

## **POSITION DESCRIPTION (April, 2008) OLYMPIA PRESBYTERY**

**TITLE:           STATED CLERK**

**PURPOSE:** The Office of Stated Clerk is mandated by the Constitution to keep and maintain all ecclesiastical records of the Presbytery as required by the Book of Order and provide necessary correspondence. As primary parliamentarian of the Presbytery, the Stated Clerk is to advise processes and procedures as needed to assist the Presbytery in achieving its mission. The Stated Clerk shall, upon request, interpret the Constitution, subject to the will of the Body.

**ACCOUNTABILITY:** The Stated Clerk is elected by the Presbytery and is accountable through the Personnel Committee to the Presbytery. The Stated Clerk is expected to work collaboratively with the General Presbyter. The Presbytery Personnel Committee shall be responsible for performance review.

**RELATIONSHIPS:** Consults, collaborates, and communicates with the General Presbyter, officers of Presbytery, Presbytery committee moderators and entities as requested and when required to do so. For purposes of keeping personnel records, leave time will be coordinated with the General Presbyter and office staff. He/she shall seek the guidance of the legal counsel at the Office of General Assembly when beneficial. The Stated Clerk shall be given office space at the Presbytery office.

**TERMS OF EMPLOYMENT:** The Personnel Committee shall receive and review applications for this position and shall inform the Council of their nominee and nominate the candidate to the Presbytery for election. Subsequently, following a performance review, the Personnel Committee shall make recommendation to the Presbytery. The Stated Clerk shall be nominated to and elected by the Presbytery to a three-year term and shall be eligible for re-election without limitation.

The office of Stated Clerk shall be a 20 hours per week salaried position, with the terms of employment to be determined by the presbytery upon the recommendation of the Personnel Committee & Council. The Personnel Committee shall review the compensation of the Stated Clerk annually.

**QUALIFICATIONS:** The Stated Clerk shall:

- Possesses an in-depth knowledge of the workings of the denomination, the requirements of the *Book of Order* of the Presbyterian Church (U.S.A.), and the current edition of *Robert's Rules of Order*.
- Possesses an in-depth ability to demonstrate a cooperative, flexible spirit and be a team player.
- Possesses an in-depth ability to manage a number of activities at one time and handle detail with precision.
- Be capable of being discreet with confidential information.

- Possesses In-depth to work with others and instill a collegial relationship with the presbytery staff, presbytery council, presbytery committee volunteers and members of the churches within the presbytery.
- Display good written and verbal communication skills.
- Possesses an ability to provide reports, documents, letters in a timely and completed manner.
- Be Ordained as PC(USA) Elder and/or Minister of the Word and Sacrament.

#### **PERSONAL CHARACTERISTICS:**

- Is committed to Jesus Christ, informed by the Scriptures and guided by the *Book of Confessions* and the *Book of Order* of the Presbyterian Church (U.S.A.).
- Is able to function pastorally with a spirit of empathy, understanding, wisdom and mature confidence.
- Possesses a commitment and a genuine sense of the connectional nature of the Presbyterian Church. Demonstrates this commitment to the local churches, Synod, and General Assembly.
- Possesses personal integrity, spiritual wholeness, broad intellectual interests, humor and humility.

#### **COMMITTEES AND TEAMS**

- Attend Council meetings to advise in the area of Stated Clerk responsibilities and to work in partnership with the minute clerk. Communicate council's actions to Presbytery, trustees or other entities when necessary.
- Attend Committee on Ministry meetings to advise and fulfill requirements mandated by the Book of Order of the stated clerk and to work in partnership with the minute clerk. Work closely with the COM chairperson to make all necessary reports.
- Work with the chairperson of Committee on Preparation for Ministry to docket time for presbytery meetings. Attend meetings when stated clerk consultation is needed. Copy and send reports to the Office of General Assembly and work with the chairperson to make written report for Presbytery Meetings.

#### **RECORD KEEPING**

- Be the custodian of all records and documents of the presbytery and of the Corporation of Presbytery.
- Be responsible for bringing to the presbytery meetings and the council meetings the necessary reference books and minutes.
- Finalize the minutes of each meeting of the presbytery and send to each minister, clerk of session, officer and council member.
- Engross the minutes and other records into the Minute Book.
- Be responsible for managing and keeping current the Standing Rules and Manual of Operations (By-Laws).
- All records and files shall be housed at the Tillicum Center.
- Backup copies of all computerized records shall be made at least monthly.

## **PRESBYTERY MEETINGS**

- Prepare the packet prior to presbytery meetings and email/mail to each minister, clerk of session, officer and council member.
- Notify each minister, each clerk of session of each congregation, presbytery officers and members of Council at least ten days previous to the time and place of the meeting of the presbytery, or installation or ordination being conducted by a commission of the presbytery.
- Present at the March stated meeting the statistical report as sent to General Assembly.
- Present to the presbytery a written report of all actions transacted by the council of the presbytery.
- Work with the docket team to prepare the Presbytery docket.
- Present the docket of each stated meeting as proposed.
- Act as parliamentarian for meetings of Presbytery.
- Track all motions and proposals that are carried and bring them forward and reminding the docket committee.
- Provide host churches with setup procedures and worship policies.

## **CORRESPONDENCE**

- Provide for all correspondence with other governing bodies regarding ministerial changes, election of commissioners to General Assembly and Synod, necrology reports, votes on constitutional changes.
- Provide official letters, reports as needed.
- Correspond with other Stated Clerks and the Office of the General Assembly as needed.

## **RESOURCE**

- Provide counsel concerning policies and procedures to the Presbytery Moderator and Vice-Moderator, including General Presbyter, Investigating Committee(s), the Permanent Judicial Commission and other administrative commissions.
- Act as manager of judicial process for the presbytery. In partnership with the General Presbyter, train AC, IC & PJC participants for their duties.
- Be an advisory resource to clergy and individual congregations, assisting with the interpretation of the Constitution of PC (U.S.A.) and the Standing Rules of Presbytery.

## **OTHER**

- Provide updates for the directory portion of the OlyBook (directory, mission interpretation document).
- Track church's submission of statistical information for the annual statistical report to General Assembly.
- When possible attend the annual Polity Conference (expenses shared between General Assembly and Presbytery).
- When possible attend General Assembly.
- Inform office manager of needed supplies and equipment.