

SECOND PRESBYTERIAN CHURCH
SESSION SPECIAL MEETING
March 17, 2020
MINUTES

This Session Special Meeting has been called by Pastor Rev. Robert Woodruff specifically to discuss the situation of the Coronavirus (COVID-19), how it will affect the life of Second, and seeking God's will about what we should be doing, and what we can do. Pastor Rob's first summary of the purpose of our meeting was:

"The goal is to make some short-term decisions and reach consensus around what is going on with the health crisis and its implications. The agenda will include, at least:

- a. temporary worship plan,***
- b. plans for ongoing outreach and connectivity, and***
- c. budget/offering considerations.***

If you can think of something you would like included on the agenda, please email me and the Clerk of Session directly. Our bookkeeper will be sending updated budget information."

Because of our concern about spreading the disease, no one is meeting in person, but we are all attempting to meet via video-conferencing. We do not have provisions in our Bylaws or in our operations manual that define or provide guidelines for audio or video-conferencing meetings. However, we believe the situation to be extraordinary and requires other than a face-to-face meeting. We will follow the basic guideline that everyone must be able to hear everyone else and be able to speak and be heard by everyone.

The meeting was opened with prayer at 5:35pm by Pastor Rob Woodruff.

DECLARATION OF A QUORUM

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

Elders: James Bencomo, Allan Holmquist, George Huggins, Kris Johnson, Randall Korver-Glenn, Eli Lopez, Abel McBride, Mickey McHugh, Steve Montoya, Ella Porragas

Excused: Sandra Duran, Anna Torres

Guests:

- Chad Poole, Bookkeeper;
- Elder Lynn Gatewood, Paying Treasurer.

APPROVAL OF AGENDA

Session **VOTED** to approve the agenda.

SPECIAL MEETING ITEMS

1. Temporary Worship

- a. Sunday, March 15, the collaborative worship by a few congregations in the Presbytery, via streaming video, had 1900 connected. Four churches in the Presbytery provided leadership: Shepherd Of The Valley, Immanuel, Covenant, and Second.
- b. The video streaming will be an ongoing option while gatherings are restricted.
- c. The Presbytery leadership will emphasize rotating the worship leadership among the churches of the Presbytery.
- d. Karmen Van Dyke, our Music Director, will be the musician for the Sunday, March 22, video streaming worship, and there will be more churches providing leadership.
- e. Presbytery leadership has set the guidance of limited participation for health safety.

2. Ongoing Outreach and Connectivity

- a. Parish Associate, Rev. Kay Huggins, is providing video recorded weekly Bible Study on Wednesdays, and Daily Devotions for each week-day morning.
- b. We need to maintain contact with the congregational members with phone calls. Pastor Rob will ask the Deacons to gather information of concern on members.
- c. Should we purchase disposable cell phones, of the Berner type (no internet or computing capability), for isolated members/friends? We should create a list of those that might need such a phone, then contact any relative.

Session **VOTED** to approve purchase of up to 10 phones voice-only cell phones with at least one-month airtime, for use as needed for Furthest Pew members with no other access.

- i. Most of the members of Furthest Pew were receiving home communion and might not understand why communion has ended.
- ii. There was consensus to use the Memorial Fund to fund purchase of the cell phones.
- iii. Pastor Rob will develop a list of possible recipients from the Deacons.
- d. Pastor Rob will follow-up with Deacon Lorraine Romero on ministering to Furthest Pew members.
- e. Family Promise (FP) – Host churches are all still willing to host the families. The Executive Director of FP inquired as to the possibility of using the downstairs area of the Candelaria wing as backup hosting if any of FP host churches end hosting. The TransAsylee apartment manager had no objections if there were considerations for apartment residents.

Session **VOTED** to permit, on a contingency basis, Family Promise to use the downstairs area of the Candelaria Wing to host families if FP host churches can no longer host families.

- i. There was consensus to involve Second's FP Committee in planning for FP to use the Candelaria Wing to host families, and to include the TransAsylee apartment manager.

3. Budget/Offering Considerations

- a. Session discussed the implications of continuing payroll.

Session **VOTED** to continue payroll as per normal procedures, in the foreseeable future, with normal hours, approving our custodian to submit up to 25 hours per week, with close supervision and planning by Building and Grounds.

- i. Our custodian tends to work more than normal hours, and easily takes on many tasks around the building. Normal for our custodian: Approximately 20 hours per month for the Candelaria Wing, and 80 hours per month for the main building, with totals of 100 hours per month or 25 hours per week. Now would be good time to deep-clean whatever needs to be deep-cleaned. Session asked Elder Abel McBride to create a plan for the next few weeks, possibly 20 or 25 hours to try to keep work normal.
- ii. We will discourage use of building. If checks are mailed-in, we will need to check for them. Pastor Rob will ask FP to keep delivered mail in their secure office until the church secretary can retrieve it. Should we use a Post Office box for donations-only? The main Post Office is close to the church. Or we could have a lock-box for mail delivery to the church. Rob will ask the FP Director to keep all mail inside, and we will inquire to the possibility of a lock or PO box.
- b. We need to appeal for mail-in tithes and offerings. Pastor Rob will include the appeal in his next mass communication/update.
- c. We don't have online giving and there is a 2% fee thru the PCUSA Presbyterian Foundation. Our bookkeeper, Chad Poole, will research with the Presbyterian Foundation.
- d. We will publish a giving appeal in any method available, including our monthly newsletter, phone calls, and email. The appeal will be to contribute our offering as normal. Instead of in-person, ask it to be mailed to church.
- e. Elder Ruth Montoya will look thru the mail for mail-in checks. One challenge will be how will two counters maintain integrity as well as distance safety. There is room in the office to provide for separation. We must be cautious in handling -anything-. Elders Kris Johnson and Randall Korver-Glenn discuss and provide guidance.
- f. We also can make direct bank-to-bank donations, Electronic Funds Transfers (EFT), which are protected by the EFT act of 1978. Elder George Huggins will include basic information in the next newsletter, and ask interested persons to contact Paying Treasurer Elder Lynn Gatewood's for bank routing and account numbers.
 - i. The EFT option is in addition to the Presbyterian Foundation on-line giving.
 - ii. We might consider creating a secondary bank account for receiving any EFTs, and regularly transfer out of that account into the church main account. We will need an authorized representative to go to the bank to set up the secondary (EFT-receive) account. Bank of America requires all person authorized to access our account to be in-person to create the secondary (additional) account.

Session **VOTED** to proceed with the Presbyterian Foundation capability of on-line giving; to investigate creation of a secondary account for EFTs; and to continue with receipt of mailed-in checks via the USPS.

4. Considerations of the TransAsylee line item in The Budget

The apartment manager (Alma Rosa) needs access to the funds we have collected for our TransAsylee project. The apartment manager can't use a credit-card and voucher. Can we have a separate account, with a Debit card for Alma Rosa -just- for that account? We must have accountability, as there is funds support from the City of Albuquerque for immigrants, which

was sent to St. Michael and All Angels Episcopal Church. They sent a check to Second, which has been deposited. The total funding was \$2,500. What accountability does Second need?

5. Visitation to University of New Mexico Hospital

If there is anyone in UNMH hospital, hospital chaplain Rev. Jamie Martinez will visit them. Pastor Rob will include that information in his letter to the congregation, and will ask Jamie for her permission to publish her contact info.

BOOKKEEPER – Chad Poole

Four reports have been provided, including activity thru February 29, 2020:

1. Balance Sheet
2. Budget vs Actual
3. Income and Expense Detail
4. Income and Expense YTD

The next Session meeting will be our regular monthly Stated meeting, Tuesday, March 24, 5:30pm, via video conference (Zoom).

ADJOURN WITH PRAYER

Having conducted the business previously agreed upon, Elder Lynn Gatewood dismissed us with prayer at 7:40pm.

Respectfully Submitted,

Clerk of Session, George T Huggins

Attachment:

- 1. YTD Income and Expense thru February 29, 2020**



Second Presbyterian Church

INCOME & EXPENSES YTD COMPARISON

February 2020

| | TOTAL | |
|---------------------------------------|--------------------|-----------------------|
| | FEB 2020 | JAN - FEB, 2020 (YTD) |
| Income | | |
| Bank Interest Earned | 0.28 | 0.58 |
| Building use | 350.00 | 350.00 |
| Candelaria Wing Rent | | 1,250.00 |
| General Fund | 15,724.62 | 34,738.62 |
| Interest - Endowments | | 68.48 |
| Loose Offering | 459.43 | 829.73 |
| Per Capita Income | 475.00 | 846.00 |
| Total Income | \$17,009.33 | \$38,083.41 |
| GROSS PROFIT | \$17,009.33 | \$38,083.41 |
| Expenses | | |
| Building & Property | | |
| Custodial Supplies | 22.55 | 151.56 |
| JIC Maintenance | 717.39 | 717.39 |
| Repairs & Maintenance | 1,155.55 | 2,570.65 |
| Utilities | | |
| Electricity | 279.74 | 589.19 |
| Natural Gas | 404.11 | 818.86 |
| Security System Monitoring Fee | | 161.81 |
| Trash Collection | 137.02 | 274.04 |
| Water & Sewer | 306.84 | 732.55 |
| Total Utilities | 1,127.71 | 2,576.45 |
| Total Building & Property | 3,023.20 | 6,016.05 |
| Committees | | |
| Christian Education | | |
| Adult Education | | 290.92 |
| Total Christian Education | | 290.92 |
| Live Wire | | |
| Church Management Info System | 100.00 | 100.00 |
| Newsletter Paper/Supplies/Duplication | 21.30 | 21.30 |
| Newsletter Postage | 235.00 | 235.00 |
| Total Live Wire | 356.30 | 356.30 |
| Mission | | |
| Menaul School | -5.00 | -5.00 |
| Total Mission | -5.00 | -5.00 |
| Other Committees | | |
| Hospitality Committee | 140.27 | 140.27 |
| Stewardship and Finance | 22.00 | 22.00 |
| Total Other Committees | 162.27 | 162.27 |
| Worship & Music | | |
| Compensation | | |

| | TOTAL | |
|--|-----------------|-----------------------|
| | FEB 2020 | JAN - FEB, 2020 (YTD) |
| Instrumental Music | 325.00 | 325.00 |
| Pulpit Supply (Stipend) | 125.00 | 125.00 |
| Total Compensation | 450.00 | 450.00 |
| Liturgical Supplies / Artistic Enhancement | 48.51 | 87.01 |
| Music Materials | 299.97 | 299.97 |
| Total Worship & Music | 798.48 | 836.98 |
| Total Committees | 1,312.05 | 1,641.47 |
| Insurance | | |
| Liability/Property Insurance | | 1,796.75 |
| Total Insurance | | 1,796.75 |
| Office | | |
| Cell Phone | 220.95 | 220.95 |
| Internet | 66.50 | 149.10 |
| Office Equipment Repair | 239.91 | 239.91 |
| Office Supplies | 117.55 | 348.80 |
| Phone | 133.98 | 267.96 |
| Total Office | 778.89 | 1,226.72 |
| Payroll Expenses | | |
| Employer Taxes & Fees | | |
| FICA - Employer | 359.25 | 697.16 |
| Medicare - Employer | 84.02 | 163.05 |
| Workman Compensation Insurance | 233.00 | 580.25 |
| Total Employer Taxes & Fees | 676.27 | 1,440.46 |
| Music & Choir | | |
| Salary - Music Director | 1,156.81 | 2,313.62 |
| Salary - Organist | 466.58 | 933.16 |
| Total Music & Choir | 1,623.39 | 3,246.78 |
| Staff Salaries | | |
| Salary - Administration Assistant | 649.73 | 1,299.46 |
| Salary - Children Choir | 430.00 | 860.00 |
| Salary - Custodian | 983.60 | 2,775.73 |
| Salary - JIC Custodian | 285.95 | 632.10 |
| Salary - Youth Coordinator | 758.76 | 1,517.52 |
| Salary Bookkeeper | 250.00 | 500.00 |
| Total Staff Salaries | 3,358.04 | 7,584.81 |
| Terms of Call | | |
| Expenses | | |
| 1/2 SECA | 387.40 | 774.80 |
| Auto | 35.07 | 35.07 |
| BOP Death and Disability | 61.37 | 120.38 |
| BOP Medical | 1,534.18 | 3,009.36 |
| BOP Pension | 675.04 | 1,324.12 |
| Medical Reimbursable | 269.70 | 269.70 |
| Professional | 104.41 | 104.41 |
| Total Expenses | 3,067.17 | 5,637.84 |
| Minister Effective Salary | | |
| Housing | 2,833.34 | 5,666.68 |

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| | TOTAL | |
|---------------------------------|--------------|-----------------------|
| | FEB 2020 | JAN - FEB, 2020 (YTD) |
| Salary - Minister | 2,352.06 | 4,704.12 |
| Total Minister Effective Salary | 5,185.40 | 10,370.80 |
| Total Terms of Call | 8,252.57 | 16,008.64 |
| Total Payroll Expenses | 13,910.27 | 28,280.69 |
| Session Expense | -65.10 | -65.10 |
| Total Expenses | \$18,959.31 | \$38,896.58 |
| NET OPERATING INCOME | \$ -1,949.98 | \$ -813.17 |
| Other Income | | |
| Designated Funds | 1,430.00 | 8,210.70 |
| Inkind Donation | 872.00 | 872.00 |
| Total Other Income | \$2,302.00 | \$9,082.70 |
| Other Expenses | | |
| Bank Correction | 20.00 | 21.90 |
| Transfer - Designated Funds | 1,430.00 | 8,210.70 |
| Total Other Expenses | \$1,450.00 | \$8,232.60 |
| NET OTHER INCOME | \$852.00 | \$850.10 |
| NET INCOME | \$ -1,097.98 | \$36.93 |