

## **White Water Valley Presbytery**

### **Job Description**

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

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The Associate Presbyter / (Associate) Stated Clerk (AP) provides overall governance administration and connectional support across the Presbytery and is the Stated Clerk of the Presbytery.

#### **Purpose:**

- Provide governance administration within Presbytery.
  - Provide connectional oversight and coordination with congregations across the Presbytery.
  - Serve as Stated Clerk of Presbytery: the administrative, clerical, and parliamentary leader across the Presbytery.
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#### **Responsibilities:**

- **Governance Administration:**
  - Serve as the primary staff resource to the Commission on Ministry, Commission on Preparation for Ministry, Investigating Committee, Permanent Judicial Commission, and Sexual Misconduct Response Team. (The latter three will be in conjunction with the Stated Clerk in year 1 and as lead in year 2 and beyond.)
  - Work collaboratively with the Lead Presbyter (LP) to support the Board of Directors, Finance and Personnel Committees, and Coordinating Council Commission.
  - Manage documents (with administrative support) and prepare meeting minutes for the Commission on Ministry, Commission on Preparation for Ministry, Board of Directors, Finance, Personnel, and Coordinating Council Commission. In appropriate situations, others may be trained and supported by the AP to prepare commission or committee minutes. (Minutes for Commission on Ministry and Coordinating Council Commission will be in conjunction with the Stated Clerk in year 1 and as lead in year 2 and beyond.)

- **Congregational Connection and Support:**
  - Participate in the life of the churches of the Presbytery, celebrating their successes and connecting them with the resources needed during times of conflict. Represent the Presbytery at occasional ordinations, installations, and dedications.
- **Associate Stated Clerk of Presbytery (“year 1,” through December 2026)**
  - Work under the Stated Clerk of the Presbytery (SC), learning the role and performing duties, when appropriate.
  - Serve as resource to Presbytery leaders, churches, clerks of session, committees, and individuals, offering expertise in polity, procedures, and historical context. Conduct regular training sessions.
  - With administrative support, coordinate the location and timing of Presbytery Assembly Meetings. Work with the LP, SC, Presbytery Moderator, Vice Moderator, the Assembly Planning Committee, and administrative support to prepare the docket, ensuring all required reports, documents, and slides are complete.
  - Manage official correspondence for the Presbytery with administrative support.
  - Maintain relationships with other governing bodies including reporting in e-minister, CLC, and P4Min with support and oversight by the Stated Clerk or LP in year 1.
  - Provide staff support for the Gracious Separation Process or the Dissolution of a Congregation through their Administrative Commissions with support and oversight of the Stated Clerk, LP, and or Presbytery Staff in year 1.
- **Stated Clerk of Presbytery (“year 2,” beginning January 2027)**
  - Continue responsibilities listed above as Associate Stated Clerk of the Presbytery (year 1).
  - Assume the role and perform the duties of Stated Clerk, according to the Book of Order, PC(USA), including but not limited to those described below.
  - Custodian of Presbytery Records: Maintain church membership rolls and registers of churches, teaching elders, commissioned pastors, ruling elders,

and deacons. Coordinate the annual review/archival of congregational session minutes and statistical reports to Presbytery.

- **Other**

- Serve as the Corporation Secretary to satisfy the State of Indiana requirements.
- Actively engage in Presbyterian (USA) and regional ecumenical trainings, governance, and connections when appropriate such as Association of Stated Clerks, Synod and General Assembly Meetings, etc.
- Additional duties as assigned or removed at the discretion of the Head of Staff in conjunction with the Personnel Committee.
- Work primarily in-person at 1100 W 42<sup>nd</sup> Street, Indianapolis, Indiana.

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**Accountability and Evaluation:**

- The position reports to the Lead Presbyter and is accountable to the Presbytery of Whitewater Valley through the Personnel Committee of the Coordinating Council.
- Review will occur at 6 months and then annually by the LP with support from the Personnel Committee.

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**Term:**

- This is a renewable three-year term position.

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**Qualities/Qualifications:**

- Christ-centered faith and spiritual wisdom.
- Ordination as a Presbyterian Church (U.S.A.) (PC(USA)) Ruling Elder or Teaching Elder, preferably, with at least three years of experience.
- Demonstrated understanding of Reformed theology and PC(USA) polity.
- Exceptional organizational, administrative, and record-keeping skills with meticulous attention to detail.

- Strong interpersonal, written/verbal communication, and problem-solving skills, with ability to juggle multiple demands.
- General standard office computer knowledge and skills, including Microsoft Word, Excel, PowerPoint, and online databases, or a willingness to learn.