

TITLE: Stated Clerk

JOB SUMMARY:

In service for a three-year elected term, the Stated Clerk maintains and preserves the records of the Lackawanna Presbytery, including its transactions and rolls of membership and attendance; fulfills requirements of the Synod and GA, and acts as a presbytery representative by assisting staff, teams, and churches when needed. The Stated Clerk is the ecclesiastical officer of the Presbytery under the provisions of the *Book of Order*; serving as parliamentarian of presbytery, the interpreter of the Constitution of the Presbyterian Church (USA) and the official correspondent of the presbytery.

RESPONSIBILITIES:

- Arrange for presbytery meeting locations
- Participate in stated meetings and LVT meetings as minute recorder and parliamentarian*
- Issue the minutes of presbytery meetings within 30 days, LVT minutes within one week*
- Be available to the presbytery staff, teams, and members via office hours, phone, and e-mail
- Attend team meetings when requested by team/GP
- Provide training and support to clerks of session
- Provide annual session minute review opportunities within the presbytery
- Attend Committee on Ministry meetings to assist with its business as necessary
- Maintain roll of presbytery, including roll of ministers and roster of past and present members of the PJC, and corresponding files
- Process calls, contracts, dissolutions, and transfers of ministers, churches, and reported staff
- Prepare annual GA statistical report
- Prepare presbytery annual minutes record and related documents*
- Prepare and participate in annual synod minutes review*
- Correspond with other governing bodies as necessary
- Attend stated clerk training, bi-yearly GA and continuing education courses
- Attend related synod events and training
- Provide resource and support to Administrative Commissions and other Presbytery issues as needed.
- Serve as manager of judicial process per Book of Order; be a resource to Permanent Judicial Commission.

Working with the Administrative Coordinator, the Stated Clerk shall:

- Prepare, in consultation with GP and Leadership Vision Team (LVT), and post stated meeting dockets and related documents
- Prepare, in consultation with the moderator, LVT dockets and related documents
- Communicate with sessions, pastors, and moderators regarding preparation of annual statistical report to GA and other related responsibilities
- Assist churches in submitting annual statistics reports when requested
- Prepare and present annual necrology report to presbytery

RELATIONSHIPS AND ACCOUNTABILITY:

Reports to the General Presbyter and is responsible to the presbytery through its Personnel Team

EVALUATION:

An annual review and evaluation of performance is conducted in accordance with presbytery personnel policies.

*The Stated Clerk may, with the approval of the Personnel Team, designate a Journal Clerk who shall assist with these tasks.

December 11, 2018