

**SECOND PRESBYTERIAN CHURCH
SESSION STATED MEETING
OCTOBER 20, 2020
MINUTES**

Because of our concern about spreading COVID-19 (Coronavirus) and the Governor's continuing orders and requests for minimum size gathering and social distancing, 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 in the sanctuary since Sunday, March 8.

The meeting was opened with prayer by the Moderator, the Rev. Dr. Robert Woodruff, at 5:30pm.

DECLARATION OF A QUORUM

The Clerk declared a quorum.

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

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

Excused: Steve Montoya

Absent: James Bencomo, Sandra Duran

Guests:

- Francis and Susie Chang, Youth Leaders;
- Chad Poole, Bookkeeper.

APPROVAL OF AGENDA

The Agenda was approved by **CONSENSUS**.

APPROVAL OF MINUTES

With corrections provided by Elder Mickey McHugh, Session **VOTED** to approve the minutes of the 09/22/2020 Session Stated meeting.

STANDING REPORTS

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

- a. **Family Promise (FP)** – They have been tenants in the J I Candelaria Wing, and seem ready to move to their own site. They are looking for a site that will host offices -and- families. FP has requested a monthly rental contract (There were no objections to the monthly rental contract.) They estimate vacating their space in the Candelaria Wing in January or February

2021. Should we advertise for another tenant? Consideration: non-profit or for-profit organization, taxes, other considerations? We gave a rent deal to FP, intentionally. We should have a Committee to work on defining the use of the Wing, recruiting a tenant, consider a charitable use, etc. (Elder Allan Holmquist volunteered to convene the Committee.) After FP vacates, we will delay for maybe another month or two before pursuing use of the Wing. We need to confirm who is cleaning the Wing. Some kitchen utensils have been moved out. We need to ask Laura to pay attention to what belongs to FP and what belongs to Second. (Rob will talk to Laura and inform her of the month-to-month **contract**.)

- b. **Jim Lechtenberger via Security Ministry Team** – Jim is getting estimates on exterior security lights, window coverings, repairs, etc.

Session **VOTED** to provide building keys to Security Team members with the condition that they maintain a list of who has keys.

Rob will ask Church Secretary Bev Chavez to re-inventory our building access fobs and keys.

- c. **Gil Miranda** – Gil's health is not good. In case of Gil's passing, Rob spoke with Menaul School to request an outside memorial service, weather permitting. If there is inclement weather, the service would be in Second, but would need to be limited to 20 or less attendees to observe pandemic health safety. Live streaming the service might be an option. Some family members might be traveling. The family has requested box lunches in Fellowship Hall, with consumption of food. However, that should not be an option for health safety considerations. Session created a sub-committee to consult use of the church during the pandemic, consisting of Elders Abel McBride, Randall Korver-Glenn, and Allan Holmquist.

Session **VOTED** to set the date of the Congregational Stated Meeting to the afternoon of Sunday, November 15, as a Zoom meeting, beginning at 1:30pm.

- d. **TransAsylee** - Rob has talked w/Alma Rosa regarding the TransAsylee program and the apartment above the Candelaria Wing. Two residents have moved on. Alejandra is there and will probably vacate the apartment in December. They will continue to use the apartment.

2. **Parish Associate's Report** – Submitted by Elder George Huggins

The Wednesday Bible Study will continue. A schedule will be provided via email groups and our website home page.

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

Coloring sheets celebrating verses from Psalms have been distributed to each of the youth in EPIC. The finished sheets will be delivered to members of the Furthest Pew when Deacons make their visits. We are trying to plan a Zoom Halloween party. The response from the youth has been slow. Not sure **if** there is enough interest. We will keep trying. Everyone can help stay connected to our EPIC youth by send a card to them!

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

The Deacons have been able to meet monthly, masked and outdoors, at the Velasquez Home. We have used our Deacons' account to send good cheer out and have offered Beverly Chaves the ability to purchase what she may need for the church office. Our next expense will be to cover the cost of mailing out the Magazine **The Upper Room** that Bev Molo has continued to do. The food distribution has slowed down for a while by choice. There has not been any request but if we hear of a need we will respond.

5. Clerk's Report

a. Correspondence:

09/22/2020 – FROM the PSF Administrative Assistant requesting a copy of the declarations page of our insurance policy, and a list of current members of our safety committee members.

09/26/2020 – TO our Presbytery Commissioners and Alternates, reminding them of the requirement to register for the October 17 virtual meeting of the Presbytery.

09/30/2020 – TO members of Session, Deacons and members of the Nominating Committee, a draft script for the November 1 Stated Meeting of the Congregation.

10/06/2020 – TO the PSF Administrative Assistant, providing a copy of the declarations page of our insurance policy, and a list of current members of our safety committee members.

b. Received into Membership:

c. Baptism:

d. Deaths:

e. Memorial Services:

f. Weddings:

g. Actions on the rolls:

h. 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.”

6. Presbytery Commissioners Report

a. Elders Abel McBride and Ella Porragas attended the annual meeting of Presbytery on 10/17/2020, which was held via Zoom.

b. The Moderator-Elect from Second, Ruth Montoya, could not assume Moderator for **health reasons**.

c. The Datil Presbyterian Church has closed. The church created a food ministry that continues.

d. Rev. Kathy Westmoreland, pastor for Rio Rancho Presbyterian Church, was installed as Moderator.

COMMITTEE REPORTS

1. Personnel – Randall Korver-Glenn

The Personnel Committee is going to recommend leaving the pastor's salary unchanged for 2021.

Session **VOTED** to approve leave for Pastor Rob for Monday thru Sunday, November 2-8, (one week including one Sunday), and Monday thru Wednesday, November 23-25 (3 days).

Session **VOTED** to recommend to the congregation that the 2021 compensation for the pastor be the same as for 2020, and to allow some 2020 unused childcare to be rolled forward into 2021.

The Committee has asked employees for a description of their current work activities, to be presented at Congregational meeting.

2. Nominating – Sandra Duran

Pastor Rob reported that Elder Sandra Duran has said she is unable to be Chair of Nominating. The Committee consists of Elder Pat Gilberto; members Yvonne Gallegos, Dick Arndt, and Bob Romero, and Pastor the Rev. Dr. Robert Woodruff; joining them are Elders Mickey McHugh and Ella Porragas. They will proceed with the work of the Committee.

3. Evangelism & Membership – Steve Montoya (via email)

We have made a little progress on the new member class, as we have tentatively set the date for November 21, 2020. Rob is reaching **out** to 11 persons to see if they would like to attend the class and if the date works for them. He is also checking on their preference of a virtual or on-site class. We will of course follow State mandates and CDC guidelines, but we want to get their preference as well.

4. Mission – Anna Torres

- a. **Project Share, Saturday, October 24.** One more baker is needed. We will meet 3pm on Friday, October 23, to pick up ingredients at the church. The casseroles are to be delivered to St. Martin's Saturday at 4pm.
- b. **Justin Rhemer-Thamert, "Mutual Aid" to help immigrant families.** Session discussed the possibility of doing a food drive or assemble boxes to feed families. Food collected on November 1 at the outdoor worship at Hart Park could go to "Mutual Aid". We could donate to Winds Of Change. Is there any outreach to those waiting at the border for asylum?

5. Building & Grounds – Abel McBride

- a. Our custodian continues to provide regular maintenance for our building and grounds.
- b. Abel will check the apartment for any **needed** maintenance.
- c. Our parking lot light in the middle of the North parking lot has some sort of cardboard covering the light sensor that keeps the light on 24/7. **Abel** will investigate.

6. Worship and Music – Allan Holmquist

- a. **Met Monday, October 12.** The Committee discussed possible worship plans and organizing required for the worship planned for October 18 at Hart Park.
- b. **Possible worships on November 1, 15, 29.** We are being cautious and not have them if there are any further negative health safety considerations. If we worship in-person on November 1, Pastor Rob will preach two different sermons at once, one for us and one for the Presbytery's collaborative worship.
- c. **November 1.** We hope to celebrate All Saints with communion, and remembrance of the Saints of Second who have graduated in the past 12 months.
- d. **Streaming Worship From the Sanctuary.** In the month of December, we will have a dress rehearsal for streaming a worship service from the Sanctuary. Elder Reme Molo has the equipment and researching its assembly and use.
- e. **FM transmitter.** We are considering its use for a parking lot worship by the church or the gym at Menaul School.
- f. **Christmas Eve.** We discussed possibilities, including in cars in the church's parking lot and lighting of farolitos.
- g. **Advent Devotional Books.** We are wondering if we can deliver them to everyone.
- h. **Stream Team** – Reme Molo, Imelda Atencio, and Bo Garcia. Our camera is like the camera in use at Shepherd Of The Valley Presbyterian Church, and Rev. Hart is available for consult.

7. 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.
- i. On September 29, provided list of the previously ordained members of Second to the Nominating Committee.
- j. October 3, provided the September 30 statement of our New Covenant Mutual Funds account to Stewardship and Finance.
- k. \$40 donation from Yvonne Gallegos on June 3, via check, was to cover postage for the magnets sent to members and friends of Second. The postage was \$30.66, which should be credited to the LiveWire account, leaving \$9.34 to the General Fund.
- l. October 13, provided Zoom orientation and training to the officers of Church Women United.

8. Stewardship & Finance – Eli Lopez

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

- i. September was good month.
- ii. You will see in the Balance sheet a \$10,500 gift for the Memorial Fund, in honor of Eva Ortega, by her children. The Memorial Fund has a balance of about \$33,000.
- iii. There is a \$1,000 gift in the General Fund.
- b. **Stewardship Report** – The Committee has met in person several times. The following were discussion topics.
 - i. Peacemaking and Global Witness offering will be received throughout the month of October.
 - ii. We thanked Pastor Rob for promoting the Peace and Global witness offering during the Presbytery streamed worship.
 - iii. Planning for the Stewardship campaign for 2021 is ongoing. We have struggled with the campaign theme that would reflect our current time dealing with the COVID pandemic.
 - iv. We have a continuing conversation on developing a theme for next year:
 - 1. We propose Stewardship Sunday to be on November 15.
 - 2. During the week of November 1, we will produce a Congregational mailing, to include a pastoral letter, brochure, pledge cards, etc.
 - 3. We discussed how to receive pledge cards, e.g., mail or have a drive-by drop off.
 - 4. We want to identify three individuals to provide testimonials. Suggestions include the Johnson's, Holmquist's, Gloria Montoya, and Beverly Molo. Proposed dates for the testimonials are October 30, and Nov 4 and 11.
 - 5. We think a good verse to reflect our theme would be Isaiah 43:19, "I am about to do a new thing; now it springs forth, do you not perceive it? I will make a way in the wilderness and rivers in the desert".
 - v. We are pondering ways to recognize the Counters.
 - vi. Our next meeting is planned for October 20, 2020.

PRESBYTERIAN MEN

Elder Abel McBride announced plans to hold a virtual meeting of Presbyterian Men, probably on Saturday, October 31, at 9:30 or 10am.

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

DETERMINATION OF THE NEXT MEETING OF SESSION

The next meeting of Session will be November 17, our regularly scheduled Virtual Session Stated Meeting.

ADJOURN WITH PRAYER.

We were adjourned with prayer by Elder Kris Johnson at 7:50pm.

Respectfully submitted,

George T Huggins, Clerk of Session