

Minutes of the Stated Session Meeting

Bayside Presbyterian Church
21 March 2023

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, Annette Conley, Betsy Davis, Benjamin Hubbard, Paula Jesberg, Marshall Miller, Lynne Owen, Chris Pascuzzi, Karyn Simonelli, Caroline Tetschner, and RoseAnn Wehr.

Session Members not in attendance: Nancy Guy, Wayne Pollock, Connie Schreiber, Jordan Simonelli, and Paul Verburg.

Staff Member Present: Associate Pastor Rev. Emma Ouellette, Chi-Yi Chen Wolbrink, Director of Music, and Summer Moore, Director of Faith Formation.

Visitors to the meeting Tom and Sheryl Winters.

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 RoseAnn Wehr.

REQUESTS FOR SESSION APPROVAL

1. New Member Requests: None
1. Baptism Requests: Kaia Porciuncula, Daughter of Jennifer and Jon Porciuncula
2. Reaffirmation of Faith Requests: None
3. Church Wedding Requests: None

Motion: Elder Pascuzzi moved that we approve the baptism request with joy.
The motion passed.

SESSIONAL RECORDS

Clerk of Session

1. Minutes from the last Stated Session Meeting
2. Minutes from the Annual Congregational and Corporation Meeting
3. 2022 Statistical Report
4. Today's Agenda

Motion: It is moved by the Clerk that the Session approve the minutes from February's Session meeting, Annual Meeting of the Congregation and Corporation, Annual Statistical Report and the agenda for today's Stated Meeting. **The motion passed.**

STATISTICS

1. Reception of New Members: None
2. Baptisms: 1/22 Mary Covington
3. Church Weddings: None
4. Member Transfers: None
5. Member Deaths: 1/15 Anne Coffey, 1/28 Doris Brignola, 2/2 Morris Bell, 2/11 Janice Staub, 2/20 Barbara Franklin
6. Roll Removal Request: None

Worship Attendance

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

Month	Date	9:00 AM	11:00 AM	Special	Total	Comments
Feb	5-Feb		121		121	Combined Worship - annual Meeting
	12-Feb	34	128		162	Scout Sunday
	19-Feb	49	54		103	
	22-Feb			49	49	Ash Wednesday
	26-Feb	30	60		90	
Total		113	363	49	525	
	AVG	38	91	49	105	

Christian Education Statistics

Dates	Nursery Attn	Nursery Help	Kid SS Attn	Kid SS Help	Youth Group Attn	Youth Group Help	(Verse by Verse)	Present Word	Dates	Wednesday JAM	JAM Help
5-Feb	3	1	9	2		0	9		1-Feb	9	2
12-Feb	1	1	12	2		3	8	6	8-Feb	8	2
19-Feb		1	6	2	1	2	7	8	15-Feb	8	4
26-Feb		1	8	2	6	2	4	8	22-Feb	7	2

FINANCIAL REPORT AND ISSUES:

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

Treasurer's Report

Income:

We are 141% of pledge while only 50% of non-pledge. Overall doing well.

Expenses:

Electricity is still 20% ahead. If that continues for the year, it could increase costs \$5,000.

Balance Sheet – The General Fund (GF) is \$178K. (Remember the target safety level is \$130K – or two months of expenses – with \$170K established as a cushion for a “normal” spring sluggishness in collections.)

Motion: Elder Conley moved that we accept the report as presented with thanksgiving.
The motion passed.

Ed Spillman shared some training for the elders. Following is his notes from the training.

Expense vouchers – If you have a bill that requires the church to pay or you want reimbursement for a church expenditure – you need to fill out an expense voucher – attached your receipt and submit it to the treasurer’s office.

I want to talk to the financial reports and hopefully their improved usefulness for you in assessing overall financial health of the church.

Prepaid pledges are now lined up with intended year of contribution on TR – since 2019. G/F plus Ops Reserve equals finances church has for operations – with \$170K desired as a benchmark for the General Fund. This is funding from operations over time – for operations unless Session approves otherwise. Therefore, whatever is in Ops Reserve is the degree of financial risk the church can take with future budgets. That is the balancing funds for a negative projection budget. At -\$79K for this year and 212K in Ops Reserve – BPC can operate just over 2 and a half years without driving the General Fund below desired levels. Whether that is sufficient enough is up to Session. But now we can articulate what we have to support operations and how that translates into risk.

Now – some overall financial perspective – since most of us are in this arena for no more than 3 years and then out for a long time.

Since 2001 we have had 15 negative forecast budgets (loss projections). 7 of those have been for more than \$50K. Since 2015 we have had 100% negative budget forecasts – averaging -\$55K. Actual results have generated 4 loss years – the largest in 2013 at \$44K.

Some of that crazy sounding variance lies within contributions. We don’t know when large added contributions will take place – and more contributions than budgeted is far more prevalent than not at least equal to the budget. Also, expenses have only equaled or exceeded budgeted expenses once in 20 years. In the last 8 years – since 2015 – we have left between \$15K and \$66K unspent – averaging \$45K under-executed. COVID was obviously one reason – the other main reason is staff changes.

Bottom line – when looking at future budgets – I hope they will soon be positive on the bottom line. But, if not, remember expenses usually are not fully expended (on average we can probably count on \$20K -\$30K) and contributions often come in higher – sometimes significantly so. All that said, large negative budgets must be watched closely. The risk is for you to assess and decide – hopefully the revised reports will help.

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

None

PEVA / CHURCH INFORMATION

1. PEVA Meetings 2022

- Tuesday April 25, 2023, 10am – Williamsburg Presbyterian – Williamsburg

- Elders Hubbard and Guy were elected as commissioners during the February meeting.
- Tuesday July 25, 2023, 10am – Wycliffe Presbyterian – Virginia Beach
- Tuesday October 24, 2023, 10am – Bayside Presbyterian – Virginia Beach
 - Note: Please add to your calendars as many volunteers will be needed.

NEW BUSINESS

1. Treasurer Election

A motion was presented by Stewardship to elect Tom and Sheryl as co-treasurers. Please see the following bios.

Sheryl Winter recently retired after 34 years with Norfolk Southern's corporate office, with the last 15 of those as Executive Assistant to the Chief Financial Officer. A native of Indiana, she has lived in the area for almost 40 years now. She enjoys reading, hiking and bike riding. She has 2 grown children.

Tom Winter is also retired from Norfolk Southern, following 24 years in the paper industry. With an undergraduate and MBA degree from William and Mary, his career included roles in systems, finance and human resources. He has 3 grown sons and enjoys playing golf, soccer, tennis and cycling.

Tom and Sheryl met at work and have been happily married over 10 years and reside in the Haygood Point area of Virginia Beach.

Motion: The Stewardship Ministry moves that we approve Tom and Sheryl Winters as co-treasurers with gratitude for a term of one-year effective April 1, 2023.

The motion passed.

2. Stewardship Motion – an update to Feb 2022 Motion (prior motion shown below)

Motion:** In order to have the General Fund better operate as the Church's checking account and the Operations Reserve Fund better operate as the Church's savings account, Stewardship moves that, as of each January 1, the balance in the General Fund be set at \$170,000 plus any pre-paid pledges that have been received, and that any excess above that amount in the General Fund be transferred to (or any shortfall in the General Fund be transferred from) the Operations Reserve Fund. The annual adjusting transfer shall be reported to the Session by the Treasurer at the January Session meeting. Any other funds transfers during the year between the General Fund and the Operations Reserve Fund must have the prior approval of the Session. **The Motion Passed.

New Motion: removing the reference to prepaid pledges as they are now included in the General Fund

Motion: Stewardship moves that in order to have the General Fund better operate as the Church's checking account and the Operations Reserve Fund better operate as the Church's savings account, Stewardship moves that, as of each January 1, the balance in the General Fund be set at \$170,000, and that any excess above that amount in the General Fund be transferred to (or any shortfall in the General Fund be transferred from) the Operations Reserve Fund. The annual adjusting transfer shall be reported to the Session by the Treasurer at the January Session meeting. Any other funds transfers during the year between the General

Fund and the Operations Reserve Fund must have the prior approval of the Session. **The Motion Passed.**

3. **Motion:** Elder Ben Hubbard moves to establish a 2023 Session retreat to address Session, staff and congregation actions that have been taken over the past year to act upon the *strengths, weaknesses, opportunities and threats* identified in Session Retreat “SWOT” Analysis – March 2022. **The Motion Passed**

A copy of the SWOT Analysis is posted on the website.

Elder Hubbard stated that in the February meeting we (led by Elder Conley) discussed setting dates for the elder retreat – he did not mean to imply that it needs to be to “go somewhere” but it could be on campus.

He reviewed the SWOT analysis. He is suggesting that at the session meetings that we have a separate retreat or meetings to handle the strategic planning.

Rev. Rollins asked if a couple of meetings set to address the SWOT and then one for planning. Elder Conley agreed that 2 meetings would be great. Also, it would be time for us to get to know each other.

Rev. Rollins will get with Linda Vogl and get some tentative dates for the meetings.

4. Book Discussion – *Think Again* by Adam Grant – Chapters 1 and 2

Rev. Rollins shared that given our attendance tonight, we will hold the more reflective questions for the April meeting.

He did review some quotes from the book, and we discussed what the meant to us and how we engaged with what we had read.

He asked that we read the next 2 chapters for the next meeting. Coming to the April meeting with the chapters 1-4 read.

CONTINUING BUSINESS

1. Report: Ad Hoc for Phase One of membership update

Elder Paula Jesberg

Elder Jesberg 192 confirmed individuals as active members. We have 26 members who are known to be active but no response. 29 living in care facilities (about 6 are mobile) 247 is currently the new number. 18 individuals living independently with health issues, 56 living alone - mostly women. Work remaining – contact 26 and get list together to pass to session for phase 2 – to activate the active membership policy – she encouraged us to go through the book of order to familiarize ourselves with what our polity entails. There is a policy (1st on website) please review to understand process. Part of it is that Session ensures that the updated information is entered into Church Windows for ease of reporting.

Congregational Care has great interest – need to update directory. Doesn’t look like we will be ready to print directory until the fall.

This update has not been done since 2014. The process has been tedious due to the delay. She is hopeful that we will stay on track to keep the numbers updated annually.

Rev. Rollins asked if the 247 included young adults and children. Elder Jesberg advised it

does not and that will be something that needs to be done at a later date.

Elder Jesberg thinks that we will be ready for Phase 2 in May. With Rev. Ouellette out of the office – the date that will be in May.

Elder Jesberg is requesting to be included in Phase 2.

Rev. Ouellette advised that some young adults are still showing under the parent, even though they are members, but not showing as members as they are still under the parent profile. They need to be moved to their own profile. This process is tedious. The 247 numbers will go up some as we identify those individuals.

2. Congregant Letter

Clerk and Elder Long shared that the original letter, the session response and the follow up reply were all posted on the website.

After discussion the following motion was presented.

Motion: Elder Wehr moves that a response be sent by the clerk advising that we appreciate their communication and love of the church and session continues to work to support and guide the church in the best way forward. **The Motion passed.**

Elder Owens stated that she hopes that we can take some of the items in the letter and include in our retreat discussions.

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

*The Childrens Choir (4-5 singers) did a great job leading the Mr. Rogers' songs at the 11am service on March 19. The next time they will sing is the Combined Service on April 2 (Palm Sunday).

*We are delighted to have Bob Liebu join the Sanctuary Choir, and in this month's *Binnacle* there is a short essay to introduce Demetrius Rollack.

*The Handbell Choir presented wonderful music on March 12. Nancy Walker is going to play a bell tree solo on Sunday March 26th at the 11am service .

* VSO violist Matt Umlauf will be playing at the Maundy Thursday service.

*The Brass Quintet from the faculty of the School of Music and our beloved percussionist Sarah Williams will play Timpani on Easter Sunday at the 11am service.

*I am in the midst of planning music for the Sundays after Easter, Pentecost, and for summer worship.

*I am still working to find a percussionist and guitarist.

***Continuing Education:**

March 6-7th, PAM Conference Co-Directors training classes at Fredrick Presbyterian Church, MD.
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
Serve on the PAM Planning Team at Montreat: **June 18-July 1, 2023**

***Outside professional connections:**

March 18th, Accompanied Western Branch High School Choir for the Choral District Assessment

***Vacation coming up**

None

Director of Faith Formation

Summer Moore

This month I have enjoyed deepening relationships with families and kids through Sunday school, JAM, and youth group. We had our first off campus youth group gathering at the Garrison's house on 2/26, which yielded our highest turnout in several weeks. Cherokee and I have been trying out several kinds of off campus hang outs with the youth to engage them in not purely church related relationship. Along with normal programming, I designed and implemented two family ministry volunteer interest meetings at the end of February. The goal was to engage people at Bayside with current volunteer opportunities, and to help them see further training as an on ramp to volunteering in the future. Between the two meetings, 20 people attended and contributed enthusiasm and ideas towards family ministry efforts at Bayside. I have started the process of onboarding several volunteers in the children's Sunday school, VBS, and adult education. I have continued to seek out Christian education voices from the Presbytery and from neighboring congregations to increase my CE resource banks. Finally, I have participated in organizing the Lenten dinners and Mr. Roger's Sunday.

Associate Pastor

Rev. Emma Ouellette

Over the past month, we entered into the season of Lent, and I have enjoyed walking this journey thus far. I also had the opportunity to take some vacation time at the end of February to refresh before that deep dive into Lent.

Here are some other highlights from the past few weeks:

- Pastoral visits
- Preached twice
- Teaching the Lenten book study with David
- Attended Circle 10 meeting
- Did chapel for the preschool
- Continued my work with the Presbytery for the CPM. This month included a couple of added meetings because Ordination Exams were graded and there was attention needed from a couple of our candidates.
- Continued conversation with Paula about the membership project
- Day-to-day office work

Easter is quickly coming and I hope that we continue to be mindful in our journey through these last days of lent.

Looking forward I am getting very excited about my upcoming trip to Scotland in April. I will be gone from April 19-May 5th. I am very appreciative of this opportunity and your support while I attend the Iona Pilgrimage. I can't wait to share stories and what I've learned when I return.

Rev. Ouellette asked for volunteers to read at Maundy Thursday service. Please let her know if you are willing and available.

Pastor / Head of Staff

Rev. Dr. David Rollins

Over the past month I have spent a great amount of time doing grief work. I have been making visits and attending to those who have lost loved ones, and others where it appears their days physically present with us are narrowing quickly. I have planned and led one funeral, planned another and will be leading that service on April 1. While it is spiritually and emotionally draining it is one of the most important ways, I am humbled to share my gifts in ministry.

I continue to meet with staff one on one and lead staff meetings. Together we have worked to make Wednesday nights a success and Emma and I are sharing a book study during Lent, "Jesus Revealed" by Matt Rawle for adults. The study has been very well received with many in attendance stating it is the most meaningful we have done in years. We have had 18-20 in attendance each week, which is more than we were getting prior to COVID.

I enjoyed a little more than a week away with Libby & Mac for vacation. I returned refreshed, renewed, and ready to re-engage in ministry here at Bayside. I have been re-reading Think Again in preparation for session's continuing education. I continue to be actively involved in P.E.V.A. serving on the Commission on Ministry and as a trained coach. While I have been coaching 3 people outside of our presbytery, I just began working with one of the clergy in our presbytery. I continue to meet with my coach on a monthly basis. I continue to be inspired by and enjoy working with wonderful colleagues here at Bayside.

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

Rev. Ouellette advised that Evangelism meet tonight and will be sending minutes to be added to the ministry minutes.

Clerk and Elder Long asked that report be sent with simple formatting for ease of transition to combined documents.

CLOSING WITH PRAYER Rev. Ouellette close meeting at 8pm

Next Meeting – April 18, 2023 7pm

Devotion Elder Amanda Long