**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MINUTES**

**August 14, 2018**

Session of Second Presbyterian Church met for a regular meeting on Tuesday, August 14, 2018, in Fellowship Hall. After prayer at 5:15pm by Elder George Huggins, a potluck dinner was shared. Elder Pat Gilberto led us in devotions and opened the business meeting with prayer at 5:40pm, Rev. Dr. Kay Huggins, moderator.

**Present:** *Parish Associate,* Rev. Dr. Kay Huggins, Moderator

*Elders:* Anita Abeyta, Don Bixby, Pat Gilberto, George Huggins, Eli Lopez, Abel McBride, Ruth Montoya, Ella Porragas, Anna Torres, John Van Dyke

**Excused:** Elders Kris Johnson, Reme Molo

**Guests:** Francis and Susie Chang, Youth Leaders; Beverly Molo, Deacon representative

Session **VOTED** to approve the agenda.

**DEACONS’ REPORT** - Beverly Molo

* + - 1. Pastor Kay accompanied some of the Deacons in their visitations.
      2. Beverly provided an update on visitations to members and friends, and shared some special concerns.
      3. Deacon Mickey McHugh will meet with the PCUSA Young Adult Volunteer (YAV), who has been assigned to Second beginning 09/11/2018, and continuing thru mid-July 2019.
      4. Mickey McHugh will help Martha Powers with the homebound meal in Fellowship Hal, planned for 09/20/2018. Martha is planning the meal.
      5. The Deacons’ calling card was too hard for George Huggins so he asked his wife to finish it.

**EPIC (Youth) REPORT** – Francis and Susie Chang

Summer Events:

1. June:  A swim party at Jack and Anita Torres' home.  We ordered pizza and kids swam and played for a couple of hours.
2. July:  Mission Trip to Lovington, NM.  Eight youth and four adults:  Lynn Gatewood, Amanda Candelaria, The Chang's, Amanda Castellano, Ayanna and Annika Reid, Alexis Jaramillo, Jasmine and Isaac Ploof, Leyla and Desaray Cocio.
3. August (this weekend): The annual mission trip to Peñasco.  We have a potential of 12 youth attending and seven adults.
4. We have been approached by Alicia Montoya to provide and serve a meal to residents of Casa Esperanza.  That is a possible activity for the fall.

Session **VOTED** to approve the minutes of the July 17, 2018, Session Stated meeting.

**CLERK’S REPORT**

1. **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)
2. **Correspondence:**
   1. **07/21/2018 – TO** Bernalillo County Assessor: Application for Exemption of Property Tax, at the request of the County Assessor.
   2. **07/29/2018 – TO** Presbytery of Santa Fe (PSF) 150th celebration team for Ghost Ranch annual meeting display: photo of congregation taken outside building in May 2017, at their request.
   3. **08/02/2018 – FROM** Stated Clerk of PSF: requesting churches to act as host at the Annual meeting of PSF in October 2018 at Ghost Ranch. Session **AGREED** by **UNANIMOUS CONSENT** that we will defer volunteering to another opportune time.
   4. **08/02/2018 – FROM** Stated Clerk of PSF: explaining that state law requires that all churches will be receiving similar requests for an Application for Exemption of Property Tax from their respective County Assessors every 5 years.
   5. **08/03/2018 – FROM** Associated Stated Clerk of PSF: providing instructions on how to obtain copies of documents from the NM Secretary of State’s website.
   6. **08/08/2018 – TO** Bernalillo County Assessor: Application for Exemption of Property Tax, Articles of Incorporation.

**PARISH ASSOCIATE’S REPORT** - Rev. Dr. Kay Huggins

Mid-July through Mid-August, 2018

* Worship
* One meeting with the Worship Committee, 08/13/2018
* Communication with guest pastors and liturgists
* Assisted with Worship according to requests of guest pastors (3 services)
* Planned, conducted, preached and administrated communion (08/05/2018)
* Preparation of Weekly Bulletins in conjunction with Bev Chavez and Karmen Van Dyke
* Planned Service for Voices from the Pew; oriented speakers and sent individual thank you notes
* Assisted with set up for 07/29/2018 worship and served as liturgist for the Sunday
* Education
  + Worked with Mission Committee (08/11/2018) to establish the orientation schedule for Lauren LaMonica, YAV that will be assigned to Second PC, and to provide workspace in the Choir Room
  + One meeting with Young Adults: great conversation
  + Interpreted the process of orientation of our YAV to various committee chairs. Job Description is written in such a way that after a thorough orientation to internal ministry and external mission projects, the YAV, in consultation with her supervisor (Rob Woodruff) will establish a plan for her engagement that balances work within the congregation and work outside of the congregation.
  + Designed and consulted with Rob Woodruff on plan for ﬁrst three months of Adult Bible Study
  + Reviewed materials for Adult Sunday morning class
  + Attended the PW hosted meeting with Mission Co-Workers from Cuba, 07/25/2018
* Pastoral Care
* Assisted in arrangements and provided opening prayer for at the Memorial Meal for the Wilson family, Saturday, 07/21/2018
* Home Communion with Margaret Perea, 07/18/2018 and Kathy Archuleta, 07/26/2018
* Various calls to keep tabs on members; FYI Bob Romero’s surgery did not happen today/insurance would not approve
* One meeting with Deacons, 07/15/2018
* Two appeals for modest assistance; one met through “Hardship” funds: $106 for bus ticket to CA for a homeless youth to return home through Hope House (St. Martin’s Outreach)
* Administration
* Moderated Session Stated Meeting, 07/17/2018
* Attended Presbytery in Peñasco, 07/28/2018, and one meeting of Commission on Ministry, 08/03/2018.
* Followed up on church officers to send the sermon from August 3 to Rob (I have his response to share)
* Followed up on session’s direction to discover the best manner for acknowledging the gift of the tiles in the kitchen/fellowship hall (I have her response to share) (NEWSLETTER)
* Checked in with Custodian on various building issues (coolers, building usage)
* Worked with Mickey McHugh and Don Bixby on pictorial time line
* PSF has asked Second to do welcoming celebration for all of the YAVs, dependent on date we are open to being asked. Session **APPROVED** this request by **UNANIMOUS CONSENT.**
* Rev. Kay is coordinating with Rev. Rob on the “re-stoleing” litany, for the First Sunday after Renewal, 09/02/2018.

**BOOKKEEPERS REPORT** – John Van Dyke

As Session met a week earlier than usual, bank statements were not yet available to verify financial reports, so no reports were presented.

**OLD BUSINESS**

1. **Deferred to September: ( Disaster Plan Task Force/ Safe Church Policy Task Force:** Kris Johnson, Abel McBride, Ruth Montoya; Lynn Gatewood ) - A Safe Church video was shown on Sunday 08/12/2018. No other actions are planned at this time.
2. **Possible Acknowledgement of Completion of Tile Project in Fellowship Hall.** (This was previously decided when it was reported in the Parish Associate’s report.)
3. **Guidance on Presentations in Fellowship Hall after Worship:**

Session **VOTED** to approve the following guidelines and directed the Clerk to place them in the Policies and Procedures.

"These guidelines are intended to attain a balance between allowing fellowship after worship and provide an appropriate setting for presentations that are important to the life of the Congregation and our connectional church.

* + - 1. The partition in Fellowship Hall will be drawn to provide for fellowship in the NW portion of Fellowship Hall, and the presentation in the SE portion. Drawing of the partition, movement of tables and chairs, and other arrangements for the presentation will preferably be made before the beginning of worship.
      2. Presentations will begin no less than 15 minutes after the Pastor has returned to Fellowship Hall from greeting at the front door of the sanctuary after worship.
      3. The Elder of The Month, sponsor of the presentation, or other designated person, will announce to all occupants of Fellowship Hall that the presentation will soon begin, and that those who want to hear the presentation are invited to the SE portion of Fellowship Hall, that the partition has been drawn so that the presenter can be heard, that the voice of the presenter will probably be amplified, and that all who want to continue their conversations and fellowship are invited to the NW portion of Fellowship Hall."

**NEW BUSINESS**

1. **Purchase 8-Ticket Table for 150th Celebration of PSF**
   * + - 1. Individual seating is available at $20 per person; a table seating 8 costs $150.  Whether your congregation is small or large there will be space as long as you make your reservations by August 30.
         2. Details: October 18, 2018, First Presbyterian Church; Hospitality and Registration at 5:30 pm; Dinner at 6:00 pm; Program at 7:00 pm; A Visual Collage of Congregations; Recognition of former leaders: Moderators, Stated Clerks, Executives; Presentation on the future of the Presbyterian Church: Reverend Dr. J. Herbert Nelson, II, Stated Clerk of the Presbyterian Church (U.S.A.)

Session **VOTED** to purchase an 8-ticket table and publish to the congregation that the purchase had been made, to submit their reservations to Hospitality, and that if they are not on the 8-ticket table, they are encouraged to purchase their own ticket at a cost of $20 per ticket.

1. **Host at Annual PSF Meeting at Ghost Ranch**

From PSF Stated Clerk:

**“**We are trying something new for the Presbytery's annual meeting this year in October at Ghost Ranch.  We are looking for one or two churches to act as hosts for two social events during the annual meeting.

We are looking for a church host to provide breakfast items for Saturday morning and snacks for the breaks on Saturday.

We are looking for a church host for the reception after the evening events on Saturday evening.

We are asking for volunteers.  Is one or both of these hospitality opportunities something your church would be interested in?”

(This was previously decided when it came up in the Clerk’s Report.)

1. **Public Address system Extension** - Marty Martinez has offered to find resources for additional inputs/outputs to cover the Fellowship Hall.

Session **APPROVED** by **UNANIMOUS CONSENT**, and appointed a Committee consisting of representatives from LiveWire, Worship, Building & Grounds: Alicia Montoya, Reme Molo, Kris Johnson; Abel McBride will convene them, and possibly with Marty, begin the discussion.

**COMMITTEE REPORTS**

1. **Mission** –Anna Torres

Mission committee met on Saturday, August 11 at 1:30 P.M.

1. We discussed the upcoming Chile Fest at SOTV on August 24 and 25. This year, Second Presbyterian Church will have a table at Chile Fest where we will showcase our mission activities such as WINGS, Project Share, NM Faith Coalition for Immigrant Justice, and the Mobile Food Pantry. We will also participate in the “Alternative Gift” activity where we will be supporting local mission projects. We will be selling gift cards for $25 whereby people can donate for food or clothing for an Asylee when we host them here at our church and also, $10 for food to the Mobile Food Pantry. We need volunteers to work the table during these two days and also to volunteer at an activity such as the Plant Sale or Book sale.
2. We have been assigned a Young Adult Volunteer (YAV) to our church. Her name is Lauren LaMonica. Lauren is from Texas and this is her second year as a YAV. She was working in Montana last year. The Mission Committee worked at scheduling Lauren’s first two weeks at our church. We have a calendar for September 11-24. YAV’s work for 32 hours per week, Tuesday-Friday, 9:00-5:00 with flexible hours for attending church activities and meetings. Pastor Rob will be her immediate supervisor. The cost for this position is $10,000. Lauren begins working on September 11 and will be with us through July 2019. Any non-Monday meetings of committees should be integrated into this calendar, if possible.
3. The committee discussed supporting youth to attend Triennium.
4. Presbyterian Women provided a reception for Josey and David, mission co-workers at the seminary in Matanzas, Cuba. The reception was well-attended. Josey and David shared their work via a power point presentation. Thanks to George Huggins for assisting with this presentation and Kay Huggins for welcoming the missionaries and giving them a tour of the sanctuary.
5. Don and Pat Bixby requested a mission for Advent. They have suggested we support the Albuquerque Health Care for the Homeless that works in conjunction with St. Martin’s Shelter, by collecting items such as socks for women and children, towels for the showers, and a list of other much needed items. The committee agreed to undertake this project and focus on 5 or 6 listed items.
6. **LiveWire** – George Huggins
   1. Pictorial Directory – Alicia is working with Moji
   2. Budget - LiveWire has obligated $876.67 of its $2,067 budget for 2018, or 42%.
   3. Statistical snapshot from Breeze:
      1. Members: 245
      2. Female Members: 158
      3. Male Members: 87
      4. Baptized Members: 51
      5. Friends: 68
      6. Regular Attenders: 29
      7. 2018 Deaths: 1
      8. 2018 Losses: 9
      9. 2018 Gains: 8
   4. Automated voucher has been tested with the Paying Treasurer and has been made available to Session members, thru the Login option.
7. **Hospitality** – Eli Lopez, Ella Porragas
   1. The Committee is doing well, with Eli and Ella continuing to alternate responsibilities each month.
   2. Peggy Esquibel and Jerry Martinez are very faithful in helping out.
   3. There is -typically- a lot of food; one member supplies sandwiches every month.
   4. We have a question on Policies and Procedures on Hospitality; specifically, the five members approved by Session in the P&P.

Session **DIRECTED** the **CLERK** to print P&P for each Committee and place in mail boxes.

1. **Evangelism & Membership** – Pat Gilberto
2. Planning for the recognition of 70+ members, September 16, 2018.
   1. Crosses ordered through Abel McBride
   2. Do we need certificates? Beverly and I will work on the certificates.
   3. Cake ordering Beverly will order and Pat will pick up on the 16th
   4. Those to be honored are: Horacio Romero, Frank Salazar, Joe Candelaria, Alice Jones, and Lena de Herrera.
3. Planning for potential new members. Perhaps we can have a class in October or November. We talked about connecting with potential new members.
4. Visitors card - Beverly
5. Budget issues. We will ask for $100 more per year.
6. **Christian Education** – Anita Abeyta
   1. Flooring will begin next week. There are two bids and were very close to each other, for approximately $5,000.
   2. Safe church training is underway.
   3. We are holding meetings to prepare for Sunday School.
   4. Furniture in the SS space is being rearranged.
7. **Building & Grounds** – Abel McBride, Reme Molo
   1. Work is still being done on the air conditioning. The North unit is OK, but the South unit will not come on, and we might need to replace most of the components on the South unit.
   2. Sealing of parking lot – Frank is expecting a bid. Previous sealing estimate was $30K. Abel will contact contractor that does paving.
   3. We currently owe up to $3K to the company that has done the air conditioning work.
   4. We have paint and tools for parking lines after sealing is done.
   5. We need to order 18 metal handicapped parking signs (back-to-back), 9 total parking spaces for the signs.
   6. There is possibly a leak in the evaporative cooler on the North side of the roof. It might be fixed, by now.
   7. On the South side of the building, there is a leak in the belfry that comes done right near the light switches in the narthex.
   8. The one round table in FH was $110, which was purchased at Sam’s Club and donated by a member.
   9. Flooring in “Family Room” (previously the cry room) needs attention; possibly a project for PM; Abel will research effort/cost.
   10. Some steel in storage shed; Don will show it to Abel and determine disposition.
   11. Joey Candelaria pulled weeds.
8. **Worship and Music** –Don Bixby

Recalling:

* General Assembly Report has generated discussion on guidelines for presentations during Fellowship Hour which will be presented to the Session.
* July 22 -Takako Terino in the pulpit, LL was Willy Chavez.
* July 29- Kay in the pulpit, VFTP Tessie Lopez and Michael Rubio, in Fellowship Hall. Many have commented on the inspiration of VFTP and suggested we have these messages more often.
* August 5- Kay in the Pulpit, LL Abel McBride, Theme: Rest as Renewal/Re-engagement, Communion. Sermon was shared with Rob as we consider our re-engagement.
* August 12-Ann Edenfield in the pulpit, LL Kris Johnson: Generated dramatic response and surprise that we were hosting such an important and dynamic advocacy project. A lengthy discussion about the thematic liturgy that has provided a powerful context for our guest speakers.

Other Old Business:

* Visitor cards have been updated and distributed
* September 9th C.E. Kick-off
* September 16th Honoring 70+ members
* September 20th Homebound luncheon by Deacons
* Quilt moved to Family Promise/Sanctuary foyer. Discussion about a bulletin board with pictures and responsibilities of Elders and Deacons Livewire**?**
* Presbyterian Music Camp July 23-27 was poorly attended by Second but considered a success by those who were there.
* Renewal Timeline Display posted through July, lighting still a problem
* Sign-up sheets for ushers and flowers posted, but needs to be promoted. Apparently, some confusion in sorting out the two sheets.

New Business:

* August 19-Susan Quass in the pulpit, LL Randall Korver-Glenn
* August 26-Kay in the pulpit, VFTP James Brown and Anita Torres, in Fellowship Hall
* September 2-Planning for the celebration of the return of our renewed pastor who will be “re-stoled.” Rob preaching and giving the Children’s Moment, and Kay co-celebrates. Communion with special bread discussed with Deacons. Flowers by Worship Committee in appreciation for all who have made the time of renewal a success. In collaboration with the Personnel Committee, the staff will be recognized for going beyond expectations in planning and support for this success. A potluck lunch will be held during fellowship hour, Check with Hospitality Committee.
* September 12-We will be meeting with the Young Adult Volunteer for introduction of the Worship Committee and to explore what role she might play in Worship and Music.

Session **VOTED** to purchase 15 round tables by 09/02/2018, and to offset the cost by soliciting donations from the congregation.

* Discussion of the “Cry Room” seemed to be to try changing the reference to “Family Room.” Rather than a full-scale blitz, would painting the room make it more attractive and inviting? Bev has been laundering the bedding each week. We need to let parents know this.
* Next Meeting Wednesday, September 12, 9:00AM

1. **Stewardship & Finance** – Ruth Montoya, John Van Dyke
   1. Counting is going smoothly.
   2. Deposits are being made every Monday morning.
   3. We will investigate a narrative budget.
2. **Personnel** – Kris Johnson.

## Committee Proposals/Motions

1. We are nearing the end of our Sabbatical Season. Thanks to the efforts of many the season has progressed splendidly. The Worship and Personnel Committees propose we celebrate the efforts of Kay, Karmen and Beverly with the following:
   1. Kay – One night at Abiquiu Inn ($200)
   2. Karmen – Red Lobster Gift Card ($50-75)
   3. Beverly – Complete office upgrades or do something else to show our appreciation of her.

## Upcoming Activities

1. September Full Committee Meeting
2. Staff support and review visioning and planning
3. Church Policies and Procedures review and revision (as necessary)
4. Support Safe Church Policy Updates and Future Training

There being no further business and no objection to adjournment, Pastor Kay dismissed us with prayer at 8:18pm.

Respectfully Submitted,

George T. Huggins, Clerk of Session