

**SECOND PRESBYTERIAN CHURCH  
SESSION STATED MEETING  
DECEMBER 15, 2020  
MINUTES**

Because of our concern about spreading COVID-19 (Coronavirus) and the Governor's continuing orders to limit congregating, Session is not meeting in person, and we are 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.

**OPENED MEETING WITH PRAYER**

The meeting was opened with prayer by the Moderator, the Rev. Dr. Robert Woodruff, at 5:36pm.

**DECLARATION OF 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, Steve Montoya

**Excused:** Elder Anna Torres

**Absent:** Elders James Bencomo, Sandra Duran, Ella Porragas

**Guests:**

- Rev. Kay Huggins, Parish Associate;
- Lynn Gatewood, Paying Treasurer;
- New member candidates Don and Jane Clement, Debi Eisenhour, and Andy and Yoli Sandoval.

Session **VOTED** to grant privilege of the floor to the new member candidates, for the purpose of examining them for membership.

**APPROVAL OF AGENDA**

Session **VOTED** to approve the agenda.

**INTRODUCTION OF NEW MEMBER CANDIDATES AND ELDERS-ELECT**

The new member candidates introduced themselves to Session.

**EXAMINATION OF NEW MEMBER CANDIDATES**

Session engaged the new member candidates in conversation regarding their background, faith, and **intent**; **VOTED** to approve their membership, and welcomed them into our congregation.

## **APPROVAL OF MINUTES**

Session **VOTED** to approve the minutes of the 11/17/2020 Session Stated meeting, with corrections provided by Elder McHugh and Pastor Woodruff.

## **STANDING REPORTS**

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

- a. Pastor Rob reported that the TransAsylee apartment over the Candelaria Wing has been mostly vacant, recently, with just a couple of residents. Christmas lights are up in the apartment. Alejandra will return **for a short** time. Alma Rosa predicts there will be more immigrants with the new ~~the new~~ administration in the Executive branch of Federal government. We are pleased that our model of the Asylum apartment is proliferating to other congregations in other parts of **the** country.
- b. Pastor Rob asked Elder Steve Montoya to report on the vacating of Family Promise (FP) from the Candelaria Wing. The FP oversight committee members are Pastor Rob, Allan Holmquist, Anita Abeyta, Kris Johnson, and Steve Montoya.
  - i. The monthly rental with FP was \$1,250/mo. Their security deposit of \$1,000 will be returned after inspection. Anita Abeyta and Pastor Rob walked thru on December 3 and found lots of FP equipment and supplies. We will need to walk-thru after December 20, the expected move out by FP. FP had a separate utility meter which needs to be transferred to Second. Bev Chavez will follow-up with the transfer. The utility cost is significant, including alarm monitoring, and needs to be allowed in our 2021 budget. We need to ensure that we have all keys or consider a lock change. The increased expense and loss of income will be about \$15,000.
  - ii. A letter from FP Executive Director Laura Combs to Pastor Rob provided an outline of the timeline for FP's move-out, and possible future locations of FP.
  - iii. The committee will meet after FP vacates to consider possible future use of the vacated area and will bring possibilities to Session, including whether to immediately rent or wait until after the pandemic, and considerations on retaining a real estate/rental agent. We should have one person dedicated to oversight of whatever arrangements we might have with any external organization.
- c. The PSF collaborative worship on Sunday will feature Rev. Bairby of Taos First, and will describe their medical dept relief program, which has been very successful. There is interest building for a similar program in Albuquerque.
- d. Pastor Rob has consulted with the NM Voices For Children.

### **2. Parish Associate's Report** – Rev. Kay Huggins

- a. The COVID pandemic has brought fear, societal unraveling, and a sense of isolation. Systems are unfair. Everything is more difficult.
- b. When the pandemic began, Pastor Kay began creating, recording, and publishing Daily Devotions. There is great need to present hope in regular doses.
- c. She has been conducting regular Wednesday Bible Study.

d. The Sunday morning Adult Bible Study is using “*The Present Word*” curricula.

**3. EPIC Report** – via Pastor Rob

a. Our virtual 2020 Advent Pageant will be edited on Saturday at Second. Almost 30 youth participated in the pageant! The completed video should be available on December 21 or 22. The script was provided to Francis and Susie Change and they did the rest.

**4. Deacons’ Report** – via Pastor Rob

a. Bev Molo still prints and mails materials to members and friends who do not have access to the internet. Some funds were provided by the Deacons, some funds from other gifts. Bev finally submitted a voucher! The Deacons are staying active.

**5. Clerk’s Report**

**a. Correspondence:**

11/17/2020 – TO Session members, conveying copies of the Family Promise rental contracts.

11/18/2020 – TO officers of Second with notification of the requirement of submittal of 2020 Annual Reports by 01/17/2021, 5pm, to be reviewed during the Annual Meeting of the Congregation on 01/24/2021.

11/24/2020 – TO Cristina Duran, United Presbyterian Church of Antonito, Antonito, CO, transferring the membership of Sally Ruybal.

12/01-15/2020 – FROM PSF Stated Clerk and Associate Stated Clerk regarding balance of PDA grant for use by Camino de Vida and Second.

12/07/2020 – FROM Board of Pensions with dues delinquency notification.

12/09/2020 – TO Randall Korver-Glenn and Lynn Gatewood (Paying Treasurer), asking if they had received the BOP dues delinquency notification.

**b. Deaths:**

i. Frank Orlando Salazar, 11/18/2020 (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:**

Session **VOTED** to remove Frank Orlando Salazar from the roll of active members, due to his death; Register #28, b. 05/24/1932, d. 11/18/2020 (88 y/o), membership date 03/23/1945 (75 yrs), ordained a Deacon at Second on 01/10/1993 (27 yrs), ordained an Elder at Second on 12/29/1968 (51 yrs).

**i. Calendar Reminders**

Jan 17 - 2020 Annual Reports need to be submitted to the Clerk

Jan 18-25 – Week of Prayer for Christian Unity

Jan 19 – Virtual Session Stated Meeting

Jan 24 – Virtual Congregation Annual Meeting

Feb 16 - Virtual Session Stated Meeting

Feb 20 – Virtual Presbytery Meeting

Mar 16 - Virtual Session Stated Meeting

Apr 20 - Virtual Session Stated Meeting

**j. 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.”

**k.** The Clerk attended Clerk training and 2020 Statistical Report training on 12/03/2020.

## **COMMITTEE REPORTS**

### **1. Nominating – Mickey McHugh**

We are very grateful to all who agreed to serve on the Nominating Committee. One challenge is that Al Sanchez, who has agreed to serve as an Elder, is not a member. Pastor Rob will contact **Al** and discuss becoming a member.

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

We are very pleased that we have accepted five new members into Second’s fellowship! Our time with them prior to this Session meeting was free. We provided a meal for them thru Grub-Hub, which was a donation from Alicia and Steve.

### **3. Mission – Anna Torres via text message**

We need casseroles for Project Share for Saturday, December 26. If anyone can help, please call me. I need five volunteers to make ten casseroles. (Some of Session volunteered.) I will distribute instructions on how to pick up the casserole-baking supplies at the church, and drop them off at church or at St. Martin’s.

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

- a. Our custodian has been assigned the task of cleaning and staining the doors in both West entrances to the sanctuary.
- b. Nine security cameras have been installed.

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

- a. We have submitted our 2021 budget request.
- b. The committee met on December 8, outside in the Peace Garden, and observed health safety. Our 2021 budget request is a little less than 2020. We have added digital voice streaming, but continuing costs are unknown since we haven't done it. We have included a \$150 donation to Menaul School for each worship service held in Hart Park when the weather allows. There is \$500 for choir robe maintenance. We reduced music, both adult and children choirs as we don't expect to be worshipping in person, soon, as well as flowers. Karmen Van Dyke has identified several reductions in our budget request for 2021. On January 31, Second will host PSF streaming, and we will be ready!!!

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

- a. 2020 Budget - LiveWire has obligated \$2,301 of its \$2,484 budget for 2020. We have 7% (\$183) of our budget remaining for the approximately 4% of 2020 remaining. We are projecting a \$183 surplus at the end of the year. We prepaid only \$200 of postage for 2021, to allow for the possibility of migrating to first class postage for newsletter mailings. Of the 158 receiving the newsletter via USPS, 29 have email addresses.
- b. 63 have installed Instant Church Directory on their handheld device.
- c. In the last 30 days our website had 900 unique visits, down 4% from the previous 30 days.
- d. In the last 28 days our FaceBook page had 73 views, up 18%, and 154 followers.
- e. December newsletter sent USPS to 158; electronically to 124.
- 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.

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

### **a. Financial Report**

- i. Our finances are looking "OK". If the Payroll Protection Plan (PPP) turns into a grant, we might end in the Black!

### **b. Paying Treasurer Report - Lynn Gatewood**

- i. The process for PPP is frustrating but probably will be turned into a Grant. It might be in 2021 until we know for sure.
- ii. We have changed our internet and phone services from Century Link to Comcast. It should be less expense and have increased capacity for streaming. We are grateful to Jim Lechtenberger for installation of exterior security cameras and lights.

### **c. Stewardship Report**

- i. We are still encouraging 2021 pledge cards to be submitted. We hope to get giving envelopes ordered by the end of 2020.

- ii. Our annual Stewardship letter has been distributed and we have received 30 pledge cards by mail, and five via the website form. Eli will nudge folks via the Fellowship email group to submit pledges.
- iii. After careful research, we were unable to identify the origin of a \$6,000 outlay, and we have removed it from our books.
- iv. The 2021 budget for LiveWire will increase because of annual subscriptions for Zoom and QuickBooks.
- v. The Mission budget request decreased by \$2,000 to \$16,000 for 2021.
- vi. Building and Grounds will remain the same at \$7,000.
- vii. Hospitality will remain the same at \$2,000. When we can again meet in-person, we will have memorials and celebrations.
- viii. We need to consider FP rental loss and the increase to pay for utilities in the Candelaria Wing.
- ix. The \$1,000 to capital reserves will be removed.

Session **VOTED** to use the 2020 budget for budgetary purposes until we approve a 2021 budget.

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

- a. The members of the committee will be listed in the January report.
- b. All employees have agreed to adjust salaries if needed in 2021.
- c. It looks good for PPP approval and there will probably be another PPP in 2021.
- d. Randall has talked with all of Second's personnel.

#### **9. Hospitality – Mickey McHugh**

We have had very little expenditures in 2020 compared to our planned budget. We will probably pre-load 2021 supplies using our remaining funds, at Costco, around Christmas.

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

Pastor Rob asked all Session members to please attend our January meeting for transition of duties and responsibilities. If your term is continuing, consider what you want to do. We will hold officer training between early to mid-January, before the Session meeting.

#### **ADJOURN WITH PRAYER**

There being no other business and no objection, Pastor Rob adjourned us with prayer at 8pm.

Respectfully submitted,

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George T. Huggins, Clerk of Session

***Attachment: Income and Expenses thru Nov 2020***





# Second Presbyterian Church

## INCOME & EXPENSES YTD COMPARISON

November 2020

	TOTAL	
	NOV 2020	JAN - NOV, 2020 (YTD)
<b>Income</b>		
Bank Interest Earned		2.59
Building use		350.00
Candelaria Wing Rent		11,250.00
General Fund	19,170.54	196,059.18
Interest - Endowments		210.83
Loose Offering		1,130.58
Per Capita Income		1,121.00
<b>Total Income</b>	<b>\$19,170.54</b>	<b>\$210,124.18</b>
<b>GROSS PROFIT</b>	<b>\$19,170.54</b>	<b>\$210,124.18</b>
<b>Expenses</b>		
Board of Deacons		625.00
Building & Property		
Custodial Supplies		467.45
JIC Maintenance		904.89
Maintenance		369.31
Repairs & Maintenance	375.00	6,790.88
Utilities		
Electricity	216.55	2,828.34
Natural Gas	131.91	1,695.64
Security System Monitoring Fee		745.78
Trash Collection	137.02	1,507.22
Water & Sewer	211.17	2,757.33
<b>Total Utilities</b>	<b>696.65</b>	<b>9,534.31</b>
<b>Total Building &amp; Property</b>	<b>1,071.65</b>	<b>18,066.84</b>
<b>Committees</b>		
Christian Education		
Adult Education		362.22
Upper Room		708.75
Youth Program and Events		220.42
<b>Total Christian Education</b>		<b>1,291.39</b>
<b>Live Wire</b>		
Church Management Info System	100.00	550.00
Newsletter Paper/Supplies/Duplication	95.25	197.41
Newsletter Postage		195.00
Other		256.50
QuickBooks Software		793.69
<b>Total Live Wire</b>	<b>195.25</b>	<b>1,992.60</b>

Sunday, December 13, 2020

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# Second Presbyterian Church

## INCOME & EXPENSES YTD COMPARISON

November 2020

	TOTAL	
	NOV 2020	JAN - NOV, 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	253.68	1,085.10
Synod of the Southwest		5,375.00
Theological Education		150.00
Young Adult Volunteer		350.00
<b>Total Mission</b>	<b>253.68</b>	<b>18,135.10</b>
Other Committees		
Hospitality Committee		259.55
Stewardship and Finance	110.00	187.00
<b>Total Other Committees</b>	<b>110.00</b>	<b>446.55</b>
Worship & Music		
Communion Supplies		24.85
Compensation		
Instrumental Music		1,150.00
Pulpit Supply (Stipend)		125.00
<b>Total Compensation</b>		<b>1,275.00</b>
Flowers/Seder/Other	80.85	280.20
Liturgical Supplies / Artistic Enhancement		370.83
Music Equipment Maintenance/Tuning	5,322.21	5,542.20
Music Materials		299.97
<b>Total Worship &amp; Music</b>	<b>5,403.06</b>	<b>7,793.05</b>
<b>Total Committees</b>	<b>5,961.99</b>	<b>29,658.69</b>

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## Second Presbyterian Church

### INCOME & EXPENSES YTD COMPARISON

November 2020

	TOTAL	
	NOV 2020	JAN - NOV, 2020 (YTD)
Insurance		
Liability/Property Insurance	1,941.56	7,331.81
<b>Total Insurance</b>	<b>1,941.56</b>	<b>7,331.81</b>
Office		
Bank Charges & Fees	67.48	252.93
Cell Phone		799.96
Internet	406.57	1,066.59
Office Equipment		105.11
Office Equipment Repair		239.91
Office Supplies	110.35	1,241.71
Phone	133.98	1,473.79
<b>Total Office</b>	<b>718.38</b>	<b>5,180.00</b>
Payroll Expenses		
Associate Minister Compensation		
Salary - Parish Associate		2,250.00
<b>Total Associate Minister Compensation</b>		<b>2,250.00</b>
Employer Taxes & Fees		
FICA - Employer		3,415.36
Medicare - Employer		798.67
Workman Compensation Insurance	354.00	1,719.05
<b>Total Employer Taxes &amp; Fees</b>	<b>354.00</b>	<b>5,933.08</b>
Music & Choir		
Salary - Music Director	1,156.81	12,724.91
Salary - Organist	466.58	5,132.38
<b>Total Music &amp; Choir</b>	<b>1,623.39</b>	<b>17,857.29</b>
Staff Salaries		
Salary - Administration Assistant	649.73	7,147.03
Salary - Children Choir	430.00	4,730.00
Salary - Custodian	1,204.00	13,341.83
Salary - JIC Custodian	301.00	3,311.00
Salary - Youth Coordinator	758.76	8,346.36
Salary Bookkeeper	250.00	2,750.00
<b>Total Staff Salaries</b>	<b>3,593.49</b>	<b>39,626.22</b>

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# Second Presbyterian Church

## INCOME & EXPENSES YTD COMPARISON

November 2020

	TOTAL	
	NOV 2020	JAN - NOV, 2020 (YTD)
Terms of Call		
Expenses		
1/2 SECA	387.40	4,261.40
Auto	74.75	825.69
BOP Death and Disability	60.19	481.52
BOP Medical	1,504.68	12,037.44
BOP Pension	662.06	5,296.48
Continuing Education		582.16
Medical Reimbursable		1,015.40
Pastor Discretionary		88.81
Professional		299.46
<b>Total Expenses</b>	<b>2,689.08</b>	<b>24,888.36</b>
Minister Effective Salary		
403 (b)		5,250.00
Child Care Reimbursable		0.00
Housing	2,833.34	31,166.74
Salary - Minister	2,352.06	25,872.66
<b>Total Minister Effective Salary</b>	<b>5,185.40</b>	<b>62,289.40</b>
<b>Total Terms of Call</b>	<b>7,874.48</b>	<b>87,177.76</b>
<b>Total Payroll Expenses</b>	<b>13,445.36</b>	<b>152,844.35</b>
Per Capita Paid		6,300.00
Session Expense		1,562.22
<b>Total Expenses</b>	<b>\$23,138.94</b>	<b>\$221,568.91</b>
<b>NET OPERATING INCOME</b>	<b>\$ -3,968.40</b>	<b>\$ -11,444.73</b>
Other Income		
Bank Adjustment		76.02
Designated Funds	2,045.00	50,475.02
Inkind Donation		872.00
<b>Total Other Income</b>	<b>\$2,045.00</b>	<b>\$51,423.04</b>
Other Expenses		
Bank Correction		67.55
Transfer - Designated Funds	2,045.00	50,475.02
<b>Total Other Expenses</b>	<b>\$2,045.00</b>	<b>\$50,542.57</b>
<b>NET OTHER INCOME</b>	<b>\$0.00</b>	<b>\$880.47</b>
<b>NET INCOME</b>	<b>\$ -3,968.40</b>	<b>\$ -10,564.26</b>

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