Presbytery of Mackinac
Petoskey, Michigan
Job Posting

Stated Clerk

The Presbytery of Mackinac is looking for a Stated Clerk. Initially this is an Interim position with potential for election to additional term(s) of office. This position is to be filled immediately.

The general goal of this position is to serve as parliamentarian, assuring that the Presbytery is following correct processes, procedures, and polity; and to keep all Presbytery records and minutes as directed by the *Book of Order*.

Candidates for this position will be either a Minister of Word and Sacrament or a Ruling Elder. The Stated Clerk has the responsibility, as directed by the *Book of Order*:

- to keep accurate account of the proceedings of the Presbytery.
- to keep accurate records when the Judicial Process is initiated.
- for receiving communications and for reporting them to the Presbytery.
- as the official communicator of the Presbytery who provides guidance on issues of church polity and offers authoritative interpretations of the *Book of Order*.

Skills, Knowledge, Attitude, and Commitments required:

- Supports the Mission and Vision of the Presbytery of Mackinac and the PC(USA).
- Ability to work with others and interact with individuals, churches, committees, and other councils of the church.
- Knowledge of the *Book of Order*, Presbyterian polity, parliamentarian procedure and Robert's Rules of Order.
- Computer aptitude including familiarity with Word and Excel.
- Attention to detail, deadlines, and good organizational skills.
- Ability to remain neutral and fair at all times.
- Ability to keep sensitive information in confidence.

This position is compensated for 60 hours per month.

If interested, please send a resume and cover letter to John Jamar, chairperson of the Presbytery Personnel Committee, at admin@presbymac.org by October 27, 2023, 5:00 pm (Eastern).