

## POSITION DESCRIPTION

**TITLE:** *STATED CLERK OF THE PRESBYTERY OF THE PEAKS*

**PURPOSE:**

To serve as an ecclesiastical officer of the governing body as set forth in the Book of Order, Articles of Agreement and Manual of Operations of the Presbytery

**ACCOUNTABILITY:**

Accountable to the Presbytery as an elected officer for a four year term

**RESPONSIBILITIES:**

- A. Fulfill the responsibilities set forth in the Book of Order (G-3.0104, G-3.0305, D-11.0700).
- B. Serve as an advisory member of the Presbytery Cabinet, with particular responsibilities as a resource person and advisor interpreting communications from the Synod and General Assembly that impact the mission and ministry of the Presbytery of the Peaks.
- C. Send communications which Presbytery desires to convey to Stated Clerks of Presbyteries, to the Stated Clerk of the Synod of Mid-Atlantic and other Synods, and to the Office of the General Assembly of the Presbyterian Church (U.S.A.), on behalf of the Presbytery of the Peaks.
- D. Refer any proposed changes to the constitution submitted by the General Assembly to the Bills and Overtures Committee.
- E. Oversee the recording and editing of minutes of all meetings of the Presbytery of the Peaks, with distribution to all ministers, commissioners and other appropriate persons to be carried out by Presbytery's office.
- F. Offer opinions in the interpretation of the Book of Order and Robert's Rules of Order when called upon to do so by individuals and bodies of the Presbytery.
- G. Present the agenda for each stated and called meeting of the Presbytery of the Peaks as prepared by the Presbytery Cabinet.
- H. Recommend recording clerks to serve as needed during the meetings of Presbytery.
- I. Be regular in attendance at all meetings of Presbytery Cabinet, Presbytery and Synod, and Cabinet Retreats.
- J. Complete such additional work as assigned by COA with input from the Division of Ministry.
- K. Provide Staff Support to the Session Records WG and COM.
- L. Provide Staff Support for Administrative Commissions (however not Commissions to Install or Ordain Teaching Elders) including training of Permanent Judicial Commissions.
- M. Provide Staff Support to the Bills and Overtures Committee.

**RELATIONSHIPS:**

Related to the professional staff of the Presbytery as colleagues. Related to the Moderator of Presbytery and Chair of the Presbytery Cabinet as advisor and consultant. Related to the appropriate designated support staff in the Presbytery Office as supervisor in the affairs of the Stated Clerk

**TIME REQUIRED:**

Up to ten hours per week is expected. This will be included in the covenant between the person and the congregation, if a pastor.

**EVALUATION:**

There will be an annual performance review and evaluation of the person and the office by the Personnel Workgroup of the DOA in the same manner and frequency for professional staff positions in the Presbytery of the Peaks. Adequacy of compensation will be annually reviewed by the DOA. At the first meeting of Presbytery in the final year of the term of office for the Stated Clerk, the Moderator of Presbytery will nominate to the Presbytery a five (5) person Stated Clerk Nominating Committee for election. This committee will conduct an extensive review of the office and Position Description of Stated Clerk and at the last meeting of that year of the Presbytery, propose a Position Description and a nominee for the office of Stated Clerk for Presbytery action.