

Ministry Meeting Minutes

November 2023

Administrative Support

Attendance: Amanda Long, Moderator, Clint Damuth, Nancy Guy, Cherie James, Ed Gluckowski (by phone)

Transition Process: A call has been extended by the Transition Team for an Interim Pastor and will come before the Session at the end of November for a vote. The call does exceed the amount which our Ministry budgeted for salary and we were not consulted before it was finalized. After reviewing the call we discussed concerns that the provisions for time off do not conform to our usual practice. The call was to be extended on January 1, but there is some discussion about starting on December 24 which will require paying Board of Pensions for December.

Church Insurance: Church Mutual has advised that, after 12 years, they are terminating the church's insurance coverage as of January 1. The notice originally went to Paul Verberg as Moderator of Property who did commence the process of obtaining new coverage. After he resigned from Session he handed the information off to Amanda Long and Ben Hubbard. Ben advised Amanda that obtaining coverage was the job of Administrative Support. The application forms require a lot of information from many sources and require some legal determinations, so Nancy was assigned to try to complete the forms and to call the agencies. The timeline on this is very short.

AV support. Robert Marchand, who has worked every Sunday to handle AV support has requested an increase to his compensation. We discussed that this should really be part of Worship's Budget like the Section Leaders since he is a contractor and not an employee and Worship has always handled AV for services. Amanda will review with Chris Pascuzzi.

Christmas Closure: The office will be closed December 25 and 26.

Liaison Updates were shared.

Upcoming Staff time off:

Linda: December 27-29 (vacation)

Chi-Yi: December 27-January 16 (vacation)

Adjourn: 8:25PM

Christian Education

In Attendance: Cherokee Adams, Marshall Miller, Summer Moore

Sunday School

- Nancy Guy wants to do a Study on Matthew 25 or the Nicene Creed
 - Matthew 25 could be tough with making a safe space
 - Educational moment
 - Maybe include a co-teacher
 - Nicene Creed is more in-depth about why we say what we say
- Taize worship on Friday

Manna Retreat

- Sent to Raymond at Presbytery to share with the Presbytery.
- Also, shared with Episcopalians

Israel and Palestine

- Food Drive?
- Clothing Drive?
- Researching PDA (Presbyterian Disaster Assistance) to assist best.

Growing the Committee

- Who do we want with us to grow CE?

Meeting Ends at 3:09 pm

Community Service

Attendance: Lynne Owen, Connie Schreiber, Thom Sare, Martha Rudell, and Mindy Liebau.

Blood Drive: Today there was a blood drive at Our Savior Lutheran Church. We traded days because we had voting at our church today.

Food Pantry: Lynne reported 23 Families were fed in October, with 52 adults and 52 children. \$1145.38 was spent, \$319.38 donated by shoppers, and \$826.25 paid from food pantry account. Lynne plans to have a volunteer brunch in February for shoppers.

St. Columba: Lynne reported that 346 Sandwiches, 3 cases of water, and detergent for 100 loads of laundry were donated to St. Columba in October.

Thanksgiving baskets: Mindy announced that we have over 30 families to give baskets to this year. The preschool will decorated bags again this year. We still need \$10 and \$20 gifts cards. We will set up at 3:00 Friday and need volunteers by 9:00 AM Saturday. Thom will drop off food for the foodbank at Lynnhaven mall. Bags will be picked up in the afternoon by recipients.

Peanuts: Lynne reported that the peanuts we usually sold are not available this year so we won't be selling them.

Angel Tags: Lynne reported that we are giving 250 angel tags this year. Cameron Bonney is helping Lynn this year.

Samaritan House: Susie was absent. No report.

Faith Works: No report.

Winter Shelter: We have cooks for all meals and the sign up sheet is up for donations of food and for helpers for all shifts.

Virginia Supportive Housing: We are invited to tours at Heron's Landing on Nov. 8 and Crescent Square on Nov. 9 at 10:30 if anyone is available to go. Mindy reported that we hope to have a bingo event at Crescent Square in January.

Charity Trackers: Lynne has signed up for Charity trackers and she will be in charge of it.

Community Service Party. Connie is planning an end of year party for December 8, 2023.

Next Meeting: We will have our Dec. meeting a week late because of Winter Shelter.

Minutes submitted by Connie Schreiber.

Congregational Care

Congregational Care meeting was via email due to conflict with Election, but I do have a report to send in from myself and Paula

Old Business :

Trunk or Treat- held on Oct 29th 5-7 -was a great success. Sandy, Terry, Annette, and lots of various helpers helped serve over 175 hot dogs/ chips /cookies/ drinks – everyone was so happy when they realize food was free for all attendees. I loved seeing all the cars decorated- lots of pictures were taken -we estimate over 200 attended our event – we are already planning for 2024 !

(Feel the free food was a great asset -lots of neighborhood families participated and were impressed with this generous effort. Lots of neighborhood walked to attend – lots of candy given out and all in all -very well attended and our church name is out there – we need to do more events like this in the future. Thanks to all who helped make this a successful event!

Membership: The update of the Active Membership Roll is continuing considering recent deaths/transfers/and reports back from the Young Adult letters as well as pending removal letters sent in October. A report will be given at the November Session meeting. The closing adjusted number of Active Members to be submitted to PEVA for the end of 2023 will be given to

Session at the December meeting. We will use those names on record to prepare an updated membership "directory" for printing in early 2024.

Memorial/Funeral Reception procedure update is continuing and should be ready for Session approval in January 2024.

Hospitality suggestions are being prepared for various venues at Bayside to generate warm welcomes for all members and visitors. This will carry over to 2024 with monthly updates as part of newly formed committees in Session regarding vitality.

The Monthly Birthday list of Bayside members is under review and update to ensure it is current.

New Business : None at this time – would like to coordinate with Summer and CE and help with any other community events like Trunk or Treat!

This ends November meeting notes.

Prayerfully submitted by

RoseAnn Wehr

Moderator

Evangelism

The meeting opened in prayer at 7:01 with the following in attendance: John Dannemann, John Hamilton, Peggy Damuth, Caroline Tetschner.

LIVING NATIVITY – John H. is meeting with Tom S. and a couple others this Friday (Nov. 10) to determine whether to completely rebuild the nativity or repair it. Once they make an assessment, they will plan to do the work the weekend of Dec. 2, the weekend prior to LN dates of Dec. 9 and 10.

MUSIC - We also discussed that with Clint Damuth being away Dec. 9 (Sat.) we would really like to have a guitarist in his place, otherwise the singers are acapella and it's much nicer to have music accompaniment.

SIGN UP BOARD – John H. is coordinating to have the sign-up board printed again by A&E Repro Graphics on Cleveland street. He will pick that up within the next 2 weeks so sign-ups can begin.

MARKETING – Caroline will coordinate to obtain a digital flyer, develop a short press release and send to social media and media outlets including Nextdoor, Civic League and Virginian Pilot.

CHURCH SIGN ADVERTISING – John H. will remind office to have Eugene post LN on lawn sign by December 5th, our next meeting

MINUTE FOR MISSION – We will alternate using MfM for LN promotion and signup starting 11/26.

BROCHURES – The group spent the last 15 minutes folding all 200 brochures. We refilled the display at Welcome Center and Peggy contacted Linda V. to see if a volunteer could fill the pews with the brochures.

The meeting convened at 7:58. Next meeting will be Dec. 5th.

Global Mission

No meeting held.

Property

Attendees: Bob Allen, Larry Wehr, Clifton Furedy, Rick Rudell, Paul Verburg, Ben Hubbard

Opened meeting with a reading from a letter written by former BPC pastor, John E. Johnson, written in October 1992.

Active Projects:

1. Building Security Status. A discussion was held with this subcommittee's chairman, Rick Rudell, on the responsibility of the Worship Ministry to provide greeters who will also act as those in authority to allow entrance into the church when (and if) the decision is made to lock the entry doors during church services in the sanctuary.
2. Water Intrusion in Fellowship Kitchen Area. No leaks during the past month, However it is observed that there has been very little rainfall during the past month.
3. HVAC in Music Wing. Ben Hubbard spoke with Damuth Trane's project manager, Jake McDonald regarding status. Damuth has changed out a fan, checked the charge in the HVAC unit and has tested the unit's compressor for multi-stage operations. All are now operating in the satisfactory range. The weather in November is such that humidity does not present a problem. There, no active testing or analysis is ongoing. Jake McDonald suggest that BPC maintenance maintain a log and check the humidity levels in the music wing immediately after heavy rainfalls and record this humidity in the log. Thereafter, within a couple of days, again check the humidity in dry weather and record the humidity level. Do this during the winter.
4. Concrete Jack Contract: Work completed during the week of October 30. Final bill has been submitted through Eugene Towler for payment.
5. Nuckols Tree Trimming: Tree trimming is underway with Nuckols performing the work during various afternoons after its regular work day.
6. Reorganized Parking Lot and Yard Maintenance of pine cones, leaves and pine straw and branches. A list of those individuals who worked with Ed Spillman is being organized for submission to the Property Ministry to assist with the reorganization of this maintenance.
7. Production of BPC Floor Plan with rooms identified with stored items/responsible person or group. Cliff Furedy is preparing and will deliver to the Property Ministry

enlarged paper copies of the church floor plan to use as working documents to write in identification of materials and responsible persons for production of a final list.

8. Furniture Received from Westminster-Canterbury has been delivered, pictures appropriately hung, and furniture appropriately delivered to rooms in the church such as the office and bride's room where these furnishings were placed. Existing replaced furnishings will be removed from BPC by maintenance to Goodwill.
9. Scouts Application for Storage building. The Scouts submitted a detailed statement of the size, shape, materials and colors for their proposed storage building. This Ministry will deliver a request to the Scouts for additional information on size of building, roofing color and different siding from that proposed. Property Ministry should be able to act on this amended proposal at its December meeting.
10. Property Insurance. No response has been received from the Admin Ministry on the property insurance information requested by World Insurance for separate insurance quotations for BPC.

Maintenance Updates

- A. HVAC New Unit Status. The new delivery/installation date is Nov 15, 2023.
- B. Painting. Quote for main entrance and North hall is tabled for presentation in the 2024 Property budget.

New Items:

- a. Clean/replace all horizontal drainpipes: No action taken.
- b. Clean out of boiler and maintenance storage rooms awaits delivery of the floorplan worksheets.
- c. Property Ministry written description/responsibilities: No action taken.

Bob Allen closed the meeting with prayer at 8:30 pm.

Stewardship

In Attendance were Betsy Davis, Richard Guy, Luanne Wong, Tom and Sheryl Winter-church treasurers and Ed Spillman

The meeting was opened by Betsy Davis with prayer.

Treasurers Report:

Tom noted that October was a fairly good month with the pledge offering amounting to about \$64,000. However, we need \$70,000 each for November and December to meet the pledge amount for the year. The preschool made an extra \$3000 donation to the church in October. There are detailed comments in the November Treasurer notes for session.

Historical Data was reviewed noting the endowment assets increased over last year due to the Cannell estate.

Continuing Business:

Frances Hicks estate: The diamond ring is on consignment at Long Jewelers in the engagement case. December through February are more active times for jewelry sales according to our contact there. The ring is priced appropriately.

Stewardship Update: We have 71 pledges so far totaling \$450,918. There are still some pledge cards outstanding.

2024 Budget Discussion: Tom presented a pro forma budget for 2024 to the group. We are still working with some unknowns on the Income side, primarily the pledge and non-pledge offerings. Tom will share an updated budget draft at the session meeting on November 28th. This budget includes a shortfall in excess of the \$79,042 shortfall included in the 2023 budget.

Property/Liability Insurance: Stewardship will assist in whatever way is needed to get the new policy in force by January 1, 2024. Ben Hubbard has been working to get the appropriate documents for us to fill out with Towne Insurance. Admin support is working on the documents.

Action Items for session: None

Betsy closed the meeting with prayer at 7:55 pm.

Worship

Present: Chris Pascuzzi, George Wong, Chi Yi Wolbrink, Marie Parr, Sperry Davis, Wayne Pollock,

- I. Music Ministry report
 - A. Chi Yi provided written report (Chi, will you please attached an electronic copy of your report to this document?)
 - B. Other highlights:
 1. First Taize service was well received
 2. Handbell choir recognized (asked to perform) by Presbyterian Association of Musicians
- II. Decorations
 - A. All decorations must be up no later than Saturday, December 2, 2023
 - B. New 12 foot tree to be put up November 28, by Sperry and others
 - C. Chi Yi - moving wreaths from Fellowship Hall stage to balcony of sanctuary
 1. Allows for wreath preparation
 2. Winter Shelter may need the space
 - D. George checking with Boy Scout leader - ask assistance with hanging wreaths
 1. Mary Hubbard is the contact for decorations
- III. Ushers
 - A. George provided 2023-24 usher coverage by month
 - B. **Still need ushers for 4pm Christmas Eve Service**

IV. Winter Shelter - November 29 - December 6

- A. George asking Connie Schreiber & Lynn Owen to write letter to Harris Teeter requesting food
 - 1. George has contact info

V. Miscellaneous

- A. Communion trays are in need of polishing
 - 1. Looking for volunteers
- B. Chi Yi trying to recruit singers for BPC Nativity
- C. Idea of placing an information board (or tv monitor like outside fellowship hall/kitchen entrance)
 - 1. Chris will bring up at Session (reach out to Property Ministry)
 - 2. Tom Sare recommended to duplicate his design from the church entry hallway

IV. Next meeting

- A. Tuesday, December 5, 2023

Respectfully submitted,

Wayne

Wayne Pollock