

Mission Presbytery Transitional Stated Clerk
Job Description
Transitional position

PURPOSE

The Stated Clerk of Mission Presbytery is the ecclesiastical officer mandated by the Constitution (Book of Order 2025-2027 G-3.0104, page 4), who is tasked to sustain and update the ecclesiastical business, records transactions, keeps rolls of membership and attendance, preserves records, serves as an advisor and interpreter on constitutional and parliamentary matters, and performs the duties prescribed by the Book of Order and the By-laws and Standing Rules of Mission Presbytery.

PRIMARY DUTIES

1. To serve as a polity resource to Clerks and Moderators of Sessions; and to the officers and constitutional and programmatic committees of the Presbyteries; in particular, to the Moderator, Moderator-Elect, Commission on Ministry, Board of Trustees, Committee on Representation and Participation (nominating committee for presbytery commissions, committees, and task forces), and Fiscal Oversight.
2. To interpret and implement the PC(USA)'s Constitution and Mission Presbytery's Bylaws and Manual of Operations; to update Mission Presbytery's Bylaws and Manual of Operations when the General Council proposes changes through its commissions, committees, and task forces.
3. To serve as or be responsible for providing a parliamentarian for all presbytery meetings.
4. To serve as a member of the Presbytery staff teams, and maintain collegial relationships with the staff and officers of the respective Presbyteries.
5. To serve as Secretary of the Corporation for Mission Presbytery. The Stated Clerk signs legal documents for the presbytery unless otherwise directed.

DUTIES

Provide clerical and parliamentary leadership to all meetings of Mission Presbytery

I. General Council:

1. Record and maintain minutes
2. Serve as a resource for parliamentary matters, or designate someone else to do so
3. Draft presbytery meeting dockets, in consultation with the General Presbyter and General Council
4. Serve as a resource for the Moderator
5. Work with the Office Manager in preparation for the three presbytery meetings each year, including determining the materials and reports that are released for each meeting.

II. Commission on Ministry (COM)

1. Record and maintain all minutes, registers, and rolls as required by the PC(USA) Constitution
2. Provide forms as needed for incoming Teaching Elders, validating terms of call, and appointments of Administrative Commissions for Ordinations and Installations

III. Fiscal Oversight

1. Attend meetings to record and maintain minutes

IV. Committee on Representation and Participation (CORP)

1. Update and maintain the CORP Excel spreadsheet with nominees to commissions, committees, and task forces.
2. Participate with CORP in suggesting names for nominations.

V. Annual Review of minutes

1. Responsible for the annual review of session minutes in coordination with clerks of session.
2. Responsible for organizing presbytery minutes for annual review by Synod.

VI. Support the Permanent Judicial Commission of the Presbytery

1. Populate investigating committees, train committees in conjunction with the PC(USA)'s manager of judicial process, and serve as a constitutional resource.
2. Maintain records of cases.

VII. Trustees of Mission Presbytery

1. Attend meetings to record and maintain minutes.
2. Serve as a resource for Trustees regarding property issues: to work with title companies when there are property sales by providing the documents they require

VIII. Maintain relationships with other governing bodies (other Presbyteries, Synod, General Assembly):

1. Receive, respond, and distribute official communications
2. Report changes Teaching Elders' statuses to the General Assembly
3. Attest that Teaching Elders and candidates who wish to circulate their Personal Discernment Profile have no charges pending against them
4. Attend meetings of Synod and General Assembly, as possible or needed.

IX. Provide Support for the Gracious Separation Process

Provide constitutional and advisory support through all phases of the gracious separation process; assist in recruiting nominees who would serve on Gracious Separation Administrative Commissions

X. Participate in the General Life of the Presbytery

1. Attend staff meetings
2. Other committee, commission, and task force support as directed by the General Council, and/or the presbytery

REQUIRED SKILLS

1. Knowledge of the PC(USA) constitution, theology, history, and polity
2. Knowledge of parliamentary procedure, particularly Robert's Rules of Order
3. Ability to work collegially and pastorally with Teaching Elders, Christian Educators, Ruling Elders, and members of congregations
4. General computer knowledge and skills

ACCOUNTABILITY

1. Accountable to the presbytery for ecclesiastical responsibilities.
2. Accountable to the General Council and Human Resources Committee, which will evaluate the work of the Transitional Stated Clerk.
3. To work collegially with all staff members; to be a confidant and co-worker with the General Presbyter.

TERM

The Transitional Stated Clerk position is a three year term. The Transitional Stated Clerk can become the Stated Clerk by a vote of General Council and Mission Presbytery.

Full-time Exempt. Salary: \$75,000 (negotiable) plus benefits.