PRESBYTERY OF NEVADA, PCUSA

JOB DESCRIPTION

TITLE: **Stated Clerk/General Presbyter**

STATUS: **Salaried, Exempt**

PURPOSE: The Stated Clerk (SC) is an officer of the presbytery, as required by the Book of Order, with judicial and ecclesiastical/administrative duties. The SC is responsible for recording and maintaining records of all Presbytery transactions, preserving records, keeping rolls of membership and attendance, implementation of pertinent governing body decisions, and functions specified in the Presbytery Administrative Manual.

ACCOUNTABILITY: The Stated Clerk is elected by presbytery on nomination of the Personnel Committee. The SC is employed by the Presbytery of Nevada, supervised by the Council through Personnel Committee.

REPORTS TO: Presbytery of Nevada directly and through its Council, standing committees, commissions and special entities.

JOB RESPONSIBILITIES AND TASKS:

I. Function: Rolls, Records, and Reports

A. Tasks

1. Process and record teaching elder calls, changes in terms of call, contracts, dissolutions, transfers, dismissals, and renunciations.
2. Prepare and/or receive, maintain, provide for safekeeping and/or distribution of minutes of the Presbytery, corporate papers, annual reports, reports to and from other governing bodies, and other historical documents pertinent to the life and history of the Presbytery.
3. Maintain the following rolls:
    1. Membership rolls: teaching elders, ruling elders, commissioners and members, corresponding members, pastors of new church developments, and Commissioned Ruling Elders
    2. Attendance at Presbytery meetings which shall be intentionally provided to the Nominating Committee and used in their recommendations
    3. Former commissioners and Youth Advocate Advisory Delegates to the General Assembly and delegates to Synod, as well as
        1. rosters of church rotation for such commissioners, YAAD's and delegates
    4. Candidates and inquirers Roster

     5. Terms of current and former members of the Presbytery's Permanent Judicial Commission for the past eight (8) years
     6. Agencies with formal relationship to the Presbytery
     7. Churches, agencies, and special ministries of the Presbytery

4. Prepare and distribute current membership directories annually, including teaching elders, ruling elder commissioners, churches and their officers, councils, committees, and entities of the Presbytery
5. Oversee and secure Presbytery and congregational statistical reports to the General Assembly and Synod annually

II. Function: Correspondence and Notices A. Tasks

1. Receive, process, and report Presbytery correspondence received from higher governing bodies

III. Function: Meetings of the Presbytery A. Tasks

1. Procure adequate facilities for stated and special meetings of the Presbytery, Council, and Trustees and, when required, committees and/or commissions staffed by the stated clerk
2. In consultation with the Moderator and designated members of the Council, prepare a proposed docket for all stated and special meetings of the Presbytery and Council meetings
3. Issue notice of all stated and special meetings of the Presbytery at least ten (10) days in advance, in accordance with Robert's Rules of Order, to the Presbytery membership and Clerks of Sessions
4. Ensure the availability of the following documents and resources to be present at the Presbytery meetings: minutes of the Presbytery for the previous two years, a copy of the Book of Order, the Presbytery Administrative Manual, Robert's Rules of Order, Newly Revised, and the minutes of the most recent Synod of the Pacific meeting
5. Assist the Presbytery's Moderator during Presbytery meetings; determine and inform the moderator of a quorum
6. Provide for and communicate to the body a parliamentarian to serve during stated and special meetings
7. Prepare and delivers an annual necrology report to the Presbytery, Synod, and General Assembly annually and receive requests of all overtures and memorials to be addressed at the stated meeting by the Presbytery Pastor and resource the Presbytery Pastor when requested
8. Oversee the election of commissioners, delegates, and a YAAD during the Fall Presbytery meeting
9. Serve as Clerk for meetings of Council, which includes securing a venue, preparation of the docket, notice of meeting, and minutes
10. Sit on and resource the Committee on Ministry

IV. Provide Resource and/or Counsel A. Task / Shall Respond to:

1. Ruling and teaching elders, Presbytery officers, committee, and commission members regarding the Constitution of the Presbyterian Church (U.S.A.), the Presbytery Administrative Manual and Robert's Rules of Order; assist presbyters in understanding policies and actions of the Presbytery and its councils, committees, and commissions, as requested
2. The Committee on Bills and Overtures, the Permanent Judicial Commission, the Committee on Ministry, and administrative committees and commissions established by the Presbytery
3. The individual appointed by Equipping Ministries to conduct orientation of new ruling elder commissioners and teaching elders to familiarize presbyters with the Presbytery's structure and enable full participation in Presbytery meetings, preparing and providing appropriate orientation materials as needed
4. Assure the Journal Clerk is supported by appropriate technology at Presbytery meeting venues
5. Provide supervision and resource annual Presbytery Records Review of Clerks of Session, usually coordinated with semi-annual Presbytery meetings
6. Provide training and support to Clerks of Session to ensure full understanding of their responsibility to comply with the requirements of the Presbytery and Book of Order

V. Other Attendance Requirements A. Meetings of

1. General Assembly

2. Stated Clerk meeting of Synod of the Pacific 3. Records Review of the Synod of the Pacific 4. Presbytery of Nevada Trustees

EVALUATION: An annual review and evaluation of the performance of the SC will be held during the fall meeting of the Presbytery of Nevada, or at another time mutually acceptable to the Personnel Committee and the SC