



**Position Title:** Associate Presbyter/(Associate) Stated Clerk of Presbytery

**Organization:** Whitewater Valley Presbytery, Presbyterian Church (U.S.A.)

**Location:** Indianapolis, IN

**Employment Type:** Full-time (Exempt)

### **About Us:**

[Whitewater Valley Presbytery](#) is a mid-council body within the Presbyterian Church (U.S.A.), where our vision is to be “a catalyst for equipping leaders to inspire healthy, bold, Christ-centered communities.” We serve central Indiana and are made up of 48 churches and 5 new worshipping communities.

### **Position Summary:**

The Associate Presbyter/(Associate) Stated Clerk serves as a key member of the Presbytery’s leadership team, working alongside the Lead Presbyter and other staff to provide overall governance administration and connectional support across the Presbytery and is the Stated Clerk of the Presbytery. This is a renewable three-year term position. Click this [LINK](#) for a complete position description.

### **Responsibilities Include:**

- Serving as primary staff resource to Commission on Ministry, Commission on Preparation for Ministry, Investigating Committee, Permanent Judicial Commission, and Sexual Misconduct Response Team.
- Manage documents and documentation.
- Participate in the life of the churches of the Presbytery and represent the Presbytery at occasional church events.
- Work with the Stated Clerk in year 1 as Associate Stated Clerk and take on that role in year 2.
- Collaborating with committees, commissions, and staff in carrying out the presbytery’s goals and policies.

### **Qualifications Include:**

- Christ-centered faith and spiritual wisdom.
- Ordination as a Presbyterian Church (USA) Ruling Elder or Teaching Elder, preferably with at least three years of experience.

- Exceptional organizational, administrative and record-keeping skills with meticulous attention to detail.
- Strong cooperative, team, and social skills.
- Demonstrated understanding of Reformed theology and PC(USA) polity.

**Compensation and Benefits:**

Salary and benefits are commensurate with experience. Effective Salary starting at \$80,000.

**To Apply:**

Please send a cover letter, and a résumé including three references or a PDP (Personal Discernment Profile) to [APSCSearch@whitewatervalley.org](mailto:APSCSearch@whitewatervalley.org) by January 15.

**Whitewater Valley Presbytery** is an equal opportunity employer and welcomes applications from diverse candidates.