

POSITION DESCRIPTION

STATED CLERK

Half Time (20 hrs/week)

TITLE: Stated Clerk

PURPOSE: The Stated Clerk shall be the continuing ecclesiastical officer of the Presbytery.

ACCOUNTABILITY: As an officer of the Presbytery, the Stated Clerk shall be accountable to the Presbytery for the responsibilities assigned by the *Book of Order*. As a staff member of the Presbytery, the Stated Clerk shall be accountable to the Administration Committee and supervised by the General Presbyter.

TERM OF SERVICE: Five years, eligible for reelection.

RESPONSIBILITIES:

1. The Stated Clerk shall be responsible for the duties assigned in the Book of Order (G-3.0104 – minutes, rolls and records; G-3.0108 – administrative review of Session records; G-3.0109 –judicial and administrative commissions; D-11.0600 – judicial process).
 - a. The Stated Clerk shall be the custodian of all ecclesiastical records of the Presbytery, working with the administrative staff to maintain the records and rolls of the presbytery.
 - b. The Stated Clerk shall work with the Ministry Committee in recording and reporting changes in pastoral relationships, including the establishment and renewal of temporary pastoral relationships.
 - c. The Stated Clerk shall work with the Ministry Committee in establishing pastoral relationships, sharing information with Pastors and Sessions about commissions to ordain and/or install, notifying members of the commission, and receiving and filing the minutes of commissions.
 - d. The Stated Clerk shall conduct the annual Session records review.
 - e. The Stated Clerk shall provide minutes and other records of the Presbytery to the Synod as required and shall ordinarily participate in the Synod’s review of presbytery records.
 - f. The Stated Clerk shall provide assistance to Sessions in preparing Annual Statistical Reports and shall prepare and transmit the Presbytery’s report to the Stated Clerk of the General Assembly.
2. The Stated Clerk shall ordinarily serve as the parliamentarian of the Presbytery.
3. The Stated Clerk shall serve as clerk to the Leadership Team, assisting particularly with the planning of presbytery meetings.
4. The Stated Clerk shall serve as staff support for the Trustees of the Presbytery.
5. The Stated Clerk shall provide orientation and support for Commissioners to meetings of the General Assembly and shall ordinarily attend General Assembly meetings.

- COMPENSATION:** Defined in terms of call, reviewed annually by the Administration Committee and approved by the Leadership Team and the Presbytery. This position is exempt from overtime.
- EVALUATION:** An annual performance review by the General Presbyter and the Administration Committee and a comprehensive review by these same parties at the end of a five-year term.
- TERMINATION:** By mutual consent of the Stated Clerk and the Presbytery, or by action of the Presbytery, upon written recommendation of the Administration Committee. Fair and adequate notification shall be given to the Stated Clerk.

PERSON DESCRIPTION

The Stated Clerk, in so far as possible, should have these qualifications, characteristics, and abilities:

1. Have a personal commitment to and relationship with God.
2. Be a Ruling or Teaching Elder in the Presbyterian Church (USA).
3. Have a minimum of five years experience in the Presbyterian Church (USA).
4. Perceive self as a servant leader and exhibit a working style that is collegial and consultative.
5. Have an extensive knowledge of Presbyterian polity and the theology that informs that polity.
6. Ordinarily have some experience with the work of a Stated Clerk.
7. Be willing and able to fulfill the responsibilities of the office with minimal clerical assistance.
8. Have the ability to follow through on details.
9. Be available to maintain regular hours in the Presbytery office.
10. Have experience with computers and a willingness to learn specific processes currently used in the church.