

SYNOD OF THE ROCKY MOUNTAINS

MISSION STATEMENT

The mission of the Synod of the Rocky Mountains is to assist, affirm, and strengthen its presbyteries, incorporating to the greatest extent possible an emphasis on shared regional ministry, to discover, develop, and implement their unique and shared missions and ministries where they live and serve Jesus Christ.

CORE VALUES

As a Synod of the Presbyterian Church (U.S.A.), serving our Lord Jesus Christ, the Synod of the Rocky Mountains upholds these core values:

1. Participating in the mission of the Presbyterian Church (U.S.A.).
2. Encouraging and supporting the ministry of its Presbyteries.
3. Facilitating and celebrating connections among Presbyterian governing bodies, congregations, and individual members.
4. Seeking the involvement of persons with a broad range of experiences and interests in its work.
5. Creating structure to meet mission challenges so that form follows function.
6. Communicating and evaluating its service.
7. Recognizing God's grace at work among us and in other faith communities.

STANDING RULES

ARTICLE I - Meetings (See Bylaws, Article VI)

1. The Synod stated meeting shall normally be in the spring. The coordination and networking of mission among the presbyteries and synod should be the focus of the meeting, with emphases on worship, dialogue, and necessary business.
2. The officers shall be elected and the goals of Synod will be reviewed and adopted at the stated meeting. Reports of staff, officers, Coordinating Council, commissions, committees, task forces, Synod organizations, and General Assembly entities will be submitted for review at the stated meeting. The date of the next stated meeting may be set at each stated meeting, subject to change by action of the Coordinating Council.
3. A special meeting of Synod may be called as follows:
 - a. by the Moderator, at the request of or with the concurrence of three elders and three ministers of the Word and Sacrament. Those elders and ministers of the Word and Sacrament must have been commissioners present at the immediate preceding stated meeting of the Synod.
 - b. by the Stated Clerk, if the Moderator is unable to issue the call, under the same conditions as listed above.

ARTICLE II – Commissioners and Participants (See Bylaws, Article IV)

1. Commissioners shall be elected or appointed by the Presbyteries. At least two commissioners from each Presbytery should be members of the council or its equivalent. The other two may be from the broader pool within the Presbytery. Each commissioner's term shall expire when the next Synod stated meeting convenes. A commissioner may be reelected (to serve no more than four years consecutively).
2. Each Presbytery may elect a youth advisory delegate. Youth advisory delegates may attend meetings of Synod at the expense of their Presbyteries, and may participate in Synod meetings with voice, but without vote.
3. Synod's representative to the General Assembly Mission Council (if there be one), the Moderator of Presbyterian Women in the Synod of the Rocky Mountains and the Moderator of Presbyterian Men in the Synod of the Rocky Mountains shall have expenses at Synod meetings paid for by the Synod.

ARTICLE III – Officers (See Bylaws, Article III)

1. The officers of the Synod shall be the Chairperson of the Coordinating Council, Moderator, Stated Clerk, and Treasurer.
 - a. The duties of the Moderator shall be as defined in the Bylaws, Standing Rules and the *Book of Order* (G-9.0202).
 - b. Following the convening of the Synod stated meeting and necessary business, election of the Moderator shall be the order of the day. Nominations shall be made by duly seated commissioners. (Presbyteries may endorse commissioners for the office of Moderator, communicating such endorsement to the Stated Clerk not less than forty days prior to the annual meeting, but endorsement is not required.) Prior to voting by written ballot, all nominees for the office of Moderator-Elect shall be given the opportunity to express their hopes, dreams and aspirations for the mission and ministry of this Synod. There shall be an opportunity for commissioners and youth advisory delegates to question the candidates.
 - c. The Stated Clerk shall be nominated by the Synod Nominating Committee and elected to a four-year term by the Synod and shall be eligible for re-election to any number of consecutive terms upon review and favorable evaluation by the Synod. The Stated Clerk will normally take office within three months following election. The duties of the Stated Clerk shall be as defined in the Bylaws, Standing Rules and in the Stated Clerk's position description.
 - d. The Treasurer shall be nominated by the Synod Nominating Committee and elected to a four-year term by the Synod. The Treasurer shall be eligible for reelection to any number of consecutive terms upon review and favorable evaluation by the Synod. The duties of the Treasurer shall be as defined in the Bylaws, Standing Rules and in the Treasurer's position description.
2. The Coordinating Council shall act to fill a vacancy in any office except Moderator by appointing an interim officer to serve until the next stated meeting at which elections are scheduled.

ARTICLE IV - Organization of Synod (See Bylaws, Article V)

1. Between meetings of Synod, the Coordinating Council may take action on behalf of the Synod, as previously authorized by the Synod, and in accordance with the *Book of Order* (G-9.0403), the Bylaws, Standing Rules, and the Administrative Manual of Operations. Complete and detailed records of actions, with rationale, taken on behalf of the Synod by the Coordinating Council shall be reported to the Synod Commissioners by written minutes after each meeting.

2. Synod Coordinating Council, Commissions, Mandated and Standing Committees and Special Commissions, Committees and Task Forces:
 - a. The Synod shall elect a Coordinating Council which:
 - (1) will meet four to five times per year, including one meeting per year with the staff forum
 - (2) may be held in various locations in the Synod to allow conversations with Presbyteries
 - b. Membership, election, terms and duties of Coordinating Council:
 - (1) The Coordinating Council shall be composed of fourteen members.
 - (a) One member from each of the eight Presbyteries who need not be Synod commissioners
 - (b) Two members of the Synod Staff Forum, who may serve one year or two years. Service shall rotate from among the Presbyteries.
 - (c) The Moderator of Synod (ex officio without vote)
 - (d) Synod Executive (ex officio without vote)
 - (e) Synod Stated Clerk (ex officio without vote) who shall serve as Secretary of Coordinating Council
 - (f) Synod Treasurer (ex officio without vote)
 - (2) The eight Presbytery members shall be elected by the Synod upon nomination by Presbyteries. They may serve up to three one-year terms, serving from stated meeting to stated meeting, or two two-year terms if synod meets biennially. The two Staff Forum members shall be elected upon nomination by the Staff Forum.
 - (3) The Coordinating Council shall perform the following administrative and ecclesiastical duties:
 - (a) serve as the Board of Directors and Board of Trustees of the Synod; including approval of Synod loans
 - (b) prepare the agenda for Synod stated and called meetings
 - (c) nominate persons to serve as members of the Synod Nominating Committee upon recommendation of the Presbyteries and nominate the moderator of the Nominating Committee who is elected for a one year term for a maximum of three years, in accordance with the *Book of Order* (G-9.0801)
 - (d) authorize and appoint special commissions, committees and task forces as needed in consultation with the Nominating Committee and Committee on Representation
 - (e) provide for Synod wide communications; i.e., web resources, Synod news distribution, program publicity, physical presence, staff forum, and Presbyteries' information sharing

- (f) update the Articles of Incorporation, Bylaws, Standing Rules and Administrative Manual of Operations in accordance with the *Book of Order* (G-9.0405) as needed
- (g) review and evaluate operations of the Synod and plan for the future with vision and guidance annually

(4) The Coordinating Council is to:

- (a) encourage partnership among Presbyteries, coordinate scheduling of special events and resources within the Synod; organize leadership development and training including facilitating networks, regional events, Synod wide events and a specialists' resource bank
- (b) coordinate resources in the areas of Christian Education, stewardship, church growth and mission interpretation
- (c) support church development: new church, small church, redevelopment, immigrant and racial ethnic
- (d) coordinate Synod ecumenical and interfaith relationships
- (e) schedule and conduct budget consultations and training with Presbyteries in the process of Synod budget development and develop the budget
- (f) provide oversight of the finances of the Synod
- (g) review funding requests or grant and loan applications made to Synod or through Synod to General Assembly, and make recommendations for appropriate action to the funding body, including reviewing annual reports. i.e., Wasatch Academy, Rocky Mountain College, Westminster College, Intermountain Children's Home and Services and Western National Leadership Training
- (h) provide for unanticipated decreases in revenue or increases in cost. To that end, reserves equal to 30% of the coming year's approved Mission and Administrative Budgets shall be maintained.
- (i) advocate on behalf of the Synod for financial resources at General Assembly consultations
- (j) use, review annually and recommend changes to the Synod, the Synod Personnel Policy Manual and The Sexual Misconduct Policy Manual
- (k) represent the Synod in relationships with Presbyteries and General Assembly regarding personnel matters
- (l) resource the work of Presbyteries' committees on ministry and preparation, and assist its member Presbyteries in matters and training relating to the calling, ordaining, placement of ministers and continuing education, in accordance with the *Book of Order* (G 12.0102g)
- (m) evaluate the work performance of the exempt staff of the Synod according to the guidelines in the Synod Personnel Policy, and recommend changes in terms of employment or call to the Synod. There shall be annual performance reviews, with a comprehensive review to be conducted every fifth year

- (n) receive resignations of staff, determining the need to appoint interim staff and employ interim staff
 - (o) if invited, participate in the search for, and in the annual reviews of, Presbytery heads of staff, as conducted by the Presbyteries, by selecting at least one member of the Coordinating Council to take part in the search and review processes
- c. Mandated and Standing Committees and Commission, and Special Commissions, Committees and Task Forces
- (1) Members of *Book of Order* mandated committees and commission shall be elected by the Synod. The Synod Nominating Committee shall nominate the moderator and other members of the Committee on Representation and members of the Permanent Judicial Commission. Members of the mandated committees need not be commissioners to Synod.
 - (a) The Nominating Committee shall be established and shall function as set forth in the *Book of Order* (G-9.0800). It shall be composed of one member from each Presbytery plus a ninth member from one of the presbyteries on a rotation basis. The Nominating Committee shall elect its moderator.
 - (b) The Committee on Representation shall be established and shall function as set forth in the *Book of Order* (G-9.0105, G-9.0106 and G-12.0301)
 - (c) A Permanent Judicial Commission shall be established and shall function as set forth in the *Book of Order* (D-4.0000)
 - (2) Special commissions, committees, and task forces may be appointed for specific purposes and for limited periods of time. Such shall be dissolved upon the presentation of final reports or when the period of time established for its work has expired. Members need not be commissioners to Synod. Each will normally consist of at least one member from each Presbytery that chooses to be involved in it and one or more Synod commissioners who are interested or support it.

ARTICLE V - Synod Administration (See Bylaws, Article VIII)

1. The Synod Executive - election and duties:

- a. The Synod Executive shall be nominated by a Search Committee, which is elected by the Synod, and shall be elected at a stated meeting of the Synod.
- b. The terms of call for the Synod Executive shall be established by the Synod, upon recommendation of the Search Committee.
- c. The duties of the Synod Executive shall be to:
 - (1) serve as the administrative officer of the Synod in carrying out the mission of the Synod, as defined in the *Book of Order*, and the Synod Articles of Incorporation, Bylaws, Standing Rules and Administrative Manual of Operations
 - (2) be responsible for staffing the Synod
 - (3) serve as Moderator of the Staff Forum

- (4) serve as head of staff for the Synod office
 - (5) visit at least annually each Presbytery within the bounds of the Synod, and to promote communication and fellowship between and among Presbyteries and Synod
 - (6) be an ex officio member of the Coordinating Council without vote
2. There shall be a Staff Forum, composed of the Presbytery heads of staff, invited individuals and the Synod Executive, who shall serve as Moderator.
- a. The Staff Forum shall meet for the purpose of furthering communication and cooperation among the Presbyteries, and to facilitate the mission of the Synod and the Presbyteries.
 - b. The Staff Forum may present reports and proposals to the Synod and to the Coordinating Council.

ARTICLE VI - Responsibilities of the Officers

1. Chairperson of the Coordinating Council

- a. The Chairperson shall preside at all meetings of the Coordinating Council.
- b. The Chairperson shall serve as the President of the Board of Trustees and Board of Directors of the Corporation.

2. Moderator:

- a. The Moderator shall preside at all meetings of the Synod during his or her term of office and shall have the authority necessary for preserving order and conducting efficiently the business of the Synod, in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*.
- b. The outgoing Moderator shall conduct a service of installation for his or her successor, and shall make provisions for the installation of other newly elected officers of Synod.
- c. The Moderator shall be responsible for the planning of worship at Synod stated and called meetings, including the annual celebration of the Lord's Supper.
- d. The Moderator shall serve as an ex officio member (without vote) of the Coordinating Council.

3. Stated Clerk:

- a. The Stated Clerk shall record minutes of all Synod meetings; shall make provision for the editing, publication and distribution of the minutes within sixty days after each meeting of the Synod; shall preserve carefully the records of the Synod; and shall furnish extracts from those records when required by another governing body of the Presbyterian Church (U.S.A) to do so (G-9.0203). Upon the recommendation of the Stated Clerk, the Synod may appoint a recording clerk to work under the Stated Clerk's supervision at each Synod meeting. Copies of the minutes shall be to the General Assembly for annual review (G-12.0304).
- b. The Stated Clerk shall keep the rolls of membership and attendance of the Synod (G-9.0203). Following the initial roll call at meetings, the Stated Clerk shall advise the Moderator as to whether a quorum is present. The Stated Clerk shall present a summary report at each stated meeting of the activities of the office and serve as Parliamentarian.
- c. The Stated Clerk shall serve as an ex officio member of the Coordinating Council without vote.

- d. The Stated Clerk shall issue the call to Synod stated and called meetings in consultation with the Moderator, the Chairperson of the Coordinating Council, and Synod Executive, and include necessary information to facilitate commissioners' participation.
- e. The Stated Clerk shall meet with the Stated Clerks of the member Presbyteries at least every other year for the purpose of conducting a review of the Minutes and records of the Presbyteries, in accordance with the *Book of Order* (G-1 2.0102n).
- f. The Stated Clerk shall process and respond to official correspondence.
- g. The Stated Clerk shall serve as a resource person for the Synod's Permanent Judicial Commission and fulfill all responsibilities related to the judicial process as required by the Rules of Discipline.
- h. The Stated Clerk shall fulfill all responsibilities assigned to that office under the *Book of Order* of the Presbyterian Church (U.S.A.), and shall assume other duties as requested by the Synod.

4. Treasurer:

- a. The Treasurer shall oversee the management of all Synod funds.
- b. The Treasurer shall serve as an advisor to the Synod staff regarding financial matters.
- c. The Treasurer shall provide for adequate and proper accounting of Synod's financial transactions and clear and accurate reporting of finances to Synod and the Coordinating Council.
- c. The Treasurer shall ensure that a full financial review of all financial records of Synod is conducted annually.
- e. The Treasurer shall serve as an ex officio member of the Coordinating Council without vote.

ARTICLE X - Amendments to the Standing Rules

- 1. The Standing Rules may be suspended in any particular provision by a three-fourths vote of the members of Synod present, except for this article and except for the provisions found in the *Book of Order*.
- 2. The Standing Rules may be revised by a two-thirds vote at any meeting of Synod, provided written notice thereof shall have been included in the call for the meeting or presented in writing at a session of such meeting at least twenty-four hours in advance of action thereupon.
- 3. Any suspension or revision of this article can be acted on only if prior written notice has been included in the call for the meeting.
- 4. These Bylaws may not be amended so as to contravene the *Book of Order* of the Presbyterian Church (U.S.A.)

All *Book of Order* references in these articles are taken from the latest edition of the *Book of Order*.

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