

Presbytery of San Jose
Stated Clerk Position Description (Revised)

Title: Stated Clerk

Position: A minister of word and sacrament (also called teaching elder) or ruling elder elected by Presbytery for a term of five years.

Type: Called/elected employee

Status: This position is half-time exempt.

***The Book of Order assigns to the Clerk responsibilities for maintaining rolls, records, and registers; presiding over all disciplinary processes; and receiving and reporting various actions of the Presbytery or others. In the functions listed below these ecclesiastical responsibilities have been marked with an asterisk. Other responsibilities assigned deal with preparatory or supplementary actions necessary to implement those responsibilities or with other requirements related to organizing, scheduling, or coordinating meetings, programs, or staff.**

Purpose: The Stated Clerk shall endeavor to conduct his or her duties in a manner which protects the property and assets of the Presbytery; perform all ecclesiastical duties as are prescribed in the *Constitution of the Presbyterian Church (USA)* (Book of Order G-2.0508, G-2.0509, G-2.06, G-2.0704, G-2.1101, G-3.0104, G-3.0105b, G3.0108, G-3.0109b, G-30302, G-3.0301a, c, G-3.0403, G-3.0305, G-6.04e and The Rules of Discipline D-12.0104g, D-12.0104g), the Standing Rules of San Jose Presbytery (SR) and as may be required by the acts of higher governing bodies, or as may be assigned by the Presbytery or the Presbytery Council. SR 3.14.3

Position Responsibilities:

- I. Function:** In cooperation with the Moderator and the Planning Meeting Sub-committee facilitate the meetings of the Presbytery of San Jose and its Presbytery Council. SR 2.11.
- A. Presbytery
- 1) Schedule meeting places for the year ahead in November. Communicate at least one month ahead of time detailed meeting instructions to each church holding the Presbytery meeting. SR 2.18, 4.29.1
 - 2) At least ten days in advance notify each member of the Presbytery and the clerk of each session about the time, place and proposed docket of each meeting. SR 3.14.3 a
 - 3) Provide forms for the registration of all members at each Presbytery meeting,
 - 4) *Prepare and maintain proper minutes and records for the Presbytery as may be required by constitutional standards G3.0107 or administrative regulations. SR 3.14.3 b
 - 5) *Furnish verified extracts of records or minutes when required by another council.

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- 6) *Provide appropriate notification of the actions of Presbytery and Presbytery Council.
- 7) Alert committee chair at least one month in advance to prepare its annual report as referenced in SR 2.17.
- 8) *At the January Presbytery meeting docket the correct balance between teaching elders and ruling elders. G-3.0301

B. Council

- 1) As Council secretary, prepare proposed dockets in consultation with members of Council one month in advance of the Presbytery meeting. SR 4.24
- 2) *Take minutes at Council meetings; distribute to Council Chair in a timely manner. SR 4.24
- 3) *Preserve the Council's records.

II. Function: Perform other tasks required of the office of Stated Clerk

1. *Maintain knowledge of appropriate application of procedures and policies of the *Constitution of the PC(USA)*, *Roberts Rules of Order*, and the Bylaws/Standing Rules/Manual of Operations of the Presbytery of San Jose;
2. *Oversee judicial process as described in The Rules of Discipline.
3. *Provide advice and counsel as needed on procedural and constitutional requirements
4. *Train and provide resources for the Permanent Judicial Commission of the Presbytery, investigating committees, and general judicial process. SR 7.10
5. *Receive, report and record the decisions of the judicial commissions for the Presbytery of San Jose according to the constitution of the PC (USA).
6. Staff and attend meetings of Polity and Government, Committee on Ministry, Financial Affairs, Council and any other committees which are assigned by Executive Presbyter or the Personnel Committee. SR 3.1.4.3 e
7. *Maintain and preserve all records of the Presbytery including minutes, roll of teaching elders, churches, certified Christian Educators, Ruling Elders commissioned to a particular service, Inquirers and Candidates. SR 3.14.3 b).
8. Participate in meetings of the Presbytery staff, and maintain regular office hours at the Presbytery office.
9. Participate in the bi-annual orientation of commissioners to the General Assembly.

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10. Serving as secretary to the corporation, provide staff resources and counsel on various church property issues. SR 1.41
11. In conjunction with the Financial Affairs Committee prepare and monitor the annual Presbytery ecclesiastical budget for the September meeting of Presbytery. SR 6.16
12. As resource person for Polity and Government Committee oversee the following:
SR 4.29.2 a-e:
 - a) *Schedule the annual review of session records, congregational rolls and verifications of annual financial review. Report the committee's findings at the June Meeting of the Presbytery. G-3.0107, SR 2.17
 - b) *Provide guidance and process management regarding overtures and proposed constitutional amendments. G-6.04e
 - c) Train clerks of session at least bi-annually with Polity and Government's assistance.
 - d) Propose revisions to the Standing Rules of the Presbytery when necessary.
 - e) *Train an Investigation Committee Pool in all matters necessary to accomplish an inquiry into an allegation of offense. (D-10.0103), SR 7.11.

III. Function: Provide official communications on behalf of the Presbytery of San Jose to and from other governing bodies of the PC (USA), other denominations and secular governmental agencies.

1. *Process all inter-presbytery and intra-presbytery ministerial membership transfers and transitions.
2. *The year before General Assembly is to meet; notify the clerk of session of each church in September that nominations will be taken at the November meeting of the Presbytery for Commissioners to next year's General Assembly. Report result of the election to General Assembly. SR 8.11
3. *At the January meeting of the Presbytery, bring recommendations from the Polity and Government Committee for voting on proposed amendments to the Book of Order. SR 4.29.2 b)
4. *Coordinate the Presbytery's churches annual statistical report to GA by notifying the clerk of session of each church in December to prepare the Annual Clerk's Report and Statistical Report to be submitted electronically to the General Assembly by February. Present the completed report at the June Presbytery meeting. SR 2.17
5. *Provide certifications of ecclesiastical standing.
6. *Produce and distribute ministerial identifications cards on an annual basis.

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7. *Maintain all appropriate rolls and records regarding minister-members of the Presbytery. SR 2.12
8. *Present the minutes and records of the presbytery to the Synod for an annual review.
9. Attend General Assembly, Stated Clerk meetings and other related conferences.
10. Maintain an up-to-date list of all Clerks of Session on a yearly basis.

IV. Function: In cooperation with the Executive Presbyter coordinate the work of administrative support personnel.

1. Determine tasks to be performed and make administrative support personnel assignments to accomplish those tasks.
2. Communicate to any assigned administrative support personnel those areas of responsibility, priorities, deadlines, concerns, and training requirements relating to their position.

Relationships, Accountability, and Evaluation:

- Reports to:** the Executive Presbyter, except for ecclesiastical functions designated by the Book of Order.
- Coordinates:** With the Executive Presbyter, Moderator, and Presbytery Council
- Evaluation:** At least annually by the Presbytery Personnel Committee

Skills, Knowledge, and Abilities Needed:

- I. The person should demonstrate effective skills in the following areas:
Effective time management, oral and written communications, computer operation, problem solving and crisis intervention and conflict management.
- II. The person should demonstrate the following attitudes and commitments:
 1. Readily thinks theologically, understands and appreciates the spectrum of theological viewpoints expressed by members of the Presbytery in their diverse ministries, and is personally committed to the Reformed Tradition.
 2. Is an organized facilitator.
 3. Demonstrates a collaborative working style with staff, colleagues, and elected leadership and shares their vision of the Presbytery's role.
 4. Listens with an objective outlook and respects confidentiality.
 5. Quickly learns the complexities and diversity of the Presbytery of San Jose.
 6. Is an approachable person whom presbyters can trust and relate to comfortably.
 7. Models Christian faith and love in the performance of all duties.