

# Minutes of the Stated Session Meeting

Bayside Presbyterian Church  
19 September 2023

The Session of Bayside Presbyterian Church met in a Stated Meeting at 7:00 pm. Members present, constituting a quorum, were Moderator Associate Pastor Rev. Emma Ouellette, and Elders Cherokee Adams, Annette Conley, Betsy Davis, Benjamin Hubbard, Paula Jesberg, Marshall Miller, Lynne Owen, Chris Pascuzzi, Wayne Pollock, Connie Schreiber, Jordan Simonelli, Karyn Simonelli, and RoseAnn Wehr.

Session Members not in attendance: Elders Amanda Long, Nancy Guy, and Caroline Tetschner.

Staff Member Present:, Chi-Yi Chen Wolbrink, Director of Music, and Summer Moore, Director of Faith Formation.

Visitors to the meeting Rick Rudell

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. Ouellette opened with prayer.

## **TEMPORARY CLERK**

**Motion:** Elder Adams moved that Elder Wayne Pollack be elected as temporary clerk for the September stated meeting.

**The Motion Passed.**

**DEVOTION** was shared by Elder Chris Pascuzzi

## **REQUESTS FOR SESSION APPROVAL**

1. New Member Requests: Karen Dickenson – Letter of Transfer
1. Baptism Requests: None
2. Reaffirmation of Faith Requests: None
3. Church Wedding Requests: None

**Motion:** Elder Pascuzzi moved that we accept Karen Dickenson into membership at Bayside.

**The Motion Passed.**

## **SESSIONAL RECORDS**

Clerk of Session

1. Minutes from the last Stated Session Meeting
2. Called Congregational Meeting 8/27/23
3. Called Session Meeting 8/30/23

#### 4. Today's Agenda

Elder Owen noted that the title of the prior month's minutes needed to be changed from agenda to minutes.

Elder Jesberg stated that she was not part of the Webinar small team.

**Motion:** It is moved by the Clerk that the Session approve the updated minutes from August's Session meeting, Called Congregational Meeting (8/27/23), Called Session Meeting (8/30/23) 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
6. Roll Removal Request: Paul and Jackie Verburg

#### Worship Attendance

\*note change in Facebook and we are having issues reporting the online views – research and problem solving is in progress\*

Month	Date	10:00 AM	Special	Total	Comments
Aug	6-Aug	108		108	
	13-Aug	123		123	
	20-Aug	138		138	
	27-Aug	90		90	
				0	
Total		459		459	
	AVG	115		115	

Christian Education Statistics – will begin reporting again in September.

### FINANCIAL REPORT AND ISSUES:

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

#### Income:

August's pledge offering amount was a little below our YTD average. All other offering categories likewise dropped slightly vs the YTD average dropping from 81% of budget to 79%. We remain about \$50,000 below our YTD budget expectations. While Non-Pledge giving is unpredictable, we are clearly below what the budget was counting on. Our once every 4 months move of interest income occurred in August (\$11,000) to help the Total Income.

#### Expenses:

Education Expenses are still above budget, though it is noted that there are funds available in the Youth Ministries Fund that could have been utilized. If suggested, the treasurers can redirect some of the expenses to the funds, though that may confuse how we are doing vs the budget. It is worth focusing on the bottom line on page 4 of 4 of the Treasurer's Report YTD balance shows very clearly that we have spent \$130,000 more than we have brought in this year. We

budgeted to spend \$79,000 more than our income, but we are another \$50,000 over that amount. Something to keep in mind as we set our budgets for 2024.

Balance Sheet:

The monthly deficit of \$14,000 from this month's Treasurer's Report has caused the General Fund (GF) to continue to drift down, now to ~\$39K. The treasurers will be moving \$16,800 from the Cannell Endowment Fund to a Restricted Fund per the decision at last month's Session meeting, which does make more funds available without the Endowment Committee needing to approve.

**Motion:** Elder Conley moved that we accept the financial report as presented.

**The Motion Passed.**

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

None

### **PEVA / CHURCH INFORMATION**

#### 1. PEVA Meetings 2023

- Tuesday October 24, 2023, 10am – Bayside Presbyterian – Virginia Beach
  - Elders Owen and Adams elected as commissioners at the August meeting.
  - Note: Please add to your calendars as many volunteers will be needed.
  - Last PEVA Presbytery Meeting prior to Rev. Hendricks retirement – potentially larger than normal attendance
  - Rev. Ouellette has a meeting scheduled with PEVA to review the hosting requirements.
- Saturday January 27, 2024, 10am – Great Bridge Presbyterian – Chesapeake
- Tuesday, April 23, 2024, 10 am – Kirkwood Presbyterian – Yorktown
- Tuesday, July 23, 2024, 10 am – Carver Memorial Presbyterian – Newport News

### **NEW BUSINESS**

#### 1. PEVA Exit Interview

Rev. Emma Ouellette

Rev. Ouellette shared that our COM liaison would be at the next meeting to conduct the standard Exit Interview with the Session after Rev. Rollins departure. Elder Hubbard asked if the questions can be shared in advance. Rev. Ouellette will ask.

### **PASTOR TRANSITION**

#### 1. Communication Plan

- a. Next communication – announce Transition Team and restate process?

Rev. Ouellette shared that she had writing an article for the next Binnacle.

- i. Who to complete

Elders Pascuzzi and Davis, Sessions' representatives to Transition Team

agreed to be responsible for monthly article/update to congregants

- ii. How to send  
Provide updates in Binnacle and Helmsman; consider periodic 'ministry minute' during Sunday services
- iii. When to communicate  
monthly updates unless urgent info needs to be communicated

## 2. Pulpit Supply

Sept 17 - Rev. Al Butzer  
Oct 1- Rev. Martha Mitchell  
Oct 15 - Rev. Al Butzer  
Nov 5 – Summer Moore  
Nov 12 - Rev. Jenny Spivey  
Dec 31 - TBD

## 3. Transition Team Update

Elders Pascuzzi and Davis

The Transition Team met for the first time Sunday, September 10 at 10 AM. In attendance were Janet Baker, Neil Bonney, Tom Sare, George Wong, Peggy Damuth, Chris Pascuzzi and Betsy Davis.

George Wong will be the moderator for the group and Chris Pascuzzi is the recording secretary.

We will be meeting with Kelly Gangwer, our PEVA liaison following the 9:00 service on September 17 where she will answer the questions we have about getting our search for our interim underway.

## 4. Assistance Requests

- a. Congregational Care – List of Volunteers
- b. Liturgists/Lay Readers

Rev. Ouellette sending list this week of what tasks are needing assistance and Session is to respond back with what we are comfortable doing

## **CONTINUING BUSINESS**

### 1. 2024 Budgets – due end of September

Elder Betsy Davis

Meeting October 10 is final date to submit budget requests. Committee meeting that day. Tom and Cheryl will be working on it after that meeting

### 2. Matthew 25

Rev. Ouellette – emotions versus prayerful thoughts; we did not ID how we would educate the congregation; BPC should do Matthew 25 for Bayside  
We believe the gospel message of caring for others

Want to get accurate info out to congregation ASAP

a. Communication Plan

We need!

Suggestion to get a few folks together

Elder Jesberg expressed concern

Should have had a plan prior to becoming member of Matthew 25

Has concerns - Feels we blind-sided our congregation

2019 is when Matthew 25 started

Brought M 25 to session earlier; that Session dropped due to lack of info/understanding

Presbytery reports renewed interest; letter sent out to congregation

Rev Ouellette, rather than rehash what we didn't do, let's focus on what we need to do

Elder Jesberg has many facts; From PEVA website

Elder Owen suggested having Rev Ouellette give overview and explain before Worship Ministries

Elder Simonelli asked for clarification RE what people opposed to

Elder Owen – we are not changing BPC, just 3 areas of focus

Elders Adams, Miller and Simonelli (and perhaps Elder Guy) volunteered to be part of Communication Plan committee– objective – determine how will it be communicated; frequently asked question sheet; multi-media were ideas mentioned

Elder Hubbard asked for clarification of the purpose and responsibilities of this committee.

**Motion:** Elder Wehr moved that we accept accept Elders Adams, Miller and Simonelli (and Elder Guy) to be part of Communication Plan committee. **The Motion Passed.**

Rev. Ouellette would like planning committee to have report to Emma before October 3 worship ministry

b. Link to Information <https://www.presbyterianmission.org/ministries/matthew-25/>

c. Matthew 25 Summit – January 16-18 – Atlanta GA

i. Link for details and information - [Matthew 25 Summit](#)

3. Elder of the Month

a. New Lead

Elder Wehr volunteered to take on this role

b. Review Process/Responsibilities?

- discussion of value in coffee/food station (opportunity to gather)

- discussion about keeping current process and keep two elders 'on duty' each Sunday

#### 4. Congregant Letter Follow

Elder Miller and Jesberg

Elder Jesberg shared the following report.

Another meeting will be scheduled before the next session meeting, after Elder Guy returns from travels; recommended meeting at Baylake Pines facility due to mobility issues of congregants. Meeting will be to review their concerns point by point and ensure the matter(s) are put to rest-the resolution will be reported to Session at October meeting.

On August 30 Session held a Called meeting to address its response to a series of letters addressed to Session by 2 congregants. Elders, Guy/Jesberg/Miller were appointed by Motion to meet with Dr. Holland and Mr. Coffey to respond to their concerns through letters to Session dating back to September 7, 2022.

- September 7 a lunch meeting was held at noon Dr. Holland attended
- September 5 Elder Guy sent electronic point paper to committee
- September 17 Session Minutes of Called Meeting received by e-mail

Elder Guy was leaving the country on September 9 until the end of September. In the interest of making contact as soon as possible a lunch meeting was scheduled for September 7, 2023. Mr. Coffey's health precluded his presence that day. The meeting was not specific point by point re their concerns, yet appreciated by Dr. Holland as a good faith overture by Session representatives. General concerns about the "health" of Bayside Presbyterian Church were voiced mutually as well as assurance that Session was committed to being pro-active to their concerns. The specifics will need to be addressed at a second meeting as of this date when Elder Guy is back from travels. It is anticipated that such update will be presented at the October Session meeting. The September 7 gathering was cordial.

Submitted by Elder Jesberg  
Cc: Elders Guy/Miller  
September 19, 2023

#### 5. Congregational Care Motion Regarding Active Membership Rolls

- a. The multi-page motion and report is posted on the website for review

Rev. Ouellette – need to wait until we have a specific number; have to put out a true number

Explained we are in the process of doing the rolls

Elder Jesberg - wants 240 verified.

Rev. Ouellette – would like someone with more experience to help us through the process of identifying active members

Letter sent to individuals who have not attended or gifted in past 2 year, asking them to respond with their intentions

Elder Jesberg distributed draft letter that will go to inactive members; Elders reviewed list and identified folks who should be removed b/c they do attend

Letter to Confirmands is posted on the website for review.

**Motion:** From Committee, does not require a 2<sup>nd</sup>. send letter to find interest in maintaining membership and Emma's follow-up letter; **The Motion Passed**

**MEMBERSHIP REVIEW-TIMELINE UPDATE-AD HOC COMMITTEE – BPC  
AUGUST 15, 2023**

The timeline submitted to Session April 18, 2023 has changed. The numbers were challenged by Dr. Rollins who requested a search of Church Records to identify all young adults who had completed Confirmation Class at BPC and place them in their own profile in Church Windows. A letter will be composed by the Associate Pastor for Session approval at the September 19 meeting to be mailed to that new group along with a reply card matching the one in our policy for inclusion in letters mailed to members who have ceased to be active. The Young Adult list was completed and delivered to the Ad Hoc coordinator on **JULY 31, 2023**.

At Ministry Meetings on **August 1, 2023** Session members were working out the parameters for being in transition due to Dr. Rollins announced departure from BPC at the July 18 Session meeting, with August 23, 2023 as his last day. With the myriad of matters consuming Staff activity for the transition the Ad Hoc Active Member update of the Membership Roll had to extend its timeline to:

**SEPTEMBER 12, 2023-** List of members to receive letters and reply card to be sent electronically to Session for review prior to September 19 meeting; the Young Adult list will also be sent electronically for same purpose

**SEPTEMBER 19, 2023** – Session votes to approve list and mailing of letters

**SEPTEMBER 26, 2023** – Deadline for mailing out letters and return envelope

**OCTOBER 1-17, 2023-**Replies from letters gathered/numbers updated and  
**REPORTED TO SESSION OCTOBER 17, 2023** – It is anticipated that the Active Membership number will exceed **240** by no more than 10-20.

**CONCURRENTLY:**

**AUGUST AND SEPTEMBER -2023** Congregational Care will continue to receive updates to the current Directory and begin phone calls to those not updating their contact information in person.

**OCTOBER 3, 2023 MINISTRY MEETING-Congregational Care will establish new Timeline for printing of updated Directory to report to October 17, 2023 Session Meeting.**

**Motion:** Multiple page motion posted on website. **The Motion Passed**

6. Responsibility for Ewell Road Sign

Sperry Davis worked on it and Rev. Ouellette will follow-up with him to ask him to assume FT responsibly.

## MISSION AND VISION PLANNING

**Why** - *Bayside Presbyterian seeks to know and share the heart and Word of Jesus Christ. We are working together to make our community and the world a better place, by loving and serving all people.*

Reports:

1. Hospitality (Elders Jesberg, Conley, Wehr, and Tetschner)

Up to speed by time PEVA gets here in October

Will be meeting

Elder Jesberg reported that they are working on ways to increase Welcome Center function Sunday mornings. The PEVA meeting will be a learning curve for where the team will focus going forward

2. Community Service (Elders Guy, Pollack, Pascuzzi, Davis and Schreiber)

Pet blessing – October 22, 2pm, Elder Pascuzzi to send info to Linda Vogl to

Elder Davis – T-shirts (see her email/report/suggestion

**Motion:** Elder Davis moved that we use unrestricted Cannell funds to purchase 72 shirts, costing \$792. **The Motion Passed.**

Elder Miller suggested those that can pay for their t-shirts due so

3. Advertising (Elders Adams, Miller and Tetschner)

Started Instagram; ‘Bayside Presby’ in user name

First photo will be Pet blessing

Any photos from events, send to Elder Adams & she will post

Website is being developed and hopeful to be live in January, March ’24 at latest

4. Webinars (Elders Miller, Tetschner, and Summer Moore)

Homeland security has funds for houses of worship

Webinars re: specific threats

Summer Moore watched volunteer webinar and provided summary

## STAFF REPORTS

**Director of Music Ministries**

**Chi-Yi Chen Wolbrink**

\*The Handbell Choir starts its fall rehearsal schedule at 6:15pm on September 6<sup>th</sup>. We are going to participate in the Handbell Workshop led by David Harris, the Director of the Raleigh Ringers (R&R) from 3:30-4:30pm on Saturday, September 23<sup>rd</sup> followed by the concert that evening. The Handbell Workshop will also include Haygood United Methodist and Kings Grant Presbyterian Church handbell choirs.

\*Sanctuary Choir’s first regular rehearsal is at 7pm on September 6<sup>th</sup>.

\*Children’s Choir rehearsals start at 5:45pm on September 13<sup>th</sup>.



\*Thank you to the Property Ministry and Damuth Trane company for continuing to inquire about the humidity in the Music Wing after new flooring and painting was completed. The cleaning project is still in process.

\*We've sold out all 310 tickets from Eventbrite e-tickets and printed tickets. On September 7th, ticket sales closed. There are 15 printed tickets which will be for sale on the concert day. For the preparation checklist, please see the report from Worship Ministry.

Highlights of Sunday services for the coming months:

Oct 01	70 <sup>th</sup> Anniversary celebration Consecration Sunday, World Communion Sunday, Children Choir /Praise Team/ Sanctuary Choir/guest musician
Nov 5	Combined Service; Daylight saving time ends.
Nov 26	Christ the King Sunday
Dec 3	First Sunday in Advent, Christmas Cantata
Dec10	Human Rights Day

\* I am working with Emma and Summer on the transition for the coming year, including Sunday music, seasonal music, and the process of inviting the String Quartet from VSO and more.

Service for the wider church:

PAM 2024: Co-director and planning team, Zoom meeting every other Monday. An invitation from Emmanuel College of Victoria University in the University of Toronto to co-author an essay with Rev. Dr. Jonathan Seitz for a volume to honor Rev. Dr. I-to Loh, the former President of Tainan Theological College and Seminary. Please see the attached letter.

Outside professional connections:

Adjunct Professor, Norfolk State University, Music Department, Fall 2023. The semester starts on August 21<sup>st</sup> to -December 2<sup>nd</sup>

Continuing Education and Vacation

Attending the Hymn Society Webinar series on “ The World Sings” & “The Hundred Year Sings” lectures

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

*Tentatively planning trip to Taiwan, December 26, 2023-Jan 16, 2024*

**Director of Faith Formation**

**Summer Moore**

This past month I have spent time organizing school year events with Christian Education, with volunteers, and with staff. We will collaborate with Congregational Care to add attractions to the 70<sup>th</sup> anniversary celebration. We look forward to the return of JAM, children's Sunday school, and youth group, as well as a new adult Sunday school class. I have worked with the website team to gather info about Bayside's past and present to help our web designer begin our creative process. I have worked with women at the church to clean out several Christian education closets, which has familiarized me with our vast array of supplies. I have collaborated with staff and volunteers to begin preparing a confirmation class schedule for the winter, which will engage several of the youth at the church.

**Associate Pastor**

**Rev. Emma Ouellette**

Over the past month, we said goodbye to David. During this time I was able to have many conversations with him about matters of the church that I would now take over or oversee. This

transition does put more on my plate, but as I have stated many times to you before I am happy to rise to this occasion and be in ministry with you. I believe that together we will be able to move this church forward through this transition while we pray for our interim to be identified and begin their work. This, however, doesn't mean I will be doing everything David did. I ask for patience and support while we all figure out the new structure we are in.

This past month I also had the opportunity to attend the Synod of Mid-Atlantic. As I write this I haven't been to the meeting, but I am looking forward to attending and learning more about the wider church. My role at the meeting is to represent the CPM for our presbytery. There will be conversations about Theological Education, pastor shortage, and church growth. These are all topics I am excited about and I look forward to being apart of the conversation.

This month I have also done many pastoral visits and phone calls, preached and worked on worship through the fall, but overall it's been a process of getting organized with new responsibilities and saying goodbye to my friend and colleague, David.

I promise to be as open as possible with you all and I hope you will do so with me. We are partners on this journey and I know God has equipped us for this moment.

Joyfully,  
Emma

**SUPPLEMENTAL MINISTRY REPORTS**  
(Items/issues not included in Ministry Minutes)

**CLOSING WITH PRAYER** – Summer Moore closed the meeting with prayer.

Next Meeting October 17, 2023, 7:00pm

Devotion Elder Ben Hubbard