



Presbytery of Yellowstone Seeks Stated Clerk

The Yellowstone Presbytery is seeking a candidate to fill its Stated Clerk position. This is a salaried, one-quarter time position involving some travel. The ideal candidate would be a servant-leader, a self-starter, a proactive communicator, organized, accountable,

technologically literate, mission focused, and faith driven. The Stated

Clerk position will be elected by the Presbytery to a three year term (renewable.) This position is open to both ordained clergy (Teaching Elders) and ordained lay persons (Ruling Elders.) The Stated Clerk is responsible for record keeping, meeting coordination, election administration, clergy and congregational polity support and interpretation, as well as general communication and administration. If you are interested please send inquiries to Rev. Neva Rathbun at 1-406-853-5257 or neva@midrivers.com.

**APPLICATION FOR STATED CLERK POSITION
Yellowstone Presbytery**

Name: _____ **Primary phone** _____

Mailing Address: _____ **zip** _____

E-mail address: _____

Name of Church or Presbytery of membership: _____

Member of present church or presbytery since _____

Prior church and denominational affiliation(s) if applicable:

Describe briefly what it means to you to call yourself a Christian:

Describe a way you have experienced Christ as active in your life:

Describe how you have served your congregation in leadership positions, i.e. as choir member, as teacher of Sunday School (Adult or children), committee member, as member of session (what committee/s of session) etc. as applicable.

Have you served as a Clerk of Session? _____. If "yes", how long? _____

If "yes" describe what the experience was like, and what you have learned through this service.

Describe how you have served the larger church, i.e. Presbytery, Synod, General Assembly.

Have you ever served as a Presbytery Stated Clerk? _____
When and where?

Please rate your familiarity with the Book of Order on a scale of 1-5 with 5 being "very knowledgeable" and 1 being "vaguely familiar".

Please rate your familiarity with the Book of Confessions on a scale of 1-5 with 5 being "very knowledgeable" and 1 being "vaguely familiar".

How frequently do you participate in presbytery meetings?

Please share why you would like to be considered for the position of Stated Clerk.

Describe your level of familiarity and comfort with using technology for communication and record keeping.

Summarize your employment history, highlighting positions and experiences that you feel will contribute to your ability to serve as a stated clerk.

What other information will help the Stated Clerk Search Team know why you should be considered for this position?

Please give three non-related references that can speak to your character, work ethic and history and ability to work collegially. Give person's name, how you have known or knew them, and contact information, i.e. Work phone, e-mail, address and physical address. If appropriate, please give the person's personal cell phone number.

1.

2.

3.

Please return this form to:

Attention: Stated Clerk Search Team

Presbytery of Yellowstone

Rev. Neva Rathbun, (ret.), Moderator

P.O. Box 500

Terry, MT 59349

e-mail: neva@midrivers.com 1-406-853-5257 (C)

**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: 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.

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.

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. Perform all such other duties, functions, and services as may be assigned by the presbytery from time to time.

QUALIFICATIONS FOR THE STATED CLERK
SKILL SETS, EXPERIENCE AND AREAS OF EXPERTISE

The Stated Clerk shall possess:

- In-depth 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.
- Strong interpersonal skills as a skilled manager 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.

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.