

## Mission Presbytery Stated Clerk

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**Purpose:** To serve as ecclesiastical officer of Mission Presbytery (MP) supporting the Presbytery, including the General Presbyter, General Council, congregations and committees. Maintains relationships with PC(USA) governing bodies, local congregations, sessions, and Presbytery members. As recorded in the Book of Order 2015 - 2017, beginning at G-3.0104, the Mission Presbytery Stated Clerk is defined as:

.... a clerk who shall record the transactions of the council, 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. Such extracts, verified by the clerk, shall be evidence in any council of the church.... The clerk of a presbytery, a synod, and the General Assembly shall be called stated clerk, shall be elected by the council for a definite term as it may determine, and must be a ruling elder or teaching elder....

**Status:** This position is an exempt, full-time, salaried position eligible for all BOP benefits with cost-sharing for certain benefits. This position reports to the General Council in partnership with the General Presbyter through the Human Resources Committee of the General Council. Position is elected for a period of five years by the General Council and is renewable.

### **Essential Functions and Responsibilities:**

1. **Presbytery and General Council Administration** – Provides clerical and parliamentary leadership to all meetings. Records and maintains all minutes as required by the Constitution and Manual of Operation. Serves as a resource for parliamentary matters or designates someone to do so. Drafts dockets in consultation with the General Presbyter and General Council. Serves as a resource for the Moderator. Produces and distributes statistical reporting as required.
2. **Committee on Ministry (COM) Administration** – Staffs the COM by recording and maintaining all minutes as required by the Manual of Operations. Maintains membership rolls and church registers as required by the Constitution. Processes incoming Teaching Elders and Commissioned Ruling Elders' documentation prior to examination including VISA and background processing. Submits annually, terms of call for Presbytery validation. Appoints members and maintains minutes of the Administrative Commissions for Ordinations and Installations.
3. **Presbyteries, Synod and General Assembly Administrative Duties** – Receives, responds to and distributes official communications. Reports status changes of candidates, Teaching Elders and Commissioned Ruling Elders to the General Assembly. Attests that Teaching Elders and candidates who wish to circulate their Personal Information Forms have no charges pending against them. Attends Synod and General Assembly meetings in coordination with the General Presbyter. Annually, submits Presbytery records and minutes to the Synod for review.
4. **Congregations, Sessions and Presbytery Administrative Duties** – Serves as constitutional and policy resource; provides Clerk of Session training; annually provides for the review of all session and congregational minutes. Serves as constitutional resource for complainants, respondents, prosecution and courts. Maintains records of cases, investigations and complaints in secured storage.
5. **Presbytery Permanent Judicial Commission Management** – Staffs the commission; selects investigation committee members. Trains investigation committees, the Permanent Judicial Commission and sessions functioning as a judicial body. Serves as a constitutional resource for complainants, respondents, prosecution and courts. Maintains records of cases, investigations and complaints in secure storage.

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6. **Gracious Separation Process Management** – Staffs the Gracious Separation Process and serves as the constitutional and Presbytery policy resource through all phases of the process. In coordination with the Presbytery Moderator and Chair and the COM, appoints members of the Listening and Resolution Teams.
7. **MP Office Administration** – Attends and may lead weekly office staff meetings. Works closely with the Office Manager, Accountant / Bookkeeper and Receptionist / Administrative Clerk to accomplish coordinated administrative tasks.

**Preferred Qualifications and Characteristics:** To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the type of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires a servant attitude for the cause of Christ; desire to work for the advancement of the shelter, nurture, spiritual fellowship, study and worship of the covenant community of the disciples of Christ.
- Requires ordination as a Ruling, Teaching or Commissioned Ruling Elder and three to five years related experience and/or training or an equivalent combination of education and experience.
- Demonstrates knowledge of PC(USA) constitution, theology, history and polity.
- Demonstrates knowledge of parliamentary procedure, particularly Robert's Rules of Order.
- Demonstrates ability to work collegially and pastorally with Teaching Elders, Christian Educators, Ruling Elders, Commissioned Ruling Elders and members of congregations.
- Demonstrates ability to communicate in a gracious manner, protecting confidentiality and building relationships.
- Demonstrates ability to work with a computer using software such as Microsoft Office, Google products and Access.
- Demonstrates ability to manage a project, completing on time and within budget.
- Demonstrates ability to travel overnight on an occasional basis.
- Demonstrates ability to pass all Presbytery background screening requirements, to maintain a Texas Driver's license and required insurance.

### **Physical Demands and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is regularly required to walk and reach with hands and arms; occasionally required to stand, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision and color vision.

While performing the duties of this job the employee is occasionally exposed to fumes or airborne particles. Additionally, there is an occasional travel requirement that may require overnight stays. The noise level in the work environment is usually moderate, as in a typical office environment.