**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MEETING MINUTES**

**August 20, 2019**

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, August 20, 2019, in Fellowship Hall. After prayer by Pastor Rob at 5:25pm, a potluck dinner was shared. Elder Anna Torres led us in devotions, reminding us to live wisely and make the most of time. After devotions Elder Torres opened the business meeting with prayer at 5:52pm, with Pastor Robert Woodruff, moderator.

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

*Elders:* Anita Abeyta, Don Bixby, Pat Gilberto, George Huggins, Kris Johnson, Reme Molo, Ella Porragas, Anna Torres

**Excused:** Willy Chavez, Eli Lopez

**Absent:** Sandra Duran, Abel McBride

**Guests:**

* Francis and Susie Chang, Youth Leaders;
* Solema Newton, Deacon representative.

**APPROVAL OF AGENDA**

Session approved the agenda by **CONSENSUS**.

**DISSOLUTION OF RELATIONSHIP**

Session **VOTED** to consent to the request of Elder Willie Chavez to resign from Session, effective immediately.

**DEACONS’ REPORT** – Solema Newton

1. The Deacons are continuing with visits to members and friends and with phone calls.
2. Solema provide a summary of the health and spirituality of some of their visitations.
3. We are planning to celebrate Elifas Santillanes’ 100th birthday on September 1.
4. October 6 is World Wide Communion, and there will be additional considerations by Deacons’ for the set-up of communion.

**EPIC REPORT** – Francis and Susie Chang

1. The trip to Peñasco, NM, as a Mission Trip by the Youth to Emmanuel PC, was a success. 10 youth and 8 adults participated. We rented a 15-passenger van plus a 7-passenger van from Enterprise. James Bencomo drove his truck to accommodate all the food and sleeping bags.
2. Karmen Van Dyke and Deb Eisenhour directed the youth in the music portion of the trip. Karmen was also instrumental - no pun intended - in orchestrating the worship service which the Youth did almost single handedly. This was the best of the five years we have visited Emmanuel PC.
3. We will duplicate this worship service for Second on September 29.
4. Also in the works: an adventure in the Sandia Mountains - Doc Long’s picnic grounds - on September 21. The Bencomo’s will be bringing their cooking disc and propane so that we can cook breakfast, hike and have a good time together.

**APPROVAL OF MINUTES**

Session **VOTED** to approve the minutes of the 07/23/2019 Session Stated meeting.

**CLERK’S REPORT**

1. **Memorial Services:**
	1. 08/15/2019 – Larry Lucero, previous member, b. 10/16/1948, d. 06/10/2019, by the Rev. Dr. Robert Woodruff, in the sanctuary of Second; inurnment 08/16/2019 at the National Cemetery in Santa Fe.
2. **Need replacement for Elder of Month for November, vacated by Elder Willie Chavez:**
	1. Nov 3, Don Bixby; Nov 10, Anita Abeyta; Nov 17, Kris Johnson; Nov 24, Sandra Duran; Pastor Rob will do devotions for the November Session Stated meeting.
3. **Use of facility by member Jean Hogan to present “Five Wishes,” Thursday, September 12, 10-11am, in Fellowship Hall:**
	1. Session **VOTED** to approve the building use request.
	2. Session **VOTED** to change the building use section in Policies And Procedures to add the Pastor as an approving official for requests to use the building.
4. **Use of facility by the Presbytery of Santa Fe, Friday, September 20, 4-6pm, to celebrate the life and times of Associate Stated Clerk, Sharon Yates, and to wish her well in her new job with the Synod of the Southwest.**
	1. Session **VOTED** to approve the request.

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

1. Pastor Rob reported that the committee formed to investigate the purchase of the house next door to the church at 816 Edith, found the house to be currently unusable for any church program, and that lots of resources would be required to get it to a usable state. Session had no objection to ending active pursuit of the property.
2. Rob reported that the parking lot facing Lomas, South of the church, is for sale.
3. Asylum-seeker funds are available from the City of Albuquerque. An initial conversation with the City was encouraging that Second’s Trans-Asylee project with the NM Faith Coalition For Immigrant Justice and the TransLatin@ organization, could receive funds, food, and other resources.
4. St. Martin’s is researching how to assist Asylum-seekers.

**OLD BUSINESS**

1. **Public Address system Extension for Fellowship Hall:**
	1. Elder Kris Johnson reported that a local A/V company has been contacted, and they will visit, evaluate, and recommend, a PA system for the Hall.
2. **Safety Committee -** Members: Eli Lopez, Reme Molo, Ruth Montoya, and Pastor Rob, to research security protocols for Sunday mornings. They submitted these minutes:

Church Safety - July 23,2019

Agenda

1. Purpose:

1. To research emergency/safety protocols for Sunday morning worship services.
2. To develop a Church safety plan for Second Presbyterian Church.

2. Resource persons:

1. Susan Smith from Presbytery of Santa Fe and member of First Presbyterian Church.
2. Camila Lopez/Hoover VA Social Worker, has been trained in work place Violence

3. Prevention and Threat management.

1. Questions:
2. What are other churches within the Presbytery doing regarding safety?
3. Do we coordinate/consult with APD? Fire Marshal? Home land?
4. Do we keep doors to fellowship and other entrances open while in worship?
5. Other

B. Action Items:

1. Where do we go forward? Next steps?

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Second Presbyterian Church - Safety & Security Meeting - 8/13/19

Purpose:

1. Discuss safety protocols for church/facility: worship services, and events.

2. Develop a church safety plan for Second Presbyterian Church.

3. Form a safety committee responsible for development of safety and security protocols.

Members Present: Pastor Robert Woodruff, Eli Lopez, Toby Montoya, Reme Molo, Christine Garcia

Guests Present: Camila Lopez-Hoover

Discussion:

Round table discussion identified several areas of concern.

1. Facility Physical Security
2. Lock doors: explore options for late arrivals – key pad/door fob
3. Improve outdoor lighting – recent donation of lights for rear entrance
4. Parking lot/grounds security
5. No Weapons/No Firearms Policy
6. Explore possibility of hiring private security during worship services

2. Increase Awareness

1. Training for church leaders, and volunteers related to awareness; managing emergencies: medical, behavioral, safety; de-escalation, CPR/First Aid/AED
2. Safe Church Training: Beverly, Olga and Lorraine attended this training held at First Presbyterian earlier in 2019
3. Work in teams – ushers, awareness/response teams – identify roles and train accordingly
4. Process for managing situations during worship, social hour, events, etc.
5. Stress the importance of maintaining an open welcoming church community while improving situational awareness.

3. Contacts

1. Post emergency numbers and procedures in key locations
2. Beverly has started a next of kin contact/phone list for church members in the event of concerns or emergency.

4. Identification of Safety Committee Membership

1. Representation from all church committees
2. Other possible members identified and will be contacted by those present at this meeting.

Next Steps:

1. Review Safety & Security Handbook from First Presbyterian Church

1. Each reviewer will identify actions that can be taken A) Immediately (within 1 month), B) Short-Term (1-2 months), C) Long-Term (2-6 months)
2. Review and finalize plans for actions that can be taken immediately at the next meeting.

2. Prepare a summary to be presented at the next Session meeting 8/20/19.

3. Provide a “Minute for Safety” and statement for September newsletter to inform the congregation of plans & progress.

Next Meeting 8/20/19 @ 10:00

Session **VOTED** to form a Safety Task Force for Second to create and put in place a Church Safety Policy; the members being Christine Garcia, Camilla Hoover-Lopez, Eli Lopez, Toby Montoya, and Michael Rubio.

**COMMITTEE REPORTS**

1. **LiveWire** – George Huggins; Members: Lauren LaMonica, Alicia Montoya
	1. 2019 Budget - LiveWire has obligated $807 of its $1,669 budget for 2019. We have 52% of our budget remaining for the approximately 38% of 2019 remaining.
	2. There was insufficient interest in July and August to publish a “Matthew 25” electronic-only (PDF) newsletter.
	3. 57 have installed Instant Church Directory on their handheld device.
	4. In the last 30 days our website had 2,240 visits.
	5. Pictures have been added to the EPIC page, from Triennium, Roadrunner Food Bank, and Ice Skating.
	6. In the last 28 days our FaceBook page had 285 views and 98 people reached.
	7. Worship videos – we are consistent in obtaining Sunday worship videos; there are rarely more than two views.
2. **Hospitality** – Sandra Duran, Ella Porragas
3. Thanks to everyone that helps with Hospitality!
4. We have some concerns about the two-pot coffee maker just inside the kitchen doorway. It recently failed to make a full pot of coffee. We estimate the cost to replace it with a similar coffee maker would be about $300.
5. **Personnel** – Kris Johnson

*To be Done/Scheduled:*

*Compensation reviewed with pastor(s) (G-2.0804)*

*Compensation reviewed with other staff*

1. We are at the beginning stages of updating the job description for all employees.
2. **Mission** –Anna Torres
3. Received a letter from Iglesia Lutheran Cristo Rey in El Paso, Texas, thanking Second Presbyterian Church for the check of $350. This money will support Dispensario Medico Dental en Juarez.
4. Second will again participate at the annual Chile Fest at Shepherd of the Valley Presbyterian Church on August 24 (9:00-4:00) and 25 (11:00-3:00). Mission Committee will host a table for the Alternative Gift Market. Money raised will go to support the Trans-Asylee Project. Each gift card is $25. The idea is to designate a charitable gift on behalf of relatives, friends and associates.
5. This month, so far, twelve transgender asylees have been hosted upstairs in the apartment. Many have been staying overnight and leave immediately the next day. This week Johely has asked for laundry detergent, trash bags and milk.
6. We will participate in Project Share by serving casseroles and other side dishes to St. Martin’s next Saturday, August 24.
7. Pat Gilberto is scheduled to open and close the church facility for the WINGS program on Monday, August 26.
8. Next Mission Committee meeting is scheduled for Thursday, August 22, 2019.
9. **Evangelism & Membership** – Pat Gilberto

*To be Done/Scheduled:*

*Review of Membership Roll* ***annually*** *(G-3.0201c)*

1. We have scheduled the annual Membership Roll review for September 5, 10am, at Pat Gilberto’s house.
2. We will support and participate in the celebration of Elifas Santillanes’ 100th birthday on September 1.
3. **Christian Education** – Anita Abeyta
4. Sunday School begins Sep 8. We are meeting with all the teachers this Sunday. We estimate to have at least 10 mid-high youth.
5. Anita will present the Children’s Moment during worship on September 8, probably to include a blessing of the teachers.
6. **Building & Grounds**
7. Session noted that there is urgent need for weather stripping around the exterior “slanty” door on the West side of the basement. Last week’s rain came in and there was water standing in the basement floor. Unfortunately, black mold is starting to grow up the walls.
8. **Worship and Music** – Don Bixby

*To be Done/Scheduled:*

*Communion dates Authorized dates (W-3.0409, W-3.410)*

Last Committee meeting:

**Opening:** Rob Woodruff, Bev Chavez, Karmen Van Dyke, Don Bixby

**Old Business:**

* *Voices from the Pew* are scheduled for the last Sunday of August as well as the Fifth Sundays in September and December. We may want to revisit this schedule and explore how these services are to be developed, e.g. traditional service, hymn sing, other options.
* Karmen is exploring evaluation/repair of the erratic audio system in the Sanctuary with Tom Mirabal and contacts from Shepherd of the Valley and Sandia PC. Don will check with Kris about Fellowship sound, and George about the retractable screen.
* During review of the services for the past eight weeks, all were well received. Notable were the VFTP offerings by Elizabeth Korver-Glenn and Lauren Lamonica,John Sitler in the pulpit, and Triennium Commissioning by Susie Chang.
* Second hosted a Worship Workshop present by the Worship Networking Committee of PSF on Saturday, July 27. There were workshops before and after lunch, which was provided by Second’s Presbyterian Women. We received rave reviews for Second’s hospitality.
* Triennium Presentation was spectacular along with VFTP by Kay Huggins.
* Kay Huggins presented the Parable of the rich man who had to build another barn for all his belongings.
* We recognized Sixth graders who were entering EPIC.

**New Business:**

**8/25** Rev. Vernon Baker, Covenant United Methodist Church (pulpit exchange w/Rob)

**9/1** Rob in the pulpit, Luke 14: 1, 7-14 “Beholden to None”

**9/8 Rob** in the pulpit, **“**Counting Costs,” Ann Edenfield Minute for Mission -- WINGS

**9/15** Rev. Jamie Martinez**,** Rob and Karmen out

**9/22** Rob in the pulpit**, “**Choosing Your Master,”

**9/29** Youth Service (repeating the success at Emmanuel PC, Peñasco)

**10/6** World Wide Communion – Dori Hjalmarson in the pulpit (missionary to Honduras)

**10/13** Rob in the pulpit

**10/20** Pulpit supply needed. Rob and Kay at Ghost Ranch

Two Ruling Elders (not currently on Session) requested a discussion about integrating Mission into Worship Service. Many people are unfamiliar with the breadth of Second’s mission work in the community: e.g. How much are we supplying to the foodbank each month? How many guests are staying in the TransAsylee apartment each month? What is WINGS? Who are the other agencies that we support financially? We discussed a regular minute for mission on a designated Sunday of the month to better inform the congregation of the breadth and depth of the outreach for this church. A weekly bulletin update was also suggested on the pounds of food donated, attendees at WINGS, and number of guests in the TransAsylee apartment. Don will collect food collection poundage; has talked with Anne Edenfield who will send attendance figures each month and wants to do a minute for mission during worship. He will ask Anna Torres or another Spanish speaker to contact Johely, and will also try to connect with Alma Rosa to get data for guests at the apartment. Rob again emphasized how Alma Rosa is overburdened, so it would be good to get the information directly.

Next meeting is scheduled for Wednesday, September 4, 9:30am.

1. **Stewardship & Finance** – Eli Lopez

*To be Done/Scheduled:*

*Report of annual financial review or audit (G-3.0113)*

*Annual budget approved/recorded (G-3.0205)*

Stewardship and Finance Committee - August 9, 2019

Present: Reverend Robert, Toby Montoya, and Eli Lopez, Chair

Guest Presenter: Chad Poole
1. Committee met despite having members absent due to other commitments. Main purpose of meeting was to have Chad Poole meet with committee and give us an update as to progress of transferring our budget records to electronic Quick Books system. He states progress is being made and feels he will be close to time frame for completion he originally gave us.

(Note): We must keep in mind he is assisting us voluntarily, has other commitments to Presbytery, Menaul Historical Library and maybe others. He was quite firm since day one that transition could take 2 to 3 months.

A. Chad reports that transition has progressed slower than he anticipated, indicates records and bank statements were difficult to get access to. Still in need of other documents.

B. Has been inputting statement accounts, and producing preliminary balance sheets.

C. Has identified our Covenant account to be a mutual fund, worth approx. $69,000. Still need to identify who has control and who are the signatures for account. Identified the PILP accounts are CDs renewed automatically and are gaining at approx. 1.3% to 1.9%. (Note) these figures are estimates, he did not have actual figures with him.

D. Clarified that quick Book system is designed for financial statements and accounts while our Breeze system is to document contributions, and he recommends to be kept separate.

E. After completion of transition would like to recommend checks to be written on Quick Books.

F. Recommendation that all our financial statements need to consolidated into a secure strong box file cabinet Within our facility. To be readily accessible and transparent for review.

–Need to get all records from John Van Dyke and transfer to church premises, ASAP.

G. Also recommends that all financial records be electronically scanned for historical preservation and transparency.

2. Present members proceeded discussion on proposed agenda for this date. (See) agenda for 2019.

a. Brief review of time frame for transition completion of 2 to 3 months. Chad, feels he is close to keeping to this time frame.

b. briefly scanned budget reports from John for May and June which appears we made progress in closing deficit gap at this point. It was acknowledged there will be large expenses as year closes.

c. Discussed that Session has approved transfer of bank accounts from Bank of America to Eagle Credit Union. Discussion ensued that timing of transfer should occur after transition of accounts are complete to Quick Books. Was noted that member Lynn had some concerns about transfer, and we will give her opportunity to express those concerns, at next meeting.

d. Need to contact Conrad Rocha for historical perspective on Covenant account. Need to know who can access account who signatures are. Etc.

3. No Paying Treasures report.

4. No Coordinator Counter’s report.

5. Special Offering for Peace & Global Witness.

A. October 6, 2019, promote week before and day of offering

B. Persons to approach to promote offering

Members of Mission Committee Anna Torres, Maria Martinez/Sanchez and Gloria Mirabal.

A. Planning for upcoming responsibilities / events

a. Midyear statements to congregation can be done through Breeze.
B. Budget update report to congregation.

C. Recognition / appreciation activity for John’s service as bookkeeper.

D. Above activities to be coordinated at completion of budget transition.

Submitted by Eli Lopez, Chair

Session **VOTED** to authorize the Clerk of Session notify the PILP via letter to remove Frank Salazar as a signer and to add Kris Johnson and Eli Lopez as authorized signers.

1. **Nominating** – Reme Molo, Pat Gilberto.

a. The Committee needs to meet to nominate candidates for vacancies in the Board of Deacons, Session, and other officers of the church.

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

**ADJOURN WITH PRAYER**

There being no further business and no objection to adjournment, we were dismissed with prayer by Pastor Rob at 7:40pm.

Respectfully Submitted,

Clerk of Session, George T Huggins