

PALO DURO PRESBYTERY STATED CLERK POSITION DESCRIPTION

I. INTRODUCTION

- A. The Book of Order (G-3.0104) identifies a “clerk” as one of the officers of each governing body, and when the body is a presbytery, calls that person a “stated clerk.”
- B. G-3.0104 identifies a short list of duties:
 - 1. Record the transactions of the governing body
 - 2. Keep its rolls of membership and attendance
 - 3. Preserve its records carefully
 - 4. Furnish extracts from them when required by another governing body

II. ADMINISTRATION

- A. File annual reports to higher courts of the Church.
- B. Enroll newly ordained ministers of the Presbytery and notify the Presbytery of care to remove his/her name.
- C. Communicate ministerial changes for the Presbytery to the Synod, General Assembly, Board of Pensions, and other presbyteries.
- D. Coordinate the annual review of session minutes of congregations of the presbytery annually.
- E. Mail copies of church records to the Presbyterian Historical Society when a congregation of the Presbytery closes or leaves the denomination.

III. REPRESENTATION AND SUPPORT

- A. Represent the Presbytery at Synod and General Assembly functions and meetings as required.
- B. Serve as an ex-officio member of the Council of Ministries, and serve as its secretary.
- C. Assure that all committees of the presbytery are functioning according to the Book of Order.
- D. Ensure parity of Ruling Elder Commissioners and Teaching Elders at meetings of the Presbytery.
- E. Support the Administrative Commissions of the Presbytery.
- F. Act as a resource for teaching elders, ruling elders, and committees.

IV. PRESBYTERY MEETINGS

- A. Collaborate with the Common Life Ministry to generate the docket for Presbytery meetings.
- B. Act as parliamentarian at meetings of the Presbytery.
- C. Issue calls for stated, adjourned, and special meetings, as provided for in the Form of Government.
- D. Provide opportunities for presbytery study and action on proposed overtures; and report the action by the presbytery on such overtures to the appropriate governing body.

V. DISCIPLINARY CASES (D-7.0000-D-8.0000)

- A. Receive and report accusations, charges, and judgments.

VI. Traits of a Stated Clerk

1. Ordained as Teaching or Ruling Elder
2. Ability to travel
3. Discipline to maintain confidentiality
4. Clerical or bookkeeping skills
5. Represent PDP and PCUSA
6. Understanding of parliamentary procedures
7. Computer skills
8. Good time management skills

ACCOUNTABILITY

The Stated Clerk is accountable to the Executive Presbyter, with an annual review complete by the Resource Ministry. The Stated Clerk will have no supervisory duties.