



- TITLE:** Stated Clerk for the Presbytery of Genesee Valley (PGV)
- CATEGORY:** In accordance with the Fair Labor Standards Act, this is an exempt position. It is a part-time hourly position defined as 15 hours per week average—may vary. The Stated Clerk is an elected officer of the Presbytery.
- ACCOUNTABILITY:** This position is accountable to the Presbytery. Employment is through election by the Presbytery for a three-year term, renewable upon recommendation. An annual review will be conducted according to the Presbytery's Personnel Policy.
- EMPLOYMENT:** Remote position. Most of the work will be performed remotely. This position requires use of a remote office with high-speed internet and includes occasional travel for on-site work and/or required events.

RESPONSIBILITIES

Position Overview

The Stated Clerk for the Presbytery of Genesee Valley serves as parliamentarian of Presbytery, the interpreter of the Constitution of the Presbyterian Church (USA) and the official correspondent of the Presbytery. As secretary, parliamentarian, and journal clerk for PGV the Stated Clerk will:

- Create, maintain, and preserve all official rolls and records of the Presbytery of Genesee Valley
- Develop and manage official correspondence of the Presbytery
- Provide polity, parliamentary, and administrative guidance for committees and working groups, as requested and desired
- Serve as parliamentarian for Presbytery, Committee on Ministry, Transitional Leadership Council or its successor
- Serve as secretary and journal clerk for Presbytery, Committee on Ministry, and Transitional Leadership Council or its successor body
- Support and resource the judicial process
- Provide orientation, training, and guidance to clerks, officers, leaders, and commissions regarding parliamentary procedure

Essential Functions and Responsibilities

- Maintain accurate rolls for the Presbytery, including churches, Teaching Elders, Commissioned Pastors, Certified Christian Educators, Validated Ministries, inquirers, candidates under care, attendance at Presbytery, and commissioners to Synod and General Assembly
- As parliamentarian and secretary
 - Maintain and preserve all official documents of the Presbytery
 - Manage all official correspondence of the Presbytery; receive, record, and respond to correspondence in an accurate, thorough, and timely manner
 - Provide guidance and training to Presbytery leaders, including Moderator and Moderator-Elect
 - Advise leaders, clerks, commissions, committees, churches on polity, procedure, and ecclesiastical law
 - Prepare a proposed agenda for stated and special meetings of Presbytery; oversee docket distribution process prior to the presbytery meeting
 - Prepare Stated Clerk's Consent Agenda, Big Picture Team (Transitional Leadership Council) report, and Committee on Ministry (COM) report for meetings of the Presbytery
 - Record, report, and preserve minutes of all meetings of the Presbytery; present minutes annually for Synod review
 - Recruit volunteers, as needed, to assist in the recording of Presbytery minutes
 - Record and distribute minutes of the Committee on Ministry meetings and manage COM documentation

- Prepare a plan to maintain parity between the number of minister members and ruling elder commissioners
- Record and distribute meeting minutes for the Big Picture Team (Transitional Leadership Council) or its successor
- Develop, maintain, and preserve all historical records for the Presbytery, furnishing extracts from them as required by another governing body
- Support the work of the committees and working groups of the Presbytery by advising of timelines and transmitting communication from agencies or other entities
- Generate well-written accurate documentation, especially meeting minutes, in a timely manner
- Lead the annual session records review and statistical reporting processes; guide and support clerks of session for preparation of minutes and statistical report
- Submit annual statistical reports as required by the Office of the General Assembly and report results to Presbytery
- Serve as training resource to the Investigative Committees and Permanent Judicial Commission, in accordance with Rules of Discipline and Presbytery procedures; resource Administrative Commissions as requested
- Participate in General Assembly and Synod events as appropriate to the position, including Mid-Council Leader Orientation
- Maintain active membership in the Association of Stated Clerks (PCUSA)
- Fulfill other such duties as may be called for in the Book of Order or policies of the Presbytery

QUALIFICATIONS

- Teaching Elder or Ruling Elder in good standing in the Presbyterian Church (USA)
- Seeks to follow Jesus in personal and professional life
- Bachelor's degree preferred
- Minimum of three (3) years experience in administration, preferably with a church organization
- Understanding and deep working knowledge of Presbyterian Polity, the Book of Order, and Roberts Rules
- Demonstrated proficiency in the use of office technology, data storage, and communication tools including Google Business Suite, database software, Cloud storage, conferencing software (such as Zoom), and messaging apps
- Demonstrated capacity to work independently and effectively; manages multiple tasks and time efficiently to produce high-quality output and meet timelines
- Proven excellence in listening and written communication skills
- Commitment to professionalism, maintaining confidentiality, and managing sensitive information with excellent judgment and compliance with all stated guidelines
- Strong interpersonal communication, writing, and presentation skills

CHARACTERISTICS OF A SUCCESSFUL STATED CLERK

- Exceptional organization skills and attention to detail; able to prioritize, document, manage multiple tasks, and meet deadlines
- Willing and able to learn new skills; seeks help when needed
- Highly disciplined, motivated, honest, and reliable
- Adept active listener and skilled notetaker
- Clearly and professionally conveys information in writing and verbally
- Builds relationships and works collaboratively with colleagues
- Values varied styles and means of communication
- Adaptability and comfort working in an organization experiencing change

COMPENSATION

- Salary range: \$25-\$35 per hour dependent upon skills and experience
- Spend toward cost of remote office
- Appropriate systems equipment provided
- Membership fee for Association of Stated Clerks (PCUSA)
- Expenses accrued for travel required by the position reimbursed according to Presbytery policies

CONTACT: To apply please contact Rev. Erin Schubmehl Jacobson, chair of the Stated Clerk Nominating Committee at erin.jacobson@pittsfordpres.org