

# Ministry Meeting Minutes

## September 2022

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### Administrative Support

Janet Baker, Clint Damuth, Cherie James, Amanda Long and David Rollins met in the conference room at 7:15

Shared Joys and Concerns

Amanda opened the meeting with prayer.

August Meeting Minutes were approved.

All will be reaching out to their liaisons to ensure all is well.

Clint will be Summer's liaison

Preschool Report:

School starts tomorrow: Wednesday, September 7

Chapel, Music and Spanish: Chapel and Music classes begin on Wednesday, September 14<sup>th</sup>.

Senorita Mercedes will meet with the 3's, 4's and Kindergarten classes beginning September 14<sup>th</sup> and 16<sup>th</sup> (Wednesdays & Fridays).

Openings: Kindergarten and one of our 5-day 4's classes has several openings.

Discussed the following:

Staff needs, Chi Yi has started at Norfolk State, there has been a change in the original Friday commitment to Tues/Thurs. Schedule is forthcoming. Standard office hours will be published for all staff in the coming days/weeks.

Summer Moore Update

Start Date, 12 Sep, reception/welcome 9/18 after 9 and 11 am services

Dinner with Church Families to be determined.

The position title, Director of Faith Formation was actually talked about by the search committee.

Emma and David are going to clean up and move some things out of Lacy's old office in preparation for Summer's arrival.

Amanda has sent the introduction write up for review and feedback for inclusion in the Newsletter, she also has a picture that Summer provided. Job Description and Offer letter has been completed, she will need to sign the offer letter, background check is pending, don't anticipate any issues.

Budget

Amanda provided the budget to the committee and incorporated received feedback into our submission to Stewardship.

## Computer

Linda is having issues with pro presenter software. Hoping to find an inexpensive way to resolve the issue instead of buying a new computer. Experiencing glitches; not saving, messing up her computer, the HRCT techs believe it's because her computer serves as the server.

We had previous discussions last year regarding whether the Section leaders should remain under Worship's budget or should they move as personnel under the admin budget. Child care is already under our budget, Section Leaders are the only Staffing that isn't under Admin.

As we look at our 2023 budget, do we have a conversation with stewardship to see if it makes sense. Or if we don't re-align should we move child care out of Admin and under Christian Ed?

The same inconsistency exists with Continuing Ed lines of accounting. Worship has Chi Yi's Continuing Ed line of accounting, Christian Ed, has Summer's Continuing Ed line of accounting. Everyone else's is under Admin. More discussion is needed.

Amanda will send an email to Ed, Ashley, Chris, Cherokee to tell them that we are considering moving the Con Ed and Section leader lines of accounting under budget.

## Upcoming Staff Time Away/Birthday

|        |               |                |
|--------|---------------|----------------|
| Linda  | Vacation      | 21 – 23 Sep    |
| David  | Vacation      | 22 Sep – 2 Oct |
| Chi Yi | Vacation      | 9 – 14 Oct     |
| Emma   | Continuing Ed | 16 – 22 Oct    |
| Emma   | Vacation      | 1 – 14 Nov     |

Clint closed the meeting with prayer.

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## Christian Education

No minutes received.

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## Community Service

**Attendance:** Mindy Liebau, Joyce Ward, Lynne Owen, Connie Schreiber, and Emma Ouellette.

**Associate Minister's Report:** Emma Ouellette announced we have a new DCE starting September 18, 2022.

**Correspondence:** Connie Schreiber reported that we received thank you letters from Seton Youth Shelters, Virginia Supportive housing, and St. Columba Ministries for our quarterly donations to them and from American Red Cross for our help with the blood drives.

**Old Business:** We have completed the school supply collection and delivered supplies to St. Columba Ministries, Diamond Springs, Betty F. Williams, and Newtown Elementary schools. Annette Conley sent a thank you note to Daylight Lodge for their contributions to our project and

thanked our congregation for their donations of supplies and money for supplies. Lynne Owen delivered supplies to St. Columba, Connie Schreiber shopped for \$440 worth of supplies from the money donated, and Annette Conley, Connie Schreiber, and Nancy Guy delivered supplies to the three schools.

**New Business:** We discussed the Peanut sale. Lynne Owen suggested we offer the project to our new DCE for our Youth Group to do this time. We usually rotate years but since we will have the new DCE she thought it might be a good project for them this year.

### **Agencies and Projects Reports:**

**Angel Tags:** Lynne Owen, no report at this time.

**Blood Drive:** Sandy Ronan was absent. No report.

**Easter Baskets:** Connie and Lynne, no report at this time.

**Faith Works Coalition:** Paul Verburg sent the following report. During the month of July and August 2022 Faith Works completed ten different projects. The Projects involved HVAC repairs, facia repair, replacement of hot water heater, replacement of an electric breaker, and repairing of a water leak. The total cost for the repairs for the two months was \$5,296.00 for materials. Labor costs were donated. Recruitment continues for a disaster relief mission trip to New Bern, NC, scheduled for the week of October 17<sup>th</sup>.

**Food Pantry:** Lynne Owen reported that we provided food for 22 families, 40 adults, and 22 children. \$875.27 was spent, \$375.27 was donated, and \$500.00 came out of the food pantry cash fund.

**Peanuts:** see New Business, above.

**Samaritan House:** Susie Fulcher was absent. No report.

**JCOC:** Connie reported that JCOC will have a Black and White fundraising gala on October 14, 2022 at 6:00 PM at the Westin Virginia Beach, Town Center. Tickets cost \$125.00. This event will help homeless and hungry families, individuals, and veterans in Hampton Road! Contact JCOC outreach center, 757-491-2846 or [jcoc@jcoc.org](mailto:jcoc@jcoc.org).

**Christmas Caroling:** Joyce Ward. No report at this time.

**St. Columba Ministries:** Lynne reported that 257 sandwiches were delivered in August. She also reported the sad news that Project Director, Helmi's husband died in April and she will send a card from Community Service Ministry.

**Thanksgiving Baskets:** Mindy Liebau has met will Martha Rudell and is learning how we do the food collection and distribution. The Boy Scout food drive will be November 19, 2022. The food will be sorted and the Thanksgiving bags will be filled. We hope to have the recipients pick them up later that afternoon. We will not collect turkeys to give out, but will ask for grocery gift cards to be given out instead. We will accept names from people calling in to the church office requesting thanksgiving food. The church will collect food from the congregation from October 30 thru November 13. Extra food will go to our food pantry and the South Eastern Virginia Food

Back.

**School Supplies:** See Old Business above.

**Seton House:** Nancy Guy was absent. No report.

**Virginia Supportive Housing:** Nancy Perry from VSH would like to come to our meeting in October to speak to us about VSH. I will contact her to see if she is available for our next meeting, October 4, 2022.

**Winter Shelter:** Connie reported that there will be a zoom meeting later this month about winter shelter. Our week is January 18-25, 2023.

**Closing Prayer:** Emma Ouellette did our closing prayer.

**Next Meeting:** October 4, 2022.

**Meeting Adjourned:** by Connie Schreiber

**Minutes submitted** By Connie Schreiber

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### Congregational Care

Congregational Care Ministry meeting Sept 6, 2022

Attendees: RoseAnn Wehr, Moderator, Emma Ouellette, Paula Jesberg,

Opened meeting at 7:15

Old business- discuss newsletter article and information form to have our members fill out - Emma said that there were very few address corrections to Church Directory – we will pursue the Survey monkey to be sent to each congregation member – to find out information -making sure they are still Bayside members – since Covid – we will want to update asap to avoid issues of Birthdays of deceased members being listed in the Binnacle monthly or wedding anniversary date for divorced couples. Paula/Linda and Bobbie Brenton have been working on list and would like to meet end of month with Emma and I to discuss how we update and how it works with Church Windows- does it update in all areas? If we revise that a member has deceased- does it automatically take them off the birthday or anniversary list that is used for Binnacle and to send to Linda Wallace for cards and calls.

Father's Day – ordered a few more pens – handed out for Father's Day June 19<sup>th</sup> – everyone loves these pens. We have some left over if we decide to use again though 2 years might be enough.

New Business:

New DCE has been hired – Worship will have small meet/greet with donuts after services on Sept 18<sup>th</sup> We will work with Worship /Education to have our Picnic in Oct after 11:00 service – RW will get prices for BBQ -Mission BBQ was a great hit last time we had picnic before Covid - then discuss dates with Cherokee and Emma on when calendar is free

Nov – Do we want to do something -postcard or something for Thanksgiving – something about being Thankful and Grateful and to pass it forward to another that may need it – RW will look in Pinterest and see what we can find out and send postcard in Nov around Thanksgiving time

Dec – Give out something one Sunday in honor of Advent??

Prayers for Terri Wilkins -sprained ankle – RW will deliver one of the flowers arrangements from Audre’s funeral

Prayers for Uncle Bob – Emma’s uncle who is in Intensive care -awaiting update.

Closed meeting at 7:45

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### Evangelism

No minutes received.

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### Global Mission

No minutes received.

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### Property

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

**Opened Meeting** with Prayer at 7:11 pm.

**Building Security Status:**

1. No update on the report for Session as the report is still being worked on.
2. The committee will research on having another security analysis from the police department. The officer that would do the investigation is Lt. Girvin. His contact number is 757-385-2701.

**Active Projects:** There are currently no ongoing active construction or maintenance projects on the Church premises at this time.

**Maintenance Updates:**

1. Plumbing: The water in a toilet keeps running. The supply has been shut off and a repair will be done.
2. HVAC: No issues at this time.
3. Roof Leaks: As the leaks continue to happen, Eugene has scheduled for a plumber to insert his camera into the drains and see if the drains need to be repaired or replaced. The drains were found to be in good order and no repair was needed. Eugene is going to check into a plumber that can drill a hole into our foundation to see if the water is coming from a supply of water beneath the foundation. It was noted that the tiles coming up in

the fellowship hall and the hallway between the kitchen and the fellowship hall have been taped down for safety.

4. Kitchen: No issues at this time.
5. Painting: No projects at this time.
6. Plaque-Leslie Parr: The plaque is at a jeweler for engraving. The Bayside Men's Group is going to pay for the engraving.
7. Prayer Garden: Removal of the trellis will begin soon as the bees are gone.
8. Sprinkler system: The repair work has been done and the system is working.
9. Budget: The budget has been sent to Stewardship and the Treasurers.
10. Honey Bees: Eugene is working with a company to remove the Honey Bee hive and fix the soffit.

**Other Matters:**

1. Tiles in the music room: Some tiles in the music room are in need of repair. Eugene is investigating on the best way to resolve this matter.
2. Mold in the music rooms: Eugene and the committee are looking into the problem and will determine the best way to solve the problem.
3. Fall Yard Cleanup: There will be no scheduled fall cleanup as the property is in good shape. The volunteers that signed up are continuing to maintain the grounds and parking lot.

**Closed Meeting** with Prayer at 8:15 pm.

**Next Meeting:** October 4, 2022

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

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**Stewardship**

No minutes received.

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**Worship**

No minutes received.