

# Ministry Meeting Minutes

## September 2023

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### Administrative Support

Attendance: Amanda Long, Moderator, Nancy Guy, Cherie James, Clint Damuth, Ed Glukowski

Called to order at 7:15

Minutes of August Meeting Approved

#### Pastoral Transition

The Session has selected a Transition Team to select an interim Pastor with assistance from PEVA. The Team will meet this week and will elect a Moderator and set a schedule

#### Staff Schedules:

Days off have shifted. Everyone is off Saturday as before except Eugene who is in from 9-noon and works a half day on Thursday.

Emma will now be off on Friday instead of Monday

Chi-Yi will now be off Monday instead of Tuesday

It is our desire to have published “office hours” for all staff for times that they will be at Church each week. The staff had submitted their preferences which were discussed and will be finalized at the next meeting. Covid has led to a lot of “work from home” and it is felt that this diminishes access by members of the congregation and should be more restricted now.

#### David’s Computer

The Treasurers need a new computer so it was approved that we will seek to have David’s lap top “wiped” and loan it to use by the Treasurers, understanding that with the coming of an interim we will need to reevaluate.

#### Liaison Updates:

We discussed the check ins with the staff and any concerns.

#### Preschool Report

School will start on Wednesday, September 6

Chapel will begin on Wednesday, September 20

A new music teacher will begin after background checks are complete

New Spanish teacher, John Ross will teach on Wednesday and Friday to 3 day 3s, 3day and 5 day 4s and kindergarten.

All classes are full except for 2 day 3s. There are also a few spots in Kindergarten.

#### Adjustments to 2023 Budget

Money will be moved from the line items associated with David’s salary and benefits to Staff Appreciation to cover the costs of David’s farewell luncheon and farewell gift.

Money will be moved from Administrative Support to Worship to cover additional pulpit supply needs. Martha Mitchell is already booked Both Al Butzer and Jenny Spivey have been contacted to preach on additional Sundays.

Budget for 2024

Amanda will do initial draft budget for review and submission by the end of September

Staff appreciation event

It was decided to defer such an event until November when we could tie it in to the theme of “thankfulness” around Thanksgiving.

Meeting adjourned at 9:10PM

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## Christian Education

**In Attendance:** Cherokee Adams and Summer Moore

### Ownership

Are there things in CE that you enjoy that you want to take over? Examples: taking over planning and assisting with Montreat Young Adult Trip, Children’s Sunday School, Training Volunteers, Montreat. Monthly Check ins

### Collab with Con. Care

With insight from Emma we are going to email RoseAnn to partner for a community event for October 1st in celebration of Bayside’s 70th birthday and our fall season

### Montreat Manna Retreat

Young Adult retreat at Montreat. Cherokee is taking control of this on the advertising and compilation of trip goers.

### Youth Group

Potentially reworking the way that youth group flows and impacts young people. Starting with 9/17 at 5:30 might change with feelings from kids.

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## Community Service

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

New Business: We completed our 2024 Budget request of \$23,500.

Faith Works Coalition

\$2400

JCOC	\$2400
Samaritan House	\$2400
Seton House	\$ 500
St. Columba Ministries	\$10,000
Virginia Supportive Housing, Crescent Square	\$2400
People in Need (PIN)	\$2000
Winter Shelter	\$400
Project Activity	\$1000
	<hr/>
Total	\$23,500

The only increase we asked for is an additional \$500 in Project Activity. This is because last year we had winter Shelter in January 2023. This year they asked us to take Nov. 29-Dec. 6, 2023. Since we will do two Winter Shelter weeks in the same calendar year this time, we anticipate needing additional funds for food which will be taken out in January of 2024.

Blood Drive-Sandy Ronan: Haygood Methodist was unable to host this time and asked us to do it. So we did it Sept. 6, 2023 and received 18 pints of blood. We are scheduled in January to do it again. Our Savior Lutheran Church will do it in November.

Winter Shelter-Connie and Lynne: We are scheduled for Nov. 29-Dec. 6, 2023. We have all the dinners scheduled and two of the breakfasts so far.

Food Pantry- Lynne: In August we gave food to 23 families, 52 adults and 46 children. We spent \$1214.14. \$842.33 came from the food pantry budget and \$371.81 was donated by shoppers.

St. Columba Ministries-Lynne: We gave 419 sandwiches and 3 cases of water in August.

Thanksgiving baskets- Mindy Liebau: The food drive will be Nov. 11. We will need volunteers to sort the food and assemble bags from 8:00 am to 1:00 and people will pick up their bags that afternoon from 1:30 til 3:30.

Seton House: No report

JCOC- Connie Schreiber: They still need volunteers to bring dinners. We will address this in 2024 if we have more members.

Virginia Supportive Housing-Mindy Liebau: We will decide on another bingo night in January

Faith Works Coalition- Martha Rudell: Faith works is still going strong and Martha will give reports as she receives them.

Angel Tags-Lynne Owen: No new report at this time.

Easter Baskets- Connie Schreiber and Lynne Owen: No report at this time.

Closing Prayer- Connie Schreiber

Minutes submitted by Connie Schreiber, Moderator

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### **Congregational Care**

No Meeting Held.

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### **Evangelism**

The Evangelism Ministry Group met Sept. 5, 2023 beginning at 7 p.m. Those in attendance were Peggy Damuth, John Hamilton, Caroline Tetschner. Rev. Emma Ouellette joined the group later. Items discussed:

LIVING NATIVITY – is scheduled for Dec. 9 and 10 (Sat. and Sun) from 5:30 p.m. until 7:30 p.m. John is coordinating the Sign-Up poster, Peggy has confirmed the animals. We are coordinating with Community Events on ordering t-shirts for Session members to wear at LN; this would more easily identify who is associated with the church. CE is also putting together a loop slideshow which would highlight photos and events from throughout the year that have happened at Bayside.

SOCIAL MEDIA, WEB CONTENT – We discussed how Web and Social Media content, especially photos, are generated and shared for church use and promotion. Emma is developing a Share File that can be accessed by Committee and Session Members so anyone with photos can contribute to this ongoing need. She mentioned that in particular we will need lots of historical photos for the upcoming 70<sup>th</sup> Anniversary celebration and welcomes church photos from all members for this important project. These photos can be of various events at the church – i.e., confirmations, baptisms, weddings, to mission projects, Montreat, etc. Cherokee Adams has established a church Instagram account.

The meeting adjourned at 7:45. Evangelism will hold an extra meeting on Thurs. 9/21 at 6 p.m.

Submitted by Caroline Tetschner, reviewed by group.

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## Global Mission

No minutes received.

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### Property

**Attendees:** Moderator Ben Hubbard, Rick Rudell, Steve Baker, Larry Wehr, Bob Allen, and Cliff Furedy

Meeting Commenced at 7:15 pm.

#### Active Projects:

1. Building Security: No BPC representative signed up for the VBPD Religious Institution Safety and Security Academy. Officer Perry did not contact Rick to organize BPC inspection/recommendations. A PEVA endorsed webinar and material on “Protecting Places of Worship” was delivered to Rick for review and possible use by BPC.
2. BPC Building Drawing: Copies and “e” PDFs have been completed of circa 1960 and 1991 building A&E drawings. On site storage containers for the drawings are on order.
3. Kitchen area floor water intrusion. During 2” rain on August 28, the pass through and access hallways exhibited (E. Towler video recorded) water under pressure leaking at metal door frames in both hallways. Caulked concrete/block joint did not leak. Metal door frame seams, at which leaks occurred, were filled with waterproof material.

#### Ongoing Maintenance Projects:

- A. HVAC
  - i. RTU still on order. Delivery and installation by the end of 2023.
  - ii. High humidity in in music room. Damuth replaced roof unit fan and is examining fan shroud and compressor phase operations as contributing causes elevated humidity. Upon physical inspection of the roof, above the ceiling area, interior and exterior walls and foundation, no moisture intrusion was found.
- B. Choir room:
  - i. Painting, floor tile and carpet installation complete.
  - ii. Small room off the music wing hallway was cleaned.
  - iii. Bell Room, status quo.
- C. Concrete Jack:
  - i. Revised proposed scope of work and price of \$13,720.50 unanimously approved by Ministry members.
  - ii. Due to BPC events that conflict with parking lot work, Concrete Jack work cannot proceed until after October 30 and will be completed by November 20.
  - iii. Contract not yet signed by BPC and Contractor.
- D. Fall Cleanup: Property, through Eugene, is working with Scouts to schedule grounds cleanup Saturday October 14 or 21. Once a date is established, an invitation to participate will go out to the congregation.
- E. Preschool bathrooms have been painted.
- F. BPC insurance policy review has been forwarded to the Admin Ministry for further action.
- G. Occupancy permit updates are proceeding through the City of Virginia Beach agencies.

Meeting closed at 8:15 pm by dismissal/prayer from Bob Allen.  
Minutes submitted by Ben Hubbard, Moderator.

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## Stewardship

In Attendance were Betsy Davis, Richard Guy, Luanne Wong, and Tom Winter-church treasurer

The meeting was opened by Betsy Davis with prayer.

Treasurers Report:

The treasurer's report was reviewed by all. It is noted with concern that at the end of August our expenses exceeded our income by \$130,695 year to date. This is primarily due to the pledge and non-pledged income tracking well below expectations. We can expect some end of year giving to occur in December, however that amount is unpredictable.

Continuing Business:

Frances Hicks estate: The bequeathed diamond ring is at Long Jewelers and will be consigned with them this week. It will be offered for sale there to the general public.

Cannell estate: The estate is primarily distributed now.

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 11<sup>th</sup>.

Action Items for session: None

The meeting was closed with prayer.

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## Worship

Present: Chris Pascuzzi, George Wong, Chi Yi Wolbrink via Zoom, Darden Long, Marie Parr, Wayne Pollock, Emma Ouellette

### I. Miscellaneous

A. Chris will provide attendance #s and add to minutes

1. 9/7/23 attendance # update

6-Aug 108

13-Aug 123

20-Aug 138

27-Aug 90

Total 459

AVG 115

- B. Children's bulletins/crayons
    - 1. Recommend moving from the Welcome Center to the Narthex, placed next to service bulletins
    - 2. Make ushers aware of this resource for children
  - C. Recommended we invite past church members and staff to the 70th anniversary celebration
  - D. Blessing of the Pets
    - 1. 2pm, October 22, 2023
  - E. Interim plans
    - 1. Emma has lined up guest pastors to assist
    - 2. Request for assistance with lay readings
  - F. Ushers
    - 1. Need to re-visit, develop schedule
  - G. Discussion about renewing a Ministry Fair
    - 1. Should we revisit?
    - 2. What format? What to include?
    - 3. Tables/both for each ministry to share info, recruit
- II. Raleigh Ringers (RR)
- 1. George distributed the Proposed Raleigh Ringer Checklist (attached document)
    - 1. Saturday, September 23, 2023
      - 1. 11am - set up (help needed prior to move choir risers off chancel)
      - 2. 3:30-4:30pm - workshop
      - 3. 7pm - concert
    - 2. Ticket sales - almost to capacity (289 sold to date)
      - 1. 9/6/23 update - concert is SOLD OUT!
    - 3. Programs - George requesting 300
    - 4. Congregants are asked to submit Historical church related photos that will be displayed during RR concert and workshop (and used during 70th anniversary celebration)
    - 5. BPC may record and keep RR concert for our library
    - 6. No food or beverage will be permitted in the sanctuary
    - 7. RR needs space to sell merchandise. Welcome Center was suggested as a good location.
    - 8. See Proposed Checklist for more specific information
- III. Decorations for Christmas
- 1. Chris inviting Mary Hubbard & Janet Strata to Worship Ministry meeting on 10/3/23
  - 2. Boy Scouts have offered to assist in decorating (specifically lifting and climbing ladders)
    - 1. Who will contact the BS leader?
  - C. Decorations will be set up \_\_\_\_\_. Decorations come down 1st or 2nd week of January
- IV. Music and Church vitality
- 1. Chi Yi and Summer working at getting more children's choir parents involved in church related activities. Tables have been reserved for these parents to get

engaged during upcoming events (Chi Yi, I missed what event this is for. Is it the RR?)

2. Choir and handbell start practice on 9/6/23
  1. Children's choir begins 9/13/23
3. Chi Yi announced that due to increased teaching responsibilities at NSU she will no longer be teaching BP Preschool music
  1. Search for her replacement has begun

V. BPC sponsor at local golf tourney

. local golf tournament (SMILE, Samantha Makes It a Little Easier, <https://smileasier.org/>).

A. BPC drink tumblers, filled with a BPC info brochure, scripture card and candies will be distributed to each golfer.

IV. Next meeting

A. Tuesday, October 3, 2023

B. Request someone take minutes, as Wayne will not be at the meeting.

Respectfully submitted,

Wayne