



Presbytery of North Central California, PC(USA) – (NCCP)
March 1, 2022

TITLE: Recording Clerk, North Central California Presbytery (NCCP)

STATUS: Part Time-hourly as defined by CA State law with a start date in the second quarter of 2022. The position is subject to the personnel policies of the NCCP, as described in the Presbytery's Personnel Policies & Procedures Manual. The NCCP is an Equal Opportunity Employer.

PURPOSE: To record accurately the meetings of the NCCP, the Presbytery Council, and the Vitality in Ministry Committee (VIM) and its two subcommittees, Congregational Vitality and Pastoral Vitality, and to assist the Stated Clerk in fulfilling the responsibility of documenting the records of these meetings.

ACCOUNTABILITY: The Recording Clerk is employed by the NCCP and is accountable to the Stated Clerk.

JOB TASKS AND RESPONSIBILITIES:

I. Function:

Provides an historical and accurate record of the regular and special meetings of the NCCP, the Presbytery Council, the Vitality in Ministry Committee and the two VIM subcommittees, Congregational Vitality and Pastoral Vitality, to the Stated Clerk and others, as designated by the Stated Clerk. (Estimated Percentage of time spent: 70%)

A. Tasks

1. Participates in planning meetings for the NCCP meetings at the request of the Stated Clerk.
2. Attends, either in person or remotely, and takes minutes at quarterly meetings of the NCCP, meetings of the NCCP Council, the monthly meetings of the Vitality in Ministry Committee and the monthly meetings of the VIM's subcommittees, Congregational Vitality and Pastoral Vitality.
3. Types and sends minutes electronically to the Stated Clerk for review.

B. Performance meets satisfactory expectations when:

1. Minutes are transcribed accurately with few grammatical, punctuation and spelling errors.
2. Minutes are typed and sent to the Stated Clerk and/or other Chairpersons or Moderators within a week of the meeting.

II. Function:

Assists the Stated Clerk with the maintenance of the Office of the General Assembly On Line Minister Directory. (Estimated Percentage of time spent: 5%)

A. Tasks

1. At the conclusion of any meeting of the NCCP where the status of a minister member or transferring minister is changed, the on-line Minister Directory is updated.
2. Notification of any changes are conferred to the Stated Clerk for the Stated Clerk's approval and information.

B. Performance meets satisfactory expectations when:

1. Data input is accurately entered and submitted.
2. Data is input within a week of the NCCP meeting at which action was taken.

III. Function:

Help with filing and digitalizing files in Presbytery office, including oversight of volunteers when needed. (Estimated Percentage of time spent: 25%)

RELATIONSHIPS:

1. To the Presbytery, Council and VIM as Recording Clerk.
2. To the Stated Clerk as supervisee.
3. To the Presbyter and other presbytery staff as colleague.

EVALUATION: Annual review and evaluation by the Personnel Committee of Presbytery with input from the Stated Clerk, Presbytery Moderator, Chair of Council and Chair of VIM.

TIME AND COMPENSATION:

1. The position of Recording Clerk is part time, 20 hours per month except when Presbytery is held when the monthly average increases to 30 hours, with occasional overnight travel required when meetings are held out of Sacramento.
2. The Recording Clerk shall be available to the Stated Clerk by a combination of telephone, email, and text.
3. The hourly pay-rate will be recommended by the Personnel Committee of Presbytery. The total pay for each pay period will include compensation for hours worked

and when travel is required, a mileage reimbursement at the IRS allowance and allowance for overnight stays.

4. At Presbytery expense, the Recording Clerk is to be reimbursed for costs incurred to attend other requested meetings of the Presbytery and/or Synod of the Pacific.
5. A laptop supplied by the NCCP is to be used for the purposes of this position.

QUALIFICATIONS:

1. A devoted follower of Jesus Christ as demonstrated by regular participation in the life of a church in the NCCP.
2. Knowledge of and experience in the application of Robert's Rules of Order relative to the recording of minutes.
3. Knowledge of and experience in the application of the Book of Order relative to the recording of actions taken at the meetings.
4. Able to maintain confidentiality, neutrality, discretion, and composure.
5. Able to prepare and maintain detailed reports and documentation accurately.
6. Able to organize own work for efficiency and timeliness, and set or follow established priorities and procedures, so that commitments and deadlines are met.

SKILLS, KNOWLEDGE AND ABILITIES NEEDED:

Must possess demonstrated effective skills in the following areas:

1. Typing skills sufficient to maintain continuity with meeting processes.
2. Communication (both oral and written), interpersonal relationships and collaborative teamwork.
3. Competence with various platforms for engaging in meetings electronically.
4. Able to work independently and under pressure.
5. Professional appearance, ethical conduct, and the ability to maintain confidentiality.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly requested to sit for prolonged periods of time. Close vision and manual dexterity are required to input and access data utilizing a personal computer and other office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Origination Date: March 1, 2022