

Manual of Operations



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

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

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

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

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

Table of Contents

Vision and Values

Standing Rules

Who We Are as an Entity

Representation

Meetings, Attendance and Minutes

Special Rules of Order

Officers

General Rules for Organization

Responsibilities of Commissions and Committees

Provisions for Electronic Meetings & Voting

Commissions and Committees of the Presbytery

Associated Ministry Groups

Commissioners and Young Adult Advisory Delegates
to the General Assembly

Presbytery Staff

Amending or Suspending the Standing Rules

4 Vision and Values

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

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

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

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>
1-69	1 Elder
70-139	2 Elders
140-209	3 Elders
210-499	4 Elders
500+	5 Elders

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

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

56 Stated Meetings, Called Meetings, Attendance 57 and Minutes

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

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

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

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

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

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

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

79 commissioners from ten different congregations from the roll of the presbytery.

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

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

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

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

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

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

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

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

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

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

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

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

146 **Officers**

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

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

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

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

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

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

184
185 Should the position of Moderator become vacant for any reason during the Moderator-Elect's
186 term, the Moderator-Elect shall immediately, without the need for an election or installation,
187 become **Acting Moderator** with all of the powers, duties and responsibilities of Moderator
188 under the Book of Order and the Presbytery's Bylaws and Standing Rules until the next annual

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

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

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

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

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

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

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

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

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

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

264 General Rules for Organization

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

269
270 The Presbytery is responsible for:

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

290

291 Responsibilities of Commissions and Committees

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

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

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

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

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

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

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

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

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

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

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

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

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

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

343 Provisions for Electronic Meetings and Voting

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

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

359 Commissions and Committees of the Presbytery

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

363

364 Leadership Team

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

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

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

370 *Tasks:*

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

378

379 **Coordinating Team (CT)**

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

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

392 *Tasks:*

- 393 • Network between commissions and committees of the Presbytery in order to
394 coordinate the Presbytery's mission and ministry.
- 395 • Foster the coordination and communication of the activities of Presbytery commissions
396 and committees.
- 397 • Refer matters of information and concern to the commissions and committees of the
398 Presbytery.
- 399 • Act on behalf of the Presbytery on matters that need to be addressed between
400 presbytery meetings and which do not warrant calling a special presbytery meeting.
401 These matters might include property decisions, loan approvals, significant personnel
402 developments, or other time sensitive issues.
- 403 • Plan and prepare the docket for meetings of the Presbytery. In preparing the docket for
404 Presbytery meetings, the Coordinating Team will consider:
 - 405 ○ Input from all commission, committee and work group chairpersons to ensure their
406 needs and concerns are included in the planning process.

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

423

424 **Mission Networking Coordinators (MNC)**

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

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

428 *Tasks:*

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

438

439 **Commission on Ministry (COM)**

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

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

447 *Tasks:*

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

479

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

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

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

489 *Tasks:*

- 490 • Carry out the functions of Presbytery in relation to candidates for the office of Teaching
491 Elder as found in the Book of Order G-2.06.
- 492 • Carry out the functions of Presbytery in relation to certifying Ruling Elders as ready to
493 receive a commission, following the provisions of the Book of Order (G-2.10) and the
494 commission's own procedures.
- 495 • Counsel and guide persons on the paths of inquiry, candidacy, and certification for the
496 vocation of ministry.
- 497 • Give guidance to, and have oversight for, applicants and candidates for Certified
498 Christian Educator as provided in the Book of Order G-2.1103.
- 499 • To be a catalyst for leadership formation by providing education and training programs,
500 drawing on the variety of experience and expertise from both within and outside the
501 Presbytery.
- 502 • Form task forces to plan events in response to ideas and requests that come from
503 congregations or the Presbytery.
- 504 • Oversee grant requests and provide funding for youth and young adults within the
505 Presbytery, and for leadership training involving youth and adults.
- 506 • Take such other actions as the Presbytery may request.

507

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

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

512 *Members:* CORP is composed of six members representing the fullness of diversity of the
513 Presbytery; they serve in three rotating classes of two persons. Ideally, each member has
514 served on a particular commission or committee of the Presbytery. Members are nominated by
515 the Coordinating Team and elected by the Presbytery. The chair shall be nominated by the
516 Moderator of the Presbytery from among the committee members and elected annually by the
517 Presbytery.

518 *Tasks:*

- 519 • Fulfill presbytery functions related to representation as designated in the Book of Order,
520 G-3.0103.
- 521 • Identify and recruit qualified persons for nomination to serve as Presbytery officers.
- 522 • Identify and recruit qualified persons for nomination to serve on presbytery
523 commissions and committees.
- 524 • Nominate the officers of the Presbytery, the members and chairperson(s) of the
525 commissions and committees for the Presbytery at the annual meeting.

- 526 • Nominate Commissioners, Alternates and Advisory Delegates according to the bylaws of
527 the Synod of the Southwest and the General Assembly.
- 528 • Provide nominations for other governing bodies and agencies of the Presbyterian
529 Church (U.S.A.), as directed by the Presbytery.
- 530 • Address the need for nominations in any particular categories meriting increased
531 representation, and advise presbytery annually of such representation.
- 532 • Ensure that, insofar as it is possible, appropriate representation and balance are
533 maintained within the organizational structure of presbytery, bearing in mind the
534 principles of unity in diversity in Book of Order F-1.0403.
- 535

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

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

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

541 *Tasks:*

- 542 • Serve, in conjunction with the Ecclesial Officers, as the Board of Trustees of the
543 Presbytery.
- 544 • Manage presbytery funds.
- 545 • Administer the budgets of Presbytery and provide for an audit of financial records at
546 least every three years with annual reviews the years in between.
- 547 • Receive and consider financial appeals and recommend action to the Presbytery.
- 548 • Oversee any real property owned by the Presbytery and make provision for its
549 maintenance.
- 550 • Function with the Ecclesial Officers as the Board of Trustees for the Presbytery,
551 negotiating purchase or sale of any real property as appropriate.
- 552 • Provide Stewardship educational opportunities for churches.
- 553 • Take such other actions as the Presbytery may request.
- 554

555 **Personnel Committee (PC)**

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

557

558 *Members:* The committee is composed of three persons representing the fullness of the diversity
559 of the Presbytery; they serve in three rotating classes of one person. All are elected by the
560 Presbytery.

561

562 *Tasks:*

- 563 • Ensure that position descriptions are current for all employees of the Presbytery.
564 Review all position descriptions every three years and recommend changes to the
565 Coordinating Team as required by the Presbytery's changing needs.

- 566 • Conduct an annual review of the Administrator and, in conjunction with the
567 Coordinating Team, orchestrate a more comprehensive review every third year.
568 • Work with the Administrator to provide annual reviews for each employee of the
569 Presbytery
570 • Enact policies and procedures that will contribute to the health and well-being of
571 Presbytery staff and staff relationships, as they fulfill their Presbytery job functions.
572 • Support the Administrator in seeking to fill vacancies on the staff.
573 • Recommend annually to the Finance and Property Commission salary adjustments for
574 staff members of the Presbytery.
575 • Review office staffing configuration and expenses every three years and recommend
576 changes to Finance and Property Commission as the Presbytery's needs evolve.
577 • Recommend annually to the Finance and Property Commission budgetary adjustments
578 to office expense items.
579 • As detailed in the Manual of Operations, provide assistance as requested to any search
580 committee for Presbytery staff.
581 • Take such other actions as the Presbytery may request.
582

583 **New Business Committee**

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

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

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

598 Any item of legislation requiring action of the Presbytery and related directly to any item under
599 consideration by the Presbytery (i.e., amendments, substitute motions) under its normal course
600 of business shall not be subject to review or recommendation by the New Business Committee
601 unless so referred by act of the Presbytery.
602

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

606
607 Items approved by the New Business Committee for presentation to the Presbytery shall be
608 considered immediately preceding the close of the presbytery meetings, following a report by
609 the New Business Committee.

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

614 **Permanent Judicial Commission (PJC)**

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

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

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

621

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

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

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

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

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

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

637 If in the course of undertaking the review the Special Administrative Review Committee
638 discovers that an irregularity or delinquency has occurred, it may "direct the lower council to
639 reconsider and take corrective action if matters are determined to be out of compliance." (G-
640 3.0108c)

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

643 **Associated Ministry Groups**

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

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

663 **Commissioners and Young Adult Advisory Delegates to** 664 **the General Assembly**

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

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

678 **Presbytery Staff**

679 Presbytery staff includes all persons employed by Presbytery.

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

686 **Amending or Suspending the Standing Rules**

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

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

703

704

705 Addendum to the Standing Rules

706 Position Descriptions for Presbytery Staff

707 June 21, 2025

708

709 **ADMINISTRATOR**

710

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

712 Associate Stated Clerk for the Presbytery.

713

714 Specific Duties for the Administrator include:

715

716 Office Administration

- 717 ○ Answer the Presbytery phone, answer questions, provide a listening ear

- 718 ○ Provide support for the Stated Clerk
- 719 ○ Implement background checks for Ministers/ Inquirers/CP candidates
- 720 ○ Oversee master calendar, book meeting space, and post Presbytery meeting papers
- 721 ○ Make travel arrangements for representatives of the Presbytery
- 722 ○ Provide resources to churches; e.g., personnel handbooks, job description samples,
- 723 etc.
- 724 ○ Schedule virtual meetings when needed

725

726 Communication

- 727 ○ Publish in the *Nuevas Noticias*
 - 728 ■ Invite occasional reflections to pastors/people throughout the Presbytery
- 729 ○ Send out prayer concerns
- 730 ○ Refer communications and items of business or concern to the appropriate
- 731 commission, committee, work group, task force or team
- 732 ○ Help churches navigate the PCUSA's Church Leadership Connection website
- 733 (clearinghouse for church and ministerial information forms)
- 734 ○ Facilitate connections for people making charitable requests or needing resources
- 735 ○ Work with Webmaster on issues pertaining to the website
- 736 ○ Work with vendors to maintain equipment and technology
- 737 ○ Understand and Coordinate the Board of Pensions processes and resources for local
- 738 churches and COM.
 - 739 ■ Attend the Board of Pensions training
 - 740 ■ Coordinate with the Board of Pensions representative

741

742 Facilitation of Committee / Commissions

- 743 ○ Meet with and resource Finance and Property Commission (F&P)
 - 744 ■ Work with Treasurer and Financial Asst., as needed
 - 745 ■ Help with budget preparation
 - 746 ○ Attend Mid-Council Financial Network meetings
- 747 ○ Support the Commission on Ministry (COM) and the COM Associate
- 748 ○ Support the Commission on Preparation for Ministry (CPM) as needed
- 749 ○ Support the Youth and Young Adult Coordinator as needed
- 750 ○ Resource the Mission Networking Committee (MNC) as needed
- 751 ○ Resource the Committee on Representation and Participation (CORP) for nominations
- 752 and committee development and balance
- 753 ○ Resource other committees and task forces as necessary

754

755 Presbytery Meetings

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

- 764
765 Relationships Outside the Presbytery
766 ○ Coordinate external communications with the denomination and outside groups with
767 the Coordinating Team and the Stated Clerk
768 ○ Work with outside groups coming into the presbytery who need local resources
769 ○ Attend Synod of the Southwest meetings
770 ○ Attend GA meetings (the first year both the Administrator and the Stated Clerk,
771 following years alternate attendance)
772 ○ Attend the Polity Conference for mid-Council networking
773
774 Reports to the Personnel Committee on a regular basis.

775
776
777

STATED CLERK

778 The Stated Clerk is the ecclesiastical officer of the Presbytery under the provisions of the Book
779 of Order; serving as the parliamentarian of presbytery and the interpreter of the Constitution of
780 the Presbyterian Church (USA). This part-time position averages a flexible 15-20 hours per
781 week (or 72 hours per month).

782

783 Specific Duties for the Stated Clerk include:

784 Fulfills the *Book of Order* duties

- 785 • Maintains the Presbytery approved Bylaws, Standing Rules and Manual of Operations
786 • Notifies appropriate bodies (e.g., CORP; Coordinating Team) of the resignation of any
787 commission or committee members or of any ecclesial or corporate officers of the
788 Presbytery
789 • Answers *Book of Order* questions from members of the Presbytery
790 • Provides clerical and parliamentary leadership to all meetings of the Presbytery
791 • Serves as recording clerk for presbytery meetings

792

793 Maintains relationships with other governing bodies:

- 794 • Fills the role as representative of the Presbytery at ecumenical events
795 • Attends Synod of the Southwest meetings and occasionally GA meetings
796 • Attends the New Mexico Conference of Churches Board meetings

797

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

- 799 • Trains, organizes, and oversees the members of the PJC
800 • Receives the filings of remedial cases, complaints, appeals, and requests germane to the
801 presbytery

802

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

- 804 • Attends, travels to, and represents the Presbytery at special services of congregations
805 such as installations, anniversary celebrations, and transitions
806 • Welcome and establish rapport with newly received minister members
807 • Is responsible for an annual session records review, including report to presbytery

- 808 • Provides support and training for clerks of sessions, as well as support for sessions as
809 needed

810

811 Collaborates closely with the Administrator to:

- 812 • Provide due notice to all members and commissioners to the presbytery of all presbytery
813 meetings
- 814 • Staff the Leadership and Coordinating Teams
- 815 • Provide for the reception, release, or transfer of minister members to or from the
816 presbytery with the Commission on Ministry
- 817 • Keep rolls of membership/attendance of teaching elders, commissioners, CREs, and the
818 rolls of moderators, PJC members, commissioners to General Assembly (GA) and the
819 Synod of the Southwest
- 820 • Ensure that Boundary training is offered and completed for Ministers, Ruling Elders,
821 Commissioned Ruling Elders and others who need the training on a routine basis
- 822 • Assist with preparation of presbytery minutes, including attendance, maintaining and
823 editing the minutes, adding appendices, and printing the minutes for the Presbytery of
824 Santa Fe's Minutes Book (required by PCUSA). Attend the presbytery minute review of
825 the Synod.
- 826 • Coordinate annual reporting from churches, including the annual Church Information
827 Forms and Clerk's annual statistical reports
- 828 • Provide presbytery statistical reports to the General Assembly

829

830 Fulfills specific responsibilities to the Commission on Ministry:

- 831 • Staffs the meetings of the Commission and meetings of the COM leadership as an ex-
832 officio member without vote.
- 833 • Manages the work of the commission, in collaboration with the Commission leadership
834 and other Presbytery staff, ensuring in as much as possible that the work is completed
835 efficiently and effectively. Build effective teams of commission members to execute this
836 work through training and support.
- 837 • Makes reference checks for potential and incoming Ministers of Word and Sacrament
- 838 • Gives reference checks to other presbyteries for current or recent Presbytery of Santa Fe
839 Ministers of Word and Sacrament
- 840 • Keeps appropriate records of reference checking activities

841

842 Collaborates closely with the co-moderators leading and organizing the ongoing work of COM
843 to:

- 844 • Serve as the COM's record manager and provide research into COM records to
845 communicate background, context and continuity in the commission's decisions
- 846 • Provide emergency support for churches until such time as COM can mobilize to provide
847 a coordinated plan of action
- 848 • Plan COM meetings and training sessions and provide resources especially for the new
849 members of COM
- 850 • Participate in a COM liaison team task when needed such as a triennial visit, meeting
851 with a session or pastor nominating committee

852

853 Plans and schedules his/her/their own efforts to perform necessary tasks within 72 hours each
854 month.

855
856 Reports to the Personnel Committee on a regular basis.
857

CHAPLAIN

858
859 The Chaplain fills a part-time position in the Presbytery focused on providing pastoral care for
860 the minister members, spouses, widows and widowers within the Presbytery. The position will
861 average 20 hours per month (or 5 hours per week).

862
863 Duties:

864 Provides pastoral care:

- 865 • makes pastoral calls with ministers, Commissioned Pastors and educators as needed,
866 and especially with retired ministers, and widows / widowers of clergy
- 867 • makes hospital calls in Albuquerque and Rio Rancho when needed
- 868 • shares materials such as a book of meditations or comfort when changes in life
869 circumstances happen
- 870 • fosters connections among retired clergy and ordained clergy (especially women) who
871 are not in full time pastoral positions
- 872 • facilitates connecting clergy to spiritual direction options in the area

873
874 Provides pastoral communication:

- 875 • meets with the Commission on Ministry (COM) leadership team on a regular basis to
876 be able to provide pastoral care in situations where COM is involved
- 877 • meets with the Presbytery moderator to assist in planning and/or participating in the
878 Presbytery-wide worship services

879
880 Provides prayer leadership:

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

883
884 The Chaplain will use his or her discretion in conveying the prayers requests to COM, the
885 Administrator and the Presbytery.

886
887 Reports to the Personnel Committee on a regular basis.
888

889
890

YOUTH & YOUNG ADULT MINISTRIES COORDINATOR

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

894

- 895 • Oversee Organization and Implementation of Youth & Young Adult Ministry in the Presbytery
896 of Santa Fe
- 897 • Develop and direct Presbytery level youth ministries such as single-day activities and
898 multi-day retreats (including periodic mission trips). At least two events should occur
899 annually.
 - 900 • Coordinate Presbytery participation in the PC(USA) Youth Triennium.
 - 901 • Provide support for youth leaders in the Presbytery.
- 902 • Encourage and support a network of Presbytery young adults for spiritual growth and
903 engagement
- 904 • Participate in Presbytery meetings and maintain connections with church leaders in the
905 Presbytery. Provide consultation regarding youth and young adult ministries to churches when
906 requested.
- 907
908
909

FINANCIAL ASSISTANT

910 The Financial Assistant provides financial administrative services to the Presbytery coordinated
911 by the Administrator and assists the Administrator to track and record the mission and per capita
912 giving, payroll, and Accounts Payable. The position is for an average of 10 hours per week (or
913 40 hours per month).

914

Responsibilities:

- 916 • records receipts by account and by church
- 917 • prepares bank deposits
- 918 • processes invoices, bills, and vouchers
- 919 • prepares bi-weekly payroll
- 920 • prepares reports at the request of staff and committee chairpersons
- 921 • prepares quarterly and annual giving reports for churches
- 922 • files all financial information regularly
- 923 • maintains property files
- 924 • maintains current insurance records, and bills

925

Qualifications:

- 927 • people oriented, with the ability to be flexible and able to respond to emerging needs
928 and situations
- 929 • knowledge of fund accounting and non-profit budgeting
- 930 • ability to use appropriate computer software (QuickBooks and Microsoft Office), and
931 office machines including multiline phone, fax, copier, and printer.
- 932 • ability to establish and maintain effective relationships with other office staff and the
933 public.

934

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