

POSITION DESCRIPTION, PRESBYTERY OF BALTIMORE

Position	Stated Clerk (2017)
Purpose	The Stated Clerk is called to nurture the community that gathers as the Presbytery of Baltimore so that it might embody its Vision and Plan for Ministry. In this endeavor the Stated Clerk will also fulfill the duties and responsibilities identified in the <i>Book of Order</i> and the Manual of Operations for the Presbytery. This is a part-time (19 hours per week) position.
Responsibilities	<ol style="list-style-type: none">1. Work with the Gathering Team to design the Presbytery's Gathered Meetings. This work includes creating the necessary documents, arranging for the space for the gatherings, and serving as the Stated Clerk at the meetings.2. Serve ex-officio on the Presbytery Steering Cabinet in its efforts to nurture the Presbytery's Vision and advance its Plan for Ministry.3. Fulfill the responsibilities of the Stated Clerk as listed in the <i>Book of Order</i>:<ul style="list-style-type: none">• be the conduit for official communication among governing bodies• maintain the minutes of Presbytery and prepare them for Synod Review• maintain Rolls of the Presbytery• prepare statistical reports for higher governing bodies and oversee the submission of the Annual Statistical Report of each congregation• recommend to Presbytery the redress of imbalance of ministers and elders• receive written allegations of wrongdoing, train and staff Investigating Committees and Administrative Commissions as needed.4. Staff the Permanent Judicial Commission, the Property and Loan Commission and the Gathering Team, serve as secretary to the Steering Cabinet, the Administration Committee, and the Property and Loan Commission, and attend all meetings of Presbytery Steering Cabinet and the Presbytery unless excused by the General Presbyter and when the Associate Stated Clerk is available to serve as Stated Clerk.5. Provide ecclesiastical and parliamentary advice, counsel and education to the Moderator, the Presbytery, its agencies and congregations, and their members.6. Insure that all Session Minutes, Rolls, and Registers are reviewed annually and provide training for Session Clerks.7. Advocate, on behalf of and as directed by the Presbytery, in the higher governing bodies of the church, in ecumenical settings and in the civil courts8. Manage Bills and Overtures that originate in the Presbytery of Baltimore or in other Presbyteries and/or General Assembly, referring them to the appropriate committees and commissions for their advice.9. Track the membership of the presbytery's committees and commissions for the nominating committee each year.10. Attend staff meetings.11. Other job related duties as assigned by the General Presbyter, Steering Cabinet or the Presbytery.
Qualifications	<ol style="list-style-type: none">1. Good interpersonal relationship skills.2. Strong organizational skills and an attention to detail.3. A commitment to a spirit of impartiality4. A willingness to support and encourage others and to work collegially with staff and committee members.5. Ordination in the PC(USA) as a Teaching Elder or Ruling Elder.6. Commitment to the Vision of the Presbytery of Baltimore, the Presbyterian Church (USA), and knowledge of the <i>Book of Order</i> and the <i>Roberts Rules of Order, Newly Revised</i>.
Relationships	The Stated Clerk serves as Secretary and Parliamentarian for the Presbytery and its Steering Cabinet, is a member of the Gathering Team, the Administration Committee, and the Property and Loan Commission. He or she supervises the Associate Stated Clerk. The Stated Clerk is elected by the Presbytery and reports to the General Presbyter except for ecclesiastical duties noted in the <i>Book of Order</i> .

