

Manual of Operations



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

They devoted themselves to the apostles' teaching and fellowship, to the breaking of bread and the prayers. Awe came upon everyone, because many wonders and signs were being done by the apostles. All who believed were together and had all things in common; they would sell their possessions and goods and distribute the proceeds to all, as any had need. Day by day, as they spent much time together in the temple, they broke bread at home and ate their food with glad and generous hearts, praising God and having the goodwill of all the people. And day by day the Lord added to their number those who were being saved. (Acts 2:42-47)

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

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

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

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4 Vision and Values

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

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

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

Standing Rules

of the Presbytery of Santa Fe

Who We Are as an Entity

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

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

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

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

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 Sacrament² 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.

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

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

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

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

78 The minutes of presbytery shall list the names of Teaching Elder voting members who were
79 present for all or part of the meeting and the names of those who were absent or excused from

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.

80 the meeting. Honorably Retired (HR) Ministers of the Word and Sacrament who are members
81 of the Presbytery shall be excused from attendance at presbytery meetings, and will not be
82 listed as Absent or Excused in official minutes if they do not attend.

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

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

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

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

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

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

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

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

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

140
141 * Timely, in respectful language, properly presented, and not an “improper motion” as defined by *Robert’s Rules of*
142 *Order*, Chapter X, Section 39

143 **Officers**

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

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

- 150 • Serving as a member of the Coordinating Team.

- 151 • Serving as chairperson of the Leadership Team.
- 152 • Serving as President of the Board of Trustees.
- 153 • Appointing, in consultation with the chairperson(s) of the Commission on Ministry, the
- 154 Stated Clerk, and Associate Stated Clerk, a committee of counsel as provided in the
- 155 Rules of Discipline D-6.0302. Further, the Moderator shall at the next meeting of the
- 156 Presbytery report such action.
- 157 • Appointing, with the advice and consent of the chairperson(s) of the Commission on
- 158 Ministry and Stated Clerk, an investigating committee as provided in the Rules of
- 159 Discipline D-10.0103. Further, the Stated Clerk shall at the next meeting of the
- 160 Presbytery report such action.
- 161 • Appointing, in consultation with the chairperson(s) of Commission on Ministry, the
- 162 Stated Clerk and the Associate Stated Clerk, a committee for Special Administrative
- 163 Review, as provided in the Book of Order G-3.0108b. Further, the Moderator shall at
- 164 the next meeting of the Presbytery report such action.

165
166 Candidates for the office of Moderator are presented to the Presbytery by the Committee on
167 Representation and Participation at the annual meeting of the Presbytery, and that officer is
168 elected and ordinarily installed at that meeting.

169
170 The **Moderator-Elect's** duties are specified in the bylaws of the Presbytery, and as the
171 Presbytery may otherwise direct, and include:

- 172 • Serving as the Vice-Moderator of the Presbytery.
- 173 • Serving on behalf of the Moderator in any capacity when invited by the Moderator.
- 174 • Serving as a member of the Coordinating Team.

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

185 In electing the Moderator-Elect, the Presbytery stipulates that the Moderator-Elect will become
186 the Moderator the following year, and will serve a three-year term on the Leadership Team by
187 virtue of office. Candidates for the office of Moderator-Elect are presented to the Presbytery

188 by the Committee on Representation and Participation at the annual meeting of the Presbytery,
189 and that officer is elected and ordinarily installed at that meeting.

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

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

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

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

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

- 215 • Keeping an accurate record of the churches and Ministers of the Word and Sacrament,
216 and preparing a roll of Ministers of the Word and Sacrament and Ruling Elders present
217 at each meeting of Presbytery.
- 218 • Putting minutes of each meeting into permanent form and making available copies to
219 members of Presbytery.
- 220 • Giving due notice (call) of Presbytery meetings to members of the Presbytery.
- 221 • Providing a docket for stated meetings to members of Presbytery.
- 222 • Referring communications and items of business or concern to the appropriate
223 commission, committee, work group, task force, or team.

- 224 • Serving as staff to the Presbytery Leadership Team, Coordinating Team and Commission
225 on Ministry as an ex-officio member without vote; performing duties specified by the
226 Office of the Stated Clerk of General Assembly, the Synod of the Southwest, or by action
227 of Presbytery.
- 228 • Maintaining the rolls of Presbytery, including: Moderators; Permanent Judicial
229 Commission members; commissioners to Synod; and commissioners to General
230 Assembly.
- 231 • Assessing and collecting per capita apportionment from churches as instructed by
232 General Assembly, Synod, and Presbytery.
- 233 • Providing for an annual review of Session records for each congregation of the
234 Presbytery.
- 235 • Providing annual training for Clerks of Session.
- 236 • Notifying the appropriate person(s) in the case of the resignation of any commission or
237 committee members or officers, ecclesiastic or corporate, of the Presbytery
- 238 • Maintaining a Manual of Operations which shall include, but not be limited to, the
239 following: reference to Presbytery’s mission statement, a copy of the current Presbytery
240 Articles of Incorporation, and amendments thereto, filed with the office of the New
241 Mexico Secretary of State; a copy of the current Presbytery Bylaws; a copy of the
242 current Presbytery Standing Rules; the job descriptions of all Presbytery staff; such
243 other operational documents as the Presbytery may from time to time approve, and
244 policy statements and social witness statements approved by the Presbytery.
- 245 • Serving as custodian of the permanent records of the Presbytery and insuring their
246 preservation.
- 247 • On behalf of the Commission on Ministry, granting permission for Teaching Elder
248 members of other presbyteries to labor within the bounds of Presbytery for onetime
249 events, such as weddings and funerals.

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

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

255 **General Rules for Organization**

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

260
261 The Presbytery is responsible for:

- 262 • Directing, delegating and coordinating the work of its commissions, committees, teams,
263 work groups, and task forces.
- 264 • Overseeing the mission of the church within the Presbytery, consistent with the Book of
265 Order.
- 266 • Sending proposals to the Synod of the Southwest and/or General Assembly which may be
267 of common concern to the mission of the whole church.
- 268 • Granting permission for a Presbyterian entity to celebrate the Sacrament of the Lord's
269 Supper within the bounds of presbytery providing the celebration is in keeping with W-
270 3.6204.
- 271 • Approving minutes of Presbytery meetings and minutes of Administrative Commissions
272 to ordain and/or install Ministers of the Word and Sacrament and Commissioned
273 Pastors³.
- 274 • Reviewing the means by which commissions, committees, work groups, task forces, and
275 teams implement the structure and mission of the Presbytery.
- 276 • Providing opportunities for relationships to be established among the congregations of
277 the Presbytery through worship, education and mission, in order that resources,
278 leadership and particular strengths and gifts for ministry may be used for the mutual
279 benefit of congregations, the Presbytery and the communities within presbytery
280 boundaries.

281

282 Responsibilities of Commissions and Committees

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

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

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

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.

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

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

- 305 • To recommend annual budget appropriations to the Finance and Property Committee,
306 for consideration by the Presbytery.
- 307 • To manage the budget categories assigned to it.

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

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

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

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

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

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

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

334 Provisions for Electronic Meetings and Voting

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

338 According to Robert's Rules of Order, electronic votes should not occur unless the gathered
339 body has had an opportunity to deliberate the topic beforehand. When absolutely necessary,
340 commissions, committees, work groups, task forces, and teams may vote by e-mail and shall
341 use the following guidelines:

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

- 370
- Electronic voting shall not be used to conduct secret ballots.

371 **Commissions and Committees of the Presbytery**

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

375

376 **Leadership Team**

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

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

382 *Tasks:*

- 383
- Meet monthly, or as needed, to pray for the mission and ministry of the Presbytery and
384 to coordinate activities as needed in between Presbytery meetings.

385

386 **Coordinating Team (CT)**

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

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

401 *Tasks:*

- 402
- Network between commissions and committees of the Presbytery in order to
403 coordinate the Presbytery's mission and ministry.
 - Foster the coordination and communication of the activities of Presbytery commissions
404 and committees.
 - Refer matters of information and concern to the commissions and committees of the
405 Presbytery.
- 406
- 407

- 408 • Act on behalf of the Presbytery on matters that need to be addressed between
409 presbytery meetings and which do not warrant calling a special presbytery meeting.
410 These matters might include property decisions, loan approvals, significant personnel
411 developments, or other time sensitive issues.
- 412 • Plan and prepare the docket for meetings of the Presbytery. In preparing the docket for
413 Presbytery meetings, the Coordinating Team will consider:
- 414 ○ Input from all commission, committee and work group chairpersons to ensure their
415 needs and concerns are included in the planning process.
 - 416 ○ Interaction and involvement of presbytery commissioners through agenda and
417 networking opportunities.
 - 418 ○ Discussion and education focused on issues of the larger church – General Assembly,
419 Synod, congregational, and ecumenical.
 - 420 ○ Presbytery commissioner conversations relating to contemporary theological,
421 ecclesiastical and societal issues.
 - 422 ○ Expressions of faith sharing and spiritual growth through worship.
 - 423 ○ The use of a consent agenda. No item is to be part of the consent agenda unless it has
424 been submitted to Presbytery commissioners at least one week prior to Presbytery
425 meeting for reading.
 - 426 ○ Adequate periods for new commissioner orientation and training.
- 427 • Grant permission as requested for a Presbyterian entity to celebrate the Sacrament of
428 the Lord’s Supper within the bounds of presbytery, providing the celebration is in
429 keeping with W-3.6204, and report such authorization to the next meeting of
430 Presbytery.
- 431 • Address such other matters as the Presbytery may request.

432 **Worship Networking Coordinators (WNC)**

433

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

436

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

439

440 *Tasks:*

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

449

450 **Education Networking Coordinators (ENC)**

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

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

455 *Tasks:*

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

466

467 **Mission Networking Coordinators (MNC)**

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

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

471 *Tasks:*

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

481

482 **Commission on Ministry (COM)**

483 *Mission:* to serve as pastor and counselor to the Ministers of the Word and Sacrament and
484 Commissioned Pastors of the Presbytery; to facilitate the relations between congregations,
485 Ministers of the Word and Sacrament, Commissioned Pastors, Certified Christian Educators and

486 the Presbytery; and to settle difficulties on behalf of Presbytery when possible and expedient.
487 (Book of Order G-3.0109b)

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

490 *Tasks:*

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

522

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

524 *Mission:* to enter into covenant with those preparing to become Ministers of the Word and
525 Sacrament, Commissioned Pastors, and Certified Christian Educators and with their councils

526 and congregations; and to provide oversight to Inquirers and Candidates in matters relating to
527 their preparation for ministry.

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

531 *Tasks:*

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

542

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

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

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

550 *Tasks:*

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

- 564 • Ensure that, insofar as it is possible, appropriate representation and balance are
565 maintained within the organizational structure of presbytery, bearing in mind the
566 principles of unity in diversity in Book of Order F-1.0403.
567

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

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

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

573 *Tasks:*

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

586 **Personnel Committee (PC)**

587 *Mission:* to support a healthy work environment for employees of the Presbytery of Santa Fe.
588

589 *Members:* The committee is composed of six persons representing the fullness of the diversity
590 of the Presbytery; they serve in three rotating classes of two persons. All are elected by the
591 Presbytery.
592

593 *Tasks:*

- 594 • Ensure that position descriptions are current for all employees of the Presbytery.
595 Review all position descriptions every three years and recommend changes to the
596 Coordinating Team as required by the Presbytery's changing needs.
597 • Conduct an annual review of the Administrator and, in conjunction with the
598 Coordinating Team, orchestrate a more comprehensive review every third year.
599 • Work with the Administrator to provide annual reviews for each employee of the
600 Presbytery
601 • Enact policies and procedures that will contribute to the health and well-being of
602 Presbytery staff and staff relationships, as they fulfill their Presbytery job functions.
603 • Support the Administrator in seeking to fill vacancies on the staff.

- 604 • Recommend annually to the Finance and Property Committee salary adjustments for
605 staff members of the Presbytery.
- 606 • Review office staffing configuration and expenses every three years and recommend
607 changes to Finance and Property as the Presbytery's needs evolve.
- 608 • Recommend annually to the Finance and Property Committee budgetary adjustments to
609 office expense items.
- 610 • As detailed in the Manual of Operations, provide assistance as requested to any search
611 committee for Presbytery staff.
- 612 • Take such other actions as the Presbytery may request.

613

614 **New Business Committee**

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

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

623 *Tasks:* The New Business Committee of a presbytery meeting shall evaluate new agenda items
624 presented to it by the Administrator. If the committee deems the agenda item(s) to be brought
625 properly before the Presbytery, the item(s) will be considered under the "new business" section
626 of the docket. Only items submitted to the Administrator no later than within the first hour of
627 the start of the presbytery meeting at which the item is to be considered shall be referred to
628 this committee.

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

633

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

637

638 Items approved by the New Business Committee for presentation to the Presbytery shall be
639 considered immediately preceding the close of the presbytery meetings, following a report by
640 the New Business Committee.

641 Notwithstanding any of the foregoing, upon motion to consider an item which would otherwise
642 be subject to review and recommendation by the New Business Committee, the commissioners

643 present at the presbytery meeting, and at which quorum is present, may bypass this process
644 and consider the item, provided at least three-quarters of those commissioners vote to do so.

645 **Permanent Judicial Commission (PJC)**

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

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

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

652

653

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

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

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

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

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

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

669 If in the course of undertaking the review the Special Administrative Review Committee
670 discovers that an irregularity or delinquency has occurred, it may "direct the lower council to
671 reconsider and take corrective action if matters are determined to be out of compliance." (G-
672 3.0108c)

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

675 **Associated Ministry Groups**

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

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

695 **Commissioners and Young Adult Advisory Delegates to** 696 **the General Assembly**

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

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

710 **Presbytery Staff**

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

718 **Amending or Suspending the Standing Rules**

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

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

735

736

737

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

738

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740

741

ADMINISTRATOR

742

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

744 Associate Stated Clerk for the Presbytery.

745

746 Specific Duties for the Administrator include:

747

748 1. **Office Administration**

- 749 ○ Answer the Presbytery phone, answer questions, provide a listening ear
- 750 ○ Identify potential volunteer positions and coordinate with Volunteer Coordinator
- 751 ○ Provide support for the Stated Clerk
- 752 ○ Maintain current and historic records of presbytery
- 753 ▪ Pastor and Lay lists

- 754 ▪ Ordination anniversaries
- 755 ▪ Files relating to Presbytery of Santa Fe (PSF) Churches and Pastors as
- 756 well as PSF committees and commissions
- 757 ○ Oversee master calendar, book meeting space, and provide content for the Website
- 758 ○ Make provision for equipment and supplies for meetings
- 759 ○ Make travel arrangements for representatives of the Presbytery
- 760 ○ Implement background checks for Ministers/ Inquirers/CRE candidates
- 761 ○ Maintain a list of translators (Spanish) for the Presbytery
- 762 ○ Maintain list of supply preachers as provided by the Commission on Ministry
- 763 (COM)
- 764 ○ Maintain list of hospital visitors
- 765 ○ Coordinate bulk orders of the Book of Order (BOO), the Book of Confessions
- 766 (BOC), Planning Calendars, Mission Yearbooks, etc.
- 767 ○ Provide resources to churches; e.g., Personnel handbooks, Job description samples,
- 768 etc.
- 769 ○ Schedule *Go To Meeting* for meetings at presbytery office
- 770 ○ Maintain and distribute the lists of churches, ministers, and the members of the
- 771 committees/commissions of the presbytery
- 772

773 2. Communication

- 774 ○ Publish, in concert with the Communications Consultant, ~~bi-weekly~~ *Ponderings*
- 775 *Nuevas Noticias* including gathering reflections and responses from pastors/people
- 776 throughout the Presbytery
- 777 ○ Work with Chaplain to send out prayer concerns
- 778 ○ Facilitate, in concert with the Communications Consultant, the updating ~~update~~
- 779 of the Presbytery's Facebook page
- 780 ○ Refer communications and items of business or concern to the appropriate
- 781 commission, committee, work group, task force or team in consultation with the
- 782 chairperson of the Coordinating Team
- 783 ○ Help Churches navigate the PCUSA's Church Leadership Connection website
- 784 (clearinghouse for church and ministerial information forms)
- 785 ○ Facilitate connections for people making charitable requests or needing resources
- 786 ○ Work with the Webmaster on issues pertaining to the website
- 787 ○ Work with Communication Advisory Team (CAT) on maintaining equipment and
- 788 technology
- 789

790 3. Facilitation of Committee / Commissions

- 791 ○ Meet with and resource Finance and Property Committee (FPC)
- 792 ▪ Work with Treasurer as needed
- 793 ▪ Help with budget preparation
- 794 ▪ Attend Mid-Council Financial Network meetings
- 795 ○ Support the Commission on Ministry (COM) and the COM Consultant
- 796 ○ Support the Commission on Preparation for Ministry (CPM) as needed

- 797 ○ Support the Youth and Young Adult Consultant, and the Youth Committee as
798 needed
799 ○ Resource the Mission Networking Committee (MNC), the Education Networking
800 Committee (ENC), and Worship Networking Committee (WNC) as needed
801 ○ Resource the Committee on Representation and Participation (CORP) for
802 nominations and committee development and balance
803 ○ Ex-officio member of all committees, commissions, work groups, task forces or
804 teams.

805
806 **4. Presbytery Meetings**

- 807
808 ○ Coordinate meeting logistics for presbytery at local churches and at Ghost Ranch,
809 including food, lodging, materials and equipment, as needed
810 ○ Help prepare docket and meeting documents
811 ○ Gather names for the necrology report
812 ○ Gather annual reports from committees and Presbytery partners and arrange for
813 report posting on the Presbytery website
814 ○ Work with Stated Clerk to provide due notice of all presbytery meetings to
815 members of the presbytery

816
817 **5. Relationships Outside the Presbytery**

- 818 ○ Coordinating external communications with the denomination and outside groups,
819 in coordination with the Coordinating Team
820 ○ Work with outside groups coming into the presbytery who need local resources
821

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

823
824
825

STATED CLERK

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

830
831 Specific Duties for the Stated Clerk include:

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

- 833 ○ Works with Administrator to provide due notice to all members and
834 commissioners to the presbytery of all presbytery meetings
835 ○ Grants permission **on behalf of COM** for Minister of Word and Sacrament
836 members of other presbyteries to labor within the bounds of the presbytery
837 ○ Provides for the reception, release, or transfer of minister members to or from the
838 presbytery
839 ○ Serves as recording clerk for presbytery meetings
840 ○ Provides presbytery statistical reports to the General Assembly

- 841 ○ Assists with preparation of presbytery minutes, including attendance, maintaining
842 and editing the minutes, adding appendices, and printing the minutes for the
843 Presbytery of Santa Fe's Minutes Book (required by PCUSA)
844
- 845 Maintains the *Book of Order* duties
- 846 ○ Keeps rolls of membership/attendance of Ministers of Word and Sacrament,
847 commissioners, CREs, and the rolls of moderators, PJC members, commissioners
848 to General Assembly (GA) and the Synod of the Southwest
- 849 ○ Maintains the Presbytery approved Bylaws, Standing Rules and Manual of
850 Operations
- 851 ○ Notifies appropriate bodies (e.g., CORP; Coordinating Team) of the resignation of
852 any commission or committee members or of any ecclesial or corporate officers of
853 the Presbytery
- 854 ○ Answer *Book of Order* questions from members of the Presbytery
855
- 856 Provides relationships with other governing bodies:
- 857 ○ Fills the role of the ecclesiastical officer of the Presbytery at ecumenical events
858 ○ Attends Synod of the Southwest meetings and occasionally GA meetings
859
- 860 Staffs the Permanent Judicial Commission (PJC) of the Presbytery:
- 861 ○ Receives the filings of remedial cases, complaints, appeals, and requests germane
862 to the presbytery
863
- 864 Maintains relationships with local congregations, sessions and Presbytery members:
- 865 ○ Ensures that Safe Church training is offered for ministers, elders, and others who
866 need the training on a routine basis
- 867 ○ Assists with session records review, including report to presbytery
- 868 ○ Coordinates annual reporting from churches, including the annual Church
869 Information Forms, Clerk's annual questionnaire and statistical reports
870
- 871 Reports to the Personnel Committee on a regular basis.
872
873

COMMISSION ON MINISTRY CONSULTANT

- 874
- 875
- 876 The Consultant for the Commission on Ministry (COM) serves as the Presbytery's staff person
877 for the Commission on Ministry as an ex-officio member without vote. This part time position
878 averages a flexible 5 hours per week (or 20 hours per month).
879
- 880 The Consultant should have strong leadership skills as well as experience in being a team
881 builder. The Consultant will advise and meet with the COM co-moderators on a regular basis,
882 usually before the meeting of the commission.
883
- 884 Specific duties of the COM Consultant:
- 885 Work closely with the co-moderators to:
- 886 ○ Keep them informed of concerns and issues as they arise

- 887 ○ Develop strategies to address the concerns and issues
888 ○ Plan COM meetings and training sessions
889 ○ Help COM organize its work efficiently and effectively
890
891 Attend the meetings of the Commission:
892 ○ Take, compile and distribute the Minutes for COM
893 ○ Update COM Handbook as necessary
894 ○ Serve to provide continuity and “big picture” awareness of COM’s work
895 ○ Support the work of both COM and CPM as necessary
896
897 Serve as the person to receive information on pastors and churches, and to make the reference
898 checks as needed:
899 ○ Receive calls of concern from pastors and churches
900 ○ Make reference checks for potential and incoming Ministers of Word and
901 Sacrament
902 ○ Give reference checks to other presbyteries for current or recent Presbytery of
903 Santa Fe Minister of Word and Sacrament members
904 ○ Keep appropriate records of reference checking activities
905 ○ Communicate with the Presbytery Chaplain as appropriate
906 Interface with the Stated Clerk around polity matters for COM.
907 Communicate with the Administrator and the Coordinating Team as appropriate.
908 Reports to the Personnel Committee on a regular basis.

909

CHAPLAIN

910

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

914

915 Duties:

916 Provides pastoral care:

- 917 • makes pastoral calls with ministers, Commissioned Pastors and educators as needed,
918 and especially with retired ministers, and widows / widowers of clergy
- 919 • makes hospital calls in Albuquerque when needed
- 920 • shares materials such as a book of meditations or comfort when changes in life
921 circumstances happen
- 922 • fosters connections among retired clergy including publicizing Board of Pensions
923 offerings in or around our Presbytery

924

925 Provides prayer leadership:

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

928

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

931
932 Reports to the Personnel Committee on a regular basis.

933 WEBSITE AND COMMUNICATIONS

934
935
936 The Web Design / IT Management Coordinator position has been divided into two positions,
937 each of which averages 5 hours per week for \$5,000 yearly (or \$10,000 total).

938
939
940 Website Technical Manager (Webmaster)

941
942 The Webmaster's duties:

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

948
949 Communications Specialist

950
951 The Communications Specialist's duties:

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

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959
960 YOUTH & YOUNG ADULT MINISTRIES COORDINATOR

961
962 **Reports to:** Presbytery's Personnel Committee and ABQ Young Adult Volunteers (YAV) Board

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

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

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

968
969 Job Summary

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

972
973 Essential Functions

- 974 • Presbytery of Santa Fe

- 975 • **Oversee Organization and Implementation of Youth & Young Adult Ministry in the Presbytery of**
- 976 **Santa Fe**
- 977 • Focus on Presbytery level youth ministries such as single-day activities and multi-day retreats
- 978 (including periodic mission trips), support for youth leaders and coordinating participation in the
- 979 PC(USA) Youth Triennium
- 980 • Encourage and support network of Presbytery young adults for spiritual growth and engagement
- 981 • Participate in quarterly gatherings of Presbytery Staff Consultants and the Personnel Committee
- 982
- 983 • **Young Adult Volunteers**
- 984 • **Recruit, Interview and Oversee Placement of Young Adult Volunteers (YAVs)**
- 985 • Build relationships with partner organizations to facilitate the recruitment of future YAVs
- 986 • Participate in the annual interviewing, screening and selection process of YAV candidates
- 987 • Coordinate and facilitate a local orientation for ABQ YAV's
- 988 • Develop appropriate work placement sites for the ABQ YAV's
- 989
- 990 • **Offer Regular Support and Challenge to the YAVs**
- 991 • Act as site director to support ongoing guidance and training for YAVs in such areas as
- 992 community engagement, spiritual growth, leadership development, intentional community
- 993 building and conflict transformation processes
- 994 • Coordinate regular community activity days, periodic retreats and participation in the Presbytery
- 995 • Perform year-end exit interviews with each ABQ YAV and with their site placement supervisor
- 996
- 997 • **Manage, Develop, and Promote the YAV Program**
- 998 • Oversee housing arrangements for the ABQYAVs
- 999 • Coordinate regularly with job site placement supervisors
- 1000 • Work with the ABQYAV Board, including with budget implementation and regular financial
- 1001 reporting
- 1002 • Provide regular website updates to YAV office for informational and recruitment purposes
- 1003 • Participate in annual gatherings of the PC(USA) YAV program, and maintain communication
- 1004 with PC(USA) Mission Agency offices related to the position
- 1005 • Interpret the goals and vision of the YAV program and of the ABQ YAV site to supporting
- 1006 churches, community partners, and the wider PC(USA)
- 1007

1008 Core Competencies

- 1009 • **Organizational Capacity:** Demonstrates ability to handle multiple tasks and demands. Implements and
- 1010 manages efficient processes and procedures in a timely and professional manner. Coordinates
- 1011 effectively with a variety of constituencies.
- 1012
- 1013 • **Communication Skills:** Communicates in an open, clear and timely manner. Engages in current and
- 1014 emerging technologies to facilitate communication.
- 1015
- 1016 • **Mentoring Ability:** Facilitates individual and community discernment. Engages positively with others
- 1017 and resolves interpersonal conflict. Utilizes active listening. Motivates and includes others in a
- 1018 diverse, volunteer-based ministry.
- 1019
- 1020 • **Budget Management:** Understands basic budgeting procedures and the importance of timely reporting.
- 1021 Demonstrates commitment to accurate record keeping and attention to detail.
- 1022
- 1023 • **Team Player:** Fosters an environment of cooperation that welcomes both support and challenge.
- 1024 Willingly provides support to others. Demonstrates flexibility. Willingness to learn.
- 1025

1026 Qualifications

- 1027 • Commitment to Jesus Christ and the mission of the PC (USA)
- 1028 • Experience working with youth and young adults
- 1029 • General knowledge of the YAV program and the mission and ministries of the PC (USA), preferred
- 1030 • Bachelor's degree, desired

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