

## **STATED CLERK**

### **Purpose**

The Stated Clerk shall serve the Presbytery of the Coastlands with energy, intelligence, imagination and love, by fulfilling the provisions of the Book of Order with regard to the office of the stated clerk and the following provisions. With the Relational Presbytery Co-Leader and the Administrative Presbytery Co-Leader, effectively further the Presbytery's mission and vision through its elected leaders, committees, commissions, congregations, and members.

### **Accountability**

The Stated Clerk is elected by the Presbytery and accountable to the Presbytery through the personnel committee to the Presbytery's duly elected leadership body.

### **Relationships**

The Stated Clerk shall relate to:

- The Presbytery, as its chief ecclesiastical officer. The Stated Clerk shall serve as clerk of the Presbytery and the elected leadership body. (Should there be a separate Board of Trustees, the Stated Clerk shall serve as its Secretary.)
- The Moderator, Presbytery Co-Leaders, other elected leadership and staff as a colleague in ministry, supporting and making effective their leadership of the Presbytery.
- The various committees, commissions and other bodies of the Presbytery as a colleague in ministry and resource for their work.
- Congregations, other presbyteries, synods, the General Assembly and other Church bodies as provided in the Book of Order and as is usual and customary.

### **Responsibilities**

The Stated Clerk shall have these responsibilities:

- Serving as the official representative and communicator for the Presbytery, receiving and sending communications, in conjunction with elected leadership, as required.
- Assisting the Moderator and Co-Executive Presbyters in preparation for Presbytery and elected leadership team meetings.
- Serving as the Parliamentarian for the Presbytery and elected leadership body, providing guidance, when requested, on the Book of Order, the Presbytery's Operations Manual, etc.
- Recording and maintaining the minutes of the Presbytery and elected leadership body.
- Keeping the rolls of membership and attendance, and required registers, coordinating these records with other Church bodies, and reporting on them to the Presbyter.
- Preserving the Presbytery's minutes and rolls, and furnishing extracts as required.
- Leading the Presbytery's review of Session records, and providing Presbytery records to the Synod for review.
- Reporting to Presbytery, Synod and Office of the General Assembly as provided in the Book of Order and as is usual and customary.

- Serving as the official contact for any matters related to the judicial process, and/or administrative commissions other than COM and CPM.
- Participating in the work of the Church beyond the bounds of the Presbytery, attending, when possible, clerk's meetings, leaders gatherings, etc.
- Some of these responsibilities may be assigned to other elected leadership of staff.

(See the Book of Order Addendum.)