

**Contract between \_\_\_\_\_  
and the Presbytery of St. Augustine  
November 1, 2020- October 31, 2023**

The following contract between the Presbytery of St. Augustine (the “presbytery”) and \_\_\_\_\_, for his/her service in the office of stated clerk and related duties and responsibilities. This contract shall be in effect for the period of November 1, 2020 through October 31, 2023. The presbytery and \_\_\_\_\_ agree to the following covenant:

Hours of Service. \_\_\_\_\_ shall serve the presbytery for 20 hours per week, as averaged on an annual basis. In lieu of a set number of weeks of leave time, he/she may take occasional periods of personal and sick leave during the term of this contract but will remain available for communication and carrying out his/her responsibilities to the extent reasonably possible. Presbytery staff and Coordinating Council leadership will be advised at all times of how he/she can be reached.

Responsibilities. \_\_\_\_\_ shall carry out all of the duties and responsibilities of a presbytery stated clerk as described in the Constitution of the Presbyterian Church (U.S.A.), the Presbytery Policies, and the Presbytery Manual of Operations, as amended from time to time. He/She shall represent the presbytery as our stated clerk to other councils (sessions, synod, presbyteries, and General Assembly) and ecumenical faith groups and will perform other duties as approved by the presbytery from time-to-time. His/Her duties and responsibilities are described at the end of this contract.

Accountability to the Presbytery. During the tenure of this agreement, \_\_\_\_\_ will be an employee of the presbytery and shall be accountable to the Coordinating Council and the Personnel Team, subject to the stated clerk’s constitutional, fiduciary and legal responsibilities. He/She is subject to the personnel policies of the presbytery and will receive an annual performance review.

Termination and Renewal. This agreement may be terminated by \_\_\_\_\_ upon 30 days’ written notice for any reason and by the presbytery pursuant to the requirements of the Book of Order and the Manual of Operations relating to the office of stated clerk. Restructuring of staff and officer responsibilities shall be good cause for the presbytery to terminate the agreement. All financial obligations to \_\_\_\_\_ cease as of the date of termination. This agreement may be renewed in its entirety or incrementally extended on a month-by-month basis if all parties to the contract concur.

Terms of the Agreement. \_\_\_\_\_ and the presbytery agree to the following terms of call (annualized):

Salary	\$_____
Housing Allowance	_____
FICA	_____ (.0765%)
Auto Expenses (Reimbursed)	_____ (annual)
Expenses (Travel, Meals, Etc.)	_____ (annual)
Continuing Education (Reimbursed)	_____ (annual)
Total Compensation	\$_____

Continuing education funds may be accumulated over the contract period up to \$3,000. If not utilized during the contract period, any remaining funds and leave are forfeited at the end of the contract period.

Additional Commitments and Conditions. \_\_\_\_\_ will be required to travel and attend meetings within the bounds of the presbytery and occasionally in other locations. Travel expenses will be reimbursed by the presbytery and have been estimated in the terms of call set forth above, except for his/her attendance at the denomination’s Mid-Council Leaders’ Gathering, General Assembly, and synod meetings, which continue to be additional expenses of the presbytery (budgeted elsewhere), as the budget allows. He/She will perform his/her work in the presbytery office and in his/her home office or other work locations, such as churches and Montgomery Presbyterian Conference Center as his/her schedule requires. The terms of this contract, including but not limited to hours and compensation, shall be reviewed at least annually by both parties and are subject to revision as agreed by the parties.

The terms of this contract, approved at a called or stated presbytery meeting, are acknowledged with the signatures placed below.

Name / Signature \_\_\_\_\_ Date \_\_\_\_\_

Presbytery of St. Augustine \_\_\_\_\_ Date \_\_\_\_\_

Duties and Responsibilities

1. Assist the moderator as she/he prepares for meetings of the presbytery with Coordinating Council leaders, relying on administrative and clerical assistance provided by presbytery staff.
  - A. Give notice for the meetings.
  - B. Assist the moderator and host in preparing for the meetings.
  - C. Prepare the agenda and docket for moderator review and approval.
  - D. Respond to inquiries.
  
2. Serve as parliamentarian and stated clerk for meetings of the presbytery, with assistance from a recording secretary, the assistant clerk, and/or the Office Manager who would assist in transcribing the final minutes.

- A. Record and publish minutes of the proceedings.
  - B. Review and publish meeting highlights.
  - C. Preserve minutes and present them to higher councils when requested.
3. Oversee management of membership rolls and records, relying on administrative and clerical assistance of presbytery staff.
- A. Oversee the making and keeping of membership roll of ministers of Word and Sacrament (also known as teaching elders) and others who have voice and vote.
  - B. Oversee the completion of required paperwork for ministers of Word and Sacrament and transmit information as required or requested by higher councils and the Board of Pensions. Assist as requested with paperwork for candidates and inquirers under the care of the presbytery.
  - C. Attest to and maintain the confidentiality of Personal Information Forms (PIFs).
  - D. Work with other presbyteries in facilitating the transfer of ministers of Word and Sacrament into and out of the presbytery. Assist in welcoming and providing information to new members and officers.
  - E. Assist the Call Commission in the annual review of ministers of Word and Sacrament in validated ministries and whose status is at-large.
  - F. Through review, assist in maintaining the accuracy of the presbytery's directory of ministers of Word and Sacrament, commissioned ruling elders, committees, teams, commissions, and congregations.
4. Serve as clerk and parliamentarian for meetings of the Coordinating Council and the Call Commission, including giving notice, assisting the chairs at their request in preparing for meetings, and making sure that minutes are taken and preserved. He/She shall also serve as corporate secretary and assist the Boards of Trustees with providing minutes and documents relating to presbytery transactions and serve as an ex-officio member (without vote) of the Coordinating Council and the Administration Committee.
5. When requested, consult with ministers of Word and Sacrament, ruling elders, session clerks, administrative commissions and other presbytery commissions, committees, teams, trustees, the Permanent Judicial Commission (PJC), crisis response teams, and others regarding the Book of Order, the Book of Confessions, Robert's Rules, annual statistical reports, and the policies, processes, procedures and communications of the Presbytery of St. Augustine and the Presbyterian Church (U.S.A.). Provide or oversee orientation/training for session clerks, General Assembly commissioners, new commissioners at presbytery meetings, and the Permanent Judicial Commission. Provide other training and moderate session and congregational meetings as requested and as time permits.
6. Manage judicial process and provide training under the Rules of Discipline.
7. Coordinate the review of the minutes (and, when appropriate, the rolls and registers) of the congregations of the presbytery. The stated clerk will work with the assistant clerk and session clerks to coordinate this in a way that is convenient and beneficial to the session clerks and that does not have the stated clerk reading the minutes personally on a routine basis.

8. With other presbytery staff and officers, communicate information when necessary by appropriate means (a) from higher councils; and (b) within the presbytery. With other presbytery staff and officers, provide content on the website and the newsletters.
9. Provide guidance for ordination and other official services and functions as time permits.
10. Participate in the work of the church beyond the presbytery. As time and funds permit, attend the PC(USA) initial Clerk's training and other official gatherings such as the annual Mid-Council Leaders' Gatherings and meetings of the Association of Stated Clerks, Synod of the South Atlantic and the General Assembly.
11. In addition to the job duties described above, carry out all other duties and functions of the stated clerk arising from Book of Order and the presbytery operations manual and published policies.