

POSITION DESCRIPTION FOR STATED CLERK
Presbytery of the Western Reserve

Title: Stated Clerk

Purpose: To fulfill responsibilities for all ecclesiastical matters assigned to the Office of the Presbytery Stated Clerk in accordance with the Book of Order; provide knowledge and support for equipping lay and clergy leaders; and seek to build relationships with pastors and congregations.

Responsibilities:

- Act as communicator for the Presbytery with other presbyteries, synods, and General Assembly.
- Provide organizational and procedural details for Presbytery meetings, including acting as parliamentarian, provide for the recording of minutes and approve the distribution of literature and petitions at Presbytery meetings.
- Provide advice and counsel concerning matters of Presbyterian polity and the Constitution of the Presbyterian Church (USA).
- Supervise maintenance of official records for the Presbytery; keep all rolls as required by the Book of Order; record all calls to Teaching Elders within the Presbytery and all changes therein.
- Receive and transfer certified calls for Teaching Elders and candidates; process contracts and covenants; receive, distribute, record, and report overtures, amendments, or other actions of the Presbytery.
- Be responsible for preparation and submission of reports required of the Presbytery by the Synod and General Assembly, including Minutes of Presbytery, annual statistical reports, verification of General Assembly records, etc.
- Facilitate all processes involved in judicial cases as specified in the Rules of Discipline.
- Serve as an ex-officio member of and recording secretary for the Coordinating Cabinet, (with voice not vote) and as Secretary for the Corporation.
- Serve as a staff resource to the Committee on Ministry, Committee on Preparation for Ministry, as well as ecclesiastical committees in consultation with the General Presbyter.
- Share in the planning and work of the staff team.
- Oversee process for review of Session records.

Accountability, Evaluation and Terms: This is a one (1) year term. The Stated Clerk's compensation shall be approved by the Presbytery upon recommendation of the Committee on Operations. The Clerk is accountable to the Presbytery through the Personnel Team (a sub group of the Committee on Operations).

Eligibility: Must be an ordained Ruling or Teaching Elder in the Presbyterian Church (USA).