

**STATED CLERK
PRESBYTERY OF YELLOWSTONE
POSITION DESCRIPTION**

ACCOUNTABILITY: The Stated Clerk is accountable to the Presbytery Leadership Cabinet with a cooperative relationship with the General Presbyter as Head of Staff. The Leadership Cabinet, in conjunction with the General Presbyter, shall be responsible for the performance evaluation.

PURPOSE: Provide constitutional and spiritual leadership for the life, witness and work of the presbytery as professional staff. Perform all duties prescribed in the *Book of Order* and the Standing Rules of the Presbytery pertaining to documents and records. Responsible for all the communication to other governing bodies of the actions of the presbytery as assigned to the Stated Clerk. Facilitate meetings of the presbytery.

PROFESSIONAL REQUIREMENTS:

- Ordination and experience in the PC(USA) as a ruling elder or minister of the Word and Sacrament
- Ability to represent the presbytery to the public, to councils of the PC(USA), and to ecumenical governing bodies
- Able to serve as presbytery parliamentarian through knowledge of the Book of Order, presbytery standing rules, and Robert's Rules of Order
- Excellent communication skills
- Skilled at listening and at recording minutes objectively
- Technical skills, including Microsoft Office, smart phone, and other office management tools
- Ability to work from a home and virtual office
- Ability to travel within the bounds of the presbytery and to relevant synod or General Assembly meetings
- Excellent interpersonal skills for working with diverse persons and committees
- Time flexibility to meet the needs of the presbytery and demands of the job
- Organized, and able to assist the presbytery in its organizational needs
- Ability to delegate responsibilities and exercise adaptive leadership
- Personal and spiritual maturity, connected to a deep love for Christ and the church

MODE OF ELECTION AND TERM: The Stated Clerk shall be elected by the Presbytery for a three-year term as prescribed in the Standing Rules, and shall not serve for consecutive terms, full or partial, for more than six years.

RESPONSIBILITIES

The Stated Clerk shall have the duties and responsibilities set forth in the *Book of Order* and the Presbytery's Administrative Manual, as well as the following duties:

1. PRESBYTERY SUPPORT AND MEETINGS:

a. Attend all meetings of the Presbytery, recording accurately and publishing regularly the transactions of the Presbytery, and maintaining an accurate record of the attendance of Teaching

Elders and Elder Commissioners at all meetings of the Presbytery.

- b. Maintain an accurate roll of the particular churches of presbytery, as well as of the teaching elders, commissioned ruling elders in pastoral service (CREs), certified Christian educators, clerks of session and treasurers.
- c. In cooperation with the Leadership Cabinet and presbytery staff, prepare a proposed docket for stated meetings of the Presbytery.
- d. Send to each teaching elder, commissioned ruling elders in pastoral service and each clerk of session due notice of all stated and special meetings of the Presbytery, together with the docket and supporting documents.
- e. Support the Leadership Cabinet in making arrangements for meetings of the Presbytery, e.g., sites, meals, meeting rooms and equipment.
- f. Notify those elected or appointed to a Presbytery office, ministry team, commission, or unit of their selection.
- g. Serve as parliamentarian for presbytery with reference to the Standing Rules of the Presbytery, the Book of Order and Robert's Rules of Order.
- h. Update and maintain the Administrative Manual as directed by the Leadership Cabinet.

2. RECORDS, REPORTS AND ROLLS:

- a. As custodian, maintain all ecclesiastical and historical records of the Presbytery.
- b. In support of and in cooperation with ministry teams and Commissions,
 - i. maintain the roll, records, and files of inquirers and candidates under the care of presbytery.
 - ii. process all calls, contracts, dissolutions, and transfers of Teaching Elders, providing for the orderly reception and dismissal of Teaching Elders within the bounds of the Presbytery.
 - iii. Provide such advisory services as may be required by Presbytery ministry teams or relating to judicial process.
- c. Prepare and present in writing to each meeting of the presbytery a report of appropriate matters coming to the attention of the Stated Clerk since the prior meeting.
- d. At the proper time, supply each church with forms for their annual reports and receive the same.
- e. Exercise responsibility for the presbytery's annual review of session records of particular churches.
- f. Prepare and forward the reports of the Presbytery required by the Synod and General Assembly.

3. TRAINING AND ORIENTATION

- a. Support orientation for new Ruling Elder commissioners and Teaching Elder members to presbytery.
- b. Support orientation for commissioners to Synod and General Assembly.

4. MISCELLANEOUS

- a. May annually attend the meetings of the Stated Clerks' Conference.
- b. Serve as an interpreter of the *Book of Order*, Administrative Manual, and, in cooperation with the General Presbyters, the policies and actions of the presbytery regarding polity and constitutional issues to the presbytery, to its Leadership Cabinet, ministry teams, commissions, units and staff, and when requested to do so, to the congregations, sessions and members of the presbytery.

- c. Process all ecclesiastical correspondence from governing bodies, referring it to the Leadership Cabinet and appropriate ministry teams, commissions or units of presbytery and process all matters relating to judicial cases and procedures.
- d. Process all legal transactions of presbytery upon action of the trustees of the presbytery as a corporation of Montana.
- e. Serve as the secretary of the presbytery Leadership Cabinet and Pastoral Ministry Team and any Disciplinary ministry teams and administrative commissions which may be appointed.
- f. Notify Clerks of Sessions of the Presbytery of the per capita assessments on an annual basis.
- g. Attend annual Synod minute review usually in April in Denver.
- h. Maintain and work from a tickler file assuring presbytery's compliance with all legal and ecclesiastical matters.
- i. Regularly back up all stated clerk files electronically.
- j. Perform all such other duties, functions, and services as may be assigned by the presbytery from time to time.

Revised March 4, 2021

Approved by Leadership Cabinet March 9, 2021