**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MEETING MINUTES**

**November 13, 2018**

Session of Second Presbyterian Church met for a regular meeting on Tuesday, November 13, 2018, in Fellowship Hall. After prayer at 5:25pm by Elder George Huggins, a potluck dinner was shared. Elder Eli Lopez led us in devotions using the theme “Thanksgiving and Being Grateful.” Eli opened the business meeting with prayer at 6:05pm.

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

*Elders:* Anita Abeyta, Don Bixby, George Huggins, Kris Johnson, Eli Lopez, Ruth Montoya, Ella Porragas, John Van Dyke

**Excused:** Anna Torres, Pat Gilberto, Abel McBride, Reme Molo

**Guests:**

* Francis and Susie Chang, Youth Leaders;
* Phyliss Nunns, Deacon representative;
* Lauren LaMonica, PCUSA Young Adult Volunteer (YAV), assigned to Second;
* Lynn Gatewood, Paying Treasurer;
* Maria Martinez, for the Mission report in Anna’s absence.

The clerk declared a quorum was present.

Session **VOTED** to grant enduring Privilege of Floor to Paying Treasurer, Elder Lynn Gatewood, for whatever business she deems to bring to Session in any meeting; and to grant Privilege of the Floor for this meeting for Maria Martinez to comment on the report of Mission Committee.

Session **VOTED** to approve the agenda.

**ORDER OF THE DAY**

**Report from the Mission Committee** – Submitted by Anna Torres

Mission committee met on November 1 at 1:30 P.M. Members in attendance were Anna Torres, Pastor Rob Woodruff, Maria Martinez, Gloria Mirabal and YAV Lauren LaMonica.

* + - 1. Committee discussed and drafted an agreement between New Mexico Faith Coalition for Immigrant Justice, TransLatin@ Coalition and Second Presbyterian Church. This Memorandum of Understanding is being presented for Session approval at the November 13 Session meeting.
			2. Mission Committee budget of $16,000 was developed for Year 2019. Proposed budget is $2,050 less than Year 2018 Budget.
1. 751000 General Assembly $1,300
2. 752000 Synod of the Southwest $ 500
3. 753000 Presbytery of Santa Fe $8,200
4. 754000 Theological Education $ 200
5. 755000 Menaul School $ 500
6. 755500 Menaul Historical Library $ 400
7. 757000 Guatemala Educational Partnership $ 500
8. 758000 Albuquerque Interfaith $ 350
9. 758100 Project Share $ 800
10. 758500 Winds of Change (was misc.) $ 800
11. 758700 Camino de Vida (SW Ministry) $1,000
12. 758800 Halloween Party $ 200
13. 759100 Young Adult Volunteer Program $ 0
14. 759200 Martin Luther King Scholarship $1,000
15. 759300 Cuba $ 0
16. 759400 Family Promise $ 250
	* + 1. A Mission trip to Guatemala is planned for June 2019 with First Presbyterian Church and Camino de Vida. A dental team will provide services. Anyone wishing to go on this trip, please see Pastor Rob or Anna Torres.
			2. The sale of Christmas Arts and Crafts from our partner church in Matanzas, Cuba, will be sold after church services on November 25 during the Fellowship Hour. Monies received will be sent with Susan Smith on November 27.
			3. ABQ Healthcare for the Homeless will provide a minute for mission on November 18 during Sunday service. Towels and socks will be collected from our church members to be delivered during Advent. Thank you, Don and Pat Bixby for heading this effort.

Respectfully submitted by Anna Torres, Mission Committee Chair

Draft MOU (below) among Second, NMFCIJ, National TransLatin@ (NTL) was distributed, reviewed and discussed. There were concerns about an operable commode upstairs. Session concluded that’s a question that’s been swirling and decided to flush that. We also expressed concerns about leaping to a permanent person living in the apartment who will be the host for asylees, and the non-specificity of the MOU. The Mission Committee was asked to specify more in the MOU, to be considered during subsequent Session meetings.

BEGIN Draft MOU~~~~~

Memorandum of Understanding Between the New Mexico Faith Coalition for Immigrant Justice/National TransLatin@ Coalition and Second Presbyterian Church

The purpose of this Memorandum of Understanding (hereinafter “MOU”) is to outline the Agreement between Second Presbyterian Church (hereinafter “Second Presbyterian”) and the following parties: 1) New Mexico Faith Coalition for Immigrant Justice (hereinafter “NMFCIJ”); and 2) National TransLatin@ (hereinafter “NTL”). The MOU addresses the use of Second Presbyterian’s apartment space by the NMFCIJ and NTL to temporarily house asylum seekers/asylees (hereinafter “guests”) who are awaiting unification with their sponsors.

The following guidelines make up the agreement:

1. Guests will use the front entry, utilizing the key and code. Should the need arise, Second Presbyterian will look into other egresses.
2. The kitchen and shower facilities will be available for guest use before and after business hours in the Family Promise area.
3. The front room of the apartment will be clean on Sunday mornings for possible use by Sunday School staff and students between10:00a.m. and 1:00p.m.
4. NMFCIJ and NTL will work with Second Presbyterian to make the facility suitable for hosting asylees or asylum seekers.
5. To submit communications to the Pastor, Worship committee, and LiveWire to inform the congregation and parents of the presence of an asylee or asylum seeker.

This agreement can be unilaterally terminated by any of the parties to this MOU, which include Second Presbyterian, NMFCIJ and NTL.

[INSERT NAME OF SIGNATORY]

Second Presbyterian Church

Date

[INSERT NAME OF SIGNATORY]

New Mexico Faith Coalition for Immigrant Justice

Date

[INSERT NAME OF SIGNATORY]

TransLatin@

Date

END Draft MOU~~~~~

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

* + - 1. The EPIC Talent show generated over $1,000. We have also received $250 from Second’s Presbyterian Men and about $500 from other sources.
			2. EPIC continues to work creating and selling wreaths as a fund-raiser. 41 wreaths are done, and maybe 4-5 still working. There will be some “gift” wreaths to deserving persons that have supported EPIC.
			3. There are six Youth and one adult that are planning to attend the PSF youth retreat at Shepherd Of The Valley Presbyterian Church.
			4. Applications are being worked for six youth to attend the 2019 Youth Triennium.

**DEACONS’ REPORT** - Phyllis Nunns

1. Communion was served to 151 communicants on November 4, 2018.
2. Phyllis updated Session on several members and friends who had been visited, assisted, or served communion by the Deacons.

**YOUNG ADULT VOLUNTEER (YAV) UPDATE** – Lauren LaMonica

1. Lauren reported that she will make the brisket for the New Members’ luncheon on Sat, and generally assist with the luncheon.
2. Everything else is generally going well.

Session **VOTED** to approve the minutes of the October 23, 2018, Session Stated meeting.

**CLERK’S REPORT**

1. **Annual Activities yet to be Done/Scheduled:**
	1. Report of annual financial review or audit (G-3.0113)
	2. Approve the annual budget [G-3.0113, G-3.0205].
	3. Set dates for celebrating the Lord's Supper in coming year [W-2.4012].
	4. Set dates, or have Session approve, receiving special offering for the following year. (Joy Gift, One Great Hour of Sharing, Souper Bowl, etc.)
	5. Elect officers for 2019: Clerk of Session, treasurer [G-3.0104, G-3.0205]; officers of the Corporation.
	6. Agree to Elders of The Month for Feb 2019 – Jan 2020
	7. Complete and submit the Annual Clerk’s GA Questionnaire, due 11/15/2018.
2. **Correspondence:**
	1. 11/06/2018 – Presbyterian Men (PM) received a thank you letter from the Rio Grande Food Project for PM’s donation of $200.
3. **Deaths:**
	1. Roy Edward (Eddie) Banks, b. 09/21/1943, d. 10/23/2018. Member from 04/08/2012. Previously of Silver City, NM.

Session **VOTED** to remove Roy Edward Banks from the roll of the congregation.

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

1. Pastor Rob reported that Esther Griego of St. Andrew Presbyterian Church has changed her request to make a presentation about the NM Health Securities Act, in Fellowship Hall after worship, from November 18, 2018 to January 20, 2018. **APPROVED BY UNANIMOUS CONSENT**
2. There is concern about the functionality of the new PA system, and we have concluded it should be returned. The distributor is Sweetwater. Session identified a possible sound consultant to be Rev. David Martinez, and requested he first check it out to see if it can be made to work as we need.

**BOOKKEEPERS REPORT** – John Van Dyke

1. John distributed three of his four standard reports, reviewed summary figures, and answered specific questions from Session.

**OLD BUSINESS**

1. **Public Address system Extension:** (See Pastor’s report) 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. Committee has ID’ed the simplified PA system we can use; two-speaker system with two wireless mics, amp with multi controls; can add transmitter from Sanctuary; approx. $700 includes mic stand and two wireless mics;
	2. This system might -not- address the problem of not hearing the report
	3. Would be best to have company come onsite and evaluate the space and make recommendations after that;
	4. Committee will do further research.
2. **Inform First Nations (FN) in New Mexico (NM of the PCUSA Repudiation of the Doctrine of Discovery (DD):**
	1. During the October 2018 Stated Meeting we were introduced to the DD. Elder George Huggins presented a video created by the Episcopal Church, “Exposing The Doctrine of Discovery”, and pointed out that the video is listed as a resource on the Presbyterian Mission Agency website.
3. **Session Retreat**
	1. The retreat is scheduled for February 1-2, 2019, at the Ghost Ranch Education and Retreat Center.
	2. Preliminary attendees are Anita Abeyta, Don Bixby, George Huggins, Kay Huggins, Kris Johnson, Lauren LaMonica, Eli Lopez, Ella Porragas, and Rob Woodruff. Possible attendees are the three excused Elders from this meeting, and Elders elected to the Class of 2021.
4. **Family Promise lease agreement for 2019 (**Changes from 2018 are in red**):**

COMMERCIAL LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into this January 1, 2019 between **Second Presbyterian Church** as Landlord/Lessor whose address for the purpose of this lease is 812 Edith BLVD NE, and **Family Promise of Albuquerque** as Tenant/Lessee. This agreement will further be referred to as the "Agreement".

1. PREMISES AND TERMS:

The Lessor, in consideration of the rents herein reserved and of the agreements and conditions herein contained, on the part of the Lessee to be kept and performed, leases unto the Lessee and Lessee hereby rents and leases from the Lessor, according to the terms and provisions herein, the following described real estate, situated in Bernalillo County, New Mexico, to wit: The described portion of the Joseph I. Candelaria (JIC) Wing of the Second Presbyterian Church at 808 Edith BLVD NE, Albuquerque, NM 87102, as illustrated in **Attachment A** to this Agreement. The Lessor (Second Presbyterian Church) will lease to the Lessee (Family Promise) for the purpose of helping families who are experiencing homelessness in the Albuquerque community to achieve sustainable independence.

Rental Square footage: The premise is approximately 2,550 square feet plus supervised access to the washer/dryer in an adjacent, but separate location within said premises.

Tenant/Lessee may occupy the premises from 8:00 A.M. thru 5:30 P.M., Monday through Friday. Additional usage by Tenant will be by permission from Landlord.

RENTAL PAYMENTS: Tenant/Lessee agrees to pay in advance ~~$1,000~~ $1,250 per month on the 1st day of each month. Payment will be made by check or money order only. A late fee of $100, shall be added and due for any payment of rent after the 15th of the month.

THIS AGREEMENT shall commence on January 1, 2019 and continue until December 31, 2019.

The terms of this agreement will be reviewed and renewal will be renegotiated annually prior to January 1 of the following year. Prior to the expiration of the leasing period, this agreement shall be terminated by either party giving the other party a 30-day written notice of intention to terminate.

2. UTILITIES:

Tenant agrees to pay for all utilities, which includes electricity, water, gas, telephone, and internet. Tenant shall transfer utilities into its own business name and pay utilities directly.

3. PETS:

No pets, other than service animals / therapy dogs / or other certified companion animals shall be allowed on the premises.

4. ALTERATIONS:

Tenant may construct modifications to the space with prior approval from Landlord.

The modifications to the premises shall be done by qualified persons in accordance with all federal, state, and local regulations, including obtaining required building permits. Tenant shall pay for any subsequent collateral damage that may occur as a result of these alterations.

5. KITCHEN:

Kitchen may be used only for "heating purposes" and not for general cooking, unless modified to satisfy required building codes, in accordance with Item 4.

6. CONDITION OF PREMISES AND PROPERTY MAINTENANCE:

Before signing this lease, Tenant shall inspect the premises and be satisfied with the condition of all furniture and fixtures.

Tenant agrees to obtain written permission (email is acceptable) from Landlord's designated representative before doing any of the following:

1. Creating holes greater than 2 inches in diameter in walls or ceilings. Normal nails, thumbtacks, and adhesive materials are acceptable and do not need written permission from the Landlord.
2. Painting, wallpapering, redecorating or in any way significantly altering the appearance of the premises.
3. Installing additional electrical wiring or heating units.

Tenant shall make no other alterations to the premises without the written permission of Landlord.

Tenant is responsible for maintaining the rented space, which includes the cleanliness of the rented space. Tenant is responsible to contract with, and pay, a professionally bonded company to maintain cleanliness of the leased space (Shared Use and Exclusive Use). A copy of the contract will be provided to the Landlord.

Lessee will not permit the premises to be damaged or depreciated in value by any act of negligence of the Lessee, its agents or employees. Lessee agrees to care for and maintain said premises in a reasonably safe and serviceable condition. Lessor agrees to provide general maintenance of facilities and pay for all repairs not due to Tenant negligence.

The Tenant will not store furniture(unused), permanently or temporarily, in any of the leased space, and the Tenant will not store anything in any space not specifically designated as leased under the terms of this contract.

7. INVENTORY:

Said premises contain the items listed in **Attachment B** that the Tenant may use. The Tenant is responsible for any damages or losses to any of the items listed in **Attachment B**.

8. PARKING:

Parking is provided for Tenant employees and clients in the lot at the northeast corner of Lomas and Edith. Tenant understands and agrees that parking may be an inconvenience during special Church events, and on Food distribution day which occurs one Wednesday each month.

9. SECURITY DEPOSIT:

Upon execution of the Lease, Tenant agrees to pay the Landlord a security deposit in the amount of $1,000.00 on September 1, 2015. Upon default by Tenant, Landlord shall have the right to apply so much of the Security Deposit as is necessary to cure such default or pay any expenses incurred as a result of such default. Any remaining balance of the Security Deposit shall be returned by Landlord to Tenant within thirty (30) days after the termination or expiration of this Agreement.

10. AUTHORIZED ACCESS:

Tenant shall provide a list containing names of authorized Family Promise personnel who will be provided keys and have access to said premises. Access codes will be provided by Landlord.

Access to the washer/dryer area must be supervised at all times by a Family Promise employee.

11. INSURANCE:

Tenant acknowledges that Owners insurance does not cover personal property damage caused by fire, theft, rain, war, acts of God, acts of others and/or any other causes nor shall owner be held liable for such losses. Tenant is advised to obtain insurance to cover any property losses and/or damages.

Tenant shall keep in force throughout the Term and provide a copy to the Landlord:

(a) a Commercial General Liability insurance policy or policies to protect Landlord against any liability to the public or to any invitee of Tenant incidental to the use of or resulting from any accident occurring in or upon the Premises with a limit of not less than $1,000,000.00 per occurrence and not less than $2,000,000.00 in the annual aggregate, or such larger amount as Landlord may prudently require from time to time, covering bodily injury and property damage liability and $1,000,000.00 products/completed operations aggregate;

(b) Business Auto Liability covering owned, non-owned and hired vehicles with a limit of not less than $1,000,000.00 per accident;

(c) insurance protecting against liability under Worker's Compensation Laws with limits at least as required by statute;

(d) Employers Liability with limits of $500,000.00 each accident, $500,000.00 disease policy limit, $500,000.00 disease - each employee;

(e) All Risk or Special Form coverage protecting Tenant against loss of or damage to Tenant's alterations, additions, improvements, carpeting, floor coverings, paneling, decorations, fixtures, inventory and other business personal property situated in or about the Premises to the full replacement value of the property so insured; and,

(f) Business Interruption Insurance with limit of liability representing loss of at least approximately six months of income.

Each of the aforesaid policies shall:

(a) be provided at Tenant's expense;

(b) name the Landlord and Landlord's mortgagee as additional insured;

(c) be issued by an insurance company with a minimum Best's rating of "A:VII" during the Term; and

(d) provide that said insurance shall not be cancelled unless thirty (30) days prior written notice (ten days for non-payment of premium) shall have been given to Landlord; and said policy or policies or certificates thereof shall be delivered to Landlord by Tenant upon the Commencement Date and at least thirty (30) days prior to each renewal of said insurance.

Tenant shall provide Landlord a certificate of insurance for each of said policies.

12. WAIVER OF SUBROGATION:

So long as their respective insurers so permit, Tenant and Landlord hereby mutually waive their respective rights of recovery against each other for any loss insured by fire, extended coverage, All Risks or other insurance now or hereafter existing for the benefit of the respective party, but only to the extent of the net insurance proceeds payable under such policies. Each party shall obtain any special endorsements required by their insurer to evidence compliance with the aforementioned waiver.

13. HAZARDOUS MATERIALS:

Neither Tenant, nor any of Tenant's agents, contractors, employees, licensees or invitees shall at any time handle, use, manufacture, store or dispose of in or about the Premises any flammables, explosives, radioactive materials, hazardous wastes or materials, toxic wastes or materials, or other similar substances, petroleum products or derivatives or any substance (collectively "Hazardous Materials") subject to regulation by or under any federal, state and local laws and ordinances relating to the protection of the environment or the keeping, use or disposition of environmentally hazardous materials, substances, or wastes, presently in effect or hereafter adopted, all amendments to any of them, and all rules and regulations issued pursuant to any of such laws or ordinances (collectively "Environmental Laws"). Tenant shall protect, defend, indemnify and hold Landlord harmless from and against any and all loss, claims, liability or costs (including court costs and attorney's fees) incurred by reason of any actual or asserted failure of Tenant to fully comply with all applicable Environmental Laws, or the presence, handling, use or disposition in or from the Premises of any Hazardous Materials, or by reason of any actual or asserted failure of Tenant to keep, observe, or perform any provision of this paragraph.

14. INDEMNIFICATION:

Landlord shall not be liable and Tenant hereby waives all claims against Landlord for any damage to any property or any injury to any person in or about the Premises by or from any cause whatsoever, except to the extent caused by or arising from the gross negligence or willful misconduct of Landlord or its agents, employees or contractors. Tenant shall protect, indemnify and hold the Landlord harmless from and against any and all loss, claims, liability or costs (including court costs and attorney's fees) incurred by reason of:

(a) any damage to any property or any injury to any person occurring in, on or about the Premises to the extent that such injury or damage shall be caused by or arise from any actual or alleged act, neglect, fault, or omission by or of Tenant, its agents, servants, employees, invitees, or visitors to meet any standards imposed by any duty with respect to the injury or damage;

(b) the conduct or management of any work or thing whatsoever done by the Tenant in or about the Premises or from transactions of the Tenant concerning the Premises;

(c) Tenant's failure to comply with any and all governmental laws, ordinances and regulations applicable to the condition or use of the Premises or it’s occupancy; or

(d) any breach or default on the part of Tenant in the performance of any covenant or agreement on the part of the Tenant to be performed pursuant to this Lease. The provisions of this paragraph shall survive the termination of this Lease with respect to any claims or liability accruing prior to such termination.

15. ASSIGNMENT:

Tenant shall not sublease the premise' s or any part thereof, or assign this lease. Eviction action will be considered and executed in the event of non-payment of rent or breach of terms pertaining to this agreement.

16. GOVERNMENT REGULATIONS:

**Tenant shall comply with all applicable Federal, State, and local ordinances and regulations**.

ENTIRE AGREEMENT:

This Agreement constitutes the entire Agreement between Landlord and Tenant. No oral agreements have been entered into, and all modifications or notices shall be in writing to be valid.

Tenants/Lessee's (Agent) Landlords/Lessor's (Agent)

Signature Signature

Date Date

Attachment A- Floor Plan



Washer / Dryer Area

(Supervised Use Only)

Second Presbyterian Church Building Area

Legend

Not to Scale

North

Exclusive Use Lease Area

Shared Use Lease Area

Attachment B- Inventory List

|  |  |  |
| --- | --- | --- |
| Item | Quantity | Description |
| Tables | Five | Long Folding Tables - Plastic |
| Tables | Six | Short Folding Tables - Plastic |
| Tables | Four | Small Folding Tables - Plastic |
| Tables | One | Small 2-foot-high Table Plastic |
| Chairs | Five | Blue & Blue Green with arms |
| Chairs | Twenty | Blue Fabric |
| Chairs | Two | Blue Fabric- damaged |
| Chairs | One | Blue Swivel Chair |
| Chairs | One | Black Swivel Chair |
| Book Case | Two | Four Shelf |
| Cabinets | Three | Two Door Meta |
| File Cabinets | Two | Four Drawer |
| Desk | One | Wooden Desk |

Session **VOTED** to approve the 2019 lease agreement to be presented to FP for their review.

**NEW BUSINESS**

1. **Memorial for Veterans**
	1. From Dec 2015 minutes: “The Presbyterian Men's group would like to give some of Veterans' Memorial and have it placed in the Peace Garden.”
	2. PM will be requested to provide a proposal or other proposals and return to Session.

**COMMITTEE REPORTS**

1. **Hospitality** – Eli Lopez, Ella Porragas
	1. The work of the Committee is going well. Food and servers to help seem to appear.
	2. The sign-up on the bulletin board not being used.
	3. We still need help with clean-up; it is often is just one person.
2. **Evangelism & Membership** – Rev. Woodruff reporting for Elder Pat Gilberto
	1. There will be a new member class on Saturday, with four committed.
3. **Christian Education** – Anita Abeyta
	1. We will call pest control to eliminate the mice in the JI Candelaria Wing.
	2. The C&C Flooring estimate for covering the Adult Sunday School and Laura’s office (Family Promise) is $4,111.95, which includes tax. There might be some funds from our insurance award for building repair.
	3. The new flooring in the children’s music area is very nice and usable.
	4. We need teachers to start in January of 2019. Christian Education will present a minute-for-mission on Sunday, December 2, which is a baptism Sunday.
	5. We ask everyone to include the children in Stewardship/Offering activities.
	6. Rev. Huggins will assist in instructing teachers, probably in January 2019.
	7. Anita was asked why we do not buy curriculum. She answered that CE uses “Sermons 4 Kids” as a basis, and leaves lesson plans up to teachers. There are lots of resources online.
4. **Building & Grounds** – Various Session members discussed the following.
	1. Long-term planning and financing are needed to maintain and improve the building and grounds.
	2. The heat fan in the Fellowship Hall is close to failing.
	3. The air-conditioning for the Sanctuary is not completely operating.
	4. We have a roof leak in Fellowship Hall just outside of the south kitchen serving window.
5. **Worship and Music** – Don Bixby

Worship and Music Committee met November 7, 2018, at 9:30 AM

**Recalling:**

**October 20-21** – Presbytery Anniversary Meeting at Ghost Ranch

**October 21** – In the Pulpit, James C. Jimenez, Executive Director at NM Voices for Children, LL-Richard Arndt, CM Lynn Gatewood

**October 28** - Rob in Pulpit, Reformation Sunday. There was considerable discussion about chaos of candle lighting, along with the awkward Reformation Procession. Don will work up guidelines to be presented to Ushers each week via post card, text, or personal discussion.

**November 4** - Rob in Pulpit, Communion, All Saints celebration, Photos of our personal saints, wit., Youth Talent Show and lunch

**Other Old Business:**

* Photos from Sabbatical timeline distributed and mailed to each of our guest pulpit supply participants.
* Candles are leaking and looking shabby. New ones have been ordered @ $80 each.
* Mouse damage to piano in Family Promise has been repaired.
* Budget proposal submitted to Treasurer
* Poinsettias ordered for December 16, 23, and 24.

**Looking Ahead:**

**November 11** - Rob in Pulpit, getting ready for the holidays), Stewardship – Camilla Hoover, Healing Service - anointers Rob, Kay, Ella, Mickey, LL- Eli Lopez, CM-Susie Chang

**November 18** — Rob in Pulpit First Fruits-Deuteronomy 26: 1-13, LL- Lauren, CM-Becky Johnson, Dedication of Pledges, Children’s choirs, Congregational Meeting, Harvest, AHCH Minute for Mission

**November 25** – Kay in Pulpit, Christ the King Sunday, LL-Art Trujillo, CM-Marie, Communion, trumpet trio

**December 2** - First Sunday of Advent, **Hope**-Jeremiah 33: 14-16, Communion, Lighting of Advent candle

**December 9** – Rob in pulpit **Peace**-Malachi 3: 1-4,

**December 16 -** Rob in pulpit **Joy**-Zephaniah 3: 14-20

**December 23** - Rob in pulpit **Love**-Micah 5: 2-5a

**December 24** - Christmas Eve, Candle Crèche as part of the service.

**December 30** - Fifth Sunday. VFTP Anna and Jack Torres confirmed.

**Dates:** Set-up for Christ the King Sunday-Friday, 11/23

Hanging of the Greens and Set-up for Advent , Sunday 11/25

Next Committee Meeting 12/3, 10:00

1. **Personnel** – Kris Johnson
	1. The Committee met Sunday, November 11, to review the Pastor’s terms of call. Finances were the primary consideration, and the Committee recommends a 1% pay raise, which is half of inflation. We must consider approaching bills

Session **VOTED** to recommend a 2% pay raise to the pastor’s call.

1. **Stewardship & Finance** – Ruth Montoya, John Van Dyke
	1. Lynn Gatewood information on the “Amazon Smiles” program, which is offered to non-profits.

Session **VOTED** to adopt the “Amazon Smiles” program for Second.

* 1. The Stewardship program reported that 170 stewardship appeal letters were distributed last week, and included a brochure and a pledge card.
1. **Nominating** – Various members reported.
	1. We have candidates for all four Elder positions.
	2. We have been slow to fill the three Deacon positions. We still need one.
	3. For the Sunday Congregational Stated meeting, we will have a personnel report.
2. **LiveWire** – George Huggins
	1. Pictorial Directory – We have submitted the final adds/edits to Moji and have asked Moji to produce the directory. There were 66 families that will receive a free directory, and we will receive an additional 50 free directories.
	2. 2018 Budget - LiveWire has obligated $1,405 of its $2,067 budget for 2018, or 68%.
	3. Proposed 2019 budget of $1,669, 19% reduction:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Live Wire Committee** |  | **Budget 2018** | **Budget 2019** | **Dif 2018 - 2019** | **2019 %age of budget** | **2018 %age of budget** | **Dif % 2018-2019** |
|  |  |  |  |  |  |  |  |
| **741000** | Website | $15 | $231 | $216 | 14% | 1% | 13% |
| **742100** | Newsletter Postage | $225 | $289 | $64 | 17% | 11% | 6% |
| **742200** | Newsletter Paper/Supplies/Duplication | $372 | $144 | ($228) | 9% | 18% | (9%) |
| **743000** | Misc. BB/Mailing supplies/postage**/**Misc. IT | $855 | $405 | ($450) | 24% | 41% | (17%) |
| **744000** | Church Management Information System | $600 | $600 | $0 | 36% | 29% | 7% |
|  |  |  ======= |  ======= |  ======= |  |  |  |
|  |  | $2,067 | $1,669 | ($398) | 100% | 100% | (19%) |

* 1. Statistical snapshot from Breeze:
		1. Members: 241
		2. Female Members: 157
		3. Male Members: 85
		4. Baptized Members: 45
		5. Friends: 98
		6. Regular Attenders: 36
		7. Mbrs 80-89 y/o: 6
		8. Mbrs Over 90 y/o: 10
		9. Mbrs for 50-59 yrs: 11
		10. Mbrs for 60-69 yrs: 5
		11. Mbrs for 70-79 yrs: 4
		12. Mbrs 80 yrs or more: 1
		13. 2018 Deaths: 4
		14. 2018 Losses: 12
		15. 2018 Gains: 8
	2. Document sharing has been moved from “DropBox” to “Google Drive”, as free space on Dropbox is limited to 5GB and Google Drive provides for 15GB of free space.
	3. Unknown DOBs of members are being estimated based on a year of graduation, if known, until actual DOBs can be provided by the members. With about five changes this has already improved our statistical reporting, as the DOB estimates changed the number of persons in the age categories.

Session **VOTED** to receive the Committee reports.

**CONGREGATIONAL SHARING**

Last Sunday of the month, 11/25/2018 – Minute for Mission will be presented by the Committee of the Elder-of-Month (Mission – Anna Torres).

**ADJOURN WITH PRAYER**

There being no further business and no objection to adjournment, Pastor Rob dismissed us with prayer at 9:15pm.

Respectfully Submitted,

George T. Huggins, Clerk of Session