

SPECIAL CALLED CONGREGATIONAL
MEETING

January 2, 2011

A special Called Congregational Meeting of Second Presbyterian Church was held on January 2, 2011. It was held in the Sanctuary, 812 Edith Blvd, N.E., Albuquerque, New Mexico.

The meeting was opened with prayer by Moderator Rev. Jaime Quinones, at 11:35 A.M.

The clerk of Session declared a quorum was present. The clerk reported to the congregation that the minutes of the Special Called Congregational Meeting of April 11, 2010, have been reviewed and approved by the session. The clerk moved that the minutes of this meeting be reviewed and approved by the session and reported to the congregation at the next congregational meeting. Motion was seconded and carried.

Moderator Quinones stated the purpose of this meeting is to hear the report of the Nominating Committee and elect church Officers for 2011. The Board of Deacons needs one person in the Class of 2012, two persons to the Class of 2013. The session needs one Elder in the Class of 2012 and four to the Class of 2013.

Sandra Duran-Poole, Chair of the Nominating Committee came forward to report on behalf of the Nominating Committee. Members of the committee are Miguel Ojeda, Peggy Esquibel, Steve Allie, Victor Suazo, members-at-large, representing the congregation; Martha Powers and Sandra Duran-Poole, Elders/session, Martha Duran, Deacons. Martha died in September and was not replaced.

Deacons

Sandra placed in nomination to the Class of 2012, Sandra Duran (2 year-filling a vacancy). The moderator called for nominations from the floor, there being none it was MSP that nominations cease and that Sandra be elected by acclamation.

Sandra placed in nomination for Deacon Class of 2013, Arthur Trujillo and Esther Bernard. The moderator called for nominations from the floor, there being none it was MSP that nominations cease and that Arthur Trujillo and Esther Bernard be elected by acclamation.

Elders

Sandra, on behalf of the committee placed in nomination Orlando Duran to the Class of 2012 (2 year term). The moderator called for from the floor, there being none, it was MSP that nominations cease and Orlando Duran be elected by acclamation.

Sandra placed in nomination for Elders Suzie Chang, Dora Martinez, Alicia Montoya and Beverly Chavez to the class of 2013. (Beverly second term). The moderator called for nominations from the floor, there being none it was MSP that nominations cease and that Susie Chang Dora Martinez, Alicia Montoya and Beverly Chavez be elected by acclamation.

Sandra Duran-Poole and Moderator Quinones thanked the retiring elders and deacons Lorraine Jimenez and Elefio Montoya, Solema Newton, Trancito Romero and Gilbert Solis.

It was MSP that we adjourn; Moderator Quinones closed the meeting with prayer at 11:50 A.M.

Solema Newton
Solema Newton
Clerk of Session

Jaime C. Quinones
Rev. Jaime Quinones
Moderator

Special Called Session Meeting

January 8, 2011

A Special Called Meeting of Second Presbyterian Church was held on January 8, 2011, in the Fellowship Hall, 812 Edith Blvd N.E., Albuquerque, N M.

Elders Present: Trancito Romero, Bob Romero, Gilbert Solis, Beverly Chavez, Solema Newton, John Van Dyke and Alma McBride.

Elders Absent: David Lopez, Sandra Duran-Poole, Martha Powers,

Moderator: Rev. Roberto Woodruff

Before the meeting, session and the new member class had lunch together.

The session meeting was opened with prayer by Moderator Woodruff at 12:45 P.M. The moderator stated the purpose of the meeting was to examine new members; to hear a RECOMMENDATION from the bookkeeper and the Worship Committee.

The clerk declared a quorum was present.

The moderator introduced the new member class.

Tobias Montoya	Erica Ferns	James Bencomo
Nancy C. Montoya	Brian Ferns	Eugenia Bencomo
Ella Porragas	Jordan Lopez	Antoinette Sandoval
Sam Porragas	Janet Cortez	Rosa Lozoya

George Huggins and Martine Lopez-Bowers could not attend today but will meet with session at a later date.

It was MSP that we proceed with the examination of the new class; also give them privilege of the floor.

the members introduced themselves and told session a little of the faith journey that brought them to this point in their lives. Session asked them questions and all answered openly and honestly.

Session was happy with their responses and it was MSP that the examination be closed and that the above mentioned be received publicly into the fellowship of second Church at the Worship Service on January 16, 2011. The right hand of fellowship was extended to the new members and they were excused.

John Van Dyke said that since we do not have a budget yet that we pass a "Continuing Resolution", so the Paying Treasurer can start paying 2011 bills. It was MSP that we pass the "Continuing Resolution".

Beverly Chavez brought a recommendation from the Worship Committee that we have 24 stoles made for elders, cost will be \$10 per stole. Money to come from Generic Memorial Account. It was MSP that we allow this.

The meeting was adjourned with prayer by Moderator Woodruff at 1:40 P.M.

Solema Newton
Solema Newton
Clerk of Session

ADDENDUM

After the meeting Sam Porrugas spoke to Rev. Woodruff and told him that he has decided to wait awhile before he joins the church.

Solema Newton
Solema Newton Clerk of Session

Special called Meeting of Session

January 16, 2011

A Special Called Session Meeting of Second Presbyterian church was held on January 16, 2011, in the fellowship Hall, 812 Edith Blvd N.E. Albuquerque, New Mexico.

Elders Present; John van Dyke, Bob Romero, Beverly Chavez, Martha Powers, Ruth Montoya, Solema Newton, Trancito romero, David Lopez and Alma McBride.

Elders Absent: Gilbert solis and Sandra Duran-Boole.

Moderator: Rev. Roberto Woodruff

Guests: George Huggins and Martine Lopez-Bowers,

The clerk declared a Quorum was present.

The Session meeting was opened with prayer by Moderator Woodruff at 9:57 A.M. The moderator stated the purpose of the meeting was to examine new members.

It was MSP that privelege of the floor be given to George and Martine, and that we proceed with the examine.

The new members introduced themselves to the session and the session introduced themselves and told George and Martine what their duties are on session.

George and Martine told session what brought them to Second Church and their faith journey, after which it was MSP that George and Martine be received into the Fellowship of Second Church at this morning Worship Service (1-16-11) with the rest of the class that was examined on Saturday (1-8-11). the session extended the right hand of Fellowship to George and Martine.

The meeting was adjourned at 10:05 A.M. with prayer by Moderator Woodruff.

Solema Newton

Solema Newton
Clerk of Session

SESSION MEETING January 18, 2011

The Session of Second Presbyterian Church met on January 18, 2011 in the Fellowship Hall, 812 Edith Blvd. NE, Albuquerque, New Mexico.

The Regular monthly meeting was opened with prayer and devotions by Elder Alma McBride.

Elders present: Beverly Chavez, David Lopez, alma McBride, Ruth Montoya, Solema Newton, Sandra Duran-Poole, Martha Powers, Bob Romero, Trancito Romero, Gilbert Solis and John Van Dyke. Moderator: Rev. Roberto Woodruff

Guests: Susie Chang, Orlando Duran, Dora Martinez and Alicia Montoya, incoming elders.

Quorum: The Clerk declared a quorum was present.

Agenda: The Agenda was approved with additions.

Rev. Woodruff introduced the newly elected elders. It was MSP that they be given privilege of the floor; but they will have not vote.

Minutes:

The minutes of the Regular Monthly Meeting of December 7, 2010 were approved with the following corrections:

Under Pastor's Report Info, "he needs to complete the final"

Pg. 4 add, "bonus" (regarding custodian)

Pg. 5 MHNS Sign, add "where tiles are"

Under miscellaneous, last paragraph, add "Raton"

The minutes of the Special Called Meeting of the Congregation on January 2, 2011 were approved.

The Minutes of the Special Called Session meeting of January 8, 2011 were approved.

The minutes of the Special Called Session meeting of January 16, 2011 were approved.

Pastor's Report: Rev. Roberto Woodruff

Communion: On December 5, 2010, 144 persons participated in communion. On Christmas Eve communion was by intinction, approximately 150 participated. On January 2, 2011, 133 persons took communion.

Visitation: Dan & Pas Vigil (4x), McBride Family, Shirley Sparks, Verne Gonzalez (Bev Molo's mother), Tillie Arellano, Ruth Quinones, Tom & Solema Newton, Edna Fowler, George & Kay Huggins, Alice Jones. Christmas carolers.

Wedding: January 2, 2011, Tarryn Sauers and Luca Taylor were united in marriage by Rev Woodruff at Hotel Albuquerque.

Parish Associate: Rev. Jaime Quinones

Visitation: Tessie Lopez, Josephine Lucero, Tillie Arellano, Silas Ruybalid, Merlinda Gonzalez (2x), Verne Gonzalez, and Mary Montoya.

Clerk's Report: Solema Newton

The Clerk reported that the GA Statistical Report has been completed – membership 213. MSP we accept the report.

It was MSP that we continue to have Rev. Jaime Quinones as our Parish Associate (we have checked with him and he is willing). The clerk will contact COM.

It was MSP that we contact COM and let them know that we will have our Triennial Visit with them on July 19, 2011.

Session will have the "Turkey Lunch" on February 13, 2011.

The following volunteered:

	<u>Open & close Church</u>	<u>Devotions</u>
February	John Van Dyke	John Van Dyke
March	Beverly Chavez	Sandra Duran-Poole
April	Martha Powers	Martha Powers
May	Dora Martinez	Dora Martinez
June	David Lopez	David Lopez

The Presbytery of Santa Fe will meet at Immanuel Presbyterian Church, Albuquerque, on February 25-26, 2011. Rev. Woodruff will be introducing the "Missional" theme.

It was MSP that we honor Rev. Quinones on February 27, 2011.

MSP that Lifeline Screening use the Fellowship Hall on March 22, 2011.

Received a letter from Westminster Church, Santa Fe, seeking funds for a refuge family from Mexico. The request was referred to the Mission Committee.

Reorganization of the Deacons will be discussed during Officer Training.

REORGANIZATION OF SESSION:

It was MSP that the following be elected by acclamation:

Bookkeeper – John Van Dyke
 Paying Treasurer – Mary Montoya
 Counting Treasurers: Dora Martinez
 Clerk of Session – Dora Martinez
 Co-clerk – Alicia Montoya

Commissioners to Presbytery:
 Dora Martinez
 Orlando Duran
 Alma McBride
 Presby. Alternates: Martha Powers,
 Ruth Montoya, Susie Chang

The following volunteered as committee chairs:

Worship – Ruth Montoya

Nominating – Sandra Duran-Poole

Hospitality – Martha Powers

Building. & Grounds – Orlando Duran & David Lopez

Evangelism/Marketing/Membership: Alma McBride

Christian Education – Susie Chang & Alicia Montoya

Mission – Bob Romero

Personnel – Beverly Chavez

Stewardship – John Van Dyke

John Van Dyke and Susie Chang will co-chair the committee to nominate 4 members-at-large to the congregation 2011 Nominating Committee for Second Church. A Special Congregational meeting will be called when they have a slate.

Bookkeeper's Report: John Van Dyke

Total Expenditures, December 31, 2010	\$ 24,592.64
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Year to date	170,720.13
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Income, Jan. 1, 2010-Dec. 31, 2010	184,329.80
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John answered questions to everyone's satisfaction.

Counting Treasurer: Dora Martinez & Judy Walls

Income for December 2010

General Fund	\$ 16,194.73
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Savings	3,227.00
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After some discussion regarding wh can count money, we re-visited the issue voted on several years ago, that "only active elders could count the money." It was MSP that persons appointed by Session would count the money. The following were appointed by session to help count: Judy Walls, Solema Newton, and Esther Lopez.

Committee Reports

Nominating: Sandra Duran-Poole - No report

Operations Manual: Dora Martinez

We continue working, but need feedback. Most elders have not returned by Bylaws, etc, that the committee gave them a month ago.

Christian Education: Beverly Chavez & Trancito Romero - No report

Hospitality: Martha Powers

We met and the main discussion was the status of our yearly budget. We are in agreement that the current budget provided adequately for refreshments at the Fellowship Hour this year. An increase will not be requested.

Mission: Bob Romero

They presented a \$1,000 scholarship at the Martin Luther King event at Congregation Albert on Monday, January 17, 2011. This is the 3rd year we have given a scholarship. All the Menaul volunteers attended.

We need to think how we help members going on the Mission Trip to Guatemala.

Personnel: Ruth Montoya

Rob discussed his proposed plan to complete the first draft of his dissertation by mid-February. He expressed appreciation to Second Church for their support throughout the journey.

In an effort to comply with the February writing deadline, the Committee approved Rob's request to invite clergy to preach on the dates noted below:

January 23 – Rev. Karen Hill

February 13 – Rev. Jamie Martinez

February 27 – Rev. Jaime Quinones

Pastor's Compensation – the Committee will present to the Congregation at the Annual Congregational meeting on January 23, 2011, to approve a 4% increase to the Pastor's Call.

It was MSP that we approve a 4% increase for Karmen Van Dyke, Beverly Chavez, and Dora Martinez.

There was much discussion regarding the creation of a new committee for Session, "Communications," that would provide oversight for those areas that fall under the communications umbrella, i.e., newsletter, website, regular updating of the church directory, upkeep on a central bulletin board, etc. It was MSP to establish a Communications Committee. Alicia Montoya volunteered to chair this committee.

The final working draft of the Personnel Policies was distributed to session to review. Session should review this document carefully and come prepared to vote on this at the February meeting.

Stewardship/Finance: John Van Dyke

On behalf of the Budget Committee, Anita Chavez, Dora Martinez, Mary Montoya, Rev. Woodruff, and myself, I present the 2011 Budget for approval. John explained all changes, for a total Budget of \$190,573. It was MSP that we accept the budget as presented.

Evangelism/Marketing/Membership: Alma McBride

A new member class was held on January 8, 2011. There were 13 participants. The class was led by Rev. Woodruff and Alma McBride. The class introduced themselves, expressed their beliefs and why they wanted to become members of Second Church. Rev. Woodruff talked about the history of Christianity and about the hierarchy within the Presbyterian Church. Members were encouraged to ask questions. After lunch, the Session examined members of the class and Session MSP that they be received into membership and they be presented to the Congregation on January 16, 2011. New members are: George Huggins, Eugenia Bencomo, James Bencomo, Jordan Lopez, Erica Ferns, Brian Ferns, Ella Porragas, Tobias Montoya, Nancy Montoya, Rosa Lozoya, Antoinette Sandoval, Janet Cortez, and Martine Lopez-Bowers.

The committee has already found some more potential members.

Building and Grounds: Gilbert Solis

North Gate – tabled in December – was discussed. It was MSP that the existing gates be replaced with a 24' wide x 6' high double swing gate.

Worship: Ruth Montoya

Reviewed events related to Advent and Christmas worship and proceeded to plan for worship through February.

Reviewed preaching schedule for the months of January and February.

An announcement regarding "Souper Bowl of Caring Sunday" will be placed in the bulletin to encourage and remind the congregation to bring extra food for the Food bank.

We have taken inventory for the Hymnbooks and Bibles. We have 167 Spanish and 194 English Hymnbooks and 71 Bibles.

Action on Communion Stoles was taken at the January 8 called meeting. Money to come from the Generic Memorial Fund.

It was MSP that we order one communion tray – possible a plate.

MSP that we order a few more English Hymnbooks and that the money come from the Generic Memorial Fund.

Miscellaneous

Officer training and examination of new Elders and Deacons will be on January 29, 2011.

It was MSP that Second Church be the Staging Area for the CROP Walk on October 23, 11.

By consensus, Rob will go to Michigan to do a wedding and will be gone on July 4.

Andrew Markum from UNM will be at our February session meeting.

Rev. Woodruff thanked the out-going elders for their years of service: Gilbert Solis, Trancito Romero, and Solema Newton. Beverly Chavez will be serving another term.

Adjournment: The meeting was closed with prayer at 8:30 PM by Moderator Roberto Woodruff.



Solema Newton
Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
February 22, 2011**

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, February 22, 2011, in the Fellowship Hall of the church. After a potluck dinner, John Van Dyke opened the meeting with devotions and prayer at 6:00 PM.

Members present: Susie Chang, Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Alma McBride, Alicia Montoya, Ruth Montoya, Sandra Duran Poole, Martha Powers, Bob Romero, John Van Dyke and Rob Woodruff, moderator.

Guests present: Sandra Duran, moderator of the Deacons and Andrew Marcum, PhD candidate and graduate teacher's assistant in the Research Learning Program at UNM>

The Clerk declared a quorum was present.

The Agenda was approved as amended.

ORDER OF THE DAY

REPORT ON MHNS GARDEN - Andrew Marcum

1. Andrew distributed a copy of a plan for the MHNS garden. They would begin working on it in March. It would focus on raising herbs that would be sold. Embassy Suites is interested in buying some. Eugenia would like to have a container-type compost pile.
2. A concern had be raised about the extra water usage and they are willing to help pay for water during the growth season. They would like figures on what it cost us to pay for the garden last year and plan from there.

REPORT FROM THE DEACONS – Sandra Duran

1. The deacons have decided to use name tags and table tents for their meetings and encouraged the session to do the same, especially when they have guests present.
2. The deacons would like to have name tags for all congregation members to use on Sundays so that it would be easier to get to know each other.

Session VOTED to approve this. Sandra then asked for help from the Building and Grounds Committee to make a wall hanging where the name tags could be placed during the week.

3. Because Jaime and Ruth have been such an integral part of our church and helped us in so many ways, the deacons requested that we designate a handicap parking place for Rev. Quinones.

Session VOTED to approve this and the building and Grounds committee will get this done.

4. The deacons would like to set up and staff a "Help Line." This would require a separate phone line where members and friends can call to leave messages notifying the church if they are ill, in the hospital, need visits, etc.

Session VOTED to approve this.

5. Because the deacons are beginning to do a number of projects, they feel they could use more members. This would require a change in the Bylaws and this was referred to the Operation's manual committee to review.

Andrew and Sandra were excused from the rest of the meeting.

MINUTES

1. The minutes of the Stated Session meeting of January 18, 2011 were approved with minor corrections.
2. The minutes of the Annual Congregational meeting of January 23, 2011 were approved as presented.

3. The minutes of the Special Called Session meeting of January 29, 2011 were approved with minor corrections.

PASTOR'S REPORT

1. 104 people took communion on Sunday, February 6, 2011.
2. Rob reported that he had visited the following people:
Alex Jimenez, Jaime and Ruth Quinones, Carlos Candelaria, Dorothy and Trancito Romero, and served communion to Kathy Archuleta and Steve Montoya with Elder Alicia Montoya.
3. Pastor Rob and the Rev. Jaime Quinones officiated at the funeral for Alejandro "Alex" Philip Jimenez on February 21, 2011. Alex died on February 17, 2011.
4. The following members were received on January 16, 2011:

By Affirmation of Faith:

Tobias A. "Sandy" Montoya	Jordan Lopez
Nancy C. Montoya	James Bencomo
Ella Porragas	Eugenia Bencomo
Erica Ferns	Janet Cortez
Brian Ferns	Antionette Sandoval
Martine Lopez Bowers	Rosa Lozoya

By Letter of Transfer from New Life Presbyterian Church:

George Huggins

5. The following Elders were ordained and installed on January 30, 2011:
Alicia Montoya and Orlando Duran, and the following Elders were installed:
Beverly Chavez, Susie Chang and Dora Martinez
The following Deacons were installed on January 30, 2011:
Sandra Duran, Art Trujillo and Esther Bernard

PARISH ASSOCIATE'S REPORT

Jaime visited the following: Zulema Acquisto (2x), Jeannie and Harry Hogan, Merlinda Gonzales (2x), Silas Ruybalid, Tomas Gonzalez, Richard and Marie Duran, Marie Vasquez, Mercedes Martinez (Communion).

CLERK OF SESSION REPORT

1. Dora distributed several pieces of correspondence for members to read. She also noted the following:
 - a. Presbytery meeting will be held on February 25-26, 2011 at Immanuel Presbyterian Church.
 - b. Presbytery is trying a new way of reviewing Session Records. They will call for half of the churches to take their records to the winter meeting and the other half to the summer meeting. They will then be reviewed by a group of "expert" readers. The church will be notified when the task is complete so they can pick up their books. We have been asked to take our books to the winter meeting.
 - c. Presbytery has invited our session to a Session Discernment Process on March 12, 2011 and would like us to host the meeting. We will be meeting with members of the session from Immanuel Presbyterian Church and members of Camino de Vida NCD. The meeting will begin at 11:00 AM.

Session VOTED to host the meeting and to provide lunch.

- 2 The clerk received a letter from Debbie Samora asking to be removed from the membership roll of the church with no explanation .

Session deferred action until the next meeting so we could speak with Debbie for more information.

BOOKKEEPER'S REPORT

John distributed the following reports:

- January 2011 Income
- January 2011 Spending
- January 2011 Spending vs. Budget
- Balance Sheet January 1, 2010 – December 31, 2010

John noted that everything looks good for January. He also noted that we ended 2010 with a surplus.

Motion: That we provide the Communications Committee with an additional budget of \$500.00 by adding \$500.00 to the overall budget and to take the additional money from the 2009 Carryover funds.

Session VOTED to approve this motion.

COUNTING TREASURER'S REPORT

Dora submitted a recap of the income for January, 2011 and answered questions. Total received for the operating budget: \$15,988.72; and for the Savings account, \$3,733.00.

REPORT OF THE SUB-COMMITTEE TO NOMINATE MEMBERS TO THE NOMINATING COMMITTEE

John Van Dyke and Susie Chang reported that the following members have agreed to be nominated to the Nominating Committee of the Congregation:

- Harry Hogan
- Frank Salazar
- Yvonne Gallegos
- Mary Montoya

Sandra Duran will be the representative from the Deacons. From Session will be: Sandra Duran Poole, chair and Beverly Chavez, member.

COMMITTEE REPORTS

1. Christian Education – Susie Chang and Alicia Montoya reporting
 - a. The Sunday School will try a new curriculum, "Come Join the Feast" on March 20.
 - b. Susie noted they are looking for a new Sunday School superintendent (Lorraine Romero will write a job description) and new Sunday School teachers. Teachers would teach on a 6-8 week rotation to give them an opportunity to attend worship.
 - c. Vacation Bible School has been set for the week of June 20, 2011 from 5:30-8:00 PM at Menaul School. It will be held with First Presbyterian Church and the theme will be "Hometown Nazareth."
 - d. There will be an "Eggstravaganza" the Saturday before Easter and on Easter they will distribute plastic eggs with origami creations and chocolate.

- e. Plans for the Youth of the church:
 - A "Lock-in" has been planned for April 9-10 at the church.
 - They plan to attend a Presbyterian-wide Youth Retreat in June at Ghost Ranch.
 - An acolyte class is being planned for youth to help at worship on special Sundays
- f. Plans continue for adult education
- g. Susie needs a key to access the Sunday School rooms.
Session VOTED to approve giving her a key.

2. Hospitality – Martha Powers

- a. Martha has received a request from Immanuel Church to borrow our large coffeepot. She will make arrangements to get this to them.
- b. Immanuel has also requested to borrow some of our folding chairs for the meeting.

After much discussion and since we don't lend furniture, Session VOTED to lend make an exception this time and lend Immanuel Church some chairs for the Presbytery meeting and to review the policy for the future, if needed.

- c. Martha noted that everything is set for the reception for Jaime Quinones Day.

Session VOTED to create a scholarship fund in Jaime and Ruth's name, and we would ask Jaime to indicate how it is to be used.

- d. Martha presented the following schedule for this year's fundraising meals and Session VOTED to approve them.

February 13 – Session	March 13 – Presbyterian Men
May 8 – Presbyterian Women	June 12 – Building and Grounds
August 14 – Mission Committee and Deacons	September 11 – Choir
October 16 – Young Adults	

We will also have the following meals that will not be fundraisers: April 24, Breakfast after Sunrise service; July 3, meal after joint service at Menaul School; and November 22, meal for the Veterans.

3. Mission Committee – Bob Romero

- a. Bob reported that, in response to a letter requesting help of \$50.00 a month for family from Mexico from the Westminster PC in Santa Fe, the Committee voted to send \$300.00 from the Winds of Change fund as a one time gift for now. They will revisit this in 6 months.
- b. Three people represented Second PC at the MLK celebration and Bria L. Broussard received the Second Church scholarship. The committee agreed to continue this project.
- c. The website is almost ready. Jake Atencio is waiting form pictures and script and the Live Wire Committee will be working with Jake to get everything set up.
- d. Everything is set for the Guatemala Mission trip. A total of 19 people from both churches are going. Bob asked that we designate some funds to help the participants from our church.
Session VOTED to grant up to \$3000.00 from the Mission Fund for scholarships.
- e. Bob reported that MHNS had requested funds for the MHNS staff who had not received a raise in 2-3 years. The committee voted to give them \$400.00 and Shepherd of the Valley PC will match this amount and a cash gift will be given to each staff member at a special luncheon.

- f. The Committee asked if the Deacons will help them with the fundraising meal they are to sponsor. The Deacons said yes.
- g. Camino de Vida has applied for a grant of \$25,000.00. They should be hearing if this was approved by the end of April.
- 4. Personnel Committee – Beverly Chavez
 - a. Beverly is in the process of forming her committee.
 - b. It was decided to postpone a vote on the Personnel Policy until the next meeting to give everyone an opportunity to review it.
- 5. Evangelism, Marketing and Membership – Alma McBride
Alma is working on getting information into the Journal regarding Easter week services
- 6. Building and Grounds Committee – Orlando Duran and David Lopez
 - a. David has been doing an inventory of all the church property and needs help getting prices so he can complete it.
 - b. Orlando has talked with the company that will install the new gate for the back parking lot. They need a non-taxable transaction certificate and a copy of the check before they will do the work. Dora will make sure this gets sent this week.
 - c. It was suggested we find another alarm company since we've been having lots of problems with the one we have.
 - d. It was noted that the folks from Camino de Vida would like to help with the next congregational work day.
 - e. It was noted that the gravel in the Peace Garden is very difficult to walk on, especially if the women are wearing high heels. The committee will look into this.
- 7. Stewardship and Finance Committee – John Van Dyke
John reported that the committee will be meeting tomorrow evening to discuss the 4 special offerings of the PCUSA.
- 8. Worship Committee – Ruth Montoya
 - a. Rev. Jaime Quinones will preach on February 27, which will be "Jaime Quinones Day." A surprise celebration has been planned in his honor. It was suggested that a scholarship fund to help people attend conferences, etc., be created in his name as a way of honoring him and Ruth.

Session VOTED to establish a scholarship fund in Jaime's name and to ask Jaime to decide how the funds are to be used.

- b. On March 6, Transfiguration Sunday, Rob will preach and we will commission the Guatemala Mission Trip participants and the "Missioners" to Camino de Vida.
- c. A joint Ash Wednesday service with First Presbyterian Church will be held at our church at 7:00 PM. Rev. Paul Debenport will preach and the two choirs will sing, with Sheldon Kalberg directing.
- d. Kay Huggins will preach on March 13, the first Sunday in Lent, while Rob is in Guatemala.
- e. Session VOTED to approve the following Communion Schedule for 2011:

February 6	August 7
March 6	September 4
March 9, Ash Wednesday	October 2, World Communion Sunday
April 3	October 30, Reformation Sunday
April 21, Maundy Thursday	November 6
April 24, Easter Sunday	November 20, Christ the King Sunday
May 1	December 4

June 5
June 19, Trinity Sunday
July 10

December 24, Christmas Eve
December 25
January 1, 2012

- f. Session VOTED to approve the expenditure of \$19.95 each for 20 new English Presbyterian Hymnals to replace those that are getting pretty tattered from the generic memorial fund.
9. Nominating Committee – Sandra Duran Poole
Sandra would like to do a Minute for Mission at some time to encourage everyone to get involved and to consider being a church officer.
10. Live Wire Committee – Alicia Montoya and Susie Chang
- a. The following specific needs were identified to enhance the communications WITHIN the church:
 - Final completion of the Second PC website which was originally created by Marie Kenny's son, and is now being re-designed by hired webmaster Jake Atencio.
 - The restructuring, re-design and perhaps relocation of bulletin boards within the fellowship areas.
 - Enhance the flow of information to Joe & Priscilla Candelaria in a timely manner for the betterment of the church newsletter.
 - Updating of the church directory.
 - b. The committee will be inviting additional members of the congregation to assist them at a later date. They will also be working with committee chairs and the deacons to get information out.
 - c. Alicia will be the contact person for the website, Susie will begin updating the bulletin boards and will create a system to alert committees of upcoming newsletter deadlines. The church secretary will track birthdays and anniversaries for the newsletter.
 - d. The Committee feels the need to update the church directory since we have so many new faces, so they would like to do a new pictorial directory with Kim Jew Photography.

Session VOTED to approve doing a new pictorial directory later this year with Kim Jew Photography.

NEW BUSINESS

1. Rob noted that he has been receiving invitations to preach in other churches since he is Presbytery Moderator. He feels he should say no, since he would be gone to much. However he would like to be at First Church for Paul Debenport's last Sunday. Session approved this by consensus.
2. Request from MHNS
Martha presented a request from MHNS to paint a mural on the handicap ramp wall (with pictures of children) that would advertise that MHNS in a daycare.
Session VOTED to approve this request.

There being no further business, the meeting adjourned with prayer by Rob Woodruff at 8:55 PM.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
March 22, 2011**

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, March 22, 2011, in the Fellowship Hall of the church. After a potluck dinner, Sandra Duran Poole opened the meeting with devotions at 6:00 PM, followed by prayer.

Members present: Susie Chang, Beverly Chavez, Orlando Duran, Dora Martinez, Alma McBride, Alicia Montoya, Ruth Montoya, Sandra Duran Poole, Bob Romero, John Van Dyke and Rob Woodruff, moderator.

Members excused: David Lopez and Martha Powers.

Guests present: Sandra Duran, moderator of the Deacons; Jason Dean Sandoval and Janet Cortez. Session VOTED to grant our guests privilege of the floor.

The Clerk declared a quorum present.

The Agenda was approved as amended.

MINUTES: The minutes of February 22, 2011 were approved with minor corrections.

ORDER OF THE DAY

A. REQUEST FOR BAPTISM

11. Jason Sandoval, son of member Conchita Sandoval, and Janet Cortez, member, requested to have their son, Reyes baptized.

Session examined the parents on the meaning of baptism and VOTED to approve the baptism of Reyes on Sunday May 1, 2011.

Child's name: Reyes Joseph Sandoval

Parents: Jason Sandoval and Janet T. Cortez

Child's birthdate: April 21, 2009

Place of birth: Albuquerque, NM

Godparents: Antoinette Sandoval and Louis Sandoval

B. REPORT FROM THE DEACONS – Sandra Duran

6. Sandra thanked session for approving all the Deacon's recommendations last month.
7. Sandra reported that Dora had checked with Qwest and an extra phone line (for the Helpline) would cost about \$36.00 a month extra. It will be installed as soon as it can be scheduled.
8. Sandra reported that she found she could buy 100 name tags with plastic covers for \$ 73.79 and the Deacons will purchase them. She is also working with the Building and Grounds committee to build a board for them to be placed after church each week.
9. Sandra shared some of her dreams for other things the Deacons might do in the future.

Jason, Janet and Sandra were excused from the rest of the meeting.

PASTOR'S REPORT

1. Communion: 112 people took communion on Sunday, March 6, 2011.
2. Rob visited Arthur Lucero (2x), Marie Vasquez, and Zulema Acquisto.
3. Rob noted that Zulema Acquisto fell and broke her other hip and is currently in rehab.
4. Rob noted that several people had expressed concern about Guillermo Yela and Jaime Quinones. They were concerned about their health and their financial situations.

Rob had spoken with Jaime who said things were fine with him and Ruth at this time. Rob will speak with Guillermo to find out how things are going and see where we might be able to help.

5. Rob noted that his paper has been completed and sent on to Columbia Seminary where it will be printed and bound. He will graduate on May 3.
6. The Guatemala Mission Trip was a great success. Rob felt this trip was wonderful and the organization they worked with was well organized and much more financially reasonable.

PARISH ASSOCIATE'S REPORT

Jaime visited the following people in February: Zulema Acquisto (2x), Jean & Harry Hogan, Merlinda Gonzalez (2x), Silas Ryubalid, Tom Gonzalez, Richard & Marilee Duran, Marie Vasquez and Mercedes Martinez (communion).

CLERK OF SESSION REPORT

1. Dora distributed several pieces of correspondence for members to read. She also noted that we received a letter from the Rev. Dr. Sallie Watson, Regional Presbyter/Stated Clerk, thanking our church for our "faithfulness to the mission of the Presbytery of Santa Fe." She noted that we have increased our giving to Presbytery's unified mission every year since at least 2005.
2. Dora distributed a sign-up sheet for anyone wanting to purchase the new Program Calendars which will be ordered in April.
3. Dora reminded Session that we had not voted on the request from Debbie Samora to be removed from the church rolls.

Session VOTED to table this until the April meeting.

4. Session took time to discuss their participation in Presbytery's Discernment process which was held at our church on Saturday, March 12, 2011, along with the session of Immanuel Presbyterian Church and Guillermo Yela, representing Camino de Vida.

Members felt that the objectives stated in the letter we received beforehand did not mesh with what really happened that day. The objectives were not clearly stated that day. Since there were 2 groups working on the activities, there was no opportunity at the end to share with each other what had been discussed. It was good, however, to get to know people from other churches.

BOOKKEEPER'S REPORT - John distributed the following reports:

January 1 - February 28, 2011 Income, February, 2011 Spending, February, 2011 Spending vs. Budget, and Balance Sheet, December 31, 2010 - January 1, 2011

John noted that everything looks so far and he also noted that he made the following transfers to combine accounts or close out small accounts:

- \$ 85.00 from acct # 209000 to acct. # 231000, Operating Reserves (very old "receptions" funds)
- 295.00 from acct # 209700 to acct # 229706, pay Peace Pole from church's share of Peace offering
- 109.84 from acct # 216000 to acct # 211000, combine New Range Fund into Multi-purpose room Fix/Furniture
- 160.00 from acct # 309800 to acct # 218500, combine Richard Martinez music memorial with other Music reserves
- 306.25 from acct # 223500 to acct # 233000, combine "Hospitality" with "Fellowship"
- 700.00 from acct # 229708 to acct. # 231000, Operating Reserve (2009 PW gift to church)
- 2.00 from acct # 229714 to acct. # 231000, Operating Reserve (balance for Handicap Ramp)
- 13,126.57, 2010 net income to acct. # 231100, Operating Reserves
- 50.00, equity – 2009/2010 correction to acct. # 231100, Operating Reserves
- 100.00 from acct # 308160, Ruth Boleman Memorial to "generic" memorial fund, # 300000
- 100.00 from acct # 308170, Bruce Cruz Memorial to "generic" memorial fund, # 300000
- 75.00 from acct # 308180, Martha Duran Memorial to "generic" memorial fund, # 300000
- 100.00 from acct # 309910, Ben Montoya Memorial to "generic" memorial fund, # 300000
- 1,025.61 from acct # 309900, Garcia memorial to borrowed AC account

COUNTING TREASURER'S REPORT

Dora submitted a recap of the income for February, 2011 and answered questions. Total received for the operating budget: \$14,759.58; and for the Savings account, \$9,323.80.

COMMITTEE REPORTS

1. Personnel Committee – Bevelry Chavez

- a. Beverly noted that the following have agreed to serve on the Personnel Committee: Esther Lopez, Frank Salazar, Marty Martinez, and Trancito Romero.
- b. The committee will soon meet to review and update the job descriptions.
- c. The Personal Policy which had been presented at an earlier meeting was presented again for approval. After some discussion, it was referred back to the committee to review and revise before it is voted on.
- d. Concern was raised about Sexual Misconduct training for those who will be working with youth and children. Beverly will see where training is being offered so our people can attend.

2. Building and Grounds Committee – Orlando Duran

- a. The new gate to the back parking lot has been installed. Concern was expressed that it is very difficult to lock. Orlando will see how this can be remedied.
- b. The special parking sign for Rev. Quinones is ready and will be picked up and installed.
- c. Orlando is looking into replacing the light bulbs in the parking lot. He needs to find out what kind and size of bulb is being used.
- d. David is still working on completing the inventory of all the church property.
- e. Orlando will be working on the board that will be used to place the name tags that the Deacons will be providing to all church members and visitors.

- f. The members of this committee need to meet on a regular basis to review and work on whatever needs to be done for the upkeep of the church property. Orlando will speak with David to see that they have a full committee so they can do their work.

3. Stewardship and Finance Committee – John Van Dyke

- a. The committee met to discuss the four national Special Offerings: One Great Hour of Sharing, Peacemaking Offering, Pentecost Offering and the Christmas JOY Offering. Anita Chavez presented a minute for mission reviewing all four offerings. She had a great handout for everyone which was very well done and well received.
- b. John expressed concern that sometimes we have appeals to the congregation for special offerings and/or events too close together.

Session VOTED to impose a "black-out" four weeks prior to receiving any of the special offerings and the Stewardship Campaign.

- c. At the next meeting of the committee, they will consider whether it is time to get a church credit card and who would use it, as well as possibly doing online banking.

4. Worship Committee – Ruth Montoya

- a. The committee met and reviewed recent worship services. Especially the Ash Wednesday service and the day we had Jaime Quinones Sunday.
- b. The Committee planned the following services through Easter.
 - Palm Sunday service will be at 10:25 AM with members of the choirs, both children and adults, will lead a procession from the parking lot into the sanctuary. The worship will include a dramatic reading of Christ's entry into Jerusalem.
 - Maundy Thursday service, April 21, at 6:00 PM. A soup supper will be held in the Fellowship Hall, followed by a communion service and foot washing.
 - Good Friday, April 22, Tenebrae service at 7:00 PM.
 - Easter Sunday, April 24 will begin with a sunrise service at 7:00 AM in the Peace Garden, followed by a potluck breakfast in the Fellowship Hall. The regular worship service will begin at 10:30 AM. Prior to the service, the congregation will participate in decorating a cross with fresh flowers. The cross will then be brought into the sanctuary with music provided by Mariachi Nuevo Sonido. The Children's Choir will be wearing their new robes. A banner has been designed by Christina Ortega for this special day and will be hung outside the sanctuary.

Session VOTED to have two hooks installed, so that banners may be hung, on the outside wall over the south entry window. The Building and Grounds committee has been asked to make this installation.

- Easter lilies have been ordered a cost of \$12.00 each.
- c. The committee requested that the OGHS Offering not be taken until the Sunday after Easter, to help make the children's participation with their "fish banks" more special. Concern was raised that the Sunday after Easter is a low attendance Sunday and we might not get the participation we usually get since the OGHS offering is our biggest special offering.

Session VOTED to have only the children's participation in the OGHS Offering (bringing their "fish banks") moved to the Sunday after Easter, May 1, 2011.

- d. Because the portable fire pit, which we used on Ash Wednesday, was such a great idea, the committee felt we should have one of our own.

Session VOTED to designate up to \$250.00 to purchase our own fire pit. The funds are to be taken from the "Generic" memorial Fund, # 300000.

5. Live Wire Committee – Alicia Montoya

- a. Alicia reported that members have been submitting photos for the web page. She's been working with Jake Atencio and is now editing the website. She hopes to go live soon.
- b. The bulletin boards have been updated by Susie Chang.
- c. Information has been getting to Joe and Priscilla for the newsletter much better. She reminded committee chairs to get articles about what they are doing in regularly. The secretary is submitting birthdays and anniversaries.
- d. The committee will be working with Alma McBride and the Evangelism, Membership and Marketing Committee to get information into the Journal about our Holy Week activities.
- e. Do we want to have a "member's only" link on the website? Do we want to include addresses and phone numbers? Concern was raised about the possibility of information being "hacked". This might make members, especially our older members, feel uncomfortable. It was decided not to do this at this time.
- f. Would we like to post videos of church activities?

Session VOTED to approve creating a public U-tube account for the church where we can post videos of church activities on the website.

6. Christian Education Committee – Susie Chang

- a. The Rev. Dr. Kay Huggins has agreed to teach Wednesday night Bible Study classes through the end of May.
- b. Susie will gather sample curriculums. Over the summer the committee and teachers will meet to decide on the final curriculum for 2011-2012.
- c. The Easter celebration will take place on Saturday, April 23 from 9:00 AM to 11:00 AM in the Fellowship Hall. It will include egg dying, basket making, cookie decorating, flower planting, color rice pictures and paper plate craft. There will also be food served.
- d. The committee will begin painting the Sunday School rooms soon. They have purchased paint, including some from MHNS. They will also purchase and install new blinds by mid-April. They will solicit help from the Building and Grounds Committee.
- e. The Youth Lock-in will be on Saturday, April 9 at 5:30 PM and conclude Sunday morning. It will include food, games, fellowship and maybe movies. Marie Kenny, Tilda Chavez and Emiko Chaves will be asking parents for assistance for the overnight stay.

OLD BUSINESS

Building Renovations Committee – the committee will be asked to report at the next session meeting. Concern was raised that the Session has not had a recent update on the work of the committee. Session needs to review any loan application so they can call a congregational meeting to get approval to take out a loan.

There being no further business, the meeting was adjourned with prayer by Rob Woodruff at 8:35 PM.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
April 19, 2011**

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, April 19, 2011, in the Fellowship Hall of the church. After a potluck dinner, Martha Powers opened the meeting with devotions and prayer at 5:55 PM.

Members present: Susie Chang, Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Alicia Montoya, Ruth Montoya, Sandra Duran Poole, Martha Powers, Bob Romero, John Van Dyke and Rob Woodruff, moderator.

Members excused: Alma McBride

Guests present: Leroy & Tanya Bazan, Brian and Erica Ferns, Abel Mc Bride and Gilbert Solis. Session VOTED to grant privilege of the floor to our guests.

The Clerk declared a quorum present.

The Agenda was approved as presented

ORDER OF THE DAY:

A. REQUEST FOR BAPTISM

Leroy and Tanya (Sanchez) Bazan requested that their son, Leroy Maximus be baptized.

Session examined the parents on the meaning of baptism and VOTED to approve the baptism of Leroy on Sunday May 8, 2011.

Child's name: Leroy Maximus Bazan

Parents: Tanya and Leroy Bazan

Child's birth date: June 2, 2010

Place of birth: Albuquerque, NM

Godparents:

Rob noted that Brian and Erica Ferns will also be coming to ask that their daughter be baptized. However he has been unable to meet with them to discuss baptism and asked that we meet with them and approve the baptism and he will meet with them before the scheduled baptism.

B. REPORT FROM THE BUILDING RENOVATIONS COMMITTEE

Abel McBride, chair of the Building Renovations Committee, reported on the work the committee has been doing to prepare the loan application. He and Gil reported on the work that has already accomplished and on the projects they want to complete with funds from a loan. He noted the first priority is to pay back the money borrowed from the Reserve Fund to install the air conditioning in the sanctuary. The plan is to borrow \$200,000 from PILP. We have already received over \$136,000 in pledges for 3 years, and if necessary, we'll have another capital campaign at the end of 3 years. We hope to pay the loan off in 6 years or less.

After discussion, Session VOTED to call a meeting of the Ccngregation/Corporation on Sunday, May 1, 2011, for the purpose of approving the loan application to PILP for \$200,000.

Our guests were thanked and excused.

MINUTES

The minutes of the Session meeting of March 22, 2011 were approved with the correction of a few typos.

PASTOR'S REPORT

1. Rob reported that since the new church development, Camino de Vida, where Guillermo is pasturing is not yet a church, they have no way of recording weddings, funerals, etc. Guillermo asked if we would record them in our minutes.

Session VOTED to record these events for Camino de Vida.

2. Rob expressed some concern about Ken and Ida Wright. Ken has called Rob 29 times in the past 5 days. Rob has helped Ken with gas money on a pretty regular basis. Ken seems to have difficulty planning and when he asks for gas or food, it seems to be at the crisis stage. Rob said he was willing to work with Ken, but wasn't sure how much money he should continue to give him.

Session VOTED to set a cap on the financial help for the Wrights at \$20.00 a month.

3. Rob has been busy at Moderator of the Presbytery of Santa Fe. He spent time in Roswell at a joint Council meeting. He agreed to be a member of the Presbytery Visionary Committee (3 meetings only), and he officiated at the installation of Drew Henry, pastor at Las Placitas Presbyterian Church.
4. Rob's graduation will be on May 14 and he and Karla plan to attend.
5. Paul Debenport's last day at First Presbyterian Church will be May 15. Rob will plan on leaving our worship service and quickly go to give the benediction at First's service on that day.
6. Rob will be officiating at a wedding of a friend in Ann Arbor on July 2, 2011.
7. Row is planning on sending Easter Cards to a few church members and asked if there were any we think should be included in the list.

PARISH ASSOCIATE'S REPORT

Rob noted that, thanks to some of our church members helping with Ruth, Jaime has been able to make more visits. He visited the following: Arturo Lucero (2x), Raymond Chavez (2x), Rosita Delgado, Juan Martinez (2x), Josephine Lucero, Silas Ruybalid, Zulema Acquistio (4x), Tillie Arellano, Merlinda Gonzalez, and Minnie Olivas (3x).

REPORT ON PRESBYTERY

Rob noted that most church members don't know what is happening at the Presbytery level. From now on, we hope to have a report on Presbytery at every meeting. He reported that, like so many other places, funds have dropped at the Presbytery level and that is the main reason that we are sharing a Regional Presbytery/Stated Clerk. He also reported that the next Presbytery meeting will be on June 25, 2011 in Taos.

ORDER OF THE DAY:**REQUEST FOR BAPTISM**

Brian and Erica Ferns requested that their daughter, Eliana Sophia be baptized.

Session examined the parents on why they wanted to have Eliana baptized and VOTED to approve the baptism of Eliana on Sunday May 15, 2011.

Child's name: Eliana Sophia Ferns

Parents: Erica Lopez-Ferns and Brian P. Ferns

Child's birth date: November 19, 2009

Place of Birth: Albuquerque, NM

Godparents: Martine Bowers and Jordan Lopez

CLERK'S REPORT – Dora Martinez

1. Dora distributed several pieces of correspondence for members to read. The following correspondence needed action:
2. We received a letter from Bruce and Desiree Sers requesting that they be removed from the church rolls.

Session VOTED to remove Bruce and Desiree from the church rolls.

3. We received a letter from Debbie Samora asking to be removed from the church rolls.

Session VOTED to remove Debbie from the church rolls.

4. It's time to audit the 2010 financial records of the church and we need an Audit Committee.

Session appointed the following people to the Audit Committee: Martha Powers, Beverly Chavez, and Trancito Romero.

5. The Martineztown Work Group would like to use the Fellowship Hall for a meeting on Wednesday, April 27, 2011 at 6:00 PM.

Session VOTED to allow them to use the space and Martha Powers will represent the session at the meeting.

BOOKKEEPER'S REPORT: John Van Dyke

John presented reports on the March, 2011 Spending, Income for January 2 – March 31, 2011, and March 2011 Spending vs. Budget and everything looks good.

COUNTING AND RECORDING TREASURER'S REPORT

1. Dora presented a report on the income for March, 2011, and answered questions.
2. Dora noted that we are being charged fees every time she makes a deposit in the savings account and last month we were charged quite a bit more, because we had more transactions. She has spoken with a bank representative and found out that, since we are now doing more business, we should change our checking account to a Business Advantage Checking account which will give us more free transactions. It was also suggested that we deposit everything into the checking account and make only one monthly transfer into the savings account.

Session VOTED to change our checking account to the Business Advantage Checking Account.

3. Dora also reported that she has looked into getting a church credit card. After several discussions with the bank, she found out that they will issue a credit card to the church with the church being the guarantor. It was decided that Dora will continue to research the best place to get a credit card so that we might get reward points – maybe receive frequent flyer miles to help with trips, etc.
4. John reminded us that we need to change the authorized signers on the accounts to include Solema Newton, Trancito Romero and Mary Montoya. Dora would like to have access, since she does all of the deposit work and John would like to have online read access only.

COMMITTEE REPORTS

1. Mission Committee – Bob Romero

- a. The committee heard a report on the Guatemala mission trip from Martha Powers and Lorraine Jimenez. They both thought it was a great experience and the host organization was excellent. The dental clinic and check up clinic went very well. The group will share some of their experiences with the congregation during worship on multicultural Sunday.
- b. The Live Wire committee is now working on the webpage and will soon have it running.
- c. Update on Camino de Vida: Gloria Mirabal reported that they received the grant they had applied for and should soon have the money (\$25,000). They are looking for a building to use and they may have found one on 98th Street. Rev. Yela needs help with medical expenses and the Committee VOTED to give him \$200.00.
- d. George Huggins made a presentation on Bread for the World's letter writing campaign. The Committee VOTED to ask session for approval to hold the letter writing campaign on May 15.

2. Personnel Committee – Bevelry Chavez

The committee has not met yet, but Beverly presented a request from Rob for leave on the following dates:

Vacation time: June 7-13, 2011

Study Leave: August 22-28

Session VOTED to approve this request.

3. Building and Grounds Committee: - David Lopez and Orlando Duran

- a. The "Reserved for Jaime Quinones" sign has been installed
- b. The swamp coolers are ready for use.
- c. The bathroom in the church balcony area has had a bad leak and the water has been turned off. Should we repair it or not?

Session VOTED to completely turn off the water and close down this bathroom. We may need the space when the stairs are redone.

- d. The Sunday School rooms need to be painted. It was decided to set a Spring Work Day on Saturday, May 14, to do some painting, yard work, and other cleaning.

4. Stewardship and Finance: John Van Dyke

John reported that there will be some minute for missions on the OGHS Offering.

5. Worship and Music Committee – Ruth Montoya

- a. Main focus of their meeting was to complete plans for Holy Week and Easter. There will be a procession led by the children's choir and during worship there will be a dramatic reading on Palm Sunday. On Maundy Thursday there will be communion and foot washing. On Good Friday, there will be a Tenebrae service at 7:00 PM. On Easter there will be a sunrise service at 7:00 AM in the Peace Garden followed by breakfast. At

- b. the 10:30 service, Mariachi Nuevo Sonido will lead a procession with the children and a floral cross which will be brought into the sanctuary.
- c. The Rev. Sallie Watson will preach on May 1, and the Guatemala participants will share some of their experiences during worship on May 15.
- d. We will be looking into recording the worship services.
- e. The committee requested that a training session be held for deacons, elders, liturgists and acolytes at some future date:

Session VOTED to approve this request.

- f. Shelia Hammond made costumes for Palm Sunday and the children's robes. The committee would like to pay her \$200.00 for all the work she did.

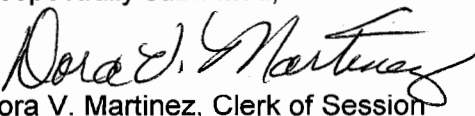
Session VOTED to approve giving Sheila \$200.00 for costumes and robes from the Generic Memorial account.

- 6. Life Wire Committee: Alicia Montoya
 - a. Alicia met with Joe and Priscilla Candelaria at their home and she taught them how to email the word document of the newsletter so she can post it on the website.
 - b. Alicia has pictures and information from the deacons for the website. She has sent an information request to the elders as well.
 - c. She would like people to send her pictures for the website.
 - d. Jake Atencio has created a Google calendar for the website.
 - e. Alicia has learned a lot about creating a website. She noted that it is a dynamic entity and can change and add as we go. She hopes to go live by Friday. She would also like a job description of each committee to post on the website.
- 7. Christian Education: Susie Chang
 - a. Susie reminded session of the Eggstraveganza that will be on Saturday.
 - b. Vacation Bible School will be at Menaul School the week of June 20.
- 8. Hospitality Committee: Martha Powers

Martha has met with folks from First Presbyterian Church to plan the food for the "Fourth of July" meal after worship on July 3. Our church will be responsible for the beans again this year. A free will offering will be requested (suggested \$2.00/person) to help with the cost of the band and renting and transporting chairs. Any money left over will be donated to the Rio Grande Food Bank. Help will be needed on Saturday, July 2, in the morning to set up the stage, chairs, etc.

There being no further business, the meeting adjourned with prayer by Rob at 9:15 PM>

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**MEETING OF THE CONGREGATION/CORPORATION
SECOND PRESBYTERIAN CHURCH**

May 1, 2011

The meeting of the Congregation/Corporation of Second Presbyterian Church, 812 Edith Blvd. NE, Albuquerque, NM, was held on Sunday, May 1, 2011. The meeting was opened with prayer by Pastor Rob Woodruff at 11:55 AM.

The Clerk declared a quorum was present.

The Clerk reported that the minutes of the last Congregational Meeting of January 23, 2011, were reviewed and approved by the Session. She also moved and the congregation VOTED to ask Session to approve the minutes of this meeting and to report at the next meeting of the congregation.

The purpose of this meeting is to:

1. elect four members-at-large to the nominating committee, and
2. to vote to authorize taking out a loan from PILP to pay for building renovations.

The moderator explained that the Nominating committee is composed of two member of the Session, one currently serving Deacon, and four members who are not currently serving on either board. The Session representatives are Sandra Duran, chair, and Beverly Chavez. The Deacon representative is Sandra Duran.

The Clerk reported that the following people have agreed to be nominated as members-at-large of the Nominating Committee:

Yvonne Gallegos, Harry Hogan, Mary Montoya, and Frank Salazar.

Since there were no nominations from the floor, the Congregation VOTED to elect, by acclamation, the slate presented.

The moderator called on Abel McBride, chair of the Building Renovations Committee to give an update on what has been done and what is yet to be done. Abel noted that many renovations and repairs have already been completed using funds from previous years' reserves, by the Building and Grounds Committee. He thanked Bob Romero and Gilbert Solis for heading up the work. He then presented a list of things that need to be completed for the renovation of the church to be paid with funds from the loan. Abel also reported that we have received pledges for more than \$136,000 over three years. At the end of March we have received \$40,440. Abel noted that our plan is to have another capital campaign, if necessary, at the end of three years and to pay the loan off in 6 years or less.

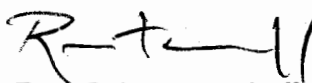
After questions and discussion, the Congregation VOTED unanimously to approve the loan application to the Presbyterian Investment and Loan Program of the PCUSA, mortgaging the building in the amount of \$200,000, for 20 years at 5% interest, for building renovation.

There being no further business, the meeting adjourned with prayer by the Rev. Jaime Quinones at 12:15 PM.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

Attest:


Rev. Robert Woodruff

SECOND PRESBYTERIAN CHURCH
SESSION MEETING
May 17, 2011

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, May 17, 2011, in the Fellowship Hall of the church. After a potluck dinner, Dora Martinez opened the meeting with devotions and prayer at 5:50 PM.

Members present: Susie Chang, Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Alma McBride Alicia Montoya, Sandra Duran Poole, Martha Powers, Bob Romero, John Van Dyke and Rob Woodruff, moderator.

Members excused: Ruth Montoya

The Clerk declared a quorum present.

The Agenda was approved, by consensus, as presented.

A. REPORT FROM THE DEACONS – Rob reporting

1. The Deacons are working on getting name tags like the ones Sandra saw at the church of the Good Shepherd. They are nicer and cheaper than the ones they had looked at before.
2. The Deacons found out that they cannot change the signers on the checking account until they have a death certificate for Martha Duran. Dora will ask her son to send us a death certificate.

MINUTES

The minutes of the Session meeting of April 19, 2011 were approved, by consensus, with the correction of a few typos.

The minutes of the Congregation/Corporation meeting of May 1, 2011 were approved, by consensus, as presented,.

PASTOR'S REPORT

1. Communion was taken by 89 people on April 6; on Maundy Thursday, April 21, about 50 people took communion; Easter Sunday, April 24, 248 people took communion; and on May 1, 61 people took communion.
2. Rob reported he made the following visitations: Lillian Sanchez, Zulema Acquisto (2x), Nora Graeme, Tiffany Griego, Minnie Olivas, Barbara Trujillo, Brian and Erica Ferns, Dan and Pas Vigil, Toby and Nancy Montoya, Tessie Lopez, Ida and Ken Wright, Mercedes Martinez and Minnie Olivas.
3. Rob noted that the Rev Kay Huggins has been doing a lot to help the church and he felt we should give her some remuneration for her work - possibly paying for her mileage to the Bible Study. He will talk to her about this.

PARISH ASSOCIATE'S REPORT

Visitations made by Rev. Quinones: Zulema Acquisto (3x), Lena de Herrera, Bennie and Marie Vasquez, Al Esquibel, Alice Maestas, Merlinda Gonzalez (2x), Minnie Olivas (2x), and Mercedes Martinez (2x).

REPORT ON PRESBYTERY

Rob noted that, at this time, it looks as if nFOG will pass. If it does, it will replace the "G" (government) portion of the Book of Order. Rob also noted that Amendment 10-A has already passed. This would change the language for ordination standards giving the responsibility for ordination and /or installation to the governing body (session or presbytery). The governing bodies shall be guided by Scripture and the confessions in applying standards to individual candidates. Rob explained what all this would mean.

CLERK'S REPORT – Dora Martinez

1. Dora distributed several pieces of correspondence for members to read. She noted
2. Commissioners need to make their reservations to attend the Presbytery meeting on June 25, at the First Presbyterian Church in Taos, NM.
3. We received a quarterly statements of our giving to and through the Presbytery treasury.
4. We received a request from Presbyterian Women to hold the MHNS Challenge for the Summer Youth Program on Sunday, June 26, with a Minute for Mission on that day and on the Sunday before, June 19. They would like to collect the offering at the Fellowship Time after church

Session VOTED to approve this request.

5. We received a request from a group from the Presbytery of Southern Kansas to spend the night in our fellowship hall on Friday, May 27, on their way to Mexico. The Rev. Bill O'Connell from El Dorado, Kansas, is leading the group.

Session VOTED to approve this request. Dora will give Rev. O'Connell Bob Romero's phone numbers so he can meet them at the church to open for them.

6. We received an e-mail from Lindsay Stansifer of the Presbytery Student Fellowship asking if we would be willing to provide dinner on the second Tuesday of every month for their group. Session seemed interested but we had a number of questions: Where would we have to provide the meal? Is there some other church that might share this with us, say every other month? Dora will contact her and get more information.

BOOKKEEPER'S REPORT: John Van Dyke

John presented reports on the April, 2011 Spending, Income for January 1 – April 30, 2011, April, 2011 Spending vs. Budget and Non-Budget Activity through April 2011. All looks good.

COUNTING AND RECORDING TREASURER'S REPORT

1. Dora presented a report on the income for April, 2011, and answered questions.

COMMITTEE REPORTS

2. Evangelism/Marketing/Membership – Alma McBride
 - a. Alma noted that there have been inquiries from people who are interested in joining the church. A new member class will be planned soon.
 - b. Alma noted that she is sending cards to visitors.
2. Building and Grounds Committee: - David Lopez and Orlando Duran
 - a. There was a good turnout for the work day. Some folks painted the Sunday School rooms, the handrail going up the north stairs to the balcony was fixed, a full-length mirror was hung in the women's bathroom, and screens were removed from the windows in the Sunday School rooms (these will need to be replaced, possibly as a renovations project). There was good fellowship during a light lunch which was provided by the Fellowship Committee.
 - b. The Committee would like permission to build a low retaining wall along the existing wall/fence between our property and our neighbor's to the east of the north parking lot. The committee would like to plant rose bushes there and ask members of the congregation to donate the bushes (about 12) in memory or honor of a loved one.

Session VOTED to approve this request.

3. Stewardship and Finance: John Van Dyke

John reported that there he and Mary Montoya attended the Presbytery Training for Treasurers at Sandia Presbyterian Church. He felt they did learn some things, but since the one presenting the information was from Sandia PC, the perspective was quite different.

9. Worship and Music Committee – Ruth Montoya presented a written report

- a. The Committee felt that the Holy Week and Easter services had gone according to plan and all services were well attended.
- b. Plans for May and June were discussed. Rev. Jaime Quinones has been asked to preach on Pentecost since Rob will be away.
- c. The committee is ready to conduct some trial runs on recording worship services.

10. Life Wire Committee: Alicia Montoya

- a. Alicia reported that the website went "live" on Good Friday. It continues to be updated with pictures and information. She asked elders to review and comment on it: www.secondpresabq.org.
- b. Alicia contacted Kim Jew and they are sending her information on creating a church directory.
- c. We have a U-tube account, but no videos posted. Please send her videos if you have any.
- d. Alicia noted that we need to transfer the domain name. Dora will be the contact person.
- e. Alicia suggested we might want to create a way for people to donate through the website. It was decided to wait on this.
- f. Alicia will be recruiting members for her committee.

11. Christian Education: Susie Chang

- a. Susie thanked the Building and Grounds Committee and those who helped paint the Sunday School rooms on May 14.
- b. On May 22, the committee will honor graduates. So far we have the following names:

Rob Woodruff	Lauren Lopez	Andrew Villareal
Jenna Suazo	Emmanuel Yela	Jayseph Griego
Nicole Gurule	Natalia Gurule	
- c. Lorraine Romero, after 30 years plus, is stepping down as Sunday School Superintendent and the Committee would like to honor her dedication. Gloria Montoya, after a similar stint as a Sunday School teacher would like to join the ranks of a substitute teacher. So, the committee is recruiting teachers and a Sunday school superintendent.
- d. On June 12, there will be a training forum and luncheon for those teaching VBS. The churches participating will be Second, La Mesa, and First.
- e. Susie noted that the flooring in the Sunday School rooms was really nice and they would like the floors refinished instead of having carpet. She also noted that there were roaches and would like to have an exterminator spray. Bob Romero said he would have someone give us an estimate on what it would cost to have all the buildings, including MHNS, sprayed.

12. Hospitality Committee: Martha Powers

Martha noted that it was time to begin promoting the July 3 service at Menaul School. She would like it in the newsletter and bulletin. The following churches will be participating: First Presbyterian, Covenant Presbyterian, New Life Presbyterian, Shepherd of the Valley Presbyterian, Rio Grande Presbyterian, Second Presbyterian and Camino de Vida.

13. Mission Committee: Bob Romero

- a. Amanda Craft, missionary to Guatemala, will be in Albuquerque on May 31-June 1. She was one of the people the Guatemala missionaries met with on their recent trip. The Committee voted to subsidize her travel with \$150.00 and to host her for dinner while she's here, from the Guatemala Mission Fund.
- b. Another person the missionaries met was Samuel. He is a seminarian and will be visiting New Mexico on his way home from New York. He will be helping with VBS at Camino de Vida and will join us for worship on July 3 at Menaul. The committee voted to subsidize one-fourth of his airline ticket. First PC and Camino de Vida will also help him with his airfare.
- c. Bob noted that the committee will be looking for ways to involve our own church youth in some sort of mission trip that would help them bond as they help others.

Dora reported that the new Program Calendars were available for \$7.00 each.

Because Vacation Bible School will be held the week of our next regularly scheduled meeting, it was decided to move the meeting to **Tuesday, June 28, at the regular time.**

There being no further business, the meeting adjourned at 8:15 PM with prayer by Pastor Rob.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
June 28, 2011**

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, June 28, 2011, in the Fellowship Hall of the church. After a potluck dinner, David Lopez opened the meeting with devotions and prayer at 6:00 PM.

Members present: Susie Chang, Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Alma McBride Alicia Montoya, Ruth Montoya Sandra Duran Poole, Martha Powers, Bob Romero, John Van Dyke and Rob Woodruff, moderator.

The Clerk declared a quorum present.

The Agenda was approved with one addition, by consensus, as presented.

Session VOTED to grant privilege of the floor to Sandra Duran, moderator of the Deacons, and Abel McBride, Chair of the Building Renovations Committee.

ORDER OF THE DAY

- A. Report from the Deacons – Sandra Duran reporting

3. The Deacons have activated the Helpline and the phone number is: 505-341-5772. They will be checking for messages twice a day. Sandra asked that the number be included in the bulletin and newsletter.
4. The Deacons have finally been able to get the checking account signers set up.
5. "Bola" Tags (name tags) will be ordered for everyone to use on Sunday mornings. They are a bolo tie type with a white center and black string.

B. Report from the Building Renovations Committee – Abel McBride reporting

1. Abel reported that PILP has approved our loan request in the amount of \$180,000 at 4.5% interest, to be paid in 10 years. He noted that if we have budgeted 20% of our current budget to mission, we could reduce the interest rate by .25%. We feel we have met this since we currently provide MHNS with the building at a rate of \$43,300/year.
2. The committee presented the list of projects to be done and they have prioritized them as follows:

First: (to be done as soon as funds arrive)

Pay back the amount borrowed from the Reserve Fund to install the air conditioning

Second: (to be done ASAP, July and August)

Pew Cushions

Replace carpet in sanctuary

Paint the sanctuary

Re-roof/repair the roof of the Fellowship Hall

Replace wooden doors in hallway and men's bathroom

Replace stairs going to the balcony

Repair chancel/choir loft

Sand and stain sanctuary floor

Work on balancing and fitting entry doors in the balcony

Move pew benches

Third: (to be done in September)

Carpet for CE classrooms and repair north sanctuary entryway

Fourth: (to be done in October)

Finish work on Cry Room, repair north and south parking lots, replace ballasts in all florescent lights in Fellowship Hall

Other projects:

Water system – Peace garden, etc., new security cameras, lights in north and south parking lots

A question was raised about the color of the carpet, pew cushions and paint for the sanctuary. There was still a question about how this was to be done. Session appointed a "Color committee" of the following people to bring a recommendation to session: Ruth Montoya, Dora Martinez, Martha Powers, Orlando Duran, Alma McBride and Rob Woodruff.

Session VOTED to authorize the use of Capital Reserve funds so that the committee can begin working on the "second" list of projects immediately, except the ones that require a color selection. The money would be replaced into the Capital Reserve fund when the loan funds become available.

PILP requires a list of people who would be available to sign the closing of the loan. Session VOTED to authorize the following corporate officers:

Trancito Romero, President; Martha Powers, Vice-president; Dora Martinez, Secretary; and Mary Montoya, Treasurer.

MINUTES

The minutes of the Session meeting of May 17, 2011 were approved as presented.

PASTOR'S REPORT

1. Communion was taken by 148 people on June 5 and 160 people took communion on May 19, 2011.
2. Rob reported he made the following visitations: Bennie and Marie Vasquez, LeRoy Vasquez, Eva and Ambrosio Ortega, Jayseph Griego, Dorothy McConkey, and Max Esquibel.
3. Rob and the Rev. Quinones officiated at the funeral of Mercedes Martinez on May 26, 2011. She died on May 22, 2011.
4. Rob asked who was in charge of making sure that the Memorial Plaque is updated. Alma McBride said she would check with Dorothy Romero, who did it last, and then get names from the clerk so this could be done.
5. Rob reported that the New Form of Government (nFOG) has passed and this will bring about a lot of changes to the way we do the work of the church. Every governing body (Presbytery, Session, etc.) will have to write their own Standing Rules. Presbytery at its last meeting adopted the current Book of Order as a supplement until the work has been done on standing rules or operations manuals.

Session VOTED to adopt the current Book of Order as a supplement to its Standing Rules/Manual of Operations, pending a revision of the Standing Rules and Manual of Operations.

6. Rob received a request from LeRoy Vasquez who would like to be re-instated as an active church member.
Session VOTED to transfer LeRoy Vasquez to the active roll from the inactive roll of church membership.
7. Rob reminded us that we had decided to have a Session Retreat on August 12-13, 2011. Dora will check on the availability of the Dixon Church's mission building, then the Glorieta Conference Center, and then the church in Taos.

PARISH ASSOCIATE REPORT

Jaime made the following visits in May: Zulema Acquisto, Merlinda Gonzalez, Minnie Olivas, Pas and Dan Vigil, Maria and Richard Duran, Silas Ruybalid, Rosita Delgado and Priscilla & Joe Candelaria.

REPORT ON PRESBYTERY

Alma McBride, Orlando Duran, and Dora Martinez attended the Presbytery meeting in Taos held on June 25. They reported that the meeting used "new technology" at the meeting. The keynote speaker addressed us via Skype and Twitter and Facebook were used to let everyone see what was being said in the small group discussions. It was also noted that Presbytery needs to find ways to "do Presbytery" with fewer funds, since churches are giving much less.

Dora drove to the meeting and took Rob, Jaime, Alma, and Orlando. It was decided to pay her mileage from the Session line item in the budget.

Session VOTED to pay mileage to the June Presbytery meeting at the same rate as Presbytery pays: \$.35 for one person plus \$.05 for one additional person, and an additional \$.05 for one or more persons (\$.45 a mile max.)

CLERK'S REPORT – Dora Martinez

1. Dora distributed several pieces of correspondence for members to read.
2. We received a request from the CROP Walk folks to use the Fellowship Hall on September 18, from 1:30 to 3:30 PM to distribute the CROP Walk packets.

Session VOTED to approve this request.

3. We received a request from Life Line Screening to again use our Fellowship Hall on September 16.

Session VOTED to approve this request. Beverly Chavez will open and close for them.

4. Dora Spoke with Lindsey Stansifer of the Presbyterian Student Fellowship and got more information regarding what was required to feed them once a month.

Session VOTED to commit to preparing a meal for them once a month – the second Tuesday of the month – and to get others to sign up to help. Martha Powers, Ruth Montoya, Alicia Montoya and Dora Martinez said they would help.

5. Dora reminded the Audit Committee that they need to set a date for a meeting and call for the financial records of the church organizations.
6. The following people signed up to open and close the church and to have devotions for Session meetings:

	<u>Open/Close Church</u>	<u>Devotions</u>
July	John Van Dyke	John Van Dyke
August	Susie Chang	Susie Chang
September	Alicia Montoya	Alicia Montoya
October	Beverly Chavez	Beverly Chavez
November	Bob Romero	Bob Romero
December	Ruth Montoya	Ruth Montoya

BOOKKEEPER'S REPORT: John Van Dyke

John presented reports on the April, 2011 Spending, Income for January 1 – April 30, 2011, April, 2011 Spending vs. Budget and Non-Budget Activity through April 2011. All looks good.

COUNTING AND RECORDING TREASURER'S REPORT

1. Dora presented a report on the income for May, 2011, and answered questions.

COMMITTEE REPORTS

3. Evangelism/Marketing/Membership – Alma McBride
 - a. Alma noted that there have been inquiries from people who are interested in joining the church. A new member class will be held on September 10, 2011
 - b. Alma will be updating the Memorial Plaque.
2. Building and Grounds Committee: - David Lopez and Orlando Duran

The air conditioner in the sanctuary had to be serviced. Orlando and his worker fixed a water leak outside the kitchen area. The swamp coolers were checked on and make to

work better. The "rose garden" are was prepared for planting bushes during a work day on June 25. There are still some things that need to be done.

3. Worship and Music Committee – Ruth Montoya

- a. The Committee felt that the Pentecost Banner designed by the McBrides added a festive touch to Pentecost Sunday. The Youth Choir led worship last Sunday and Adan Garcia played the keyboard on Trinity Sunday.
- b. Plans for July worship were made as follows:
 - July 3 – Joint worship at Menaul School followed by a picnic
 - July 10 – Communion Worship service with Samuel España, a Guatemalan Seminary Student, to help with the service.
 - On July 17, 24, 31, Pastor Rob will preach on "Tough Questions" he received from church members.
- c. Plans for August worship services as follows:
 - August 8 – Rob will be on vacation from August 2 through 8. Pulpit supply will be determined.
 - August 21 will be Youth in the Church and World Sunday and our young people will help lead worship, with Rob preaching.
 - August 28 – Rob will be on Continuing Education and pulpit supply will be determined.
- d. The Committee would like to have a Worship Workshop for Sunday July 31 after church to help and encourage lay leadership by being lay readers, ushers, communion servers, etc.
Session VOTED to approve holding this workshop on July 31, 2011.
- e. The Committee would like to commission 2 additional exterior banners – possibly one for ordinary time and one for Advent. Ruth will find out what they would cost and report back to session.

Session VOTED to approve the committee exploring the possibility of getting 2 more banners.

4. Nominating Committee: Sandra Duran Poole

The committee will meet next week to begin the process of finding people to serve as new elders and deacons.

5. Life Wire Committee: Alicia Montoya

- a. Alicia reported that she worked quite a bit on the website where she posted pictures of VBS and will post pictures of the Joint Service on July 3. She added a section called "Gathered Together" which would have church activities listed.
- b. Cristina Ortega is now a member of this committee
- c. She still needs to do more work such as transfer the Domain name, recruit new members and work on the Church Directory. She also wants to better utilize the AV and tech equipment we have in the Fellowship Hall.
- d. She is still working on the new pictorial church directory.

6. Christian Education Committee - Susie Chang

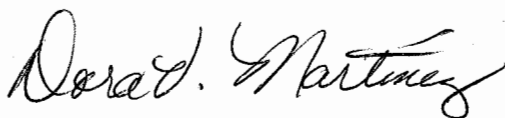
- a. Second church joined with First and La Mesa Presbyterian churches for a very successful Vacation Bible School at Menaul School. Many of Second's folks helped to facilitate the event. Our church provided 2 meal. There were about 17 youth and 42 adults participating from our church.
- b. The re-decorating of the Sunday School classrooms is not yet complete. More painting needs to be done. September 16 may be the new date for a Sunday School Kick Off Day.

- c. There will be an English Sunday School Class, taught by Rob and Kay Huggins, at 9:00 AM on September 25, October, 2, 9, 23, and 30, on Hispanic Christology.
- 7. Hospitality Committee – Martha Powers
Martha asked for help transporting food to Menaul for the Joint Worship service on July 3rd.
- 8. Mission Committee – Bob Romero
 - a. The Committee is working on plans for a youth mission trip sometime next year, possibly to Flagstaff.
 - b. Samuel España will be here from Guatemala in July and will be available for several events. He'll be at the July 3 Joint Worship Service, will help with VBS at Camino de Vida, and will be at worship at our church on July 10.
 - c. Bob noted that the committee voted to give MHNS \$500.00 from the Winds of Change account.
- 9. Personnel Committee – Beverly Chavez
Rob has requested some time off.

Session voted to approve August 2-7 as vacation time and to allow Rob to not count July 3 as a vacation day. He had planned to be back early that morning and had some travel problems. Rob will take the rest of his vacation at the end of the year.

There being no further business, the meeting adjourned with prayer by Pastor Rob at 9:00 PM.

Respectfully submitted,



Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SPECIAL CALLED SESSION MEETING
July 31, 2011**

Members present: Susie Chang, Beverly Chavez, Orlando Duran, Alma McBride, Alicia Montoya, Ruth Montoya Sandra Duran Poole, , Bob Romero, John Van Dyke and Rob Woodruff, moderator. Also present were: Abel McBride, chair of the Building Renovations Committee and Sandra Duran, moderator of the Deacons.

Members excused: Dora Martinez and Martha Powers

Members absent: David Lopez,

Guest: Abel McBride. Session VOTED to grant Abel privilege of the floor.

The meeting was opened with prayer by Rev. Woodruff at 9:30 AM.

The purpose of the meeting was to discuss the remodeling of the north and south staircases to the balcony.

Discussion: Both staircases will be replaced. Orlando got a bid from Casa de Fierro for \$5,700.00 for the south staircase and \$2,700.00 for the north staircase. This would not include demolition of the existing structures (demolition would not include anything structural).

Options: The north staircase could be made of wood. The stairs would have to go all the way to the door of the balcony with no landing. The south staircase would be circular. We will gain space with the vertical circular staircase. Wood stairs would be less expensive.

Orlando is going to get more bids. When he gets more bids we will call a session meeting.

Report from the Color Committee: Alma is going to make a graphic picture of the sanctuary so that we can see the color scheme. John moved and it was seconded that we authorize Abel to purchase the previously selected red pew cushions now so that the committee will have them on hand. The motion did not pass. The Color Committee will meet first.

We were informed that payments received from our loan for renovations will be paid as receipts are submitted. In a motion passed at a previous meeting, we had decided to pay back the money used from the Operating Reserves to pay for the refrigerated air conditioning as soon as we got a loan. It was moved and seconded that we immediately rescind this previous motion as there are payments that will be needed to be made for projects that are being completed in the sanctuary. The motion passed.

The meeting was adjourned with prayer by Rev. Woodruff at 10:05 AM.

Respectfully submitted,

Beverly J. Chavez
Beverly Chavez, Acting Clerk

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
August 12, 2011**

The Session of Second Presbyterian Church met for a regular meeting on Friday, August 12, 2011, at Glorieta Conference Center, Glorieta, NM. The meeting was held during the annual Session Retreat. The meeting opened with devotions and prayer by Susie Chang at 3:30 PM

Members present: Susie Chang, Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Alma McBride, Ruth Montoya Sandra Duran Poole, Martha Powers, Bob Romero, John Van Dyke and Rob Woodruff, moderator.

Members excused: Alicia Montoya
The Clerk declared a quorum present.

The Agenda was approved as presented.

MINUTES

The minutes of the Session meeting of June 28, 2011 were approved as presented.

PASTOR'S REPORT

1. Communion was taken by 168 people on July 10, 2011, and 107 people took communion on August 7, 2011.

2. Rob reported he made the following visitations: Edna Fowler, Ruth and Elifas Santillanes (2x), Al Esquibel (2x), Silas Ruybalid, Harry and Jeannie Hogan, and Gil and Jonelle Miranda.
3. Rob announced that Al Esquibel died the night before our meeting.
4. Rob reported we had originally scheduled a fundraising meal for August 14 which was not being held. We needed to set a time for the fundraising meal by the Mission Committee and the Deacons.

Session VOTED to set the Mission and Deacon meal on Sunday, September 11, 2011.

Session VOTED to set the Choir meal to Sunday, November 13, 2011.

5. Rob noted that Frank, our custodian, would like to have a calendar of church events so he will not come to work when meetings/events are scheduled.
6. Rob noted that due to a downfall in the economy, the mobile food pantry will be cutting back to only once a month.
7. Rob felt that the phone calls that the session had made to church members several years ago were so well received, he'd like to do this again.

Session VOTED to set September 6 as the date we would make these calls. It was also decided to ask the deacons to help with the calls. We will meet at 6:00 PM for a potluck and fellowship and make the calls between 7:00 -9:00 PM. Rob will have an outline of the things we will talk about, ie, Sunday School Rally day, the Mass in G performance, the upcoming pictorial directory, etc.

PARISH ASSOCIATE'S REPORT

Visitations, in July, made by Rev. Quinones: Elifas Santillanes (3x), Zulema Acquisto (2x), Merlinda Gonzalez (2x), Al and Lisa Esquibel, and Marty Gallegos.

REPORT ON PRESBYTERY

The next Presbytery meeting will be on October 15-16, 2011 at Ghost Ranch. There are a lot of changes taking place at Presbytery.

CLERK'S REPORT – Dora Martinez

1. Dora distributed several pieces of correspondence for members to read.
2. Dora reminded the Audit Committee that they needed to call for the financial books from the various church groups so they may be audited. The meeting will be held on August 30.
3. Dora reported she received a call from Elsa, a member of St. John's Lutheran Church, who is helping coordinate the CROP Walk. She asked if we could be able to provide a light soup meal for the participants after the CROP Walk.

Session VOTED to approve providing soup, water, juice, coffee and paper products, etc. for this event. The money for these expenses will come from the Mission Committee's "Winds of Change" account.

4. Dora stated her concern about having too many special appeals to the congregation to fund special purchases, which she felt could be covered by the budget. She noted that all such appeals need to be approved by Session and it is up to session to make sure we don't do this too often.

OPERATIONS MANUAL

Dora reported the committee has not met, but will plan to meet as soon as we get some direction about the changes that will need to come about due to the adoption of the New Form of Government.

BOOKKEEPER'S REPORT: John Van Dyke

John noted that he had distributed the June reports earlier and did not have the July reports ready yet.

COUNTING AND RECORDING TREASURER'S REPORT

Dora presented a report on the income for June and July, 2011, and answered questions.

COMMITTEE REPORTS

1. Building and Grounds Committee: - David Lopez and Orlando Duran

- a. Orlando reported that he had spoken to someone about redoing the stairs to the balcony on both sides of the church. He said it would cost less than \$7,500.00 to replace both of them and this would include taking the old ones off and carting them away.

Session VOTED to approve up to \$7,500 for the work on the stairs.

- b. It was noted that the repair on the chancel will be done this coming week.
- c. The Color selection committee will need to meet this coming week so session can make a decision, and things ordered.

Session VOTED to call a special meeting for Sunday, August 21, 2011, at 9:30 AM to make color selections, etc.

2. Stewardship and Finance: John Van Dyke

John reported that the committee will be meeting soon to plan for the upcoming Stewardship Campaign.

4. Worship and Music Committee – Ruth Montoya

- a. The Committee has been researching what would be needed to record and distribute CD's of the worship services. A "duplicator" will be needed to make copies of the CD and it would cost about \$500.000.

Session VOTED to approve \$500.00 to purchase a "duplicator" from the Mercedes Martinez Memorial Fund.

- b. Ruth reported that the cost for the Pentecost Banner is \$150.00 and it will be taken from their line item, Liturgical Supplies.

5. Christian Education: Susie Chang

- a. Susie reported that the classrooms are being prepared for the beginning of Sunday School. They have decided to have 5 classes this year: Preschool, K-1st grade, 2nd – 4th grades, 5th and 6th grades, and Youth. This means they need an additional classroom and Guillermo said he is no longer using his office and is willing to give up the space. This will become the classroom for the preschool children. Sunday School teachers are still needed.
- b. Susie has ordered new Bibles and they will be distributed to 3rd graders on September 18 during worship.

6. Mission Committee: Bob Romero

Bob reported that, after speaking with the committee, they would like to cover the expenses of the Session Retreat.

Session VOTED to ask each member of session to pay half, \$40.00, of their expenses for the retreat, if possible. The balance would come from the Session line item and if that isn't enough to cover the expense, than Mission would pay the balance.

6. Evangelism/Marketing/Membership – Alma McBride

Alma noted a new member class will be held on Saturday, September 10, 10:00 AM to 2:00 PM and would include lunch.

NEW BUSINESS

1. Report from the Building Renovations Committee

Rob reported that he spoke to someone at PILP and they suggested we send copies of bills/receipts and they will reimburse these expenses. They do not give us the full loan amount. The amount approved is like a line of credit, which we can use as needed. They also told Rob that if we want to use the money for projects, which we have already collected to pay the loan, we can do that and not have to borrow so much money.

Session VOTED to release up to \$25,000.00 from the money received for the loan, to be used for the work that needs to be done. This would enable us to avoid paying interest on all the money needed.

2. Session VOTED to invite first time visitors to be our guests at the fundraiser meals.

3. It was noted that a planning committee meeting for the Community Halloween Party is scheduled for August 23.

4.

There being no further business, the meeting adjourned with prayer by Pastor Rob at 5:00 PM.

Respectfully submitted,



Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SPECIAL CALLED SESSION MEETING
August 21, 2011**

The Session of Second Presbyterian Church met for a special called meeting on Sunday, August 21, 2011, in the choir room of the church. The meeting was opened with prayer by Pastor Rob at 9:30 AM.

Members present: Susie Chang, Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Alma McBride, Alicia Montoya, Ruth Montoya Sandra Duran Pcole, Martha Powers, Bob Romero, John Van Dyke and Rob Woodruff, moderator. Also present were: Abel McBride, chair of the Building Renovations Committee and Sandra Duran, moderator of the Deacons.

The Clerk declared a quorum present.

Session VOTED to grant privilege of the floor to Sandra Duran, moderator of the Deacons, and Abel McBride, Chair of the Building Renovations Committee.

Moderator Rob, stated the purpose of the meeting was to approve a color scheme for the sanctuary, including carpet, pew cushions, paint, etc.; to approve other expense regarding renovation of the church facilities; and to approve a change in communion date for September.

Ruth Montoya noted that because we will not be meeting in the sanctuary for worship for at least another week, maybe two, we should postpone the September Communion service for a week.

Session VOTED to change the Communion from first Sunday of September to the second Sunday, September 11, 2011.

Orlando reported on the meeting of the Color Selection Committee by showing several shades of yellow, green and light purple which are to be considered for the walls and to accent the sanctuary. He also showed the carpet selection made by the committee for session's approval.

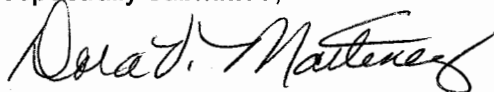
Session VOTED (with one opposition) to approve a soft yellow, #6680 (1/2 formula), for the sanctuary walls; lavender #6834, as an accent color (for the arches, etc.); and Canyon Clay, #268, for the Carpet. It was noted we had previously approved Sherpa Scarlett, Style 15C, for the pew cushions.

Session also VOTED to approve the following expenses:

- a. up to \$10,000.00 for the carpet and installation.
- b. up to \$4,500.00 for the painting of the sanctuary.
- c. up to \$2,000.00 for the cost of sanding and staining of the sanctuary floor. This does not include labor for staining the floor--Orlando Duran will donate his time for this job.
- d. up to \$4,000.00 to repair the roof of the Fellowship Hall.

There being no further business, Session adjourned with prayer by Pastor Rob at 10:15 AM.

Respectfully submitted,



Dora V. Martinez, Clerk of Session

**MEETING OF THE CONGREGATION/CORPORATION
SECOND PRESBYTERIAN CHURCH
August 28, 2011**

The meeting of the Congregation/Corporation of Second Presbyterian Church, 812 Edith Blvd. NE, Albuquerque, NM, was held on Sunday, August 28, 2011. The meeting was opened with prayer by the Rev. Jaime Quiñones at 11:50 AM.

The Clerk declared a quorum was present.

The Clerk reported that the minutes of the last Congregational Meeting of May 1, 2011, were reviewed and approved by the Session. She also moved and the congregation VOTED to ask Session to approve the minutes of this meeting and to report at the next meeting of the congregation.

The purpose of this meeting is to:

Amend the bylaws of Second Presbyterian Church by changing the number of members on the Board of Deacons from six (6) to nine (9).

The clerk MOVED, on behalf of the Session, that the bylaws be amended to change the number of members on the Board of Deacons from six to nine. The motion was seconded and passed.

A question was raised about why the bylaws as a whole have not yet been revised and presented for approval. The Clerk reported that we have been waiting to see what changes will need to be made due to the approval of the new Form of Government which has replaced the Book of Order. The committee will be working on the revisions soon.

There being no further business, the meeting adjourned with prayer by the Rev. Jaime Quinones at 11:55 AM.

Respectfully submitted,



Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SPECIAL CALLED SESSION MEETING
September 6, 2011**

The Session of Second Presbyterian Church met for a special called meeting on Tuesday, September 6, 2011, in the Fellowship Hall of the church. The meeting was opened with prayer by Pastor Rob at 6:35 PM.

Members present: Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Alma McBride, Ruth Montoya, Sandra Duran Poole, Martha Powers, Bob Romero, John Van Dyke and Rob Woodruff, moderator.

Also present was: Abel McBride and Session VOTED to grant him privilege of the floor. The Clerk declared a quorum was present.

The purpose of the meeting was to approve funds for sum of the renovation projects.

Abel McBride, who is also chair of the Building Renovations Committee, presented a report on the project. He noted the following:

1. The exposed portion of the floors have been sanded and refinished at a cost of about \$1,100. A total of \$2,000 was approved, so with a portion of the remaining funds, the baseboards will be refinished to match the floor.

2. The Pew Cushions have been ordered and a deposit of \$2,200 has been made. Total cost will be \$7,500.
3. The roof repair bid is \$ 4,869 and only \$4,500 was approved. We need to approve the full amount to be spent for this project.
4. The painting of the sanctuary contract was given to Orlando's company, SCROL, for \$7,000 and \$1,000 donation to be made to the church. (This amount was approved by a telephone poll done on August 31 and September 1.)
5. The Carpet has been ordered and should be delivered on September 22, ready for installation.
6. The contract for the painting of the outside of the church has not been given to anyone yet. We have 2 bids and there is a difference of about \$6,000 between them. Abel was asked to speak with the person who gave the lower bid and find out if all the necessary specs were included in the bid. We will need to install gutters in certain parts of the church before the painting is done.
7. Windows need to be installed in the Sunday School Rooms at a cost of \$ 2,530. The men of the church will install them to save some money.
8. The plexiglass which covers the stained glass windows has become cloudy and needs to be replaced. An acrylic covering can be used (that won't cloud over) at a cost of about \$3,000.
9. The pews can be refinished and made "almost new" for a cost of \$42,000. The company will donate \$12,000 of that amount, making the actual cost \$30,000.

After discussion Session VOTED to approve the following:


- up to \$5,000 to repair the roof;
- up to \$ 2,500 to replace the windows in the Sunday School rooms;
- up to \$ 3,000 for the acrylic to cover the stained glass window; and
- up to \$30,000 to refinish/repair the pews.

By consensus, Session decided to paint the sanctuary a light yellow with a gold accent to be used on the arches.

Dora reminded session that we still have not closed on the loan. She is concerned that we have not received any "official" approval and may still need to complete the loan process. Session asked Dora to contact PILP to find out what's happening.

There being no further business, Session adjourned with prayer by Pastor Rob at 7:25 PM.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
September 20, 2011**

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, September 20, 2011, in the Fellowship Hall of the church. After a potluck dinner, Alicia Montoya opened the meeting with devotions, Pastor Rob opened the meeting with prayer at 6:00 PM

Members present: Susie Chang, Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Ruth Montoya, Sandra Duran Poole, Martha Powers, Bob Romero, John Van Dyke, Alicia Williams and Rob Woodruff, moderator.

Members absent: Alma McBride

Also present were Abel McBride, chair of the Building Renovations Committee; Sandra Duran, moderator of the Deacons; Lorrie Martinez and Frank Sanchez, who are seeking church membership.

The Clerk declared a quorum present.

The Agenda was approved as presented.

Session granted privilege of the floor, by consensus, to Abel McBride, Sandra Duran, Lorrie Martinez and Frank Sanchez.

EXAMINATION FOR MEMBERSHIP

Lorrie Martinez and Frank Sanchez were introduced. They both attended the new member class held on September 12, 2011. Session members introduced themselves. Opportunity was given for session to ask questions of these folks.

Session VOTED to close the examination and receive Lorrie Martinez and Frank Sanchez into the fellowship of Second Presbyterian Church. They will be publicly receive on Sunday October 9, 2011 at the 10:30 AM Worship Service.

REPORT FROM THE BUILDING RENOVATIONS COMMITTEE

Abel McBride gave us an update on the work that has been done:

- Most of the pews have been refinished

- The carpet will begin to be installed on Friday and they still need relocate the cable for the chimes

- The stairs on the south side are in and the ones on the north side will be in soon

- Most of the painting is complete. Abel suggested that the wood panels in front of the balcony and those hanging from the ceiling be painted the same color as the walls.

- They tried to refinish the wood, but the arched inserts are not good lumber and don't look very nice.

Session VOTED to approve painting them the same color as the walls (light yellow).

Abel is getting quotes to re-do the parking lots

The windows in the Sunday School rooms will be replaced as soon as the scaffolding is up for the painting of the outside of the church.

Abel received a quote of \$1,500 to refinish the pulpit, communion table and baptismal font.

Session VOTED to approve this expense

For the painting of the outside of the church, the BRC recommends we contract Mario & Sons to do the work for a cost of \$ 15,300 plus tax.

Session VOTED to approve this recommendation.

DEACONS REPORT

Sandra Duran reported that the name tags (badges) are ready and we will begin using them next month. Sandra noted that the Helpline has not yet been used. She will make an announcement on Sunday remind people that we have this way of notifying us of any need. The Deacons and the children will be involved in the communion service on October 2.

Abel, Sandra, Lorrie and Frank were excused from the meeting.

MINUTES

The minutes of the Session meeting of August 12, 2011 were approved by consensus with minor corrections.

The minutes of the Special Called meetings of July 31, 2011; August 21, 2011; and September 6, 2011 were approved with minor corrections

The minutes of the Congregation/Corporation of August 28, 2011 were approved as presented.

PASTOR'S REPORT

1. Communion was taken by 117 people on September 11, 2011
2. Rob reported he made the following visitations: Frank & Reyna Salazar, Judy Walls, Fred & Mabel Reincke, Jaime and Ruth Quinones and Lisa Esquibel.
 - a. Rob noted that Alicia Montoya and Abel McBride need keys to the church.

Session VOTED to set authorize keys for Alicia and Abel.

- b. Rob thanked the Session and Deacons for gathering on September 6 to make calls to the congregation. He felt this effort was very worthwhile and the people really appreciated receiving calls. He noted that Steve Allie no longer wants to be contacted by the church.
- c. Rob reported that he'd spoken with Kay Huggins about the work she does for our church and he felt she would appreciate any remuneration we would give her.

Session VOTED to give Kay a gift of \$1200 for the year; \$600 now and \$600 at the end of the year.

- d. Rob gave us an update of what is happening at MHNS. They are having financial problems and asked for our help. They have a security panel that is not working and it would cost over \$600 to repair. They asked if we would pay half of the cost, probably about \$328.

Session VOTED to approve paying half of the repair expense from the Mission Reserve Fund.

MHNS would also like permission to advertise the daycare on our church marquis. Session approved this request by consensus.

MHNS asked us to pay half of a fee they received when an alarm went on due to the faulty panel.

Session felt they should protest this fee since it was no ones fault. It was a result of the faulty panel.

PARISH ASSOCIATE REPORT

Jaime Quinones reported that he made the following visits in August: Zulema Acquisto, Alfonso Esquibel, Alfred Sanchez, Ruth and Elifas Santillanes, Carlos Candelaria, Salome George, Tillie Arellano, Merlinda Gonzalez, Max Esquibel, Silas Ruybalid, Dan Vigil and Maria Barela.

REPORT ON PRESBYTERY

The Presbytery of Santa Fe will be meeting at Ghost Ranch on October 15-16, 2011. This will be a joint meeting with the Presbytery of Sierra Blanca.

CLERK'S REPORT

1. Dora distributed several pieces of correspondence for members to read.
2. Session VOTED to ratify the telephone poll taken on August 31 & September 1, 2011. All session members were polled and the vote was unanimous to approve up to \$7400 for the painting of the sanctuary.
3. Presbyterian Women would like to hold the yearly Birthday Offering/Thank Offering Silver Coffee during the fellowship hour on Sunday, October 23, 2011. They would also like permission to present a minute for mission on October 16 to promote the offerings.

Session VOTED to approve this request.

4. Dora asked if session wanted to give a copy of the minutes to the Deacons. After some discussion, Session decided minutes were confidential and VOTED not to give minutes to the Deacons.
5. We received a request from Mary Romero to use the Fellowship Hall on Saturday November 5 for a baby shower.

Session VOTED to grant this request pending no conflict with any church activity.

BOOKKEEPER'S REPORT: John Van Dyke

John presented reports on the August, 2011 Spending, Income for January 1 – June 30, 2011, August, 2011 Spending vs. Budget and Non-Budget Activity through August, 2011. All looks good.

COUNTING AND RECORDING TREASURER'S REPORT

Dora presented a report on the income for April, 2011, and answered questions.

OPERATIONS MANUAL REVIEW COMMITTEE

Dora reported the committee and worked on a draft to update the Bylaws. She distributed copies to session, asked them to review them and make any suggested changes, and return them to her by the next session meeting.

AUDIT COMMITTEE

The Audit Committee, Beverly Chavez, Martha Powers and Trancito Romero, met on September 13, 2011. They reviewed the books of Presbyterian Men, Presbyterian Women, Deacons, the Counting and Recording Treasurer, and the Paying Treasurer and found them to be in good order.

COMMITTEE REPORTS

1. Stewardship and Finance Committee – John Van Dyke reporting

This year's stewardship campaign will consist of house meetings to be held on Monday or Tuesday night at the end of October and beginning of November. Each family will be assigned a home meeting place, but they will be able to change places if necessary, and will be asked to RSVP to Dora. A letter will go out around September 28 with the assignments.

The meetings will be a time to talk about what they like about Second Church. A second letter will go out in early November with pledge cards. Rob will preach on Stewardship on November 6 and November 13.

2. Worship Committee – Ruth Montoya reporting
 - a. On World Communion Sunday we will be joined with folks from Camino de Vida. Their children and youth choirs will join ours to sing and to set the communion table. Guillermo will be working with Rob on that day
 - b. All Saints Day will be celebrated on October 30. The Huggins have been asked to prepare pictures of those who have died this past year to be shown during the service.
 - c. Advent planning will begin soon.
3. Nominating Committee – Sandra Duran Poole reporting
The committee is beginning the process of finding people be nominated for Elders and Deacons.
4. Live Wire Committee – Alicia Montoya reporting
 - a. The committee has planned on having regularly scheduled meetings and they are still recruiting members.
 - b. They are looking at getting a white board calendar posted in the Fellowship Hall to keep everyone informed and to publicize events.
 - c. Alicia is trying to get everyone to schedule a time to have their picture taken for the church directory. There will be an insert about this in the Newsletter.
 - d. Alicia noted she still needs a key to the church. She also would like a key to the AV equipment.

Session VOTED to give Alicia a key to the AV equipment.

5. Christian Education Committee – Susie Chang reporting
 - a. The Rally Day was a success. The re-decoration of the classrooms were completed in time for the celebration. The Sunday School teachers are all in place.
 - b. The Youth Group had a great meeting. They met at Marie Kenny's home for Chinese take-out and then went to Cliff's for an "End of Summer Fling."
 - c. Bibles were presented on September 18 to third graders—two were not present to receive theirs.
 - d. We had 15 people attend the "Keeping the Church Safe" training that was presented by Susan Smith. It dealt with preventing, recognizing and taking action when child abuse is discovered or even thought to be occurring. Those in attendance received certificates for their participation.
6. Hospitality Committee – Martha Powers reporting
 - a. The committee met and is looking at purchasing new tablecloths.
 - b. The CROP Walk will be held at our church on October 23 and we need to feed everyone after they complete the walk. Martha will be asking for people to make some Chicken Noodle Soup for everyone.
7. Mission Committee – Bob Romero reporting
 - a. The Committee met with the Deacons to plan the fundraising meal for September 11. The dinner was held and all went well.
 - b. The Committee decided to participate in the Martin Luther King, Jr. Scholarship Fund again.

Session VOTED to approve taking \$ 1,000.00 for this from the Mission reserve account.

8. Personnel Committee – Beverly Chaves reporting

Beverly reported that Pastor Rob requested the following vacation days:

Thursday, September 29

Wednesday, November 23

December 26 through January 8, 2012

All this time would count against the 2011 vacation time due him.

Session VOTED to approve this request.

9. Evangelism, Marketing, and Membership Committee

Session VOTED to transfer the duties of marketing from this committee to the Live Wire Committee.

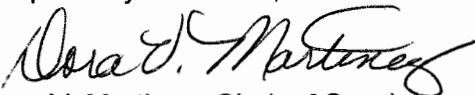
10. Building and Grounds Committee – David Lopez and Orlando Duran reporting

The Committee has been working with the Building Renovations Committee to complete the renovations in the sanctuary. Plans are to be back in the sanctuary on World Communion Sunday. Everything is looking great.

ADJOURNMENT

There being no further business, the meeting adjourned with prayer by Beverly Chavez at 9:00 PM.

Respectfully submitted,



Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
October 18, 2011**

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, October 18, 2011, in the Fellowship Hall of the church. After a potluck dinner, Beverly Chavez opened the meeting with devotions and prayer at 5:55 PM. Moderator Rob Woodruff called the meeting to order.

Members present: Susie Chang, Beverly Chavez, Dora Martinez, Ruth Montoya, Sandra Duran Poole, Martha Powers, Bob Romero, John Van Dyke, Alicia Williams and Rob Woodruff, moderator.

Members excused: Orlando Duran, David Lopez

Members absent: Alma McBride

Also present were Andrew Marcum from the UNM Lobo Gardens Program and Abel McBride, chair of the Building Renovations Committee.

The Clerk declared a quorum present.

Session VOTED to grant privilege of the floor to Andrew Marcum and Abel McBride.

The Agenda was approved, by consensus, as presented.

ORDER OF THE DAY

1. MHNS Garden: Andrew Marcum reported that the garden they planted with MHNS was very successful. The produce was fruitful and they helped develop a curriculum for the children to be involved; the parents of the children also helped. With the closing of MHNS, Andrew wanted to know what would happen with the garden. He noted there are still 2 years left in the grant for this project. Do we want to continue the garden? With whom? The church? An outside organization? A decision will need to be made no later than mid-January so the planting can begin.

Session decided to talk about this and Andrew know of our decision by January.

2. Building Renovations Committee Report: Abel reported on the work being done. The outside of the church is being painted. They plan to complete the work on the stairs and carpeting this weekend. He noted that November 20 will be the Sanctuary Dedication. Dora reported that she had received some of the information requested by PILP. She mailed the Zoning Certification and the Certificate of Good Standing along with receipts and estimates for the renovations totaling over \$73,000.

MINUTES

Session VOTED to approve the minutes of September 20, 2001 with minor corrections.

PASTOR'S REPORT

1. On October 2, 176 people took communion.
2. Rob reported that Alma McBride and Ruth Montoya were our commissioners to the recent Presbytery meeting. At the meeting, Karmen Van Dyke made a report on the new Hymnal and was in charge of worship for the weekend. This meeting was a joint meeting with the Presbytery of Santa Fe and the Presbytery of Sierra Blanca. The two presbyteries decided to continue to explore how to become a new Presbytery. There were concerns, however, about the long distances people would have to travel if we became one presbytery. Rob noted that 4 churches in Sierra Blanca Presbytery are leaving the denomination over the approval of amendment 10-A. The loss is 30% of the presbytery's membership and financial support.
3. Rob gave an update on MHNS. MHNS will be suspending business for at least 6 months beginning on November 1, 2011, after 87 years, due to finances. They have had only 22 children enrolled and needed 34 to break even. The Board of Directors is planning on forming a focus group to explore the community needs. They feel there are lots of possibilities and know of a number of grants they can apply for. It was noted that the church may have to assume the utilities and security expense for MHNS. The vans which belong to MHNS will be parked in our back parking lot for security reasons.
4. Rob spoke with Kay Huggins and she was delighted with the gift from session. She will decide after the first of the about becoming Parish Associate.
5. Rob noted that we will be having a funeral on Saturday and there may be a reception afterward. Jaime will officiate and Karmen will provide music; Dora will open and close.

PARISH ASSOCIATE REPORT

1. Jaime Quinones reported that he made the following visits in September: Maria Barela, Zulema Acquistio (3x), Ruth and Elifas Santillanes (2x), Merlinda Gonzalez (2x), Josephine Lucero, Dan & Pas Vigil, Dan Vigil in the nursing home, Aurelia Jimenez, Lorraine Jimenez, and Silas Ruybalid.

2. Jaime officiated at the funeral for Benjamin Dauber, Jr. (a non-member) on October 29, 2011. Benjamin died on October 8, 2011.

CLERK'S REPORT

1. Dora distributed several pieces of correspondence for members to read.
2. Dora read a letter which was originally sent to the Rev. Gradye Parsons, Stated Clerk of the PCUSA, from Archbishop Emeritus of the Anglican Church in Cape Town, South Africa, the Rev. Desmond Tutu, in response to the ratification of Amendment 10-A, which permits the ordination of non-celibate unmarried persons, including gays and lesbians.
3. Session VOTED to change the November session meeting to Tuesday, November 15, 2011.

BOOKKEEPER'S REPORT: John Van Dyke

John presented reports on the September, 2011 Spending, Income for January 1 – June 30, 2011, September 2011 Spending vs. Budget and Non-Budget Activity through September, 2011. All looks good.

COUNTING AND RECORDING TREASURER'S REPORT

Dora presented a report on the income for September, 2011 and answered questions.

OPERATIONS MANUAL REVIEW COMMITTEE

Dora reported that she had only received comments on the Bylaws from 2 people. Since no changes were suggested, she suggested that the bylaws be taken to the congregation for approval.

Session VOTED to present the Bylaws to the Congregation for approval at the Annual meeting of the Congregation/Corporation in January.

COMMITTEE REPORTS

1. Worship Committee – Ruth Montoya reporting
 - a. The recording equipment funded by the Mercedes Martinez Memorial has been ordered and is due to be shipped on November 2. Once the committee is ready to record the services they will be seeking volunteers to help with recordings and distribution.
 - b. Ruth noted that the committee has made a list of church activities that were shared with the Life Wire Committee so they could post them on the web page.
 - c. Ruth noted that the worship service on Christmas Eve will be in the sanctuary and the service on Christmas day will be more informal and held in the Fellowship Hall where everyone can have biscochitos and coffee.
2. Live Wire Committee – Alicia Montoya reporting
 - a. Alicia reported that Kim Jew took 70 portraits of individuals and groups for the church pictorial directory. There are still a few groups who should have their pictures taken. Alicia made phone calls and mailed letters to people to remind them so that their picture could be included.
 - b. Alicia reported that she will purchase a large white board that will help track all committee events, group events and other events that would affect scheduling of areas and people, as well as advertise these events to the congregation during fellowship time.
 - c. Due to software restrictions, Dora cannot download and share the mailing list. Alicia was asked to research the possibility of purchasing new software that would facilitate the sharing of the mailing list.
 - d. Gary Sanchez renewed our domain name at no charge to the church. The Live Wire Committee will work to switch the domain name to the church before October 2012. Jake Atencio will continue hosting and the committee will meet with him regarding updates to the website.

3. Christian Education Committee – Susie Chang reporting
 - a. The Sunday School teachers are pleased with the new curriculum that they are using and all classes are going well except for the preschool class. We need more teachers for this age group. We will be working on recruiting more teachers to help out.
 - b. The Adult Bible studies are in place. The Rev. Kay Huggins and Rev. Rob Woodruff will complete the class they are teaching on Hispanic Christology at the end of October. Harry and Jeannie Hogan will begin a video study on the first Sunday in November for 4 weeks. In December Kay Huggins will conduct a special study on Advent.
 - c. On December 10, we will hold a special Christmas Event for children. It will include crafts, games, stories and snacks.
 - d. The committee spent time discussing and creating their 2012 Budget request which includes increases for church school and adult class, VGS, a miscellaneous fund and the funding of a new part-time youth director.
4. Hospitality Committee – Martha Powers reporting
 - a. On Sunday, October 23, we will be hosting the CROP Walk and we need to feed the participants when the walk is over. Enough people have volunteered to bring soup and we received \$100 to purchase the paper goods we need.
 - b. We will need to buy prizes for the Halloween party with the money budgeted for this purpose. We could use cakes for the Cake Walk.
5. Mission Committee – Bob Romero reporting
 - a. Bob reported that the meal sponsored by the Mission Committee and the Deacons was very successful.
 - b. There is a request from the MHNS Board for us to help with a gift to the MHNS staff (3 people) who is staying till the end.

Session VOTED to approve \$300.00 (\$100 for each) for gifts to the MHNS staff.
6. Stewardship and Finance Committee – John Van Dyke reporting
 - a. We have received a few RSVP's for the Stewardship Gatherings. John reminded session members to let Dora know which event they will attend. He noted that the committee members will lead these events.
 - b. John reminded session members that the 2012 Budget requests will be due at the next session meeting on November 15.

There being no further business, the meeting adjourned at 8:05 PM with prayer by Beverly Chavez.

Respectfully submitted,



Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
November 16, 2011**

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, November 16, 2011, in the Fellowship Rev. Rob led devotions and opened with prayer at 6:00 PM.

Members present: Susie Chang, Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Alma McBride, Ruth Montoya, Sandra Duran Poole, Martha Powers, Bob Romero, John Van Dyke, and Rob Woodruff, moderator.

Members excused: Alicia Montoya

Also present: Abel McBride, Chair, Building Renovations Committee; and Sandra Duran, Chair, Deacons.

The Clerk declared a quorum present.

By concession, Session granted privilege of the floor Sandra Duran and Abel McBride.

ORDER OF THE DAY

Building Renovations Committee Report: Abel presented an update on the work of the Building Renovations Committee. Most of the painting has been completed, inside and outside the building. The Pew cushions will be delivered on November 17 and the carpet in the sanctuary has been completed. The items that still need to be done are: Carpet in the Sunday School rooms, repair of the steps outside both entrances to the sanctuary, resurfacing of parking lots, window cleaning, inside and outside. The following are items that Abel would like to see done as well: a canopy covering the south entrance to the sanctuary and making the outside of the windows at MHNS and the Sunday School look alike by adding some molding around them. Abel also reported that it was discovered that the roof on the sanctuary has 3 layers of shingles and that it is in need of repair/replacement. He suggested redoing the roof of all the buildings and pitching them all with a metal roof. He also suggested removing the swamp coolers and replacing them with refrigerated air conditioning throughout all buildings.

Dora expressed concern about the doors to the sanctuary--they are very weathered and should be replaced. Bob also suggested that the lights in the parking lots need to be updated/repared.

MINUTES

Session VOTED to approve the minutes of October 18, 2001 with minor corrections.

PASTOR'S REPORT

1. On October 30, 2011, 122 people took communion. Communion was held on November 6, and we don't have a count because it was by intinction.
2. Visitations Zulema Acquisto, Bennie Vasquez (3x), and Ruth and Jaime Quinones.
3. Rob reported he attended several of the Stewardship Gatherings: at Tessie Lopez', Gil Miranda and the Trujillos.
4. Rob noted he doesn't always take days off because of meetings and other things that come up. He would like to try taking his 2 days off whenever he has nothing scheduled, and they may not be the same days every week. He would like to try this for a month and he'd be sure to let Dora and the Beverly, Personnel Chair, know when he would be off.
5. MHNS Update: The board is trying to modify the mission of MHNS by trying to find out what the community needs/wants. Several board members have been working very hard to keep things going. They have had a very good support from the community. The Board is considering the possibility, with Session's permission, of sub-letting the space to Camino de Vida for 6 months, while they figure out what they'd like to do.

Session agreed, by consensus, to let them explore sub-letting the space to Camino de Vida.

6. Pines Presbyterian Church has shown interest in bringing their Mid-high youth group to stay in our church again next summer. They would commit \$5000 to projects and would like to work at our church, if we could use them.

Session VOTED to let them stay at our church and Rob will suggest to them that they could work half-time at Second Church and half-time in the community. We would help them find places they could work.

7. Rob would like to ask Jamie Martinez to become a Parish Associate. If she is interested, they would come up with a job description for her position. There would be no remuneration, except for travel and preaching.
8. Rob reported he gave \$100 from the Hardship Fund to Luis Ordonez' father in Mexico to help with work of his church.
9. Rob noted that there is someone in the church who would like to become a member, but doesn't want to have the public recognition during worship. Since a person becomes a member when session votes, everyone thought this would be fine.

PARISH ASSOCIATE REPORT

Jaime Quinones reported that he made the following visits in October: Zulema Acquisto (2x), Ruth and Elifas Santillanes, Merlinda Gonzalez, Bennie Vasquez (3x), and Silas Ruybalid.

CLERK'S REPORT

1. Dora distributed several pieces of correspondence for members to read.
2. Dora reported that it is time to renew the church's insurance. Our premium will be going up and she received some information about this from our insurance agent. She asked if someone would review it and let her know if all was okay.
3. Dora received a letter from the Presbytery of Santa Fe regarding the discussion that had been held at the October Presbytery meeting about possibly becoming one presbytery. There was also a copy of the Proposed Vision and Values Statement for a New Presbytery in New Mexico. Session was asked to read these items and be ready to discuss them at next month's meeting.

BOOKKEEPER'S REPORT: John Van Dyke

John presented reports on the October, 2011 Spending and October 2011 Spending vs. Budget and all looked good.

COUNTING AND RECORDING TREASURER'S REPORT

Because Dora had been out of town, she did not have October's Income report. She will make sure everyone gets the report when it is complete.

COMMITTEE REPORTS

1. Nominating Committee – Sandra Duran Poole reporting
The committee has met and is currently calling to ask people to serve as elders and deacons.
 - a. They will need to replace only one elder, since Bob Romero, Ruth Montoya, and John Van Dyke have agreed to serve a second term.
 - b. Because of the change in the number of deacons approved by the congregation, they will need to find 3 new deacons, plus those in the class of 2011 (5 total). They currently have a few who have agreed to serve and plan to have the rest by the congregational meeting on December 4.

3. Live Wire Committee – Alicia Montoya reporting

- a. The committee had some Website training session led by Jake Atencio. The focus was on the Google Calendar, how to update, color coordinate and check the email address associated with the calendar. We need to encourage session members, staff, etc to email info to secondprescalendar@gmail.com.
- b. The committee is also thinking of asking someone to be the "official" photographer of church events for the websit
- c. The committee discussed increasing the historical page of the website to incorporate historical pictures of the church. They would need a scanner to make this possible.
- d. We need to ask Gary Sanchez to add members of our church to the contact list for ownership of the website. This will allow access to our own website and make the switch to a new domain an easier transition.

3. Christian Education Committee – Susie Chang reporting

- a. Working with the Worship Committee, it was decided to have no children's sermons during Advent. The children will be helping with the services and lighting the advent candles.
- b. The committee is working on a way to select a youth to participate in the Mission Trip to General Assembly in Pittsburgh in June, 2012
- c. Sarah Keegan has been interested in helping with doing a project with the children and Heifer International. This could involve the Heifer curriculum and periodically (possibly every 5 weeks) teaching the children about the work they do.

Session VOTED to have the CE Committee proceed with this project to begin in January, 2012.

- d. Plans have been made for the Christmas Jubilee event scheduled for Saturday, December 10. There will be crafts, snacks, etc. for the children.
- e. The committee has talked about hiring someone to work with the youth. They are asking for \$6,000 to be budgeted for salary and will be working on a job description
- f. The committee is looking at the possibility of starting a Young Adult Group.
- g. Kay Huggins will be leading the Bible Study next year.

4. Hospitality Committee – Martha Powers reporting

- a. Martha will be ordering Just Coffee again. She will keep a close tally on what is sold to see if we are loosing money or not.
- b. Martha will be out of town on November 28 and will not be able to open for Wings. Ruth volunteered to open that day.
- c. Martha asked permission to sell some "scrubbies" made by Cristina Ortega to benefit Presbyterian Women after church on Sundays.

Session VOTED to approve this request.

- d. Martha submitted the committee's budget request for 2012.

5. Mission Committee – Bob Romero reporting

- a. The committee worked on their 2012 Budget request.
- b. The committee Voted to grant the following expenses from their budget:
 - \$160 to send Gloria Mirabal and Martha Powers to represent Second PC at the Interfaith Dinner on December 4, 2011.
 - \$1500 will be available for 2 people to attend the 2012 Multi-Cultural Conference.
 - \$200 to be given to Camino de Vida for their Christmas party.

- c. The committee has established a sub-committee to plan a mission trip for our youth next year. The committee will include members of the Mission Committee and the Christian Education Committee.
- d. Concern was raised that the Roadrunner Food Bank is low on food and the need is very great. Bob stated that their committee will send a monetary donation to them.
- 6. Personnel Committee – Beverly Chavez reported that the committee will meet next week to review the Pastor's Call and make any recommendations.
- e. Evangelism and Membership – Alma McBride reporting
 - a. Alma requested names for the Memorial Plaque. Dora will work on getting this for her.
 - b. Alma reported that she participated in the discussions at Presbytery regarding the possibility of becoming one Presbytery and felt honored to have been a part of this.
- 8. Building and Grounds – David Lopez reporting
 - a. David noted that much work has been done around the church: the exterior has been painted, the sanctuary work is almost complete, except for the arrival of the new pews, and the windows in the Sunday School classrooms were replaced and all is looking really nice.
 - b. David thanked everyone who has help get everything done.
- 9. Stewardship and Finance Committee – John Van Dyke reporting
 - a. John noted that not all budget request are in from committees.
 - b. John reported that 8 Stewardship Gatherings were held with about 80 people participating. He felt it was a good response. These gatherings were an opportunity for conversations about the church in small groups, not a time for a stewardship pitch.
- 10. Worship and Music Committee – Ruth Montoya reporting
 - a. The recording equipment has been received and Bob Deuble will get it installed when he returns. Sarah Keegan is eager and ready to help with recording and distribution. Additional volunteers will be needed.
 - b. The Dedication of the Sanctuary will take place on November 20, Christ the King Sunday.
 - c. Advent and Nativity Planning
 - i. Kay Huggins will meet with the children on November 20 to discuss the significance of Advent. The children will be invited to participate the 4 Sundays of Advent by serving as acolytes and lighting of the Advent Candles.
 - ii. During Advent, the congregation will be invited to take some time to quietly reflect and pray as the music is played. There will be various musicians playing during this reflection time. Kay will preach on the first Sunday of Advent.
 - iii. Christmas Eve: Camino de Vida will join us for our Candlelight Communion worship service.
 - iv. Christmas Day: We will gather in the Fellowship Hall and enjoy Coffee, hot chocolate, and biscochitos. Bob Deuble's Jazz group will lead music.
 - v. The committee has commissioned a banner, possibly two, for Advent and Christmas to be hung outside the sanctuary.

NEW BUSINESS

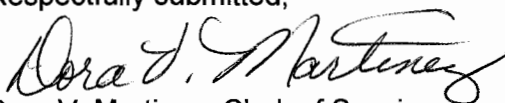
Building Renovations Committee requests

- 1. Session VOTED to approve \$ 1,270.00 for re-carpeting of the Sunday School large room, hall and stairs.
- 2. Request to cover the steps on the north side, south side, and ramps with a not-skid material. Session felt we needed more information and maybe more bids.

3. Request to re-do the parking lots. It was decided to wait on this because we need to see what the City of Albuquerque is planning to do with the turn lane they plan to build at the corner of Lomas and Edith. This might effect our parking lot.
4. Request to add a molding or trim to the windows in the CE building and MHNS. Session felt we needed more information.
5. Session VOTED to approve \$1,200 for the cleaning of all the windows, inside and outside.
6. Request to place a canopy over the south entrance of the sanctuary. Session felt we needed more information.
7. Request to re-roof the buildings. Session felt we needed more information about the condition of the sanctuary roof
8. Sanctuary doors – Orlando was asked to bring more information and an estimate of costs.
9. Parking lot lights – Session VOTED to repair the lights in the parking lot.

There being no further business, Session adjourned with prayer by Rev. Rob at 9:00 PM.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SPECIAL CALLED SESSION MEETING
December 3, 2011**

The Session of Second Presbyterian Church met for a special called meeting on Saturday, December 3, 2011 in the church sanctuary. The meeting was opened with prayer by Pastor Rob at 12:35 PM

Members present: Susie Chang, Beverly Chavez, Orlando Duran, Dora Martinez, Alma McBride, Ruth Montoya, Sandra Duran Poole, Bob Romero, and Rob Woodruff, moderator.

Members excused: David Lopez, Martha Powers, and John Van Dyke.

The Clerk declared a quorum present.

The purpose of the meeting was to

1. hear a request from MHNS to suspend number 10 in the Building Use Agreement that states:
"The premise shall not be sublet by MHNS",
2. hear the report of the Nominating Committee, and
3. review the recommendations from the Personnel Committee regarding changes in the Pastor's Call.
- 4.
1. MHNS Request
Pastor Rob reported that the MHNS Board has been approached by Camino de Vida wanting to use the facilities, since MHNS has ceased operation, to teach classes to

members of their congregation and others. Classes might include music, English as a Second Language, Computer skills, etc. We have not received a formal request from MHNS, but Pastor Rob felt we should let the Board know if we are even willing to consider letting them sublet to Camino de Vida. Pastor Rob has researched that allowing this sublet would not cause any problem to our tax exempt status since the sublet would be to another tax exempt entity.

Session VOTED to suspend No. 10 of the Building Use Agreement for 6 months and allow MHNS to sublet the facilities to Camino de Vida, contingent on a clear written agreement between MHNS and Camino de Vida.

2. Nominating Committee Report

Sandra Duran Poole reported that the following people have agreed to be Deacons, but when they agreed to serve they were not told how many years they would serve. We will need to assign them to classes for tomorrow's election.

After much discussion, Session VOTED to assign the following classes:

Class of 2012 - Tina Griego
 Class of 2013 - Dolores Romero
 Class of 2014 - Nancy Montoya
 Abel McBride
 Frank Sanchez

Sandra also reported that the following will be nominated as Elders to the Class of 2014:
 Ruth Montoya, Bob Romero (to serve only one year), Iris Sandoval and John Van Dyke

3. Report of the Personnel Committee

Pastor Rob excused himself and asked Beverly Chavez, chair of the Personnel Committee, to moderate the meeting.

Beverly reported that the Committee is recommending a 10% raise in the Pastor's Effective Salary. This is based on the fact that our church is doing very well under Pastor Rob's leadership. We're growing in numbers and financially, our renovation project is coming along very well, and Rob recently received his Doctor of Ministry degree. Beverly noted that the housing will be increased to cover increased cost of housing. The committee is also recommending we add a line item, Medical Reimbursable of \$2000, and adjust the SECA and Board of Pension based on the effective salary. Following are the exact figures:

<u>Pastor's Compensation</u>	<u>2011 Budget</u>	<u>2012</u>
<u>Recommendation</u>		
Salary	37,255.00	36,138.00
Housing	11,200.00	17,000.00
403(b) Contribution	1,118.00	1,392.00
Total effective salary	49,573.00	54,530.00
Auto reimbursable	1,100.00	1,100.00
Professional expenses	1,500.00	1,500.00
Continuing Education	5,000.00	2,000.00

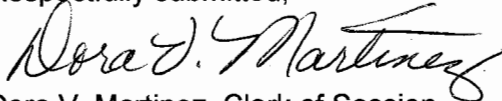
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Medical reimbursable	0.00	2,000.00
½ SECA	3,297.00	4,171.00
BoP Pension	5,453.00	5,998.00
BoP Death & Disability	496.00	545.00
BoP Medical	9,667.00	11,042.00
Total Package	76,086.00	82,886.00

Session VOTED to recommend these changes to the congregation tomorrow for approval.

There being no further business, Session adjourned with prayer by Beverly Chavez at 1:20 PM.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
STATED MEETING OF THE CONGREGATION/CORPORATION
December 4, 2011**

A meeting of the Congregation/Corporation of Second Presbyterian Church was held on Sunday, December 4, 2011 for the purpose of electing Elders and Deacons and to hear a report of the Personnel Committee regarding a change to the Pastor's Call. The meeting was called to order at 11:50AM and opened with prayer by the Rev. Robert Woodruff, moderator.

The Clerk declared a quorum present.

The clerk reported that the minutes of the Congregational Meetings of May 1, 2011, August 21, 2011, August 28, 2011, and September 6, 2011 were reviewed and approved by Session, in accordance with a motion made and passed during those 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, Sandra Duran Poole, to make the nominating committee's report. Sandra thanked the members of the nominating committee, Yvonne Gallegos, Harry Hogan, Mary Montoya, and Frank Salazar, members at-large, and Beverly Chavez, Martha Powers, Session representatives, and Sandra Duran, Deacon representative, for their hard work in seeking nominees to fill the terms of office for Elders and Deacons for the coming years.

Sandra placed the following names into nomination for Elders, Class of 2014:

Ruth Montoya, Iris Sandoval, Bob Romero and John Van Dyke

Sandra noted that Bob Romero will only serve one year, due to PC(USA) constitutional limitation of serving six consecutive years.

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.

Sandra noted that the congregation had previously amended the bylaws to increase the number of Deacons from six to nine, thus we need 5 deacons, one for the class of 2012, one for the class of 2013 and 3 for the class of 2014.

Sandra placed the following names into nomination for Deacons:

Class of 2012: Tina Griego
 Class of 2013: Dolores Romero
 Class of 2014: Abel McBride
 Nancy Montoya
 Frank Sanchez

There being no nominations from the floor, a MOTION was made and seconded 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 Beverly Chavez, Chair of the Personnel Committee, to come forward. Beverly noted that our Pastor, Rob Woodruff, has been doing a superb job -- our church is growing, both in numbers and financially, our renovation project is coming along very well, and he recently received his Doctor of Ministry degree. Because of all this, the Personnel Committee recommends a 10% increase in the effective salary for the Pastor. A paper showing all the recommendations was distributed. Following are the figures for the recommended changes in the pastor's compensation:

<u>Pastor's Compensation</u> <u>Recommendation</u>	<u>2011 Budget</u>	<u>2012</u>
Salary	37,255.00	36,138.00
Housing	11,200.00	17,000.00
403(b) Contribution	1,118.00	1,392.00
Total effective salary	49,573.00	54,530.00
Auto reimbursable	1,100.00	1,100.00
Professional expenses	1,500.00	1,500.00
Continuing Education	5,000.00	2,000.00
Medical reimbursable	0.00	2,000.00
½ SECA	3,297.00	4,171.00
BoP Pension	5,453.00	5,998.00
BoP Death & Disability	496.00	545.00
BoP Medical	9,667.00	11,042.00
Total Package	76,086.00	82,886.00

Note: The Continuing Education has been reduced because Rob has completed his studies and received his degree. A new line item, Medical reimbursable, has been added to help cover extra medical costs. Auto, Professional expenses are unchanged. The ½ SECA, and the Board of Pension line items are adjusted as required based on effective salary. This results in an 8.9% increase cost to the church.

Beverly, on behalf of Session, moved the adoption of these recommended changes in the Pastor's Call.

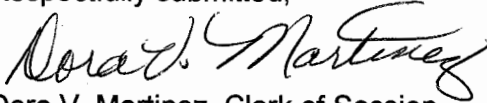
Pastor Rob excused himself from the meeting and called on Rev. Jaime Quinones to moderate the rest of the meeting.

Rev. Quinones called for questions/discussion. There being none, the Congregation VOTED to approve the changes in the Pastor's Call.

Pastor Rob returned to the meeting.

There being no further business, the meeting adjourned with prayer by the Rev. Jaime Quinones at 12:00 PM.

Respectfully submitted,



Dora V. Martinez, Clerk of Session

**Second Presbyterian Church
Session Meeting
December 20, 2011**

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, December 20, 2011, in the Fellowship Hall. Beverly Chavez led devotions and opened with prayer at 5:55 PM.

Members present: Susie Chang, Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Alma McBride, Alicia Montoya, Sandra Duran Poole, Martha Powers, Bob Romero, John Van Dyke, and Rob Woodruff, moderator.

Members excused: Ruth Montoya

Also present: Karen Hill and Kathy Jackson, MHNS Board members; and Abel McBride, Chair, Building Renovations Committee; and

The Clerk declared a quorum present.

Session VOTED to approve the agenda with additions.

By consensus, Session granted privilege of the floor Karen Hill, Kathy Jackson and Abel McBride.

ORDER OF THE DAY

MHNS Update

Kathy reported that the board has appointed a "visionary team" who is looking at the possibilities of what MHNS might do in the future. They have identified businesses, schools, families, etc., to interview and get ideas of what is needed in the community. When they are able to set a vision, they will begin looking for funding. Karen said that they would like to hear from the session about what we would like to see happening at MHNS. What are our dreams? Time was spent brainstorming/sharing ideas with them.

Kathy also shared that the alarm had been set off during the week when they were not there and since the police were dispatched, they received a bill which they will pass on to the church. They also shared a concern about the problems with the mail delivery . We need some way to have it delivered to the church/center – possibly installing a mail slot.

Building Renovation Report

Abel reported on projects that have been completed. The carpet for the CE rooms will be installed this week. He also reported that we have received a check in the amount of \$36,682.80 from Church Mutual after we put in a claim for roof damage. This amount will almost pay for the cost of a new roof. We still need to decide on who will do the re-roofing work.

Abel reported that Dora had just given him copies of a lien release. that we need to have from everyone who has done or will do work on the renovation project, that we will need to send to PILP before we can close on the loan. Abel will make sure to get this from everyone.

Abel noted we still need to have the following work done: re-roofing, paving of parking lots, repair/upgrade lights in parking lots, repair the steps to the sanctuary, cover the stained glass windows, get a canopy for the main entrance of the sanctuary, and replacement of the sanctuary doors.

Abel reported that after researching doors for the sanctuary, he recommends that we get 4 2 1/4 oak hand-crafted doors at a cost of \$3000.00.

Session VOTED to approve up to \$4000.00 to purchase 4 2 1/4 oak hand-crafted doors plus new door jams and hardware.

Session VOTED to authorize up to \$200 to purchase lumber to make additional blocks, which will be covered with carpet to match the ones we have, for the choir loft.

Session VOTED to approve up to \$2500.00 to place a molding around the windows at MHNS and the Sunday school rooms.

Session VOTED to approve up to \$6,500 to repair the steps and handicap ramp with a non-skid material.

John volunteered to work with Abel to prepare a spreadsheet that will show all that is to be done for the renovations, all that has been spent, where the money came from, and what still needs to be done. This will be shared with session and the congregation.

Deacons Report

Orlando, on behalf of the Deacons, thanked session for their support of the work of the Deacons, especially the Helpline which is finally beginning to get used. The deacons are still working on a way of displaying the name badges so they'll be easier for members to use.

Session in turn expressed appreciation for all the Deacons are doing , especially caring for the members and the Helpline is one way of doing this.

MINUTES

Session VOTED to approve the minutes of November 16, 2001 with minor corrections.

Session VOTED to approve the minutes of the December 3, 2011 Special Called meeting with minor corrections.

Session VOTED to approve the minutes of the Congregation/Corporation meeting of December 4, 2011, with minor corrections.

PASTOR'S REPORT

1. On November 20, 2011, 142 people took communion and on December 4, 130 people took Communion.
2. Visitations: Ruth and Jaime Quinones (4x), Mary and Richard Duran, and Bennie and Marie Vasquez.
3. Rob reported that he has been working on managing his time and things seem better.
4. The Pines PC Youth group is planning on coming on July 1-6 to do a work project at the church and in our community. They will be sending \$2500 from this year's budget for half the work they plan to do.
5. Rob reported that he gave \$100 from the hardship fund to help someone in Mexico with medical expenses related to a bad eye. Rob asked if we wanted to send him some more financial help.

Session VOTED to give him an additional \$50.00.

6. Jaime Quinones agreed to continue as our Parish Associate for another year. Jamie Martinez also agreed to be a Parish Associate and is willing to do some adult education and work with the Deacons to strengthen the visitation program of the church.
7. Rob reported that several people have shown interest in the community garden and he has put them in contact with Andrew.
8. Rob asked if anyone had input for the Presbytery Task Force that is working on the possibility of Santa Fe Presbytery joining with Sierra Blanca Presbytery. He noted that there is a possibility that this could happen at this coming General Assembly which meets in Pittsburgh.
9. St. Andrew Presbyterian Church is having their officer training on Saturday, January 14 at our church. Rob asked if we wanted to join them for training. Session decided to join St. Andrew officers for training on this date.
10. Rob reported that it is probably time to change alarm companies. We have 2 cameras that need to be replaced and we were told each camera would costs about \$6,000. This is in addition to the many problems we have had with this company.

Session asked the Building and Grounds Committee to get estimates from several companies. Suggested companies: TAS, Advanced Security, and companies known to Sandra Duran Poole and Bob Deuble.

11. Regarding the mail situation, Building and Grounds was asked to find a way to install a mail slot at MHNS so we could have our mail delivered again.
12. Rob reminded session of the Phyllis Tickle event, "The Emergent Church in New Mexico", being offered by the Presbytery will be at Covenant PC on February 6, 2012. Cost: \$10.00, includes lunch. If you plan to attend, be sure to register soon.
13. Lorrie Martinez wants to baptize her baby on Sunday, January 1, but was unable to be at this meeting. We will have a called Session meeting on January 1 at 9:30 AM to meet with her about the baptism.

14. Rob thanked everyone who went caroling on Dec. 18. He felt this is one of the best things we do for our members. We had three groups of people who went to different parts of the city and people were very pleased to have us come.

CLERK'S REPORT

1. Dora distributed several pieces of correspondence for members to read.
2. Dora read a letter from Emma D. Buck, Chair of the Menaul Historical Library of the Southwest Advisory Board. She heard that the MHNS Building might be available and requested that we consider providing a space of approximately 12,000 to 15,000 square feet to the Menaul Historical Library.

Session asked the Clerk to notify Emma that MHNS still has at least 3 years on their lease and we can do nothing until the lease is up.

3. The Presbytery of Santa Fe sent a bill for Per Capita of \$ 7,029 for a total of 213 members. We also received the Mission Pledge forms for 2012 Unified Mission. This will be sent when we complete the budget process.
4. We received price quote from Lawrence Security to patrol our facilities. Session felt we were not interested in this type of security service.
5. We received a request from Life Line Screening to use our Fellowship Hall on Saturday, March 10, 2012 for one of their screening events.

Session VOTED to approve this request.

6. Dora reported that Izar Martinez would like to make a gift of a Cemetery plot at Sunset Gardens (approximate value: \$2700-2800) to Second Church and asked if we would accept this gift. He said he would pay for whatever it would cost to transfer ownership and all he wanted was a letter stating that he made a non-monetary contribution.

After some discussion, Session VOTED to accept this gift and have Dora notify Izar of our action.

BOOKKEEPER'S REPORT: John Van Dyke

John presented reports on the November, 2011 Spending < November 2011 Spending vs. Budget, and Income January 1 – November 30, 2011, and all looked good.

COUNTING AND RECORDING TREASURER'S REPORT

Dora submitted October, 2011 and November, 2011 Income reports and answered questions.

COMMITTEE REPORTS

1. Live Wire Committee – Alicia Montoya reporting
 - a. Alicia reported that George Huggins volunteered to work on the Google calendar on the webpage. He is also a new member of the committee.
 - b. Alicia has a permission slip for parents to sign allowing her to post pictures of their children on the webpage.
 - c. Kim Jew has sent a proof of the directory and it need some revisions. They will also be sending 5 x 7 pictures of the elders for the bulletin board. Alicia and Susie hope to meet with Kim Jew in January to help finish the directory.
2. Christian Education Committee – Susie Chang reporting
 - a. Susie reported that the Christmas Jubilee was great for those who came. Unfortunately they did not have too many children participating.

- b. Susie reported that there is a possibility that we can send several of our kids to General Assembly in Pittsburgh to participate in the mission trip there. We have sent letters to 9 of our youth to see if they are interested in participating in this event.
- 3. Hospitality Committee – Martha Powers reporting
Martha has ordered Just Coffee and will have some extra available.
- 4. Mission Committee – Bob Romero reporting
 - a. Some members of the committee met with members of the Christian Education regarding the mission trip to General Assembly. The Mission Committee is willing to help with expenses for this trip.
 - b. Bob and Martha Powers will attend the Martin Luther King, Jr., Multicultural Scholarship event to present the scholarship from Second Church.
 - c. The Committee received a request for funds for SacB'e in Guatemala. We received a gift for SacB'e from one of the people who participated in the last mission trip.

Session VOTED to approve \$1,200 from the Designated Mission Fund to be added to the \$800 private donation for SacB'e.

- 5. Personnel Committee – Beverly Chavez reporting
 - a. The committee met and recommended a 10% increase in the pastor's call which was approved by the congregation on Sunday, December 4, 2011.
 - b. The committee did not make a recommendation regarding staff salaries. Dora was asked to leave the meeting so session could discuss staff salaries.
- 6. Evangelism and Membership – Alma McBride reporting
 - c. Alma requested names for the Memorial Plaque. Dora will work on getting this for her.
 - b. Alma reported several people have shown interest in becoming members and they hope to have anew member class sometime soon.
 - c. Concern was expressed that some of our new members have been absent recently and asked that the committee follow up on this.
- 7. Worship and Music Committee – Beverly Chavez reporting
 - a. The Committee has been busy planning and preparing worship for Advent and Christmas. Camino de Vida has been invited to worship with us on Christmas Eve. Christmas Day worship will be held in the Fellowship Hall. It will be an informal service with biscochitos, hot chocolate and coffee served as people gather. Bob Deuble and his jazz ensemble will provide the music.
 - b. The Rev. Jaime Quinones will preach on January 1, and the Rev. Jamie Martinez will preach on January 8, 2012.
 - c. Beverly presented the following Communion Schedule for approval:

January 1, New Year's Day	July 8
February 5	August 5
February 22, Ash Wednesday	September 2
March 4	October 7, World Communion
April 1, Palm Sunday	November 4, All Saints Day
April 5, Maundy Thursday	November 25, Christ the King Sunday
April 8, Easter Sunday	December 2, First Sunday of Advent
May 6	December 24, Christmas Eve
June 3	

Session VOTED to approve this schedule.

- d. The Committee requests that Communion be cancelled on Christmas Day.

Session VOTED to approve this request.

- e. The Committee requested the expenditure of \$ 225.00 for the Advent from the General Memorial Fund.

Session VOTED to approve this expenditure, but to take it from the "Banners and Paraments Fund" and if necessary, take the balance from the General Memorial Fund.

- f. The Committee requested the expenditure of \$255.00 for the Christmas Banner from the General Memorial Fund.

Session VOTED to approve this request.

- g. The Committee requested reimbursement of \$300.00 to Karmen Van Dyke for the cleaning of the choir robes (each member paid half the cost)

Session VOTED to approve this expense from the Unrestricted Music Fund.

8. Nominating Committee – Sandra Duran Poole reporting

Sandra noted that the committee had completed it's task and submitted names for election as elders and deacons at the Congregational meeting on December 4, 2011.

NEW BUSINESS

Martha Powers reported that it has become very difficult to provide a meal each month to the Presbyterian Youth Fellowship. The last meal she will provide will be in January. Dora will notify them of this decision.

There being no further business, Session adjourned with prayer by Rev. Rob at 9:25 PM.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
January 17, 2012**

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, January 17, 2012 in the Fellowship Hall of the church. After a potluck dinner, Dora Martinez opened the meeting with devotions and prayer at 5:55 PM.

Members present: Susie Chang, Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Alma McBride, Ruth Montoya, Sandra Duran Poole, Martha Powers, Bob Romero, John Van Dyke, Alicia Williams and Rob Woodruff, moderator.

Also present: Newly elected elder, Iris Sandoval, and newly elected deacons, Nancy Montoya, Dolores Romero and Abel McBride.

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The Clerk declared a quorum present.

The Agenda was approved with some additions.

Session granted privilege of the floor, by consensus, to Iris Sandoval, Nancy Montoya, Dolores Romero and Abel McBride.

ORDER OF THE DAY: EXAMINATION OF NEW OFFICERS

The newly elected officers were introduced and members of session were given an opportunity to ask them questions about why they decided to take on this responsibility and what they learned at the training session.

Session VOTED to cease the examination and that Iris Sandoval be ordained and installed as an elder; that Nancy Montoya and Dolores Romero be ordained and installed as deacons; and that Bob Romero, Ruth Montoya, and John Van Dyke be installed as elders, and Abel Mc Bride be installed as a deacon at the worship service on Sunday, January 22, 2012..

The deacons were excused for the rest of the meeting.

REPORT FROM THE BUILDING RENOVATIONS COMMITTEE

Abel McBride presented a report showing what work has been done, what still needs to be done and how it has been/is to be paid. He also reported that he had 2 designs for the new handmade wooden doors to be installed at both entrances of the sanctuary.

Session VOTED to approve the design with the PC(USA) logo without the letters.

MINUTES

The minutes of the Session meeting of December 20, 2011 were approved by consensus.

PASTOR'S REPORT

1. Communion was taken by 170 people on December 24, 2011 and on January 1, 2012, 89 people took communion.
2. Rob reported he made the following visitations Ray Barela (2x), Edna Fowler, Tom Mirabal, and George Vigil.
3. Rob reported that there is a group of people who have shown an interest in working on the community garden. They have met with Andrew Marcum at UNM to make plans.
4. Rob announced the Phyllis Tickle event which will be held at Covenant Presbyterian Church on Monday, February 6. Cost, \$10.00 includes lunch. He encouraged session members to attend this event, but everyone has to register soon.
5. Rob reported Jaime Quinones is willing to continue as our Parish Associate. Jamie Martinez has also agreed to be a Parish Associate.

Session VOTED to approve these relationships pending final work on their contracts.

6. Rob reported that Kay Huggins would like to be a Teaching Elder in Residence. She would be willing to continue teaching the Wednesday night Bible Study, consulting with Rob and assisting with worship and education planning as requested.

Session VOTED to approve the relationship with Kay as Teaching Elder in Residence for one year.