

THE JOHN KNOX PRESBYTERY POSITION DESCRIPTION

TITLE: Stated Clerk

PURPOSE: The purpose of the position of Stated Clerk is to record the transactions of the Presbytery, keep the rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church (G-9.0203); to provide advice and counsel to persons and groups within the presbytery on the Constitution of the Presbyterian Church (U.S.A.); to work with other Presbytery staff in management of Presbytery meetings; and to facilitate Judicial Process.

ACCOUNTABILITY: The Stated Clerk is elected by Presbytery for a three year term and is accountable to the Presbytery through the Personnel Committee; under the supervision of the Head of Staff.

RESPONSIBILITIES:

1. To keep a permanent record of all actions of Presbytery.
2. To record the business of Presbytery, providing a complete electronic copy of Presbytery minutes to the Presbytery Office within two weeks of the Presbytery Meeting.
3. To keep the permanent roll of Presbytery; and to keep a roll of ministers and elders of the churches represented at each Presbytery meeting, as well as those absent with notice and those absent.
4. To keep a complete file of the minutes and to submit these minutes annually to the Synod for review and approval.
5. To act as the Parliamentarian of the Presbytery and to act as advisor to its ministers, and member congregations on questions of Constitutional interpretation and parliamentary usage.
6. To oversee and confirm the transmission of all required annual statistical reports to the General Assembly.
7. To coordinate and/or conduct reviews of the records of the Clerks of Session in the churches of the Presbytery (G-10.0301)
8. To handle the correspondence received by the Stated Clerk.
9. To resource Clerks of Session within the Presbytery in fulfilling their roles.
10. To provide resources and advice for the Presbytery moderator as needed; and to handle other details of meeting management, in consultation with the Executive Presbyter and office staff.
11. To be the primary resource staff person to the Permanent Judicial Commission, Administrative Commissions; and other Presbytery Committees and Task Forces, as assigned; and to facilitate the Judicial Process within the Presbytery as provided by the Rules of Discipline and the JKP Ethics Policies.

12. To resource the Presbytery's Overtures committee, and to provide training of commissioners to the General Assembly.

REVIEW:

An Annual review is held with the Presbytery Personnel Committee in consultation with the Head of Staff.

TERM: The Stated Clerk's term is an elected position with term length of three years. This is a one quarter time position – approximately 10 hours a week, 520 hours per year.

Stated Clerk – Responsibility Clarification

1. JKP Minutes

- a. Take minutes at each meeting of The John Knox Presbytery.
- b. Provide a complete electronic copy of each set of Presbytery minutes to the Presbytery Office within two (2) weeks of the Presbytery meeting.
- c. If additional changes need to be made to these minutes after they have been sent to the Presbytery Office, send a corrected copy to the office immediately upon correction. The corrected and complete copy to be sent as part of the next meeting packet should be at the Presbytery Office no later than one month before the next Presbytery meeting.
- d. Submit minutes annually to the Synod for review and approval.

2. Permanent Record

Keep a permanent record of all actions of Presbytery.

3. Roll

- a. Keep the permanent roll of the presbytery. Communicate changes in the roll as soon as known to the Presbytery office. Access the COM website for updated membership information.
- b. Submit a copy of transfers to the Presbytery office for John Knox Presbytery Office files.
- b. Keep the roll of ministers and elders of the churches represented at each Presbytery meeting, as well as those absent with notice and those absent.
- c. Submit meeting roll records one month prior to the next Presbytery meeting for inclusion in meeting packet.

4. Annual Statistical Reports

Oversee and confirm the transmission of all required annual statistical reports to the General Assembly.

5. Parliamentarian/Polity Advisor

- a. Serve as Parliamentarian at each meeting of The John Knox Presbytery.
- b. Serve as parliamentary and polity advisor to the Moderator of the Presbytery.
- c. Serve as parliamentary advisor to all ministers and members congregations on questions of Constitutional interpretation and parliamentary usage.
- d. Answer all requests for information promptly

6. Records/Minutes reviews

- a. Coordinate and/or conduct reviews of the records of the Clerks of Session in the churches of the Presbytery (G-10.0301)
- b. Resource Clerks of Session within the Presbytery in fulfilling their roles.

7. Presbytery Meeting Resource

Work with Moderator, Vice Moderator and Transition Associate Executive Presbyter in Presbytery meeting preparation and management.

8. Correspondence

Handle correspondence received by the Stated Clerk via US Mail, e-mail, fax or telephone in a timely manner.

9. PJC and Judicial Resource

- a. Serve as primary resource staff person to the Permanent Judicial Commission, Administrative Commissions, and all other Presbytery Committees and Task Forces as assigned.
- b. Facilitate the Judicial Process within the Presbytery as provided by the Rules of Discipline and the JKP Ethics Policies.

10. Bills and Overtures Committee/GA Commissioners

- a. Resource the Presbytery Bills and Overtures Committee.
- b. Plan for training of GA Commissioners.

11. Record of Hours Spent in performing above duties

- a. Submit a detailed record of hours spent in performing the above presbytery business (date/amount of time/activity) monthly to the Personnel Committee via the Head of Staff.
- b. Keep a separate record of the time spent working with Administrative Commissions or Permanent Judicial Commissions as assigned and submit it monthly to the Personnel Committee via the Head of Staff.
- c. Submit mileage/travel vouchers monthly.