



The Presbytery of Geneva is a regional ruling body consisting of the clergy and representative elders from Presbyterian Church (U.S.A.) congregations within the Finger Lakes region of New York.

Our Mission: *The Presbytery of Geneva lives to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.*

Our Vision: *Radiating the light of Christ, the Presbytery of Geneva thrives as a community of servants, lifting up every congregation and leader in ministering together*

Portfolio Description

STATED CLERK

(approved by the Committee on Operations on Jan.4, 2021 and Council on _____)

PURPOSE:

- **To fulfill the Book of Order requirements in G- 3.0104:** *To record the transactions of the Presbytery, keep its rolls of membership and attendance, maintain any required registers, preserve its records and furnish extracts from them when required by another council of the church;*
- **To provide support for the governing functions of the Presbytery, monitoring the Presbytery's compliance with Book of Order requirements**

RESPONSIBILITIES:

Strategic and tactical work for which this role is accountable:

- 1. To fulfill the Book of Order requirements for the Stated Clerk of the Presbytery**
 - a. Record attendance and minutes of Presbytery meetings, and provide for their distribution and preservation
 - b. Keep membership rolls of Teaching Elders, Candidates, Commissioned Ruling Elders, Certified Christian Educators, and Associate Certified Christian Educators and report all changes to the Office of the General Assembly
 - c. Furnish extracts from records when required by another council of the church
 - d. To fulfill any other responsibilities outlined in the *Book of Order* regarding disciplinary cases.
- 2. To provide support for the governing functions of the Presbytery, monitoring the Presbytery's compliance with Book of Order requirements**
 - a. Offer guidance regarding the preparation of reports and dockets for all stated and called meetings of the Presbytery.
 - b. Serve as parliamentarian at all presbytery meetings.
 - c. Serve as an ex-officio member and secretary of General Council and Committee on Ministry, attending all meetings with voice but not vote, providing resourcing support, and taking minutes.
 - d. Provide orientation for the Permanent Judicial Commission, Investigative Committees, and Administrative Commissions.
 - e. To serve as official correspondent within and between the Presbytery and other governing bodies of the church;
 - f. Respond to inquiries regarding interpretation of the Constitution of the Presbyterian Church (U.S.A.).
 - g. Present the presbytery minutes for review to the Synod on an annual basis.
 - h. Serve as a member and secretary of the Leadership Team.
 - i. Perform other duties as requested or assigned by the Head of Staff or General Council.
- 3. To participate as a valued member of the Presbytery staff insuring partnership and accountability**
 - a. Attend staff meetings and gatherings
 - b. Comply with the Presbytery Personnel Policies
 - c. Maintain communication with the Head of Staff

4. Performance meets expectations when:

- a. Minutes of Presbytery Meetings are available no later than one (1) week following the meeting.
- b. Minutes of General Council meetings and the Committee on Ministry are distributed to members no later than one (1) week following the meeting.
- c. Updates for the Office of the General Assembly are done within one (1) week following any action taken for changes.
- d. Records for Teaching Elders and congregations are maintained on a regular basis.
- e. Training for Investigative Committees and the Permanent Judicial Commission happen in a timely manner.
- f. Requests for information are responded to within two (2) business days of the request.
- g. Requests for assistance from other staff members are completed within two (2) business days of the request unless another deadline is given.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Capabilities and traits essential to perform satisfactorily:

- Knowledge of the Book of Order.
- Knowledge of Roberts Rules of Order.
- Working knowledge of Presbyterian polity.
- Ability to function as a consultant.
- Highly organized.
- Ability to manage and execute multiple responsibilities and tasks.
- Detail oriented.
- Time efficient.
- Is proficient in using computer technology.

EDUCATION AND EXPERIENCE:

- Is a PC(USA) pastor or ruling elder.
- Experience as a moderator or clerk of session preferred.

DECLARATION OF STATUS:

This is a part-time (quarter time), exempt position. The Presbytery shall elect the Stated Clerk to serve a term of three years and s/he shall be eligible for re-election.

ACCOUNTABILITY:

The Stated Clerk is employed by The Presbytery of Geneva and is accountable to the Presbytery through the Head of Staff and the Operations Committee. The Stated Clerk is expected to log hours and report them to General Council monthly.