

# Minutes of the Stated Session Meeting

Bayside Presbyterian Church  
18 October 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, Elders Annette Conley, Ed Gluckowski, Benjamin Hubbard, Bob Orcutt, Chris Pascuzzi, Connie Schreiber, Caroline Tetschner, Paul Verburg, and Rose Ann Wehr.

Session Members not in attendance: Elders Cherokee Adams, Will Albertoli, Ashley McLeod, Brenda Reid, Karyn Simonelli, and Elizabethe Velasquez.

Staff Members Present: Chi-Yi Chen Wolbrink, Director of Music, Summer Moore, Director of Faith Formation and Treasurer Ed Spillman.

Staff Members not in attendance: Associate Pastor Rev. Emma Ouellette

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 Caroline Tetschner.

## **REQUESTS FOR SESSION APPROVAL**

1. New Member Requests: None
2. Baptism Requests: Mary Covington, daughter of Dave and Kim Covington
3. Reaffirmation of Faith Requests: Dave and Kim Covington
4. Church Wedding Requests: None

**Motion:** Elder Pascuzzi moves that we accept the requests with joy and thanksgiving.  
**The motion passed.**

## **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 September's Session meeting and the agenda for today's Stated Meeting.

## **STATISTICS**

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: Diane Towler - transfer to church in NOVA
5. Member Deaths: None
6. Roll Removal Request: None

<b>Date</b>	<b>9:00 AM</b>	<b>11:00 AM</b>	<b>Combined</b>	<b>Special</b>	<b>Total</b>	<b>Comments</b>
4-Sep			97		97	Labor Day Weekend
11-Sep	34	58			92	
18-Sep	36	64			100	
25-Sep	32	62			94	
					383	
AVG	34	61	97		96	

## **FINANCIAL REPORT AND ISSUES:**

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

**Treasurer's Report** – We are at 112% of estimates for pledge (down from 118%) and 96% (up from 67%) for non-pledge. \*

Loose Cash Offering is doing well and Tenant Donations got an added push from the Angler's Club (IMO Leslie Parr). \*

We have moved all the COVID Funds into this year's budget (TR). \*

Expenses -

Property is exceeding costs in most categories – and is 14% over for the projection for this point in the year. The ministry will be assessing its ability to make it to the end of the year – and likely request additional spending authority from Session.\*

Worship is currently at 92% overall and has endowment funds recommended to help them towards the end of the year.\*

**Balance Sheet** – The General Fund (GF) is \$265K. – Up slightly from August. \*

Looking at Funds:

Minister's Special Benevolence Fund is empty.\*

**Motion:** Elder Orcutt moves that we accept the report as presented. **The motion passed.**

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

Communication from Congregants – posted to the website

Treasurer Spillman – there is no accounting for inflation for the numbers regarding Admin Cost - he recently read that \$1 in 2002 is equal to \$1.65 in 2022.

Rev. Rollins asked those present how they wanted to respond or what action was needed.

With regards to membership -is that something to task Evangelism or perhaps a small group to review and discuss

Elder Gluckowski recommended a sign on Independence that is changeable – to get attention of those that pass by – there was a report several years ago that there are something like 10,000 cars that go by. Property was asked to review the signage options.

Elder Wehr shared that Congregational Care is in discussion about a Fall Carnival. Elder Schreiber shared something around Halloween. Elder Wehr also shared that they are also proposing a quarterly luncheon.

Ed Spillman asked us to think about – what would bring you to church – what would entice you to join or come – what are top 3 things to share at the next meeting. This will be an agenda item at the next meeting. Elders are tasked with getting their ministry to review and to share that with the Clerk by the week following meetings.

Elder Verburg shared that he came to Bayside due to a postcard that was mailed to them as a new neighbor. Elder Conley shared that we used to have someone in real estate in the church that provided it. It was suggested that we ask Elder Reid. Rev. Rollins will follow up with Elder Redi to see if we can receive that information and then work to see how to best utilize the information.

Elder Hubbard shared that 7 months ago we had a retreat to talk about church membership and how to bring members into the church. He noted 22 line items but was never aware of any specific people who were addressing those things. He shared that we decided at that meeting to have it in the Session agenda each month – he stated that we only discussed it at one meeting and we are not making any headway. He feels that we don't have enough structure to have someone that is going to take ownership of the items and set deadlines and tasks. He feels we need to have someone to be more in charge of these items. Rev. Rollins advised that it has been on the agenda, but that there was an issue with getting the notes from the retreat compiled. We have discussed communications. Elder Hubbard is asking who was in charge of the notes from the retreat. Rev. Rollins stated he did follow up and it took longer than we had hoped.

Rev. Rollins asked if there were specific items, we need to take on task. Elder Conley suggested that we have a smaller group meeting to discuss and get some items reviewed and report back.

Elder Conley asked what the procedure is to respond to the letter. There was an initial response. Elder Long suggested that session come together to review and craft a response as representatives of session. Elder Long will coordinate the meeting of session.

Elder Hubbard asked for a copy of the previous response to all Elders. Rev. Rollins advised he would be happy to share.

Elder Schreiber suggested that we advise that we will respond to letters, but that they need to have signatures of all those involved or represented in the letter.

Elder Tetschner suggested that we respond – asking those that wrote the letter to provide their suggestions and ideas as part of our review.

Elder Hubbard suggested that the letter has 6 items on the letter and that we respond to those items. Elder Verburg advised that we need to talk about the items and discuss them prior to responding. As per prior discussion the ministry moderators along with other session members. The meeting will be held on November 6<sup>th</sup> following the proposed Congregational Meeting.

## **PEVA / CHURCH INFORMATION**

### 1. PEVA Meetings 2022

- Tuesday October 25<sup>th</sup> 10am – Bethany Presbyterian – Zuni
  - Elders Cherokee Adams and Bob Orcutt were elected as commissioners in prior meetings.
- Saturday January 28, 2023, 10am – First United Presbyterian – Norfolk
- Tuesday April 25, 2023, 10am – Williamsburg Presbyterian – Williamsburg
- Tuesday July 25, 2023, 10am – Wycliffe Presbyterian – Virginia Beach
- Tuesday October 24, 2023, 10am – Bayside Presbyterian – Virginia Beach

## **NEW BUSINESS**

### 1. Liaison needed for Patrick Long, this is a requirement of his candidacy for ministry.

Elder Wehr volunteered to assume that role.

### 2. Endowment recommendation: Grant Request #1 for 2022 & 2023

The Christmas Cantata (\$1,500 for 2022, \$1,500 for 2023) and Christmas Eve Service (\$1,500 for 2022, \$1,500 for 2023). This funding would support our use of guest musical groups (Brass Quintet, String Quartet) and additional rehearsal time (4 section leaders & soloists).

There will be two services: 7 pm and 11 pm on Christmas Eve.

**Motion:** Elder Conley moved that we approve the recommendation for \$6000 in grants to provide special music groups for the 2022 and 2023 Christmas Eve and Cantata Services. **The motion passed.**

### 3. Endowment recommendation: Grant Request #2 - for 2023

The Easter Service will include soloists, section leaders, Brass Quintet and String Quartet. We would like to request a \$3,000 grant. Last year's Easter Service was well received and inspiring. It had the highest attendance of 2022.

**Motion:** Elder Orcutt moved that we approve the recommendation for \$3000 in grants to provide special music groups for the 2023 Easter Service. **The motion passed.**

### 4. Motion from Stewardship

Elder Hubbard asked how the funds were used. Rev. Rollins shared that it is a confidential discretionary fund used to support members or community members when they have financial concerns and issues. Cash is not given, but we pay the bill or direct the payment directly to the

company as needed. Elder Verburg suggested that we have a special offering on a Sunday. Rev. Rollins suggested that November 20, 2022.

**Motion:** We have received \$1,044 from a life insurance policy on Audre Cannell. It has no restrictions in spending. In light of the Minister's Special Benevolence Fund being exhausted, Stewardship moves these monies be allocated to this fund. **The Motion Passed.**

#### 5. Recommendation from the Nominating Committee

The Nominating Committee is recommending the following individuals to fill the 2025 Elder Class – Jordan Simonelli (One Year Youth Elder), Betsy Davis, Nancy Guy, Paula Jesberg, Lynne Owen, Marshall Miller, and Wayne Pollock.

**Motion:** Elder Wehr moves that we accept the recommendation from the Nominating Committee and hold a Congregational Meeting following the November 6, 2022, Combined Service of Worship to present the slate of Elders for the Class of 2025. **The motion passed.**

### **CONTINUING BUSINESS**

#### 1. 2023 Budget

**Budget work**– Current projection is an estimated cost increase of approximately \$46K – with the largest increases being Admin \$28,600 and Property requesting a \$14,400 increase. Admin's increases cover several topics including a 3% pay raise overall (which they can distribute as they desire in execution) and a 2% BoP increase as well as a new bookkeeper (\$4,800).\*

Elder Verberg asked if the increase would be given to Summer Moore as a new employee. Ed Spillman shared that the ministries are responsible for the spending of their budget, and it is not sessions purview to state how the funds are spent. Ed Spillman also shared that the increase to salaries is not keeping up with inflation.

It's still early to project incoming funds. Current pledge drive is \$404,000 on 51 pledges. \*

Initial early review and assessment (guess) is we have a shortfall of roughly \$100,000. That could adjust up or down over the next month and a half. \*

It is too early to vote and hope to have a budget ready for voting in November or December.

Elder Conley asked if we don't get the pledges what happens then, Ed shared that we have some in reserves – once we get closer to the end of the year we will have a better idea.

### **SESSION RETREAT FOLLOW UP**

Elder Hubbard asked about membership numbers – and how to account for membership. He asked for those interested to stay after for a brief discussion.

- 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.

## **STAFF REPORTS**

Director of Music Ministries

Chi-Yi Chen Wolbrink

\*The Children's Choir first sang this past Sunday, October 3. So far we have 10-12 children from K-6. Rehearsals began on Wednesday, September 21<sup>st</sup>, and continue on Wednesdays from 5:45-6:15p before JAM from 6:15-7pm and on Sundays from 9:30-9:50am.

\*The Sanctuary Choir started their rehearsal for Advent music including the Christmas Cantata on December 4<sup>th</sup> and Christmas Eve at 7pm, and the Choral Scholars for the 11pm services. We are open to suggestions on Christmas hymns for the December 25<sup>th</sup> morning service.

\*The Handbell Choir has 11-12 ringers now; we are planning to ring on Sunday, October 23<sup>rd</sup>.

\*Preschool and Kindergarten chapel and music classes are going well with small schedule changes to fit my NSU teaching on Thursdays.

\*Thank you to Andrew James for updating the Handbell Choir library and cleaning the pianos every Tuesday for at least one hour.

\*Thank you to Jay Muscatello and Paula Garrison working on the update of the Choral Library.

\*We are having a good working process and communication with the Raleigh Ringers manager. We are waiting for an Endowment update on the fund; the proposal was sent before September 12. Thanks to Chris Pascuzzi and Ed Spillman for working on the Multi-generational Church Music Scholarship guideline. We are still working on the details and expect to get the contract in October.

Here are few links of Raleigh Ringers performance:

[https://video.search.yahoo.com/yhs/search?fr=yhs-SGMedia-sgmedia\\_emailmoji&ei=UTF-8&hsimp=yhs-sgmedia\\_emailmoji&hspart=SGMedia&p=railey+ringers+youtube+videos&type=20180328\\_fb\\_78d23003\\_dc24\\_4df2\\_8b20\\_0a4a8960d32f#id=1&vid=6154bf681e48cc94619aaacbf09cbd6b&action=click](https://video.search.yahoo.com/yhs/search?fr=yhs-SGMedia-sgmedia_emailmoji&ei=UTF-8&hsimp=yhs-sgmedia_emailmoji&hspart=SGMedia&p=railey+ringers+youtube+videos&type=20180328_fb_78d23003_dc24_4df2_8b20_0a4a8960d32f#id=1&vid=6154bf681e48cc94619aaacbf09cbd6b&action=click)

[https://video.search.yahoo.com/yhs/search?fr=yhs-SGMedia-sgmedia\\_emailmoji&ei=UTF-8&hsimp=yhs-sgmedia\\_emailmoji&hspart=SGMedia&p=railey+ringers+youtube+videos&type=20180328\\_fb\\_78d23003\\_dc24\\_4df2\\_8b20\\_0a4a8960d32f#id=3&vid=5f0ff40bfa713e9637f45396d2bcd8](https://video.search.yahoo.com/yhs/search?fr=yhs-SGMedia-sgmedia_emailmoji&ei=UTF-8&hsimp=yhs-sgmedia_emailmoji&hspart=SGMedia&p=railey+ringers+youtube+videos&type=20180328_fb_78d23003_dc24_4df2_8b20_0a4a8960d32f#id=3&vid=5f0ff40bfa713e9637f45396d2bcd8)

\*Music planning for Sunday services from November to December is complete and I am working on the Epiphany-Lent season.

**Highlight Sunday services for the coming months:**

\*October 30: Reformation Sunday (All Saints Day November 1st)

\**November 6: Daylight saving time ends*

\*November 20: Christ the King Sunday

\*November 27: 1st Sunday of Advent

\*December 4: 2nd Sunday of Advent, Christmas Cantata

\*December 11: 3rd Sunday of Advent

\*December 18: 4th Sunday of Advent

\***December 21: The Longest Night service ?**

\***December 24: Christmas Eve services at 4, 7, and 11pm**

\* **December 25: Christmas Day, combined service at 10am**

\* **January 1: New Year's Day, combined service at 11am**

**\*Continuing Education:**

Monthly Presbyterian Association of Musicians (PAM) and Hymn Society webinars

**\*Service for the wider church:**

PAM 2024: Co-director and planning team, Zoom meeting every other Monday.

PAM 2023: Planning team Zoom meeting, monthly

**\*Outside professional connections:**

Adjunct Professor, Norfolk State University, Music Department, Fall 2022

Mini concert at Chrysler Museum, WHRO Classical Open Mic

**\*Vacation coming up**

October 9-13

December 28-January 18, 2023

Director of Faith Formation

Summer Moore

In the past month, I have started to become acquainted with the current Christian Education eco system at Bayside. I've taken on the teaching of some Christian education classes for children and youth and have established collegial relationships with other Christian educators in our vicinity. I met with SIS, members of some circles, and men's Bible study and breakfast leaders, to learn more about ministry opportunities present in our congregation. I co-led a Christian education committee meeting with Cherokee Adams and Michelle Parker, as well as a youth group planning meeting with Cherokee to establish a youth group schedule until Christmas. I have taken on a co-teaching role in Bayside's youth group, in the elementary age Sunday school class, and Wednesday night JAM. I have approached Holly Odom, Carmen Wisecup, and Michelle Parker about becoming regular volunteers in the Sunday school rotation. Cherokee will be an occasional teacher in Sunday school as well. The youth group will have participated in a Hunt Club Farms outing by the time of this meeting and we plan to participate in the annual peanut fundraiser and living nativity outreach. During worship, I have taken on delivering the children's message, and working with Chi Yi to help children's choir be successful on performance days. Finally, I have gathered resources and potential CE

opportunities from fellow Christian Educators in the area, as well as from the chaplain at VWU. I am thankful for the help that many Bayside members have provided in the past few weeks.

Associate Pastor

Rev. Emma Ouellette

Over the past month I have worked on the following:

- Preparing and putting together the 4:00pm Christmas Eve worship service
- Putting together the Longest Night service
- Met with Lucy Sizemore's family to plan her funeral service
- Did pastoral care calls and visits
- Helped Summer with the Kids on Wednesday evenings
- Started reviewing the Active membership procedures
- Continued my work with presbytery through the CPM

Over the next few weeks, I look forward to:

- A week away for Continuing Education (Oct 16-22)
- Preaching at the Presbytery meeting on October 25
- Helping preschool with Trunk or Treat
- My normal day to day commitments and responsibilities
- Preaching at Bayside on October 30<sup>th</sup>
- Vacation October 31- November 14

While this is just a snapshot of what has been happening, it's the small moments that I truly give thanks for. Ministry is demanding and can be overwhelming at times, but having lunch with a parishioner, playing with sidewalk chalk with the kids, and having a parishioner stop by to chat about important aspects of ministry but also just life, these are the parts of ministry that bring joy.

I look forward to the holiday season.

Emma

Pastor / Head of Staff

Rev. Dr. David Rollins

After enjoying some time away to celebrate my 25<sup>th</sup> wedding anniversary, I have been busy planning worship services, leading staff meetings, meeting with staff, helping with Summer's on-boarding, and assisting the nominating committee.

In terms of worship, we have planned our Advent and Christmas eve worship services and I have outlined worship through February of 2023. I have also begun to outline my calendar for the coming year in an effort to both help me maintain good balance but create as little anxiety as possible for the Bayside system.

I have had several one-on-one meetings with staff and members, and I continue to serve as the staff liaison to the worship, admin, and stewardship ministry teams. I meet with my coach monthly to grow and make progress on my personal and professional goals. In my service beyond the local church, I continue to serve on the Commission on Ministry, and recently finished my work helping Providence Presbyterian Church navigate their pastor's retirement



and securing and interim pastor.

Sincerely,

David

**SUPPLEMENTAL MINISTRY REPORTS**

(Items/issues not included in Ministry Minutes)

Elder Conley shared thanks to all the staff for their service to this church.

Rev. Rollins shared that we will start to use Zoom for Session meetings for those elders that want to join and can't attend in person.

**CLOSING WITH PRAYER**

Next Meeting – November 15, 2022 7pm

Devotion Elder RoseAnn Wehr