

The Presbytery of Cayuga-Syracuse Associate Stated Clerk Position Description

Learning. Praying. Connecting. Serving.

TITLE: Associate Stated Clerk for Administration

STATUS: Non-Exempt Employee

PURPOSE: The Associate Stated Clerk shall provide support for the governing functions of the Presbytery.

ACCOUNTABILITY: To this end, the Associate 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 Associate Stated Clerk shall in his/her work echo the four framing words of the Presbytery's ministry:

Learning

- Provides resources for accurate Session records through the education of Clerks as well as opportunities for Session Records review.
- Follows up with Clerks/Congregations that have not submitted records and/or who have been asked to resubmit.

Praying

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

Connecting

- Shall maintain the membership rolls of Teaching Elders, Candidates, Commissioned Ruling Elders, Certified Christian Educators and report all changes to the Stated Clerk.
- Shall provide resources and assistance with Clerks filing the annual statistical report.
- Shall furnish extracts from records when required by another council of the church
- Shall serve as custodian of all records and historical documents of the Presbytery
- Shall present the Presbytery minutes for review to the Synod on an annual basis
- Shall maintain communication with the Leadership Team, Work Groups, and other Presbytery staff

Serving

- Shall serve as an officer of the Presbytery
- Shall serve as an ex-officio member of the Leadership Team with voice, but not vote.
- Shall take minutes at Presbytery meetings and keeps record of these minutes.
- Shall ensure registration at Presbytery meetings.
- Shall perform other duties as assigned by Leadership Team.

EVALUATION:

The Resource Presbyter, in collaboration with the Human Resources Work Group, will conduct an annual evaluation.

CONTRACT TERMS:

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

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
- Shall provide for the orientation of the Permanent Judicial Commission, Investigative Committees and Administrative commission.
- With the Resource Presbyter, shall provide orientation for General Assembly Commissioners and YAADs
- Shall respond to inquiries regarding interpretation of the Constitution of the PCUSA and/or Presbytery policies

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

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.

- Shall bring to the attention of the Presbytery any imbalance between the number of minister members and elder commissioners
- Will serve as the official correspondent within and between Presbyteries as well as with other governing bodies of the church.
- Shall provide membership transfers and updates online OGA files
- Shall maintain communication with the Leadership Team, Work Groups, and other Presbytery staff

Serving

- Shall serve as an officer of the Presbytery
- Shall serve as an ex-officio member of the Leadership Team with voice, but not vote.
- Shall fulfill responsibilities in regards to disciplinary cases.
- Shall perform other duties as assigned by Leadership Team.
- Shall resource both the COM and Preparation for Ministry Workgroups by processing calls, covenants, dissolutions and transfers.
- Shall ensure minutes of the Presbytery meeting are taken.

EVALUATION:

The Resource Presbyter, in collaboration with the Human Resources Work Group, will conduct an annual evaluation.

CONTRACT TERMS:

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