

Transitional General Presbyter & Stated Clerk

The Transitional General Presbyter works with and for the churches, pastoral leaders, and sessions of the presbytery, to affirm and support creative ministry and communicate the validity and value of their ministry. Essential to this work is participation in the life and worship of the congregations of the Presbytery.

She has been charged with managing the day-to-day activities of the Presbytery. She is to be a resource and provide for the effective functioning of the Leadership Team and the committees of the Presbytery, especially the Administration and Relations Committees, Committee on Representation, and the Committee on Ministry.

The Transitional General Presbyter serves as head of staff.

The Stated Clerk focuses on records, annual record reviews, stated and called meetings of Presbytery, parliamentary procedure, judicial process, policies, Presbytery Trustees, knowing and understanding the *Book of Order*, and overtures to the General Assembly.

The Stated Clerk is available to provide training for congregational Clerks of Session, including minutes and record keeping. She can help congregations to complete the annual, statistical report. The Stated Clerk can provide resources to develop manuals of administrative operations, sexual misconduct policies, and child and youth protections policies.

The Stated Clerk can guide churches on matters of property, connecting them with the Presbytery Trustees and legal counsel.