**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MEETING**

**November 20, 2017**

The Session of Second Presbyterian Church met for a regular meeting on Monday, November 20, 2017, in Fellowship Hall. After prayer at 5:27pm by Pastor Rev. Dr. Robert Woodruff, Session shared a potluck dinner. RE Anita Romero Torres lead the Session in devotions and, with corporate prayer at 6:12pm, devotions ended devotions and the business meeting opened.

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

*Ruling Elders*: Anita Abeyta, Don Bixby, Pat Gilberto, George Huggins, Ruth Montoya, Martha Powers, Reme Molo, Anita Romero Torres, Anna Torres, John Van Dyke

**Excused:**  Abel McBride, Kris Johnson

**Guests:** Solema Newton, Deacon representative

Session obtained **CONSENSUS** approval of the agenda.

**DEACONS’ REPORT** – Solema Newton

1. The Deacons are planning to serve Communion on 12/03/2017, 12/24/2017, and 01/07/2018.
2. The Deacons remain busy.
3. To date in 2017, 1,644 have been served communion.
4. The Deacons are serving communion to home-bounds, at least once a month, usually the week after communion is served at Second.
5. The younger Sunday school classes made Christmas cards, five for each deacon, to mail to home-bounds.
6. One service we provide to those we visit is to decommission and prepare air conditioning units for winter.
7. We ask everyone to attend memorial services held by Second, either when we visit them or via the Deacons phone tree.
8. More of us need to bring food for the potluck meal after a memorial service.
9. We have received feedback that some don’t like communion by intinction, or if the bread is broken, don’t take communion for health concerns.
10. The Pastor asked Session and Deacons to attempt to clear the hallway from the Sanctuary to Fellowship Hall after a memorial service. One way would be to position any receiving line further back in Fellowship Hall, instead of just at the opening of the hallway into Fellowship Hall.
11. The Deacons have asked to any assumed liability when a Deacon provides transportation to worship?

Session **VOTED** to approve the minutes of the October 17, 2017, Session Stated meeting.

**CLERK’S REPORT**

**Correspondence:**

10/26/2017, FROM GA, requesting completion of the Clerk’s Annual Questionnaire by 12/12/2017.

10/31/2017, email TO Session requesting input for the Clerk’s Annual Questionnaire by 11/20/2017.

**BOP Account:**

11/07/2017, Account established for the Clerk with the Board Of Pensions (BOP) website. Updated Pastor’s effective salary, which still had values for 2015. Discussing possibility of needed actions with BOP with Personnel and Bookkeeper.

**Deaths:**

Trudi N. Miranda, b. 12/06/1923, d. 11/05/2017

Raymond Chavez, d. 11/20/2017.

**Memorial Service:**

Trudi N. Miranda, 11/15/2017, 11:30am, Second Presbyterian Church, Revs. Robert Woodruff and Kay Huggins. Interment in El Buen Pastor Presbyterian Church Cemetery, Chimayó, NM.

**Annual Reports:**

Reminder to all Committee Chairs to draft/update your Annual Reports for the January Congregational Meeting.

**Evidence of Insurance:**

G-3.0112 requires we keep adequate insurance. PSF minutes guidelines requires it be noted in Session minutes.

**Pastor Emerita:**

Rev. Dr. Kay E. Huggins was named Pastor Emerita by the Rio Rancho Presbyterian Church on 11/05/2017.

**PASTOR’S REPORT** - Rev. Rob Woodruff

1. The Whiteboard we ordered has been received and placed in the J. I. Candelaria wing. It has defects. We can return it, receive a refund, buy another board, or keep it and receive a $50 rebate. Elders Molo and Huggins volunteered to review the board and provide a recommendation.
2. A family has reserved the building for a wedding on December 17, 2017, and want to do a champagne toast. Our Policies and Procedures prohibit any use of alcohol on the church premises, but we previously voted to allow this family to have a champagne toast.
	1. After discussion and consideration, Session **VOTED** to disapprove this request.
	2. The couple has requested an earlier wedding to be able to take pictures during daylight. As the wedding is on a Sunday afternoon, members of Session cautioned about any preparation for the wedding or reception causing an early ending to any worship or fellowship activity.
3. Session **VOTED** to form a work team composed of Elders Don Bixby and Ruth Montoya, to review and update sections of the Policies and Procedures pertaining to building use, and to present their work results during or before the January 2018 Session Stated meeting.
4. Rob reported that after Rev. Jaime Quiñones moved to Lovington, NM, to be near family, some members of the congregation expressed concerned about his possible work load, if the same visitation and pastoral activities that were supported by Rev. Quiñones were to continue. Rob told Session that it is becoming more difficult to do so. Session considered:
	1. Hiring a part-time Associate Pastor, or other pastoral provider;
	2. Using Parish Associate Rev. Huggins more;
	3. Providing more guidance for the Pastor’s activities, e.g., a strategic plan.
5. Rob has continued to inquire to Ghost Ranch regarding a Session retreat/meeting in January or February of 2018, that would be for two days and one night. Casa del Sol retreat house might be used. The cost would be $750 and use of the hermitages would be $150. If we took our meals in the dining Hall, the cost for Casa del Sol would be $700.
	1. Rob will contact Ghost Ranch staff to book February 9-10, 2018.
6. Rob noted that we need to update the phone number for Carol Leavitt.

**BOOKKEEPERS REPORT** - John Van Dyke

John presented his four standard reports, and noted that we are somewhat behind in our income.

**OLD BUSINESS**

1. Disaster Plan Task Force (DPTF): Kris Johnson, Abel McBride, Ruth Montoya
	1. Any meeting and progress of the DPTF has been overcome by events.
	2. The DPTF is concerned about the Fellowship Hall door entrance remaining open during choir practice, and will ask late-comers to choir practice to use the Sanctuary front door.
2. Family Promise (FP) lease contract
	1. Elder Johnson and Pastor Rob met, and discussed and reviewed modifications to the FP contract.
	2. Elder Johnson will make the changes to the contract and send them to Session with preference for an electronic vote, and will be prepared to discuss the modifications in person.
	3. FP needs to check for all doors locked.
	4. The alarm system has not been activated when we have hosted someone stating in the apartment in the Candelaria Wing.
	5. We will carry over FP contract review to the December 2017 Session Stated meeting.

**NEW BUSINESS**

1. Session **VOTED** to set the date for Congregational Stated Meeting, for the purpose of electing officers and presenting financial matters, to Sunday, December 10, 2017, at the conclusion of worship.
2. Session **VOTED** to set the date for the Congregational Annual Meeting, for the purpose of the Congregation hearing reports and transacting other business properly coming before such meeting, to Sunday, January 28, 2018, at the conclusion of worship.
3. Session deferred consideration to designate two members for the Nominating Committee, one of whom shall be designated as Chairperson, to the January 2018 Session Stated meeting.
4. Session deferred consideration to nominate four members-at-large from the congregation for the Nominating Committee, to the January 2018 Session Stated meeting.
5. Session approved by **CONSENSUS** to correct the Policies and Procedures, pg. 51, under “Finalized Operating Budget”, item 3, by replacing “Annual Congregational/Corporation Meeting in February” with “Annual Congregational/Corporation Meeting*,*” to agree with the Bylaws; Item 3 to read: “Session shall, at the Annual Congregational/Corporation Meeting, report to the congregation the adopted budget for the current fiscal year.”
6. Elder Ruth Montoya invited Session members and their guest to a Session Christmas at her house on Friday, December 15, 2017, from 6 to 9pm. She asked for RSVPs not later than December 9, 207.

**COMMITTEE REPORTS**

1. **LiveWire** – George Huggins

Members of LiveWire (LW) are George Huggins (Chair) and Alicia Montoya.

LW did not meet since the last report. One/both of us try to be in Fellowship Hall for our regularly scheduled meeting, the second Thursday of the month, at Noon.

**CHURCH MANAGEMENT SYSTEM (CHMS)**

1. Breeze – $50/month; unlimited people; unlimited accounts; free upgrades; includes support; internet hosted, SSL connection; customizable; QuickBooks interface (and other interfaces); can export ALL data; daily backups; import to add people or update people; customizable access to roles; hand-held device APP; online giving; contribution reports; year-end giving statements; printable directories; MailChimp integration.
2. May NOT pay ahead, i.e., monthly billing.
3. Around 500 persons have been entered.
4. NEED demographic surveys for complete and accurate data.
5. We will consider replacing Instant Church Directory with Breeze APP.
6. LW requests appointment of CHMS Configuration Board

a. Determines who has what access to what data

b. Suggest four members: one RE and Deacon, two others

**DIRECTORY** – We produce a pictorial directory every four years, last in 2014, so due in 2018. LW is discussing an April photo session(s) with Moji Studios. They will provide 50 free directories in addition to a free directory to every family photographed. We can purchase an electronic version of the directory for $100 and will probably do so.

**OVERHEAD PROJECTOR IN FELLOWSHIP HALL** – We have received a $400 donation from the Ortega family for a projector that is compatible will more than one computer operating system. Since LW couldn’t pay ahead for CHMS, LW will have approximately $340 to apply to items such as the projector. We have asked Sound and Signal Systems of NM, for a quote for purchase and installation.

**RETRACTABLE SCREEN IN FELLOWSHIP HALL** – We have asked Sound and Signal Systems of NM, Inc., for review and repair of screen motor; no response, yet.

1. **Worship and Music** – Anita Romero Torres, Don Bixby
	1. October 29, 2017, on Reformation Sunday, The Honorable Reverend Wendell Griffen was our guest pulpit supply and we had bagpipes.
	2. All-Saints Day was observed on Sunday, November 5, 2017.
	3. We have a beautiful cornucopia provided by Don Bixby for the communion table.
	4. We presented Bibles to our third-graders on November 12, 2017.
	5. November 19, 2017, was dedication Sunday. The three choirs and youth instrumentalists were great and amazing.
	6. We express thanks to Ruth Montoya and Anita Abeyta for the hanging of the greens.
	7. We have recruited teams for lighting the advent wreath during Advent.
	8. Marie Kenny and Nancy Montoya will manage the caroling for December 17, 2017.
	9. On Christ The King Sunday, November 26, 2017, we will provide “kingly bread” for communion.
	10. During the four Sundays of Advent we will provide recorded meditation music at 10:20am.
	11. The theme for Christmas Eve, December 24, 2017, will be “Light”, and there will be an evening fire pit.
	12. Tony Romero can’t provide Christmas trees as he traditionally does. Bev and Reme Molo will (somehow) provide the trees.
	13. We continue to plan for the creation of a nursery in the Candelaria Wing. The estimate for flooring is $2,500 and other needs are undetermined.
2. **Personnel** – Kris Johnson
3. The committee met on Sunday, November 19 at 9:00am.
4. Committee members present: Kris Johnson, Ella Porragas, Reme Molo and Rev. Rob Woodruff.
5. We discussed the Pastor's Call and potentially recommending a raise to the pastor’s salary. Kris presented year-to-date inflation data as well as 2018 Social Security raise information. Inflation appears to be roughly 2% this year and Social Security will be giving recipients a 2% raise in 2018. We reviewed this information and briefly discussed the fact that many private and government agencies have not given raises to staff in years. After completing our discussion, the committee voted to approve a 2% raise to the pastor's salary. No changes were made to compensation items not calculated as a percentage of salary.
6. Kris and Rob will meet to review and update the lease agreement with Family Promise on November 20, 2017 (see report elsewhere in these minutes). The updated lease will be provided to Session upon completion. The lease will be updated and signed with Family Promise before the end of 2017.
7. After discussion and consideration, Session **VOTED** to increase the pastor’s effective salary by five percent (5%) in 2018.
8. **Evangelism & Membership** – Pat Gilberto
	1. The Committee has not met, due to a slowdown in activity.
	2. Barbara Anderson wants to move her membership to Second. Pat will keep her informed about any new member class.
	3. Pat will call Atrium Apartments about any transportation services they provide to residents. If they do not, we will need to check with insurance company regarding any assumed liability.
9. **Nominating** – Reme Molo, Martha Powers

The Committee is on schedule to have a slate of nominees by the December 10 Congregational Stated Meeting.

1. **Mission** – Anna Torres
	1. The Committee met on November 16, 2017, at 10:00am. Members present were Anna Torres, Gloria Mirabal and Martha Powers along with Pastor Rob Woodruff. Alicia Gilliam attended via telephone.
	2. On October 31, 2017, we accepted our first asylum appellant, Joel, from the Congo of Africa. Joel received assistance from members of the mission committee and the congregation. He also received assistance from community members. Family Promise program staff were very accommodating by letting him use their computers and shower during his stay. Joel sang and played the guitar at our Sunday morning worship service on November 5, 2017. Joel flew to Dallas on Saturday, November 18, to spend three weeks with a friend he met at the Cibola Detention Center. He may return to Albuquerque at the end of this visit. Having Joel stay with us has been a blessing. The committee agreed to give Joel $100 for his travel to Dallas.
	3. Gloria Mirabal reported she will be leaving the board of Camino de Vida after serving for 9 years.
	4. Gloria Mirabal reported that Ruth Silva would like to formalize the efforts for assisting people of Puerto Rico by forming an agency. Pastor Rob mentioned that he has received many positive comments and praise by various community people for the concerts raising funds for Puerto Rico.
	5. Pastor Rob reported that a group from Manteca, California is interested in going to Cuba. Pastor Beidy (in Matanzas, Cuba) told a member of the Manteca group that they might want to contact Second Presbyterian Church to see if members of our church might be planning a trip next summer. Pastor Rob will be contacting Susan Smith about her plans for a trip to Cuba in March, 2018, and perhaps the group from Manteca could travel with Susan’s Presbytery representatives. The dates for the trip to Cuba are March 14-24, 2018.
2. **Hospitality** – Martha Powers
	1. We often are close with providing enough food during the potluck after a memorial service, so please remember to bring food.
	2. The Committee will continue to coordinate WINGS and Project Share (scheduled for December 23, 2017).
3. **Christian Education** – Anita Abeyta
	1. Youth classes have been combined because of irregular attendance in similar-aged classes.
	2. We have purchased age appropriate Bibles for class members.
	3. Advent calendars have been ordered.
	4. We have acquired place mat calendars for home-bounds.
4. **Stewardship & Finance** – Ruth Montoya, John Van Dyke
	1. Our Stewardship appeal mailing has been sent and we are getting good response for pledges.
	2. We are pleased with our brochure.
	3. The past few weeks we have had great testimonies during worship. Everyone talked about involvement.

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

Status and Disposition of funds raised for Puerto Rico relief: The total is about $17,000. $16,000 was sent to General Secretary of the Cuba Presbytery. (Mission will write something for Dec newsletter.)

Session was reminded that 2018 budget requests should be submitted to the Bookkeeper, John Van Dyke, by December 10, 2017, to have compilation by the January Session Stated Meeting.

There being no objection, Session was adjourned with Prayer at 9:14pm by Rev. Woodruff.

Respectfully submitted,

George T Huggins, Clerk of Session