

BYLAWS

OF

THE PRESBYTERY OF SANTA FE

**(Adopted June 6, 2003; Revised February 23, 2008; Revised October 13, 2012;
Revised June 27, 2015; Revised October 12, 2016; Revised February 25, 2017;
Edited by Stated Clerk October 5, 2017¹; Revised May 21, 2022; Revised
February 18, 2023)**

PREAMBLE

The voting membership of the Presbytery of Santa Fe, hereinafter referred to as "Corporation" or "Presbytery", as a constituent governing body under The Presbyterian Church (U.S.A.) and as a not-for-profit corporation organized for religious purposes and existing under and by virtue of the laws of the State of New Mexico, hereby enacts the following Amended and Newly Adopted Bylaws as containing the principles under which the Corporation shall be governed.

ARTICLE I

Ecclesiastical Connection

This council is an integral part of the following councils of The Presbyterian Church (U.S.A.): the Sessions of established congregations constituting the Presbytery of Santa Fe, the Synod of the Southwest, and the General Assembly of The Presbyterian Church (U.S.A.), hereinafter referred to as "the PCUSA."

ARTICLE II

Constitution

¹ The Stated Clerk was authorized to edit any references in these Bylaws from "Teaching Elders" to "Ministers of the Word and Sacrament" and "Ruling Elder commissioned to pastoral service" to "Commissioned Pastor" upon approval of the amendments to the Book of Order by a majority of presbyteries which were approved by the 222nd General Assembly (2016) by Presbytery action taken in a stated meeting in February 2017.

The Presbytery of Santa Fe, being a particular council of the PCUSA, recognizes that the Constitution of the PCUSA is, in all of its provisions, obligatory upon this particular council and its members. If any part of these Bylaws conflict with the Constitution of the PCUSA, the same shall be null and void and the provision, or provisions, of the Constitution of the PCUSA shall be substituted therein.

ARTICLE III

Territory

The territory in which the Corporation's operations are principally to be conducted is the territory shown within its geographical boundaries on Exhibit "A", which is attached to and made a part of these Bylaws.

The territory includes the New Mexico counties of Bernalillo, Catron, Cibola, Colfax, Harding, Los Alamos, McKinley, Mora, Rio Arriba, San Juan, San Miguel, Sandoval, Santa Fe, Sierra, Socorro, Taos, Torraine, Union, and Valencia.

ARTICLE IV

Membership

- 1) Voting Membership. The voting membership of this Corporation at any Presbytery meeting, whether attending in person or electronically, shall consist of those persons ordained as Ministers of the Word and Sacrament² who have been admitted as continuing members of the Presbytery, Ruling Elders who have a commission as a Commissioned Pastor³, and those Ruling Elders who have been received into membership of a PCUSA affiliated church corporation located in the Presbytery's territory and have been duly elected;
 - a) As a Ruling Elder Commissioner to the Presbytery by their respective

² The Book of Order 2017/2019 defines "Minister of the Word and Sacrament" as follows: "**Ministers of the Word and Sacrament (also called teaching elders and pastors)**..." See G-2.0501. For purposes of these Bylaws, the term "Ministers of the Word and Sacrament" is used, at the same time, acknowledging that the other terms are also acceptable alternatives.

³ The Book of Order 2017/2019 replaced the terms "Ruling Elder commissioned to pastoral service" and "Ruling Elder commissioned to particular pastoral service" with "Commissioned Pastor (also known as Commissioned Ruling Elder)". See, for example, W-4.0404, but note the continuing use of the term "Ruling Elders commissioned to pastoral service" in G-3.0307 and the use of the title "Commissioning Ruling Elders to Particular Pastoral Service" in G-2.10. For purposes of these Bylaws, the term "Commissioned Pastor" is used.

- session,
- b) As Chair of a Presbytery Commission or Committee,
 - c) As either an ecclesiastical or corporate officer of this Presbytery,
 - d) As a Ruling Elder who is a Certified Christian Educator, who is currently employed as an educator at least half-time in a congregation in the Presbytery, or an educator retired directly from serving a congregation in the Presbytery as long as they remain a member of a congregation in the Presbytery.
 - e) As Moderator of Presbytery for any prior year.
 - f) Moderator of Presbyterian Women if she is not otherwise a voting member of Presbytery.
- 2) Corresponding Members. When in attendance, corresponding members with voice, but without vote shall be:
- a) Members of Synod Staff and other non-ecclesiastical or corporate officer Presbytery staff, and
 - b) Ministers of the Word and Sacrament of other Presbyteries of the PCUSA and of other communions in correspondence with the General Assembly.
- 3) Youth Advisory Delegates. Persons between 17 and 23 years of age, not otherwise serving as a Ruling Elder commissioner, may be elected by each Session for a term of one year. Youth advisory delegates must be active members of the particular congregation which elected them and are granted privilege of the floor, but without vote.
- 4) Others in Attendance. Others in attendance at a meeting of Presbytery may be granted privilege of the floor by action of Presbytery. Such persons should present their names to the Administrator prior to the opening of the particular Presbytery meeting.
- 5) Judicial Process. Full judicial process as defined in the ~~Rules of Church~~ Discipline of the Constitution of the PCUSA shall apply to all communicant members, Ministers of the Word and Sacrament, and corporations affiliated with and subject to the Constitution of the PCUSA.

ARTICLE V

The Presbytery as an Ecclesiastical Entity

- 1) The Presbytery, as an ecclesiastical body, shall consist of the following:
 - a. Ecclesiastical Officers of Presbytery. Presbytery elects as its ecclesiastical officers a Moderator, Moderator-elect, Past Moderator, Stated Clerk and Treasurer. Their duties are as stated in the Book of Order and the Standing Rules of the Presbytery of Santa Fe. The terms of office for the Moderator and Moderator-elect begin with their installation. The terms of office for the Stated Clerk and Treasurer begin at the close of the Annual Meeting following election.
 - i. The Moderator is ordinarily the person who has served as Moderator-elect the preceding year, and is elected for a term of one year.
 - ii. The Moderator-elect is elected for a term of one year.
 - iii. The Past Moderator is elected for a term of one year.
 - iv. The Stated Clerk is elected for a term of three years.
 - v. The Treasurer is elected for a term of three years.
 - b. Presbytery Commissions, Committees and Teams. The Commissions and Committees of Presbytery shall be those created to fulfill the vision and values of the Presbytery and those required by the Constitution of the Presbyterian Church (U.S.A.). They shall include: the Commission on Ministry; the Commission on Preparation for Ministry; the Committee on Representation and Participation; ~~the Worship Networking Coordinators; the Education Networking Coordinators;~~ the Mission Networking Coordinators; the Finance and Property Commission; the Personnel Committee; the Presbytery Permanent Judicial Commission; the Leadership Team; and the Coordinating Team.
 - i. Responsibilities. The responsibilities of these commissions, committees, and teams are set forth in the Book of Order and the Standing Rules of the Presbytery.
 - ii. Election.
 1. The members and chairpersons of all Commissions and Committees, except as otherwise noted in paragraphs 2 and 3 below, are nominated by the Committee on Representation and Participation and elected annually by the Presbytery.

2. The members of the Permanent Judicial Commission shall elect their own chairperson from among their membership.
 3. The members of the Committee on Representation and Participation are nominated by the Coordinating Team and elected by the Presbytery. The chair shall be nominated from among the committee members by the Moderator of the Presbytery and elected annually by the Presbytery.
- iii. Terms.
1. The Commissions and Committee members are elected to three year terms divided into three equal classes and the chairpersons or co-chairpersons shall be elected annually to serve one year terms, except the Permanent Judicial Commission members shall be elected for a six year term.
 2. The Commission and Committee members shall serve no more than two complete terms or partial terms aggregating more than six consecutive years and no Commission or Committee chairperson shall serve more than three complete terms or partial terms aggregating more than three consecutive years. Members of the Permanent Judicial Commission, as defined in the Book of Order, may serve only one term.
- iv. Quorum. A quorum shall comprise of attendance (either in person or electronically) by more than half the membership of a commission, committee or team, which must include its chairperson or co-chairperson. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the commission, committee, or team.
- v. Electronic voting. Any electronic voting by committees, commissions or teams shall be conducted according to the Standing Rules of the Presbytery.
- vi. Manual and Rules. Each commission, committee, and team may adopt a manual of operations for its work, and may adopt rules for its own government, not inconsistent with these bylaws or with the Standing Rules of the Presbytery.

- c. Other Commissions, Committees, Work Groups or Task Forces. Other commissions, committees, work groups or task forces may be established and dissolved by the Presbytery.
 - i. Such groups shall be established for the fulfillment of any particular function or ministry which shall be stated.
 - ii. Such groups are established for a specific period of time and for specific functions.
 - iii. The size, membership and structure of such groups shall be determined by the entity which established them.
 - iv. Such groups are responsible to the entity which established them and shall report directly to that entity.
 - v. The establishment of such groups shall be reported to the Presbytery.
- 2) Duties and Responsibilities. The duties, responsibilities and authority of the Presbytery, both as a council and as an entity charged with supporting congregations' witness in the world, are defined in the Book of Order.
- 3) General Rules of Organization
 - a. Terms of Office. The Presbytery Moderator-Elect, The Moderator (who chairs the Leadership Team), and the Past Moderator shall ordinarily serve no more than a single one-year term in each of those offices.
 - b. Election and Vacancies. Chairpersons and members of Commissions and Committees, as provided herein above, shall be elected at the annual meeting of Presbytery to take office at the end of the annual meeting. Through the Committee on Representation and Participation, vacancies may be filled at any time and take effect at such time as Presbytery shall determine. If a vacancy occurs on the Leadership Team, the most recent Moderators of Presbytery will be invited in succession to fill such vacancy(ies).
 - c. Floor Nominations. The opportunity for nominations to be made from the floor of Presbytery shall not be curtailed, so long as that process does not violate any of the above stipulations, or the Book of Order, or the Presbytery's Standing Rules.
 - d. Standing Rules. The Standing Rules of Presbytery shall serve to expand upon these bylaws; however, should any part of the Standing

Rules conflict with these bylaws, the same shall be null and void and the provision, or provisions, of these bylaws with which they conflict shall be substituted therein.

ARTICLE VI

The Presbytery – As Corporate Entity

- 1) In accordance with the Laws of the State of New Mexico, the Presbytery establishes a Board of Trustees which shall be responsible for fulfilling the corporate responsibilities of the Presbytery of Santa Fe.
- 2) The members of the Finance and Property Commission and the Ecclesiastical Officers of the Presbytery shall comprise the Board of Trustees of the Presbytery.
- 3) The Officers of the Board of Trustees shall be a President, who is the Moderator of the Presbytery; a Secretary, who is the Stated Clerk of the Presbytery; and a Treasurer, who is the Treasurer of the Presbytery. **The annual meeting of the corporation is typically held in February.**
- 4) The Presbytery shall elect a Stated Clerk. This person shall be responsible for implementing its policies and ensuring fulfillment of denominational constitutional responsibilities. This person shall be authorized to perform or delegate those functions set forth in Article IX, below, as its agent; unless otherwise limited by act and resolution of the Board of Trustees and not inconsistent with these Bylaws, the articles of incorporation or any federal, state or local law or statute applicable to the Corporation.
- 5) The Board of Trustees shall:
 - a. Hold and manage the properties of the Corporation.
 - b. Manage the financial affairs of the Corporation.
 - c. Consider and act upon requests from congregations for permission to take the actions regarding real property as described in G-4.02 of the Book of Order.
 - d. Make all reports and have the authority to take all actions and exercise all power granted by the New Mexico Non-Profit

Corporation Act, provided the exercise of such authority or power does not contravene any provision of the Constitution of the PCUSA or the Articles of Incorporation, Bylaws or Standing Rules of the Presbytery of Santa Fe.

ARTICLE VII

Meetings of the Presbytery

- 1) Annual Meeting
 - a. An annual meeting of the members of the Presbytery of Santa Fe shall ordinarily be held in the month of October, for the purpose of electing ~~Trustees~~, Ecclesiastical Officers of the Presbytery and such other persons as are required by these bylaws and for the transaction of such other business as may come before the meeting.
- 2) Stated Meetings. In addition to the Annual Meeting, the Presbytery shall hold such stated meetings as the Standing Rules may provide.
- 3) Called Meetings. Called meetings of the members may be called in conformity with the Book of Order and the Standing Rules.
- 4) Absences from meetings. An excused absence from either a Stated or Called meeting may be granted by the Stated Clerk for good and sufficient reason as long as the request is received by the Stated Clerk or Administrator prior to the convening of the meeting.
- 5) Quorum. A quorum for a meeting consists of any ten Ministers of the Word and Sacrament who are members of Presbytery and ten Ruling Elder commissioners from ten different congregations on the roll of the presbytery attending either in person or electronically.
- 6) Types of Meetings. Meetings of Presbytery and its subordinate entities, created under the authority of these bylaws, may hold meetings in these following ways:
 - a. Traditional in person, that is a single official gathering in one room or area of the assembly of its members at which a quorum is present;

- b. Electronic meetings, are authorized for all meetings of Presbytery and its subordinate entities through the use of a conference telephone or other communications equipment and electronic technologies by means of which all persons participating in the meeting can engage in interactive dialogue and discussion; or,
 - c. Hybrid meetings, by use of a combination of method a. and method b.
- 7) Parliamentary Procedures. Meetings of Presbytery and its subordinate entities, created under the authority of these bylaws, shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in those cases where the Standing Rules or Book of Order provide otherwise.

ARTICLE VIII

Contracts, checks, deposits and Funds

- 1) Contracts. The Board of Trustees may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name, and on behalf, of the Corporation, and such authority may be general or limited to specific matters.
- 2) Checks, Drafts, etc. All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Trustees. In the absence of such determination by the Board of Trustees, such instruments of ~~\$1000~~-\$2,500 or less shall be signed by either the treasurer or one of the other persons authorized by the Board of Trustees to be a signatory. Instruments of more than ~~\$1,000~~ \$2,500 shall be signed by two of the authorized signatories.
- 3) Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Trustees may select.

- 4) Gifts. The Board of Trustees may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes, or for any special purpose, of the Corporation.
- 5) Investments. The Board of Trustees, in consultation with the treasurer and/or person(s) whom the Board of Trustees may name, shall determine when and how funds shall be invested for the benefit of the Corporation.
- 6) Restricted and/or Designated Funds. Restricted and/or designated funds of the Corporation shall be utilized according to the terms of their restriction and/or designation in accordance with policies adopted by the Board of Trustees. If and when such restrictions or designations are no longer applicable or relevant, the Board of Trustees shall take appropriate actions to release the funds from their restriction or designation. Application for utilization of such funds shall be through procedures approved by the Board of Trustees or policies of the Presbytery of Santa Fe as spelled out in the Standing Rules or policies of a committee.

ARTICLE IX

Books and Records

The Corporation shall keep correct and complete books and records of account, consistent with generally accepted accounting practices, and shall also keep minutes of the proceedings of its Board of Trustees and committees having the authority of the Board of Trustees, and shall keep at its registered or principal office a record giving the names and addresses of the members of the Board of Trustees. All books and records of the Corporation may be inspected by any Trustee, their agent or attorney, for any proper purpose at any reasonable time. Further, the Board of Trustees shall, at minimum, have a full annual financial review of all books and records relating to finances as provided in Book of Order G-3.0113. A full financial audit shall be conducted no less than every ~~three~~ **five** years.

ARTICLE X

Fiscal Year

The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December in each year.

ARTICLE XI

Waiver of Notice

Whenever any notice is required to be given under the provisions of the New Mexico Nonprofit Corporation Act or under the provisions of the articles of incorporation or the bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XII

Amendments to, and Suspension of, Bylaws

These bylaws may be altered, amended or repealed and new ones may be adopted by a two-thirds vote of the voting members of the Presbytery of Santa Fe present at any stated or called meeting. At least ten days written notice shall be given of intention to alter, amend and/or repeal the existing bylaws or to adopt new ones at such meeting.

Likewise, these bylaws, or any portion thereof, may be suspended at any stated or called meeting of the Presbytery by a three-fourths vote of the voting members of the Presbytery present at any stated or called meetings, provided at least ten days written notice is given of the intention to do so.

_____/s/_____

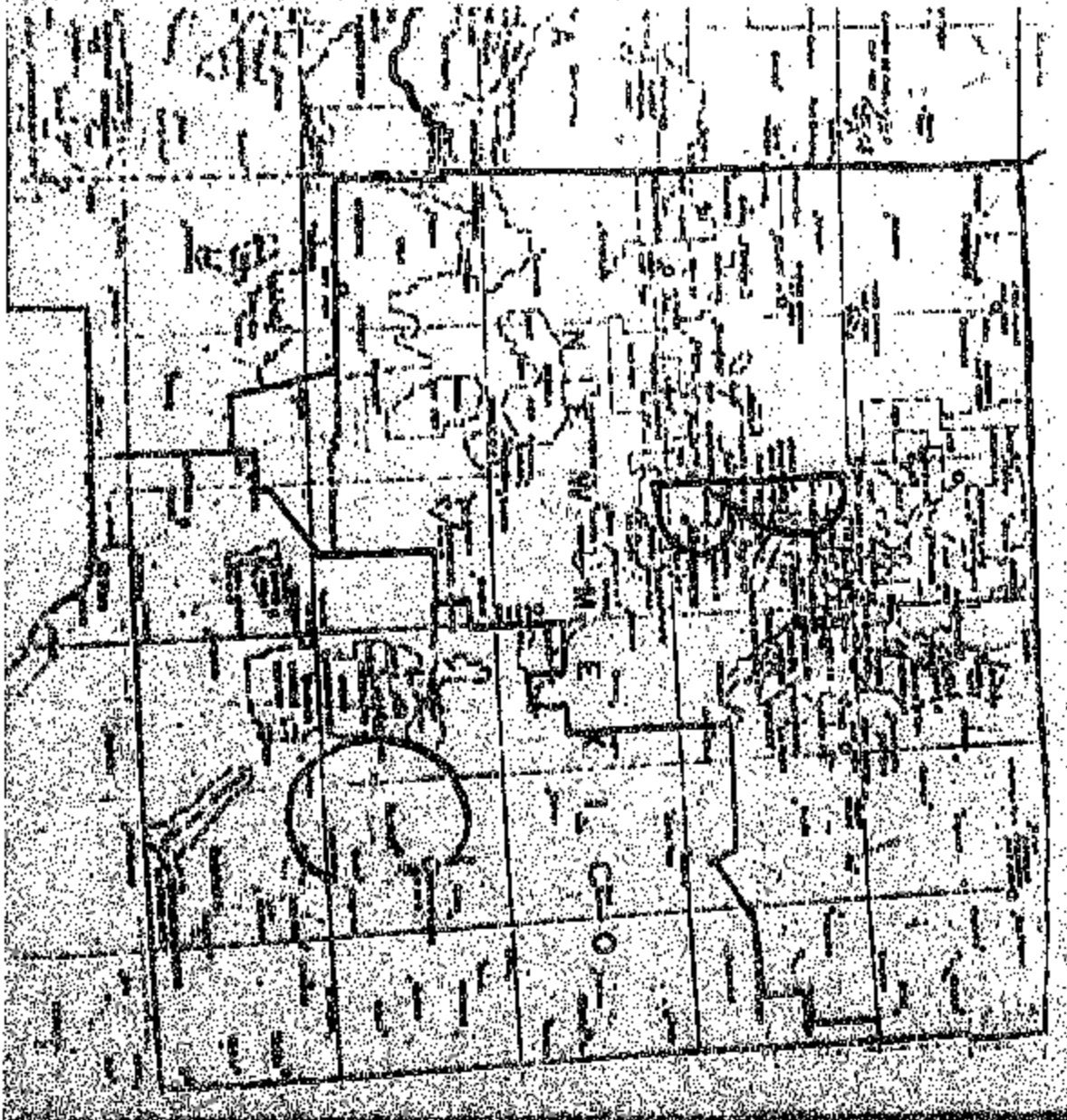
Moderator

_____/s/_____

Stated Clerk

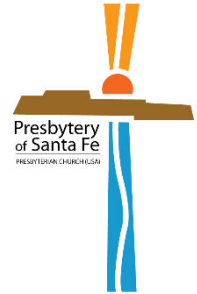
Exhibit A
Geographical boundaries shown as of 1/1/01

Best Available Copy



Manual of Operations

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)

October 17, 2014; Revised June 27, 2015; October 12, 2016; February 25, 2017; Edited by Stated Clerk
October 5, 2017¹; June 22, 2019; February 22, 2020; October 17, 2020; May 21, 2022; October 19,
2024

- 1 **The Manual of Operations of the Presbytery of Santa Fe includes the Articles of Incorporation, the**
- 2 **Bylaws, the Standing Rules including an Addendum with position descriptions, and other related**
- 3 **documents.**

¹ The Stated Clerk was authorized to edit any references in these Standing Rules from “Teaching Elders” to “Ministers of the Word and Sacrament” and “Ruling Elder commissioned to pastoral service” to “Commissioned Pastor” upon approval of the amendments to the Book of Order by a majority of presbyteries which were approved by the 222nd General Assembly (2016) by Presbytery action taken in a stated meeting in February 2017.

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4 Vision and Values

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

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

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

21

Standing Rules

22

of the Presbytery of Santa Fe

23

Who We Are as an Entity

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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.

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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.

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The Presbytery as a dynamic council is constituted by the (1) Ruling Elder commissioners elected by congregational councils and (2) Ministers of the 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.).

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

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Representation

40

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

41

Church Membership

Number of Commissioners

42

1-69

1 Elder

43

70-139

2 Elders

44

140-209

3 Elders

45

210-499

4 Elders

46

500+

5 Elders

47

Alternate Ruling Elder commissioners are ordinarily elected by each session to substitute for the regular commissioners in the latters’ absence.

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49 Annually, at the fall meeting of presbytery, the Stated Clerk of the Presbytery shall report the
50 difference in attendance between Ministers of the Word and Sacrament² and Ruling Elder
51 commissioners based upon the average of the last six presbytery meetings. If additional Ruling
52 Elder commissioners are needed to address the imbalance, at the recommendation of the
53 Stated Clerk, the Presbytery shall invite councils of particular congregations to elect additional
54 Ruling Elder commissioners, bearing in mind the principles of unity in diversity in Book of Order
55 F-1.0403.

56 Stated Meetings, Called Meetings, Attendance 57 and Minutes

58 Presbytery shall hold ~~three~~ **two** *stated* meetings each year **typically in the winter (February) and**
59 **the fall (October)**. *Called* meetings may be requested as needed, in accordance with the Book of
60 Order and these Standing Rules. All meetings of the Presbytery may be either in person physical
61 meetings with members in one location or virtual electronic meetings with members in various
62 locations if there is the ability between all members simultaneously to discuss and vote on
63 business items or a combination of both methods.

64 The recommendations for the Presbytery meeting dates and locations for the following year
65 will be made by the Stated Clerk at the first presbytery meeting of the year for approval by
66 Presbytery. The recommendations will take into consideration balance in geographical meeting
67 sites and accessibility for all members of the Presbytery in facilities conducive to full
68 participation.

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

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

73 The Presbytery of Santa Fe in session shall always conform to the requirements of the
74 Constitution of the Presbyterian Church (U.S.A.) and the requirements of the Presbytery's
75 Manual of Operations. Meetings shall be conducted in accordance with the most recent edition
76 of *Robert's Rules of Order*.

77 A quorum for presbytery meetings shall consist of any ten Ministers of the Word and Sacrament
78 who are currently members of Presbytery on the roll of the presbytery and at least ten Ruling Elder

² The Book of Order 2017/2019 defines "Minister of the Word and Sacrament" as follows: "**Ministers of the Word and Sacrament (also called teaching elders and pastors)**..." See G-2.0501. For purposes of these Standing Rules, the terms "Ministers of the Word and Sacrament" is used, at the same time, acknowledging that the other terms are also acceptable alternatives.

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79 commissioners from ten different congregations from 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. **Retired (formerly Honorably Retired (HR))** Ministers of the Word and Sacrament
83 who are members of the Presbytery shall be excused from attendance at presbytery meetings,
84 and will not be listed as Absent or Excused in official minutes if they do not attend.

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

86 Notice of a stated meeting shall be sent not less than ten days in advance to each Teaching
87 Elder and to the clerks of session of every congregation.

88 Called meetings may be held in accordance with the Book of Order, G-3.0304, at the request of
89 the Coordinating Team, or by the following process: The Moderator shall convene a called
90 meeting at the request, or with the concurrence, of two Ministers of the Word and Sacrament
91 and two Ruling Elder Commissioners, the Ministers of the Word and Sacrament and Ruling
92 Elders being of different congregations. Should the Moderator be unable to act, the
93 Administrator shall, under the same conditions, issue the call. If both Moderator and
94 Administrator are unable to act, any three Ministers of the Word and Sacrament and three
95 Ruling Elder Commissioners (being of different churches) may convene a called meeting. The
96 Synod may direct the Presbytery to convene a special meeting for the transaction of designated
97 business. Notice of a called meeting shall be sent not less than ten days in advance to each
98 Teaching Elder and to the clerks of session of every congregation. The notice shall set out the
99 purpose of the meeting, and no other business than that listed in the notice shall be transacted.

100 **In addition to Stated and Called Meetings, the Presbytery may gather at any time for any**
101 **purpose, other than the voting on official Presbytery business, for educational, fellowship,**
102 **social or other reasons without the requirements set forth in these Standing Rules for a Stated**
103 **or Called Meeting.**

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

105 **Docket:** The docket for each meeting of the Presbytery is prepared by the Administrator,
106 reviewed by the Coordinating Team and presented to the Presbytery for its adoption.

107 **Consent Agenda:** The Presbytery Coordinating Team may designate items of business for the
108 Consent Agenda. The Consent Agenda shall be considered at or prior to Presbytery stated
109 meetings as specified in the Call to the meeting and any member of the Presbytery may request
110 that any item be removed, in which case that item shall be removed from the Consent Agenda
111 for consideration by the Presbytery. Any items not so removed at the time set forth for

STAFF PROPOSED REVISIONS FEB 2025

112 consideration of the Consent Agenda shall be deemed adopted by the Presbytery as the action
113 of the Presbytery. Overtures to amend the Book of Confessions, the Book of Order, the
114 Presbytery Bylaws, Standing Rules or the Presbytery Manual of Operations shall not be set on
115 the Consent Agenda.

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

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

143
144 * Timely, in respectful language, properly presented, and not an “improper motion” as defined by *Robert’s Rules of*
145 *Order*, Chapter X, Section 39

146 **Officers**

147 The ecclesiastical officers of the Presbytery are: Moderator, Moderator-Elect, Past Moderator,
148 Stated Clerk, and Treasurer. All ecclesiastical officers shall be either Ministers of the Word and
149 Sacrament or Ruling Elders.

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

- 153 • Serving as a member of the Coordinating Team.
- 154 • Serving as chairperson of the Leadership Team.
- 155 • Serving as President of the Board of Trustees.
- 156 • Appointing, in consultation with the chairperson(s) of the Commission on Ministry, the
157 Stated Clerk, and Associate Stated Clerk, a committee of counsel as provided in the
158 ~~Rules of Church~~ Discipline D-~~6.0302~~ 4.0204 under a remedial case. Further, the
159 Moderator shall at the next meeting of the Presbytery report such action.
- 160 • Appointing, with the advice and consent of the chairperson(s) of the Commission on
161 Ministry and Stated Clerk, an investigating committee as provided in the ~~Rules of Church~~
162 Discipline D-~~10.0103~~ 7.0501 under a disciplinary case. Further, the Stated Clerk shall
163 at the next meeting of the Presbytery report such action.
- 164 • ~~Appointing, in consultation with the chairperson(s) of Commission on Ministry, the~~
165 ~~Stated Clerk and the Associate Stated Clerk, the members of any Administrative~~
166 ~~Commission, not otherwise provided for in these Standing Rules, for the purposes set~~
167 ~~forth in the Book of Order G-3.0109b and G-3.0303. Further, the Moderator shall at the~~
168 ~~next meeting of the Presbytery report such action.~~
- 169 • Appointing, in consultation with the chairperson(s) of Commission on Ministry, the
170 Stated Clerk and the Associate Stated Clerk, a committee for Special Administrative
171 Review, as provided in the Book of Order G-3.0108b. Further, the Moderator shall at
172 the next meeting of the Presbytery report such action.

173

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

177

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

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

184

185 Should the position of Moderator become vacant for any reason during the Moderator-Elect's
186 term, the Moderator-Elect shall immediately, without the need for an election or installation,
187 become **Acting Moderator** with all of the powers, duties and responsibilities of Moderator
188 under the Book of Order and the Presbytery's Bylaws and Standing Rules until the next annual

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189 meeting of the Presbytery. The Presbytery may, but is not required to, elect and install a
190 **Successor Moderator-Elect**, with all of the powers, duties and responsibilities of Moderator-
191 Elect under the Presbytery's Bylaws and Standing Rules; or elect but not install an **Acting Vice-**
192 **Moderator**, serving in any capacity requested by the Acting Moderator. Candidates for either
193 office are presented to the Presbytery by the Committee on Representation and Participation
194 and any such officer will serve until the next annual meeting of the Presbytery.

195 In electing the Moderator-Elect, the Presbytery stipulates that the Moderator-Elect will become
196 the Moderator the following year. Candidates for the office of Moderator-Elect are presented
197 to the Presbytery by the Committee on Representation and Participation at the annual meeting
198 of the Presbytery, and that officer is elected and ordinarily installed at that meeting.

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

- 201 • Providing a financial report at stated meetings of the Presbytery.
- 202 • Presenting a year-end financial statement to Presbytery at its first stated meeting
203 following the end of the fiscal year.
- 204 • Working with the Leadership Team, the Finance and Property Commission, the
205 Administrator, the Coordinating Team, and others on matters pertaining to the financial
206 life of the Presbytery, which shall include an annual audit/review of the Presbytery's
207 year-end financial statements as soon as practicable following the close of each fiscal
208 year. (See Bylaws, Article IX)
- 209 • Serving as a member ex officio, without vote, on the Finance and Property Commission.
- 210 • Serving as a member of the Coordinating Team.
- 211 • Serving as the Treasurer of the Board of Trustees.

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

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

219 The **Stated Clerk's** duties are those specified in the Book of Order G-3.0104, the Articles of
220 Incorporation, the Bylaws of the Presbytery, the Position Description, and as the Presbytery
221 may otherwise direct. The Stated Clerk serves as the Secretary of the Board of Trustees of the
222 Presbytery of Santa Fe. In addition, the Stated Clerk oversees the following ecclesiastical
223 duties:

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- 224 • Keeping an accurate record of the churches and Ministers of the Word and Sacrament,
225 and preparing a roll of Ministers of the Word and Sacrament and Ruling Elders present
226 at each meeting of Presbytery.
- 227 • Putting minutes of each meeting into permanent form and making available copies to
228 members of Presbytery.
- 229 • Giving due notice (call) of Presbytery meetings to members of the Presbytery.
- 230 • Providing a docket for stated meetings to members of Presbytery.
- 231 • Referring communications and items of business or concern to the appropriate
232 commission, committee, work group, task force, or team.
- 233 • Serving as staff to the Presbytery Leadership Team, Coordinating Team and Commission
234 on Ministry as an ex-officio member without vote; performing duties specified by the
235 Office of the Stated Clerk of General Assembly, the Synod of the Southwest, or by action
236 of Presbytery.
- 237 • Maintaining the rolls of Presbytery, including: Moderators; Permanent Judicial
238 Commission members; commissioners to Synod; and commissioners to General
239 Assembly.
- 240 • Assessing and collecting per capita apportionment from churches as instructed by
241 General Assembly, Synod, and Presbytery.
- 242 • Providing for an annual review of Session records for each congregation of the
243 Presbytery.
- 244 • Providing annual training for Clerks of Session.
- 245 • Notifying the appropriate person(s) in the case of the resignation of any commission or
246 committee members or officers, ecclesiastic or corporate, of the Presbytery
- 247 • Maintaining a Manual of Operations which shall include, but not be limited to, the
248 following: reference to Presbytery's mission statement, a copy of the current Presbytery
249 Articles of Incorporation and amendments thereto, filed with the office of the New
250 Mexico Secretary of State; a copy of the current Presbytery Bylaws; a copy of the
251 current Presbytery Standing Rules; the job descriptions of all Presbytery staff; such
252 other operational documents as the Presbytery may from time to time approve, and
253 policy statements and social witness statements approved by the Presbytery.
- 254 • Serving as custodian of the permanent records of the Presbytery and insuring their
255 preservation.
- 256 • On behalf of the Commission on Ministry, granting permission for Teaching Elder
257 members of other presbyteries to labor within the bounds of Presbytery for onetime
258 events, such as weddings and funerals.

259 The Stated Clerk is elected by the Presbytery, ordinarily at the annual meeting, to serve a three-
260 year term and is eligible for re-election to additional three-year terms. The Stated Clerk
261 assumes the duties of office at the close of the annual meeting of Presbytery.

262 The Stated Clerk may call upon others to assist in carrying out the responsibilities of the office.
263 The budget of Presbytery shall provide appropriate remuneration for the Stated Clerk.

264 General Rules for Organization

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

269

270 The Presbytery is responsible for:

- 271 • Directing, delegating and coordinating the work of its commissions, committees, teams,
272 work groups, and task forces.
- 273 • Overseeing the mission of the church within the Presbytery, consistent with the Book of
274 Order.
- 275 • Sending proposals to the Synod of the Southwest and/or General Assembly which may be
276 of common concern to the mission of the whole church.
- 277 • Granting permission for a Presbyterian entity to celebrate the Sacrament of the Lord’s
278 Supper within the bounds of presbytery providing the celebration is in keeping with W-
279 3.0409.
- 280 • Approving minutes of Presbytery meetings and minutes of Administrative Commissions
281 to ordain and/or install Ministers of the Word and Sacrament and Commissioned
282 Pastors³.
- 283 • Reviewing the means by which commissions, committees, work groups, task forces, and
284 teams implement the structure and mission of the Presbytery.
- 285 • Providing opportunities for relationships to be established among the congregations of
286 the Presbytery through worship, education and mission, in order that resources,
287 leadership and particular strengths and gifts for ministry may be used for the mutual
288 benefit of congregations, the Presbytery and the communities within presbytery
289 boundaries.

290

291 Responsibilities of Commissions and Committees

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

³ The Book of Order 2017/2019 replaced the terms “Ruling Elder commissioned to pastoral service” and “Ruling Elder commissioned to particular pastoral service” with “Commissioned Pastor (also known as Commissioned Ruling Elder)”. See, for example, G-3.0307 and W-4.0404. For purposes of these Standing Rules, the term “Commissioned Pastors” is used, at the same time, acknowledging that the term “Commissioned Ruling Elders” continues to be an acceptable alternative.

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

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

305 A member or members of each commission /committee will be elected by the Presbytery to
306 serve as chairperson or co-chairpersons, unless constitutionally stipulated. Each commission
307 /committee chairperson or alternate, with the exception of the Permanent Judicial
308 Commission, will serve on the Coordinating Team. All persons elected to serve as the
309 chairperson of a commission/committee, including ecclesiastical or corporate officers of the
310 Presbytery, shall at the time that person assumes such office be a Teaching or Ruling Elder,
311 eligible to serve as a voting member of the Presbytery.

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

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

317 The Administrator may serve as ex-officio members of all committees, commissions, work
318 groups, task forces or teams with 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 Administrator. Upon receipt of such notice
327 from the committee, the Administrator shall communicate, in writing, with the absentee
328 member notifying the individual that his/her resignation from the committee has been
329 accepted and the position is declared vacant as of the date of the letter of notification.
330 Resignations or other vacancies, except the annual class replacements, are to be reported to
331 the Administrator.

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

335 Each commission and committee chairperson(s) shall ensure minutes are kept in an orderly
336 manner, and a copy filed either with the Administrator or on that group's Presbytery web page.

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

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

343 Provisions for Electronic Meetings and Voting

344 Commissions, committees, work groups, task forces, and teams shall meet either in person
345 being physically present in the same location with one another which method is preferred or
346 electronically by virtual means or by telephone conference call where all persons participating
347 in the meeting can engage in interactive dialogue and discussion simultaneously with everyone
348 else present. Votes of members may take place by oral or visible (raising of hands or standing)
349 means, polling or secret ballot in either meeting format, as deemed appropriate by the Chair of
350 such gathered body, and such votes are presumed to be valid.

351
352 Votes by email should not regularly occur unless the gathered body has had an opportunity to
353 deliberate the topic in a meeting before the vote is taken. If a prior deliberative meeting has
354 taken place on an issue, votes by email are presumed to be valid. When absolutely necessary
355 for administrative non-controversial issues, commissions, committees, work groups, task forces,
356 and teams may vote by e-mail without a prior deliberative meeting and are presumed to be
357 valid if ratified by the body at their next regular meeting. Email votes shall not be used to
358 conduct secret ballots.

359 Commissions and Committees of the Presbytery

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

363

364 Leadership Team

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

366 *Members:* The LT is composed of the immediate Past Moderator, the current Moderator, the
367 Moderator-Elect of the Presbytery, and the Chairperson of the Coordinating Team. The

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368 Administrator and the Stated Clerk attend with voice but no vote. The current Moderator
369 serves as Chairperson of the Leadership Team.

370 *Tasks:*

- 371 • Meet ~~monthly, or~~ as needed, to pray for the mission and ministry of the Presbytery and
372 to coordinate activities as needed in between Presbytery meetings.
- 373 • **Form a task force for each Presbytery meeting to plan worship. This task force shall**
374 **include members of the hosting congregation for the Winter/Spring meetings, and**
375 **Presbytery leadership for the October annual meeting.**
- 376 • **Form task forces to respond to other worship related ideas and requests that come from**
377 **congregations or the Presbytery.**

378

379 **Coordinating Team (CT)**

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

385 *Members:* CT is composed of the chairpersons (or alternates) of the Commission on Ministry,
386 Commission on Preparation for Ministry, Finance and Property Commission, ~~Worship~~
387 ~~Networking Coordinators, Education Networking Coordinators,~~ Mission Networking
388 Coordinators, Committee on Representation and Participation, Personnel Committee,
389 Presbyterian Women, the Treasurer, along with members of the Leadership Team. Members
390 are chosen by their respective committee/commission. The Coordinating Team's Chairperson
391 shall be ~~the immediate Past Moderator nominated by the Committee on Representation and~~
392 ~~Participation and elected by the Presbytery~~ for the term of one year. ~~and may be re-elected for~~
393 ~~two more terms.~~ A called meeting of the Coordinating Team may be convened by any two of its
394 members.

395 *Tasks:*

- 396 • Network between commissions and committees of the Presbytery in order to
397 coordinate the Presbytery's mission and ministry.
- 398 • Foster the coordination and communication of the activities of Presbytery commissions
399 and committees.
- 400 • Refer matters of information and concern to the commissions and committees of the
401 Presbytery.
- 402 • Act on behalf of the Presbytery on matters that need to be addressed between
403 presbytery meetings and which do not warrant calling a special presbytery meeting.
404 These matters might include property decisions, loan approvals, significant personnel
405 developments, or other time sensitive issues.
- 406 • Plan and prepare the docket for meetings of the Presbytery. In preparing the docket for
407 Presbytery meetings, the Coordinating Team will consider:

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- 408 ○ Input from all commission, committee and work group chairpersons to ensure their
- 409 needs and concerns are included in the planning process.
- 410 ○ Interaction and involvement of presbytery commissioners through agenda and
- 411 networking opportunities.
- 412 ○ Discussion and education focused on issues of the larger church – General Assembly,
- 413 Synod, congregational, and ecumenical.
- 414 ○ Presbytery commissioner conversations relating to contemporary theological,
- 415 ecclesiastical and societal issues.
- 416 ○ Expressions of faith sharing and spiritual growth through worship.
- 417 ○ The use of a consent agenda. No item is to be part of the consent agenda unless it has
- 418 been submitted to Presbytery commissioners at least one week prior to Presbytery
- 419 meeting for reading.
- 420 ○ Adequate periods for new commissioner orientation and training.
- 421 ● Grant permission as requested for a Presbyterian entity to celebrate the Sacrament of
- 422 the Lord’s Supper within the bounds of presbytery, providing the celebration is in
- 423 keeping with W-3.0409, and report such authorization to the next meeting of
- 424 Presbytery.
- 425 ● Address such other matters as the Presbytery may request.

426 Worship Networking Coordinators (WNC)

427

428 ~~Mission: to be a catalyst for developing and guiding worship resources and opportunities~~
429 ~~throughout the Presbytery of Santa Fe.~~

430

431 ~~Members: WNC is composed of at least three members and serve in rotating classes. All are~~
432 ~~elected by the Presbytery.~~

433

434 ~~Tasks:~~

435 ~~● Form a task force for each Presbytery meeting to plan worship. This task force shall~~
436 ~~include members of the hosting congregation for the Winter and Summer meetings, and~~
437 ~~Presbytery leadership for the October annual meeting.~~

438 ~~● Convene gatherings for worship elders, musicians and pastors from interested~~
439 ~~congregations to share worship resources and ideas, encouraging variety, diversity and~~
440 ~~creativity.~~

441 ~~● Form task forces to respond to other worship related ideas and requests that come from~~
442 ~~congregations or the Presbytery.~~

443

444 Education Networking Coordinators (ENC)

445 ~~Mission: to be a catalyst for Christian education and spiritual formation within the Presbytery of~~
446 ~~Santa Fe.~~

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447 ~~Members: ENC is composed of at least three persons and serve in rotating classes. All are~~
448 ~~elected by the Presbytery.~~

449 ~~Tasks:~~

- 450 ~~• To be a catalyst for education by providing education and nurturing programs at~~
451 ~~Presbytery meetings and/or other events, drawing on the variety of experience and~~
452 ~~expertise from both within and outside the Presbytery.~~
- 453 ~~• Form task forces to plan events in response to ideas and requests that come from~~
454 ~~congregations or the Presbytery.~~
- 455 ~~• Convene gatherings for education contacts and other interested parties from churches~~
456 ~~and the Presbytery to determine needs and interests for educational opportunities.~~
- 457 ~~• Oversee grant requests and provide funding for youth and young adults within the~~
458 ~~Presbytery, and for leadership training involving youth and adults.~~
- 459 ~~• Provide Stewardship educational opportunities for churches.~~

460

461 **Mission Networking Coordinators (MNC)**

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

463 *Members:* MNC is composed of at least three persons and serve in rotating classes- All are
464 elected by the Presbytery.

465 *Tasks:*

- 466 • Convene gatherings of mission chairs and other interested persons to network with one
467 another, sharing mission resources and ideas.
- 468 • Form task forces to respond to new mission opportunities identified by congregations or
469 the Presbytery.
- 470 • Oversee grant requests to support mission work in the Presbytery, especially mission
471 partnerships involving two or more congregations working together.
- 472 • Be a catalyst for mission by circulating information about denominational and
473 ecumenical mission opportunities in which congregations may wish to participate (e.g.
474 Mission Co-Worker Visits, Matthew 25 Initiative, Earth Care Congregations).

475

476 **Commission on Ministry (COM)**

477 *Mission:* to serve as pastor and counselor to the Ministers of the Word and Sacrament and
478 Commissioned Pastors of the Presbytery; to facilitate the relations between congregations,
479 Ministers of the Word and Sacrament, Commissioned Pastors, Certified Christian Educators and
480 the Presbytery; and to settle difficulties on behalf of Presbytery when possible and expedient.
481 (Book of Order G-3.0109b)

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

484 *Tasks:*

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- 485 • Act upon calls issued by congregations, act upon calls for services of Ministers of the
486 Word and Sacrament, receive and examine all Ministers of the Word and Sacrament
487 who are transferring from other presbyteries, and present them to Presbytery.
- 488 • Act upon calls to Certified Christian Educators and provide a service of recognition of the
489 call in the local congregation.
- 490 • Dissolve the Teaching Elder relationship in cases where the congregation and Teaching
491 Elder concur.
- 492 • Provide for exit interviews of Ministers of the Word and Sacrament and Sessions upon
493 the dissolution of call.
- 494 • Appoint moderators of congregational councils.
- 495 • As requested, dismiss Ministers of the Word and Sacrament to other presbyteries.
- 496 • Create and dissolve administrative commissions for the installation and/or ordination of
497 Ministers of the Word and Sacrament and commissioning of Commissioned Pastors and
498 the recognition of Certified Christian Educators.
- 499 • Approve contracts for interim or temporary service between congregational councils
500 and interim Ministers of the Word and Sacrament.
- 501 • Approve Parish Associate relationships.
- 502 • Designate a Teaching Elder as Honorably Retired.
- 503 • Work with the council of a local church to prepare written contracts for Commissioned
504 Pastors.
- 505 • Make a recommendation to Presbytery concerning the request of a Teaching Elder
506 seeking release from the exercise of ordained office in those instances where no inquiry
507 has been initiated pursuant to the Book of Discipline, against whom no charges have
508 been filed, and who otherwise is in good standing. (Book of Order G-2.0507)
- 509 • Take a recommendation to Presbytery in the case of requests for reinstatement by
510 Ministers of the Word and Sacrament who have been released from the office of
511 ministry pursuant to the paragraph above.
- 512 • Recommend to Presbytery annual adjustments in terms of minimum compensation for
513 Ministers of the Word and Sacrament and Certified Christian Educators, and provide
514 guidance to congregational councils for compensation of Commissioned Pastors.
- 515 • Take such other actions as Presbytery may request.

516

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

518 *Mission:* to enter into covenant with those preparing to become Ministers of the Word and
519 Sacrament, Commissioned Pastors, and Certified Christian Educators and with their councils
520 and congregations; and to provide oversight to Inquirers and Candidates in matters relating to
521 their preparation for ministry. **To be a catalyst for leadership formation within the Presbytery
522 of Santa Fe.**

523 *Members:* CPM is composed of nine members representing the fullness of diversity of the
524 Presbytery; they serve in three rotating classes of three persons and are elected by the
525 Presbytery.

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526 *Tasks:*

- 527 • Carry out the functions of Presbytery in relation to candidates for the office of Teaching
528 Elder as found in the Book of Order G-2.06.
- 529 • Carry out the functions of Presbytery in relation to certifying Ruling Elders as ready to
530 receive a commission, following the provisions of the Book of Order (G-2.10) and the
531 commission's own procedures.
- 532 • Counsel and guide persons on the paths of inquiry, candidacy, and certification for the
533 vocation of ministry.
- 534 • Give guidance to, and have oversight for, applicants and candidates for Certified
535 Christian Educator as provided in the Book of Order G-2.1103.
- 536 • **To be a catalyst for leadership formation by providing education and training programs,
537 drawing on the variety of experience and expertise from both within and outside the
538 Presbytery.**
- 539 • **Form task forces to plan events in response to ideas and requests that come from
540 congregations or the Presbytery.**
- 541 • **Oversee grant requests and provide funding for youth and young adults within the
542 Presbytery, and for leadership training involving youth and adults.**
- 543 • Take such other actions as the Presbytery may request.

544

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

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

549 *Members:* CORP is composed of ~~nine~~ **six** members representing the fullness of diversity of the
550 Presbytery; they serve in three rotating classes of ~~three~~ **two** persons. **Ideally, each member has
551 served on a particular commission or committee of the Presbytery.** Members are nominated by
552 the Coordinating Team and elected by the Presbytery. The chair shall be nominated by the
553 Moderator of the Presbytery from among the committee members and elected annually by the
554 Presbytery.

555 *Tasks:*

- 556 • Fulfill presbytery functions related to representation as designated in the Book of Order,
557 G-3.0103.
- 558 • Identify and recruit qualified persons for nomination to serve as Presbytery officers.
- 559 • Identify and recruit qualified persons for nomination to serve on presbytery
560 commissions and committees.
- 561 • Nominate the officers of the Presbytery, the members and chairperson(s) of the
562 commissions and committees for the Presbytery at the annual meeting.
- 563 • Nominate Commissioners, Alternates and Advisory Delegates according to the bylaws of
564 the Synod of the Southwest and the General Assembly.
- 565 • Provide nominations for other governing bodies and agencies of the Presbyterian
566 Church (U.S.A.), as directed by the Presbytery.

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- 567
- Address the need for nominations in any particular categories meriting increased representation, and advise presbytery annually of such representation.
- 568
- Ensure that, insofar as it is possible, appropriate representation and balance are maintained within the organizational structure of presbytery, bearing in mind the principles of unity in diversity in Book of Order F-1.0403.
- 569
- 570
- 571

572

Finance and Property Commission (F&P)

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

575 *Members:* F&P is composed of ~~nine~~ six members representing the fullness of diversity of the
576 Presbytery; they serve in ~~three~~ two rotating classes of three members. All are elected by the
577 Presbytery.

578 *Tasks:*

- 579
- Serve, in conjunction with the Ecclesial Officers, as the Board of Trustees of the Presbytery.
- 580
- Manage presbytery funds.
- 581
- Administer the budgets of Presbytery and provide for an audit of financial records at least every three years with annual reviews the years in between.
- 582
- Receive and consider financial appeals and recommend action to the Presbytery.
- 583
- Oversee any real property owned by the Presbytery and make provision for its maintenance.
- 584
- Function with the Ecclesial Officers as the Board of Trustees for the Presbytery, negotiating purchase or sale of any real property as appropriate.
- 585
- **Provide Stewardship educational opportunities for churches.**
- 586
- Take such other actions as the Presbytery may request.
- 587
- 588
- 589
- 590

591

Personnel Committee (PC)

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

594

595 *Members:* The committee is composed of ~~three-six~~ persons representing the fullness of the
596 diversity of the Presbytery; they serve in three rotating classes of ~~one-two~~ persons. All are elected
597 by the Presbytery.

598

599 *Tasks:*

- 600
- Ensure that position descriptions are current for all employees of the Presbytery. Review all position descriptions every three years and recommend changes to the Coordinating Team as required by the Presbytery's changing needs.
- 601
- Conduct an annual review of the Administrator and, in conjunction with the Coordinating Team, orchestrate a more comprehensive review every third year.
- 602
- Work with the Administrator to provide annual reviews for each employee of the Presbytery
- 603
- 604
- 605
- 606

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- 607 • Enact policies and procedures that will contribute to the health and well-being of
- 608 Presbytery staff and staff relationships, as they fulfill their Presbytery job functions.
- 609 • Support the Administrator in seeking to fill vacancies on the staff.
- 610 • Recommend annually to the Finance and Property Commission salary adjustments for
- 611 staff members of the Presbytery.
- 612 • Review office staffing configuration and expenses every three years and recommend
- 613 changes to Finance and Property Commission as the Presbytery's needs evolve.
- 614 • Recommend annually to the Finance and Property Commission budgetary adjustments
- 615 to office expense items.
- 616 • As detailed in the Manual of Operations, provide assistance as requested to any search
- 617 committee for Presbytery staff.
- 618 • Take such other actions as the Presbytery may request.
- 619

620 **New Business Committee**

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

625 *Members:* At or prior to each Stated Presbytery meeting, the Moderator shall appoint three
626 persons representing the fullness of the diversity of the Presbytery to serve as the New
627 Business Committee. One shall be appointed Chair by the Moderator. The duration of their
628 term of service is only for that particular meeting of the Presbytery.

629 *Tasks:* The New Business Committee of a presbytery meeting shall evaluate new agenda items
630 presented to it by the Administrator. If the committee deems the agenda item(s) to be brought
631 properly before the Presbytery, the item(s) will be considered under the "new business" section
632 of the docket. Only items submitted to the Administrator either prior to or no later than within
633 the first hour of the start of the presbytery meeting at which the item is to be considered as
634 specified in the Call to the meeting shall be referred to this committee.

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

639
640 In its recommendation regarding action on a particular item, the New Business Committee may
641 make one of three recommendations: Approval, Disapproval, or Referral to an Existing
642 Committee for report to the next meeting of presbytery.

643
644 Items approved by the New Business Committee for presentation to the Presbytery shall be
645 considered immediately preceding the close of the presbytery meetings, following a report by
646 the New Business Committee.

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

651 **Permanent Judicial Commission (PJC)**

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

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

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

658

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

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

663 *Members:* When an irregularity described in the preceding paragraph occurs, the Moderator of
664 Presbytery, in consultation with the Chairperson of the Commission on Ministry and the Stated
665 Clerk, shall appoint five members representing the full diversity of the Presbytery to undertake
666 Special Administrative Review under the authority given under G-3.0108 of the Book of Order.
667 One member shall be appointed as chairperson by the Moderator.

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

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

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

674 If in the course of undertaking the review the Special Administrative Review Committee
675 discovers that an irregularity or delinquency has occurred, it may "direct the lower council to
676 reconsider and take corrective action if matters are determined to be out of compliance." (G-
677 3.0108c)

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

680 **Associated Ministry Groups**

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

- 685 • These Associated Ministry Groups report annually to the Coordinating Team of the
686 Presbytery. The Coordinating Team welcomes the input from these groups regarding
687 ways the Presbytery can best partner with them to strengthen and transform the
688 congregations of this Presbytery.
- 689 • Each Associated Ministry Group shall annually submit a written report to the
690 Administrator, to be included in the reports given to Presbytery at the Annual Meeting.
- 691 • Any budgetary requests shall come directly to the Coordinating Team for consideration.
- 692 • Additional groups may apply for recognition in this category by applying to the
693 Coordinating Team. The CT will consider and make recommendation to the Presbytery,
694 which would then vote to include the group as a self-governing extension of the
695 Presbytery's mission.
- 696 • The Associated Ministry Groups may initiate interaction with the Coordinating Team or
697 with any committee or commission to explore common interests and to implement
698 ministry jointly. They may send representatives to attend Coordinating Team meetings
699 in person with prior arrangement.

700 **Commissioners and Young Adult Advisory Delegates to** 701 **the General Assembly**

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

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

715 **Presbytery Staff**

- 716 Presbytery staff includes all persons employed by Presbytery.
- 717 • The primary duties of the Administrator, Stated Clerk and various consultants are
- 718 detailed in their position descriptions.
- 719 • The Personnel Committee shall conduct an annual review of staff positions, job
- 720 descriptions and personnel performance.
- 721 • Presbytery staff shall not be eligible to be elected to or serve as a voting member of any
- 722 Commission or Committee for three years following termination of service.

723 Amending or Suspending the Standing Rules

- 724 All sections of these Standing Rules shall be amended or suspended as follows:
- 725 • Anyone wishing to propose an amendment shall present the proposed amendment in
- 726 writing to the Coordinating Team for its consideration prior to presenting the proposed
- 727 amendment in writing to the Presbytery.
- 728 • Unless the Coordinating Team deems otherwise, all proposed amendments shall be
- 729 presented to the Presbytery in writing as new business for a first reading, and shall then
- 730 be voted upon at the subsequent meeting.
- 731 • Once proposed amendments have been presented to the Coordinating Team and to the
- 732 Presbytery for first reading, they may be voted on at the next stated meeting of the
- 733 Presbytery. Amendments must be passed by a two-thirds vote of commissioners.
- 734 • Any particular section may be suspended at any stated meeting of the Presbytery, at
- 735 which a quorum is present, by a three-quarters vote of the voting members present.
- 736 • Any particular section may be suspended at a called meeting of the Presbytery, at which
- 737 a quorum is present, by a three-quarters vote of the voting members present, provided
- 738 the particular section to be suspended is related to, or affected by, matters included in
- 739 the official call for the meeting.

740

741

742

Addendum to the Standing Rules
Position Descriptions for Presbytery Staff
May 21, 2022

743

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745

746

ADMINISTRATOR

747

748 The Administrator is the full time staff person in the Presbytery of Santa Fe, and is also the

749 Associate Stated Clerk for the Presbytery.

750

751 Specific Duties for the Administrator include:

752

753 Office Administration

754

755

756

757

758

- Answer the Presbytery phone, answer questions, provide a listening ear
- Provide support for the Stated Clerk
- Implement background checks for Ministers/ Inquirers/CP candidates
- Oversee master calendar, book meeting space, and post Presbytery meeting papers
- Make travel arrangements for representatives of the Presbytery

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- 759 ○ Provide resources to churches; e.g., personnel handbooks, job description samples,
760 etc.
- 761 ○ Schedule virtual meetings when needed

762

763 Communication

- 764 ○ Publish in the *Nuevas Noticias*
 - 765 ■ Invite occasional reflections to pastors/people throughout the Presbytery
- 766 ○ Send out prayer concerns
- 767 ○ Refer communications and items of business or concern to the appropriate
768 commission, committee, work group, task force or team
- 769 ○ Help churches navigate the PCUSA's Church Leadership Connection website
770 (clearinghouse for church and ministerial information forms)
- 771 ○ Facilitate connections for people making charitable requests or needing resources
- 772 ○ Work with Webmaster on issues pertaining to the website
- 773 ○ Work with vendors to maintain equipment and technology
- 774 ○ Understand and Coordinate the Board of Pensions processes and resources for local
775 churches and COM.
 - 776 ■ Attend the Board of Pensions training
 - 777 ■ Coordinate with the Board of Pensions representative

778

779 Facilitation of Committee / Commissions

- 780 ○ Meet with and resource Finance and Property Commission (F&P)
 - 781 ■ Work with Treasurer and Financial Asst., as needed
 - 782 ■ Help with budget preparation
 - 783 ○ Attend Mid-Council Financial Network meetings
- 784 ○ Support the Commission on Ministry (COM) and the COM Associate
- 785 ○ Support the Commission on Preparation for Ministry (CPM) as needed
- 786 ○ Support the Youth and Young Adult Coordinator as needed
- 787 ○ Resource the Mission Networking Committee (MNC), ~~the Education Networking~~
788 ~~Committee (ENC), and Worship Networking Committee (WNC)~~ as needed
- 789 ○ Resource the Committee on Representation and Participation (CORP) for nominations
790 and committee development and balance
- 791 ○ Resource other committees and task forces as necessary

792

793 Presbytery Meetings

- 794 ○ Coordinate meeting logistics for presbytery at local churches and at Ghost Ranch,
795 including food, lodging, materials and equipment, as needed
- 796 ○ Work with the Stated Clerk to provide due notice of all presbytery meetings, and help
797 prepare and post the docket and meeting documents
- 798 ○ Gather names for the necrology report
- 799 ○ Gather annual reports from committees and Presbytery partners and post the reports
800 on the Presbytery website
- 801 ○ Take and edit the Minutes for the Presbytery meeting

802

803 Relationships Outside the Presbytery

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- 804 ○ Coordinate external communications with the denomination and outside groups with
- 805 the Coordinating Team and the Stated Clerk
- 806 ○ Work with outside groups coming into the presbytery who need local resources
- 807 ○ Attend Synod of the Southwest meetings
- 808 ○ Attend GA meetings (the first year both the Administrator and the Stated Clerk,
- 809 following years alternate attendance)
- 810 ○ Attend the Polity Conference for mid-Council networking

811

812 Reports to the Personnel Committee on a regular basis.

813

814

STATED CLERK

815

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

820

821 Specific Duties for the Stated Clerk include:

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

823

- Works with Administrator to provide due notice to all members and commissioners to the presbytery of all presbytery meetings

824

- Grants permission *on behalf of* COM for Minister of Word and Sacrament members of other presbyteries to labor within the bounds of the presbytery

825

- Provides for the reception, release, or transfer of minister members to or from the presbytery

826

- Serves as recording clerk for presbytery meetings

827

- Provides presbytery statistical reports to the General Assembly

828

- 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)

829

830

831

832

833

834

835

Maintains the *Book of Order* duties

836

- 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

837

- Maintains the Presbytery approved Bylaws, Standing Rules and Manual of Operations

838

- 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

839

- Answer *Book of Order* questions from members of the Presbytery

840

841

Provides relationships with other governing bodies:

842

- Fills the role of the ecclesiastical officer of the Presbytery at ecumenical events

843

- Attends Synod of the Southwest meetings and occasionally GA meetings

844

845

846

847

848

849

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

851 ○ Receives the filings of remedial cases, complaints, appeals, and requests germane
852 to the presbytery

853

854 Maintains relationships with local congregations, sessions and Presbytery members:

855 ○ Ensures that Safe Church training is offered for ministers, elders, and others who
856 need the training on a routine basis

857 ○ Assists with session records review, including report to presbytery

858 ○ Coordinates annual reporting from churches, including the annual Church
859 Information Forms, Clerk's annual questionnaire and statistical reports

860

861 Reports to the Personnel Committee on a regular basis.

862

863

864

COMMISSION ON MINISTRY ASSOCIATE

865

866 The Associate for the Commission on Ministry (COM) functions as the Presbytery's staff person
867 responsible for providing support to the Commission as an ex-officio officer without vote.

868 This part time position averages a flexible 7.5 hours per week (or 30 hours per month).

869 To perform this role, the COM Associate should have strong leadership skills as well as
870 experience in being a team builder.

871

872 Specific responsibilities of the COM Associate:

873 ● Attend the meetings of the Commission and meetings of the COM leadership.
874 ● Manage the work of the commission, in collaboration with the Commission leadership
875 and other Presbytery staff, ensuring in as much as possible that the work is completed
876 efficiently and effectively. Build effective teams of commission members to execute this
877 work.

878 ● Maintain relationships with pastors and congregational leaders of churches in the
879 Presbytery which requires occasional travel.

880 ● Make reference checks for potential and incoming Ministers of Word and Sacrament

881 ● Give reference checks to other presbyteries for current or recent Presbytery of Santa Fe
882 Ministers of Word and Sacrament

883 ● Keep appropriate records of reference checking activities

884

885 Collaborate closely with the co-moderators leading and organizing the ongoing work of COM so
886 as to:

887 ● Serve as COM's corporate memory including church histories for the outcomes of
888 substantive commission deliberations and communications and provide continuity in the
889 commission's decisions

890 ● Receive calls of concern from pastors and churches and those referred from the
891 Presbytery Administrator

892 ● Provide emergency support for churches until such time as COM can mobilize to provide
893 a coordinated plan of action

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- 894 • Strategize to address the concerns and issues presented to the commission. Monitor the
- 895 efforts of commission members and provide assistance when necessary
- 896 • Plan COM meetings and training sessions and provide resources especially for the new
- 897 members of COM
- 898 • Train and support the church liaisons as appropriate
- 899 • Participate in a COM liaison team task when needed such as a triennial visit or meeting
- 900 with a session.
- 901 • When able, attend worship and/or congregational meetings involving a pastoral
- 902 transition. Provide initial pulpit supply after a pastor departs
- 903 • Welcome and establish rapport with newly received minister members
- 904 • Connect with PNC chairs and attend the initial meeting of a pastor search committee
- 905 when possible.
- 906 • Perform executive tasks interfacing with the wider church, networking, providing
- 907 • connections and directional guidance
- 908 • Plan and schedule his/her own efforts to perform necessary tasks within 30 hours each
- 909 month.

910

911 Serve the Commission on Preparation for Ministry (CPM) as staff when needed or
912 requested. Serve as the bridge between COM and CPM when the work of the two
913 commissions overlap.

914

915 Interface with the Stated Clerk around polity matters and issues related to legal guidance
916 or Book of Order clarification for COM and CPM.

917

918 Communicate and strategize with the Administrator and the Coordinating Team as
919 appropriate.

920

921 Reports to the Personnel Committee on a regular basis.

922

CHAPLAIN

923

924 The Chaplain fills a part-time position in the Presbytery focused on providing pastoral care for
925 the minister members, spouses, widows and widowers within the Presbytery. The position will
926 average 20 hours per month (or 5 hours per week).

927

928 Duties:

929 Provides pastoral care:

930

- 930 • makes pastoral calls with ministers, Commissioned Pastors and educators as needed,

931

- 931 and especially with retired ministers, and widows / widowers of clergy

932

- 932 • makes hospital calls in Albuquerque and Rio Rancho when needed

933

- 933 • shares materials such as a book of meditations or comfort when changes in life

934

- 934 circumstances happen

935

- 935 • fosters connections among retired clergy and ordained clergy (especially women) who

936

- 936 are not in full time pastoral positions

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- 937 • facilitates connecting clergy to spiritual direction options in the area

938

939 Provides pastoral communication:

- 940 • meets with the Commission on Ministry (COM) leadership team on a regular basis to
941 be able to provide pastoral care in situations where COM is involved

- 942 • meets with the Presbytery moderator to assist in planning and/or participating in the
943 Presbytery-wide worship services

944

945 Provides prayer leadership:

- 946 • works with the Administrator to communicate prayer concerns to the Presbytery

- 947 • offers the Prayers of the People when the presbytery gathers for worship

948

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

951

952 Reports to the Personnel Committee on a regular basis.

953

954

955

YOUTH & YOUNG ADULT MINISTRIES COORDINATOR

956 This Coordinator position develops and directs Presbytery-level youth and young adult
957 ministries. The position of Youth & Young Adult Ministries Coordinator is a non-exempt part-
958 time position averaging a flexible 370 hours per year (about 30 hours per month).

959

- 960 • Oversee Organization and Implementation of Youth & Young Adult Ministry in the Presbytery
961 of Santa Fe

- 962 • Develop and direct Presbytery level youth ministries such as single-day activities and
963 multi-day retreats (including periodic mission trips). At least two events should occur
964 annually.

- 965 • Coordinate Presbytery participation in the PC(USA) Youth Triennium.

- 966 • Provide support for youth leaders in the Presbytery.

- 967 • Encourage and support a network of Presbytery young adults for spiritual growth and
968 engagement

- 969 • Participate in Presbytery meetings and maintain connections with church leaders in the
970 Presbytery. Provide consultation regarding youth and young adult ministries to churches when
971 requested.

972

973

974

FINANCIAL ASSISTANT

975 The Financial Assistant provides financial administrative services to the Presbytery coordinated
976 by the Administrator and assists the Administrator to track and record the mission and per capita
977 giving, payroll, and Accounts Payable. The position is for an average of 10 hours per week (or
978 40 hours per month).

979

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980 Responsibilities:

- 981 • records receipts by account and by church
- 982 • prepares bank deposits
- 983 • processes invoices, bills, and vouchers
- 984 • prepares bi-weekly payroll
- 985 • prepares reports at the request of staff and committee chairpersons
- 986 • prepares quarterly and annual giving reports for churches
- 987 • files all financial information regularly
- 988 • maintains property files
- 989 • maintains current insurance records, and bills

990

991 Qualifications:

- 992 • people oriented, with the ability to be flexible and able to respond to emerging needs
- 993 and situations
- 994 • knowledge of fund accounting and non-profit budgeting
- 995 • ability to use appropriate computer software (QuickBooks and Microsoft Office), and
- 996 office machines including multiline phone, fax, copier, and printer.
- 997 • ability to establish and maintain effective relationships with other office staff and the
- 998 public.

999

1000 Reports to the Administrator and meets annually with the Personnel Committee to discuss and
1001 review the position.