

Second Presbyterian Church
Profit Loss by Class
January 1, 2007 - January 31, 2007

Income	
Operating Income	147,768.02
Dinners/luncheons	4,317.42
Sales and Commissions	135.00
Memorials	455.00
Refunds & Reimbursements	4,937.00
Gifts and Bequests	370.00
Total Income	157,982.44
Expense	
Pastor - Effective salary (\$40,503)	40,496.65
Pastor - Reimbursable (\$10,798.48)	10,262.33
Pastor - Board of Pension (\$12,758.45)	12,758.84
Personnel (\$23,948.65)	22,480.50
Administration \$5,500)	4,745.83
Hospitality Committee (\$600)	516.96
Mbr/Evang./Marketing Comm. (\$400)	274.03
Stewardship & Finance Comm. (\$750)	661.85
Mission/Belevolences (\$14,000)	13,138.54
Worship (\$5,240)	4,630.94
Per Capita Expense (\$5,790)	1,453.00
Building & Grounds (\$19,860.41)	22,121.73
Christian Education (\$3,240)	2,053.62
Newsletter (\$750)	943.40
Session \$650)	723.35
Miscellaneous (\$50)	-40.00
Other expenses	300.00
Total Expense	137,521.57
Net Income	21,537.83

Summary of Balance Sheet As of December 31, 2007

Assets	
Cash	
Checking Account	12,312.41
New Covenant Funds	19,411.41
Savings accounts	97,946.20
Investments with PILP	50,693.66
CD at Bank of America	13,243.38
Total Assets	193,607.06
Liabilities and Equity	
Accounts Payable	2.15
Special Offerings: Church share	1,324.72
Designated Funds	53,137.31
Total Reserve Funds	91,814.66
Special Offerings payable	3,417.50
Memorial Accounts	22,372.89
Equity	21,537.83
Total Liabilities & Equity	193,607.06

SESSION ANNUAL STATISTICAL REPORT 2007

Did the congregation review with the pastor the adequacy of his/her compensation for 2003?

Yes

Did the church review the salaries of any church workers (who are not ordained ministers)?

Yes

Membership (PCUSA)

1. Active Members 12/31/06 193

GAINS FOR 2006

2. Profession of Faith, Reaffirmation, Restoration

a. 17 And Under 2
b. 18 And Older 5
c. Certificate 2
d. All Other Gains 2

Total Gains 11

3. Subtotal

204

LOSSES FOR 2006

4 a. Certificate 0
b. Death 6
c. All Other Losses 1

Total Losses 7

5. Total Active Membership 12/31/06 197

6. Female Members 125

7. Inactive Members 48

8. Baptized Members 52

9. Total Adherents 297

10. Age Distribution Of Active Members:

25 and Under 12, Ages 26-45 26, Ages 46-55 23, Ages 56-65 53
Ages 66 and Over 83

11. Average Attendance At Sunday Worship 150

11a. Affiliate Members 2

Birth - 3 2, Age 4 2, Kindergarten 1,
1st Grade , 2nd Grade 2, 3rd Grade 1,
4th Grade 1, 5th Grade 7, 6th Grade 1,
7th Grade 1, 8th Grade , 9th Grade ,
10th Grade , 11th Grade , 12th Grade ,
Young Adults , Ages 25 and older 7

Teachers and church-school officers 9

13. Baptisms

a. Infant 3 b. Adult 0

14. Active Officers

15.

Elders
Deacons

MEN	WOMEN	TOTALS
a. 4	b. 7	c. 11
d. 3	e. 3	f. 6

15. Are the trustees members of the session? Yes

16. Persons with a disability **NOT FILLED PER SESSION ACTION**

a. Hearing impairment b. Mobility impairment
c. Sight impairment d. Other

17. Racial Ethnic Composition Of Church **NOT FILLED PER SESSION ACTION**

GENERAL OPERATING BUDGET FUND - INCOME

				FY2007	FY2008	\$	
REVENUE				ADOPTED -	PROPOSED	CHANGE	
BALANCE FORWARD FROM PY				0.00	0.00	0.00	
Pledges				123,096.00	121,932.00	(1,164.00)	
Additional Pledges (Anticipated)				0.00	6,714.00	6,714.00	
People Who Give But Don't Pledge				6,000.00	6,000.00	0.00	
Loose Offering				4,000.00	8,000.00	4,000.00	
Dinners				3,000.00	4,000.00	1,000.00	
Initial Offering				200.00	200.00	0.00	
Per Capita				2,800.00	4,300.00	1,500.00	
Gifts & Bequests				1,000.00	1,000.00	0.00	
MHNS Insurance Refund				2,268.00	2,268.00	0.00	
Interest Income				21.00	21.00	0.00	
Multicultural/Mission Intern External Funding				0.00	30,000.00	7 30,000.00	
Mujlticultura/Mission Intern Internal Funding				0.00	3,400.00	7 3,400.00	
Operating Reserve for Per Capita				2,990.00	1,610.00	(1,380.00)	
TOTAL REAL INCOME				145,375.00	189,445.00	44,070.00	
Martineztown House of Neighborly Service				43,300.00	43,300.00	0.00	
TOTAL BUDGET INCOME				188,675.00	232,745.00	44,070.00	

GENERAL OPERATING BUDGET FUND - EXPENSE

EXPENSE		FY2007 ADOPTED -		FY2008 PROPOSED		\$ CHANGE	
Pastor Compensation							
Full-time Salary		29,303.00		30,182.09	1	879.09	
Pastor Housing Allowance		11,200.00		11,200.00		0.00	
403(B) Employer Contribution		0.00		879.09	1	879.09	
Pastor Salary/Housing			40,503.00		42,261.18		1,758.18
Pastor Auto Allowance		1,500.00		1,100.00		(400.00)	
Pastor Professional Expenses		2,200.00		1,500.00		(700.00)	
Pastor ConEd		4,000.00		5,000.00		1,000.00	
Pastor SECA/Interim FICA		3,098.48		3,232.98		134.50	
Total Allowances			10,798.48		10,832.98		34.50
Pastor BoP D&D		405.03		422.61		17.58	
Pastor BoP Pension		4,455.33		4,648.73		193.40	
Pastor BoP Medical		7,898.09		8,240.93		342.85	
Total BoP Dues			12,758.45		13,312.27		553.83
Total Pastoral Compensation			64,059.92		66,406.43		2,346.51

GENERAL OPERATING BUDGET FUND - EXPENSE

				FY2007		FY2008		\$	
<u>EXPENSE</u>				ADOPTED -		PROPOSED		CHANGE	
Pastor Compensation									
Full-time Salary				29,303.00		30,182.09	1	879.09	
Pastor Housing Allowance				11,200.00		11,200.00		0.00	
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Pastor Auto Allowance				1,500.00		1,100.00		(400.00)	
Pastor Professional Expenses				2,200.00		1,500.00		(700.00)	
Pastor ConEd				4,000.00		5,000.00		1,000.00	
Pastor SECA/Interim FICA				3,098.48		3,232.98		134.50	
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				FY2007			FY2008			\$	
EXPENSE				ADOPTED -			PROPOSED			CHANGE	
Other Staff Salary/Wages & Related Expenses											
Organist/Music Assistant				3,778.45			3,891.80		2	113.35	
Music Director				9,367.42			9,648.73		2	281.31	
Custodian(s)				922.76			0.00			(922.76)	
Secretary				5,298.80			5,457.76		2,3	158.96	
Child Care Providers				600.00			600.00			0.00	
FICA on Employees				1,836.22			1,499.27			(336.95)	
Parish Associate				1,700.00			1,751.00		2	51.00	
Workmans Comp				445.00			800.00		4	355.00	
Total Other Salaries/Wages					23,948.65		23,648.57				(300.08)
Multicultural/Mission Intern											
Stipend				0.00			13,800.00		8	13,800.00	
FICA				0.00			0.00		8	0.00	
Insurance Benefit Premiums				0.00			0.00		8	0.00	
Housing & Utility Allowance				0.00			15,600.00		8	15,600.00	
Educational Allowance				0.00			2,000.00		8	2,000.00	
Travel/Auto Allowance				0.00			1,200.00		8	1,200.00	
Moving Allowance				0.00			800.00		8	800.00	
Total Multicultural/Mission Intern					0.00		33,400.00				33,400.00

<u>EXPENSE</u>	FY2007		FY2008		\$	
	ADOPTED -		PROPOSED		CHANGE	
Office Supplies						
Postage		250.00		100.00		(150.00)
Bank Charges		200.00		100.00		(100.00)
Advertising		700.00		400.00	4	(300.00)
Office Supplies		1,500.00		1,850.00		350.00
Telephone		2,600.00		2,600.00		0.00
Equipment		250.00		300.00		50.00
Total Office Expense			5,500.00		5,350.00	(150.00)
Building & Property						
Property Maintenance		1,800.00		2,000.00		200.00
Custodial Supplies		350.00		400.00	4	50.00
Liability/Property Insurance		5,975.00		6,000.00	4	25.00
Water		2,700.00		3,500.00	4	800.00
Gas		3,000.00		3,200.00	4	200.00
Electricity		2,000.00		2,400.00	4	400.00
Cleaning Services		4,446.43		5,675.00		1,228.57
Security System Monitoring Fee		0.00		2,150.00		2,150.00
Total Property Expenses			20,271.43		25,325.00	5,053.57

				FY2007		FY2008		\$	
<u>EXPENSE</u>				ADOPTED -		PROPOSED		CHANGE	
Christian Education Committee									
Church School				750.00		750.00		0.00	
Adult Bible Study				350.00		350.00		0.00	
Upper Room				490.00		540.00	4	50.00	
Vacation Bible School				350.00		350.00		0.00	
Youth Programming				800.00		800.00		0.00	
Young Adult Programming				250.00		250.00		0.00	
Spanish Sunday School				100.00		240.00	4	140.00	
Triennium/Scholarships				100.00		100.00		0.00	
General/Miscellaneous				50.00		50.00		0.00	
Total Christian Education Committee					3,240.00		3,430.00		190.00
Worship Committee									
Children's Music/Mailings				250.00		250.00		0.00	
Liturgical Supplies				300.00		300.00		0.00	
Scholarships - PAM Conference				250.00		250.00		0.00	
Pulpit Supply				500.00		500.00		0.00	
Music Material/PT,Yth,Chimes				1,265.00		1,300.00		35.00	
Instrumental Music/Instrumentalists				1,550.00		1,550.00		0.00	
Equipment Maintenance/Tuning				600.00		600.00		0.00	
Copyright Licenses - Music				325.00		325.00		0.00	
Flowers/Seder/Other				200.00		500.00		300.00	
Total Worship Committee					5,240.00		5,575.00		335.00

				FY2007		FY2008		\$	
<u>EXPENSE</u>				ADOPTED -		PROPOSED		CHANGE	
Mission Committee									
General Assembly				3,000.00		3,360.00	5	360.00	
Synod of the SW				1,000.00		960.00	5	(40.00)	
Presbytery of Santa Fe				5,000.00		5,280.00	5	280.00	
Theological Education				500.00		600.00		100.00	
Menaul School				500.00		600.00		100.00	
Faith & Healing				1,000.00		1,000.00		0.00	
Guatemala Educational Partnership				2,000.00		2,000.00		0.00	
Albuquerque Interfaith				500.00		500.00		0.00	
Project Share				0.00		1,200.00		1,200.00	
Miscellaneous				500.00		600.00	4	100.00	
Total Mission Committee					14,000.00		16,100.00		2,000.00
Other Committees									
Hospitality Committee				600.00		1,200.00		600.00	
Membership/Evangelism/Marketing				400.00		400.00		0.00	
Stewardship				750.00		750.00		0.00	
Personnel Committee				0.00		25.00		25.00	
Nominating				25.00		25.00		0.00	
Memorial Committee				100.00		100.00		0.00	
Total Other Committee Expenses					1,875.00		2,500.00		625.00

				FY2007		FY2008		\$	
<u>EXPENSE</u>				ADOPTED -		PROPOSED		CHANGE	
Session					650.00		750.00	4	100.00
Per Capita					5,790.00		5,910.00	6	120.00
Newsletter (Postage & Supplies)									
Postage					600.00		700.00	4	100.00
Paper/Supplies/Duplication					150.00		300.00	4	150.00
					750.00		1,000.00		250.00
Miscellaneous Expenses					50.00		50.00		0.00
TOTAL REAL EXPENSE					145,375.00		189,445.00		44,070.00
Martineztown House of Neighborly Service					43,300.00		43,300.00		0.00
TOTAL BUDGET EXPENSE					188,675.00		232,745.00		44,070.00

GENERAL OPERATING BUDGET - INCOME/EXPENSE - SUMMARY

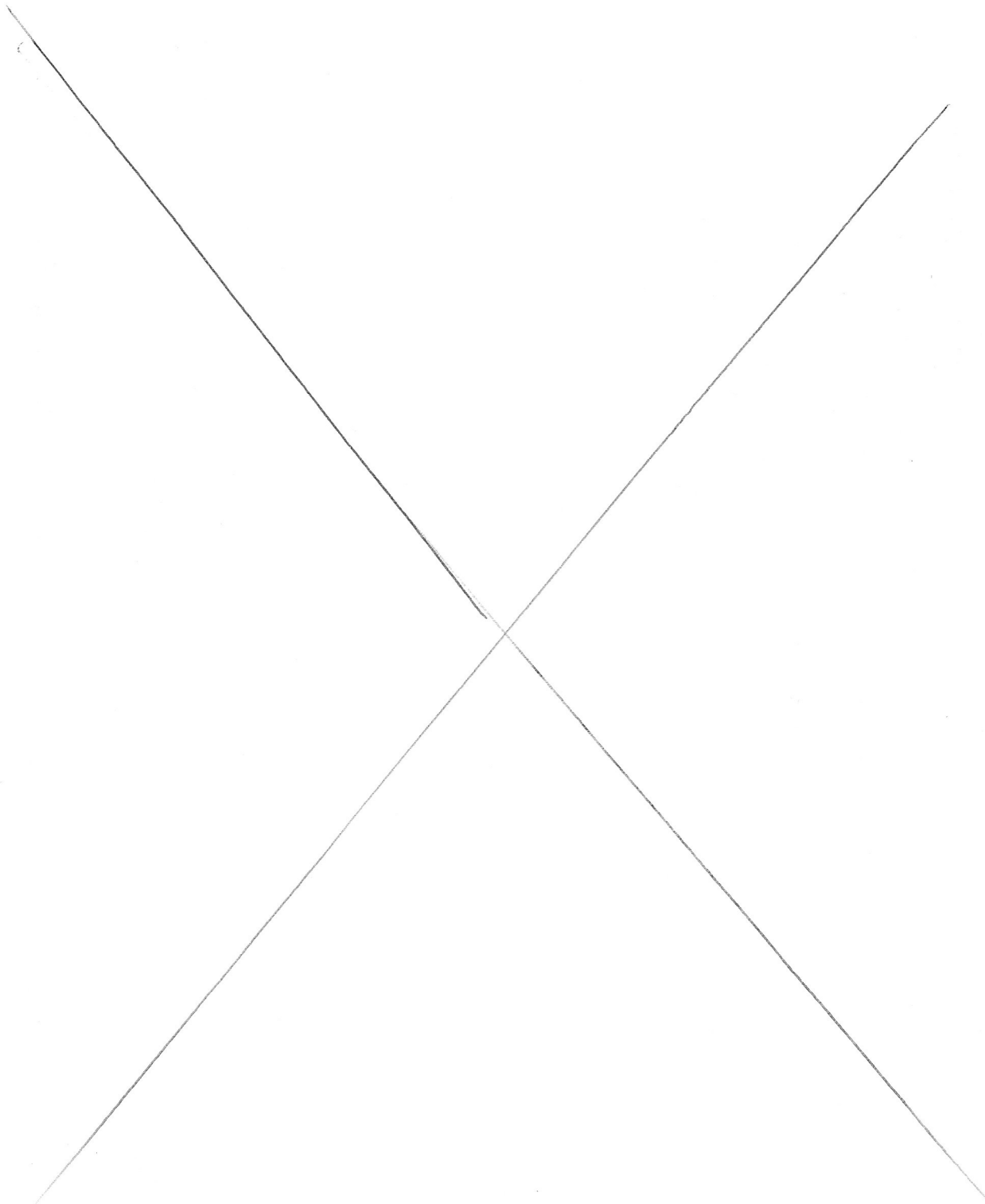
					FY2006	FY2007			\$
					Budget	Proposed			CHANGE
TOTAL INCOME					188,675.00	232,745.00			44,070.00
TOTAL EXPENSE					188,675.00	232,745.00			44,070.00
NET SURPLUS/(DEFICIT)					(0.00)	(0.00)			0.00

Notes:	Note ¹	Represents a	6.00%	increase in salary/hourly wage for pastor.					
	Note ²	Represents a	3.00%	increase in salary/hourly wage for all staff					
	Note ³	Assumes	10 hour per week (520) at \$10.49						
	Note ⁴	Reflects actual expenses incurred in the prior year							
	Note ⁵	Reflects Presbytery Recommended split of unified giving of 55% to Presbytery, 35% to GA, 10% to Synod							
	Note ⁶	Assumes membership of <u>197</u> with percapita at \$30.00							
	Note ⁷	Assumes, and is dependent on securing in advance, significant level of outside funding - one year only							
		\$15,000.00	PCUSA - Office of Multicultural Ministries						
		\$10,000.00	Presbytery of Santa Fe - Hispanic Ministry Fund						
		\$5,000.00	Presbytery of Santa Fe - Council Committee on Congregational Church Development						
		\$3,400.00	Second Presbyterian Church (general operating budget and/or designated funding)						
		\$33,400.00	Total Anticipated Revenue						
	Note ⁸	Monthly breakout is as follows:							
		\$1,150.00	Monthly stipend (including FICA and Health Insurance)						
		\$1,300.00	Monthly Housing Allowance						
		\$166.67	Monthly Educational Allowance (which includes return trips to seminary)						
		\$166.67	Monthly Moving/Travel Expenses (includes \$800 U-haul and \$1,200 in car expenses)						
		\$2,783.34	Total Monthly Expenses						

All reports included have been summarized; they are in the 2007 Annual Reports of Second Presbyterian Church and are on file in the church office.

Solema Newton

Solema Newton
Clerk of Session



**Minutes of Session Meeting
January 22, 2008**

Our Session came together at 5:15 PM for its potluck that is held prior to the Session Meeting.

Pastor Roberto Woodruff opened the potluck dinner at 5:20 PM with prayer.

Solema Newton, Clerk of Session gave the Devotional and opened the Session meeting with prayer at 6:00 PM. She also indicated to Pastor Rob that there was a quorum present for the meeting.

Elders present: Solema Newton, Dora Martinez, Judy Walls, Emiko Chavez, Max Esquibel, Bob Romero, Martha Powers, Gilbert Solis, Jr., Sally Ruybal, Louie Griego.

Elders excused: Donna Graham

Les Sandoval, elected elder, but not yet ordained, was also present at the meeting as a guest.

The Agenda was approved with adjustments in Committee Reports by Chairs.

Conrad Rocha, our bookkeeper, gave the session a review of the profit and loss Detail from January 2007 thru December 2007. In addition, Conrad also explained the Balance Sheets as of December 31, 2007. He then went over the General Operating Budget for 2008 in the amount of \$232,745.00. The session voted to approve the budget for 2008 with the bookkeeper to make a few minor adjustments.

Minutes of the Regular meeting of Session for December 18, 2007 were approved. Also, the Minutes of the Called Congregational meeting of January 6, 2008 were approved. (MSC)

Session accepted the Pastor and Parish Associate Reports on visitations and a funeral: John Peter Murphy, at the Daniels Funeral home. (Non Member)

Communion: Communion was served on December 24, 2007, Christmas Eve. On Sunday, January 6, 2008 129 persons took communion at the regular worship service.

Clerk of Session Report:

Solema Newton, in her last meeting as Clerk of Session at 2nd Presbyterian church, a congregational membership of 196 was reported in the Annual Statistical Report.

Solema also reported that a letter to Presbytery's C.O.M is in order to approve the Parish Associate contract held by Pastor Jaime Quiñones. Motion by Bob Romero, second by Gil Solis, to approve the Parish Associate contract held by Reverend Jaime Quiñones and send to Presbytery for approval.

Solema moved and seconded by Martha Powers to allow Presbyterian Women's Association the following requested dates for their activities and special offerings: (MSC)

Requested dates for 2008

1. MHNS Summer programs
 - April 6, 2008 "Minute for Mission" to challenge the congregation for donations.
 - April 13, 2008 Offering to be taken
2. Birthday/Thank You Offering
 - October 12, 2008 "Minute for Mission"
 - October 19,, 2008 Offering to be Taken
3. Presbytery Women Training -- "Racial Ethnic Dialog"
 - October 24,, 2008 Lunch
 - October 25, Lunch and Dinner

This ended the Clerk of Session Report from Solema Newton.

Gilbert Solis was elected Clerk of Session for 2008.

The following Elders volunteered to chair or co-chair the following Committees and the session approved their appointment.

Building & Grounds: (VACANT)
Personnel: Gil Solis, Les Sandoval
Mission: Sally Ruybal, Bob Romero
Worship: Dora Martinez
Hospitality: Martha Powers

Nominating Committee: Emiko Chavez
Evangelism: Donna Graham
Stewardship: Max Esquibel
Christian Education: Louis Griego

Motion by Judy Walls, second by Bob Romero, to appoint Martha Powers and Dora Martinez as Elders for the sub-committee of the Session that will nominate the four (4) members at-large from the congregation to the nominating committee. (MSC)

The following Elders volunteered for the Audit Committee and the session appointed them: Les Sandoval, Martha Powers and Bob Romero.

Gilbert Solis, Jr. took over as the new COS.

Motion by Judy Walls, second by Bob Romero to give the Christmas Eve Offering of \$488.00 to the Deacons. (MSC)

Motion by Max Esquibel, second by Bob Romero to have the first luncheon on February 3, 2008. The luncheon hosted by the Session is the Annual Turkey Luncheon. (MSC)

The following Elders volunteered to do the following:

	Devotion	Open/Close
Feb	Judy	Dora
Mar	Martha	Max
Apr	Dora	Bob
May	Sally	Sally

Letters received from Menañl School and from Adolph and Jessie McCoy thanking the church for the money that was received. Also, letter from the Storehouse.

By consensus, the session decided to appoint a committee to investigate establishing a memorial garden and/or a community garden. Church members to contact to serve on the committee:

Candy Deuble
 Dora Martinez
 Mary Montoya
 Tom Mirabal
 Gil Solis
 Pastor Rob

Counting Treasurer's Report: Dora Martinez and Judy Walls distributed the December 2007 Income report. There was \$19,472 received in the General Fund and \$19,895.66 received in the Memorial Fund.

Committee Reports:

Stewardship/Finance: Elder Judy Walls requested that Special offerings for 2008 be taken on the following dates: March 23, 2008---One Great Hour of Sharing, May 11, 2008---Pentecost, October 5, 2008---Peace Offering and December 21, 2008---Christmas Joy. Session approved the above dates for the Special Offerings.

Christian Education: Elder Louie Griego reported that some of the members will no longer be available to serve in their committee. He also mentioned that VBS be held on June 9-15, 2008 at Menañl School. First Presbyterian Church and ours will be involved in VBS. There is a possibility that two other churches may become involved as

well. There will be planning meetings held during the course of the year. The first will be February 24, 2008 at our church.

Hospitality: Elder Martha Powers reported that everything is going well in the committee. Donations for refreshments and supplies have been coming in and with her budget she should be fine for the year 2008.

Worship Committee: The Worship Committee met on January 3, 2008. The following items were discussed and some were recommended for Session approval:

1. Extend an invitation to First Presbyterian Church to join us for Ash Wednesday Service.
2. Reported that we plan to have Mariachis on Easter Sunday.
3. Would like to have front pew on the organ side removed soon, as previously approved.
4. An appraisal for the spinet piano was secured and came out to \$1,500.00.
Motion by Dora Martinez, second by Gil Solis, that the Church sell the Spinet piano for \$1,500.00. The first option is to the congregation, in case anyone is interested, If not, then list by the appraiser, with any proceeds from said sale to be used to refurbish the Grand Piano. (MSC)
5. Recommend to session that the 2008 Communion Sunday's be approved.

First Sunday of the Month	January 6, 2008
First Sunday of the Month	February 3, 2008
First Sunday of the Month	March 2, 2008
Maundy Thursday	March 20, 2008
Easter Sunday	March 23, 2008
First Sunday of the Month	April 6, 2008
Pentecost	May 11, 2008
First Sunday of the Month	June 1, 2008
First Sunday of the Month	July 6, 2008
First Sunday of the Month	August 3, 2008
First Sunday of the Month	September 7, 2008
World Communion Sunday	October 5, 2008
First Sunday of the Month	November 2, 2008
Christ the King Sunday	November 23, 2008
First Sunday of the Month	December 7, 2008
Christmas Eve	December 24, 2008
First Sunday of the Month	January 4, 2009

Mission Committee: Elders Sally Ruybal and Bob Romero reported from committee a recommendation of giving \$10,000.00 to Joining Hearts and Hands from the surplus of our 2007 budget.

It is also recommended that the remaining surplus that may exist from the 2007 budget, be placed into the Operating Reserve Account.

It is also recommended that upon receipt of our share of JHH, that we utilize \$1000 for a Martin Luther King multi-cultural Scholarship for a current high school Senior attending any High School in Albuquerque and give \$500 to MHNS and the balance to Storehouse.

The Session gladly accepted the above recommendations.

Building and Grounds Committee: No Report

Personnel Committee: Elder Gil Solis submitted for approval by Session a copy of the proposed Employee Handbook for Second Presbyterian Church. After discussion, the session voted to receive proposed Employee Handbook and asked the committee to continue working on it. Elder Gil Solis will take the recommendations to the next Personnel Committee Meeting.

The following report comes from the Faith and Healing Sub-committee:

The committee has met several times and have been discussing the topics for the next Health Series of Workshops to be held in the year 2008.

A women's Health Series has been planned and material booklets have been ordered.

The Multi-purpose room is being requested for the following dates to have the health Series.

February 5, 16, and the 19th.

March 1, 8, 11 and the 15th.

Session approved the above dates for the use of the Multi-purpose room for the Faith and Healing Committee to use for their series.

MHNS BOARD REPORT TO SESSION

The MHNS Board met on December 6, 2007 and submitted the following request to Session:

MHNS would like to host a Pancake Breakfast on February 23, 2008 (Saturday morning) from 7:30 AM to 11:30 AM using our multipurpose room. Session voted to approve this request. (MSC)

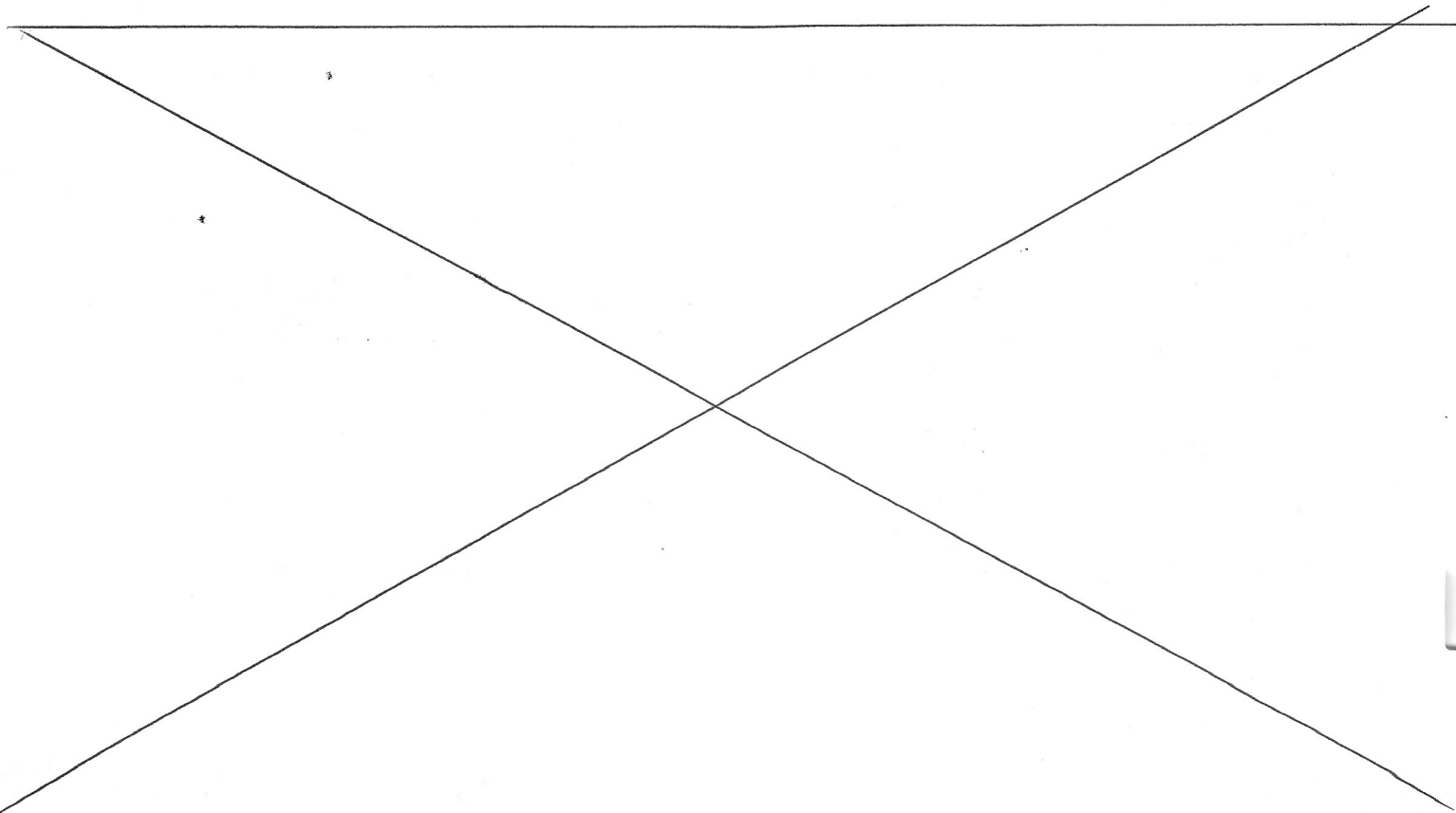
There being no other business, the Session Meeting of January 22, 2008 was adjourned at 9:17 PM. The meeting was closed with prayer by Pastor Roberto Woodruff.

Minutes taken by Gilbert Solis, Jr, Clerk of Session
Edited per session instruction.

Respectfully submitted, (April 22nd, 2008)



John Van Dyke
Clerk of Session



ANNUAL CONGREGATIONAL/CORPORATION MEETING

January 27, 2008

Pastor Roberto Woodruff opened the Congregational Meeting with prayer at 11:40 AM. The Clerk of Session indicated there was a quorum of the congregation present..

The Clerk indicated that the minutes of the Congregational Meetings of November 18, 2007 and January 8, 2008 had been reviewed and approved by the Session in accordance with a motion made and passed at the January 22, 2008 meeting of Session.

The Clerk of Session moved that Session be authorized to review and approve the minutes of the January 27, 2008 Congregational/Corporate Meeting. Seconded and passed.

Pastor Roberto Woodruff then called on Gilbert Solis, Jr., Chair of the Personnel Committee to report to the Congregation on the recommendation to the Session regarding adjustments for "Called Positions" for 2008. Chair of the Personnel Committee moved that the Congregation approve the Pastor's terms of call as set forth in the 2008 budget as indicated on page 2 of said budget.

Pastor Roberto appointed Judy Walls to moderate the meeting until a vote has been taken.

Gilbert Solis, Jr., continued his report indicating that the Session was recommending a 6% raise for the Pastor's compensation for the year 2008. This compensation includes salary, housing and this year an employer contribution to the Pastor's 403(b) retirement savings account. Pastor Roberto has elected to take one half of the increase (\$879.09) as an addition to salary and one half of the increase (\$879.09) as an employer contribution to his retirement savings account. In addition, the increase in effective salary creates an increase in both his SECA supplement and the required Board of Pensions dues. The Session also recommends the following changes in the Pastor's reimbursable expenses as noted: Mileage from \$1,500 to \$1,000; Professional Expenses from \$2,200 to \$1,500; and Continuing Education from \$4,000 to \$5,000. This is being done to encourage and support Pastor Roberto in his work on his Doctor of Ministry Degree (DMIN) thru Columbia Theological Seminary.

The congregation voted to approve the changes in the terms of pastor's call and Judy Walls asked Pastor Roberto to return and resume moderating the meeting.

Pastor Roberto indicated that Gilbert Solis, Jr., should continue his report. The Session has approved increasing the compensation of our Parish Associate and Program and support Staff. The recommended increase is 3%.

The Congregation voted to receive the report of the Personnel Committee.

At this time Pastor Roberto called upon Judy Walls, Chair of the Stewardship and Finance Committee to present the 2008 Budget to the Congregation.

Judy Walls reported that the Session had adopted the budget at their meeting on January 22,

2008. Printed copies of this budget were distributed at the start of this meeting. The amount of the budget is \$232,745.00 which includes the fair market value of the foregone rent to Martinez Town House of Neighborly Service. Judy Walls also indicated that the budget for every committee had been increased as requested. She also talked about the new Multicultural/Mission Intern position that was created. She indicated the funding for this position is being done primarily from outside sources, including a commitment from the Presbytery of Santa Fe and from the PCUSA'S National Office in Louisville, Kentucky. 90% of the funding is from those outside sources, supplemented by our General Operating Income in the amount of \$3,400.

Included in the annual reports, is an abbreviated report of the income and expense for the year ending December 31, 2007. Judy said that the Stewardship Committee is thankful to report that at the end of 2007, there was a surplus of \$21,537.83, which the Session has voted to split two ways. A \$10,000 contribution to the Joining Hearts and Hands of the National Church and the balance of over \$11,000.00 to be placed into the Operating Reserve Account.

Pastor Roberto asked for questions or comments from the Congregation. There being none, Dora Martinez moved to receive the Stewardship Committee's report. Seconded and passed.

Pastor Roberto indicated that the 2007 Annual Reports had been distributed. In the interest of time, only oral reports from the Personnel, Stewardship and Finance Committees were scheduled for the meeting

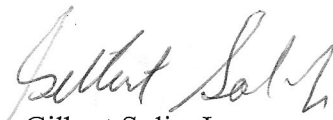
Moved, seconded and passed to receive the written annual reports.

Pastor Roberto also reported that the Session had elected the following Session members as Commissioners to the Presbytery of Santa Fe for the year 2008. They are Dora Martinez, Bob Romero and Gilbert Solis, Jr.

Finally, Pastor Roberto took the opportunity to thank retiring elder and clerk of session, Solema Newton, for her faithful service to the Congregation.

There being no other business, Dora Martinez moved and seconded by Emiko Chavez to adjourn the meeting with prayer by Reverend Jaime O. Quiñones.

The meeting was adjourned at 12:05 P.M.



Gilbert Solis, Jr.
Clerk of Session

Rev. Roberto Woodruff
Pastor 

SECOND PRESBYTERIAN CHURCH
MINUTES OF SESSION MEETING
FEBRUARY 19, 2008

Pastor Roberto Woodruff opened the potluck session dinner with prayer at 5:30 p.m.

At six o'clock, Pastor Woodruff opened the Session meeting by reading Devotions. Pastor Roberto then led us in prayer.

Clerk of Session declared there was a quorum.

Elders Present: Max Esquibel, Donna Graham, Dora Martinez, Martha Powers, Joe Romero, Sally Ruybal, Gil Solis, and elder elect, Les Sandoval.

Elders Excused: Judy Walls, Emiko Chavez and Louis Griego

Elders Absent: None

Guest: Deacon elect: Lorraine Jimenez.

Motion by Dora Martinez, second by Bob Romero, to approve the Agenda as presented with the following change. There be an examination for Les Sandoval for Elder and Lorraine Jimenez for Deacon.

Les Sandoval was asked several questions regarding Book of Order and Baptism. Also questions from the training period. Lorraine was also examined. Dora Martinez moved and Gilbert Solis seconded to have Les and Lorraine approved for Ordination. The Ordination and installation for Les Sandoval and Lorraine Jimenez and installation of Elders of Gilbert Solis and Louis Griego was set for the March 9th Worship Service.

Pastor's Report: No report.

Parish Associate Report: No report

Clerks Report: Clerk reported that a letter had been sent out to the Presbytery regarding the invitation of Rev. Jaime O. Quiñones as our Parish Associate for the year 2008.

Also, Clerk read a letter from Rev. David R. Preininger indicating that Second Church is one of fifteen churches scheduled for a triennial visit this year. Session agreed that the following dates of July 16th or 17th be given as possible dates for the triennial visit to our church. This information will be passed on.

Clerk also distributed the 2008 Church Information Form as required by the Presbytery of Santa Fe for all the Churches in the Presbytery. This form lists all ongoing and newly elected church officers.

Communion was held on February 3rd and 147 people were served.

* **Bookkeepers Report:** NO REPORT

Counting Treasurer's Report: Dora V. Martinez and Judy E. Walls submitted their income report for January, 2008. There was a total received of \$12,507.19 for the General Fund and \$16,080.00 for the Memorial fund.

Hospitality Committee: No Report; Committee will be purchasing coffee and letting the congregation know so they can order some for themselves.

Nominating Committee: NO REPORT

Worship Committee: The Worship Committee met on February 11, 2008 and planned the services for Lent, Palm Sunday and Easter. For Maundy Thursday plans are to have a soup supper, with the help of the Fellowship Committee, and do foot washing and communion. It was also discussed that the two pews in front on the left and right of the Sanctuary need to be moved. This was referred to Building and Grounds

Committee.

Approved by consensus, that the speakers in the balcony need to be moved. There have been complaints that the sound is too loud. Also, the organ and piano need to be moved.

Mission Committee: The committee met on February 4, 2008. Elder Martha Powers reported that all the funds needed to call for an Intern have been pledged. Pastor Roberto has made some inquiries among his colleagues for input. Also, the Personnel committee working in conjunction with Pastor Roberto should start working on a Job Description for the Intern position.

Martha Powers and Sally Ruybal, from the Mission Committee will be attending the denominational Multicultural conference, which will be held in San Antonio, Texas, in mid April, 2008

Martha also reported that the Faith and Healing subcommittee has scheduled discussion groups for the indicated dates of Feb. 5th, Feb. 16th, Feb. 19th, March 1st, MARCH 8TH AND March 11th.

It was moved and second and passed that the Mission Committee be allowed to transfer \$500.00 from the Mission Restricted Account to the Miscellaneous Account in the budget to cover the registration fees paid for Martha and Sally.

It was also approved that July 1st, 2008 be utilized as a day for Health Screening at our Church. More information will be forthcoming.

Stewardship/finance /Committee: No Report

Christian Education: Elder Louis Griego was excused from the session meeting but he did send the following report: The Sunday School hosted a Mystery meal party for all youth of the Church on Sunday, Feb. 9th, 2008. This activity was a tremendous success.

The retreat for High School age group will be held at Ghost Ranch from Feb. 29th to March 1st, 2008. We are hoping to send at least three members of our youth, if not more.

Building and Grounds. No Report: Max and Bob volunteered to co-chair the Committee until we can elect an elder that would be willing to take this position.

Personnel: Gilbert Solis reported that the Personnel committee met on Feb, 19th 2008. The committee finalized the evaluations for the Church Music Director and the Church Organist.

Gilbert Solis, Co-chair of the Personnel Committee resigned from being Co-chair of the Personnel Committee.

Evangelism/Marketing/Membership Committee: Elder Donna Graham reported that the committee planned honoring members of the church that have been members for fifty years on Sunday February 24th. Also that they are planning to update of the Memorial Plaque and are looking into getting a new sign for the front of our Church.

A new Members Class will be held on March 1st, from 10:00 AM to 1:00 PM

The following recommendation was presented to the Session: The Marketing Committee asked permission to proceed with the project of placing a suitable sign in front of the Church on Edith Street. The sign would indicate that this is the Presbyterian Church. They will come to session for final approval.

Miscellaneous: Dora Martinez informed the Session members that their share of the cost for the Session Luncheon was \$17.60. Session members are encouraged to contribute this amount.

Also, it was decided by the session to contact member Steve Gerstel regarding the freezer he wants to donate to the Church. We need to know the type, make and capacity. Also, maybe someone from the Congregation might have a need for one.

Elder Martha Powers, Liaison between the Session and MHNS reported that MHNS received an offer of \$3,000.00 to improve the play ground. The Director of MHNS is requesting permission to plant a tree for shade, construct a 4 X 6 sand box. They also want to congregate, and request to place a picnic table, on the

West side of the North parking lot. They also wish to place a picnic table on the West side patio, outside the MPR. They would also like permission to have games painted on the parking lot surface. The games would be painted between the parking rows.

Motion by Dora Martinez, second by Donna Graham to approve the painting of games on the parking lot and placement of basketball hoops. Did not approve any work to do be done to the space west of the north parking lot because we have a committee that will be looking into using this area as memorial garden.

There being no other business, the Session Meeting was adjourned at 8.20 PM . The meeting was closed with prayer.

Minutes taken by Gilbert Solis, Jr, Clerk of Session
Edited per session instruction

Respectfully submitted, (April 22nd, 2008)



John Van Dyke
Clerk of Session

**Called meeting of the Session of Second Presbyterian Church, Albuquerque NM
February 21st, 2008**

Elders present: Donna Graham, Dora Martinez, Martha Powers, Bob Romero, Sally Ruybal and Max Esquibel Judy Walls.

Excused: Emiko Chavez, Louis Griego, Les Sandoval.

Moderator: Rev. Robert Woodruff.

The meeting was opened at 2 p.m. with prayer and devotion led by Rev. Woodruff.

The meeting had been called to consider the resignation from Session of Gilbert Solis, Jr.

It was moved/seconded/passed to accept the resignation with regret. Rev. Woodruff was to write a letter informing him of the action and expressing the Session's regret.

The meeting was adjourned with Prayer by the Moderator.

Respectfully submitted,



Judy Walls, Acting Clerk

Second Presbyterian Church Session Meeting, March 18, 2008

Meeting was open with prayer by Moderator Woodruff at 6pm.
Devotion was lead by Elder Martha Powers.

Present were elders: Judy Walls, Martha Powers, Dora Martinez, Donna Graham, Max Esquibel, Bob Romero;

Also present: Conrad Rocha, bookkeeper, John Van Dyke and persons to be received as members: David Lopez, Christopher Avila, Rosie Avila, Orlando Duran and Sandra Duran.

Excused were Elders: Emiko Chaves, Louis Griego and Les Sandaval, Sally Ruybal.

The order of the day: The candidates for membership were examined. **Moved/Second/Passed** to receive them. Orlando and Sandra Duran are being received by letter of transfer from Albuquerque First. David Lopez and Rosie and Christopher Avila are being received by Re-affirmation of faith. The new members were excused and greeted.

MSP to elect elder John Van Dyke as clerk of Session. (John is an elder, but not in "active service".)

Clerk verified the presence of a Quorum

The financial report was distributed listing receipt and balances for January and February. Conrad was thanked and excused.

General Operating Fund

	January	February
Beginning Bal.	\$ 0.00	\$ 2,218.04
Receipts for month	12,160.73	13,790.75
Disbursements for month	9,942.69	12,265.59
Ending Balance	2,218.04	3,743.20

Approval of minutes was deferred to the next meeting. The clerk is to edit with help from active elders and bring revised copy for approval (Unapproved minutes include January and February regular meeting and "the" special meeting of February 21st and the Annual Congregational Meeting.)

Communion was served March 2nd during the regular worship service to 125 persons, Maundy Thursday, March 20, to 36 persons and to 224 people at the Easter worship service, Sunday, March 23rd.

Pastor Report:

Rob reported that a member of the congregation had suggest we do something to show our support of Rev. Chris Lieberman.

MSP to send a letter of support from the Session to Rev. Chris Lieberman. Pastor and Clerk to write such letter.

Rev. Woodruff's doctoral program requires a "400 hour project".

MSP to endorse Rob supervising the anticipated multicultural/mission intern in fulfillment of that project. Rev. Trey Hammond has agreed to be the Seminary's representative on Rob's behalf.

Rev. Woodruff has visited since the last session meeting: Fred & Mable Reincke, Josephine Ringling 2x, Louis & Veronica Griego, Emily Nuanes, Benny & Marie Vasquez, Helen Sanchez, Susie Velasquez & family. Rob performed a wedding at the Church on March 1st (Telles and Cordova). Rob did 2 funerals: February 18th for Syria DeHerrera at Dnaiel's Mortuary and March 2nd for Rueben Abner Lopez, at Second Church.

MSP to approve vacation for Pastor Rob April 30 through May 16th (Travel to Guatemala.)

Miscellaneous actions:

MSP to acknowledge previous approval of purchase of Audio Visual equipment from the M & M fund, to explicitly approve the \$4,361.74 that has been spent to date and to authorize continuing work on the AV system.

MSP to approve the Optimist Club request to use the Multi-purpose room April 12 from 11:45 to 4. ("A small donation is expected".)

MSP that the Ash Wednesday offering go to Nursery refurbishing project.

MSP to get long distance service on the FAX number. (\$2.99 monthly plus 7 cents per minute.)

Committee reports.

Evangelism/Marketing/Membership:

Nursery refurbishing: will have ready by Easter (Paid worker to be there Easter)

PW will contribute \$200 to refurbishing.

Next month: will have recommendation about church sign.

Worship:

Holy Week Highlights: Thursday soup/communion/footwashing

Friday 7 pm: inviting SOV and First

Sunday 7:00 Sunrise/breakfast, 9:00 Egg hunt, 10:30 Mariachi

Mission:

Project Share is going well

Women's health fair: satisfied with attendance (10-12).

Intern: lost candidate – continuing search

Education:

Summer off for Church School including Spanish Bible Class

B&G:

MSP to reaffirm the policy, limiting the proliferation of keys, including asking retiring elders to turn in their keys and key cards. Max will notify Solema and Judy will talk to Gil.

MSP to reserve the MP room all day April 5th for floor cleaning (B&G request).

Removed front pew both sides

Janitorial issues were raised and to be passed on to Personnel (Les)

Hospitality:

MSP to approve fund raising Luncheon Schedule:
Luncheon Schedule for 2008

Feb. 3: Session

May 11: Women's Group

Oct 12: Young Adults

Mar. 6: Men

Sept. 14: Choir

Nov 9: Veterans

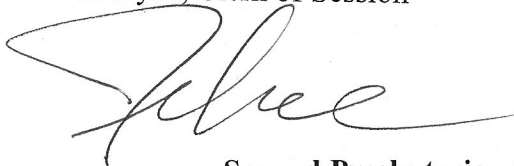
Apr. -- No Meal

(recognizing there may be future adjustments.)

Adjourned with Prayer by Pastor Rob at 8:10 pm



Respectfully submitted,
John Van Dyke, Clerk of Session



Second Presbyterian Church Session Meeting, April 22, 2008

Meeting was opened before the meal with Prayer by Moderator Rob Woodruff at 5:30 pm.
Devotion was led by Elder Dora Martinez.

Present were elders Emiko Chaves, Max Esquibel, Donna Graham, Dora Martinez, Martha Powers, Sally Ruybal, and Judy Walls and moderator Rev. Rob Woodruff.

Excused were Elders: Louis Griego, Bob Romero and Les Sandaval.

Clerk John Van Dyke was present.

Also present was: Angel Medina

(Bob was absent because his daughter, Ruthie, was having surgery.)

A quorum was present.

The Order of Day: Gloria Maribal brought a report on behalf of the Evangelism/Marketing/Membership committee on a proposed new sign for the church. The report was received recommending a sign for the front of the Church on Edith near the main door. The estimates were slightly above \$6000. The enumerated questions were (1) where does the money come from and (2) should the sign say "Bilingual Ministry" in addition to "Second Presbyterian Church"

Approval of Minutes:

It was **moved/seconded/passed** to approve the minutes of the January 22 Session meeting as revised.

It was **MSP** to approve the minutes of the February 19 Session meeting as revised with one correction.

It was **MSP** to approve the minutes of the March 18 Session meeting.

It was **MSP** to approve the minutes of the called Session meeting of February 21st with corrections to the attendance and with Judy Walls as acting Clerk.

It was **MSP** to approve the minutes of the annual Congregational Meeting (January 27th).

Deacons reported that **communion** was served April 6th to 101 persons.

Pastor's Report: Rev. Woodruff reported that Angel Medina had been working with Rob on his Capson Project at Manual School. Angel Preached at morning worship in the April 13th service here.

Rob, conducted a funeral for Silas Lopez at 2nd Church on April 22nd. Jaime Quiñones assisted.

Rob performed a Wedding for Colin Reed and Andrea Barringer (of Kirkland Washington) April 15th at "The Chocolate Turtle" in Corrales, NW.

Rob report visits this month with the family of Silas Lopez (3x), and with Colin and Andrea Reed, Peggy and Max Esquibel, Ruth Montoya, Dan and Paz Vigil, Angle Medina, Bob and Candy Deuble, Victor Suazo, Conrad Rocha, Tessie and David Lopez and Chris Ortega.

Rob gave the Session an update on his DMin work. He will be taking a class in Atlanta led by Barbara Brown Taylor June 29th – July 11th. (He will miss the 4th of July service shared with First Church and others. Kay Huggins will be preaching there.) He will also be taking a class October 20 through 31 led by Walter Brueggemann.

Letter was received and read to session from Chris Lieberman, thank the session for their prayers and support.

Four people from Second Church attend the Presbyterian Assembly (Rob, Dora Martinez, Max Esquibel and Mary Montoya)

Clerk of Session Report

The clerk received information about mission grants available from the National Church and this information was previously forwarded to Sally Ruybal.

Rob reported that the pending triennial C.O.M. visit date is in Rev. Preininger's court. He has received our date request in writing as well as Gil's request.

There was no **Bookkeeper's Report** available.

The Counting Treasure Report was distributed showing March income of \$365 to the memorial fund and \$17,024.71 to the General Fund including \$1,137 to One Great Hour of Sharing.

COMMITTEE REPORTS

Evangelism/Marketing/Membership:

Committee met the 3rd of April. Dorothy Romero working the new memorial plaque questions (costs looking like ~\$700). Handing crosses (or magnets) to visitors will be taken over by committee members (instead of the ushers). (Crosses are decorated by Candace Dueble, made by John Baca)

A **new church directory** is being pursued. Information from Kim Jew was distributed.

M/S/P to contract with Kim Jew to do a new photo directory per the details in the handout.

Significant details: No charge. One directory per family group, plus 50 extra directories.

Directory will include staff page and names and phone numbers for each member/family. The hope was expressed that the photo's could be taken in May.

Nominating:

The Session called a Congregational meeting for Sunday May 25, immediately following worship for the purpose of electing the nominating committee.

Worship:

Committee met on March 31st and on April 14th. Reviewed recent services (Holy Week). Noting that the May Communion is on the 11th, Pentecost, the committee asked that the monthly meal be held on the 4th instead. Moved, seconded/passed.

The Women (PW) will be leading worship on the 4th, with Ruth Montoya to preach. Rev. Carlos Lopez has agreed to preach on the 11th.

Mission:

Sally Ruybal and Martha Powers reported that the Multi-Cultural conference they attended was "wonderful". Sally would like opportunities to share resources and ideas with the congregation. Also notes that there is a workshop on the "multi-cultural church" at Ghost Ranch in August.

The committee has interviewed one candidate for the intern position this week and have another interview scheduled Thursday the 24th.

Rob reported that Second Church was represented at the "Economic Summit" conference sponsored by Albuquerque Interfaith by Martha Powers, Marie Kenny, Karmen Van Dyke, Sara Keegen, Solema Newton, Ruth Montoya and himself.

Albuquerque Interfaith requested permission to issue a press release from the steps of Second Church. MSP to approve.

Stewardship/Finance:

Four members of the committee attended a training workshop in Santa Fe.

Max Esquibel raised the question of the "Cuba Offering", which the church has received promotional material on. (The Presbytery of Santa Fe has a covenant relationship with the Presbyterian Reformed Church in Cuba.) This was referred to the committee for a recommendation.

May 11th the Pentecost offering will be collected.

Christian Education:

No report.

Building and Grounds:

No meeting, just work. The floors were clean and waxed as scheduled. Automatic lights were installed in parking lot. There is an on going problem with a water leak.

The janitorial issues were again raised, but this needs to be dealt with by the personnel committee.

Personnel:

Rob emailed committee chair Les Sandaval. Les is planning to meet with Gil Solis, former chair, to get up to speed.

Hospitality:

We are using the "Fair Trade" coffee for Sunday Fellowship. Martha wants to get a sense of congregational interest before any is ordered for resale.

MISCELLANEOUS:

Relations with other governing bodies: MNS, etc.

The Painting on the parking lot for games has occurred and there are new tables in the patio area.

Reports from Presbytery Commissioners:

(We are allotted three commissioners. We currently have two plus an alternate.)

Next Regular Meeting of Presbytery is July 12th.

Old Business:

Pastor Rob raised the issue of vacancies vs. size of Session and a corollary question about the unwritten, but absolute, Second Church prohibition against "close" relatives being nominated for Session. (The Bylaws specifies there shall be 12 elders on session. We currently have 10 with two unfilled slots, one slot never filled and one left vacant by resignation.) (There was no immediate consensus and no action taken.)

Date of next meeting:

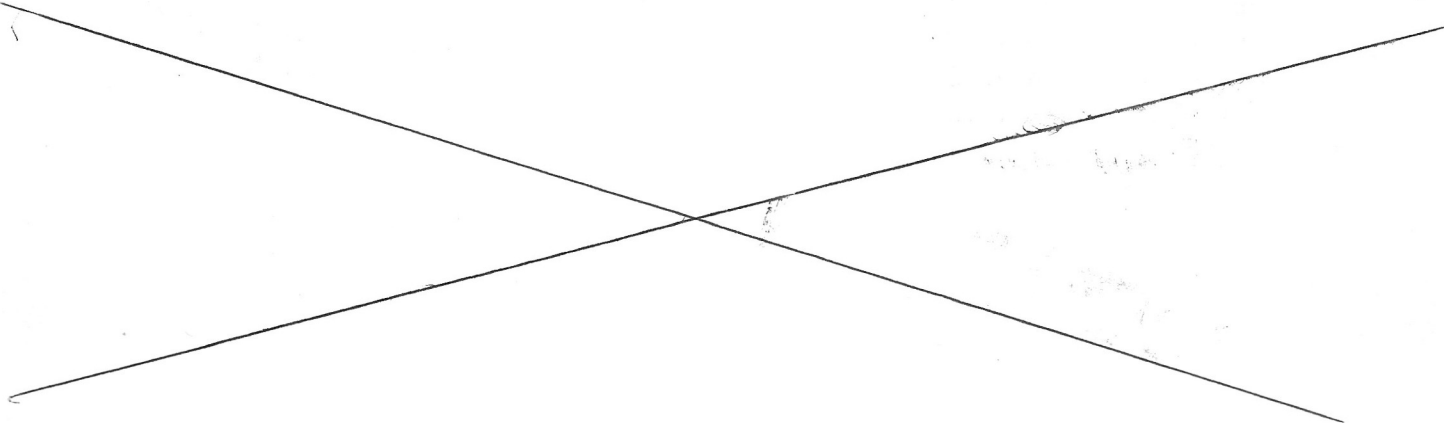
May 20th. Sally has the devotion.

MSP to adjourn. Closed with prayer by Moderator Rob at 8:15 pm

Respectfully submitted,



John Van Dyke, Clerk of Session



Second Presbyterian Church Session Meeting, May 20, 2008

Devotion was led by Elder Sally Ruybal. Sally followed with an open prayer at 5:50 PM

Present were elders Emiko Chavez, Max Esquibel, Donna Graham, Dora Martinez, Martha Powers, Bob Romero and Sally Ruybal and moderator Rev. Roberto Woodruff..

Excused were Elders: Louis Griego and Judy Walls.

Absent were Martha Powers and Les Sandoval.

Clerk, John Van Dyke, was present.

Also present was Bookkeeper, Conrad Rocha.

A quorum was present.

Moved/Second/Passed to Approve the Minutes of April 22nd Session Meeting with addition of several names and numbers.

Deacon's Records report **Communion** was served to 143 persons on Pentecost Sunday, May 11th. Rev. Carlos Lopez officiated and preached that Sunday.

Pastor's Report: Rob reported visiting Ruthie Romero this month.

Rob reported that we have received confirmation of our Wednesday, July 16th meeting at 6:30 PM with representatives of Presbytery Committee on Ministry, for our Triennial Visit. There is a questionnaire for the session members to each fill out before the visit. Rob reported conversations with Lindsey Gilbert, President of Menaul. Second Presbyterian has probably the largest collection of Alumni anywhere. The specific request was for a list of 2nd Church Alumni. A caution was raised about providing such a list without the permission of the individuals on the list.

Parish Associate's Report

Rev. Jamie Quiñones conducted a Service of Witness to the Resurrection on April 26 in memory of Ida Eichwald Valdez, (November 8, 1918 – April 18, 2008).

Clerk of Session Report

The Clerk briefly reviewed the Book of Order and Bylaws description of the selection and election of the church nominating committee. Dora Martinez reported that the session sub-committee had the required four nominees for the Congregational meeting on Sunday, the 25th.

Elders volunteer for leading the devotion at upcoming session meetings and for open and closing the Church on the Sundays of the upcoming months.

	Elders for Devotion	Elders to open/close
June	Donna Graham	Bob Romero
July	no meeting	Max Esquibel
August	Emiko Chavez	Rob Woodruff
September	Donna Graham	Bob Romero
October	Dora Martinez	Dora Martinez

There was correspondence from a local children's charity wanting us to publicize a fund raising raffle. Rev. Woodruff accepted the material for consideration.

Clerk drew attention to the fact that the selection of elder delegates to presbytery was omitted from the minutes of January 22nd. Second Church is entitled to three representatives. Gilbert Solis, Dora Martinez and Bob Romero were selected at that time. Emiko Chavez and Solema Newton were named as alternates. (Gil has since resigned as Presbytery delegate.)

Bookkeeper's Report

Conrad Rocha, church bookkeeper distributed two reports, one showing assets and liabilities, the other showing spending vs. budget for the church through the 1st of March. Conrad orally review the various transfers of funds made at the beginning of the year. He plead with the elders to properly fill out vouchers before asking the payer treasurer, Mary Montoya, to write a check.

Counting Treasure's Report: (Dora Martinez reporting)

Receipts for April were \$13,167.23 to the General Fund and \$190 to the Memorial Fund.

COMMITTEE REPORTS

Evangelism/Marketing/Membership: (Donna Graham reporting)

Committee held a meeting May 1st with all six committee members present. Gloria Montoya will get at least two more bids on the sign. Dorothy Romero has picked up the Memorial Plaque. (Issue raised in session about from where it is to be paid for.) Pictures to be taken May 24 and 25 for the new church directory. Candace Dueble will call people who have not scheduled an appointment. Graduates will be recognized in Worship on May 25th (with a gift). There will be a reception with a cake.

Nominating: no report

Worship: (Dora Martinez reporting)

Committee has not met. "Carlos did a great job". Choir will take a summer break beginning with the start of June. Small groups will provide music each week.

Mission: (Bob Romero reporting)

The committee met on May 18th. The big news is that a person has been selected and accepted the intern position. Guillermo Yela is expect to arrive Thursday June 12th. The committee reported many details of preparation for his arrival. The session approved the committee recommendation that the nursery be converted to an office for Guillermo for the year and that the Nursery functionality be moved to the Cry room (at the back of the sanctuary).

Stewardship/Finance: (Max Esquibel reporting)

The Pentecost offering was taken.

Christian Education: (Louis Griego sent an email report)

Reported lots of good things going on with the youth.

Vacation Church School with First and La Mesa at Menaul is June 9-13.

May 25 is Last day of Sunday school.

Building and Grounds: (Max Esquibel reporting)

Air Conditioners are being serviced. Six are done, two for the Sanctuary remain.

The North door to the front of the Church is not getting secured. Related issue, an individual has been repeatedly seen removing bibles from the Sanctuary during Worship.

Personnel:

Two outstanding issues: the relationship with the custodial firm and the contract for the new intern.

MISCELLANEOUS:

By consensus, will attempt to schedule an overnight, off site, Session retreat for August 8th and 9th. (Back up date is August 1st and 2nd)

Next meeting is June 17th (Sally Ruybal will be out of town)

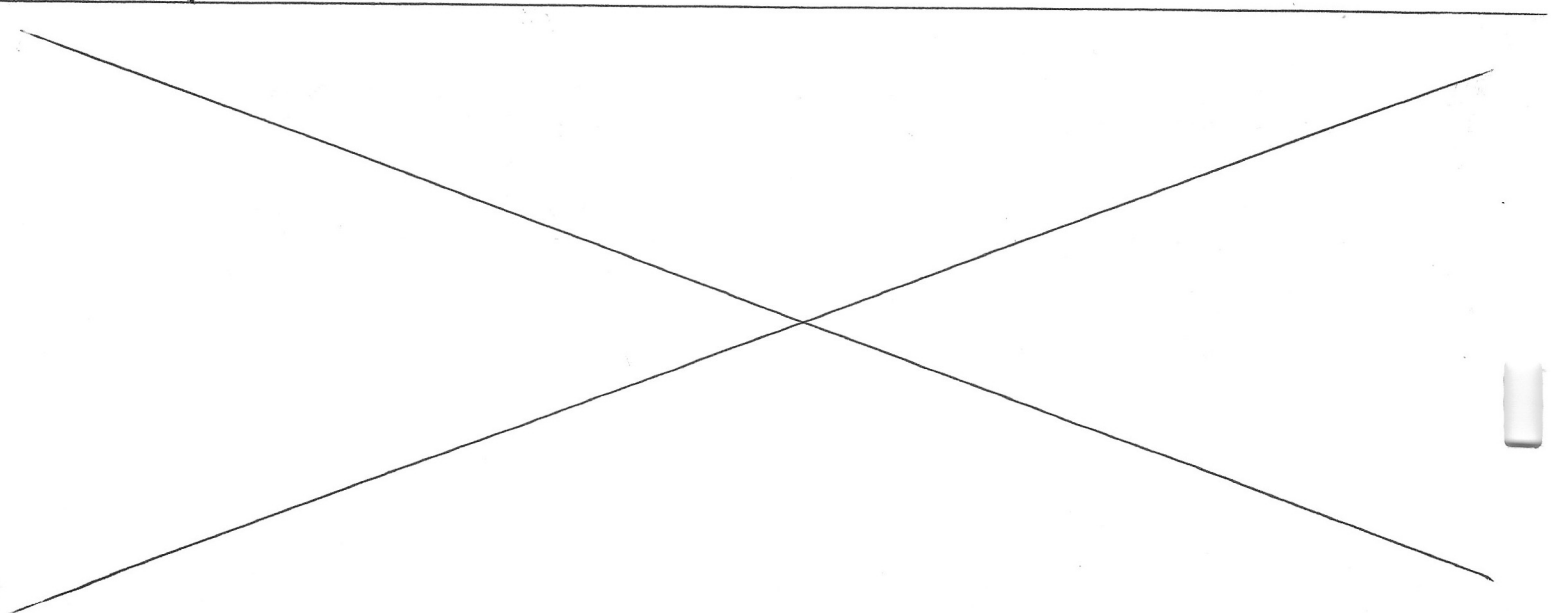
Donna has the devotion. The C.O.M. questionnaire will be distributed

Adjourned with prayer by moderator at 7:57 pm.

Respectfully submitted,



John Van Dyke
Clerk of Session.



Minutes of the Called Congregational Meeting of Second
Presbyterian Church
May 25th, 2008

The meeting was opened with prayer by Moderator Roberto Woodruff at 11:40 am.

There was a Quorum present.

The Clerk of Session reported that the Minutes of the January 27th Congregational Meeting had been reviewed and approved by the Session.

It was **moved/second/passed** to authorize the Session to review and approve the minutes of this meeting.

The stated purpose of this meeting is election of four members of the congregation to the Church nominating committee.

The moderator reminded the Congregation that the other members of the Committee were Emiko Chavez and Judy Wall from the Session, a member of the board of Deacons and the Pastor.

Dora Martinez was asked to present the Session's nominees for the four slots to be elected.

Dora placed in nomination the names: Ray Barela, Steve Gerstel, Tessie Lopez and Thelma Trujillo.

The moderator opened the floor for additional nominations. It was **moved/second/passed** to close nomination. It was **moved second/passed** to elect by acclamation.

It was **moved/second/passed** to close with prayer by Rev. Jaime Quiñones.

* The meeting was closed with prayer by Rev. Quiñones at 11:55am

Respectfully Submitted,



John Van Dyke
Clerk of Session

Attested to by



Rev. Roberto Woodruff
Pastor

Second Presbyterian Church Session Meeting, June 17, 2008

Devotion was led by Moderator Woodruff.

Meeting was opened with Prayer by Moderator Woodruff at 5:58pm.

Present were elders Emiko Chavez, Max Esquibel, Dora Martinez, Martha Powers and Bob Romero and Moderator Roberto Woodruff.

Excused were Elders: Donna Graham, Louis Griego, Sally Ruybal, Les Sandoval and Judy Walls.

Clerk John Van Dyke was present.

Also present was Guillermo Yela, multicultural and mission intern.

A quorum was present.

The agenda was approved with insertion of an Order of the Day.

The Order of Day: Report from the Site Development Committee represented by Candace Deuble and Gil Solis. Candace and Gil outlined a plan to clean and make pleasing useful the two areas north of the building. Session approved proceeding with design. The Session also approved having the utilities marked. The financing details were yet to be worked out.

The **Minutes** of the May 20th Session meeting were approve with a clarifying addition to the Pastor's Report and a caveat that additional details from the bookkeeper's oral report on year end transfers would be provided at a later date.

Communion was served to 143 on June 1st

Pastor's Report: Rob reported visiting Anita and Rueben Chavez, Grace Duran, Sandra Sandoval, Conrad Rocha, Alice Jones, Josephine Lucero, Silas Ruybalid, Richard Bernard, Joe and Priscilla Candelaria, Ruth Montoya, and Tom Gonzalez Jr. this month. Rob express thanks for the collegiality of the Session Committees. Rob suggested a repeat of the every member telephoning by the session members. The session agreed, but no specific date was set.

Clerk of Session Report

The Clerk distributed the C.O.M. questionnaires to be delivered to C.O.M. before the July 16th Triennial visit.

Session Retreat set for August 8 and 9 at Ghost Ranch Santa Fe.

There was no **Bookkeeper's Report**.

The **Counting Treasurer** reported \$11,568.55 in regular donations to the General Fund, \$55.00 to the memorial fund and \$2,571.50 in other income, which include \$511.50 from ticket sales from the PW Meal, \$375.00 from the Pentecost offering, a \$1,134

reimbursement for insurance from MHNS and \$400 in donations from PW. It was reported that the paying treasurer, Mary Montoya would be on vacation from the 19th of June until the 1st of July.

COMMITTEE REPORTS

Evangelism/Marketing/Membership:

No formal report, but additional bids are being sought for the sign.
New member class set for July 26th.

Nominating:

Dates were discussed. Installation of new (2009) officers is scheduled for the same day as the Annual Meeting, January 25th 2009. October is the appropriate time to solicit suggested names for nomination.

Worship:

Combined Service at Hart Park (Menaul School) is set for July 6th with First Presbyterian and a number of other Presbyterian churches. Second Church is requested to provide Salads or Fruits for the meal to follow.

Moved and passed to hold the July Communion on July 13th in lieu of the first Sunday.

Mission:

The proposed contract with Guillermo Yela was presented, discussed and approved. It is included at the end of these minutes. The term of this contract is from June 15th, 2008 through June 14th, 2009. An Intern interface committee was appointed that included Marie Kinney, John Van Dyke, Bob Romero and Willie Chavez.

Date of next meeting:

There is no regular meeting in July, but there is Triennial visit from C.O.M on July 16th and a Session Retreat August 8th and 9th.

The meeting was adjourned with Prayer at 7:55 pm

Respectfully Submitted,



John Van Dyke, Clerk of Session

Contract:

Multicultural/Mission Intern Agreement

Purpose

The purpose of this relationship between the Guillermo Yela (Intern) and the Session of Second Presbyterian Church of Albuquerque, New Mexico (the Session) is to provide an opportunity for the Intern to maintain a relationship with the Session in keeping with his seminary training and intention to be ordained into the ministry of the Presbyterian Church (U.S.A.). Through this relationship, both the Intern and the Session recognize that together they may more effectively provide for the ongoing work and ministry of this congregation; while providing the Intern with substantial ministerial experience with an emphasis on mission and multiculturalism.

Expectations

The Intern can expect that this relationship with the Session will provide:

an opportunity for him to "belong" to the congregation and be an active and vital part of its work and ministry, with all the privileges of membership except voting;

him with encouragement and opportunity to serve in other ministries in the presbytery and the community of which he is a part;

an opportunity to preach, teach and to give guidance in planning for the more effective ministry of this congregation;

opportunities for practical pastoral experience in a "safe" learning environment with a supportive congregation and pastor; and,

Office space and supplies, including computer and internet access.

The Session can expect that this relationship with the Intern will provide:

a willingness to be responsible to the pastor/head of staff, the Rev. Robert Woodruff, and the Session;

assistance with and resource support for the Multicultural/Mission Ministry of this congregation;

a willingness to engage with local multicultural and mission organizations, including but not limited to Albuquerque Interfaith, Martin Luther King Multicultural Council of Albuquerque and local Martineztown groups and organizations;

assistance with and resource support for the Mission Committee of this congregation;

assistance with and resource support for the Worship Committee of this congregation;
attendance at monthly session meetings;

active and significant participation in facilitating a Spanish-speaking congregation nesting in Second Presbyterian Church, Albuquerque; and,

a willingness to serve as a liturgist and occasionally preach in the worship services of this congregation.

Remuneration/Benefits Package

It is understood that this relationship provides for the following remuneration/compensation and benefits package:

Remuneration

Salary	\$25,840.00
Housing Allowance	\$ 2,400.00
Total Compensation	\$28,240.00
Moving/Relocation Allowance	\$ 1,500.00
Continuing Education Allowance	\$ 1,000.00
Auto Allowance	\$ 500.00
Total Reimbursable Allowances*	\$ 3,000.00
FICA (Employer Portion)	\$ 2,160.00
Total Remuneration	<u>\$33,400.00</u>

*Reimbursement subject to submission of appropriate documentation by the Intern and written approval by the Pastor/Head of Staff.

Benefits

Two weeks paid vacation leave
 Two weeks study leave
 Two days off per week
 Two weeks paid sick leave (as needed)

Other

It is understood that Intern, at his request, will be contracting with an outside agency to secure healthcare coverage; the cost of which will be borne by Intern. Intern agrees that he will provide Session with written verification of that fact no later than July 1, 2008.

Supervision

The Intern will be under the direct supervision of Robert Woodruff, Pastor/Head of Staff. Additionally, this individual will be assisted by a team of consultative colleagues, appointed by Session, each of whom will provide support, learning opportunities in various aspects of congregational life/administration, and opportunities for spiritual and personal reflection.

- * I understand and agree to the terms and conditions of the contract, as set forth above:

6/17/08 <signed>
 Signed and dated: Guillermo Yela

Approved by the session of Second Presbyterian Church of Albuquerque, NM (June 17th, 2008):

6/17/08 <signed>
 Signed and dated: John Van Dyke,
 Clerk of Session

Second Presbyterian Church
Minutes of the Called Session Meeting July 16th, 2008
(Following the triennial visit with C.O.M.)

The meeting was opened with Pray by Moderator Roberto Woodruff at 8:03 PM.

Present were elders Max Esquibel, Dora Martinez, Martha Powers, Bob Romero, Sally Ruybal, and Les Sandaval.

Excused were Elders: Emiko Chaves, Donna Graham, Louis Griego, and Judy Walls.

Clerk John Van Dyke was present.

Also present was Guillermo Yela, multicultural and mission intern.

There were two items two consider.

It was moved/seconded and passed to authorize Guillermo receiving his check for the last half of the month, early so that he might make a down payment on house.

There was then discussion of the pending but, yet to be authorized baptism to occur in the same service with receiving one of the parents as a member, all scheduled for the same Sunday as the Session meeting to approve both... It was agreed that everything was legal, and this should go forward, with the understanding that Session would prefer a schedule that allowed for more consideration and deliberation.

There is a called session meeting at 9:15 AM, Sunday, August 3rd for the purpose of receiving new members from the membership class of Saturday, July 26th and authorizing the baptism of Sophia Marie, daughter of Leah and Alfred Sanchez.

Adjourned with prayer by Guillermo Yela at 8:25 PM.

Respectfully submitted,



John Van Dyke, Clerk of Session

Second Presbyterian Church

Minutes of the Called Session Meeting August 3rd, 2008

The meeting was opened with Prayer by Moderator Roberto Woodruff at 9:15 AM.

Present were elders Emiko Chavez, Max Esquibel, Donna Graham, Dora Martinez, Martha Powers, Bob Romero, and Sally Ruybal.

Excused were Elders: Les Sandaval.

Clerk John Van Dyke was present.

It was noted that Elder Louis F. Griego, died July 31st. Elder Griego was a current member of Session.

Also present were Fred and Mabel Reincke and Tanya Sanchez and Alfred, Leah and Sophie Sanchez.

The purpose of the meeting was to receive new members and to consider the baptism of Sophie Marie Sanchez.

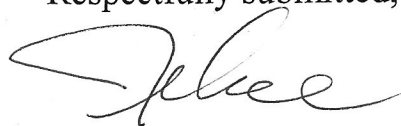
Introductions were shared around the table. There was sharing of how persons happened to be joining Second Church at this time and asking about expectations.

It was moved, seconded and passed to receive Fred and Mabel Reincke by reaffirmation of faith and Tanya Sanchez and Alfred Sanchez by profession of faith.

After discussion of Baptism with parents, Leah and Alfred, it was **moved**, **seconded** and **passed** to authorize the Baptism of Sophie Marie Sanchez on this date, August 3rd, 2008.

Meeting was adjourned with Prayer by the Moderator at 9:30 AM

Respectfully submitted,



John Van Dyke, Clerk of Session

**SESSION MEETING
SATURDAY, AUGUST 9, 2008
GHOST RANCH IN SANTA FE**

The Session of Second Presbyterian Church met on Saturday, August 9, 2008, at Ghost Ranch Santa Fe, following a weekend retreat. The meeting was opened with prayer by Rev. Woodruff at 10:10 AM. Dora Martinez agreed to be the temporary clerk.

Members present: Dora Martinez, Martha Powers, Bob Romero, and Judy Walls and Rob Woodruff, moderator. Also present was Guillermo Yela our Seminary Intern.

Members absent, excused: Emiko Chavez, Max Esquibel, Donna Graham, Sally Ruybal and Les Sandoval, Also excused: John Van Dyke, Clerk.

The clerk reported a quorum present.

The agenda was approved as amended.

The minutes of the last meeting were not available.

Bookkeeper's Report

Dora presented the income reports for June, 2008 and July, 2008 and answered questions.

Pastor's Report:

Visitations were made to: Veronica and Louis Griego (4 times), Isaac Romero, Orlando and Sandra Duran (2 times), Josephine Ringling, Gil Medina, Jaime and Ruth Quinones, Bob and Dolores Romero, Les Sandoval, Tom and Solema Newton, Tillie Arellano.

Parish Associate's Report

Report not available.

Clerk's Report

- * Report not available

Bookkeeper's Report

Report not available

COMMITTEE REPORTS

1. Evangelism/Marketing/Membership Committee

The McBride family and Harry Hogan would like to join the church. Rob will contact them to see when they can meet for a new member class and then he will announce that date for others who might be interested in joining, too.

2. Nominating Committee

The Committee will need to be thinking of filling positions for the class of 2011 on session and the board of deacons. Rob asked for names of people to be considered to serve in these positions and he received 16 names for deacons and 20 names for elders.

3. Worship Committee

The committee met and made plans for upcoming services to include preaching by both Rev. Quinones and Guillermo Yela. Guillermo will preach on September 5, which will be a communion Sunday and hoped that he would be able to assist with communion that day.

Session VOTED that Guillermo be granted permission to assist with communion for the duration of his time with us. Motion passed.

The committee also discussed the Choir meal which will be held on Sunday, September 14 and thought it would be a good opportunity to have Christina Ortega there for a book signing. We had also heard that Gloria Mirabal had a part in writing a book on Hispanic Women in New Mexico and though she might also be included. Martha said Gloria was one of the women written about in the book, not a writer.

Session VOTED to approve a book signing/selling time for Cristina Ortega and Gloria Mirabal on Sunday, September 14, at the time of the Choir meal.

4. Mission Committee

The committee has not met, but Guillermo reported that he has met with local pastors, had several meetings with Albuquerque Interfaith, helped serve at Project Share, met with people from the Storehouse, made hospital visits

5. Stewardship and Finance Committee

The committee met and made plans for the fall stewardship campaign and for receiving budget requests for the 2009 budget. Session members are asked to bring their budget requests to the November Session meeting.

6. Christian Education Committee

Rob is planning on meeting with the members of the Christian Education Committee to make plans for the fall program.

7. Building and Grounds Committee

- a. Bob reported that plans are in place to replace pads, etc, to make the air conditioners more efficient.
- b. The committee held a very successful clean up day to clean the yards.

Bob noted that the committee felt they really needed to have a place to store and protect the new AV equipment. They suggested purchasing 2 cabinets and placing them near the stairs leading to the east exit of the multipurpose room.

Session VOTED to approve the purchase of 2 storage cabinets to be used to store the AV equipment and that the money to be taken from the M & M Memorial account.

8. Personnel Committee

The committee had no report but session felt it needed to deal with the issue of parental leave since Rob and Karla's baby will be here soon. Session reviewed and discussed several policies from churches and presbyteries.

Session VOTED to recommend to the congregation that we amend the Pastor's call for 2008 to include two (2) weeks paid parental leave (including 2 Sundays) following the birth of his child, at a time he considers most appropriate.

Session VOTED to call a congregational meeting for Sunday, August 17, immediately following worship, for the purpose of amending the Pastor's Call as it pertains to parental leave.

9. Hospitality Committee

Martha reported that she has begun taking orders for the for "Just Coffee" and will be using this coffee for the weekly coffee hour/fellowship time.

Dora presented a request from Presbyterian Women to have a baby shower and invite the whole congregation on Sunday, August 24 after church.

Session VOTED to grant permission to hold this shower and to announce this to the congregation in Sunday's bulletin. The announcement would list where Rob and Karla have registered.

Report of the Site Development Committee

Dora reported that the committee worked on dividing their work into phases as requested by session. The first phase has begun by clean up the "exterior" area by removing many of the trees that have sprouted through the years. They plan to hold a work day on Saturday, August 23 to continue the clean up which will also include the "interior" area. The next steps would be to patch and paint the walls of the "interior" area, make sure the drip system is working, prepare and lay gravel, and pour the concrete pads for the tables and grills. They requested \$2,915 to cover the cost of this work.

Session VOTED to approve the plans and to authorize the expenditure of \$1,760.91 from the Cora and Toby Atencio Memorial Fund (30300) and the balance, \$ 1,154.09 to be taken from the Irene Candelaria Memorial Fund (30400),

There being no further business, the meeting adjourned at 11:45 AM with prayer by Rev. Woodruff.

Respectfully submitted,


Dora V. Martinez, Clerk pro tem

Minutes of the Called Congregational Meeting of Second
Presbyterian Church
Sunday, August 17th, 2008

The meeting was opened with prayer by Moderator Roberto Woodruff at 11:40 am.

There was a Quorum present.

The Clerk of Session reported that the Minutes of the May 25th Congregational Meeting had been reviewed and approved by the Session.

It was **moved/second/passed** to authorize the Session to review and approve the minutes of this meeting.

The stated purpose of this meeting is to consider a change in the terms of the Pastor's call to include parental leave.

On behalf of the Session, Dora Martinez, high-lighted the back ground information on parental leave that the session had reviewed and Dora then presented the Session recommendation that the Congregation:

Amend the Pastor's call for 2008 to include two (2) weeks paid parental leave (including 2 Sundays) following the birth of his son, at a time he considers most appropriate.

Moderator Woodruff asked Rev. Jaime Quiñones to moderate the meeting to encourage open discussion.

There were no comments or question.

The Congregation **voted to approve** the change in the terms of call.

With Rev. Woodruff again moderating, it was **moved/second/passed** to close with prayer *by Rev. Jaime Quiñones.

The meeting was closed with prayer by Rev. Quiñones at 11:55am

Respectfully Submitted,



John Van Dyke
Clerk of Session

Attested to by



Rev. Roberto Woodruff
Pastor

Second Presbyterian Church Session Meeting, September 23rd, 2008

Meeting was opened before the meal with Prayer by Moderator Rob Woodruff at 5:30 pm. Devotion was led by Elder Donna Graham.

Present were elders Max Esquibel, Donna Graham, Dora Martinez, Martha Powers, Bob Romero, Sally Ruybal, moderator Rev. Rob Woodruff and multicultural/mission intern Guillermo Yela.

Excused were Elders: Emiko Chavez and Les Sandaval and Judy Walls. Clerk John Van Dyke and bookkeeper Conrad Rocha were also present.

A quorum was present.

The Agenda was approved with additions.

Approval of Minutes:

The minutes of the regular **Session Meeting of June 17** were approved with corrections and additions.

The following Minutes were approved as printed:

Called Session Meeting of July 16th, Called Session Meeting of August 3rd, the Session meeting held August 9th at Ghost Ranch Santa Fe (Dora, Clerk Pro Tem) and the Called Congregational Meeting of August 17th.

Deacons reported that **communion** was served July 13th to 127 persons, August 3rd to 143 persons and September 7th to 118 people.

Pastor's Report: Rev. Woodruff report visits to Bud Leffler /Chaves family, Orlando Duran (multiple visits) Ruth Montoya, Bruce Sers/Desiree Mitchell (wedding November 8th) and Aurelia Jimenez. Also there were many visits with congregation members during parental leave.

He reports that DMin is going fine and the he will also be taking a class October 20 through 31 led by Walter Brueggemann. (Jaime will preach the 19th and Guillermo on the 26th)

Next January will be the 120th anniversary for Second Church. Rev. Woodruff asked how much we wish to focus on it and the consensus was to acknowledge but wait until 125th to make a big deal of it.

Parish Associate's Report: Jaime's visits during August!

Orlando Duran (5 times), Veronica Griego (3), Bud Leffler (2), Salome George (2), Melinda Gonzalez (4), Josephine Lucero(2), Tillie Arellano(2), Ruth Montoya (3), Grace Duran, (3) Aurelia Jimenez, Fred & Anita Martinez, Esther Bernard, Silas Ruybald, Maria Barela, The Martinez grand daughter Funeral, Roseta Delegado (Dolores Sanchez's mother), Elsie and Raymond Chavez , plus phone calls to some of the above and Emily Nuanes.

Performed Wedding of Tanya Sanchez and Leroy Bazan at Second Church.

Performed renewal of Wedding vows (25th Anniversary) for Tilda and Willie Chavez at Hart Park, Menaul School.

Parish Intern's Report: Guillermo provide written enumeration of some of his many meetings and consultations of the last three months.

Bookkeeper's Report:

Here are the written details (August 25th) of the end-of year information provided at the May Session Meeting.

Following entries made by bookkeeper and reported to Session:

Closed and moved to operating account on 12/31/07 from:

Manuel Jimenez Memorial Fund	\$ 516.79
Ruiz Family Memorial Fund	\$ 200.00
Susan Lueras Memorial Fund	\$ 670.00
Esther Gerstel Memorial Fund	\$ 510.00

Total Closed and Moved	\$1,896.79
	=====

Closed and moved to Operating Reserve on 12/31/07 from:

Pastor Search Expense Fund	\$ 11.86
Pastor Relocation Fund	\$ 470.93

Total Closed and Move	\$ 482.79
	=====

Transferred from 12/31/07 Operating Surplus on 1/1/08 to:

MI:JHH	\$10,000.00
Operating Reserve	\$14,103.73

Total Transferred from OpSurplus	\$24,103.73
	=====

The bookkeeper provided detailed reports of Church cash assets as of August 31st and of income and spending for the year through August 31st. The bookkeeper called the Session's attention to a number of items. After making sure the Session understood the item concerning overpayment to the multicultural/mission intern, the bookkeeper was excused.

The Session voted to pay the "Reroof entrance to MHNS" entry from Capital Reserves (#232000) as recommended by the bookkeeper, rather than from the B&P maintenance budget.

The Session voted to pay for the Memorial Plaque (chk# 3983) from the Lavina Casias Memorial (#306000) rather than from the Mmb/Evang/Mkt budget.

The Session voted that in the future "small" memorials (less than a \$1000) would be moved to a "general" Memorial Fund rather than to an "operating" category.

According to present understanding of Guillermo Yela's contract with the Second Church, he is an employee. His stated salary of \$28,240 divides out to \$1,176.67 per half-month. As an employee, the Church should withhold 7.65% and forwarded it quarterly to the IRS. (7.65% of \$1,176.67 is \$90.02). Instead of deducting that amount, \$90.00 per half-month was being added to Guillermo's check. Therefore, the combined mistake was that Guillermo was being overpaid \$180.02 per half-month. Guillermo was excused for the session to discuss. The consensus of Session was that there were multiple misunderstandings involved here and that, while we must protect the Church from such events in the future, the task at hand is not to identify blame, but to figure out how to move forward with some fairness toward Guillermo. The bookkeeper's proposal was that Guillermo be allowed to repay the \$1,080 (Six half-month overpayments of \$180.) at \$100 per pay period. The Mission committee felt that was punitive for a mistake that was not Guillermo's and moved that the church reimburse Guillermo \$1080 so that the debt can be considered repaid, the money coming from the Mission Fund item (#229990). (That's money from designated giving for "Mission", not from the 2008 Operating Budget.) The Session voted to approve the motion. It was noted that the \$1,080 as a payment from the Church to Guillermo is "income" to Guillermo.

Clerk of Session Report

Assignments for Session Devotion and Open/Close

October	Dora Martinez	Dora
November	Martha Powers	Martha
December	Rob Woodruff	Rob with help.
January	Sally Ruybal	Sally

There was agreement that the summary of the August retreat should be reviewed at the next meeting for additional follow up or action items.

A time for officer training needs to be set at the next meeting.

There was discussion of dates for upcoming meetings. It was voted to move the meeting to the 3rd Wednesday for the rest of the year, subject to the approval of the Wednesday Bible Study. (The Bible Study group approved October 15th only.)

The Counting Treasure Report was distributed showing August income of \$1,000 to the memorial fund and \$14,275.80 to the General Fund.

COMMITTEE REPORTS

Evangelism/Marketing/Membership: (Oral report by Donna)

Newsletter deadline is tomorrow September 24th.

New church directory is thought to at the printer.

Will be 4-7 people joining October 5th.

Committee members are checking the state of the nursery ("cry room") before and after each service and assuring that it is ready for use. (It is getting used currently.)

Nominating: (no elder present)

Worship:

Mission:

Stewardship/Finance:

Christian Education:

Building and Grounds:

The Session was asked to walk to the Sanctuary to see the new crack beneath the balcony. The committee will follow up with Reme Molo about the previous inspection and consider a new professional inspections.

Personnel:

Hospitality:

MISCELLANEOUS:

Victor Swazo has requested use of the multipurpose room for the Optimists Club's annual Student Oratory contest. It was placed on the Calendar for January 17th, 2009.

Relations with other governing bodies: MNS, etc.

Old Business:

Date of next meeting:

There is a Called Meeting October 5th at 9AM.

The next regular Meeting will be October 15th at the usual 6 PM preceded by Potluck.

MSP to adjourn. Closed with prayer by Moderator Rob at 10:05 pm

Respectfully submitted,



John Van Dyke, Clerk of Session

Second Presbyterian Church
Minutes of the Called Session Meeting October 5th, 2008

The meeting was opened with Prayer by Moderator Roberto Woodruff at 9:25 AM.

Present were elders Max Esquibel, Dora Martinez, Martha Powers, Bob Romero, Emiko Chavez and Moderator Roberto Woodruff. Clerk John Van Dyke was present.

Also present were Harry and Jeanie Hogan and Abel McBride, Sr., Alma McBride and Xavier, Abel, Jr. and Ximena McBride.

The purpose of the meeting was to examine and receive new members.

After introductions around the table and discussion mainly about how the prospective members found their way to Second Church, it was **moved/seconded and passed to receive into membership, Harry Hogan by letter of transfer from Northminster Presbyterian Church in Tucson, Jeanie Hogan by reaffirmation of faith, Abel McBride, Sr. by reaffirmation of faith and Alma, Xavier, Abel, Jr. and Ximena McBride by affirmation of faith.**

•It was noted that the Clerk should be expected to make a reminder call to each Session members before any Session Meeting that occurs other than at the regularly scheduled time, (the Tuesday after the third Sunday).

•Adjourned with prayer by Moderator Woodruff at 9:40 AM

Respectfully submitted,



John Van Dyke, Clerk of Session

**Second Presbyterian Church Session Meeting
October 15th, 2008**

Devotion was led by Elder Dora Martinez, who led the convening prayer at 5:56 PM

Present were elders Emiko Chavez, Max Esquibel, Donna Graham, Dora Martinez, Martha Powers, Bob Romero, Sally Ruybal, and Judy Walls; moderator Roberto Woodruff, Parish Intern Guillermo Yela.
Clerk John Van Dyke and bookkeeper Conrad Rocha were present.

A quorum was present.
The Agenda was approved.

The Minutes of the Regular Session Meeting of **September 23rd** and the Called meeting of **October 5th** were approved.

Pastor's Report: This month Rob had visited Ruth Montoya and he also visited the family of member, Helen Sanchez, who passed away in October.

Parish Associate's Report: Rev. Quiñones' visits during September included: Orlando Duran, Richard Bernard, Grace Duran, Ruth Montoya, Trancito Romero, Bud (Walter) Leffler, Helen Sanchez, Alfonso Esquibel, Melinda Gonzalez, Roseta Delegado, Veronica Griego and Tom Gonzalez, Jr.

Parish Intern's Report: Highlights included attending a meeting at Rio Grande Presbyterian Church with other Presbyterians and with Lutheran representatives discussing ministry to immigrants in the southwest part of Albuquerque. The group will meet again November 6th at 2nd Presbyterian Church. Guillermo also participate in the Hispanic Caucus and attended a preaching workshop.

Bookkeeper's Report:

The bookkeeper again provided year to date data up to the first of the current month. A "Deposit Detail" was included to make matching with the counting Treasurer's report easier. He pointed out that the amount designated last month did not fully resolve the overpayment issue. Detailed written explanation was provided. It was **moved, seconded** and **passed** to make the reimbursement amount **\$1,169.46** in place of \$1,080 previously approved. The Bookkeeper emphatically spoke, attempting to educate the Session on the meaning and interpretation of IRS rules against donor directed gifts. A deductible gift to the church transfers ownership to the church. The Session then determines how that money is dispersed. A donor may give a gift to the church specify at the time it's given what it is to be used for. The Session must determine if they wish to accept the gift and the use funds for that or refuse the gift.

Clerk of Session Report Elder Les Sandoval has submitted his resignation from Session via the moderator. It was **moved, seconded** and **passed** to accept his resignation **with regret**.

It was decided by consensus that the schedule for the **regular Session meeting** will revert to the **Tuesday after the third Sunday**.

Communion was served to 120 on October the 5th.

Presbyterian Women of the Synod are meeting in the building the weekend of the 25th of October and they requested Session sanction for **Communion** at their Saturday evening Worship service. It was **voted to approve**. (Rev. Kay Huggins is to be officiating.—not part of the motion.)

Counting Treasurer's Report The General Fund received \$14,282.99 in September including \$464.05 from the Hispanic Concert, and \$55 for the Peace Offering. Reserve funds received \$8,135.62, primarily the Presbytery's share of the Intern's salary for 2008.

There was a brief review of the August Retreat. Those who attended repeated that it was wonderful. From the written summery it was recalled that a couple of areas ideally could use some additional attention. One of those is in what we offer to **young adults** and **youth**.

COMMITTEE REPORTS

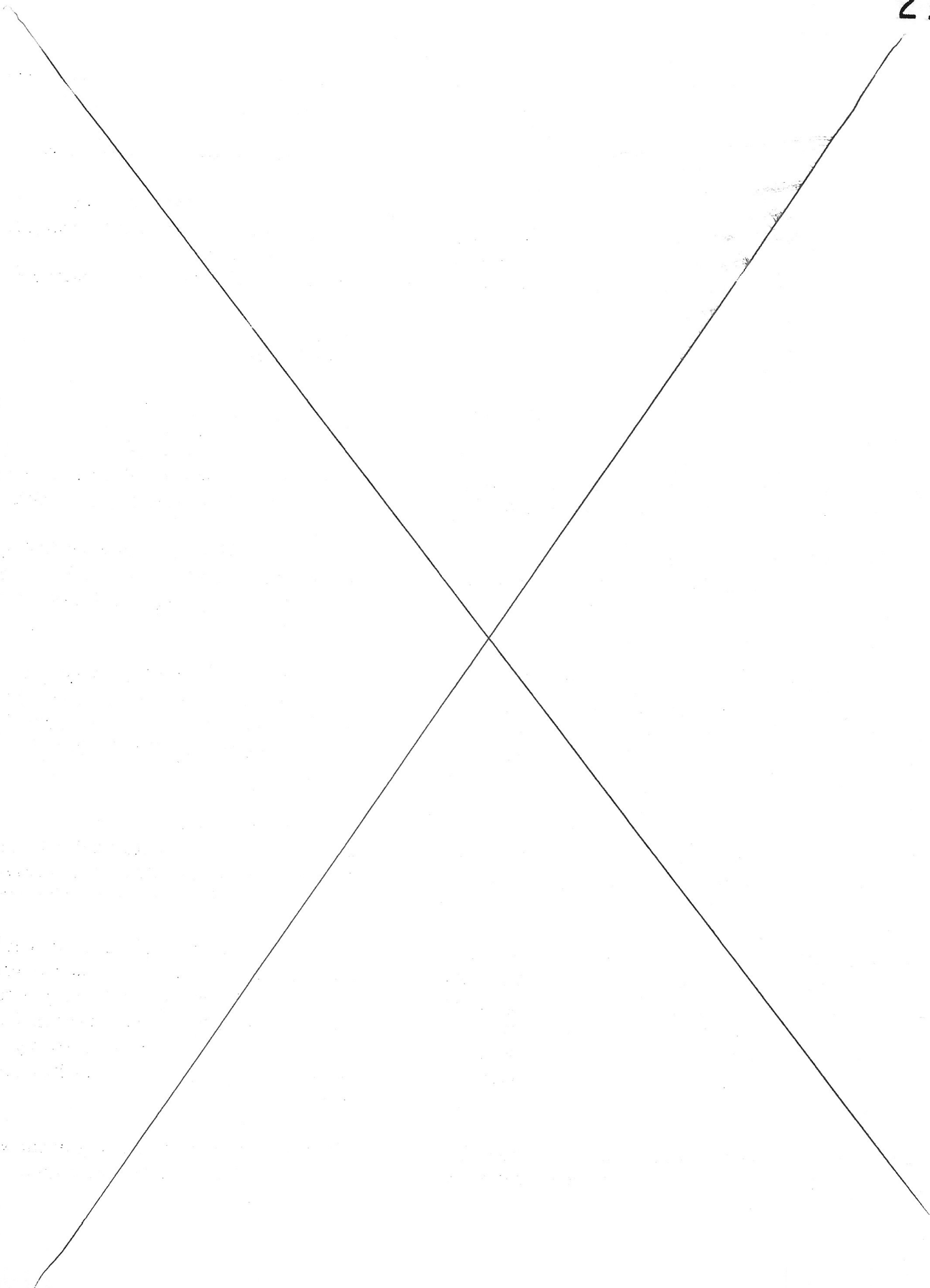
Evangelism/Marketing/Membership: (Donna reporting) There was no meeting. Budget for the annual Hispanic Concert was discussed and it was noted that there will still be money left in the designated fund after this year is paid for. It was **voted to purchase a changing table** for the women's room from the M&M fund. Letters will go out to Nursery users telling them the Committee cares about the Nursery and to please let any committee member know of any problems.

Nominating: Lorraine Jimenez is the deacons' representative to the nominating committee. The committee has met and has an ordered list from which to begin asking people to serve. Emiko, the chair, will be making the contacts.

Worship: (Dora reporting) All committee members present at October 13th meeting. Discussed upcoming schedule. Jaime to preach the 19th. Guillermo to preach on the 26th. Will observe All Saints Day November 2nd; will include a necrology report. November 9th will be dedication Sunday for pledges. (November 30 begins advent. Request to spend about \$200 to complete a particular Music collection and about \$800 for an additional "barred instrument" for use with the children from Music Reserve Funds (#218100)

Mission:

Stewardship/Finance:



There was brief discussion of the "Offerings Payable" shown in the bookkeepers report. It was agreed no motion was required. They should be transmitted to the appropriate place. Dora will discuss details with the paying treasurer, Mary Montoya.

Christian Education:

Talent Show during fellowship time is planned for October 26th. January 18th planning on the youth leading the regular Worship Service. Some leadership adjustments have been made. (There is no committee chair since the death of Louis Griego.) Wednesday, the 22nd there will be a multi-culture class in the place of the regular Wednesday bible Study.

Building and Grounds:

The holes in the wall were repaired thanks to an anonymous donor.

Moved, second and passed to have a **key to the audio-visual equipment hidden on site.**

Personnel: There is no committee chair since Les Sandoval's resignation. Elder Gil Solis has volunteered to chair the committee. Planned activity is personnel evaluations.

Moved, seconded and passed to appoint **Donna Graham** as **Session Liaison** to the personnel committee which **Gil is currently chairing.**

Hospitality:

MISCELLANEOUS:

Relations with other governing bodies: MNS, etc.

Approved December 18th at 5:30pm of MHNS Christmas party use of multi-purpose room.

Old Business:

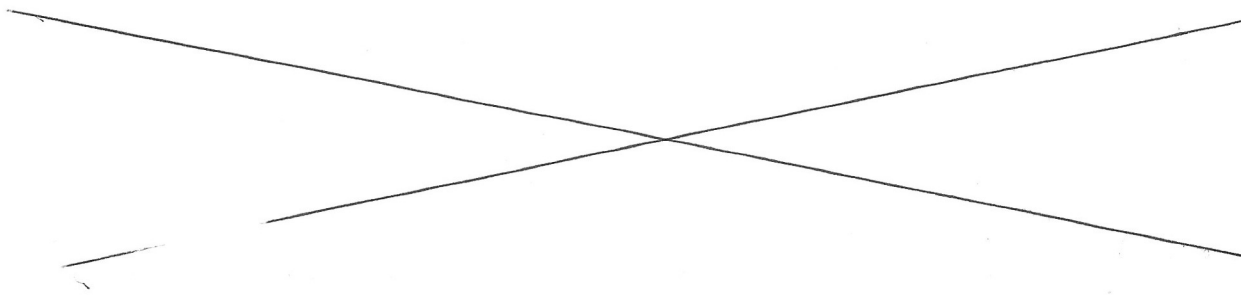
Date of next meeting: November 18th.

Adjourned with prayer by moderator at 7:16pm

Respectfully submitted,



John Van Dyke, Clerk of Session



**Second Presbyterian Church Session Meeting
November 18th, 2008**

Devotion was led by Elder Martha Powers, who led the convening prayer at 6:02 PM

Present were elders Max Esquibel, Donna Graham, Dora Martinez, Martha Powers and Bob Romero; moderator Roberto Woodruff, Parish Intern Guillermo Yela.
Excused were elders: Emiko Chavez and Sally Ruybal, and Judy Walls.
Clerk John Van Dyke and bookkeeper Conrad Rocha were present.

A quorum was present.
The Agenda was approved.

The Minutes of the Regular Session Meeting of **October 15th** was approved.

Pastor's Report: Rob provided an update on his DMin program. The recent highlight was the two week course he took under Walter Brueggemann. Rob indicates that this provided him with deeper view of Old Testament Bible Study, which he will follow up on by leading some OT Bible study within the Church. He is at about the half-way point of the DMin effort.

The Session voted to concur with Rob's request for vacation November 20th thru the 27th. It was stated this would complete his vacation for 2008.

The Session concurred with Rob's suggestion that letters go out to all living past pastors of Second Church pointing the upcoming 125th Anniversary and thanking them for their service and contribute to Second Church.

Parish Intern's Report: Guillermo report continuing dialog with other Presbyterians and with Lutheran representatives discussing ministry to immigrants in the southwest part of Albuquerque. Also he report that Daniel Erdman is interested in pursuing a partnership with the SW Albuquerque Church (non Presbyterian), which he pastors. Guillermo will be leading a monthly Men's Breakfast, which will be beginning Saturday December 13th.

Bookkeeper's Report:

The bookkeeper provided year to date data up to the first of the current month. Conrad repeated earlier pleas for fill-out vouchers, when submitting requests for payment.

Communion was served to 145 on November 2nd.

The Clerk call attention to the letter received from Rev. Karen Hill of COM responding to the Triennial Visit in July. The letter opened with "It was a wonderful visit, and a confirmation that Second Presbyterian is a healthy and vital congregation." It closed by suggesting that it might be a good time for the church to do an evaluation of current

ministries and do strategic planning for our future. The clerk was instructed to put consideration of this on the January agenda.

Counting Treasurer's Report The General Fund received \$13,210.41 in October and the Savings account received \$205.

COMMITTEE REPORTS

Evangelism/Marketing/Membership:

The directory has been distributed and it was pointed out the Candace Deuble deserves much credit.

Nominating: report progress on fill 8 elder slots and 4 deacon slots.

Worship:

Thanks to Nora Graehme who has been recruiting ushers for five years.

Christian Education: Voted to approve the offering from the Youth Talent Show to Account #227000 Youth Fund.

MISCELLANEOUS:

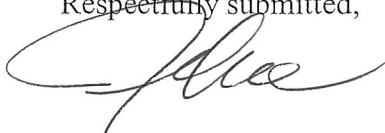
Relations with other governing bodies: MNS, etc.

Old Business:

Date of next meeting: December 16th.

Adjourned with prayer by moderator at 7:30pm

*
Respectfully submitted,



John Van Dyke, Clerk of Session

STATED CONGREGATIONAL MEETING
SECOND PRESBYTERIAN CHURCH
December 14, 2008

A meeting of the congregation of Second Presbyterian Church was held on Sunday, December 14, 2008 for the purpose of electing Elders and Deacons and to hear a report of the Stewardship and Finance Committee. The meeting was called to order at 11:45 AM and opened with prayer by the Rev. Robert Woodruff, moderator.

The Acting Clerk, Dora Martinez, declared a quorum present.

The acting clerk reported that the minutes of the Called Congregational Meeting of August 17, 2008 have been reviewed and approved by Session, in accordance with a motion made and passed during the meeting. She also MOVED that Session be authorized to review and approve the minutes of this meeting. The congregation VOTED to approve this motion.

The moderator called upon the chair of the Nominating committee, Emiko Chavez, to make the nominating committee's report. She thanked the members of the nominating committee for their work in seeking nominees to fill the terms of office for Elders and Deacons for the coming years and also thanked our pastor, Rob Woodruff, for his guidance in this process. Emiko also expressed thanks, on behalf of the congregation, to the following persons who have completed service and now have the opportunity to take a break from active service as officers of the church:

Deacon Steve Allie
Elder Max Esquibel
Elder Sally Ruybal
Elder Judy Walls
Elder Emiko Chavez

Emiko placed the following names into nomination for Deacons, Class of 2010:

Martha Duran
Elefio Montoya

There being no nominations from the floor, a MOTION was made to cease nominations and that these individuals be elected by acclamation. The Congregation VOTED to approve this motion and the Moderator declared that these individuals are duly elected.

Emiko placed the flowing names into nomination for Deacons, Class of 2011:

Serina Griego
Desiree Sers

There being no nominations from the floor, a MOTION was made to cease nominations and that these individuals be elected by acclamation. The Congregation VOTED to approve this motion and the Moderator declared that these individuals are duly elected.

Emiko placed the following name into nomination to fill the unexpired Elder term for the Class of 2009:

Dora Martinez

There being no nominations from the floor, a motion was made to cease nominations and that these individual be elected by acclamation. The Congregation VOTED to approve this motion and the Moderator declared that Dora is duly elected.

Emiko placed the following names into nomination for Elders, Class of 2010:

Beverly Chavez

Conrad Rocha

Trancito Romero

Gilbert Solis

There being no nominations from the floor, a motion was made to cease nominations and that these individuals be elected by acclamation. The Congregation VOTED to approve this motion and the Moderator declared that these individuals are duly elected.

Emiko placed the following names into nomination for Elders, Class of 2011:

Sandra Duran Poole

Cynthia Chalberg-Hale

Ruth Montoya

John Van Dyke

There being no nominations from the floor, a motion was made to cease nominations and that these individuals be elected by acclamation. The Congregation VOTED to approve this motion and the Moderator declared that these individuals are duly elected.

The moderator called on Max Esquibel, chair of the Stewardship and Finance Committee, to come forward. Max reported that the finances look good and that we will be ending the year in the black with a small surplus. He also noted that we have received about 90% of the pledges for 2009 and the committee will soon be working on a budget for 2009. He encouraged those who plan to pledge but have not yet done so to get their pledges in as soon as possible.

There being no further business, the meeting adjourned with prayer by the Rev. Jaime Quinones at 11:50 AM.

Respectfully submitted,

Dora V. Martinez

Dora V. Martinez
Clerk pro tem

Attested to,

R. H. H.

SESSION MINUTES
SECOND PRESBYTERIAN CHURCH, ALBUQUERQUE, NM
Tuesday, December 16, 2008

The session of Second Presbyterian Church, Albuquerque, NM, met for its regularly scheduled meeting on Tuesday, December 16, 2008 in the multi-purpose room of the church. The meeting was called to order by Rob Woodruff, moderator, and opened with devotions and prayer at 5:45 PM. Since, John Van Dyke, Clerk, was out of town, Dora Martinez agreed to be the clerk pro tem for this meeting.

Members present: Max Esquibel, Donna Graham, Dora Martinez, Martha Powers, Bob Romero, Sally Ruybal and Rob Woodruff, Moderator. Also present: Guillermo Yela, Parish intern; and Conrad Rocha, bookkeeper.

The following newly elected elders were also present: Ruth Montoya, Sandra Duran Poole, Conrad Rocha, Trancito Romero, and Gilbert Solis.

Members absent, excused: Emiko Chavez and Judy Walls. John Van Dyke, Clerk, was also excused.

The clerk pro tem declared a quorum present.

Rob welcomed the newly elected members.

The agenda was approved as presented.

The minutes of the previous meeting were unavailable and will be approved at the next meeting.

Pastor's Report

1. Rob noted he visited Anita Martinez once and Juanita Rendon three times.
2. Rob distributed flyers about the Synod event, "A Community for Holy Conversations and Holy Actions. This event is for 10 churches who will agree to meet together for 4 sessions. The event is to "create and provide a unique community of clergy and laity from churches sharing a commonality in ministry, setting, and 'passion' for becoming more missionally-focused, disciple-making community of faith, which is led through a prayerful, Spirit-directed, community building process of visioning and strategic planning. It will be led by the Rev. Stephanie Lutz Allen, social scientist, theologian and church leader." Rob asked if anyone was willing to attend and commit themselves to attend all 4 sessions on January 23-24, 2009, May 8-9, 2008, October 23-24, 2009, and March 5-6, 2010. Cost for each church attending: \$700.00, with \$175.00 due with registration.

Gil Solis, Donna Graham, Martha Powers and Sandra Duran Poole agreed to attend.

3. Session VOTED to set Saturday, January 17, 2009, 12:00 PM to 4:00 PM for Officer training. Officers will be ordained and/or installed on Sunday, January 18 during worship.

4. Rob noted that quarterly financial reports have been requested by some church members. Dora explained she is working on setting up a new program that will make these records more easily available.
She will work on making these available in 2009.
5. Rob noted that Annual reports will be due in the office on January 5 so they can be prepared and distributed to the congregation at least a week before the congregational meeting.
6. Rob will be meeting with Deacon Johnson from San Ignacio Catholic Church to plan a Catholic/Presbyterian dialogue to be held early next year.
7. Rob brought a request from Pines Presbyterian Church, Houston, TX, to use the multipurpose room for during July 20-24, 2009, while they do a mission trip in the area.

Session VOTED to approve this request.

8. Rob noted that Rev. Quiones has been working hard visiting many of our members at home and in hospitals. He also performed a baptism and has helped with other events in the church.

Report from the Multi-cultural Intern

1. Guillermo expressed appreciation for the opportunity to preach. He also has been teaching a multi-cultural class, helped with the Spanish Sunday School class, and met with a group of men interested in starting a men's group.
2. He noted that he will have his final assessment on January 7, 2009 with San Francisco Presbytery. If all goes well he will be ready to receive a call.
3. He will be preaching at the Spanish Congregational Church on January 4, 2009.
4. He reported on conversations with the Presbytery of Santa Fe, the Lutheran Church, the United Church of Christ, and Second PC, that have been held regarding a possible new church development on the west side of town. The group will be initiating a detailed study with someone for 2 years to work to see if this could be a viable church. A job description is due in February. This could be a call for Guillermo.

Bookkeeper's Report – Conrad Rocha

Conrad presented financial statements through November 2008.

Total income through November, 2008	\$ 170,278.88
Total expenses through November, 2008	144,486.49
Net Income	\$ 25,692.29

He noted several accounts have been overspent.

RE: Account #885000, Pastor Continuing Education, Session VOTED to transfer a portion of the expenses to acct 884000, Pastor Professional Expenses and to carry over any overspent amount to the 2009 Continuing Education Account.

RE: Account #732999, Membership/Evangelism/Marketing Committee, Session VOTED to transfer \$32.28 to account #729999, Hospitality Committee.

Clerk's Report

1. We received a letter of resignation from Max Esquibel.
Session VOTED to accept his resignation with regret.

2. The clerk noted that Presbytery has sent the mission pledge form asking for our 2009 mission pledge. This will be filled out and returned as soon as the budget is approved.
3. We received a letter regarding 2 Cents-a-Meal grants that have been distributed by the Presbytery. We were also asked to continue giving to this fund to help eliminate hunger in our area.

COMMITTEE REPORTS

1. Nominating Committee – Pastor Rob reporting
The committee presented a slate of officers last Sunday at the Congregational meeting. They were all elected.
2. Worship Committee – Dora Martinez reporting
The committee met on December 8, 2008 and reviewed past services and planned the following upcoming services:
December 21 – will incorporate “Las Posadas” into the service
December 24 – Communion/Candlelight Service. Communion will be served by intinction.
December 28 – Instead of Lessons and Carols, the Choir will present a Cantata
January 4- Epiphany service
January 11 – Celebrate the baptism of Jesus
January 18 – Youth Sunday and Martin Luther King, Jr., Sunday
3. Mission Committee – Sally Ruybal and Bob Romero
 - a. The committee met with Daniel Erdman and he suggested that we hold some activities with the Spanish Congregational Church. It was suggested that these activities might be in the areas of health and youth.
 - b. The Faith and Healing held two workshops on arthritis that were very well attended and were found to be very helpful to those attending.
 - c.
4. Stewardship and Finance – Max Esquibel reporting
Pledge cards were sent to members and as a result we have received 70 pledges for a total of \$ 132,280.00. There will be a follow-up letter sent to those who have not yet pledged.
5. Building and Grounds Committee – Max Esquibel and Bob Romero
Members cleaned, waxed and buffed the floors in the multipurpose room; they replaced stained ceiling tiles, replaced lights and they serviced the fire extinguishers and replaced brackets for two of the extinguishers.

At our last session meeting, we had a request from the *Wings Project* to use our facilities twice a month. We need to decide how much we should charge them, if anything. Someone remembered that we had a policy on this a while back, but it needs to be revised. Building and Grounds was asked to study this and bring a recommendation to session to update the policy.

Session VOTED to let the *Wing Project* use our multipurpose room for free for 3 months and then ask for a \$20.00 donation per session after the 3 months.

6. Personnel Committee – Gil Solis reporting
Gil reported that the pastor's evaluation has been completed. Staff members were asked to leave the room while the salary packages were discussed.

The salary recommendations from the committee were given to the Stewardship and Finance Committee to be included in the 2009 budget.

7. Hospitality Committee – Martha Powers reporting
The Chavez Family has been asked to share their experiences from their trip to Mongolia sometime after church. Date to be announced.

Orders for Just Coffee will be taken again.

8. Evangelism/Membership/Marketing Committee – Donna Graham reporting
Harry Hogan has agreed to serve on this committee.

A new member class will be held on January 8. We have 4 people interested in joining.

Miscellaneous

1. It was noted the Newsletter account # 819999 has been overspent. This will be dealt with at the end of the year since more expenses will be coming in.
2. Regarding cost of Synod Event
Session VOTED to take \$700.00 from the Mission fund, account # 229990, for our church to participate in the Synod event, "A Community for Holy Conversations and Holy Actions."
3. Regarding the overspent amount in the Site Development Account, Session VOTED to take \$ 164.46 from the Irene Candelaria Memorial account, # 304000 and the balance from the Jane Collins memorial, #309920.
4. Benefit Concert Account # 226000
Session VOTED to set aside \$1000 which had been donated for expenses of the Hispanic Benefit Concert and divide the balance between MHNS and Menaul School.
5. Special Offerings Account # 259100
Session VOTED to give half of the money in the Undesignated Offerings Account to MHNS and the other half to the Storehouse.
6. Guillermo reported that the men of the church have met and want to organize a Men's Group.
Session VOTED to authorize the organization of a men's group.

Adjournment

There being no further business, Session adjourned, with prayer by Rob Woodruff at 8:30 PM.

NEXT MEETING: Tuesday, January 20, 2009

Dinner at 5:15 PM and meeting at 6:00 PM

Dora V. Martinez
Respectfully submitted,
Dora V. Martinez, Clerk pro tem

PRESBYTERY OF SANTA FE

Session Minute Review

Session 1/10/08 to 12/31/08
Review Period 1/10/08 to 12/31/08
Approved MINOR EXCEPTION

Not approved

Review listed in minutes of Presbytery

dated 2/20/09

Attest: [Signature]
Chair: Session Review Team