

# The Presbytery of Cayuga-Syracuse

## Stated Clerk Position Description

**TITLE:**

Stated Clerk

**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 Associate Stated Clerk for Administration.

**ACCOUNTABILITY:**

The Stated Clerk is accountable to the Presbytery of Cayuga-Syracuse through the Leadership Team.

**SPECIFIC RESPONSIBILITIES:**

- a. Serve as an officer of the Presbytery
- b. Serve as a resource for pastors and clerks of sessions
- c. Offer guidance regarding the preparation of reports and dockets for all stated and called meetings of the Presbytery
- d. Serve as parliamentarian at all Presbytery meetings
- e. Record attendance and minutes of Presbytery meetings, and provide for their distribution and preservation
- f. Serve as an official correspondent within and between the Presbytery and other governing bodies of the church
- g. Provide for orientation of the Permanent Judicial Commission, Investigative Committees, and Administrative Commissions
- h. Fulfill responsibilities in the *Book of Order* regarding disciplinary cases
- i. Respond to inquiries regarding interpretation of the Constitution of the Presbyterian Church (U.S.A.)
- j. Serve as an ex-officio member of the Leadership Team, attending meetings with voice but not vote
- k. Maintain communication with the Leadership Team and other Presbytery staff
- l. Perform other duties as requested or assigned by the Leadership Team

**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 Stated Clerk 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 Stated Clerk will be paid at a rate to be negotiated to complete the work outlined above. The 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.)