

Scioto Valley Presbytery
Position Description
Stated Clerk

I. Title: Stated Clerk

II. Purpose

Carry out the duties of the clerk as designated in the *Book of Order* (G-3-0010), serve as corporate secretary, and parliamentarian, and as a member of the Presbytery staff, provide staffing support to commissions, committees and other entities of the Presbytery as needed or required.

III. Election and Term

- A. The stated clerk is elected by the Presbytery on nomination from the Committee on Nominations in consultation with the Commission for Presbytery Operations. Election and installation normally take place during the Presbytery's annual meeting.
- B. The stated clerk shall serve for a term of three years and is eligible to be reelected for service totaling not more than six (6) consecutive years.
- C. A ninety (90) day probationary period applies for the initial appointment and may be extended for up to an additional ninety (90) days because of extraordinary circumstances.

IV. Qualifications/Expectations

Able to demonstrate the following:

- a. Effective use of all forms of communication with a solid understanding and use of computer technology and software, including but not limited to Microsoft Word, Excel and Power Point
- b. Knowledge of Reformed theology, polity and tradition sufficient to apply the polity of the Presbyterian Church (U.S.A.) to congregational and Presbytery issues.
- c. Support of the Presbytery of Scioto Valley's mission structure
- d. Interpret The *Book of Order* and ability to work within its bounds and expectations

- e. Personal attributes of professionalism and demonstrated political neutrality in handling Presbytery matters will be observed and required
- f. Personal attribute of strong organizational and administrative skills, demonstrating consistent attention to detail and accuracy in all forms of communication
- g. Under the provisions of the Americans with Disabilities Act (ADA), must be able to meet the physical requirements of travel, as needed, to provide support and to report current denominational decisions to the commissions, committees and other entities of the Presbytery as needed or required
- h. Approaches all matters with a spirit of hospitality and grace
- i. Ability to communicate effectively (both verbally and in writing) with staff and members of the various commissions and committees of the Presbytery.
- j. Good interpersonal skills, including the ability to work with staff and members of the various commissions and committees of the Presbytery.
- k. Is a teaching or ruling elder of the Presbyterian Church

(U.S.A.) **Responsibilities**

- a. Record the transactions of the Presbytery of Scioto Valley, keep its rolls of membership and attendance, maintain any required registers, preserve its records carefully and furnish excerpts from them when required by another council of the Presbyterian Church (U.S.A.)
- b. Act as the Presbytery's parliamentarian
- c. Nominate the journal clerk and enrollment clerk for election by the Presbytery and oversee their work
- d. Provides Book of Order guidance to sessions, congregations, church professionals, ministers and others in consultation with the Executive Presbyter
- e. Provide and support services for the Permanent Judicial Commission, Administrative Commissions, investigating committees (D-10.0103), the Committee on Overtures and Amendments, and the Committee on Representation , and provide for qualified training in collaboration with the Executive Presbyter
- f. Coordinate with the Executive Presbyter in providing support for administrative reviews as provided in the *Book of Order* including periodic review of session records; preservation and transmission to the Presbyterian Historical Society of records from dismissed and closed churches; retention of Presbytery documents; and the history of the Presbytery and its churches

- g. Serve as an advisory member and recording secretary for the Coordinating Team
- h. Serve as corporate secretary and act as statutory agent for the Presbytery, as well as to maintain and preserve the minutes as submitted by the Commissions for Presbytery Operations, Congregational Life, Church Professionals, and Nurture and Outreach.
- i. Must attend and record the minutes for the Commission for Presbytery Operations. While attendance is only required at the meeting of the Commission for Presbytery Operations, the Stated Clerk may be asked to attend other Commissions meetings, or be asked to be available, to provide clarity or opinion in matters of polity expeditiously, and according to guidance from the Book of Order.
- j. Engage in planning, preparation, recording and attending Presbytery meetings and Called Special meetings of the Presbytery.
- k. Record and maintain records for Healthy Boundaries for mandatory training for pastors, Commissioned Ruling Elders, commission members, presbytery staff and others serving the Presbytery of Scioto Valley
- l. Oversee the preparation of annual reports to the General Assembly, deliver the Presbytery's annual statistical report to the Presbytery, and provide other reports and verifications to the General Assembly and its entities
- m. Report to the Presbytery annually the ruling elder/teaching elder balance of the Presbytery
- n. Participate in meetings where the Synod of the Covenant exercises its responsibility to review the minutes of the presbyteries
- o. Attend polity meetings, training sessions, educational events and gatherings for presbytery clerks offered by the Presbyterian Church (U.S.A.) and the General Assembly, as requested or required by the role.
- p. Perform other duties as assigned by the Executive Presbyter.

V. Relationships

The Stated Clerk is a member of the Presbytery staff team, which includes the Executive Presbyter, the Stated Clerk, the Administrative Assistant, and the Financial Assistant. While the functions of the Stated Clerk are critical to the work of the presbytery, the role is one of teammate in a collaborative effort to serve the pastors and congregations of the Presbytery of Scioto Valley. The

Stated Clerk relates to the Synod of the Covenant, General Assembly, and various ecumenical entities as appropriate.

VI. Accountability

As a member of the Presbytery staff team, the Stated Clerk is under the supervision of the Executive Presbyter and is accountable to the Presbytery through the Commission for Presbytery Operations.

VII. Evaluation

Members of the Commission for Presbytery Operations along with the Executive Presbyter will conduct a conversation and performance review after the ninety (90) day probationary period, (and extension if needed) and a performance review after twelve months during the first year with an annual performance review subsequently. A comprehensive evaluation is held every three years and may include representation from other commission and committees, in addition to the Commission for Presbytery Operations. (This is in accordance with the Presbytery of Scioto Valley personnel policies.)

VIII. Type

This is an exempt, part-time position, based upon 8-12 hours per week with agreed upon office hours to be determined.

IX. Compensation

The salary, commensurate with related experience, will be approved annually by the Commission for Presbytery Operations. Benefits may include appropriate allowance for continuing education time and expense, and reimbursable expenses as authorized by the Presbytery's Personnel Policy Manual.

Commission for Presbytery Operations

Job Description Stated Clerk Final, 9-22-20, revised 10-7-20.docx

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