**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MEETING**

**January 22, 2018**

The Session of Second Presbyterian Church met for a regular meeting on Monday, January 22, 2018, in the J. I. Candelaria Wing. After prayer at 5:20pm by Pastor Rev. Dr. Robert Woodruff, Session pizza and salad provided by Elder Martha Powers. Elder Pat Gilberto lead the Session in devotions, using The Upper Room as a resource, and ended devotions and opened the business meeting with prayer at 5:45pm.

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

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

**Excused:** Reme Molo

**Guests:** Mickey McHugh, Deacon representative; Ella Porragas, Elder-nominee, Class of 2020

**APPROVAL OF AGENDA**

1. Placed before the Youth Leaders’ report was granting Privilege of the Floor to Lorraine Romero to present a Sandia Mountain membership annual meeting request.
2. The Clerk added a list of names to remove from the roles.
3. Under Old Business, added item 4, update Session Retreat to Ghost Ranch.
4. Under Old Business, added item 5, Sabbatical Team report.
5. Under New Business, added item 6, PW request to lead worship on 03/04/2018.

Session **VOTED** to approve the agenda with the noted additions.

Session **VOTED** to grant Privilege of the Floor to Elder-Elect Ella Porragas, and to Lorraine Romero to present a meeting request from the Sandia Mountain Retreats Association.

Session **VOTED** to approve Lorraine Romero’s request for use of the building on 03/17/2018, from 11:30am-2:30pm, by the Sandia Mountain Retreats Association, pending confirmation of availability of space.

**DEACONS’ REPORT** – Mickey McHugh

1. Mickey circulated a sign-up sheet for Elders to serve communion on 02/04/2018.
2. She updated Session on the status and pastoral to Furthest Pew communion recipients, and for care and support of recent widows/widowers. The Deacons will assume additional pastoral care during the Pastor’s Sabbatical.
3. Mickey will represent the Deacons to the next meeting of the Worship and Music Committee, which will probably rotate thru the Deacons, as will the representative to Session Stated Meetings.
4. She reported other Deacon officers for 2018: Kelly Van Andel, Secretary; Phyllis Nunns, Treasurer.

Session **VOTED** to approve the minutes of the December 19, 2017, Session Stated meeting.

**CLERK’S REPORT**

**Correspondence:**

01/04/2018; 01/10/2018 – Email TO First Presbyterian Church requesting Deacon ordination date for Phyllis Nunns.

01/18/2018 – Email FROM First Presbyterian Church, reporting the Deacon ordination date for Phyllis Nunns was 03/04/1990.

**Deaths:**

1. George Vigil, 12/22/2017
2. Lydia C. Romero, 12/23/2017
3. Carlos Martin Candelaria, 12/23/2017
4. Ruth Santillanes, 01/03/2018

**Memorial Services:**

1. 12/30/2017, Lydia C. Romero, b. 07/31/1924, d. 12/30/2017, in the Sanctuary of Second Presbyterian Church, by Revs. Robert Woodruff and Kay Huggins.
2. 01/02/2018, Carlos Martin Candelaria, b. 12/05/1925, d. 01/02/2018, in the Sanctuary of Second Presbyterian Church, by Revs. Robert Woodruff and Kay Huggins. Interment was in Sunset Memorial Park, Albuquerque, NM.
3. 01/06/2018, Ruth Santillanes, b. 10/02/1922, Alameda, NM, d. 01/06/2018, Albuquerque, NM, in the Sanctuary of Second Presbyterian Church, by Revs. Robert Woodruff and Kay Huggins. Interment was in Sunset Memorial Park, Albuquerque, NM.
4. 01/08/2018, Josephine Bernadette Sandoval (non-member), b. 07/17/1933, d. 01/01/2018, in the Sanctuary of Second Presbyterian Church, by Revs. Robert Woodruff and Kay Huggins.

**Electronic Vote to Allocate 12/24/2017 (Christmas Eve) 7pm Offering to Camino de Vida:**During the week prior to 12/24/2017, Session **VOTED** via email to allocate the offering received during the 7pm Service on 12/24/2017 (Christmas Eve) to Camino de Vida.

**Pastor Emeritus Rev. Jaime Quiñones** – 90th birthday is March 8.

Session **VOTED** to remove the following names from the Church Register **[G-3.0204a]**:

1. For inactivity:
	1. Steve Allie, register # 387, member as of 11/21/1993 (This was reported by the Pastor in his report of 09/20/2011, but any action to clear the register has not been found in subsequent minutes, or in the register, and the register still carries him as a member.)
2. By certificate of Transfer:
	1. Petra Martinez, register # 600, to Embudo Presbyterian Church, Dixon, NM, on 07/30/2017
3. By their deaths:
4. Pas Vigil, register #39, d. 07/06/2017
5. Ernestine Arndt, register #325, d. 07/11/2017
6. Sam Madrid, register #622, d. 09/08/2017
7. Ambrosio Ortega, register #26, d. 10/08/2017
8. Trudi N. Miranda, register #388, d. 11/05/2017
9. Raymond M. Chavez, register #457, d. 11/20/2017
10. George Vigil, register #313, d. 12/22/2017
11. Lydia C. Romero, register #31, d. 12/23/2017
12. Carlos Martin Candelaria, register #12, d. 12/23/2017
13. Ruth Santillanes, register #83, d. 01/03/2018.

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

1. Session **VOTED** to approved a celebration of the 90th birthday of Pastor Emeritus, Rev. Jaime Quiñones, on Saturday afternoon, 03/10/2018, in Fellowship Hall, time TBD.
2. Pastor Rob made these assignment requests for the Session retreat to Ghost Ranch in February:
	1. Chair and Co-Chair of each Committee, submit by email, one potential innovation for work of your Committee;
	2. Brief report on where your committee has been and where it’s going.
3. Some doors do not get completely locked, and there were intruders!
	1. -Some- doors can be closed but if not locked and opened will not activate alarm.
	2. Key pad for entrance to J. I. Candelaria is worn and needs to be replaced. Buttons get stuck and get turned sideways. Pastor will call ATEC to replace code pad.
4. Menaul School Day – to celebrate our connection with Menaul School. We will involve the Menaul School Alumni Association; the Menaul chaplain; and the Menaul School choir. We are planning to have it in April or early May. The Pastor will contact those organizations involve the Worship Committee.

**BOOKKEEPERS REPORT** – John Van Dyke

1. John presented the four standard reports plus a list of Memorial Funds.
2. Referring to the 2017 Income report, John noted we came within about $3,000 of breaking even! But fell short.

Session **VOTED** to cover the difference out of Reserves.

**OLD BUSINESS**

1. Session **VOTED** to authorize the Clerk of Session to sign annual contract renewals for Family Promise to lease space in the J. I. Candelaria wing.
2. Disaster Plan Task Force: Kris Johnson, Abel McBride, Ruth Montoya – No Report.
3. Update to the use of Building sections of Policies and Procedures
	1. The work group reported that a draft update is ready to present to Staff for review.
4. Update details of Session Retreat to Ghost Ranch, 02/09-10/2018:
	1. Attendance count: Ruth Montoya, Pat Gilberto, Don Bixby, Abel McBride, Kris Johnson, Anna Torres, Anita Abeyta, John Van Dyke, George and Rev. Kay Huggins, Rev. Rob Woodruff, Ella Porragas, and <probably> Reme Molo, for 13 attendees.
	2. The work group for the details will be: Rev. Rob Woodruff, Ruth Montoya, Anna Torres, Anita Abeyta, and Abel McBride.
	3. Carpooling/caravan – We will meet at 9:00am, Friday, 02/09/2018, in front of the Target store at SW corner of Paseo del Norte and I-25. The retreat will adjourn at 3:00pm on Saturday.
	4. If you can, please consider underwriting all/some of your cost.
	5. The work group will consider and make on food arrangements.
5. Sabbatical Team report

**Clergy Renewal Committee Report - January 2018**

*Second Presbyterian Church*

**COMMITTEE MEMBERS**

Gloria Mirabal, Toby Montoya, Ruth Montoya, Kris Johnson, Rob Woodruff

**COMMITTEE GOAL**

The committee was created by Session to plan and support a successful period of sabbatical/growth for our pastor and renewal/growth for our congregation.

**COMMITTEE PROPOSALS/MOTIONS**

The Clergy Renewal Committee moves that Session approve a time of renewal, sabbatical, for Rev. Dr. Robert Woodruff, as generally outlined below:

A. Dates: June 1st through August 31st, 2018.

B. Preaching: The following is a tentative plan for coverage of preaching. (13

Sundays)

a. Rev. Dr. Kay Huggins - 3-4 times

b. Pulpit Supply - 8-9 times

c. Testimonies - 1-2 times *(Invite members of the congregation to share their testimonies. There* is a *training on sharing testimonies January* 25)

C. Moderating Session Meetings

Rev. Dr. Kay Huggins (Book of order mandates we select/identify a moderator.)

D. Pastoral Care: Plan under development, will likely include:

* Rev. Dr. Kay Huggins
* Deacons

E. Finances:

* 1. Preaching - $1,300 ($100 per Sunday)
	2. Pastoral Care (Hospital visitation, congregational support, etc.) - On-Call  $600 ($200 per month)
	3. Moderating Session Meetings - $300 ($100 per month)
	4. Sabbatical Direct Costs (Travel/ Books) - $6,000

i. $3,000 - 2018 Continuing Education Budget

ii. $3,000 - Additional finances required

e. TOTAL Sabbatical Cost:

i. $8,200

ii. $5,200 using 2018 Continuing Budget

F. Sabbatical Content:

a. Activities geared to encourage, revitalize and reenergize

b. Activities geared to enrich understanding of congregation's Spanish roots.

G. Boundaries: No pastoral duties except for officiating one previously planned wedding on August 4, 2018.

H. Covenant: Clerk of Session and Pastor sign a covenant regarding the sabbatical.

(See the draft covenant)

**FURTHER PLANNING AND ACTIONS**

1. Session Retreat
2. Congregation communication and outreach

**DRAFT SABBATICAL COVENANT, 2018**

Throughout Scripture, from Genesis' beginnings to Jesus' ministry and the church's witness, accounts of holy activity are clearly set apart by rest, quiet places, and time for restoration. God has given us, God's people, the Sabbath pattern as a time of renewal, a time to be reminded of whose we are and what we are called to do, a time of rest that refreshes us for faithful living.

It is a gift given to the congregation... a time for leaders to step forward and share their gifts with the community in new ways. It is also a gift given to the pastor... a time to be renewed for ministry and strengthened in their sense of call.

Second Presbyterian Church and the Rev. Dr. Robert Woodruff enter this sabbatical covenant in their fifteenth year of ministry together. Robert will be on sabbatical from June 1 through August 31, 2018. This leave is not just a reward for longevity of service and commitment, but is an extended period away from normal responsibilities for the purposes of pursuing renewal through rest and personal, spiritual and professional growth.

During his sabbatical, the church will continue Robert's full salary and benefits. Robert and the Congregation commit to using the funding from the pastor's 2018 Continuing Education budget along with finances identified, raised and/or set aside by Session.

Upon return, Robert commits to continue serving Second Presbyterian Church for at least one (1) year as stated by the Presbytery Sabbatical Policy.

During this time, the church will release Robert from all pastoral duties and responsibilities. Rob commits not to assume regular pastoral duties and responsibilities while on sabbatical which the exception of a previously committed to wedding on August 4, 2018.

Robert commits not to check his church email or voicemail while on sabbatical. He commits to not discuss the ongoing work of the church during this time with Congregation members, colleagues or staff.

Robert commits to pray for the Congregation and the Church while he is away. The Congregation commits to pray for Robert and his family during the sabbatical time for renewal.

George Huggins Rev. Dr. Robert Woodruff

Clerk of Session Pastor

Session **VOTED** to approve the report, with the one edit in C to comply with the Book Of Order, **[G-3.0201]**, “…if the installed pastor is unable to invite another moderator, the presbytery shall make provisions for a moderator.”

**NEW BUSINESS**

1. **RULING ELDER OF THE MONTH** – Current Session members and Elder-Elect Porragas discussed their preferences to serve as Ruling Elder of the month, for Feb 2018 thru Jan 2019. The Elder of the Month will open/close the church for scheduled worship services, and provide devotionals before Stated Session Meetings during their appointed month. The months and Elders are: Feb – Abel McBride; Mar – Reme Molo; Apr – Ruth Montoya; May – Anita Abeyta; Jun – George Huggins; Jul – John Van Dyke; Aug – Ella Porragas; Sep – Kris Johnson; Oct – Don Bixby; Nov – Anna Torres; Dec – VACANT; Jan 2019 – Pat Gilberto.
2. **REV. HUGGINS 2018 PA CONTRACT**

Session **VOTED** to approve the 2018 Parish Associate contract with Rev. Dr. Kay E. Huggins.

1. **NOMINATING COMMITTEE MEMBERS FROM SESSION**

Session **VOTED** to designate two members of Session for the Nominating Committee, Pat Gilberto, and as Chair, Reme Molo.

1. **NOMINATING COMMITTEE MEMBERS NOMINATIONS**

Session **VOTED** to approve Martha Powers to be nominated for member-at-large, and for Pat Gilberto to recruit three more for the requisite four.

1. **ELECT OFFICERS AND COMMITTEE CHAIRS**

Session **VOTED** to approve the following officers and Committee Chairs and Co-Chairs for 2018: Clerk, George Huggins; Paying Treasurer, Lynn Gatewood; Counting Supervisor, VACANT; Bookkeeper, John Van Dyke; three (3) Commissioners to Presbytery: Kris Johnson, Ella Porragas, VACANT; two (2) Alternate Commissioners to Presbytery, both VACANT; Chairs for each of the nine (9) Committees: LiveWire – George Huggins; Worship and Music – Don Bixby; Personnel – Kris Johnson; Evangelism & Membership – Pat Gilberto; Nominating – Reme Molo; Mission – Anna Torres; Hospitality – VACANT; Christian Education – Anita Abeyta; Building & Grounds – Abel McBride, Reme Molo; Stewardship & Finance – Ruth Montoya, John Van Dyke.

1. Session **VOTED** that Presbyterian Women would lead worship on 03/04/2018 for “Celebrate the Gifts of Women” Sunday.
2. Given that our current copy machine is deficient; that we need to upgrade to digital; that Albuquerque Duplicator has a machine that is the same size, is a floor demo model, with control panel; that quality will increase exponential; that the cost is $4,000 with our trade-in; Session **VOTED** to approve the purchase with Memorial Funds and general operating funds.

**COMMITTEE REPORTS**

1. **LiveWire** – George Huggins
	1. Session **VOTED** to appoint the administrators of the church’s CHMS (Breeze) to act as the Breeze Configuration Board (BCB), their duties being:
		1. Consider requests for user access to the CHMS;
		2. Determine the role for each user;
		3. Consider requests for additional fields in the CHMS and determine which roles will have view/add/edit access to those fields.
2. **Worship and Music** – Anita Romero Torres, Don Bixby
	1. The Committee is preparing for lent, and some tasks have been assigned.
3. **Personnel** – Kris Johnson
	1. Session **VOTED** that, except the pastor, staff (Secretary, Beverly Chavez; Music Director, Karmen Van Dyke; Custodian, Frank Cavalier; and Youth Leaders, Susie and Francis Chang) receive a 2% raise in 2018.
4. **Evangelism & Membership** – Pat Gilberto
	1. The Committee is working to get a new members’ class scheduled. They have re-scheduled it to the end of February or beginning of March, 2018.
	2. Session **VOTED** to approve to request a Certificate of Transfer for Barbara Anderson, from Sun City Presbyterian Church, Sun City, AZ.
5. **Mission** – Anna Torres
	1. Martha Powers, Anna and Jack Torres, Lorraine Romero, and Ray and Concha Brown attended the Twenty-Eighth Annual Dr. Martin Luther King, Jr. Multicultural Celebration at Congregation Albert on January 15, 2018. The recipient of the $1,000 scholarship donation from Second Presbyterian Church is Byamungu Sangala Fazili, of Del Norte High School. Byamungu is a native of the Congo. And he and his family have been in Albuquerque for two years. He plans to attend the University of New Mexico, earn a degree in Pharmaceutical Sciences, and become a pharmacist. He lives with his parents and five younger sisters. He had two older brothers who died during their stay in a refugee camp where they did not receive medical attention. He said this is the reason he wants to be in the medical field to help people.
	2. Anna distributed a sign-up sheet for openers for WINGS.
6. **Hospitality** – Martha Powers
	1. There might have been an overspend on Project Share. We are awaiting a rebate to determine so.
	2. The Committee has received a large donation.
7. **Christian Education** – Anita Abeyta
	1. Sunday School is going well, so far. We are still in need of a couple more teachers.
8. **Building & Grounds** – Abel McBride, Reme Molo
	1. We had to cut the weeds!
	2. There continues to be poor showing for Saturday work days.
	3. The front door has been repaired.
	4. We are working on the refurbishment of the basement for storage of program materials and equipment.
	5. We will soon start on the sound room, off the north end of the Chancel.
9. **Stewardship & Finance** – Ruth Montoya, John Van Dyke

The Stewardship and Finance Committee met on Friday, January 19, 2018.

Meeting Highlights:

* **Offering Envelopes**: 34 members submitted requests for offering envelopes and 36 opted out. A few requests continue to come in. Individuals who opted out were assigned a number which is available upon request by contacting either John Van Dyke or Ruth Montoya.
* **Year-end Financial Reports for Congregational Giving**: These are being compiled by Chad Poole and are expected to be distributed by the end of this month. The Committee will oversee that mid-year reports are made available this summer.
* **Approval of The Four Special Offerings**

Session **VOTED** to receive the Four Annual Special Offerings:

1. One Great Hour of Sharing - Easter Sunday, April 1
2. Pentecost - May 20
3. Peace and Global Witness – October 7 (World Wide Communion)
4. Joy Offering – December 23
* **2018 Budget**: John reported that 21 individuals increased their pledges and two new pledging units were added this year. There was extensive discussion on this year’s budget that included spending and requests. Given the current data available, there is a projected shortfall. The Committee will continue to refine the budget and monitor expenditures.

Session **VOTED** to approve the 2018 Budget:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Pastor Compensation** | **$107,142** |  |  | **Christian Education Committee** | **$13,330** |  |
|  | Salary |  | $30,250 |  |  | Church School |  | $200 |
|  | Housing |  | $28,350 |  |  | Adult Educations |  | $500 |
|  | Child Care Reimbursable |  | $2,514 |  |  | Upper Room |  | $950 |
|  | 403(B) Employer Contribution |  | $8,000 |  |  | Vacation Bible School |  | $250 |
|  | "Effective Salary" |  | $69,640 |  |  | Youth & Children Programing |  | $300 |
|  | Expense - Auto |  | $600 |  |  | General/Miscellaneous |  | $250 |
|  | Expense - professional |  | $1,000 |  |  | Triennium Scholarships (Cum) |  | $100 |
|  | Expense - Continuing Ed |  | $3,000 |  |  | Youth Coordinator |  | $8,752 |
|  | Expense - Medical Reimbursable |  | $2,000 |  |  | Youth Program and Events |  | $1,000 |
|  | 1/2 SECA    |  | $5,135 |  |  |  |  |  |
|  | BOP Pension |  | $7,660 |  | **Mission Committee** | **$18,050** |  |
|  | BOP Death and Disability |  | $696 |  |  | General Assembly |  | $1,300 |
|  | BOP Medical   |  | $17,410 |  |  | Synod of the Southwest |  | $500 |
|  |  |  |  |  |  | Presbytery of Santa Fe |  | $8,200 |
| **Other Staff** |  | **$45,736** |  |  |  | Theological Education |  | $200 |
|  | Organist/Music Assistant |  | $5,381 |  |  | Menaul School |  | $500 |
|  | Music Director |  | $13,343 |  |  | Menaul Historical Library |  | $500 |
|  | Custodian |  | $9,128 |  |  | Guatemala educational Partnership |  | $500 |
|  | JIC Custodial |  | $7,548 |  |  | Albuquerque Interfaith |  | $500 |
|  | Secretary |  | $7,548 |  |  | Project Share  |  | $1,400 |
|  | FICA on Employees |  | $3,876 |  |  | Winds of Change (was misc.) |  | $1,000 |
|  | Workman Comp |  | $1,900 |  |  | Camino de Vida (SW Ministry) |  | $1,000 |
|  | Parish Associate Rev. Kay Huggins |  | $1,500 |  |  | Halloween Party |  | $200 |
|  |  |  |  |  |  | Young Adult Volunteer Prog. |  | $700 |
|  |  |  |  |  |  | Martin Luther King Scholarship |  | $1,000 |
| **Office Supplies** | **$7,550** |  |  |  | Cuba |  | $300 |
|  | Postage |  | $200 |  |  | Family Promise |  | $250 |
|  | Bank Charges |  | $200 |  |  |  |  |  |
|  | Advertising |  | $1,700 |  | **Live Wire Committee** | **$2,067** |  |
|  | Office Supplies |  | $1,200 |  |  | Website |  | $15 |
|  | Cell |  | $900 |  |  | Newsletter Postage |  | $225 |
|  | Phone  |  | $1,500 |  |  | Newsletter Paper/Supplies/Duplication |  | $372 |
|  | Internet |  | $1,100 |  |  | Misc. BB/Mailing supplies/postage |  | $855 |
|  | JIC Phone/Internet |  | $0 |  |  | Church Management Info system |  | $600 |
|  | Equipment |  | $750 |  |  |  |  |  |
|  |  |  |  |  | **Worship Committee** | **$7,925** |  |
| **Building and Property** | **$30,010** |  |  |  | Children's Music/Mailings |  | $400 |
|  | Maintenance |  | $5,000 |  |  | Liturgical Supplies and Artistic Enhancement |  | $1,000 |
|  | JIC Maintenance |  | $2,500 |  |  | Pulpit Supply |  | $1,500 |
|  | Water |  | $3,500 |  |  | Music Materials/PT, Yth, Chimes |  | $1,700 |
|  | Gas |  | $2,500 |  |  | Instrumental Music /Instrumentalists |  | $2,000 |
|  | Electric |  | $4,000 |  |  | Equipment Maintenance/Tuning, communion supplies |  | $400 |
|  | Trash Collection |  | $1,710 |  |  | Music Workshop Scholarship (Cum.) |  | $100 |
|  | Custodial Supplies |  | $1,000 |  |  | Flowers/Seder/Other |  | $325 |
|  | Liability/Property Insurance |  | $9,000 |  |  | Choir Robe Maintenance |  | $500 |
|  | Security System Monitoring Fee |  | $800 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Board of Deacons** | **$500** |  |
| **Other Committees** | **$3,600** |  |  |  | Board of Deacons |  | $500 |
|  | Hospitality Committee |  | $1,000 |  | **Session** |  | **$750** |  |
|  | Personnel Committee |  | $300 |  |  | Session |  | $750 |
|  | Evangelism/Membership |  | $700 |  | **Per Capita** |  | **$8,400** |  |
|  | Stewardship and Finance |  | $1,500 |  |  | Per Capita |  | $8,748 |
|  | Memorial Committee |  | $100 |  |  |  |  |  |
|  |  |  |  |  |  | **Total** | **$244,380** | **$244,380** |

* “**Second Mile Giving”:**  These are contributions to the church made over and above the annual pledge. A yearly budget is based upon the pledges that are received and the total is applied to the church’s general budget. Gifts received from individuals designated for a particular ministry/mission project or towards funds for special purchases, are considered “Second Mile Giving”.
* **Resignation of Paying Treasurer and Replacement**: The announcement was made last fall that Paying Treasurer, Mary Montoya, following 15 years of volunteer service, is resigning from her post at the end of February, 2018. Lynn Gatewood, a member of this committee, has stepped forward to replace Mary.

Session **VOTED** to approve Lynn Gatewood as the Paying Treasurer and authorized her to sign checks.

Mary Montoya was excused from a part of the meeting to allow discussion on a date for a “recognition moment” in acknowledgement of her 15 years of volunteer and exemplary service.

Session **VOTED** that on Sunday, February 25, 2018, there will be a “recognition moment” for Mary during worship, and a reception held in Mary’s honor after Worship.

* **Search for a Counting Coordinator:** Lynn Gatewood has been serving as the Counting Coordinator for the past several months. Her new role as Paying Treasurer does not permit her to continue in the previous role; therefore, we are working to identify a possible individual to assume this responsibility. Any suggestions are gladly welcomed. The coordinator is responsible for appointing two (2) individuals to count the offering each week of the year.
* **Per Capita Reminder:** The amount has been increased by $2.00 (from $34 to $36). Per Capita is set every two years.

**Report submitted by Ruth Montoya, Co-chair**

**OTHER BUSINESS**

1. Session **VOTED** to approve a request for Presbyterian Men to hold a fund-raising meal after worship on Sunday, April 8, 2018.
2. Members of Session recognized the dedicated work of Martha Powers and Anita Romero Torres, expressed appreciation for their spirit and faithfulness, and remembered specific occasions of their kindness and wisdom.

We were adjourned with prayer at 9:30pm by the Rev. Robert Woodruff.

Respectfully submitted,

George T. Huggins, Clerk