

TITLE: Stated Clerk of Providence Presbytery

PURPOSE: The Stated Clerk shall serve the presbytery as parliamentarian, preparer of minutes, keeper of records, and interpreter and communicator of presbytery actions.

EMPLOYMENT STATUS: Contract Position, 10-15 hours per week

ACCOUNTABILITY: This position is accountable to the Presbytery through the Personnel Committee of the Community of Hope (Administration).

RESPONSIBILITIES:

1. Execute and complete the duties enumerated in the Manual of Administrative Operations, complying with responsibilities outlined in the Book of Order.
2. Serve as parliamentarian for presbytery meetings, prepare agenda, minutes, and packet for stated and called meetings of the presbytery, regularly communicate actions of the presbytery to members and ministries, and prepare attendance records and balancing of commissioners for presbytery meetings.
3. Interpretation and communication • interpret the interests of the Presbytery to the Synod and General Assembly. • interpret the interest of the Synod and the whole church to the Presbytery. • interpret the decisions and programs of the Presbytery to Sessions. • interpret the decisions and policies of the Presbytery to the general public.
4. Serve as the officer of the presbytery as required by the Rules of Discipline in the Book of Order; serve as resource to the Community of Witness (Ministerial Services) and Community of Hope (Administration).
5. Coordinate annual session minutes review, assisting clerks of session with regular training opportunities and annual statistical report preparation in cooperation with the Community of Love.
6. Work with Committee on Ministry on closing procedures for churches.
7. Implement tasks required in the PC(USA) EQUIP site for stated clerks and participate actively in the denomination's Association of Stated Clerks.
8. Attend virtual and in-person presbytery staff meetings as scheduled and perform other duties as directed by, and coordinated with, the presbytery.
9. Prepare and compile the Annual Minutes for the Synod and Presbyterian Historical Society.

ESSENTIAL SKILLS, GIFTS, AND EXPERIENCES

1. Must be a member in good standing of the Presbyterian Church (USA) and either a Ruling Elder or Teaching Elder (Minister of the Word and Sacrament).
2. Thorough knowledge of denominational structures, processes, and resources.

3. Supportive colleague in ministry.
4. Proven ability to develop interpersonal relationships cross-culturally and interculturally. Exhibit intercultural humility and predisposition to consider others' interests.
5. Demonstrated ability and willingness to listen, assess situations, and use adaptive approaches to opportunity management and problem solving.
6. Exhibit tenacity, grace, and flexibility when faced with unanticipated or complex challenges. Non-anxious presence in times of grief, stress, and conflict.
7. Observe healthy boundaries, spiritual practices, and self-care.
8. Detail-oriented, punctual, reliable, well organized, an effective communicator, flexible.
9. Excellent skills in current office technology and software, virtual meeting software, and social media.

EVALUATION: Annual review and evaluation with the Personnel Committee of the Community of Hope.

TERMS: This person is elected for a three-year term, subject to termination in accordance with the Book of Order and Personnel Policies of Providence Presbytery.

Benefits and Salary Info: Contract position, as needed hours, paid at \$30/hr.; not to exceed total budgeted package maximum of \$27,000

Approved by Providence Presbytery June 25, 2023