

**SECOND PRESBYTERIAN CHURCH**  
**SESSION STATED MEETING**  
**February 18, 2020**  
**MINUTES**

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, February 18, 2020, in Fellowship Hall. After prayer by Pastor Rob Woodruff at 5:23pm, a potluck dinner was shared. Elder George Huggins led us in devotions, presenting thoughts on evil and love, and challenging us to tell someone that we love them. Elder Huggins opened the business meeting with prayer at 5:53pm.

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

*Elders:* James Bencomo, Allan Holmquist, George Huggins, Kris Johnson, Abel McBride, Mickey McHugh, Ella Porragas, Anna Torres

**Excused:** Elders Sandra Duran, Eli Lopez

**Absent:** Elders Randall Korver-Glenn, Steve Montoya

**Guests:**

- Phyliss Nunns, Deacon representative;
- Chad Poole, Bookkeeper.

**APPROVAL OF AGENDA**

Session **VOTED** to approve the agenda.

**APPROVAL OF MINUTES**

Session **VOTED** To approve the minutes of the 01/21/2020 Session Stated meeting.

Session **VOTED** to approve the minutes of the 01/26/2020 Congregation Annual meeting.

**STANDING REPORTS**

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

- a. Chad reminded us that the 2020 budget for the Security Ministry Committee was approved.
- b. Our Income and Expense for January 2020 had nothing to deserve attention.
- c. Chad needs clarity on the implementation of our Mission payment, and of the monthly 403b payments.
- d. We need authorizations on our Presbyterian Investment and Loan Program (PILP) investments. Stewardship and Finance should follow-up.
- e. There were no questions on four reports presented by Chad.

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

- a. Pastor Rob stated that we are very blessed that Beverly and Reme Molo are the Funeral and Wedding coordinators. Bev has great attention to detail, and they are treating the service as a ministry.

Session **VOTED** to approve \$250, from the general Memorial Fund, as resources for the Funeral and Wedding Coordinators.

- b. We have been gifted with a cross. Where should it be placed?
- c. Rob polled the members for their overnight stay during the Session Retreat, February 28-29. We are pleased that the contract is less expensive than other options that we explored. Single rooms will incur additional cost.

### **3. Deacons' Report** – Phyliss Nunns, Deacon Representative

- a. Phyliss asked, and Pastor Rob confirmed that there will be time for the Deacons during the Session Retreat, on Saturday morning. Rob will email information to Lorraine.
- b. The Deacons need communion servers for Ash Wednesday. Phyliss distributed a sign-up.
- c. Solema Newton will be the Deacon representative on the Nominating Committee.
- d. 140 were served during the January communion service.
- e. Phyliss updated the Session on visits made to members and friends by the Deacons.

### **4. Clerk's Report**

- a. The clerk distributed thumb drives to the Session members that were present, with contained, among other files, the Book Of Order and the current Policies and Procedures for Second. This will be a virtual notebook for Session members.

#### **b. Correspondence:**

01/23/2020 – RECEIVED - Thank-you card from Albuquerque Healthcare for the Homeless (AHCH)

01/31/2020 – RECEIVED - Acknowledgement of \$250 donation to the New Mexico Conference of Churches

02/02/2020 – RECEIVED - February newsletter from St. Andrew PC

02/08/2020 – RECEIVED – Card from COM acknowledging our founding anniversary on 01/27/1889.

02/10/2020 – SENT – To PSF, 2020 Terms of Call for Pastor Rob, as requested by the Associated Stated Clerk (ASC), PSF

#### **c. Memorial Services:**

- 1) 01/25/2020 - Ronald Felix Sr., DOB 01/08/1958, DOD 01/12/2020, held Saturday, January 25, 2020, 11:00am, in Fellowship Hall, Rev. Dr. Robert Woodruff, officiating.
- 2) 02/08/2020 – Jim Werner Schmidt, DOB 01/26/1950, DOD 01/28/2020, held Saturday, February 8, 2020, in the Sanctuary of Second, Rev. Dr. Robert Woodruff, officiating.

## **OLD BUSINESS**

### **1. Fellowship Hall A/V** – Kris Johnson

- a. Kris will contact Pace Audio Services to consult with the best solution for Fellowship Hall. One goal is to keep it simple.
- b. The Livewire Committee has requested to be included in the consultation, in the hopes of installing a ceiling projector.

**2. Damage to The Church Building Roof And Insurance Claim** – Abel McBride, Ella Porragas

- a. We have requested a written estimate for the repairs covered by our insurance claim. Our contractor attempted to submit the estimate before this meeting, but could not.

**3. Prepare, Examine, Ordain, and Install Newly Elected Deacons and Elders**

**Deacons:**

Class of 2021: Reme Molo – Install, Previously Ordained, 01/05/1997

- a. Statement from Reme Molo:

“2018 and through last year was pretty eventful, and through God’s grace and many prayers from family, friends, fellow church goers, and ministers, I am literally given another chance to ‘continue’. Truly I extend my gratitude to all for the prayers, overwhelming support, and concerns. Throughout all these, I am amazed to see and learn how my wife dealt with my situation everyday as well as being a Deacon. I see joy in her telling me the ministering trips to the shut-ins through the Furthest Pew, serve fellow church members in the monthly Holy Communion, visitations and encouragement to folks who are happy and appreciative of the efforts. I can say that she is my inspiration and strength, and I have prayed that I thought I could be my wife’s apprentice in deaconship. I look at this as a vehicle for my testimony of God’s Grace to anyone lending an ear. From I Peter 4:10: ‘Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.’”

In consideration of the experience and continued service of Reme Molo, Session **VOTED** to approve his installation as Deacon.

**NEW BUSINESS**

- 1. Schedule Elders of the Month** – Session members drafted the following schedule for 2020 and thru January 2021:

- a. Mar 2020: Steve Montoya
- b. Apr 2020: Eli Lopez
- c. May 2020: Mickey McHugh
- d. Jun 2020: Allan Holmquist
- e. Jul 2020: James Bencomo
- f. Aug 2020: Abel McBride
- g. Sep 2020: Kris Johnson
- h. Oct 2020: Anna Torres
- i. Nov 2020: Randal Korver-Glenn
- j. Dec 2020: Sandra Duran
- k. Jan 2021: Ella Porragas

Session **VOTED** to approve the above schedule for Elders of the Month for 2020 and thru January 2021.

## 2. **Appoint Committee Chairs/Co-Chairs**

*“The Committees of the Session are charged by the Session to implement the particular phases of the church's local program. Chairs are appointed in January of each year to oversee this work. Session may appoint Co-Chairs of Committees, if in the judgement of Session, the circumstances of the work or the congregation require Co-Chairs.”*

*“The chairperson of each committee shall be an active elder appointed by the Session for one year and may be re-appointed to the position, but may not exceed three (3) years.”*

1. Buildings and Grounds: \_\_\_\_\_ Abel McBride \_\_\_\_\_
2. Christian Education: \_\_\_\_\_ Kris Johnson \_\_\_\_\_
3. Evangelism and Membership: \_\_\_\_\_ Steve Montoya \_\_\_\_\_
4. Hospitality: \_\_\_\_\_ Ella Porragas \_\_\_\_\_
5. Live Wire: \_\_\_\_\_ George Huggins \_\_\_\_\_
6. Mission: \_\_\_\_\_ Anna Torres \_\_\_\_\_
7. Nominating: \_\_\_\_\_ Mickey McHugh \_\_\_\_\_
8. Personnel: \_\_\_\_\_ Randall Korver-Glenn \_\_\_\_\_
9. Security: \_\_\_\_\_ James Bencomo \_\_\_\_\_
10. Stewardship and Finance: \_\_\_\_\_ Eli Lopez \_\_\_\_\_
11. Worship and Music: \_\_\_\_\_ Allan Holmquist \_\_\_\_\_

Session **VOTED** to elect and appoint the above listed Elders of Session for the indicated committees.

## 3. **Officer Election**

Session **VOTED** to elect and appoint the following for the indicated office for 2020:

- a. Clerk of Session – George Huggins
- b. Bookkeeper – Chad Poole
- c. Coordinator of Counters – Ruth Montoya
- d. Paying Treasurer – Lynn Gatewood
- e. Officers of the Corporation – President - Ella Porragas; Vice-President - Reme Molo; Secretary - George Huggins; and Treasurer - Lynn Gatewood.

## 4. **Elect Presbytery Commissioners**

Session **VOTED** to elect the following commissioners to Presbytery:

Presbytery Commissioners – Sandra Duran, Abel McBride, Ella Porragas

Alternate Commissioners – Kris Johnson, Alma McBride

## 5. **Family Promise Review Committee, Elect 2020** - Report to Session every three months

- a. Laura Combs, Director of Albuquerque Family Promise, reports the people that have keys are as follows (required by contract):

Mija Rimmer - Receptionist

Karel Hernandez - Van Driver

Laura Combs - Executive Director

Session **VOTED** to elect and appoint the following to be on Session's 2020 Family Promise Committee: Anita Abeyta, Convener, Pastor Rob, Kris Johnson

6. Session considered a request from Presbyterian Men.

Session **VOTED** to approve Presbyterian Men's request to hold the annual Frito Pie fundraising luncheon immediately after worship on Sunday, March 29.

## **COMMITTEE REPORTS**

### **1. Christian Education – TBD (Kris Johnson, just elected)**

*"The Session shall appoint the officers, teachers and other leaders of the church school."*

*"Upon recommendation of the Christian Education Committee, the Session shall approve the curriculum for all phases of the church's Christian Education program."*

*Sexual Misconduct "...policy will be reviewed annually by the Christian Education Committee and presented annually to the Session whether or not changes have been made."*

- a. Elder Kris Johnson was just elected Chair of Christian Education, and stated that he wants to use PCUSA materials in the spring. He appreciates what has been done.
- b. Anita Abeyta, immediate past Chair of the Committee, is willing to remain on the Committee.
- c. Kris intends to hold regular Committee meetings, and form a Team of members and friends to guide Christian Education.

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

- a. The evaporative air conditioning units have been cleaned and painted. The larger units will be installed for free.
- b. There is no estimate on installation of the unit for the TransAsylee apartment. The easiest method would be to rent a lift.
- c. We need to clean the ceiling panels of water stains. We should consider taking opportunity to replace light bulbs with more efficient and economical bulbs.
- d. We are still working on raising the barrier over the gate to the North parking lot.
- e. Our gas utility company suspects there to be a conflict between a gas line and sewer line. They are going thru the sewer lines to see what they can find.

### **3. Worship and Music – TBD (Allan Holmquist was just elected Chair and had these comments.)**

- a. Don Bixby will stay on the Committee.
- b. We foresee no significant changes in the first year.
- c. Allan has already attended a meeting of the Committee.

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

*To be Done/Scheduled:*

*Report of annual financial review or audit (G-3.0113)*

- a. Committee met to coordinate mail out for end of year statements. Approximately 150 statements were mailed electronically and 75 sent regular mail. Several responses of thank-you's and appreciative statements were received.
- b. The congregation was assured at the beginning of 2019 that this committee would be transparent and make effort to keep them informed of our financial status. We believe we have kept our word in keeping them informed at least quarterly.
- c. Chair addressed the congregation on January 26, 2020, and addressed the outcome of 2019 budget, provided income and expenses figures and stated we still ended year with deficit. Refer to Annual congregation/corporation meeting Minutes of January 26, 2019. The 2020 budget was handed out to congregation members by ushers.
- d. Committee, with assistance from friends of the church, is exploring funding sources in search of grants to be written to supplement infrastructure concerns. If you have resources on grants or are a grant writing guru we would welcome your input and skills.

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

- a. 2020 Budget - LiveWire has obligated \$356.30 of its \$2,229 budget for 2020. We have 84% (\$1,873) of our budget remaining for the approximately 87% of 2020 remaining.
- b. 59 have installed Instant Church Directory on their handheld device.
- c. In the last 30 days our website had 396 unique visits.
- d. In the last 28 days our FaceBook page had 313 views and 136 followers.
- e. Feb newsletter sent USPS to 192; electronically to 80.
- f. Breeze users/roles: Admin, 4; Deacon, 1; Financial, 7; Member, 2; Pastor, 1; Standard, 1.
- g. LiveWire requests input on configuration of overhead projector for Fellowship Hall.

**6. Hospitality** – Sandra Duran, Ella Porragas

- a. Beverly Molo and Ella Porragas cleaned the kitchen. Expired food was disposed. One refrigerator was cleaned of spilled and dried orange juice.
- b. We moved the roasters to the shelf in the north storage room. All the roasters belong to Second.
- c. Keurig modules are donated.
- d. The BUNN coffee burners are sometimes left on, cooking and caking any remaining coffee. We wonder why the BUNN coffee maker must always be plugged in? We have found that the answer is that there is always hot water, and makes coffee almost instantly. What should we do? It's going to be a bit of a grind. We should let it percolate. We've ground it up enough.

**7. Mission** –Anna Torres

- a. Project Share casseroles will be taken to St. Martin's on Saturday, February 29, at 4:30pm. Announcement requesting eight people to make casseroles needs to happen during church on Sunday, February 23. Fixings for casseroles can be picked up at church on Thursday, February 27, 4:30-7:00pm.

- b. The WINGS meeting schedule will be passed around table at Session meeting requesting elders to open and close the church for the meeting on the fourth Monday of the month. Martha Powers will continue to open and close the second Monday of the month.
- c. March 28 – Mission Committee is requesting permission from Session to host NeighborWoods Program Martineztown on March 28. Trees will be planted around the neighborhood. Second will open and close gates and lock trees up in parking lot. Possibly we will provide lemonade and water to volunteers planting trees.

Session **VOTED** to approve hosting by the Mission Committee of NeighborWoods Program Martineztown on Saturday, March 28, as described above, and asked the Committee to deconflict with other organizations using the building on that date.

- d. We spoke about our Trans Asylee Project at Presbyterian Women's meeting on Saturday, February 1, at First Presbyterian Church. We received this e-mail from Nancy Thomas of PW of First PC:

“Hi, Anna,

Thank you so much for presenting the very powerful and inspiring story of the housing of transgender asylees at Second. What your congregation has done is compelling and such a perfect demonstration of Matthew 25 in action. I am so appreciative that our Presbyterian Women got to hear about it. And you presented it so well.

Gratefully, Nancy Thomas”

## 8. Security – Eli Lopez

- a. The Security Ministry has been meeting since 07/31/2019. Membership has grown from 5 to 16 individuals, currently meeting once per month. The Security Ministry maintains a list of action items which includes all issues identified with input from the congregation. The list provides a historical record of each item and current progress or status.
- b. On 02/09/2020 an Observant Usher (OU) training was conducted by Toby Montoya and Eli Lopez. The training covered the role of the OU in each of the 3 identified positions: A. Sanctuary Door; B. Rear of Sanctuary; and C. Between JIC and Choir Loft. Following the training there were 14 volunteers signing up to fulfill the role of Observant Usher.
- c. After the 02/12/2020 meeting, recommendations were made to increase awareness and safety when managing the offering. The OU will accompany a counter from the Sanctuary to the office to deposit the offering in the safe immediately following each worship service. Additional recommendations have been shared with the Stewardship Committee.
- d. The next Security Ministry meeting is scheduled for 03/04/2020.

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

Pastor Rob outlined the schedule for two events in the approaching weeks. Rev. Jaime Quiñones will arrive in Albuquerque on Monday, March 2. Second will celebrate Jaime's 92<sup>nd</sup> birthday on Sunday, March 8. He returns to Lovington on March 9.

Pastors Ary Alban and Beidy Aragon of our partner church in Cuba, the Central Reformed Presbyterian Church, Matanzas, Cuba, will be visiting Albuquerque March 3-19, 2020. They will brief us on the status of Cuba, after worship on Sunday, March 8. Beidy will preach on Sunday March 15.

Session **VOTED** to appoint a task force for the activities and arrangements of Ary and Beidy, and for Jaime's celebration: Ella Porragas, Anna Torres, Deckie Herrera-Byrum, Eugenia Bencomo, Ruth Montoya, and Martha Powers.

### **ADJOURN WITH PRAYER**

There being no further business and no objection to adjournment, we were dismissed with corporate prayer at 7:55pm, each of us expressing thankfulness for something.

Respectfully Submitted,

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Clerk of Session, George T Huggins

### **Attachments:**

#### **1. Income and Expenses thru January 2020**





## Second Presbyterian Church

### INCOME & EXPENSES

January 2020

	TOTAL
Income	
Bank Interest Earned	0.30
General Fund	20,264.00
Interest - Endowments	68.48
Loose Offering	370.30
Per Capita Income	371.00
<b>Total Income</b>	<b>\$21,074.08</b>
<b>GROSS PROFIT</b>	<b>\$21,074.08</b>
Expenses	
Building & Property	
Custodial Supplies	129.01
Repairs & Maintenance	1,415.10
Utilities	
Electricity	309.45
Natural Gas	414.75
Security System Monitoring Fee	161.81
Trash Collection	137.02
Water & Sewer	425.71
<b>Total Utilities</b>	<b>1,448.74</b>
<b>Total Building &amp; Property</b>	<b>2,992.85</b>
Committees	
Christian Education	
Adult Education	290.92
<b>Total Christian Education</b>	<b>290.92</b>
Worship & Music	
Liturgical Supplies / Artistic Enhancement	38.50
<b>Total Worship &amp; Music</b>	<b>38.50</b>
<b>Total Committees</b>	<b>329.42</b>
Insurance	
Liability/Property Insurance	1,796.75
<b>Total Insurance</b>	<b>1,796.75</b>
Office	
Internet	82.60
Office Supplies	231.25
Phone	133.98
<b>Total Office</b>	<b>447.83</b>
Payroll Expenses	
Employer Taxes & Fees	
FICA - Employer	337.91
Medicare - Employer	79.03
Workman Compensation Insurance	347.25
<b>Total Employer Taxes &amp; Fees</b>	<b>764.19</b>

Sunday, February 16, 2020

1/2

	TOTAL
Music & Choir	
Salary - Music Director	1,156.81
Salary - Organist	466.58
<b>Total Music &amp; Choir</b>	<b>1,623.39</b>
Staff Salaries	
Salary - Administration Assistant	649.73
Salary - Children Choir	430.00
Salary - Custodian	1,792.13
Salary - JIC Custodian	346.15
Salary - Youth Coordinator	758.76
Salary Bookkeeper	250.00
<b>Total Staff Salaries</b>	<b>4,226.77</b>
Terms of Call	
Expenses	
1/2 SECA	387.40
BOP Death and Disability	59.01
BOP Medical	1,475.18
BOP Pension	649.08
<b>Total Expenses</b>	<b>2,570.67</b>
Minister Effective Salary	
Housing	2,833.34
Salary - Minister	2,352.06
<b>Total Minister Effective Salary</b>	<b>5,185.40</b>
<b>Total Terms of Call</b>	<b>7,756.07</b>
<b>Total Payroll Expenses</b>	<b>14,370.42</b>
<b>Total Expenses</b>	<b>\$19,937.27</b>
<b>NET OPERATING INCOME</b>	<b>\$1,136.81</b>
Other Income	
Designated Funds	6,780.70
<b>Total Other Income</b>	<b>\$6,780.70</b>
Other Expenses	
Bank Correction	1.90
Transfer - Designated Funds	6,780.70
<b>Total Other Expenses</b>	<b>\$6,782.60</b>
<b>NET OTHER INCOME</b>	<b>\$ -1.90</b>
<b>NET INCOME</b>	<b>\$1,134.91</b>