

SECOND PRESBYTERIAN CHURCH
SESSION STATED MEETING
August 18, 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 Business Meeting was opened with prayer by the moderator, the Rev. Dr. Robert Woodruff, at 5:35pm.

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

Elders: Allan Holmquist, George Huggins, Kris Johnson, Randall Korver-Glenn, Eli Lopez, Mickey McHugh, Steve Montoya, Ella Porragas, Anna Torres

Excused: James Bencomo, Sandra Duran

Absent: Abel McBride

Guests:

- Francis and Susie Chang, Youth Leaders;
- Lorraine Romero, Deacon representative;
- Chad Poole, Bookkeeper;
- Lynn Gatewood, Paying Treasurer.

APPROVAL OF AGENDA

The Agenda was approved by **CONSENSUS**.

APPROVAL OF MINUTES

Session **VOTED** to approve the minutes of the 07/21/2020 Session Stated meeting with corrections as submitted by Elder Mickey McHugh.

STANDING REPORTS

- 1. Financial Report** – Chad Poole, Bookkeeper (Income & Expense report is attached.)
 - a. The Balance Sheet shows \$7,400 in the TransAsylee register. Those funds have been disbursed.

- b. Expenses exceeded income by almost \$8,000. Income is down by \$12,000 for year. When the Payroll Protection Plan loan is converted to a grant we will still be down by about \$8,000 for the year.
- c. The Mission Committee approved and disbursed all their 2020 budgeted giving, upwards to \$3,000.
- d. We have four deposits from the Presbyterian Foundation that have no designation of Fund destination.
- e. Our Paying Treasurer, Lynn Gatewood, reported:
 - i. The March overpayment to the IRS will be credited to our account;
 - ii. The signatories for our checking and savings account at the Bank Of America have been changed to: Lynn Gatewood, Steve Montoya, Ella Porragas, and Reme Molo.

2. Pastor's Report – Rev. Robert Woodruff

- a. Pastor Rob began by saying that his recent study leave and vacation were very good!

b. Five-year Visioning

- i. We recall how setting priorities and expressing needs greatly helped in planning our goals and budgets. If you would like to be involved in Visioning, e.g. how are we/should we be involved in the community, please contact Pastor Rob separately.

c. Justice Zoom class

- i. I have received inquiries on will we discuss white privilege and justice issues. We are planning an envisioning class that will be educational and experiential. Pastor Rob has talked to the Presbytery's Mission Networking Committee and he has list of potential speakers for the class.
- d. We have received \$5,000 for the acquisition of audio and video equipment to be used for streaming and recording ministry activities, especially worship. The PSF Stated Clerk has requested confirmation that Second will cover any extra costs. Other congregations who have acquired such equipment advise the cost could be in the \$15,000 range. Be prepared to cover some costs out of Second's funds.
- e. An FM receiver has been purchased to enable "Parking Lot" service. The receiver will broadcast over a non-used frequency at a power low enough not to require FCC licensing.
- f. Our member and previous Session member, Anita Romero Torres, has joined the Earthcare Committee of PSF. She intends to keep Session informed of their activities.

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

- a. On Saturday, August 8, EPIC held their first event since the beginning of the pandemic - a farewell party for Isaac Ploof as he prepares to leave for Denver to attend Regis University. Trying to keep within the guidelines outlined by the governor, only nine youth were invited, which included the Senior Highs. Those who attended were Isaac and Jasmine Ploof, Reina and Cruz Bencomo, Annika Reid, Amanda Castellano, and Leyla and Desaray Cocio. It was a wonderful evening as everyone seemed to be hungry for the chance to see and visit with these steadfast friends.
- b. Chang and I had thought we would have the same kind of event for the younger members of EPIC, but now we are quite apprehensive, as the downside to this event was the clear

realization that keeping kids socially distant with rigid rules about masks was a very difficult task! We are working on a solution to this issue - maybe having an event in a park instead of at the church. We would welcome input from Session.

- c. A lawn croquet set might be a game we could play that would encourage observance of social distancing.
- d. We have identified at least five youth for inclusion in EPIC.

4. Deacons' Report – Lorraine Romero, Deacon Representative

- a. Sending cards to members and friends is a basic and continuing activity.
- b. We are delivering meals to those identified as being in need.
- c. We are working on a new calling list.

5. Clerk's Report

- a. **Email Vote:** By an email vote, Session **APPROVED** conduct of a renewal of vows for Sam and Ella Porragas by Pastor Rob, in the sanctuary on August 15, 2020, with observance of distancing, attendance by no more than 25% capacity as currently recommended by the State of New Mexico, and other safe pandemic health-guard practices.
- b. **Regarding Meetings of The Congregation:**
There shall be a Stated Meeting and an Annual Meeting of the Congregation/Corporation each year in the church edifice. The Stated Meeting shall normally be held the first Sunday in November for the purpose of electing officers and presenting financial matters. The Annual Meeting shall normally be held the fourth Sunday of the following January. At such time the Congregation/Corporation will hear reports and transact other business properly coming before such meeting.

OLD BUSINESS

1. VBS/M.A.D. Camp (Submitted by Karmen Van Dyke)

- a. This summer's Vacation Bible School was the creation of Libby Whitely (First Presbyterian Director of Christian Education, with input from Second, Shepherd of the Valley, and St. Andrew. The final product was participated in fully by just First and Second Presbyterian. Shepherd of the Valley used only the printed material. St. Andrew was unable to participate due to unavailability of leadership.
- b. The curriculum was intended to relate to our current COVID-19 experience, focusing on "the Babylonia Captivity" and the return of the children of Israel to their homeland(s). (Our evaluation determined that this may have been a bit too heavy for the children that participated.) Stories were told by First Presbyterian staff; music was provided by our Children's Choir program (Carlos and Valentina Woodruff, Eli and Emmanuel Johnson, under the direction of Debi Eisenhour; Becky Johnson and Rob Woodruff were "backup singers" for the final day's music 😊.)
- c. The strategy was to provide four lessons, three songs, and four weeks of activities related to the topics from Isaiah 43: captivity and prayer, considering the "old", beholding the "new",

joyfully returning from the wilderness. These could be done over any schedule determined by the family: one a day, one a week, even one a month. A book was provided for each family to experience Prayer while coloring feelings.

- d. While it is difficult to extrapolate numbers participating, we know there were 46 viewings during week one. Obviously, most viewing would include a minimum of two persons, but families might choose to listen to a lesson more than one time. The numbers declined over the four weeks, with some families continuing to access the materials to date.
- e. In the past few years, the cost of VBS has been estimated at approximately \$10/child, covering the cost of “outside” staff, materials, and food. Cost this year was a bit higher because of the “at home activities box”: crayons, markers, sidewalk chalk, acrylic paints and brushes, glue, terra cotta pots and seed for each child, note cards and “Praying in Color” (\$10/per family). Twelve boxes were delivered, representing 25 children of Second. Cost was \$12 to \$15/child.
- f. Many thanks to Anita Abeyta, Pastor Rob, and Becky Johnson for support on this “virtual” activity - and to Niccole Pierre-Williams, tech at First, who made our online presentation look TERRIFIC.

COMMITTEE REPORTS

1. Stewardship & Finance – Eli Lopez

- a. Committee has not met in person this month.
- b. Ruth Montoya and Lynn Gatewood met and extracted data from Breeze and the Presbyterian Foundation for the mid-year giving statements. Eighty-five (85) statements were mailed out to members that have given \$100 or more to date. All the statements were apparently received. We have not received any feedback. Randall is assisting our committee in inputting the Foundation donations in the system and, with Lynn's help, we are adding the donations that are processed through the bank.
- c. Counters are continuing to coordinate their teams to meet weekly and count and deposit the offerings. The following are deposits that have been made since our last Session meeting to date: \$2,200; \$3,325; and \$10,300 this past week.
- d. We received a card of thanks from Brian Beck of the Presbytery, in acknowledgement for our Mission donations.

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

- a. 2020 Budget - LiveWire has obligated \$1,776 of its \$2,484 budget for 2020. We have 29% (\$709) of our budget remaining for the approximately 39% of 2020 remaining. We are projecting a \$33 surplus at the end of the year.
- b. Sixty-one have installed Instant Church Directory on their handheld device.
- c. In the last 30 days our website had 702 unique visits, down 36% from the previous 30 days.
- d. In the last 28 days our FaceBook page had 73 views (down 11%) and 132 followers.
- e. August newsletter sent USPS to 0; electronically to 93.
- 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 July.
 - h. Provided Zoom hosting support for every Sunday Fellowship in July.
- 3. Nominating** – Pastor Rob for Sandra Duran
- a. The Committee needs to begin its work soon, and should go smoothly, as Sandra has chaired this committee before.
- 4. Evangelism & Membership** – Steve Montoya
- a. The Committee needs another member.
 - b. One subject the Committee will discuss is the possibility of a new-member meeting via video-conferencing.
- 5. Christian Education** – Kris Johnson
- a. We estimate we will start Sunday School in October.
- 6. Mission** – Anna Torres
- a. We are responsible for providing some casseroles for Project Share on Saturday. We have enough bakers. Bakers can pick up supplies on Friday at 3pm at the Church, and drop off the casseroles at St. Martin's on Saturday at 3 or 4pm.
 - b. Pastor Rob will check with contacts for Cuba and Guatemala on how to send funds to them with a high degree of assurity they will receive the funds.
- 7. Personnel** – Randall Korver-Glenn
- a. The Committee is working on a five-year plan for all employees.
- 8. Building & Grounds** – Kris Johnson for Abel McBride
- a. Family Promise space is getting cleaned up.
- 9. Worship and Music** – Allan Holmquist
- a. The Committee has met.
 - b. Plans are under way for an outside worship service, September 6, at Hart Park on the Menaul School campus.
 - c. The Streaming Work Group is planning and researching in preparation for acquisition of audio-visual equipment to support streaming worship.

WORSHIP ANNOUNCEMENT – Pastor Rob

Be sure to virtually attend the Bi-Lingual PSF Collaborative worship service on Sunday. You will see people you know, and will feature our Pastor Emeritus, Rev Quiñones!

DETERMINATION OF THE NEXT MEETING OF SESSION

The next Stated Meeting of Session will be on September 22.

There being no other business to consider and no objection to adjourn, Pastor Rob adjourned us with prayer at 7:15pm.

Respectfully submitted,

George T. Huggins, Clerk of Session

Attachment: Income & Expenses as of 07/31/2020



Second Presbyterian Church

INCOME & EXPENSES YTD COMPARISON

July 2020

	TOTAL	
	JUL 2020	JAN - JUL, 2020 (YTD)
Income		
Bank Interest Earned	0.04	1.21
Building use		350.00
Candelaria Wing Rent	1,250.00	7,500.00
General Fund	16,761.66	117,111.89
Interest - Endowments	51.39	165.23
Loose Offering		1,104.58
Per Capita Income		1,121.00
Total Income	\$18,063.09	\$127,353.91
GROSS PROFIT	\$18,063.09	\$127,353.91
Expenses		
Building & Property		
Custodial Supplies		467.45
JIC Maintenance	187.50	904.89
Maintenance		369.31
Repairs & Maintenance		5,656.85
Utilities		
Electricity	278.75	1,678.91
Natural Gas	48.82	1,384.80
Security System Monitoring Fee	161.81	558.97
Trash Collection	137.02	959.14
Water & Sewer	222.77	1,804.37
Total Utilities	849.17	6,386.19
Total Building & Property	1,036.67	13,784.69
Committees		
Christian Education		
Adult Education		199.42
Upper Room		425.25
Total Christian Education		624.67
Live Wire		
Church Management Info System		300.00
Newsletter Paper/Supplies/Duplication		71.72
Newsletter Postage		195.00
Other		161.70
Total Live Wire		728.42

Sunday, August 16, 2020

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Second Presbyterian Church

INCOME & EXPENSES YTD COMPARISON

July 2020

	TOTAL	
	JUL 2020	JAN - JUL, 2020 (YTD)
Mission		
Albuquerque Interfaith	500.00	500.00
Camino de Vida (SW Ministry)	1,000.00	1,000.00
Cuba Partnership		0.00
Family Promise	250.00	250.00
Menaul Historical Library	125.00	250.00
Menaul School		250.00
NM Voices for Children	500.00	500.00
PCUSA General Assembly	300.00	650.00
Presbytery of Santa Fe	2,050.00	4,100.00
Project Share	204.71	610.60
Synod of the Southwest	125.00	250.00
Theological Education	50.00	100.00
Young Adult Volunteer	175.00	350.00
Total Mission	5,279.71	8,810.60
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
Music Materials		299.97
Total Worship & Music		1,850.15
Total Committees	5,279.71	12,295.39
Insurance		
Liability/Property Insurance	1,796.75	5,390.25
Total Insurance	1,796.75	5,390.25
Office		
Bank Charges & Fees	41.13	65.13
Cell Phone		636.54
Internet	63.23	466.89
Office Equipment		105.11
Office Equipment Repair		239.91
Office Supplies	79.00	813.61

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Second Presbyterian Church

INCOME & EXPENSES YTD COMPARISON

July 2020

	TOTAL	
	JUL 2020	JAN - JUL, 2020 (YTD)
Phone	133.98	937.86
Total Office	317.34	3,265.05
Payroll Expenses		
Associate Minister Compensation		
Salary - Parish Associate		1,500.00
Total Associate Minister Compensation		1,500.00
Employer Taxes & Fees		
FICA - Employer	703.70	3,091.92
Medicare - Employer	164.47	723.02
Workman Compensation Insurance	347.25	1,334.95
Total Employer Taxes & Fees	1,215.42	5,149.89
Music & Choir		
Salary - Music Director	1,156.81	8,097.67
Salary - Organist	466.58	3,266.06
Total Music & Choir	1,623.39	11,363.73
Staff Salaries		
Salary - Administration Assistant	649.73	4,548.11
Salary - Children Choir	430.00	3,010.00
Salary - Custodian	1,054.00	8,675.83
Salary - JIC Custodian	301.00	2,107.00
Salary - Youth Coordinator	758.76	5,311.32
Salary Bookkeeper	250.00	1,750.00
Total Staff Salaries	3,443.49	25,402.26
Terms of Call		
Expenses		
1/2 SECA	387.40	2,711.80
Auto		228.85
BOP Death and Disability	60.19	361.14
BOP Medical	1,504.68	9,028.08
BOP Pension	662.06	3,972.36
Continuing Education	200.00	200.00
Medical Reimbursable		269.70
Professional		299.46
Total Expenses	2,814.33	17,071.39
Minister Effective Salary	2,352.06	3,528.09
403 (b)	1,750.00	3,500.00
Child Care Reimbursable		0.00
Housing	2,833.34	19,833.38
Salary - Minister		12,936.33
Total Minister Effective Salary	6,935.40	39,797.80

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Second Presbyterian Church
INCOME & EXPENSES YTD COMPARISON
July 2020

	TOTAL	
	JUL 2020	JAN - JUL, 2020 (YTD)
Total Terms of Call	9,749.73	56,869.19
Total Payroll Expenses	16,032.03	100,285.07
Per Capita Paid	2,100.00	4,200.00
Session Expense		1,562.22
Total Expenses	\$26,562.50	\$140,782.67
NET OPERATING INCOME	\$ -8,499.41	\$ -13,428.76
Other Income		
Bank Adjustment		76.00
Designated Funds	9,410.92	32,318.97
Inkind Donation		872.00
Unknown Income	585.92	585.92
Total Other Income	\$9,996.84	\$33,852.89
Other Expenses		
Bank Correction		67.55
Transfer - Designated Funds	9,410.92	32,318.97
Total Other Expenses	\$9,410.92	\$32,386.52
NET OTHER INCOME	\$585.92	\$1,466.37
NET INCOME	\$ -7,913.49	\$ -11,962.39

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