

ATTACHMENT A – Stated Clerk Job Description

JOB DESCRIPTION

Stated Clerk

Revised 11/2024

Status: Part-time, Exempt

Purpose:

1. To strengthen the partnership between Presbytery and congregations.
2. The Stated Clerk, who works as a team member of the Presbytery staff, shall have the duties and responsibilities that are prescribed in the Constitution of the Presbyterian Church (U.S.A.), the By-laws of the Presbytery of Lake Huron, and other duties as defined in this position description.

Accountability:

The Stated Clerk is accountable to the Presbytery through the Presbytery Council. It is a paid position elected by the Presbytery.

Overall Responsibilities:

1. Act as the parliamentarian of the Presbytery and ensure that all business that comes before the Presbytery is handled properly in accordance with the Constitution of the PC(USA) and parliamentary procedure.
2. Interpret the Constitution of the PC (USA) to the Presbytery and its officers, committees and sessions, and give guidance in its application.
3. Assist Ministry teams, committees, and other elected officers of Presbytery, as required or requested, in regard to the polity and procedures of the Presbytery and the PC(USA) Constitution.
4. Guide processes of education and training for Session Clerks and Ruling Elders as needed.

Specific Duties and Responsibilities:

1. Attend all stated, adjourned and special meetings of Presbytery and, when unable to attend, arrange for the election of a stated clerk pro tem.
2. Prepare the docket for all meetings of the Presbytery.
3. Provide trainings for pastoral leadership as required in the Book of Order. Maintain records of required trainings for pastoral leadership (clergy, CREs, ruling elders serving at the Presbytery level) within the time frames required by the Book of Order.
4. Oversee Session Records Review process.
5. Coordinate with Recording Clerk in regard to Presbytery meetings, required reports to General Assembly and Synod, and maintenance of required Presbytery records.
6. Assist Moderators, other ministers and Clerks of Session, as requested, with interpretation of PC(USA) Constitution, By-laws and parliamentary procedure; provide other guidance as necessary.
7. Organize and train the Presbytery's Permanent Judicial Commission and assist with active judicial cases as appropriate and requested.
8. Attend annual Minutes review of Presbytery minutes at the Synod.
9. Attend annual Mid Council Leaders conference as scheduled each year.
10. Attend the General Assembly meetings as an observer and resource for our commissioners. This is a biennial responsibility.
11. *Be the Presbytery representative at the Synod and General Assembly levels as needed.*
12. *Both provide when requested and also request Presbytery to Presbytery background check.*
13. *Coordinate and manage the Presbytery staff.*
14. Perform other duties and responsibilities as necessary, as requested by the Presbytery Council.

Evaluation:

There shall be an annual review of the Clerk's performance by the Personnel Team in accordance with the Presbytery By-laws, using current review procedures.

Term:

Elected position of the Presbytery for a term of three-years.

Hours:

The position of stated clerk shall be part-time, to average 10-15 hours per week.

ATTACHMENT A – Stated Clerk Job Description (Continued)

Qualifications:

The Stated Clerk shall:

- 1.** Be a Teaching or Ruling Elder in the PC(USA) who demonstrates a vital and active Christian faith;
- 2.** Be able to communicate effectively in both written and oral forms;
- 3.** Have reasonable computer literacy skills as required to carry out assigned duties;
- 4.** Have effective administrative skills and capacity to work in a team setting;
- 5.** Have a working knowledge of the governing bodies of the PC(USA);
- 6.** Be committed to the polity of the PC(USA);
- 7.** Be able to travel a reasonable amount, both inside and outside the Presbytery's geographic area, in carrying out the assigned duties and responsibilities.