



The Presbytery of Santa Fe: A Community Collaborating in Worship, Education, and Mission

They devoted themselves to the apostles' teaching and fellowship, to the breaking of bread and the prayers. Awe came upon everyone, because many wonders and signs were being done by the apostles. All who believed were together and had all things in common; they would sell their possessions and goods and distribute the proceeds to all, as any had need. Day by day, as they spent much time together in the temple, they broke bread at home and ate their food with glad and generous hearts, praising God and having the goodwill of all the people. And day by day the Lord added to their number those who were being saved.

(Acts 2:42-47)

Manual of Operations

1 ~~{Note: The Manual of Operations of the Presbytery of Santa Fe includes the~~ Articles of Incorporation,
2 ~~the Bylaws, the Standing Rules including an Addendum with~~ position descriptions, and other related
3 ~~documents. will be added to this manual; pagination will be changed to reflect the addition of those~~
4 ~~documents.}~~

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5 Vision and Values

6 The Presbytery of Santa Fe, as the Presbyterian Church (USA) in this place, is a
7 community of congregations engaged by the Triune God in worship, education,
8 and mission, both as congregations and as relational networks.

9 We live into our future as a community of faith engaged in God's mission, guided
10 by Scripture, fulfilling ecclesial responsibilities, and claiming these shared values:

- 11 • Celebrating the goodness, mercy and love of God by joining together to
12 worship Jesus Christ in spirit and in truth.
- 13 • Living Christ's call to love God and one another in word and deed.
- 14 • Responding to God's call by connecting as congregations to do mission and
15 ministry together with Christ-like creativity and innovation.
- 16 • Mentoring and nurturing all people for discipleship.
- 17 • Cultivating generosity, hospitality and mutuality in all of our relationships.
- 18 • Being faithful stewards of the Spirit's gifts, including wisdom, community,
19 theological traditions, and cultural diversity.
- 20 • Embracing God's ongoing new creation through openness to creativity and
21 change in our structures and systems.

Standing Rules

of the Presbytery of Santa Fe

Who We Are as an Entity

The Presbytery of Santa Fe (hereinafter referred to as the “Presbytery” or the “Corporation”) is the governing body of the Presbyterian Church (U.S.A.) in the geographical area described in the Bylaws.

The Presbytery is a New Mexico not-for-profit corporation established under the Constitution of the Presbyterian Church (U.S.A.), the Articles of Incorporation of the Presbytery, the Bylaws of the Presbytery, and applicable laws of the federal government of the United States of America and of the State of New Mexico. In all matters of ecclesial government, the Constitution of the Presbyterian Church (U.S.A.) is the highest authority.

The Presbytery as a **dynamic** council is constituted by the (1) Ruling Elder commissioners elected by congregational councils and (2) Teaching Elders (Ministers of Word and Sacrament) on the roll of Presbytery. The powers of Presbytery in its governance of congregations and of its Teaching Elder members are described and limited by the Constitution of the Presbyterian Church (U.S.A.).

Offices of the Presbytery are on the campus of First Presbyterian Church, Albuquerque. Mailing address is 217 Locust NE, Albuquerque, New Mexico, 87102.

Representation

Ruling Elder commissioners shall be elected by each session according to the following table:

	<u>Church Membership</u>	<u>Number of Commissioners</u>
	1-120	1 Elder
	121-190	2 Elders
	191-250	3 Elders
	251-500	4 Elders
	501-1000	5 Elders
	1001-1500	6 Elders
	1501-2000	7 Elders
	2001+	8 Elders

51 Alternate Ruling Elder commissioners are ordinarily elected by each session to substitute for
52 the regular commissioners in **the latters'** their absence.

53 Annually, at the fall meeting of presbytery, the ~~Missional Presbyter/~~Stated Clerk of the
54 Presbytery shall report the difference in attendance between Teaching Elders and Ruling Elder
55 commissioners based upon the average of the last six presbytery meetings. If additional Ruling
56 Elder commissioners are needed to address the imbalance, at the recommendation of the
57 ~~Missional Presbyter/~~Stated Clerk, the Presbytery shall invite councils of particular congregations
58 to elect additional Ruling Elder commissioners, bearing in mind the principles of unity in
59 diversity in Book of Order F-1.0403.

60 **Stated Meetings, Called Meetings, Attendance** 61 **and Minutes**

62 Presbytery shall hold three *stated* meetings each year. *Called* meetings may be requested as
63 needed, in accordance with the Book of Order and these Standing Rules.

64 ~~The Missional Presbyter/~~Stated Clerk **The recommendations for the Presbytery meeting dates**
65 **and locations for the following year will be made by the Stated Clerk** at the first presbytery
66 meeting of the year **for approval by Presbytery.** ~~will recommend to the Presbytery for its vote~~
67 ~~dates and locations for meetings for the following year,~~ **The recommendations will take** into
68 consideration balance in geographical meeting sites and accessibility for all members of the
69 Presbytery in facilities conducive to full participation.

70 The annual meeting of the corporation will normally be the last meeting of the year.

71 Costs to attend presbytery meetings are to be assumed by the commissioners and/or their
72 congregations. Those commissioners experiencing hardship related to bearing such costs may
73 direct requests for assistance to the ~~Missional Presbyter/~~Stated Clerk **Administrator.**

74 The Presbytery of Santa Fe in session shall always conform to the requirements of the
75 Constitution of the Presbyterian Church (U.S.A.) and the requirements of ~~this~~ **the Presbytery's**
76 Manual of Operations. Meetings shall be conducted in accordance with the most recent edition
77 of Robert's Rules of Order. A quorum for presbytery meetings shall be ten Teaching Elders
78 currently on the roll of the presbytery and one Ruling Elder commissioner each from ten
79 congregations on the roll of the presbytery.

80 The minutes of presbytery shall list the names of **Teaching Elder** voting members who were
81 present for all or part of the meeting and the names of those who were absent or excused from
82 the meeting. Honorably Retired (HR) Teaching Elders who are members of the Presbytery shall
83 be excused from attendance at presbytery meetings, and will not be listed as Absent or Excused
84 in official minutes if they do not attend.

85 Minutes of each presbytery meeting shall be approved at the following presbytery meeting.

86 Stated meetings of the Presbytery will typically be held in a specified location with the
87 members being physically present with each other. **Notice of a stated meeting shall be sent**
88 **not less than ten days in advance to each Teaching Elder and to the clerks of session of every**
89 **congregation.** ~~Called meetings of the Presbytery may be held with commissioners present~~
90 ~~physically or electronically, using the same guidelines for holding a meeting in a specified~~
91 ~~location. The notice of an electronic meeting must include an adequate description of the~~
92 ~~means by which one may participate.~~

93 Called meetings may be held in accordance with the Book of Order, G-3.0304, at the request of
94 the Coordinating Team, or by the following process: The Moderator shall convene a called
95 meeting at the request, or with the concurrence, of two Teaching Elders and two Ruling Elder
96 Commissioners, the **Teaching and** Ruling Elders being of different congregations. Should the
97 Moderator be unable to act, the ~~Missional Presbyter/Stated Clerk~~ **Administrator** shall, under
98 the same conditions, issue the call. If both Moderator and ~~Missional Presbyter/Stated Clerk~~
99 **Administrator** are unable to act, any three Teaching Elders and three Ruling Elder
100 Commissioners (being of different churches) may convene a called meeting. The Synod may
101 direct the Presbytery to convene a special meeting for the transaction of designated business.
102 **Called meetings of the Presbytery will be held in a specified location with the members being**
103 **physically present with each other.** Notice of a called meeting shall be sent not less than ten
104 days in advance to each Teaching Elder and to the clerks of session of every congregation. The
105 notice shall set out the purpose of the meeting, and no other business than that listed in the
106 notice shall be transacted.

107 A quorum shall be established according to the Bylaws of the Presbytery, Article VII. 5.

108 **Docket, Consent Agenda, and New Business**

109 **Docket:** The docket for each meeting of the Presbytery is prepared by the ~~Missional Presbyter/~~
110 ~~Stated Clerk~~ **Administrator**, reviewed by the Coordinating Team and presented to the
111 Presbytery for its adoption.

112 **Consent Agenda:** The Presbytery Coordinating Team may designate items of business for the
113 Consent Agenda. The Consent Agenda shall be considered at Presbytery stated meetings and
114 any member of the Presbytery may request that any item be removed, in which case that item
115 shall be removed from the Consent Agenda for consideration by the Presbytery. Any items not
116 so removed at the time set forth for consideration of the Consent Agenda shall be deemed
117 adopted by the Presbytery as the action of the Presbytery. Overtures to amend the Book of

118 Confessions, the Book of Order, the Presbytery Bylaws, **Standing Rules** and **or the** Presbytery
119 Manual of Operations shall not be set on the Consent Agenda.

120 **New Business:** New business, ordinarily in the form of a motion, may be brought to the
121 Presbytery in the following ways:

- 122 • The Leadership Team, the Chairperson of the Coordinating Team, or the Moderator (or
123 acting Moderator) may submit a motion to the ~~Missional Presbyter/Stated Clerk~~
124 **Administrator** no less than 14 days prior to the Presbytery meeting at which it is to be
125 heard. The motion, and any accompanying background and rationale, shall be
126 distributed via the Presbytery website with other meeting documents. The
127 Administrator, in consultation with the Chairperson of the Coordinating Team, shall
128 place the item of new business on the proposed agenda for the meeting.
- 129 • The Leadership Team, the Chairperson of the Coordinating Team, or the Moderator (or
130 acting Moderator) may bring a motion concerning an item of an emergency or urgent
131 nature to a meeting of Presbytery, with the motion and accompanying background and
132 rationale distributed to presbyters early in the meeting. The item of business shall be
133 added to the agenda, upon the ~~Missional Presbyter/Stated Clerk's~~ **Administrator's**
134 recommendation as to the time of day and the amount of time to be allotted.
- 135 • A commissioner may submit a motion in writing to the Administrator thirty days prior to
136 the Presbytery meeting at which it is to be heard. The motion, and any accompanying
137 background and rationale, would then be distributed via the Presbytery website with
138 other meeting documents. The ~~Missional Presbyter/Stated Clerk~~ **Administrator**, in
139 consultation with the Coordinating Team and/or Moderator, would then place the item
140 of new business in the proposed docket for the meeting.
- 141 • A commissioner may submit a motion in writing to the ~~Missional Presbyter/Stated Clerk~~
142 **Administrator** within the first hour of a stated meeting of Presbytery. If found by the
143 ~~Missional Presbyter/Stated Clerk~~ **Administrator** to be in order*, the motion shall be
144 given to the New Business Committee for its consideration. If it is found by the New
145 Business Committee to be business that is properly brought before the Presbytery, it will
146 be considered by the Presbytery under the "new business" section of the docket.

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148 * Timely, in respectful language, properly presented, and not an "improper motion" as defined by Robert's Rules of
149 Order, Chapter X, Section 39

150 **Officers**

151 The ecclesiastical officers of the Presbytery are: Moderator, Moderator-Elect, **Past Moderator**,
152 ~~Missional Presbyter/~~**Stated Clerk**, and Treasurer. All ecclesiastical officers shall be either
153 Teaching Elders or Ruling Elders.

154 The **Moderator's** duties are specified in the Book of Order G-3.0104, the articles of
155 incorporation, and Bylaws of the Presbytery, and as the Presbytery may otherwise direct, and
156 include:

- 157 • Serving as a member of the Coordinating Team.
- 158 • Serving as chairperson of the Leadership Team.
- 159 • Serving as President of the Board of Trustees.
- 160 • Appointing, in consultation with the chairperson(s) of the Commission on Ministry, the
161 ~~Missional Presbyter/~~**Stated Clerk**, and Associate Stated Clerk, a committee of counsel as
162 provided in the Rules of Discipline **D-6.0302**. Further, the Moderator shall at the next
163 meeting of the Presbytery report such action.
- 164 • Appointing, with the advice and consent of the chairperson(s) of the Commission on
165 Ministry and ~~Missional Presbyter/~~**Stated Clerk**, an investigating committee as provided
166 in the Rules of Discipline ~~D-6.0302~~. **D-10.0103 Further, the Stated Clerk shall at the**
167 **next meeting of the Presbytery report such action.**
- 168 • Appointing, in consultation with the chairperson(s) of Commission on Ministry, the
169 ~~Missional Presbyter/~~**Stated Clerk** and the Associate Stated Clerk, a committee for
170 Special Administrative Review, as provided in the Book of Order G-3.0108b. Further, the
171 Moderator shall at the next meeting of the Presbytery report such action.

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173 Candidates for the office of Moderator are presented to the Presbytery by the Committee on
174 Representation and Participation at the annual meeting of the Presbytery, and that officer is
175 elected and ordinarily installed at that meeting.

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177 The **Moderator-Elect's** duties are specified in the bylaws of the Presbytery, and as the
178 Presbytery may otherwise direct, and include:

- 179 • Serving as the Vice-Moderator of the Presbytery.
- 180 • Serving on behalf of the Moderator in any capacity when invited by the Moderator.
- 181 ~~Serving as Secretary of the Corporation.~~
- 182 • Serving as a member of the Coordinating Team.

183 In electing the Moderator-Elect, the Presbytery stipulates that the Moderator-Elect will become
184 the Moderator the following year, and will serve a three-year term on the Leadership Team by
185 virtue of office. Candidates for the office of Moderator-Elect are presented to the Presbytery
186 by the Committee on Representation and Participation at the annual meeting of the Presbytery,
187 and that officer is elected and ordinarily installed at that meeting.

188 The **Treasurer's** duties are specified in the Articles of Incorporation, the Bylaws of the
189 Presbytery and relevant secular law. In addition, the duties of the Treasurer shall include:

- 190 • Providing a financial report at stated meetings of the Presbytery.

- 191 • Presenting a year-end financial statement to Presbytery at its first stated meeting
192 following the end of the fiscal year.
- 193 • Working with the Leadership Team, the Finance and Property Committee, the ~~Missional~~
194 ~~Presbyter/Stated Clerk~~ **Administrator**, the Coordinating Team, and others on matters
195 pertaining to the financial life of the Presbytery, which shall include an annual
196 audit/review of the Presbytery's year-end financial statements as soon as practicable
197 following the close of each fiscal year. (See Bylaws, Article IX)
- 198 • Serving as a member ex officio, without vote, on the Finance and Property Committee.
- 199 • Serving as a member of the Coordinating Team.
- 200 • Serving as the Treasurer of the Board of Trustees.

201 The Treasurer is nominated by the Committee on Representation and Participation, and elected
202 at the Annual Meeting to serve a three-year term. Consecutive terms may be served at the will
203 of the Presbytery. The Treasurer assumes the duties of office at the close of the annual stated
204 meeting of Presbytery.

205 Expenses for the Treasurer shall come from per capita budget funds assigned for use by the
206 Finance and Property Committee. In carrying out his/her duties, the Treasurer may be assisted
207 by such person or persons as the Presbytery or the Coordinating Team may deem advisable.

208 The ~~Missional Presbyter/~~ **Stated Clerk's** duties are those specified in the Book of Order G-
209 3.0104, the Articles of Incorporation, the Bylaws of the Presbytery, the Position Description,
210 and as the Presbytery may otherwise direct. **The Stated Clerk serves as the Secretary of the**
211 **Board of Trustees of the Presbytery of Santa Fe.** In addition, the **Stated Clerk oversees** the
212 **following** ecclesiastical duties of the ~~Missional Presbyter/Stated Clerk~~ shall include:

- 213
- 214 • Keeping an accurate record of the churches and Teaching Elders, and preparing a roll of
215 Teaching and Ruling Elders present at each meeting of Presbytery.
- 216 • Putting minutes of each meeting into permanent form and making available copies to
217 members of Presbytery.
- 218 • Giving due notice (call) of Presbytery meetings to members of the Presbytery.
- 219 • Providing a docket for stated meetings to members of Presbytery.
- 220 • Referring communications and items of business or concern to the appropriate
221 commission, committee, work group, task force, or team.
- 222 • Serving as staff to the Presbytery Leadership Team, Coordinating Team and Commission
223 on Ministry as an ex-officio member without vote; performing duties specified by the
224 Office of the Stated Clerk of General Assembly, the Synod of the Southwest, or by action
225 of Presbytery.
- 226 • Maintaining the rolls of Presbytery, including: Moderators; Permanent Judicial
227 Commission members; commissioners to Synod; and commissioners to General
228 Assembly.

- 229 • Assessing and collecting per capita apportionment from churches as instructed by
230 General Assembly, Synod, and Presbytery.
- 231 • Providing for an annual review of Session records for each congregation of the
232 Presbytery.
- 233 • Providing annual training for Clerks of Session.
- 234 • Notifying the appropriate person(s) in the case of the resignation of any commission or
235 committee members or officers, ecclesiastic or corporate, of the Presbytery
- 236 • Maintaining a Manual of Operations which shall include, but not be limited to, the
237 following: reference to Presbytery’s mission statement, a copy of the current Presbytery
238 Articles of Incorporation, and amendments thereto, filed with the office of the New
239 Mexico **Secretary of State** ~~Public Regulation Commission~~; a copy of the current
240 Presbytery Bylaws; a copy of the current Presbytery Standing Rules; the job descriptions
241 of all Presbytery staff; such other operational documents as the Presbytery may from
242 time to time approve, and policy statements and social witness statements approved by
243 the Presbytery.
- 244 • Serving as custodian of the permanent records of the Presbytery and insuring their
245 preservation.
- 246 • On behalf of the Commission on Ministry, granting permission for Teaching Elder
247 members of other presbyteries to labor within the bounds of Presbytery for onetime
248 events, such as weddings and funerals.

249 The ~~Missional Presbyter/ Stated Clerk~~ **Stated Clerk** is elected by the Presbytery, ordinarily at the
250 annual meeting, to serve a three-year term and is eligible for re-election to additional three-
251 year terms. The ~~Missional Presbyter/ Stated Clerk~~ **Stated Clerk** assumes the duties of office at
252 the close of the annual meeting of Presbytery.

253 ~~In carrying out his/her duties, the Missional Presbyter/~~ **Stated Clerk** may call upon others to
254 assist in carrying out the responsibilities of the office. ~~recording and distributing minutes of~~
255 ~~Presbytery meetings.~~ The budget of Presbytery shall provide appropriate remuneration for the
256 ~~Missional Presbyter/~~ **Stated Clerk**.

257 **General Rules for Organization**

258 ~~“The Presbytery serves (1) as the government of the church within the bounds of the~~
259 ~~Presbytery, and (2) assists and supports congregations’ expression of God’s presence in the~~
260 ~~world, so that congregations may become communities of faith, hope, love and witness. (Book~~
261 ~~of Order G-3.0301)”~~

262
263 **“The Presbytery is responsible for the government of the church throughout its district, and for**
264 **assisting and supporting the witness of congregations to the sovereign activity of God in the**
265 **world, so that all congregations become communities of faith, hope, love and witness.” (Book**
266 **of Order G-3.0301)**

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The Presbytery is responsible for:

- Directing, delegating and coordinating the work of its commissions, committees, teams, work groups, and task forces.
- Overseeing the mission of the church within the Presbytery, consistent with the Book of Order.
- Sending proposals to the Synod of the Southwest and/or General Assembly which may be of common concern to the mission of the whole church.
- Granting permission for a Presbyterian entity to celebrate the Sacrament of the Lord's Supper within the bounds of presbytery providing the celebration is in keeping with W-3.6204.
- Approving minutes of Presbytery meetings and minutes of Administrative Commissions to ordain and/or install Teaching Elders and Commissioned Ruling Elders.
- Reviewing the means by which ~~functional relationships between~~ commissions, committees, **teams**, work groups, task forces, and teams implement ~~and~~ the structure and mission of the Presbytery.
- Providing opportunities for relationships to be established among the congregations of the Presbytery through worship, education and mission, in order that resources, leadership and particular strengths and gifts for ministry may be used for the mutual benefit of congregations, the Presbytery and the communities within presbytery boundaries.

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Responsibilities of Commissions and Committees

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Each commission or committee, except for the Permanent Judicial Commission and the Finance and Property Committee, shall prepare a written annual report for the **annual meeting**. The Finance and Property Committee shall present their annual report at the Presbytery meeting following the close of the fiscal year.

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For each **presbytery meeting**, each commission and committee (except for the Permanent Judicial Commission) shall prepare a written report of any activities since the previous presbytery meeting.

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Terms of service on standing committees and commissions are for three years. Terms of service on administrative commissions, work groups, task forces and teams are ordinarily for the duration of a specific project except for the Permanent Judicial Commission, whose terms of service are in accordance with the Book of Order D-5.0102. For purposes of continuity, some persons may serve a second consecutive term. In no case shall a person serve more than six consecutive years on a particular structure.

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A member or members of each commission /committee will be elected by the Presbytery to serve as chairperson or co-chairpersons, unless constitutionally stipulated. Each commission

306 /committee chairperson or alternate, with the exception of the Permanent Judicial
307 Commission, will serve on the Coordinating Team. All persons elected to serve as the
308 chairperson of a commission/committee, including ecclesiastical or corporate officers of the
309 Presbytery, shall at the time that person assumes such office be a Teaching or Ruling Elder,
310 eligible to serve as a voting member of the Presbytery.

311 Along with carrying out its responsibilities, each committee or commission has fiduciary
312 responsibilities as well:

- 313 • To recommend annual budget appropriations to the Finance and Property Committee,
314 for consideration by the Presbytery.
- 315 • To manage the budget categories assigned to it.

316 The ~~Missional Presbyter/Stated Clerk and Associate Stated Clerk~~ **Administrator** may serve as
317 ex-officio members of all committees, commissions, work groups, task forces or teams with
318 voice and no vote.

319 In all elections requiring the vote of presbytery members, nominations shall be accepted from
320 the floor; provided the person being nominated has agreed, in advance of the nomination, to
321 serve if elected and is otherwise eligible to serve in the position for which he/she has been
322 nominated.

323 Commission and committee members are expected to participate actively in and attend the
324 meetings of their respective bodies. Absences from more than two consecutive meetings
325 without having notified the chairperson shall be considered the equivalent of a resignation
326 from the committee and shall be reported to the ~~Missional Presbyter/Stated Clerk~~
327 **Administrator**. Upon receipt of such notice from the committee, the ~~Missional~~
328 ~~Presbyter/Stated Clerk~~ **Administrator** shall communicate, in writing, with the absentee member
329 notifying the individual that his/her resignation from the committee has been accepted and the
330 position is declared vacant as of the date of the letter of notification. Resignations or other
331 vacancies, except the annual class replacements, are to be reported to the ~~Missional~~
332 ~~Presbyter/Stated Clerk~~ **Administrator**.

333 Each commission and committee may have its own Manual of Operations for its particular
334 work. Such manuals are expected to be in concert with the policies of the Presbytery. The
335 current version of these manuals shall be available through the Presbytery website.

336 Each commission and committee chairperson(s) shall ensure minutes are kept in an orderly
337 manner, and a copy filed either with the ~~Missional Presbyter/Stated Clerk~~ **Administrator** or on
338 that group's Presbytery web page.

339 Reports to Presbytery shall ordinarily be posted to the Presbytery website for inclusion in the
340 meeting packet no later than two weeks before the date of the Presbytery meeting.

341 All persons serving on commissions, committees, work groups, task forces, or teams shall
342 participate in training concerning avoidance of sexual misconduct, and will be given copies of
343 the Presbytery's Standards of Ethical Conduct document and be asked to sign an agreement to
344 abide by it.

345 Provisions for Electronic Meetings and Voting

346 Commissions, committees, work groups, task forces, and teams may meet either in person
347 being physically present in the same location with one another or electronically using the
348 guidelines in this document, and in accordance with the Presbytery Bylaws.

349 According to Robert's Rules of Order, electronic votes should not occur unless the gathered
350 body has had an opportunity to deliberate the topic beforehand. ~~Electronic voting without~~
351 ~~prior deliberation of the item of business should be used only in cases of time sensitive or~~
352 ~~emergency issues.~~ When absolutely necessary, commissions, committees, work groups, task
353 forces, and teams may vote by e-mail and shall use the following guidelines:

- 354 • All participants must have access to the necessary equipment, either through personal
355 means or through the Presbytery, for participation in the e-vote. **If any participants do**
356 **not have access, an e-vote cannot be taken.**
- 357 • The chairperson shall develop the time frame for the e-vote.
- 358 • From the time the chairperson(s) circulate the motion, a minimum of 2 days shall be
359 provided to all participants, for purposes of review and discussion. Such notice shall
360 include the motion and supporting documentation for the e-vote.
- 361 • A second is not necessary for the motion to be considered.
- 362 • Each new main motion must be made in a separate, new e-mail message, with the
363 motion indicated on the subject line, with no other message thread included.
- 364 • Members shall use "Reply All" in all messages.
- 365 • The chairperson shall close debate by asking, "Are you ready for the question on the
366 motion" (listed in the subject line).
- 367 • The chairperson shall put the question to a vote by restating the pending question and
368 requesting the members to vote now. The word "vote" shall be in the subject line.
369 (Example: Motion 1 Vote)
- 370 • The chairperson shall include the time frame/deadline for the vote.
- 371 • Members shall state, "I vote yes" or "I vote no" in the first line of the response and use
372 "Reply All".
- 373 • The secretary or the committee's designee shall tally the votes and report the result of
374 the vote to the participants, including the number of votes cast for and against the
375 motion.
- 376 • The chairperson shall announce the results of the vote.
- 377 • The chairperson shall declare the "Motion (number) closed".
- 378 • The secretary shall prepare minutes of the vote and shall send the minutes marked
379 "draft" to all the members.
- 380 • These minutes shall be approved at the next regular meeting.

- 381 • Any member shall have the right to request a copy of the message thread of a motion.
382 • Electronic voting shall not be used to conduct secret ballots.

383 **Commissions and Committees of the Presbytery**

384 The responsibilities of these commissions and committees are set forth in the Book of Order,
385 the Articles of Incorporation and Bylaws of the Presbytery, these Standing Rules and as
386 Presbytery may otherwise direct.

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388 **Leadership Team**

389 *Mission:* to coordinate the activities and life of the Presbytery between stated meetings.

390 *Members:* The LT is composed of the immediate Past Moderator, the current Moderator, the
391 Moderator-Elect of the Presbytery, **and the Chairperson of the Coordinating Team. The**
392 **Administrator and the Stated Clerk attend with voice but no vote.** ~~Missional~~
393 ~~Presbytery/Stated Clerk and Associate Stated Clerk.~~ The current Moderator serves as
394 Chairperson of the Leadership Team.

395 *Tasks:*

- 396 • Meet monthly, or as needed, to pray for the mission and ministry of the Presbytery and
397 to coordinate activities as needed in between Presbytery meetings.
398 • ~~Provide the ongoing oversight and supervision of the Missional Presbyter/Stated Clerk.~~

399

400 **Coordinating Team (CT)**

401 *Mission:* The Coordinating Team is an Administrative Commission for coordination of the
402 Presbytery. It exists to provide opportunities for networking **among the Presbytery's members**
403 **and congregations, including** ~~between~~ the various committees and commissions of the
404 Presbytery; to make time-sensitive decisions that must happen before the next meeting of
405 Presbytery; and to work together to plan the meetings of Presbytery.

406 *Members:* CT is composed of the chairpersons (or alternates) of the Commission on Ministry,
407 Commission on Preparation for Ministry, Finance and Property Committee, Worship
408 Networking Committee, Education Networking Committee, Mission Networking Committee,
409 Committee on Representation and Participation, **Personnel Committee**, Presbyterian Women,
410 the Treasurer, **and along with** members of the Leadership Team. Members are **chosen**
411 ~~nominated~~ by their respective committee/commission, ~~and are elected by the Presbytery.~~ The
412 Coordinating **Team's Chairperson shall be nominated by the Committee on Representation**
413 **and Participation and elected by the Presbytery for the term of one year and may be re-**
414 **elected for two more terms.** ~~chaired by the Presbytery's immediate Past Moderator.~~ A called
415 meeting of the Coordinating Team may be convened by any two of its members.

416 *Tasks:*

- 417 • Network between commissions and committees of the Presbytery in order to
418 coordinate the Presbytery's mission and ministry.

- 419 • Foster the coordination and communication of the activities of Presbytery commissions
420 and committees.
- 421 • Refer matters of information and concern to the commissions and committees of the
422 Presbytery.
- 423 • Act on behalf of the Presbytery on matters that need to be addressed between
424 presbytery meetings and which do not warrant calling a special presbytery meeting.
425 These matters might include property decisions, loan approvals, significant personnel
426 developments, or other time sensitive issues.
- 427 • Plan and prepare the docket for meetings of the Presbytery. In preparing the docket for
428 Presbytery meetings, the Coordinating Team will consider:
- 429 ○ Input from all commission, committee and work group chairpersons to ensure their
430 needs and concerns are included in the planning process.
- 431 ○ Interaction and involvement of presbytery commissioners through agenda and
432 networking opportunities.
- 433 ○ Discussion and education focused on issues of the larger church – General Assembly,
434 Synod, congregational, and ecumenical.
- 435 ○ Presbytery commissioner conversations relating to contemporary theological,
436 ecclesiastical and societal issues.
- 437 ○ Expressions of faith sharing and spiritual growth through worship.
- 438 ○ The use of a consent agenda. No item is to be part of the consent agenda unless it has
439 been submitted to Presbytery commissioners at least one week prior to Presbytery
440 meeting for reading.
- 441 ○ Adequate periods for new commissioner orientation and training.
- 442 ~~• Insure that a triennial comprehensive performance review of the Missional~~
443 ~~Presbyter/State Clerk is conducted. (see Personnel Committee)~~
- 444 • Grant permission as requested for a Presbyterian entity to celebrate the Sacrament of
445 the Lord’s Supper within the bounds of presbytery, providing the celebration is in
446 keeping with W-3.6204, and report such authorization to the next meeting of
447 Presbytery.
- 448 • Address such other matters as the Presbytery may request.

449 **Worship Networking Committee (WNC)**

450

451 *Mission:* to be a catalyst for developing and guiding worship resources and opportunities
452 throughout the Presbytery of Santa Fe.

453

454 *Members:* WNC is composed of nine members representing the fullness of diversity of the
455 Presbytery; they serve in three rotating classes of three persons and are elected by the
456 Presbytery.

457

458 *Tasks:*

- 459 • Organize and coordinate a variety of forms and traditions as resources for worship for
460 the gathered community of faith at Presbytery meetings.

- 461 • Encourage and facilitate the development of worship resources which seek to empower
- 462 creative worship throughout the Presbytery.
- 463 • Use social media and technology to enhance worship resources across the Presbytery.
- 464 • Coordinate and develop worship opportunities within and beyond the congregations
- 465 associated with the Presbytery.
- 466 • Present perspectives on Scripture, varieties of music and language, as well as diverse
- 467 liturgical traditions experientially within the Presbytery.
- 468 • Encourage new ways to lift up all the voices of our common faith in leadership in
- 469 worship within the Presbytery.
- 470 • Take such other actions as the Presbytery may request.

471 **Education Networking Committee (ENC)**

472 *Mission:* to be a catalyst for Christian education and spiritual formation within the Presbytery of
 473 Santa Fe.

474 *Members:* ENC is composed of twelve persons representing the fullness of the diversity of the
 475 Presbytery; they serve in three rotating classes of four persons. All are elected by the
 476 Presbytery.

477 *Tasks:*

- 478 • Organize and coordinate an Education Forum, open to all congregations, at presbytery
- 479 meetings that may include:
 - 480 ○ Organizing Bible study or theological dialogue and other discussion of matters
 - 481 which may be of interest to the presbytery.
 - 482 ○ Encouraging and facilitating small support groups for Teaching Elders,
 - 483 Commissioned Ruling Elders, and Christian Educators.
 - 484 ○ Providing leadership training including but not limited to sexual misconduct
 - 485 avoidance training, officer training, and new commissioner orientation.
 - 486 ○ Teaching networking skills as a practical new way to be church.
 - 487 ○ Utilizing local and national speakers to share their area of expertise such as
 - 488 recognizing and honoring diversity, informational dialogue on theological
 - 489 matters, education regarding overtures and amendments going before the
 - 490 General Assembly, and other relevant topics.
 - 491 ○ Providing opportunities to enhance evangelism skills.
- 492 • Organize and coordinate educational events for all congregations within the Presbytery
- 493 and beyond, that may include:
 - 494 ○ New worshipping communities.
 - 495 ○ Stewardship education.
 - 496 ○ Keeping the Presbytery informed about the mission initiatives of the larger church
 - 497 such as denominational, ecumenical and other mission partners.
 - 498 ○ Multicultural and social issues facing the denomination and local congregations.
- 499 • Encourage the use of social media and technology for educational experiences.
- 500 • Expend budgeted education funds in the following ways:

- 501 ○ Education Administration – funding cost of the Education Networking Committee,
502 including travel and meeting expenses.
- 503 ○ To conduct Education Forums at presbytery meetings and other events.
- 504 • Appoint two POINT (Presbyterians Organized In Nurture and Teaching) representatives
505 and publicize the work and availability of these representatives.
- 506 • Take such other actions as the Presbytery may request.

507 **Mission Networking Committee (MNC)**

508 *Mission:* to be a catalyst for mission and ministry within the Presbytery of Santa Fe.

509 *Members:* MNC is composed of nine persons representing the fullness of diversity of the
510 Presbytery; they serve in three rotating classes of three persons. All are elected by the
511 Presbytery.

512 *Tasks:* MNC will coordinate the forums and facilitate the ~~conversations~~ **networking among the**
513 **churches during the year and** at each presbytery meeting, ~~as well as at other times during the~~
514 ~~year.~~

- 515 • Organize and coordinate a ~~Mission Forum~~ **opportunities** at presbytery meetings where
516 existing mission networks can display their mission work, congregations can solicit
517 partners in a proposed or existing mission, and congregational representatives can
518 explore new mission opportunities together.
- 519 • Encourage new mission partnerships when the Mission Networking Committee senses
520 unmet mission needs.
- 521 • Report annually to the Presbytery the status of any missional networking related to new
522 worshiping communities in the presbytery and make recommendations to the
523 Presbytery on additional initiatives as appropriate.
- 524 • Expend budgeted mission funds in the following ways:
 - 525 ▪ Mission Administration – funding the cost of the Mission Networking
526 Committee, including its travel and meeting expenses.
 - 527 ▪ Mission Partnership Facilitation and Coordination – funding Mission
528 Forums and other events for educating, encouraging and facilitating
529 mission networks and partnerships.
 - 530 ▪ Presbytery Mission – funding the occasional presbytery mission endeavor
531 with prior presbytery approval.

533 **Commission on Ministry (COM)**

534 *Mission:* to serve as pastor and counselor to the Teaching Elders and Commissioned Ruling
535 Elders of the Presbytery; to facilitate the relations between congregations, Teaching Elders,
536 Commissioned Ruling Elders, Certified Christian Educators and the Presbytery; and to settle
537 difficulties on behalf of Presbytery when possible and expedient. (Book of Order G-3.0109b)

538 *Members:* COM is composed of eighteen members representing the fullness of diversity of the
539 presbytery; they serve in three rotating classes of six persons and are elected by the Presbytery.

540 *Tasks:*

- 541 • Act upon calls issued by congregations, act upon calls for services of Teaching Elders,
542 receive and examine all Teaching Elders who are transferring from other presbyteries,
543 and present them to Presbytery.
- 544 • Act upon calls to Certified Christian Educators and provide a service of recognition of the
545 call in the local congregation.
- 546 • Dissolve the Teaching Elder relationship in cases where the congregation and Teaching
547 Elder concur.
- 548 • Provide for exit interviews of Teaching Elders and Sessions upon the dissolution of call.
- 549 • Appoint moderators of congregational councils.
- 550 • As requested, dismiss Teaching Elders to other presbyteries.
- 551 • Create and dissolve administrative commissions for the installation and/or ordination of
552 Teaching Elders and Commissioned Ruling Elders and the recognition of Certified
553 Christian Educators.
- 554 • Approve contracts for interim or temporary service between congregational councils
555 and interim Teaching Elders.
- 556 • Approve Parish Associate relationships.
- 557 • Designate a Teaching Elder as Honorably Retired.
- 558 • Work with the council of a local church to prepare written contracts for Commissioned
559 Ruling Elders.
- 560 • Make a recommendation to Presbytery concerning the request of a Teaching Elder
561 seeking release from the exercise of ordained office in those instances where no inquiry
562 has been initiated pursuant to the Book of Discipline, against whom no charges have
563 been filed, and who otherwise is in good standing. (Book of Order G-2.0507)
- 564 • Take a recommendation to Presbytery in the case of requests for reinstatement by
565 Teaching Elders who have been released from the office of ministry pursuant to the
566 paragraph above.
- 567 • Recommend to Presbytery annual adjustments in terms of minimum compensation for
568 Teaching Elders and Certified Christian Educators, and provide guidance to
569 congregational councils for compensation of Commissioned Ruling Elders.
- 570 • Take such other actions as Presbytery may request.

571

572 **Commission on Preparation for Ministry (CPM)**

573 *Mission:* to enter into covenant with those preparing to become Teaching Elders,
574 Commissioned Ruling Elders, and Certified Christian Educators and with their councils and
575 congregations; and to provide oversight to Inquirers and Candidates in matters relating to their
576 preparation for ministry.

577 *Members:* CPM is composed of twelve members representing the fullness of diversity of the
578 Presbytery; they serve in three rotating classes of four persons and are elected by the
579 Presbytery.

580 *Tasks:*

- 581 • Carry out the functions of Presbytery in relation to candidates for the office of Teaching
582 Elder as found in the Book of Order G-2.06.
- 583 • Carry out the functions of Presbytery in relation to certifying Ruling Elders as ready to
584 receive a commission, following the provisions of the Book of Order (G-2.10) and the
585 commission's own procedures.
- 586 • Counsel and guide persons on the paths of inquiry, candidacy, and certification for the
587 vocation of ministry.
- 588 • Give guidance to, and have oversight for, applicants and candidates for Certified
589 Christian Educator as provided in the Book of Order G-2.1103.
- 590 • Take such other actions as the Presbytery may request.

591

592 **Committee on Representation and Participation (CORP)**

593 *Mission:* to assure that the Presbytery is served by the best and widest representation possible,
594 while encouraging participation in the ministry, mission and work of the Presbytery by qualified
595 persons from throughout the Presbytery.

596 *Members:* CORP is composed of nine members representing the fullness of diversity of the
597 Presbytery; they serve in three rotating classes of three persons. Members including the
598 Chairperson are nominated by the Coordinating Team and elected by the Presbytery.

599 *Tasks:*

- 600 • Fulfill presbytery functions related to representation as designated in the Book of Order,
601 G-3.0103. ~~and G-3.0307.~~
- 602 • Identify and recruit qualified persons for nomination to serve as Presbytery officers.
- 603 • Identify and recruit qualified persons for nomination to serve on presbytery
604 commissions and committees.
- 605 • Nominate the officers of the Presbytery, the members and chairperson(s) of the
606 commissions and committees for the Presbytery at the annual meeting.
- 607 • Nominate Commissioners, Alternates and Advisory Delegates according to the bylaws of
608 the Synod of the Southwest and the General Assembly.
- 609 • Provide nominations for other governing bodies and agencies of the Presbyterian
610 Church (U.S.A.), as directed by the Presbytery.
- 611 • Address the need for nominations in any particular categories meriting increased
612 representation, and advise presbytery annually of such representation.
- 613 • Ensure that, insofar as it is possible, appropriate representation and balance are
614 maintained within the organizational structure of presbytery, bearing in mind the
615 principles of unity in diversity in Book of Order F-1.0403.

616

617 **Finance and Property Committee (F&P)**

618 *Mission:* to provide fiduciary oversight of the financial and real assets of the Presbytery.

619 *Members:* F&P is composed of six members representing the fullness of diversity of the
620 Presbytery; they serve in three rotating classes of two members. All are elected by the
621 Presbytery.

622 *Tasks:*

- 623 • Serve, in conjunction with the Ecclesial Officers, as the Board of Trustees of the
624 Presbytery.
- 625 • Manage presbytery funds.
- 626 • Administer the budgets of Presbytery and provide for an audit of financial records at
627 least every three years with annual reviews the years in between.
- 628 • Receive and consider financial appeals and recommend action to the Presbytery.
- 629 • Oversee any real property owned by the Presbytery and make provision for its
630 maintenance.
- 631 • Function with the Ecclesial Officers as the Board of Trustees for the Presbytery,
632 negotiating purchase or sale of any real property as appropriate.
- 633 • Take such other actions as the Presbytery may request.

634

635 **Personnel Committee (PC)**

636 *Mission:* to support a healthy work environment for employees of the Presbytery of Santa Fe.

637

638 *Members:* The committee is composed of six persons representing the fullness of the diversity
639 of the Presbytery; they serve in three rotating classes of two persons. All are elected by the
640 Presbytery.

641

642 *Tasks:*

- 643 • Ensure that position descriptions are current for all employees of the Presbytery.
644 Review all position descriptions every three years and recommend changes to the
645 Coordinating Team as required by the Presbytery's changing needs.
- 646 • Conduct an annual review of the ~~Missional Presbyter/Stated Clerk~~ **Administrator** and, in
647 conjunction with the Coordinating Team, orchestrate a more comprehensive review
648 every third year.
- 649 • Work with the ~~Missional Presbyter/Stated Clerk~~ **Administrator** to provide annual
650 reviews for each employee of the Presbytery
- 651 • Enact policies and procedures that will contribute to the health and well-being of
652 Presbytery staff and staff relationships, as they fulfill their Presbytery job functions.
- 653 • Support the ~~Missional Presbyter/Stated Clerk~~ **Administrator** in seeking to fill vacancies
654 on the staff.
- 655 • ~~Work with the Leadership Team and Coordinating Team to recommend annually to the~~
656 ~~Presbytery the terms of call and salary adjustments for the Missional Presbyter/Stated~~
657 ~~Clerk.~~
- 658 • Recommend annually to the Finance and Property Committee salary adjustments for
659 other (besides the ~~Missional Presbyter/Stated Clerk~~) staff members of the Presbytery.

- 660 • Review office staffing configuration and expenses every three years and recommend
661 changes to Finance and Property as the Presbytery's needs evolve.
- 662 • Recommend annually to the Finance and Property Committee budgetary adjustments to
663 office expense items.
- 664 • As detailed in the Manual of Operations, provide assistance as requested to any search
665 committee for Presbytery staff.
- 666 • Take such other actions as the Presbytery may request.

667

668 **Communications Advisory Team (CAT)**

669

670 *Mission:* to advise the entities of the presbytery on ways to improve and enhance
671 communications between the Presbytery, its congregations and individual parishioners, as well
672 as beyond the presbytery and to other members of the public.

673 *Members:* The Communications Advisory Team will consist of between six and twelve members
674 who will serve at the invitation of the Moderator; recommendations for membership from
675 congregations will be welcomed. Members will be invited to serve for a one-year term which
676 may be renewed annually at the mutual consent of the Moderator and the member.

677 *Tasks:* The new Presbytery model, a networking model built on shared values and shared
678 missional endeavors, requires flexibility and creativity in communications. All modes of
679 communication will be explored, including the presbytery web site, social media, print and
680 electronic media, and other evolving methods of reaching congregations and individuals.
681 Presbytery leadership and individual congregations are challenged to communicate in ways that
682 recognize and encourage their initiatives and responsibilities, especially in opportunities for
683 worship, education and mission.

684 The Communications Advisory Team is expected to develop and recommend to the
685 Coordinating Team a Communications Plan for the Presbytery. In developing its Plan, the Team
686 will consider the Communications Opportunities document developed by the Work Group for a
687 New Presbytery Design. The recommended Communications Plan is expected to focus primarily
688 on utilizing technologies to keep congregations and individuals fully informed of joint missional,
689 education, and worship opportunities as well as the ecclesial activities of the Presbytery.

690

691 **New Business Committee**

692 *Mission:* to review and make recommendations regarding any new business items, including
693 resolutions, overtures and other legislation, which have not been referred to the Presbytery for
694 its action by any of its commissions, committees, work groups, task forces, teams or
695 commissioners.

696 *Members:* At each Stated Presbytery meeting, the Moderator shall appoint seven persons
697 representing the fullness of the diversity of the Presbytery to serve as the New Business
698 Committee. One shall be appointed Chair by the Moderator. The duration of their term of
699 service is only for that particular meeting of the Presbytery.

700 *Tasks:* **The New Business Committee of a presbytery meeting shall evaluate new agenda items**
701 **presented to it by the Administrator. If the committee deems the agenda item(s) to be**
702 **brought properly before the Presbytery, the item(s) will be considered under the “new**
703 **business” section of the docket.** Only items submitted to the ~~Missional Presbyter/Stated Clerk~~
704 **Administrator** no later than within the first hour of the start of the presbytery meeting at which
705 the item is to be considered shall be referred to this committee. ~~Presbytery commissioners~~
706 ~~shall not consider items not submitted within the time constraints provided by the Missional~~
707 ~~Presbyter/Stated Clerk~~ **Administrator.**

708 Any item of legislation requiring action of the Presbytery and related directly to any item under
709 consideration by the Presbytery (i.e., amendments, substitute motions) under its normal course
710 of business shall not be subject to review or recommendation by the New Business Committee
711 unless so referred by act of the Presbytery.

712
713 In its recommendation regarding action on a particular item, the New Business Committee may
714 make one of three recommendations: Approval, Disapproval, or Referral to an Existing
715 Committee for report to the next meeting of presbytery.

716
717 Items approved by the New Business Committee for presentation to the Presbytery shall be
718 considered immediately preceding the close of the presbytery meetings, following a report by
719 the New Business Committee.

720 Notwithstanding any of the foregoing, upon motion to consider an item which would otherwise
721 be subject to review and recommendation by the New Business Committee, the commissioners
722 present at the presbytery meeting, and at which quorum is present, may bypass this process
723 and consider the item, provided at least three-quarters of those commissioners vote to do so.

724 **Permanent Judicial Commission (PJC)**

725 *Mission:* to provide judicial process within the jurisdiction of the Presbytery.

726 *Members:* The PJC is composed of seven members representing the fullness of diversity of the
727 Presbytery, **with** one member elected by the Commission to serve as its chairperson. Terms and
728 limits are defined in the Rules of Discipline **in the Book of Order.**

729 *Tasks:* Its responsibilities are limited to those defined in the Rules of Discipline, D-5.0000. The
730 Commission reports its work directly to the Presbytery.

731 **Special Administrative Review Committee (SARC)**

732 *Mission:* to seek a fair and just conclusion upon learning of an irregularity of either commission
733 or omission by a congregational council’s moderator, a congregational council or a
734 congregation falling under the jurisdiction of the Presbytery.

735 *Members:* When an irregularity described in the preceding paragraph occurs, the Moderator of
736 Presbytery, in consultation with the Chairperson of the Commission on Ministry and the
737 ~~Missional Presbyter~~/**Stated Clerk**, shall appoint five members representing the full diversity of
738 the Presbytery to undertake Special Administrative Review under the authority given under G-
739 3.0108 of the Book of Order. One member shall be appointed as chairperson by the Moderator.

740 *Tasks:* The committee shall follow G-3.0108 regarding the manner of review.

741 The Moderator of Presbytery shall report to the Commission on Ministry the reasons for such
742 an appointment and the names of the committee members. This appointment shall also be
743 reported at the next meeting of Presbytery.

744 The Special Administrative Review Committee shall report their progress and/or findings, in
745 writing, to the Presbytery at each meeting during its existence.

746 If in the course of undertaking the review the Special Administrative Review Committee
747 discovers that an irregularity or delinquency has occurred, it may “direct the lower council to
748 reconsider and take corrective action if matters are determined to be out of compliance.” (G-
749 3.0108c)

750 The Special Administrative Review Committee may also seek review and correction by initiating
751 judicial process as described in the Rules of Discipline.

752 **Associated Ministry Groups**

753 Associated Ministry Groups are groups which have a connection to the Presbytery, but which
754 are not staffed by the Committee on Representation and Participation. Such groups include
755 Presbyterian Women and may for example include racial ethnic affiliation groups, women’s
756 groups, mission groups with one focus, etc.

- 757 • These Associated Ministry Groups report annually to the Coordinating Team of the
758 Presbytery. The Coordinating Team welcomes the input from these groups regarding
759 ways the Presbytery can best partner with them to strengthen and transform the
760 congregations of this Presbytery.
- 761 • Each Associated Ministry Group shall annually submit a written report to the ~~Missional~~
762 ~~Presbyter~~/~~Stated Clerk~~ **Administrator**, to be included in the reports given to Presbytery
763 at the Annual Meeting.
- 764 • Any budgetary requests shall come directly to the Coordinating Team for consideration.
- 765 • Additional groups may apply for recognition in this category by applying to the
766 Coordinating Team. The CT will consider and make recommendation to the Presbytery,
767 which would then vote to include the group as a self-governing extension of the
768 Presbytery’s mission.
- 769 • The Associated Ministry Groups may initiate interaction with the Coordinating Team or
770 with any committee or commission to explore common interests and to implement

771 ministry jointly. They may send representatives to attend Coordinating Team meetings
772 in person **with prior arrangement**.

773 Commissioners and Young Adult Advisory Delegates to 774 the General Assembly

775 Commissioners and Youth Advisory Delegates to General Assembly shall be elected by the
776 Presbytery at the annual meeting preceding the next biennial General Assembly.

- 777 • At the annual meeting of Presbytery preceding the next General Assembly, the
778 Committee on Representation and Participation shall propose to Presbytery a slate of
779 nominees. CORP shall take into consideration in making these nominations such criteria
780 as: knowledge of issues before the church, attendance at Presbytery meetings as a
781 commissioner, whether a commissioner has come from the same church within the last
782 five years, whether the person has ever been a commissioner to General Assembly, and
783 whether the person has demonstrated participation in the life of the Presbytery.
- 784 • Nominees will be introduced to the body by the person presenting the CORP report.
785 That introduction may include biographical information about the nominees and any
786 pertinent information, but should not include an opportunity for the nominees to make
787 election/campaign speeches during any Presbytery meeting.

788 Presbytery Staff

789 Presbytery staff includes all persons employed by Presbytery.

- 790 • ~~Inasmuch as the Missional Presbyter/Stated Clerk represents the authority and concern~~
791 ~~of the Presbytery, persons assigned to or working in the bounds of the Presbytery from~~
792 ~~any council or agency of the Presbyterian Church (U.S.A.) shall relate to the Missional~~
793 ~~Presbyter/Stated Clerk and shall, insofar as is possible, keep the Missional~~
794 ~~Presbyter/Stated Clerk informed of their work. Similarly, the Missional Presbyter/Stated~~
795 ~~Clerk shall insofar as possible, be kept abreast of matters concerning real and personal~~
796 ~~property within the bounds of the Presbytery in which the Presbytery may have a~~
797 ~~beneficial or reversionary interest.~~
- 798 • The primary duties of the Missional Presbyter/Stated Clerk **Administrator, Stated Clerk**
799 **and various consultants** are detailed in the **job their** position descriptions.
- 800 • ~~The Missional Presbyter/Stated Clerk is head of staff.~~ **The Personnel Committee** There
801 shall **conduct** be an annual review of staff positions, and job descriptions **and** in addition
802 ~~to annual evaluation of personnel performance.~~
- 803 • Presbytery staff shall not be eligible to be elected to or serve as a voting member of any
804 Commission or Committee for three years following termination of service.

805 Amending or Suspending the Standing Rules

806 All sections of these Standing Rules shall be amended or suspended as follows:

- 807 • Anyone wishing to propose an amendment shall present the proposed amendment in
808 writing to the Coordinating Team for its consideration prior to presenting the proposed
809 amendment in writing to the Presbytery.
- 810 • Unless the Coordinating Team deems otherwise, all proposed amendments shall be
811 presented to the Presbytery in writing as new business for a first reading, and shall then
812 be voted upon at the subsequent meeting.
- 813 • Once proposed amendments have been presented to the Coordinating Team and to the
814 Presbytery for first reading, they may be voted on at the next stated meeting of the
815 Presbytery. Amendments must be passed by a two-thirds vote of commissioners.
- 816 • Any particular section may be suspended at any stated meeting of the Presbytery, at
817 which a quorum is present, by a **three-quarters** ~~two-thirds~~ vote of the voting members
818 present.
- 819 • Any particular section may be suspended at a called meeting of the Presbytery, at which
820 a quorum is present, by a **three-quarters** ~~two-thirds~~ vote of the voting members
821 present, provided the particular section to be suspended is related to, or affected by,
822 matters included in the official call for the meeting.

Addendum to the Standing Rules
Position Descriptions for Presbytery Staff
February 25, 2017

ADMINISTRATOR

The Administrator is the full time staff person in the Presbytery of Santa Fe, and is also the Associate Stated Clerk for the Presbytery.

Specific Duties for the Administrator include:

1. **Office Administration**

- Answer the Presbytery phone, answer questions, provide a listening ear
- Identify potential volunteer positions and coordinate with Volunteer Coordinator
- Provide support for the Stated Clerk
- Maintain current and historic records of presbytery
 - Pastor and Lay lists
 - Ordination anniversaries
 - Files relating to Presbytery of Santa Fe (PSF) Churches and Pastors as well as PSF committees and commissions
- Oversee master calendar, book meeting space, and provide content for the Website
- Make provision for equipment and supplies for meetings
- Make travel arrangements for representatives of the Presbytery
- Implement background checks for Ministers/ Inquirers/CRE candidates
- Maintain a list of translators (Spanish) for the Presbytery
- Maintain list of supply preachers as provided by the Commission on Ministry (COM)
- Maintain list of hospital visitors
- Coordinate bulk orders of the Book of Order (BOO), the Book of Confessions (BOC), Planning Calendars, Mission Yearbooks, etc.
- Provide resources to churches; e.g., Personnel handbooks, Job description samples, etc.
- Schedule *Go To Meeting* for meetings at presbytery office
- Maintain and distribute the lists of churches, ministers, and the members of the committees/commissions of the presbytery

2. **Communication**

- Publish, in concert with the Communications Consultant, ~~bi-weekly~~ *Ponderings Nuevas Noticias* including gathering reflections and responses from pastors/people throughout the Presbytery
- Work with Chaplain to send out prayer concerns
- Facilitate, in concert with the Communications Consultant, the updating ~~update~~ of the Presbytery's Facebook page

- Refer communications and items of business or concern to the appropriate commission, committee, work group, task force or team in consultation with the chairperson of the Coordinating Team
- Help Churches navigate the PCUSA's Church Leadership Connection website (clearinghouse for church and ministerial information forms)
- Facilitate connections for people making charitable requests or needing resources
- Work with the Webmaster on issues pertaining to the website
- Work with Communication Advisory Team (CAT) on maintaining equipment and technology

3. Facilitation of Committee / Commissions

- Meet with and resource Finance and Property Committee (FPC)
 - Work with Treasurer as needed
 - Help with budget preparation
 - Attend Mid-Council Financial Network meetings
- Support the Commission on Ministry (COM) and the COM Consultant
- Support the Commission on Preparation for Ministry (CPM) as needed
- Support the Youth and Young Adult Consultant, and the Youth Committee as needed
- Resource the Mission Networking Committee (MNC), the Education Networking Committee (ENC), and Worship Networking Committee (WNC) as needed
- Resource the Committee on Representation and Participation (CORP) for nominations and committee development and balance
- Ex-officio member of all committees, commissions, work groups, task forces or teams.

4. Presbytery Meetings

- Coordinate meeting logistics for presbytery at local churches and at Ghost Ranch, including food, lodging, materials and equipment, as needed
- Help prepare docket and meeting documents
- Gather names for the necrology report
- Gather annual reports from committees and Presbytery partners and arrange for report posting on the Presbytery website
- Work with Stated Clerk to provide due notice of all presbytery meetings to members of the presbytery

5. Relationships Outside the Presbytery

- Coordinating external communications with the denomination and outside groups, in coordination with the Coordinating Team
- Work with outside groups coming into the presbytery who need local resources

6. Reports to the Personnel Committee on a regular basis.

STATED CLERK

The Stated Clerk is the ecclesiastical officer of the Presbytery under the provisions of the Book of Order; serving as the parliamentarian of presbytery and the interpreter of the Constitution of the Presbyterian Church (USA). This part-time position averages 10 hours per week (or 40 hours per month).

Specific Duties for the Stated Clerk include:

Provide clerical and parliamentary leadership to all meetings of the Presbytery:

- Works with Administrator to provide due notice to all members and commissioners to the presbytery of all presbytery meetings
- Grants permission *on behalf of* COM for Minister of Word and Sacrament members of other presbyteries to labor within the bounds of the presbytery
- Provides for the reception, release, or transfer of minister members to or from the presbytery
- Serves as recording clerk for presbytery meetings
- Provides presbytery statistical reports to the General Assembly
- Assists with preparation of presbytery minutes, including attendance, maintaining and editing the minutes, adding appendices, and printing the minutes for the Presbytery of Santa Fe's Minutes Book (required by PCUSA)

Maintains the *Book of Order* duties

- Keeps rolls of membership/attendance of Ministers of Word and Sacrament, commissioners, CREs, and the rolls of moderators, PJC members, commissioners to General Assembly (GA) and the Synod of the Southwest
- Maintains the Presbytery approved Bylaws, Standing Rules and Manual of Operations
- Notifies appropriate bodies (e.g., CORP; Coordinating Team) of the resignation of any commission or committee members or of any ecclesial or corporate officers of the Presbytery
- Answer *Book of Order* questions from members of the Presbytery

Provides relationships with other governing bodies:

- Fills the role of the ecclesiastical officer of the Presbytery at ecumenical events
- Attends Synod of the Southwest meetings and occasionally GA meetings

Staffs the Permanent Judicial Commission (PJC) of the Presbytery:

- Receives the filings of remedial cases, complaints, appeals, and requests germane to the presbytery

Maintains relationships with local congregations, sessions and Presbytery members:

- Ensures that Safe Church training is offered for ministers, elders, and others who need the training on a routine basis
- Assists with session records review, including report to presbytery
- Coordinates annual reporting from churches, including the annual Church Information Forms, Clerk's annual questionnaire and statistical reports

Reports to the Personnel Committee on a regular basis.

COMMISSION ON MINISTRY CONSULTANT

The Consultant for the Commission on Ministry (COM) serves as the Presbytery's staff person for the Commission on Ministry as an ex-officio member without vote. This part time position averages a flexible 5 hours per week (or 20 hours per month).

The Consultant should have strong leadership skills as well as experience in being a team builder. The Consultant will advise and meet with the COM co-moderators on a regular basis, usually before the meeting of the commission.

Specific duties of the COM Consultant:

Work closely with the co-moderators to:

- Keep them informed of concerns and issues as they arise
- Develop strategies to address the concerns and issues
- Plan COM meetings and training sessions
- Help COM organize its work efficiently and effectively

Attend the meetings of the Commission:

- Take, compile and distribute the Minutes for COM
- Update COM Handbook as necessary
- Serve to provide continuity and "big picture" awareness of COM's work
- Support the work of both COM and CPM as necessary

Serve as the person to receive information on pastors and churches, and to make the reference checks as needed:

- Receive calls of concern from pastors and churches
- Make reference checks for potential and incoming Ministers of Word and Sacrament
- Give reference checks to other presbyteries for current or recent Presbytery of Santa Fe Minister of Word and Sacrament members
- Keep appropriate records of reference checking activities
- Communicate with the Presbytery Chaplain as appropriate

Interface with the Stated Clerk around polity matters for COM.

Communicate with the Administrator and the Coordinating Team as appropriate.

Reports to the Personnel Committee on a regular basis.

CHAPLAIN

The Chaplain fills a part-time position in the Presbytery focused on providing pastoral care for the minister members, spouses, widows and widowers within the Presbytery. The position will average 10 hours per month (or 2.5 hours per week).

Duties:

Provides pastoral care:

- makes pastoral calls with ministers, commissioned ruling elders and educators as needed, and especially with retired ministers, and widows / widowers of clergy
- makes hospital calls in Albuquerque when needed

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- shares materials such as a book of meditations or comfort when changes in life circumstances happen
- fosters connections among retired clergy including publicizing Board of Pensions offerings in or around our Presbytery

Provides prayer leadership:

- works with the Administrator to communicate prayer concerns to the Presbytery
- offers the Prayers of the People when the presbytery gathers for worship

The Chaplain will use his or her discretion in conveying the prayers requests to COM, the Administrator and the Presbytery.

Reports to the Personnel Committee on a regular basis.

WEBSITE AND COMMUNICATIONS

The Web Design / IT Management Coordinator position has been divided into two positions, each of which averages 5 hours per week for \$5,000 yearly (or \$10,000 total).

Website Technical Manager (Webmaster)

The Webmaster's duties:

- manages the technical aspects of the Presbytery website
- posts items to the Presbytery's website as requested by the Administrator, the Communications Specialist, or the Communication Advisory Team (CAT)
- implements the technical aspects of CAT's decisions
- assists the Presbytery with IT issues

Communications Specialist

The Communications Specialist's duties:

- monitors the content of the Presbytery's website, posts to the Facebook page and the Twitter account, updating the content to maintain the sites' freshness;
- resources the Presbytery as requested in order to enhance communication;
- oversees the periodic production of the Presbytery newsletter (*Nuevas Noticias*);
- assists CAT in implementation of their decisions.
- reports to the Personnel Committee on a regular basis.

YOUTH & YOUNG ADULT MINISTRIES COORDINATOR

Reports to: Presbytery's Personnel Committee and ABQ Young Adult Volunteers (YAV) Board

Directly Supervises: ABQ Young Adult Volunteers

Status: Full-time, 40 hrs a week - 1/4 Presbytery Ministry Coordination, 3/4 ABQ YAV

This combined Coordinator position is supported financially through both the Santa Fe Presbytery and the local ABQ YAV Board. This full-time position falls under the Federal Labor Standards Act, is an Equal Employment Opportunity and offers an annual salary of \$35,000, plus benefits.

Job Summary

The Coordinator develops and directs Presbytery-level youth and young adult ministries and is the Albuquerque Young Adult Volunteer (YAV) site coordinator.

Essential Functions

- **Presbytery of Santa Fe**
 - **Oversee Organization and Implementation of Youth & Young Adult Ministry in the Presbytery of Santa Fe**
 - Focus on Presbytery level youth ministries such as single-day activities and multi-day retreats (including periodic mission trips), support for youth leaders and coordinating participation in the PC(USA) Youth Triennium
 - Encourage and support network of Presbytery young adults for spiritual growth and engagement
 - Participate in quarterly gatherings of Presbytery Staff Consultants and the Personnel Committee
- **Young Adult Volunteers**
 - **Recruit, Interview and Oversee Placement of Young Adult Volunteers (YAVs)**
 - Build relationships with partner organizations to facilitate the recruitment of future YAVs
 - Participate in the annual interviewing, screening and selection process of YAV candidates
 - Coordinate and facilitate a local orientation for ABQ YAV's
 - Develop appropriate work placement sites for the ABQ YAV's
 - **Offer Regular Support and Challenge to the YAVs**
 - Act as site director to support ongoing guidance and training for YAVs in such areas as community engagement, spiritual growth, leadership development, intentional community building and conflict transformation processes
 - Coordinate regular community activity days, periodic retreats and participation in the Presbytery
 - Perform year-end exit interviews with each ABQ YAV and with their site placement supervisor
 - **Manage, Develop, and Promote the YAV Program**
 - Oversee housing arrangements for the ABQYAVs
 - Coordinate regularly with job site placement supervisors
 - Work with the ABQYAV Board, including with budget implementation and regular financial reporting
 - Provide regular website updates to YAV office for informational and recruitment purposes
 - Participate in annual gatherings of the PC(USA) YAV program, and maintain communication with PC(USA) Mission Agency offices related to the position
 - Interpret the goals and vision of the YAV program and of the ABQ YAV site to supporting churches, community partners, and the wider PC(USA)

Core Competencies

- **Organizational Capacity:** Demonstrates ability to handle multiple tasks and demands. Implements and manages efficient processes and procedures in a timely and professional manner. Coordinates effectively with a variety of constituencies.
- **Communication Skills:** Communicates in an open, clear and timely manner. Engages in current and emerging technologies to facilitate communication.
- **Mentoring Ability:** Facilitates individual and community discernment. Engages positively with others and resolves interpersonal conflict. Utilizes active listening. Motivates and includes others in a diverse, volunteer-based ministry.

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- **Budget Management:** Understands basic budgeting procedures and the importance of timely reporting. Demonstrates commitment to accurate record keeping and attention to detail.
- **Team Player:** Fosters an environment of cooperation that welcomes both support and challenge. Willingly provides support to others. Demonstrates flexibility. Willingness to learn.

Qualifications

- Commitment to Jesus Christ and the mission of the PC (USA)
- Experience working with youth and young adults
- General knowledge of the YAV program and the mission and ministries of the PC (USA), preferred
- Bachelor's degree, desired