

Temporary Assistant to the Stated Clerk [and Transitional General Presbyter]

This temporary position is a 10 hour per week position and will be compensated at the rate of \$15 per hour. Applicants need to be proficient with Microsoft Word, the Zoom platform, use of email, and minute taking. Applicants must have an understanding of the Presbyterian Church (USA) and its councils. Applicants are expected to understand and follow strong professional boundaries and confidentiality. Applicants need to coordinate with the Transitional General Presbyter and Stated Clerk and be prepared to interface with other Presbytery staff and volunteers.

Administrative Duties to assist the role of Stated Clerk

- Presbytery Meeting preparation & registration
- Presbytery Packet development
- Minutes of Presbytery – formatting, insertion of appendices, scan
- Rolls & Registers of Presbytery – reporting to the Office of the General Assembly
- Statistical Report oversight & entry/corrections for churches
- Record Review Event preparation/assistance
- File Maintenance – churches & ministers
- Extracts of Minutes
- Assistance with Judicial process, as needed

Additional Administrative Duties for Committees

- COM support – agenda & minutes
- Leadership Team minutes

Applicants are invited to send a letter of application and a resume supporting their qualifications for this position to office@wvpresbytery.org by March 15, 2024.