**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MEETING**

**March 20, 2018**

Session of Second Presbyterian Church met for a regular meeting on Tuesday, March 20, 2018, in Fellowship Hall. After prayer at 5:25pm by Rev. Dr. Robert Woodruff, a potluck dinner was shared. Elder Reme Molo led us in devotions. Pastor Rev. Dr. Robert Woodruff opened the business meeting with prayer at 5:55pm.

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

*Ruling Elders:* Anita Abeyta Don Bixby Pat Gilberto George Huggins Kris Johnson Abel McBride Reme Molo Ruth Montoya Ella Porragas Anna Torres John Van Dyke

**Guests:** Louella Gurulé, Deacon representative; Eli Lopez, to be examined for Elder.

Session **VOTED** to approve the agenda.

Session **VOTED** to grant Privilege of the Floor to Eli Lopez for examination as Elder.

**DEACONS’ REPORT** - Louella Gurulé

1. Elder Don Bixby attended the most recent Deacons’ meeting.
2. The meeting focused on support of communion during Holy Week activities.
3. Session **VOTED** to approve the request of the Deacons to hold their annual Luncheon, after worship on Sunday, April 22, 2018.
4. For further communication and coordination, Solema Newton will attend the meetings of the Worship and Music Committee.
5. Both Deacons and Elders will participate in foot washing on Maundy Thursday, March 29, 2018.

Session **VOTED** to approve the minutes of the February 22, 2018, Session Stated meeting.

**CLERK’S REPORT**

**Correspondence:**

03/13/2018 – FROM Assistance Stated Clerk, Sharon Yates, announcing dates/places of Clerk training and records review. I plan to attend, Saturday, 04/21/2018, at Embudo PC, Dixon, NM. The Session minutes book and Register have been updated thru 2017.

**Membership:**

Session **VOTED** to remove the following from the membership register, for inactivity per **[G-3.0204a]**:

1. Ida Wright, membership date April 12, 2009, register # 539;
2. Ken Wright, membership date April 12, 2009, register # 540.

**PDF Searchable Minutes** – The Clerk has scanned in Minutes from the Session minutes books back thru 1968, and are available by using individual sign-in to the website, and going to “Session Documents.”

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

Pastor Rob reported:

1. Pastor Emeritus, Rev. Jaime Quiñones, is ill in hospital in Lovington with pneumonia, and is improving without complications. He is expected to fully recover.
2. Pastor Rob had lunch with Randall and Elizabeth, who have been attending with their young son, Jude. Both are children of pastors, and looked extensively for a church before settling on us. They want to become involved.
3. Rob and Karla are planning a gathering for Young adults at their house on Friday, April 13, 2018. They are settling on details and will publish the invitation, soon.
4. There is a group doing studies of congregation’s financial process. The survey takes approximately 45 minutes to complete. Some research on the background of the company will be done to decide on completing the survey.
5. The Annual WINGS for LIFE Celebration Banquet will be Friday, April 6, 2018, at St. John’s United Methodist Church. We host WINGS meetings twice a month. In gratitude and recognition, a table for 10 has been provided for us, and the announcement will be made for attendees during worship. There is a silent auction preceding the dinner and program. Children in the program will be some of the servers.
6. Michael Griego, the creator and manager of the mobile food pantry that meets in our south parking lot every month, was named Albuquerque individual volunteer of the year.

**BOOKKEEPERS REPORT** – John Van Dyke

John provided three of the four standard reports for the month of January, and will have more reports next month. He remains slowed down by his injury.

**OLD BUSINESS**

1. **Disaster Plan Task Force**, Kris Johnson, Abel McBride, Ruth Montoya: No report.
2. **Update to the use of Building sections of Policies and Procedures**, Ruth Montoya and Don Bixby: A draft has been completed and will be reviewed at the next Worship and Music Committee meeting. There will be further input and refining of the fee schedule.
3. **Family Promise lease contract**, George Huggins: The Family Promise board has met but I’ve missed making contact with Laura. I will try again on Wednesday, and until the lease is signed.
4. **Enhancement of exterior wall of kitchen and/or kitchen, facing Fellowship Hall**, Anna Torres, Anita Abeyta, Abel McBride, Alma McBride: Anna visited a local tile company to look at patterns on tiles, and obtain samples. We have set the details of our meeting.

**NEW BUSINESS**

1. **Examination of Eli Lopez, to be nominated for Elder, Class of 2020**.
   1. Session **VOTED** to begin the examination.
   2. After conversation with Eli regarding his faith and knowledge of church polity, Session **VOTED** to end the examination and recommend Eli’s election to the Congregation, in a Special Meeting of the Congregation at the conclusion of worship on Sunday, April 8, 2018, and to schedule Eli’s Ordination and Installation during worship on Sunday, April 15, 2018.
2. **Presbyterian Women** – Ruth Montoya.
   1. Session **VOTED** to approve the request by Presbyterian Women to hold their annual Luncheon after worship on Sunday, June 10, 2018, and to approve the special Birthday and Thank Offering on Sunday, June 10, 2018.
   2. Ruth reported there will be two women, Ella Porragas and Lorraine Romero, attending the Presbyterian Women gathering in Louisville, Kentucky, August 2-5, 2018. Ella and Loraine will receive underwriting and support from the Presbytery of Santa Fe. Ella and Lorraine will be commissioned to their task, probably during the worship service on Sunday, July 29, 2018.
3. **Conversation regarding not having a Chair of Hospitality.**
   1. Martha Powers continues to review kitchen accessories, food and the laundry. She continues to coordinate the kitchen and most of the Hospitality function.
   2. We might try a Coordinator to coordinate and schedule clean-up after fellowship, and other food functions.
   3. We were reminded to ensure plates are rinsed off before placing in the dish washer, so mold does not have chance to grow.
   4. It was suggested to ask for families and groups in the Congregation to be hosts on scheduled dates.
   5. We need to consult with Martha Powers as to -what- needs to be done, e.g., compile a list, sequence of events, and description of duties. Elders that will meet with Martha are: Ella Porragas, Abel McBride, and Eli Lopez.

**COMMITTEE REPORTS**

1. **Worship and Music** –Don Bixby
2. The Committee continues to work on activities for Lent, Holy Week, and Easter.
3. There is a sign-up sheet to bring soup for the simple supper before the Maundy Thursday service.
4. We are pleased with the schedule we have in place for pulpit supply for Rob’s time of Renewal.
5. The Young Adult Volunteers (YAVs) got five-stars for their worship leading.
6. The application to employ a YAV at our church during 2018-2019 service time has been submitted.
7. Karmen and Joy are doing -great- with the instrumentals and special music.
8. Our attendance and participation in the Deacons’ meeting went well.
9. We are developing a Deacon’s job description.
10. We will have an Easter brunch after the sunrise service.
11. The Committee will meet March 21, 2018, and have established other times for setup and cleanup for Holy Week services and Easter.
12. The cleanup and re-finishing of the basement is proceeding well.
13. The Sound room off the north side of the Chancel is almost done. We are sorting out what really needs to be stored in that room.
14. We found a mouse in a mop pail in Storage room off of Fellowship Hall. Do we have pest control that would cover rodents? Can our janitor set out traps? Mice have been working on getting into food in Candelaria Wing. Building and Grounds will contact our pest control.
15. If items are broken and/or irreparable, dispose of it!
16. We need to review purchase of tables for Fellowship Hall.
17. **Stewardship & Finance** – Ruth Montoya, John Van Dyke
    1. We have transitioned the duties of Paying Treasurer from Mary Montoya to Lynn Gatewood and Steve Montoya.
    2. Lynn Gatewood can no longer be and coordinate the offering counters, to ensure separation of financial duties. Lynn’s goal was to identify eight to ten teams of counters and schedule them in advance.
    3. Session **VOTED** to approve Jack Torres and Tina Griego as new counters.
    4. Session **VOTED** to approve Kris Johnson and Ruth Montoya as co-Counting Coordinators.
18. **Personnel** – Kris Johnson
    1. The Committee has met and continued planning for the Pastor’s renewal time.
    2. We need to discern and describe the duties of Rev. Huggins, especially regarding pastoral care.
    3. The “Del Pastor” article for the April church newsletter will explain the Pastor’s time of renewal.
    4. We have had -some- feedback that the Pastor’s renewal is a good thing and the members and friends of the Congregation are getting prepared.
19. **Nominating** – Reme Molo
    1. We are extremely pleased that Eli Lopez has accepted our request that we nominate him for Elder, Session Class of 2020, and that he is here, tonight, to be examined and approved by Session.
20. **Mission** –Anna Torres
    1. Our application to employ a Young Adult Volunteer (YAV) for the YAV work schedule 2018-2019 has been completed and submitted.
    2. The Cuba mission trip by the Presbytery is scheduled to depart on April 3, 2018. We have contacted one of the leaders, Susan Smith, who will try to fit any items that we have for them to take to our partner church in Matanzas. We have corresponded with Pastor Beidy in Matanzas, who communicated a short list of needed items.
    3. One of our members, Maria Martinez, has delivered a baby girl.
21. **LiveWire** – George Huggins
    1. The new printer in the Secretary’s office was used to produce the March newsletter. It was only about 20% slower than the printer at the Presbytery office. That will reduce the cost of producing the newsletter from about $35/month for the use of the Presbytery’s printer, to about $12/month for the approximately three reams of paper that is needed. When we have more cost data, we’ll try to estimate how much it will cost to produce the newsletter in color. We will check cost with our printer service company, Albuquerque Duplicator Service.
    2. The mount used to hold the iPod to record services has broken, and a new mount will be acquired. We’ve missed recording a few Sunday’s but will be back for Holy Week.
    3. LiveWire has expended $258.60 of its 2018 Budget, to date, and predicts no problem with staying under budget of $2,067.
    4. Please review your Committee’s page on the website.
22. **Hospitality** – VACANT
23. **Evangelism & Membership** – Pat Gilberto
    1. The Membership committee met on Thursday, March 8, 2018.
    2. We discussed the following items:

* The list of individuals who may be interested in joining. Ten to twelve people are interested.
* We would like to honor the 50 and 70-year members sometime this fall. We will ask the worship committee to help us schedule this.
* We are going to develop a new visitors card. Beverly Chavez will work on this.
* We have scheduled a New Member’s Class on Saturday, April 14, 2018, from 10:00am to 1:00pm. We are planning to provide a lunch for the class.
* Pat Gilberto will collect visitor cards after each Worship and call individuals, welcoming them to Second and then follow up with Pastor Rob.
  1. Our committee is comprised of Beverly Chavez, Phyllis Nunns, Susan Romero and Pastor Rob when possible.

1. **Christian Education** – Anita Abeyta
   1. There is a lot going on. We are busy with music and teachers.
   2. We continue to search for more teachers.
   3. Sunday School will recess in the summer.
   4. We don’t have enough teachers to be a Safe Church, so Anita Abeyta is constantly moving around to each class.
   5. We will hold a Sunday School picnic, probably in the last of May.
2. **Building & Grounds** – Abel McBride, Reme Molo
   1. Batteries have been replaced in the emergency lights.
   2. ATEC came and replaced a battery in security system.
   3. We replaced a leaking hot-water heater in the Candelaria Wing.
   4. We have ascertained that we are not able to move the laundry room in the Candelaria Wing. The move would require two more 90-circuits, and would be very difficult, and expensive, for the structure and architecture of the Wing.
   5. The carpet for the Wing is somewhat over budget.
   6. The flooring in the Wing would be #1 priority if we could move the laundry room.
   7. Abel McBride and Anita Abeyta will discuss options for costs and the priority order of the tasks we can accomplish.

There being no further business and no objection, Pastor Rob adjourned Session with prayer at 8:45pm.

Respectfully submitted,

George T Huggins, Clerk of Session