

**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, 2017<sup>1</sup>; Revised \_\_\_\_\_, 2022)**

**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

---

<sup>1</sup> 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 222<sup>nd</sup> General Assembly (2016) by Presbytery action taken in a stated meeting in February 2017.

## PROPOSED FEBRUARY 2022 CHANGES TO BYLAWS EDITED WITH PERMISSION (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 described as Presbytery B 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, Taos, Torrance, Union, Valencia, and most of Socorro county including Socorro and Magdalena.

### 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 Sacrament<sup>2</sup> who have been admitted as continuing members of the Presbytery, Ruling Elders who have a commission as a Commissioned Pastor<sup>3</sup>, 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;

---

<sup>2</sup> 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.

<sup>3</sup> 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.

PROPOSED FEBRUARY 2022 CHANGES TO BYLAWS EDITED WITH PERMISSION  
(2017)

- a) As a Ruling Elder Commissioner to the Presbytery by their respective 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,
  - 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 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

PROPOSED FEBRUARY 2022 CHANGES TO BYLAWS EDITED WITH PERMISSION  
(2017)

- 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 ~~Committee~~ Coordinators; the Education Networking ~~Committee~~ Coordinators; the Mission Networking ~~Committee~~ Coordinators; the Finance and Property ~~Committee~~ 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

PROPOSED FEBRUARY 2022 CHANGES TO BYLAWS EDITED WITH PERMISSION  
(2017)

- 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

PROPOSED FEBRUARY 2022 CHANGES TO BYLAWS EDITED WITH PERMISSION  
(2017)

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

PROPOSED FEBRUARY 2022 CHANGES TO BYLAWS EDITED WITH PERMISSION  
(2017)

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 ~~Committee~~ **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.
- 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

PROPOSED FEBRUARY 2022 CHANGES TO BYLAWS EDITED WITH PERMISSION  
(2017)

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, Officers 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.
- 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-;



PROPOSED FEBRUARY 2022 CHANGES TO BYLAWS EDITED WITH PERMISSION  
(2017)

- b. ~~Electronic meetings, applicable only to the subordinate entities of the Presbytery,~~ 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 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 shall be signed by two of the authorized signatories.
- 3) Deposits. All funds of the Corporation shall be deposited from time to time

PROPOSED FEBRUARY 2022 CHANGES TO BYLAWS EDITED WITH PERMISSION  
(2017)

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 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.

PROPOSED FEBRUARY 2022 CHANGES TO BYLAWS EDITED WITH PERMISSION  
(2017)

\_\_\_\_\_/s/\_\_\_\_\_

Moderator

\_\_\_\_\_/s/\_\_\_\_\_

Stated Clerk

# 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, 2017<sup>1</sup>; June 22, 2019; February 22, 2020; October 17, 2020;                     , 2022

- 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.**

---

<sup>1</sup> 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 222<sup>nd</sup> General Assembly (2016) by Presbytery action taken in a stated meeting in February 2017.

## Table of Contents

### Vision and Values

### Standing Rules

Who We Are as an Entity

Representation

Meetings, Attendance and Minutes

Special Rules of Order

Officers

General Rules for Organization

Responsibilities of Commissions and Committees

Provisions for Electronic Meetings & Voting

Commissions and Committees of the Presbytery

Associated Ministry Groups

Commissioners and Young Adult Advisory Delegates  
to the General Assembly

Presbytery Staff

Amending or Suspending the Standing Rules

## 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

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

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

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

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

39

### Representation

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

41

#### Church Membership

#### Number of Commissioners

42

1-120

1 Elder

43

121-190

2 Elders

44

191-250

3 Elders

45

251-500

4 Elders

46

501-1000

5 Elders

47

1001-1500

6 Elders

48

1501-2000

7 Elders

49

2001+

8 Elders



## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

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

52 Annually, at the fall meeting of presbytery, the Stated Clerk of the Presbytery shall report the  
53 difference in attendance between Ministers of the Word and Sacrament<sup>2</sup> and Ruling Elder  
54 commissioners based upon the average of the last six presbytery meetings. If additional Ruling  
55 Elder commissioners are needed to address the imbalance, at the recommendation of the  
56 Stated Clerk, the Presbytery shall invite councils of particular congregations to elect additional  
57 Ruling Elder commissioners, bearing in mind the principles of unity in diversity in Book of Order  
58 F-1.0403.

### 59 **Stated Meetings, Called Meetings, Attendance** 60 **and Minutes**

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

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

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

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

76 The Presbytery of Santa Fe in session shall always conform to the requirements of the  
77 Constitution of the Presbyterian Church (U.S.A.) and the requirements of the Presbytery's  
78 Manual of Operations. Meetings shall be conducted in accordance with the most recent edition  
79 of *Robert's Rules of Order*. ~~A quorum for presbytery meetings shall be ten Ministers of the~~

---

<sup>2</sup> 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.

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

80 ~~Word and Sacrament currently on the roll of the presbytery and one Ruling Elder commissioner~~  
81 ~~each from ten congregations on the roll of the presbytery.~~

82 **A quorum for presbytery meetings shall consist of any ten Ministers of the Word and Sacrament**  
83 **who are currently members of Presbytery on the roll of the presbytery and at least ten Ruling Elder**  
84 **commissioners from ten different congregations from the roll of the presbytery.**

85 The minutes of presbytery shall list the names of Teaching Elder voting members who were  
86 present for all or part of the meeting and the names of those who were absent or excused from  
87 the meeting. Honorably Retired (HR) Ministers of the Word and Sacrament who are members  
88 of the Presbytery shall be excused from attendance at presbytery meetings, and will not be  
89 listed as Absent or Excused in official minutes if they do not attend.

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

91 ~~Stated meetings of the Presbytery will be held in a specified location with the members being~~  
92 ~~physically present with each other.~~ Notice of a stated meeting shall be sent not less than ten  
93 days in advance to each Teaching Elder and to the clerks of session of every congregation.

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

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

### 109 **Docket, Consent Agenda, and New Business**

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

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

112 **Consent Agenda:** The Presbytery Coordinating Team may designate items of business for the  
113 Consent Agenda. The Consent Agenda shall be considered at or prior to Presbytery stated  
114 meetings as specified in the Call to the meeting and any member of the Presbytery may request  
115 that any item be removed, in which case that item shall be removed from the Consent Agenda  
116 for consideration by the Presbytery. Any items not so removed at the time set forth for  
117 consideration of the Consent Agenda shall be deemed adopted by the Presbytery as the action  
118 of the Presbytery. Overtures to amend the Book of Confessions, the Book of Order, the  
119 Presbytery Bylaws, Standing Rules or the Presbytery Manual of Operations shall not be set on  
120 the Consent Agenda.

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

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

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

## 151 **Officers**

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

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

- 158 • Serving as a member of the Coordinating Team.
- 159 • Serving as chairperson of the Leadership Team.
- 160 • Serving as President of the Board of Trustees.
- 161 • Appointing, in consultation with the chairperson(s) of the Commission on Ministry, the  
162 Stated Clerk, and Associate Stated Clerk, a committee of counsel as provided in the  
163 Rules of Discipline D-6.0302. Further, the Moderator shall at the next meeting of the  
164 Presbytery report such action.
- 165 • Appointing, with the advice and consent of the chairperson(s) of the Commission on  
166 Ministry and Stated Clerk, an investigating committee as provided in the Rules of  
167 Discipline D-10.0103. Further, the Stated Clerk shall at the next meeting of the  
168 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 • Appointing, in consultation with the chairperson(s) of Commission on Ministry, the  
174 Stated Clerk and the Associate Stated Clerk, a committee for a special Administrative  
175 Commission, as provided in the Book of Order G-3.0109b (not otherwise exercised by  
176 the Commission on Ministry). Further, the Moderator shall at the next meeting of the  
177 Presbytery report such action.

178  
179 Candidates for the office of Moderator are presented to the Presbytery by the Committee on  
180 Representation and Participation at the annual meeting of the Presbytery, and that officer is  
181 elected and ordinarily installed at that meeting.

182  
183 The **Moderator-Elect's** duties are specified in the bylaws of the Presbytery, and as the  
184 Presbytery may otherwise direct, and include:

- 185 • Serving as the Vice-Moderator of the Presbytery.
- 186 • Serving on behalf of the Moderator in any capacity when invited by the Moderator.
- 187 • Serving as a member of the Coordinating Team.
- 188 • Serving as a member of the Leadership Team.

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

189 Should the position of Moderator become vacant for any reason during the Moderator-Elect's  
190 term, the Moderator-Elect shall immediately, without the need for an election or installation,  
191 become **Acting Moderator** with all of the powers, duties and responsibilities of Moderator  
192 under the Book of Order and the Presbytery's Bylaws and Standing Rules until the next annual  
193 meeting of the Presbytery. The Presbytery may, but is not required to, elect and install a  
194 **Successor Moderator-Elect**, with all of the powers, duties and responsibilities of Moderator-  
195 Elect under the Presbytery's Bylaws and Standing Rules; or elect but not install an **Acting Vice-**  
196 **Moderator**, serving in any capacity requested by the Acting Moderator. Candidates for either  
197 office are presented to the Presbytery by the Committee on Representation and Participation  
198 and any such officer will serve until the next annual meeting of the Presbytery.

199 In electing the Moderator-Elect, the Presbytery stipulates that the Moderator-Elect will become  
200 the Moderator the following year, ~~and will serve a three-year term on the Leadership Team by~~  
201 ~~virtue of office~~. Candidates for the office of Moderator-Elect are presented to the Presbytery  
202 by the Committee on Representation and Participation at the annual meeting of the Presbytery,  
203 and that officer is elected and ordinarily installed at that meeting.

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

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

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

222 Expenses for the Treasurer shall come from per capita budget funds assigned for use by the  
223 Finance and Property ~~Committee~~ Commission. In carrying out his/her duties, the Treasurer

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

224 may be assisted by such person or persons as the Presbytery or the Coordinating Team may  
225 deem advisable.

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

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

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 263       • On behalf of the Commission on Ministry, granting permission for Teaching Elder  
264       members of other presbyteries to labor within the bounds of Presbytery for onetime  
265       events, such as weddings and funerals.

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

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

### 271       General Rules for Organization

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

276

277       The Presbytery is responsible for:

- 278       • Directing, delegating and coordinating the work of its commissions, committees, teams,  
279       work groups, and task forces.
- 280       • Overseeing the mission of the church within the Presbytery, consistent with the Book of  
281       Order.
- 282       • Sending proposals to the Synod of the Southwest and/or General Assembly which may be  
283       of common concern to the mission of the whole church.
- 284       • Granting permission for a Presbyterian entity to celebrate the Sacrament of the Lord’s  
285       Supper within the bounds of presbytery providing the celebration is in keeping with W-  
286       3.6204 0409.
- 287       • Approving minutes of Presbytery meetings and minutes of Administrative Commissions  
288       to ordain and/or install Ministers of the Word and Sacrament and Commissioned  
289       Pastors<sup>3</sup>.
- 290       • Reviewing the means by which commissions, committees, work groups, task forces, and  
291       teams implement the structure and mission of the Presbytery.
- 292       • Providing opportunities for relationships to be established among the congregations of  
293       the Presbytery through worship, education and mission, in order that resources,  
294       leadership and particular strengths and gifts for ministry may be used for the mutual  
295       benefit of congregations, the Presbytery and the communities within presbytery  
296       boundaries.

---

<sup>3</sup> 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.



297

## 298 **Responsibilities of Commissions and Committees**

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

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

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

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

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

- 321 • To recommend annual budget appropriations to the Finance and Property ~~Committee~~  
322 **Commission**, for consideration by the Presbytery.
- 323 • To manage the budget categories assigned to it.

324 The Administrator may serve as ex-officio members of all committees, commissions, work  
325 groups, task forces or teams with voice and no vote.

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

330 Commission and committee members are expected to participate actively in and attend the  
331 meetings of their respective bodies. Absences from more than two consecutive meetings



## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

332 without having notified the chairperson shall be considered the equivalent of a resignation  
333 from the committee and shall be reported to the Administrator. Upon receipt of such notice  
334 from the committee, the Administrator shall communicate, in writing, with the absentee  
335 member notifying the individual that his/her resignation from the committee has been  
336 accepted and the position is declared vacant as of the date of the letter of notification.  
337 Resignations or other vacancies, except the annual class replacements, are to be reported to  
338 the Administrator.

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

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

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

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

### 350 Provisions for Electronic Meetings and Voting

351 Commissions, committees, work groups, task forces, and teams ~~may~~ shall meet either in person  
352 being physically present in the same location with one another which method is preferred or  
353 electronically by virtual means or by telephone conference call where all persons participating  
354 in the meeting can engage in interactive dialogue and discussion simultaneously with everyone  
355 else present. ~~using the guidelines in this document and in accordance with the Presbytery~~  
356 ~~Bylaws.~~ Votes of members may take place by oral or visible (raising of hands or standing)  
357 means, polling or secret ballot in either meeting format, as deemed appropriate by the Chair of  
358 such gathered body, and such votes are presumed to be valid.

359  
360 ~~According to Robert's Rules of Order,~~ electronic votes by email should not regularly occur  
361 unless the gathered body has had an opportunity to deliberate the topic in a meeting before  
362 the vote is taken ~~beforehand.~~ If a prior deliberative meeting has taken place on an issue, votes  
363 by email are presumed to be valid. When absolutely necessary for administrative non-  
364 controversial issues, commissions, committees, work groups, task forces, and teams may vote  
365 by e-mail without a prior deliberative meeting and are presumed to be valid if ratified by the  
366 body at their next regular meeting. ~~and shall use the following guidelines:~~ Email votes shall not  
367 be used to conduct secret ballots.

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 368 ● ~~All participants must have access to the necessary equipment, either through personal~~
- 369 ~~means or through the Presbytery, for participation in the e-vote. If any participants do~~
- 370 ~~not have access, an e-vote cannot be taken.~~
- 371 ● ~~The chairperson shall develop the time frame for the e-vote.~~
- 372 ● ~~From the time the chairperson(s) circulate the motion, a minimum of 2 days shall be~~
- 373 ~~provided to all participants, for purposes of review and discussion. Such notice shall~~
- 374 ~~include the motion and supporting documentation for the e-vote.~~
- 375 ● ~~A second is not necessary for the motion to be considered.~~
- 376 ● ~~Each new main motion must be made in a separate, new e-mail message, with the~~
- 377 ~~motion indicated on the subject line, with no other message thread included.~~
- 378 ● ~~Members shall use "Reply All" in all messages.~~
- 379 ● ~~The chairperson shall close debate by asking, "Are you ready for the question on the~~
- 380 ~~motion" (listed in the subject line).~~
- 381 ● ~~The chairperson shall put the question to a vote by restating the pending question and~~
- 382 ~~requesting the members to vote now. The word "vote" shall be in the subject line.~~
- 383 ~~(Example: Motion 1 Vote)~~
- 384 ● ~~The chairperson shall include the time frame/deadline for the vote.~~
- 385 ● ~~Members shall state, "I vote yes" or "I vote no" in the first line of the response and use~~
- 386 ~~"Reply All".~~
- 387 ● ~~The secretary or the committee's designee shall tally the votes and report the result of~~
- 388 ~~the vote to the participants, including the number of votes cast for and against the~~
- 389 ~~motion.~~
- 390 ● ~~The chairperson shall announce the results of the vote.~~
- 391 ● ~~The chairperson shall declare the "Motion (number) closed".~~
- 392 ● ~~The secretary shall prepare minutes of the vote and shall send the minutes marked~~
- 393 ~~"draft" to all the members.~~
- 394 ● ~~These minutes shall be approved at the next regular meeting.~~
- 395 ● ~~Any member shall have the right to request a copy of the message thread of a motion.~~
- 396 ● ~~Electronic voting shall not be used to conduct secret ballots.~~

## 397 Commissions and Committees of the Presbytery

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

401

### 402 Leadership Team

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

404 *Members:* The LT is composed of the immediate Past Moderator, the current Moderator, the  
405 Moderator-Elect of the Presbytery, and the Chairperson of the Coordinating Team. The  
406 Administrator and the Stated Clerk attend with voice but no vote. The current Moderator  
407 serves as Chairperson of the Leadership Team.

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

408 *Tasks:*

- 409 • Meet monthly, or as needed, to pray for the mission and ministry of the Presbytery and  
410 to coordinate activities as needed in between Presbytery meetings.

411

### 412 **Coordinating Team (CT)**

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

418 *Members:* CT is composed of the chairpersons (or alternates) of the Commission on Ministry,  
419 Commission on Preparation for Ministry, Finance and Property Commission, Worship  
420 Networking Coordinators, Education Networking Coordinators, Mission Networking  
421 Coordinators, Committee on Representation and Participation, Personnel Committee,  
422 Presbyterian Women, the Treasurer, along with members of the Leadership Team. Members  
423 are chosen by their respective committee/commission. The Coordinating Team's Chairperson  
424 shall be nominated by the Committee on Representation and Participation and elected by the  
425 Presbytery for the term of one year and may be re-elected for two more terms. A called  
426 meeting of the Coordinating Team may be convened by any two of its members.

427 *Tasks:*

- 428 • Network between commissions and committees of the Presbytery in order to  
429 coordinate the Presbytery's mission and ministry.
- 430 • Foster the coordination and communication of the activities of Presbytery commissions  
431 and committees.
- 432 • Refer matters of information and concern to the commissions and committees of the  
433 Presbytery.
- 434 • Act on behalf of the Presbytery on matters that need to be addressed between  
435 presbytery meetings and which do not warrant calling a special presbytery meeting.  
436 These matters might include property decisions, loan approvals, significant personnel  
437 developments, or other time sensitive issues.
- 438 • Plan and prepare the docket for meetings of the Presbytery. In preparing the docket for  
439 Presbytery meetings, the Coordinating Team will consider:
  - 440 ○ Input from all commission, committee and work group chairpersons to ensure their  
441 needs and concerns are included in the planning process.
  - 442 ○ Interaction and involvement of presbytery commissioners through agenda and  
443 networking opportunities.
  - 444 ○ Discussion and education focused on issues of the larger church – General Assembly,  
445 Synod, congregational, and ecumenical.
  - 446 ○ Presbytery commissioner conversations relating to contemporary theological,  
447 ecclesiastical and societal issues.

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 448 ○ Expressions of faith sharing and spiritual growth through worship.
- 449 ○ The use of a consent agenda. No item is to be part of the consent agenda unless it has
- 450 been submitted to Presbytery commissioners at least one week prior to Presbytery
- 451 meeting for reading.
- 452 ○ Adequate periods for new commissioner orientation and training.
- 453 ● Grant permission as requested for a Presbyterian entity to celebrate the Sacrament of
- 454 the Lord's Supper within the bounds of presbytery, providing the celebration is in
- 455 keeping with W-3.6204 0409, and report such authorization to the next meeting of
- 456 Presbytery.
- 457 ● Address such other matters as the Presbytery may request.

### 458 **Worship Networking Coordinators (WNC)**

459

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

462

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

465

466 *Tasks:*

- 467 ● Form a task force for each Presbytery meeting to plan worship. This task force shall
- 468 include members of the hosting congregation for the Winter and Summer meetings, and
- 469 Presbytery leadership for the October annual meeting.
- 470 ● Convene gatherings for worship elders, musicians and pastors from interested
- 471 congregations to share worship resources and ideas, encouraging variety, diversity and
- 472 creativity.
- 473 ● Form task forces to respond to other worship related ideas and requests that come from
- 474 congregations or the Presbytery.

475

### 476 **Education Networking Coordinators (ENC)**

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

479 *Members:* ENC is composed of at least three persons and serve in rotating classes- All are  
480 elected by the Presbytery.

481 *Tasks:*

- 482 ● To be a catalyst for education by providing education and nurturing programs at
- 483 Presbytery meetings and/or other events, drawing on the variety of experience and
- 484 expertise from both within and outside the Presbytery.

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 485 • Form task forces to plan events in response to ideas and requests that come from
- 486 congregations or the Presbytery.
- 487 • Convene gatherings for education contacts and other interested parties from churches
- 488 and the Presbytery to determine needs and interests for educational opportunities.
- 489 • Oversee grant requests and provide funding for youth and young adults within the
- 490 Presbytery, and for leadership training involving youth and adults.
- 491 • Provide Stewardship educational opportunities for churches.

492

### 493 **Mission Networking Coordinators (MNC)**

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

495 *Members:* MNC is composed of at least three persons and serve in rotating classes- All are

496 elected by the Presbytery.

#### 497 *Tasks:*

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

507

### 508 **Commission on Ministry (COM)**

509 *Mission:* to serve as pastor and counselor to the Ministers of the Word and Sacrament and

510 Commissioned Pastors of the Presbytery; to facilitate the relations between congregations,

511 Ministers of the Word and Sacrament, Commissioned Pastors, Certified Christian Educators and

512 the Presbytery; and to settle difficulties on behalf of Presbytery when possible and expedient.

513 (Book of Order G-3.0109b)

514 *Members:* COM is composed of eighteen members representing the fullness of diversity of the

515 presbytery; they serve in three rotating classes of six persons and are elected by the Presbytery.

#### 516 *Tasks:*

- 517 • Act upon calls issued by congregations, act upon calls for services of Ministers of the
- 518 Word and Sacrament, receive and examine all Ministers of the Word and Sacrament
- 519 who are transferring from other presbyteries, and present them to Presbytery.
- 520 • Act upon calls to Certified Christian Educators and provide a service of recognition of the
- 521 call in the local congregation.
- 522 • Dissolve the Teaching Elder relationship in cases where the congregation and Teaching
- 523 Elder concur.

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 524 • Provide for exit interviews of Ministers of the Word and Sacrament and Sessions upon  
525 the dissolution of call.
- 526 • Appoint moderators of congregational councils.
- 527 • As requested, dismiss Ministers of the Word and Sacrament to other presbyteries.
- 528 • Create and dissolve administrative commissions for the installation and/or ordination of  
529 Ministers of the Word and Sacrament and commissioning of Commissioned Pastors and  
530 the recognition of Certified Christian Educators.
- 531 • Approve contracts for interim or temporary service between congregational councils  
532 and interim Ministers of the Word and Sacrament.
- 533 • Approve Parish Associate relationships.
- 534 • Designate a Teaching Elder as Honorably Retired.
- 535 • Work with the council of a local church to prepare written contracts for Commissioned  
536 Pastors.
- 537 • Make a recommendation to Presbytery concerning the request of a Teaching Elder  
538 seeking release from the exercise of ordained office in those instances where no inquiry  
539 has been initiated pursuant to the Book of Discipline, against whom no charges have  
540 been filed, and who otherwise is in good standing. (Book of Order G-2.0507)
- 541 • Take a recommendation to Presbytery in the case of requests for reinstatement by  
542 Ministers of the Word and Sacrament who have been released from the office of  
543 ministry pursuant to the paragraph above.
- 544 • Recommend to Presbytery annual adjustments in terms of minimum compensation for  
545 Ministers of the Word and Sacrament and Certified Christian Educators, and provide  
546 guidance to congregational councils for compensation of Commissioned Pastors.
- 547 • Take such other actions as Presbytery may request.

548

### 549 **Commission on Preparation for Ministry (CPM)**

550 *Mission:* to enter into covenant with those preparing to become Ministers of the Word and  
551 Sacrament, Commissioned Pastors, and Certified Christian Educators and with their councils  
552 and congregations; and to provide oversight to Inquirers and Candidates in matters relating to  
553 their preparation for ministry.

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

### 557 *Tasks:*

- 558 • Carry out the functions of Presbytery in relation to candidates for the office of Teaching  
559 Elder as found in the Book of Order G-2.06.
- 560 • Carry out the functions of Presbytery in relation to certifying Ruling Elders as ready to  
561 receive a commission, following the provisions of the Book of Order (G-2.10) and the  
562 commission's own procedures.
- 563 • Counsel and guide persons on the paths of inquiry, candidacy, and certification for the  
564 vocation of ministry.

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 565 • Give guidance to, and have oversight for, applicants and candidates for Certified  
566 Christian Educator as provided in the Book of Order G-2.1103.
- 567 • Take such other actions as the Presbytery may request.

568

### 569 **Committee on Representation and Participation (CORP)**

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

573 *Members:* CORP is composed of nine members representing the fullness of diversity of the  
574 Presbytery; they serve in three rotating classes of three persons. Members ~~including the~~  
575 ~~Chairperson~~ are nominated by the Coordinating Team and elected by the Presbytery. **The chair**  
576 **shall be nominated by the Moderator of the Presbytery from among the committee members**  
577 **and elected annually by the Presbytery.**

578 *Tasks:*

- 579 • Fulfill presbytery functions related to representation as designated in the Book of Order,  
580 G-3.0103.
- 581 • Identify and recruit qualified persons for nomination to serve as Presbytery officers.
- 582 • Identify and recruit qualified persons for nomination to serve on presbytery  
583 commissions and committees.
- 584 • Nominate the officers of the Presbytery, the members and chairperson(s) of the  
585 commissions and committees for the Presbytery at the annual meeting.
- 586 • Nominate Commissioners, Alternates and Advisory Delegates according to the bylaws of  
587 the Synod of the Southwest and the General Assembly.
- 588 • Provide nominations for other governing bodies and agencies of the Presbyterian  
589 Church (U.S.A.), as directed by the Presbytery.
- 590 • Address the need for nominations in any particular categories meriting increased  
591 representation, and advise presbytery annually of such representation.
- 592 • Ensure that, insofar as it is possible, appropriate representation and balance are  
593 maintained within the organizational structure of presbytery, bearing in mind the  
594 principles of unity in diversity in Book of Order F-1.0403.

595

### 596 **Finance and Property Commission (F&P)**

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

598 *Members:* F&P is composed of nine members representing the fullness of diversity of the  
599 Presbytery; they serve in three rotating classes of three members. All are elected by the  
600 Presbytery.

601 *Tasks:*

- 602 • Serve, in conjunction with the Ecclesial Officers, as the Board of Trustees of the  
603 Presbytery.

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 604 • Manage presbytery funds.
- 605 • Administer the budgets of Presbytery and provide for an audit of financial records at
- 606 least every three years with annual reviews the years in between.
- 607 • Receive and consider financial appeals and recommend action to the Presbytery.
- 608 • Oversee any real property owned by the Presbytery and make provision for its
- 609 maintenance.
- 610 • Function with the Ecclesial Officers as the Board of Trustees for the Presbytery,
- 611 negotiating purchase or sale of any real property as appropriate.
- 612 • Take such other actions as the Presbytery may request.

613

### 614 **Personnel Committee (PC)**

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

616

617 *Members:* The committee is composed of six persons representing the fullness of the diversity

618 of the Presbytery; they serve in three rotating classes of two persons. All are elected by the

619 Presbytery.

620

621 *Tasks:*

- 622 • Ensure that position descriptions are current for all employees of the Presbytery.
- 623 Review all position descriptions every three years and recommend changes to the
- 624 Coordinating Team as required by the Presbytery's changing needs.
- 625 • Conduct an annual review of the Administrator and, in conjunction with the
- 626 Coordinating Team, orchestrate a more comprehensive review every third year.
- 627 • Work with the Administrator to provide annual reviews for each employee of the
- 628 Presbytery
- 629 • Enact policies and procedures that will contribute to the health and well-being of
- 630 Presbytery staff and staff relationships, as they fulfill their Presbytery job functions.
- 631 • Support the Administrator in seeking to fill vacancies on the staff.
- 632 • Recommend annually to the Finance and Property Committee salary adjustments for
- 633 staff members of the Presbytery.
- 634 • Review office staffing configuration and expenses every three years and recommend
- 635 changes to Finance and Property as the Presbytery's needs evolve.
- 636 • Recommend annually to the Finance and Property Committee budgetary adjustments to
- 637 office expense items.
- 638 • As detailed in the Manual of Operations, provide assistance as requested to any search
- 639 committee for Presbytery staff.
- 640 • Take such other actions as the Presbytery may request.

641

### 642 **New Business Committee**

643 *Mission:* to review and make recommendations regarding any new business items, including

644 resolutions, overtures and other legislation, which have not been referred to the Presbytery for

645 its action by any of its commissions, committees, work groups, task forces, teams or

646 commissioners.



## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

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

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

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

661  
662 In its recommendation regarding action on a particular item, the New Business Committee may  
663 make one of three recommendations: Approval, Disapproval, or Referral to an Existing  
664 Committee for report to the next meeting of presbytery.

665  
666 Items approved by the New Business Committee for presentation to the Presbytery shall be  
667 considered immediately preceding the close of the presbytery meetings, following a report by  
668 the New Business Committee.

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

### 673 **Permanent Judicial Commission (PJC)**

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

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

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

680

### 681 **Special Administrative Review Committee (SARC)**

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

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

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

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

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

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

696 If in the course of undertaking the review the Special Administrative Review Committee  
697 discovers that an irregularity or delinquency has occurred, it may "direct the lower council to  
698 reconsider and take corrective action if matters are determined to be out of compliance." (G-  
699 3.0108c)

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

### 702 **Associated Ministry Groups**

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

- 707 • These Associated Ministry Groups report annually to the Coordinating Team of the  
708 Presbytery. The Coordinating Team welcomes the input from these groups regarding  
709 ways the Presbytery can best partner with them to strengthen and transform the  
710 congregations of this Presbytery.
- 711 • Each Associated Ministry Group shall annually submit a written report to the  
712 Administrator, to be included in the reports given to Presbytery at the Annual Meeting.
- 713 • Any budgetary requests shall come directly to the Coordinating Team for consideration.
- 714 • Additional groups may apply for recognition in this category by applying to the  
715 Coordinating Team. The CT will consider and make recommendation to the Presbytery,  
716 which would then vote to include the group as a self-governing extension of the  
717 Presbytery's mission.

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 718       • The Associated Ministry Groups may initiate interaction with the Coordinating Team or  
719       with any committee or commission to explore common interests and to implement  
720       ministry jointly. They may send representatives to attend Coordinating Team meetings  
721       in person with prior arrangement.

### 722 **Commissioners and Young Adult Advisory Delegates to** 723 **the General Assembly**

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

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

### 737 **Presbytery Staff**

738 Presbytery staff includes all persons employed by Presbytery.

- 739       • The primary duties of the Administrator, Stated Clerk and various consultants are  
740       detailed in their position descriptions.
- 741       • The Personnel Committee shall conduct an annual review of staff positions, job  
742       descriptions and personnel performance.
- 743       • Presbytery staff shall not be eligible to be elected to or serve as a voting member of any  
744       Commission or Committee for three years following termination of service.

### 745 **Amending or Suspending the Standing Rules**

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

- 747       • Anyone wishing to propose an amendment shall present the proposed amendment in  
748       writing to the Coordinating Team for its consideration prior to presenting the proposed  
749       amendment in writing to the Presbytery.
- 750       • Unless the Coordinating Team deems otherwise, all proposed amendments shall be  
751       presented to the Presbytery in writing as new business for a first reading, and shall then  
752       be voted upon at the subsequent meeting.

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 753 • Once proposed amendments have been presented to the Coordinating Team and to the  
754 Presbytery for first reading, they may be voted on at the next stated meeting of the  
755 Presbytery. Amendments must be passed by a two-thirds vote of commissioners.
- 756 • Any particular section may be suspended at any stated meeting of the Presbytery, at  
757 which a quorum is present, by a three-quarters vote of the voting members present.
- 758 • Any particular section may be suspended at a called meeting of the Presbytery, at which  
759 a quorum is present, by a three-quarters vote of the voting members present, provided  
760 the particular section to be suspended is related to, or affected by, matters included in  
761 the official call for the meeting.

762  
763  
764 Addendum to the Standing Rules  
765 Position Descriptions for Presbytery Staff  
766 February 25, 2017  
767

### 768 **ADMINISTRATOR**

769  
770 The Administrator is the full time staff person in the Presbytery of Santa Fe, and is also the  
771 Associate Stated Clerk for the Presbytery.

772  
773 Specific Duties for the Administrator include:

774  
775 1. **Office Administration**

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

# PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

799

## 800 2. Communication

- 801 ○ Publish, in concert with the Communications Consultant, ~~bi-weekly~~ *Ponderings*
- 802 *Nuevas Noticias* including gathering reflections and responses from pastors/people
- 803 throughout the Presbytery
- 804 ○ Work with Chaplain to send out prayer concerns
- 805 ○ Facilitate, in concert with the Communications Consultant, the updating ~~update~~
- 806 of the Presbytery's Facebook page
- 807 ○ Refer communications and items of business or concern to the appropriate
- 808 commission, committee, work group, task force or team in consultation with the
- 809 chairperson of the Coordinating Team
- 810 ○ Help Churches navigate the PCUSA's Church Leadership Connection website
- 811 (clearinghouse for church and ministerial information forms)
- 812 ○ Facilitate connections for people making charitable requests or needing resources
- 813 ○ Work with the Webmaster on issues pertaining to the website
- 814 ○ Work with Communication Advisory Team (CAT) on maintaining equipment and
- 815 technology

816

## 817 3. Facilitation of Committee / Commissions

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

832

## 833 4. Presbytery Meetings

834

- 835 ○ Coordinate meeting logistics for presbytery at local churches and at Ghost Ranch,
- 836 including food, lodging, materials and equipment, as needed
- 837 ○ Help prepare docket and meeting documents
- 838 ○ Gather names for the necrology report
- 839 ○ Gather annual reports from committees and Presbytery partners and arrange for
- 840 report posting on the Presbytery website

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 841           ○ Work with Stated Clerk to provide due notice of all presbytery meetings to  
842           members of the presbytery  
843

### 844   **5.    Relationships Outside the Presbytery**

- 845           ○ Coordinating external communications with the denomination and outside groups,  
846           in coordination with the Coordinating Team  
847           ○ Work with outside groups coming into the presbytery who need local resources  
848

### 849   **6.    Reports to the Personnel Committee on a regular basis.**

850

851

#### **STATED CLERK**

852

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

857

858   Specific Duties for the Stated Clerk include:

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

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

871

872   Maintains the *Book of Order* duties

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

882

883   Provides relationships with other governing bodies:

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

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 885           ○ Attends Synod of the Southwest meetings and occasionally GA meetings  
886  
887 Staffs the Permanent Judicial Commission (PJC) of the Presbytery:  
888           ○ Receives the filings of remedial cases, complaints, appeals, and requests germane  
889           to the presbytery  
890  
891 Maintains relationships with local congregations, sessions and Presbytery members:  
892           ○ Ensures that Safe Church training is offered for ministers, elders, and others who  
893           need the training on a routine basis  
894           ○ Assists with session records review, including report to presbytery  
895           ○ Coordinates annual reporting from churches, including the annual Church  
896           Information Forms, Clerk's annual questionnaire and statistical reports  
897  
898 Reports to the Personnel Committee on a regular basis.  
899  
900

### **COMMISSION ON MINISTRY CONSULTANT**

- 903 The Consultant for the Commission on Ministry (COM) serves as the Presbytery's staff person  
904 for the Commission on Ministry as an ex-officio member without vote. This part time position  
905 averages a flexible 5 hours per week (or 20 hours per month).  
906  
907 The Consultant should have strong leadership skills as well as experience in being a team  
908 builder. The Consultant will advise and meet with the COM co-moderators on a regular basis,  
909 usually before the meeting of the commission.  
910  
911 Specific duties of the COM Consultant:  
912 Work closely with the co-moderators to:  
913           ○ Keep them informed of concerns and issues as they arise  
914           ○ Develop strategies to address the concerns and issues  
915           ○ Plan COM meetings and training sessions  
916           ○ Help COM organize its work efficiently and effectively  
917  
918 Attend the meetings of the Commission:  
919           ○ Take, compile and distribute the Minutes for COM  
920           ○ Update COM Handbook as necessary  
921           ○ Serve to provide continuity and "big picture" awareness of COM's work  
922           ○ Support the work of both COM and CPM as necessary  
923  
924 Serve as the person to receive information on pastors and churches, and to make the reference  
925 checks as needed:  
926           ○ Receive calls of concern from pastors and churches  
927           ○ Make reference checks for potential and incoming Ministers of Word and  
928           Sacrament  
929           ○ Give reference checks to other presbyteries for current or recent Presbytery of  
930           Santa Fe Minister of Word and Sacrament members

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 931                   ○ Keep appropriate records of reference checking activities  
932                   ○ Communicate with the Presbytery Chaplain as appropriate  
933 Interface with the Stated Clerk around polity matters for COM.  
934 Communicate with the Administrator and the Coordinating Team as appropriate.  
935 Reports to the Personnel Committee on a regular basis.

936

### **CHAPLAIN**

937

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

941

942 Duties:

943 Provides pastoral care:

- 944                   • makes pastoral calls with ministers, Commissioned Pastors and educators as needed,  
945                   and especially with retired ministers, and widows / widowers of clergy  
946                   • makes hospital calls in Albuquerque when needed  
947                   • shares materials such as a book of meditations or comfort when changes in life  
948                   circumstances happen  
949                   • fosters connections among retired clergy including publicizing Board of Pensions  
950                   offerings in or around our Presbytery

951

952 Provides prayer leadership:

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

955

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

958

959 Reports to the Personnel Committee on a regular basis.

960

961

### **WEBSITE AND COMMUNICATIONS**

962

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

965

966 Website Technical Manager (Webmaster)

967

968 The Webmaster's duties:

- 970                   • manages the technical aspects of the Presbytery website  
971                   • posts items to the Presbytery's website as requested by the Administrator, the  
972                   Communications Specialist, or the Communication Advisory Team (CAT)  
973                   • implements the technical aspects of CAT's decisions



## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 974 • assists the Presbytery with IT issues

975

### 976 Communications Specialist

977

978 The Communications Specialist's duties:

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

985

986

987

## YOUTH & YOUNG ADULT MINISTRIES COORDINATOR

988

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

990 **Directly Supervises:** ABQ Young Adult Volunteers

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

992 This combined Coordinator position is supported financially through both the Santa Fe Presbytery and the

993 local ABQ YAV Board. This full-time position falls under the Federal Labor Standards Act, is an Equal

994 Employment Opportunity and offers an annual salary of \$35,000, plus benefits.

995

996

### Job Summary

997 The Coordinator develops and directs Presbytery-level youth and young adult ministries and is the

998 Albuquerque Young Adult Volunteer (YAV) site coordinator.

999

### 1000 Essential Functions

- 1001 • Presbytery of Santa Fe

- 1002 • Oversee Organization and Implementation of Youth & Young Adult Ministry in the Presbytery of
- 1003 Santa Fe

- 1004 • Focus on Presbytery level youth ministries such as single-day activities and multi-day retreats
- 1005 (including periodic mission trips), support for youth leaders and coordinating participation in the
- 1006 PC(USA) Youth Triennium

- 1007 • Encourage and support network of Presbytery young adults for spiritual growth and engagement

- 1008 • Participate in quarterly gatherings of Presbytery Staff Consultants and the Personnel Committee

1009

- 1010 • Young Adult Volunteers

- 1011 • Recruit, Interview and Oversee Placement of Young Adult Volunteers (YAVs)

- 1012 • Build relationships with partner organizations to facilitate the recruitment of future YAVs

- 1013 • Participate in the annual interviewing, screening and selection process of YAV candidates

- 1014 • Coordinate and facilitate a local orientation for ABQ YAV's

- 1015 • Develop appropriate work placement sites for the ABQ YAV's

1016

- 1017 • Offer Regular Support and Challenge to the YAVs

- 1018 • Act as site director to support ongoing guidance and training for YAVs in such areas as

- 1019 community engagement, spiritual growth, leadership development, intentional community

- 1020 building and conflict transformation processes

- 1021 • Coordinate regular community activity days, periodic retreats and participation in the Presbytery

## PROPOSED FEBRUARY 2022 CHANGES TO STANDING RULES REVISED 10/2020

- 1022 • Perform year-end exit interviews with each ABQ YAV and with their site placement supervisor
- 1023
- 1024 • Manage, Develop, and Promote the YAV Program
- 1025 • Oversee housing arrangements for the ABQYAVs
- 1026 • Coordinate regularly with job site placement supervisors
- 1027 • Work with the ABQYAV Board, including with budget implementation and regular financial
- 1028 reporting
- 1029 • Provide regular website updates to YAV office for informational and recruitment purposes
- 1030 • Participate in annual gatherings of the PC(USA) YAV program, and maintain communication
- 1031 with PC(USA) Mission Agency offices related to the position
- 1032 • Interpret the goals and vision of the YAV program and of the ABQ YAV site to supporting
- 1033 churches, community partners, and the wider PC(USA)
- 1034

### Core Competencies

- 1036 • Organizational Capacity: Demonstrates ability to handle multiple tasks and demands. Implements and
- 1037 manages efficient processes and procedures in a timely and professional manner. Coordinates
- 1038 effectively with a variety of constituencies.
- 1039
- 1040 • Communication Skills: Communicates in an open, clear and timely manner. Engages in current and
- 1041 emerging technologies to facilitate communication.
- 1042
- 1043 • Mentoring Ability: Facilitates individual and community discernment. Engages positively with others
- 1044 and resolves interpersonal conflict. Utilizes active listening. Motivates and includes others in a
- 1045 diverse, volunteer-based ministry.
- 1046
- 1047 • Budget Management: Understands basic budgeting procedures and the importance of timely reporting.
- 1048 Demonstrates commitment to accurate record keeping and attention to detail.
- 1049
- 1050 • Team Player: Fosters an environment of cooperation that welcomes both support and challenge.
- 1051 Willingly provides support to others. Demonstrates flexibility. Willingness to learn.
- 1052

### Qualifications

- 1054 • Commitment to Jesus Christ and the mission of the PC (USA)
- 1055 • Experience working with youth and young adults
- 1056 • General knowledge of the YAV program and the mission and ministries of the PC (USA), preferred
- 1057 • Bachelor's degree, desired
- 1058
- 1059
- 1060
- 1061
- 1062
- 1063
- 1064