

## **Presbytery of Cayuga-Syracuse**

5811 Heritage Landing Drive, 2<sup>nd</sup> Floor, East Syracuse, NY 13057

TITLE: Acting Stated Clerk

### **PURPOSE**

To fulfill the functions of Stated Clerk as set forth in the *Book of Order* of the Presbyterian Church (U.S.A.) and other specific responsibilities as assigned by the Presbytery.

### **RESPONSIBILITIES**

- Serve as an ecclesiastical officer of the Presbytery of Cayuga-Syracuse in accordance with the *Book of Order*, and serve as a corporate officer and corporate secretary of the Presbytery.
- Handle all official correspondence on behalf of the Presbytery, reporting as needed to the appropriate governing bodies (councils) of the Presbyterian Church (U.S.A.).
- Serve as custodian of all records and historical documents of the Presbytery.
- Attend meetings of Presbytery, the Leadership Team and the Ministry (COM) Work Group, serving as parliamentarian, polity advisor, and resource.
- Provide polity interpretation and advice as needed.
- Report annually, or as needed, to the Synod and General Assembly all required statistics, ministerial changes, pertinent information, and records.
- Participate in processes to review records as required by the *Book of Order*.
- Process and maintain rolls of pastors, commissioned lay pastors, elders, certified Christian educators and other certified church professionals.
- Provide training, orientation, and/or resourcing as needed for commissioners and YAADs to the General Assembly and Synod of the Northeast, for members of the Permanent Judicial Commission, for clerks of sessions, and other groups as requested.
- Serve as a resource to those involved in the administrative and judicial disciplinary processes of the Presbytery.
- Represent the Presbytery of Cayuga-Syracuse at the annual Stated Clerks' meeting in the Synod to review minutes.
- Participate in other duties and responsibilities as suggested by the Stated Clerk, in partnership with the presbytery's Leadership Team, with appropriate reimbursement.

### **TERM**

The Acting Stated Clerk will be appointed by the Presbytery of Cayuga-Syracuse or by the Leadership Team acting on Presbytery's behalf for up to a one-year term, beginning July 1, 2018, working 10 hours per week. Compensation is set at \$1200 per month plus an annual mileage allowance of \$2000. The Acting Stated Clerk shall be eligible for election as Stated Clerk.

### **ACCOUNTABILITY**

The Acting Stated Clerk is accountable to the Presbytery of Cayuga-Syracuse through its Leadership Team and the work of the Acting Stated Clerk will be reviewed by the Leadership Team at the end of the first three months of the term and periodically thereafter.

### **HOW TO APPLY**

Send cover letter, resume and references to: Rev. Lorrie Cooney, [lcooney1@gmail.com](mailto:lcooney1@gmail.com) (717-329-0293). Applications will be reviewed starting June 25, 2018 until position is filled.