**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MEETING**

**May 22, 2018**

Session of Second Presbyterian Church met for a regular meeting on Tuesday, May 22, 2018, in Fellowship Hall. After prayer at 5:25pm by Rev. Kay Huggins, a potluck dinner was shared. Elder Anita Abeyta led us in devotions. Elder Abeyta opened the business meeting with prayer at 5:45pm, Rev. Dr. Robert Woodruff, moderator.

**Present:** *Pastor* Rev. Robert Woodruff, Moderator

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

**Excused:** Elders Eli Lopez, Reme Molo, Ella Porragas

**Guests:** Francis and Susie Chang, Youth Leaders; Solema Newton, Deacon representative; Lynn Gatewood, Safe Church Program; Parish Associate Rev. Dr. Kay Huggins.

Session **VOTED** to approve the agenda.

**DEACONS’ REPORT** - Sarah Keegan

* 1. During the Deacons’ Communion visits to home-bounds, we were pleased to find that most are doing well, especially considered their age challenges.
	2. Some visits did not include communion, just check-in.
	3. Session remembered that previous approval has been given to the Deacons’ offering communion to non-members when they are present at a communion served to a member.
	4. 132 were served communion during Sunday worship, 05/06/2018.
	5. The Deacons received about $361.61 profit from the Deacons’ luncheon.
		1. The Deacons has reviewed the benefits of the luncheon. We asked “Is May a good month?” and “Is it worth it?” In 2018 we changed to April. Most of the food was donated by the Deacons. The cost of the luncheon was about $180. The Deacons perceived there was a smaller crowd than usual.
		2. We suggest that Session should schedule the years’ luncheons/fund-raisers in September for the following year, and to publish and promote the schedule. “This is all good food for thought.”

**YOUTH LEADERS’ (EPIC REPORT)** – Francis and Susie Chang

1. We also did not have near the turnout for our EPIC fund-raiser meal.
2. Youth had a good, meaningful time/event on both the Saturday preparation, and the Sunday event.
3. We were blessed to have a sponsor that donated $300 for the event.
4. All youth now have good cooking skills!
5. EPIC is considering changing the meal fund-raising event from Mothers’ Day, to <possibly> an “Angel Breakfast.” “They can just wing it.”
6. Our Summer activities are much less formal, e.g. at the last minute, go swimming. We are planning on being at Emmanuel PC in Peñasco on 08/18/2018 for our annual support of their Spanish dinner.
7. We might have a trip to Hobbs/Lovington to see Rev. Jaime Quiñones, and our two members who are planning to move to Hobbs, Desaray and Leyla Cocio.
8. In past years, we have hade youth trips to Carlsbad. “Did the youth drive you batty?”

Session **VOTED** to grant Privilege of the Floor to Lynn Gatewood to discuss progress of our Safe Church Program.

**SAFE CHURCH PROGRAM** – Lynn Gatewood

1. Lynn passed around some Safe Church brochures, “Is your church safe?”
2. She noted that Second PC has a Safe Church Policy in our Policy and Procedures.
3. Lynn requested permission to show a video in the Summer.

Session **VOTED** to authorize Lynn Gatewood to schedule one or more Safe Church training in the summer and noted that the Timothy Key Williams fund will probably cover any/all costs.

Session **VOTED**, as a Session Standing Rule, that Privilege of the Floor is granted to Rev. Dr. Kay Huggins to participate in Session meetings.

Session **VOTED** to affirm the invitation of the Rev. Dr. Kay Huggins to be the designated moderator of Session during the absence of the Rev. Dr. Robert Woodruff in his Time of Renewal (Sabbatical), June 1 thru August 31, 2018.

The minutes of the April 17, 2018, Session Stated meeting were **approved** by **CONSENSUS**.

**CLERK’S REPORT**

1. **Email vote:** Session **VOTED** to approve a send-off potluck lunch for Pastor Rob and Karla for Rob’s sabbatical, following worship on Sunday, 05/27/2018.
2. **Clerk of Session Training and Session Records Review:** The clerk attended the session on Saturday, 04/21/2018, at Embudo Presbyterian Church, Dixon, NM. Session registries were reviewed and Session minutes from 02/21/2017 to 12/19/2017 and were approved without exception. Comments by reviewer: They liked the Deacons giving a report in Session and noted “They have a great outreach program.”
3. **Email votes must not be cold:** The Stated Clerk of the Presbytery clarified his position on email (or electronic) voting by Session and stated that there must be discussion before calling for the vote that includes all participants being able to hear and respond to the discussion. He will disapprove of “cold” email votes, even if all concerned agree the subject is non-controversial. There must be a discussion.
4. **Annual Activities yet to be Done/Scheduled:**
	1. Evidence of adequate insurance (G-3.0112)
	2. Report of annual financial review or audit (G-3.0113)
5. **Correspondence:**
	1. 04/20/2018 – TO the Commission on Ministry (COM), a letter formally asking their blessings for the Time of Renewal.
	2. 05/00/2018 – FROM Albuquerque Police Department, inviting donations and participation in Valley Area Command’s Office and Community Appreciation day, Friday, 07/27/2018, 12-3:30pm, 5408 2nd Street NW; RSVP to Tamara Whipple at 505-761-880 by 07/06/2018.
	3. 05/09/2018 – FROM New Mexico Conference of Churches, Rev. Susan Quass, Executive Director, expressing appreciation for the Youth Group helping for the annual fund-raising event, CIRCO For The Community.
6. **Received into Membership:**

The following were approved to be received into membership by Reaffirmation of Faith during the Session Stated Meeting of 04/17/2018, and were presented to the congregation during worship on 04/29/2018:

* 1. Elizabeth and Randall Korver-Glenn
	2. Kendra and Michael Rubio
	3. Richard Arndt.
1. **Actions on the rolls:**
	1. Session **VOTED** to remove 15 of the following 17 listed persons, currently listed on the Inactive Roll, from the rolls of the church, as there is no longer an “Inactive” membership category, and to reactivate #198 and #504:
2. Patricia Otero, #367, Inactivated 12/15/2002;
3. Mariah (Jaramillo) Barela, #453, Inactivated 12/16/2009;
4. Alize Cruz (Mr. Eligio), #143, Inactivated 12/16/2009;
5. Larry Lucero, #78, Inactivated 12/16/2009;
6. Elizabeth Lujan, #402, Inactivated 12/16/2009;
7. Carmelo Rodriguez, #101, Inactivated 12/16/2009;
8. Genoveva Rodriguez (Mrs. Carmelo), #102, Inactivated 12/16/2009;
9. Ivalee Soria, # 186, Inactivated 12/16/2009;
10. Kevin Soria, # 450, Inactivated 12/16/2009;
11. Solomon Ruybalid, #456, Inactivated 12/16/2009;
12. LeRoy Vasquez, #198, Inactivated 12/16/2009;
13. Les Sandoval, #504, Inactivated 12/16/2009;
14. Sandra Sandoval (Mrs. Les), #505, Inactivated 12/16/2009;
15. Stephanie Van Dyke, #480, Inactivated 12/16/2009;
16. Edna Sena, #481, Inactivated 12/16/2009;
17. Alice Cruz, #143, Inactivated 12/16/2009;
18. David Britton, #495, Inactivated 06/29/2010.
	1. Session **VOTED** to remove the following from the membership register, for inactivity per **[G-3.0204a]**:
19. John A. Baca, #385, membership date 10/31/1993;
20. Theresa Martinez Andazola, #418, membership date 05/18/1997;
21. Mark Moreno, # 507, membership date 04/08/2007;
22. Angel Medina, #508, membership date 04/08/2007;
23. Andrew Jonathan Medina, #553, membership date 05/18/2010;
24. Policies and Procedures have been updated with sections approved at April’s Session Stated meeting and, upon confirmation of correct sequence of sections, will be made available on the Session section (login required) of our website.

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

1. Pastor Rob requested a volunteer to open and close the church building for a meeting on Tuesday, 05/29/2018.
2. Our janitor has continued to find unlocked doors upon his arrival.
3. Rob has drafted some guidelines for managing the pastoral phone during his Time of Renewal (Sabbatical):
	1. Main role is to take a message or refer caller to right person—Beverly or other.
	2. If caller insists on speaking with pastor, assess whether or not it makes sense to refer them to Kay. In most cases it won’t be necessary.
	3. If the call is a request for something, refer to the right person or say, we are unable to help at this time.  Be Christian but firm!  Many callers a very savvy at insisting.
	4. If you are busy, do not hesitate letting call go to voicemail.  The person who passes the phone to you will show you how to use voicemail and other functions.
	5. If you are not sure how to respond, just take a message and let them know someone will return the call.
4. For management of the pastoral phone, Session volunteered this schedule:
	1. Jun 1 – Anita Abeyta
	2. Jun 10 – Kris Johnson
	3. Jun 16 – Pat Gilberto
	4. Jun 24 – Reme Molo
	5. Jul 1 – John Van Dyke
	6. Jul 8 – Don Bixby
	7. Jul 15 – Abel McBride
	8. Jul 22 – Ella Porragas
	9. Jul 29 – Anna Torres
	10. Aug 5 – Eli Lopez
	11. Aug 12 – Ruth Montoya
	12. Aug 19 – Abel McBride
	13. Aug 26 – Anita Abeyta
5. Pastor Rob reported that the Young Adult group has become an amazing initiative! Some activities are underway or being planned.
6. He is working down his list of Pastoral calls, who need to be seen before his Time of Renewal.
7. Ruth Montoya will pass around a card to thank Iona Barela for donation of the tiles and labor which are becoming a part of the openings into the kitchen from Fellowship Hall.

**BOOKKEEPERS REPORT** – John Van Dyke

1. John reported that he has caught-up the spending Accounts, and they are accurate thru April. He reviewed the report with Session.

**OLD BUSINESS**

1. **Disaster Plan Task Force:** Kris Johnson, Abel McBride, Ruth Montoya – The task force reported that they are working with the “Safe Church Policy” task force.
2. **Update to the use of Building sections of Policies and Procedures**: Ruth Montoya, Don Bixby. Ruth and Don reported that this initiative is complete and that the editor, the Clerk of Session, has incorporated the appropriate sections into the large Policies and Procedures document, and distributed the updated document to the Session and Deacons.
3. **Family Promise (FP) lease contract:** George Huggins
	1. Elder Huggins reported that the lease was signed on April 25, 2018, with the items removed that FP requested to be removed. Pastor Rob went with me to provide first aid.
4. **Enhancement of exterior wall of kitchen and/or kitchen, facing Fellowship Hall** – Anna Torres, Anita Abeyta, Abel McBride, Alma McBride
	1. Primary installing has been complete. Finishing and touch-up is awaiting review and evaluation of the effect that any kitchen counter replacement might have on the integrity of the tiles.
5. **Upgrade of kitchen counters to granite**
	1. Elder Abel McBride reported that the granite has been reviewed and set aside at the granite company.
	2. We need about $6,000 for the project, which includes removal of existing counters.
	3. Session is deferring discussion and action.

**NEW BUSINESS**

* + - 1. **Use of building by Fuller Center Bike Adventure, 06/22/2018**. The [Fuller Center Bike Adventure](http://fullercenterbikeadventure.org) is a cross-country ride from Ocean Beach, CA, to Ocean City, NJ, in support of the [Fuller Center for Housing](http://fullercenter.org), a Christian non-profit working for affordable housing across the US and around the world. They need an open door and floor space on which to sleep and would like to have a chance to connect with the church and share about their mission. Some church hosts also choose to further support their work by offering to provide a meal, often as a potluck. While this is by no means expected, it's always appreciated.  More information about the ride at [www.fullercenterbikeadventure. org](http://www.fullercenterbikeadventure.org/)

Session **VOTED** to approve use of building for overnight of “The Fuller Center Bike Adventure” arriving 06/22/2018, departing 06/23/2018.

Elder Ruth Montoyawill coordinate with PW to try to schedule a pot-luck.

* + - 1. **DETERMINE DATE(S) FOR COMMISSIONING DELEGATES:**
				1. National Presbyterian Women’s Conference (08/02-05/2018), Ella Porragas and Lorraine Romero, will be 07/29/2018.
				2. General Assembly Youth Delegate (06/16-23/2018), Nicole Castellano will be 06/10/2018.

**COMMITTEE REPORTS**

1. **Stewardship & Finance** – Ruth Montoya, John Van Dyke
	1. The Stewardship & Finance Committee met to familiarize ourselves with our CHSM, Breeze, which includes a Contributions capability. We consulted with LiveWire.
	2. We are determined to recruit and train more counters.
	3. Ruth and Kris are a Steak-house!
2. **Personnel** – Kris Johnson

Session **VOTED** to adjust pastor vacation time from 2018 into 2019.

* 1. Kris noted that Session is blessed more than it should be!!
1. **Nominating** – Reme Molo, Pat Gilberto – No report.
2. **Mission** –Anna Torres

Mission Committee met on May 2, 2018. Members in attendance were: Pastor Rob, Maria Martinez, Gloria Mirabal and Anna Torres

1. Cuba - Susan Smith brought back Christmas decorations made by women in our partner church in Matanzas. Members in attendance agreed to sell these items to our congregation at a future Sunday during Fellowship hour. Proceeds will be sent back to the church in Matanzas.

Session **VOTED** to approve the sale.

1. YAV application - We have not heard back about our YAV application by Second. We are hopeful we will be granted a YAV position.
2. Project Share - Casseroles were baked, delivered and served on April 28 to St. Martin’s. Over 144 people were served. Next date for this project is June 30.
3. WINGS - The program continues to be held at Second Presbyterian Church twice a month on Monday evenings from 4:30 – 8:00. The building is opened by Martha Powers on the first meeting of the month and a Session member opens the building on the last meeting of the month. Meetings for May are scheduled on May 14 and May 28.
4. **LiveWire** – George Huggins
	1. Pictorial Directory - The church Directory pictures will wrap up this weekend. Approximately 60 families participated.  Groups like the men’s group the women group and the choir had their group photos done.  Moji studios will return the end of June to set up in Fellowship Hall allowing participants to purchase photos.  The next few months we will work with Raymond at Moji to finalize the Directory.  We ask the Session to be active participants in the editorial process.
	2. Budget - LiveWire has expended $630.57 of its $2,067.00 budget for 2018, or 31%.
	3. LiveWire attended the Stewardship Committee meeting on 05/09/2018 and provided a description of some of the functions and capabilities of the Contributions module of Breeze.
	4. Statistical snapshot from Breeze:
		1. Members: 248
		2. Female Members: 159
		3. Male Members: 89
		4. Baptized Members: 30
		5. Friends: 54
		6. Regular Attenders: 17
		7. Over 80 y/o: 8
		8. Over 90 y/o: 3
		9. Mbr 50 yrs or more: 22
		10. Mbr 60 yrs or more: 10
		11. Mbr 70 yrs or more: 5
		12. Mbr 80 yrs or more: 1
		13. 2018 Deaths: 1
		14. 2018 Losses: 5
		15. 2018 Gains: 6

1. **Hospitality** – Eli Lopez, Ella Porragas (Both Eli and Ella were Excused; this report was submitted prior to the meeting.)
2. 04/29/2018 meeting with Martha Powers, Jerry Martinez, Mary Montoya, Peggy Esquibel, and Chavela Martinez. Susie Change is also a member of Hospitality but was unable to attend this meeting.
3. Jerry, Mary, Peggy and Chavela are willing to continue as helpers.
4. Jerry will continue to make the coffee, he will advise when he will not be in church.
5. Peggy advises she gets to church by 9:00 and will set up tables. She leaves after church and will not be able to help with the cleanup.
6. Mary usually brings a veggie tray and makes the punch.
7. Abel McBride brings sandwiches on the third Sunday of the month.
8. Martha will continue to host the big events
9. Discussed with them that we are contemplating the following changes:

Fellowship hour to be coffee and snacks (no longer a lunch, except for special occasions)

Request members of the congregation to sign up for hosting the fellowship hour. We will need someone to set up and clean up and bring the snacks. We will have a sign-up sheet in the kitchen...

1. All were in favor of these changes.
2. Eli & Ella will take turns on alternating months to be at church by 9am to facilitate that things are going as planned.
3. Eli and Ella will be out of town for the 05/22/2018 Session Meeting, therefore, we would like to present these changes.
4. **Evangelism & Membership** – Pat Gilberto – No report.
5. **Christian Education** – Anita Abeyta
	1. Sunday School will have our closing ceremony this Sunday, featuring Jonah and the Whale.
	2. VBS is coming up and we have funds in the budget as well as funds for Youth program.

Session **VOTED** to authorize CE to expend up to $1,250 for VBS with email notifying Session how it will be expended.

* 1. CE needs help with recruiting SS Teachers for 2018-2019 SS Season.
1. **Building & Grounds** – Abel McBride, Reme Molo
	1. A couple of leaks were identified in the evaporative coolers, and they have been repaired.
	2. By next summer (2019) we will need to replace all of the evaporative air coolers, which are all more than 20 years old.
	3. There is a hole in south parking lot that is deep enough to cause damage to an auto. Our janitor, Frank, will dig out, and fill it in with rocks and cement and cover it up.
	4. Saturday work days have not been very productive, because they have not been well attended.
	5. We continue to research and plan on replacing tables in Fellowship Hall. Martha wants to save four of the existing longer rectangular tables. The round tables at Sam’s Club have been priced at $99 each, and we need about 10. The tables need to be commercial grade.
	6. We need to re-work the ADA-compliant parking spaces. The signs alone will be about $500.
	7. Abel will be absent for the 06/22/2018 Stated meeting and will return in July.
2. **Worship and Music** –Don Bixby

Bev Chavez will produce a supply of visitor cards and adjust the *Upper Room* subscription for more large print and Spanish language editions and fewer of English language.

Basement/Sound room Restoration—all costumes and props are now stored in the basement closets. Orlando Duran and David Lopez are planning the repair of the damaged wall to help keep out dirt from the crawl spaces. Minor upgrades and improvements are still underway. Sound room is essentially complete.

**Review of recent activity:**

**May 13, 2018** Pancake Breakfast fundraiser for the youth. Mothers’ Day acknowledged from the pulpit recognizing mothers and other nurturers.

**May 20, 2018** Day of Pentecost (banners/linens Red) Discussion about communion, and after looking at photos of the past two Pentecost Sundays, the committee decided to delete communion in favor of the table covered with red candles in brass holders. Susie and Chang will recognize high school graduates Sabrina Porragas, Nathan Romeo, and Ayanna Reid, and law degree of Erin Chavez. Bev will request notification of other graduates that should be recognized.

**May 27, 2018** Trinity Sunday using the Thelma Trujillo banners, Commissioning of Woodruff Family as we prepare for Pastor’s Leave of Renewal. A sendoff reception and potluck lunch will follow the service.

**Planning Ahead:**

**June 3, 2018** Banners and linens white: Communion, Kay will do opening prayers and community prayers during Pastor’s Leave, except the days she is away.

**June 10, 2018** Banners/linens Green until November except 1st Sunday Communion John Sitler in the pulpit

**June 17, 2018** Joe Mares in the pulpit, Don is away

**June 24, 2018** Karmen and Kay are away. Voices from the pew Lorraine Romero/Conrad Rocha

**July 29, 2018** Voices from the pew Michael Rubio/Tessie Lopez

**August 26, 2018** Voices from the pew Anita Romero Torres/James Brown

**New Business**

Pulpit supply for the Pastor’s Leave is complete. The diversity of speakers is really exciting to contemplate. We will have a rich array of messages including Voices from the Pew for the last Sunday of each month. (Noted above)

Date for honoring 50+ members September 16, 2018

* A sign-up sheet for ushers has been developed and posted. This will lessen the burden on Louella Gurule, who has faithfully solicited ushers for several years. This has been announced to the congregation and implemented.
* Presbyterian Music Camp July 23-27, 6-13 year olds, register with James Yeager j22yeager@gmail.com Karmen will provide a write-up for bulletin, e-blast, newsletter
* Next Meeting Date is June 11 at 10:00 AM

**CONGREGATIONAL SHARING**

Last Sunday of the month, May 27 – Minute for Mission will be presented by the Committee of the Elder-of-Month.

As Session had conducted the planned agenda, Pastor Rob was excused to go home and moderation was delegated to Rev. Kay Huggins, to discuss a Time of Renewal send-off pot luck for Sunday after worship. We will set-up on Saturday at 9am. The Sunday worship will include a liturgy of blessing to Pastor Rob and his family during their Time of Renewal.

There being no further business and no objection to adjournment, Pastor Kay adjourned us with prayer at 9:05pm.

Respectfully submitted,

George T. Huggins, Clerk of Session