**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MINUTES**

**December 11, 2019**

The Session of Second Presbyterian Church met for a regular meeting on Wednesday, December 11, 2019, in Fellowship Hall. After prayer by Pastor Rob Woodruff at 5:20pm, a potluck dinner was shared. Elder Reme Molo led us in devotions, reminding us of the strength available during hard times, and to always be grateful. Elder Molo opened the business meeting with prayer at 6:05pm.

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

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

**Excused:** Elders Abel McBride and Eli Lopez

**Guests:**

* Chad Poole, Bookkeeper (enduring privilege of the floor was granted, June 2019);
* Lynn Gatewood, Paying Treasurer (enduring privilege of the floor was granted, November 2018).

**APPROVAL OF AGENDA**

Session **VOTED** to approve the agenda.

**Financial Report** – Chad Poole, Bookkeeper

1. We’re a little behind in income.
2. Approximate property valuation can be indicated by tax valuation statements sent by the County.
3. One of the smaller accounts, “Christian Men’s Group”, containing $100, was dispensed by sending the $100 to Second’s Presbyterian Men Group, which maintains a separate bank account.
4. The Summary P/L report from QuickBooks will be recorded in the minutes to record the financial progress of the church.
5. Chad recommended we update our named access to our New Covenant Mutual Funds account, as we are unable to identify any current officers. The request must be signed by the Presbytery Stated Clerk.

Session **VOTED** to grant authority to the following members for purposes of accessing and managing our investments in the New Covenant Mutual Funds: George Huggins, Randall Korver-Glenn, Eli Lopez, Steve Montoya.

**EPIC Report** – Francis and Susie Chang (via email to the Clerk):

“Please convey our gratitude for the support of the Christmas party.  We deemed it a success when we ran out of food (although I think everyone got at least one sandwich).  A special thank you to Santa who, as always, was a wonderful addition to any gathering!”

**APPROVAL OF MINUTES**

After some amendments, Session **VOTED** to approve the minutes of the 11/19/2019 Session Stated meeting.

**Clerk’s Report**

1. **Correspondence:**
	1. 11/27/2019 – FROM Clerk, Las Vegas NM, First United Presbyterian Church, certificate transferring membership of Gabino Rendon, Jr., to Second PC.

Session **VOTED** to receive the certificate of transfer of Gabino Rendon, JR.

* 1. 12/04-07/2019 – TO/FROM Clerk and CLP, Emmanuel PC, Peñasco, to determine Elder ordination date of Mickey McHugh.
	2. 12/05/2019 – FROM Menaul School thanking us for $125 donation.
1. **Annual Committee Reports:** Should be submitted to the Clerk by January 17, 2020, to allow for formatting, editing, review and printing, prior to the Annual Meeting of the Congregation on January 26, 2020. Annual Reports from previous years can be found on the “SESSION & COMMITTEES” page of the website, near the bottom of the page.
2. **2020 Session Retreat**
3. The retreat has been moved from Summer to early in 2020 to allow participation by Elders-Elect.
4. Some possible sites are the Episcopal Retreat Center, Norbertine Abbey, and a Retreat Farm in the South Valley of Albuquerque owned by the City.
5. Potential dates: Feb 28 evening, 29 morning; Rob will poll new Session members.

**Pastor’s Report** – Rev. Robert Woodruff

1. Some openers/closers have reported that the gate on the North side of the North parking lot is heavy and sometimes difficult to open and/or close.
2. WINGS has requested additional dates in 2020 for use of our building.

Session **VOTED** to approve WINGS’ use of our building on: 02/17, 07/20 and 08/03.

In consideration of our long and successful relationship with Ann Sweet, Director of WINGS, Session **VOTED** to offer a set of keys to Ann Sweet for six-months to determine if she likes it and prefers it, so she can open the building for WINGS meetings.

1. The house to the North of our sanctuary, 814 Edith, is being worked and repaired, apparently for rental.
2. There is a new DRAFT Memorandum of Understanding between the Santa Fe Dreamer Project and Second for CY 2020. This MOU will replace the previous MOU that Second has with the New Mexico Faith Coalition for Immigrant Justice and the TransLatin@ Coalition to use the TransAsylee apartment.

**OLD BUSINESS**

**Fellowship Hall A/V** – Kris Johnson

A sketch of Fellowship Hall is ready to be sent to consultant.

**Damage to The Church Building Roof And Insurance Claim** – Abel McBride, Ella Porragas

1. The claim was denied. Our insurance company states that the damages to our roof are mostly cosmetic.
2. Part of our claim for damage was approved. Our estimate was $3956.70, and with our $1,000 deductible, we have check for about $3,000. Estimates to replace our roof are upwards to $90,000.
3. They state that water damage through-out the building was caused by “wear-and-tear”.
4. Ella will follow-up with Tad Davis of the Goodrich Roofing company, to ask for their priority of repairs and estimates.

**NEW BUSINESS**

**Annual Meeting of The Congregation Jan 26, 2020**

1. “The Annual Meeting shall normally be held the fourth Sunday of the following January. At such time the Congregation/Corporation will hear reports and transact other business properly coming before such meeting.”
2. “The Nominating Committee shall be elected by the Congregation/Corporation at its annual Meeting in January and will actively operate throughout the program year.”
3. “Each Committee Chair Person is responsible for submitting an annual report to the Session and that report will be included inwritten form for The Annual Congregational Meeting.”
4. “Session shall, at the Annual Congregational/Corporation Meeting, report to the congregation the adopted budget for the current fiscal year.”

**Prepare, Examine, Ordain, and Install Newly Elected Deacons and Elders**

Deacons:

Class of 2020: Clarabelle Padilla – Install, Previously Ordained

Class of 2022: Deckie Byrum – Ordain and Install

Carla Drake – Ordain and Install

Beverly Molo – Install, Previously Ordained 01/10/2016

Solema Newton – Install, Previously Ordained 01/12/1964

Elders:

Class of 2021: Steve Montoya – Install, Previously Ordained 02/16/2014

Class of 2022: James Bencomo – Ordain and Install
Allan Holmquist – Ordain and Install
Randall Korver-Glenn – Ordain and Install
Mickey McHugh – Install, Previously Ordained 01/02/1972 (!)

**COMMITTEE REPORTS**

1. **Nominating** – Reme Molo, Pat Gilberto.
	1. Richard Martinez will continue as Deacon.
2. **Evangelism & Membership** – Pat Gilberto
	1. Our next new members’ class will probably be in the spring.
3. **Christian Education** – Anita Abeyta
	1. A CE Committee go-by has been created.
	2. We consider ourselves “attached” to the Worship Committee
	3. Our Sunday School still needs more teachers. To qualify to be a Safe Church, we need to have two teachers in every circumstance.
4. **Building & Grounds** – Abel McBride via Rob
	1. Lynn Gatewoodpointed out that last month we consumed twice as much water as usual, per ABCWUA statement. Another monthly statement will provide a trend. One fixture in Family Promise was running continuously. Lynn will call ABCWUA to request a checkup.
5. **Worship and Music** – Don Bixby
6. The Committee has been focused on the Advent Season services, some of which you have already experienced. The theme has focused on the prophecies of Isaiah with different elements of the scripture being used for each of the advent services. To date we have used beating swords into plowshares and the sprout from Jesse’s stump. We are grateful to Kay Huggins who has designed both the weekly liturgies and the Children’s moments, and to Karmen and Bev for the selection of appropriate music, and inspiring instrumentalists.
7. We are really pleased with the family groups who have agreed to participate in the Advent wreath candle lighting and the plans for the Christmas Eve Service, which will have a folk theme this year. The December 29 service will be family style in the Fellowship Hall with many new elements planned. The Epiphany Service on January 5 will have a strong Spanish flavor. The committee has been excited about all the ideas that have been offered and incorporated into the seasonal service.
8. After considering the detailed information gathered by Reme Molo and Tom Mirabal, Karmen has contracted with PACE Electronics to evaluate the sanctuary sound system and provide the equipment that was suggested. This has been done with upgrades to the sound board to include an additional channel, repair on one of the lavalier microphones, tinkering with the speakers, replacing the pulpit microphone, explaining some of the frequency conflicts and other things about which I do not know the details. The cost was over $750. Karmen has spoken with Veronica Griego about the memorial fund for her sister Viola who passed several years ago. There is a reported $600 balance after a commissioned anthem and other disbursements (November 30 balance sheet shows $2,800 in Viola Ortiz Memorial Fund). Veronica was pleased to have the remainder used for the sound system, and offered to make up the difference between the memorial fund and the total invoice. With specific details about the fund, Karmen will be back to Veronica.

Session **VOTED** to approve using funds in the Viola Ortiz Memorial for the sanctuary sound system.

1. Our supply of the magnetic information cards that are given to visitors is depleted.
2. **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 committee has not met since our last Session meeting.  The following are stewardship activities that are in progress:

1. Christmas Joy is the final special offering for the year and will be promoted during Advent season.  Two “minute for missions” will be presented during this time and the offering collected on Sunday 12/22/2019.
2. Stewardship campaign is progressing well. Dedication Sunday we had 44 pledge cards presented by adults and 12 children/youth cards.
3. Presently we have 51 pledges recorded in Breeze.
4. A brief financial update was made during the congregational meeting on 12/1/2019, with emphasis on expressing gratitude to congregation for their generosity in updated pledges. These updated pledges helped in reducing our projected budget deficit.
5. Giving Envelopes have been ordered.
6. **LiveWire** – George Huggins; Members: Lauren LaMonica, Alicia Montoya
	1. 2019 Budget - LiveWire has obligated $1,645 of its $1,669 budget for 2019. We have 1% of our budget ($24) remaining for the approximately 6% of 2019 remaining.
	2. 59 have installed Instant Church Directory on their handheld device.
	3. In the last 30 days our website had 455 unique visits.
	4. In the last 28 days our FaceBook page had 313 views and 136 followers.
	5. Worship videos – we are consistent in obtaining Sunday worship videos; there are rarely more than two views. We are considering taping only the first Sunday of each month, Lent, and Advent. We solicit your input.
	6. Dec newsletter sent USPS to 191; electronically to 80.
	7. Breeze users/roles: Admin, 4; Deacon, 1; Financial, 7; Member, 2; Pastor, 1; Standard, 1.
7. **Hospitality** – Sandra Duran, Ella Porragas
	1. Cleaning will get done in 2020, most likely by Ella Porragas, Peggy Esquibel, and Bev Molo.
	2. The Committee has asked for an additional $1,000 for the 2020 budget. We better not tablecloth that request.
8. **Personnel** – Kris Johnson

*To be Done/Scheduled:*

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

*Compensation reviewed with other staff*

* 1. Our committee’s request for the 2020 budget will be the same as 2019.

Session **VOTED** to allow Pastor Rob to exercise discretion in moving any left-over Continuing Education funds to his Sabbatical fund.

1. **Mission** –Anna Torres
	1. There will be no WINGS meeting on December 23.
	2. We are scheduled for Project Share on December 28.
	3. 73 lbs. of food were delivered to Roadrunner Food Bank from December’s first Sunday donations.
	4. Family Promise will be holding their annual benefit concert.
	5. In March, 2020, there might be a visit from the pastors of our partner church in Matanzas, Cuba, Rev. Dr. Ary Fernandez Alban and Rev. Dr. Beidy Casas Aragon.

Session VOTED to designate the Christmas Eve offering to the TransAsylee project.

Session VOTED to receive the Committee reports.

**CONGREGATIONAL SHARING**

Last Sunday of the month, 12/29/2019 – Minute for Mission will be presented by the Committee of the Elder-of-Month (December: Molo, Nominating)

**ADJOURN WITH PRAYER**

There being no further business and no objection to adjournment, we were dismissed with corporate prayer at 8:55pm.

Respectfully Submitted,

Clerk of Session, George T Huggins

1. **Attachment – Summary Profit and Loss report for November 2019.**

