

Scioto Valley Presbytery Position Description

I. Title: Stated Clerk

II. Purpose

Carry out the duties of the clerk as designated in the *Book of Order* (G-3.0104), act as corporate secretary, and, as a member of the Presbytery staff, provide staffing support to commissions, committees and other entities of the Presbytery as needed or required.

III. Election and Term

- A. The stated clerk is elected by the Presbytery on nomination from the Committee on Nominations in consultation with the Commission for Presbytery Operations. Election and installation normally takes place during the Presbytery's annual meeting.
- B. The stated clerk shall serve for a term of three years and is eligible to be reelected for service totaling not more than six (6) consecutive years.
- C. A ninety (90) day probationary period applies for the initial appointment and may be extended for up to an additional ninety (90) days because of extraordinary circumstances.

IV. Qualifications/Expectations

Able to demonstrate the following:

- a. Effective use of all forms of communication with a solid understanding and use of computer technology and software, including but not limited to Microsoft Word, Excel and Power Point.
- b. Support of Reformed Theology and tradition.
- c. Support of the Presbytery of Scioto Valley's mission structure.
- d. Interpret The *Book of Order* and ability to work within its bounds and expectations.
- e. Personal attributes of professionalism and demonstrated political neutrality in handling Presbytery matters will be observed and required.
- f. Personal attribute of strong organizational and administrative skills, demonstrating consistent attention to detail and accuracy in all forms of communication.
- g. Under the provisions of the Americans with Disabilities Act (ADA), must be able to meet the physical requirements of travel, as needed, to provide support and to report current denominational decisions to the commissions, committees and other entities of the Presbytery as needed or required.
- h. Approaches all matters with a spirit of hospitality and grace.
- i. Is a teaching or ruling elder of the Presbyterian Church (U.S.A).

V. Responsibilities

- a. Record the transactions of the Presbytery of Scioto Valley, keep its rolls of membership and attendance, maintain any required registers, preserve its records carefully and furnish excerpts from them when required by another council of the Presbyterian Church (U.S.A.).
- b. Act as the Presbytery's parliamentarian.
- c. Nominate the journal clerk and enrollment clerk for election by the Presbytery and oversee their work.
- d. Provides Book of Order guidance to sessions, congregations, church professionals, ministers and others in consultation with the Executive Presbyter.
- e. Provide support services for the Permanent Judicial Commission, Administrative Commissions, special investigating committees (D-10.0103), the Committee on Overtures and Amendments, and the Committee on Representation , providing for qualified training in collaboration with the Executive Presbyter.
- f. Collaborate with the Executive Presbyter in providing support for administrative review as provided in the *Book of Order* including periodic review of session records; preservation and transmission to the Presbyterian Historical Society of records from dismissed and closed churches; retention of Presbytery documents; and the history of the Presbytery and its churches.
- g. Serve as an advisory member and recording secretary for the Coordinating Team.
- h. Serve as corporate secretary, recording secretary to the Commissions for Presbytery. Operations, Congregational Life, Church Professionals, and Nurture and Outreach, and a statutory agent for the Presbytery.
- i. Engage in planning and preparation for Presbytery meetings.
- j. Record and maintain records for Healthy Boundaries for mandatory training for pastors, Commissioned Ruling Elders, commission members, presbytery staff and others serving the Presbytery of Scioto Valley.
- k. Oversee the preparation of annual reports to the General Assembly and deliver the Presbytery's annual statistical report to the Presbytery.
- l. Report to the Presbytery annually the ruling elder/teaching elder balance of the Presbytery.
- m. Participate in meetings where the Synod of the Covenant exercises its responsibility to review the minutes of the presbyteries.
- n. Attend polity meetings, training sessions, educational events and gatherings for presbytery clerks offered by the Presbyterian Church (U.S.A.) and the General Assembly.
- o. Respond to inquiries about Presbyterian procedure and the *Book of Order*.
- p. Perform other duties as assigned by the Executive Presbyter.

VI. Relationships

The Stated Clerk is a member of the Presbytery staff team, which includes the Executive Presbyter, the Stated Clerk, the Administrative Assistant, and the Financial Assistant. The Stated Clerk relates to the Synod of the Covenant, General Assembly, and various ecumenical entities as appropriate.

VII. Accountability

The Stated Clerk, under the supervision of the Executive Presbyter, is accountable to the Presbytery through the Commission for Presbytery Operations.

VIII. Evaluation

Members of the Commission for Presbytery Operations along with the Executive Presbyter will conduct a conversation and performance review after the ninety (90) day probationary period, (and extension if needed) and a performance review after twelve months during the first year with an annual performance review subsequently. A comprehensive evaluation is held every three years and may include representation from other commission and committees, in addition to the Commission for Presbytery Operations. (This is in accordance with the Presbytery of Scioto Valley personnel policies.)

IX. Type

This is an exempt, part-time position, based upon 16 hours per week with agreed upon office hours to be determined.

X. Compensation

The salary will be approved annually by the Commission for Presbytery Operations. Benefits may include appropriate allowance for continuing education time and expense, and reimbursable expenses as authorized by the Presbytery's Personnel Policy Manual.