

Presbytery of Ohio Valley Stated Clerk Position Description

Purpose of the Position: To fulfill the functions of the Stated Clerk of Presbytery as set forth in the *Book of Order* of the Presbyterian Church (U.S.A.) and other specific responsibilities as assigned by the Presbytery of Ohio Valley.

Book of Order Responsibilities: *see attached compilation from the Office of the General Assembly*

Other Specific Responsibilities:

- Provide guidance and assistance for Presbytery Assemblies
 - Work with the Executive Presbyter and others to plan Presbytery assemblies, including recommending dates and securing locations.
 - Work with the Executive Presbyter to prepare the docket
 - Assist and support the Presbytery Moderator in the performance of his/her duties
 - Serve as parliamentarian
 - Provide for a recording clerk, and check minutes for accuracy
 - Report the actions of the Presbytery as appropriate
- Serve as recording clerk and as a member *ex officio*, with vote, of the Presbytery Council
- Serve as recording clerk and as a member *ex officio*, without vote, of the Board of Trustees
- Serve as secretary of The Presbytery of Ohio Valley, Inc.
- Provide guidance, as needed and requested on matters pertaining to the Book of Order, Presbytery policies, judicial process, and parliamentary procedure
- Report to the Office of the General Assembly and to the Synod of Lincoln Trails as needed and required
- Attest Personal Information Forms through the Church Leadership Connection as needed
- Assist the work of the Committee on Ministry, Committee on Preparation for Ministry, and POV Academy Committee by performing criminal background checks as requested
- Provide guidance to clerks of session
- Consult with Executive Presbyter and other presbytery staff as needed and requested

Qualifications:

- Vibrant commitment to Jesus Christ.
- Strong faith within the Reformed tradition.
- Expertise in the polity of the Presbyterian Church (U.S.A.)
- Ordination as either a Ruling or Teaching Elder in the Presbyterian Church (U.S.A.)
- Eligible for membership in the Presbytery of Ohio Valley
- Bachelor's degree or its equivalent. A Master's degree, or its equivalent, is preferred.

Relationships and Accountability:

- Is accountable to the Presbytery through the Council, and to the Executive Presbyter as Head of Staff
- Works in a cooperative and collegial relationship with the Executive Presbyter
- Is available to other staff of presbytery, committees of Presbytery and pastors and clerks of session as needed or requested

Compensation, Review and Term:

- Compensation shall be set by the Presbytery upon recommendation of the Personnel Committee and Council. Should a disciplinary or remedial case go to trial, the Presbytery Council will, in consultation with the Stated Clerk, provide for a means to negotiate the staffing and compensation for individual elements of that work. Council shall negotiate staffing and compensation for the sale of church property from the proceeds of such property.
- An annual review shall be conducted by the Personnel Committee in consultation with the Executive Presbyter.
- Election to this position is for a term of three years, which may be renewed.

***Book of Order Responsibilities of the Stated Clerk
Compiled by the Office of the General Assembly***

Rolls and Records

G-3.0104, G-3.0107, G-3.0108, G-3.0305

- Record the transactions of the council
- Keep rolls of membership & attendance
- Maintain required registers (Certified Christian Educators, Associate CEs, CREs)
- Preserve the council's records
- Furnish verified extracts when required by another council
- Recommend the safekeeping of the records
- Review, annually or biennially, council's proceedings & actions
 - Presbytery review of sessions
 - Synod review of presbytery
 - GA review of synod

Judicial Process

Rules of Discipline

- Receive written allegations, requests
- Send requests, communication
- Report decisions of cases to council
- Provide materials pertaining to cases

Receiving

- Letters of Renunciation *G-2.0509*
- Notification of Certifications *G-2.1101*
- Written Protests *G-3.0105*
- Administrative Commission Reports *G-3.0109b*

Reporting

- Renunciations *G-2.0509*
- Ordinations *G-2.0704*
- Certifications *G-2.1101*
- Votes on Proposed Amendments *G-6.04e*
- Presbytery changes (Synods: dividing, uniting, combining, creating) *G-3.0403*