

PRESBYTERY OF WABASH VALLEY
POSITION DESCRIPTION
STATED CLERK

July 1, 2012

Summary:

The Stated Clerk will be knowledgeable about Presbyterian polity and the Constitution of the Presbyterian Church (USA), serving as clerk to Presbytery assembly's and Council meetings, and fulfilling the responsibilities of Stated Clerk as described in the *Book of Order*, (G-3.0104 and G-3.0305) Bylaws and the Standing Rules of the Presbytery of Wabash Valley. The Stated Clerk is elected by the Presbytery to a two-year term and may be re-elected by the Presbytery with no term limits.

Accountability:

The Stated Clerk will be accountable to the Presbytery which elects her or him and to the Presbytery Personnel Committee. The General Presbyter will coordinate the Stated Clerk's non-constitutional work with commissions, committee's and task force's.

Relationships:

The Stated Clerk will work in partnership with the Presbytery Staff, Officers of the Presbytery, Council, Commission on Ministry and other entities of the Presbytery and the Presbyterian Church (USA). In these relationships the Stated Clerk will work in a collegial manner while maintaining the degree of independence and neutrality necessitated by the role. The Stated Clerk will also participate in conference with other stated clerks within the Synod and adjacent synods when held under the auspices of the Office of the General Assembly.

Qualifications and Time Commitment:

Ruling Elders and Teaching Elders in the Presbyterian Church (USA) are eligible to serve in this position. The Stated Clerk must be eligible for membership in the Presbytery of Wabash Valley. The position is one half time. Salary, mileage reimbursement at current IRS rates, and opportunities for training at General Assembly approved education events will be proposed by the Personnel Committee and approved in the annual budget.

Specific Responsibilities

- A. Maintain official records for Presbytery, being responsible to:
1. Record transactions of the governing bodies, preserve its records, and grant extracts from records when properly required.
 2. Keep all rolls as required by the *Book of Order* and Standing Rules of the Presbytery; maintain complete records of all churches, agencies, and special ministries as required of Presbytery.

3. Keep a record of all calls to Teaching Elders within the Presbytery and of all changes therein.
4. Fulfill the duties described in *The Rules of Discipline* in proceedings of judicial process and in proceedings of administrative review. (D-11.0600 and 11.0700)
5. Receive all overtures, memorials and miscellaneous papers addressed to the governing body; make record of same and deliver them to the appropriate committee to make recommendations at the next meeting.
6. Coordinate the annual review of session records and the reports to Presbytery.

B. Conduct official correspondence for the Presbytery with the clerks of other governing bodies of the church being responsible to:

1. Transmit certified calls to Teaching Elders and Candidates being called to this Presbytery.
2. Receive a call from another presbytery for the services of a Teaching Elder or Candidate of this Presbytery, and transmit same to the Committee on Ministry, and certify receipt of this call to Presbytery.
3. Submit reports required of the Presbytery by the Stated Clerk of the Synod and of the General Assembly including: changes within the Presbytery as they occur; verification of General Assembly records and the annual compilation of statistical reports; ordinations; receiving, dismissals, and deaths of Teaching Elders; and organizing, uniting, dividing, or dissolving of churches.
4. Transmit to the Stated Clerk of the General Assembly notice of temporary exclusion from exercise of ordained office or membership and notice of removal from ordained office or membership. (D-12.0104g and D-12.0105e)
5. Forward names for nominations and of those elected to service in other governing bodies to the proper channels within those governing bodies.
6. Transmit changes and corrections in *The Constitution* to the Clerks of Session.

C. Other ecclesiastical responsibilities:

1. Serve as parliamentarian in all Presbytery assembly's and Council meetings, advising the Moderator on constitutional or parliamentary issues when requested.
2. Assure that the Presbytery office staff notifies members of the Presbytery of the time and place of all meetings and furnishes reports and information in advance to all commissioners, Teaching Elders and Clerks of Sessions, and distribute minutes of the meetings to them.

3. Call a special meeting of Presbytery at the request, or with the concurrence, of two Teaching Elders and two Ruling Elders, the Ruling Elders being of different churches should the Moderator, for any reason, be unable to act.
4. Oversee the registration of commissioners, Teaching Elders, and corresponding members of Presbytery.
5. Assist the Moderator in the planning of the dockets for the Council and Presbytery assembly's in consultation with the General Presbyter.
6. Provide service to all administrative commissions and all judicial commissions that Presbytery may elect, at their request.
7. Ascertain each January the Teaching Elder-Ruling Elder imbalance reporting the same to Presbytery through Council and recommending a way to redress the imbalance.
8. Provide consultation to the Commission's on Ministry, Preparation, Representation and the Nominating Committee regarding constitutional issues at their request.
9. Call to the attention of the Commission on Ministry, Teaching Elders and churches not in regular attendance at stated assembly's of Presbytery.
10. Provide training for the commissioners to Synod and General Assembly using the resources of our Presbytery, Synod, and General Assembly.
11. Fulfill all other duties and responsibilities of the Stated Clerk of Presbytery as described in *The Book of Order* and the Standing Rules of Presbytery.
12. Preserve Bylaws and Standing Rules of the Presbytery of Wabash Valley.

POSITION REVIEW CYCLE

The Stated Clerk shall be nominated by the Personnel Committee for a term of two years, elected by the Presbytery, and may be re-elected at the pleasure of the Presbytery. There is no limit to the number of terms the Clerk may serve. In consultation with the Synod, the Personnel Committee shall conduct an annual review of the Stated Clerk's work and a comprehensive review approximately six months before the end of term.