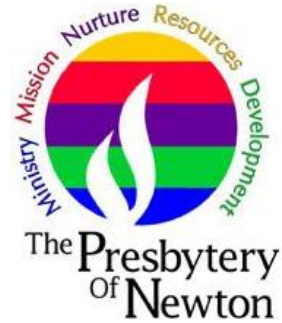


Stated Clerk

Purpose: To provide Stated Clerk services for the Presbytery of Newton

This is a shared position with the Presbytery of Elizabeth



Presbytery of Newton Responsibilities:

- Provide oversight to Presbytery Staff in filing of statistical reports
- Provide oversight of maintaining records on clergy through e-minister
- Assist with processing calls, covenants, dissolutions and transfers
- Oversee annual Session records review
- Provide training for Administrative Commissions when necessary
- Provide for oversight of the Rules of Discipline functions including implementation of Investigating Committees (IC)
- Resource Presbytery Coordinating Team
- Work with Executive Team on Presbytery Agenda and Planning Presbytery meetings
- Serve as Parliamentarian

Shared Responsibilities

- Provide Training and orientation for Clerks of Session and Permanent Judicial Commissions
- Provide information/communication around issues of General Assembly, Book of Order and Polity
- Provide for training and maintaining current policies for sexual misconduct and healthy boundaries
- In Collaboration with PCT and Cabinet plan and advise on a joint annual presbytery gathering
- Respond to questions and needs concerning the Book of Order, procedures, polity

This is a 10 hours per week position. Term length will be determined and recommended to the Presbytery by the PCT.