**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MEETING**

**September 18, 2018**

Session of Second Presbyterian Church met for a regular meeting on Tuesday, September 18, 2018, in Fellowship Hall. After prayer at 5:30pm by Pastor Robert Woodruff, a potluck dinner was shared. Elder Kris Johnson led us in devotions and opened the business meeting with prayer at 6:10pm, Rev. Dr. Robert Woodruff, moderator.

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

*Elders:* Don Bixby, Pat Gilberto, George Huggins, Kris Johnson, Eli Lopez, Abel McBride, Reme Molo, Ruth Montoya, Ella Porragas, John Van Dyke

**Excused:** Elders Anita Abeyta and Anna Torres

**Guests:** Francis and Susie Chang, Youth Leaders; Kelly Van Andel, Deacon representative; Lauren LaMonica, PCUSA Young Adult Volunteer (YAV), assigned to Second; and Elder Lynn Gatewood, Paying Treasurer.

Session **VOTED** to grant privilege of the floor to YAV Lauren LaMonica for introductions, to provide comments, and ask questions; and to Lynn Gatewood to make a presentation during the report from the Building and Grounds Committee.

Session **VOTED** to approve the agenda.

**DEACONS’ REPORT** – Deacon Kelly Van Andel

1. On World Communion Sunday, communion will be by intinction. Rev. Woodruff will be assisted by the Rev. Takako Turino, Chaplain for Menaul School
2. The Homebound lunch will be Thursday, September 20, 2018, beginning at 11:00am. We expect there to be around 30 attendees.
3. Deacon Van Andel updated Session on several members and friends who had been visited, assisted, or served communion. They spoke with Pastor Emeritus, Rev. Jaime Quiñones, on the phone. He reported doing fine.

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

1. We are now in  the throes of preparing for the 2019 Presbyterian Youth Triennium, to be held at Purdue University in Indiana, July 16 - 20, 2019. This event is for high school age youth.  Our criteria are that youth need to be active members of EPIC and attend church on a regular basis.  We have eight possible candidates:  Reina Bencomo, Amanda Castellano, Leyla Cocio, Annika Reid, Isaac Ploof, Desaray Cocio, Jasmine Ploof and Gavin Hoover.  Plus, we will send one, and maybe two, chaperones as well.
2. Registration for each child is $555.  Adding airfare and other transportation fees the estimated maximum total would be $1,200 per person.  This, we believe is on the high side. Presbytery will most likely provide one-third of the cost.  Synod might give scholarships for Hispanic participants which means all our youth would fall under that category.
3. So, with Presbytery’s help, not counting any help from Synod as of yet, the cost to us has dropped to $800 per person.  At this point we have anonymous congregation members who have generously agreed to sponsor two of our youth.  So, we can minus $1,600 from our total base. Thus, our maximum total for which we will be responsible is approximately $6,400.  And realistically, the total will be $5,000 or less. Each application needs to be turned in to the Presbytery of Santa Fe by November 26, including a $100 deposit.  If a youth is not chosen to go, their $100 will be refunded.

Session **VOTED** to approve fund-raising events by EPIC:

1. Selling handmade Christmas wreaths.  They will cost us $12 to $14 to make.  We would like to take orders and sell them for $30.
2. Talent Show with lunch included.  Mike and Mickey McHugh have agreed to make the lunch.  Tentative date would be November 4 after church.
3. Rummage Sale.
4. Anita Chavez has agreed to organize a silent auction in February.
5. Chinese New Year Banquet.
6. Please know that our regular programming will continue.  Fun events and service projects will not be eliminated due to fundraising for Triennium (although some of our fundraising will qualify as fun events!). If a Valentine fund-raiser is needed, all you need to do is come back to Session and say “will you be mine?”

**INTRODUCTION AND UPDATE OF YAV, LAUREN LAMONICA**

1. Lauren has been receiving orientation from organizations and committees in the church, and doing on-the-job-training for a week.
2. She will assist with Homebounds’ luncheon.
3. Lauren will be the leader for the October Project Share, as Martha Powers has other commitments.
4. Lauren has a desk in the old choir room.
5. She will have mailbox in one of the unused mailboxes.
6. She has some keys to the facility, and might need additional keys.
7. Next week Lauren will meet with Pastor Rob to establish and specify her duties and responsibilities.

Session **APPROVED BY UNANIMOUS CONSENT** the minutes of the August 14, 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)
	3. Approve the annual budget [G-3.0113, G-3.0205].
	4. Set the date for the Congregation Stated Meeting, normally held the first Sunday in November (11/04/2018), for the purpose of electing officers and presenting financial matters.
	5. Set the date for the Congregation Annual Meeting, normally held the fourth Sunday of the following January (01/27/2019). At such time the Congregation/Corporation will hear reports and transact other business properly coming before such meeting.
	6. Set dates for celebrating the Lord's Supper in coming year [W-2.4012].
	7. Set dates, or have Session approve, receiving special offering for the following year.(Joy Gift, One Great Hour of Sharing, Souper Bowl, etc.)
	8. Elect officers for 2019: Clerk of Session, treasurer [G-3.0104, G-3.0205]; officers of the Corporation.
2. **Correspondence:**
	1. **08/19/2018 – FROM** New Mexico Conference of Churches: Acknowledging donation of $250 on 03/27/2017 for CIRCO 2017.
	2. **08/19/2018 – FROM** DowntownABQ Mainstreet Initiative: Acknowledging donation of $5,000 on 03/27/2017 for Three Sisters Kitchen.
	3. **08/29/2018 – TO** Stated Clerk of PSF: Requesting any guidance or precedence in the review and/or removal of Baptized Members from the rolls.
	4. **08/30/2018 – TO** Deacons: Requesting they review a list of Baptized Members, especially those without any contact information.
	5. **09/17/2018 – FROM** Presbyterian Mission, PCUSA: Expressing appreciation for our support of the ministry of Sara Armstrong and Rusty Edmondson in Peru, and requesting continued support for the PCUSA mission and ministry in Peru.
	6. **09/18/2018 – FROM** Beverly Chavez: Thank you card for gift presented to her in recognition and appreciation of her extra effort during the Time of Renewal.
	7. **09/18/2018 – FROM** BellaRae and Ezekiel Martinez: Thanking us for our support of their attendance of Panther School at Menaul School.
3. **Deaths:** Bernardo Garcia, b. 09/13/1945, d. 08/28/2018, Albuquerque NM. Member since 01/19/1992. Memorial service was held 09/01/2018 at Shepherd of The Valley PC, Albuquerque NM.
4. **Electronic vote on YAV welcome event:** After discussion and approval of hosting the Young Adult Volunteer (YAV) welcome event during our August stated meeting, Session **VOTED** via email to approve dates of the welcome event for either September 25 or 26 in the evening, at the discretion of the PSF Youth Coordinator, Luke Rembold.
5. **Guidance on Presentations in Fellowship Hall after Worship:** Per Session’s direction, the guidance approved during the 08/14/2018 Session Stated meeting has been placed in the Policies and Procedures, under “Standing Rules of Session” Pg. 11.
6. **Established Bernalillo County Assessor Account:** The account is thru eNoticesOnline.com and provides electronic Notices of Value. The established account has notices for 2016 thru 2018, which includes five parcels of land.
7. **Donating Old Rectangular Tables:** 09/13/2018 – The Moderator asked for an electronic vote of approval to donate the old rectangular tables to Three Sisters Kitchen. It was noted that Presbyterian Men had discussed in their meeting, using the tables for a “yard sale”, and including the selling of the tables in the yard sale. The Moderator agreed to defer the vote until discussion during the next Stated Meeting of Session (see item below in “New Business”).

**PASTOR’S REPORT** – Rev. Robert Woodruff

1. Pastor Rob expressed thanks to Parish Associate, Rev. Kay Huggins, for her invitation to provide a Sabbatical update during the Wednesday Adult Bible Study. Rob believes it achieved stated goals.
2. He expressed deep appreciation to Pastor Kay for all that she did to continue the ministry during the Time of Renewal.
3. He is very happy to be back.
4. He will soon end his office as moderator of the PSF Mission Networking Committee (MNC), and might agree to be co-moderator.
5. The month of September is busier and more hectic than he would have liked. There will be significant lessening of obligations and activities by mid to late October.
6. Pastor Rob and his family will accompany the YAVs during their visitation to Laguna Pueblo on their Feast Day, Wednesday, September 19, 2018.
7. He is building the relationship with the Menaul School chaplain to facilitate easier integration of any international students desire to worship with and become part of Second.
8. The plumber’s bill has gone down the drain.

Session **VOTED** to move the November 2018 Stated Meeting to November 13, 2018, to move it out of the week of Thanksgiving.

1. December 2018 will be last Mobile Food Pantry in Second’s south parking lot. The organizers will continue with distribution of organic-grown food from in from of the Candelaria Wing.
2. On Saturday, 09/22/2018, Pastor Rob will officiate at a wedding in the Hotel Albuquerque. Pastor Rob will subsequently provide the names of the couple to the Clerk.

**BOOKKEEPERS REPORT** – John Van Dyke

1. John distributed and addressed two reports:
	1. Income, January 1, 2018, thru August 31, 2018.
	2. 2018 Spending August Accounts

**OLD BUSINESS**

1. **Purchase 8-Ticket Table for 150th Celebration of PSF:** During the 08/14/2018 Session Stated Meeting, Session approved: “*That Second PC purchase an 8-ticket table and publish to the congregation that the purchase had been made, to get 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.*”

Session **VOTED** to offer one of our two purchased tables to Camino de Vida, and to offer any unused seats of our remaining table to members who would have a specific interest or need in attending the celebration.

1. **Public Address system Extension:** Marty Martinez has offered to find resources for additional inputs/outputs to cover the Fellowship Hall. During the 08/14/2018 Session Stated Meeting, Session appointed a committee of persons from LiveWire, Worship, and Building & Grounds to begin the process, possibly meeting with Marty. The persons are George Huggins, Reme Molo, Kris Johnson and Abel McBride (Convener).
	1. The committee reported that the configuration will probably include two separate speakers for Fellowship Hall. The proposed configuration will be shown to Marty and the committee will report back to Session.
2. **Family Promise Review Committee:** Report to Session every three months: Anita Abeyta, Convener, Pastor Rob, Toby Montoya, Kris Johnson - No report.
3. **Presbyterian Women - Ruth Montoya:**
	1. The Moment for Mission from Stewardship for the Peace Offering, to be received on World Communion Sunday, October 7, 2018, will be given on September 30, 2018.
	2. The Thank and Birthday offerings will be received on October 30, 2018, with a Moment for Mission on both September 23, 2018, and September 30, 2018.
	3. Rev. Takako Turino, Chaplin for Menaul School, will have the Moment for Mission for Menaul School on October 7, 2018.

**NEW BUSINESS**

1. Session **VOTED** to modify the Procedures to review the Family Promise Lease Agreement, Policies and Procedures, Pg. 87, per the following:

**~~COMMITTEE REVIEW OF~~ FAMILY PROMISE LEASE AGREEMENT REVIEW COMMITTEE**

* *Report* to *Session every ~~three~~* ~~(3)~~ *four (4) months ~~beginning January 2016~~.*
* *Committee Members* to *be comprised of two Session members ~~and two congregation Members~~ appointed by Session.*
* *In November, review the lease agreement with Family Promise and bring proposed changes to the November (and if necessary, December) meeting of Session, with the goal of signing the lease in early January.*
* *The Clerk of Session is authorized to sign the lease.*

 *~~Committee Members are:~~*

~~1.~~

~~2.~~

~~3.~~

~~4.~~

Items to evaluate:

* Has the rent been paid on time and in full?
* Are the premises being used as stipulated in the agreement?
* Is the washer/dryer area supervised by Family Promise personnel?
* Is the pet clause being adhered to?
* ~~Did the two modifications (shower and water heater) occur and what was the outcome?~~
* Have mutually agreed modifications been satisfactorily accomplished?
* Is the property being kept in good condition without being damaged or depreciating in value

due to negligence?

* Are the items in Attachment B damaged or lost? If so, explain.
* Are any issues relating to parking to be addressed?
* Is all the appropriate paperwork on file in the Church office regarding: 1) Certified ~~dog~~ care/companion animals and 2) insurance?
* Are there any other issues positive or negative regarding the agreement and/or the tenants to be brought before Session in order to best assess the business relationship between Family Promise and Second Presbyterian Church?
1. **Family Promise Water Bill:** Received from the Executive Director of Family Promise: “Attached is the copy of the water bill from when the flooding happened from the air conditioning.  Would you all be able to help cover part of this bill as it was not something that we did that caused this flooding?  Our normal bill is close to $100-$120.  Please let me know if this is something that you would be able to assist us with.  Thank you!”
	1. The bill is for $583.76

Session **APPROVED BY UNANIMOUS CONSENT** to pay the major portion of bill, leaving Family Promise around $100, -after- we check with ABCWUA to determine if a rebate can be made, i.e., a watered-down version of the bill.

1. **Disposition of the old Rectangular Tables:** Donate to Three Sisters Kitchen, or provide to PM for use/sale during their “yard sale”, or some combination or other option for the tables.

Session **VOTED** to donate the tables and carts for the tables to Three Sisters Kitchen.

1. **From Andy Braman, Community School Coordinator, Longfellow Community Elementary School:**
2. I am formally requesting the use of Second Presbyterian Church (hopefully we'll never need too!) as an Evacuation Site for the Students and Staff of Longfellow Elementary Community School.  First Presbyterian Church is Longfellow's primary evacuation site.  We'll be doing a drill, to First Presbyterian in a couple of weeks and we'll need to do a "drill" to Second Presbyterian Church sometime in the Spring and we'll be in communication about this as time get closer!  We'll be working with APS Police Officer, Chis McGunniess, stationed at Albuquerque High School on this drill.
3. As we spoke, knowing that at times during the Longfellow school day, (M-Tu-Th-Fr, 8:50AM to 3:30PM and Wed, 8:50AM to 1:30PM) no one might not be at your Church, so if possible, is there a "close-by the church contact person" that we could have, just in case we ever have to leave Longfellow and come down Edith to your Church?

Session **VOTED** to approve the request and directed Pastor Rob to convey the approval to Mr. Braman.

1. **From Ann Edenfield Sweet (WINGS) regarding use of FH Wed, Sep 26, 4-7:30pm:** “The Director of Homework Diner came to the WINGS For Life meeting we had at Second last Monday and asked if we could possibly do the “Dress Rehearsal” meeting for the principals, teachers, and leaders of the new HOMEWORK DINER GROWS WINGS program that will be in 8 APS schools starting the week of Oct. 1.  We would arrive around 4:00 and leave by 7:30.  I don’t know if the social hall is available or not, but she asked me to ask you so I’m doing that.”

Session **VOTED** to approve the use of our facility during the requested date and time by WINGS For Life.

Session **VOTED t**o set the date and time for the Congregation Stated Meeting, normally held the first Sunday in November, for 11/18/2018, near the end of Worship, for the purpose of electing officers and presenting financial matters.

Session **VOTED** to set the date and time for the Congregation Annual Meeting, normally held the fourth Sunday of the following January, for 02/10/2019, near the end of Worship, to hear reports and transact other business properly coming before such meeting.

**COMMITTEE REPORTS**

1. **Mission** –Anna Torres

Mission committee met on Friday, September 14 at 11:00am.

* + - 1. Second Presbyterian Church showcased our Missions activities at a table at Chile Fest at SOTV on August 24 and 25. We participated in the “Alternative Gift” activity where we supported local mission projects by selling gift cards for $25 whereby people could 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. Donations of over $200 were received and SOTV will be sending a check to our church with the final total. Special thanks to volunteers who helped staff this table during these two days and also volunteered at the Book sale. Volunteers included Karmen Van Dyke, Francis and Susie Chang, Lorraine Romero, Gloria Mirabal, Martha Powers, Ruth Montoya and Jack Torres.
			2. Pastor Rob and I met with the Young Adult Volunteer (YAV), Lauren LaMonica, on Tuesday, September 11. We interviewed her to get an idea of what her interests are in terms of her work here at Second Presbyterian Church. She shared her past experiences and her enthusiasm for being assigned to our church. She is meeting with various committees to learn more about the work of our church.
			3. I received a request from St. Andrew Presbyterian Church to allow them to present information on the New Mexico Health Security Act to members of our church. I will be contacting them for more information in terms of when they would like to do this and how this may be presented.
			4. Martha Powers has told us she will be gone for a couple of weeks in October starting on October 25th. She has asked Lauren LaMonica to oversee Project Share and the Halloween Party with Martineztown participants.
1. **LiveWire** – George Huggins
	1. Pictorial Directory – We have reviewed the first draft and submitted adds/edits to Moji. We predict we’ll miss our goal of a September distribution.
	2. Budget - LiveWire has obligated $1,249 of its $2,067 budget for 2018, or 60%.
	3. Statistical snapshot from Breeze:
		1. Members: 244
		2. Female Members: 158
		3. Male Members: 86
		4. Baptized Members: 51
		5. Friends: 69
		6. Regular Attenders: 34
		7. Mbrs 80-89 y/o: 8
		8. Mbrs Over 90 y/o: 8
		9. Mbrs 50-59 yrs: 11
		10. Mbrs 60-69 yrs: 6
		11. Mbrs 70-79 yrs: 4
		12. Mbrs 80 yrs or more: 1
		13. 2018 Deaths: 2
		14. 2018 Losses: 10
		15. 2018 Gains: 8
	4. We have provided links on the home page of our website for Presbyterian Disaster Assistance (PDA) for Hurricane Florence, and to the Albuquerque YAV website to provide information on Lauren LaMonica, the YAV assigned to Second.
2. **Hospitality** – Eli Lopez, Ella Porragas
	1. Evidence of rodents have been discovered in the pantry and we will take appropriate action.
	2. One of our members provides sandwiches once a month for fellowship time after worship.
	3. One of our embers buys all paper supplies that we need.
	4. We are acquiring table cloths for our new round tables in a couple of ways – either way we’ve got it covered.
3. **Evangelism & Membership** – Pat Gilberto

We honored those members who have been with 2nd Presbyterian church for over 70 years on Sunday, September 16, 2018. They were all able to attend and were able to come to the front of the sanctuary to be recognized. We gave them a beautiful cross necklace and a new membership certificate. We followed the service with cake in the fellowship hall. They are, with membership date and years as a member:

Joe Candelaria, Profession of Faith, 05/10/1942, 76

Adelina “Lena” De Herrera, Certificate of Transfer, 02/06/1936, 82

Alice Jones, Profession of Faith, 04/18/1943, 75

Horace Romero, Profession of Faith, 03/31/1946, 72

Frank Salazar, Profession of Faith, 03/23/1945 73

A special thanks to Beverly Chavez for ordering and bringing the cakes, and to Abel McBride for ordering the necklaces and crosses.

The Committee will be meeting to discuss the possibility of scheduling a new members class in early November.

1. **Building & Grounds** – Abel McBride, Reme Molo

Session **VOTED** to approve expenditure of $11,381.34 for a two-inch overlay of both the North and South parking lots, to come from capital reserves.

* 1. Abel noted that during the week, the door in the kitchen was discovered to be unlocked.
	2. Paying Treasurer, Elder Lynn Gatewood, reported that we have threewater bills based on three water meters, and that we only use one of the meters. We can remove two from use without any impact and save about $80 a month.

Session **VOTED** to remove two water meters from use.

* 1. Elder Gatewood further reported that in reviewing and paying Quarterly Federal Taxes, there were penalties in Quarter One and Quarter Two totaling about $500 for -not- using Electronic Funds Transfer (EFT), and will further investigate how to remedy that situation.
	2. Abel reported that nine round tables have been donated, and that the package containing the cart for the round tables has arrived and needs to be assembled.
1. **Worship and Music** –Don Bixby

Wednesday, September 12, 2018, 9:00 am

1. Call to Order and opening prayer by Pastor Rob with welcoming and introduction of Young Adult Volunteer (YAV) Lauren LaMonica.
2. In recalling the services of August and September to date, the committee was pleased with the speakers and the liturgical context provided by staff. Everyone was especially appreciative of the Voices from the Pew by James Brown and Anita Torres. Suggestions were made that we have VFTP repeated, perhaps on 5th Sundays (Sep/Dec/Mar-Jun-Sep). There was discussion about the inclusion of Lay Leaders in the communion service which was a surprise to some but had been explored previously by Session.

**Other Old Business:**

* Homebound luncheon by Deacons September 20th
* Renewal Timeline Display posted through Sep. 2nd and until mid-month when photos will be distributed.
* Sign-up sheets for usher, flowers and Hospitality posted, but needs to be promoted.
* “Family Room” discussion involved the issues of painting vs. removing the old paneling vs. doing nothing with a range of opinions. Additional ideas included replacing the carpet with something else and replacing the hodgepodge of furniture, books, toys. Further discussion left for another day.

**New Business:**

**Sep 16** – Rob in Pulpit, LL-Pat Gilberto; CM- Lynn Gatewood; Honoring 70+ members, Minute by Solema for Presbyterian Women Birthday Thank Offering. Joy B. music

**Sep 23** – Rob in Pulpit, Theme: Modern Evangelism; LL-Michael Rubio, CM-Marie Kenny, Moment for World Communion Special Offering by Ruth Montoya, PW Birthday Thank Offering and lunch

**Sep 30** – Rob in Pulpit, LL-Anna Torres; CM-Susie Chang, *Gifts of New Immigrants* Steel Band/Marimbas, Moment for World Communion Special Offering by TBA

**Oct 7**- Rob in Pulpit, World Communion, Planning an array of breads and chalices. Inviting Takako to co-serve communion, and LL Chitech William Gill, Menaul Student. - discussion about possible Minute for Mission re: Menaul School's existence of international campuses, Youth Band, youth ushers, everyone is invited to wear International attire.

**Oct 14-** Rob in Pulpit

**Oct 18 –** 150th anniversary dinner at First Presbyterian Church. Second has two tables reserved

**Oct 20-21** – Presbytery Anniversary Meeting at Ghost Ranch Rob, Kay and Lauren will be attending.

**Oct 21** – Children’s Sabbath, (Rob agreed to contact James C. Jimenez, Executive Director at NM Voices for Children for pulpit supply) Children’s Sunday

**Oct 28**- Rob in Pulpit, Reformation Sunday, youth processional with bible, chalice and water

**Nov 4**- Rob in Pulpit, Communion, All Saints celebration, Daylight Savings Time Ends, Youth Talent Show

**Nov 11**- Rob in Pulpit, Healing Service

**Nov 18**— Rob in Pulpit, Dedication of Pledges

**Nov 25** – Christ the King Sunday, white paraments, communion

**Advent-** Chose devotionals, Christmas Eve - Susie Chang has a program proposal that includes the youth but more details are needed.

Next Meeting Wednesday, Oct 17 at 9:00am

Closing Prayer and Adjournment at 11:05am

1. **Personnel** – Kris Johnson
	1. Personnel will meet next month with the principal consideration being an appreciation of staff.

Session **VOTED** to approve a vacation request from Pastor Rob for November 18-24, 2018; and December 26, 2018-January 1, 2019.

1. **Nominating** – Reme Molo, Pat Gilberto.
	1. The committee is scheduled to meet next month. Reme has a list of all members who have been ordained as an Elder or Deacon.

**ADJOURN WITH PRAYER**

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

Respectfully Submitted,

George T. Huggins, Clerk of Session