

Presbytery of San Diego

Position Description Stated Clerk

Job Title: Stated Clerk

Reports to: Executive Committee and Presbytery

FLSA Classification: Part Time, Non-Exempt

SUMMARY OF POSITION

The Stated Clerk is a Teaching Elder or a Ruling Elder of the Presbyterian Church USA, who trusts in Jesus Christ as Lord and Savior and abides by the unique authority of Scripture and the Constitution of the Presbyterian Church. The position exists to carry out the responsibilities and functions outlined in the Book of Order and the Presbytery of San Diego's Manual of Operations. The Stated Clerk works in cooperation with the Executive Director to fulfill the work the Presbytery is charged with.

ESSENTIAL RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following responsibilities reflect the Presbytery of San Diego's Manual of Operations.

- Providing the Executive Committee and the Presbytery with polity guidance regarding the Book of Order, interpretation of the Manual of Operations, and application of Robert's Rules of Order;
- Reporting to Presbytery the receipt, disposition and/or referral of all correspondence and communications to the Presbytery;
- Arranging with host churches for the logistics of Presbytery meetings;
- Preparing and sending official correspondence directed by the Presbytery;
- Conducting training for session clerks at least annually, in cooperation with the Presbyterian Operations Committee;
- Preparing with input from the Leadership Subcommittee of Executive Committee and the Executive Director, the docket for that Committee's meetings;
- Maintaining a record of all standing committees of Presbytery, copies of minutes of their meetings, and rosters of their membership;
- Supports the standing committees of the Presbytery as identified by this *Manual*;
- Advises administrative commissions for new church developments on the ecclesiastical and secular (corporate) tasks that must be completed prior to a new congregation becoming a stand-alone, member church of this Presbytery;
- Providing for the permanent safekeeping of the Presbytery's records, including transfer to the Presbyterian Historical Society; providing for safekeeping of records from any church of the Presbytery for which the congregation is dissolved;

- Directing the activities of the Minute Clerk, if one is appointed;
- Referring to the PJC any written complaint alleging an irregularity in a particular decision or action, or alleged delinquency;
- Referring to the Presbytery Moderator notice of a written statement of an alleged offense(s) (but not the name of the individual against whom the offense is made) and requesting the Moderator appoint an IC (see *BoO D-10.0103*);
- Providing support and Constitutional advice to ICs as necessary, including payment of expenses of each IC;
- Working collaboratively with the Executive Director (ED) to ensure continuity of necessary Presbytery functions during a temporary absence of the ED or prior to a replacement assuming the position after the ED departs from the position.
- Coordinate the implementation of the Presbytery mission and decisions;
- Implement the church-wide plan for equal employment opportunities and the Presbytery's affirmative action plan;
- Serve as liaison to the General Assembly and the Synod of Southern California and Hawaii;
- Obtain references and reports of past performances from counterparts (or other appropriate individuals) in the presbytery(or denomination) of membership for teaching elders seeking to become members of this Presbytery;
- Work collaboratively with congregations and transitioning personnel to support the transition of pastors and commissioned ruling elders;
- Supports the various standing and special committee of the Presbytery in carrying out their organizational responsibilities; and
- Performing other administrative tasks designated by Executive Committee or Presbytery.

COMPETENCIES

Demonstrates a personal commitment to and a deep and abiding faith in Jesus Christ by living in accordance with His teachings and a passion for bringing others into fellowship with Him.

- Effectively promote and maintain the mission of the Presbytery of San Diego with a gracious and cordial manner when interacting with those within and without the Presbytery.
- Communicates effectively, both orally and in writing, in the English language in order to communicate with staff, members, and visitors.
- Must possess strong oral and presentation skills for individual, small and large group communications.
- Dependable, organized and self-starting; able to successfully work independently.
- Demonstrates ethical conduct and ability to maintain confidentiality at all times in accordance with the Employee Handbook; able to handle difficult situations with a high level of tact and diplomacy.

- Team oriented; able to work collaboratively with a wide variety of people, staff, guests, members, and volunteer workers.
- Capable of balancing and prioritizing workload to successfully execute goals in a timely manner.
- Demonstrate desire to build, nurture, and maintain meaningful relationships with and between others, including the ability to cross cultural boundaries.

REQUIRED EDUCATION AND EXPERIENCE

- Experienced in Excel, Word, SharePoint, PowerPoint, Publisher, and Outlook. Familiarity with Mac applications is helpful.
- Understanding of the organizational structures and polity of the Presbyterian Church (USA) preferred.
- Understanding of Robert's Rules of Order
- Must be a Ruling or Teaching Elder in good standing within the Presbyterian Church USA.
- Must have a current valid license to drive in the State of California and maintain California required auto insurance.
- Completed background check.

SUPERVISORY RESPONSIBILITY

This position has no supervisor responsibilities.

ENVIRONMENTAL CONDITIONS

- Indoors in a normal office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes at least seventy-five percent (75%) of the time.
- Frequent computer use at workstation up to two hours at a time.
- Occasionally work at a fast pace with unscheduled interruptions.
- Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours.
- Public contact position requiring appropriate apparel.
- This is a remote position with some in-person requirements.

PHYSICAL DEMANDS

- Mobility within facilities including using stairs from floor to floor.
- Ability to sit, stand, walk and bend.
- Access information using a computer.
- Ability to lift up to 25 pounds.

EQUIPMENT

- Desktop, Laptop and/ or iPad computers
- Scanner
- Telephone

POSITION TYPE/EXPECTED HOURS OF WORK

This is a non-exempt position expected to be an average of 10 hours per week. The schedule is highly dependent on the needs of the Presbytery of San Diego.

Benefits provided include sick days, vacation, and holiday in accordance with the Employee Handbook.

TRAVEL

Occasional travel may be required less than 20% of the time.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The responsibilities summarized in this job description may be revised by the Executive Director and/or the Human Resources Committee at any time.

Pay Scale

SIGNATURES

This job description has been reviewed and approved by the Human Resources Committee on

Reviewed with employee on _____ by _____

My signature below attests that I have received the job description for Stated Clerk, I read it, I understand it and I have had an opportunity to ask questions.

Employee _____ Date _____