

SECOND PRESBYTERIAN CHURCH
SESSION STATED MEETING
July 21, 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 opened with prayer by the moderator, Rev. Robert Woodruff, and 5:35pm.

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

Elders: James Bencomo, Allan Holmquist, George Huggins, Kris Johnson, Abel McBride, Mickey McHugh, Steve Montoya, Ella Porragas, Anna Torres

Excused: Eli Lopez

Absent: Sandra Duran, Randall Korver-Glenn

Guests:

- Francis and Susie Chang, Youth Leaders;
- Lorraine Romero and Bev Molo, Deacon representatives;
- Chad Poole, Bookkeeper;
- Karmen Van Dyke, Music Director;
- Lynn Gatewood, Paying Treasurer;
- Conrad Rocha, Synod of the Southwest, Stated Clerk and Executive.

APPROVAL OF AGENDA

The agenda was approved by **CONSENSUS**.

PRIVILEGE OF THE FLOOR

Session **VOTED** to grant privilege of the floor to Conrad Rocha, Stated Clerk and Executive for the Synod of the Southwest, specifically to describe and discuss the Native Americans Grant to the Synod from GA/PMA, and for any topic occurring to him or Session.

APPROVAL OF MINUTES

Session **VOTED** to approve the minutes of the 06/23/2020 Session Stated meeting.

GRANT TO THE SYNOD OF THE SOUTHWEST FOR NATIVE AMERICANS – Elder Conrad Rocha,
See attached letter of support from the Synod of The Southwest.

Session **VOTED** to authorize a gift of \$5,000 to The Synod of The Southwest for the Native Americans Grant objectives.

STANDING REPORTS

1. Financial Report – Chad Poole, Bookkeeper

- a. We should be conscious of how funds are expended, as we remain close to breaking even.
- b. Should we need the funds, we have unencumbered investments of about \$150,000 that can be liquidated for program, salaries, mission, or however decided.
- c. The Balance Sheet shows a deficit of about \$4,700. When the Payroll Protection Plan loan is converted to a grant, we would have a balance of income over expenses of about \$20,000.
- d. We will request the Stewardship and Finance Committee to attempt to define a reserve amount.
- e. Another financial consideration is that our tenant in the Candelaria Wing, Family Promise, continues to consider purchase of their own office space, and the provide \$15,000 of rental income, annually. Pastor Rob will talk to the Family Promise Executive Director to determine if they have decided on staying or going.

2. Pastor's Report – Rev. Robert Woodruff

- a. Pastor Rob continues to discern what it means to “pastor” in a pandemic. He is very thankful for Second and what we are doing, especially in our connectivity and community-keeping, and encourages us to keep on reaching out!

3. EPIC Report – Francis and Susie Chang, Youth Leaders

- a. Youth Group member Isaac Ploof is leaving the week of August 10 for Colorado, where he will enter college. We are considering an in-person celebration of Isaac, of less than 10 persons, probably Sr-Hi Triennium attendees and the Bencomo family. We are now planning for Saturday night, August 8, at Second. Isaac's last work day was Monday, July 20. The Youth will help plan the gathering.
- b. We have supported the Castellano family with food after the death of their matriarch, Jessie McCoy. Please keep the family in your prayers.

4. Deacons' Report – Lorraine Romero and Bev Molo, Deacon Representatives

- a. The Deacons are keeping contact with our Furthest Pew members.
- b. We made phone calls to inform many members and friends of the plans to conduct in-person worship in Hart Park at Menaul School, then called again for the cancellation.
- c. We are planning to begin a food distribution chain, to help and support families in need and Furthest Pew members. Yvonne Gallegos has been a primary planner for this action.

Coordination of food items and distribution of food and meals will be thru the Deacons. Our objective is to help and care for those in need, however possible.

- d. We are continuing to provide care to the McCoy family after Jessie's death.
- e. Deacons will do some phone calls regarding Jessie McCoy's death. At this point no service is under consideration. Please pray for the family.
- f. Elifas Santillanes' daughter appreciates the printed material sent by Deacon Bev Molo.
- g. We are sure that our outreach touches more folks than we know.
- h. We are planning to send SAS envelopes for tithes and offerings.

5. Clerk's Report

a. Baptism: Reed Aaron Bowers, b. 05/17/2017 in Lovelace Hospital, Albuquerque, NM, by the Rev. Robert Woodruff, on Saturday, June 27, 2020, in Truchas, NM.

b. Deaths: Jessie Montañó McCoy

c. Actions on the rolls:

Session **VOTED** to remove from the roll of members, because of her death, Jessie Montañó McCoy, b. 01/04/0000, d. 07/20/2020; Register # 114, member since 06/04/1967, ordained a Deacon 09/09/1990, survived by her husband, Adolph McCoy.

OLD BUSINESS

1. VBS/M.A.D. Camp

- a. Karmen Van Dyke reported there were strong and interesting comments from many.

NEW BUSINESS

REPORT FROM PRESBYTERY MEETING – Reported by those attending the meeting

- 1. A new logo was approved, and will be professionally enhanced prior to implementation.
- 2. The Annual Meeting of Presbyter, in October, will be a virtual meeting instead of in person at Ghost Ranch.
- 3. First United Presbyterian Church of Las Vegas, who was schedule to host this Presbytery meeting, celebrated their 150th anniversary by providing virtual worship.

COMMITTEE REPORTS

1. Worship and Music – Allan Holmquist

- a. We met on Friday, July 3, to discuss the scheduled July 5th worship at Hart Park on the Menaul School campus. In consideration of the order from the Governor to stay home because of the pandemic, we decided to cancel the service.
- b. We are exploring the possibility of holding worship at Hart Park on August 16.

- c. Pastor Rob will preach during the Presbytery's collaborative virtual worship service on July 26.
- d. Under the current conditions we are planning to remain a partner in the Presbytery's virtual collaborative worship services.
- e. Camino de Vida Church and Second will split the \$10,000 grant received from Presbyterian Disaster Assistance (PDA). Each congregation will receive \$5,000, which must be spent by 12/31/2020. (See attached letter from the PDA.). We plan to acquire audio-visual equipment for streaming worship. We will review the plan with Session before purchasing the equipment.
- f. The Presbytery is planning the Collaborative August 23 virtual worship to be bi-lingual, featuring representatives from Camino de Vida and Second. Pastor Rob is planning the worship with Rev. Yela of Camino de Vida. Camino de Vida does Zoom worship, so has experience with the medium. The service will highlight sources of Spanish, Hispanics, and new immigrants via Camino de Vida. Pastors Woodruff and Yela will interview Hispanics who have their roots in Northern NM, and Second's Pastor Emeritus, Rev. Quiñones, who is from Puerto Rico.
- g. Pastor Rob has acquired a dual-mode long range broadcaster for use in a parking lot worship service.

2. Stewardship & Finance – Eli Lopez

- a. The Committee met in person for the first time since the beginning of the pandemic in early March. We took time for personal sharing and reflection on the effects of the pandemic in our lives, and thanked God all members have stayed healthy and safe.
- b. Our offering counters have developed their own partnership teams and are easy to coordinate their schedules for counting. Church members are using the PO Box address to mail in their checks. Online giving thru the Presbyterian Foundation is also working well. Our giving has increased in the last couple of weeks. The deposit for 06/26 was \$7,660; 07/07 was \$13,139; and 07/16 was \$6,700. The bank drop off for deposits has been very helpful for our counters.
- c. Our Paying Treasurer, Lynn Gatewood, is diligently taking care of paying Church bills. She was instrumental in applying for and overseeing the PPP loan. She and Chad are monitoring the timeframe for submitting applications to transfer these funds from a loan to a grant. The PPP funds and Board of Pensions three-month waiver has been a welcome relief to our expenses.
- d. Chad Poole, Bookkeeper, reports our income is down about 20% since March. We are about \$9,000 down for the year. Our average monthly income is approximately \$15,000 compared to last year's average of \$20,000. We might have to make some budget adjustments in the second half of the year.
- e. **We plan to mailout Mid-year giving statements on 07/28/2020. We are in the process of coordinating reports from Breeze and the Presbyterian Foundation online giving. Ruth and Lynn have been extracting online giving information to insure accurate account data for mid-year reports.**

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

- a. 2020 Budget - LiveWire has obligated \$1,726 of its \$2,229 budget for 2020. We have 23% (\$503) of our budget remaining for the approximately 45% of 2020 remaining.
Session **VOTED** to approve LiveWire's request for an additional \$250 budget allocation for 2020 to cover the unexpected Zoom license and additional paper and supplies for the July and August newsletter, which are normally not published.
- b. Sixty-one have installed Instant Church Directory on their handheld device.
- c. In the last 30 days our website had 1,072 unique visits, down 2% from the previous 30 days.
- d. In the last 28 days our FaceBook page had 87 views and 142 followers.
- e. July newsletter sent USPS to 182; electronically to 91.
- f. Breeze users/roles: Admin, 4; Financial, 7; Member, 3; Pastor, 1; Standard, 1.
- g. Assisted Pastor Huggins with recording and posting Daily Devotion for every weekday in June.
- h. Provided Zoom hosting support for every Sunday Fellowship in June.

4. Hospitality – Mickey McHugh, Ella Porragas

- a. We have provided food and water to an apparently homeless person that is staying nearby.

5. Personnel

- a. In the Chair's absence, Pastor Rob reported that the Committee had approved forwarding a request to Session to approve one week of Continuing Education beginning Monday, July 27, followed by one week of vacation the week of vacation the week of August 2, and returning on August 10. Rev. Quiñones will be available for counseling.
Session **VOTED** to approve a week of Continuing Education we week of July 27, followed by a week of vacation the week of August 2.

6. Security – James Bencomo

- a. There was an attempted break-in last week. In consultation with the alarm company, they did not recommend more cameras. However, the fee for internet video monitoring has lapsed, so full functionality is not available. We are considering providing a monitor to be placed in the apartment.
- b. Abel McBride and our custodian, Frank Cavalier, will buy screens to protect our stained-glass windows. Jim Lechtenberger is willing to be the project manager for repairing and protecting our windows. Pastor Rob will ask Jim to contact Abel and proceed with the project.
- c. The residents of the apartment over the Candelaria Wing report they feel relatively safe.
- d. Wire has been installed on the bottom of the gate on the North side of the North parking lot to prevent intruders from crawling under the gate.
- e. We have discovered that there was a cat inside the sanctuary and it was setting off our security alarm. This does not bode well for church mice.

7. Evangelism & Membership – Steve Montoya

- a. The Committee needs members, and we are reviewing guidance on the composition of the Committee.
- b. For membership development, we have identified about seven possible new members. We hope to have a virtual class in September, including ordering pizza to be delivered to all participants!

8. Christian Education – Kris Johnson

- a. We will probably not have any in-person education until next year.
- b. We are planning to have virtual Sunday School this fall.

9. Mission –Anna Torres

- a. The Mission committee met on July 16. Attending were Gloria Mirabal, Martha Powers, Pastor Rob, and me. We reviewed each line item in the Mission Committee budget and agreed to submit vouchers to send funding to the various local agencies, as well as support for our partnerships with Cuba and Guatemala. We also discussed the possibility of collecting food items from members of our congregation on a weekly basis. Food would be sent to the local Roadrunner Food Bank.
- b. Thank you to Project Share providers! Our next scheduled participation in Project Share is August 22. We need volunteers to cook.
- c. Don Bixby will be at church 10am-12Noon on Thursdays, starting July 30, for food collection. Don will deliver the collected food to the Roadrunner Food Bank.
- d. We met with Lynn Gatewood and submitted vouchers for funds distribution of the Mission budget items.
- e. There will be a Matthew 25 conference on July 29, 2-3pm ET, via Zoom. You must register for it. The subject will be “Dismantling Racism, Steps to Racial Justice.”
- f. We will inform Conrad Rocha of Session’s decision to support the Synod’s drive for cash to fulfil the objectives of the Grant given to the Synod for support of Native Americans.

10. Building & Grounds – Abel McBride

- a. Custodian Frank Cavalier is maintaining the building and grounds. He meets with Abel 2-3 times a week.
- b. Family Promise (FP) is considering vacating their rented area in the Candelaria Wing. The big room appears to be quite cluttered with old mattresses and furniture. Their agreement was to keep their rented space as clean as when they moved in. The restrooms also need attention. The FP committee should convene and meet with FP. A communication from Session will be best. Kris Johnson will schedule a meeting with FP. Kris will meet with Pastor Rob around 11am on Wednesday. If/when they vacate, FP should leave the space as they found it. The meeting room next to the big room also requires attention.
- c. We are required to communicate with the City water utility to open two valves for irrigation. Abel will email the forms to the Clerk for submission to the City.

DETERMINATION OF THE NEXT MEETING OF SESSION

The next meeting of Session will be our Regular Stated meeting on August 18.

ADJOURN WITH PRAYER

There being no further business to discuss, and no objection to adjourn, Elder Steve Montoya dismissed us with prayer at 8:10pm

Respectfully submitted,

George T. Huggins, Clerk of Session

Attachments:

- 1. Synod of the Southwest Grant Proposal Support Letter***
- 2. Notification from Presbyterian Disaster Assistance***



**The Synod of the Southwest
The Presbyterian Church (U.S.A.)
in New Mexico and Arizona
5901 Wyoming Blvd., NE, Albuquerque, NM 87109
(520) 791-9600
www.synodsw.org**

Greetings,

I write on behalf of the Native American Ministries Coordinating Committee (NAMCC) of the Synod of the Southwest to ask for your support of its Native American (including the Navajo Nation) Relief for Churches and Families Project.

Earlier this year, the Board of the Presbyterian Mission Agency of the Presbyterian Church (U.S.A.) ("PMAB") invited the Synod to submit a proposal to provide relief for our Native American siblings residing in the Synod of the Southwest in light of the COVID-19 pandemic and its particularly devastating effect on them. In response, the NAMCC submitted a proposal which the Presbyterian Mission Agency ("PMA") through its Presbyterian Disaster Assistance program ("PDA") approved and agreed to provide \$250,000 in funding toward this Project. The Synod of the Southwest subsequently approved \$25,000 toward this Project, as well. The total anticipated cost of the Project is \$372,000, of which the Synod, in conjunction with the Presbytery of Grand Canyon, must raise an additional \$97,000 in monetary donations, food, supplies and logistical support.

The Project will provide support to the 29 Native American Churches and Chapels located within the bounds of the Synod of the Southwest over the 6-month period beginning July 1, 2020 by:

1. Providing needed support for those pastors and commissioned pastors to be paid, as they serve their communities (of which there are 2 part-time pastors and 7 part-time commissioned pastors assigned to Native American Churches and Chapels) for an estimated cost of \$87,000;
2. Providing needed support for the basic infrastructure of the churches and chapels as centers of community life (utility costs), for an estimated cost of \$45,000; and,
3. Providing funding for the purchase of food and supplies for distribution to Native American communities throughout the Synod of the Southwest, for an estimated cost of \$240,000.

We ask that you share this giving opportunity with your governing councils, members of your congregations and your friends.

If the desire it to provide a monetary donation, it can be given online by going to the website of the Presbytery of Grand Canyon, clicking on the Give Now button and following the directions to give, noting it is for Navajo Support. I would note that giving in this manner will be used not just for support of our Native American siblings on the Navajo Nation, but also the many other Native American Communities throughout the Synod. Monetary donations may also be made by sending a check or money order (no cash please) to the Synod of the Southwest, 5901 Wyoming Blvd. NE - #J-319, Albuquerque, New Mexico 87109 and indicating that it is for the Native American Relief Project.

If there is a desire to provide logistical support (including hosting a site for the collection and packaging of the food/supply packages – which could be a different location each month) and/or food and supplies, please contact Sharon Yates at 520.791.9600 or sharon@synodsw.org or Conrad Rocha at 505.238.9311 or conrad@synodsw.org to discuss the details of how that will be accomplished.

If you wish to learn more, please visit the Synod website at www.synodsw.org and read and review the Native American (including the Navajo Nation) Relief for Churches and Families Project proposal or contact either Sharon or Conrad.

Thank you for taking this request into consideration.

Ruling Elder Nelson Capitan, Moderator
Native American Ministries Coordinating Committee, Synod of the Southwest

Simple Domestic Grant Agreement
With Organization – One Time - \$10,000 or less

Approved Grant Program Name: Presbyterian
Disaster Assistance

Grant # _____
To be filled in by Legal:

(Insert Initials for DocuSign)

Presbytery of Santa Fe
Stephen J. Rhoades, Stated Clerk
217 Locust Street NE
Albuquerque, NM 87102

7/15/2020

Dear Stephen:

Warm greetings from the Presbyterian Mission Agency through Presbyterian Disaster Assistance (PDA), a ministry program of Compassion, Peace and Justice.

Your organization's request for a grant to expand worship and ministry capacity for two at-risk multicultural congregations; Camino de Vida and Second Presbyterian Church has been received and PDA is pleased to inform you that funds are available to support your request as a part of our missional partnership with you. The project is more fully described in Table 1, which is made part of this agreement.

All terms have been set under which Presbyterian Church (U.S.A.), A Corporation ("WE") can agree to provide a grant. If you also agree, please sign below and return this document to Beth M. Snyder.

Based on your request, we are able to grant \$10,000 to be used only for this project. The disbursement of the funds is more fully described in Table 1. The award must be used to support the use described above, and may not be re-purposed by your organization, or reserved by your organization for any other expenses outside of the scope of this agreement. If the funds cannot be used as described above, they must be returned to PDA.

You agree to use the funds by December 31, 2020. If you need additional time, please let Beth M. Snyder know. Together it can be decided whether the deadline might be extended. If PDA chooses not to amend the agreement to extend the deadline, you agree to send back to PDA any money that has not been spent as originally agreed.

To be good stewards of the money provided by donors, we require that you provide PDA with both financial and narrative reports at the end of the project explaining how this money was spent in relation to the use described above and in your request for funds. While reporting is required regardless of whether you seek additional funding for other projects, we will not be able to send any additional grant money to you until these funds have already been spent and/or we've received your report. Further, be advised that we reserve the right to demand the return of grant funds or to withhold or cancel disbursements if you fail to comply with any of the conditions of this Agreement or fail to follow the laws noted below.

In addition to the reports you provide, PDA may conduct an evaluation of operations under this grant, including visits by PDA representatives to see the project and to discuss the grant with your personnel.

If any dispute arises relating to the implementation or interpretation of this Agreement or the use of funds, both parties commit to mutual consultation with a view to securing a successful fulfillment of the project. In the event that a resolution cannot be reached, either party can end this agreement. We are required to follow laws related to fraud, corruption, money laundering, regulatory compliance, blocked persons, and sanctioned countries. We must require that you not use the grant funds in a way that would violate these laws.

Please identify who should receive communications about this agreement. In the future, if that changes, please let Beth M Snyder know, so we can send our communication to the right person. When contacting PDA about this agreement, please send information to the contact person listed below.

We give thanks to God for your ministry and our opportunity to contribute in some way to that effort. We pray that God will bless your work, and we look forward to receiving your signature on this agreement.

January 2020

Page 1 of 3

In the love of Christ,

Presbyterian Mission Agency (PMA) Ministry Area Director (or Designee) Signature	Sara P. Lisherness PMA Ministry Area Director (or Designee) Printed Name	Date
PMA Program Coordinator (or Designee) Signature (if applicable)	Rev. Dr. Laurie A. Kraus PMA Program Coordinator (or Designee) Printed Name	Date
Beth M Snyder PMA Ministry Contact Person	502-569-5806 PMA Ministry Contact Telephone #	beth.snyder@pcusa.org PMA Ministry Contact Email

ACCEPTANCE

Presbytery of Santa Fe “**Grantee**” a 501(c)(3) organization organized and in good standing under the law of the state of New Mexico, accepts this grant on the terms and conditions set out above and agrees to perform its responsibilities.

Presbytery of Santa Fe “**Grantee**” maintains appropriate insurance against liability, in reasonable amounts, for injury to persons or property arising from activities related to this grant.¹

Grantee Initials	PCUSA Initials	PCUSA Office of Legal Services

Presbytery of Santa Fe “**Grantee**” agrees to indemnify and hold harmless Presbyterian Church (U.S.A.), A Corporation, its directors, officers, employees, volunteers, and agents with respect to any claims arising from the activities funded by the grant, and further agrees to pay legal fees and costs to enforce this provision.

GRANT Recipient Signature	Stephen Rhoades GRANT Recipient Printed Name	Date
Stephen Rhoades GRANT Recipient Contact Name	505-235-1551 GRANT Recipient Contact Telephone #	statedclerk@santafepresbytery.org GRANT Recipient Contact Email

Table 1

¹ In the event this provision is not applicable to the Grantee, the Parties may strike the provision on the face of the document and both Parties must initial the change. Ministry areas can elect to waive this requirement when the grant is domestic grant of \$20,000 or less and the Grantee is a small capacity or emerging organization, defined as organizations with budgets under \$300,000. Any other waiver of the provision requires written approval of PCUSA Legal Services which shall appear on the face of the Agreement.
January 2020

Organization's Name ("Grantee") ("you")	Presbytery of Santa Fe	
Date of Award	07/03/2020	
Project Title ("Project")	Equipping the ministry of two multicultural congregations; Camino de Vida and Second Presbyterian Church	
Amount of Grant ("Grant")	\$10,000	
Project Beginning and Ending Dates ("Term")	07/29/2020 - 12/31/20	
Project Location or Locations	Albuquerque, NM	
Project Purpose ("Project Purpose")	Expand worship and ministry outreach by providing technology equipment for both congregations.	
Disbursement Schedule ("Disbursement Schedule")	Anticipated Disbursement Date: 7/29/20	Amount: \$ 10,000
Report Schedule ("Report Schedule")	Final report due date: January 31, 2021	
Ministry or Program Area	Presbyterian Disaster Assistance	