

Manual of Operations

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



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

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

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

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

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4 Vision and Values

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

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

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

21

Standing Rules

22

of the Presbytery of Santa Fe

23

Who We Are as an Entity

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

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

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

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

39

Representation

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

41

Church Membership

Number of Commissioners

42

1-120

1 Elder

43

121-190

2 Elders

44

191-250

3 Elders

45

251-500

4 Elders

46

501-1000

5 Elders

47

1001-1500

6 Elders

48

1501-2000

7 Elders

49

2001+

8 Elders

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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. All meetings of the
63 Presbytery may be either in person physical meetings with members in one location or virtual
64 electronic meetings with members in various locations if there is the ability between all
65 members simultaneously to discuss and vote on business items or a combination of both
66 methods.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

151 **Officers**

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

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

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

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

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

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

184
185 Should the position of Moderator become vacant for any reason during the Moderator-Elect's
186 term, the Moderator-Elect shall immediately, without the need for an election or installation,
187 become **Acting Moderator** with all of the powers, duties and responsibilities of Moderator

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

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

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

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

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

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

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

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

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

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

267 General Rules for Organization

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

272

273 The Presbytery is responsible for:

- 274 • Directing, delegating and coordinating the work of its commissions, committees, teams,
275 work groups, and task forces.
- 276 • Overseeing the mission of the church within the Presbytery, consistent with the Book of
277 Order.
- 278 • Sending proposals to the Synod of the Southwest and/or General Assembly which may be
279 of common concern to the mission of the whole church.
- 280 • Granting permission for a Presbyterian entity to celebrate the Sacrament of the Lord’s
281 Supper within the bounds of presbytery providing the celebration is in keeping with W-
282 ~~3.6204~~ 0409.
- 283 • Approving minutes of Presbytery meetings and minutes of Administrative Commissions
284 to ordain and/or install Ministers of the Word and Sacrament and Commissioned
285 Pastors³.
- 286 • Reviewing the means by which commissions, committees, work groups, task forces, and
287 teams implement the structure and mission of the Presbytery.
- 288 • Providing opportunities for relationships to be established among the congregations of
289 the Presbytery through worship, education and mission, in order that resources,
290 leadership and particular strengths and gifts for ministry may be used for the mutual
291 benefit of congregations, the Presbytery and the communities within presbytery
292 boundaries.

293

294 Responsibilities of Commissions and Committees

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

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

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

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

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

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

- 317 • To recommend annual budget appropriations to the Finance and Property ~~Committee~~
318 Commission, for consideration by the Presbytery.
- 319 • To manage the budget categories assigned to it.

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

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

326 Commission and committee members are expected to participate actively in and attend the
327 meetings of their respective bodies. Absences from more than two consecutive meetings
328 without having notified the chairperson shall be considered the equivalent of a resignation
329 from the committee and shall be reported to the Administrator. Upon receipt of such notice
330 from the committee, the Administrator shall communicate, in writing, with the absentee

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331 member notifying the individual that his/her resignation from the committee has been
332 accepted and the position is declared vacant as of the date of the letter of notification.
333 Resignations or other vacancies, except the annual class replacements, are to be reported to
334 the Administrator.

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

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

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

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

346 Provisions for Electronic Meetings and Voting

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

355
356 ~~According to Robert's Rules of Order, electronic v~~ otes by email should not regularly occur
357 unless the gathered body has had an opportunity to deliberate the topic in a meeting before
358 the vote is taken ~~beforehand.~~ If a prior deliberative meeting has taken place on an issue, votes
359 by email are presumed to be valid. When absolutely necessary for administrative non-
360 controversial issues, commissions, committees, work groups, task forces, and teams may vote
361 by e-mail without a prior deliberative meeting and are presumed to be valid if ratified by the
362 body at their next regular meeting. ~~and shall use the following guidelines:~~ Email votes shall not
363 be used to conduct secret ballots.

- 364
- 365 ~~• All participants must have access to the necessary equipment, either through personal~~
366 ~~means or through the Presbytery, for participation in the e-vote. **If any participants do**~~
367 ~~**not have access, an e-vote cannot be taken.**~~
 - 367 ~~• The chairperson shall develop the time frame for the e-vote.~~

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- ~~• From the time the chairperson(s) circulate the motion, a minimum of 2 days shall be provided to all participants, for purposes of review and discussion. Such notice shall include the motion and supporting documentation for the e-vote.~~
- ~~• A second is not necessary for the motion to be considered.~~
- ~~• Each new main motion must be made in a separate, new e-mail message, with the motion indicated on the subject line, with no other message thread included.~~
- ~~• Members shall use "Reply All" in all messages.~~
- ~~• The chairperson shall close debate by asking, "Are you ready for the question on the motion" (listed in the subject line).~~
- ~~• The chairperson shall put the question to a vote by restating the pending question and requesting the members to vote now. The word "vote" shall be in the subject line. (Example: Motion 1 Vote)~~
- ~~• The chairperson shall include the time frame/deadline for the vote.~~
- ~~• Members shall state, "I vote yes" or "I vote no" in the first line of the response and use "Reply All".~~
- ~~• The secretary or the committee's designee shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.~~
- ~~• The chairperson shall announce the results of the vote.~~
- ~~• The chairperson shall declare the "Motion (number) closed".~~
- ~~• The secretary shall prepare minutes of the vote and shall send the minutes marked "draft" to all the members.~~
- ~~• These minutes shall be approved at the next regular meeting.~~
- ~~• Any member shall have the right to request a copy of the message thread of a motion.~~
- ~~• Electronic voting shall not be used to conduct secret ballots.~~

393 Commissions and Committees of the Presbytery

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

397

398 Leadership Team

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

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

404 *Tasks:*

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

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407

408 **Coordinating Team (CT)**

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

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

423 *Tasks:*

- 424 • Network between commissions and committees of the Presbytery in order to
425 coordinate the Presbytery's mission and ministry.
- 426 • Foster the coordination and communication of the activities of Presbytery commissions
427 and committees.
- 428 • Refer matters of information and concern to the commissions and committees of the
429 Presbytery.
- 430 • Act on behalf of the Presbytery on matters that need to be addressed between
431 presbytery meetings and which do not warrant calling a special presbytery meeting.
432 These matters might include property decisions, loan approvals, significant personnel
433 developments, or other time sensitive issues.
- 434 • Plan and prepare the docket for meetings of the Presbytery. In preparing the docket for
435 Presbytery meetings, the Coordinating Team will consider:
 - 436 ○ Input from all commission, committee and work group chairpersons to ensure their
437 needs and concerns are included in the planning process.
 - 438 ○ Interaction and involvement of presbytery commissioners through agenda and
439 networking opportunities.
 - 440 ○ Discussion and education focused on issues of the larger church – General Assembly,
441 Synod, congregational, and ecumenical.
 - 442 ○ Presbytery commissioner conversations relating to contemporary theological,
443 ecclesiastical and societal issues.
 - 444 ○ Expressions of faith sharing and spiritual growth through worship.
 - 445 ○ The use of a consent agenda. No item is to be part of the consent agenda unless it has
446 been submitted to Presbytery commissioners at least one week prior to Presbytery
447 meeting for reading.
 - 448 ○ Adequate periods for new commissioner orientation and training.

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- 449 • Grant permission as requested for a Presbyterian entity to celebrate the Sacrament of
450 the Lord's Supper within the bounds of presbytery, providing the celebration is in
451 keeping with W-3.6204 0409, and report such authorization to the next meeting of
452 Presbytery.
- 453 • Address such other matters as the Presbytery may request.

454 **Worship Networking Coordinators (WNC)**

455
456 *Mission:* to be a catalyst for developing and guiding worship resources and opportunities
457 throughout the Presbytery of Santa Fe.

458
459 *Members:* WNC is composed of at least three members and serve in rotating classes. All are
460 elected by the Presbytery.

461 *Tasks:*

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

472 **Education Networking Coordinators (ENC)**

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

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

477 *Tasks:*

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

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- 487 • Provide Stewardship educational opportunities for churches.

488

489 **Mission Networking Coordinators (MNC)**

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

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

493 *Tasks:*

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

503

504 **Commission on Ministry (COM)**

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

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

512 *Tasks:*

- 513 • Act upon calls issued by congregations, act upon calls for services of Ministers of the
514 Word and Sacrament, receive and examine all Ministers of the Word and Sacrament
515 who are transferring from other presbyteries, and present them to Presbytery.
- 516 • Act upon calls to Certified Christian Educators and provide a service of recognition of the
517 call in the local congregation.
- 518 • Dissolve the Teaching Elder relationship in cases where the congregation and Teaching
519 Elder concur.
- 520 • Provide for exit interviews of Ministers of the Word and Sacrament and Sessions upon
521 the dissolution of call.
- 522 • Appoint moderators of congregational councils.
- 523 • As requested, dismiss Ministers of the Word and Sacrament to other presbyteries.

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

544

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

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

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

553 *Tasks:*

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

564

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

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

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

574 *Tasks:*

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

591

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

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

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

597 *Tasks:*

- 598 • Serve, in conjunction with the Ecclesial Officers, as the Board of Trustees of the
599 Presbytery.
- 600 • Manage presbytery funds.
- 601 • Administer the budgets of Presbytery and provide for an audit of financial records at
602 least every three years with annual reviews the years in between.
- 603 • Receive and consider financial appeals and recommend action to the Presbytery.

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- 604 • Oversee any real property owned by the Presbytery and make provision for its
605 maintenance.
- 606 • Function with the Ecclesial Officers as the Board of Trustees for the Presbytery,
607 negotiating purchase or sale of any real property as appropriate.
- 608 • Take such other actions as the Presbytery may request.

609

610 **Personnel Committee (PC)**

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

612

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

616

617 *Tasks:*

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

637

638 **New Business Committee**

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

643 *Members:* At or prior to each Stated Presbytery meeting, the Moderator shall appoint ~~seven~~
644 three persons representing the fullness of the diversity of the Presbytery to serve as the New

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645 Business Committee. One shall be appointed Chair by the Moderator. The duration of their
646 term of service is only for that particular meeting of the Presbytery.

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

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

657
658 In its recommendation regarding action on a particular item, the New Business Committee may
659 make one of three recommendations: Approval, Disapproval, or Referral to an Existing
660 Committee for report to the next meeting of presbytery.

661
662 Items approved by the New Business Committee for presentation to the Presbytery shall be
663 considered immediately preceding the close of the presbytery meetings, following a report by
664 the New Business Committee.

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

669 **Permanent Judicial Commission (PJC)**

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

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

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

676 677 **Special Administrative Review Committee (SARC)**

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

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

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

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

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

692 If in the course of undertaking the review the Special Administrative Review Committee
693 discovers that an irregularity or delinquency has occurred, it may “direct the lower council to
694 reconsider and take corrective action if matters are determined to be out of compliance.” (G-
695 3.0108c)

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

698 **Associated Ministry Groups**

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

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

718 **Commissioners and Young Adult Advisory Delegates to** 719 **the General Assembly**

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

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

733 **Presbytery Staff**

734 Presbytery staff includes all persons employed by Presbytery.

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

741 **Amending or Suspending the Standing Rules**

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

- 743 • Anyone wishing to propose an amendment shall present the proposed amendment in
744 writing to the Coordinating Team for its consideration prior to presenting the proposed
745 amendment in writing to the Presbytery.
- 746 • Unless the Coordinating Team deems otherwise, all proposed amendments shall be
747 presented to the Presbytery in writing as new business for a first reading, and shall then
748 be voted upon at the subsequent meeting.
- 749 • Once proposed amendments have been presented to the Coordinating Team and to the
750 Presbytery for first reading, they may be voted on at the next stated meeting of the
751 Presbytery. Amendments must be passed by a two-thirds vote of commissioners.

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- 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.

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

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ADMINISTRATOR

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

767

768 Specific Duties for the Administrator include:

769

Office Administration

770

- 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

771

Communication

772

- 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

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797 Facilitation of Committee / Commissions

- 798 ○ Meet with and resource Finance and Property Commission (F&P)
- 799 ■ Work with Treasurer and Financial Asst., as needed
- 800 ■ Help with budget preparation
- 801 ○ Attend Mid-Council Financial Network meetings
- 802 ○ Support the Commission on Ministry (COM) and the COM Associate
- 803 ○ Support the Commission on Preparation for Ministry (CPM) as needed
- 804 ○ Support the Youth and Young Adult Coordinator as needed
- 805 ○ Resource the Mission Networking Committee (MNC), the Education Networking
- 806 Committee (ENC), and Worship Networking Committee (WNC) as needed
- 807 ○ Resource the Committee on Representation and Participation (CORP) for nominations
- 808 and committee development and balance
- 809 ○ Resource other committees and task forces as necessary

810

811 Presbytery Meetings

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

820

821 Relationships Outside the Presbytery

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

829

830 Reports to the Personnel Committee on a regular basis.

831

832

STATED CLERK

833

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

838

839 Specific Duties for the Stated Clerk include:

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

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- 841 ○ Works with Administrator to provide due notice to all members and
- 842 commissioner to the presbytery of all presbytery meetings
- 843 ○ Grants permission **on behalf of** COM for Minister of Word and Sacrament
- 844 members of other presbyteries to labor within the bounds of the presbytery
- 845 ○ Provides for the reception, release, or transfer of minister members to or from the
- 846 presbytery
- 847 ○ Serves as recording clerk for presbytery meetings
- 848 ○ Provides presbytery statistical reports to the General Assembly
- 849 ○ Assists with preparation of presbytery minutes, including attendance, maintaining
- 850 and editing the minutes, adding appendices, and printing the minutes for the
- 851 Presbytery of Santa Fe's Minutes Book (required by PCUSA)
- 852
- 853 Maintains the *Book of Order* duties
- 854 ○ Keeps rolls of membership/attendance of Ministers of Word and Sacrament,
- 855 commissioners, CREs, and the rolls of moderators, PJC members, commissioners
- 856 to General Assembly (GA) and the Synod of the Southwest
- 857 ○ Maintains the Presbytery approved Bylaws, Standing Rules and Manual of
- 858 Operations
- 859 ○ Notifies appropriate bodies (e.g., CORP; Coordinating Team) of the resignation of
- 860 any commission or committee members or of any ecclesial or corporate officers of
- 861 the Presbytery
- 862 ○ Answer *Book of Order* questions from members of the Presbytery
- 863
- 864 Provides relationships with other governing bodies:
- 865 ○ Fills the role of the ecclesiastical officer of the Presbytery at ecumenical events
- 866 ○ Attends Synod of the Southwest meetings and occasionally GA meetings
- 867
- 868 Staffs the Permanent Judicial Commission (PJC) of the Presbytery:
- 869 ○ Receives the filings of remedial cases, complaints, appeals, and requests germane
- 870 to the presbytery
- 871
- 872 Maintains relationships with local congregations, sessions and Presbytery members:
- 873 ○ Ensures that Safe Church training is offered for ministers, elders, and others who
- 874 need the training on a routine basis
- 875 ○ Assists with session records review, including report to presbytery
- 876 ○ Coordinates annual reporting from churches, including the annual Church
- 877 Information Forms, Clerk's annual questionnaire and statistical reports
- 878
- 879 Reports to the Personnel Committee on a regular basis.
- 880
- 881

COMMISSION ON MINISTRY CONSULTANT ASSOCIATE

- 884 **The Associate for the Commission on Ministry (COM) functions as the Presbytery's staff person**
- 885 **responsible for providing support to the Commission as an ex-officio officer without vote.**
- 886 **This part time position averages a flexible 7.5 hours per week (or 30 hours per month).**

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

889

890 Specific responsibilities of the COM Associate:

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

895

896 Collaborate closely with the co-moderators so as to:

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

909

910 Lead and organize the ongoing work of COM as needed:

- 911 ○ Organize COM's work efficiently and effectively
- 912 ○ Build effective teams of commission members to execute this work on schedule in
913 a quality fashion
- 914 ○ Monitor the efforts by commission members and, where critical and necessary for
915 preventing them from being overworked, personally provide assistance
- 916 ○ Report to co-moderators, as necessary, when these workloads appear to be
917 excessive and make recommendations for managing them
- 918 ○ Perform executive tasks interfacing with the wider church, networking, providing
919 connections and directional guidance
- 920 ○ Provide emergency support for churches until such time as COM can mobilize to
921 provide a coordinated plan of action.
- 922 ○ Monitor and ensure pastoral compensation packages meet Federal and Presbytery
923 guidelines.
- 924 ○ Plan and schedule his/her own efforts to perform necessary tasks within 30 hours
925 each month.

926

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

- 929 ○ Receive calls of concern from pastors and churches and those referred from the
930 Presbytery Administrator
- 931 ○ Make reference checks for potential and incoming Ministers of Word and
932 Sacrament

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- 933 ○ Give reference checks to other presbyteries for current or recent Presbytery of
934 Santa Fe Ministers of Word and Sacrament
935 ○ Keep appropriate records of reference checking activities
936 ○ Communicate with the Presbytery Chaplain as appropriate, informing COM of
937 relevant matters
938
939 Serve the Commission on Preparation for Ministry (CPM) as staff when needed or requested.
940 Serve as the bridge between COM and CPM when the work of the two commissions overlap.
941
942 Interface with the Stated Clerk around polity matters and issues related to legal guidance or Book
943 of Order clarification for COM and CPM.
944
945 Communicate and strategize with the Administrator and the Coordinating Team as appropriate.
946
947 Reports to the Personnel Committee on a regular basis.
948

CHAPLAIN

- 949
950 The Chaplain fills a part-time position in the Presbytery focused on providing pastoral care for
951 the minister members, spouses, widows and widowers within the Presbytery. The position will
952 average 10 hours per month (or 2.5 hours per week).
953
954 Duties:
955 Provides pastoral care:
956 • makes pastoral calls with ministers, Commissioned Pastors and educators as needed,
957 and especially with retired ministers, and widows / widowers of clergy
958 • makes hospital calls in Albuquerque when needed
959 • shares materials such as a book of meditations or comfort when changes in life
960 circumstances happen
961 • fosters connections among retired clergy including publicizing Board of Pensions
962 offerings in or around our Presbytery
963
964 Provides prayer leadership:
965 • works with the Administrator to communicate prayer concerns to the Presbytery
966 • offers the Prayers of the People when the presbytery gathers for worship
967
968 The Chaplain will use his or her discretion in conveying the prayers requests to COM, the
969 Administrator and the Presbytery.
970
971 Reports to the Personnel Committee on a regular basis.
972
973

WEBSITE AND COMMUNICATIONS

974
975

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

978
979 Website Technical Manager (Webmaster)

980
981 The Webmaster's duties: _____

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

987
988 Communications Specialist

989
990 The Communications Specialist's duties:

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

997

998

999

YOUTH & YOUNG ADULT MINISTRIES COORDINATOR

1000 This combined Coordinator position develops and directs Presbytery-level youth and young adult
1001 ministries and is the Albuquerque Young Adult Volunteer (YAV) Coordinator. This is a full-
1002 time exempt position (40 hrs a week) - 1/4 Presbytery Ministry Coordination, 3/4 ABQ YAV.
1003 This combined Coordinator position is supported financially through both the Santa Fe
1004 Presbytery and the local ABQ YAV Board.

1005

1006 **Presbytery of Santa Fe**

1007 • **Oversee Organization and Implementation of Youth & Young Adult Ministry in the**
1008 **Presbytery of Santa Fe**

1009 • Focus on Presbytery level youth ministries such as single-day activities and multi-day
1010 retreats (including periodic mission trips), support for youth leaders and coordinating
1011 participation in the PC(USA) Youth Triennium

1012 • Encourage and support network of Presbytery young adults for spiritual growth and
1013 engagement

1014 • Participate in quarterly gatherings of Presbytery Staff Consultants and the Personnel
1015 Committee

1016

1017 **Young Adult Volunteers**

1018 • **Recruit, Interview and Oversee Placement of Young Adult Volunteers (YAVs)**

1019 • Build relationships with partner organizations to facilitate the recruitment of future YAVs

1020 • Participate in the annual interviewing, screening and selection process of YAV

1021 candidates

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- 1022 • Coordinate and facilitate a local orientation for ABQ YAV's
1023 • Develop appropriate work placement sites for the ABQ YAV's
1024
1025 • **Offer Regular Support and Challenge to the YAVs**
1026 • Act as site director to support ongoing guidance and training for YAVs in such areas as
1027 community engagement, spiritual growth, leadership development, intentional
1028 community building and conflict transformation processes
1029 • Coordinate regular community activity days, periodic retreats and participation in the
1030 Presbytery
1031 • Perform year-end exit interviews with each ABQ YAV and with their site placement
1032 supervisor
1033
1034 • **Manage, Develop, and Promote the YAV Program**
1035 • Oversee housing arrangements for the ABQYAVs
1036 • Coordinate regularly with job site placement supervisors
1037 • Work with the ABQYAV Board, including with budget implementation and regular
1038 financial reporting
1039 • Provide regular website updates to YAV office for informational and recruitment
1040 purposes
1041 • Participate in annual gatherings of the PC(USA) YAV program, and maintain
1042 communication with PC(USA) Mission Agency offices related to the position
1043 • Interpret the goals and vision of the YAV program and of the ABQ YAV site to
1044 supporting churches, community partners, and the wider PC(USA)
1045

1046 **Reports to:** Presbytery's Personnel Committee and ABQ Young Adult Volunteers (YAV)
1047 Board

1048 **Directly Supervises:** ABQ Young Adult Volunteers
1049
1050

FINANCIAL ASSISTANT

1052 The Financial Assistant provides financial administrative services to the Presbytery coordinated
1053 by the Administrator and assists the Administrator to track and record the mission and per capita
1054 giving, payroll, and Accounts Payable. The position is for an average of 10 hours per week (or
1055 40 hours per month).
1056

Responsibilities:

- 1058 • records receipts by account and by church
1059 • prepares bank deposits
1060 • processes invoices, bills, and vouchers
1061 • prepares bi-weekly payroll
1062 • prepares reports at the request of staff and committee chairpersons
1063 • prepares quarterly and annual giving reports for churches
1064 • files all financial information regularly
1065 • maintains property files
1066 • maintains current insurance records, and bills and follows-up with churches under
1067 the Presbytery of Santa Fe umbrella policy with Church Mutual

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1068

1069 **Qualifications:**

- 1070
- 1071 • people oriented, with the ability to be flexible and able to respond to emerging needs and situations
 - 1072 • knowledge of fund accounting and non-profit budgeting
 - 1073 • ability to use appropriate computer software (QuickBooks and Microsoft Office), and
 - 1074 office machines including multiline phone, fax, copier, and printer.
 - 1075 • ability to establish and maintain effective relationships with other office staff and the
 - 1076 public.

1077

1078 **Reports to the Administrator and meets annually with the Personnel Committee to discuss and**

1079 **review the position.**