

The Presbytery of Cayuga-Syracuse

Stated Clerk Position Description

Learning. Praying. Connecting. Serving.

TITLE: Stated Clerk

STATUS: Non-Exempt Employee

PURPOSE: The Stated Clerk shall provide support for the governing functions of the Presbytery and ensure compliance with the Book of Order.¹

ACCOUNTABILITY: To this end, the Stated Clerk shall be accountable to the Presbytery for ecclesiastical, procedural and polity matters and to the Resource Presbyter for administrative and staff matters.

SPECIFIC RESPONSIBILITIES: The Stated Clerk shall in his/her work echo the four framing words of the Presbytery's ministry:

Learning

- Shall attend the annual Fall Polity conference, and the bi-annual General Assembly
- Shall offer guidance regarding the preparation of reports and dockets for all stated and called meetings of the Presbytery.
- Shall serve as parliamentarian at all Presbytery meetings
- Provides resources for accurate Session records through communication with and education of Clerks of Session
- Provides for the accurate and efficient review of Session Records on an annual basis and ensures the process is accessible and effective for maximum participation
- Follows up with Clerks/Congregations as needed that have not submitted records or has been asked to resubmit
- Provides for the orientation of the Permanent Judicial Commission, Investigative Committees and Administrative commission.
- With the Resource Presbyter, provides orientation for General Assembly Commissioners and YAADs
- Responds to inquiries regarding interpretation of the Constitution of the PCUSA and/or Presbytery policies
- Ongoing training in parliamentary procedure, Book of Order interpretation, and related topics as opportunities arise

¹See G- 3.0104, D-3.0106, D-4.0200, D-5.0206, D-6.0103, D-6.0101, D-6.0103, D-6.0303, D-6.0304, D-6.0307, D-6.0308, D-7.0200, D-7.0402, D-7.0601, D-7.0700, D-8.0201 – D-8.0203, D-8.0303, D-8.0404, D-9.0101, D-10.0101, D-10.0103 – D-10.0202, D-11.0200, D-11.0403, D-11.0601, D-11.0602, D-11.0700, D-11.0800, D-12.0104, D-13.0200- D-13.0203, D-13.0303 – D-13.0306, D-13.0404.

- Attends relevant meetings and informational sessions offered by higher councils of the church

Praying

- The Stated Clerk shall be a Minister of Word and Sacrament or Ruling Elder in one of the Presbytery's congregations.
- The Stated Clerk is encouraged to take Sabbath time and to participate regularly in worship.

Connecting

- Maintain the membership rolls of Ministers of Word and Sacrament , Candidates, Commissioned Ruling Elders, and Certified Christian Educators
- Shall bring to the attention of the Presbytery any imbalance between the number of minister members and elder commissioners
- Resources and assists Clerks filing the Annual Statistical Report
- Furnish reports and extracts from records and online resources when required by another council of the church and as needed by presbytery committees, commissions, and leadership
- Serves as custodian of records
- Presents presbytery minutes for review to the synod on an annual basis
- Will serve as the official correspondent within and between the Presbytery, as well as with other governing bodies of the church.
- Provides membership transfers and updates online OGA files
- Maintain communication with the Leadership Team, Work Groups, and other Presbytery staff

Serving

- Serves as an officer of the Presbytery
- Serves as an ex-officio member of the Leadership Team with voice, but not vote.
- Fulfills responsibilities in regards to disciplinary cases.
- Performs other duties as assigned by Leadership Team.
- Resources both the COM and Preparation for Ministry Workgroups by processing calls, covenants, dissolutions and transfers.
- acts as resource to all presbytery committees and commissions as well as to churches and members in the presbytery

EVALUATION:

An annual evaluation will be conducted by the Resource Presbyter, in collaboration with the Human Resources Work Group.

CONTRACT TERMS:

The Stated Clerk shall be elected by the Presbytery for up to a two-year term. The Stated Clerk will be reimbursed at the current IRS rate up to a maximum to be negotiated for travel expenses.