**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MEETING MINUTES**

**October 22, 2019**

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, October 22, 2019, in Fellowship Hall. After prayer by Pastor Rob Woodruff at 5:25pm, a potluck dinner was shared. Elder Don Bixby led us in devotions. Pastor Rob Woodruff, moderator, opened the business meeting with prayer at 5:55pm.

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

*Elders:* Don Bixby, Sandra Duran, Pat Gilberto, George Huggins, Kris Johnson, Eli Lopez, Abel McBride, Ella Porragas

**Excused:** Anita Abeyta, Reme Molo, Anna Torres

**Guests:**

* Tad Davis, Goodrich Roofing;
* Chad Poole, QuickBooks transition technical resource (enduring privilege of the floor was granted, June 2019).

**APPROVAL OF AGENDA**

Session **VOTED** to approve the agenda.

**PRIVILEGE OF THE FLOOR**

Session **VOTED** to grant privilege of the floor to Tad Davis of Goodrich Roofing, to present and inform us of the status of our roof.

**BOOKKEEPERS REPORT** – Chad Poole

Chad presented reports of Profit and Loss, Balance, and Budget vs Actual, and answered questions. We need to anticipate big EOY payments, e.g., percapita.

**STATUS OF DAMAGE TO THE CHURCH BUILDING ROOF** – Tad Davis, Goodrich Roofing.

Mr. Davis has inspected our roof, and distributed pictures he had taken. The roof has cosmetic and functional damage. Most of the hail damage is cosmetic. Installation of current roof is not to code. There are about 40 transitions on the roof with lots of penetrations. The current roof was overlaid onto the previous roof(s). Mr. Davis recommends a membrane roof (ice and water shield) to prevent leaking. Rusty flashing may not be re-used.

When you file a claim, an adjustor will inspect the roof and provide an estimate. Mr. Davis recommends we select a roofer prior to the inspection by the insurance adjustor. Some issues can be resolved during the inspection as both the roofer and adjustor inspect the roof.

He recommended that we pick a contractor that you like. The price will be set by the insurance company.

All the work must be done to code.

**APPROVAL OF MINUTES**

Session **VOTED** to approve the minutes of the 09/17/2019 Session Stated meeting.

**CLERK’S REPORT**

1. **Correspondence:**
   1. 10/21/2019 – FROM PSF/COM representative Linda Wilson, requesting Parish Associate contracts be approved and submitted to her by November 15, 2019.

Session **VOTED** to approve the following Parish Associate contract to Rev. Kay Huggins:

The Session of Second Presbyterian Church of Albuquerque, New Mexico, the Rev. Dr. Robert Woodruff, and the Rev. Dr. Kay E. Huggins agree to continue the Parish Associate relationship for calendar year 2020. The agreement includes:

* Preaching upon invitation
* Administering the sacraments upon invitation
* Teaching the Adult Wednesday Morning Bible Study
* Supporting the Sunday Morning Present Word Class
* Leadership development with the Session
* Consultation as invited with Worship and Education Committees
* Any other roles mutually agreed upon by the Session, Rev. Woodruff and Rev. Huggins

Remuneration for Rev. Huggins will include a $125 pulpit supply stipend every occasion she preaches and an annual $3,000 lump sum for her work as Parish Associate.

Rev. Huggins will be directed by the Session in her teaching and leadership; she will offer her ministry in consultation with Rev. Woodruff. This covenant will be reviewed annually by the Session. As any Parish Associate contract, this covenant will terminate upon the resignation of the Rev. Robert Woodruff from his role as pastor of Second Presbyterian Church. Either party may terminate this contract with two weeks written notice.

1. **Deaths:**
   1. Sarah Maestas, b. 12/08/1934, d. 09/24/2019, Member, Register # 168, Interment at Fairview Memorial Park, 700 Yale Blvd SE, Albuquerque NM.
   2. Avenago F. Padilla, b. 10/24/1932, d. 10/07/2019, Member, Register # 88

Session **VOTED** to remove Sarah Maestas and Avenago Padilla, listed above, from the membership rolls of Second, due to their deaths.

1. **Memorial Services:**
   1. Parveen Gill, Saturday, October 5, 2019, by Rev. Dr. Robert Woodruff, in the Sanctuary of Second PC.
   2. Avenago F. Padilla, Monday, October 21, 2019, by Rev. Dr. Robert Woodruff, in the Sanctuary of Second PC; Interment at the Santa Fe National Cemetery, 501 N. Guadalupe St. Santa Fe, NM.
2. **Actions on the rolls:**

Session **VOTED** to remove Nancy Van Vlack from the rolls of Second, as she requested.

**5. 2020 per capita:** During the PSF treasurer’s report at the Ghost Ranch Annual Meeting, it was announced that the 2020 per capita would be $35.

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

Pastor Rob reported that phone messages have been missed, and the Secretary will begin to use remote phone checking. The procedure will be reviewed in November. The Church offices need new phones.

**OLD BUSINESS**

**SECURITY MINISTRY** – Eli Lopez

1. The team is meeting after worship, regularly. Michael Rubio is chair.
2. The Observant Usher (OU) is working well. There have been no major incidents or disruptions. Volunteers are needed to be an OU.
3. The back door to Fellowship Hall is being locked at 10:35pm on Sunday mornings.
4. The team has reviewed all the outside of the building. It is probably that we need to add more security cameras. The grounds North of the sanctuary between the church and private house is open to campers and sometimes is used as such. On the East side of the Candelaria Wing, the low lockers provide access to the second story.
5. The team recommends that meal serving lines in Fellowship Hall be moved against the South and East wall to get to serving tables, which will quicken the emptying of the hall between the sanctuary and Fellowship Hall, which could be a hazard in an emergency.

**BUILDING ROOF INSURANCE** – Abel McBride

Session **VOTED** to file the insurance claim with Church Mutual, and to use Goodrich Roofing as our roofing contractor.

**NEW BUSINESS**

**PREPARATION FOR STATED MEETING OF THE CONGREGATION**

“The Stated Meeting shall normally be held the first Sunday in November for the purpose of electing officers and presenting financial matters.” November 3 is the first Sunday.

Session **VOTED** to move the Stated Meeting of the Congregation to December 1.

**COMMITTEE REPORTS**

1. **Personnel**

*To be Done/Scheduled:*

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

*Compensation reviewed with other staff*

Pastor Rob listed his use of vacation and continuing education, and listed the dates for he is requesting approval for leave.

Session **VOTED** to approve leave for the Pastor on December 4-10, 2019, and December 26, 2019 thru January 2, 2020.

1. **Mission** –Anna Torres
2. Mission Committee sent $300 to our partner church in Matanzas, Cuba. Santa Fe Presbytery group left to Cuba today, 10/22/2019.
3. 150 lbs. of food were taken to Roadrunner Food Bank on October 7.
4. Mission Committee donated $175 to Dori Hjalmarson, missionary in Honduras.
5. Martha Powers will open and close church facility for WINGS program on Monday, September 28. Anna Torres will open and close for WINGS program on Monday, November 11.
6. Second, along with Camino de Vida and First, will be collecting sleeping bags, jackets and blankets for asylum seekers in Ciudad Juarez through November 3.
7. Project Share will be serving casseroles at St. Martin’s on Saturday, October 26.
8. **Building & Grounds** – Abel McBride
9. We have contacted a stained-glass repair company, Bovard, in Iowa, and they need pictures of windows that need repaired.
10. We have received a $338 safety dividend from our insurance company.
11. We should consider a protective covering over the exterior of the stained-glass windows.

Session **VOTED** to approve up to and including $2,500, to install cabinets, hood over the stove, and carpet in the TransAsylee apartment, to be done while the apartment is empty in November.

1. **Worship and Music** – Don Bixby

*To be Done/Scheduled:*

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

1. Notable worship celebrations during the end of September included a guest message from a longtime friend of Second, Rev. Jamie Martinez. This was followed on the next Sunday by a rousing Youth Service which was a repeat of their presentation at Peñasco. It was a great success with many requesting more frequent youth services.
2. We began October with World Communion Sunday. Rev. Dori Hjalmarson, mission worker in Honduras provided the morning message as we celebrated a Central American theme. EPIC served as ushers while the younger kids processed the elements with the candle lighters. The marimba players provided colorful music while the sanctuary was made colorful by Honduran textiles given by Dori, and loans of textiles from Alma McBride (El Salvador), Karla Woodruff (Guatemala), and Martha Powers (Mexico and Guatemala).
3. A busy month is planned. Reformation Sunday is on 10/27, and on 11/3 All Saints Sunday. Those who have passed from our Fellowship to the Church Triumphant during the year will be remembered. Members and friends are invited to bring photos of loved ones who are no longer with us. A healing ritual will be part of our 11/10 worship celebration, followed on 11/17 by dedication Sunday. The month will end with Christ the King Sunday on 11/24.
4. Plans are well underway for the Advent Season which will be ushered in by the Hanging of the Greens.
5. **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)*

The Committee has met twice since the last Session meeting;

1. Chad Poole has attended our meeting and informed us that the transition of budget material to QuickBooks is up to date. He has received all materials from John Van Dyke, and has brought the latest batch of statements and vouchers to be secured on church property. We will continue to consult with Beverly on storage and security of records.
2. Chad reviewed September financial statements (profit and loss) and reports that to date: financially we are doing fine, +$9,000. Reviewed (profit and loss, budget vs "actuals" and balance sheet) and strongly advised us to clear up liability and equity line items. Need to spend these monies as to purpose they were intended to by donors. Committee members are in accord with this need and will schedule meeting for this purpose in near future.
3. Special offerings concerns - Chad clarified that payments to PCUSA/GA have been recorded, and would follow up on this.
4. Finalize scheduling of Financial audit review - Chair will follow up with Randall Korver-Glenn and Steve Montoya to finalize audit review schedule for November.
5. Stewardship Campaign - Begin coordination for developing budget for 2020. Chair, will request Session committees to submit budget requests to Stewardship by November Session meeting. Pastor Rob is preparing next three sermons with stewardship theme, bringing it into focus, and will also include theme in children's sermon on November 3. Ruth Montoya will investigate finding plastic glass with 20/20. Pastor Rob will include an article in Del Pastor for November newsletter. Testimonies from the pulpit October 27 - Esther Lopez, November 3 Chang's, November 10 - Dora Martinez - (Pastor Rob will contact). Develop stewardship brochure, Ruth will coordinate and elicit assistance from George Huggins and Claire Lewis. Will use same format for pledge cards we have used in the past ("tweak" updates). Committee will convene on Nov 4, 1:00pm in Fellowship Hall to coordinate materials for congregational mail out.
6. John Van Dyke's Celebration, November 17 - Menu will include pulled pork sandwiches. Abel McBride and Ruth will bring meats, Committee members will assist in providing other necessities. Committee has signed up to provide the flowers for the pulpit on this date. Ruth will purchase flowers to be placed in coffee cans. Ruth will place order for cake that honors John. During the meal there will be an open microphone for congregation to honor/roast John.
7. **Nominating** – Reme Molo, Pat Gilberto.
8. For the five Elder vacancies, we currently have three nominees.
9. For the six Deacon vacancies, we have two nominees.
10. The Committee will continue to seek qualified nominees to fill all positions.
11. **LiveWire** – George Huggins; Members: Lauren LaMonica, Alicia Montoya
    1. 2019 Budget - LiveWire has obligated $865 of its $1,669 budget for 2019. We have 48% of our budget remaining for the approximately 31% of 2019 remaining.
    2. 58 have installed Instant Church Directory on their handheld device.
    3. In the last 30 days our website had 2,148 visits.
    4. In the last 28 days our FaceBook page had 285 views and 98 people reached.
    5. Worship videos – we are consistent in obtaining Sunday worship videos; there are rarely more than two views.
    6. Sep newsletter sent USPS to 183; electronically to 80; need to reduce USPS to about 114 before more economical to send USPS via first class ($0.55 per three ½ ounces). However, only 46 of the 183 USPS recipients are listed with an email address.
    7. Breeze users/roles: Admin, 4; Deacon, 1; Financial, 7; Member, 2; Pastor, 1; Standard, 1.
12. **Hospitality** – Sandra Duran, Ella Porragas
13. All continues to go well.
14. Paper supplies are being donated by a member.
15. Abel McBride brings food on the third Sunday, and it is greatly appreciated.
16. Jerry Martinez and Peggy Esquibel continue to be great help.
17. The Memorial lunch for Avenago Padilla went well, with the excess food being packed and taken home by the Padilla’s. Frank Cavalier was a great help.

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

Session **VOTED** to request the Clerk to send a GA-approved postcard to Congress, expressing concern over gun violence.

**CONGREGATIONAL SHARING**

Last Sunday of the month, 10/27/2019 – Minute for Mission will be presented by the Committee of the Elder-of-Month (October: Don Bixby – Worship and Music)

**ADJOURN WITH PRAYER**

There being no further business and no objection to adjournment, we were dismissed with prayer by Pastor Rob at 8:45pm.

Respectfully Submitted,

Clerk of Session, George T Huggins