

Presbytery of Middle Tennessee
Job Description: Stated Clerk
(Part-time, no medical/pension benefits)

Purpose

The Stated Clerk position is required by the Book of Order to ensure that constitutional requirements are met by the Presbytery. In addition, the Stated Clerk fulfills duties assigned by the Presbytery through its Mission and Operations Manual, serves as Presbytery's parliamentarian, and contributes to the collaboration, trust-building, and faithfulness practiced within the Presbytery operations to fulfill our mission and ministry purposes.

The Stated Clerk fills an important role in representing the values, vision, and goals of the Presbytery. Creativity and adaptability are expected, beyond the required record-keeping and compliance with the Book of Order. When polity or customary practices are tested, the Stated Clerk's response shall be exploring possibilities and inviting further conversation.

Essential Duties

1. Ensure that constitutional requirements are met:

- Record actions of the Presbytery including the recording of Presbytery minutes and filing reports as required by the Presbyterian Church (U.S.A.)
- Keep rolls of Presbytery membership and attendance
- Preserve Presbytery minutes and other records, furnishing verified extracts upon request
- Provide orientation, training, advice, and requested resources in matters of judicial process
- Assist the Administrative Committee in review of the process and formula for parity of minister and elder members, every five years

2. Fulfill duties assigned by Mission and Operations Manual and Policies:

- Assist in preparations for Presbytery meetings
 - Coordinate with the Moderator, committee chairs, communication director, and Executive Presbyter in preparing for and conducting Presbytery meetings
 - Lead orientation for first-time commissioners at Presbytery meetings

- o Conduct site visits, with Executive Presbyter, at host church for in-person and hybrid meetings
- o Prepare and distribute documents for Presbytery meetings, including contacting committee chairs for reports, drafting the agenda, preparing detailed agenda with the Moderator, reporting actions and correspondence, and providing “Highlights of the Presbytery Meeting”
- Attend meetings of the Administrative Committee, Commission on Ministry, Committee on Preparation for Ministry, Permanent Judicial Commission, and other committees when invited by the chair, or as directed by the Executive Presbyter or the Administrative Committee
- Provide orientation, training, and support for administrative commissions
- Make files, policies, and documents available as requested to resource Presbytery leadership
- Support the work of commissions, committees, and task forces, as needed
- Participate in training of General Assembly commissioners
- Provide for the regular review of Record Retention Policy
- Serve as Secretary of the Corporation

3. Serve as Presbytery’s parliamentarian.

Other Assigned Duties:

- Assist in planning annual Committee Orientation
- Service in the Larger Church – Attend the annual Polity, Benefits, and Mission Conference, Synod of Living Waters, and the General Assembly
- Process and report background checks for new minister members
- Assist PNCs with posting MIFs on Church Leadership Connection
- Provide announcements and updates for Presbytery eNews
- Keep Presbytery’s electronic files updated
- Forward approved policy and documents to Communications Coordinator for posting on website
- Serve collaboratively and transparently with the Executive Presbyter

Resources

The Presbytery will provide access to a laptop computer, reimburse cell phone service @ \$75 per month, and Bria remote phone app subscription. Training and access will be provided for the database (POMA) and cloud document storage (One Drive). Participation in professional groups and conferences deemed relevant to the position will be supported by the Presbytery.

Essential Skills, Gifts, and Experiences

- Must be a member in good standing, as a Ruling Elder or Minister of Word and Sacrament, in the Presbyterian Church (U.S.A.)
- Proven knowledge of the Book of Order, Presbyterian Polity, Robert’s Rules of Order, and PCUSA structures and resources

- Collaborative team-player, invested in best outcomes for all staff colleagues, Presbytery leaders, ministers, and churches
- Able to mediate differences, build trust, and consistently represent the values, practices, and mission of the Presbytery
- Finds joy in wading into details, keeping records, sharing appropriate Presbytery documents, learning to improve as a Stated Clerk, and equipping others for their roles and responsibilities
- Throws the spotlight on dotted line paths, and limited stop signs, in helping others navigate the Presbytery map
- Trustworthy, approachable, prompt in responses, and respectful in all interactions
- Keeps Presbytery property and documents safeguarded yet readily available and accessible, as needed or requested

Accountability: The Stated Clerk shall be accountable to the Executive Presbyter as Head of Staff. Regarding constitutional responsibilities, areas of concern will be communicated to the Administrative Committee through the Personnel Task Force.

Evaluation: The Stated Clerk will be reviewed by the Executive Presbyter at the end of the first year of their term. In the first half of the third year, a comprehensive evaluation will be conducted by the Executive Presbyter and the Personnel Task Force.

Term of Service: The Stated Clerk shall be nominated by the Personnel Task Force through the Administrative Committee and be elected by the Presbytery for a three-year term (to begin January 1). The term is renewable.

Edited, 3/10/2022