

SECOND PRESBYTERIAN CHURCH
SESSION SPECIAL MEETING
May 12, 2020
MINUTES

Because of our concern about spreading COVID-19 (Coronavirus) and the Governor's orders not to congregate (extended thru May 15, 2020), 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.

This Special Meeting of Session was held via Zoom videoconferencing. The meeting was opened with prayer by Pastor Rob Woodruff at 5:35pm.

DECLARATION OF A QUORUM

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

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

Excused: Anna Torres

Guests:

- Chad Poole, Bookkeeper;
- Lorraine Romero, Deacon Representatives;
- Rev. Kay Huggins, Parish Associate;
- Karmen Van Dyke , Music Director.

APPROVAL OF AGENDA

Session **VOTED** to approve the agenda.

APPROVAL OF MEETING MINUTES

After reviewing corrections submitted by Elder Mickey McHugh, Session **VOTED** to approve the minutes of the Session Special Meeting of 04/28/2020.

CLERK'S REPORT

a. Actions on the Rolls

Session **VOTED** to remove from the active membership roll: Eva Ortega, Register # 64, born 08/10/1928, a member since 04/03/1958 (62 years), and an Elder since 01/11/1998 (22 years), due to her death on 05/03/2020.

Session **VOTED** to remove from the baptized membership roll: Rylan Noé Gilliam, b. 01/28/2016, baptized 04/13/2016, due to he and his parents, John and Alicia Gilliam, moving to CA and joining with the First United Methodist Church of Loomis, CA.

Session **VOTED** to remove from the active membership roll: Matthew Van Dyke, Register # 479, a member since 06/20/2004, at the request of Karmen Van Dyke.

BOOKKEEPER – Chad Poole

1. Chad reported that he had good news:
 - a. The Payroll Protection Plan (PPP) funds have arrived: \$19,000! We will have eight weeks to use the funds, on the previous or next payroll, and use up to 25% for utilities. We have 90 days from when the eight weeks end to request forgiveness. I recommend use the funds as quickly as possible after eight weeks to avoid interest charges. We need to retain documents for the use of the funds, including if used for utilities.
 - b. Our online giving thru the Presbyterian Foundation is about \$1,100.
 - c. The deposit to Bank of America on Friday, May 11, indicates good donations.
 - d. The deposit on May 4 totaled about \$34,000! May the Fourth be with us. (\$7,650 from St. Michael's and All Angels for the TransAsylee program – see below)

DEACONS – Lorraine Romero

1. We will conduct our second videoconference meeting May 17 at 5:30pm.
2. Our Treasurer reports a balance in our account on April 24 of \$490.09.
3. We mailed out graduation congratulations cards to graduates listed in the newsletter, and other graduates about whom we were told.
4. Sally Ruybal sold her house and will move to CO to live with her sister.
5. Floriada Baker has bad eyesight and will move in with her daughter and family sometime this year.
6. Horace Romero is selling his house in Peralta and moving in with relatives in town.
7. Cristine Ortega reports there is no info yet for a Memorial or other service for Eva Ortega, who died on 05/03/2020. When known, the Deacons will use their call list to notify everyone.
8. Carla Drake experiencing pain of unknown causes. She needs x-rays and prayers.
9. Deacon Beverly Molo mails out about printed copies of the Pastor's updates to members and friends not having internet. She reports that printer cartridges are getting expensive. Pastor Rob will ask Beverly Chavez if we can provide cartridges.

MEETING ITEMS

1. Temporary Worship

- a. PSF Collaborative streaming Sunday morning – May 17 will have a theme of recognition of all graduates. Isaac Ploof and Amanda Castellano will participate as worship leaders.

- b. Second-only worship in Hart Park, Menaul School – This is to be determined, based on the Governor’s orders on Friday. If allowed, it will require extensive preparation and planning.
 - i. Rev. Huggins is serving on the Governor’s Task Force for Faith-Based Organizations reopening. We will need to follow COVID Safe Practices and the recommendations for reopening churches, including size recommendations. Phase I can begin after 14 days of steady or declining new cases or deaths. The recommendations are not yet defined or published by the Governor’s Task Force. Phase III will define gatherings of more than 100. There will be smaller sizes of worship. The high-risk population (>64) are recommended not to participate until Phase III. Phase III will continue the requirement of distancing, including how to admit, enforce distance, cleaning between services, use of restrooms, passing peace, collecting offering, non-use of handouts (bulletins), masks readily available, disinfectant available, etc.
- c. Video equipment and procedures for streaming Second’s worship
 - i. The equipment could be used now as well as for future services, and could involve distant members and friends.
- d. Grant for Spanish-speaking churches
 - i. With all the options, the equipment could cost as much as \$20,000. Our consultant said \$12,000-\$15,000 should be good for us, including “everything”. Having a strong internet connection is a must. We would need a main camera and two smaller cameras. We are planning a joint submission for the grant, with Camino de Vida, and probably request \$25,000, allowing \$12,500 for each congregation. Rev. Seth Finch, Covenant Presbyterian Church, is well experienced in editing the PSF worship, and has offered to let Pastor Rob watch. We will look for a used main camera to contain costs. The small cameras would be \$200-\$300 each. The on-going cost of a robust internet connection could be as much as \$400 a month. It’s unknown if the grant would allow for on-going expenses such as that. Recording could be remote-controlled on an iPad. We will need tech-savvy folk to get trained, video-tape the training for reviewing and to train new operators. No opposition has been voiced to apply for the grant. The grant turn-around is unknown. Equipment acquisition and installation would take about two weeks. We have not identified someone to manage the project for Second. Rev. Finch is willing to offer the collaborative worship for PSF for the foreseeable future. Four different churches have expressed interest in producing a live-stream service, very soon.
- e. Karmen updates
 - i. National Presbyterian Association of Musicians will have a virtual conference this year, June 21-26. They have requested Karmen to attend and she will talk with Debi Eisenhower about attending. There will be live and recorded presentations, and worship in the evening. Pastor Rob will participate. There is a Van Dyke scholarship in honor of Karmen!
 - ii. She is considering a Zoom choir-rehearsal but it will have limitations. The demonstration was unbelievably bad. There are about a dozen choristers that have expressed interest. References indicate that users should be trained on the software and equipment.

- iii. There is a request for 30 minutes' worth of pastoral music. Karmen would record it for posting on the website with possible visuals. She will begin recording on Thursday, and will take all assistance or advice for how to do it.

2. Ongoing Outreach and Connectivity

- a. Sunday School – Elder Kris Johnson reports that a Zoom meeting will be scheduled, and requests input on the best time to have it, e.g., during the PSF collaborative worship, before, after? One format would be to request multiple inputs, and compile it. Or, we could have a brief meeting before or after PSF worship for SS students to review and discuss. We might invite one family to bring one object, with a story or talk about the history of the object. Pastor Kay would consider thinking out of the box. We could use Fellowship Zoom Coffee time and ask who would want to go to the SS break-out room. The SS breakout room leader would need to be known by all students. Our goal is to initiate the activity on May 24, keep it big, and use 1K, 2K, or Special-K (Pastor Kay). Kris will follow-up with emails to get the activity planned. We hope to have everyone at the first meeting.
- b. Sunday Coffee Hour for Second – There have been expressions of appreciation for this activity.
- c. Wednesday Bible Study – Rev. Kay – This far, the Bible studies have been pre-recorded. When we finish with 1 Corinthians, I hope to offer a Zoom Bible Study in July, offered at different times for 10-12 participants. The subject will be easy and short to allow determining how to proceed in subsequent studies.
- d. Membership marketing & evangelism – Elder Steve Montoya is beginning plans to hold a virtual new members class.

3. Budget/Offering Considerations

- a. Counters – They seem to be doing fine.

4. Other Considerations

- a. TransAsylee update – We have a bad cash-flow situation and we need to refine how to handle and disperse funds. We recommend recognizing it as a ministry program of Second. Elder Randall Korver-Glenn has drafted the agreement for review at our meeting next week. Right now, we provide \$1,000 out of our TransAsylee support account.

Session **VOTED** to provide \$1,000 via check directly to the manager, Alma Rosa Silva-Buñuelos, for use in supporting and managing the TransAsylees.

- i. To maintain integrity and transparency, we need to separate Second's TransAsylee funding and "external" funding, e.g., funds received from the City of Albuquerque.
- ii. We also need to receive and maintain receipts and any other documentation for the \$1,000 provided to Alma Rosa.

Everyone was reminded of the "drive-by" celebration for Isaac Ploof on Saturday, for his graduation from High School and his birthday!

Next meeting, Tuesday, May 19, 2020, 5:30pm, Session Stated Meeting, via Zoom video-conferencing.

There being no other business and no objection, we were dismissed with prayer by Pastor Kay Huggins at 7:28pm.

Respectfully submitted,

George T Huggins, Clerk of Session