

- 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 is 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.

Session APPOINTED the following people to form a Task Force to work on a Covenant with Kay: Ruth Montoya, Susie Chang, and David Lopez.

PARISH ASSOCIATE REPORT

Jaime Quinones reported that he made the following visits in November and December: Zulema Acquisto (2x), Maria Barela, Dan and Pas Vigil, Silas Ruybalid (2x), Eleanor Romero, Marie and Bennie Vasquez, Merlinda Gonzalez, and Ruth & Elifas Santillanes.

RE-ORGANIZATION OF SESSION FOR 2012

Session VOTED to appoint Mary Montoya as Paying Treasurer; Dora Martinez and Judy Walls as Counting and Recording Treasurers; and John Van Dyke as Bookkeeper.

Session VOTED to elect Dora Martinez as Clerk of Session.

The following Committee chairs were appointed:

Christian Education: Susie Chang and Alicia Montoya, Co-chairs

Hospitality: Martha Powers

Mission: Bob Romero

Personnel: Beverly Chavez

Evangelism and Membership: Alma McBride

Building and Grounds: Orlando Duran and David Lopez

Stewardship and Finance: John Van Dyke

Music and Worship: Ruth Montoya

Live Wire: Alicia Montoya and Susie Chang, Co-chairs

Nominating: Iris Sandoval, Chair; John Van Dyke, member

Session VOTED to elect the following Presbytery Commissioners and alternates:

Commissioners: Ruth Montoya, Alma McBride, Orlando Duran

Alternates: Dora Martinez, Alicia Montoya, Martha Powers

Session VOTED to appoint the following to find four members-at-large to be nominated to the Nominating Committee: Ruth Montoya and Bob Romero

CLERK'S REPORT

1. Dora distributed several pieces of correspondence for members to read.
2. Dora reported that our Women's Association will be hosting the Spring Gathering for Presbyterian Women of the Presbytery on Saturday, March 24, 2012.
3. Dora noted that she had forgotten to report and record some deaths in the minutes of Session. She requested that the following insertions to the Pastor's report be approved in the minutes noted:

Minutes of February 22, 2011: "Pastor Rob and the Rev. Jaime Quinones officiated at the funeral of Alejandro 'Alex' Philip Jimenez on February 21, 2011. Alex died on February 17, 2011."

Minutes of June 28, 2011: "Pastor Rob and the Rev. Jaime Quinones officiated at the funeral of Mercedes Martinez on May 26, 2011. Mercedes died on May 22, 2011."

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Minutes of September 20, 2011: "Pastor Rob and the Rev. Jaime Quinones officiated at the funeral of Alfonso Ralph Esquibel on August 18, 2011. Alfonso died on August 12, 2011."

Minutes of October 18, 2011, under the Parish Associate Report: "The Rev. Jaime Quinones officiated at the funeral of Benjamin Dauber, Jr. (a non-member) on October 29, 2011. Benjamin died on October 8, 2011."

Session VOTED to approve this request.

4. The following schedule for opening/closing the church and leading devotions as Session meetings was approved:

	<u>Open/close</u>	<u>Devotions</u>
February	David Lopez	David Lopez
March	Martha Powers	Martha Powers
April	John Van Dyke	John Van Dyke
May	Alicia Montoya	Alicia Montoya
June	Bob Romero	Dora Martinez
July	Martha Powers	Martha Powers
August	Susie Chang	Susie Chang
September	Beverly Chavez	Beverly Chavez

BOOKKEEPER'S REPORT: John Van Dyke

John presented reports on the December, 2011 Spending, Income for January 1 – December 31, 2011, December, 2011 Spending vs. Budget and Non-Budget Activity through December, 2011. All looks good.

COUNTING AND RECORDING TREASURER'S REPORT

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

BUDGET FOR 2012

John presented a recommended budget for 2012 based on requests from committees and suggested recommendations from the Stewardship and Finance Committee of \$ 207,058.

Session VOTED to approve this budget.

COMMITTEE REPORTS

1. Christian Education – Susie Chang reporting

- a. Susie reported that we have 7 youth and 2 adults who will attend the Mission Trip to General Assembly this summer in Pittsburgh. We had to send a deposit of \$ 2,250.00 to Synod right away (total cost would be \$4,050.00). We now need to let Mary Montoya know from which accounts to take the money. Susie felt the youth would be able to hold fundraisers and earn \$1,000.

Session VOTED to take money from the following accounts:

\$ 1,000.00 from the Quinones Scholarship Fund (if the way be clear since we said we would consult with Jaime before spending these funds).

\$ 1,000 plus (whatever is in the account) from the M & M Account (Bob Romero will consult with Marty Martinez about this expenditure)

The balance would be taken from the Mission Restricted Fund

- b. Susie noted that the Heifer Project will be presented to the children and congregation on Sunday, January 29.
- c. Susie reported that David Martinez will be helping the committee begin to make plans for a youth director. He will work with a task force on defining goals, etc. Susie requested that each committee send a representative to form this Task Force. Iris Sandoval will represent the Nominating Committee.
- d. Susie noted that we have received some material about The Great Emergence by Phyllis Tickle to be used for an adult Sunday School class in English.
- e. Harry Hogan will begin teaching another adult class using some videos. This class will last until Lent.
- f. Alicia reported that she is working on holding an event for young adults (ages 20's -40's) of the church. The Velasquez sisters will host the event.

2. Hospitality – Martha Powers reporting

Martha presented the following luncheon schedule for 2012:

February 12 – Session
 March 11 – Presbyterian Men
 May 20 – Presbyterian Women
 June 10 – Building and Grounds Committee
 September 9 – Mission Committee and Deacons
 October 14 – Choir
 November 11 – TBA

Session VOTED to approve the schedule.

3. Mission – Bob Romero reporting

Bob and Martha Powers represented our church at the Martin Luther King Jr., Multicultural event on January 16 at the Congregation Albert Synagogue. Jessica Stoddard from Sandia High School received the scholarship we provided. She plans to visit our church sometime soon.

4. Personnel – Beverly Chavez

Beverly reported that Gloria Mirabal will help in preparing the bulletin while Dora is out due to foot surgery. Volunteers will provide phone coverage during this time.

5. Evangelism and Membership – Alma McBride reporting

Alma noted that there are several people interested in joining the church. A new member class will be planned soon.

6. Building and Grounds – David reporting

David presented his annual report.

The committee will be contacting security companies to get bids to replace the service we have.

7. Stewardship and Finance – John Van Dyke reporting

Session VOTED to approve that the One Great Hour of Sharing Offering is to be taken on Palm Sunday, April 1, 2012;

8. Worship and Music – Ruth Montoya reporting

Ruth asked for approval to ask the congregation for cans of soup to be brought to church on Souper Bowl Sunday, February 5. The soup will then be given to the Storehouse.

Session approved this request.

9. Live Wire – Alicia Montoya reporting

- a. Alicia asked if it would be alright for the committee to take over the responsibility of updating the sign located in the south parking lot.

Session said this would be fine.

- b. Alicia and Susie will be working with Kim Jew to finish the directory. Alicia will also work on getting a disk with the mailing list information on it for Kim Jew.
- c. Alicia noted that she updated the "Spotlight On" page on the website with information on new members, Lorrie Martinez and Frank Sanchez.

New Business

The Deacons have been working on the way they schedule deacons to be in charge of Communion preparation. They hope that this will help everyone learn what needs to be done. They will also re-assign the phone calling list since they have more deacons to help with the work.

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

Respectfully submitted,

Dora V. Martinez, Clerk

PRESBYTERY OF SANTA FE**Session Minute Review**

Session: ABQ sword

Review Period: 1/9/11 to 12/20/11

☒ Approved

☐ Not approved

Review listed in minutes of Presbytery

dated: 7/25/2012

Attest: Allie M. Watson
Chair, Session Review Team



Church Report 2011

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PIN Number 5089
Presbytery Number 380620

Church Second Presbyterian Church
Address 812 Edith St NE
City/State Albuquerque, NM 87102-2408
Phone 505-242-8005
Email spchurch1002@qwestoffice.net
Web Site www.secondpresabq.org
Fax 505-242-6097

Membership

Prior Active Members 213

Gains

17 & Under

18 & Over 14

Certified 1

Other

Total Gains 15

Losses

Certified

Deaths 3

Other 2

Total Losses 5

Total Active Members 223

Baptized 75

Total Adherents 298

Female Members 138

Average Attendance 150

Affiliate Members 1

Baptisms

Child Baptisms 3

Adult Baptisms

Officers

Male Session 4

Female Session 8

Male Deacons 3

Female Deacons 3

Age Distribution of Active Members

Male

Female

25 & Under 24

26 - 45 32

46 - 55 28

56 - 65 54

Over 65 85

Total Distribution 223

0

0

Wednesday, February 22, 2012

Church

Page: 1 of 2

People with Disabilities

Hearing
Sight
Mobility
Other

Christian Education

Birth 3	4	Grade 7	1
Age 4		Grade 8	3
Kindergarten	1	Grade 9	4
Grade 1	2	Grade 10	
Grade 2	3	Grade 11	
Grade 3	4	Grade 12	
Grade 4	1	Young Adults	
Grade 5	2	Over 25	12
Grade 6	3	Teachers/Officers	16
Total	56		

Racial Ethnic Breakdown	Membership	Elders	Deacons	Male	Female
Asian					
Black					
African American					
African					
Middle Eastern					
Hispanic					
Native American					
White					
Other					
Totals	0	0	0	0	0

Potential Giving Units	150
Budgeted Income	180,265
Budgeted Expense	191,073

Receipts

Regular Contributions	168,515	Bequests	
Capital Building Fund	36,280	Other Income	76,638
Investment Income	500	Subsidy or Aid	

Expenditures

Local Program	170,457	Per Capital Apprt	7,029
Local Mission	7,149	Validated Mission	22,380
Capital Expenditures	81,584	Theological Fund	800
Investment Expenditures		Other Mission	

ANNUAL CONGREGATIONAL/CORPORATION MEETING
Sunday, January 22, 2012

The meeting of the Congregation/Corporation of Second Presbyterian Church was held on Sunday, January 22, 2012 and called to order at 11:45 AM and opened with prayer by moderator, Rob Woodruff.

The clerk declared a quorum present.

MINUTES

The Clerk reported that the minutes of the congregation/corporation meeting of May 1, 2011 and August 28, 2011 were approved by the Session as requested.

The Clerk MOVED that we ask the Session to approve the minutes of this meeting and that this be reported to the congregation at the next meeting. Motion seconded and passed.

The purpose of this meeting is to

1. elect a Nominating Committee,
2. receive the Annual Reports, and
3. distribute a copy of the amended Bylaws to be voted on at a future meeting.

Nominating Committee

Ruth Montoya placed in nominations the following names to be elected as members-at-large:

Yvonne Gallegos, James Graham, Gloria Montoya, and Trancito Romero.

There being no nominations from the floor, a motion was made to close nominations and to elect this slate by acclamation. Motion seconded and passed.

The slate was duly elected.

Annual Reports

The annual reports were distributed and Pastor Rob said that if there were any questions they could be directed to any member of the appropriate committee or the session.

MOTION to receive the reports as distributed. Motion seconded and passed.

The amended bylaws were distributed and we will vote on these at a future meeting. Rob explained the reason for the changes was due to changes to the Book of Order.

Rob asked members to share joys and concerns about the church. Several members expressed their joys and also some concerns. Rob also expressed his joy about the work that had been done this past year.

There being no further business, the meeting was adjourned with prayer by Rob at 12:10 PM.

Respectfully submitted,


Dora V. Martinez, Clerk

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
February 21, 2012**

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, February 21, 2012 in the Fellowship Hall of the church. After a potluck dinner, David Lopez opened the meeting with devotions and prayer at 5:55 PM. Moderator Rob Woodruff called the meeting to order at 6:05 PM

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

Members excused: John Van Dyke

Also present: Erick Buck, David Buck, Anita Chavez, Harry Hogan, Stephanie Hope, Abel McBride, Gil Solis, and Guillermo Yela.

The Clerk declared a quorum present.

The Agenda was approved with some additions.

MINUTES

The minutes of the Session meeting of January 17, 2012 were approved by consensus.

The minutes of the Annual Congregation/Corporation meeting of January 22, 2012 were approved by consensus.

PRIVILEGE OF THE FLOOR

Session granted privilege of the floor, by consensus, Erick Buck, David Buck, Anita Chavez, Harry Hogan, Stephanie Hope, Abel McBride, Gil Solis, and Guillermo Yela.

ORDER OF THE DAY

1. Report of the Operations Manual (Special Ops) Committee

Harry Hogan and Anita Chaves reported that the committee has been working and so far have reviewed and completed work on 7 policies and 12 committee job descriptions. The Bylaws have been revised and they still need to be approved by the congregation. The c, and hope to have Committee plans to have 7 more policies complete by the Congregational meeting in December, 2012. It was noted that if session committees need special policies for their work to be done, they should write them up and send them to the Special Ops Committee for review. The committee's next meeting is scheduled for March 6, 2012.

2. Community Garden

Stephanie Olivas Hope reported that she has been working with Andrew Marcum who was in charge of last year's garden. Stephanie hopes to have the Honor Society of CNM work with her on this project. She also hopes to do some community organizing and involve members of the community as well as MHNS and church members. She is currently working on a plan for the garden, the irrigation system and making plans for an outreach program. Stephanie asked for a key to the gate of the back parking lot so she and other students can have access to the garden area and the tools.

Session VOTED to authorize Stephanie to make a plan for the garden and to give her a key to the parking lot. When the plan is complete, she will return to session for final approval.

3. Report on Camino de Vida

Guillermo thanked session for all the support they have given Camino de Vida. The NCD is doing well and Guillermo is working with about 125 people. He has about 75 people at worship services and up to 80 people at Bible Study. They also have about 18 college students attending their own Bible Study. He is currently focusing on training leaders to help him with his work. He reported that they are currently meeting at MHNS and are no longer using the fellowship hall. Guillermo noted that they are planning to hold their own Vacation Bible School and would like help with is project. They are also planning to hold a soccer camp this summer. He is looking for a place to rent in the southwest part of town for their use, but if he can't find it there, they will have to look elsewhere.

Currently they are providing a music program that meets every Monday at MHNS. They have 6 teachers teaching students how to play 6 different instruments. They are using all the rooms at MHNS and are in need of 2 more rooms. He requested use of the Sunday School rooms above MHNS.

Session VOTED to allow them to use the Sunday School rooms for their classes.

Camino de Vida is planning to hold a Health Screening event at MHNS on March 31. They will have screening for eyes, ears, teeth, High blood pressure, and sugar. They also plan to have Voter Registration. This will be a free event for the Hispanic Community.

4. Building Renovations Committee Update

Abel McBride reported that they had begun work on repairing the steps into the sanctuary but had to stop due to the weather. He noted the doors are coming along well and he will be purchasing the hardware. He reported that the committee has decided on who they would like to recommend to replace the roof. He noted that the estimated cost for the job is \$66,137.00 but he was told that the insurance company will cover the expense. We have already received \$36,682.80 and as the work is complete we should receive the balance. Abel felt that since the roof hasn't be replaced for a while that there may be some unexpected issues once the work begins that could be more expensive and it could cost up to \$25,000 more, which we would have to cover. Erick Buck and David Buck were representing New Line construction to answer questions.

Session VOTED to approve that New Line Construction, Inc. replace the roof on all the church buildings at a cost of \$66,137.00 and that we also approve up to \$25,000.00 as a contingency.

Session also VOTED to authorize Abel McBride to sign vouchers for the Building Renovations Committee.

5. Deacons Report

Orlando Duran reported for the deacons that they have been working hard. He noted that that they will be working with Martha Powers to help our home-bound members. Martha said she will be preparing microwaveable meals that can be taken to people in need. The Deacons will provide the names of people who will receive these meals. Martha also noted

that she plans on writing for a grant to cover the expenses to help with Project Share and that will free funds to be used for this project.

Erick Buck, David Buck, Anita Chavez, Harry Hogan, Stephanie Hope, Abel McBride, Gil Solis, and Guillermo Yela were excused for the rest of the meeting.

PASTOR'S REPORT

1. Communion was taken by 118 people on February 5, 2012.
2. Rob reported he made the following visitations: Stella Garcia, Dora Martinez, Esther Bernard, Reina & Frank Salazar, and Ray Barela (2x). Also served communion to Dora Martinez, with Teaching Elder Jaime Quinones and Ruling Elder Gilbert Miranda; and to Reina & Frank Salazar with Ruling Elder Tessie Lopez.
3. Rob reminded session that at the last meeting we had approved, in concept, the parish Associate Relationships with Jaime Quinones and Jamie Martinez, as well as the Teaching Elder in Residence with Kay Huggins. He presented the job descriptions for these positions.
Session VOTED to approve these job descriptions.
4. Rob reminded elders to make sure to latch the gate of the back parking lot when they open it—especially when the wind is blowing.
5. MHNS has been having problems with their security system. It has been going off quite often and the police have been dispatched regularly resulting in a large bill. If an elder accidentally sets off the alarm, be sure to call the security company and let them know. The password is "children."
6. MHNS Board has been working hard on a new vision. One of the things they want to do is become a food distribution center. For that to happen, it would be helpful if we worked with them and with Roadrunner Food Bank.
Session VOTED to enter into a relationship with the Roadrunner Food Bank and to approve MHNS as a hunger program of Second PC.
7. Rob reminded session that the Newsletter deadline is Friday, February 24.

PARISH ASSOCIATE'S REPORT

Visitations made by Jaime Quinones in January: Lena de Herrera, Carlos Candelaria, Zulema Acquisto (2x, once served communion), Josephine Lucero, Bennie & Marie Vasquez (communion), Dan & Pas Vigil (communion), Ray Barela (3x), Raymond & Elsie Chavez (2x, once communion), Maria Duran, Esther Bernard (2x), Maria Barela, Josephine Ringling, Alfred Sanchez, Tillie Arellano, Salome George, Reina & Frank Salazar.

PRESBYTERY REPORT

Rob reported that at the last Presbytery meeting commissioners voted to ask the "Joint Presbytery Task Force to develop a plan for a new presbytery in New Mexico that addresses the following: A new vision, a new name, a new structure, a new funding model, and all other related issues. And that the plan be presented at the Stated Meeting of Sierra Blanca Presbytery and a Called Meeting of Santa Fe Presbytery on April 27-28, 2012, for final approval so that an overture to form a new presbytery in New Mexico can be presented to the General Assembly on June 30-July 7, 2012."

CLERK'S REPORT

1. Dora distributed several pieces of correspondence for members to read.

2. Dora reported that the e-mail poll to vote on a fund raiser for the youth going on the GA Mission Trip was approved and we need to ratify the results.
Session VOTED to ratify the e-mail poll.
3. Dora noted that Frank Sanchez has resigned as a Deacon and we need to accept his resignation so that he can be replaced.
Session VOTED to accept Frank Sanchez' resignation.
4. The Lifeline Screening is scheduled for March 10, 2012 in our fellowship hall. Beverly will open and close for this event. Dora also noted that we have received a certificate for one free test and another certificate for all tests to be free of charge. These can be used by anyone in need.

BOOKKEEPER'S REPORT:

We received reports on the January, 2012 Spending, Income for January 1 – January 31, 2012, January, 2012 Spending vs. Budget and Non-Budget Activity for January, 2012. All looks good.

COUNTING AND RECORDING TREASURER'S REPORT

1. Dora presented a report on the income for January, 2012, and answered questions. She noted that we received a check in the amount of \$73,341.44 from PILP and it is in our savings account.

COMMITTEE REPORTS

1. Personnel – Beverly Chavez reporting
Rob has requested vacation time for March 1, 2012 – March 5, 2012.
Session VOTED to approve this request.
2. Evangelism and Membership – Alma McBride reporting
 - a. Alma noted that there will be a New Member Class on Saturday, March 10, 2012.
 - b. Alma was reminded that her committee is the one responsible for keeping the Cry Room neat and clean. They also need to make sure the visitor and prayer request cards are in the pews.
 - a. Alicia reported that she is working on holding an event for young adults (ages 20's -40's) of the church. The Velasquez sisters will host the event.
3. Building and Grounds – David Lopez reporting
David reported that a good workday was held on February 4. Some of the men inventoried all the tools and made a list of what was needed.
4. Worship – Ruth Montoya reporting
 - a. The committee made plans for Transfiguration Sunday and Ash Wednesday.
 - b. Ruth reported that Dorothy McConkey can no longer schedule ushers. The committee is looking for someone to take on this task.
 - c. Ruth reported that the recording of worship services is being done and CD's are being sent to home bound members.
5. Nominating – Iris Sandoval reporting
The committee needs to meet to find someone to replace Frank Sanchez as Deacon.
6. Live Wire – Alicia Montoya reporting
 - a. The committee assigned the following responsibilities:
Calendar coordinators: Marie Kenny (white board), George Huggins (Google calendar)
Kiosk Manager: David Lopez

E-communications: Alicia Montoya
 Marketing (print media): Marie Kenny
 Bulletin Board designer: Susie Chang
 Principal photographer: Cris Ortega
 E-historian: Marty Martinez

- b. A few members of the committee attended the training on how to record the worship services and will be working with the Worship Committee on this endeavor.
 - c. Steve Montoya worked with Beverly Chaves to learn how to update the Kiosk sign in the south parking lot.
 - d. Alicia is working on putting the mailing list into an Access database which should be sharable. This has been sent to Kim Jew for the new directory which should be complete by late March or early April.
 - e. Alicia has been working with Jake Atencio and is now able to send out mass e-mails to the congregation when necessary. It was decided that before she sent any out she should check with Rob.
 - f. The Young Adult event has been set for March 24, 5:00-7:00 PM, at Martha Powers home. Invitations will be sent via email and they are to RSVP to Alicia.
 - g. The committee has written some policy and procedures for the Website and Email access. This was given to the Special Ops Committee to be included in the Manual of Operations.
7. Christian Education – Susie Chang reporting
- a. Jamie Martinez will be teaching a 4-week Sunday morning adult class during March. The Spanish Sunday School class will likely be joining this class.
 - b. Olga Joyce and Marie Kenny have agreed to spearhead the task force to define, and ultimately organize the search for, a Youth Director.
 - c. The Valentine fundraiser for the kids going to GA in Pittsburgh was a huge success - \$490.00 was raised. This is almost half of the \$1,000 needed.
 - d. The committee requested approval to hold a Talent show and Silent Auction Fundraiser to help with expenses for the GA Mission Trip. They also hope to hold a "Child Labor Day" fundraiser sometime in May.

Session VOTED to approve the Talent Show and Silent Auction fundraiser to be held after church on Sunday, April 22, 2012.

NEW BUSINESS

Gil Solis presented a proposal recommending that we use the money we have on hand in CD's, savings, PILP, New Covenant Funds, etc., to fund the renovations project so that we would not have an outstanding loan with PILP.

Session decided to deal with this at next month's meeting.

There being no further business, the meeting adjourned with prayer by Rob at 8:50 PM.

Respectfully submitted,



Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
MARCH 20, 2012**

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, March 20, 2011, in the Fellowship Hall of the church. After a potluck dinner, Martha Powers led devotions at 6:05 PM and Moderator Rob opened the meeting prayer.

Members present: Susie Chang, Beverly Chavez, Orlando Duran, Dora Martinez, Ruth Montoya, Martha Powers, Bob Romero, and Rob Woodruff, moderator.

Members excused: David Lopez, Alma McBride, Alicia Montoya, and John Van Dyke

Guests present: Anita Chavez, Sandra Duran, and Abel McBride

The Clerk declared a quorum present.

The Agenda was approved with some changes, by consensus.

Session granted privilege of the floor to Anita Chavez, Sandra Duran, and Abel McBride.

ORDER OF THE DAY

1. Building Renovations Committee: Abel McBride reported that the sanctuary doors are being made and he needs approval to purchase the door handles and locks. These would cost about \$150.00 per set, and we'll need 2 sets.

Session VOTED to approve up to \$350.00 to purchase the door handles and locks.

2. Deacons: Sandra Duran
 - a. Sandra expressed appreciation for all the help she has received from Abel McBride. He prepared the new call list and distributed it to the Deacons. They will rotate names every 4 months so that each Deacon can get to know everyone in the congregation.
 - b. The Deacons are beginning to visit shut-in members. Rev. Quinones is training them on making visits.
 - c. The Nominating Committee is working on finding a replacement for Frank Sanchez who resigned as a Deacon.
 - d. Sandra is trying to find a way to organize the name tags so that members can more easily find theirs.
 - e. Rob expressed his appreciation for all the work the deacons are doing with the church members.
3. Special Ops Committee: Anita Chavez

Anita reported that the committee has been busy and has several policies and the committee job descriptions complete. They also have lots of other information that needs to be compiled to make their work easier. She requested permission to hire someone to type all the documents into the same format and to organize them so they will be easier to work with. She said it would cost \$120.00.

4. Community Garden – Stephanie Hope wasn't here, but she would like to present a Minute for Mission to tell us about her work with community gardens and ask the congregation for suggestions about the one here.

Session felt it would be better to have this information in the Newsletter instead of having a Minute for Mission.

5. Request for Baptism – Lorrie Martinez could not come this evening. Rob asked that we set a time to approve the baptism at a later date.

Session VOTED to call a Special Meeting for the purpose of approving the baptism of Lorrie Martinez' daughter on Sunday, March 25, 2012 at 9:45 AM.

Anita, Sandra, and Abel were excused from the meeting.

MINUTES The minutes of the Session meeting of February 21, 2012 were approved as presented.

PASTOR'S REPORT

1. Communion report: On February 22, 2012, Ash Wednesday, 101 people took communion and on Sunday, March 4, 2012, 123 people took communion.
2. Rob made the following visitations since our last meeting: Arturo Lucero (2x), Frank & Reyna Salazar, Dan & Pas Vigil, Jennifer Atencio and Martin Wilson, Dolores Romero and family, and Barbara Trujillo. He also served communion to Frank & Reyna Salazar on March 8.
3. Rob performed the wedding of Jennifer Atencio and Martin Wilson on March 18, 2012.
4. Rob officiated at the funeral for Merlinda Gonzalez, who died on March 6, 2012, on March 10, 2012 with the Rev. Jaime Quinones co-officiating.
5. Rob reported that the youth who will be going on the General Assembly Mission Experience (GAME) would like to stay in our Fellowship Hall on Monday, July 2, before they leave, and would like us to arrange transportation for them to the airport the next day. He also noted that the work group from Pines Presbyterian Church will be here at the same time. It was felt that we could put both groups up if we could use MHNS.

Session VOTED to make arrangements for the GAME participants to stay here, possibly at MHNS, on the evening of July 2, and to get everyone to the airport on July 3, 2012.

6. We received a request from group from First Presbyterian Church in El Dorado, Kansas to spend the night in our Fellowship Hall on May 21st as they travel to Mexico for a mission trip.

Session VOTED to approve this request.

7. Rob reported that the Visioning Team from MHNS has been working very hard and has come up with some suggestions to the Board. The Board voted to re-open MHNS as a multi-purpose community center. MHNS is planning an event for the community on April 14 and would like to set up a Jump House for the children in our front parking lot.

Session VOTED to approve this contingent on receiving a Certificate of Insurance naming Second Church as also insured.

8. Rob asked if we could be intentional about involving Rosa Lozoya in church activities.
9. Rob hopes that we are enjoying the fruits of having Jaime Quinones, Jamie Martinez and Kay Huggins working with our congregation.
10. Rob received a letter with questions/recommendations from Marty Martinez. He met with John Van Dyke and they drafted a response and asked session how they felt about it. Session agreed with their response.

PARISH ASSOCIATE'S REPORT

Visitations: Ray Barela, Frank & Reyna Salazar (3x), Elifas and Ruth Santillanes, Merlinda Gonzalez (3x), Silas Ruybalid (3x), Salome George (3x, with communion one time), Zulema Acquisto (2x, with communion one time), Bennie & Marie Vasquez (2x with communion on time), Alice Lawson, Dan & Pas Vigil (2x, with communion one time), Josephine Lucero, Tom Mirabal (2x), Raymond & Elsie Chavez, Arthur Lucero (2x), and Harry & Jeannie Hogan.

CLERK OF SESSION REPORT

1. Dora distributed various pieces of correspondence for members to read.
2. Floraida Baker requested that we send for her Letter of Transfer from the First Presbyterian Church in Las Vegas.

Session VOTED to have the clerk request Floraida's Letter of Transfer.

BOOKKEEPER'S REPORT

John left copies of the following reports:

February 2012 and YTD Spending vs. Budget

February 2012 Spending

Income, January 1 – February 29, 2012

Income January 1-February 29, 2012 for Non-budget accounts

COUNTING & RECORDING TREASURER'S REPORT

Dora presented the Income recap for February, 2012 and answered questions

COMMITTEE REPORTS

1. Mission – Bob Romero reporting

Bob reported that the committee would like to send 2 people, Martha Powers and Gloria Mirabal, to the Multi-cultural Conference. The cost would total \$1700.00.

Session VOTED to approve this expense and to take \$1000.00 from the designated Mission Fund and \$700 from the Quinones Scholarship Fund.

2. Membership and Evangelism

Rob reported that they had a good new member class with Eddie Banks, Steve Montoya and Lynn Gatewood to join by Profession of Faith. Floraida Baker will join by Letter of Transfer. Enma Buck will join by Re-affirmation of Faith.

3. Building and Grounds – David Lopez and Orlando Duran reporting

- a. There was a good turn out for the Work Day and a lot was accomplished – the vines around the garden were cut back, removed metal at the bottom of the gate, sanded table and benches, handicap signs replaced. The air conditioners will be serviced later.

- b. We still need to get estimates for security systems. Need to contact Michael Elliott at First PC for information on their system so we can get an estimate from that company.
- 4. Worship and Music – Ruth Montoya reporting
 - a. Ruth reported that the committee has been working on plans for the rest of Lent and for Holy Week.
 - b. On Maundy Thursday we will have communion and foot washing, but no soup supper
 - c. On Good Friday we will hold a Tenebrae Service.
 - d. On Easter Sunday we will have a Sunrise Service with Kay Huggins in charge. A breakfast will follow. We will have our regular communion bilingual service at 10:30 AM with Mariachi Nuevo Sonido.
- 5. Nominating Committee
Rob reported that the committee has met and is making calls to get a deacon to fill the vacancy.

Session VOTED to call a special Congregational Meeting on May 6 to elect a deacon and to vote on the Bylaws.

- 6. Christian Education – Susie Chang reporting
 - a. Anita Chavez has stepped down as chaperon for the GAME trip this summer due to scheduling conflicts. Marie Kenny has graciously agreed to take her place.
 - b. The talent show and silent auction fund raiser will be on April 22, from 12:00 PM to 2:00 PM. Cost: \$5.50 for adults and \$3.50 for children. It will include a hotdog, chips and soda. It will be at MHNS to be able to use their stage.
 - c. Olga reported there is probably \$100 in the Heiffer Project Jar, but is mostly from adults. We will encourage children to bring change so they can donate.
 - d. VBS will be held the week of June 11, 2012 and the first organizational meeting will be at First PC on March 25 after church.
 - e. We are starting a "Kudos Club". Gift coupons and a letter will be sent to a child who we think is making God smile.

NEW BUSINESS

- 1. George Huggins would like to hold an Offering of Letters to help alleviate hunger on Sunday April 15, 2012 immediately after church.

Session approved this by consensus.

- 2. Martha reported that the expenses for the session meal were \$166.84 which would make each person's share (those who did not donate a turkey) \$ 15.16.
- 3. Session decided to hold a Special Session meeting on April 8, 2012 at 9:30 AM to examine the new members.

There being no further business, session adjourned at 8:00 PM with prayer by Pastor Rob.

Respectfully submitted,


Dora Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SPECIAL CALLED SESSION MEETING
March 25, 2012**

The Session of Second Presbyterian Church met for a special called meeting on Sunday, March 25, 2012, in the Fellowship Hall of the church. The meeting was opened with prayer by Pastor Rob at 9:55 AM.

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

The Clerk declared a quorum present.

Moderator Rob, stated the purpose of the meeting was to approve the baptism of Lorrie Martinez' daughter, Isabella Marie Cordilia Martinez.

Elders introduced themselves to Lorrie. Rob noted that he had met with Lorrie to discuss the meaning of baptism. Session examined Lorrie on the meaning of baptism and VOTED to approve the baptism of Isabella Marie Cordilia Martinez on Sunday, March 25, 2012.

Child's name: Isabella Marie Cordilia Martinez

Parents: Lorrie & Lawrence Martinez

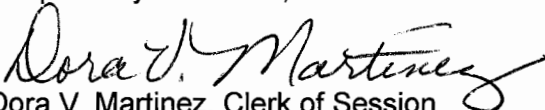
Child's birthdate: March 23, 2011

Place of birth: Albuquerque, NM

Godparents: Cassie Martinez and Ned Martinez, Jr.

There being no further business, the meeting adjourned at 10:10 AM with prayer by David Lopez.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SPECIAL CALLED SESSION MEETING
April 8, 2012**

The Session of Second Presbyterian Church met for a special called meeting on Sunday, April 8, 2012, in the Fellowship Hall of the church. The meeting was opened with prayer by Pastor Rob at 9:35 AM.

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

The Clerk declared a quorum present.

Moderator Rob stated the purpose of the meeting was to examine and receive new members.

Session granted privilege of the floor to Lynn Gatewood, Eddie Banks, Steve Montoya, Emma Buck and Floraida Baker.

Everyone introduced themselves. Rob reported that they had a great new member class and Session proceeded to examine the new members. Each person told what brought them to Second Church and shared their faith journey.

To be received by affirmation of faith: Lynn Gatewood, Eddie Banks and Steve Montoya

To be received by re-affirmation of faith: Emma Duran Buck

To be received by letter of transfer from the First Presbyterian Church, Las Vegas, NM:
Floraida Baker

Session VOTED to cease the examination and to receive everyone at the worship service today, Sunday, April 8, 2012.

There being no further business, the meeting adjourned at 10:00 AM with prayer by Pastor Rob

Respectfully submitted,



Dora V. Martinez, Clerk of Session

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

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, April 17, 2011, in the Fellowship Hall of the church. After a potluck dinner, John Van Dyke led devotions and opened with prayer at 6:00 PM. Moderator Rob called the meeting to order..

Members present: Susie Chang, David Lopez, Dora Martinez, Alma McBride, Alicia Montoya, Martha Powers, Bob Romero, John Van Dyke and Rob Woodruff, moderator

Members excused: Beverly Chavez, Ruth Montoya, and Iris Sandoval

Member unexcused: Orlando Duran

Guests present: Stephanie Hope and Abel McBride

The Clerk declared a quorum present.

The Agenda was approved, by consensus, with some changes.

Session granted privilege of the floor to Stephanie Hope and Abel McBride.

MINUTES

Minutes of the Session meeting of March 20, 2012 were approved with minor corrections.

Minutes of the Special Called Session Meeting of March 25, 2012 were approved as presented.

Minutes of the Special Called Session Meeting of April 8, 2012 were approved as presented.

ORDER OF THE DAY

1. Community Garden: Stephanie asked session for input about what kind of garden we would like to have. Do we want a vegetable garden? A flower garden? Who will be the community and will benefit from the garden? She would also like input from the congregation. We will make announcements asking people to contact Stephanie about their ideas.

2. Building Renovations Committee: Abel McBride asked permission to spend some money for miscellaneous items.

Session VOTED to authorize up to \$250 for miscellaneous expenses.

Abel noted that:

- the roofing job is coming along very well. We have received some money from the insurance company and should be receiving more money to cover the damage to the roof. Most of the cost of the roof will be covered by insurance.
- the front doors are being completed.

Abel would like to have some time to report to the congregation about where we are with work being done and with finances. We will be having a congregational meeting soon and will include this in the agenda.

Stephanie and Abel were excused from the meeting.

PASTOR'S REPORT

1. Communion report: On Maundy Thursday, April 5, 2012, we took communion by intinction and on Easter, April 8, 247 people took communion.
2. Rob made the following visitations since our last meeting: Dan & Pas Vigil, Frank Salazar, Jennifer Atencio and Martin Wilson and David Buck.
3. Rob officiated at the following funerals:
 - Dan Vigil died on March 15, 2013 and the service was on March 22, 2012.
 - Reyna Salazar died on March 26 and the service was on March 28, 2012.
4. Rob reported that he has been busy meeting with the Presbytery Task Force about the possibility of becoming one Presbytery with Sierra Blanca. There will be a Presbytery meeting on April 27-18, 2012 to deal with this issue.
5. MHNS Board will be meeting soon to hear a recommendation to hire an Executive Director.
6. Rob noted that Jaime Quinones continues to be very active and is working with the Deacons to help them with visitations.

PARISH ASSOCIATE'S REPORT

1. Visitations by Rev. Quinones in March: Reyna Salazar, Ida Wright, Barbara Trujillo (2x), Tillie Arellano, Mary Alice Salazar, Silas Ruybalid, Dan & Pas Vigil, Marie and Bennie Vasquez.
2. Jaime officiated at the funeral of George Keim, who died on April 2, 2012, (not a member) on April 9, 2012.

CLERK OF SESSION REPORT

1. Dora distributed various pieces of correspondence for members to read.
2. We received a request from Joyce Carlson-Leavitt to promote the NAMI Walk and to ask people to make pledges for the walkers. She would also like to have a minute for mission to promote this event.

Session VOTED to approve this request.

3. Dora reminded elders that they are to pay \$15.16 as their portion of the expenses for the Session meal.

BOOKKEEPER'S REPORT

John distributed copies of the following reports:

March 2012 and YTD Spending vs. Budget

March 2012 Spending

Income, January 1 – March 31, 2012

Activity for Non-budget accounts January 1-March 31, 2012

Building Fund Running Status

COUNTING & RECORDING TREASURER'S REPORT

Dora presented the Income recap for March, 2012 and answered questions

COMMITTEE REPORTS

1. Personnel – Beverly Chavez reporting
Beverly reported that Rob would like to take some vacation time on May 17 -21, 2012
Session VOTED to approve this vacation time.
2. Membership and Evangelism – Alma McBride reporting
 - f. The committee needs names to update the memorial plaque.
 - g. Alma reported that the following are members of her committee:
Dorothy Romero, Lillian Sanchez, Donna Graham, Joan Taylor, Jonty Leavitt and Gloria Montoya
3. Building and Grounds – David Lopez reporting
 - a. The committee needs to plan a work day to weed, service the air conditioners, etc. They would also like to complete the Rose Garden.
 - b. The committee still need to follow up on estimates for security systems.
4. Stewardship and Finance – John Van Dyke reporting
John reminded us that the Pentecost Offering will be taken on Pentecost Sunday, May 28.
5. Worship and Music
 - a. The services for Holy Week were wonderful. Because it was such a great service, it was felt that we should have had better attendance for the Good Friday Service. We really need to advertise this more.
 - b. Concern was raised that we need a longer ladder to be able to decorate the sanctuary. The ladders we have aren't practical for this.
By consensus, it was decided to purchase a longer ladder.
6. Nominating Committee
The committee will be working to find a nominee to fill the vacancy on the Board of Deacons.

7. Live Wire – Alicia Montoya reporting

- a. Alicia reported that George Huggins has been very helpful in working on the website. We now have a page called "In Remembrance." Also there are new pictures, Bible Study information, etc. She still needs committee information.
- b. The parking lot sign is being updated regularly. The Committee is looking into the cost of an electronic sign.
- c. The directory has gone to the printers and should be ready mid to late May.
- d. Susie Chang attended the Tech Training held by the Synod of the Southwest at Shepherd of the Valley PC. She learned a lot and encouraged us to become more tech-savvy and use Facebook, u-tube, etc. The training suggested that all pastors should have a smart phone.
- e. Rob would like to get a smart phone that could be for both church and personal use, so he doesn't have to carry 2 phones. He will look into doing this in a most cost effective way.
- f. The Young Adult gathering was very successful and everyone had a good time. They would like to continue meeting and are planning to meet again in May.

8. Christian Education – Susie Chang reporting

- a. There will be no Sunday School on May 13, 20, and 27 because the children will be participating in worship.
- b. The plans for the Talent Show/Silent Auction are all set. The food and Silent Auction will be in the Fellowship Hall and the Talent Show will be at MHNS so the stage can be used.
- c. VBS will be at Menaul School on June 11-17, 2012
- d. We need to get the names of graduates so they can be honored on May 13.

9. Hospitality – Martha Powers reporting

- a. Martha reported that her committee will be making plans to serve 2 meals at VBS and they will be helping with the food for the 4th of July service at Menaul School.
- b. Rob reported that he attended a meeting of the Presbyterian Men. They would like to keep the money that is raised on every Sunday that they host a meal that is scheduled by the Hospitality Committee.

Session VOTED to allow the Presbytery Men to hold a meal annually, to be scheduled by the Hospitality Committee, and that the funds raised be given to the Men's group for their use.

- c. Martha reported everything is set for preparing/serving food at Project Share in April.

OLD BUSINESS:

There is still concern about the visitor who comes and continues to take Bibles from the balcony. David volunteered to observe what he does and speak to him about this, if necessary.

NEW BUSINESS

Session VOTED to call a Congregation/Corporation meeting on May 6, 2012 for the purpose of voting on the recommended changes to the Bylaws, electing a Deacon, and hearing an update from the Building Renovations Committee.

There being no further business, session adjourned at 8:00 PM with prayer by Pastor Rob.

Respectfully submitted,


Dora Martinez, Clerk of Session

**MEETING OF THE CONGREGATION/CORPORATION
SECOND PRESBYTERIAN CHURCH
May 6, 2012**

The meeting of the Congregation/Corporation of Second Presbyterian Church, 812 Edith Blvd. NE, Albuquerque, NM, was held on Sunday, May 6, 2012. The meeting was opened with prayer by Pastor Rob Woodruff at 11:45 AM.

The Clerk declared a quorum was present.

The moderator noted that the purpose of this meeting is to:

1. hear the report of the Nominating Committee and to elect a Deacon,
2. vote on the proposed changes to Second Church Bylaws, and
3. hear a status report from the Building Renovations Committee

Nominations

John Van Dyke, on behalf of the Nominating Committee, placed the name Natalia Gurule into nomination for the vacancy in the Class of 2012.

There being no nominations from the floor, Natalia was elected by acclamation.

Bylaws

Pastor Rob noted that a draft of the Bylaws had been mailed to the whole congregation with the changes recommended by the Special Ops Committee.

After some discussion, the congregations VOTED to approve the Bylaws as amended. (See attached)

Building Renovations Committee

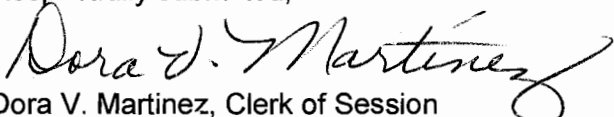
Abel McBride noted some of the work that has been completed: renovation of the Sanctuary with new carpet, new paint, refinishing of pews and new pew cushions; the re-surfacing of the outdoor walkways and steps, etc. He also noted that the new roof is being installed.

Abel also reported that to date we have spent about \$138,000, but have only received \$80,000 of the \$180,000 loan approved from PILP. It looks as if we might not need to ask for any more funds from PILP. We have received about \$80,000 that has been paid on the pledges. Abel reminded us that the pledges were for 3 years and that some members have been paying on theirs for 2 years and some have just recently begun to pay on theirs.

Pastor Rob thanked everyone for all they have done to make these renovations possible.

There being no further business, the meeting adjourned at 12:05 PM with prayer by the Rev. Jaime Quinones.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

ATTACHMENT

**BYLAWS OF
SECOND PRESBYTERIAN CHURCH
Albuquerque, New Mexico**

ARTICLE I – NAME

The name of the Congregation/Corporation shall be the Second Presbyterian Church of Albuquerque, New Mexico, a congregation of the Presbyterian Church (U.S.A.).

ARTICLE II – PURPOSE

This Congregation/Corporation is organized for the purpose of supporting worship of God, instruction in the Christian faith and service in the name and spirit of Jesus Christ.

ARTICLE III – AUTHORITY

This Congregation/Corporation is governed in all its parts by the Constitution of the Presbyterian Church (U.S.A.) and by the laws of the State of New Mexico for religious corporations.

ARTICLE IV – MEMBERSHIP

The members of the Congregation/Corporation of the Second Presbyterian Church of Albuquerque, New Mexico, shall be all its active church members as defined in the *Book of Order*. (G-1.0402)

ARTICLE V. – MEETINGS

The church program shall be the calendar year, extending from January 1 through December 31, of each year.

1. There shall be an Annual Meeting and a Stated Meeting of the Congregation/ Corporation each year . The Annual Meeting shall be held the first Sunday in February of each year for the purpose of presenting financial matters, hearing reports and transacting other business as deemed appropriate before such meeting. The Stated Meeting shall be held the second Sunday in November for the purpose of electing officers, reviewing the Pastor's call, and transacting other business as deemed appropriate before such meeting.
2. Special meetings of the Congregation/Corporation may be called by the Session or by the Presbytery. Such calls shall clearly state the purpose of such meetings. No other matter, save that specified in the call, shall be considered.
3. Public notice of the time, place and purpose of all meetings of the Congregation/ Corporation shall be publicly announced from the pulpit at least two successive Sundays preceding the meeting.

ARTIVLE VI – CONDUCT OF MEETINGS

1. All meetings of the congregation shall be opened and closed with prayer and shall be conducted in accordance with the most recent edition of Robert's Rules of Order, or a comparable parliamentary authority adopted by the congregation, except in those cases where this Constitution provides otherwise.
2. The pastor, by virtue of the office, is moderator of the session and shall preside without vote at meetings of the Congregation/ Corporation. In the following instances a minister of

Santa Fe Presbytery shall be invited by the Pastor or Session to preside at the meeting of the Congregation/ Corporation in accordance with the Presbytery:

- a) vacancy in the pulpit;
 - b) pastor is otherwise unable to be present; or
 - c) concurrence of the Session and pastor that the issue(s) to be discussed deem it necessary. (G-1.0504)
3. The Clerk of the Session shall be secretary of the meetings of the Congregation/ Corporation. (G-1.0505)
 4. All active members of Second Presbyterian Church of Albuquerque, New Mexico, shall be eligible to vote.
 5. Voting by proxy is not allowed.
 6. A quorum for meetings of the Congregation/Corporation shall consist of the moderator and 10% of the eligible voters. (G-1.0501)

ARTICLE VII – BOARDS OF THE CHURCH

1. The Session

The full programmatic and administrative responsibility of the church, both spiritual and corporate, shall be vested in the session. (G-3.0201)

- A. **Composition:** The session shall consist of twelve (12) Ruling Elders/Trustees elected, from among the active members of the congregation. They will be divided into three equal classes, one class which shall be elected at the Stated Meeting of the Congregation/ Corporation for a three year term. No Ruling Elder shall serve on the Session for more than two consecutive terms, totaling six years, and cannot be elected to a new term until one year shall have elapsed. (G-2.0404)
- B. **Duties of the Session:** The responsibilities of the session are those set forth in the Book of Order (G-3.0201) and as outlined in the Church's Operations Manual.
- C. A joint meeting of the Session and the Board of Deacons shall be held annually.

2. The Board of Deacons

- A. **Composition:** The Board of Deacons shall consist of nine (9) active Deacons and the Pastor, as advisory member. The Deacons will be elected, by the Congregation/ Corporation from among the active members of the congregation. They shall be divided into three equal classes, one class which shall be elected each year at the Stated Meeting of the Congregation/Corporation for a three year term. No Deacon shall serve for more than two consecutive terms, totaling six years after which they cannot be elected to a new term until one year shall have lapsed.
- B. **Duties of the Deacons:** The responsibilities of the Board of Deacons shall be those assigned to them by the Session and as outlined in the Church's Operations Manual.
- C. A joint meeting of the Board of Deacons and the Session shall be held annually.

ARTICLE VIII – COMMITTEES OF THE CONGREGATION

1. **Nominating Committee:** The Nominating Committee shall be elected by the Congregation/ Corporation at its Annual Meeting in January and will actively function throughout the program year.
 - A. **Composition:** The Nominating Committee shall consist of seven (7)

active members to be chosen as follows: Two members designated by the Session who are currently serving , one of whom shall be designated as Chairperson; and one designated by the Board of Deacons; and four members- at-large (not active elders or deacons) to be elected by the Congregation/Corporation at the annual meeting in January. Careful attention is to be given to fair representation to persons of all age groups, ethnicity and gender. The pastor is a member ex-officio without vote. The Session shall nominate the four members-at-large to be presented for election at the Annual Meeting of the Congregation/Corporation in January.

B. **Duties:** The specified duties of the Nominating Committee shall be those **outlined** in the **Church's** Operation Manual.

2. **Pastor Nominating Committee:** When the pulpit becomes vacant, the Session shall initiate the process for calling a (G-2.0802) which calls for the election of a Pastor Nominating Committee.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended subject to the Constitution of the Presbyterian Church (U.S.A.) and the laws of the State of New Mexico on religious corporations. Amendments may be voted on at the Annual Meeting or at a Special Meeting called for that purpose. The proposed amendments shall be distributed, in writing, to all eligible voters with the call for the meeting. A two-thirds (2/3) majority of eligible members present is needed to amend these bylaws.

September 2011

May 6, 2012

SECOND PRESBYTERIAN CHURCH SESSION MEETING MAY 22, 2012

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, May 22, 2012, in the Fellowship Hall of the church. After a potluck dinner, Alicia Montoya led devotions and opened with prayer at 5:55 PM. Moderator Rob called the meeting to order.

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

Members excused: David Lopez

Guests present: Anita Torres, Stephanie Hope, Abel McBride, David Buck, Bruce Cass, Chris Avila, and Rosie Avila.

The Clerk declared a quorum present.

The Agenda was approved by consensus, with some changes.

Session granted privilege of the floor to Anita Torres, Stephanie Hope, Abel McBride, David Buck, Bruce Cass, Chris Avila, and Rosie Avila.

ORDER OF THE DAY

1. Martineztown House of Neighborly Service: Anita Romero Torres, the new Executive Director of MHNS, updated the session on what is being planned for MHNS. She has begun to make contacts and begin putting programs in place. This summer MHNS will help tutor children at Longfellow Elementary School, which will be a summer school site; they will provide emergency food boxes, and will work to assist seniors in the community who might need minor repairs, yardwork, etc. in Martineztown. MHNS is also planning to hold a "kick-off" event sometime in late summer or early fall. Anita noted that in order to do all they want, they will need funds and they have begun to do some fundraising. They will also need to replace the MHNS sign that as be taken down. She also noted that they are planning on getting rid of the vans which they currently own.
2. Community Garden: Stephanie distributed a drawing of the proposed garden area showing the areas that will be used for planting vegetables, flower beds, vines nest to the fence, etc. She noted that they would like to begin planting flowers and native plants and to prepare some raised beds for planting vegetables. She also hopes to work with MHNS to get some volunteers from the area and make this a true community garden.
3. Security System
Bruce Cass, owner of Advance Security, had met with David Lopez and reviewed the current security system, learned what we would like to change/improve, and presented a bid to replace the current system for a cost of \$14,241.70. The monthly cost would then be \$30.00 a month. All this would give us to control of the system by internet and we would own all the equipment.

Session thanked Bruce for coming and told him we would take action on this later since we had other bids to consider.

4. Building Renovations Committee:
Abel McBride asked David Buck to talk about the installation of the new room. David explained that they had to remove 5 roofs from the sanctuary before they could install the new metal roof. He has been working with out insurance adjuster and feel that we may receive an additional \$10,000 from them. This would cover all but about \$8,500 for the gable that is being put on the flat part of the roof. He noted that all the roof should be completed in the next 2-3 weeks.

Abel noted that the new sanctuary doors will be installed this week.

We still have to decide what to do about the parking lots.

Abel wanted to send a letter reminding people to play their pledges. It was decided that this letter should come from the office and go to the whole congregation.

5. Request for Baptism
Rosie and Chris Avila requested that their son, Jude Christopher be baptized on June 10, 2012. Session VOTED to approve the baptism of Jude on Sunday, June 10, 2012, pending Pastor Rob meeting with them to discuss baptism.

Childs name: Jude Christopher Avila

Parents: Christopher Michael Avila and Rosalinda Jamie Avila

Child's birth date: December 27, 2011

Place of birth: Albuquerque, New Mexico

God parents: Jake & Sylvia Lewis

6. Report from the Deacons

- a. Sandra Duran thanked the Nominating Committee for finding Natalia Gurule who was recently elected deacon to fill the vacancy. They now have all 9 members on the Board of Deacons.
- b. Sandra reported she would like to have a Baby Shower for Karla and Rob Woodruff. She was going to do this in her home, but realized it would be best to invite the whole congregation. It will be held on Sunday, June 10 right after church and she will ask for help from the Hospitality Committee and possibly Presbyterian Women.
- c. The Deacons were asked to help schedule people to deliver the CD's of the worship services to shut-ins each week.

Anita Torres, Stephanie Hope, Abel McBride, David Buck, Bruce Cass, Chris and Rosie Avila, and Sandra Duran were excused for the rest of the meeting.

MINUTES

The minutes of the Session meeting of April 17, 2012 were approved some corrections.

The minutes of the Congregation/Corporation meeting of May 6, 2012 were approved as presented.

PASTOR'S REPORT

1. Communion report: On May 6, 2012, 154 people took communion.
2. Rob made the following visitations since our last meeting: Jaime Quinones, Mary Duran, Eddie Banks, Dorothy McConkey, Ambrosio Ortega, Nora Graeme, and Edna Fowler. He and Rev. Quinones administered communion to Marie & Bennie Vasquez on April. 17, 2012.
3. Rob officiated at the wedding of David Buck and Joanne Spafford on Saturday, April 21, 2012 at the Parque Central Hotel, Albuquerque, NM.
4. Rob reported that Arturo Madrid, author of In the Country of Empty Crosses, would like to hold a reading/book signing along with a reception and piano recital at our church on June 17 after church.

Session VOTED to approve holding this event at 12:00 PM on June 17, 2012.

5. Rob noted that there is still a need to find space for our youth. People still feel we really need this and at one time, we had talked about building a youth room in the Peace Garden area. Another option would be to purchase the house just north of the church. We need to look at all our options.
6. In July, we will be having a lot of activities in our church.
 - a. Those attending General Assembly (GAME) will be spending the night at our church on July 2 and the group from Pines Presbyterian Church will also be here during that week. The GA participants will need rides to the airport on the 3rd and because Pines PC will have 2 vans, they said they would take them all to the airport. We will need to schedule some work for the group from Pines PC to do while they are here.
 - b. A group from First Presbyterian Church, Austin, would like to spend the night at our church on July 21 and on July 27 as they come through to and from their mission trip.

Session VOTED to approve this request. If Bob Romero is unavailable to open/ close for them, Ruth Montoya or Dora Martinez agreed to help.

- c. A group from Genesis Presbyterian Church in Colorado will be working at Menaul School the week of July 8. They would like to help with worship while they are here. This was referred to the worship committee.
- d. Camino de Vida will have a group coming to work with them and they will need a place to shower. It was agreed they could use ours.
- 7. Rob purchased a Smartphone. Because he was able to add a line, with the old church cell phone number, to his personal plan, it will only cost us \$30.00 a month plus the cost of the phone. Rob noted that when he calls from this phone, it shows up as a Michigan number and was concerned that people might not pick up. It was decided he will announce this and let people know they can still contact him on the same number as before.
- 8. Rob noted that the New Presbytery Task Force has almost completed their work and he will soon be done with that responsibility.

PARISH ASSOCIATE REPORT

The Rev. Quinones officiated at the funeral of Maclovio Sanchez (non-member) who died on April 18, 2012.

CLERK OF SESSION REPORT

- 1. Dora distributed various pieces of correspondence for members to read.
- 2. We received a request and a form from the City of Albuquerque granting them permanent easement to build a bus shelter on our property at the corner of Lomas and Edith. We had already done this, but the city felt they needed a bit more space, so we were asked to grant this again.

Session VOTED to authorize Trancito Romero to sign this easement and have it notarized.

BOOKKEEPER'S REPORT

John distributed copies of the following reports:

April 2012 and YTD Spending vs. Budget

April 2012 Spending

Income, January 1 – April 30, 2012

January 1-April 30, 2012 activity for Non-budget accounts

Building Fund Running Status

COUNTING & RECORDING TREASURER'S REPORT

Dora presented the Income recap for April, 2012 and answered questions

COMMITTEE REPORTS

- 1. Live Wire Committee – Alicia Montoya reporting
 - a. George Huggins will set up the church Website and church Facebook for viewing during the fellowship hour on May 27.
 - b. Alicia asked that the white board be hung. She distributed dry erase markers and sharpies to each committee chair so that they can note their committee meetings on the white board.
 - c. The committee is still updating the church sign with upcoming events, such as dates of VBS and the joint worship service at Menaul School in July.

- d. The committee is planning to scan all the pictures on the History Wall in the fellowship hall and gather historical info and articles from Gil Solis and Carlos Candelaria.
- e. Alicia is typing up the mailing list and email address into Excel for easier access and dissemination.
- f. George Huggins is working on setting up a mailing list via the church website.
- g. Alicia has been using her I-pad to take pictures and videos every week and posting them on Facebook. Currently we have 17 followers.
- i. The CD's of the worship services are a success. Marie Kenny has been making the deliveries and there is currently a backlog getting them to people's homes. She has asked for help and the Deacons will be working with her on this project.
- j. The pictorial church directory has been distributed and the feedback has been overwhelmingly positive. However there is a glaring error in the omission of Karmen Van Dyke as the church's Director of Music on the staff page. There are also a few minor errors in names and addresses. Therefore, the committee recommends to session that we create an insert for all the directories with the corrections. The cost for this would be \$26.00 for the paper.

Session VOTED to approve that we print an insert with all the corrections and distribute it to everyone who has received a directory.

2. Mission - Bob Romero reporting

- a. The committee considered a request for a financial contribution to a member of Westminster Presbyterian Church, Mrs. Cipriana, who is a political immigrant from Mexico. The committee made a contribution last year and would like more information on her situation before committing to another contribution.
- b. The committee voted to give \$250.00 to Jensen Blankinship, a 'Young Adult Volunteer' from Covenant Presbyterian Church who is going to work in Guatemala. The committee also thought it would be good to have her give a Minute for Mission to tell about her trip. It was agreed to ask her to do this on June 10. We will inform the congregation on how they can contact her if they want to help or want more information.

3. Personnel - Beverly Chavez reporting

- a. Beverly reported that Rob had requested 4 weeks parental leave, June 25, 2012 through July 21, 2012. The committee recommends to session that this request be approved.

After some discussion, Session VOTED to approve this request and noted that Rob would preach on July 22.

- b. The personnel committee recommended that Rob be granted leave for continuing education on August 14-21, 2012 to attend a Pastor's Retreat and plan a preaching schedule into next year.

Session VOTED to grant this time for continuing education.

- c. Beverly noted that the committee will be working on the Personnel Policies and Procedures and on the staff reviews which will take place in August or September.

4. Membership and Evangelism - Alma McBride reporting

- a. Gloria Mirabal will continue to write bios for the newsletter on new members.
- b. Dorothy Romero will continue to work on the memorial plaque.
- c. A schedule is being proposed for the cleaning of the Cry Room

- d. It was noted that the "L" in the sign outside the sanctuary is broken and the committee was asked to see about getting it replaced.

5. Building and Grounds – Orlando Duran reporting

- a. Orlando noted that they had a good work day with a good turn out. The air conditioners are almost ready to be turned out. The rose garden is planted.
- b. Orlando expressed concern that he has noticed a lower attendance at worship on Sunday. He feels we need to follow-up on those who have not been attending. Others expressed the same concern and Rob asked if we thought this was really a trend or just some people mission.

Session VOTED to table this issue until next month when we can get more definite information about attendance.

6. Worship and Music – Ruth Montoya reporting

- a. Ruth reported that the choir will end it's regular music season on Pentecost, May 27. Karmen is working on scheduling musicians and music leadership for the summer.
- b. Those who will be attending the PW Churchwide Gathering and the youth participating in the GA Mission Experience will be commissioned on June 24.
- c. Plans are being made for a Youth Sunday and a Women's Sunday this summer.
- d. The joint worship service will be held at Menaul School on July 1.
- e. Ruth noted that hanging the butterflies for Easter was difficult because the ladder we have is not long enough to easily reach the hooks needed.

By consensus, it was decided to purchase a longer ladder.

7. Christian Education – Susie Chang reporting

- a. VBS Training will be held on June 3 at our church for teachers from First PC, La Mesa PC and Second PC. VBS will be held the week of June 11 at Menaul School.
- b. Rally Day, for fall Sunday School kick-off, will be on September 9, 2012. Third graders will receive their Bibles on this day.
- c. A children's Christmas Pageant is being planned for December 16, 2012.
- d. The Adult Sunday School class will not meet during the summer and will resume on September 9, 2012.
- e. The G.A.M.E. participants, 21 youth and 3 chaperones, will spend the night of July 2 at Second Church. Beverly Chavez has also agreed to spend the night as a 4th chaperone. It seems as if the committed \$1000.00 has been raised for this trip.
- f. The sponsors of the Youth Group are trying to come up with a meaningful mission project for our youth to aid members of the congregation. This would not be a fundraiser, but a giving experience for the kids.

8. Hospitality – Martha Powers reporting

- a. Martha reported that Second Church will be responsible for the meals on June 13 and 14 for VBS. We will serve Hot Dogs one day and Taquitos the other day.
- b. For the meal after the joint service on July 1, we will be responsible for preparing the beans and for transporting them to Menaul.

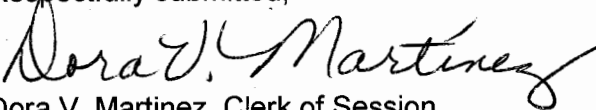
NEW BUSINESS

- 1. We need to ordain and install Natalia Gurule as a deacon. Session decided, by consensus, to do this on June 17, 2012 after she is trained by Pastor Rob and examined by the Session. A special session meeting was called for on June 17 at 9:30 for the purpose of examining Natalia.

2. MHNS will need to put up a sign letting folks know they are "back in business." It was decided that we ask for a drawing of the sign they want to put up before we approve it.
3. By consensus, it was decided to invite Anita Torres, Director of MHNS, to join session for dinner each month she is available, so we might get to know her better and to have her give updates whenever she feels the need to do so.

There being no further business, the meeting adjourned with prayer by Pastor Rob at 9:45 PM>

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SPECIAL CALLED SESSION MEETING
June 17, 2012**

The Session of Second Presbyterian Church met for a special called meeting on Sunday, June 17,, 2012, in the Fellowship Hall of the church. The meeting was opened with prayer by Pastor Rob at 9:35 AM.

Members present: Beverly Chavez, Dora Martinez, Alma McBride, Alicia Montoya, Ruth Montoya, Bob Romero, Iris Sandoval, John Van Dyke and Rob Woodruff, moderator.

The Clerk declared a quorum present.

Moderator Rob stated the purpose of the meeting was to examine and approve the ordination and installation of Natalia Gurule as a deacon.

Session granted privilege of the floor to Natalia Gurule.

Rob reported that he had met with Natalia to explain what it means to be a Deacon and what the responsibilities would be. Natalia told Rob that when the Nominating Committee called her, she said yes because she truly felt called and that it was a good time in her life so she could commit to the work wholeheartedly.

Time was taken to ask questions of Natalia, after which Session VOTED to cease the examination and to ordain and install Natalia as a deacon at today's worship service.

There being no further business, the meeting adjourned at 9:50 AM with prayer by Pastor Rob

Respectfully submitted,


Dora V. Martinez, Clerk of Session

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**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
JUNE 19, 2012**

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, June 19, 2012, in the Fellowship Hall of the church. After a potluck dinner, Dora Martinez led devotions and opened with prayer at 5:55 PM. Moderator Rob called the meeting to order.

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

Guest present: Nicole Maes

The Clerk declared a quorum present.

The Agenda was approved by consensus, with some changes.

Session granted privilege of the floor to Nicole Maes.

ORDER OF THE DAY

1. Pastor Rob reported that he and Alma McBride held a new member class which resulted in Nicole Maes coming to session this evening requesting to become a member. Members of session introduced themselves to Nicole. Opportunity was given to ask questions of Nicole. Nicole shared why she wanted to join the church.

Session VOTED to cease the examination and to publically receive Nicole as a member at the worship service on June 24, 2012.

Nicole was excused from the meeting.

2. Report from the Deacons

Rob reported that Jamie Martinez has begun working with the deacons and will be using the book, Communion to the Farthest Pew, to help the deacons as they take communion to our shut-in members.

MINUTES

The minutes of the Session meeting of May 22, 2012 were approved with minor corrections.

The minutes of Special Called Session meeting of June 17, 2012 were approved as presented.

PASTOR'S REPORT

1. Communion report: on June 3, 2012, 152 people took communion.
2. Rob made the following visitations since our last meeting: Esther Bernard and Silas Ruybalid (2x), Dorothy McConkey, Isabel Martinez, Mildred Gallegos, Joe & Priscilla Candelaria, and Edna Fowler.
3. Rob noted we will have several work groups coming through in the next few weeks. An ad hoc committee has been formed to coordinate the work and contact persons have been assigned. The group from Pines PC in Houston will be working with Stephanie Hope to prepare the community garden and with Anita Torres in the Martineztown neighborhood.
4. Rob noted that there have been some glaring typos in the recent newsletters and asked session for their input on how to deal with this situation. Concern was also expressed that it was difficult to get an electronic copy for the web page.

After discussion, Session VOTED to ask the Live Wire Committee to begin formulating a plan to move to an electronic newsletter, in addition to the printed version, and to work with Joe and Priscilla Candelaria to put the plan in place, hopefully this fall.

5. Rob will be on paternity leave for the next regularly scheduled session meeting. It was decided to hold a short meeting at 6:00 PM on Tuesday, July 24 at the home of Martha Powers. We will have a potluck meal, short meeting, and time for fellowship.
6. Rob noted that our concern about low attendance at worship is unnecessary since attendance has been much better recently.
7. Rob reported that in response to the recent fires in New Mexico, Sally Watson, Regional Presbyter, as asked that people give \$25.00 WalMart gift cards if they want to help.

Session VOTED to designate \$100.00 from the Winds of Change fund for WalMart cards.

8. On June 21 Rob officiated, along with the Rev. Jaime Quinones, at the funeral of Josephine Adeline Lopez Lucero who died on June 15, 2012.

He and Rev. Quinones officiated at the funeral of Silas Ruybalid (non-member) on June 13, 2012, who died on June 9, 2012.

Rob & Jaime also did a graveside service for Enoch Martinez who died on May 13, 2012.

PARISH ASSOCIATE REPORT

Rev. Quinones made the following visits in May: Zulema Acquisto (2x), Pas Vigli (2x), Salome George (2x), Josephine Lucero (2x), Silas Ruybalid (3x) Jean & Harry Hogan, Elsie and Raymond Chavez.

CLERK OF SESSION REPORT

1. Dora distributed various pieces of correspondence for members to read.
2. Gloria Mirabal has written a grant proposal to the Presbyterian Hunger Program asking for \$1,500 to cover the expenses for our participation in Project Share. This would free up money in our budget that would be used to prepare food for our shut-in members.
Session VOTED to approve this grant proposal and to send it to Presbytery for their approval.
3. Dora reported that she found out that Gil Solis is still listed as a person to contact with the Security company. We need to remove his name from the list since he is no longer on session. David Lopez volunteered to have his name added.

BOOKKEEPER'S REPORT

John distributed copies of the following reports:

May 2012 and YTD Spending vs. Budget

May, 2012 Spending

Building Fund Running Status

The Income for January 1 - May 31, 2012 was not yet complete and John will distribute it to session when it is complete.

COUNTING & RECORDING TREASURER'S REPORT

Dora presented the Income recap for May, 2012 and answered questions

COMMITTEE REPORTS1. Mission - Bob Romero reporting

Bob reported that he received a letter requesting a scholarship for next year from the Martin Luther King Jr. Multicultural Council.

Session VOTED to approve granting a \$1,000 scholarship again next year.

2. Personnel - Beverly Chavez reporting

Beverly noted that the committee is working on updating job descriptions of employees for the upcoming staff reviews. They are also reviewing and working on the personnel policy.

3. Building and Grounds - David Lopez and Orlando Duran reporting

a. The air conditioners have been serviced and are now working

c. Security System: We found out that our current contract automatically renewed on June 6 so we need to find a way of being released from the new contract, hopefully without paying for another year. We also found out that we do not own the equipment.

Session VOTED to have Rob write a letter to ICSS asking to be released from the contract before we look at other options.

d. It was noted that the current swamp coolers are very rusty and will need to be replaced next year. The committee was asked to analyze what the cost of swamp coolers vs. refrigerated air would be before making a decision to replace them.

4. Worship and Music - Ruth Montoya reporting

a. Ruth noted the preaching schedule through July as follows:

June 24 - Pastor Rob will preach and commission the youth participants in the General Assembly Mission Experience.

July 1 - Joint worship at Menaul School; First PC will be in charge

July 8 - Rev. Quinones will preach at the communion service; Rev. Schrum and the youth from his church, Genesis PC, will participate in the service.

July 15 - Rev. Huggins will preach and she will commission the women who will be attending the Churchwide Gathering of Presbyterian Women.

July 22 and July 29 - Rob will be back and will preach these Sundays.

b. Ruth noted that she will provide music leadership in July; Las Alabadoras will provide music leadership in August.

c. The committee has designated August 5 as Women's Sunday and we will hear from the women who attended the Churchwide Gathering of PW. August 19 will be Youth Sunday.

d. Ruth reported that we still need volunteers to deliver the recordings of the worship services. She also noted that, because these recordings can be an hour and a half long, the recordings will now begin with the reading of the Scripture and end with the Benediction.

e. The committee is trying to decide whether to dry clean the flags or purchase new ones. They decided to contact the Men's Group about purchasing new flags for the church.

4. Live Wire Committee - Alicia Montoya reporting

a. On May 27, the committee set up a demonstration of the church's website and our Facebook page. It was very well received by the congregation.

b. Our Facebook page is being updated every week with pictures of the worship services and other church activities.

- c. Mary Montoya said it was okay to get rid of the large wooden table she donated. By consensus, it was decided to let Bob sell the table.
 - d. Alicia noted the following young adult events:
 - June 23 – Project Share at 5:00 PM, followed by Project Pizza at 6:00 PM in the Fellowship Hall.
 - July 5 – Summer Nights Bio Park Concert of Wagogo at 6:00 PM. Bring a picnic
 - July 21 – Isotopes Baseball – Dukes Retro Night & Fireworks at 7:05 PM
 - August 4 – Picnic at Sandia Mountains, 10:00 AM to 2:00 PM
 - e. The Committee is writing some procedures on how to produce a church pictorial directory.
5. Christian Education – Susie Chang reporting
- a. VBS was held the week of June 11-15 on the grounds of Menaul School and was a big success. Working with First and La Mesa Presbyterian Churches, we taught the story of Daniel and his adventures in Babylon. Seventeen children and 36 adults from Second Church participated.
 - b. The Committee would like to focus, next year on children.

Session VOTED to approve the “Year of the Child” be September 1, 2012 through August 31, 2013.

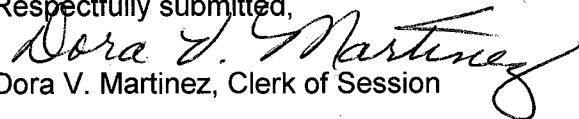
6. Hospitality – Martha Powers reporting
- Martha noted we will help with the meal after the joint service at Menaul School on July 1. We need to provide 12 dozen cookies and Susie said she would provide them. Martha noted that help is needed to set up chairs, etc, and clean-up after the service.

NEW BUSINESS

Rob reported that the BRC is working on a report of where we stand. Dora is also working on providing everyone with statements showing where they are on their pledge.

There being no further business, the meeting adjourned with prayer by Pastor Rob at 7:55 PM.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

SECOND PRESBYTERIAN CHURCH SESSION MEETING JULY 24, 2012

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, July 24, 2012, in the home of Martha Powers. After a time of fellowship, Moderator Rob called the meeting to order and opened with prayer at 6:40 PM.

Members present: Susie Chang, Beverly Chavez, Dora Martinez, Alma McBride, Alicia Montoya, Ruth Montoya, Martha Powers, Bob Romero, Iris Sandoval, John Van Dyke and Rob Woodruff, moderator.

Members absent: Orlando Duran and David Lopez,

Also present: Abel McBride, Chair of the Building Renovations Committee and Deacon Mario Romero

The Clerk declared a quorum present.

The Agenda was approved by consensus.

MINUTES

The minutes of the June 19, 2012 meeting were approved, by consensus, as presented.

PASTOR'S REPORT

1. Communion report: On July 8, 2012, 156 people took communion.
2. Rob reported that he heard that all went well while he was on Paternity Leave. The work group from Houston worked on the community garden, as well as at Menaul School. They loved Stephanie and asked that she be given an honorarium from the money they had given to us for the work project. We had a check for \$350 sent to Stephanie. We had a group from Austin First PC stay overnight on their way to Fort Defiance in Arizona. Rob thanked all those who helped with the hosting of these groups.
3. Rob heard that all went well with the group from Genesis Presbyterian Church in Colorado who participated in worship.
4. Rob received an email from a group from Vanderbilt University who would like to stay in our church during their spring break, March 2-9, 2013.

Session VOTED to approve this request.

5. Rob reported that he received a letter from Mark Day from Industrial and Commercial Security Systems (ICSS) in response to our cancellation letter. They said we violated our contract by canceling after the automatic renewal and had to pay them about \$2,000. Do we want to pay this or do we want to fight it by having an attorney write a letter on our behalf?

Session VOTED to go ahead and pay off the alarm company and proceed with installing a new security system.

ATEC is the company we will probably use, but we need a firm quote from them that would not include any of the equipment from ICSS.

6. Rob reported that Kay and George Huggins will be moving to the east coast later this year since George got a new job there. Concern was raised about who would teach the Wednesday night Bible Study. Rob said he asked Paul Debenport to become a Parish Associate and if he decides in the affirmative, he might be willing to help in this area. It was also suggested that maybe Jamie Martinez could teach the class.

Session VOTED, by consensus, to ask Jaime Martinez if she would be willing to lead the class.

7. Rob asked session where they would like to meet for the retreat scheduled for August 10-11. Jemez Springs where we could use the Jemez church and stay in B & B's or go to Ghost Ranch and stay at Casa del Sol. Also do we want to invite the Deacons to the retreat?

Session VOTED to go to Jemez Springs and to invite the Deacons to join our retreat.

TEACHING ELDER IN RESIDENCE REPORT

The Rev. Kay Huggins reported that she officiated at the following weddings in May:

1. Jeremy Dale Vaughn and Erin Ivey Husher, on May 13, 2012, 5:30 PM, at the Hotel Parz, Albuquerque, NM. Witness: Joshua J. Vaughan and Brianne Reynolds. Bernalillo Co. # 277319.
2. Max T. Sanchez and Edith Walkins on May 26, 2012, 5:00 PM at the UNM Alumni Chapel, Albuquerque, NM. Witnesses: Jason Sanchez and Carolyn Lauer. Bernalillo Co. # 277363.

CLERK OF SESSION REPORT

Dora distributed various pieces of correspondence for members to read.

BOOKKEEPER'S REPORT

John had previously distributed copies of the following reports:

- June 2012 and YTD Spending vs. Budget
- June, 2012 Spending
- Non-budget Activity, January – June, 2012
- Building Fund Running Status
- Income, January 1-June 30, 2013
- Income for Non-budge items.

COUNTING & RECORDING TREASURER'S REPORT

Dora presented the Income recap for June, 2012 and answered questions

COMMITTEE REPORTS

1. Building and Grounds

During a rainstorm last week, we had water seep under the wall that is between the doors in the fellowship hall. There is a gutter spout above this wall and it was felt that this was caused because the water came very fast and the gutter might have been clogged. The committee will investigate and make any needed repairs.

5. Worship

- a. Ruth noted that the committee change the Youth Sunday to August 5 and the Women's Sunday to August 19 so the youth, who are so excited about their GAME trip could report.
- b. Ruth reported that they had prepared sack lunches for the Genesis Presbyterian Church mission group who participated in our worship service on July 8 and wanted to know how to get reimbursed for the food.

Session VOTED to use money from the money the Pines PC gave for mission work.

3. Life Wire

- a. Alicia noted that the correction page for the Church Pictorial Directory was ready for members to pick up.
- b. Alicia suggested putting a humor page on our Website. Session thought it was a good idea.

6. Mission

Jensen Blankenship, who spoke to the church about her upcoming trip to Guatemala as a VIM will have a blog if anyone is interested in following her work.

BUILDING RENOVATIONS – Abel McBride

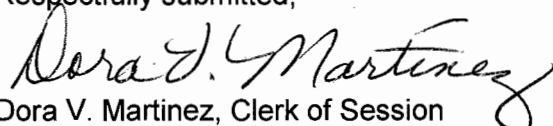
1. The front doors are complete and have been hung. They are working on completing the finishing work that needs to be done. Concern was expressed that the lip under the door might be a bit high because some folks have complained about tripping on it.
2. The roof is being worked on and looking good.
3. Abel is working on a letter that will be sent to the congregation giving an update on the work being done, as well as an update on pledges.

NEW BUSINESS

Susie Chang asked for someone to open and close the church for her in August. Ruth volunteered to open and Beverly volunteered to close.

There being no further business, the meeting adjourned with prayer by John Van Dyke at 7:40 PM.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
AUGUST 21, 2012**

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, August 21, 2012, in the Fellowship Hall. After a dinner, Susie Chang 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, Martha Powers, Bob Romero, Iris Sandoval, John Van Dyke and Rob Woodruff, moderator

Members absent: Alicia Montoya

Also present: Abel McBride, Chair of the Building Renovations Committee, Sandra Duran, chair of the Deacons, Nicole Maez, and Bill Butler.

The Clerk declared a quorum present.

The Agenda was approved as presented by consensus.

Session VOTED to grant privilege of the floor to Abel McBride, Sandra Duran, Nicole Maes and Bill Butler.

ORDER OF THE DAY

1. Request for Baptism: Nicole Maez requested permission to have her daughter baptized. Rob reported he has met with her to discuss the meaning of baptism.

Session VOTED to approve the baptism of Olivia on Sunday, September 23, 2012

Childs name: Olivia Rae Krieg

Parents: Kristopher Krieg and Nicole Maez

Child's birth date: March 2, 2012

Place of birth: Albuquerque, New Mexico

God parents: Randy Bigbie and Stephanie Melton

Session also VOTED to approve the use of the Fellowship Hall for a Baptism Celebration after church on Sept. 23. Beverly Chavez will make sure the facilities are locked after the festivities.

2. Security System: Rob reported that after we cancelled our contract with Industrial and Commercial Security System (ICSS) they showed up one day and removed all the equipment, including the fire alarm system. We've since learned that it was illegal for them to remove the fire alarm system without notifying the Fire Marshall's office. Rob has contacted an attorney on behalf of the session to write a letter to ICSS saying we should not have to pay the \$2,000 for early cancellation because of the poor service we had received and because they took out all the equipment, including the fire alarm system.

Rob introduced Bill Butler, a representative from A-Tech Security who presented a quote totaling \$ 6,545.38 to install a Security System that would include a video system and an access control system. He also said that he had been in contact with Lobo Fire Protection and they would install the Fire Alarm System for about \$7,600. Total cost for everything would be \$14,200. Bill also noted that the cost of monitoring the system would be \$25.00 per month and a maintenance contract would cost \$25.00 per month. This quote is so reasonable because A-Tech feels it is their mission to help churches, thus it provides discounted service.

Bill was excused for the rest of the meeting

2. Building Renovations Committee – Abel McBride reporting
 - a. Abel said he spoke with David Buck about portion of the roof over MHNS that was not included in the original plans for re-roofing. He explained that the reason it was left off was because they had only concentrated on the portions of the roof that were being covered by insurance. However, he said he could re-roof that portion of the roof for \$1900.
Session VOTED to approve \$1900 to have that portion of the roof replaced.
 - b. Abel also noted that the work on the belfry has to be competed and to do that the workers will need a man-lift. This would cost about \$500.
Session VOTED to approve up to \$500 for a man-lift to complete this work..
 - c. Abel also reported that he has been working with Jesus who made the front doors to the sanctuary to finish the work around the doors and to complete the work on the threshold.
3. Deacons report
 - a. Sandra thanked the session for including the Deacons in the Session Retreat at Jemez Springs. They all enjoyed the retreat and learned a lot.
 - b. Sandra reported that the date for the Baby Shower for Alicia and Steve Montoya is Saturday, September 22 at 2:00 PM.

- c. Sandra noted that the Deacons will begin implementing a new program called, "Communion to the Farthest Pew." This program will take communion to members of our congregation who are unable to attend church. The deacons are also planning on purchasing two more communion kits to help with this program.

MINUTES

The minutes of the July 24, 2012 meeting were approved, by consensus, as presented.

PASTOR'S REPORT

1. Communion report: On August 5, 2012, 105 people took communion.
2. Rob thanked everyone for participating in the Session Retreat. He felt it all went well and that the facilities were good. When he told David Whiteley about this, David thought he might promote using Jemez Church and the area guests houses for other retreats. During his Study Leave, Rob was able to plan his sermons through March and also attended a pastor's retreat.
3. Rob noted that Frank Cavalier, our custodian, is willing to spend extra time to clean up/pull weeds around the church.

Session VOTED to approve this and to have him submit his hours for payment.

4. Rob reported that he had asked for estimates from 2 other security/alarm companies for our consideration.
5. Rob reported that Kay and George Huggins' last Sunday will be October 7, World Communion Sunday.

Session VOTED, by consensus, to have a potluck meal for them after church that day.

6. Paul Debenport has decided to not become a parish associate at this time. However, the CE Committee has been talking with David Martinez about helping, part-time, as a youth worker. He is ready to be ordained as a hospice chaplain for Amber Care in Santa Fe. Once he's ordained he could become a Parish Associate with emphasis on youth.

By consensus, session asked for CE to develop a plan, along with the Personnel Committee, for David. Once this work is one, we can call a special meeting to approve the plan.

7. Rob reported that he had been invited to meet with the GA Moderator at the home of Sallie Watson. Rob was able to share the impressions of our youth who attended GA.

PARISH ASSOCIATE REPORT – Jaime officiated at a funeral for Alfonso A. Ruybalid, non-member, on August 8, 2012. He died on July 28, 2012.

CLERK'S REPORT – Dora Martinez

1. Dora presented a proposal from Qwest Dex that would continue our ad in the yellow pages, with added color to make it stand out, and add a listing of our church to their online Dex for a cost of \$90.10 per month (we currently pay \$73.00 for the yellow page ad only).

After discussion, Session VOTED to proceed with the new proposal at \$90.10 per month.

2. The following people agreed to open/close the church and lead devotions at the session meeting for the months noted:

October	Iris Sandoval
November	Dora Martinez
December	Ruth Montoya

3. Dora expressed concern that the stained glass windows are still uncovered. She felt we should protect them from vandalism with Plexiglas. Several other session members felt we should leave them uncovered because they look so nice and let in a lot of light. After much discussion, it was decided that Abel McBride would find out how much it would cost to have them covered with tempered glass and bring us an estimate for consideration.

BOOKKEEPER'S REPORT – John Van Dyke

1. John presented the following reports:
 - July 2012 and YTD Spending vs. Budget
 - July, 2012 Spending
 - Non-budget spending for July and YTD
 - Non-budget Activity through July, 2012
 - Income, January 1-July 31, 2012
 - Building Fund Running Status
2. John noted that the fund used for GA Mission Experience was overspent by \$ 319.84. Session VOTED to take the difference from our share of the Pentecost Offering account, 209820.

COUNTING & RECORDING TREASURER'S REPORT – Dora Martinez

1. Dora distributed the income report for July and answered questions.
2. Dora expressed concern that we are spending some of the money pledged and donated to pay for the GA loan. So far we've received \$73,341.44 of the approved \$180,000. It looks as if we might not have to draw any more money from the GA line of credit because people are doing so well with paying on their pledges. However, Dora wants us all to keep in mind that we need have enough money on hand to pay what we owe.

COMMITTEE REPORTS

1. Evangelism /Membership – Alma McBride
A few people have shown interest in joining the church. A new member class will probably be scheduled for October. Alma will contact Anita Abeyta, Ron Romero and others to see if they are interested in joining the church.
2. Building and Grounds – Orlando Duran
 - c. The committee had a meeting and mostly discussed the security/fire system. Nothing has been done to the garden area since the work group was here.
 - d. Orlando asked session to let him know if they see any general maintenance that needs to be done. The committee did work on lights that needed repair.
3. Worship – Ruth Montoya
Ruth noted that the summer worship all went well and noted that attendance has been good. The committee will meet next week to begin plans for the fall.
4. Christian Education – Susie Chang
Susie noted they had a good meeting with David Martinez. She also reminded session that Rally Day will be on September 9.
5. Hospitality – Martha Powers
 - a. The Mission Committee and the Deacons will be in charge of the meal after church on September 9 and plans need to be made.

- b. Martha noted she will be going off session at the end of the year and someone else will have to open/close for Wings. She also suggested that we consider charging them for the use of the facility next year – maybe \$25.00 per month.
5. Mission – Bob Romero
Bob noted it was time to begin planning for the next Guatemala trip.

NEW BUSINESS

1. Rob reported that he has been asked by Jewel Hall to help plan a Vigil for families of those who have had members killed by the police. Jewel's son was shot 14 times by the police in Michigan. Rob is concerned about getting too involved in this because he doesn't want to look like he doesn't respect and appreciate what the police do for us. He decided to attend the planning meeting to see what would be involved and then make his decision.

2. Fire/Alarm System

We all heard the presentation from A-Tech and Dora reported on the 2 other estimates we received from Western States Fire Protection and Micro-Tek.

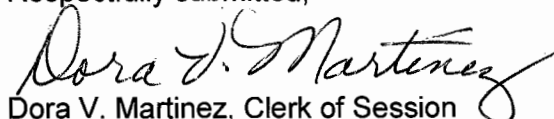
After discussion, Session VOTED to go with A-Tech and Lobo Fire Protection to install and service our system.

Session VOTED to pay for the system from the Capital Reserve Fund.

Some members of session felt that we should not let ICSS get away with removing our fire system and leaving the church unprotected. Abel McBride will research what our options might be. He will check with the State Regulation Commission because he felt we might be able to get ICSS to pay for our new system because of the way they acted in removing our system.

There being no further business, the meeting adjourned with prayer by Pastor Rob at 9:05 PM.

Respectfully submitted,



Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SPECIAL CALLED SESSION MEETING
September 9, 2012**

The Session of Second Presbyterian Church met for a special called meeting on Sunday, September 9, 2012, in the Choir Room of the Church. The meeting was opened with prayer by Pastor Rob at 9:35 AM.

Members present: Susie Chang, Beverly Chavez, Dora Martinez, Alma McBride, Ruth Montoya, Martha Powers, Bob Romero, Iris Sandoval, and Rob Woodruff, moderator.

The Clerk declared a quorum present.

Moderator Rob stated the purpose of the meeting was to approve a contract for David Martinez to be the Youth Coordinator for Second Church.

Rob presented a draft of a contract between David Martinez, the Session and the Rev. Woodruff, which the Personnel Committee and the Christian Education Committee had put together. The contract stated that David would automatically become a Parish Associate when he is ordained, but session felt this action should be taken separately after David is ordained. There were a few other recommended changes and Beverly Chavez was asked to revise the contract.

After discussion, Session VOTED to hire David Martinez as the Youth Coordinator for one year with the terms stated in the contract. There being no further business, the meeting adjourned at 9:55 AM with prayer by Beverly Chavez.

Respectfully submitted,



Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
September 18, 2012**

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, September 18, 2012 in the Fellowship Hall of the church. After a potluck dinner, Beverly Chavez opened the meeting with devotions and prayer at 6:00 PM. Moderator Rob Woodruff called the meeting to order at 6:10 PM

Members present: Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Alma McBride, Bob Romero, Alicia Williams, John Van Dyke and Rob Woodruff, moderator.

Members excused: Susie Chang, Ruth Montoya, Martha Powers, and Iris Sandoval

Also present: Sandra Duran, Abel McBride, and Susan Smith.

The Clerk declared a quorum present.

The Agenda was approved with some additions.

MINUTES

The minutes of the regular Session meeting of August 21, 2012 and the Special Called Meeting Minutes of September 9, 2012 were approved by consensus.

PRIVILEGE OF THE FLOOR

Session granted privilege of the floor, by consensus to Sandra Duran, Abel McBride, and Susan Smith.

ORDER OF THE DAY**1. Building Renovations Committee Update**

Abel McBride reported that the roof is almost completed. They still need to complete the belfry and do finishing touches on the Christian Education building. David will do an assessment on the work done on the roof.

He noted that he has been having problems finding the correct size of a hard wood to finish the front entrance.

Abel is getting estimates for the paving of the parking lot.

Abel reported that he has contacted OSHA to ask if we had some recourse with ICSS Security about their removing our fire alarm system. They still have not gotten back to him.

The estimate to cover the stained glass windows with tempered glass will be coming.

Abel noted that some people are concerned about the report they received on their pledge for the building renovations. Dora explained what happened with the print out and suggested he tell folks to check with her about their concerns.

2. Report on Martineztown House of Neighborly Service –Susan Smith

Susan reported that the MHNS Board has been talking about whether or not they continue to provide program. Their most recent challenge came upon the resignation of Anita as director. She said we, as a session should begin to think about what we would do with the building should they close the House.

3. Deacons Report – Sandra Duran

Sandra reported that the Deacons served "communion to the furthest pew" for the first time and everything went very well. They got good feedback from members. The Deacons will do this every communion Sunday. She said that those with special needs will be served by the ministers of the church; she also noted that Elders may also be asked to help in the future.

John Van Dyke told Sandra that the Stewardship Committee would like one Deacon and one elder to attend one of the home meetings the committee has planned and each giving a short testimonial.

PASTOR'S REPORT

1. Communion was taken by 91 people on September 2, 2012; and 125 people took communion on September 9, 2012..
2. Rob reported he made the following visitations since June 19, 2012: Dorothy McConkey (2x), Gil Miranda, Sarah Keegan & family, Phil & Joan Taylor, Max & Peggy Esquibel, Arturo Lucero, Juanita Valdez, Dorothy & Trancito Romero, Andrea Olguin, Anita & Ruben Chavez, Bennie & Marie Vasquez, Victor Suazo, Serena Griego, Barbara Trujillo, Ray & Elsie Chavez, Fred & Mabel Reincke, Joe & Priscilla Candelaria, and Frank Salazar.

He served communion on September 2 with Nancy Montoya to: Nora Graeme, Zulema Aquisto; and with Dolores Romero and Nancy Montoya to Dorothy McConkey.

3. Rob officiated at the wedding of Jeffrey Lin and Marisol Newton on July 14, 2012.
4. Rob noted that there are some Albuquerque High students willing to do volunteer work. Do we want any? Session decided we don't need any student volunteers.
5. Rob reported he has been serving on a planning committee for a city-wide memorial service for 17 people who have been killed by the police. Karmen will also be participating by providing music. She would like to include a harpist that played for a memorial service at First Presbyterian church which will cost \$ 250.00.

Session VOTED to grant the \$250 from the reserve account.

6. Rob has a friend from seminary who, via a GA Committee, is doing a 6-year study on Peacemaking. He would like us to participate in this study. He would provide all the resources.

Session decided to ask to see the information before making a decision on participation.

PRESBYTERY REPORT

Commissioners were reminded of the upcoming meeting of Presbytery will be at Ghost Ranch on October 13-14, 2012.

CLERK'S REPORT

1. Dora distributed several pieces of correspondence for members to read.
2. Dora reported we had received a request to use the sanctuary for a wedding on September 29, 2012. The couple is from Shepherd of the Valley PC, but there is something going on at the church that evening. Tom Hart, pastor of Shepherd of the Valley PC, will officiate.

Session VOTED to approve the use of the sanctuary.

3. Dora asked if anyone would like to order the Mission Yearbook for Prayer and Study for 2013.
4. Dora reported that Albuquerque Interfaith would like to meet in our Fellowship Hall on Thursday, September 27 from 5:30 -8:00 PM.

Session VOTED to approve the request.

BOOKKEEPER'S REPORT:

We received reports on the August, 2012 Spending, Income for January 1 – August 31, 2012, August, 2012 Spending vs. Budget. All looks good.

COUNTING AND RECORDING TREASURER'S REPORT

Dora presented a report on the income for August, 2012, and answered questions.

COMMITTEE REPORTS

1. Building and Grounds – David Lopez reporting
 - a. David reported that a group of people met to clean up the yard.
 - b. David noted that the security & fire alarm system should be installed soon.
 - c. MHNS needs to have an exterminator spray the facility. It was decided that we would pay for this from the Building and Grounds budget.
2. Stewardship – John Van Dyke reporting
 - a. Dedication Sunday will be on November 18, 2012. There will be brief testimonials on each of the 4 preceding Sundays by Rob & Karla Woodruff; Mary Montoya, the Youth of the church, and Anita Chavez.
 - b. We will have "stewardship sermons" focusing as noted:

October 28 – focus on the Past of our church

November 4 – focus on the Present of our church

November 11 – focus on the Future of our church

We will be asking for members to bring things from their past – pictures, Bibles, etc, from the past for October 28.

- c. The committee is planning on holding small home meetings to bring people together to talk about the church. A letter will go out soon asking for an RSVP to one of the 8 meetings that will be held between October 15 through October 22, at 6:30 PM.
- d. John asked committees to submit their 'dream budget' to him by the next session meeting.

3. Live Wire – Alicia Montoya reporting

- a. The committee updated their job descriptions. A Website manager position was created. E-Communications now fall under the duties of the chair. Calendar coordinator position was discontinued and the duties disseminated. Susie will maintain the bulletin boards and the white dry erase board monthly. Church Directory duties created for the entire committee. Discontinued the E-Historian position as Gil Solis is the official Church Historian. Jerry Martinez will be asked to update the sign in the parking lot.
- b. Alicia asked for 'maternity leave' from session and the Live Wire Committee until January, 2013. She has also stepped down as co-chair of CE. She will continue to post on Facebook, write articles for the newsletter through November to recruit members and publicize upcoming events. She will also post a sign-up sheet to determine interest in a bi-weekly electronic newsletter.
- c. Even though George Huggins will be moving, he will continue to maintain the website.
- d. Alicia noted that Marty Martinez will take the large wooden table so the committee can utilize the wall space behind it.

4. Christian Education

We had a request from Sandra & Orlando Duran to baptize their granddaughters, since they are the ones who bring them to church, and not their parents.

Child's name: Leyla Levinia Cocio

Parents: Lucinda Duran and Christian Cocio

Child's birthdate: July 14, 2002

Place of birth: Albuquerque, NM

Godparents: Sandra and Orlando Duran

Child's name: Desaray Elizabeth Cocio

Parents: Lucinda Duran and Christian Cocio

Child's birthdate: October 27, 2004

Place of birth: Albuquerque, NM

Godparents: Sandra and Orlando Duran

Session VOTED to approve these baptisms and baptize them on Sunday, October 21, 2012.

5. Mission – Bob Romero reporting

- a. The committee purchased a table at the San Ignacio Catholic Parish fundraiser.
- b. The committee received a thank you note for the MLK Scholarship.
- c. Concern was raised about who would be in charge of Project Share when Martha leaves the session next year.

6. Personnel – Beverly Chavez reporting
 - a. Beverly revised the Youth Coordinator contract between David Martinez, the Session and Rev. Woodruff.
 - b. The committee will continue to work on staff job descriptions and will hold staff evaluations.
 - c. Beverly reported that Rob has requested Study Leave to attend a Pastor's Conference in Puerto Rico on November 12-17, 2012.
Session VOTED to grant this leave.
7. Evangelism and Membership: Alma McBride reporting
A new member class is being planned. Ron Romero and Anita Abeyta have shown interest in becoming members.

There being no further business, the meeting adjourned with prayer by Pastor Rob at 8:10 PM.

Respectfully submitted,


Dora V. Martinez, Clerk

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
October 23, 2012**

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, October 23, 2012 in the Fellowship Hall of the church. After a potluck dinner, Iris Sandoval 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, Ruth Montoya, Martha Powers, Bob Romero, Iris Sandoval, John Van Dyke and Rob Woodruff, moderator.

Members excused: Alicia Williams

Also present: Sandra Duran and Abel McBride

The Clerk declared a quorum present.

The Agenda was approved with some additions.

PRIVILEGE OF THE FLOOR

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

ORDER OF THE DAY

1. Abel McBride had a question about having his great granddaughter baptized at our church. His grandson was baptized in the Presbyterian Church but is not a church member. Rob encouraged Abel to have his grandson and his family attend church for a while and become a part of our community. Once he gets to know the church, he can become a member.
2. Abel brought a sample of a cross with a fish on it which he can have made to be given to our members in honor of having been members a Presbyterian Church for 50 years or more.

Concern was expressed that if we honor people who have been members of any Presbyterian, not just members of Second PC, can we verify this?

Session VOTED to collect names of people who have been members of a Presbyterian church for 50 years or more and to let the membership committee decide how to deal with it.

3. Building Renovations Committee Update

- a. Abel McBride reported that some people are still concerned about receiving an incorrect statement of giving to the Building Renovations Project. Abel was asked to get their names and what they have given to Dora to research.
- b. The roofing folks are just finishing touches on the roof to complete their job.
- c. Abel reported that there is quite a difference in the price for having the parking lot resurfaced depending on whether we want it patched or completely re-done. It ranges from \$5,000 to \$40,000.

Session VOTED to table making a decision until the February, 2013 Session meeting. It's getting too cold now to have it done at this time.

- d. The front doors will soon be finished, as well as the thresholds

4. Deacons Report – Sandra Duran

- a. Rob noted that people have told him they would like more time to get to know their Deacon better since they change every few months. The Deacons will look at the way they are rotating their responsibilities.
- b. Sandra presented a list of "shut-ins" who have been served since they began the program, "communion to the furthest pew." People have been very pleased with the Deacons' visits.

MINUTES

The minutes of the regular Session meeting of September 28, 2012 were approved by consensus.

PASTOR'S REPORT

1. Communion was taken by 147 people on October 7, 2012.
2. Rob reported he made the following visitations last month: Lydia & Ignacio Cordova, Dorothy McConkey, Ray & Elsie Chavez, Victor Suazo, Cynthia Hale, Ray & Trudi Barela, Warren & Sara Smith, Fred Martinez, and Sam Madrid.

He served communion on October 16 with Art Trujillo to Marty & Yvonne Gallegos:

3. Camino de Vida would like permission to use the Fellowship Hall on Thanksgiving Day evening for a church-wide meal.

Session VOTED to grant this request.

4. Rob reported that Presbytery voted to approve a new model for doing their work. It would mean having less staff. The work would be done by churches networking together.
5. Rob reported that Harry Hogan is beginning the training to become a Commissioned Lay Elder (CLE). Harry needs session endorsement as he begins this process.

Session VOTED to endorse Harry Hogan to become a CLE.

6. Rob reported that the new alarm system has been installed by A-Tech. Each elder should make sure to get a new "fob" which will allow them to enter the building. Rob instructed everyone on how to disarm and arm the system.
7. Rob, along with the Rev. Jaime Quiñones, officiated at the funeral of Dorothy McConkey on September 9, 2012. She Died on September 21, 2012.

PARISH ASSOCIATE REPORT

Rev. Jaime Quinones officiated at the funeral of Lori Casias, a non-member, on September 27, 2012. Lori died on September 23, 2012.

CLERK'S REPORT

Dora distributed several pieces of correspondence for members to read.

BOOKKEEPER'S REPORT: John Van Dyke

We received reports on the September 2012 Spending, Income for January 1 – September 31, 2012, September, 2012 Spending vs. Budget. All looks good. We also received the 2012 Non-Budget Activity through August, 2012.

COUNTING AND RECORDING TREASURER'S REPORT

Dora presented a report on the income for September, 2012, and answered questions.

COMMITTEE REPORTS

1. Stewardship – John Van Dyke reporting

John reported that the committee has been busy meeting with the small groups. We had a very sparse turn-out for the meetings this year.

2. Worship – Ruth Montoya reporting

- a. This Sunday is Reformation Sunday and Rob will focus on the "past" of the church. The choir will sing an anthem that was an old favorite of the Spanish Service and they will be joined by former choir members.
- b. The committee is working on the All Saints Sunday, November 4, where we will remember all those who have died this past year.

3. Nominating – Iris Sandoval reporting

The committee will meet this week to begin their work at filling positions for Elders and Deacons. If anyone has any suggestions, please give the names to Iris.

4. Christian Education

- a. The committee met with David Martinez and sponsors of the Youth Group to organize upcoming events for the remainder of the year as follows:
 - November 3 – Taco night at the Martinez household for youth and parents
 - November 17-18 – overnight excursion to Dixon, NM
 - December 8 – Holiday babysitting and Shoebox Mission Project
 - December 16 – Christmas pageant
- b. The Committee, along with Rev. Rob, has started sending a letter to those who are baptized in this church. The letter describes world and local events that happened on their special day. The hope and purpose of the letter is to be a keepsake and reminder of God's love and the importance of baptism.

5. Hospitality – Martha Powers reporting

- a. Martha noted that the committee will donate some money from the budget to help with the expenses of the Veterans Meal.
- b. Martha will be going off session. She said we need to decide if we will continue with Project Share and Wings. Someone will need to be in charge for these projects to continue.

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6. Mission – Bob Romero reporting
 - a. The committee worked on their 2013 Budget request.
 - b. The Guatemala Mission Trip will be May 24-31, 2012. There will be a general interest meeting on November 18 at First PC at 12:30 PM. A meal will be provided for a donation. It is estimated the cost will be about \$1500 per person.
 7. Personnel – Beverly Chavez reporting
 - a. Beverly reported that Rob is requesting to take vacation on November 20-25 and on December 26-29.

Session VOTED to approve these requests.
 - b. The committee will continue to work on staff job descriptions and staff evaluations.
 8. Evangelism and Membership: Alma McBride reporting

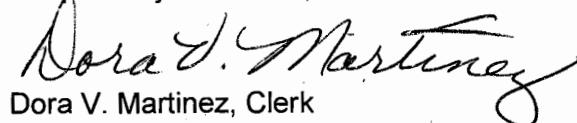
A new member class is being planned for Saturday, October 27.
 9. Building and Grounds – David and Orlando reporting
 - a. The air conditioners will be shut down and covered with canvas covers this year.
 - b. It was noted that the light at the top of the stairs to the Sunday School rooms is out and needs to be replaced.

NEW BUSINESS

1. The next session meeting was changed, by consensus, to Monday, November 19.
2. Session VOTED to recognize the dissolution of the relationship with the Rev. Dr. Kay Huggins and Rev. Rob Woodruff.
3. Session VOTED to ratify the e-mail poll to take \$200 from the Session Line Item for a gift for Kay and George Huggins.
4. Dora requested that the 2012 Annual Reports should be submitted to her during the first week in January to be included in the annual reports..

There being no further business, the meeting adjourned with prayer by Pastor Rob at 8:30 PM.

Respectfully submitted,


Dora V. Martinez, Clerk

**SECOND PRESBYTERIAN CHURCH
SPECIAL CALLED SESSION MEETING
November 11, 2012**

The Session of Second Presbyterian Church met for a special called meeting on Sunday, November 11, 2012, in the Fellowship Hall of the church. The meeting was opened with prayer by Pastor Rob at 10:05 AM.

Members present: Beverly Chavez, Orlando Duran, David Lopez, Dora Martinez, Martha Powers, Bob Romero, Iris Sandoval, John Van Dyke and Rob Woodruff, moderator.

The Clerk declared a quorum present.

Moderator Rob stated the purpose of the meeting was to examine and receive new members.

Session granted privilege of the floor to Anita Abeyta.

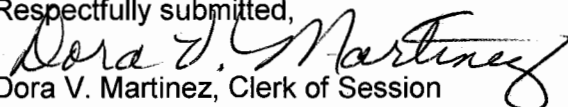
Everyone introduced themselves. Anita attended the new member class last month and she shared why she decided to join Second Church and we proceeded with the examination.

Session VOTED to cease the examination and to receive Anita Abeyta by Confession of Faith and that she be presented at the worship service today, Sunday, November 11, 2012.

JoAnne and Michael Mead also attended the new member class and it was decided to let them be recognized at today's service, if they come and to meet with them after church to receive them as members.

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

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SPECIAL CALLED SESSION MEETING
November 11, 2012**

The Session of Second Presbyterian Church met for a special called meeting on Sunday, November 11, 2012, in the Church's Cry Room. The meeting was opened with prayer by Pastor Rob at 12:15 PM.

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

The Clerk declared a quorum present.

Moderator Rob stated the purpose of the meeting was to examine and receive new members.


Session granted privilege of the floor to JoAnne and Michael Mead.

Everyone introduced themselves. JoAnne and Michael shared why they decided to join Second Church and we proceeded with the examination. They were presented to congregation at the worship service.

Session VOTED to cease the examination and to receive JoAnne Mead and Michael Mead by Confession of Faith.

There being no further business, the meeting adjourned at 12:30 PM with prayer by Pastor Rob

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
November 19, 2012**

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, November 19, 2012, in the Fellowship Hall. After a dinner, Dora Martinez opened the meeting with devotions and prayer at 5:55 PM.

Members present: Beverly Chavez, David Lopez, Dora Martinez, Alma McBride, Ruth Montoya, Bob Romero, Iris Sandoval, John Van Dyke and Rob Woodruff, moderator.

Members absent: Susie Chang, Orlando Duran, Alicia Montoya, and Martha Powers.

Also present: Abel McBride, Chair of the Building Renovations Committee

The Clerk declared a quorum present.

The Agenda was approved, by consensus, as presented.

ORDER OF THE DAY

Building Renovations Committee – Abel McBride reporting

Abel reported that all but \$700.00 has been paid for the new roof. The balance will be paid after an inspection is made and everything is approved.

Abel noted that all the work on the front doors and thresholds has been complete and paid for. He also reported that the painting of the buildings is almost complete. An inspection needs to be made before they okay final payment.

Dora reported that she had visited with our insurance agent, Marilyn Lewis. Ms. Lewis sent an email saying, "given the increase in claims regarding vandalism to windows, I would strongly recommend that Second Presbyterian consider the installation of Plexi-glass over the beautiful stained glass windows in the Sanctuary." Abel will continue to work on getting estimates for this work.

MINUTES

The minutes of the Regular Session meeting of October 23, 2012 and the minutes of the Special Called Session meeting of November 11, 2012, were approved, by consensus, as presented.

PASTOR'S REPORT

1. Communion report: On November 4, 2012, 106 people took communion.
2. Visitations: Juanita Lucero, Mildred Gallegos, Ernestine Arndt, Art Trujillo, Fred Martinez, and Sam Madrid.
3. Rob reported that the Pastor's Conference he attended last week in Puerto Rico was amazing. He learned a lot and was able to meet a lot of pastors.
4. Rob reported that there is interest by First Presbyterian Church in working with Second PC and Camino de Vida. Rob was asked to go ahead and research what this would entail and let us know.
5. Rob requested permission to purchase a Laptop Computer for his use at a cost of about \$1,000.00.

Session VOTED to approve this purchase and to use funds in accounts 229702 and 229930.

6. Rob reported that one of our members is in great need of financial assistance to purchase a cemetery plot for a parent who recently died. Dora reminded session that we were recently given a cemetery plot.

Session VOTED that if it works out, we donate this cemetery plot to this person and if not, that we give them up to \$400 from the Hardship Fund to purchase a plot.

7. Camino de Vida is having their Third Annual Christmas Party on December 16 from 4:00 PM to 6:00 PM, and they are asking for financial help to purchase gifts or gift cards.

Session VOTED to give them \$200.00 from the Mission Winds of Change line item. Also to announce to the congregation via bulletin and newsletter that help is needed.

8. Rob asked Session about how do we help people become members. Concerns were expressed that the membership class might not be long enough and that it would be best to have potential members attend a regular session meeting for examination instead of having a special meeting before church. It was felt that potential new members should show commitment to attend church and become involved. It was also suggested that we make church membership a "big deal" and possibly assign a current member to mentor new members for a while.

PARISH ASSOCIATE REPORT – Jaime Quinones

Visitations for October: Zulema Acquisto, Richard & Mary Duran (2x), Salome George (2x with communion once), Esther Bernard, Elifas & Ruth Santillanes (2x), Fred Martinez (several times and communion once), Dorothy & Trancito Romero, Pas Vigil (communion), Elsie & Raymond Chavez (communion), Marty & Yvonne Gallegos.

REPORT ON PRESBYTERY

Rob moderated the Ordination/Installation of the Rev. Matt Pooley at Sandia Presbyterian Church.

CLERK'S REPORT – Dora Martinez

1. Dora presented some correspondence and distributed pieces for all to read. She especially noted:
 - a. The Encuentro Nacional VII on July 19-22, 2012 in Orlando, Florida. This is the national meeting of Hispanic Presbyterian Women.

- b. Information from Church Mutual Ins about the problems associated with Child Sexual Abuse.

BOOKKEEPER'S REPORT – John Van Dyke

John presented the following reports and answered questions:

1. October 2012 Spending vs. Budget
2. October 2012 Spending
3. Income January 1-October 31, 2012
4. 2012 Non-budget activity through October
5. Building Fund Running Status

John reported that we are doing well financially and the Building Fund pledges are being paid regularly. We also have money in reserve accounts. Therefore John recommended that we pay off the PILP Loan so we can save all the interest we are paying and will be paying.

Session VOTED to pay off the PILP loan and ask encourage people to complete paying on their pledges to the building fund so we can replace the money in the reserve accounts.

COUNTING & RECORDING TREASURER'S REPORT – Dora Martinez

Dora distributed the income report for October and answered questions.

SPECIAL OPS COMMITTEE REPORT

Dora reported that the committee has been working and distributed a draft of the portion of the Manual of Operations that includes the committee job descriptions. She asked session members to read this document and make any suggested changes to her by the next session meeting.

COMMITTEE REPORTS

1. Worship – Ruth Montoya

- a. On Sunday, November 25, Christ the King Sunday, the Rev. Karen Hill will be preaching. She will also celebrate communion that day.
- b. The committee has ordered Poinsettias and we will be selling them at \$10.00 each. People may take them home after the Christmas Eve service.
- c. On Sunday, December 16, the children will present a Christmas pageant. After the pageant people will go caroling to our members who cannot attend church.
- d. The Choir will sing at the Menaul Bugg Lights on December 20.
- e. It has been suggested that we change the time of the Christmas Eve service to 6:00 PM.

Session VOTED to approve this suggestion and try a 6:00 PM service this year.

2. Nominating Committee – Iris Sandoval

The committee has confirmations for people who are willing to serve as Deacons in the class of 2015. They are Sandra Duran, Tina Griego, and Mario Romero.

They have the following confirmations for Elders: Trancito Romero will complete a 2 year term; Toby Montoya and Emiko Chavez for the Class of 2015 and Orlando Duran is considering serving a second term.

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3. Christian Education – Susie Chang

- a. Susie reported that letters have been sent to parents detailing the times for rehearsals for the Christmas Pageant which will be on December 16 after church.
- b. The Youth Gathering at the home of David and Jamie Martinez went very well. Plans were made for youth activities through the end of the year. Marie Kenny will act as liaison between CE and Youth Director, David Martinez.

4. Mission – Bob Romero

Bob noted that about 25 people showed interest in participating in the Guatemala trip—5 were from our church.

5. Personnel Committee – Beverly Chavez

- a. Beverly reported that they are working on evaluation forms for Rob and the rest of the staff.
- b. They are also looking at job descriptions and need to write one for the Paying Treasurer, the bookkeeper, and the Counting and Recording Treasurer.
- c. The committee plans on recommending a 5% increase of the Pastor's effective salary.
- d. The committee also recommends a 3% increase for the rest of the staff (Music Director, Organist, Secretary and Custodian).

Session VOTED to accept this recommendation.

6. Evangelism /Membership – Alma McBride

We received 3 new members. Ron Romero wants to become a member and since he had been a member before, Session VOTED to re-instate his membership.

7. Building and Grounds – David Lopez

- a. The air conditioners have been winterized and covered with canvas covers.
- b. Lights were replaced and the "plexi-glass mess" was cleaned up.

8. Stewardship and Finance – John Van Dyke

Dedication Sunday was on the 18th and the pledges still need to be processed.


NEW BUSINESS

Rob reported that MHNS is in the process of preparing for a computer lab project. This will require that they look at addressing the change in the building and occupancy code. They will have to hire an architect to do a code analysis and prepare documents for the city. This will all be expensive and they are asking for us to help with the expense which is expected to be about \$2,900.

Session VOTED to \$1450, pay half of this expense. It will be taken from account 229910.

There being no further business, the meeting adjourned with prayer by Pastor Rob at 8:25 PM.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

The meeting of the Congregation/Corporation of Second Presbyterian Church, 812 Edith Blvd. NE, Albuquerque, NM, was held on Sunday, December 2, 2012. The meeting was opened with prayer by Pastor Rob Woodruff at 11:52 AM.

The Clerk declared a quorum was present.

The Clerk reported that the minutes of the last Congregation/Corporation meeting of May 6, 2012 were approved by the Session. She then moved that Session be authorized to approve the minutes of this meeting. The Congregation VOTED to approve this motion.

The moderator noted that the purpose of this meeting is

1. to hear the report of the Nominating Committee and elect Elders and Deacons, and
2. to vote on any changes to the Pastor's Call.

Nominations

John Van Dyke, on behalf of the Nominating Committee, placed into nominations the following people to be elected as Elders to the classes noted:

Class of 2014 – Trancito Romero

Class of 2015 – Orlando Duran (second term)

Emiko Chavez

Lynn Gatewood

Toby "Sandy" Montoya

There being no nominations from the floor, these nominees were elected by acclamation.

John also placed into nomination the following people to be elected as Deacons to the Class of 2015:

Sandra Duran (second term)

Tina Griego (for 2 years)

Mario Romero (second term)

There being no nominations from the floor, these nominees were elected by acclamation.

Rob recognized the outgoing Elders, Alma McBride, Martha Powers, Bob Romero, and David Lopez; and thanked them for their service.

Beverly Chavez, for the Personnel Committee, proposed a 5% increase in the pastor's effective salary for 2013. Following is the breakdown of how the proposed increase will affect the pastor's salary package:

Salary	\$ 36,030.00
Housing	17,000.00
Childcare reimbursable	3,150.00
403(b) contribution	1,081.00
Total effective salary	\$ 57,261.00

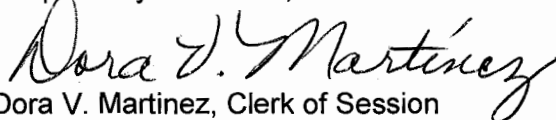
Auto reimbursable	\$ 1,100.00
Professional expenses	1,500.00
Continuing Education	2,000.00

Medical reimbursable (HRA)	2,000.00	
½ SECA	4,380.47	(7.65% salary)
BoP Pension	6,298.71	(11% salary)
BoP Death & Disability	573.00	(1% salary)
BoP Medical	12,024.81	(21% salary)
Total package	\$ 87,137.99	

Rob appointed the Rev. Jamie Martinez to moderate before he left the room. Jamie asked if there were any question or discussion. There being no further discussion, the Congregation VOTED to approve the recommended changes in the Pastor's terms of call.

Rob returned to the room and asked Rev. Martinez to adjourn the meeting with prayer at 12:00 PM.

Respectfully submitted,


Dora V. Martinez, Clerk of Session

**SECOND PRESBYTERIAN CHURCH
SESSION MEETING
December 18, 2012**

The Session of Second Presbyterian Church met for their regular stated meeting on Tuesday, December 18, 2012, at the home of Elder Ruth Montoya. Ruth welcomed everyone and opened the meeting with prayer at 5:35 PM.

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

Members absent: Alicia Montoya and Iris Sandoval

Also present: Jaime Quinones and Jaime Martinez, parish associates; David Martinez, Youth Coordinator, Abel McBride, Sandra Duran, Harry Hogan, Francis Chang, Tessie Lopez, Dolores Romero and Karla Woodruff.

The Clerk declared a quorum present.

Session VOTED to grant privilege of the floor to all our guests.

The Agenda was approved, by consensus, as presented.

ORDER OF THE DAY

1. Certified Ruling Elder Candidate: Harry Hogan

Rob reported that Harry has met with Presbytery's Committee on Ministry/Committee on Preparation for Ministry and received approval for his continued study. Harry shared his

faith journey and sense of calling to become a CRE and asked for prayers and encouragement. Rob noted that he will need to have some psychological evaluation that is to be paid as follows: 1/3 by the candidate, 1/3 by the candidate's congregation, and 1/3 by Presbytery.

2. Building Renovations Committee – Abel McBride reporting

Abel reported that he had spoken with our insurance agent regarding our stained glass windows. He was told that we have \$1000 deductible if they were damaged and that; there has been no vandalism to church windows recorded in Albuquerque. It would cost almost \$6,000 to install plexi-glass over our existing windows.

Abel also noted that he is still trying to get estimates on the cost of installing gutters.

MINUTES

The minutes of the Regular Session meeting of November 19, 2012 and the minutes of the Congregational/Corporation meeting of December 2, 2012 were approved, by consensus, as presented.

PASTOR'S REPORT

1. Communion report: On November 25, 2012, 115 people took communion, and on December 2, 2012, 116 people took communion.
2. Visitations: Henrietta Van Maanan (2x), Ida Wright, Arthur Lucero, Ray and Elsie Chavez, Barbara Trujillo, and Juanita Lucero.
3. Rob reported that he has been talking with Drew Henry and Chester Topple about the possibility of having a joint officer training. Rob asked if we were willing to host the other two churches and hold the training here.

Session VOTED to host the training to be held on January 26, 2013.

4. Rob presented a draft of a Covenant between First Presbyterian, Second Church and Camino de Vida as follows:

*Proposed statement of shared mission and ministry for Camino de Vida,
First Presbyterian and Second Presbyterian Churches*

In accord with the new model of mission and ministry adopted by the Presbytery of Santa Fe and mandated by the witness of scripture, the life and ministry of Jesus Christ and the power of the Holy Spirit:

- *We covenant to grow in relationship wherever God might lead us as we fellowship together, worship together and serve God in mission together.*
- *We commit to honor our three distinct communities of faith by uniting in ways that support and encourage one other. We will share our individual strengths, as well as our differences in language, culture and socio-economics, to bless one another and to reflect God's love to our wider community.*
- *We look forward to learning and growing together in ways that will further the kingdom of God here on earth.*

Session VOTED to approve this covenant.

PARISH ASSOCIATE REPORTS

1. Jaime Quinones reported that he continues to visit the sick and shut-ins of our congregation. He noted that many of them have expressed their appreciation for those who went Christmas caroling.
2. Jamie Martinez expressed joy in working with the deacons with Communion to the Farthest Pew. She also noted that the Wednesday night Bible Study is going well and is very exciting. She invited everyone to Bible Study this week which will include a worship time to pray for the children and adults killed in Connecticut.

YOUTH COORDINATOR REPORT

David reported that they had a good meeting with those involved with the youth at his home and made plans for the rest of the year. He noted that in February he plans to hold a Confirmation Class for youth.

CLERK'S REPORT – Dora Martinez

1. Dora presented some correspondence and distributed pieces for all to read.
2. Dora asked for a volunteer to open and close the church in January. Beverly Chavez volunteered.

BOOKKEEPER'S REPORT – John Van Dyke

John said he would place his reports in everyone's mail box at the church.

COUNTING & RECORDING TREASURER'S REPORT – Dora Martinez

Dora distributed the income report for November and answered questions.

SPECIAL OPS COMMITTEE REPORT

Dora asked that everyone submit their responses/suggestions of the portion of the Operations Manual she had distributed at the last meeting.

COMMITTEE REPORTS

1. Live Wire
Rob reported that George Huggins had sent a report showing that more than 100 people have checked our website.
2. Hospitality – Martha Powers
The committee will be in charge of the reception for David Martinez' Ordination. She will be asking for help as time draws nearer. She also noted that the Just Coffee order is in.
3. Mission – Bob Romero
 - a. Bob suggested that the money that we use the Mission Reserve Account to pay for the church's portion of the Psychological evaluation for Harry Hogan.
Session VOTED to approve this suggestion.
 - b. Bob noted that the following members of our church are planning to go on the Guatemala mission trip: Emiko Chavez, Jonty Leavitt and his friend, Michelle. Orlando and Sandra Duran are also considering going.
4. Stewardship and Finance – John Van Dyke
John made a motion to authorize spending after January 1, 2013 in accordance with the 2012 Budget until a new budget has been approved.

Session VOTED to approve this motion.

5, Worship – Ruth Montoya

a. Ruth proposed the following Communion Schedule for 2013:

January 6	July 7 or 14, based on joint summer worship
February 3	August 4
March 3	September 1
March 28, Maundy Thursday	October 6, World Communion
March 31, Easter	November 3, All Saints
April 7	November 24, Christ the King
May 5	December 1, Advent I
May 26, Trinity Sunday	December 24, Christmas Eve
June 2	

- b. Ruth expressed concern that many people want to visit with Rob on Sunday mornings before worship and this doesn't give him the time he needs to prepare himself for worship. The committee is trying to find a nice way of keeping people out of Rob's office on Sunday mornings.
- c. Ruth reported that Rob and Karla would like to baptize their daughter, Elena Valentina on January 13.

Session VOTED to approve this baptism.

NEW BUSINESS

1. We still need to review the rolls before the end of the year.
2. Time was taken to honor the outgoing elders: David Lopez, Bob Romero, Alma McBride, and Martha Powers. Ruth read a poem she had written for them.

There being no further business, the meeting adjourned with prayer by Jaime Quinones at 7:00 PM.

Respectfully submitted,

Dora V. Martinez
Dora V. Martinez, Clerk of Session

