

## POSITION DESCRIPTION – STATED CLERK

**TITLE:** Stated Clerk (Part-time)

**PURPOSE:** The Stated Clerk is the continuing ecclesiastical officer of Presbytery with responsibility to be the official correspondent within and between the Presbytery and other governing bodies of the church; a secretary and custodian of the official minutes and records of Presbytery; a competent counselor and advisor to the Permanent Judicial Commission, administrative commissions and sessions; a resource to officers, staff, chairpersons, committees and organizations within presbytery on constitutional and polity issues that may affect their work; and the parliamentarian for Presbytery.

**ACCOUNTABILITY:** Accountable to the Presbytery through the Presbytery Council

### **MAJOR RESPONSIBILITIES:**

1. To carry out the duties outlined for the Stated Clerk in the Bylaws, Standing Rules and Policies of the Presbytery and Constitution of the Presbyterian Church (U.S.A.)
2. To maintain the Presbytery Bylaws, Standing Rules and Policies and make or coordinate recommended changes in accordance with appropriate provisions.
3. To maintain the official records and rolls and report changes to other governing bodies
4. To receive official communications from and communicate with other governing bodies of the church and coordinate appropriate responses or actions
5. Presbytery and Council Meetings
  - A. to do advance planning including establishing dates, places and coordinating requirements and special needs with host churches
  - B. to prepare calls to, the agenda for, and the minutes of all stated and called Presbytery meetings
  - C. to help coordinate with other staff all information to be included in the call to the meetings and the packet of information distributed at the meetings
  - D. to keep track of all items of business in process, report actions, and initiate follow up actions
  - E. to be the Parliamentarian and a voting member
6. Committees, Commissions and Commissioners
  - A. to serve as an Ex-officio member without vote and act in a staff resource capacity on the following:
    1. Committee on Ministry
    2. Preparation for Ministry Committee
    3. Review of Records Committee of Council
    4. Bills and Overtures Committee
  - B. to resource and advise the Permanent Judicial Commission, Administrative and Special Review Committees on process and constitutional issues.
  - C. to provide orientation for Commissioners to Synod and General Assembly

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**RELATIONSHIPS:**

1. To the Officers of the Presbytery, the Executive Presbyter, members of Council, Committee Chairpersons and Committee members as a colleague and partner in ministry and advisor on polity and constitutional issues that may affect their work in fulfillment and enhancement of the Presbytery's mission and ministry.
2. To Pastors, Moderators and Clerks of Session as a partner in the Presbytery's mission and ministry and as an advisor on polity and constitutional issues that may affect their work.
3. To the staff as a member of staff and colleague in ministry in fulfillment of the staff's responsibilities to and for the Presbytery
4. To officers and staff of the more inclusive governing bodies, agencies and departments as a colleague in ministry in the fulfillment of our individual and joint responsibilities to and for the Presbyterian Church (U.S.A.)
5. To the Office Manager and the Administrative Assistant as a supervisor in matters related to the work of the Stated Clerk

**EVALUATION:**

Performance Reviews based upon agreed upon goals will be conducted annually by the Council Personnel Committee. The Council Personnel Committee will annually review the adequacy of compensation.

**PERSON DESCRIPTION:**

The person in this position is to serve in a primary relationship of understanding and competence in the Presbyterian Church (U.S.A.) in the Presbytery of Grand Canyon. The responsibilities in this position are governed by Christian values with a basic commitment to compassion and carrying out the mission of the Presbytery. The person in this position must be an Ordained Minister of the Word and Sacrament or an Ordained Elder in the Presbyterian Church (U.S.A.) and eligible for membership in the Presbytery of Grand Canyon. The person must have a working knowledge of the polity of the Presbyterian Church (U.S.A.) and its Constitution with an ability to read and understand legal language, understand the role of being a counselor, understand both the letter of the law and the spirit of the law and be an effective communicator both orally and in writing.

**ELECTION:**

The candidate to fill this position shall be elected at the March, 2011 Presbytery meeting.