

# Ministry Meeting Minutes

## February 2023

---

### Administrative Support

Attendance: Amanda Long, Cheri James, Nancy Guy, Ed Gluckowski (by phone), Emma Ouellette and David Rollins (arrived at 7:50 after Finance).

Meeting convened at 7:10 in conference room

Minutes were not approved as Nancy had only sent them to Amanda and not to entire Ministry team. She will forward them to everyone in the future

Preschool update:

Registration is February 15 for current students for next year, February 21 for church members and people on the waiting list, February 22 for the general public

The Preschool will be offering three 2 week, 3 day a week camps over the summer (T-Th) and registration will begin on March 15. Price is \$130 per week, including a non-refundable \$50 deposit.

Discussion was held about how to be better prepared when staff is away – improving communication and support for the staff remaining. More discussion to come.

Upcoming Staff Time Away:

Emma: February 23-28 (Vacation)

David: March 5-12 (Vacation)

Staff Birthday: Linda on February 19

Closed with prayer at 8:35

---

### Christian Education

No minutes received.

---

### Community Service

**Attendance**-Lynne Owen, Martha Rudell, Mindy and Bob Liebau, Thom Sare

**Correspondence**-Letters of received donations from Seton House, PIN, and Va. Supportive Housing.

Thank you notes for angel tags from Thoroughgood Elementary School and St. Columba. Thank you for the pie donation from Va. Supportive Housing.

**Pastor's Report**-Pastor not in attendance.

**New Business**-“Souper” Bowl Sunday this coming Sunday, February 12<sup>th</sup>. Set up done. Each donated can=1 point. Advertised with a notice to preschool and collection bin also placed at preschool entrance.

### **Agencies and Projects**

**Angel Tags**-No report

**Blood Drive**-No report

**Easter Baskets**-Need to get information to Linda. Put collection bin out by March 4<sup>th</sup>. Martha will be glad to help Connie with this.

**Faith Works**-No report.

**Food Pantry**-Shopped for 17 families in February-31 Adults and 35 Children. \$905.42 spent, \$620.42 donated, so \$285.00 came from the Food Pantry budget. Two upcoming food collection donations are planned-one from Thoroughgood Elementary School and one from Harbor Gate Community. Thoroughgood would also like to visit the Food Pantry also when they drop off donations on February 27<sup>th</sup> -Lynne will meet the group there at around 4pm.

**Samaritan House**-No report

**Caroling**-No report

**St. Columba**-155 sandwiches made by SIS and delivered to St. Columba in January PLUS 120 sandwiches saved to be used for the homeless guests. Will make sandwiches again on February 21<sup>st</sup>.

**Thanksgiving Baskets**-Reminder note—add to scout flyer a note about checking the expiration dates of donated items as expired cans cannot be used. This may cut down on the amount that we have to throw out.

**School Supplies**-No report

**Virginia Supportive Housing**-Will look towards a possible BINGO night with the residents in May-maybe 7-8:30 with ice cream sundaes instead of full meal. Also, will need small gift cards as prizes. Mindy will contact them to plan a date.

**Winter Shelter**-Went well with approx. sixty guests each night. Lottery held by PIN last few nights for entrance. Couple of police/EMS visits at beginning of week. Good core group of volunteers involved. Post winter shelter meeting was held on February 3, 2023. Suggestions and comments from that meeting written up and included with these minutes, as well as given to Eugene Towler.

**Announcements**-Bob Liebau shared some recycling information with our committee. This information *is* included in our minutes as well. Strong desire by committee to recycle at church-

feel that this warrants further discussion by property/session/church as a whole.

Meeting Adjourned at 8 PM with a closing prayer.

### **Winter Shelter Meeting on February 3, 2023.**

Attendance: Connie Schreiber, Lynne Owen, Thom and Tricia Sare, Eugene Towler, Sandy Ronan, Bob Liebau

#### **Concerns and areas needing more thought, discussion and improvement:**

- Bathroom situation-need more toilets (esp. for men)
- Television situation

#### **New ideas to implement:**

- Can opener permanently attached somewhere in kitchen-Eugene to check on this.
- Purchase Swiffer supplies and keep in secure area such as CS closet (for emergency clean ups)-Lynne
- Notify volunteers that they may need to help PIN with some duties-especially on Wednesdays-Connie/Lynne
- Lanyard nametags for all volunteers-Connie/Lynne
- Matching bright colored t-shirts for Core Group volunteering multiple nights-Connie/Lynne (Resource-Imprint.com or Nikki Webb-teacher in preschool)
- Written communication guidelines (6:30 mealtime, serve in shifts, meal prayer). Also, reminder calls with guest # to all cooks a day ahead-Connie/Lynne
- Post 1400 Ewell Road Signs in several areas in case of EMS calls-Connie/Lynne/Eugene
- Daily Volunteer sign in sheet with volunteer hours documented-Connie/Lynne
- Encourage more minister and elder presence--had several homeless guests asking for prayer with our minister. Ministers present from some of the churches that cooked and they answered the call for prayer as did our volunteers, but it is noticed when there is no minister representation from the hosting church.-Connie/Lynne
- Possibility of more Stephen Minister availability for prayer/listening. (Several SM were present and available as volunteers this year)-Lynne.
- Daily post somewhere who is providing dinner that evening-Connie/Lynne

#### **General Notes:**

- If can't find breakfast cook-OK to have just continental breakfast (possibly with bagged breakfast to go for those not wanting to eat breakfast right after waking)
- Separate bathrooms for cooks-especially scouts/children

#### **Things to discuss with Dallas Stamper/PIN Ministry:**

- Find out more about long-term plan of Winter Shelter-? More responsibility of churches? (See if they have written projected goals of plan)
- Discuss specifics and differences of weekends at PIN versus weekdays at HRC.
- Do they have need for bus passes and/or gas cards for homeless guests?
- Pros and Cons of entertainment
- Medications for guests

\*RECYCLING DOCUMENT POSTED TO WEBSITE\*

---

## Congregational Care

Attendees: Paula Jesberg, Sandy Odom, RoseAnn Wehr, Moderator

Opened meeting with Devotion about 1 John 4:11-12- “My dear, dear friends, if God loved us like this, we certainly ought to love each other. No one has seen God, ever. But if we love one another, God dwells deeply within us, and his love becomes complete in us – perfect love!”

### Old business-

1. Any new information on Directory update – Paula reports Phase 1 still going on at this time - Phase 2 was to begin once they are done and can turn over to Session for Phase 2 - collecting lots of demographics regarding the members of Bayside which will help Congregational Care in future.
2. Michael Raymer stepped up to take over for Card Ministry -Paula provided him the cards and directory and RoseAnn provided him with 100 stamps. Instructed to let us know if he has any questions or need any help.
3. Potluck lunch after Congregational Meeting on Sunday Feb 5th at 12:00 -was a great success- set up on Saturday 2/4 /23 was smooth – Eugene had set up tables and chairs for us - Annette and Holly and I set up and were done within the hour. Arrived on Sunday at 9:00 to finish making lemonade and we were there to greet members as they dropped off their sides and deserts. RoseAnn picked up chicken from Food Lion at Aragona Village SC – it was so delicious – had numerous compliments about the chicken -food and fellowship were outstanding -counted tables used and we had about 105 attendees. Everyone was complimentary about food/decorations and just being back to semi normal.
4. Janet Martin from Worship helped our ministry to clean up as well as Paul Verburg and we were done with clean up by 2:00 –
5. Annual report – sent in on time to Amanda and was in report handed out to Congregation as well as via email.
6. Thank you, card sent to Nan Norton and was posted in Newsletter,

### **New Business –**

Thank you, cards, written and sent to all those who helped with set up / during and clean up with the potluck – Eugene was also sent thank you for taking the time to set up and to break down and apologize for leaving the trash – we really did not have anyone that could carry those heavy bags to dumpster.

Paula reports that she received and delivered 10 Prayer Shawls that Nan Norton crocheted to closet that houses Prayer Shawls, baby hats, baby items and found a sign out sheet – very outdated -she will create a new one. She feels that more of the prayer shawls need to be given out -Rose Ann will do newsletter article letting our congregation know this service is available and to contact RoseAnn if they want one for family /friends etc. -Perhaps many in congregation do not even know these are available. We need to print more of the prayer that goes along with the Shawl when delivered. Only had a few left

Also need to update the Baby Love Ministry – very old information on it -has Terri Wilcox information and Rev Kate Roscoe listed as contact as well. -will work on updating the program.

Paula feels we need to pursue having a liaison with Mops /Boy Scouts/Girl Scouts – I was not sure if we already have one in place -will check with Emma and then see what we can do to promote BPC to these programs. We are wondering what percent of “feed” we get for attendance and or membership from Preschool. Do we know this number? Check with Emma or Summer to see if there is history or what their thoughts are on this matter. Perhaps this is something we can begin to track and put in monthly meetings -not just preschool-all groups that use our facilities. If so -that information needs to be passed to Evangelism for action – perhaps we need more programs and or updated information.

**Easter- Easter Brunch will be on Sunday April 9th** – we will need to begin planning – we have decorations and plastic pink tablecloths left over and Holly Odom has agreed to help with decorations for the brunch. We will need to discuss time it will begin and end – I believe there will be 2 services-will confirm with Emma and Easter Egg hunt but will confirm with Summer to make sure so we can plan accordingly

Brunch -make sign for attendance with menu – we will reuse the Potluck sign -will get to Annette

Breakfast Casseroles

Fruit – fresh or cups

Sweet breads – banana bread/Danish/etc.

Bagels and cream cheese

We will provide coffee, orange juice

Any other new business to discuss

Suggestions and begin planning for 2023 – potluck / picnic / fall picnic/carnival /food trucks

Mother’s Day /Father’s Day – any new ideas this year –

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

Close with prayer

---

## Evangelism

Present: John Hamilton, Caroline Tetschner

The meeting opened at 7:10 after all groups met briefly in sanctuary. The following items were discussed:

WELCOME & RECRUITMENT POSTCARD – Emma advised that Brenda R. has kindly offered to produce postcards to new residents in the immediate area (23455), Evangelism is to provide content ideas. We discussed this and decided, especially given the smaller size of a 2-sided postcard, the words should be just bullet points with perhaps a few Bayside photos on both sides. Suggestions for words: “Welcome to the area/Va Beach. Please join us for worship service Sundays at 9:00 a.m. (Contemporary) or 11 a.m. (Traditional). We also offer Sunday School (for

kids & adults), special events, youth education. Baysidepresby.org for details or (757) 460-1188.” (something along these lines, sentences bulleted if possible). PHOTOS – this is very important; we definitely want to show our human side while also including a photo of the church. Should include: 1) 2Photo of David and/or Emma (would be ideal of them standing side x side). 2) Also include any from evangelism/social activities – i.e. potlucks, food trucks, children, group/family interactions. 3) Church building photos – b/c we are in a prominent location, many newcomers probably already drove by the church several x. Including this may add a “familiarity” connection for people who’ve already seen the building.

LIVING NATIVITY DATE – We all agreed that Dec. 9, 10 would be the best weekend for LN (following weekend is also available but concluded that the 17<sup>th</sup> is too close to Christmas, many people may already be travelling).

SOCIAL MEDIA – How does social media posting and content development work between staff and session members? Do we have a regular editorial calendar (i.e. in March, we begin promoting Easter events, in November Xmas events), etc. Is this something that falls to Summer? We recall Lacy having some social media responsibilities, believe this was in her job description. Wanted to further discuss this for improved development/clarification.

The meeting adjourned at 7:55 p.m.

---

### Global Mission

No minutes received.

---

### Property

**Attendees:** Bob Allen, Ben Hubbard, Larry Wehr, Clifton Furedy, Rick Rudell, Eugene Towler, and Paul K. Verburg

**Guest:** Thom Sare

**Opened Meeting** with Prayer at 7:10 pm.

**Active Projects:**

1. Building Security Status: Rick has contacted Allen Perry from the Virginia Beach Police department about having an analysis done on our current security later in the year.
2. Buildings Diagrams: Ben has had a meeting with Daniel Swain about the drawings and which ones should be copied. Ben is also going to contact Bob Brenton to see if he has any advice on this project.
3. Roof & Flooding in Fellowship/Kitchen Area: Eugene has removed all the tile in the small hallway between the kitchen and the fellowship hall so we can better measure the water flow.

There are drainage systems that no one knows where they empty onto the property. The committee approved \$1,500.00 for Daniel Swains company to determine where the drainage pipes empty onto the property.

**Maintenance Updates:**

1. Plumbing: No issues at this time.

2. HVAC: The committee reviewed two proposals from Damuth Trane for the repair and replacement of a RTU (Roof Top Unit) for air conditioning and heating of several meeting rooms and the room that the Bayside Session meets in. The cost for replacement is \$26,370.00 before a discount of \$10,000.00 that Damuth Trane will grant toward the purchase.
3. Kitchen: A new refrigerator has been installed. A member of the Church donated the majority of the cost for the unit.
4. Painting: Several projects have been put on hold until spring.
5. Fellowship Hall folding chair seats: Project will be done in the spring when we get the appropriate equipment to do the job.
6. Sunday school chairs: Paul will determine the size of the project and then property will discuss the cost to repair versus replacement of the chairs and make a decision on the path to be taken.
7. Tiles in the music room: The tiles on two of the tiers have been removed.
8. Mold in the bell room: The floor will be bleached and cleaned to remove the mold. After bleaching and cleaning, a determination will be made if the project is complete or more needs to be done.
9. Fellowship Hall American Flag: Thom Sare presented a proposal from US Flag & Signal for a new US Flag and a new Virginia State Flag at a cost of \$731.90. The committee approved the purchase. Thom Sare will follow thru on the purchase.
10. Outdoor Electric Sign: Paul will research and provide a report to property.
11. Boy Scout gun cabinet: The gun cabinet was rejected by Session.
12. Boy Scout request for a shed to be built on the property near their trailers. They will be contacted to prepare a report and present it to the committee at our next meeting.
13. Outside Light Base replacement and painting: The light bases have been ordered and they will be installed when we receive them.
14. Spring yard cleanup: The date for the Spring cleanup is 4-1-2023. An adjustment for the information in the Helmsman will be made for March 2023.
15. Coke machine: The project has not been finalized.

#### **General Discussion:**

The committee discussed the age of the building and future repairs that will need to be made at some time, such as the boiler, air conditioning unit for the sanctuary, concrete repairs to the sidewalk, repair and resurfacing of the parking lot, tile flooring to be repaired or replaced, flooding in the kitchen and fellowship hall and repairing of the Sunday school chairs.

**Closed Meeting** with Prayer at 8:32 pm.

**Next Meeting:** March 7, 2023

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

---

### **Stewardship**

In attendance on February 7<sup>th</sup>- Betsy Davis, Richard Guy, Ed Spillman, David Rollins

Richard shared historical information from January 2022, with nothing out of the ordinary to report.

Treasurer Report – Ed Spillman provided a report for January 2023. Of note were higher than normal electric and gas bills, we will watch this. Paul Verburg will help to have the property and

casualty insurance reviewed. It was also reported that we have 2 outstanding volunteers to become the next BPC treasurers, Tom and Sheryl Winter who will officially come on board April 1<sup>st</sup>. Ops reserve balance is now \$211,000 which puts us in very good shape. Ed will be out of town at the next session meeting so Betsy will give the report.

Betsy gave a brief summary of the recent endowment committee meeting. Endowment will need to calculate our amount of funding for 2023. The Cannell estate is moving forward with the Nonjudicial Settlement agreement being signed by all the parties. There may be a distribution of funds in March with final distribution over the summer. Gratitude was shared for the generosity of Don and Audre Cannell and how they continue to impact our congregation.

David closed us with prayer.

---

## Worship

Present: Chris, Janet, Sperry, Wayne, David, George, Chi Yi

- Music Report
  - a. See Chi Yi's report
  - b. Percussionist Sarah is leaving for grad school or military
    - i. Chi Yi advertising with Norfolk State University & Old Dominion University
    - ii. Need percussionist and guitarist for Contemporary Service
      - 1. Desire to have consistent quantity of musicians to provide music each Sunday
  - c. Summer conducting volunteer training for youth ministry Feb 23/26
- January Attendance
  - a. Chris will make data accessible and provide to Session
- Communication Schedule
  - a. Chris questioned whether we need to get Session approval for suggested changes. David indicated we do not and may proceed.
  - b. We need Communion servers for Maundy Thursday, April 6 and Easter, April 9
    - i. AV technicians are desired for Maundy Thursday service, but lack of personnel may not permit broadcasting the service.
- Survey Results
  - a. 78 respondents considered a good response
  - b. Responses varied in the number of questions completed on each survey
  - c. Results indicate the majority of congregants are pleased with the current two service format
  - d. More 'contemporary' music at the combined service was recommended.
  - e. Suggestion that the music be more evenly dispersed throughout the service rather than the current format of most songs being played/sung the beginning of the Contemporary Service



- f. Suggestion to have more 'praise' music at the Contemporary Service
- g. Chi Yi to work with Saul on efforts to combine musical styles for the combined services

Respectfully submitted by Wayne Pollock, 2/18/23