

POSITION DESCRIPTION

STATED CLERK

TITLE Stated Clerk

ROLE AND FOCUS

- To fulfill the responsibilities of Stated Clerk as detailed in the *Book of Order* and in the Standing Rules and Manual of Administrative Operations of the Presbytery of Whitewater Valley

LEADERSHIP QUALIFICATIONS

- The role of the Stated Clerk must be filled by an ordained Ruling Elder in a congregation of the Presbyterian Church (U.S.A.) or an ordained Teaching Elder who is eligible to become a member of the Presbytery of Whitewater Valley
- The Stated Clerk must be able to work in a collegial manner with colleagues within the Presbytery and within the larger Church, but must also maintain a degree of independence necessitated by the role and its responsibilities.

SPECIFIC RESPONSIBILITIES

- Fulfill all requirements specific to the role of Stated Clerk in the *Book of Order*, the *Presbytery's Standing Rules* and the *Presbytery's Manual of Administrative Operations* and:
 1. Receive all overtture memorials and miscellaneous papers addressed to the Presbytery; making record of same and delivering to appropriate body within the Presbytery.
 2. In partnership with the Session Records Review Committee, schedule the annual review of Session records and prepare an overview of the report to the Presbytery.
 3. Schedule other training events as determined for Clerks of Sessions.
 4. Serve as the primary resource person for Clerks of Session.
 5. Additionally, as stated in the *Manual of Administrative Operations*, the Stated Clerk shall serve as Secretary of the Corporation and is granted authoritative permission to sign legal documents on behalf of the Presbytery.
- Conducts official correspondence for the Presbytery with the Clerks of other Councils of the Church, being responsible to:
 1. Transmit certified calls to the teaching elders and candidates being called to this Presbytery.
 2. Receive a call from another presbytery for the services of a teaching elder or candidate of this Presbytery, transmit same to the Committee on Ministry, and certify receipt of this call to the Presbytery.
 3. Submit reports required of the Presbytery by the Stated Clerk of the Synod of membership and of the General Assembly, including: changes within the Presbytery as they occur; verification of General Assembly records and compilation of annual statistical reports; ordinations; receipts, dismissals and deaths of teaching elders; and facilitates as required the organizing, uniting, dividing or dissolving of congregations.

4. Transmit to the Stated Clerk of the General Assembly notice of temporary exclusion from exercise of ordained office or membership and notice of removal from ordained office or membership as provided for in the Rules of Discipline of the Book of Order.
5. Forward names of commissioners elected to service in other Councils of the Church through the proper channels within those Councils.
6. Transmit changes in *The Constitution of the Presbyterian Church (U.S.A.)* to Clerks of Sessions.
- Oversee the following ecclesiastical responsibilities:
 1. Serve as parliamentarian in all meetings of the Presbytery, advising the Moderator on constitutional or parliamentary issues when requested.
 2. Call a special meeting of the Presbytery either at the direction of its Synod of membership or in accordance with provisions in the Standing Rules.
 3. The Stated Clerk may advise the Coordinating Council regarding items of business to be included on the Presbytery Assembly docket. Prior to each Presbytery Assembly, the Stated Clerk shall meet with the Executive Presbyter, the Moderator, and the Vice Moderator to review the final docket and ordered business.
 4. Provide resources as needed to the Board of Directors.
 5. Provide service to all Administrative Commissions and facilitate, as requested, other Administrative Commissions elected by the Presbytery. The Stated Clerk shall receive the minutes and records of all commissions when their service is complete and ensure those records are transmitted, filed, or permanently archived as required.
 6. Ascertain each January the balance needed to achieve parity in representation by commissioners for Presbytery meetings, and recommend to the Coordinating Council a means to redress any imbalance.
 7. The Stated Clerk and the Executive Presbyter shall ensure that General Assembly Commissioners present reports to the Presbytery Assembly. The Stated Clerk and the Executive Presbyter shall also receive initial requests related to overtures and ensure they are distributed to the appropriate Council or Commission for review, recommendations and action.
 8. Notify congregations of the Presbytery of the annual apportionment (per capita assessment) of the General Assembly, the Synod and the Presbytery.
 9. Provide for the preparation of commissioners to the Synod and the General Assembly using the resources available from Presbytery, Synod and General Assembly.
 10. Resource the Commission on Ministry as invited by the Executive Presbyter and/or the Moderator of the Commission on Ministry.

RELATIONSHIPS AND ACCOUNTABILITY

- The Stated Clerk is accountable to the Presbytery which elects him or her and to the Coordinating Council's Personnel Committee.
- The Stated Clerk will work in partnership with the Presbytery staff, Moderator of the Presbytery, the Coordinating Council, Committee on Ministry, Board of Directors and other entities of the Presbytery of Whitewater Valley as deemed necessary.
- The Stated Clerk will work with other Stated Clerks within the Presbyterian Church (U.S.A.)

TERMS AND EVALUATION

- The Stated Clerk is an elected position, serving a term as determined by the Standing Rules
- The work of the Stated Clerk is to be reviewed annually by the Personnel Committee.
- Compensation shall be set by the Presbytery upon recommendation of the Council after recommendations from the Finance and Personnel Committees of the Coordinating Council.

- The position of Stated Clerk is .25 FTE
- The annual compensation for the position is \$25,210 in 2021
- Continuing education funds in the amount of \$1000 are also budgeted for the Stated Clerk
- The position officially begins on January 1, 2021 although the incoming Stated Clerk will have opportunity to work with Kristy Quinn, our retiring Stated Clerk, in the weeks leading up to that start date.

If you are interested in being considered, please submit a Personal Information Form or resume to Executive Presbyter Alan Thames (athames@whitewatervalley.org) as well as Rev. Joy Bilger Goehring (jbgoehring@sbcglobal.net) and Rev. Kevin Bausman (kgbausman@gmail.com), co-moderators of the Presbytery's Personnel Team. The due date for receipt of the PIF or resume is Thursday, September 24 and virtual interviews will be conducted on Thursday, October 1. The election of the new Stated Clerk will be at our November 4 Presbytery Assembly meeting.