

SECOND PRESBYTERIAN CHURCH
SESSION SPECIAL MEETING
April 28, 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 (Zoom). 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.

The meeting was opened at 5:35pm with prayer by the moderator, Rev. Dr. Robert Woodruff.

All attendees shared their joys and concerns.

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, Ella Porragas, Anna Torres

Excused: Sandra Duran, Steve Montoya

Guests:

- Lynn Gatewood, Paying Treasurer;
- Chad Poole, Bookkeeper;
- Reina Bencomo, EPIC/Youth Rep;
- Lorraine Romero, Deacon Representatives;
- Francis & Susi Chang, EPIC;
- Karmen Van Dyke , Music Director.

APPROVAL OF AGENDA

Session **VOTED** to approve the agenda.

PRIVILEGE OF THE FLOOR TO THE MUSIC DIRECTOR

Session **VOTED** to approve a Session Standing Rule to grant privilege of the floor to the Music Director, to report on the music and worship experience of the congregation, to comment on same, and to answer any questions asked by Session.

APPROVAL OF MEETING MINUTES

After making a spelling correction to the minutes, Session **VOTED** to approve the minutes of the Session Stated Meeting of 04/21/2020.

CLERK'S REPORT

Session **VOTED** to remove from the membership role: Alicia (Register # 611) and John Gilliam (Register # 610), due to their joining with the First United Methodist Church of Loomis, CA; with joy and thanksgiving for their participation in the life of our congregation.

MEETING FREQUENCY DURING HEALTH CRISIS

Session **VOTED** not to meet on May 5; to continue with Special meetings as needed and approved; and to have full and complete meetings during the regularly scheduled monthly Stated meetings.

BOOKKEEPER – Chad Poole

1. Chad reported that Second's income is lagging about \$12,000 behind.
2. Payroll Protection Plan – The Federal system has depleted the funds allotted. Paying Treasurer Lynn Gatewood completed and submitted our application at a good time, and Bank of America confirmed they have all they need in the application.

DEACONS – Lorraine Romero

1. The Deacons held their first Zoom videoconference meeting on April 24 with four Deacons using audio-only. The meeting went very well. We have scheduled our next Zoom videoconference meeting for May 17.
2. We have contacted or checked with all Furthest Pew members and they are all well.
3. Deacon Beverly Molo is sending a copy of "Upper Room" to about 18 members.
4. Yvonne Gallegos is underwriting magnetic cards with Second's information. The cards will be sent to about 192 members and attenders of Second.
5. Each student that is graduating will receive cards from the Deacons.

EPIC – Susie & Francis Chang; Reina Bencomo

1. EPIC conducted a Zoom videoconference meeting on Wednesday, April 29, with about 15 participants.
2. Packets of supplies were delivered to members of EPIC for use during the meeting.
3. Most participants already had experience using Zoom, so there were good conversations and laughter.

MEETING ITEMS

1. Temporary Worship

- a. PSF Collaborative streaming Sunday morning
 - i. The PSF planning committee has established themes for the May streaming worships:
 1. May 3 – Good Shepherd Sunday
 2. May 10 – Gifts of Women
 3. May 17 – Graduate Sunday
 4. May 24 – Ascension Sunday

5. May 31 – Pentecost Sunday, led by current and past Young Adult Volunteers (YAVs).
 - ii. The technical quality of the PSF streaming worship has significantly improved.
 - iii. Other Presbyteries have expressed appreciation for our Presbytery's collaborative streaming worships.
- b. Pastor Rob has checked with the President of Menaul School, who responded favorably to Rob's suggestion of Second's possible use of Hart Park, on Menaul's campus, for in-person worship services. There would be enough space for distancing and we could use the parking lot for parking.
- c. Session discussed the possibility Second's producing our own streaming worship service. Pastor Rob communicated with Rev. Seth Finch, pastor of Covenant Presbyterian Church. An estimate of cost of Covenant's audio-video system was about \$5,000, but with Rev. Finch's recommended improvements, the cost could be as much as \$20,000. Covenant has viewers and participants of their streaming services from "all over the world", and some are continuing to give to Covenant. There is a grant available for Spanish-speaking churches, which we could use to partially fund the equipment. We -might- be able to equip Second for \$5,000-\$9,000. Rev. Seth is willing to attend our meeting with a company that would supply and install. It would be ideal if the equipment could be shared. Covenant's monthly internet costs about \$400 each month. Elders James Bencomo and Kris Johnson volunteered to assist with the equipment acquisition and installation. Pastor Rob and Elder Allan Holmquist will initiate research for specifications and estimates. They will also communicate with the father of Elder Randall Korver-Glenn for his experiences. The grant for Spanish-speaking churches could be as much as \$20,000.

2. Ongoing Outreach and Connectivity

- a. Adult Choir – Karmen Van Dyke. For about six or seven weeks, Karmen has been doing some sort of communication with the choir and staff, usually every Wednesday. Children's choir director Debi Eisenhour is doing the same with members of her choir. Most members of the Adult Choir members would like to do -something- with music with everyone. Karmen will research for an appropriate application. She will also provide some sort of music for the congregation.
- b. Sunday School – Elder Kris Johnson has spoken with Anita Abeyta regarding different families who might be willing to produce a lesson? They will ask families what might work. The children are missing their classmates. We might do a videoconference and invite all the children, including classmates. We hope to have a different teacher and/or video every week, with a mixture of educational and social activities. We'll do something and refine it as we go.
- c. Sunday Coffee Hour for Second – Everyone agreed that the coffee was very good. Alicia and John Gilliam joined us from their home in California. We also had the Clements.
- d. TransAsylee status – Pastor Rob talked with Alma Rosa, who had a request for installation of a motion-activated light. She also requested a re-keying of the lock on the apartment door. Elder Abel McBride also spoke with the residents and authorized installation of a dead-bolt for security at the top of the stairs. There is no way to unlock from the exterior or to remove the hardware that holds the dead-bolt in place, allowing the apartment residents to

lock themselves in. We have \$5,300 in the TransAsylee account. We will discuss purchase and installation of an air conditioner during Session's regular Stated meeting on May 19.

- e. Daily Devotions – Parish Associate, the Rev. Dr. Kay Huggins, will continue to produce the weekday devotions, as they have received good reviews.
- f. Wednesday Bible Study – Rev. Kay will also continue with the current study on I Corinthians.
- g. Discussion email group “SecondPres Fellowship” – The email group has not seen any abuse and remains available to all members of the group.

3. Budget/Offering Considerations

- a. EFTs – This option of giving to Second continues to be used.
- b. Presbyterian Foundation online giving – The option for giving is available on Second's website, and might provide enough income to offset our current deficit.
- c. Board of Pension dues waiver – Our request has been approved.
- d. Use of PO Box – Because of some initial confusion over the correct zip code to use with the PO Box, some donations were sent with different zip codes, but got to our PO Box, anyway.
- e. Long-term considerations for budget – Pastor Rob and Elders Eli Lopez, Randall Korver-Glenn, and Steve Montoya met last week. They reviewed internal controls for handling donations, including who has access (key) to the safe and the current money-handling processes. It seems to be going OK. Access to Second's bank account by our bookkeeper has been configured to read-only to protect everyone, especially the bookkeeper. The team discussed methods of offsetting any shortfalls of income. We also reviewed expense items for possible adjustments. We will use the month of July as our benchmark for decision-making. We are applying for waivers and other moderations to our expenses. There will be savings from non-use of the church building. Payroll cuts would be the last to be used. We should spend what is necessary to support and continue the life of the congregation.
 - i. Elder Abel McBride suggested discussion of a fund-raising event during our Stated meeting on May 19, including how to do it and what might be the benefits.
 - ii. Shepherd Of The Valley sent \$100 to go towards the expense of our hiring the Mariachis for the Easter worship service.
 - iii. Our PO Box address has been posted on our website.

4. Other Considerations

- a. Mission – Project Share – Appreciation was expressed to those that made it happen.
- b. Orienting to the digital church – Elder Huggins plans to hold the sessions next week.

Next meeting, Tuesday, May 12, 2020, 5:30pm, Session Special Meeting, via Zoom video-conferencing.

ADJOURN WITH PRAYER

There being no further business to conduct, and no objections, Pastor Rob closed the meeting with prayer at 7:38pm.

Respectfully submitted,

George T Huggins, Clerk of Session