

**SECOND PRESBYTERIAN CHURCH**  
**SESSION STATED MEETING**  
**September 22, 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 at 5:33pm with prayer by the moderator, the Rev. Dr. Rob Woodruff.

**DECLARATION OF A QUORUM**

The Clerk declared a quorum was present.

**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, Anna Torres

**Excused:** Sandra Duran

**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 08/18/2020 Session Stated meeting.

**STANDING REPORTS**

**1. Pastor's Report** – Rev. Robert Woodruff

- a. Rob proposed we send a letter of appreciation to Pastor Seth Finch and the Session of Covenant Presbyterian Church, thanking them for their time and resources that they have expended in participating in and producing the collaborative streaming worship for the

Presbytery, every Sunday since the beginning of the pandemic. Rob will draft the letter and provide it to Elder Mickey McHugh. Included will be appreciation for Pastor Seth's advice and assistance to Second with our start of acquiring audio/video/streaming equipment.

- b. Pastor Rob expressed appreciation for many that are making an effort to keep us in community.

**2. Parish Associate's Report** – (submitted to the Clerk)

As of Monday, 09/21/2020, 27 have enrolled in the Wednesday Bible Study of the Beatitudes.

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

- a. Francis and Susie held a Mid-High event, with eight being invited. Two attended and brought one visitor. The event was held weighing the risk of infection with the importance of the formation of friendship in Mid-High that would over into high-school EPIC.
- b. We have scheduled a Sunday event for all youth. It will be an out-door garden party, with lawn games and grilling, from 3-5pm. There will be greeting card noted to send to Isaac Ploof, who recently started college at Regis University in Denver, CO.
- c. We like Lynn Gatewood's idea to decorate the back yard and fence of the church to reassure the community that Second is still here.
- d. Rev. Tom and Sharon Oler have offered their house/ranch/stuff as a host site for an EPIC event. The challenge would be the transportation of youth and maintaining safe health distancing.

**4. Deacons' Report** – Lorraine Romero, Deacon Representative

- a. We have \$200.09 in the Deacons' account, and a statement of intent (voucher) for another \$500.
- b. The Deacons recently met using Deacon Lorraine Romero's house and yard. From comments from members of the Furthest Pew, and others, we decided to delete the standard Google footers from emails, before printing for delivery or mailing to the Furthest Pew.
- c. \$200 has been given to Deacon Bev Molo to cover costs of printing and postage.
- d. The revised Deacons' calling list is ready, has been printed, and the Deacons will use it. We greatly appreciate the help from Mike McHugh in manipulating the data in a spreadsheet.
- e. "Operation Meal Delivery" continues to be well received and appreciated, especially the decorations on the sacks provide by member Tiffany Gallegos.

**5. Clerk's Report**

**a. Correspondence:**

08/18/2020 – TO STATED CLERK, stating that Second has sufficient unrestricted reserve funds to meet the estimated \$8,600 deficit in our plan for acquisition of audio-visual equipment, as funded by a \$5,000 grant being held at the Presbytery, and that we are agreeable to use \$8,600 of our reserves for the project.

08/20/2020 – FROM STATED CLERK, requesting documentation of the acquisition of \$5,000 of audio-visual equipment to authorization reimbursement from the grant.

08/30/2020 – TO STATED CLERK, requesting any suggestions or guidance for holding Congregational meetings during the pandemic.

09/03/2020 – FROM STATED CLERK, providing guidance for holding Congregational meetings during the pandemic via a video-conference. These are excerpts:

*“...go ahead and hold an electronic or virtual congregational meeting even if you cannot meet in-person. The only requirement for such an electronic or virtual congregational meeting is that every member participant must have a means of hearing what everyone else is saying and have the ability to speak so that everyone else can hear. Certainly Zoom or even an old-fashioned telephone conference call meet those aural requirements.*

*Unless your church bylaws expressly permit virtual congregational meetings, then in-person meetings are the only "legal" or "constitutional" method of meeting. The Legal Office of the Office of the General Assembly has issued an advisory opinion that in the face of the COVID pandemic and certain public health emergency orders issued by civil authorities that virtual congregational meetings (as well as Session meetings and even Presbytery meetings) can be held even if your bylaws and the Book of Order do not specifically allow them. The actions taken will have to be ratified and confirmed in a constitutionally permitted congregation meeting which means the next in-person congregational meeting you have. At the next in-person congregational meeting, you might want to consider changing your church by-laws to allow for electronic or virtual congregational meetings (and Session meetings as well).”*

09/09/2020 – FROM PSF, requesting Second’s necrology report for ruling and teaching elders who died between 09/01/2019 and 08/31/2020, to be published during the Annual PSF meeting on 10/17/2020.

09/10/2020 – TO PSF, providing the necrology report:

<u>Name</u>	<u>Ordination Date</u>	<u>Date of Death</u>
David Aaron Lopez	02/07/2010	03/29/2020
Eva (Pacheco) Ortega	01/11/1998	05/02/2020
Avenago F Padilla	12/12/1982	10/07/2019
Elifas Santillanes	06/23/1946	07/22/2020

**b. Deaths:** Elifas Santillanes, b. 08/31/1919, d. 07/22/2020

**c. Actions on the rolls:**

Session **VOTED** to remove from the membership roll, due to his death, Elifas Santillanes, b. 08/31/1919, d. 07/22/2020, Register #82, joined by Certificate of Transfer on 12/17/1961 (58 yrs.), ordained an Elder 06/23/1946 (74 yrs.), ordained a Deacon 12/31/1972 (47 yrs.).

**d. Reminder regarding Meetings of The Congregation in the Bylaws:**

“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.”

## **COMMITTEE REPORTS**

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

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

- i. In speaking with Conrad Rocha, a past Clerk of Session and Treasurer for Second, he remembers no encumbrances on the Mutual Funds and PILP investments that were created with the proceeds from the sale of the manse in late 2000. Minutes from Session meetings in late 2000 do not state any kind of encumbrances. We have concluded that there are no encumbrances on the PILP CDs -or- the Mutual Funds.
  - ii. Giving increased in August but September doesn't look so rosy. We have regular large payments due, totaling about \$6,500. We have received an Anonymous donation of \$2,500, and we don't know if it's been counted. It -might- be a memorial. Our accounting of giving thru the Presbyterian Foundation balances to within a couple of pennies.
  - iii. Interest from our Endowments goes into the General Fund.
- b. Our committee met in person on 08/21/2020.
- i. Pastor Rob provided a general update on the status of our Church community.
    1. The Congregation is doing an excellent job on staying connected, e.g., phone calls, visitation by Deacons and others, Zoom Fellowship.
    2. Pastor Rob has had a few inquiries about our financial status during this time. In response, the committee suggested he expand on his weekly email correspondence and in the September newsletter "Del Pastor" to update the congregation on finances and thank them for continuing to honor their pledges.
  - ii. We were asked by Session to review our financial resources and how to manage these resources.
    1. The Committee wants to express our **STRONG** belief and commitment in support of Christian Mission. We strongly supported our \$5,000 donation to the Synod of the Southwest for Native American Mission.
    2. Pastor Rob emphasized the importance of being mission oriented and helping others, even during times when we tend to "hold on to our resources".
    3. We had a lengthy discussion on spending down our assets. We discussed business practices that call for security reserves to cover cost protection for a minimum of six (6) months and perhaps more. That we seriously plan towards the financial legacy we are creating for the next generation of Second Church worshipers.
    4. The committee concluded that we defer doing this for the present time. This topic needs further research.
  - iii. We have major expenses to Consider.
    1. Repairing the damaged stained-glass windows and following up by adding protective coverings for each. This should be priority expenditure.
    2. Purchase additional high-quality audio-visual equipment which will enable us to record and stream worship and fellowship activities. (Immediate expense)
    3. Roof still needs to be repaired (major expense) (insurance coverage minimal)

4. Evaluate need for purchase and installation of new furnace (evaluate and explore estimates)
5. Evaluate future need for new A/C units throughout the facility. The donated units installed this year were already used and have a reduced life.
6. Recent donation to the Synod of the Southwest for \$5,000.
- iv. We are planning for our 2021 Stewardship Campaign, and we welcome your ideas and input for the theme.
- v. We are thinking of ways to provide recognition for our counters.
- vi. The Committee is projecting a surplus in our 2020 budget.

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

We will have a budget surplus. We purchased food and supplies for only three months.

## **3. Nominating** – Pastor Rob for Sandra Duran

Elder Sandra Duran is aware of the coming Stated Meeting of the Congregation to elect officers. The Committee will begin the process of recruiting candidates for offices that will be vacated at the end of 2020.

## **4. Security** – James Bencomo

- a. The Committee met Monday night and had 10 attendees.
- b. Jim Lechtenberger researched costs and process for protecting our stained-glass windows. The quotes for covering for covering them vary greatly. We plan to illuminate the front of the church with solar lights, WiFi lights, and hard-wire lights. Not all of our windows will require the higher cost poly-carb covers. Our old windows have unique sealing (putty). We have an appointment next week with a company that does the work. Initial estimates is that they will need more than \$20,000. We have found a vast spectrum of quality of work. Lexan ¼ inch is recommended for coverings for the stained-glass windows.
- c. Many lights on the exterior of the building are not used. Pastor Rob will ask our custodian to check the lights to determine which work and which might be repaired. Two city poles on the South side of the church would be good for mounting extra lights.

Session **VOTED** to approve up to \$30,000 to cover all lights, security features, and stained-glass window covers.

## **5. Evangelism & Membership** – Steve Montoya

- a. Our committee met on 09/04,2020. Attendees were: Elder Steve Montoya, Alicia Montoya, Pastor Rob, Bev Chavez, and Nancy Montoya. Our primary item of business was possible new members and a new members' class.
- b. We want to have some sort of Membership recognition, possibly length of membership. We also discussed methods of celebrating birthdays.

## **6. Christian Education** – Kris Johnson

- a. Elder Kris asked for assistance with creating and maintaining a virtual Sunday School. Pastor Rob will confer with Kris.

- b. The Wednesday Adult Bible Study begins tomorrow, 09/23/2020, on the Beatitudes. Participants may join either the 4pm or 8pm class.
- c. The Presbytery of Santa Fe will feature a virtual course on “Antiracism and Privilege.” It will be Thursday evenings at 7pm, from October 8 thru November 19.

## **7. Mission –Anna Torres**

Elder Torres reported that Second is scheduled to support Project Share on October 24, and some of her regular bakers have already volunteered to bake a casserole.

## **8. Personnel – Randall Korver-Glenn**

- a. Elder Korver-Glenn expressed appreciation for receipt of a spreadsheet that lists actions that the Personnel Committee might take. One of the actions is to review the performance of all employees.
- b. The committee is reviewing methods to evaluate pay and benefits based on many factors.
- c. We will review roles and responsibilities of each employee. We are not planning to change pay and benefits because of the pandemic.
- d. Our employees are: Rev. Dr. Rob Woodruff, Karmen Van Dyke, Deb Eisenhour, Frank Cavalier, Bev Chavez (organist and secretary), Chad Poole, Susie & Francis Chang, and Rev. Dr. Kay Huggins.
- e. If we have any recommendations regarding our employees, we will present them during the October Stated meeting of Session.

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

- a. We review the status of all the building and grounds with our custodian, regularly, on-site.
- b. Whenever there is a break of any kind of any window, the window is immediately taped to try to minimize damage.
- c. Repair of our stained-glass windows is imperative.

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

- a. Our services at Menaul School, Hart Park, at 9am on September 6, went extremely well. We maintained distancing and had about 55 attendees. The weather was good, and the music was fantastic, featuring a cello, keyboard, and vocals. On Sunday, September 20, our 10:30am service had 50-60 attendees. Those who lived together could sit together. The weather permitting, we’ll have another worship at Hart Park on October 4, for World Communion. We plan to start holding outside worship at Hart Park on alternate Sundays, and encourage attendance to the Presbytery’s collaborative streaming worship on non-in-person Sundays.
- b. At our next meeting, the Committee needs to work out more details when worshipping at Hart Park, and how to get to streaming into our sanctuary.
- c. Pastor Rob counted about 80 attendees on September 20, and expressed appreciation for the planning and work of Elder Allan Holmquist, and musicians Karmen Van Dyke and Deb Eisenhour. Pastor Rob felt really good about all aspects of the service, including the discipline of the attendees in observing distancing and avoiding physical contact.

Arrangements are proceeding for the worship on World Communion Sunday on October 4. Anita Abeyta has Bibles for all the third graders.

- d. We have purchased a computer that is well suited for managing streaming from the sanctuary. The computer cost about \$3,500. Pastor Rob appreciates the Stream-Team. The computer included an iPod that will be engraved!

Session **VOTED** to authorize \$5,000 of initial funding for purchase of further equipment required for audio-video streaming.

- e. In polling Session members that attended worship at Hart Park, all agreed to continue to allow members of the same household to sit together.

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

- a. 2020 Budget - LiveWire has obligated \$1,837 of its \$2,484 budget for 2020. We have 26% (\$647) of our budget remaining for the approximately 28% of 2020 remaining. We are projecting a \$45 surplus at the end of the year.
- b. 61 have installed Instant Church Directory on their handheld device.
- c. In the last 30 days our website had 902 unique visits, up 31% from the previous 30 days.
- d. In the last 28 days our FaceBook page had 49 views (down 44%) and 133 followers.
- e. September newsletter sent USPS to 182; 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 Devotions.
- h. Provided Zoom hosting support for Sunday Fellowship.

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

**DETERMINATION OF THE NEXT MEETING OF SESSION**

The next meeting of Session will be October 20 for our regular Virtual Session Stated Meeting.

**ADJOURN WITH PRAYER**

There being no further business to conduct, and no objections, Pastor Rob adjourned us with prayer at 7:37pm.

Respectfully submitted,

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George T Huggins, Clerk of Session