

Job Description

Position Title: Stated Clerk of the Presbytery of St. Augustine	Reports to: Coordinating Council
Hours per week: Part time, 20 hours per week	Form of Employment: Part time employee
Travel: Regional travel on occasion	Effective Date:

POSITION OVERVIEW: The Stated Clerk is elected for a three-year term and is eligible for reelection. The Stated Clerk 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. The Stated Clerk shall represent the presbytery as our Stated Clerk to other councils and ecumenical faith groups and will perform other duties as approved by the presbytery from time-to-time. The Stated Clerk shall report to the Coordinating Council subject to the Stated Clerk's constitutional, fiduciary and legal responsibilities. He or she shall be an ex-officio member without vote of the Coordinating Council and the Administration Committee. The Stated Clerk may recommend assistant clerks as needed to the Nominating Committee for election by the presbytery.

PRINCIPAL RESPONSIBILITIES

1. Assist the moderator and Lead Presbyter as they prepare 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.
 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 while not depending on the Stated Clerk to perform the review.
 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.

SUPERVISION: The Stated Clerk will be a self-starting individual who will seek to take initiative in meeting the strategic goals of the Coordinating Council. She/he will exercise their position with Christ-like temperament, integrity, wisdom and vision. The Coordinating Council will provide feedback and supervision of the position through the Personnel Team, by setting strategic goals, and as the goals are accomplished by envisioning the next priorities.

QUALIFICATION & SKILLS - Candidates must be a minister of the word and sacrament or ruling elder of the PCUSA. Must have critical thinking skills and be proficient in word processing and digital communications (Constant Contact, social media, or similar programs).