

**ASSISTANT STATED CLERK  
PRESBYTERY OF YELLOWSTONE  
POSITION DESCRIPTION**

- 1. ACCOUNTABILITY:** The Assistant Stated Clerk is accountable to the Stated Clerk of the Presbytery. The Stated Clerk in conjunction with the General Presbyter, shall be responsible for the performance evaluation of the holder of this position. Reviews will be conducted 60 days after employment and shall include a review of this job description and any changes which may be needed, 180 days after employment with a second review of this Job description and at a minimum annually after that. A position of assistant to the stated clerk is authorized by many higher councils of the church including Yellowstone Presbytery and all such positions are established to assist Stated Clerks in performance of their responsibilities and as such are fully accountable to the Stated Clerk's interpretation of accountability.
- 2. PURPOSE:** Perform all duties prescribed in the Book of Order and the Standing Rules of the Presbytery pertaining to documents and records. Assist the Stated Clerk in making communications to other governing councils of the actions of the presbytery as assigned by the Stated Clerk and/or to facilitate meetings of the presbytery.
- 3. MODE OF SELECTION AND TERM:** The Stated Clerk shall select an Assistant Stated Clerk after consultation with the Leadership Cabinet of the Presbytery for a limited term depending on the needs of the presbytery and or the term limit of the Stated Clerk whichever occurs first.
- 4. RESPONSIBILITIES**

The Assistant Stated Clerk shall have the duties and responsibilities set forth in the Book of Order and assigned by the Stated Clerk. This position shall be subject to all the provisions of the Presbytery of Yellowstone Administrative Manual, as well as the following duties:
- 5. PRESBYTERY SUPPORT AND MEETINGS:**
  - a. Attend all meetings of the Presbytery, recording accurately and drafting regularly within 10 days of any meeting the transactions of the Presbytery Meeting or committee meetings assigned to be recorded.
  - b. Become familiar with the 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, and pastors in validated ministries.
  - c. Review the Docket for meetings prepared by the Stated Clerk and suggest additions or changes that might be needed or were oversights.
  - d. Support the Stated Clerk in making arrangements for meetings of the Presbytery, e.g., sites, meals, meeting rooms and equipment.
  - e. When ask by the Stated Clerk notify those elected or appointed to a Presbytery office, ministry team, commission, or unit of their selection to that function.
  - g. Become Familiar with the Standing Rules of the Presbytery, the Book of Order and Robert's Rules of Order and advise the Stated Clerk of your interpretation when requested.
  - f. Help the Stated Clerk to maintain the Administrative Manual and directory of the presbytery..
- 6. RECORDS, REPORTS AND ROLLS:**
  - a. The Stated Clerk is required as custodian, maintain all ecclesiastical and historical records of the Presbytery. The Assistant Stated Clerk shall assist the Stated Clerk by

reviewing all drafted documents before they are formatted for delivery to the other church councils. Deadlines for these reports must be met.

b. In support of the work of the presbytery help the Stated Clerk in cooperation with Ministry teams and Commissions the following;

i. assist in maintaining the roll, records, and files of inquirers and candidates under the care of presbytery.

ii. become familiar with the process of 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. when assigned provide such advisory services as may be required by Presbytery ministry teams or relating to the judicial process.

c. At the proper time, supply a selected list of assigned churches with forms for their annual reports and receive the same reports and forward them to the Stated Clerk 20 days before the Annual Stated Meeting of the Presbytery.

d. When assigned contact or ask session clerks to bring their minutes to a nearby Presbytery meeting for the presbytery's annual review of session records of their church. Notify the Stated Clerk if any records are found to be irregular or not in compliance with the Book of Order. When reviewed the Assistant Stated Clerk shall sign the documents of the last meeting reviewed as reviewed and if any discrepancies are found notify the Stated Clerk of the discrepancy and ask the Stated Clerk to notify the session clerk of the discrepancy found.

e. 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.

f. Assist the Stated Clerk in filing the reports of the Presbytery required by the Synod and General Assembly.

## **7. TRAINING AND ORIENTATION**

a. Support orientation for new Ruling Elder commissioners and Teaching Elder members to presbytery when assigned.

b. Support orientation for commissioners to Higher councils of the church when requested and as time permits.

c. Be willing to attend training for the responsibilities of the office of Stated Clerk as provided by the higher councils of the church and as available locally by this presbytery.

## **8. MISCELLANEOUS**

a. Help 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. In the absence of the Stated Clerk, process all ecclesiastical correspondence from governing bodies, referring it to the Stated Clerk, the Leadership Cabinet and appropriate ministry teams, commissions or units of presbytery and process matters relating to judicial cases and procedures when assigned.

d. Serve as the assistant secretary of the presbytery Leadership Cabinet and Pastoral Ministry

Team and any Disciplinary ministry teams and administrative commissions which

may be appointed.

e. Assist the Stated Clerk in Maintaining a tickler file assuring presbytery's compliance with all legal and ecclesiastical matters.

i. Perform all such other duties, functions, and services as may be assigned by the Stated Clerk from time to time and mutually agreed upon.

## > **QUALIFICATIONS FOR THE ASSISTANT STATED CLERK**

### **9. SKILL SETS, EXPERIENCE AND AREAS OF EXPERTISE**

The Assistant Stated Clerk shall possess:

- Some knowledge of the workings of the denomination, the requirements of the Book of Order of the Presbyterian Church (U.S.A.) and the current edition of Robert's Rules of Order and have;
- Strong interpersonal skills of a secretary who demonstrates warmth, patience, care, concern and competence in a people-intensive environment.
- Ability to demonstrate a cooperative, flexible spirit as a team player.
- Ability to exercise discretion with sensitive and confidential information.
- Ability to manage a number of activities at one time and be extremely detail oriented.
- Ability to work with others and instill a collegial relationship with the presbytery staff, presbytery Leadership Cabinet, presbytery ministry team volunteers and members of the churches within the presbytery.
- Good written, verbal and technological communication skills.
- An ability to provide reports, documents, letters in a timely and completed manner.

### **10. PERSONAL CHARACTERISTICS**

- Is committed to Jesus Christ, informed by the Scriptures and guided by the Book of Confessions and the Book of Order of the Presbyterian Church (U.S.A.)
- Is committed to the stated Mission of the presbytery and to the Short-Term Mission Priorities.
- Appreciates the theology and ethics shaped by the sexual, familial, social, economic, cultural, and political diversity of our denomination and presbytery. \*
- Possesses a commitment to and a genuine sense of, the connectional nature of the Presbyterian Church and demonstrates this commitment to the local churches, Synod, and General Assembly.
- Possesses personal integrity, spiritual wholeness, broad intellectual interests, humor and humility.

\* (See **Book of Confessions** The Constitution of the Presbyterian Church (U.S.A.): Part 1, Preface, pg. xv, 2007;

**Book of**

**Confessions** The Constitution of the Presbyterian Church (U.S.A.): Part 1, Preface, pg. ix, 2014.

Approved by Presbytery March 6, 2015