

The Presbytery of Geneva Stated Clerk

TITLE:

Stated Clerk

STATUS:

Salaried, Exempt

PURPOSE:

To record the transactions of the Presbytery, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church; to serve as official correspondent within and between the Presbytery and other governing bodies of the church; and to fulfill other rolls/tasks as outlined in the *Book of Order*.

ACCOUNTABILITY:

The Stated Clerk is employed by The Presbytery of Geneva and is accountable to the Presbytery through the General Council's Subcommittee on Personnel.

REPORTS TO:

The Presbytery of Geneva through its Subcommittee on Presbytery Personnel.

JOB RESPONSIBILITIES, TASKS AND PERFORMANCE RESULTS EXPECTED:

A. Function: Stated Clerk

Percentage of time spent: **100%**

B. Tasks

1. The Stated Clerk shall serve according to the provisions of the *Book of Order* and the Manual of Administrative Operations for the Presbytery of Geneva, including preparation of dockets, reports, addendums, supplements, and minutes for all stated and special meetings of presbytery.
2. With the General Council, the Stated Clerk will procure adequate facilities for each meeting of presbytery.
3. The Stated Clerk will serve as parliamentarian at all presbytery meetings.
4. The Stated Clerk shall perform the following additional duties:
 - a. Serve as an ex-officio member and secretary of General Council with voice but not vote.
 - b. Attend staff meetings and work in consultation with the Executive Presbyter, Moderator of Presbytery, and Chair of General Council.
 - c. Serve as secondary signatory for investment funds of the Presbytery.
 - d. Staff the presbytery Permanent Judicial Committee and facilitate all matters related to judicial process
 - e. Staff the Committee on Ministry as secretary.
 - f. Resource the Committee on Preparation for Ministry and other committees, as needed.

- g. Receive and process all reports and official correspondence with other governing bodies (Sessions, Presbyteries, Synods, and General Assembly) requiring action by the Presbytery), and respond to inquiries for interpretation of the *Book of Order*.
 - h. Maintain Membership Rolls of Teaching Elders, Candidates, CRE's, Certified Christian Educators, and Associate Certified Christian Educators.
 - i. Preserve all official records of Presbytery, giving extracts when requested to do so.
 - j. Be responsible for the review process of Session minutes and church registers.
 - k. Present the presbytery minutes for review to the Synod on an annual basis.
 - l. Receive information from churches seeking to perform capital improvements in excess of 25% of their annual budget and recommend action to the Presbytery.
 - m. Approve regular requests for laboring within or outside the bounds of the presbytery for weddings and funerals.
 - n. Perform other duties as requested or assigned by the Executive Presbyter or General Council.
5. The Presbytery may elect a Temporary Clerk or clerks to serve during the meeting to assist the Stated Clerk. They shall be nominated by the Stated Clerk and shall perform duties subject to the direction of the Stated Clerk.

C. Performance meets expectations when:

- ❖ Calls to the meetings of Presbytery and preliminary dockets are posted at least ten (10) days prior to the meeting.
- ❖ Reports and additional materials for Presbytery meetings are posted at least three (3) days prior to the meeting.
- ❖ Minutes of General Council meetings and the Committee on Ministry are distributed to members no later than two (2) days following the meeting.
- ❖ Minutes of Presbytery Meetings are available no later than one (1) week following the meeting.
- ❖ Information for the electronic newsletter is given to the Director of Communications no later than the Tuesday of each week it is distributed.
- ❖ Updates for the Office of the General Assembly are done within one (1) week following any action taken for changes.
- ❖ Requests for approval of capital issues for the churches are approved by the General Council and the Presbytery at the meeting following the request.
- ❖ Requests for permission to labor within or outside the bounds are approved within one (1) week of receiving the request.
- ❖ Records for Teaching Elders and churches are maintained on a regular basis.
- ❖ The schedule for meetings of the Presbytery is distributed no later than the September meeting of the year preceding the meetings.
- ❖ Training for Investigative Committees and the Permanent Judicial Commission happen in a timely manner.
- ❖ Requests for information are responded to within two (2) business days of the request.
- ❖ Requests for assistance from other staff members are completed within two (2) working days of the request unless another deadline is given.

EVALUATION:

In addition to ongoing feedback from the members of the Presbytery, there is an annual review and evaluation of performance completed by the Subcommittee on Personnel of General Council.

EMPLOYMENT TERMS:

The Presbytery shall elect the Stated Clerk to serve a term of three years, or a term recommended by the Stated Clerk Search Committee, and s/he shall be eligible for re-election. This is a part-time position at ten hours per week. The position is in accordance with The Presbytery of Geneva Personnel Policies and Procedures. The employee must maintain confidentiality at all times. The Presbytery of Geneva is an Equal Opportunity Employer. This is a salaried, exempt position.

SKILLS, KNOWLEDGE AND ABILITIES NEEDED:

I. Must possess demonstrated effective skills in the following areas:

- ❖ Ordination as a Ruling or Teaching Elder in the Presbyterian Church (U.S.A.)
- ❖ Collegial work style
- ❖ Administrative skills
- ❖ Organization
- ❖ Attention to details
- ❖ Computer literacy
- ❖ Effective oral and written communication

II. Knowledge and Abilities

- ❖ Ability to work collegially with others
- ❖ Ability to delegate appropriately
- ❖ Ability to relate effectively to the variety of pastors, officers, and members of the Presbytery and its sixty churches
- ❖ Working knowledge of Parliamentary Procedure and *Roberts Rules of Order*
- ❖ Working knowledge of the PCUSA *Book of Order*, especially as it relates to life in the local church.
- ❖ Experience with and working knowledge of Presbyterian systems
- ❖ Ability to work independently and under pressure
- ❖ Professional appearance, ethical conduct and ability to maintain confidentiality