

QUALIFICATIONS FOR THE STATED CLERK OF THE PRESBYTERY OF
THE PEAKS
Skill Sets, Experience and Areas of Expertise

The Stated Clerk shall possess:

- In-depth knowledge of the workings of the denomination, the requirements of the Book of Order of the Presbyterian Church (U.S.A.) and the current edition of Robert's Rules of Order.
- Strong interpersonal skills as a skilled manager who demonstrates warmth, patience, care, concern and competence in a people-intensive environment.
- Ability to demonstrate a cooperative, flexible spirit as a team player.
- Ability to exercise discretion with sensitive and confidential information.
- Ability to manage a number of activities at one time and be extremely detail oriented.
- Ability to work with others and instill a collegial relationship with the presbytery staff, presbytery Coordinating Cabinet, presbytery committees and members of the churches within the presbytery.
- Good written, verbal and technological communication skills.
- An ability to provide reports, documents, letters in a timely and completed manner.

Personal characteristics

- Is committed to Jesus Christ, informed by the Scriptures and guided by the Book of Confessions and the Book of Order of the Presbyterian Church (U.S.A.).
- Is committed to the stated Mission of the presbytery and to any Short-Term Mission Priorities.
- Appreciates the theology and ethics shaped by the sexual, familial, social, economic, cultural, and political diversity of our denomination and presbytery.*
- Possesses a commitment to and genuine sense of, the connectional nature of the Presbyterian Church and demonstrates this commitment to the local churches, Synod, and General Assembly.
- Possesses personal integrity, spiritual wholeness, broad intellectual interests, humor and humility.

*(See **Book of Confessions** The Constitution of the Presbyterian Church (U.S.A.): Part 1, Preface, pg. xv, 2007; **Book of Confessions** The Constitution of the Presbyterian Church (U.S.A.): Part 1, Preface, pg ix, 2014.