



Presbytery Center  
192 Broad St. Bloomfield, NJ 07003-2606  
973-429-2500 office • 973-429-2333 fax  
www.newarkpresbytery.org • info@newarkpresbytery.org

## Stated Clerk POSITION DESCRIPTION

### Function

Perform all duties prescribed by the Book of Order and the Standing Rules of the Presbytery pertaining to documents and records, communication to other governing bodies, and facilitating meetings of the presbytery.

### Relationships

1. Report to the General Presbyter in staff relationships
2. Direct Stated Clerk's portion of the Administrative Assistant's work flow
3. Work collegially with other staff
4. Work collegially with Synod of the Northeast and General Assembly

### Position Objectives

The Stated Clerk shall perform all such duties as are prescribed in the Constitution of the Presbyterian Church (USA) and as may be required by the acts of higher governing bodies, or as may be assigned by the presbytery or the Presbytery Council. Specifically, the Stated Clerk shall:

1. Notify each member of the presbytery, and the clerk of each session, at least ten days in advance, of the time and place of each meeting. In consultation with the moderator, and the General Presbyter, the Stated Clerk will adjust the time and place of a meeting as an emergency warrants.
2. Keep and engross in a suitable record book the minutes of all meetings; furnish extracts of the same, duly attested, whenever properly required; keep a roll of ministers, churches, and candidates, together with their addresses.
3. Notify all commissioners and committee personnel of their appointment, and other appointees of their assignment to specific duties; prepare and forward to the General Assembly, or synod, the statistical reports required by them.
4. Make an annual report at the June stated meeting and report at such other times as the presbytery may direct.
5. Be a member ex-officio and without vote of all committees of the presbytery, serve as secretary of the corporation and of the Financial Resources Committee, and be staff resource to the Committee on Polity and Government.

### Position Eligibility

The clerk of a presbytery, a synod, and the General Assembly shall be called Stated Clerk, shall be elected by the governing body for a definite term as it may determine, and must be eligible for membership in the governing body." (BO, G-9.0203)

### Responsibilities

1. Supervise maintenance and distribution of all appropriate documents
  - a. Minutes of Presbytery, Council, Committee on Ministry, Polity & Records Committee, and Nominations Committee
  - b. Membership Rolls: Ministers, Elders, and Members of New Church Developments
  - c. Corporate Papers
2. Process reports going to other governing bodies

3. Facilitate communication with other Governing Bodies
4. Process all official correspondence with other governing bodies
5. Respond to inquiries for interpretation of Book of Order
6. Facilitating Meetings of Presbytery
  - a. Supervise preparation of the Docket in consultation with Presbytery Moderator and General Presbyter
  - b. Procure adequate facilities for each meeting of Presbytery
  - c. Resource the presbytery moderator
  - d. Function as the parliamentarian for meetings of presbytery
7. Committee Responsibilities
  - a. Stated Clerk support teams supervisor
  - b. Committee on Ministry: Staff (with GP)
  - c. Mission Council: Staff (with GP)
  - d. Nominations Committee: Staff (with GP)
  - e. Committee on Preparation for Ministry: Staff
  - f. Session Records Committee: Staff
  - g. Permanent Judicial Commission: Staff
  - h. Strategy Team: Staff

### **Compensation and Schedule**

1. \$78/unit (Presbytery minimum for part-time ministerial service. All inclusive.)
2. Units: In 2007, the part-time Stated Clerk position was four (4) units per week. The Human Resources Team is considering a necessary increase of the position to five (5) or six (6) units per week. In 2008, the actual time for the position may be negotiable. (1 unit equals approximately three (3) hours.)
3. Optional, Negotiable: Full pension and benefits, i.e. Salary + benefits (31.5%)
4. Weekly Schedule: Flexible. Expected to be on-site at Presbytery Center approximately two (2) units per week.

### **Expectations About the Work**

1. Communication:
  - a. Respond to telephone calls, in person visits, and letters requesting information on "how to . . ." relating to the Book of Order, governing body procedures and requirements
  - b. All ministerial changes to synod, General Assembly, Board of Pensions, and to other presbyteries
  - c. Candidates/Inquirers annual consultation report sent to session and seminary
  - d. Accepting invitations to host presbytery
  - e. Synod or General Assembly on grant approvals
  - f. Election of General Assembly Commissioners and Their Orientation
2. Minutes
  - a. Presbytery minutes
  - b. Other committees as negotiated with HRT and GP
3. Presbytery Docket
  - a. Seek committee requirements for time on the docket
  - b. Prepare draft docket
  - c. Moderate Docket Committee meeting (Moderator, GP)
  - d. Distribute proposed docket to all voting members
4. Presbytery Meetings

- a. Location and all particular arrangements
  - b. Parliamentarian
  - c. Facilitator (Moderator presides, but clerk keeps the process flowing)
  - d. Resource on Book of Order Information
5. Professional Relationships
- a. Participate and represent the presbytery at General Assembly meetings
  - b. Participate and represent the presbytery at Synod assemblies
  - c. Participate in Stated Clerk training and the Association of Stated Clerks provided by General Assembly or General Assembly Mission Council, or Middle Governing Body
  - d. Participate and represent the presbytery at Presbytery Partnership Group meetings (as negotiated)

### **Stated Clerk Duties (from Standing Rules)**

#### 5.30 Stated Clerk

5.31 The stated clerk shall be elected for a three-year term. The incumbent is eligible for re-election. Compensation for the stated clerk shall be determined by the presbytery upon recommendation of the Human Resources Team.

5.32 The duties of the Stated Clerk shall be:

5.321 Be the contact person at the Presbytery for churches seeking pastors and pastors seeking calls and ensures that reference checks are done.

#### 5.322 Record Keeping and Meeting Arrangements

All record keeping related to COM

Keep Roll of Minister Members.

All record keeping for temporary pastoral relationships.

All record keeping related to ordination, certification and commissioning.

All record keeping related to receiving and dismissing minister members and candidates.

All record keeping certifying to another presbytery a call of a congregation of the Presbytery of Newark to a minister member of that presbytery.

All record keeping related to COPM

To receive candidates under the care of presbytery.

To transfer candidates and inquirers to other presbyteries.

To dismiss candidates to other Reformed bodies.

To enroll an individual as an inquirer.

To facilitate review of Minutes of Session of the churches of the Presbytery.

5.323 Preparation of the docket for each meeting of the presbytery in consultation with the moderator, and presented to the presbytery for its adoption. The stated clerk shall approve all requests for time on the docket and recommendations to the presbytery from the Mission Council, work teams and Book of Order committees.

To determine meeting places for Presbytery.

To plan worship for each meeting of the Presbytery by appointing work teams to provide appropriate worship.

5.324 All matters of Polity and judicial administration.

To oversee the Overture and Amendments Procedure including presentation of Amendments from General Assembly to the Presbytery for voting, providing committee recommendations concerning overtures, to plan discussion and the voting process with the Moderator.

To provide consultation for churches of the Presbytery in drafting and presenting amendments to GA.

To provide guidance in matters of the polity of PCUSA, and the Presbytery. To be a resource to churches, pastors, Book of order committees, and the Mission Council regarding the Book of Order and matters of polity. To interpret Book of Order requirements to committees, churches, clergy, etc.

To give guidance and training to Presbytery moderators in application of Roberts Rules of Order and respond to questions of order during Presbytery meetings.

5.325 To participate in the Association of Stated Clerks of the denomination and to keep up to date and informed on matters of polity, etc.

5.326 To serve as Head of Staff when the General Presbyter is out of the office. Office Hours should be coordinated so that the General Presbyter or the Stated Clerk are in the office and available during business hours.

### **Book of Order References to Work of the Presbytery Stated Clerk**

G-9.0105 Send Committee on Representation's annual report to synod

G-9.0203 Minutes - "record the transactions"  
Membership Roll and attendance  
Preserve the records and give extracts  
Clerk elected for specific term of office

G-9.0406 Responsible for permanent safekeeping of records

G-9.0505 Receive in writing actions of administrative commissions and

report that to next meeting of presbytery

- G-11.0101b During first week of January, correct the imbalance of elder members of presbytery
- G-11.0201 Call special meeting of presbytery if moderator unable
- G-11.0305 Responsible for preservation of official records
- G-11.0306 Says presbytery is responsible for annual reports to General Assembly, BUT GA STATED CLERK HOLDS EACH PRESBYTERY STATED CLERK RESPONSIBLE FOR THE ANNUAL REPORTS
- G-11.0401 Ministers laboring outside-the-bounds; the procedure
- G-11.0407 Maintain four rolls listing all minister members
- G-14.0406 Enroll newly ordained and notify their church of membership to remove their name
- G-14.0507 Transmittal of calls to another presbytery

MOST OF THE PROCEDURES IN THE BOOK OF DISCIPLINE INVOLVE THE STATED CLERK AS THE NEUTRAL PERSON WHO INSURES THAT THE PROCESS PROCEEDS PROPERLY.