

The Presbytery of Los Ranchos Position Description for Stated Clerk

Purpose

Perform all duties prescribed in the *Book of Order* and the Standing Rules of the Presbytery pertaining to documents and records. Facilitate meetings of the Presbytery.

Accountability

The Stated Clerk is a constitutional position and shall be accountable to the Presbytery. As an officer of the Presbytery of Los Ranchos, the Stated Clerk is accountable to the Presbytery through the Staff Relations Committee of the Presbytery Council.

Duties

1. Provide authoritative interpretation of the *Book of Order* and *Robert's Rules of Order, Newly Revised* to the Presbytery; its pastors and sessions; and its committees, boards, and teams. Encourage increased understanding of the Church's polity and of parliamentary procedure through officer training and other opportunities.
2. Provide constitutional support for:
 - a. Bodies involved in judicial and disciplinary review, including the Permanent Judicial Commission, Committees of Counsel, and the Sexual Misconduct Response Team/Initial Response Team; and
 - b. Administrative Commissions in executing their particular charges.
3. Collaborate with Presbytery and church leadership as required to organize, merge, divide, dissolve, and relocate churches.
4. Oversee maintenance and distribution of the Presbytery's official documents and records, including minutes, membership and commissioner rolls, Standing Rules, and key program policies. Provide for annual review of Session records and transmission of annual statistical reports from Sessions and the Presbytery to General Assembly.
5. Serve as the Presbytery's primary ecclesiastical officer in connection with the denomination, including presbyteries, synods, the General Assembly, and the Boards and Agencies of the PC(USA). Review and implement policy and procedural changes resulting from decisions of higher councils. Process official correspondence to and from other councils and individuals.
6. Oversee the effective management of Stated Meetings and Specially Called Meetings of Presbytery, including preparation and distribution of docket; service as parliamentarian; and preparation and distribution of minutes.
7. Serve as part of the staff team for Council, Docket Committee, Committee on Ministry (COM), Sexual Misconduct Response Team (SMRT), Committee on Preparation for Ministry (CPM), as well as for other committees of the Presbytery as determined in conjunction with the Executive Presbyter/Head of Staff or at the request of Council.