

**SECOND PRESBYTERIAN CHURCH
SESSION STATED MEETING
NOVEMBER 17, 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 in the sanctuary since Sunday, March 8.

The meeting was opened at 5:40pm with prayer by Moderator, The Rev. Dr. Robert Woodruff.

DECLARATION OF A QUORUM

The Clerk declared 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, Anna Torres

Absent: Sandra Duran

Guests:

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

APPROVAL OF AGENDA

Session **VOTED** to approve the agenda.

APPROVAL OF MINUTES

Session **VOTED** to approve the minutes of the 10/20/2020 Session Stated meeting with changes provided by Elder Mickey McHugh.

Session **VOTED** to approve the minutes of the 11/15/2020 Congregation Stated meeting.

STANDING REPORTS

1. Pastor's Report – Rev. Robert Woodruff

- a. The large room in the Candelaria Wing appears to be used as storage by Family Promise (FP). FP will be vacating the rented area in the Candelaria Wing by 12/31/2020.
- b. Jim Lechtenberger and Elder Abel McBride are proceeding with plans to enable the light in the North parking lot to turn off in daylight.

- c. The Stream Team is proceeding with work on readying equipment for various forms of worship. Deacon Reme Molo is working on how to connect the sanctuary camera and computer and interface with the sound board. Thomas, a technician for Covenant Presbyterian Church, has been identified as a procedural and technical resource. We hope to have two streaming worships in December. Jim Lechtenberger has stronger internet connectivity in place. Finishing the loose ends might take \$2,000. Reme is also learning to configure the FM transmitter for a parking lot service, with a goal of being ready by the end of the year.
- d. Presbytery worship planning has been completed thru February 2021. There is cool stuff every week, including candle lighting representatives from Second. The Presbytery is proceeding with arrangements to have a four-part choir to sing O Holy Night on Christmas Eve. Choir members record their individual part on their phone and submit it for editing into one choir. And, there are bonuses from our church!
- e. If you or anyone you know has technical talent, please let Reme and others know. Stream Team members are Reme, Jim Lechtenberger, Imelda Atencio, Bo Garcia, and Carlos Woodruff.
- f. Hurricane Eta was devastating. Some communities are underwater and have been declared graveyards.
- g. I have had some communication with Cuba.

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

- a. EPIC youth are very, very, busy. They have lots of homework. Jasmine, Isaac, and Annika have jobs, too!

3. Clerk's Report

a. Correspondence:

11/12/2020 – FROM the Stated Clerk announcing training for Clerks of Session, Thursday, 12/03/2020, 5-6pm.

b. Deaths:

- i. Gilbert Emilio Miranda, 10/24/2020 (Action on the roll is below.)

c. Memorial Services:

Gilbert Emilio Miranda, by Pastor Robert Woodruff, in the sanctuary with health safety precautions in effect; Friday, 11/06/2020

d. Weddings:

Serina Nicole Griego, member, to Elba Claudia Holguin, 10/23/2020, by Pastor Rob Woodruff, witnesses Jayseph Griego and Nancy Perez.

e. Actions on the rolls:

- i. Session **VOTED** to remove Gilbert Miranda from the roll of active members, due to his death; Register # 439, b. 09/09/1922, d. 10/24/2020, membership date 09/26/1999, ordained an Elder at Second on 12/01/1952.
- ii. Session **VOTED** to approve the request of the United Presbyterian Church of Antonito, CO, to transfer the membership of Sally Ruybal. Sally moved to Antonito earlier this

year. She joined Second 01/24/1999. She was ordained an Elder at San Rafael Presbyterian Church, Mogote, CO, on 01/18/1962.

f. Family Promise, from Laura Combs, Executive Director, 10/29/2020:

“Attached is our 60-day notice. We will be vacating the premises at 808 Edith by December 31, 2020. We signed a purchase agreement yesterday that should have us signing on our new building on January 1, 2021. Thank you for all your support throughout this time. I hope that we can create a partnership with Second Presbyterian and possibly have you all volunteer for meals and other activities. I pray continued blessings for Second Presbyterian and the space in the Jose I Candelaria Wing moving forward.”

- (1) Session discussed disposition of the space in the Candelaria Wing when FP vacates on 12/31/2020. It was briefly discussed during the October meeting. Elder Allan Holmquist will convene a sub-committee for bringing recommendations for the disposition of the vacated space. The existing FP committee would be good to interact with them. Allan will convene the sub-committee on December 1, 9:30am. The Clerk distributed FP contracts for 2018-2020. We hope to have the following attend the meeting on December 1: Allan Holmquist, Rob Woodruff, Steve Montoya, Kris Johnson, Anita Abeyta, and Abel McBride.

i. Calendar Reminders

Dec 15 – Virtual Session Stated Meeting – Family Promise Committee report

Jan 18-25 – Week of Prayer for Christian Unity

Jan 19 – Virtual Session Stated Meeting

Jan 24 – Virtual Congregation Annual Meeting

Feb 20 – Virtual Presbytery Meeting

Feb 23 - Virtual Session Stated Meeting

Mar 23 - Virtual Session Stated Meeting

Apr 20 - Virtual Session Stated Meeting

In hopes of simplifying the pattern of Session Stated meetings, Session agreed to change Stated meetings to the Third Tuesday of every month.

j. Session VOTED to reinstate Second’s Policies and Procedures, including Bylaws.

k. Prepare for the Annual Meeting of the Congregation

- i. “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.”
- ii. “The Nominating Committee shall be elected by the Congregation/Corporation at its annual Meeting in January and will actively operate throughout the program year.... two members designated by the Session, one of whom shall be designated as Chairperson, and one designated by the Board of Deacons, and four members at large (not active elders or deacons) to be elected by the Congregation/Corporation at the annual meeting in January.”

- iii. “Each Committee Chair Person is responsible for submitting an annual report to the Session and that report will be included in written form for The Annual Congregational Meeting.”
- iv. “Session shall, at the Annual Congregational/Corporation Meeting, report to the congregation the adopted budget for the current fiscal year.”

COMMITTEE REPORTS

1. Nominating – Mickey McHugh

- a. We have enough nominees to fill the upcoming vacancies. We have new and experienced Elders and Deacons.
- b. We need to determine a date for installation and ordination of new Elders and Deacons. We will invite Elders-elect to the December Session meeting. We will set a goal of installing and ordaining before the January Session meeting, and we need to train Elders and Deacons! We need to continue the discussion during the December Session meeting.

2. Security – James Bencomo

- a. Jim Lechtenberger has worked beyond expectations on the repair and protection of sanctuary windows. One window has been covered with material that has UV protection with a guarantee. The current number of “ring” cameras is -probably- enough. The more cameras you have, the easier to watch them rob you!
- b. Our neighbor in the house to the north of the sanctuary has a dog. It might be unnecessary to provide increased protection, i.e., more wire on top of the existing fence. Our Good Shepherd window at the East end of the sanctuary is the most expensive and the most expensive to repair. The <apparent> bullet hole thru the window was done before building of the Fellowship Wing.

3. Evangelism & Membership – Steve Montoya

- a. We will conduct a New Members’ class, 10:30am on Saturday. We have six participants confirmed. Bev Chavez will be sending packets to all. Lunch will be delivered to their address. The whole congregation will be invited to join the Zoom meeting at Noon to welcome class participants. Expected to participate in the class are Don and Jane Clement, Debi Eisenhour, and Andy and Yoli Sandoval.
- b. Part of the class will include an invitation to the December Session meeting for examination and membership approval.
- c. The Committee is considering celebration of milestones, including membership and birthdays.

4. Mission – Anna Torres

- a. It will be Second’s turn to participate in Project Share on December 26.

5. Building & Grounds – Abel McBride

- a. I continue to meet with our custodian, Frank Cavalier, to review work done and to plan subsequent work. I am pleased with Frank's work. He is aware of the items that are <apparently> stored in the Candelaria Wing big room.
- b. Frank will begin sanding and staining the doors to the entrances to the sanctuary from the West for both the North and South entrances. He will begin the work in the next week or so.
- c. All else in Building and Grounds is doing OK. Frank is keeping up with everything.
- d. We received another email from a roofer who "noticed our roof". Our insurance company estimated to repair would cost \$3,956.70. We have \$1,000 deductible, and we have received a check for \$2,956.70 for damage to gutters, and other parts of roof. We have requested a repair estimate from one company but have received no response. Abel will track down the company that has equipment and expertise to make the repairs. Elder Ella Porragas will send the Statement of Loss to Abel.

6. Worship and Music – Allan Holmquist

- a. We were making plans for worship at Hart Park, but the pandemic spikes have caused too much concern for in-person worship.
- b. We are working on streaming from the sanctuary and a parking lot worship using the FM transmitter.
- c. In Spring, we hope for a possible return to Hart Park.
- d. There are many factors in predicting when we might have live worship.

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

- a. 2020 Budget - LiveWire has obligated \$2,033 of its \$2,484 budget for 2020. We have 18% (\$452) of our budget remaining for the approximately 12% of 2020 remaining. We are projecting a \$9 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 891 unique visits, down 4% from the previous 30 days.
- d. In the last 28 days our FaceBook page had 83 views, up 206%, and 154 followers.
- e. November newsletter sent USPS to 189; electronically to 96.
- 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. Provided Zoom hosting support for Church Women United, 11/06/2020, 11 attendees.
- j. Provided Zoom hosting support for the Stated Meeting of the Congregation, 11/15/2020.

8. Stewardship & Finance – Eli Lopez

a. Financial Report – Chad Poole, Bookkeeper

- i. October was a pretty good month. Income was up quite a bit, and expenses were normal. There was a large income for the Memorial Fund. It would be a good source for spending as the balance is about \$32,000.

Session **VOTED** to use up to \$25,000 of the Memorial Fund for purposes of repairing and securing windows; up to \$5,000 for securing equipment to enable streaming; up to \$2,000 for additional security.

ii. Please submit your requests for the 2021 budget. Our goal is to have requests submitted to the Stewardship and Finance Committee by the second week of December. We will review the submissions and compile them into a budget to bring to Session for review and approval. Please consider the real situation and modify your request accordingly, especially in regards to the pandemic and in-person restrictions.

iii. We have about \$6,000 of payments to make in the fourth quarter.

b. Stewardship Report

- i. The Committee needs your budget requests for 2021.
- ii. The Committee met on 10/20/2020 to finalize our stewardship campaign theme and schedule.
- iii. The 2021 theme, "A NEW BEGINNING", is a reflection from 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".
- iv. Dedication Sunday was scheduled for Sunday, November 15. This date has now been pushed forward to right before Thanksgiving on Sunday, November 22.
- v. We have solicited the help of the LiveWire Committee to develop our pledge cards. Alicia Montoya and George Huggins have been extremely helpful. Pledge cards are online for your convenience.
- vi. We are also developing an updated brochure. Pastor Rob has provided congregational photos and narratives, and Claire Lewis, Communications Specialist for the Presbytery of Santa Fe, has worked out the formatting.
- vii. A mailout to the congregation with a pastoral letter, brochure and pledge cards will be forthcoming this week.
- viii. Excellent Stewardship testimonials have been presented by Beverly and Reme Molo, Gloria and Elefio Montoya and Becky and Kris Johnson.
- ix. Our committee wrote out personal thank-you notes to all the counters in appreciation of their dedicated roles in counting our offerings and making bank deposits.

9. Personnel – Randall Korver-Glenn

- a. Activities of employees will be stated in the newsletter and in the 2020 Annual Report.
- b. All employees seem to be doing well.

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

DETERMINATION OF THE NEXT MEETING OF SESSION

Dec 15 – Virtual Session Stated Meeting

ADJOURN WITH PRAYER

There being no further business to conduct and no objections, we were dismissed with prayer by Pastor Rob Woodruff at 8:10pm.

Respectfully submitted,

George T. Huggins, Clerk of Session

Attachment: Income and Expenses thru Oct 2020



Second Presbyterian Church

INCOME & EXPENSES YTD COMPARISON

October 2020

	TOTAL	
	OCT 2020	JAN - OCT, 2020 (YTD)
Income		
Bank Interest Earned	0.19	2.59
Building use		350.00
Candelaria Wing Rent	2,500.00	11,250.00
General Fund	19,521.42	176,888.64
Interest - Endowments	45.60	210.83
Loose Offering	26.00	1,130.58
Per Capita Income		1,121.00
Total Income	\$22,093.21	\$190,953.64
GROSS PROFIT	\$22,093.21	\$190,953.64
Expenses		
Board of Deacons	125.00	625.00
Building & Property		
Custodial Supplies		467.45
JIC Maintenance		904.89
Maintenance		369.31
Repairs & Maintenance	120.00	6,415.88
Utilities		
Electricity	310.95	2,611.79
Natural Gas	68.99	1,563.73
Security System Monitoring Fee	186.81	745.78
Trash Collection	137.02	1,370.20
Water & Sewer	211.17	2,546.16
Total Utilities	914.94	8,837.66
Total Building & Property	1,034.94	16,995.19
Committees		
Christian Education		
Adult Education		362.22
Upper Room	141.75	708.75
Youth Program and Events		220.42
Total Christian Education	141.75	1,291.39
Live Wire		
Church Management Info System		450.00
Newsletter Paper/Supplies/Duplication		102.16
Newsletter Postage		195.00
Other		256.50
QuickBooks Software		793.69
Total Live Wire		1,797.35

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Second Presbyterian Church

INCOME & EXPENSES YTD COMPARISON

October 2020

	TOTAL	
	OCT 2020	JAN - OCT, 2020 (YTD)
Mission		
ABQ Young Adult Volunteers		175.00
Albuquerque Interfaith		500.00
Camino de Vida (SW Ministry)		1,000.00
Cuba Partnership		300.00
Family Promise		250.00
Guatemala Education Partnership		500.00
Menaul Historical Library		375.00
Menaul School		375.00
NM Voices for Children		575.00
PCUSA General Assembly		975.00
Presbytery of Santa Fe		6,150.00
Project Share		831.42
Synod of the Southwest		5,375.00
Theological Education		150.00
Young Adult Volunteer		350.00
Total Mission		17,881.42
Other Committees		
Hospitality Committee		259.55
Stewardship and Finance		77.00
Total Other Committees		336.55
Worship & Music		
Communion Supplies		24.85
Compensation		
Instrumental Music	275.00	1,150.00
Pulpit Supply (Stipend)		125.00
Total Compensation	275.00	1,275.00
Flowers/Seder/Other		199.35
Liturgical Supplies / Artistic Enhancement		370.83
Music Equipment Maintenance/Tuning		219.99
Music Materials		299.97
Total Worship & Music	275.00	2,389.99
Total Committees	416.75	23,696.70



Second Presbyterian Church

INCOME & EXPENSES YTD COMPARISON

October 2020

	TOTAL	
	OCT 2020	JAN - OCT, 2020 (YTD)
Insurance		
Liability/Property Insurance		5,390.25
Total Insurance		5,390.25
Office		
Bank Charges & Fees	42.61	185.45
Cell Phone		799.96
Internet	64.38	660.02
Office Equipment		105.11
Office Equipment Repair		239.91
Office Supplies	91.87	1,131.36
Phone	133.98	1,339.81
Total Office	332.84	4,461.62
Payroll Expenses		
Associate Minister Compensation		
Salary - Parish Associate		2,250.00
Total Associate Minister Compensation		2,250.00
Employer Taxes & Fees		
FICA - Employer	323.44	3,415.36
Medicare - Employer	75.65	798.67
Workman Compensation Insurance	30.10	1,365.05
Total Employer Taxes & Fees	429.19	5,579.08
Music & Choir		
Salary - Music Director	1,156.81	11,568.10
Salary - Organist	466.58	4,665.80
Total Music & Choir	1,623.39	16,233.90
Staff Salaries		
Salary - Administration Assistant	649.73	6,497.30
Salary - Children Choir	430.00	4,300.00
Salary - Custodian	1,204.00	12,137.83
Salary - JIC Custodian	301.00	3,010.00
Salary - Youth Coordinator	758.76	7,587.60
Salary Bookkeeper	250.00	2,500.00
Total Staff Salaries	3,593.49	36,032.73

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Second Presbyterian Church

INCOME & EXPENSES YTD COMPARISON

October 2020

	TOTAL	
	OCT 2020	JAN - OCT, 2020 (YTD)
Terms of Call		
Expenses		
1/2 SECA	387.40	3,874.00
Auto		750.94
BOP Death and Disability	60.19	421.33
BOP Medical	1,504.68	10,532.76
BOP Pension	662.06	4,634.42
Continuing Education		582.16
Medical Reimbursable		1,015.40
Pastor Discretionary		88.81
Professional		299.46
Total Expenses	2,614.33	22,199.28
Minister Effective Salary		
403 (b)		5,250.00
Child Care Reimbursable		0.00
Housing	2,833.34	28,333.40
Salary - Minister	2,352.06	23,520.60
Total Minister Effective Salary	5,185.40	57,104.00
Total Terms of Call	7,799.73	79,303.28
Total Payroll Expenses	13,445.80	139,398.99
Per Capita Paid		6,300.00
Session Expense		1,562.22
Total Expenses	\$15,355.33	\$198,429.97
NET OPERATING INCOME	\$6,737.88	\$ -7,476.33
Other Income		
Bank Adjustment		76.02
Designated Funds	1,541.05	48,430.02
Inkind Donation		872.00
Total Other Income	\$1,541.05	\$49,378.04
Other Expenses		
Bank Correction		67.55
Transfer - Designated Funds	1,541.05	48,430.02
Total Other Expenses	\$1,541.05	\$48,497.57
NET OTHER INCOME	\$0.00	\$880.47
NET INCOME	\$6,737.88	\$ -6,595.86

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