

SECOND PRESBYTERIAN CHURCH
SESSION SPECIAL MEETING
April 7, 2020
MINUTES

Because of our concern about spreading COVID-19 (Coronavirus) and the Governor's orders not to congregate, no one is meeting in person, and we are all meeting 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. We have set aside the Bylaws until we can provide for video-conferencing. We are following the basic guideline that everyone must be able to hear everyone else and be able to speak and be heard by everyone.

We have not conducted in-person corporate worship since Sunday, March 8. Worship on March 15 was a combined live-streaming worship conducted by the Presbytery. Our first Special meeting via video-conferencing was March 17, 2020.

The meeting was opened with prayer by Pastor Rob Woodruff at 5:40pm.

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, Anna Torres

Absent: Sandra Duran

Guests:

- Lynn Gatewood, Paying Treasurer;
- Chad Poole, Bookkeeper;
- Reina Bencomo – EPIC/Youth Rep.

The Clerk declared a quorum was present.

We took the time to provide the chance for all present to share their current situation.

APPROVAL OF AGENDA

Session **VOTED** to approve the agenda.

CLERK'S REPORT

- a. Minutes are being prepared for distribution and approval for:
- 1) Session Stated Meeting, 02/18/2020
 - 2) Session Special Meeting, 02/29/2020
 - 3) Session Special Meeting, 03/17/2020
 - 4) Session Stated Meeting, 03/24/2020
 - 5) Session Special Meeting, 03/31/2020

BOOKKEEPER – Chad Poole

Session **VOTED** to offset the expenses of the visit by Rev. Dr. Ary Fernandez Alban and Rev. Dr. Beidy Casas Aragon, of Matanzas Central Reformed Presbyterian Church, in Cuba, with the following funds:

\$769.58 from Peace and Global Witness;
\$473.01 from Peacemaking for airlines ticket;
\$300 donation from Bryan and Janice Beck.

1. The first Quarter Federal Payroll taxes were overpaid for March, which will improve the deficit reported by the March 31, 2020, financial reports.
2. Discussion about improving income was deferred to item 3, below.
3. Payments for per capita and GA mission are made quarterly.

DEACONS – Lorraine Romero

1. Each Deacon has a unique list of members and friends of the congregation which they are contacting.
2. Preliminary plans for the interment of David A. Lopez, who died 03/29/2020, is for the family to conduct a small service in Truchas, probably next week.
3. Pastor Rob observed that our outreach efforts are effective, by video, phone, or hard-copy.

MEETING ITEMS

1. Temporary Worship

- a. This Thursday at 7pm, the Presbytery will hold a videoconference (Zoom) Maundy Thursday service.
- b. The Good Friday worship service will be pre-recorded and available midnight on Thursday.
- c. Pastor Rob reviewed other Holy Week worship opportunities.
- d. The weekly Presbytery worship services now includes 9 congregations of the Presbytery.
- e. Elder Don Bixby will pick up the Easter Lilies on Thursday, and have them for distribution on Friday, 10am-Noon, from Second's parking lot. There are 15 pre-paid Lilies. Any extra Lilies will be available for \$12. There was discussion about have some sort of collection container for offerings. The consensus was not to have the containers.
- f. Parish Associate, Rev. Kay Huggins, continues to produce Daily Devotions and the Wednesday Bible Study.
- g. We should consider having a video-conference Bible Study.

2. Ongoing Outreach and Connectivity

- a. Session expressed concern about Privacy and Zoom-bombing if we were to offer videoconferencing of Christian Education.
- b. Deacon Louella Gurulé and Elder Mickey McHugh visited Tessie Lopez for 10 minutes while maintaining distance, and delivered food. Tessie was very glad to see them.

- c. How do we -do- personal pastoral care? If we are in-person we must maintain distance. This will be encouragement to form a “Porch Brigade”.
- d. The quality of the collaborative worship by the Presbytery is getting better. This past Sunday 300+ were on live, and another 800-900 watch the recording.
- e. Session discussed the possibilities of virtual community, including an email discussion group, joys and concerns group, a videoconference chat/coffee hour, and the same for the choir.

3. Budget/Offering Considerations

- a. Elder Lynn Gatewood, Paying Treasurer, reported that in trying to establish Electronic Funds Transfer (EFT) for giving, we have discovered that there are big differences in how each bank implements EFT. There are six families currently using EFT for giving.
- b. Lynn reported good news from the water utility: the conservation charge has been refunded, plus some!
- c. Session reminded each other that we all need to maintain giving.
- d. There are some expenses that are unique and/or one-time since the last financial reports, and our Income to Expense might be better than the reports reflect.
- e. We observed that giving during the month of April will provide a better forecast of how our Income will be, as more contributors are becoming accustomed to mail-in, bill-pay, and/or EFT giving. And, utilities will become even more insignificant as the building is not being used.
- f. Breeze indicates a significant change in Income from the first half of the month to the second half.
- g. Second continues our ministry. Any appeal for giving should be clear on how to continue giving.
- h. We could use a mail-out appeal via USPS.
- i. In the month of March there were 119 contributions before the 13th of the month, and the number of contributions dropped by 2/3 in the second half.
- j. We considered using a secure PO box and holding mail for pick-up, for security.
- k. We might consider two letters, one from Session with a financial update and a pastoral letter or postcard. We should include thoughts and observations about long-term impact of the isolation order. There -will- be Members that will need assistance. Perhaps we should send the pastoral letter first and the financial appeal later. It would be good to have a Committee to brainstorm and review long-term implications to our ministry.
 - i. After Easter, Session elders could participate in individual connections with members and friends of the congregation, followed sometime later with financial considerations.
 - ii. People are tied to purpose and we should make sure members and friends know what we’re doing.
 - iii. Pastor Rob will come up with subjects for use during making contacts.
 - iv. Our goal is to have the final letter by April 23.
 - v. The long-term analysis and continuity planning should meet the first week of May. A good make-up of the committee would be Personnel and Stewardship and Finance.

- vi. We should research the small-business grants and loans that are rolling out. Elder Randall Korver-Glenn has submitted one. He will collaborate with Chad.
 - vii. We should have long-term financial recommendations in the first two weeks in May. Elders Randall Korver-Glenn, Eli Lopez, and Pastor Rob will coordinate with Chad Poole and Lynn Gatewood. Pastor Rob will convene the group next week.
 - viii. Chad recommends producing financial reports by April 15. We should at least have deep contributions numbers.
1. Pastor Rob clarified that the memorial donations for David Lopez was by the Presbyterian Men, -not- church-wide, which would have required Session approval. Rob will clarify that in his email on Wednesday.

4. Other Business and Considerations

The gate to the north parking lot has been found to be unlocked. Be sure to lock it when you leave.

Next meeting, Tuesday, April 14, 2020, 5:30pm, Session Special Meeting, via Zoom video-conferencing.

ADJOURN WITH PRAYER

Pastor Rob lost connectivity at 7:55pm. Having conducted the business previously agreed upon, and being unable to connect to Pastor Rob, Elder Huggins dismissed us with prayer at 8:04pm.

Respectfully Submitted,

Clerk of Session, George T Huggins