

**SECOND PRESBYTERIAN CHURCH**  
**SESSION STATED MEETING**  
**June 23, 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 the moderator, The Rev. Dr. Robert 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

**Excused:** Anna Torres

**Absent:** Sandra Duran

**Guests:**

- Francis and Susie Chang, Youth Leaders;
- Solema Newton, Deacon representative;
- Chad Poole, Bookkeeper;
- Karmen Van Dyke, Music Director;
- Lynn Gatewood, Paying Treasurer;
- Clay and Martine Bowers.

**APPROVAL OF AGENDA**

Session **VOTED** to approve the agenda.

**PRIVILEGE OF THE FLOOR FOR CLAY AND MARTINE BOWERS**

Session **VOTED** to grant privilege of the floor to Clay and Martine Bowers to hear their request for baptism of their son, Reed Aaron Bowers, by the Rev. Robert Woodruff, on Saturday, June 27, 2020, in Truchas, NM.

## **CONVERSATION WITH CLAY AND MARTINE BOWERS REGARDING THE BAPTISM OF THEIR SON BY REV. WOODRUFF**

Clay and Martine joined via video-conference to request baptism of their son, Reed Aaron Bowers by Rev. Woodruff. After introductions, Session learned that Pastor Rob has been providing instructions and information thru Zoom video-conferencing, touching on faith, the life of the congregation, and church polity and history. Session was pleased with the conversation with the Bowers.

Session **VOTED** to approve the baptism of Reed Aaron Bowers by the Rev. Woodruff on June 27, 2020, in Truchas, NM.

## **APPROVAL OF MINUTES**

Session **VOTED** to approve the minutes of the 06/02/2020 Session Special meeting, with amendments provided by Elder Mickey McHugh.

## **STANDING REPORTS**

### **1. Financial Report – Chad Poole, Bookkeeper**

- a. Chad reported that he needs to coordinate with the counters about donations received from the Presbyterian Foundation at the end of each month, and that he recommends Randall Korver-Glenn have an account at the Presbyterian Foundation to produce any reports needed to properly credit the giving to the givers.
- b. Generally, we are doing OK financially, although we are low on monthly contributions. The Payroll Protection Plan (PPP) funds for which we applied have been received, and helped our bottom line. Randall Korver-Glenn suggests we wait until six months or the end of the money to submit a 508 request, which would convert the PPP loan to a grant. When that happens, we will be ahead \$12-\$13,000 and be in good shape for next few months.

### **2. Deacons' Report – Solema Newton, Deacon Representative**

- a. The Deacons continue to be busy, communicating by phone, written and electronic communications, and correctly distanced when appropriate to be in-person. Each Deacon has assigned contacts among the members and friends of Second, and it's always good to talk with them. On June 17 Bev Molo accompanied Pastor Rob to serve communion to Jessie McCoy and other family members.

## **OLD BUSINESS**

### **1. Family Promise Committee Report**

- a. They are not regularly in their office in the Candelaria Wing, and can usually be found at their static site.
- b. Pastor Rob informed them about the Family-To-Family program available thru the Presbytery that could provide financial relief to applicants.

- c. Laura Combs, the Executive Director of Family Promise, has expressed appreciation to Second for all support that we provide.

## **NEW BUSINESS**

### **1. Music Education via Zoom for Children – Music Director, Karmen Van Dyke**

- a. These 30-minute sessions are in the process of being scheduled. Most of the sessions will be taught by the Children's Choir Director, Debi Eisenhour. Karmen will teach some of them.

### **2. VBS Schedule for July**

- a. VBS (aka Music, Art, Drama – M.A.D.) instructions, songs, and stories will be posted on the First PC website each Monday of July.
- b. Second is providing music via some volunteer children singers.
- c. Others will teach parts of the music.
- d. "Praying In Color" is part of the resources.
- e. The instructions are meant to promote inter-generational participation, and the materials will be delivered to families.
- f. The four churches participating are Second, Shepherd Of The Valley, First, and St. Andrew. There are no plans to meet as a VBS of the whole.
- g. Libby Whiteley and the Rev. Matthew Miller at First will be the online story tellers.

## **COMMITTEE REPORTS**

### **1. Building & Grounds – Abel McBride**

- a. We need to adjust the backyard security cameras to be closer to the building. There has been an intruder that attempted to gain access to the apartment over the Candelaria Wing. We will coordinate with the Security Ministry to determine camera placement. The intruder seems to be accessing the grounds by crawling under the gate on the North side of the north parking lot.
- b. The trees between the church and the house to the North will be trimmed.
- c. Our church custodian, Frank Cavalier, continues to maintain the building. We suffered a broken window yesterday (Monday, June 22), and we are discussing with Frank about placing heavy screening over the windows to protect the glass.
- d. Air conditioning for the apartment continues to be needed, and the best installation would cost about \$5,000. Last year a small refrigerated air unit was purchased for \$420 but is now missing. We recommend refrigerated air instead of an evaporative cooler to avoid the long-term expense that comes with an evaporative cooler. Ducting is in place for installation of a three-ton refrigerated air unit. The roof over the Candelaria wing has not been penetrated for a down-draft evaporative cooler mounted on the roof. The vendor we have in mind specializes in refrigerated air and will provide a guarantee.

Session **VOTED** to authorize the Building and Grounds Committee to proceed with the installation of refrigerated air at an approximate cost of \$5,300, to be underwritten by our TransAsylee fund.

## **2. Worship and Music – Allan Holmquist**

After discussing the considerations of conducting an outside worship service on the Sunday morning of July 5 at Hart Park, Menaul School, Session **VOTED** to approve the proposal to proceed, with the understanding that further itemization of procedures will be made in the plan and be made public.

- a. The joint grant application with Camino de Vida for audio-visual equipment has been submitted to PCUSA. We have verbal commitments from members who will be operators in live-streaming of services.

## **3. Stewardship & Finance – Eli Lopez**

- a. The budget planning sub-committee will meet in July.
- b. We are pleased with the report of the Bookkeeper that indicates we are better off than we thought we'd be at this point.
- c. Stewardship will meet in July to distribute mid-year giving statements.
- d. We are very grateful to our constant and regular givers.
- e. The June Newsletter included a table of income and expenses, which might have been the motivation for the recent increase in giving.
- f. Our Paying Treasurer, Lynn Gatewood, continues to pay attention to details, to pay our bills, and keep our employees paid.

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

- a. 2020 Budget - LiveWire has obligated \$1,657 of its \$2,229 budget for 2020. We have 26% (\$572) of our budget remaining for the approximately 52% of 2020 remaining. LiveWire is predicting a deficit of \$169, mostly because of the unexpected expense of the Zoom license for the church of \$162.
- b. Sixty have installed Instant Church Directory on their handheld device.
- c. In the last 30 days our website had 994 unique visits, down 19% from the previous 30 days.
- d. In the last 28 days our FaceBook page had 70 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. George has been asked by the PSF Associate Stated Clerk to assist with the Zoom meeting of Presbytery on July 18.

## **5. Hospitality – Mickey McHugh, Ella Porragas**

- a. Because our regular attendance to the building has been interrupted, we recently wondered what was in the refrigerators! Ella has asked Bev Chavez, who regularly comes to the building to check mail, to review the contents of the refrigerators and pantry and dispose of all expired supplies.

**6. Personnel** – Randall Korver-Glenn

- a. We are researching what the Personnel Committee should be doing, and creating a plan to implement appropriate actions, especially given the unusual circumstances of the health crisis. The employees of Second continue to perform above and beyond what we should be expecting of them, doing essential actions to keep our church moving.
- b. Questions were sent out to employees on Sunday, requesting their input.
- c. We are re-constituting the members of the Personnel Committee, with the goal of having it together by next meeting.

**7. Security** – James Bencomo

- a. We are coordinating with the Building and Grounds Committee and the church custodian to adjust exterior security cameras for better coverage of the building.

**8. Evangelism & Membership** – Steve Montoya

- a. We are compiling the list of possible candidates for a members' class. If you know of anyone who might be interested, please notify Steve and Pastor Rob.

**9. Christian Education** – Kris Johnson

- a. The Zoom Sunday School is going OK. We might have emptied the box! Kudos to Rev. Kay, who always amazes with her out-of-the-box lessons!
- b. We are looking to possible virtual teaching of Sunday School in the fall, and listing who might teach and participate. We need to discern what families might want.

**10. Mission** – Anna Torres

We are scheduled to take casseroles to St. Martin's on Saturday, June 27, at 3:00pm. I will be shopping at Shamrock for casserole fixings on Thursday, June 25. Martha Powers and I will meet at church on Friday, June 26, at 2:00pm to organize casserole kits and wait for volunteers to pick up the kits. We have been asked to provide eight casseroles. Martha is making two; I am making two; we need four volunteers to make four casseroles.

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

Session agreed to have our next meeting on our regular date of Tuesday, July 21.

There being no other business and no objection, we were adjourned with prayer by Pastor Rob and 8:18pm.

Respectfully submitted,

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George T Huggins, Clerk of Session