

**The Presbytery of Cayuga-Syracuse**  
**Associate Stated Clerk for Administration Position Description**

**TITLE:**

Associate Stated Clerk for Administration

**STATUS:**

Contract position.

**PURPOSE:**

- To fulfil Book of Order requirements in G- 3.0104
- To provide support for the governing functions of the Presbytery and monitor the Presbytery's compliance with Book of Order requirements in collaboration with Presbytery's Stated Clerk.

**ACCOUNTABILITY:**

The Associate Stated Clerk for Administration is accountable to the Presbytery of Cayuga-Syracuse through the Stated Clerk.

**SPECIFIC RESPONSIBILITIES:**

- a. Serve as an officer of the Presbytery
- b. Keep membership rolls of Teaching Elders, Candidates, Commissioned Ruling Elders, Certified Christian Educators, and Associate Certified Christian Educators and report all changes to the Office of the General Assembly
- c. Handle routine correspondence on behalf of the Presbytery, reporting as needed to the appropriate governing bodies (councils) of the Presbyterian Church (U.S.A.)
- d. Furnish extracts from records when required by another council of the church
- e. Serve as custodian of all records and historical documents of the Presbytery
- f. Present the Presbytery minutes for review to the Synod on an annual basis
- g. Maintain communication with the Leadership Team, Work Groups, and other Presbytery staff
- h. Perform duties as requested or assigned by the Stated Clerk.

**EVALUATION:**

In addition to ongoing feedback from the members of the Presbytery, there will be periodic reviews by the Human Resources Work Group of the Leadership Team.

**CONTRACT TERMS:**

The Associate Stated Clerk for Administration shall be elected by the Presbytery, or appointed by the Leadership Team acting on behalf of the Presbytery, for up to a one-year term. This will be a contract position for which the Associate Stated Clerk will be paid at a rate to be negotiated to complete the work outlined above. The Associate Stated Clerk will also be reimbursed at the current IRS rate up to a maximum to be negotiated for travel expenses.

Interviews will be conducted as applications are received until the position is filled. Applications should be directed to: Mark Kasdorf at [mkasdorf1@yahoo.com](mailto:mkasdorf1@yahoo.com), 315-420-1581.

(Approved by the Leadership Team of Presbytery on April 25, 2019.)