.**

Elder McLeod asked if Elder Pascuzzi could share the reason for the return to the 11pm Christmas Eve service. She shared that there seemed to be interest and without communion it is an easier service. Rev. Rollins shared that service is the only time we see some visitors and members, so it is worth the work to share.

3. **Motion Needed:** The Endowment Committee has approved and request that session approve allocating \$255.30 to Christian Education to cover the remaining balance for scholarships.

**Motion:** Elder McLeod moves that \$255.30 are moved from Endowment to Christian Education to cover the additional amount needed for the approved scholarships.

**The motion passed.**

4. **Motion Needed:** Request from Westminster Canterbury for use of Bayside

- Request forms posted on website
- August 7, 2023 to August 12, 2023 – No conflicts for these dates  
Note after approval it was found that the dates requested were incorrect the dates are **July 31 – August 4**. We confirmed that there were no conflicts to this date.
- Not for Profit – funds support the WC Foundation and its service to the community
- No issues report during the use in 2022
- WC is contributing 10% of sales for tenant donation (roughly \$2500) for 2022

**Motion:** Elder McLeod moves that session approve the use of church space for the 2023 sale as requested by Westminster Canterbury. **The motion passed.**

There was a question by Elder Verburg regarding any thoughts around the saving of space for use by the Bayside groups that meet at the church. It was suggested that those groups use the other end of the church if needed.

## **CONTINUING BUSINESS**

1. 2023 Budget – please begin the process of working on budgets for next year. Budgets are due as soon as possible – immediately following September ministry meetings at the latest.

Elder McLeod share that several ministries have submitted – some are pending – needed ASAP. Reminder that we are also looking for things we would do if we had more money...this helps us in communication and take a different approach – sharing some items that we would be doing if we have an increase to giving that would allow us to do more. This is a better way to view instead of just cost of living. Narratives are needed for those items. Dream Big!

Treasurers – Elder McLeod shared that is there some discussion about paying a PT treasurer. Ed Spillman shared that they feel it is best to have a member be the treasurer, but perhaps have a paid bookkeeper - \$350-500/month offset by the current \$1200 annual review. It takes 10 hours a week at first while you learn and now about 4 a week now that they know systems. Elder Long agreed for Admin to look at the budget and see about adding it to the 2023 year. The solicitation for the positions, volunteers/paid, would be in coordination of Admin and Stewardship.

2. Update on the DCE Search

Elder Long shared that we have identified and offered a candidate – we are prayerfully awaiting the decision. The candidate visited with members of Admin, the search team and spent time in the office this week.

## **SESSION RETREAT FOLLOW UP**

1. Communications – Elder Ben Hubbard

- a. Discussion needs to include the responsibilities of specific Ministries and staff concerning accurate accounting of church members in different aspects of church attendance.
  - i. Worship and Music (and staff) accurately accounts for in-person and on-line worship participants.
  - ii. Christian Education Ministry accurately posts and reports Sunday School attendance numbers.
  - iii. Congregational Care Ministry acts in a timely manner to update the BPC member rolls
  - iv. The responsible staff person monthly reports membership changes for new members, members transferring, deaths and miscellaneous to the Clerk.

We reviewed the above and there was no discussion. We agreed to move to the next meeting so that Elder Hubbard who was absent from the meeting - could address and share any thoughts or concerns.

Elder Wehr shared that Congregational Care is working through cleaning up the roll a bit informally, just reaching out to members to confirm who is not attending due to COVID concerns, etc.

## **STAFF REPORTS**

Director of Music Ministries

Chi-Yi Chen Wolbrink

Participated in PAM conference at Montreat in June – will be co-coordinator for next year.

July she was at the Hymn Conference. 30 countries were represented. Over 200 songs have been composed in the last 2 years. Exciting.

September 7<sup>th</sup> – choirs start again

September 14<sup>th</sup> – Preschool starts again – One of the section leaders will be assisting again this year.

Lots of behind the scenes work by youth that are helping to organize the music and handbell music and helping to maintain equipment. Shared gratitude for their assistance and time.

Handbell choir – we have replaced some of the equipment and parts. This saved a good deal of money thanks to volunteers to assist – only paid for parts.

Frist Presbyterian at VAB – came to us to learn about handbells and children's choir.

Our Church will be hosting a concert for handbells - Raleigh Ringers – this is a being discussed with Worship committee and working on details. This can bring lots of visitors. Sept 23, 2023 is the proposed date.

Associate Pastor

Rev. Emma Ouellette

- Working to have a new members/inquiry class in September or October
- Worked on liturgy for the fall
- Starting to pull information together for Advent and Special Christmas
- Services like the longest night
- Continued my work with Presbytery for the CPM
- Enjoyed some time away in the middle of August
- Working on getting plans together for contacting members of the church (Shepherd program revised)
- Provided pastoral care through some visits, office visits, and phone calls
- Worked with the DCE search team on interviews and discernment
- Officiated Eden Fox and Forrest Robertson's wedding on August 7th (offsite)
- Working with staff for fall plans for worship and study

Pastor / Head of Staff

Rev. Dr. David Rollins

Aside from my day-to-day normal functions as the Pastor/Head of Staff at Bayside Presbyterian Church i.e. leading staff meetings, having regular meetings with staff, coordinating with ministry team moderators, planning and leading worship. I have been coaching some other pastors, working with churches in pastoral transition and conflict through my role on the Commission on Ministry, planning and leading Kay Niemen Meyers funeral service, and moved our son off to college.

Respectfully,

David

## **SUPPLEMENTAL MINISTRY REPORTS**

(Items/issues not included in Ministry Minutes)

Rev. Rollins shared that the staff will be out and meeting/greeting preschool families the first days of preschool.

Rev. Ouellette shared that part of the process for becoming part of the ordination is to change from inquiry to candidate. Patrick Long is currently an inquirer. This means that during September we are hopeful that we can move him to candidate. There is an exam that he is taking in early September and if he passes then we can move forward. Moving to Candidate is the phase

where the church and the Presbytery commitment to support him. This means in September session may need to come together prior to the next meeting to approve this step so that he can then go before Presbytery. She also asked that we keep him in our prayers and all of those that are on that journey.

**CLOSING WITH PRAYER** by Rev. Ouellette at 8pm

Next Meeting – September 20, 2022

Devotion Elder Karyn Simonelli