

Ministry Meeting Minutes

October 2023

Administrative Support

Attendance: Amanda Long, Moderator, Nancy Guy, Clint Damuth, Ed Gluckowski

Call to order at 7:20PM

Pastoral Transition

Transition Team has met with their PEVA COM Liaison and has set a meeting schedule.
David's Computer: We were advised to not wipe it because of the necessary software installed on it. So files are being transferred to a flash drive. Then it will be used by the Treasurers until needed elsewhere

Liaison Updates

We reviewed our check ins with the staff.

Preschool Report

Teeny Tiny Farm visit scheduled for October 4
School pictures scheduled for October 16, 17 and 18 with Dreama Photography
Trunk or Treat scheduled for Friday, October 27
In school Halloween parties are October 27-31.

2023 Budget adjustments

Money is being moved from David's salary line to cover additional pulpit supply and staff appreciation (I.e. his farewell celebration) as needed

2024 Budget

Adopted as attached.
Interim salary budgeted for full year/estimated salary determined after consulting PEVA
No need to pay to Board of Pensions for 12 months, then have to pay "vacancy dues"
Budgeted full amount to cover when someone does come – money will be moved to cover pulpit supply and other items related to the transition.

2024 Ministry Team

Amanda is resigning as Moderator and Nancy will take over. But Amanda will stay on for a year to ease the transition. Both Ed and Cherie are leaving. Clint will stay on.

Office Schedule

Discussed staff hours and in office times to ensure coverage and support for the system and each other.

Staff Appreciation Event

Deferred until January 2024 after holidays since we just had David's celebration

Staff Time Away:

Eugene: October 4-10 Vacation
Linda: October 26 and 27 Vacation
Emma: November 5-11 Continuing Education
November 12-18 Vacation

Office Closed November 23 and 24 for Thanksgiving

Meeting adjourned at 8:35 PM

Christian Education

Meeting started 7:13 pm

Trunk or Treat

- 5-7 pm 10/29
- Bring the kids
- Best Trunk, Best costume awards
- Photo Booth and Snacks
- Coordinating with Congregational Care
 - CC: Decor and Snacks
 - CE: Operations

Adult Sunday School

- Sunday School interest meetings; one in the fall, one in the spring
- 11/5 Right after church, conversation
- Connect academics with deeper relationships
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Meeting ended at 7:36 pm

Community Service

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

Session notes: The Pet blessing will be held October 22, 2023. This Sunday we will have a service to celebrate the 70th anniversary of Bayside Presbyterian Church. There will be a potluck lunch following the service.

Blood Drive: Sandy Ronan was absent but had reported that there will be another blood drive at Our Saviour Lutheran Church in November.

Winter Shelter: Lynne Owen and Connie Schreiber. It will be held Nov. 29-Dec. 6, 2023. The dinners will be provided by the Boy Scouts from our church and 6 neighboring churches and we

have all but 2 breakfasts covered so far. There will be a zoom meeting with Dallas Stamper from PIN Ministries this Wednesday with more information. We need drivers again this year and I will let Linda know we need to put that in the Binnacle.

Food Pantry: Lynne Owen reported that we fed 21 families, (64 adults and 35 children). \$1147.03 was spent, \$442.24 was donated, and \$704.58 came from food pantry budget. Since there is a larger than normal need for food right now we have Dana Williamson and Lisa Edmonds putting together extra bags of food from our pantry that can be given out to additional families with a Grocery gift card.

St. Columba Ministries: Lynne Owen reported that we made 320 sandwiches and donated 3 cases of water bottles to St.Columba Ministries last month.

Thanksgiving Baskets: Mindy Liebaw announced that our food drive has been changed to Nov 18, 2023 because the boy scouts will be away camping and the cub scouts will be in a parade on the day we originally planned it. It will be announced on Oct. 22. Kathy Armstrong has once again volunteered the preschool to decorated the bags. Tom Sare will set up the tables and Mindy Liebaw will recruit volunteers.

Virginia Supportive Housing: There will be a donor appreciation night on Wed. Oct. 4. I passed the invitation around to our committee. We plan on having another bingo night in January.

Peanuts: Lynne hasn't heard yet from the new person, Tom Walsh, handling the peanut sales. If she does hear from him it will start Nov. 12 and will benefit the food pantry.

Angel Tags: Lynne Owen reported that last year we did 286 angel tags. Due to a smaller congregation this year we will do about 250. This year we will give to Pembroke Elementary, St. Columba, Tallwood, Thorogood and Bayside community, and Mindy will check on Green Run Collegiate to see if they need angel tags.

Samaritan House: Susie Fulcher reminded us that October is Domestic Violence Awareness Month and Samaritan House will "Paint 757 Purple" on Oct. 19. Businesses throughout the area will be sharing a portion of their proceeds to Samaritan House on that day.

Faith Works Coalition: Martha Rudell gave us a report from Faith Works (Bob Brenton) on the six projects they completed in September for area residents.

Closing Prayer: Connie Schreiber

Congregational Care

Attendees: Paula Jesberg (Sandy and Annette sent message they couldn't attend)
Opened meeting at 7:00

Old business-

Membership Roll update -Motion approved at Session meeting and letters are to be sent out to

the list of members that we provided to Session on Sept 19th. **Update -Paula and I discussed - Emma had talk with me on Sunday she plans to have letters printed and given to Paula by end of this week. Once letters sent -we may need to make some 30 plus calls to members for confirmation of membership.**

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

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 later date. – we really need to work on this very quickly as Paula’s fears that we do not have the volunteers to help put on a Funeral as stated in the procedures/policy – we really need this updated to read -we have a beautiful space you can use however the food and set up will the responsibility of the family.**

Bayside Presbyterian Church 70th Anniversary – Potluck and Anniversary service was attended well, and all had a very nice time. There were 17 tables of 7 – not all were completely full – If I had to guess, there was about 102 attendees -Food was wonderful and fellowship was outstanding. Thank you to all those who helped with set up and cleanup, your time and effort is greatly appreciated.

New Business

Presbytery Meeting on Oct 24th – Emma needs many volunteers so if you can help -please let her know and she will assign you a job. I know we will have the lunch to serve as well as she will need helpers for registration and many other tasks. If you can help, please let her know. We are not in charge of this however we will help as we can.

Trunk or Treat- Sunday Oct 29th 5:00-6:30 – decorate cars and yourself and hand out candy to those that attend as they come to visit. Summer has asked that we take care of the food and decorations – I am not sure what kind of decorations she might be thinking but will get more clarity – food list I have come up with is as follows:
Hot dogs, condiments/chips /juice boxes/water/popcorn and cookies

Budget – look over sheet – let me know what you think – I am going to add more to the Fellowship to help with goodies for the Coffee bar on Sunday mornings – help pay for donuts / muffins/ coffee cake etc. I feel that last month when I did it each Sunday -it was well received and would like to help defray some of the cost which can get expensive – donut run was 30.00 so even 100.00 month won’t pay for all but perhaps we have members that will want to bake muffins which would be less expensive. They will turn receipts in for reimbursement to be approved by Moderator of Congregational Care. **Paula and Sandy both approved submitting**

the budget as typed – we know we added to the budget this year in hopes of new endeavors with Hospitality to makes congregants feel welcome so we will see what our financial team says. RW will send to Betsy this week.

Is there any other new business:

Walt Martin Funeral - Paula can use some help with funeral on Saturday as most of her team are unavailable to attend. She does have members who cannot attend but will provide food as needed -RoseAnn will bring 48 ham biscuits and Iced tea and help with set up at 10:00.

**Meeting adjourned at 8:00 pm.
Our next meeting is Nov 7th.**

Evangelism

EVANGELISM Ministry met with the following members in attendance: Peggy Damuth, John Hamilton, John Danneman, Caroline Tetschner, Tom Snare. The meeting began at 7:10 and the following items were discussed:

LIVING NATIVITY – Tom indicated this was his last year managing the LN build and takedown. We also discussed that there was damage to some of the pieces from last year's windstorm so it will need either some repairs or a new construction for this year's LN dates of Dec. 9, 10. John H. will coordinate with Tom and Butch on this situation. They will need approximately 6 people to help with the build/setup/takedown. Caroline volunteered John Fedorowicz and Peggy volunteered Clint. John H. will meet with everyone by late Oct/early Nov. to develop a plan for this year. Set up is scheduled for the weekend of Dec. 2. Peggy will touch base with Paula Garrison re wardrobe duty, Roseanna and Betsy will likely again spearhead the hospitality aspect.

TSHIRTS - We also discussed the possibility of t-shirts for LN staffers which Hospitality suggested. We are on board with this suggestion, but the funding would need to come from Hospitality.

ACTORS – It's critical that we have enough actors for this big annual event, especially appropriately aged youth for Mary and Joseph. We discussed that if Summer could pass on this message to her youth and help create excitement for signups.

SIGN UP BOARD -John H. will again coordinate producing a sign up board for all facets of LN from cookie makers to actors, narrators and singers.

CHURCH BROCHURE – Caroline is coordinating with church staff to update the brochure including new staff names, ensuring activity and church schedule is UTD and adding a QR code to the front.

Global Mission

No minutes received.

Property

Attendees: Bob Allen, Larry Wehr, Clifton Furedy, Rick Rudell, Eugene Towler, Steve Baker, Ben Hubbard

Opened meeting with prayer at 7:10 pm.

Active Projects:

1. **Building Security Status.** no report of further activity.
2. **Building Construction Drawings.** Completed, removed from agenda.
3. **Water Intrusion in Fellowship Kitchen Area.** One active leak of about 12 oz of water. The recent multiple caulking operations appear to have reduced the flow substantially.
4. **HVAC in Music Wing.** Clint Damuth has assigned Damuth Trane's employee Jake McDonald to manage the Bayside Music Wing inquiry. Damuth Trane is requiring BPC personnel to set the thermostat at 70/71 degrees and to leave it on that setting so that when Damuth Trane checks on the system it has not been turned up nor turned down. Eugene is placing a note on the Music Wing thermostat advising users to leave the thermostat on its 70/71 setting.
5. **Concrete Jack Contract** has been appropriately modified, signed and sent by BPC to Concrete Jack for the work to be performed during an estimated 3-day period between Oct 30 and Nov 17. BPC is awaiting a signed contract back from Concrete Jack.
6. **10/21/23 Fall Cleanup.** Scoutmaster Frank Michaels was present at the 10/3 Property Meeting and discussed the cleanup with Property Committee Members. The Scouts will receive the assignment on 10/21 of cleaning/removing sticks, pinecones and fallen leaves and straw from the yard area. The issue of use of the straw will be coordinated with the Ed Spillman crew prior to the 10/21 date. Other BPC members will be asked to participate in this cleanup which will include some light trimming and weeding.
7. **Old Property Ministry Documents.** Steve Baker reports there are Ministry records other than Property among the materials he was given. The Property records involve estimates/meeting minutes/miscellaneous notes. Steve was advised by the members to dispose of all documents other than those consisting of site and building drawings, instructions for operation of equipment and warranties.

Maintenance Updates

- A. **Plumbing.** No outstanding issues.
- B. **HVAC.** The new unit ordered for the Adult Sunday School Meeting Wing is still on order. No arrival date provided.
- C. **Painting.** The Committee was provided with R&B's painting proposal for the main entry way under the translucent roof and down the Adult Sunday School Meeting Rooms/Kitchen wing. Ministry members were advised to view this area over the next month. Award of this contract will be brought up for decision at the November Ministry Meeting.
- D. **Kitchen.** No outstanding issues.
- E. **Fellowship Hall Folding Chair Seats.** Eugene continues to clean and rehabilitate the seats as his workload allows.
- F. **Music Bell Room.** Final cleanup of this condition is awaiting completion of HVAC investigation and remedial actions taken by Damuth Trane.

- G. **Window Repairs/Replacement/Warranty Youth Wing.** These are original windows so there is no warranty. Remedial work has been accomplished. The windows are permanently closed and are not to be opened. This will be removed from this agenda.

New Items:

- a. **Yard and parking lot weekly maintenance.** The departure of Ed Spillman as the volunteer leader of cleaning these areas was discussed. Over the next several weeks, Ed Spillman will discuss with those volunteers who have worked with him whether any one of them would take leadership in organizing workers to scheduled cleaning activities in the parking lot, sidewalks, and grounds. Eugene has arranged for the commercial grass crew to make extra effort to pick up and blow the parking lot for the months of October to Thanksgiving.
- b. **Myrtle yard maintenance responsibility.** The City records show that Bayside Presbyterian Church Inc. is the owner of the approximately ¼ acre South yard along Independence containing 5 large myrtle trees and a grown-up area along the fence line where homeless individuals have been “camping.” This Ministry is in the process of determining the best way to have these myrtle trees trimmed and to remove the 20’x30’ grown-up area which has been used by homeless.
- c. **2024 Property Budget** was reviewed and approved by the Property Ministry. It has been sent to BPC treasurers.
- d. **Scoutmaster Frank Michaels** was a guest at the Property Ministry meeting. He was present to ask BPC’s permission for the Scouts who use BPC to construct a portable frame storage shed approximately 12’x14’ mounted on prefabricated concrete foundation blocks on the asphalt parking lot next to the location at which Scout trailers are now kept. The storage shed will be used by the Scouts for miscellaneous equipment and materials such as for cooking, water, tools, charcoal and other hardware and equipment. The storage shed would not have any windows and would have a double barn door entrance. The shed would be constructed by the Scouting Program and put in place approximately Spring of 2024.

After Frank Michaels completed his presentation, the discussion among Property Committee members was very favorable to granting this request “in concept.” Eugene Towler will send a written communication to the Scouts through Frank Michaels requiring the following be provided by the Scouts to Property Ministry regarding this storage shed:

- (1) Site drawing showing the exact shed location, footprint and orientation.
- (2) A scaled drawing providing the dimensions of the shed including the style of the roof and its height.
- (3) The framing members to be used, proposed siding material with colors, and proposed roofing material and color.

Bob Allen closed the meeting with prayer at 9:00 p.m.

Stewardship

No meeting held.

Worship

Present: Chi Yi, Chris Pascuzzi, Marie Parr, Sperry Davis
Absent: Emma Ouellette, George Wong, Wayne Pollock.

Pet Blessing 10/22/23

Children's choir will sing at 2 PM, Chi Yi has to leave at 2:20 to go to Westminster Canterbury. Sperry will help with AV needs including keyboard for Chi Yi and microphone for Emma if determined necessary. Chris will check to see if Fellowship Hall can be used in event of inclement weather. Chairs will be set up as well as a table for pet and people treats.

Ushers: George has published a partial schedule for 2024, we will be looking for a point of contact going forward. Chi Yi mentioned reaching out to preschool and Jam Kids parents for potential source of help.

Communion: We are increasing the servers to 6 starting in November. The schedule will be assigned instead of using Signup Genius. A group is being assembled to polish the trays.

Chi Yi reported on the Raleigh Ringers concert which was a huge success! We plan to have the group return in the future.

Christmas decorating plans were discussed. We will have all of the decorations in place by Saturday December 2. George, Wayne, Sperry and Thom Sare will be responsible for putting the large Atrium tree up by 11/28. Marie Parr will assemble the decorating team. Mary Hubbard and Janet Straddeck will place the large wreaths with the help of the Boy Scouts. Chris will check with the Garrisons regarding the Chrismon tree. Since the cantata is December 3 the poinsettia tree will be placed on December 10.

Evangelism ministry will decorate the Fellowship Hall.