



PRESBYTERY OF THE PACIFIC

Stated Clerk Job Description

Posted: March 9, 2023

Applications reviewed upon receipt

Title: Stated Clerk

This is a half-time position in the Presbytery of the Pacific (POP).

Purpose:

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.

Accountability:

The Stated Clerk shall be accountable to the Presbytery for ecclesiastical, procedural and polity matters. For the purpose of performance review and personnel issues, the Stated Clerk shall be accountable to the Presbytery Coordinating Commission. For matters pertaining to the day to day operations that impact Presbytery staff or overall Presbytery operations, the Stated Clerk shall work collegially with the General Presbyter and the Presbytery Executive Administrator.

Duties and Responsibilities:

The annual duties and responsibilities of the Stated Clerk occur on a rolling basis over a calendar year.

The Stated Clerk is responsible for: recording and expediting the transactions of the governing body; keeping its rolls of membership and attendance; and preserving its records carefully, furnishing extracts from them as required by another governing body. Ecclesiastical communications addressed or referred to the Presbytery are the responsibility of the Stated Clerk who responds to the correspondence as required, or as directed by Presbytery. The duties of the Office are prescribed in the Form of Government (G-3.0104), the Book of Discipline (D-11.0601, 11.0701, 11.0801), Presbytery Bylaws and the Standing Rules of the Presbytery of the Pacific. This work is supported by the Executive Administrator of the Presbytery.

The Stated Clerk interprets the Constitution and the actions of the Presbytery when requested. They are mutually responsible with the General Presbyter for interpreting the presbytery's Standing Rules and Bylaws.

The Stated Clerk advises presbytery members, commissioners, churches, clerks of session, ruling elders, committees, commissions, and teams, on procedure and ecclesiastical law.

The Stated Clerk has responsibility for working with the Presbytery Coordinating Commission (PCC) to locate church sites for presbytery meetings and serving as liaison between the presbytery and the churches hosting the meetings, with the support of the Executive Administrator.

Annually, the Stated Clerk brings to the attention of the Presbytery any imbalance between the number of minister members and ruling elder commissioners and provides a recommendation on redress of any imbalance.

The Stated Clerk shall submit required reports to the Synod of Southern California and Hawaii and the General Assembly, including Minutes of the Presbytery to the Synod for review. The Clerk shall report the action recommended to Synod from the Presbytery at its first regular meeting thereafter.

The Stated Clerk attends the annual Mid-Council Leaders Conference of the Office of General Assembly and the biennial General Assembly meeting (as requested) in order to:

- Exchange information with the Stated Clerks of other presbyteries and foster career development;
- Be available to give information, background and intent on any overtures, memorials or other papers the presbytery has submitted;
- Monitor the proceedings, noting and communicating the matters that may affect the presbytery;
- Provide orientation for and support the presbytery's commissioners and YAADs to the General Assembly.

Relationships:

The Stated Clerk is the ecclesiastical officer of the presbytery and functions in this capacity as defined by the Constitution, the bylaws and the standing rules of the Presbytery, and this job description. The Stated Clerk reports to the presbytery via the Presbytery Coordinating Commission.

The Stated Clerk serves as an ex-officio (without vote) member of the Presbytery Coordinating Commission taking the Minutes and communicating its actions as directed. Based upon information and time requests from committee chairpersons and other Presbytery entities, the Stated Clerk shall prepare a proposed docket for stated and special meetings of presbytery. The docket shall be distributed with appropriate additional documents to all voting members of presbytery, prior to the presbytery meeting.

When required, the Stated Clerk advises the presbytery's Permanent Judicial Commission, and Investigating Committees, and expedites their work. Upon receipt of the certified copies of the final decision in a case from the Clerk of the Permanent Judicial Commission, the Stated Clerk shall report the decision to the presbytery if it is in session at the time; if not in session, at its first regular meeting thereafter.

The Stated Clerk oversees the annual review of session records (G-3.0108a), this includes congregations in Hawaii and on the mainland.

The Stated Clerk provides orientation for Administrative Commissions and Installation/Ordination Commissions of the presbytery, as needed.

The Stated Clerk attends meetings of, and serves as resource to, the Commission on Ministry, in order to provide information, guidance and counsel on the Form of Government and interpreting church polity on matters pertaining to the committee, which may include alerting the committee to the traditions and history of the presbytery. The committee is expected to provide its own secretary or clerk to prepare minutes of committee meetings.

The Stated Clerk shall also serve as a resource for the Committee on Participation and Representation (i.e. Nominations Committee). This committee is expected to provide their own secretary or clerk to prepare minutes of committee meetings.

Further Assignments of the Stated Clerk are:

- Processing calls, covenants, dissolutions, dismissals, and transfers;
- Processing matters relating to judicial process and governing body correspondence, as directed.
- Maintaining open communication with the Moderator, and Vice Moderator of the Presbytery, the Coordinating Committee and staff.
- Coordinating as necessary with the Presbytery General Presbyter and Executive Administrator on Presbytery work.

Preferred Technical Skills

- Knowledge and experience in web-based maintaining of data and document/record storage.
- Proficient in Zoom and other apps such as Microsoft Teams and Google Chat.
- Proficient in Microsoft office (Word, PowerPoint, Excel, Outlook), Google Workspace, Gmail, Google Drive, Google Docs), and Adobe Acrobat Pro. Including electronic signature programs.
- Knowledge of or willing to learn using various platforms and mediums such as Planning Center (for church communication and event RSVPs), or software and apps as needed.

Terms: The Stated Clerk is elected by the presbytery for a term of five years and is eligible to re-election for an indefinite number of terms.

Election: The Stated Clerk is elected by the Presbytery by ballot for a five-year term upon the nomination by the Personnel Committee and shall be eligible for an indefinite number of terms subject to the provisions of the Book of Order. The date of election and start of term of service shall be recommended to the Presbytery by the Presbytery Coordinating Commission.

Termination prior to completion of a term: This is an at-will position and the Presbytery by majority vote may end the relationship with the stated clerk or change the hours required 30 days notice to the Stated Clerk. Likewise, the Stated Clerk may resign with reasonable notice prior to the completion of their term. This does not apply to termination for cause.

Evaluation: The work of the Stated Clerk is reviewed at least annually by the Presbytery Coordinating Commission.

Terms of Employment:

The Stated Clerk position is part-time, with an average work week of twenty (20) hours with flexible, additional working hours expected during peak demand periods. Attendance at meetings of assigned entities, the Coordinating Commission and presbytery is expected. **It is understood that more than 20 hours may be required to complete the necessary work during some weeks, but those additional hours should be recorded by the Stated Clerk and may be used as compensatory time for the weeks when less than 20 hours are required.** Additional hours may be authorized by the Presbytery Coordinating Commission in the case of extraordinary additional work or special projects.

Vacation or other paid time off will be determined according to the Presbytery Personnel Policies. The position is exempt. **Background and reference checks are required.**

Salary, leave and benefits: This position is half-time (average of 20 hours per week) and offers an annual salary of \$50,000. This position is eligible for benefits through the Board of Pensions of the PCUSA, vacation and study leave provided in accordance with the personnel policies of the Presbytery.

To Apply: Please address all inquiries or submit your resume in confidence to pacificpressearchcom@gmail.com

