



Presbytery of Scioto Valley
Stated Clerk Position Announcement
May 2019

The Stated Clerk of the Presbytery of Scioto Valley carries out the duties of the clerk as designated in the Book of Order G-3.0104, act as corporate secretary, and, is a member of the Presbytery staff team, provide staffing support to commissions and committees and other entities of the Presbytery. A complete description of the qualifications/expectations, and responsibilities is covered in the Stated Clerk Position Description. This position reports to the Executive Presbyter.

Candidates must have an understanding and appreciation for the Reformed system of government as outlined in the PC (USA) Book of Order. Fluency in Robert's Rules of Order and proficiency in Presbyterian polity are needed skills. Attendance at training in Presbyterian polity will be required. Personal attributes of professionalism and political neutrality in handling Presbytery matters will be observed and required. Candidates must be able to demonstrate an effective use of all forms of communication with a solid understanding of computer technology and software, including but not limited to Microsoft Word, Excel and Power Point. The Application and Position Description are attached, in addition to being available on the presbytery website.

Anticipated time commitment will be 16 hours per week. Compensation will be in line with the presbytery minimums for pastors, plus reimbursable expenses. The successful candidate for this position will be elected at the September 2019 meeting of the Presbytery. General Assembly training will be provided when available.

Further questions or clarifications can be directed to Jeannie Harsh
jeannie@psvonline.org or
Bill Acklin, Operations Commission wacklin@windstream.net

Applications must be submitted by July 1, 2019 to:

Rev. Dr. Jeannie Harsh, Executive Presbyter
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Columbus, OH 43214-3001
Phone: 614-847-0565 or 800-244-7207