

Ministry Meeting Minutes

May 2023

Administrative Support

Attendance: Amanda Long, Moderator, Cherie James, Ed Gluckowski, Nancy Guy, David Rollins

Opened with prayer at 7:10 PM

Minutes of March Meeting approved.

Liaison Reports:

We reviewed meetings with the staff – providing updates and addressing any concerns.

Preschool update:

Fall Registration. There are openings in 2 day 3's and 5 day 4's as well as the kindergarten class for Fall. All other classes are full with waitlists.

Graduation: Friday, May 26 at 11AM. The kindergarten and the 4 year old classes will graduate in the Sanctuary. Nancy suggested that a Pastor offer to be present to do a blessing.

Summer Camps. Openings available in all camps.

Farm Animals: June 6-8 and 13-15

Ocean Fun: July 11-13 and 18-20. (Also a special camp for ages 6-8 on Reptiles)

Insect World: August 8-10 and 15-17 (also available as a special camp for ages 6-8)

Budget 2023

Amanda will check to see why we are running over budget on Summer's benefits.

Linda requests that we renew Pro Presenter at a cost of \$449 annually and Church Windows at a cost of \$10 per month, both in June. Amanda will approve these expenses and make sure they match Budget or that we can move money as necessary.

Old Business:

New Business:

Staff Appreciation Event

2nd Week of October is Pastor Appreciation Week and the Ministry will consider ways to have an event during that time.

Policy on having both ministers absent simultaneously

It was raised at Session in April that we have no such policy and several Elders expressed concern about the week June 18-24 when David, Emma and Chi-Yi will all be gone. David advised the Session that we had pulpit supply for that week, that he had another Pastor "on call" for pastoral emergencies and that he would be available by cell phone at any time. He furtherer advised that he and Emma will be doing a joint notice in the Binnacle about this time and the

arrangements that have been made. It was noted by David and Amanda that this was a rare occurrence. Nevertheless there is clearly dismay in the Session (and in the congregation) about this occurring and it was agreed that a draft policy will be drawn up to address it.

Nancy noted that this week is when the June Session meeting is scheduled to occur and David suggested that the Session plan to skip its meeting in June rather than July this summer because of this conflict. Also Session has a planning retreat on Sunday, May 21 so will be meeting twice in May. He will communicate this decision.

Staff time away:

May 1-5: Emma CE time in Scotland

May 4-7: David unspecified CE time

May 10-13: Emma vacation

June 10-24, Emma vacation and CE in Greece

June 18-24: David CE time at Montreat

June 18-30: Chi-Yi Service to wider church (staff at Music and Worship Conference at Montreat)

Adjourned with prayer at 8:10PM

Christian Education

Meeting on 5/2/23 started at 7:13

Cherokee Adams, Marshall Miller, and Summer Moore were in attendance.

Summer started by asking us what reminders have we recently received from God.

Updates

- Scholarship
 - Clarifying to Marshall that because Cherokee is a hopeful recipient.
 - How much is it? Depends. When is it due? June 5th.
- Montreat (July 9th - 15th)
 - Cherokee and Summer planning trinkets for the kids
 - Planning meeting inviting the entire church to engage with us
- Youth Sunday
 - Readers from Youth Group
 - Youth Group singing Postlude
 - Minute from Mission from Covingtons about Ronald McDonald House Drive
- Website
 - Emma, Summer, and David working on a presentation about the new website at Session

- Timeline, what it might look like, meet the designer
- Adult Sunday School
 - Pick seasons rather than evergreen classes or teachers
 - Disposition of Teacher
 - Proposals for new Sunday Studies
- Celebrations
 - Jordan Simonelli, Sydney Garrison, and Patrick Long graduating
 - Cake in the atrium and certificate?
 - May 21st after 11?

Meeting ends 7:56

Community Service

Attendance: Bob and Mindy Leibau, Lynne Owen, Martha Rudell, Sandy Ronan, and Connie Schreiber

Pastor: Not present, no report

Virginia Beach /Crescent Square: Connie will write the voucher and the money to help with the fire, and food will be sent to Crescent Square. I will notify Bob Leibau when it is sent so he can let them know.

We will have a Bingo Night and Ice Cream Sundays at Crescent Square on June 13, 2023. We will use project activity money for Mindy to buy gift cards at Wawa for prizes. Lynne has a bingo set. Bob will see if they have a sound system and get other things we need online. Those available to help are Lynne, Bob, Mindy, Connie, and Sandy.

Angel Tags: no report

Blood Drive: Sandy announced that at the blood drive tonight we got 17 units of blood. The following churches will have blood drives: Baylake Pines in July, Haygood in September, The Lutheran church in November, and Bayside will host January and May.

Samaritan House: There is a collection at Bayside for baby items for the “Oh, Baby” collection. It will be through May.

Faith Works: Since Bob is retired from Faith Works, Bob and Mindy will be the liaisons with this group.

Food Pantry: The Food Pantry shopped for 20 families, 37 adults and 35 children. \$1039,74 was spent. Shoppers donated \$394.74 and \$645.00 came from the food pantry fund.

St. Columba: we gave St. Columba 201 sandwiches and 2 cases of water last month.

School Supplies: We will begin collecting in July and end at Labor Day.

Winter shelter: There has not been a meeting yet for next year.

Easter Baskets: We gave 96 Easter Baskets to St. Columba Ministries.

Thanksgiving Baskets: Mindy will reserve a date for next year.

Seton Youth Shelter: This ministry needs a Liaison.

JCOC: JCOC is still working on their new building. They have requested more dinner cooks. We will let Steve Moninger from the Boy Scouts know about this need.

Closing Prayer: Bob Leibau

Next Meeting: June 6, 2023

Minutes submitted by Connie Schreiber

Congregational Care

Moderator – Rose Ann Wehr

Attendees: Annette Conley, Paula Jesberg

Opened meeting

Old business-

Report Ad Hoc for Phase One of Membership update:

Paula reports that phase 1 has been completed and Ad hoc committee has finished their research. Emma and Linda will go through Church Windows. She reports we are ready to begin Phase 2 portion of the cleaning up of the church rolls. She would like to be included the Phase 2 committee- we will create a motion at May session meeting that Annette Conley, Paula Jesberg, RoseAnn Wehr and church Liaison -Emma Ouellette be on the Phase 2 Committee to send the letters.

If approved for Phase 2- perhaps we plan on setting up tables in Atrium to have members fill out new form with pertinent information. Annette wrote down information from conversation and will work with Paula on form that we will ask the church members to fill out for directly as we will not have all the same information we do currently on our roster.

Card Ministry - Michael Raymer – cards sent to members and called members on their Birthday.

Easter- Easter Brunch held on Sunday April 9th – was outstanding -well attended and everything went well – decorations were beautiful -lots of food and we correctly calculated -10 tables x 8 – we had about 80 people in attendance.

Mother's Day – everyone likes flowers so we will continue with giving each woman at BPC a rose or carnation -without ants LOL – RoseAnn checking prices as well as Paula checking with her store she shops at. **Rose Ann has ordered 100 carnations to be handed out on Mother's Day -will pick them up Saturday 5/13/23.**

Father's Day – everyone loves the pen – will place order – they still have the pens available. RW will order them in May. **RoseAnn has ordered 96 pens from Oriental Trading should be here within 7-10 days.**

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 –
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. Discuss when Emma gets back before any decisions are made.

Copy I provided was not the correct one – Bereavement Reception Procedures is the one needed- will make copies and we will discuss at June meeting.

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. **-We still want to do something -RW will speak with Summer and see if we can put something on calendar.**

New Business

Motion from Congregational care to vote on May 23rd Session Meeting – Motion is as follows:

Congregational Care ministry moves that we approve the following church members to be on the Phase Two Membership update committee. Since Congregational Care will provide Church Directory-we would like to be involved in this portion of the cleanup of the church Roster.

Annette Conley

Paula Jesberg

Sandy Odom

RoseAnn Wehr

Emma Ouellette –Staff Liaison

Church Directory – when all information is complete – we would like to begin work on current Church directory.

Close with prayer

Evangelism

The in-person meeting began at 7:15 p.m. with Caroline Tetschner and Peggy Damuth; John Hamilton joined us shortly afterwards. Rev. Emma was out of town.

The following were discussed:

WELCOME BAGS – Need to resupply bag items including tote bag itself, pens and travel cups. Peggy ordered 1000 from 4Imprint. Rev. Emma (away) has the contact info for the totebags and we'll coordinate with her upon return. Someone also suggested Carolyn Weems Status of mugs(?) DISCUSS IN JUNE

TABLED/FFA: (For Further Action)

OUTREACH POSTCARDS– May meeting decided to implement this in the fall. FROM APR - Brenda R. conducted some research on postcards through new vendors and offered options for postcards + addressing costs and variations. Emma will research the postcard company we used previously, D2Design and see what they offer in comparison. We are definitely wanting to

include a QR code on the postcard so recipients can quickly pull up our Website and get the latest info.

SIGNS –May meeting decided to implement this in the fall (from April) - We discussed creating “Ask me about my church” (or similar saying) yard signs for current congregation. These would be strategically implemented in the fall leading up to Christmas. The signs would help promote the church and create conversation among neighbors and potential, interested congregants.

The meeting adjourned at 7:55 p.m.

Global Mission

No minutes received.

Property

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

Opened Meeting with Prayer at 7:14 pm.

Active Projects:

1. **Building Security Status:** Rick discussed the Facility Security Assessment that will take place this year (date to be determined), The Religious Institution Safety and Security Academy that the Virginia Beach Police Department will sponsor (date to be determined), and a report to the Session of Bayside explaining what the Church is currently doing concerning safety and what the Property Ministry suggest we should do.
2. **Buildings Diagrams:** Ben stated that the architectural plans with structural, electrical, plumbing and mechanical engineered drawings and associated shop drawings that are located in the boiler room for the original Church construction in 1962 and additions made in 1990 are ready to be reproduced and preserved. Ben further noted that the 1962 original Tazwell architect drawings for the Church with engineered subdivision plat, site drainage and grading plan will be identified for copying by PDF and placed on a disc by the June, 2022 Property Ministry meeting. He also noted that the 1990 drawings for the additions to the Church youth activity wing, Nave, administrative/music wing, meeting rooms and Fellowship Hall with shop drawings for structural steel, windows, site plan and windows/translucent roof are identified and will be delivered to Hackworth Reprographics for electronic copying and preservation by PDF and placed on a disc.
3. **Roof & Flooding in Fellowship/Kitchen Area:** Ben is continuing to monitor the moisture readings. A rubber sealant was put down by Worldwide Enterprises, Inc. and a small amount of water still appeared next to the wall. A bill in the amount of \$ 1,725.00 for the work done was approved. The ministry is waiting for a few more significant rains before we decide on what is to be done. A bill from Master Contractors was presented for the initial time investigating the leaks in the amount of \$ 936.00. The bill was approved for payment.
4. **Windows:** A quote from Worldwide Enterprises, Inc. in the amount of \$ 1,200.00 was presented and approved. The windows in the youth wing were found to be in good shape.

The quote that was approved will furnish the labor and materials necessary for repairs to the six window frames and new aluminum white cap.

Maintenance Updates:

1. Plumbing: Eugene identified a problem with one of the urinals and it is being addressed.
2. HVAC: There are no issues at this time.
3. Painting: A quote from R&P Painting Inc. was discussed at the meeting for Priming and re-painting of three metal gates and re-painting of three metal doors and the door frames. A fourth door was identified and may be added to the quote. The quote of \$ 1,275.00 was approved with an additional amount to be added to the quote for the additional door and door frame.
4. Fellowship Hall folding chair seats: Project of cleaning the folding chairs continues. It was noted the two sofas by the coffee bar have been cleaned.
5. Sunday school chairs: Project is on hold.
6. Mold in the bell room: Eugene is proceeding on what the flooring company suggested in April.
7. Outdoor Electric Sign: The project is in the works.
8. The Boy Scouts request for a shed is on hold. They will notify the Property Ministry when they are ready to proceed.
9. A quote was presented by Eugene for the replacement of tile in the choir room in the amount of \$ 8,448.00. The Ministry has put the project on hold. It was determined more quotes need to be obtained and the type of tile may need to be changed.
10. The Ministry decided that no change in the signage in the parking lot is needed at this time.

New Item:

1. Clif addressed the audio system in the Sanctuary as a request had been made to add additional speakers to the system. It was decided that no new speakers were needed. The cost was estimated at two to four thousand to make any adjustments. It was noted that people have several options attending Church if they are having a problem hearing the service. One option is to move closer to the front of the Church and another option is to wear the head phones that are available.

Closed Meeting with Prayer at 8:38 pm.

Next Meeting: June 6, 2023

Minutes Recorded by Paul K. Verburg Moderator

Stewardship

The stewardship ministry met virtually on May 9, 2023. In attendance were Betsy Davis, Richard Guy, David Rollins, Tom Winter and Luanne Wong.

The Meeting opened with prayer.

Tom gave a report on the April financial statements. It was noted that the income area is a bit behind which is usual for this time of year. Also, expenses were on track with budget as well.

Richard reported on his review of the historical data from this time last year. It was noted that the investment assets are running higher than the cash assets from the previous April.

The Cannell estate is still an open item for the committee. We are still awaiting the distribution of funds from the estate.

David is currently working on the consecration Sunday speaker; that should be decided soon.

We will base our next ministry meeting date upon whether the session will not meet in June or July. The treasurer reports that the closing of the books is going well now so we may be able to meet on June 6th if needed.

Betsy will remind the session this month that the ministries need to start planning for next years' budget. This will be due in September.

David closed us with prayer at 5:15pm.
Submitted by Betsy Davis

Worship

No minutes received.