

SECOND PRESBYTERIAN CHURCH
SESSION STATED MEETING
April 18, 2017

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, April 18, 2017 in Fellowship Hall. After prayer at 5:20pm by RE George Huggins, Session shared a potluck dinner, and RE John Van Dyke lead the Session in devotions and opened the meeting with prayer at 6:12pm.

Present: *Teaching Elder* Rev. Robert Woodruff, Moderator

Ruling Elders: Anita Abeyta, Don Bixby, Pat Gilberto, George Huggins, Kris Johnson, Ruth Montoya, Anna Torres, John Van Dyke

Excused: Reme Molo (2019), Martha Powers, Anita Romero Torres, Abel McBride

Guests: Mickey McHugh Deacon representative

The Clerk reported that a quorum was present.

Session **VOTED** to approve the agenda.

DEACONS' REPORT - Mickey McHugh

1. A Sign-up sheet was circulated for Ruling Elders to serve communion on May 7.
2. Communion on April 2, 2017, served 135, and served 220 on Easter Sunday 220.
3. The annual Deacon Dinner will be May 21, 2017, after worship.
4. Visitations. Mickey reported on visits made by the Deacons and provided updates on members who are unable to attend regular Sunday services.
5. Session **VOTED** to modify our Policies and Procedures, pg. 72, DUTIES OF THE DEACONS, item 3, which reads "*The Session shall ordinarily conduct an annual review of the Deacon service. (0-6.0402)*" with "***A Deacon representative will normally report activities, concerns, and needs to the Session at each monthly Session Stated Meeting***".

PRESBYTERIAN WOMEN - Ruth Montoya

1. PW appropriated money to purchase 25 cushions for use in Fellowship Hall, to replace cushions currently used to accommodate Presbyterian Ends!
2. Session **VOTED** to receive the Birthday and Thank offering on September 10, 2017.
3. The annual PW fund raising lunch will be after worship on June 11, 2017.

APPROVAL OF MINUTES

Session **VOTED** to approve the minutes of the March 21, 2017, Session Stated meeting.

CLERK'S REPORT

The Clerk plans to attend clerk training on April 22, 2017, at Emmanuel PC, Peñasco, NM. The Clerk reminded Committee Chairs of Annual Requirements of our Policies and Procedures.

Incoming Correspondence:

1. 03/24/2017 - Thank you letter from Synod of the Southwest

2. 04/18/2017 – Request for terms of employment for Janitor

Outgoing Correspondence:

1. 04/12/2017 - Thank-you email to Luke Rembold, Youth and Young Adult Ministry Coordinator, PSF
2. 04/18/2017 – 2017 Pastor's Terms of Call submitted to PSF

PASTOR'S REPORT - Rev. Rob Woodruff

1. The pastor reported on the past month's visits and update Session on the status of some that he visited.
2. The proposed dates of the triennial visit were submitted to COM.
3. Reported that he performed the wedding of Kevin Soria and Sarah Norman, on April 7, 2017, in Oceanside, CA.

PASTOR EMERITUS/PARISH ASSOCIATE REPORT - Rev. Jaime Quiñones

In-home visits for March, 2017, by Rev. Quiñones included: Tony Romero, Lydia and Horace Romero, George Vigil (2), Ray Brown (2), Adolph and Jessie McCoy, Row Brown, Tom Gonzales Jr (4), Barbara Trujillo, Ernestine Arndt, Eva and Ambrosio Ortega, Isabel Martinez, Margaret Perea, Elifas and Ruth Santillañes, Edulia Romero, Tillie Arellano

BOOKKEEPERS REPORT - John Van Dyke

The monthly income and spending reports were reviewed. John summarized that we're doing OK.

Session **VOTED** to receive the reports.

OLD BUSINESS

Session discussed a date for Disaster Preparedness Training, and deferred until next meeting when more information will be available.

NEW BUSINESS

1. Session **VOTED** to reserve Fellowship Hall and host the Youth Group from Mt. Vernon, VA, on Saturday, July 1, 2017, and to attempt to fulfill their list of equipment needed. The Mt. Vernon Youth Group is on a mission trip to Mescalero, NM.
2. Session **VOTED** to insert a section entitled "*Standing Rules of Session*" into the Policies and Procedures, BEFORE the existing section "COMPOSITION AND DUTIES OF THE COMMITTEES OF THE SESSION."
3. Session **VOTED** to approve a new standing rule: "Session authorizes the clerk to update our Policies and Procedures with any new references to the Book Of Order, after each iteration of the Book Of Order is published, and to inform the Session of the updates."

COMMITTEE REPORTS

1. **LiveWire – George Huggins**

Members of LiveWire (LW): George Huggins (Chair), Alicia Montoya

LW did not meet since the last Session meeting, and LW continues to virtually consult and collaborate. Activities since the last Session meeting are below.

ANNOUNCEMENTS

Distributed 9 items to the Announcements mail group, which has 157 members.

CHURCH MANAGEMENT SYSTEM

LW is indefinitely deferring the review and evaluation of a Church Management Systems (CMS, or Church Management Information System) primarily for budget considerations.

DIRECTORY

Occasionally made adds/edits to Instant Church Directory (ICD), which are propagated to the app. Assist with an occasional request for support of installation and activation of the app.

FACEBOOK

Only one post, which reached 181 readers.

NEWSLETTER

214 copies of the March newsletter (NL) were mailed at the bulk mailing rate. Printing at the Presbytery office was \$33.10. Distribution of the PDF version of the NL via the email group went to 62. Still researching cheapest and easiest method of printing. \$30.35 of postage paid thru bulk mailing account at Post Office. CORRECTION: bulk mailing account renewal was \$225.00, not \$250.00 as reported last month. The annual fee was not included in the 2017 Budget request for LW.

WEBSITE

Updated HOME page with current activities.

BUDGET

Budget has been reworked within the previously approved amount to allow for the annual bulk mailing fee.

OTHER

Continued posting “agenda” style calendar to bulletin boards around the building.

2. Worship – Anita Romero Torres, Don Bixby

The Worship and Music Committee met earlier today. We began by reviewing the earlier dates of special services. The review consisted of a few tweaks to keep in mind for next year and mostly an awareness of the meaningfulness of the various services to our faith community.

- A. March 19 - Reaffirmation of Baptism
- B. April 9 - Palm Sunday- Drama
- C. April 13 - Maundy Thursday- Soup Supper & Foot Washing
- D. April 14 - Good Friday- Tenebrae Service
- E. April 16 - Resurrection of our Lord/Easter - Sunrise Service & Mariachi Celebration

The Worship and Music Committee extends a big "Thank You" to all who helped make Lent and Holy Week a beautiful and meaningful experience as attested by the many kind compliments.

It is important to note that all flowers used were US grown, avoiding the sometimes

horrible labor practices, environmental abuses and toxic chemicals used in the Central American floral production. Also the flat bread for Maundy Thursday was locally baked at San Pedro Eastern Market.

The Committee worked on planning services for the following dates:

PLANNING (April 23 through May 28)

- A. April 23 – 2nd Sunday of Easter
 - a. Rev. Quinones will be in the pulpit
 - b. CM: Becky Johnson
 - c. Lay Leader: John Gilliam
- B. April 30 – 3rd Sunday of Easter
 - a. Pastor Rob will be in the pulpit
 - b. Lay Leader: Carlitos Woodruff
- C. May 7 – 4th Sunday of Easter
 - a. Nonagenarians Recognition - Membership Committee
 - b. Group picture as announced in newsletter
 - c. Communion
- D. May 14 – 5th Sunday of Easter
 - a. Mother's Day Pancake Breakfast- Youth Event
 - b. PW handling service, theme: **Give Thanks with a Grateful Heart** (program from "Horizon" booklet)
- E. May 21- 6th Sunday of Easter
- F. May 28- 7th Sunday of Easter
 - a. Commission Guatemala Travelers

2. OTHER BUSINESS:

- A. May Newsletter announcements to be submitted soliciting donations of glass vases for flowers and reminder to sign up for floral donations on an upcoming Sunday.
- B. Membership Committee needs June date to honor 50 year members. We suggest June 11th with Rev. Quinones to oversee this as he will be in the pulpit this Sunday.
- C. Anita Abeyta requests a date for the children to sing "The Books of the Bible" near the end of school. The Committee suggests either May 21 or 28th.
- D. Our butterfly decorations will remain up until replaced for Pentecost on June 4th.
- E. Our next meeting will be on Wednesday, May 10th at 9 am in Fellowship Hall.

3. Personnel – Kris Johnson

The Committee met on March 26, 2017, to review and update job descriptions. We updated the Pastor's job description. Previous job descriptions will be kept for reference. We added to the Janitor job description to include more dusting under pews and other places. We found no actual description of –what- the janitor is to do. He is a contract employee, working for an hourly rate, so his tasks are essentially whatever we ask. Session **VOTED** to approve the pastor attending *The Festival of Homiletics*, to be held in San Antonio, TX, May 15-19, 2017.

4. Evangelism & Membership – Pat Gilberto

For the May 7, 2017, all-congregation photo after worship, we will need chairs for some members. We will arrange transportation to the photo for older members. We will pay the photographer, Mike McHugh, \$100 from our budget. We are compiling a list of persons to ensure they have an invitation to be in the picture. We are making a list for new members' class, and working other details for the class.

5. Mission –Anna Torres

1. Heard from Rev. Beidy in Cuba that she received the CD's and thumb drives with Sunday School Curriculum. She is very grateful as they cannot access this in Cuba.
2. Casseroles for Project Share will be delivered on Saturday, April 22 to St. Martin's by volunteers who will be baking them.
3. Next Mission Committee meeting is scheduled for Thursday, April 27 at 1:30 P.M.

6. Christian Education – Anita Abeyta

EGGSTRAVAGANZA went well on the Saturday before Easter. Karmen Van Dyke gave a history and story to the children. We solicit suggestions from Session for any and all CE activities. We still need music director. On May 7, 2017, we will present Bibles to Desaray Cocio and Carlos Woodruff, during Children's moment. The date to recognize graduates will be June 18, 2017. We received a \$50 donation from Presbyterian Women to our Sunday School, and will work to spend it wisely.

7. Stewardship & Finance – Ruth Montoya, John Van Dyke

The first meeting of the Stewardship and Finance Committee was held on March 28. The agenda included a financial review and sharing preliminary ideas to better promote an ongoing spirit of stewardship and gratitude within our congregation. All agreed that stewardship is not confined to just money, but a more holistic attitude that involves our time and talents. We are continuing this conversation in our future meetings in an effort to create ideas about effective ways to inform our congregation concerning our mission and ministry projects. We trust that this will result in engaging more members - both young and more mature types, to become involved in an area of interest to them. Our discussion included the four church-wide offerings and the related funding projects. Session **VOTED** to donate our portion (40%) of the Pentecost Offering to Family Promise.

Session **VOTED** to accept the Committee reports.

The meeting was adjourned with prayer by Rev. Woodruff at 8:17 p.m.

Respectfully submitted,

George T. Huggins, Clerk of Session