

Presbytery of San Jose
Stated Clerk Position Description

Title: **Stated Clerk of the Presbytery of San Jose**
Position: A minister of word and sacrament (also called teaching elder) or ruling elder elected by Presbytery for a term of five years and reports to the Executive Presbyter of San Jose Presbytery
Type: Called/elected employee
Status: 25-30 hrs./week, exempt
Reports: Reports to the Executive Presbyter, except for ecclesiastical functions designated by the Book of Order
Evaluation: Annual Review with mid-year check-in by Executive Presbyter and Personnel Committee
Experience: Experience working with or in Presbyterian mid-councils
Educational Requirements: Minimum bachelor's degree

The Stated Clerk is an elected officer of the Presbytery and serves all ecclesiastical duties as prescribed in the Constitution of the Presbyterian Church (USA) ("Constitution"), the Bylaws, and the Standing Rules of the Presbytery of San Jose. The Stated Clerk shall serve as the secretary and agent of the Presbytery of San Jose's Corporation. As a staff member of the Presbytery, the Stated Clerk shall be a resource and support for the churches and leaders of the Presbytery.

Position Responsibilities:

I. Establishes and maintains effective and positive working relationships with:

1. Presbytery Staff:

- Partners with the Executive Presbyter and other staff to respond to a range of issues regarding the support and resourcing of PSJ churches, new worshipping communities, and affiliated non-profit entities
- Provides support, advice, and resources to Presbytery leadership

2. Sessions, Churches, and Clerks of Session:

- Coordinates Clerk training with Polity and Government Sub-Committee
- Provides information and facilitates Session record review
- Oversees annual statistical reporting
- Provides resources and advice as needed for church leaders in ecclesiastical, property or administrative matters

3. Presbytery Coordinating Council:

- Serves as Secretary of the Coordinating Council
- Provides advice and resources to support the Coordination Council's work
- Coordinates with Coordinating Council chair and Moderator to plan effective Presbytery meetings that meet *Constitution* and Presbytery requirements

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4. Committees of the Presbytery of San Jose and the wider church:

- Serves as an ex officio member of the Coordinating Council and Presbytery committees, and other work groups and task forces as assigned
- Schedule the annual review of session records, congregational rolls, and verifications of the annual financial review. Report on the committee's findings at the appropriate meeting of the Presbytery
- Provides guidance and process management regarding overtures and proposed constitutional amendments
- Train clerks of session annually with the Polity and Government's assistance
- Propose revisions to the Standing Rules of the Presbytery when necessary
- Train an Investigation Committee Pool in all matters necessary to accomplish an inquiry into an allegation of an offense
- Attend General Assembly, Stated Clerk meetings, and other related conferences

II Administrative Responsibilities:

Maintain knowledge of the appropriate application of procedures and policies of the *Constitution of the PC(USA)*, *Roberts Rules of Order*, and the Bylaws/Standing Rules/Manual of Operations of the Presbytery of San Jose. Serves as the parliamentarian of San Jose Presbytery and Coordinating Council.

1. Member Rolls:

- Maintains Minister member rolls
- Maintains required documentation for PSJ
- Manages the process for background checks, reference checks
- Ensures all annual reporting requirements are met
- Serves as the liaison to the national church offices and maintains associated files

2. Records:

- Ensures that all necessary actions are properly recorded in Presbytery minutes
- Maintains official minutes in archival files, secures Synod review of minutes, and provides file extracts as needed
- Maintain and preserve all records of the Presbytery, including minutes, roll of teaching elders, churches, certified Christian Educators, Ruling Elders, Commissioned Ruling Elders, Inquirers/Candidates for ordination
- Provide certifications of ecclesiastical standing
- Produce and distribute ministerial identification cards on an annual basis
- Maintain all appropriate rolls and records regarding minister-members of the Presbytery
- Present the minutes and records of the presbytery to the Synod for an annual review
- Maintain an up-to-date list of all Clerks of Session yearly

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3. Judicial Processes:

- Oversees judicial processes according to the Constitution, the Bylaws, and Standing Rules
- Supports the work of the Permanent Judicial Commission
- Provide advice and counsel as needed on procedural and constitutional requirements

4. Corporate Secretary:

- Serves as Corporate Secretary of Presbytery of San Jose
- Oversees legal matters, risk management/insurance, contracts, governmental reporting, and financial audits/reviews

5. Ecumenical Officer: Serves as the Presbytery's Ecumenical Officer as needed

6. Communications:

- Provide official communications on behalf of the Presbytery of San Jose to and from other governing bodies of the PC (USA), other denominations, secular governmental agencies, and community entities
- Process all inter-presbytery and intra-presbytery ministerial membership transfers and transitions

Skills, Knowledge, and Abilities Requirements:

- Possess a high degree of emotional intelligence and self-awareness
- Can maintain a high degree of confidentiality
- Exhibits Christian virtues of humility, kindness, and love
- Can navigate the dynamics of change management
- Effective time management, oral and written communications, computer operation, problem solving and crisis intervention, and conflict management
- Readily thinks theologically, understands and appreciates the spectrum of theological viewpoints expressed by members of the Presbytery in their diverse ministries, and is personally committed to the Reformed Tradition
- Is an organized, agile facilitator
- Demonstrates a collaborative working style with staff, colleagues, and elected leadership
- Listens with an objective outlook and respects confidentiality
- Can quickly learn the complexities and diversity of the Presbytery of San Jose
- Is an approachable person whom others can trust and relate to comfortably
- Models Christian faith and love in the performance of all duties