**Opening for Stated Clerk Position - Presbytery of Sheppards and Lapsley**

(Position begins January 1, 2023)

***Book of Order Responsibilities***

**Rolls and Records**

* Record the transactions of the council; keep rolls of membership and attendance; keep register of certified educators & CREs; preserve the council’s records; furnish verified extracts when required by another council

**G-3.0104**

* Recommend the safekeeping of the records
* Review, annually or biennially, council’s proceedings & actions
* Presbytery review of sessions; Synod review of Presbytery; GA review of synod

**G-3.0107 & G-3.0108**

**Judicial Process**

* Receive written allegations, requests; Send requests, communication
* Report decisions of cases to council; Provide materials pertaining to cases

***Rules of Discipline***

**Receiving**

* Letters of Renunciation G-2.0509; Notification of Certifications G-2.1101;
* Written Protests G-3.0105; Administrative Commission Reports

**G-3.0109b**

**Reporting**

* Renunciations G-2.0509; Ordinations G-2.0704; Certifications G-2.1101; Votes on Proposed Amendments G-6.04e
* Prepare Stated Clerk Annual Budget

***Presbytery Responsibilities***

**Per Capita**

* Inform churches of their per capita assessment at the beginning of each year. The assessment shall ordinarily be due on January 1 and delinquent after March, unless being paid monthly.
* Distribute and receive and report to Presbytery the Annual Statistical Report forms and submit them to General Assembly.

**Official Communicator**

* Presbytery/Synod
* Meeting notices; minutes; actions to & from committees/commissions; other information
* Office of the General Assembly
* Statistics, five-part forms, pastoral changes; Inquirers and Candidates; Emails and Mailings; PIFs and Church Leadership Connection; Reporting GA Commissioners to GA; GA Actions & Amendments

**Provide Guidance**

* *The Book of Order*; Presbytery Policies and Procedures; Parliamentary Procedure; Judicial Process; Legal Matters & Risk Management

**Presbytery Meetings**

* Give notice at least 10 days in advance of each Presbytery meeting; have prepared and distributed to all appropriate participants a packet containing a proposed docket and all known business coming before Presbytery; enroll Presbytery’s members prior to the opening of each meeting; certify the presence of a quorum to the Moderator at each Presbytery meeting; see that accurate minutes are kept of each Presbytery meeting (minutes are to be reviewed by the Stated Clerk and the moderators of the Executive Council and Presbytery and then made available to the Presbytery); annually submit minutes to the Synod for review.
* Planning; Docket preparation; Parliamentarian; Recorder &/or Minutes; Reporting Actions & Follow up

**Provide Orientation**

* Clerks of Session; Permanent Judicial Commission; GA Commissioners; New Commissioners to Council

**Self-Awareness**

* Knowing your responsibilities; Respecting council customs and traditions; Knowing the rules, policies and processes; Using your power with care; Remaining neutral and fair; Knowing when to ask for help

**The Stated Clerk position requires approximately ten (10) hours per week, some of that time is required in the Presbytery office in Birmingham. The salary for the Stated Clerk position is $10,000 per year plus expenses.**

**If you are interest in this position (and a more detailed job description), please contact Tammy Strickland at (205)-978-0320 or** [**tstrickland@pslpcusa.org**](mailto:tstrickland@pslpcusa.org)**.**

**Please send a letter of interest and qualifications by July 1, 2022.**