

# Ministry Meeting Minutes

## April 2023

---

### Administrative Support

- Sharing of Joys and Concerns
- Open with Prayer by Clint at 7:15
- Approval of prior Meeting Minutes  
Minutes were approved from the prior meeting
- Liaison Updates
  - David- Cherie
  - Emma – Amanda
  - Chi Yi – Nancy
  - Summer – Clint
  - Linda – Amanda
  - Eugene – Ed
  - Saul – Cherie
  - Kathy – Nancy
  - David B – Ed

We shared updates on our meetings with staff.

- Preschool Update
  - EASTER AND SPRING BREAK: Preschool and Kindergarten classes will celebrate Easter beginning with Good Friday, April 7<sup>th</sup> thru Friday, April 14<sup>th</sup>. We will return to class on Monday, April 17<sup>th</sup>. Happy Easter!
  - FALL REGISTRATION: We have several 2-day 3's openings, several 5-day 4's openings and several Kindergarten openings.

*Happy Easter to everyone!*

- Budget 2023
  - We are “over budget” for Summer’s benefits – I will check with Treasurer to see what is causing overage.
  - All else is as expected.
- Upcoming Staff Time Away
  - Communications/Plan for staff time away in June. David has confirmed pulpit supply and has pastoral support. We discussed that admin would be intentional in

support the staff for that week and that perhaps we can ask elders to step in and assist with any congregational support as well. We discussed having an article in the Binnacle sharing the plan for the week that multiple staff members will be away. David will compose the article. We will also have announcements from the pulpit.

- Upcoming Staff Birthday
- Close with prayer

---

## Christian Education

Meeting started 7:09

Marshall Miller, Cherokee Adams, and Summer Moore in attendance

Easter:

- Egg Stuffing
- Logistics
  - Timing
  - Locations
  - Help

VBS:

- Curriculum: Ready, Set, Move
- Summer shared the promo video
- Helping kids understand the journey of Jesus through actions
- Advert starting this week
- Volunteer positions hopefully be filled by next month
- Rate: \$15/child, \$5 each additional w

Action Items

- Updating website
- Proposal to the endowment to update
  - 3k-5k to update Website and Branding
  - 3-6 months to completion
  - Launching website hopefully by Jan 2024
- Presentation coming to Session in April

Meeting ended 7:35

---

## Community Service

Attendance: Connie Schreiber, Lynne Owen, Mindy Liebau, and Emma Oeullette.

St. Columba Ministries: The congregation gave 95 Easter Baskets this year. 91 baskets went to St. Columba Ministry and 4 were given to our food pantry recipients. We made 444 sandwiches for St. Columba Ministries. There will be a fundraiser for St. Columba Ministries on April 29, 2023 held at Bayside Presbyterian church. Several auction baskets were donated by Bayside.

Angel tags: Lynne Owen, No report

Blood Drive: Sandy Ronan, no report

Samaritan House: Susie Fulcher announced the annual "Oh, Baby" fundraiser will take place in May. We will collect gently used baby items and disposable diapers.

Virginia Supportive House: Mindy Liebau reported that The Crescent Square facility had a fire last weekend. No one was injured but all residents had to temporarily housed at Red Roof Inn. Within the week all but 20 residents who had more major damage were able to move back in. These remaining 20 people will be at Red Roof Inn for another 4 to 6 weeks. They will need money and cooked food donated because they won't have cooking facilities. Also the people moving back in this week will need to replace food items lost while the power was out. Bayside will be holding a collection to help these people. Please drop off donations in the church office.

We had planned to hold a bingo and ice cream night there in the near future but will delay that until they get the building fixed.

Faith Works: Paul Verburg, No report.

Food Pantry: 20 families were fed, 44 adults and 29 children. \$979.23 was spent, \$479.28 was donated and \$500 was spent by the food pantry fund.

School Supplies: Connie Schreiber, No report

Winter Shelter: Lynne and I were contacted that winter shelter was successfully completed this year. In a few weeks we will be contacted to meet with them about next year.

Thanksgiving Baskets: Mindy Liebau, No report

Seton Youth Shelter: No report. We need a representative.

JCOC: Connie Schreiber, No report.

Closing Prayer: Emma Omellette

---

## Congregational Care

Congregational Care Ministry Meeting Notes for April 4, 2023, 7:00

Moderator – Rose Ann Wehr

Attendees: Paula Jesberg , Sandy Odom , and Emma Ouellette – Annette not able to attend but will be there Saturday to help with set up and Easter to help with brunch.

Opened meeting.

Old business-

1. **Any new information on Membership update** – any new information? Phase 2 was to begin after Annual Congregational Meeting 2/5/23.  
Paula suggested that once we turn over to Session -perhaps we can run another email campaign/newsletter article in Binnacle/Helmsman to ask for updated information and see if we can get more to reply as well as perhaps we set up table after 10:00 combined Summer services and try to get form filled out with the parameters of what we want – need full birthday and anniversary dates to be complete and celebrate milestone birthday and anniversaries . Want us to ask Linda for Jan – March list – we only asked for April – Dec – we need full year of the birthday and anniversary dates – will send email to Linda to see if she can provide and also if we can get
2. **Michael Raymer -sent in card report** – list very outdated -some not in directory nor do we have phone number – also some moved out of state??? Good reason for updated member's roster  
February -called 29 to wish Happy Birthday or Happy Anniversary and sent cards as needed.  
March – called 20 to wish Happy Birthday or Happy Anniversary and sent cards as needed.
- 3 **Easter- Easter Brunch will be on Sunday April 9th** –  
Poster set up for past two weeks – Annette took care of it  
Brunch -menu  
Breakfast Casseroles  
Fruit – fresh or cups  
Sweet breads – banana bread/Danish/etc.  
Bagels and cream cheese  
We will provide coffee, orange juice apple juice.  
Left Eugene instructions to set up like last luncheon -with 12 round tables.  
Set up is set for Saturday April 6th 2:00 – Annette/ Holly Odom and I will set up the tables and prepare coffee-have everything ready – will be at church to start coffee 8:00 on Sunday am and set out juice yogurt -heat oven in case anyone needs to keep their meal warm or use warmer.

Upcoming events

Mother's Day – everyone likes flowers so we will continue with giving each woman at BPC a rose or carnation -without ants LOL -Paula will check with Fresh Market on pricing of

carnations and availability – if not RW may see if hubby can pickup at Norfolk Wholesale on Friday May 12<sup>th</sup>

Father's Day – everyone loves the pen – will place order – they still have the pens available.

Any other new business to discuss.

**Revision of Funeral Policy** – with not having 10 circles to help with preparation for funerals – it was discussed by RoseAnn/Bobbie and Paula that we need to revise the Funeral Policy – with one recent funeral – only 3 volunteers came from email sent to all on email list – Paula provided me list of those that helped serve and prepare at Lemay and Franklin funeral and RW to send Thank you notes to all concerned.

Suggestion at PW monthly meeting was to mirror Royster funeral plan they provide the room and custodial set up, but food and planning is up to family to cater or have friends take care of with one person they can contact to ask where everything is. Need to start working on revamping this policy.

Copy is attached for your reference. – Paula to go over and discuss with her team and come back and we will discuss with Emma and David -perhaps we only offer the venue – the family and friends provide help and food -just someone at church to help show where everything is.

Work with Summer and Youth to do easy potluck -pizza and skit or talent show – just talking to her about it and thinking might be something nice to plan for summer or back to school/church school in September and Church Anniversary in Fall .

Close with prayer

Submitted by Moderator, RoseAnn Wehr

---

### Evangelism

No minutes received.

---

### Global Mission

No minutes received.

---

### Property

**Attendees:** Ben Hubbard, Larry Wehr, Rick Rudell, Eugene Towler, Steve Baker and Paul K. Verburg

**Opened Meeting** with Prayer at 7:11 pm.

**Active Projects:**

1. Building Security Status: The ministry, led by Rick, had a discussion about what needs to be done and the time frame to get a report for Session this year. Rick is planning on forming a committee to work with him on the report.

2. Buildings Diagrams: Ben has organized three sets of drawings that need to be copied. The Ministry authorized him to spend up to \$ 500.00 to get the job completed. It was noted again that the diagrams for the new Sanctuary were not on site and the occupancy permit for the chancel was not in compliance after the renovation. Ben is going to contact George Wong concerning the missing drawings.
3. Roof & Flooding in Fellowship/Kitchen Area: Ben is continuing to monitor the moisture readings. As of this date, we still do not know the solution to our water problem. Robert Hamner, a contractor that Eugene knows has suggested putting a rubber sealant on the area to see if this will solve our problem. Eugene will get a quote on the job.

#### **Maintenance Updates:**

1. Plumbing: There are no issues at this time.
2. HVAC: There are no issues at this time.
3. Painting: Painting of the gates to the Prayer Garden and the Columbarium will begin soon.
4. Fellowship Hall folding chair seats: Project of cleaning has begun.
5. Sunday school chairs: Project is on hold.
6. Mold in the bell room: Eugene had a flooring company review the situation. Per their recommendation, Eugene is going to strip the area and see if the situation is resolved. If all goes well, we will just have to seal the floor.
7. Fellowship Hall American Flag: The new flags are in the Fellowship Hall.
8. Outdoor Electric Sign: The project is in the works.
9. Boy Scout request for a shed to be built on the property near their trailers. The Boy Scouts did not come to our meeting as planned. Eugene will contact them.
10. Spring yard cleanup: Occurred 4/1/23 from 8-12 pm; however, because of the number of Church members and the Boy Scouts, the majority of volunteers went home at 10 am. The men trimming the hedges worked another hour. Thanks to all for a successful event.
11. Eugene is getting a quote on replacing the tile in the choir room.

#### **New Items:**

1. The ministry is going to review the signage in the parking lot. The ministry is also considering the need for two visitor parking spaces and where they should be.
2. The windows along the youth wing adjacent to the parking lot are in need of repair or replacing. The wood has deteriorated and is in need of replacement. It was noted that when the windows on the other side of the youth wing were replaced, these windows were still in good working conditioning. Eugene is going to get some quotes on what need to be done.

#### **General Discussion:**

Damuth Trane provided an update on the replacement of the boiler and air conditioning unit for the Sanctuary. The cost for replacement of the current system has gone from \$ 585,000.00 to \$ 620,850.00 in ten months. The system is operating at approximately 80% and will need replacing at some point.

A discussion for the Church to have a capital budget each year was discussed as the building and equipment are getting to the point that repairs will increase due to the age of the facility.

**Closed Meeting** with Prayer at 8:00 pm.

**Next Meeting:** May 2, 2023

**Minutes Recorded** by Paul K. Verburg Moderator

---

## Stewardship

No minutes received.

---

## Worship

Chris and Janet will set up the Easter lilies in the sanctuary on Friday. Thom Sare and the Boy Scouts will set up the black drape for the Maundy Thursday service. Wayne will put the floral cross in place after Saturday rehearsal as discussed in our March meeting.

Barrett Tharrington will provide a live flower arrangement for Easter Sunday. Barrett and Nancy Guy and perhaps a couple of other volunteers will be offering to provide live flowers the first Sunday of every month. As we have done previously church members will have the opportunity to donate and have the arrangement dedicated in honor or in memory of a person or persons.

We reviewed the March attendance chart and it was noted that the average total number was incorrect.

The summer combined services will begin on May 28. This is earlier than discussed previously, but since Saul and Clint will both be out of town it made sense to just start a week earlier with the summer schedule coupled with the fact that it will be Memorial Day Weekend.

We had a discussion about whether or not to post words on the screen for all music, including anthems and other pieces where the congregation is not being asked to participate. There were valid arguments presented for both sides of the issue and it was determined that decisions would be made on a case by case basis.

Respectfully submitted,

Chris Pascuzzi