

Ministry Meeting Minutes

August 2023

Administrative Support

Attendance: Amanda Long, Moderator, Cherie James, Nancy Guy, Ed Gluckowski (by phone), David Rollins for second half of meeting

Called to order at 7:15

Minutes of June meeting approved

Pastoral Transition

Dr. Rollins announced his resignation to accept a call as General Presbyter at the St. Augustine Presbytery in Florida. This was announced to Session on July 19. His last day at Bayside will be August 23. Due to accrued vacation he will be paid through September 14. The Board of Pensions payments for September will cover his benefits through September. He starts his new job October 1.

Amanda reported that we apparently do not have to pay “vacancy dues” to the Board of Pensions as we have in the past, which will create some budget savings.

PEVA will do a presentation to the Session on August 15 about the process and timeline for calling a new Head Pastor. First step will be an interim. The Session has the authority to call an interim and can do so either collectively or through a committee of members.

Staff support

We are urged to meet with our liaison assignees each week to smooth out issues, during this time. The entire Ministry will meet with the staff at Dr. Rollins’ final staff meeting on August 22 at 9:30 to explain the timeline, the assumption of various duties and answer questions.

Staff Expectations

The Administrative Support Ministry will, collectively, act as “Head of Staff” during the transition, until we get an Interim Pastor. This means we will handle tasks like approval of time off, budget items etc.

Emma will, as mandated by the Book of Order, be the final say on worship planning and this will be conveyed to the Staff. Emma will also be the co-ordinator of all pastoral care issues, but it was discussed that she may have to draw on some other resources, like current elders, or Stephens Ministry to help.

Pending an interim, we will have “pulpit supply” to preach some Sundays. After consulting with Emma those dates are tentatively as follows, through the end of the year.

September 17

October 1 (Consecration Sunday). Martha Mitchell was already contracted
October 15
November 5
November 12

We will have to transfer some funds to Worship Ministry to cover that cost. Emma and Worship will be in charge of finding the supply pastors.

Celebration

A luncheon celebration will be held to bid David farewell on Sunday, August 20, following the 10AM worship service. It was decided that since time is short that we will cater it rather than seek to assemble enough donations. It was agreed that Pollards was the best option (relatively inexpensive, easy and everyone likes it). Nancy Guy volunteered to be in charge of placing the order and picking up the food on August 20. We agreed that we should plan on 120-150 people. She will check on getting the Church credit card and the sales tax exemption form.

Other: Amanda will have a basket for people to put in cards with well wishes and, if people wish gifts.

Amanda will contact other ministries to request assistance with set up, decorations and clean up. We will meet on August 19 to do as much set up as possible so that everyone can attend the service.

Preschool Report (submitted after meeting)

Classes are almost full for Fall. There are two spots left in 2 day 3 year old class and 4 spots left in Kindergarten.

Final camp of the summer starts on August 8.

Liaison Reports

Upcoming Staff Time Away

Emma: November 5-12 for CE which has been paid for
November 12-18 for vacation

Both of these were approved prior to our learning of David's departure.

Christian Education

Meeting mid-month – no minutes available

Community Service

Attendance: Emma Ouellette, Martha Rudell, Mindy Liebau, Thom Sare, Connie Schreiber

New Business: School Supplies collection will continue until August 20, 2023. St. Columba needs supplies by the 14th. They are open M-Th 9 to 3. The rest will be given to local schools after the 20th.

Samaritan House: No report from Susie Fulcher.

Blood Drive: Sandy Ronan told me by phone that the next blood drive at our church will be in.

Winter Shelter: Connie Schreiber reported that winter shelter will be at Bayside Nov 29-Dec 6.

Faith Works: Bob Brenton has retired from this group. No report.

Food Pantry: Lynne Owen sent in her reports from June and July. In June we served 19 families, (42 adults and 39 children). \$1,029.18 was spent, \$564.87 from food pantry fund, and \$464.31 was donated by shoppers. In July we served 23 families, (45 adults and 47 children), \$1187.74 was spent, \$660.25 from food pantry fund and \$527.49 was donated by shoppers.

St. Columba: Lynne also reported that in June we gave 360 sandwiches and 3 cases of water and in July we gave 417 sandwiches and 3 cases of water to St. Columba.

Thanksgiving baskets: Mindy Liebau reported that we will have the Thanksgiving food drive on Nov 11 and will pack the bags that day.

Seton House: No report

JCOC: We would like to do meals again at JCOC and will think about that for the future.

Virginia Supportive Housing: Mindy will plan a future event.

Next Meeting: September 1, 2023

submitted by Connie Schreiber

Congregational Care

Moderator – Rose Ann Wehr

Attendees: Paula Jesberg, Sandy Odom Emma Ouellette

Opened meeting at 7:00

Old business-

Membership update -Paula will have clean copy of most recent Directory and as everyone updates information – she will check them off the directory and once complete -we will update Church Directory -if you can help - Please contact Paula. Aug 6th /Aug 13th /Aug 20th /Aug 27th – if you can help -let Paula know.

Update from Paula

Confirmed 240 members have updated addresses and information with about 48 left to update. Letters to be sent to about 26 non-active members and Young Adult members that are on membership roll through Confirmation at BPC – hopes to add 11 of the young head of household adults once letter is sent to them. (Depending on replies to church)

Paula has list ready to go for letters-for both sets of members. We will need to create motion for the Membership Update letters to be sent to those on the membership roll that no longer attend or tithe to the church as well as the Young Adult member letters. Emma requested we hold off until Sept Session due to the Presbytery leader in attendance at our Aug session meeting to discuss transition of David leaving -what steps are next etc. as well as bandwidth available at current time.

Paula would like to have this on Aug but respectfully agreed to move this to September Session Agenda.

Card Ministry - Michael Raymer – cards sent to members and called members on their Birthday. Will send me report before session meeting.

Revision of Funeral Policy – we will discuss and come up with plan with Emma's input so we can create new policy to have approval of Session. –copy of the current Bereavement Reception Procedures form 6-21-2016- must be updated as we do not have the members to help the Bereavement team as in past so we will need to steam line it – we went over current at the meeting and Emma would like to see if we can combine Funeral Procedures together as well as revise the reception portion. More talk to come soon. Paula, Rose Ann and Jane Copeland, the PW President will coordinate a meeting to finalize a plan for Bereavement reception procedures that we will send to Emma for her TEAM plan among Staff/Worship/CC as it applies to Memorial or Funeral Services at BPC. Perhaps we can get a Hospitality Core Group to help with funerals and memorial so we can help those dedicated to the program now and give them support. Was discussed and we will put on hold until Sept/Oct due to David leaving church.

Work with Summer and Youth -o 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. -We still want to do something -RW will speak with Summer and see if we can put something on calendar. This may not happen due to current events with Davids leaving church Aug 23rd.

New Business

Davids Last Sunday – Reception to follow: How can Congregational Care help? Emma will let us know what is needed – in planning stage by Admin.

Bayside Presbyterian Church 70th Anniversary – Emma gave update on church anniversary – will begin with Raleigh Ringers concert on Sept 23rd -and go through Sunday Oct 1st- planning still in beginning stages but dinner planned and guest speaker for the Oct 1st Sunday service - more to come as planning continues and where we fit in and need to help with. This will be a Potluck and will work with Stewardship -will be in touch with ministry moderator to coordinate what we will help with.

Our next Ministry meeting will be Tuesday Sept 5th
Closed meeting at 8:00 with pray by Pastor Emma

Evangelism

No minutes received.

Global Mission

No minutes received.

Property

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

Opened Meeting with Prayer at 7:15 pm.

Active Projects:

1. **Building Security Status:** Rick discussed the Facility Security Assessment and the Religious Institution Safety and Security Academy. The Facility Security Assessment will be handled by MPO Dave Shoenbach. He will begin by reviewing the prior assessment to see what changes have been done. The next step will be determined by the findings of the review. The Religious Institutions Safety and Security Academy is taking registrations now. Each Church can register two attendees. The Academy will begin on 9-7-2023 and run through 10-26-2023. The class will be every Thursday from 6 pm to 9 pm.
The committee, after a discussion of what other Churches are doing at the last meeting decided that Bayside should lock the doors when our services begin. Paul discussed this with Rev. David Rollins and it was determined that the Church needs more greeters that are available after Church begins that can let people in that are arriving after our service has begun. Paul will notify the Worship Ministry to see what can be done.
2. **Buildings Diagrams:** The project of duplicating the building diagrams has been completed. The final cost of the project was \$639.80. Ben will send a copy of the PDF to members of the committee, Eugene and Linda. A PDF copy and the drawings will be kept where the Treasurers permanent records are kept.
3. **Roof & Flooding in Fellowship/Kitchen Area:** The project is a work in process.
4. **Windows:** The project of replacing the hardware is on hold.
5. **Budget:** The budget for 2024 is a work in process.

Maintenance Updates:

1. **Plumbing:** Eugene identified a problem with one of the urinals in the men's bathroom. The problem is being addressed.
2. **HVAC:** There are no issues at this time.
3. **Painting:** The quote from R&P in the amount of \$3,885.00 to paint part of the music wing has been approved as all questions have been answered. The work will be done in early August. The work will be paid out of Acct. No. 4000—Building Maintenance.
4. **Fellowship Hall folding chair seats:** Project of cleaning the folding chairs is ongoing.

5. Mold in the bell room: The project is on hold until the music room painting and replacement of the floor is complete.
6. Outdoor Electric Sign: The review of the project has been completed. Findings are as follows:
 - Bayside Baptist was contacted concerning their sign. They like the sign and believe it benefits their Church. However, a few years ago they wanted to update the programs and computer equipment for the sign, not realizing the cost to make improvements. The estimate was around \$30,000. The project was put on hold.
 - Thalia Lynn Baptist Church was contacted about their sign. They are happy with their sign and believe it benefits their Church.
 - Both of the Churches referred Paul to Cardinal Sign Corporation. Jerry Phelps was in charge of installing both signs. He stated that the Thalia Lynn sign cost approximately \$100,000. Then he told me that Virginia Beach does not allow the digital signs to be installed anymore. The signs were causing to many traffic accidents. This ruling happened a few years ago. There is one exception, Virginia Beach can install the signs.
7. A quote from Magic Carpet & Flooring LC in the amount of \$5,680.75 was approved for the replacement of tile and carpeting the floor in the music room. The work will be done after the rooms are painted. The monies will be charged to Account No. 3500 on the Balance Sheet.
8. Humidity in the choir director's office was discussed. Damuth will be asked to check the system for any problems. The purchase of some dehumidifiers will be purchased to try and get the situation under control.
9. The BFPE Inspection has been completed.
10. The quote from CJ CONCRETE JACK in the amount of \$12,153.25 was approved providing a walk thru can be arranged to answer questions concerning the work. Eugene will arrange the meeting. The project will be charged to Account No. 3500 on the Balance Sheet.
11. Prior property records will be reviewed by Steve Baker for files that can be eliminated and ones that should be kept.
12. The City of Virginia Beach Fire Department will be asked to update our Occupancy Load Permit for the Church. After our major renovation, it was never updated.

Closed Meeting with Prayer at 8:20 pm.

Next Meeting: September 5, 2023

Minutes Recorded by Paul K. Verburg Moderator

Stewardship

In Attendance were Betsy Davis, Ed Spillman, Luanne Wong, and Tom Winter-church treasurer
The meeting was opened by Betsy Davis with prayer.

Treasurers Report:

Tom has done some research into our pledge and non-pledge income. Some corrections have been made to the Pledged and non-pledged line items which brings our pledged offerings to 86% . Also, we have a number of members who donate only once per year and this often comes in later in the year. Expenses are running in line with expectations. On the balance sheet, our

assets have increased by \$470,000 due to the disbursement from the Cannell estate. Don and Audre Cannell were a beloved part of the Bayside family and Don served for many years as treasurer and financial steward of the church. We express thanksgiving for their generosity. As per their will \$50,000 is now in an unrestricted fund on the balance sheet. Last November session voted to direct those funds as follows: \$25,000 to the property fund, \$3000 to Minister's Special benevolence fund and \$1000 to the food pantry. Tom will have more comments for us.

Continuing Business:

Frances Hicks estate: Our treasurers Tom and Sheryl Winter will take the bequeathed diamond ring to Long Jewelers on Monday August 15th to be evaluated and most likely consigned at the jewelry store.

Cannell estate: The majority distributions have been made to the beneficiaries. When the estate is finally closed the church can expect 2 small distributions. The \$420,000 in endowment may have up to 5% of its principal withdrawn each year, as directed by session, to go into a restricted Cannell fund on the balance sheet. This also is per their will. See action item below:

Stewardship Sunday is October 1, 2023 with guest pastor Martha Mitchell preaching. Several current elders will be making minutes for mission in September. Pledge cards with a letter from the stewardship ministry will be mailed to the congregation the week of September 11th.

Action Items for session: At the session's discretion, we may vote each year to withdraw up to 5% of the Cannell endowment funds beginning with 2023. This amount will go into a Cannell restricted fund on the balance sheet. Stewardship will make a recommendation and a motion may be required.

The meeting was closed with prayer.

Worship

Present: Chris Pascuzzi, George Wong, Sperry Davis, Chi Yi Wolbrink via Zoom, Darden Long, Wayne Pollock, David Rollins

I. Music

- A. Raleigh Ringers - ticket sales going well (179 sold to date; goal of 250)
 - 1. George to contact RR manager regarding recording the concert to post afterwards on our website; in our library, etc.
- B. Virginia Children's Choir
 - 1. Performing concert at BPC, May 11, 2024
 - 2. Practice here three days prior
- C. Music Room (has a strong smell of mold!)
 - 1. Floor and risers to be refurbished
 - 2. Walls to be painted
 - 3. Moisture problem
 - 1. Requested that Property investigate to determine cause and repair

II. Transition after David departs

- A. General discussion to determine if there is a need to move to only one service during the interim? (recognizing the search, interview, hiring process will be lengthy) This was raised out of concern of not overwhelming Emma. Determined that that was not our call and needs to be addressed by Session. Liza (?) will be at BPC on 8/27/23 (week after David departs). A congregational meeting needs to be scheduled to address congregants questions and share the plan for moving forward. To be further discussed at Session.

III. Opportunity for BPC to get community name recognition.

- A. A BPC congregant will be a sponsor at a local golf tournament (SMILE, Samantha Makes It a Little Easier, <https://smileasier.org/>). BPC will be listed as the Sponsor in various print and digital locations and will be able to provide items to be placed in the golfers 'goodie' bags.
- B. The current plan to provide BPC drink holders, and PBC info and some candies will be placed inside each.

IV. Next meeting

- A. Tuesday, September 5, 2023
- B. Chris and Chi Yi will prepare and present a budget for discussion