

## Stated Clerk & Administrator Position Description

*[Combined Position at 16 hours per week]*

### Position Description:

The Stated Clerk & Administrator provides for the ecclesiastical and corporate administration of the presbytery. The Stated Clerk position is mandated by the Book of Order and the role is outlined in the standing rules of the presbytery [see Appendix A].

As Administrator, the position provides for the corporate workings of the presbytery, including communication management [paper/mail & electronic], processing of incoming financial transactions, meeting/event planning/logistics, and interaction with boards, committees and commissions of the presbytery. A sample task list is attached as Appendix B.

The Stated Clerk & Administrator works closely with the Treasurer/Bookkeeper and Resource Presbyter. An Assistant Stated Clerk may be employed to assist with some aspects of the Stated Clerk role. The position is accountable to the presbytery as the elected officer role of Stated Clerk and to the Coordination Council through its personnel committee as Administrator.

### Qualifications:

- Teaching or Ruling Elder in good standing in the Presbyterian Church USA *[required to be Stated Clerk]*.
- Understanding Presbyterian Polity and the Book of Order *[training by the Office of the General Assembly in Louisville and ongoing support from colleagues throughout the Synod of the Northeast provides ample opportunity to grow in knowledge of polity and governance by mid-councils]*.
- Experience working in a presbytery setting preferred.
- Working knowledge of communication tools including: Microsoft Office, Google Suite, Zoom Conferencing, Mailchimp/Constant Contact, Church Database software, and DropBox cloud storage are used regularly in the position.
- Comfort with making financial data/transactions and basic accounting practices.
- Candidates who are willing to learn new skills, work through difficult situations, maintain confidentiality, work well with a variety of people, and adaptability.
- Maintain a home office with internet connection and ability to navigate computer issues that arise from time to time.

### Location & Travel:

This position is remote but does require travel at least once a week to the Presbytery Office in Ogdensburg for mail sorting, scanning and bank deposits. The position requires use of a home office for a significant portion of the weekly hours. Other travel includes Presbytery Meetings, Committee Meetings, initial and ongoing Clerk Training, Synod Mid-Council Leader Gatherings, and other regional events. Except for travel to and from the office *[which is considered commuting]*, mileage is reimbursed for all other travel.

### Application Process:

Those interested in the position should email their cover letter and a copy of their resume to: [nnypresbytery.search@gmail.com](mailto:nnypresbytery.search@gmail.com) by Wednesday, June 15, 2022. The chair of the search team is Connie Martin, Ruling Elder and Moderator of Northern NY Presbytery.

## Appendix A

The **Stated Clerk** shall be elected at the fourth stated meeting of the year in which the term is completed and shall serve for five years beginning January 1st. They shall be eligible for re-election. They shall be eligible for membership in the Presbytery. They shall be nominated by the Coordinating Council.

The Office of the Stated Clerk shall consist of the Stated Clerk and an Assistant Stated Clerk, when appointed by the Coordination Council.

The duties of the Stated Clerk are defined in the Book of Order. In particular, the Office of the Stated Clerk is responsible for:

- A. Transcribing the minutes of each meeting of the presbytery which upon approval shall constitute the official record of Presbytery, and shall serve as the official custodian of these and other significant files not in current use, as well as minutes and records of any congregations that are dissolved, agencies and special ministries
- B. Maintain an accurate roll of Presbytery's churches, members, commissioned workers, candidates under care, inquirers, and certified church educators, other persons with church certification, and attendance at Presbytery and former commissioners to GA and Synod, including a record of all calls and all changes in terms of call for all ministers and commissioned lay pastors.
- C. Issue the following communications and others as directed by Presbytery
  1. Notices of the meetings of Presbytery and the docket of the meetings as prepared by the Presbytery Council;
  2. Notification of the election or appointment of members of Presbytery committees;
  3. To process on behalf of Presbytery all calls, contacts, dissolutions and transfers, governing body correspondence, annual reports, the AA/EEO process and reports and all matters relating to judicial process;
  4. Actions of General Assembly and the Synod which require special notices;
  5. The annual statistical forms from the offices of General Assembly, to each session within the Presbytery
- D. The Stated Clerk shall serve as Secretary of Presbytery Council ex officio and without vote; The Stated Clerk shall be the Secretary of the Corporation and thus the Board of Trustees
- E. Support the work of the committees of Presbytery by:
  1. Transmitting papers received from other agencies to the proper committee of Presbytery
  2. Advising committees of Presbytery on appropriate times for reports and recommendations
  3. Convening the Bills and Overtures Committee as needed;
- F. Receive and report to the Nominating Committee resignations and vacancies of officers, council members, committee members, chairs of working groups or appointees of Presbytery;
- G. Report at the annual meeting of Presbytery
  1. The annual General Assembly statistical summary based on reports from churches
  2. Balance of minister/elder members of Presbytery and a recommendation to reduce imbalances;
  3. Necrology report for the previous calendar year of the deaths of Teaching Elders, Ruling Elders and Deacons.
- H. Arrange for review of Session Records per Book of Order
- I. The Stated Clerk shall serve as interpreter of the Book of Order, the By-Laws and Standing Rules of the Presbytery and the policies and actions of the Presbytery, its councils, committees, and, when requested to do so, the congregations, sessions and members of Presbytery, and to serve as the parliamentarian of the Presbytery and Presbytery Council during their stated and special meetings.
- J. Orient commissioners to General Assembly and Synod
- K. Insure appropriate logistical arrangements are made for Presbytery and Presbytery Council meetings
- L. Have available at all Presbytery meetings: minutes for the past two years, copies of the current Book of Order, By-Laws, Standing Rules, manuals of operations, docket and all written reports to be presented at the meeting.

## Appendix B

### Regular/Ongoing Tasks

- Respond to Phone/Email inquiries, forwarding to appropriate Boards/Committees
- Serve as Liaison to the Treasurer and Bookkeeper
- Sort USPS mail, recycle/shred junk mail, scan and email bills/invoices & correspondence to Treasurer, Bookkeeper & to PNNY email for archive
- Make weekly bank deposits using the system set up by the Treasurer and Bookkeeper.
- Track Online Giving to the Presbytery and forward notifications to recipients
- Write/Send Thank letters for gifts to the presbytery
- Review USPS Mail scans, file and/or forward to appropriate people/committees
- Manage Cloud [currently Dropbox] for presbytery staff and committees
- Maintain Presbytery Website, making edits through content management portal [forwarding complex issues to developer]
- Create and publish "Resource Connections" E-Newsletter [2x/month with curation by RP]
- Maintain/Update Presbytery Google Calendar
- Maintain/Update Database for the entire Presbytery, giving access to committees, Resource Presbyter, Bookkeeper, etc. for seamless integration.
- Maintain paper office files
- Maintain Confidential Personnel Files
- Maintain and update information in the OGA databases, including EMinister, CLC, Prep4Min, Church Statistics, etc.

### Monthly/Quarterly Tasks

- Take Minutes for Coordinating Council
- Serve as Corporate Secretary for the Trustees
- Record the actions of the COM to ensure accurate reporting to the Presbytery
- Resource and Support the Financial Oversight Committee
- Organization & Planning for Presbytery Meetings and Retreats. [Online, in-person and Hybrid gatherings]
- Create Draft Agendas for Stated and Special Called Presbytery Meetings for the Coordinating Council
- Send Meeting Notices and set up Dropbox Folders for each meeting, ensuring website links are working
- Prepare 'Roll Call Sheets for each meeting
- Prepare Presbytery Name Tags for in person gatherings
- Compile, edit, place in Dropbox and in record book corrected minutes of Presbytery meetings

### Annual Tasks [various point of the year]

- Work with Treasurer to Prepare and send Annual Remittance & Pledge Forms for churches
- Work with RP and Treasurer to Prepare Annual mailing to CoS & Moderators
- Solicit Reports for Annual Presbytery meeting
- Solicit and compile Necrology Report for annual meeting
- Solicit data and prepare report on annual terms of call for annual meeting
- Solicit annual reports from active members of Presbytery not currently serving as pastors
- Prepare directory for Publication after Annual Meeting
- Communicate with Clerks of Session for records reviews, annual reporting, etc.
- Transmit Clerk's Annual Questionnaire to CoS
- Set up CoS Record Reviews
- Initiate and track church statistical inputs
- Bulk Order Presby Planning Calendars, BOO, BOC, etc.
- Train and provide support for Synod and GA Commissioners
- Provide initial training and ongoing support to Presbytery Administrative Commissions
- Attend OGA Stated Clerk Trainings and Conferences