

SECOND PRESBYTERIAN CHURCH
SESSION STATED MEETING
May 23, 2017

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, May 23, 2017 in Fellowship Hall. After prayer at 5:20pm by Pastor Rev. Dr. Robert Woodruff, Session shared a potluck dinner, and RE George Huggins lead the Session in devotions and opened the meeting with prayer at 6:00pm.

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

Ruling Elders: Don Bixby, Pat Gilberto, George Huggins, Abel McBride, Ruth Montoya, Martha Powers, Anita Romero Torres, John Van Dyke

Excused: Ruling Elders Anita Abeyta, Kris Johnson, Reme Molo, Anna Torres

Guests: Francis Chang and Susie Change, Youth Leaders; Bev Molo, Deacon representative

The Clerk reported that a quorum was present.

Session **VOTED** to approve the agenda.

YOUTH LEADERS' REPORT – Francis and Susie Chang

1. Session received a report on expenses for recent Youth activities of about \$900, which included balloons, a concert, the service trip to Joy Junction, the lock-in, Mothers' Day pancake breakfast, and 25 new T-shirts.
2. Plans are proceeding for the mission trip to Carlsbad Caverns, to help clean up the caverns. Estimated expenses are for two vans (\$1,200), insurance (\$1400), \$200 for gas with an additional volunteer van. The plans are to accommodate 12 youth and 7 adults. The itinerary is to stay two overnights in Carlsbad Presbyterian Church, with the last night in a motel in Alamogordo (\$500) which will have swimming pool. Food is estimated to cost about \$500, with some food being donated. Admission as volunteer cleaners will be free to Carlsbad Caverns. Admission to White Sands National Monument will be free for the Youth under 16. Admission to the Space Museum and occasional refreshments and supplies is estimated to cost \$3,000. The Bookkeeper reported sufficient funds in Youth accounts to cover all expenses for the trip. There is a possibility of getting a better cost for van rental.
3. On August 12 the Youth are planning to help with the enchilada dinner at Emmanuel Presbyterian Church in Peñasco, and to attend worship on Sunday morning.

DEACONS' REPORT - Bev Molo

1. The pictures of the congregation taken on May 7 turned out well, and are being offered for sale.
2. During communion on May 7, 147 were served.
3. The Deacons' meal on May 21 after worship served 67 meals and brought in about \$490. Many of our members and friends confined to their homes received a meal.
4. The Furthest Pew service included serving communion to about a dozen members and friends.

5. A sign-up sheet was circulated among the elders to help serve communion on June 4, 2017 during Pentecost Sunday.

APPROVAL OF MINUTES

Session **VOTED** to approve the minutes of the April 28, 2017, Session Stated meeting.

CLERK'S REPORT

1. The Clerk Attended clerk training, April 22, 2017, at Emmanuel Presbyterian Church in Peñasco, and read minutes. The training pointed out procedural errors with have been corrected.

Incoming Correspondence:

1. 04/20/2017 – A letter from the Menaul Historical Library acknowledging our donation of \$125, sent by the Mission Committee.

Outgoing Correspondence:

1. Session requested that the Clerk ask the Triennial Team if they have any followup.

PASTOR'S REPORT - Rev. Rob Woodruff

1. The Pastor polled Session and will ask the Disaster Preparation training team to provide training at Second before worship on July 16, 2017, at 9:00am.
2. The Session Retreat will need to be re-schedule due to conflicts on July 7-8, 2017. Retreat facility availability will be checked for July 28-29, 2017.
3. The Pastor expressed thanks for enabling his recent attendance to the Homiletics seminar. Overall the speakers were very good.
4. The Pastor reported on the past month's visits and updated Session on the status of some that he visited.

PASTOR EMERITUS/PARISH ASSOCIATE REPORT – Rev. Jaime Quiñones

He reported visiting: Tom Gonzales SR (2), Joe and Priscilla Candelaria, Frank Salazar, Barbara Trujillo, Tillie Arellano, George Vigil, Willie and Tilda Chavez, Ernestine Arndt, and Margaret Perea. Winter weather prevented more visits.

BOOKKEEPERS REPORT - John Van Dyke

The monthly income and spending reports were presented.

OLD BUSINESS

George Huggins will begin compiling the list of equipment needed for mission trip of Youth Group from Mt. Vernon PC, VA. The trip is the first week of July.

NEW BUSINESS

1. Session **VOTED** to approve holding the fundraising luncheon for Presbyterian Women after worship on Sunday, June 25, 2017
2. After reading and discussing a letter from Rev. Dr. Kay Huggins and Lorraine Romero regarding the condition of the basement of the church (included below), and their ideas to

clean it, Session **VOTED** to support their requests expressed in the letter, and to ask them for a budget estimate in order to determine source of funds for support.

To: The Session of Second Presbyterian Church and Abel McBride, chair of Property Committee

From: Lorraine Romero and Kay Huggins

Date: May 18, 2017

Dear Session,

As you may know, Lorraine Romero has been “de-cluttering” the storage area in the social hall for some months now. I (Kay Huggins) noticed and applauded her efforts and told her that come summer, I would be able to help with any cleaning projects she had in mind.

Today, Lorraine and I met to investigate the basement storage areas. We were quite inspired at the space and eager to make it as useful as possible. We would like to

1. Give all surfaces a good cleaning.
2. Remove all superfluous materials not worthy of saving.
3. Paint the built-in shelving, walls and floors
4. Generally, make the space a clean, accessible and well-organized storage area.

In discussions with Karmen, we realize that Second Presbyterian has a substantial investment in costumes and props for dramatic presentations. From Susie, we know there are banners and supplies that the Youth need to store for future use. As we looked over the area we realized there were items important to the property committee currently stored in the basement. Given the various groups who might benefit from this endeavor of restoring the basement storage space, we decided to write to you, the session, about our ideas and to ask your guidance and blessing on our intentions.

First, the cleaning. It would be helpful if while cleaning we could open the lower door to the outside as we use the shop vacuum and prepare to disinfect all the surfaces. Is this possible?

Second, the painting. Of course there would be some expense here, but we think the results will commend the modest expenditures.

Throughout the cleaning phase, we will need to make decisions about what to save, recycle, save for a sale or donate to a resale store. This is the area where we need session's help. The following is a list of items we feel could be eliminated from the basement, but we do not feel prepared to make such decisions. Indeed, we welcome others to visit the basement and tag items that should be retained for future use.

Here are the items we questioned keeping:

- 2 old and heavy wheel chairs; we have two lighter weight useful chairs upstairs.
- Box of Deacon name badges no longer being used.
- An ancient kneeler (for weddings), yellowed and sad looking
- Very old, rusty fire extinguisher
- A boxed fiber optic tree
- A set of very old speakers
- An old outdoor light fixture, perhaps once used in the parking lot?
- Two spotlights for dramatic presentations
- A few sheet rock boards
- Several old cushions formerly used on the pews.
- A very old, but vinyl upholstered, church pew (with heavy iron legs)
- Large desk and chair
- Many, many old books (including curriculum, books or order, hymnals, bibles and other church publications – FYI, I, Kay, feel competent to evaluate these).
- Scraps of carpet that have not weathered well in the basement.
- Perhaps some old electronics (couldn't get close enough to examine the equipment)
- An old door, slightly oversized.
- A few tables with folding legs (very heavy)
- A selection of several blackboards and bulletin boards
- Old blinds, PVC pipes, and various metal rods
- Older set of crutches and walker, missing one glider cover

These items need to be evaluated for safety and usefulness...and their disposition suggested.

We know that Karmen would like to have a space to hang and cover the costumes currently stored in the choir room. This might require building a couple of storage closets. There is plenty of space for that as well as for safe storage of the many props accumulated by the worship committee. If the first room were sufficiently cleaned it could be useful for Groom, Groom's men and pastor prior to wedding...and, of course, the Worship Committee might welcome a place to store their growing assortment of worship supplies. Perhaps we could even have a space to hang our indoor and outdoor banners thereby making them more accessible?!

Lorraine and Kay are willing to work on this project during the summer...of course we would recruit others along the way. But, we will not begin without the guidance and approval of session.

Therefore, we request the session action to:

1. Support the work of cleaning and clearing out the basement;

2. Provide a budget for paint and carpentry work; and
3. Assist in deciding what will stay and what will go.

Thank you for your consideration. Respectfully,

Kay Huggins

Lorraine Romero

COMMITTEE REPORTS

1. **LiveWire** – George Huggins

- a. Members of LiveWire (LW): George Huggins (Chair), Alicia Montoya
- b. LW has established regular monthly meetings on the second Thursday of the month at Noon in Fellowship Hall. We met once since the last Session meeting. Unfortunately, only one member was able to attend. LW continues to virtually consult and collaborate. Activities since the last Session meeting are below.
- c. **ANNOUNCEMENTS** Distributed 14 items to the Announcements mail group, which has 157 members.
- d. **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.
- e. **FACEBOOK** Two posts, reaching 63 and 223 readers.
- f. **NEWSLETTER** 214 copies of the May newsletter (NL) were mailed at the bulk mailing rate. Printing at the Presbytery office was \$32.55. Distribution of the PDF version of the NL via the email group went to 65. Prepaid postage paid thru bulk mailing account at Post Office was \$30.35.
- g. **WEBSITE** Updated HOME page with current activities, and added worship video excerpts and pictures.
- h. **BUDGET** LW does not foresee any problems with staying in or under our budget.
- i. **OTHER** Continued posting “agenda” style calendar to bulletin boards around the building.

1. **Worship and Music** – Anita Romero Torres, Don Bixby

- a. Our committee met on Wednesday, May 10, 2017 at 9 am in Fellowship Hall. The meeting was well attended and began with a review of the services of the previous month. We continued to plan and add detail for services for the rest of May and for June.
- b. The Cry Room is crying out for some love. A lengthy and quite interesting discussion was had about how to best meet the needs of our young families. This led to a field trip of the Candelaria Wing to view the Sunday School space with the idea of creating a play area/nursery for toddlers up to 4 years old. The infants/babies could remain in the current cry room. This idea would require caretakers. We talked about surveying parents to identify their needs but ultimately the group felt strongly that we need to provide a welcoming situation that addresses the needs of young families in a better

way than what is currently being offered. This may require minor construction and cosmetic changes next door.

- i. Session **VOTED** to facilitate and enable an ad hoc committee consisting of Rev. Woodruff, Able McBride, Bev Molo, Anita Abeyta, Kendra Rubio, and others, to improve the area in the Candelaria Wing, to include a nursery, and complete and submit a plan and budget to Session for approval and completion of the construction by the start of the Fall program.
- c. Cleaning of basement—Lorraine Romero and Don Bixby have already talked about how to move forward with this job.
- d. A brief discussion was had about reorganizing the sound room. Karmen and Don have made some preliminary moves to inventory and plan for improvement of function in this area.
- e. Reorganization of Worship and Music resources in the fellowship storage area continues. Materials stored in deteriorating boxes have been transferred to plastic bins so that contents can be readily identified.
- f. Next Meeting: Wednesday, June 28, 2017, 9 a.m. in Fellowship Hall.

3. **Personnel** – Kris Johnson

Kris Johnson was excused from this meeting and asked we discuss these items.

- a. Session **VOTED** to approve vacation days for the Pastor of June 7-15, 2017; Jun 22-24, 2017; July 17-23, 2017; and September 14-17, 2017.
- b. Session Discussed the options and dates, Summer of 2017 and 2018, for a Sabbatical for the Pastor. Rob will consider and research the options and discuss with Personnel.

4. **Evangelism & Membership** – Pat Gilberto

- a. The Membership Committee has been busy this last month! We participated in the celebration of our nonagenarian members, and presented each with a picture of them with the Pastor taken on May 7, 2017.
- b. We organized the Congregational picture on May 7, 2017. It is a smiling and happy group of people! We are currently taking orders for prints of the pictures, and hope to have them the first week of June.
- c. We are planning to have a new memberst class on Saturday, May 27, 2017, 10am-2pm, in Fellowship Hall. The committee will be providing lunch.
- d. On Sunday, June 11, 2017, we will be honoring those members (at least three) who have been continuous members of Second Presbyterian Church for 50 years or longer.

2. **Mission** –Anna Torres

- a. The congregation Raised \$800 for upcoming Guatemala Mission Trip. Twenty-four people purchased shares. Commissioning of the Missioners will be on Sunday, May 28, 2017. Conflicts prevented everyone from going from Second PC that wanted to go.
- b. Bryan Beck from Shepard of the Valley asked if someone from Second Presbyterian Church would serve on the steering committee to plan their annual Chile Fest event on August 19/20. The Chile Fest is a fiesta to support Habitat for Humanity. In line with the presbytery's direction of building cross-congregational connections, they have invited

other Albuquerque area congregations to join the steering committee. They now have people from La Mesa, Rio Rancho and St. Andrew participating. I have volunteered to join their steering committee on behalf of Second Presbyterian Church.

- c. Sack lunches will be prepared by the Mission Committee on Saturday morning, May 27, for volunteers of Habitat for Humanity.
- d. Project Share went well.

3. **Hospitality** – Martha Powers

Martha was absent most of April but is impressed with the supplies that are left over!

4. **Christian Education** – Anita Abeyta

The CE committee is in need of supplies and assistance for Vacation Bible School (VBS).

5. **Building & Grounds** – Abel McBride, Reme Molo

- a. Recent activities of Presbyterian Men include: contributing to Menaul Historical Library; helping with Sandia Mountain Retreat; studying World and Local Problems; and the beginnings of a conversation about the possibility of holding a flea market.
- b. The church will receive about \$2,100 from the damage to the playground equipment on the East side of the North Parking lot, which will be used for removal of the damaged equipment and replacement with safer, more durable play equipment.
- c. As part of the renovation of the Pastor's office, the fixtures in the small restroom will be removed.
- d. The plastic sink in the kitchen next to the North door will be removed and a deep sink and narrow counter added.
- e. Great appreciation has been expressed for the new stoves in the kitchen.

6. **Stewardship & Finance** – Ruth Montoya, John Van Dyke.

The Stewardship and Finance Committee met on April 25, 2017.

- a. **Electronic Giving:** George Huggins was invited to the meeting to present information about the concept of Electronic Giving as a new method to facilitate congregational giving to the church. George presented several options regarding financial institutions that offer these services and their fees, if any.
 - Session **VOTED** to approve Stewardship and Finance to move forward with further research and development on electronic giving, and to present the opportunity to the congregation when ready.
- b. **Pledge Envelopes: Information:** John Van Dyke reported that he had placed an order for 100 pledge envelopes – half the amount ordered in the past. The envelopes will be distributed as per request only, thus reducing waste and cost.
- c. **Weekly Offering Counters and Security:** Second Church complies with the Book of Order which states that “*the counting and recording of all offerings by a least two duly-appointed persons, or a fidelity bonded person*”. Two members who are among a list of authorized volunteers, carry out the weekly task. The issue of security was raised during our discussion with regards to safe-keeping until the following day when the money is

deposited with the bank. The church does not have an adequate secure area other than a safe in the vault. This matter is being brought to the Session's attention for suggestions.

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

The meeting was adjourned with prayer by Rev. Woodruff at 8:40pm.

Respectfully submitted,

George T. Huggins, Clerk of Session