

**SALEM PRESBYTERY**  
**POSITION DESCRIPTION**  
**TITLE: STATED CLERK**

**Purpose:** The Stated Clerk is an officer of the Presbytery who performs those duties and responsibilities as set forth in the Book of Order, in resources issued by the Office of the General Assembly of the Presbyterian Church (U.S.A.) and the Association of Stated Clerks, and in this position description.

**Accountability:** As an officer of the Presbytery, the Stated Clerk is accountable to the Presbytery through Presbytery's Executive Council. The Stated Clerk works in collaboration with the presbytery staff team.

**Major Responsibility:**

- Fulfill the responsibilities set forth in the Book of Order and in resources issued by the Office of the General Assembly of the Presbyterian Church (U.S.A.) and the Association of Stated Clerks.

**Essential Responsibilities:**

- Serve as an advisor and the clerk to the Presbytery Executive Council, with particular responsibilities as a resource person and advisor interpreting communication from the Synod of the Mid-Atlantic and the General Assembly that impact the mission and ministry of Salem Presbytery.
- Offer opinions in the interpretation of the Book of Order and Robert's Rules of Order when called upon to do so by individuals and bodies of Salem Presbytery.
- Collaborate with the Presbytery Executive Council in the preparation of the agenda for every stated and called meeting of the Presbytery.
- Act as or provide for a Parliamentarian at all meetings of Salem Presbytery.
- Lead training for the annual review of Session Minutes of all churches of Salem Presbytery.
- Receive from, process, and return to OGA the Annual Statistical Reports of the churches and the Presbytery itself.
- Act as consultant to the Commission on Ministry (COM) and staff regarding COM matters and constitutional procedures.
- Appoint Administrative Commissions and provide support for them as needed.
- Coordinate the work of the Permanent Judicial Commission.

**Other Responsibilities:**

- Serve as official signatory in communications on behalf of Salem Presbytery.

- Refer any proposed changes to the Constitution of the Presbyterian Church (U.S.A.) submitted by the General Assembly for advice and consent to appropriate entities in the Presbytery.
- Oversee the recording and preparation of minutes of all meetings of Salem Presbytery in preparation for review and approval by the Presbytery Executive Council.
- Recommend temporary clerks to serve as needed to assist with the fulfillment of these responsibilities.
- Provide direction for Presbytery staff as needed to assist with the fulfillment of these responsibilities.
- Submit Presbytery Minutes for Synod review.
- Upon request, refer to the Committee on Ministry ministers and sessions with consecutive absences from meetings of Salem Presbytery.
- Collaborate with the Communications Director in preparation and distribution of presbytery docket and accompanying documents.
- Conduct or provide for orientation for new commissioners to presbytery meetings.
- Supervise, in collaboration with the Administrative Assistant, registration and check in for presbytery meetings.
- Advise Committee on Representation of any vacancies as needed.

**Relationships:** The Stated Clerk shall relate to Salem Presbytery as an elected officer of the governing body, to the Moderator of Presbytery and Presbytery Executive Council as advisor and consultant on matters pertaining to the office of Stated Clerk; to Presbytery's professional staff as colleague.

**Time Expected:** An average of fifteen hours per week is expected, with the understanding that the number of hours and hours worked will vary from week to week according to specific responsibilities and duties.

**Meetings:** The Stated Clerk attends weekly staff meetings, monthly Executive Council Meetings, Presbytery Meetings (4 times a year), the initial meeting of new Administrative Commissions, and meetings of the COM and its subcommittees as needed.

**Terms of Office:** It is understood that the Stated Clerk is an elected officer of the Presbytery. Due to the expected time requirements to fulfill the responsibilities and duties of office, the Stated Clerk shall be appropriately compensated by an amount recommended by Presbytery Executive Council and approved by Presbytery. The office is a part-time, exempt position open to any minister or ruling elder eligible to be a member of Salem Presbytery regardless of race, color, ancestry, national origin, veteran status, gender identity, sexual orientation, marital status, disability, medical condition, or age. Ordinarily, the Stated Clerk shall be elected to a three-year term that may be renewed.

**Qualifications:**

- Excellent written and verbal communication skills.
- Demonstrates attention to detail.
- Demonstrates skills in cross-cultural ministry.
- Knowledge of the Constitution of the PC(USA) and willingness to receive further training in duties of Stated Clerk and Robert's Rules of Order.
- Strong organizational, leadership, and personal interaction skills.
- Computer skills and ability to learn new programs.
- Ruling Elder or Minister of Word and Sacrament and member of Salem Presbytery.

**Personal Characteristics:**

- Is attentive to the presence of the Holy Spirit in themselves and in others and believes that God is up to something good in our churches and communities.
- Is able to understand and respect the theological diversity and faith and ministry expressions present in Salem Presbytery.
- Is accountable and holds others accountable with sensitivity.
- Functions effectively and constructively through uncertainty and conflict.

**Physical Requirements:**

- Ability to attend meetings and events in person across the Presbytery.
- Occasionally activities that require walking, bending, stooping, carrying items such as file boxes.
- Ability to sit for extended periods in meetings.

**Performance Review:** There will be an annual performance review and evaluation of the person and the office as outlined in the Presbytery Employee Handbook.