**Manual of Operations

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| *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[[1]](#footnote-1); June 22, 2019; February 22, 2020; October 17,2020; May 21, 2022 |

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

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## Vision and Values

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

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

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

**Standing Rules**

**of the Presbytery of Santa Fe**

## Who We Are as an Entity

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

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

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

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

**Representation**

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

 Church Membership Number of Commissioners

* 1. 1 Elder
	2. 2 Elders
	3. 3 Elders
	4. 4 Elders
	5. 5 Elders
	6. 6 Elders
	7. 7 Elders

2001+ 8 Elders

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

Annually, at the fall meeting of presbytery, the Stated Clerk of the Presbytery shall report the difference in attendance between Ministers of the Word and Sacrament[[2]](#footnote-2) and Ruling Elder commissioners based upon the average of the last six presbytery meetings. If additional Ruling Elder commissioners are needed to address the imbalance, at the recommendation of the Stated Clerk**,** the Presbytery shall invite councils of particular congregations to elect additional Ruling Elder commissioners, bearing in mind the principles of unity in diversity in Book of Order F-1.0403.

**Stated Meetings, Called Meetings, Attendance**

**and Minutes**

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

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

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

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

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

A quorum for presbytery meetings shall consist of any ten Ministers of the Word and Sacrament who are currently members ofPresbytery on the roll of the presbytery and at least tenRuling Elder commissioners from ten differentcongregations from the roll of the presbytery.

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

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

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

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

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

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

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

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

* The Leadership Team, the Chairperson of the Coordinating Team, or the Moderator (or acting Moderator) may submit a motion to the Administrator no less than 14 days prior to the Presbytery meeting at which it is to be heard. The motion, and any accompanying background and rationale, shall be distributed via the Presbytery website with other meeting documents. The Administrator, in consultation with the Chairperson of the Coordinating Team, shall place the item of new business on the proposed agenda for the meeting.
* The Leadership Team, the Chairperson of the Coordinating Team, or the Moderator (or acting Moderator) may bring a motion concerning an item of an emergency or urgent nature to a meeting of Presbytery, with the motion and accompanying background and rationale distributed to presbyters early in the meeting. The item of business shall be added to the agenda, upon the Administrator’s recommendation as to the time of day and the amount of time to be allotted.
* A commissioner may submit a motion in writing to the Administrator thirty days prior to the Presbytery meeting at which it is to be heard. The motion, and any accompanying background and rationale, would then be distributed via the Presbytery website with other meeting documents. The Administrator, in consultation with the Coordinating Team and/or Moderator, would then place the item of new business in the proposed docket for the meeting.
* A commissioner may submit a motion in writing to the Administratoreither prior to orwithin the first hour of a stated meeting of Presbytery as specified in the Call to the meeting. If found by the Administratorto be in order\*, the motion shall be given to the New Business Committee for its consideration. If it is found by the New Business Committee to be business that is properly brought before the Presbytery, it will be considered by the Presbytery under the “new business” section of the docket.

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

**Officers**

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

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

* Serving as a member of the Coordinating Team.
* Serving as chairperson of the Leadership Team.
* Serving as President of the Board of Trustees.
* Appointing, in consultation with the chairperson(s) of the Commission on Ministry, the Stated Clerk**,** and Associate Stated Clerk, a committee of counsel as provided in the Rules of Discipline D-6.0302. Further, the Moderator shall at the next meeting of the Presbytery report such action.
* Appointing, with the advice and consent of the chairperson(s) of the Commission on Ministry and Stated Clerk, an investigating committee as provided in the Rules of Discipline D-10.0103. Further, the Stated Clerk shall at the next meeting of the Presbytery report such action.
* Appointing, in consultation with the chairperson(s) of Commission on Ministry, the Stated Clerk and the Associate Stated Clerk, a committee for Special Administrative Review, as provided in the Book of Order G-3.0108b. Further, the Moderator shall at the next meeting of the Presbytery report such action.

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

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

* Serving as the Vice-Moderator of the Presbytery.
* Serving on behalf of the Moderator in any capacity when invited by the Moderator.
* Serving as a member of the Coordinating Team.
* Serving as a member of the Leadership Team.

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

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

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

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

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

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

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

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

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

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

### General Rules for Organization

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

The Presbytery is responsible for:

* Directing, delegating and coordinating the work of its commissions, committees, teams, work groups, and task forces.
* Overseeing the mission of the church within the Presbytery, consistent with the Book of Order.
* Sending proposals to the Synod of the Southwest and/or General Assembly which may be of common concern to the mission of the whole church.
* Granting permission for a Presbyterian entity to celebrate the Sacrament of the Lord’s Supper within the bounds of presbytery providing the celebration is in keeping with W-3.0409.
* Approving minutes of Presbytery meetings and minutes of Administrative Commissions to ordain and/or install Ministers of the Word and Sacrament and Commissioned Pastors[[3]](#footnote-3).
* Reviewing the means by which commissions, committees, work groups, task forces, and teams implement the structure and mission of the Presbytery.
* Providing opportunities for relationships to be established among the congregations of the Presbytery through worship, education and mission, in order that resources, leadership and particular strengths and gifts for ministry may be used for the mutual benefit of congregations, the Presbytery and the communities within presbytery boundaries.

**Responsibilities of Commissions and Committees**

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

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

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

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

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

* To recommend annual budget appropriations to the Finance and Property Commission, for consideration by the Presbytery.
* To manage the budget categories assigned to it.

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

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

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

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

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

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

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

**Provisions for Electronic Meetings and Voting**

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

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

**Commissions and Committees of the Presbytery**

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

**Leadership Team**

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

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

*Tasks*:

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

**Coordinating Team (CT)**

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

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

*Tasks:*

* Network between commissions and committees of the Presbytery in order to coordinate the Presbytery’s mission and ministry.
* Foster the coordination and communication of the activities of Presbytery commissions and committees.
* Refer matters of information and concern to the commissions and committees of the Presbytery.
* Act on behalf of the Presbytery on matters that need to be addressed between presbytery meetings and which do not warrant calling a special presbytery meeting. These matters might include property decisions, loan approvals, significant personnel developments, or other time sensitive issues.
* Plan and prepare the docket for meetings of the Presbytery. In preparing the docket for Presbytery meetings, the Coordinating Team will consider:
* Input from all commission, committee and work group chairpersons to ensure their needs and concerns are included in the planning process.
* Interaction and involvement of presbytery commissioners through agenda and networking opportunities.
* Discussion and education focused on issues of the larger church – General Assembly, Synod, congregational, and ecumenical.
* Presbytery commissioner conversations relating to contemporary theological, ecclesiastical and societal issues.
* Expressions of faith sharing and spiritual growth through worship.
* The use of a consent agenda. No item is to be part of the consent agenda unless it has been submitted to Presbytery commissioners at least one week prior to Presbytery meeting for reading.
* Adequate periods for new commissioner orientation and training.
* Grant permission as requested for a Presbyterian entity to celebrate the Sacrament of the Lord’s Supper within the bounds of presbytery, providing the celebration is in keeping with W-3.0409, and report such authorization to the next meeting of Presbytery.
* Address such other matters as the Presbytery may request.

**Worship Networking Coordinators (WNC)**

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

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

*Tasks*:

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

**Education Networking Coordinators (ENC)**

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

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

*Tasks*:

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

**Mission Networking Coordinators (MNC)**

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

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

*Tasks*:

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

**Commission on Ministry (COM)**

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

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

*Tasks:*

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

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

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

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

*Tasks*:

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

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

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

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

*Tasks*:

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

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

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

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

*Tasks*:

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

Personnel Committee (PC)

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

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

Tasks:

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

**New Business Committee**

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

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

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

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

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

Items approved by the New Business Committee for presentation to the Presbytery shall be considered immediately preceding the close of the presbytery meeting~~s~~, following a report by the New Business Committee.

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

**Permanent Judicial Commission (PJC)**

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

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

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

**Special Administrative Review Committee (SARC)**

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

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

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

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

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

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

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

**Associated Ministry Groups**

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

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

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

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

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

**Presbytery Staff**

Presbytery staff includes all persons employed by Presbytery.

* The primary duties of the Administrator, Stated Clerk and various consultants are detailed in theirposition descriptions.
* The Personnel Committeeshall conduct an annual review of staff positions, job descriptions and personnel performance.
* Presbytery staff shall not be eligible to be elected to or serve as a voting member of any Commission or Committee for three years following termination of service.

**Amending or Suspending the Standing Rules**

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

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

Addendum to the Standing Rules

Position Descriptions for Presbytery Staff

May 21, 2022

**ADMINISTRATOR**

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

Specific Duties for the Administrator include:

Office Administration

* + Answer the Presbytery phone, answer questions, provide a listening ear
	+ Provide support for the Stated Clerk
	+ Implement background checks for Ministers/ Inquirers/CP candidates
	+ Oversee master calendar, book meeting space, and post Presbytery meeting papers
	+ Make travel arrangements for representatives of the Presbytery
	+ Provide resources to churches; e.g., personnel handbooks, job description samples, etc.
	+ Schedule virtual meetings when needed

Communication

* + Publish in the *Nuevas Noticias*
		- Invite occasional reflections to pastors/people throughout the Presbytery
	+ Send out prayer concerns
	+ Refer communications and items of business or concern to the appropriate

commission, committee, work group, task force or team

* + Help churches navigate the PCUSA’s Church Leadership Connection website (clearinghouse for church and ministerial information forms)
	+ Facilitate connections for people making charitable requests or needing resources
	+ Work with Webmaster on issues pertaining to the website
	+ Work with vendors to maintain equipment and technology
	+ Understand and Coordinate the Board of Pensions processes and resources for local churches and COM.
		- Attend the Board of Pensions training
		- Coordinate with the Board of Pensions representative

Facilitation of Committee / Commissions

* + Meet with and resource Finance and Property Commission (F&P)
		- Work with Treasurer and Financial Asst., as needed
		- Help with budget preparation
	+ Attend Mid-Council Financial Network meetings
	+ Support the Commission on Ministry (COM) and the COM Associate
	+ Support the Commission on Preparation for Ministry (CPM) as needed
	+ Support the Youth and Young Adult Coordinator as needed
	+ Resource the Mission Networking Committee (MNC), the Education Networking Committee (ENC), and Worship Networking Committee (WNC) as needed
	+ Resource the Committee on Representation and Participation (CORP) for nominations and committee development and balance
	+ Resource other committees and task forces as necessary

Presbytery Meetings

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

Relationships Outside the Presbytery

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

Reports to the Personnel Committee on a regular basis.

**STATED CLERK**

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

Specific Duties for the Stated Clerk include:

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

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

Maintains the *Book of Order* duties

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

Provides relationships with other governing bodies:

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

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

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

Maintains relationships with local congregations, sessions and Presbytery members:

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

Reports to the Personnel Committee on a regular basis.

**COMMISSION ON MINISTRY ASSOCIATE**

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

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

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

Specific responsibilities of the COM Associate:

Initiate the docket and inform the COM co-moderators before the meetings of the Commission; Attend the meetings of the Commission; Assist with taking and compiling the minutes and other records of COM; Collaborate with other Presbytery staff in ministry with the churches.

Collaborate closely with the co-moderators so as to:

* + Inform them of concerns and issues as they arise
	+ Serve as COM's corporate memory including church histories for the outcomes of substantive committee deliberations and communications
	+ Strategize to address the concerns and issues
	+ Plan COM meetings and training sessions and provide resources especially for the new members of COM
	+ Provide continuity and "big picture" awareness of COM's work and report at Presbytery meetings
	+ Revise the COM Handbook as necessary
	+ Train and support the church liaisons as appropriate
	+ Supervise careful planning, execution and follow-up for the Triennial Visit teams. Maintain records of the visits.

Lead and organize the ongoing work of COM as needed:

* + Organize COM's work efficiently and effectively
	+ Build effective teams of commission members to execute this work on schedule in a quality fashion
	+ Monitor the efforts by commission members and, where critical and necessary for preventing them from being overworked, personally provide assistance
	+ Report to co-moderators, as necessary, when these workloads appear to be excessive and make recommendations for managing them
	+ Perform executive tasks interfacing with the wider church, networking, providing

connections and directional guidance

* + Provide emergency support for churches until such time as COM can mobilize to provide a coordinated plan of action.
	+ Monitor and ensure pastoral compensation packages meet Federal and Presbytery guidelines.
	+ Plan and schedule his/her own efforts to perform necessary tasks within 30 hours each month.

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

* + Receive calls of concern from pastors and churches and those referred from the Presbytery Administrator
	+ Make reference checks for potential and incoming Ministers of Word and Sacrament
	+ Give reference checks to other presbyteries for current or recent Presbytery of Santa Fe Ministers of Word and Sacrament
	+ Keep appropriate records of reference checking activities
	+ Communicate with the Presbytery Chaplain as appropriate, informing COM of relevant matters

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

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

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

Reports to the Personnel Committee on a regular basis.

# CHAPLAIN

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

Duties:

Provides pastoral care:

• makes pastoral calls with ministers, Commissioned Pastors and educators as needed, and especially with retired ministers, and widows / widowers of clergy

• makes hospital calls in Albuquerque when needed

• shares materials such as a book of meditations or comfort when changes in life circumstances happen

• fosters connections among retired clergy including publicizing Board of Pensions offerings in or around our Presbytery

Provides prayer leadership:

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

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

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

Reports to the Personnel Committee on a regular basis.

**YOUTH & YOUNG ADULT MINISTRIES COORDINATOR**

This combined Coordinator position develops and directs Presbytery-level youth and young adult ministries and is the Albuquerque Young Adult Volunteer (YAV) Coordinator. This is a full-time exempt position (40 hrs a week) - 1/4 Presbytery Ministry Coordination, 3/4 ABQ YAV. This combined Coordinator position is supported financially through both the Santa Fe Presbytery and the local ABQ YAV Board.

**Presbytery of Santa Fe**

* + **Oversee Organization and Implementation of Youth & Young Adult Ministry in the Presbytery of Santa Fe**
		- * Focus on Presbytery level youth ministries such as single-day activities and multi-day retreats (including periodic mission trips), support for youth leaders and coordinating participation in the PC(USA) Youth Triennium
			* Encourage and support network of Presbytery young adults for spiritual growth and engagement
			* Participate in quarterly gatherings of Presbytery Staff Consultants and the Personnel Committee

**Young Adult Volunteers**

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

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

**Directly Supervises:** ABQ Young Adult Volunteers

**FINANCIAL ASSISTANT**

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

Responsibilities:

 • records receipts by account and by church

 • prepares bank deposits

 • processes invoices, bills, and vouchers

 • prepares bi-weekly payroll

 • prepares reports at the request of staff and committee chairpersons

 • prepares quarterly and annual giving reports for churches

 • files all financial information regularly

 • maintains property files

 • maintains current insurance records, and bills and follows-up with churches under

 the Presbytery of Santa Fe umbrella policy with Church Mutual

Qualifications:

 • people oriented, with the ability to be flexible and able to respond to emerging needs

 and situations

 • knowledge of fund accounting and non-profit budgeting

 • ability to use appropriate computer software (QuickBooks and Microsoft Office), and

 office machines including multiline phone, fax, copier, and printer.

 • ability to establish and maintain effective relationships with other office staff and the

 public.

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

1. The Stated Clerk was authorized to edit any references in these Standing Rules from “Teaching Elders” to “Ministers of the Word and Sacrament” and “Ruling Elder commissioned to pastoral service” to “Commissioned Pastor” upon approval of the amendments to the Book of Order by a majority of presbyteries which were approved by the 222nd General Assembly (2016) by Presbytery action taken in a stated meeting in February 2017. [↑](#footnote-ref-1)
2. The Book of Order 2017/2019 defines “Minister of the Word and Sacrament” as follows: “**Ministers of the Word and Sacrament (also called teaching elders and pastors)**…” See G-2.0501. For purposes of these Standing Rules, the terms “Ministers of the Word and Sacrament” is used, at the same time, acknowledging that the other terms are also acceptable alternatives. [↑](#footnote-ref-2)
3. The Book of Order 2017/2019 replaced the terms “Ruling Elder commissioned to pastoral service” and “Ruling Elder commissioned to particular pastoral service” with “Commissioned Pastor (also known as Commissioned Ruling Elder)”. See, for example, G-3.0307 and W-4.0404. For purposes of these Standing Rules, the term “Commissioned Pastors” is used, at the same time, acknowledging that the term “Commissioned Ruling Elders” continues to be an acceptable alternative. [↑](#footnote-ref-3)