

# Nevada Presbytery Stated Clerk Job Description

Revised September 2015

## Maintain Rolls and Records

- Record the transactions of council
- Keep rolls of membership and attendance
- Keep register of certified educators and CRE's
- Preserve the council's records
- Furnish verified extracts when required by another council
- Recommend the safekeeping of records
- Review, annually or biennially, council's proceedings and actions
  - Presbytery review of sessions
  - Synod review of presbytery
  - GA review of synod

## Judicial Process

- Receive written allegations, requests
- Send requests, communication
- Report decisions of cases to council
- Provide materials pertaining to cases

## Receiving

- Letters of Renunciation G-2.0509
- Notification of Certifications G-2.1101
- Written Protests G-3.0105
- Administrative Commission reports

## Reporting

- Renunciations G-2.0509
- Ordinations G-2.0704
- Certifications G-2.1101
- Votes on Proposed Amendments G-6.04e

## Other responsibilities

### Communications

- Presbytery/Synod
  - Meeting notices
  - Minutes
  - Actions to and from committees and commissions
  - Other information
- Office of General Assembly
  - Statistics, five-part forms, pastoral changes
  - Inquirers and candidates
  - Emails and mailings
  - PIF and CLC
  - Reporting GA Commissioners to GA
  - GA actions and Amendments

### Provide Guidance

- Book of Order
- Presbytery Policies and Procedures
- Parliamentary Procedure
- Judicial Process
- Legal Matter and risk management

### Administrative Duties (often done by EP in other Presbyteries)

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### Council Meetings

- Planning
- Docket preparation
- Parliamentarian
- Recorder of minutes
- Reporting actions and follow up

### Provide for Orientation

- Clerks of Session
- Permanent Judicial Commission
- GA Commissioners

- New Commissioners to Council

#### Self Awareness

- Understand responsibilities and apply boundaries
- Respect council customs and traditions
- Know rules, policies and processes
- Remain neutral and fair
- Use power with care
- Know when to ask for help
- delegate

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