

Acting Stated Clerk

Part Time (minimum of 30 hours per week with compensation to match)

Accountable to the Presbytery through the Personnel Team

Purpose

The Acting Stated Clerk shall serve the Presbytery of the Coastlands (POC) with energy, intelligence, imagination, and love, by serving as an officer of the POC with judicial, ecclesiastical, and administrative duties. This individual fulfills the duties and responsibilities specified by the Constitution of the PCUSA in the Book of Order (G-3.0104) and those specified by the Standing Rules and By-Laws of the POC. They shall serve as a recorder, parliamentarian, legal agent, polity advisor and official correspondent to the POC.

Relationships and Responsibilities of the Acting Stated Clerk

The Acting Stated Clerk is an elected officer of the POC and is accountable directly to the POC through the Personnel Committee. The Stated Clerk relates to other POC staff, officers, committees of the POC as colleagues, and to other stated Clerks throughout the church as consultant, friend, and mutual advisor.

The Acting Stated Clerk shall relate to:

- The Presbytery through the Interim Personnel Committee of POC
- The Interim Presbytery Leader/Head of Staff as a colleague, support, and collaborator
- The Assistant(s) to Head of Staff and Acting Stated Clerk as a colleague, advisor, resource, and support
- The Treasurer as a colleague, support, and resource
- The Board of Trustees as the Corporate Secretary according to POC bylaws
- Other elected staff, officers, committee chairs and volunteers as counsel and resource
- Ruling and teaching elders as a support and resource, particularly session clerks

The Acting Stated Clerk shall hold responsibilities for the following areas:

- To record and maintain full detailed records for the POC, including
 - Taking minutes of all meetings of the PCNJ and other legal records
 - Ensure that POC meeting minutes are approved by the Synod of the Northeast
 - Obtain, maintain, and report rolls and status of churches, clergy members, Commissioned Ruling Elders, and Certified Christian Educators
 - Maintain a list of former Permanent Judicial Commission members
- To oversee property management and records management
- To oversee and promote accurate and complete congregational records by:

- Providing for annual review of records of local sessions and the collection of statistical information from sessions
- Assisting and providing training sessions on request of the session moderator, if time permits
- To act as a parliamentarian and provide polity information and interpretation as needed
- Work alongside the Trustees and the Council to further the mission of the Presbytery
- To attend Interim COM meetings as an advisor without vote, and other committees, as requested and time permits
- To serve as a resource to Interim CPM, as needed and as time permits
- To plan meetings of the POC, which includes recommending host church sites (when in person), technology platforms needed to support online meetings, preparing a draft docket, as well as providing the docket and information packet for meetings and recommending elder/clergy numerical parity annually
 - The Acting Stated Clerk is ultimately responsible for the docket of the meeting of the POC and is in consultation with the POC moderator(s), Interim Presbytery Leader, and other councils of the church regarding time and items to bring forward
- To receive any allegations against persons in ordered ministry
- To serve as legal agent for the POC
- To convene the Permanent Judicial Commission (PJC) when needed and
 - To staff the PJC as specified in the Rules of Discipline
 - To provide training and support for the PJC, administrative commissions, and investigating committees
- To relate to the larger church through direct interactions and attendance at Synod Assembly, General Assembly, and other national meetings