

SECOND PRESBYTERIAN CHURCH
SESSION SPECIAL MEETING
June 2, 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.

The meeting was opened with prayer by Pastor Rob Woodruff at 5:32pm.

DECLARATION OF A QUORUM

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

Elders: Allan Holmquist, George Huggins, Eli Lopez, Abel McBride, Mickey McHugh, Steve Montoya, Ella Porrugas, Anna Torres

Excused: James Bencomo, Sandra Duran, Kris Johnson, Randall Korver-Glenn

Guests:

- Francis and Susie Chang, Youth Leaders;
- Lorraine Romero, Deacon representative;
- Chad Poole, Bookkeeper;
- Rev. Kay Huggins, Parish Associate;
- Karmen Van Dyke, Music Director;
- Lynn Gatewood, Paying Treasurer.

LITANY IN THE TIME OF PANDEMIC

Oh Great Physician, Our days have changed so rapidly

So unexpectedly

And with great uncertainty

Kyrie Eleison

There are millions who went to work one morning

Only to find themselves jobless the next

Kyrie Eleison

There are hundreds of thousands who spoke to a loved one one day Only to lose them the next

Kyrie Eleison

There are those who are without a home

There are those who are unsafe in their "homes"

Kyrie Eleison

We are crushed by the weight of disruption
This is not a sacred disruption
This is not God doing something new
This is pain
This is disease
This is grief

Kyrie Eleison

We struggle because we cannot touch each other
Can only see each other through our screens
Can only hear voices through a phone line
This is unnatural; this is not human
This is not how we would like things to be

Kyrie Eleison

Where is the Spring of new life?
The flowers blossom; even as we lose that which we hold dear
The sun shines; even as darkness continues to fall

Kyrie Eleison

Though it is true we are in pain, we have anxiety, and we have loss We can add truth to truth
Because Hope, somehow, springs eternal

And so we ask

Stir up in us a spirit of compassion and tenacity; move us to reach out to the vulnerable, the suffering, the sick and those we love

And so we ask

Ease our fear, that we may share our resources rather than hoard them **And so we ask**
For healing, in whatever way healing can come

And so we ask

For wisdom

And so we ask

For tender care of our essential workers For tender care of all

And so we ask

To grow

To deepen our convictions

To become better stewards

To become better servants

To become better people

And so we ask all of this of the one whose name is Steadfast Love Amen.

APPROVAL OF AGENDA

Session **VOTED** to approve the agenda.

APPROVAL OF MINUTES

Session **VOTED** to approve the minutes of the 05/19/2020 Session Stated meeting with corrections from Elder McHugh.

STANDING REPORTS

1. Financial Report – Chad Poole, Bookkeeper

- a. Chad had previously distributed the four standard reports, via email before the meeting. He reviewed significant items of interest. There were no questions.
- b. Two funds for the TransAsylee Project have been established, to facilitate and clarify whether the funds were received from within the congregation, or from funding sources outside the congregation.
- c. The Year-To-Date Income and Expense report is attached to these minutes.

2. Pastor's Report – Rev. Robert Woodruff

- a. The Lopez family were discussing having a memorial for David Lopez, but have postponed the memorial, indefinitely.
- b. We are making significant progress in increasing the procedures for handling and accounting for TransAsylee funds received both within and outside the congregation. Funds received from the City of Albuquerque were received as reimbursements for already vouchered expenses. The process was complicated by the fact that the City sent the funds to St. Michael's and All Angels Episcopal Church, instead of directly to Second, because of an established relationship between City personnel and persons at St. Michael's. Funds received from St. Michael's are already vouchered. We expect another \$8,000 from the City of Albuquerque.

Session **VOTED** to transfer directly to Alma Rosa Silva-Buñuelos, via check, the remaining \$6,400 of funds received from the City of Albuquerque, via St. Michael's and All Angels.

3. Parish Associate's Report - Rev. Kay Huggins

Pastor Kay requested impressions and reactions on her proposed Bible Study on Joel, to be held via video-conference (Zoom). Session provided favorable comments. Kay will schedule the classes beginning in July.

4. Deacons' Report – Lorraine Romero, Deacon Representative

- a. The Deacons have communicated and checked in with all Furthest Pew members, and other members and friends of the congregation. Communications sent by email by the Pastor and others continue to be printed and mailed to those without email who are interested in receiving the communications.
- b. The next meeting of the Deacons will be on Sunday, June 14, 5:30pm, by video-conference (Zoom).

5. Clerk's Report

a. Correspondence:

03/14/2020 – WINGS provided their 2020 Certificate of Liability Insurance.

b. Actions on the rolls:

Session **VOTED** to remove the following from the roll of Baptized Members, as they no longer reside in the USA, and upon the advice of their Grandmother, Karmen Van Dyke:

1. Elizabeth Sophia Lee, b. 07/03/1998, baptized 10/04/1998;
2. Katherine Estelle Lee, b. 01/09/2001, baptized 10/07/2001.

COMMITTEE REPORTS

1. Building & Grounds – Abel McBride

- a. We are in the process of installation of air conditioning in the TransAsylee apartment. Our selected company is very busy, and will probably cause us to look for some other company to make the installation.
- b. We request the Safety and Security Ministry to provide us with the locations of the current cameras, and ensure Second has continuing membership in the camera monitoring system. We probably need to have another camera installed for full coverage.
- c. Our building custodian is keeping our building and grounds in good shape.
- d. Abel remains very nosy.
- e. The broken window on the ground floor, south side of the Candelaria Wing, is scheduled to be repaired on Wednesday, June 3. We realized some savings by our custodian doing part of the work.
- f. Pastor Rob has bids for the repairs of our stained-glass windows. The recognized expert that inspected our windows recommended a company to make the repairs. The estimate is \$5,000-\$6,000. Our insurance company considers each window to be an incident, so there would be a deductible on each window. It doesn't make sense to submit a claim.
- g. The air conditioning for the church offices need to be enabled. Abel will check with our custodian to open the water lines and turn the units on.
- h. Abel will soon transport recyclable materials to one of the recycling companies, and requested that anyone having any metal to call him.

2. Worship and Music – Allan Holmquist

- a. Allan, Pastor Rob, and Karmen have discussed several scenarios and considerations for holding an outside service of worship at Menaul School, Hart Park, on June 14. They will meet Wednesday, June 3, to start construction of the order of worship. They will be flexible in their plans.
- b. We are making progress on completing and submitting our request for a Grant for audio-visual equip for to produce streaming worship from Second's sanctuary.
- c. Prayer and worship are important in the struggle for justice!
- d. The sound system that Menaul School is willing to provide is terrific. It will probably be on the North side of the Hart Park area. Isaac Ploof will play much of the service and use a mask when not playing his clarinet.
- e. We are considering using a track from a choir CD that was made a few years ago. If we can't provide direct output into the sound system, we could simply hold the device (phone) up to a microphone.

- f. After significant conversation, and Pastor Rob ensuring each Session member expressed a view, we decided by consensus to wait some more time before proceeding with plans for in-person worship. Rob will notify Menaul School.
- g. We noted that outside worship is far safer than inside; that an inside sound would be better than outside; that in our sanctuary, observing safe spacing, the maximum we could safely accommodate would be 75 persons. Indoor worship could be a significant time in the future.
- h. Session agreed to resume consideration of in-person worship during our Stated meeting on June 23.

3. Stewardship & Finance – Eli Lopez

- a. The Committee has not met since the beginning of the health crisis.
- b. Our Paying Treasurer, Lynn Gatewood, continues to write checks.
- c. I consider our Counters to be heroes.
- d. Thanks, and blessings to our faithful givers!
- e. Pentecost is past, and there will be a lag time with giving and counting donations designated to the Pentecost Offering. We are happy that 40% of the Pentecost Offering stays with us.

4. LiveWire – George Huggins; Members: Lauren LaMonica, Alicia Montoya

- a. 2020 Budget - LiveWire has obligated \$686 of its \$2,229 budget for 2020. We have 69% (\$1,5433) of our budget remaining for the approximately 59% of 2020 remaining.
- b. 60 have installed Instant Church Directory on their handheld device.
- c. In the last 30 days our website had 1,033 unique visits.
- d. In the last 28 days our FaceBook page had 82 views and 142 followers.
- e. May newsletter sent USPS to 180; electronically to 91.
- f. Breeze users/roles: Admin, 4; Financial, 7; Member, 3; Pastor, 1; Standard, 1.
- g. We oriented about 8 to the digital church.
- h. We provide orientation to Zoom videoconferencing to about 14, including 3 Session clerks from other congregations.

5. Evangelism & Membership – Steve Montoya

We hope to organize a new members' class! Steve is in the process of receiving transfer of information from the previous Committee chair.

6. Christian Education – Karmen Van Dyke

- a. Our Corona Vacation Bible School (VBS) will focus on Isaiah captivity and a New Day! Planning is being coordinated by First. Each participating church will be responsible for packets to be distributed to its participants. VBS will be held thru the month of July. Each family will have the option to use as much or as little of the materials as per your family situation.
- b. Children's Choir Director, Debi Eisenhour, is considering options for music education using video-conferencing. She has had some experience thru her school.
- c. Elizabeth Korver-Glenn and her children starred in a video that was texted to parents to show to their children.

d. During the Sunday Zoom Fellowship Coffee, the Sunday School break-out is using thinking inside the box!

7. Mission –Anna Torres

We are scheduled to participate in Project Share on June 27. Martha Powers will contact the usual suspects!

The next meeting of Session will be our June Stated Meeting on June 23, at 5:30pm, via Zoom.

Session **VOTED** to receive the Committee reports.

ADJOURN WITH PRAYER

There being no further business and no objection, we were adjourned with prayer by Pastor Kay at 8:02pm.

Respectfully submitted,

George T Huggins, Clerk of Session

Attachment: *Year-To-Date Income and Expense report*



Second Presbyterian Church

INCOME & EXPENSE YTD COMPARISON

May 2020

	TOTAL	
	MAY 2020	JAN - MAY, 2020 (YTD)
Income		
Bank Interest Earned		1.17
Building use		350.00
Candelaria Wing Rent		5,000.00
General Fund	13,563.26	83,062.53
Interest - Endowments		113.84
Loose Offering		1,104.58
Per Capita Income		1,021.00
Total Income	\$13,563.26	\$90,653.12
GROSS PROFIT	\$13,563.26	\$90,653.12
Expenses		
Building & Property		
Custodial Supplies		467.45
JIC Maintenance		717.39
Maintenance		369.31
Repairs & Maintenance	746.70	5,436.98
Utilities		
Electricity	148.97	1,203.08
Natural Gas	69.16	1,288.56
Security System Monitoring Fee		397.16
Trash Collection	137.02	685.10
Water & Sewer	335.29	1,370.43
Total Utilities	690.44	4,944.33
Total Building & Property	1,437.14	11,935.46
Committees		
Christian Education		
Adult Education		199.42
Upper Room	141.75	283.50
Total Christian Education	141.75	482.92
Live Wire		
Church Management Info System		150.00
Newsletter Paper/Supplies/Duplication		35.11
Newsletter Postage		235.00
Other		161.70
Total Live Wire		581.81

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Second Presbyterian Church

INCOME & EXPENSE YTD COMPARISON

May 2020

	TOTAL	
	MAY 2020	JAN - MAY, 2020 (YTD)
Mission		
Cuba Partnership		0.00
Menaul Historical Library		125.00
Menaul School		250.00
PCUSA General Assembly		350.00
Presbytery of Santa Fe		2,050.00
Project Share	405.89	405.89
Synod of the Southwest		125.00
Theological Education		50.00
Young Adult Volunteer		175.00
Total Mission	405.89	3,530.89
Other Committees		
Hospitality Committee		259.55
Stewardship and Finance		22.00
Total Other Committees		281.55
Worship & Music		
Compensation		
Instrumental Music		775.00
Pulpit Supply (Stipend)		125.00
Total Compensation		900.00
Flowers/Seder/Other		199.35
Liturgical Supplies / Artistic Enhancement		370.83
Music Equipment Maintenance/Tuning	80.00	80.00
Music Materials		299.97
Total Worship & Music	80.00	1,850.15
Total Committees	627.64	6,727.32
Insurance		
Liability/Property Insurance		3,593.50
Total Insurance		3,593.50
Office		
Bank Charges & Fees		24.00
Cell Phone		304.10
Internet	63.23	340.43
Office Equipment		105.11
Office Equipment Repair		239.91
Office Supplies		839.61
Phone	133.98	669.90
Total Office	197.21	2,523.06

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Second Presbyterian Church

INCOME & EXPENSE YTD COMPARISON

May 2020

	TOTAL	
	MAY 2020	JAN - MAY, 2020 (YTD)
Payroll Expenses		
Associate Minister Compensation		
Salary - Parish Associate		750.00
Total Associate Minister Compensation		750.00
Employer Taxes & Fees		
FICA - Employer	347.01	2,388.22
Medicare - Employer	81.16	558.55
Workman Compensation Insurance		957.60
Total Employer Taxes & Fees	428.17	3,904.37
Music & Choir		
Salary - Music Director	1,156.81	5,784.05
Salary - Organist	466.58	2,332.90
Total Music & Choir	1,623.39	8,116.95
Staff Salaries		
Salary - Administration Assistant	649.73	3,248.65
Salary - Children Choir	430.00	2,150.00
Salary - Custodian		5,213.83
Salary - JIC Custodian		1,204.00
Salary - Youth Coordinator	758.76	3,793.80
Salary Bookkeeper	250.00	1,250.00
Total Staff Salaries	2,088.49	16,860.28
Terms of Call		
Expenses		
1/2 SECA	387.40	1,937.00
Auto		228.85
BOP Death and Disability	60.19	240.76
BOP Medical	1,504.68	6,018.72
BOP Pension	662.06	2,648.24
Medical Reimbursable		269.70
Professional		299.46
Total Expenses	2,614.33	11,642.73
Minister Effective Salary		
403 (b)		1,750.00
Child Care Reimbursable		3,000.00
Housing	2,833.34	14,166.70
Salary - Minister	2,352.06	11,760.30
Total Minister Effective Salary	5,185.40	30,677.00
Total Terms of Call	7,799.73	42,319.73
Total Payroll Expenses	11,939.78	71,951.33

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Second Presbyterian Church

INCOME & EXPENSE YTD COMPARISON

May 2020

	TOTAL	
	MAY 2020	JAN - MAY, 2020 (YTD)
Per Capita Paid		2,100.00
Session Expense		1,562.22
Total Expenses	\$14,201.77	\$100,392.89
NET OPERATING INCOME	\$ -638.51	\$ -9,739.77
Other Income		
Bank Adjustment		76.00
Designated Funds	1,565.00	22,223.05
Inkind Donation		872.00
Total Other Income	\$1,565.00	\$23,171.05
Other Expenses		
Bank Correction	45.00	67.55
Transfer - Designated Funds	1,565.00	22,223.05
Total Other Expenses	\$1,610.00	\$22,290.60
NET OTHER INCOME	\$ -45.00	\$880.45
NET INCOME	\$ -683.51	\$ -8,859.32