



PRESBYTERY OF OLYMPIA

15508 Portland Avenue SW
Lakewood WA 98498
Office (253) 588-5204 Fax (253) 588-0660

Rev. Lynn E. Longfield
General Presbyter

Elder Joyce Carr
Stated Clerk

Rev. Steve Klump
Treasurer

Tony Cook
Communications Director

Susie Zych
Admin. Assist.

April 17, 2008

Dear Friends,

Attached, you will find the job description for the position of Stated Clerk for the Olympia Presbytery. Joyce Carr has faithfully served for two decades. There is no way she will be replaced so as you consider possible candidates remember we are not looking for someone with twenty years of experience as a Stated Clerk.

The job description defines the work of the Stated Clerk that will be expected. There will be training opportunities to acquaint the new Clerk with the responsibilities and functions. The person needs to enjoy detail work and if not well acquainted with the Book of Order and related functions he/she must be willing and excited about becoming well versed and functionally capable.

Please pass this on to anyone you feel might be a candidate.

APPLICATIONS MUST BE TURNED IN ON OR BEFORE MAY 6, 2008.

APPLICATIONS ARE TO BE SENT TO THE:

**The Personnel Committee
C/O Tillicum Presbyterian Center
15508 Portland Ave SW
Lakewood, WA 98498**

Mark it "Confidential" and without your name on the outside of the envelope

Sincerely,

The Personnel Committee



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When applying for the position of Stated Clerk, please provide the following:

1. Full and current resume including but not restricted to Name, Address, Contact Information, Work History, Education, Church Relationship, Status of Ordination.
2. Provide at least three references that the Personnel Committee may contact. Each should be able to 1) give a general reference, 2) speaking from personal experience evaluate the candidate's ability to work extensively with details in a timely fashion, 3) and speak to the person's ability to remain neutral while guiding processes and procedures.
3. Write a brief response to the following:
 - a. What excites me about this position, and
 - b. What special qualities I bring to this position.
4. Any reactions or concerns you might like to share about the job description.
5. Any additional information or comments the candidate feels would be helpful for the committee in making their choice for Stated Clerk.