



Ministry General Information

Ministry Name Trinity Presbytery	Presbytery	Synod
Email mallory@trinity-presbytery.org	Preferred Phone 803-794-1225	Website Address www.trinity-presbytery.org
Mailing Address 554 DaVega Dr, Lexington, SC 29073	Alternate Phone/Email	Community Type
Congregation or Organization Size	Curriculum	Average Worship Attendance
Church School Attendance		
Intercultural Composition		

Information about the Position

Position Requirements

Position Type(s) Stated Clerk (Presbytery)	Other Training Bachelor's degree preferred
Experience Required 2 to 5 Years	Language Requirements English

Specify Title / PT Work Hours (if applicable)

Presbytery Part-Time Stated Clerk;
25 hours per week

Employment Status

Part-time

Statement of Faith required?

Yes

Are you open to a clergy couple?

No

Ministry Requirements

Church Mission/Vision Statement

The mission of Trinity Presbytery is to equip and empower our member congregations to become communities of faith, hope, love, witness, and service, so that those who do not know Jesus may come to know, love and serve him, and so that those who do know Jesus may come to love him more intimately and serve him more faithfully.

As part of Christ's church, Trinity Presbytery is charged with living in fellowship with the Triune God in such ways that we demonstrate the Kingdom of God within the world. This presbytery, ideally, will be the body of Christ, both in our corporate life and in the lives of our individual members, and our ministry will give shape and substance to God's truth.

From the Book of Order G-3.03: [Trinity Presbytery] is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness. As it leads and guides the witness of its congregations, the presbytery shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed communities have identified themselves through history (F-1.0303), and the six Great Ends of the Church (F-1.0304).

Tasks, expectations, duties, supervision, assignments, and responsibilities for the position

The Part-Time Stated Clerk serves as the Presbytery's chief ecclesiastical officer, furthering the ministry of Jesus Christ through interpretation and inspiration, performing the responsibilities and functions outlined in the *Book of Order* and the *Manual of Administrative Operations* of Trinity Presbytery.

This person must have a strong personal commitment to Jesus Christ as Lord and the mission of the church as informed by Scripture and the church's confessions and theological positions. This person must also have deep understanding of a Stated Clerk's responsibilities related to the Constitution, including, but not limited to:

- Upholding the Constitution and the decisions, actions, and programs of Trinity Presbytery
- Reporting decisions of the Presbytery Permanent Judicial Commission
- Managing all matters related to the meetings of Trinity Presbytery
- Receiving all reports and overtures, and recommending referral
- Preparing proposed Presbytery docket; proposes number of committees
- Serving as parliamentarian for Trinity Presbytery meetings
- Transmitting reports of actions of Trinity Presbytery and publishing Presbytery proceedings

The ideal candidate:

- Knows the history and polity of the denomination
- Interprets the Constitution in ways understandable to a wide audience
- Knows the organization and operations of councils of the church; i.e., Session, Presbytery, Synod, and General Assembly

Compensation & Housing

Minimum Effective Salary

30371

Housing Type

Non-pastoral

MDP - Narratives

How would you describe the congregation's/organization's specific vision for ministry? How will this vision impact the community? Is the congregation part of a ministry vision or program?

Trinity Presbytery is committed to being spirit-led, servant-modeled, and mission-oriented. Like all presbyteries, Trinity exists to provide spiritual nourishment, moral and material support, and connectivity for our members and the congregations under our care.

Through our ministries and the ministries of our member congregations, we demonstrate love to the community by devoting our life, prayers, and resources toward the Great Ends of the Church (F-1.0304). Our congregations, small and large, work toward these ends according to the needs of their specific communities, using their unique God-given gifts and talents to:

- Spread the Gospel of Christ
- Minister to the needs of the poor and the powerless
- Share with Christ in establishing His just, peaceable, and loving rule in the world
- Heal, reconcile, and bind up wounds

Trinity Presbytery serves as a connector and clearinghouse for mutual support, and for sharing ideas and resources needed for fulfilling our vision. We have been a Matthew 25 presbytery for several years. And we have a Vital Congregations Coordinator on staff. Fifteen pastors and two elders have gone through the full two-year initiative of Vital Congregations Training, with more in the pipeline.

What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

Trinity Presbytery has 57 congregations located in 29 cities along the I-20 and I-26 corridors in the South Carolina Midlands and Upstate. Our largest concentration of churches is in the Columbia (SC capital city) area. Most of our churches serve relatively small, semi-rural communities, and are therefore small themselves.

Theologically, our churches are moderate to conservative. A few have fully embraced PC(USA)'s more inclusive approach and are experiencing the

What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

joys and the pains that come with that change. We value women in leadership, with several called and installed female senior pastors of mid-to large-size congregations.

We are dealing with the same challenges that every mainline denomination has been facing for several years. Our response is to rely on prayer, spiritual discernment, and collaboration to drive our decision-making and actions. Traditionally, we have had strong emphasis on mission. With COVID-related struggles subsiding, we have an opportunity to renew that focus.

We are stronger together, and strongest when we are working in alignment with God's purpose for the Church. We promote cooperation and spiritual growth in numerous ways, including:

- Regional cluster-based activities, including worship and fellowship
- Adult spiritual retreats
- Training for youth, elders, and others
- Work with Camping Ministries of the Carolinas, Presbyterian College, and Thornwell Home

Shared youth ministries, orchestrated by our Youth Ministries Coordinator on staff

How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?

The part-time Stated Clerk serves as the:

- Ecclesiastical officer of the Presbytery under the provisions of the Book of Order
- Parliamentarian of presbytery
- Interpreter of the Constitution of the Presbyterian Church (USA)
- Official correspondent of the Presbytery

Trinity's incoming part-time Stated Clerk will be welcomed into a close-knit team of professionals that has worked together successfully for many

How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?

years. In response to denominational realities, the staff has shrunk over the years from 13 to 7, with only three of those currently being full-time positions. As a result, while staffers have clear responsibilities, they are also flexible and chip in to help each other as needed. Being a team player is key.

Empowering and engaging with volunteers is a critical aspect of the Stated Clerk's role. Whenever and wherever possible, volunteers representing the full diversity of the church should shoulder the work of the presbytery. The Stated Clerk contributes by identifying opportunities, matching skills to roles, and providing training and support to those volunteers who step up. The vision is to be a member-driven presbytery, not a staff-driven one.

Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

Requirements from the job description:

- Strong faith in Jesus Christ and commitment to the ministry of the Presbyterian Church (USA)
- An ordained Teaching Elder of the Word and Sacrament or Ruling Elder in PC(USA), ideally one who has served as Clerk of Session
- Thorough knowledge of and broad experience with the constitution, life, and mission of PC(USA)
- Exemplifies a steward leadership role model
- Sufficient proficiency with current technology to function comfortably in today's environment

Belief in the Bible as the Holy Inspired Word of God is *essential*.

The new Stated Clerk needs to be well-organized and an expert time-manager. Experience in creating and improving processes and procedures is essential to maximize staff and volunteer productivity. This person must help everyone in the office balance team focus and flexibility with maintaining personal boundaries and role responsibilities. This person must strictly enforce confidentiality for all.

Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

Superior communication is a must, including active listening; facilitation skills; clear, concise writing; articulate oral presentation.

The ability to teach/preach and fill pulpits from time to time would be very helpful, but is not required.

Additional desired competencies (top ten from old Ministry Information Form):

- Willing to engage conflict
- Interpersonal engagement
- Communicator
- Public Communicator
- Collaboration
- Technologically savvy
- Externally aware
- Organizational agility
- Spiritual maturity
- Task manager

NOTE: This is a PART-TIME position and has NO BOARD OF PENSIONS component in compensation package

What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

Beyond the normal day-to-day activities required of every Presbytery Stated Clerk, Trinity's new hire must look ahead to some special needs that fall at least partially within the purview of this role:

- **New Strategic Plan.** Trinity's last strategic planning effort was in 2017. Much has changed since then! The General Presbyter and Stated Clerk must partner soon to get a strategic planning recommendation before the Presbytery. Once an initiative has been approved, leadership needs to coordinate with a skilled facilitator to execute the planning process and develop a refreshed mission, vision,

What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

and strategic goal set to drive and focus the Presbytery's work going forward.

- **Staff Succession Plan.** Most of the incumbent staff are nearing (or past) retirement age. Once again, the General Presbyter and the Stated Clerk must work together to map out plans for capturing institutional knowledge, transferring that knowledge to new incoming staff, and ensuring continuity of support for the Presbytery during staff transitions, whenever they occur.

Policy & Procedure Review. A Presbytery's policy & procedure manual is a living document that should be reviewed and refreshed periodically. The new Stated Clerk will naturally study the current manual as part of the on-boarding process. It would be wise to use this necessary analysis as an opportunity to remove any obsolete material and to identify where there are gaps and inefficiencies in the current document.

Optional Links

Trinity Presbytery Website -
- <https://www.trinity-presbytery.org/>

References

Reference #1

N/A

N/A

Reference #2

N/A

N/A

Reference #3

N/A

N/A

999.999.9999

NA@notapplicable.net

999.999.9999

NA@notapplicable.net

999.999.9999

NA@notapplicable.net

Self-Referral Contact Information

COM

Preferred Phone

Gina Brinson

8032407038

Email Address

gina.brinson@gmail.com

EP

Preferred Phone

Danny Murphy

(803) 240-9682

Email Address

dmurphy@trinity-presbytery.org

PNC

Address

Claire F. Kuhl

107 Whispering Pines Lane
GREENWOOD SC 29646

Preferred Phone

8643441716

Alternate Phone or Email

claire@TransformYourVtoR.com

Email Address

claire@TransformYourVtoR.com

[Privacy Policy](#) | [Terms of Use](#) | [CLC Manual and Forms](#)

Copyright © 2023 Presbyterian Church (USA)